User Acceptance Testing Task List

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

# Tasks To be completed in FUAT

Navigation for scenarios to be tested:

* **For all activity on updating user profiles:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [PeopleTools](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PEOPLETOOLS&secondary=true&fname=PT_PEOPLETOOLS&pt_fname=PT_PEOPLETOOLS&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Security](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_SECURITY&secondary=true&fname=PT_SECURITY&pt_fname=PT_SECURITY&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > User Profiles > Distributed User Profiles
* **For updating buyer setup:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Set Up Financials/Supply Chain](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_SETUP_FDM_SCM&secondary=true&fname=EPCO_SETUP_FDM_SCM&pt_fname=EPCO_SETUP_FDM_SCM&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Product Related](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_PRODUCT_DEFINITIONS&secondary=true&fname=EPCO_PRODUCT_DEFINITIONS&pt_fname=EPCO_PRODUCT_DEFINITIONS&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Procurement Options](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_STRUCTURE_PROCUREMENT_OP1&secondary=true&fname=EPCO_STRUCTURE_PROCUREMENT_OP1&pt_fname=EPCO_STRUCTURE_PROCUREMENT_OP1&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > Purchasing > Buyer Setup
* **For updating requester setup:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Set Up Financials/Supply Chain](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_SETUP_FDM_SCM&secondary=true&fname=EPCO_SETUP_FDM_SCM&pt_fname=EPCO_SETUP_FDM_SCM&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Product Related](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_PRODUCT_DEFINITIONS&secondary=true&fname=EPCO_PRODUCT_DEFINITIONS&pt_fname=EPCO_PRODUCT_DEFINITIONS&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Procurement Options](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_STRUCTURE_PROCUREMENT_OP1&secondary=true&fname=EPCO_STRUCTURE_PROCUREMENT_OP1&pt_fname=EPCO_STRUCTURE_PROCUREMENT_OP1&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > Purchasing > Requester Setup
* **For updating user preferences:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Set Up Financials/Supply Chain](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_SETUP_FDM_SCM&secondary=true&fname=EPCO_SETUP_FDM_SCM&pt_fname=EPCO_SETUP_FDM_SCM&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Common](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_PRODUCT_DEFINITIONS&secondary=true&fname=EPCO_PRODUCT_DEFINITIONS&pt_fname=EPCO_PRODUCT_DEFINITIONS&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) Definitions > [User](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_STRUCTURE_PROCUREMENT_OP1&secondary=true&fname=EPCO_STRUCTURE_PROCUREMENT_OP1&pt_fname=EPCO_STRUCTURE_PROCUREMENT_OP1&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) Preferences > Define User Preferences
* **For running user preferences report:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Set Up Financials/Supply Chain](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_SETUP_FDM_SCM&secondary=true&fname=EPCO_SETUP_FDM_SCM&pt_fname=EPCO_SETUP_FDM_SCM&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Common](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_PRODUCT_DEFINITIONS&secondary=true&fname=EPCO_PRODUCT_DEFINITIONS&pt_fname=EPCO_PRODUCT_DEFINITIONS&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) Definitions > [User](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_STRUCTURE_PROCUREMENT_OP1&secondary=true&fname=EPCO_STRUCTURE_PROCUREMENT_OP1&pt_fname=EPCO_STRUCTURE_PROCUREMENT_OP1&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) Preferences > User Preferences Report
* **For updating Commitment Control Security:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > [Commitment](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EPCO_SETUP_FDM_SCM&secondary=true&fname=EPCO_SETUP_FDM_SCM&pt_fname=EPCO_SETUP_FDM_SCM&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) Control > Define Budget Security > Assign Rule to User id
* **For running Commitment Control Security Report:** [Main Menu](https://ftst.gafirst.usg.edu/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=PT_PTPP_PORTAL_ROOT&pt_fname=PT_PTPP_PORTAL_ROOT&PortalCacheContent=true&PSCache-Control=role%2cmax-age%3d60) > Commitment Control > Define Budget Security > Security Report

