“How To Test”

December 10, 2014

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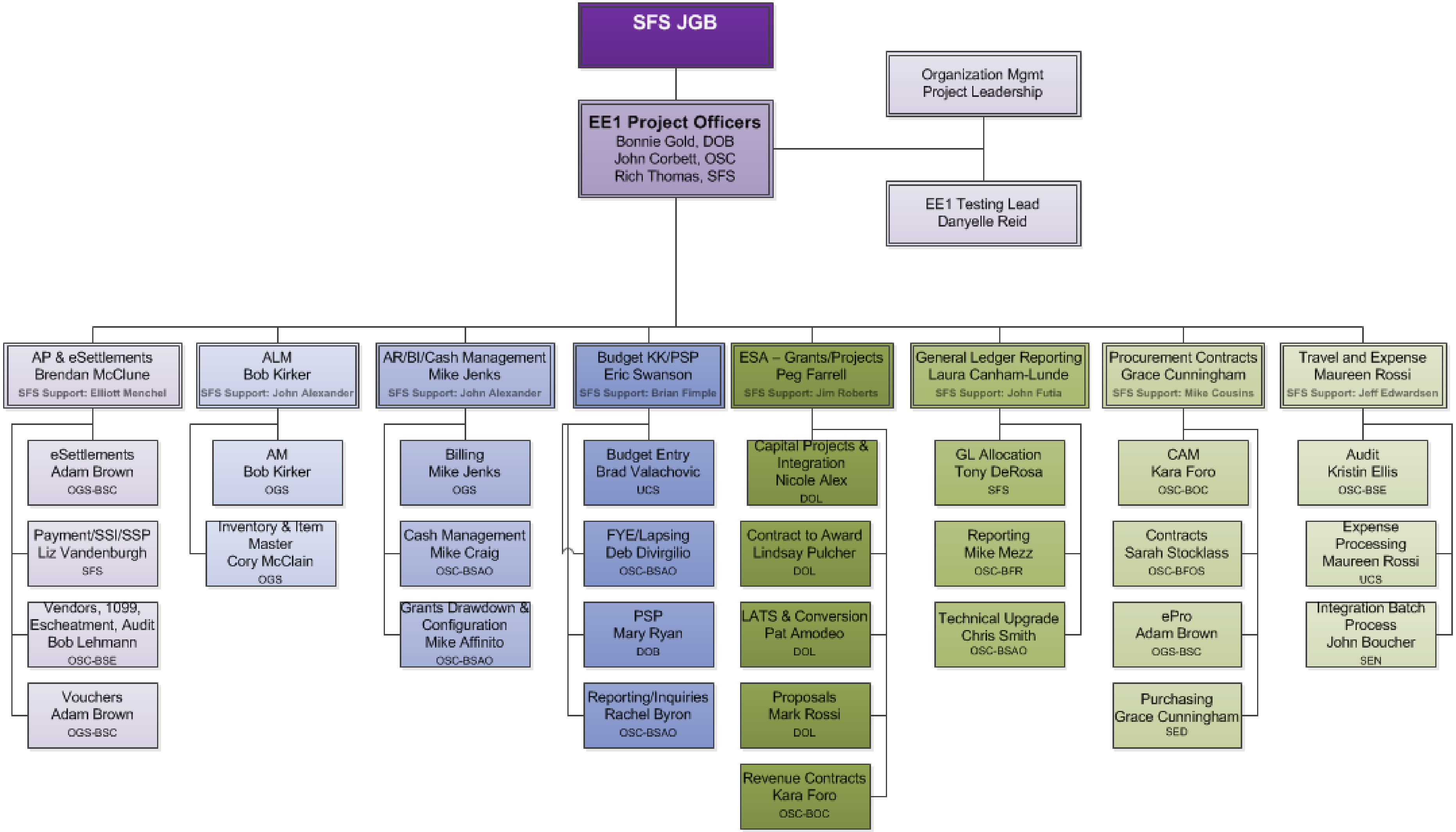
Points of Contact



