ArxLab ELN Test Script

# Introduction

Arxspan's ArxLab notebook is a web-based electronic laboratory notebook (ELN) application. Arxspan’s Software as a Service (SaaS) platform is intended for use in experimental sciences; it is preconfigured for chemistry and biology workflows while supporting free-form research notes and data. With full audit trails, electronic signatures, witnessing workflows and sharing functionality built in, ArxLab ELN will streamline workflows, increase productivity, protect sensitive Intellectual Property (IP), and leverage existing investments without jeopardizing regulatory compliance.

The purpose of this document is to test the features of ArxLab ELN listed in ***ArxLab ELN User Requirements Specification***. These features are those required to ensure ArxLab functions as expected. A copy of this document is expected to be executed as required by Arxspan, e.g., with a new release.

# Execution Best Practices

## Read the entire document before beginning execution of the test script.

## Use indelible ink when filling out this form.

## Have each user who executes a copy of this test script include their information in section 3.

## The person who executes a step record the results.

## Record No in the Actual Result column in section 5 if the Actual Result does not meet the Expected result, with a brief explanation of why the Actual Result does not meet the Expected Result, and what was done as a result. A reference to a more detailed explanation can be used.

## Ensure each entry is complete, i.e., ensure all cells are filled either with the observed result or N/A if the cell is not applicable.

# Signature Identification

Use this section to identify those who execute and review this test script.

| **Name** | **Signature** | **Initials** | **Title** | **Date** |
| --- | --- | --- | --- | --- |
| Juan Gutierrez |  | JG | Informatics Engineer | 5/10/2018 |
| Kate Hardy |  | KH | Director of Global Services | 5/10/2018 |
|  |  |  |  |  |
|  |  |  |  |  |

# Prerequisites

This section specifies the critical data required to execute tests in this document.

## Test executor

The executors of this test script are expected to be intermediate users of ArxLab.

## Accounts

The following ArxLab accounts are set up in the test environment and the tester has the passwords for these accounts:

| **Reference Name** | **Login Name** | **Role** |
| --- | --- | --- |
| System Admin | [Admin@demo.com](mailto:Admin@demo.com) | Administrator |
| Joe Chemist | [joe@test.com](mailto:joe@test.com) | Create/Share Notebooks |
| Jane Biologist | [jane@test.com](mailto:jane@test.com) | Create/Share Notebooks |

## Files

The following files are accessible to the tester in the test environment:

