**Vaccines Business Unit-Electronic Lab Notebook  
U002**

**VBU-ELN – General Functionality Script**

**Document Version: 1.0**

# Document Control

*All signatures and dates can be captured electronically via SignIT or other approved tool*

This document is created and maintained with the provided individuals and uses the standardized SOPs for accuracy and maintenance.

## Authored By:

By signing this document, I am in agreement for approval.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amanda Lashua |  |  |  | 14/11/2018 |
| Signature: |  | Author |  | Date: |
|  |  |  |  | dd-mmm-yyyy |

## Pre-Approvals

IT SDLC Lead signatory indicates the approval that this script may be used for UAT testing and that the prescribed testing satisfies the stated test case objective.

Business Lead signatory indicates approval the prescribed test steps technically correct, address the test case, and are executable.

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|  |  |  |  |  |
| Signature: |  | Business Lead |  | Date: |
|  |  |  |  | dd-mmm-yyyy |
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| Signature: |  | IT SDLC Lead |  | Date: |
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## Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Author | Description of Change |
| 09 Apr 2018 | 1.0 | Terri Martell | Initial Release |

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# Script Testing Instructions

|  |  |
| --- | --- |
| Script Notes: | * **Test Action / Instructions**   + The step **Test Action / Instructions** column outlines the general process to be followed, by a tester experienced with ELN, to demonstrate a specific result that is defined in the Expected Results column.   + All steps designed to meet a requirement, or test objective, must capture objective evidence (ex. screen print) that supports the decision to pass or fail the step. A reference to the captured objective evidence must be documented in the Actual Results column. * **Expected Results**   + The result that is expected to be generated by following the process outlined in the **Test Action / Instructions** column. * **Requirement ID(s)**   + List of the User Requirement Specification (URS) Ids addressed by the test script. * **Status**   + **PASS-** indicates the step executed as stated in the Expected Results.   + **FAIL -** indicates that the expected result was not achieved or an error occurred and the step did not execute as intended. Upon a failed step provide a Test Incident Id reference in the Actual Results column and a description of the failure in the script Comments section. * **Actual Results** * If a result is not as expected, indicate the actual result in the Actual Results field. * If a result failed enter the Test Incident Id in the Actual Results field. * When the Actual Results are equivalent to the Expected Results the check box “Meets Expected Results” in the Actual Results column can be utilized in place repeating the verbiage in the Expected Results column in the Actual Results column. * When a result is not as expected, check “Other” in the Actual Results field and document the actual result. * When a screen capture is equivalent to a screen capture that was captured earlier, in the same script, the tester may reference the earlier screen capture in the Actual Results column. * **Comments**    + Comments fields are not required but if not utilized the comments section must be crossed off with a diagonal line and initial and dated.   + Comments must be clear and only Takeda approved, or previously defined, abbreviations utilized. * **All screen captures or Attachments must have the following:**   + The tester must capture all the required data indicated in the **Test Action / Instruction** column   + Also Script number, Step number, Tester’s Name, Test Date, Page X of Y   + A separate Screen Print Template is used to capture cut and pasteable objective evidence and the required information listed above may be documented in that template page headers. |
|  | **Additional Comment:** If the Test Script is not to be fully re-executed, specify test steps will be re-executed and include rationale in the script comments section. |

## Test Script Title: VBU-ELN – General Functionality Script

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Test Script ID:** | U002 | **Test Environment:** | Development  XTest | | Production  X Other: \_\_\_\_\_Model\_\_\_\_\_\_\_ | |
| **Test Script Objectives:** | VBU-ELN – General Functionality Script  This script is designed to verify if basic functionality of ELN works as intended. | | | | | |
| **Test Data Specification** |  | | | | | |
| **Pre-requisites:** | Two Testers, one with ability to create and edit experiments and the other with ability to review and witness experiments.  Testers have access to Electronic Lab Notebook (ELN) for the execution environment.  Testers are trained and experienced in using ELN.  Record the URL for execution environment below:  URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Requirement IDs :** | Individual steps cover the URS IDs being tested in that step | | | **Execution:** | | Initial Execution  Re-Execution  Run #: |