- Points of Contact
  - Agency Area Lead
  - Agency Sub-Area Lead
  - SFS Integration Test Area Lead (Support)
  - SFS Test Team
    - testing@sfs.ny.gov

- Test Schedule
  - Days and Times for Testing (Jan. 2nd – Mar. 6th):
    - Monday thru Thursday – 8 am to 8 pm
    - Fridays – 8 am to 4 pm
  - Report Results Daily
    - Results reported daily by 2 pm.
  - Will be posted and can be obtained from several locations:
    - SFS Secure Site on the Test Website.
    - Request the information from your Agency Area Lead or Sub Area Lead

- Location for Testing
  - Testing will occur onsite and remote (where ever you are currently located).
  - Project Officers may require onsite participation from Area Team Leads and Sub-area Team Leads
  - If you have questions or run into issues during the testing, please:
    - Contact your Agency Area Lead or Sub Area Lead
    - Submit via email to testing@sfs.ny.gov
    - Submit an incident to the Help Desk for all items that do not require an immediate response.

- Official Testing Environment
  - TSTFIN2
  - Please do not explore during testing hours.
    - Test Results will be rejected if testing is performed in any other location other than **TSTFIN2**
    - Need to keep developers focused on true issues and defects as a result of testing
  - Please do not have any other environments open during the testing.

Test Environment Setups

- Setting Up Budgets
  - Test Area Leads should collaborate with Commitment Control Area Team Lead and EE1 Commitment Control team
    - For the Business Units involved in UAT testing the EE1 team plans to have budgets loaded
    - Follow scripts for direction on budgets that should be used, if provided; otherwise communicate budget needs to the Commitment Control Area Team Lead – collaboration is key
    - If a needed budget is unavailable or insufficient, then submit the request with a due by date to the Commitment Control Area Lead to ensure appropriate budget is available to successfully execute testing
    - If you are find yourself waiting for confirmation from the SFS EE1 Commitment Control Team that setup is complete, then move on to another script