### ChemDraw chemical reaction diagram file

### 1H NMR file

### 13C NMR file

### Protocol Reference file (Microsoft Word file)

### Histology file (Microsoft PowerPoint file)

### Histology Analysis file (Portable Document Reference (PDF) file)

### Xenograft file (Microsoft Excel file)

| **Module 1: Notebook Creation and Sharing** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the System Admin account. | Logged in with the System Admin account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Create a New Notebook with a description containing today’s date and noting that this is a Test Script execution. | Created a new notebook with a description containing today’s date and a note that this is a Test Script execution. | X Yes  Today’s date:\_\_\_\_\_\_\_\_\_\_\_  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2a | Confirm Notebook name, owner and description are displayed correctly. | Notebook name, owner and description displayed correctly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Share the Notebook with Joe Chemist, for View and Write access. | NA | NA | NA |
| 3a | Confirm the Share displays in the Notebook with status “pending”. | Share displayed in the Notebook with status “pending”. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Share the Notebook with Jane Biologist, for View and Write access. | NA | NA | NA |
| 4a | Confirm the Share displays in the Notebook with status “pending”. | Share displayed in the Notebook with status “pending”. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Log in with the Joe Chemist account. | Logged into ArxLab with the Joe Chemist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Confirm a Notification for a Notebook Share displays in Notifications area of dashboard page. | Notification for a Notebook Share displays in Notifications area of dashboard page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7a | Click Notification for Notebook Share. | Notebook page displays the Invitation dialog at the top of the page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7b | Click Accept. | The Invitation dialog closes and the Notebook table of contents displays. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Log in with the Jane Biologist account. | Logged into ArxLab with Jane Biologist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Confirm a Notification for a Notebook Share appears in Notifications area of dashboard page. | Notification for a Notebook Share displays in Notifications area of dashboard page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10a | Click Notification for Notebook Share. | Notebook page displays, the Invitation dialog at the top of the page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10b | Click Accept. | The Invitation dialog closes and the Notebook table of contents displays. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 2: Chemistry Data Entry** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Joe Chemist account. | Logged in with the Joe Chemist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Create a new Chemistry Experiment in today’s Test Script execution Notebook and upload a ChemDraw reaction file. Click Save. | A new Chemistry Experiment created in today’s Test Script execution Notebook and saved with ChemDraw reaction file upload. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2a | Confirm reaction is displayed properly. | Reaction displayed properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2b | Confirm stoichiometry grid is created and contains data. | Stoichiometry grid created and contains data. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2c | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Change Experiment description, add preparation and Reaction Conditions data with units. Click Save. | NA | NA | NA |
| 3a | Confirm all data is saved properly. | Changed Experiment description, added preparation and Reaction Conditions data with units saved. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Add the 1H NMR file attachment. | 1H NMR file attachment added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4a | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Click Save. | NA | NA | NA |
| 5a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Add the 13C NMR file attachment. | 13C NMR file attachment added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Open and make a change to the Description of the 13C NMR file attachment. Click Save. | NA | NA | NA |
| 7a | Confirm that the changes are correctly saved. | Change made to the Description of the 13C NMR file attachment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Add a Note to the experiment. Click Save. | Note added to the experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Sign & Keep Open | NA | NA | NA |
| 9a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Add a new Note. Click Save. | Added a new Note to the Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11 | Sign & Close, with Jane Biologist as Witness. | NA | NA | NA |
| 11a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11b | Verify that the Experiment PDF is generated and correctly loads in the browser. | Experiment PDF is generated and loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11c | Verify that the Experiment cannot be edited. | Experiment cannot be edited. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 3: Biology Data Entry** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with Jane Biologist account. | Logged in with Jane Biologist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Create a new Biology Experiment in today’s Test Script execution Notebook. | A new Biology Experiment is created in today’s Test Script execution Notebook. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Change Experiment description and add Protocol text. Click Save. | NA | NA | NA |
| 3a | Confirm all data is saved properly. | Changed Experiment description and added Protocol text saved. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Add the Protocol Reference file attachment (Microsoft Word file). | Protocol Reference file attachment (Microsoft Word file) added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4a | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab, confirmed file displays properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Click Save. | NA | NA | NA |
| 5a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Add the Histology file attachment (Microsoft PowerPoint file). Click Save. | Histology file attachment (Microsoft PowerPoint file) added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6b | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab, confirmed file displays properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Add the Histology Analysis file attachment (Portable Document Format file). Click Save. | Histology Analysis file attachment (Portable Document Format file) added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7b | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab, confirmed file displays properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Add the Xenograft file attachment (Microsoft Excel file). Click Save. | Added Xenograft file attachment (Microsoft Excel file). | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8b | Open attachment for viewing in ArxLab, confirm all sheets display properly. | Opened attachment for viewing in ArxLab, confirmed all sheets display properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Remove the Protocol Reference file. | NA | NA | NA |
| 9a | Confirm that the file is removed. | File is removed. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Download the Xenograft file (Microsoft Excel file) and save it locally. | Xenograft file (Microsoft Excel file) saved locally. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11 | Make an obvious edit to the file and save it. | Obvious edit made to the file and file saved. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12 | Replace the Xenograft file with the new version. | Xenograft file replaced with the new version. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12b | Open attachment for viewing in ArxLab and confirm the update is visible. | Opened attachment for viewing in ArxLab and confirmed the update is visible. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 13 | Sign & Close, selecting Joe Chemist as the Witness. | NA | NA | NA |
| 13a | Confirm that a new entry is generated in the Experiment History. | New entry is generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 13b | Verify that the Experiment PDF is generated and correctly loads in the browser. | Experiment PDF generated and loaded correctly in the browser. | X  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 14 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 4: Rejection** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Jane Biologist account. | Logged in with Jane Biologist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that you have a Witness Request and Notification from the Sign & Close step in Module 2. | Verified that you have a Witness Request and Notification from the Sign & Close step in Module 2. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Open the Witness Request. | Opened the Witness Request. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3a | Verify that the Experiment PDF correctly loads in the browser. | Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Click Reject, and enter a reason for rejecting the Experiment. | Reason for rejecting the Experiment entered. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Log out. | Returned to the login page. | □ Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 5: Witnessing** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Joe Chemist account. | Logged in with Joe Chemist account. | X Yes  □ No, reason/action taken:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that you have a Witness Request and Notification from the Sign & Close step in Module 3. | Verified that you have a Witness Request and Notification from the Sign & Close step in Module 3. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Verify that you have an Experiment Rejection and Notification from the Reject step in Module 4. | Verified that you have an Experiment Rejection and Notification from the Reject step in Module 4. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3a | Verify that the Experiment PDF correctly loads in the browser. | Verified that the Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Open the Witness Request. | Opened the Witness Request. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4a | Verify that the Experiment PDF correctly loads in the browser. | Verified that the Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Witness the Experiment. | NA | NA | NA |
| 5a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5b | Navigate to the Notebook page and verify that the Experiment status is ‘witnessed’. | Navigated to the Notebook page and verified that the Experiment status is ‘witnessed’. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Navigate to the Dashboard page and open the Rejected Experiment by clicking on the Notification. | Navigated to the Dashboard page and opened the Rejected Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Open the Notes Table, and select the Rejection reason. | Opened the Notes Table, and selected a Rejection reason. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7a | Verify that the Rejection reason cannot be Removed or edited. | Verified that the Rejection reason cannot be Removed or edited. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Add a new Note to the Experiment. Click Save. | Added a new Note to the Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Sign & Close, selecting Jane Biologist as the Witness. | NA | NA | NA |
| 9a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9b | Verify that the Experiment PDF is generated and correctly loads in the browser. | Verified that the Experiment PDF generated and loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 6: Witnessing rejected Experiments** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Jane biologist account. | Logged in with the Jane Biologist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that you have a Witness Request and Notification from the Sign & Close step in Module 5. | Verified that you have a Witness Request and Notification from the Sign & Close step in Module 5. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Open the Witness Request. | Witness Request opened. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3a | Verify that the Experiment PDF correctly loads in the browser. | Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Witness the Experiment. | NA | NA | NA |
| 4a | Navigate to the Notebook page and verify that the Experiment status is ‘witnessed’. | Verified that the Experiment status is ‘witnessed’. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

