THE ARK
OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH

Stage: Acceptance

User Acceptance Test (UAT) Plan

Cloud-based Bioinformatics Tools

Integrated Invoicing & Billing

Document Version: 1.1

Date: 24/09/2012

Contents

1 Document Management

1.1 Contributors

Role	Department	Name
Owner	The Ark	Paul White

1.2 Version Control

Date	Version	Author	Amendment
24/09/2012	1.0	Paul White	Initial version
26/09/2012	1.1	Paul White	Minor Amendments

2 USER ACCEPTANCE TESTING

2.1 User Acceptance Definition

User Acceptance Testing should ensure that the application performs at an acceptable level for the Customer.

2.2 UAT Responsibilities

Role	Name	Responsibilities
Project Manager	Paul White	Communication with users responsible to agree format and scope of UAT Agree acceptance criteria with the Steering Committee nominee and designated UAT test personnel prior to commencing UAT Ensure that a detailed test plan is available for test users Ensure that bugs identified during UAT are logged in the Jira Issues Log Ensure testing takes place within agreed timeframes
Steering Committee Nominee	John Hopper	Ensure appropriate UAT personnel to conduct testing are identified and available. Signoff final test results
UAT Testers	Kelly Aujard	Conduct UAT tests

3 UAT STRATEGY

The User Acceptance Test Plan should be used to record the Steering Committee Nominee(s) sign off of the documented scenarios. It is recommended that detailed test plans be used to record the results of user testing.

3.1 Test Approach

Test Scenarios The purpose of this test case is to validate the functionality for tracking work items and generating detailed and summary reports for billing purposes.

3.2 Assumptions & Constraints

The following is assumed:

1. The test user can successfully access the test environment via the URL: https://test.the-ark.org.au/ark
2. The test user has a valid login to The Ark (internal LDAP user)
3. The test user has been granted access to the Integrated Invoicing and Billing module.

3.3 Test Scenarios

The test scenarios will be developed to match the requirements for Integrated Invoicing and Billing as specified in the Ark Wiki and Jira.

4 User Stories

The Integrated Invoicing and Billing System module requirements are characterised by the following user stories.

4.1 User Stories

ID	BI01
Title	Define Work Requests
Narrative	As the Administrator of a study/lab I want to be able to enter requests for work, such as identifying subjects for a new study or requests for aliquots of DNA
Roles	LIMS Administrator, Subject Administrator
Preconditions	Study and Researcher has been defined, Administrator logged in with appropriate access
Details	1. Administrator enters new work request and associates it with the Researcher 2. New Work Request created in the system

ID	BI02
Title	Define Researchers
Narrative	As the Administrator of a study I want to be able to define Collaborators/Researchers to the system
Roles	LIMS Administrator, Subject Administrator
Preconditions	Study has been defined
Details	1. Administrator defines a new Collaborator/Researcher associated with the study in context 2. New Collaborator/Researcher created in the system

ID	BI03
Title	Define new Billable Item Type
Narrative	As the Administrator of a study I want to be able to define the types of work that can be charged for and set the pricing for each type
Roles	LIMS Administrator, Subject Administrator
Preconditions	Study has been defined
Details	1. Administrator defines a new Billable Item type and associated charges 2. New Billable Item Type created in the system

ID	BI04
Title	Track Work Completed
Narrative	As a Data Manager for a study I want to be able to manually record work completed for a Researcher against a pre-defined Work Request
Roles	Data Manager
Preconditions	Study, Billable Item Type, Researcher and Work Requests have all been defined
Details	1. Data Manager selects the Date and Work Request against which the work will be recorded 2. System populates the Researcher details 3. Data Manager selects the Billable Item Type and system populates per item pricing 4. Data manager selects the quantity 5. New Billable Item created in the system

ID	BI05
Title	Generate Reports
Narrative	As a Data manager for a study I need to be able to generate reports showing what work has been completed
Roles	Data Manager
Preconditions	Billable Items have been created in the system

Details	1. Data Manager selects the report required
	2. Data manager selects the report constraints, such as Researcher name and date ranges
	3. System generates one of the following reports:
	    1. The total invoiced item type costs related to a researcher
	    2. The individual billable item costs group by the billable item type related to a researcher
	    3. The individual invoice item costs grouped by the billable item type

ID	BI06
Title	Automatically create Correspondence Billable Items
Narrative	The system needs to be able to automatically generate Billable Items in response to correspondence activity
Roles	Data Manager
Preconditions	Billable Items have been created in the system as a result of a Correspondence record being created
Details	1. Data Manager generates a Correspondence record for a subject 2. Data Manager links the Correspondence record with a predefined Work Request 3. The system generates a non-invoiced Billable Item record.

