User Acceptance Testing (UAT) Template

Date	7 February 2026
Team ID	LTVIP2026TMIDS39149
Project Name	Cafeteria Menu Display
Maximum Marks	

Project Overview:

Project Name: Cafeteria Menu Display

Project Description: A ServiceNow-based application that allows admin users to manage cafeteria menu items and allows employees to view published menus through a dashboard.

Project Version: 1.0

Testing Period: 6 February to 18 February

Testing Scope:

- User Registration
- Email Confirmation
- Login
- Dashboard View
- Add Menu
- Update Menu
- Delete Menu
- Publish Menu (UI Action)
- View Published Menu

Testing Environment:

URL/Location:

https://dev198840.service-now.com/

Credentials (if required): Username: Srihitha.A
                    Password:Srihi@12
Test Cases:

Test Case ID	Test Scenario	Test Steps	Expected Result	Actual Result	Pass/Fail
TC-001	User Registration	Enter email, password, confirm password	User account created successfully	Account created	Pass
TC-002	Login	Enter valid email & password	User redirected to dashboard	Redirected to dashboar	Pass
TC-003	Add Menu	Admin enters menu name, date, price	Menu record created	Menu created	Pass
TC-004	Publish Menu	Click Publish UI Action	Status changes to Published	Status updated	Pass
TC-005	View Published Menu	Login as user and open dashboard	Only published menus visible	Published menus displayed	Pass
TC-006	Delete Menu	Click delete on menu record	Record deleted successfully	Record deleted	Pass

Bug Tracking:

Bug ID	Bug Description	Steps to reproduce	Severity	Status	Additional feedback
BG-001	Menu not visible after publishing	Publish menu → Refresh dashboard	Medium	Resolved	Fixed by correcting status condition
BG-001	Invalid login error not clear	Enter wrong password	Low	Closed	Improved error message

Sign-off:

Tester Name: Oleti Deepika

Date: 17-02-2026

Signature: Deepika

Notes:

- Ensure that all test cases cover both positive and negative scenarios.
- Encourage testers to provide detailed feedback, including any suggestions for improvement.
- Bug tracking should include details such as severity, status, and steps to reproduce.
- Obtain sign-off from both the project manager and product owner before proceeding with deployment.