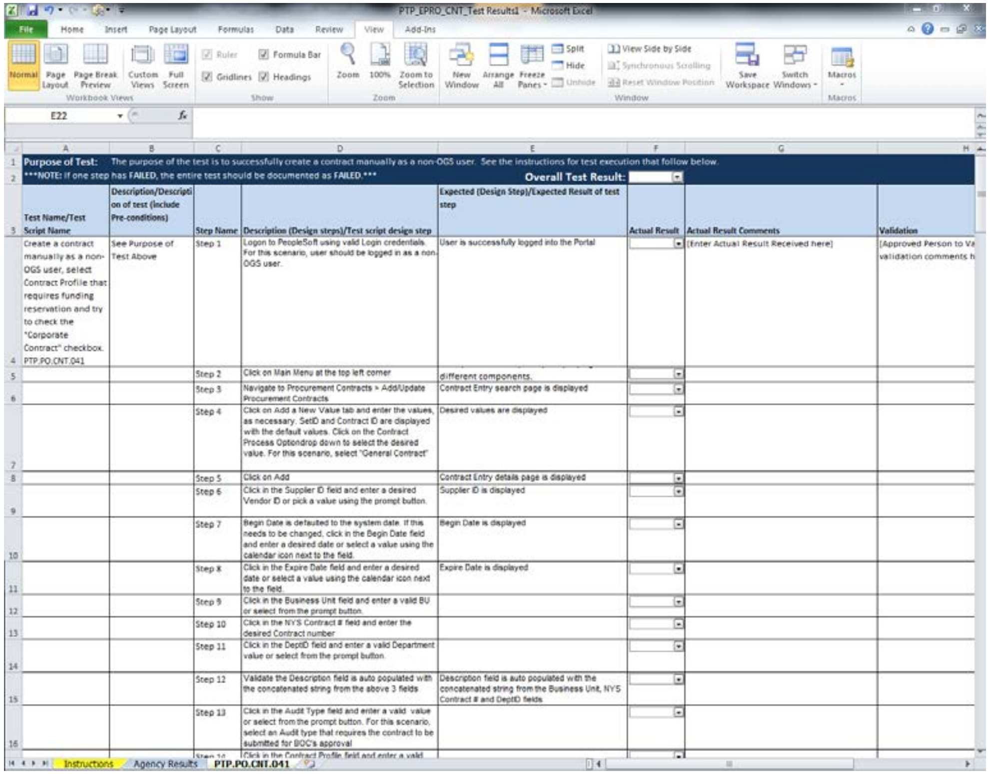
Test Environment Setups

- Setting Up Security
  - Test Area Leads should work with SFS EE1 Security Team
    - Submitted Role Mappings are to reflect what users responsibilities will be in production at Go-Live
    - Submit Role Mapping requests with a due date to ensure setup is complete
    - If you are find yourself waiting for confirmation from the SFS EE1 Security Team, then if possible move on to another script

- Distribution of Scripts
  - Test Area Leads are ultimately responsible to provide scripts to testers in each Sub-area for each day
- Testing Using a Script
  - Log In to the Test Environment with appropriate credentials.
  - Carefully read instructions, description / purpose for the test script.
  - Begin test by executing the steps of the test script *exactly* as stated.
  - Distinguish between a failed script and a script that needs editing:
    - if you are unable to achieve the expected results for the script, then the script fails – provide details of why the script failed.
    - If the script needs to be updated, simply add a comment and move forward – do not fail the script

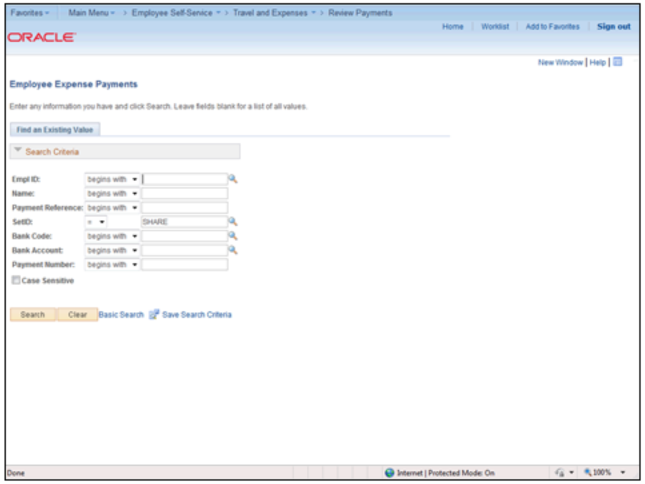
How to Test: Testing

- Testing with Excel-based scripts
  - Follow the script
  - Enter comments:
    - at each step that has "FAILED".
    - give clear details.
    - capture a picture of what is failing at the step; paste all pictures captured in one document *and* place a label to the picture which identifies the Test Script and the Test Script Step to which the picture is associated
    - if you believe the failed step is a defect, please be certain to state that information in your comments.
  - Questions: Ask your Test Area Lead or SFS counterpart



How to Test: Testing

- Testing with UPK scripts
  - Follow the script, enter comments, ask your questions
  - UPK scripts describe the script steps and show the script steps using SFS pages.



Step	Action	Test Step Notes	Results
5	Enter the desired information into the **Empl ID** field. Enter a valid value e.g. "**N01001148**".		
6	Click the **Search** button. Search		
7	Click the **0001210629** link. 0001210629		

