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

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.		

Please wait for your finance secretary to assign you a role in the system.
For your user permissions to take effect, please re-login.

S/N	Test Case	Test Procedure	Test Input(s)	Expected Result(s)	Actual Result(s) (Pass/Fail) Comments	Statistics
3a	**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:

3b	**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:
4	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.		Time taken #1: Times failed:
5	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"		Time taken #1: Time taken #2: Time taken #3: Time taken #4: Time taken #5: Times failed:

| 6 | 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 | | Time taken #1:
Time taken #2:
Time taken #3:
Time taken #4:
Time taken #5:

Times failed: |
| 7 | 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: |

| 8 | 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" | | Time taken #1:
Time taken #2:
Time taken #3:
Time taken #4:
Time taken #5:

Times failed: |

| 9 | 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 | | Time taken #1:
Time taken #2:
Time taken #3:
Time taken #4:
Time taken #5:

Times failed: |

Please circle the UI you prefer for the following functions:

New Deposit / Edit Deposit

Most of the pages include a form with instructions. Circle which you prefer:

With Instructions / Without instructions

| 10 | Submit deposit | Click on "Submit" button for deposit to submit | | "Edit and "Submit" button will disappear

Status changes from "Unsubmitted" to "With SMUSA Pres" | | Time taken #1:
Time taken #2:
Time taken #3:
Time taken #4:
Time taken #5:

Times failed: |
| --- | --- | --- | --- | --- | --- | --- |
| 11 | 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" | | 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 2:
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> | **Step 2:** Items will be displayed in "Manage breakdown for *<budget item>*" | | |

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

   Test case # ____

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

   Test case # ____

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