**Vaccines Business Unit-Electronic Lab Notebook  
U004**

**VBU-ELN – ELN Workflow 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 |  |  |  | 13/11//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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 – ELN Workflow Script

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Test Script ID:** | U004 | **Test Environment:** | Development  Test | | Production  X Other: \_\_\_model\_\_\_\_\_\_\_\_\_\_ | |
| **Test Script Objectives:** | VBU-ELN – ELN Workflow Script  This script is designed to verify if template and workflow features of ELN work 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. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **TEM-0010**  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**  Verify the experiment has the following default sections:   * Title * Objective * Experiment * Procedure * Results * Conclusions * Preparations * Equipment * Materials   Verify the experiment has Experiment and Attachment Table Tabs.  **Note:** Multiple screen shots might be required to verify the expected results. | The experiment consists of all the default sections listed in step instructions.  The experiment consists of Experiment and Attachment Table Tabs.  Preparations, Equipment, Materials are tabular fileds. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0010**  From the screen shot captured in step 2,   * Verify Experiment Details section has Experiment Number, Title fields * Verify Experiment Tab has Department, Site, Collaborator(s), Study Type, Assay Type, Process Type fields   Select values for fields Study Type, Assay Type and Process Type. | The tester is able to verify that Experiment Details and Experiment sections contain respective fields as described in step instructions. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **TEM-0010**  Type in values for fields Title, Objective, Procedure, Results and Conclusions.  **Generate a screen capture and attach** | Objective, Procedure, Results and Conclusions are free-text fields. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0010**  Navigate to Attachments Table Tab and upload or drag and drop a file and hit Save.  **Generate a screen capture** of Attachments Table Tab **and attach** | The tester is able to attach a file to an experiment in Attachments Table tab. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0011**  Navigate back to Experiment Tab.  Try deleting sections listed in step 2. | The tester is unable to delete default sections listed in step 2. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **TEM-0013**  From the screen shot captured in step 2, verify the following fields have an asterisk (\*) next to them:   * Title * Objective * Department * Site * Study Type * Assay Type * Process Type * Procedure * Conclusions   **Note:** An asterisk (\*) next to a field means that field is mandatory to progress further. | The fields listed in step instructions have an asterisk (\*) next to them. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **TEM-0013**  Remove value for the field Title, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Title is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Title.  Remove value for the field Objective, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Objective is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Objective.  Remove value for the field Department, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Department is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | XPass  Fail |
|  | **TEM-0013**  Populate value for the field Department.  Remove value for the field Site, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Site is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Site.  Remove value for the field Study Type, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Study Type is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Study Type.  Remove value for the field Assay Type, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Assay Type is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Assay Type.  Remove value for the field Process Type, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Process Type is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Process Type.  Remove value for the field Procedure, save and click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Procedure is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **TEM-0013**  Populate value for the field Procedure.  Remove value for the field Conclusions and save.  Click on Sign option.  **Generate a screen capture** of the error message **and attach** | A value in the field Conclusions is mandatory to move the experiment to review/witness state. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **WRK-0010**  Populate value for the field “Conclusions”.  Populate/Select values for all mandatory fields if not already selected.  Click on Sign option.  **Generate a screen capture and attach** | The tester is prompted to select a Witness. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | 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. | The experiment is successfully signed off. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **WRK-0011**  Try making changes to the experimental fields signed off in the step above. | The tester is unable to edit the experimental fields once it’s been signed off. | X Meets Expected Results  Other: | X Pass  Fail |
|  | **WRK-0012**  Create a new experiment by clicking on “NEW+” from the Experiments section on the left panel.  Expand drop down for the field Collaborator(s), select a name and hit Save.  **Generate a screen capture and attach** | The tester is able to add a collaborator to an experiment. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **WRK-0013**  Populate/Select values for all mandatory fields and click on Save option.  Click on Sign option.  Expand drop down for the field Witness.  **Generate a screen capture and attach** | The tester is able to select a user (from a list of users) to peer review/witness the experiment. | X Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | **WRK-0013**  Contact the system administrator to obtain screen print(s) showing list of users who belong to your department.  **Attach the screen print to the step.**    Compare the screen print above with the screen print in step 21. | All users in the Witness drop down list belong to tester’s department. | Meets Expected Results  Other: | Pass  Fail |
|  | 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. | Meets Expected Results  Other: | 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.  The experiments signed off in steps 18 and 23 are available to the tester for review. | Meets Expected Results  Other: | Pass  Fail |
|  | **WRK-0014**  Open experiment signed off in step 23 and click on Tags & Comments on top of the screen.  Type in “Test 1234” in Comments field and click on Add Comment.  **Generate a screen capture and attach**  Close the screen. | The tester is able to comment on an experiment. | Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | 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. | Meets Expected Results  Other: | X Pass  Fail |
|  | **WRK-0015**  Navigate to the experiment witnessed in the step above.  Click on Tags & Comments on top of the screen.  **Generate a screen capture and attach** | The tester does not see comments entered in step 25 once the experiment has been witnessed. | Meets Expected Results  Other:  Attachment #: \_\_\_\_\_\_\_\_\_ | X Pass  Fail |
|  | Log out of ELN.  Close the browser. | The tester is successfully logged out. | 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 (13-11-2018)** | |

# 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.

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

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

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