**Vaccines Business Unit-Electronic Lab Notebook  
U003**

**VBU-ELN – Data Entry 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.

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| --- | --- | --- | --- | --- |
| 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: |
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| Signature: |  | IT SDLC Lead |  | Date: |
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## Version History

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| --- | --- | --- | --- |
| 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 – Data Entry Script

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Test Script ID:** | U003 | **Test Environment:** | Development  X Test | | Production  X Other: \_\_Model\_\_\_\_\_\_\_\_ | |
| **Test Script Objectives:** | VBU-ELN – Data Entry Script  This script is designed to verify if data entry requirements are met by ELN as intended. | | | | | |
| **Test Data Specification** |  | | | | | |
| **Pre-requisites:** | Tester has access to Electronic Lab Notebook (ELN) for the execution environment.  Tester is 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** |
| --- | --- | --- | --- | --- |
|  | 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 |
|  | **DER-0010, DER-0011**  Create a new experiment by clicking on “NEW+” from the Experiments section on the left panel.  Enter “Testing 12345” in Procedure field.  Enter “2H2 + O2 = 2H2O” in Procedure field.  Enter “X2 + 2XY + Y2 = (X+Y)2” in Procedure field.  **Generate a screen capture and attach** | The tester is able to render the following types of data within an experiment:   * Text * Numeric values * Simple Algebraic Formulas w/subscripts/superscripts & symbols | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0010**  Navigate to Attachments Table Tab and upload or drag and drop following types of files:   * Images * PDFs * MS Word * MS Excel * MS PowerPoint * MS Visio   **Generate a screen capture and attach** | The tester is able to render the following types of files within an experiment:   * Images * PDFs * MS Word * MS Excel * MS PowerPoint * MS Visio | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0010**  Using Snagit/snipping tool, take a screen shot and copy/paste it to the experiment created in step 2.  **Generate a screen capture and attach** | The tester is able to copy/paste screen shots into an experiment. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0011**  Navigate back to Procedure field in Experiment Tab.  Expand Font drop down.  **Generate a screen capture and attach** | The tester has a variety of font options to select from. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0011**  In Procedure field, click on Insert/Remove Numbered List option.  **Generate a screen capture and attach** | The tester is able to insert numbered lists. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0011**  Now click on Insert/Remove Bulleted List option.  **Generate a screen capture and attach** | The tester is able to insert bulleted lists. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0011**  Type in “H2” in Procedure field, select/highlight 2 and click on Subscript option .  **Generate a screen capture and attach** | The tester is able to subscript 2. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0011**  Type in “O2” in Procedure field, select/highlight 2 and click on Superscript option.  **Generate another screen capture and attach** | The tester is able to superscript 2. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0011**  Click on Insert Special Character option in Procedure field.  Select β.  **Generate a screen capture and attach** | The tester is able to insert Greek letters/special characters in a text field. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **GEN-0017**  Type “Experinemt” in Procedure field.  Click on Spell Check option and select Check Spelling.  **Generate a screen capture and attach** | The tester is able to use spell-check on the text entered in Procedure field. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0012, DER-0013**  Scroll down to Equipment section.  Click on ADD NEW ROW (if row not already available).  **Generate a screen capture and attach** | The Equipment section consists of a table with the following columns by default:   * Equipment Name * Equipment ID * Manufacturer * Next Calibration Date * Daily Check * Comments | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0013**  In Equipment section,  Type in a text value in the columns Equipment Name, Equipment ID, Manufacturer and Comments.  **Generate a screen capture and attach** | Equipment Name, Equipment ID, Manufacturer and Comments are free-text columns. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0013**  In Equipment section,  Click on Next Calibration Date column.  **Generate a screen capture and attach** | The tester is presented with a calendar to select a date from. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0013**  In Equipment section,  Expand Daily Check column drop down.  **Generate a screen capture and attach** | The tester is presented with the following options to select from:   * Pass * Fail * N/A | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0014**  Scroll down to Materials section.  Click on ADD NEW ROW (if row not already available).  **Generate a screen capture and attach** | The Materials section consists of a table with the following columns by default:   * Material Name * Lot # * Manufacturer * MW * Role * Density * Expiration Date * Open Date * Catalog # * Supplier * Comments | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0014**  In Materials section,  Type in a text value in the columns Material Name, Lot #, Manufacturer, MW, Density, Catalog #, Supplier and Comments.  **Generate a screen capture and attach** | Material Name, Lot #, Manufacturer, MW, Density, Catalog #, Supplier and Comments are free-text columns. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0014**  In Materials section,  Click on Role column.  **Generate a screen capture and attach** | Role column is a drop down with multiple values to select from. | XMeets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0014**  In Materials section,  Click on Expiration Date column.  **Generate a screen capture and attach** | The tester is presented with a calendar to select a date from. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **DER-0014**  In Materials section,  Click on Open Date column.  **Generate a screen capture and attach** | The tester is presented with a calendar to select a date from. | X 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

|  |  |  |
| --- | --- | --- |
| 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.

Amanda Lashua 14-11-2018

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