How to Test: Testing

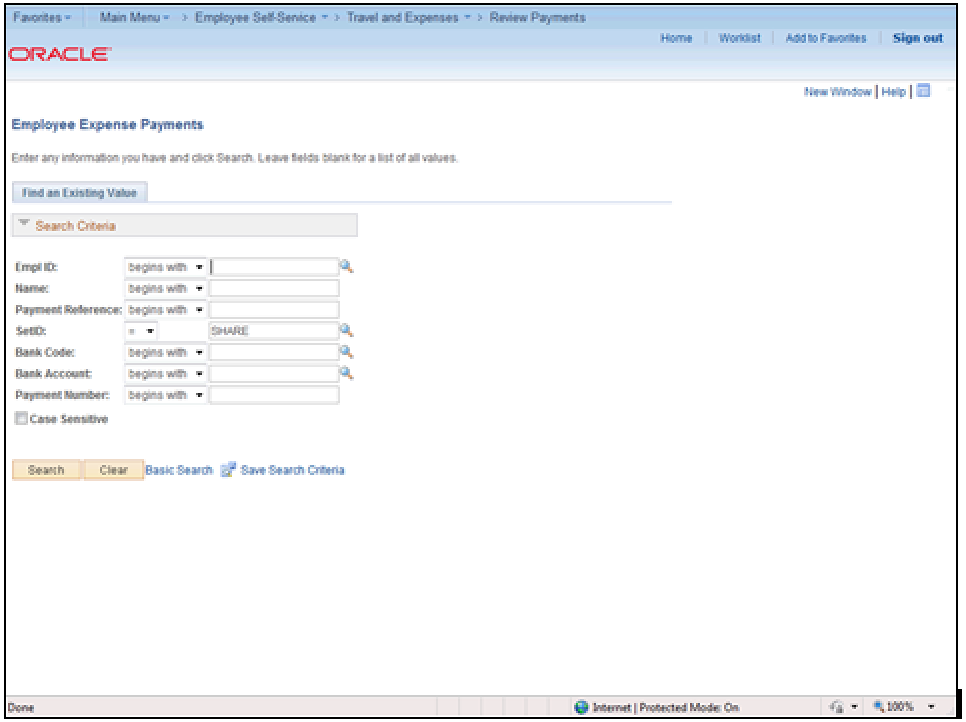
PTP_EPRO_CNT_Test Results1 - Microsoft Excel

H4 — [Approved Person to Validate enter validation comments here]

	A	B	C	D	E	F	G	H
1	**Purpose of Test:** The purpose of the test is to successfully create a contract manually as a non-OGS user. See the instructions for test execution that follow below.							
2	***NOTE: If one step has FAILED, the entire test should be documented as FAILED.***				**Overall Test Result:**	FAILED		
3	**Test Name/Test Script Name**	**Description/Description of test (include Pre-conditions)**	**Step Name**	**Description (Design steps)/Test script design step**	**Expected (Design Step)/Expected Result of test step**	**Actual Result**	**Actual Result Comments**	**Validation**
4	Create a contract manually as a non-OGS user, select Contract Profile that requires funding reservation and try to check the "Corporate Contract" checkbox. PTP.PO.CNT.041	See Purpose of Test Above	Step 1	Logon to PeopleSoft using valid Login credentials. For this scenario, user should be logged in as a non-OGS user.	User is successfully logged into the Portal	PASSED	[Enter Actual Result Received here]	[Approved Person to Va validation comments h
5			Step 2	Click on Main Menu at the top left corner	different components.	PASSED		
6			Step 3	Navigate to Procurement Contracts > Add/Update Procurement Contracts	Contract Entry search page is displayed	FAILED	Received error message which stated "missing component". See the screen capture in my word document for this Script Step. Unable to proceed with test.	
7			Step 4	Click on Add a New Value tab and enter the values, as necessary. SetID and Contract ID are displayed with the default values. Click on the Contract Process Optiondrop down to select the desired value. For this scenario, select "General Contract"	Desired values are displayed			
8			Step 5	Click on Add	Contract Entry details page is displayed			
9			Step 6	Click in the Supplier ID field and enter a desired Vendor ID or pick a value using the prompt button.	Supplier ID is displayed			
10			Step 7	Begin Date is defaulted to the system date. If this needs to be changed, click in the Begin Date field and enter a desired date or select a value using the calendar icon next to the field.	Begin Date is displayed			
11			Step 8	Click in the Expire Date field and enter a desired date or select a value using the calendar icon next to the field.	Expire Date is displayed			
12			Step 9	Click in the Business Unit field and enter a valid BU or select from the prompt button.				
13			Step 10	Click in the NYS Contract # field and enter the desired Contract number				
14			Step 11	Click in the DeptID field and enter a valid Department value or select from the prompt button.				
15			Step 12	Validate the Description field is auto populated with the concatenated string from the above 3 fields	Description field is auto populated with the concatenated string from the Business Unit, NYS Contract # and DeptID fields			
16			Step 13	Click in the Audit Type field and enter a valid value or select from the prompt button. For this scenario,				

