It's not just great . It's chocolicious

User Acceptance Testing

Name	
SMU Email	
Role	SMUSA Secretary

Instructions

For each of the tests below, follow the steps as provided in the “Test Procedure” column. All values that need to be entered have been provided in the “Test Input(s)” column. Observe the output and note it down in the “Actual Results” column. If the output matches that of the “Expected Result(s)” column, the test passes. Likewise, if the output does not match, the test fails. For unexpected situations that occur, please note it down in the ““Actual Result(s)” column. Kindly take note of the time it takes to complete each try for each test case as well as the number of times an error is encountered in the “Statistics” column.

If you encounter any issues, feel free to seek the assistance of any of our team members.

To proceed, please click on the following link: www.finance.smusa.sg.

Legend

S/N	Serial number of test case
Test Case	Functionality that is being tested
Test Procedure	Instructions on how to proceed for the test case
Test Input(s)	Values that need to be entered into the system for the desired results
Expected Result(s)	Results that ought to be returned
Actual Result(s)	Results that are actually returned at time of testing
Time Taken	The amount of time taken to complete the test case

These steps only apply to testers from SMUSA.

S/N	**Test Case**	**Test Procedure**	**Test Input(s)**	**Expected Result(s)**	**Actual Result(s) (Pass/Fail)** **Comments**	**Statistics**
1	Create account	Click on “Sign Up” link	Email: *<tester’s SMU email address>*	A confirmation email will be sent to the email address provided.		
2	Confirm email address	Click on “Confirm my account” link	Password: chocolicious Password confirmation: chocolicious	User will be redirected to their dashboard. “Your account was successfully confirmed” message will be displayed.		

S/N	Test Case	Test Procedure	Test Input(s)	Expected Result(s)	Actual Result(s) (Pass/Fail) Comments	Statistics
1a	Login Ensure incorrect credentials cause denial of access	Enter incorrect email/password	Email: <*tester's input*> Password: <*tester's input*>	"Invalid email or password" message is displayed.		Times failed:
1b	Login Ensure correct credentials are given access	Enter correct email/password	Email: <*tester's SMU email address*> Password: Chocolicious	User will be redirected to their dashboard. "Signed in successfully" message will be displayed.		Times failed:

2	Set user profile	Click on your user ID, select “Profile” Enter your full name, NRIC and contact number Click on “Save” button	Full name: *<tester’s name>* NRIC: *<tester’s NRIC>* Contact Number: *<tester’s number>*	Updated details will be saved. “Details have been updated” message will be displayed. User is redirected to their dashboard.		Times failed:
3	Propose budget	Step 1: Click on “Club Budget” Under “Edit budget” table, click on “Go to edit” Under “Add Item”, enter event, start date, end date, estimated number of participants, category, explanations and attachments Click on “Add Item” button	<u>Step 1:</u> Event: *<tester’s input>* Start Date: *<tester’s input>* End Date: *<tester’s input>* Est no. of participants: *<tester’s input>* Category: *<tester’s input>* Explanations: *<tester’s input>* Attachments: *<tester’s input>*	Step 1: Items will be displayed in “Term Budget Proposal Summary”		***Time taken:** Times failed:

		Step 2: Under “Term Budget Proposal Summary”, click on “Manage Breakdown” (3rd icon) Under “Add expenditure”, enter item, request SAC, request reserves, unit cost, quantity, justification and quotation Step 3: Under “Term Budget Proposal Summary”, click on “Manage Breakdown” (3rd icon) Under “Add Income”, enter item, expected amount, income breakdown.	<u>Step 2:</u> Item: <*tester’s input*> Request SAC: <*tester’s input*> Request Reserves: <*tester’s input*> Unit Cost: <*tester’s input*> Quantity: <*tester’s input*> Justification: <*tester’s input*> Quotation: <*tester’s input*> <u>*Step 3*</u> Item: <*tester’s input*> Expected amount: <*tester’s input*> Income breakdown: <*tester’s input*>	Step 2: Items will be displayed in “Manage breakdown for <*budget item*>” Step 3: Items will be displayed in “Manage breakdown for <*budget item*>”		