| **Step** | **Test Action / Instructions** | **Expected Results** | **Actual Results** | **Status** |
| --- | --- | --- | --- | --- |
|  | **First tester (create and edit experiments)**  Open Google Chrome browser and navigate to the URL recorded in Pre-requisites section.  Click on Sign in. | The tester is logged into ELN and is directed to the Dashboard screen. | Meets Expected Results  Other: | X Pass  Fail |
|  | **GEN-0010, GEN-0011, GEN-0012**  On the left panel, from Experiments section, click on “NEW+”  Populate/select values for all the fields in “New Experiment“ dialog box.  Click on Create.  **Generate a screen capture and attach** | The tester is able to create a new experiment.  The newly created experiment is assigned a unique, uneditable number.  Following fields are automatically populated:   * Experiment Number * Department (based on Author’s configuration) * Site (based on Author’s configuration) | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **GEN-0019**  For the experiment created in step 2, select any value for the fields Study Type and Assay Type.  Click on Dashboard and then back to the experiment created in step 2.  **Generate a screen capture and attach** | Fields Study Type and Assay Type display values selected by the tester, confirming the system has autosave functionality. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **GEN-0013**  For the experiment created in step 2, fill in all mandatory fields and click on “Click to publish now” hyperlink on top/bottom of the screen or Save button.  Select Show PDF Version.  **Generate a screen capture and attach** | The tester is directed to a PDF rendition of the experiment created in step 2. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | Go back to Experiment view and click on Sign option.  Select name of the second tester (one with ability to review and witness experiments) from the drop down for the field “Witness”.  Check the box for “Checking the box and entering your authentication credentials indicates that you have performed the work as described.”  Click on Sign, provide your credentials and click on Sign On.  Log out of ELN. | The experiment is successfully signed off. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **Second tester (review and witness experiments)**  Open Google Chrome browser and navigate to the URL recorded in Pre-requisites section.  Click on Sign in. | The tester is successfully logged in and is directed to Dashboard screen. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **GEN-0013, GEN-0014**  Ensure the experiment created in step 2 is available in the section “Witness Requests” on the Dashboard.  Click on the experiment.  **Generate a screen capture and attach**  **Note:** Multiple screen prints might be required to capture the expected results. | The tester is directed to a PDF rendition of the experiment created in step 2.  The PDF rendition displays the following copyright information: “Confidential and proprietary information of Takeda Pharmaceuticals and its affiliates.” | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | Click on Witness option, enter your credentials and check the “Checking this box and entering your password indicates that you have reviewed the work as described” box.  Click on Witness. | The tester is successfully able to “Witness” an experiment. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **GEN-0015, GEN-0016, ATES-0012**  Navigate back to the PDF view of the experiment signed off in the step above.  Right click and print the experiment report while on PDF view of the experiment.  **Attach the printed report to the step**  Log out of ELN. | The tester is able to print an experiment as a report.  The printed report includes signature information of testers 1 and 2. | Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **First tester (create and edit experiments)**  Open Google Chrome browser and navigate to the URL recorded in Pre-requisites section.  Click on Sign in. | The tester is logged into ELN and is directed to the Dashboard screen. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **GEN-0018**  Navigate to the experiment created in step 2.  Click on Copy option in Experiment view.  Retain pre-populated values in the “Copy Experiment” dialog box that pops up.  Click on Copy.  **Generate a screen capture** of the new experiment including the experiment number **and attach** | The tester is able to create a new experiment by copying (cloning) an existing experiment. | Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | Log out of ELN.  Close the browser. | The tester is successfully logged out. | X Meets Expected Results  Other: | X Pass  Fail |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Test Script ID:** | |  | | **Test Environment:** | Development  Test | | Production  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Comments:** |  | | | | | | |
| **Test Script Executed By:** | | | | | | | |
|  | | |  | | |  | |
| **Name Amanda Lashua** | | | **Signature** | | | **Date (14-11-2018)** | |

# Test Incidents

## Test Incidents Table

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| --- | --- | --- |
| Test Incident Id | Step Number | Test Incident Description |
|  |  |  |
|  |  |  |
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# 

# Execution Review & Post Approval

## Execution Review

Signatures below signify review and post-approval of the contents of this test script.

|  |  |
| --- | --- |
| **Test Script Status** | X Pass  Fail |
| **Comments :** | |
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## Post-Approval

I have reviewed this document and approve the provisions as stated.

14-11-2018

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|  |  |  |  |  |
| Printed Name |  | IT SDLC Lead or Test Lead Signature |  | Date: <dd-mmm-yyyy> |