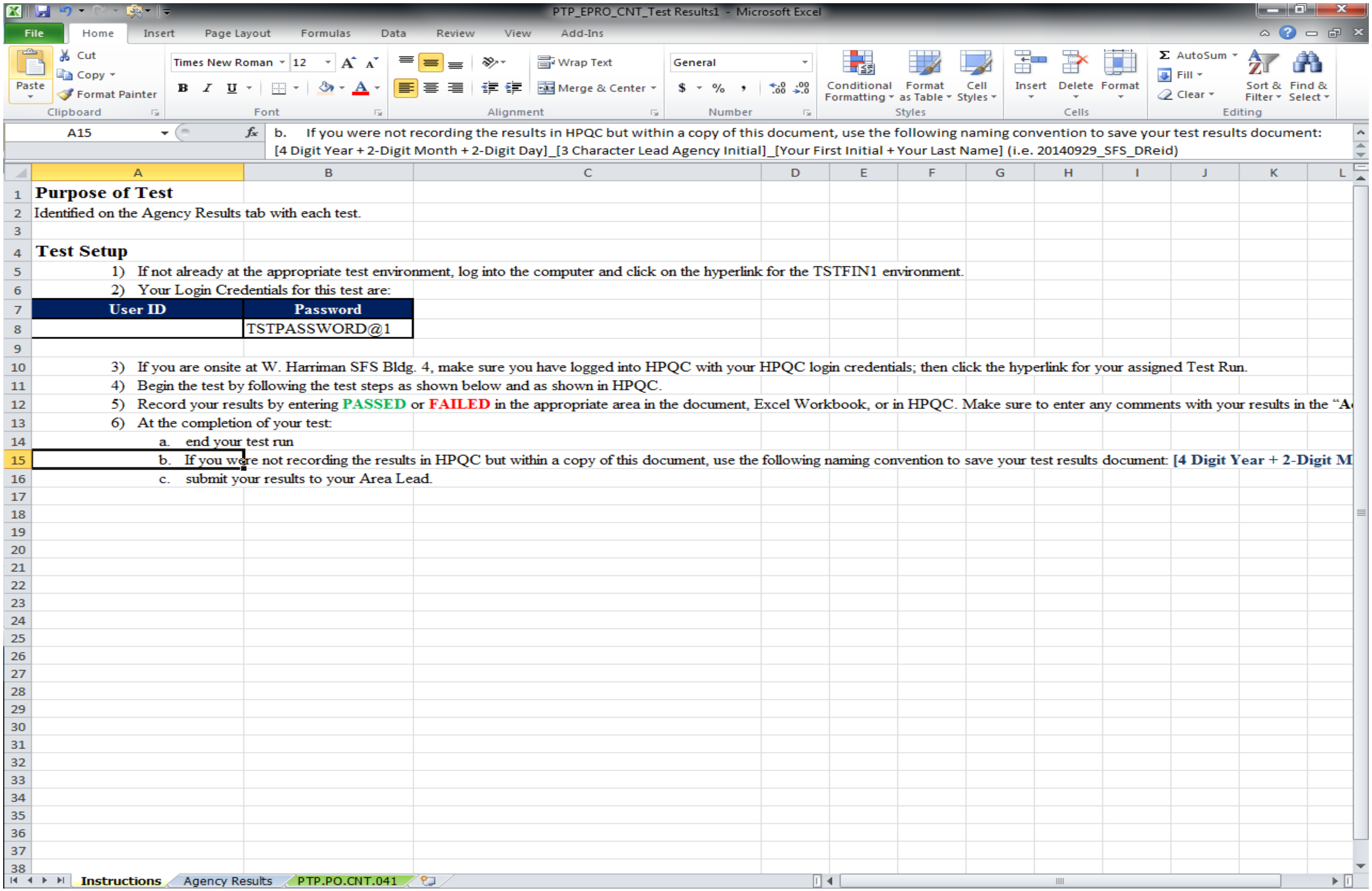
Instructions | Agency Results | PTP.PO.CNT.041