4	Make new claim	Click on “New Claim” Enter amount, select category, select expense category, select event to claim for and upload supporting document Click on “Save” button	**Amount:** *<tester’s input>* **Category:** *<tester’s input>* **Expense Category:** *<tester’s input>* **Event to claim for:** *<tester’s input>* **Upload supporting document:** *<tester’s input>*	User will be redirected to “My Claims” page Draft of a new claim will be made Status is “Unsubmitted”		Times failed:
5	Edit claim	Click on “Edit” button Enter amount, select category, select expense category, select event to claim for and upload supporting document Click on “Save” button	**Amount:** *<tester’s input>* **Category:** *<tester’s input>* **Expense Category:** *<tester’s input>* **Event to claim for:** *<tester’s input>* **Upload supporting document:** *<tester’s input>*	User will be redirected to “My Claims” page Claim details will be updated		Times failed:

6	Submit claim	Click on “Submit” button for claim to submit		“Edit and “Submit” button will disappear Status changes from “Unsubmitted” to “With SMUSA Pres”		Times failed:
7	Make new deposit	Click on “New Deposit” Under “Application Information”, enter amount and purpose Under “Deposit Information”, enter date and receipt number Under “Donor Information”, enter donor name, address and IC Click on “Save” button	**Amount:** <*tester’s input*> **Purpose:** <*tester’s input*> **Date:** <*tester’s input*> **Receipt number:** <*tester’s input*> **Donor name:** <*tester’s input*> **Donor address:** <*tester’s input*> **Donor IC:** <*tester’s input*>	User will be redirected to “My Deposits” page Draft of a new deposit will be made Status is “Unsubmitted”		Times failed:

8	Edit deposit	Click on “Edit” button Under “Application Information”, enter amount and purpose Click “Next” button Under “Deposit Information”, enter date and receipt number Click “Next” button Under “Donor Information”, enter donor name, address and IC Click on “Save” button	**Amount:** <*tester’s input*> **Purpose:** <*tester’s input*> **Date:** <*tester’s input*> **Receipt number:** <*tester’s input*> **Donor name:** <*tester’s input*> **Donor address:** <*tester’s input*> **Donor IC:** <*tester’s input*>	User will be redirected to “My Claims” page Claim details will be updated		Times failed:

1. **Which test case took up the most time on average?**

   Test case # ___

2. **Which test case resulted in the most errors?**

   Test case # ___

3. **Most of the pages include a form with instructions. Which do you prefer?**

   □ With Instructions

   □ Without instructions

4. **Which user interface do you prefer?**

   □ Multiple Tables *(i.e. budgets, claims, deposits)*

   □ Tabbed tables *(i.e. Managing user roles page)*

Questions on Graphical User Interface

For each question, please select either “Strongly Agree”, “Agree”, “Neither Agree nor Disagree”, “Disagree” or “Strongly Disagree”.

1. I am able to understand how to use the program without requiring guidance or a use of a manual.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

2. The grouping of items on the menu bar is logical and makes navigation easier.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

3. The use of pop-up boxes and dropdown lists make using the app intuitive.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

4. The titles on each screen are sufficiently concise yet comprehensive at the same time.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

5. The number of clicks to complete a process is too many.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

6. It is easy to tell which page I am on from the title of the page.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

7. I am unable to find the most important area of the page to work on.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

8. I know how to get back to the home page easily.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

9. The icons on the navigation bar make it easy for me to navigate to the page I want.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

10. The size of the words and the font make viewing content easy and pleasant.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

11. I can easily identify input fields and their corresponding labels.
   □ Strongly Agree
   □ Agree
   □ Neither Agree nor Disagree
   □ Disagree
   □ Strongly Disagree

12. I can easily cancel an operation when I have made an error (delete wrongly entered claims, budgets)
    - □ Strongly Agree
    - □ Agree
    - □ Neither Agree nor Disagree
    - □ Disagree
    - □ Strongly Disagree

Please answer the following questions in less than 100 words each.

Is there any part of the website that is misleading?

What did you like and/or dislike about the user interface?

Was there something you were expecting to see but did not see?

Any suggestions on how to change the design such that the task can be completed more quickly?

Other comments