Identification Code: SOP-DMA-014 Attachment 03 MRC Unit The Gambia at LSHTM

Version: 1.0 – 18 *November 2024*

**USER ACCEPTANCE TESTING (UAT) Plan – TEMPLATE**



**Project/System Name: Bio Shipment App SCC/LEO Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_** N/A

**Common Steps for All Users:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Screen** | **Expected Result** | **Pass/Fail** | **Comments/Evidence** |
| **1. Login** | Login with MRC username/email and password. |  | Successful login, and user is redirected to the appropriate dashboard based on their role. | ☐**Pass**  ☐**Fail** |  |
| **2. Log Out** | Log out of the application. |  | User is successfully logged out. | ☐**Pass**  ☐**Fail** |

**Requestor Specific Steps:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Screen** | **Expected Result** | **Pass/Fail** | **Comments/Evidence** |
| **3. View Dashboard Analytics** | Log in as Requestor, view dashboard analytics to track performance trends by week, month, or year, ensuring actionable insights immediately. |  | The dashboard displays the total number of user requests, and a chart visualizing requests over time, categorized by week, month, and year. | ☐**Pass**  ☐**Fail** |  |
| **4. Submit Material Request** | Access the "Request for Biological Sample Shipment" form as a Requisitioner, fill out the form with valid data, and submit. |  | Data is saved successfully, or an appropriate error message is displayed on the screen. | ☐**Pass**  ☐**Fail** |  |
| **5. Verify Request History** | Navigate to "My Requests" tab as a Requestor and review the request history and status. |  | Request history is displayed with correct status. | ☐**Pass**  ☐**Fail** |
| **6. Notification Click** | Click on the notification icon in the navbar and verify messages related to shipment status requests. |  | Messages related to shipment status requests are displayed, and clicking redirects to "My Requests" tab. | ☐**Pass**  ☐**Fail** |  |
| **7. Email**  **Notification**  **Material**  **Request**  **Submission** | Email Notification - Sample Request Submission |  | An email notification is sent to “Bioship@mrc.gm (ask biobank for email)” when a user submits a sample request. | ☐**Pass**  ☐**Fail** |  |

**Shipper Specific Steps:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Screen** | **Expected Result** | **Pass/Fail** | **Comments/Evidence** |
| **8. Dashboard View** | Log in as Shipper to view a dedicated dashboard showing all requestors' requests over time, top requestors, 'Hazardous vs. Non-Hazardous Requests,' and 'Shipment Mode Distribution,' providing actionable insights immediately. |  | The dashboard displays the total number of requestors' requests, a chart visualizing requests over time categorized by week, month, and year, along with insights into top requestors, 'Hazardous vs. Non-Hazardous Requests,' and 'Shipment Mode Distribution | ☐**Pass**  ☐**Fail** |  |
| **9.**  **Approve**  **/Reject Request (Review Tab)** | Access the main Shipper menu in the sidebar to view the Review Tab, which displays all pending requests awaiting shipment review. Click 'View Details' to update shipment agreements and move requests forward. |  | Displays all pending requests for review. Clicking 'View Details' opens the shipment agreement update form. After updating, submit the form to move the request to the 'Awaiting Agent Feedback' tab. If submission fails, an error message will appear. | ☐**Pass**  ☐**Fail** |
| **10.**  **Confirm & Move to Checklist (Awaiting Agent Feedback Tab)** | Access the Awaiting Agent Feedback Tab from the main Shipper menu to view all requests awaiting agent confirmation. Click 'Process' to assign an agent, enter the AWB number, and finalize shipment details. |  | Shows requests awaiting agent confirmation. Clicking 'Process' opens the agent details form where shipment and agent info is entered. After submission, the request moves to the 'Checklist' tab. If submission fails, an error message will be shown. | ☐**Pass**  ☐**Fail** |  |
| **11. Complete Shipment (Checklist Tab)** | Access the Checklist Tab from the main Shipper menu to view all requests awaiting final verification. Click 'Complete Checklist' to confirm shipment category and verify package requirements. |  | Displays requests awaiting final checklist verification. Clicking 'Complete Checklist' opens the form to confirm shipment category and verify package details. Once submitted, the request is moved to the 'Shipped' tab. Errors during submission will trigger an error message | ☐**Pass**  ☐**Fail** |  |
| **12. Completed Shipments Tab** | Access the Shipped Tab from the main Shipper menu to view all completed shipments and their details, marking the final stage of the shipment process. |  | Shows all completed shipments with detailed information, marking the final stage of the process. If any issues arise during the process, an error message will be displayed. | ☐**Pass**  ☐**Fail** |  |
| **13.**  **My History** | Navigate to "My History" tab as a Shipper and review the history, pdf button & status. |  | History is displayed with correct detail, status and pdf button generates invoice successfully. | ☐**Pass**  ☐**Fail** |  |
| **14. Notification Click** | Click on the notification icon in the navbar and verify messages related to shipment requests. |  | Messages related to shipment requests are displayed. | ☐**Pass**  ☐**Fail** |  |

