Dynamic Forms
User Acceptance and Approval Form Instructions

The User Acceptance Test Plan Form is a critical part of the overall project to capture the overall testing objectives and how testing will be performed. This electronic form captures and describes the overall testing effort, objectives (what the team is planning to verify/validate), scope (what will be tested based on requirements and/or change or will not be tested), schedule (how, who and when testing will start and end) and resources required to complete the integration and production verification testing phase of the project.

Testing completed by the implementation team and the end-users is to ensure a quality product and successful movement into the production environment. Medium and high priority projects must have a separate test plan/case document with signatures. The test deliverables should include test cases, test results and testing timeline and resources.

The initiator (Functional Lead) should begin the process for the form and monitor throughout the final production verification phase. The sign off of the project team members agree that testing meets quality standards and ready to move into production environment.

The steps below are general instructions for using the electronic UAT form. These steps are to be performed after departmental testing is completed for all projects.

The Functional lead for the Project should go to Aggie Hub/Forms/Employee/ITS to find the link to the UAT Form

1. Click Link using single sign-on (SSO):
https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/d844dd75-a4d7-4b1f-bd33-bc0b1c796c38/&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f785e20c7-5aa7-4093-b18d-883561e8112c

2. The Form Instruction/Participants Page should appear

3. Enter requested data on the instruction page (Note: Not all projects will not have a PM therefore the technical lead will fill the PM role)
4. Select Continue
5. Form Page should appear

6. Field in all required information on the form for **PART I (Note: Any fields with asterisk (*) is Required)**

7. Continue to **Part II – FEATURES TO BE TESTED** of the Form and complete filling in the information
8. You will fill in and/or attach test results with final testing information to include plan, test results, etc. for Cycle 1 - Integration Testing appears on the form – Integration Testing Phase

PART II OF THE FORM

9. Sample of when test cases do not pass with justification and accepting the risk of the failed test case.
   - this should only be for exceptions and/or on rare occasions that this happens.

10. After completion of PART II – Integration Testing (Cycle I) and signed

11. Hit submit form – The initiator will receive a confirmation email
12. **AFTER PART II** is completed, the form is then routed to the following participants for approval. Each participant will receive an email with link to select:

![Form submission confirmation](image)

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.

13. Once the DBA signs off and move code to production the PM will receive an email

![Dynamic Forms: User Acceptance Test Form & Approvals - Signature Request](image)

This email is being sent to you as the Project Manager/Team Lead please sign for final deliverable for User acceptance testing approval. The ITS technical deliverable(s) have been approved to move to production.

The final step in the process is to have the Initiate or Functional Lead sign off that production verification is completed and that will finalize the overall User Acceptance Testing process.

[Click here to complete your section of the form.](image)

14. The last signature is the **Project Manager** – once the code is moved to Production by the DBA and ready for the **Production Verification (Cycle II)** Phase of the project then you will sign off that the initiator can proceed with the Production Verification the final phase.

15. After all ITS signatures the initiator will receive this email that the **Production Verification Phase** should be completed as the final step in the process once the form is approved by all parties above
and the code is moved to Production by the DBA the initiator will receive the final email to complete the final phase:

16. Click the link in the email:
The final phase is Production Verification (Cycle II) – the initiator will receive an email to go in and complete this phase. After production verification is completed in NCATPROD OR other PROD environments you would complete this section of the form.

17. After updating the production verification section - select next button at the bottom of the screen and sign - the initiator will receive the final email with their name that the Form is completed and stored. **THIS IS THE FINAL STEP & EMAIL**