Module 7: Repeat Modules 2-6 using Concept Experiment in place of Chemistry Experiment, and using Analytical Experiment in place of Biology Experiment.

| **Module 7.1: Concept Data Entry** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Jane Biologist account. | Logged in with the Jane Biologist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Create a new Concept Experiment in today’s Test Script execution Notebook. | A new Concept Experiment created in today’s Test Script execution Notebook. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Change Experiment Description and Detailed Description. Click Save. | NA | NA | NA |
| 3a | Confirm all data is saved properly. | Changed Experiment description and detailed description saved. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Add the 1H NMR file attachment. | 1H NMR file attachment added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4a | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Click Save. | NA | NA | NA |
| 5a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Add the 13C NMR file attachment. | 13C NMR file attachment added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Open and make a change to the Description on the 13C NMR attachment. Click Save. | NA | NA | NA |
| 7a | Confirm that the changes are correctly saved. | Change made to the Description of the 13C NMR attachment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Add a Note to the experiment. Click Save. | Added a Note to the experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Sign & Keep Open | NA | NA | NA |
| 9a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Add a new Note. Click Save. | Added a new Note to the Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11 | Sign & Close, with Joe Chemist as Witness. | NA | NA | NA |
| 11a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11b | Verify that the Experiment PDF is generated and correctly loads in the browser. | Experiment PDF is generated and correctly loaded in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11c | Verify that the Experiment cannot be edited. | Experiment cannot be edited. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 7.2: Analytical Data Entry** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Joe Chemist. | Logged in with the Joe Chemist. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Create a new Analytical Experiment. | Created a new Analytical Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Change Experiment Description, add Objective text. Click Save. | NA | NA | NA |
| 3a | Confirm all data is saved properly. | Changed Experiment description and added Objective text saved. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Add the Protocol Reference file attachment (Microsoft Word file). | Protocol Reference file attachment (Microsoft Word file) added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4a | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab, confirmed file displays properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Click Save. | NA | NA | NA |
| 5a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Add the Histology file attachment (Microsoft PowerPoint). Click Save. | Histology file attachment (Microsoft PowerPoint) added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6b | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab, confirmed file displays properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Add the Histology Analysis file attachment (Portable Document Format). Click Save. | Histology Analysis file attachment (Portable Document Format) added. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7b | Open attachment for viewing in ArxLab, confirm file displays properly. | Opened attachment for viewing in ArxLab, confirmed file displays properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Add the Xenograft file attachment (Microsoft Excel file). Click Save. | Added the Xenograft file attachment (Microsoft Excel). | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8b | Open attachment for viewing in ArxLab, confirm all sheets display properly. | Opened attachment for viewing in ArxLab, confirmed all sheets display properly. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Click Remove button next to Protocol Reference (DOC) file. | Clicked Remove button next to Protocol Reference (DOC) file. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9a | Confirm that the file is removed. | File is removed. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9b | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Download the Xenograft file (Microsoft Excel file) and save it locally. | Xenograft file (Microsoft Excel file) saved locally. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 11 | Make an obvious edit to the file and save it. | Obvious edit made to the file and file saved. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12 | Replace the Xenograft file with the new version. | Replaces Xenograft file with the new version. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 12b | Open attachment for viewing in ArxLab and confirm the update is visible. | Opened attachment for viewing in ArxLab and confirmed the update is visible. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 13 | Sign & Close, selecting Jane Biologist as the Witness. | NA | NA | NA |
| 13a | Confirm that a new entry is generated in the Experiment History. | New entry is generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 13b | Verify that the Experiment PDF is generated and correctly loads in the browser. | Experiment PDF generated and loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 14 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 7.3: Rejection** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Jane Biologist. | Navigated to Dashboard page | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that you have a Witness Request and Notification from the Sign & Close step in Module 7.1. | Verified that you have a Witness Request and Notification from the Sign & Close step in Module 7.1. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Open the Witness Request. | Opened the Witness Request. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3a | Verify that the Experiment PDF correctly loads in the browser. | Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Click Reject, and enter a reason for Rejecting the Experiment. | Reason for rejecting the Experiment entered. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 7.4: Witnessing** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Joe Chemist. | Logged in with the Joe Chemist | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that you have a Witness Request and Notification from the Sign & Close step in Module 7.2. | Verified that you have a Witness Request and Notification from the Sign & Close step in Module 7.2. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Verify that you have an Experiment Rejection and Notification from the Reject step in Module 7.3. | Verified that you have an Experiment Rejection and Notification from the Reject step in Module 7.3. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3a | Verify that the Experiment PDF correctly loads in the browser. | Verified that the Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Open the Witness Request. | Opened the Witness Request. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4a | Verify that the Experiment PDF correctly loads in the browser. | Verified that the Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Witness the Experiment. | NA | NA |  |
| 5a | Navigate to the Notebook page and verify that the Experiment status is ‘witnessed’. | Navigated to the Notebook page and verified that the Experiment status is ‘witnessed’. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 6 | Navigate to the Dashboard page and open the Rejected Experiment by clicking on the Notification. | Navigated to the Dashboard page and opened the Rejected Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7 | Open the Notes Table, and select the Rejection reason. | Opened the Notes Table, and selected a Rejection reason. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 7a | Verify that the Rejection reason cannot be Removed or edited. | Verified that the Rejection reason cannot be Removed or edited. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8 | Add a new Note to the Experiment. Click Save. | Added a new Note to the Experiment. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 8a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9 | Sign & Close, selecting Jane Biologist as the Witness. | NA | NA | NA |
| 9a | Confirm that a new entry is generated in the Experiment History. | New entry generated in the Experiment History. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 9b | Verify that the Experiment PDF is generated and correctly loads in the browser. | Verified that the Experiment PDF generated and loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 10 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 7.5: Witnessing rejected Experiments** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the Jane Biologist account. | Logged in with the Jane Biologist account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that you have a Witness Request and Notification from the Sign & Close step in Module 7.4. | Verified that you have a Witness Request and Notification from the Sign & Close step in Module 7.4. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Open the Witness Request. | Opened the Witness Report. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3a | Verify that the Experiment PDF correctly loads in the browser. | Experiment PDF loaded correctly in the browser. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 4 | Witness the Experiment. | NA | NA | NA |
| 4a | Navigate to the Notebook page and verify that the Experiment status is ‘witnessed’. | Verified that the Experiment status is ‘witnessed’. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 5 | Log out. | Returned to the login page. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

