# 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 7 functions in this set of test. Please test the functions in the following sequence.

1. Submit New Supplier Information
2. Search for a Supplier
3. Edit Supplier Information
4. Select Supplier
5. View Supplier Rating
6. Send Project for Approval
7. Approve Project

# Login Information

|  |  |  |
| --- | --- | --- |
| **XPID** | **Name** | **Role** |
| 9111 | Colie | Procurement Staff |
| 9112 | Marlie | Validator (Manager) |
| 9113 | Dany | Validator (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/

## Function 1: Submit New Supplier Information

 **(Incomplete Fields)**

1. Log in with XPID 9111 (Name: Colie, Role: Procurement Staff).
2. In the Home Page, click on the Supplier Info button.
3. Create a new supplier with the following details:
	1. Empty Supplier Name
	2. Any address, postal code and contact number. Please choose 1 or more domains.
4. Click Create. You should see an error message prompting you to enter a supplier name and the supplier should not be created.

**(All required fields completed)**

1. Continuing from the previous step, enter any Supplier Name. 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 2: 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 information you have just saved.
2. Verify that only supplier information containing the keywords should be displayed.

## Function 3: Edit Supplier Information

**(Edit supplier information)**

1. Click the Edit button beside the row of supplier information.
2. Change some fields in the information. You should notice that there is currently no rating for this supplier.
3. Click Save. Your changes should be reflected in the list of supplier information.

## Function 4: Select & Rate Supplier

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

1. Return to the home page. Click on the Edit button for one of the project you are working on. Take note of the project ID.
2. Under the “Basic Supplier Fields” section, click to select a supplier.
3. Search for the name of a supplier that doesn’t exist e.g. “Dpenz”
4. You should see a message that there are no corresponding suppliers, and a button to create a new supplier.
5. Create and select the supplier.

**(Existing Supplier)**

1. Continue to select 2 more suppliers. One of them should be the supplier that you have just created.
2. Select the supplier you have just created as the chosen supplier. Give a rating for the supplier.
3. Click Save.

## Function 5: View Supplier Rating

1. Return to the Supplier Info page and search for the name of your new supplier.
2. Click to view details. You should see that the rating has been updated with the rating you have just given on your project.
3. For a different project, rate the supplier again. (Refer to Function 4).
4. After you have rated the supplier, view the supplier details again and you should see that the rating of the supplier has been changed to reflect the average of the ratings.
5. Return to Home.

## Function 6: Send Project for Approval

1. Select the project you were editing previously.
2. Select “Marlie” as First Validator.
3. Click on Request for Approval to send the project to management for approval. Note the name of the project.
4. On your home page, you should see that the status of the project has been changed to Pending 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 7: Approve Project

**(Rejection)**

1. Log in with XPID 9112 (Name: Marlie, Role: Validator(Manager)).
2. Under the section of projects that you have to approve, click on the project that you have just sent for approval.
3. Reject the project and give a reason for rejection e.g. insufficient reasons given for supplier selection.
4. Log out.
5. Log in again with XPID 9111.
6. Change fields according to the rejection reason and submit the project for approval again.
7. Log out.

**(Approval)**

1. Repeat Steps 1-4 of the previous section (rejection). Instead of rejecting the project, you should now approve the project.
2. Log out.
3. Log in again with XPID 9111.
4. Under the projects which you are working on, you should see that the status of the project has been changed to Partial Approval.
5. You can send the project to Dany for second approval and repeat Steps 1-6, logging in with XPID 9113 (Name: Dany, Role: Validator(C-level)).
6. The project status should be changed to “Final Approval”.

# 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 do help us complete the questionnaire.

Please feel free to play around with the system and let us know of any issues you may face. Thank you for your help ☺