



What is the role of a Tester?

The role of a tester is to provide significant and meaningful insights to the Office of Finance Systems and Data Analytics (OFSDA) regarding the usability and readiness of the Compass system during the PUM testing phase called User Acceptance Testing. Users should participate based on topics that they are very familiar with.

Users from your area will provide feedback that will be helpful and contribute towards the final “sign-off” on the system prior to start of training.

What is User Acceptance Testing (UAT)?

UAT labs are an important step in testing the updated Compass system. They give users an opportunity to provide feedback on whether they can actually complete their jobs using the updated system. The lab environment will reflect the actual system (including updates) users will experience after Go-Live. **During UAT user will be asked to bring examples of their own daily work to test (scenarios will not be provided).**

UAT MythBusters

1. **Myth:** UAT is a time for me to get trained on a function that I am unfamiliar with.

Truth: You should attend UAT sessions & subjects where you are very familiar with the function and require little to no assistance to complete testing.

2. **Myth:** UAT is a time for me to express my dissatisfaction with Compass & to request enhancements to the system.

Truth: UAT is a time to test the updated system **only**. OFSDA has allotted time after the PUM go-live to work on enhancements that have been prioritized by Executives, Compass Steering & Finance AVP's based on overall business needs.

What happens at the UAT Labs?

- Campus UAT labs will be held from January 29, 2018 – February 9, 2018.
- The labs will be organized by topic to ensure that Subject Matter Experts (SME) are on hand to discuss issues that you may discover. (SMEs **will not** provide training.)
- Module Team Leads will open the lab with a brief overview of the session objectives and format.
- Participants should bring their own scenarios and work to test.
- Participants will be able to access the Job Aid library if needed.
- Participants will complete a survey after testing.



UAT Schedule by Module

MODULE	Audience	DAY	DATE	TIME	LOCATION
General Ledger/Commitment Control/Expense Reports/AP	Campus	Monday	29-Jan-18	9am -12pm	1599 Clifton, 1st Floor Training Room
ePay/Wire Claims	Campus	Monday	29-Jan-18	1pm -4pm	1599 Clifton, 1st Floor Training Room
Grants	Campus	Tuesday	30-Jan-18	9am -12pm	1599 Clifton, 1st Floor Training Room
Grants	Campus	Tuesday	30-Jan-18	1pm -4pm	1599 Clifton, 1st Floor Training Room
General Ledger/Commitment Control/Expense Reports/AP	Campus	Wednesday	31-Jan-18	9am -12pm	1599 Clifton, 1st Floor Training Room
ePay/Wire Claims	Campus	Wednesday	31-Jan-18	1pm -4pm	1599 Clifton, 1st Floor Training Room
Grants	Campus	Thursday	1-Feb-18	9am -12pm	1599 Clifton, 1st Floor Training Room
Reporting	Campus	Thursday	1-Feb-18	1pm -4pm	1599 Clifton, 1st Floor Training Room
Security/Forms/WorkCenters	Campus	Friday	2-Feb-18	9am -12pm	1599 Clifton, 1st Floor Training Room
TBD	Campus	Friday	2-Feb-18	1pm -4pm	1599 Clifton, 1st Floor Training Room
General Ledger/Commitment Control/Expense Reports/AP	Campus	Monday	5-Feb-18	9am -12pm	1599 Clifton, 1st Floor Training Room
ePay/Wire Claims	Campus	Monday	5-Feb-18	1pm -4pm	1599 Clifton, 1st Floor Training Room
Grants	Campus	Tuesday	6-Feb-18	9am -12pm	Woodruff Library Computer Room
Grants	Campus	Tuesday	6-Feb-18	1pm -4pm	Woodruff Library Computer Room
General Ledger/Commitment Control/Expense Reports/AP	Campus	Wednesday	7-Feb-18	9am -12pm	SOM 313
Security/Forms/WorkCenters	Campus	Wednesday	7-Feb-18	1pm -4pm	SOM 313
Grants	Campus	Thursday	8-Feb-18	9am -12pm	SOM 313
Grants	Campus	Thursday	8-Feb-18	1pm -4pm	SOM 313
Reporting	Campus	Friday	9-Feb-18	9am -12pm	Woodruff Library Computer Room
TBD	Campus	Friday	9-Feb-18	1pm -4pm	Woodruff Library Computer Room