| **Module 8: Notification and Confirmation of Notebook Sharing** | | | | |
| --- | --- | --- | --- | --- |
| **Test Step** | **Test** | **Expected Result** | **Actual Result meets Expected Result?** | **Executor Initial/Date** |
| 1 | Log in with the System Admin account. | Logged in with the System Admin account. | X Yes  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 2 | Verify that a Notification is displayed in the Dashboard page stating that Notebook Share Invitations have been accepted by Joe Chemist and Jane Biologist. | Two Notifications are present in the Dashboard page, one from Joe Chemist and one from Jane Biologist. | X Yes  Today’s date:\_05/03/2018  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |
| 3 | Log Out. | Returned to the login page. | X Yes  Today’s date:\_05/03/2018  □ No, reason/action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | JG 05/10/2018 |

**Reviewed By:**

The entries in this section were reviewed by the undersigned and confirmed to be filled out completely.

Kate Hardy 05/10/2018

Name Date

# Test Execution Summary

The purpose of this section is to record the outcome of execution of the test, e.g., was the testing successful, were there any significant issues encountered and if so how those items were handled.

**Testing Summary**

All tests completed successfully? X Yes □ No, indicate pages on which tests did not complete successfully:

**Testing notes (any general notes about the execution of the test script)**

Juan Gutierrez 05/10/2018 Kate Hardy 05/10/2018

Test executor Name Date Reviewer Name Date

# Document approval

This section is used to indicate approval of this test script template.

|  |  |  |  |
| --- | --- | --- | --- |
| Author: | Juan Gutierrez | Approved by: | Kate Hardy |
| Signature: |  | Signature: |  |
| Date: | 05/10/2018 | Date: | 05/10/2018 |