5 USER TESTING

Scenario	Passed (Y/N)	Date Tested	Notes
1. Researcher Management			
1.1 Administrators and other users with access to the module should be able to **search** for and **view** the details for defined researchers. Search fields to include: - Organisation - First name - Last Name - Created Date - Role (Chief Investigator, Assoc Investigator, Other Investigator, Research Assistant) - Status (Active, Inactive)	Y	08/10/2012	
1.2 The administrator should be able to **create** and **maintain** the details for external or internal researchers that request services or data/samples.	~~N~~ Y	08/10/2012 20/11/2012	• The office phone and mobile phone numbers need to allow for international phone numbers. Ie more than 12 characters. It shouldn't allow text characters and restrict the special characters allowed. • The fax number shouldn't allow text characters; it also needs the same validations as the phone and mobile. • Restrict the BSB and account number to numeric values only.
1.3 The following researcher fields are required: - Organisation name - mandatory - Title - mandatory - First name - mandatory - Last name - mandatory - Role (Chief Investigator, Assoc Investigator, Other Investigator, Research Assistant) - mandatory - Office Phone - Status (Active, Inactive) – mandatory - Mobile Phone - Address – mandatory - Email - Fax - Comment - Record created date - automated	Y	08/10/2012	

1.4 The following payment type details are required: - Billing Type (Cheque, EFT, Cash) - Account name - Bank - BSB - Account Number	Y	08/10/2012	
2. Billable Item Type Management			
2.1 Administrators and other users with access to the module should be able to **search** for and **view** the details for Billable Item Types. Search fields to include: - Item Name - Quantity per Unit - Unit Price	Y	08/10/2012	
2.2 The administrator should be able to **create** and **maintain** the details for Billable Item Types	Y	08/10/2012	
2.3 The following Billable Item Type fields are required: - Item Name – mandatory - Quantity per Unit – this is the number of items that are logically billed together, e.g. as part of a "mailout" - mandatory - Unit Price – this is the price per logical unit - mandatory - Quantity Type – this is the actual item of work being conducted, e.g. letter creation - mandatory - Description	Y	08/10/2012	
3. Work Request Management			

3.1 Administrators and other users with access to the module should be able to **search** for and **view** the details for Work Requests. Search fields to include: - Work Request name - Requested Date - Commenced Date - Completed Date - Status (Not Commenced, Commenced, Completed) - Researcher (populated from Researcher list)	~~N~~ Y	08/10/2012 20/11/2012	• Searching for >1/1/2012 doesn't work. You should be able to filter for ranges not just exact dates. • Can't type more than 10 charcters in the date field in order to enter a range •
3.2 The administrator should be able to **create** and **maintain** the details for Work Requests	~~N~~ Y	08/10/2012 20/11/2012	• The first couple of times I tried the 'New' button nothing worked, then I got an access denied error, then on the 5th attempt it worked. • You shouldn't be allowed to put a completed date that occurs before the commenced or requested date. • You shouldn't be allowed to put a commenced date that occurs before the requested date. • All dates need a valid date range enforced. • When I put 31/4/2012 as a commenced date it automatically changed it to 1/5/2012 and saved the record. It should check for a valid date and show an error.
3.3 The following Work Request fields are required: - Work Request Name – populated from the list of pre-defined Work Requests - mandatory - Requested Date - mandatory - Status (Not Commenced, Commenced, Completed) - mandatory - Commenced Date - Completed Date - Description - Researcher – the name of the Researcher that made the request – mandatory - GST rate (if applicable)	~~N~~ Y	08/10/2012 20/11/2012	• Qx: Should a completed date be allowed if the status <> 'Completed'?? • Interfield logic hasn't been enforced • Can you put a default of today in the Requested Date?
4. Billable Item Management			

4.1 Users with read access to the module should be able to **search** for and **view** the details for Billable Items. Search fields to include: - Date – date Billable Item was created - Work Request – selected from available Work Requests - Researcher –selected from defined Researchers - Invoiced – Yes or No - Work Summary - text	~~N~~ Y	09/10/12 20/11/2012	• The date filter doesn't work, selecting any date even an invalid one shows all records. A % character in the work summary field shows all records, should it? • The label 'GST allowed'
4.2 The administrator should be able to **create** and **maintain** the details for Billable Items	~~N~~ Y	09/10/12 20/11/2012	• When selecting the billable item type the item cost wasn't populating every time. • Clicking in the attachment field shouldn't activate the browse button • When I saved a record with an attachment the attachment file path disappeared from the field but the summary sheet showed the file in the list; there was no way of deleting the file. • Put a valid range of dates on the date field, ie. 1/1/1900 or 1/1/3000 shouldn't be acceptable. • The date need to be checked that it's a valid date ie. 31/4/2012 • You should **not** be able to edit the qty or item cost for a billable item that has been invoiced.

