



# Inspec User Guide

ver.2020-MAR





# **User Administration**

## **Role Management**

Role Value	Role Name	Role Functions
approvalAdmin	Approval Administrator	Access to: Admin Form Review page Functions: Allows user to approve forms
cardAdmin	Card Administrator	Access to: Card Setup page under Maintenance Functions: Allows user to edit and create card layouts
userAdmin	User Administrator	Access to: Admin User and Admin Form Review pages Functions: Adding and editing users, groups, and approve forms
taskAdmin	Task Administrator	Access to: Admin user page and task page Functions: Allows users to assign tasks to users
formAdmin	Form Administrator	Access to: Action, Form Designer, Documentation, and Cache pages Functions: Allows users to create new forms in the designer.
systemAdmin	System Administrator	Access to: Administration and maintenance pages Functions: Maintain and access Inspec settings
menuAdmin	Menu Administrator	Access to: Menu page under Maintenance Functions: Allows user to edit menu
dataAdmin	Data Administrator	Access to: Form pages Functions: Allow users to reopen forms and access older data
deleteAdmin	Delete Administrator	Access to: Form pages Functions: Allows users to delete a form
contextAdmin	Context Administrator	Access to: Context page under Maintenance Functions: Allows user to create, edit, and remove





		context
cacheAdmin	Cache Administrator	Access to: Cache Setup page under Maintenance Functions: Allows user to create, edit, and remove caches
bugAdmin	Bug Administrator	Access to: Bug Review Page Functions: Allows user to review and send bugs to Coolearth Software

Role <sup>5</sup> Other R	oles	
Role Value	Role Name	Role Functions
user (default)	User	Access to: Form pages Functions: Default role. Create and fill out forms
GlobalStickyRole	Global Sticky Role	Access to: Form pages Functions: Allows user to save control values to be used again
reopenFormsRole	Reopen Form Role	Access to: Form pages Functions: Allows users to reopen forms
reopen1hr	Reopen forms roles	Access to: Form pages Functions: Allows user to reopen a form within 1 hour of finishing the form





## Windows Active Directory (A/D) User Authentication

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#### **Environment Settings:**

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- Idap\_extended

## How to Add, