# Introduction

The purpose of this user test is to test the usability and interface of ING Procurement System (IPS).

We will be using the **“Thinking Aloud”** Method during the test. While navigating through the system, please voice out your intents and thought process so that the facilitators can note down observations. If you have any questions, doubts or problems with the system, please inform any of the facilitators. Please do let us know if you like anything with the system too ☺

# Set 1

There are a total of 12 functions in this set of test, and it is estimated to take about 30 minutes. Please test the functions in the following sequence.

1. Login
2. Create New Project
3. Search for a Project
4. Edit Project Details
5. View Project Audit Log
6. Submit New Supplier Information
7. Search for a Supplier
8. Edit Supplier Information
9. Select Supplier
10. Send Project for Approval
11. Approve Project
12. Edit PAF Template

# Login Information

|  |  |  |
| --- | --- | --- |
| **XPID** | **Name** | **Role** |
| 9008 | Fred | Functional Owner |
| 9009 | Elisa | Procurement Staff |
| 9118 | Candy | Manager |
| 9119 | Steph | C-Level |

# Task: General Instructions

The following task is required by the users to execute when carrying out the user testing:

1. **Go to** [**http://202.161.45.128/Final%20Year%20project/**](http://202.161.45.128/Final%20Year%20project/)

## Function 1: Login

**(Incorrect Credentials)**

1. Login with XPID 2003.
2. You should not be able to log in and you should see an error message.

**(Correct Credentials)**

1. Login with the following details:
   1. XPID: 9008
   2. Password: monkey

[Name: Fred, Role: Functional Owner ]

1. You should be redirected to the system home page where you will see the projects that you are working on. Your name should be under the “Functional Owner” column of each project.

## Function 2: Create New Project

**(Incomplete Fields)**

1. Click on Create New Project button.
2. Create a project with the following details:
   1. Empty Project Name
   2. Functional Owner: Fred (yourself)
   3. Any Project Description
   4. Any Project Budget
3. Click Create. You should see an error message prompting you to enter a project name and the project should not be created.

**(All required fields completed)**

1. Continuing from the previous step, enter any Project Name.
2. Click Create. You should return to the home page and you should see a message that a new project has been created. Take note of the project ID.

## Function 3: Search for Project

**(Keyword with no corresponding results)**

1. Return to home page.
2. In the search bar, enter “clown” or any keyword of a project that doesn’t exist.
3. You should see a message that there are no corresponding projects.

**(Keyword with corresponding results)**

1. Enter the name of the project you have just created.
2. You should see the project appearing under Search Results.
3. Repeat with a keyword in the project description of the project you have just created.

## Function 4: Edit Project Details

**(Functional Owner)**

1. Choose the project that you have just created and click on Edit.
2. Change the project name and/or other basic project details.
3. Try to change the project status and check that the status cannot be changed. These information can only be changed by procurement staff. Note that you cannot enter anything under the “Basic Supplier Fields” section.
4. Click save edits. If you changed the project name, you should be able to see the change reflected in the home page.
5. Log out.

**(Procurement Staff)**

1. We shall now log in as a procurement staff, using the following details:
   1. XPID: 9009
   2. Password: monkey

[Name: Elisa, Role: Procurement Staff]

1. Look under the tab “Open Projects”. You should see the project you have just created as it has not been assigned to any procurement staff. Click on the Edit button for that project.
2. Change “Assigned To” to Elisa (yourself).
3. Click save edits. You should see that the Assigned To field is updated.

## Function 5: View Project Audit Log

1. Click on Audit Log.
2. You should see the changes that you have made in the previous function.
3. Return to Home. You should be able to see this project under “Projects I’m Working On” in the home page.

## Function 6: Submit New Supplier Information

**(Incomplete Fields)**

1. In the Home Page, click on the Supplier Management button.
2. Submit a new supplier with some empty fields.
3. Click Create. You should see an error message prompting you to fill in the empty fields and the supplier should not be created.

