User Acceptance Testing Task List

**Due no later than COB Monday, November 4, 2013**

# Tasks To be completed in FUAT

Information to keep in mind for this testing:

* Your institutions PSQUEST password for FUAT is the same as your current production password.
* The FUAT database is a clone of production as of 9/19/2013. Be sure you consider this when validating your query and report results.

| **Step** | **Test Scenario** | **Expected Results** | **Status****(Pass/Fail)** | **Comments** | **Tester Name** |
| --- | --- | --- | --- | --- | --- |
| 1 | Confirm that you can connect to FUAT using your institutions PSQUEST access and extract data.* If you run a scheduled daily extraction, please attempt to test following your regular schedule.
* Full extractions should be run before 8:00am or after 5:00pm.
* Compare the timings in FUAT with your current production timings.
 | * You should be able to connect to FUAT using your PSQUEST access and extract the same data as you are currently obtaining from the BOR Reporting Instance.
* Performance should be similar to your current production timings. If drastically different, please notify ITS.
 |  |  |  |
| 2 | Run any campus developed SQR, Crystal or nVision reports for your institution. | Results should match current production reports using the same parameters for data prior to 9/19/2013. |  |  |  |
| 3 | Access Query Viewer and/or Query ManagerNavigation: Reporting Tools > QueryRemember: You will no longer need to navigate to BOR Reporting Instance | You should have the same query security access in FUAT as you had to BOR Reporting Instance 9/19/2013. |  |  |  |
| 4 | Search for your own Private or Public queries with the naming convention of the first 3 digits of your business unit.* Campus queries in FUAT were pulled from the BOR Reporting Instance as of last week and will not reflect any queries created or changed within the last week.
* Queries were pulled based on the criteria that it was in the correct naming convention and had been run since May, 2012.
 | * Expected queries could be retrieved.
* You should be able to run the query and produce results based on your parameters and the state of the data in FUAT as of 9/19/2013.
 |  |  |  |

# Signature and submission Page

**Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verification by the Campus Coordinator that the UAT Tasks have been successfully completed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Campus Coordinator (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed

**Return signed form by COB Monday, November 4, 2013 to Donna Wooddell**:

Via email (pdf) to donna.wooddell@usg.edu

Or fax (706) 583-2297