**User Training**

The activities given in Table 1 must be completed by the user.

**Table 1: Training Activities**

| Activity | Expected input | Expected output/outcome | Comments |
| --- | --- | --- | --- |
| Parent job entry/creation | “General tab” required field entries as minimum input | Successful job entry indicated by a message and assigned job number when job is saved |  |
| Client entry | “Client Detail dialog” required field entries as minimum input | Successful client entry without any error message when client is saved |  |
| Existing client update | New address or contact details | Successful address/contact entry without any error message when contact/address is saved |  |
| Sample(s) entry | Common name of product as minimum input | Successful sample(s) entry with automatic job saved message when job is saved |  |
| Subcontracting a job (Child job entry) | “General tab” field entries as minimum input | Successful subcontract entry indicated by a message and assigned job number when job is saved |  |
| Job costing entry/update | “Job Costing dialog” field entries | Successful job costing entry or update indicated by a message and when the job is automatically saved |  |
| Job status update and completion | “General tab” field entries as minimum input | Successful status update with automatic job saved message when job is saved |  |

**Participant’s Name/Signature**

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**Date**

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**User Acceptance Testing**

The acceptance test cases given in Table 2 must be performed by the user.

**Table 2: Acceptance Test Cases**

| Test Case | Prerequisites | Test Scenario  Steps | Expected results | Results/Comment |
| --- | --- | --- | --- | --- |
| Parent job entry/creation | Non-existing job | Enter the fields for all tabs in the “Job Detail dialog” | Successful parent job entry indicated by a message and assigned job number when job is saved |  |
| Client entry | Non-existing client | Enter the fields for all tabs in the “Job Detail dialog” after clicking the “New” button in the “Client Management tab” | Successful client entry without any error message when client is saved |  |
| Existing client update | Existing client | Enter all the fields in the “Address/Contact Detail dialogs” after clicking the “New” button in the “Addresses/Contacts tab” in the “Client Detail dialog” | Successful address/contact entry without any error message when the “Address/Contact dialog” is closed |  |
| Sample(s) entry | New or existing job | Enter new samples in the “Job Sample dialog” | Successful sample(s) entry with automatic job saved message |  |
| Subcontracting a job (Child job entry) | Existing parent job | Enter the fields for all tabs in the “Job Detail dialog” | Successful parent job entry indicated by a message and assigned job number when job is saved |  |
| Job costing | Existing job | Enter all fields and in the “Job Costing dialog” | Successful job costing entry indicated by a message that job was saved |  |
| Job status update and completion | Existing job | Change the “Work progress” of an existing job | Successful job status update indicated by a message that the job was saved |  |

**Participant Name/Signature**

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**Date**

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