| **Step** | **Test Scenario** | **Expected Results** | **Status**  **(Pass/Fail)** | **Comments** | **Tester Name** |
| --- | --- | --- | --- | --- | --- |
| 1 | Attempt to copy one user id over another user id that already exists at your institution.  Pick a user id from your institution and try to copy it to a user profile that already exists at your institution. | Error message that OPRID exists at another Institution, please choose another OPRID.  It should not allow this to occur. |  |  |  |
| 2 | Attempt to copy one user id over another user id from a different institution.  Pick a user id from your institution and try to copy it to a user profile\* that already exists at *a different* institution.  \*contact [Shelia Sloan](mailto:shelia.sloan@usg.edu) for a user id to use if needed. | Error message that OPRID exists at another Institution, please choose another OPRID.  It should not allow this to occur. |  |  |  |
| 3 | Copy a user id from existing user id and create a new user id. | New user id should be created with no emplid associated with it.  You should be able to retrieve it under distributed user profile. |  |  |  |
| 4 | Add an employee id to the user you created in Step 3. | Once you add the employee id, you should still be able to retrieve it under the distributed user profile. |  |  |  |
| 5 | Remove the employee id from this same user. | Once you remove the employee id, you should still be able to retrieve it under the distributed user profile. |  |  |  |
| 6 | Navigate to Save Approver Profile and Create a new approver profile. | Should only be able to only see your institution’s user ids when creating a new approver profile.  Once created, you should be able to retrieve the new approver profile under Distributed user profiles. |  |  |  |
| 7 | Retrieve an existing user id.  Navigate to Distributed User Profiles and perform a search. | Should only be able to retrieve user ids from your institution when doing a search. |  |  |  |
| 8 | Retrieve an existing user id.  Navigate to Distributed User Profiles and select the id tab.  Do a lookup on the prompt for an employee id. | Should only be able to retrieve employee ids 1) from your institution and 2) in the statuses of Active, Leave of Absence, Leave with Pay and Suspended. |  |  |  |
| 9 | Navigate to the iStrategy Department Security page.  Ensure that you only see your business unit. Add a department to one of your user ids. | 1. Should only be able to see user ids from your institution.  2. Should only be able to select your institution.  3. Departments should be from your institution only. |  |  |  |
| 10 | **For KSU only:** Go to a Concur user profile.  Ensure you only see KSU business unit and user ids.  Update an email id. | You should see only 43000 and 43000 user ids.  The email address update should take you to distributed user profile. Once you select “save and update,” it should return you to the Concur profile. |  |  |  |
| 11 | Verify Alternate User Lookup:  1. Pick an existing user id.  2. Navigate to the workflow tab.  3. Navigate to the lookup for an alternate user. | Should only be able to see your institution’s user ids. |  |  |  |
| 12 | Verify Reassign Work to:  1. Pick an existing user id  2. Navigate to the workflow tab.  3. Navigate to the lookup for a user id t Reassign Work to. | Should only be able to see your institution’s user ids. |  |  |  |
| 13 | Verify Supervisor Lookup:  1. Pick an existing user id.  2. Navigate to the workflow tab.  3. Navigate to the lookup prompt for a Supervisor lookup. | Should only see your institution’s user ids. |  |  |  |
| 14 | General Tab:  1. Pull up an existing user id.  2. Navigate to the primary permission. | Should only see 2 rows: 1) your regular business unit and 2) your b business unit. |  |  |  |
| 15 | Verify Buyer Setup and navigate to the Buyer Setup Page. | Should only be able to see your institution’s data, including:  1. Your institution’s buyers  2. Your business unit only option for prompt  3. Your institution’s department, locations, and ship-tos |  |  |  |
| 16 | Verify Requester Setup and navigate to the requester Setup Page. | Should only be able to see your institution’s data, including:  1. Your institution’s requesters  2. Your business unit only option for prompt  3. Your institution’s department, locations, and ship-tos |  |  |  |
| 17 | Verify Role Grant Access:  1. Pull up an existing user id  2. Navigate to the roles tab  3. Navigate to the lookup prompt for Roles. | Should only see 1) BOR-related roles and 2) institution-specific roles that may end in your BU XXXXX number. |  |  |  |
| 18 | Run the User Preferences Report for all user ids. | Should only see your institution’s user ids. |  |  |  |
| 19 | Run the User Preferences Report for one user id. | Should only see your institution’s user ids. |  |  |  |
| 20 | User Preferences  Go to the User preferences and ensure you only see your institution’s user ids.  Go to the overall tab and ensure you only see your business unit under the look up prompt. | Should only see your institution’s user ids and business unit. |  |  |  |
| 21 | Run the User Access Report. | The users returned are only from your institution. |  |  |  |
| 22 | Verify Commitment Control Security:  1. Navigate to Commitment Control Security  2. Pull up user ids.  Ensure you can only add users from your campus and add a rule to a user id. | Should only see your institution’s users. |  |  |  |
| 23 | Run the Security Report (under Commitment Control). | Security Report should run to success.  Report should return all users from all campuses.  Note: These results are a known query issue as a result of the previous release. We are working to correct issue. |  |  |  |

# Signature and submission Page

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

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

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Name of Campus Coordinator (Print)

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Signature

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Date Completed

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

Via email (pdf) to [donna.wooddell@usg.edu](mailto:donna.wooddell@usg.edu)

Or fax (706) 583-2297