**(All required fields completed)**

1. Continuing from the previous step, fill in all the fields. Please remember the name of the supplier you have just created.
2. Click Create. You should return to the home page and you should see the supplier you have just added appearing under the list of suppliers.

## Function 7: Search for a Supplier

**(Keyword with no corresponding results)**

1. You can search for suppliers using the search bar. In the search bar, enter “clown” or any keyword of a supplier name that doesn’t exist.
2. You should see a message that there are no corresponding suppliers.

**(Keyword with corresponding results)**

1. Enter the name of the supplier you have just submitted.
2. Verify that only supplier information containing the keywords is displayed.

## Function 8: Edit Supplier Information

**(Edit supplier information)**

1. Click the Edit button beside the row of supplier information.
2. Change some fields in the information.
3. Click Save. Your changes should be reflected in the list of supplier information.
4. We shall now proceed to choose suppliers in our projects. Return to home.

## Function 9: Select Supplier

**(Existing Supplier)**

1. Search for the project you have created in previous steps.
2. Under the “Basic Supplier Fields” section, select the supplier you have just created.

**(New supplier that does not exist in the records)**

1. Now we will repeat the same steps, but for new suppliers. Click on “Select Supplier” button.
2. Search for the name of a supplier that doesn’t exist e.g. “Dpenz”
3. You should see a message that there are no corresponding suppliers, and a button to submit a new supplier.
4. Submit a new supplier and select it.
5. Save your edits.

## Function 10: Send Project for Approval

1. Now we are ready to submit the project for approval. Select the project you were editing previously.
2. Under “Approval Fields” section, select “Candy” as Manager.
3. Click on Request for Approval to send the project to your manager for approval. Note the project ID.
4. On your home page, you should see that the status of the project has been changed to “Pending for Manager Approval” and that the Edit button has changed to View.
5. Try to edit the project. You should be unable to make any edits to the project while the project is pending approval.
6. Log out.

## Function 11: Project Approval

**(Rejection)**

1. As the manager, we shall now try to approve/reject the project.
2. Log in with the following:
   1. XPID: 9118
   2. Password: monkey

[Name: Candy, Role: Manager]

1. Under the tab “Projects that I Need to Approve”, click on the project that you have just sent for approval.
2. Give some comments (e.g. insufficient reasons given for supplier selection) and reject the project. The project will be sent back to the procurement staff for revisions.
3. Log out.
4. Log in again with XPID 9009, password monkey.
5. Change fields according to the rejection reason and submit the project for approval again.
6. Log out.

**(Approval)**

1. Repeat Steps 1-4 of the previous section ( Project Approval - rejection). Instead of rejecting the project, you should now approve the project.
2. Log out.
3. Log in again with XPID 9009.
4. Under the projects which you are working on, you should see that the status of the project has been changed to “Manager Approval”.
5. Now send the project to “Steph” for C-level approval.
6. Log out.
7. We shall now log in as the C-level staff:
   1. XPID: 9119
   2. Password: monkey

[Name: Steph, Role: C-level]

1. Repeat the steps for approving a project.
2. The project status should be changed to “C-level Approval”.
3. Log out.
4. This is it for management of projects. Now let’s try editing the PAF template. New PAF template will be used for new projects.

## Function 12: Edit PAF Template

*\*Please check with the facilitator before proceeding with this function. Only one tester should be testing this function at a time so that changes can be reflected accurately.*

1. Log in with a procurement staff:
   1. XPID: 9009
   2. Password: monkey
2. Click on Edit PAF Template.
3. Create new phases and/or new fields. You may also rearrange the field sequence. Have fun!
4. Click Save.
5. Return to Home and create a new project. You should see that the PAF template has been changed according to the edits you have just made.
6. Return to your home page and view the project details of an existing project. The fields in the project should still be following that of the old PAF template.
7. Log out.

# The End

You have now completed the user testing of ING Procurement System, brought to you by team D’penz. We would like to thank you for your time and feedback. Please feel free to play around with the system and let us know of any issues you may face. Thank you for your help ☺