How to Test: Testing



Step	Action	Test Step Notes / Comments	Results
5	Enter the desired information into the **Empl ID** field. Enter a valid value e.g. "**N01001148**".	[Enter your result comments here.]	[Enter PASSED or FAILED here.]
6	Click the **Search** button. Search	Button not enabled; button greyed out.	FAILED
7	Click the **0001210629** link. 0001210629		

How to Test: Testing



How to Test: Testing

Test Document

STATEWIDE FINANCIAL SYSTEM

Purpose of Test

The purpose of this test is to successfully create an expense report for an emergency related travel.

Test History

Date	Tester	Test Notes	Results

Time to Test

Start Time	
End Time	

Test Setup

1) Enter the date of the test, your name, any specific overall notes and the overall test result in the appropriate fields above under the **Test History** section.
2) Make sure to record your start and end time for executing this step in the appropriate fields above under the **Time to Test** section.
3) If not already at the appropriate test environment, log into the computer and click on the hyperlink for the TSTFIN2 environment.
4) Your Login Credentials for this test are:

User ID	Password

5) Begin the test by following the test steps as shown below.
6) Record your results by entering **PASSED** or **FAILED** in the "**Results**" column. Make sure to enter any screenshots of error messages and comments in the "**Test Step Notes**" column.
7) At the completion of your test, enter any specific overall notes and the overall test result in the appropriate fields above under the **Test History** section.
8) Then, submit your results to your designated Sub-Area Lead.

- Reporting Test Results
  - Save the Excel Workbook or the Word Test Document with your test results in the following format:
    - [4 Digit Year + 2-Digit Month + 2-Digit Day]_[3 Character Lead Agency Initial]_[Your First Initial + Your Last Name] (Example File Name: *20140929_SFS_DReid)*
    - The Area Lead and/or Sub Area Lead are responsible for test results and testing team members should submit results to them
  - Validating Test Results
    - Agency Area Lead in communication with the SFS Area Lead will validate the test results
    - The Agency Area Lead will be responsible for ensuring that the test results are entered into HPQC. Each Area Lead will be assigned a representative at SFS to enter the results into HPQC for them.
    - For any tests in which defects have been found
      - Discuss with your SFS Module Area Support to get their feedback as to whether a defect should be logged
      - Provide the necessary information to your assigned HPQC representative to ensure the information is properly recorded and associated with the defects.

- Test Materials
  - Test Scripts for the Current Day's Test Event
  - Test Instructions for "How to Test"
  - Data Values Workbook or Test Document
  - For assistance, link to the Test Environment, and to know the Areas Blocked from Testing visit SFS Secure Site: EE1 Test Website

Test Specifics: Test Materials

EE1 SFS Testing Checklist

EE1 SFS Testing Checklist

☑	Check List Item
☐	1. Register to Test On-Site at SFS – Bldg 4 W.Harriman Rd.
☐	2. Obtain Test Scripts for your assigned tests for the Testing Day.
☐	3. Make sure you have the appropriate login credentials for your assigned tests. This includes: a. Test User ID b. Test Password
☐	4. Testing will occur in only one approved testing environment. Make sure that you have: a. Link to the Approved Test Environment b. Year-End Test Environment. PLEASE DO NOT EXPLORE AND CLICK ON OTHER ENVIRONMENT LINKS WHILE TESTING OR IN THE TEST AREA.
☐	5. 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.
☐	6. 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.dl.testing@sfs.ny.gov IMMEDIATELY. Or submit a Help Desk ticket.
☐	7. 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.
☐	8. Participate in the Q & A Session at the start and close of the Test Day.
☐	9. Check the Secure Site for last minute updates that may have been posted after the Close of the Test Day Q & A Session.
☐	10. Upon completion of your test, send a notification to sfs.sm.testing@sfs.ny.gov and sfs.sm.pmo@sfs.ny.gov. Then, inform your Agency Area Test Lead so that you can receive instruction for what you are to do next.

NOTES:

Questions?