



EE1 SFS Testing Checklist



<input checked="" type="checkbox"/>	Check List Item	
<input type="checkbox"/>	1. Contact your Test Point of Contact to find out the date you are to be On-Site at SFS – Bldg 4 W.Harriman Rd.	
<input type="checkbox"/>	2. Register for the “How to Test” Briefing and attend prior to coming on-site to test.	
<input type="checkbox"/>	3. Make sure you have received a confirmation of the date and time you are scheduled to Test on-site.	
<input type="checkbox"/>	4. When registering, if you do not have an HP ALM Login, also request to receive HP ALM Login credentials.	
<input type="checkbox"/>	5. Obtain Test Scripts for your assigned tests for the Testing Day.	
<input type="checkbox"/>	6. Make sure you have the appropriate login credentials for your assigned tests. This includes: <ul style="list-style-type: none"> a. Test User ID b. Test Password c. Login to the Laptop / Desktop that you are assigned for the day. d. Password to the Laptop / Desktop that you are assigned for the day. 	
<input type="checkbox"/>	7. Testing will occur in only one approved testing environment. Make sure that you have: <ul style="list-style-type: none"> a. Link to the Approved Test Environment on your assigned Test Laptop / Desktop. b. For Conversion Testing the link is: c. For Pre-Integration Testing the link is: d. For Integration Testing the link is: <p>PLEASE DO NOT EXPLORE AND CLICK ON OTHER ENVIRONMENT LINKS WHILE TESTING OR IN THE TEST AREA.</p>	
<input type="checkbox"/>	8. Remember to take screen shots of all error messages or issues you encounter while testing. Attach the screen shot to the test step where the issue occurred.	
<input type="checkbox"/>	9. If you have an issue prior to the start of the test with test activities while in the Testing Area such as: logging onto the Laptop / Desktop, Test Environment Link not working, etc., please contact sfs.sm.testing@sfs.ny.gov IMMEDIATELY. You may also submit a Help Desk ticket for any questions that do not require an immediate response.	
<input type="checkbox"/>	10. Check to receive what Business Areas and the Test Cases for a Business Area that will be available for testing. If testing is not available, please do not try to test as this will cause unnecessary failures in testing.	
<input type="checkbox"/>	11. Submit your questions to your Area Lead or Sub-Area Lead. You may also send questions to sfs.sm.testing@sfs.ny.gov . Any questions that do not require an immediate response, you may submit an incident via the HelpDesk.	
<input type="checkbox"/>	12. Check the Secure Site for last minute updates that may have been posted after the Close of the Test Day Q & A Session.	
<input type="checkbox"/>	13. Upon completion of your test, send your results to your Area Lead and/or Sub-Area Lead. Please CC sfs.sm.testing@sfs.ny.gov and Danyelle.Reid@sfs.ny.gov on your submission.	
NOTES:		
Click here to enter text.		