**Admin Specific Steps:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | | **Screen** | **Expected Result** | **Pass/Fail** | **Comments/Evidence** |
| **15. Dashboard View** | | Log in as Admin to view a dedicated dashboard showing all requestors' requests over time, top requestors, 'Hazardous vs. Non-Hazardous Requests,' and 'Shipment Mode Distribution,' providing actionable insights immediately |  | The dashboard displays the total number of requestors' requests, a chart visualizing requests over time categorized by week, month, and year, along with insights into top requestors, 'Hazardous vs. Non-Hazardous Requests,' and 'Shipment Mode Distribution. | ☐**Pass**  ☐**Fail** |  |
| **16.**  **Submit Material Request** | | Access the "Request for Biological Sample Shipment" form as a Requisitioner, fill out the form with valid data, and submit. |  | Data is saved successfully, or an appropriate error message is displayed on the screen. | ☐**Pass**  ☐**Fail** |  |
| **17. Approve**  **/Reject Request (Review Tab)** | | Access the main Shipper menu in the sidebar to view the Review Tab, which displays all pending requests awaiting shipment review. Click 'View Details' to update shipment agreements and move requests forward. |  | Displays all pending requests for review. Clicking 'View Details' opens the shipment agreement update form. After updating, submit the form to move the request to the 'Awaiting Agent Feedback' tab. If submission fails, an error message will appear. | ☐**Pass**  ☐**Fail** |  |
| **18.**  **Confirm & Move to Checklist (Awaiting Agent Feedback Tab)** | | Access the main Lab Supervisor tab, view pending Stock updates, and approve/reject changes. |  | Shows requests awaiting agent confirmation. Clicking 'Process' opens the agent details form where shipment and agent info is entered. After submission, the request moves to the 'Checklist' tab. If submission fails, an error message will be shown. | ☐**Pass**  ☐**Fail** |  |
| **19. Complete Shipment (Checklist Tab)** | | Access the Checklist Tab from the main Shipper menu to view all requests awaiting final verification. Click 'Complete Checklist' to confirm shipment category and verify package requirements. |  | Displays requests awaiting final checklist verification. Clicking 'Complete Checklist' opens the form to confirm shipment category and verify package details. Once submitted, the request is moved to the 'Shipped' tab. Errors during submission will trigger an error message | ☐**Pass**  ☐**Fail** |  |
| **20.**  **Completed Shipments**  **Tab** | | Access the Shipped Tab from the main Shipper menu to view all completed shipments and their details, marking the final stage of the shipment process. |  | Shows all completed shipments with detailed information, marking the final stage of the process. If any issues arise during the process, an error message will be displayed. | ☐**Pass**  ☐**Fail** |  |
| **21.**  **Assign Roles** | | Access the Assign Roles page, navigate to the "Super Admin" section, select a user from the database, and assign a role. |  | Role is successfully assigned to the selected user. | ☐**Pass**  ☐**Fail** |  |
| **22.**  **Audit Logs** | | Navigate to Audit Logs in the sidebar to access the Assign Role page, featuring an overview of key metrics like Total Requests, processing times, hazardous samples, pending requests, and export options (Excel, PDF). |  | View key metrics like Total Requests, average processing time, hazardous samples, and pending requests. Export the data seamlessly to Excel or PDF with a single click |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date (dd/mmm/yyyy)** |
| **Author:**  **(System Developer)** | HADIM FAAL NJIE |  |  |
| **Approved By:**  **(Head of Data Mgmt. /**  **Lead Developer)** | GILLEH THOMAS |  |  |

|  |  |
| --- | --- |
| **Conclusion of User Acceptance Testing – (*to be completed by the end-user, including for future releases, bug fixes, etc.)*** | |
| The items specified on the attached test plan have tested in accordance with the URS. All items have been validated successfully (including retesting following any issues identified during a previous test). | |
|  | |
|  | The end-user has tested successfully with deviations to the URS – *please list deviations below*  The end-user is satisfied that the specified items (above) have passed testing and are fit for purpose as specified. |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date (dd/mmm/yyyy)** |
| **Tested By:**  **(End User)** |  |  |  |