4.3 The following Billable Item Type fields are required: - Date – date Billable Item was created - mandatory - Work Request – selected from available Work Requests - mandatory - Researcher – populated from the Work Request - Work Summary – text field - Billable Item Type – selected from available Billable Item types defined - mandatory - Quantity - mandatory - Invoiced – Yes or No - mandatory - Item Cost – copied from the Billable Item Type but can be overridden by the user - Total cost – calculated using quantity, item cost and GST - Attachment – the user may attach a file to the Billable Item record in the system	~~N~~ Y	9/10/12 20/11/2012	• Is the work summary field unique or a way of grouping billable items for a 'mailout' for example. • Should you be able to general a billable item for a work request that has **not** commenced? • **don't** allow the GST component to be changed once billable items are assigned to the work request as it looks misleading in the billable item list so records that were saved under the previous GST %

4.4 Users with Create access to the Correspondence tab in the Subject module should be able to generate a Billable Item when they create a correspondence record. Note that Billable Item records will not be available when updating a Correspondence record.	~~N~~ Y	09/10/12 20/11/2012	• I'm not sure this is accurate for a real life scenario. For example a correspondence record to reflect a study approach mailout has been sent, the actual mailout for this person is associated with multiple billable item types, e.g. envelopes, printing costs, administration etc.. • I was able to save the correspondence record with only a date, is that what it's supposed to do? • I wasn't able to put a date for tomorrow in, this would be fine if all these records are entered manually but sometimes we add the activities for a correspondence that will go in the mail next week and the date reflects that. • I was able to save records with either the work request or the billable item type missing; either these field should both be enforced or neither. Because it seems to only add a system generated billable item when both fields are filled in. • You should be able to at least view the disabled Work Request and Billable Item Type fields associated with the correspondence record even if editing is unavailable. If a subject has multiple correspondence records for multiple work requests it difficult for the end user to distinguish which record belongs to which work request/billable item. • You shouldn't allow the correspondence record to be deleted if it's associated with a billable item.
5. Reporting			

<table>
<tr>
<td>5.1 The system should provide a Work Researcher Cost Report which lists the total invoiced Billable Item costs related to a researcher</td>
<td>~~N~~
Y</td>
<td>09/10/12
20/11/2012</td>
<td>You double counted the GST component (I think), the total cost on the billable item (ie #9 and #10) include the GST component of 10% (which is the value at the time of saving this record). The recruitment cost report seems to then calculate the GST component on the total inclusive of GST.
<table>
<tr><th>item</th><th>qty</th><th>item cost</th><th>total ex gst</th><th>total inc gst</th><th>gst</th></tr>
<tr><td>9</td><td>40</td><td>20</td><td>800</td><td>880</td><td>80</td></tr>
<tr><td>10</td><td>100</td><td>0.5</td><td>50</td><td>55</td><td>5</td></tr>
</table>
Prof Janesgfg /*-+ Doe<>[]|+
207 Bouverie St
Carlton test
sdfdsf
kauja@com.com
01/01/1980 to 31/12/2012
INV
Phone Follow-Up $ 880.00
Standard Postage $ 55.00
Total Amount (GST inclusive where applicable) $ 935.00
Total GST (Where applicable) $ 93.50</td>
</tr>
<tr>
<td>5.2 The system should provide a Work Researcher Detail Cost Report which lists the individual invoiced Billable Item costs related to a researcher, grouped by the billable item type</td>
<td>~~N~~
Y</td>
<td>09/10/12
20/11/2012</td>
<td>Same problem with regard to the GST component occurs in this report.</td>
</tr>
<tr>
<td>5.3... The system should provide a Work Study Detail Cost Report which lists the individual Billable Item costs related to context study grouped by the billable item type related to the study in context</td>
<td>~~N~~
Y</td>
<td>09/10/12
20/11/2012</td>
<td>Same problem with regard to the GST component occurs in this report.</td>
</tr>
</table>

Any issues identified during UAT should be added to The Ark Issues Log in Jira. It may be agreed that UAT can be signed off while some issues remain – please add the Jira reference to the appropriate section above if this is the case.

6 UAT RESULTS

6.1 Open Issues

Please insert a copy of any open issues from Jira, together with details of why these issues remain open at the sign off of the Acceptance Stage.

6.2 Document Sign Off

Role	Name	Signature	Date
UAT Tester	*Kelly Aujard*		22/11/12
Project Manager	*Paul White*		
Steering Committee Nominee	*John Hopper*		22/11/12