

# User Acceptance Testing (UAT) Template

Date	19 February 2026
Team ID	LTVIP2026TMIDS37339
Project Name	ASSET MANAGEMENT PORTAL
Maximum Marks	2 MARKS

## Project Overview:

Project Name: Asset Management Portal

Project Description: A centralized ServiceNow-based platform to manage the lifecycle of IT assets across an organization, allowing asset requests, tracking, maintenance alerts, and real-time reporting.

Project Version: v1.0

Testing Period: 19 may 2025-29 june 2025

## Testing Scope:

### Features & Functionalities to be Tested:

- Asset Request Form Functionality
- UI Actions: Mark as Lost / Damaged / Repaired
- Asset Status Update & Tracking
- Warranty Expiry Email Alerts (Scheduled Job)
- Report Generation (Available vs Assigned Assets)

### • User Stories / Requirements:

- As an IT Admin, I should be able to mark asset status with a single click.
- As a user, I should be able to request available assets.
- The system should notify support when an asset's warranty is expiring soon.
- Admin should be able to generate a visual report of asset distribution.

## Testing Environment:

☒ URL/Location: [Your ServiceNow Dev Instance URL]

☒ Credentials:

- Username: test.admin
- Password: \*\*\*\*\*

**Test Cases:**

Test Case ID	Test Scenario	Test Steps	Expected Result	Actual Result	Pass/Fail
TC-001	Submit new asset request	[1. Navigate to Asset Request Form 2. Fill in valid asset details 3. Click Submit	Asset is submitted and visible in Asset Inventory	Works as expected	✓ Pass
TC-002	Generate report (Available vs Assigned)	1. Navigate to Reports 2. Open and run “Available vs Assigned Assets” pie chart	Pie chart displays correct grouping of assets by status	Data visualized correctly	✓ Pass

**Bug Tracking:**

Bug ID	Bug Description	Steps to reproduce	Severity	Status	Additional feedback
BG-001	“Mark as Damaged”	1. Open an asset with status = Damaged 2. Look for button	Low	Closed	Condition mismatch fixed in UI action
BG-003	Report shows “0” for assigned assets.	1. Submit assigned asset 2. Run report	High	Closed	Fixed by correcting grouping field

**Sign-off:**

Tester Name: k.viswanadh

Date: 19 February  
2026

Signature:

k.viswanadh

**Notes:**

- All test cases included both positive and negative test scenarios.
- Testers provided detailed feedback on UI behavior and automation accuracy.

- Bugs were tracked using internal logs and screenshots.
- Final deployment is approved upon sign-off by the project lead and product owner.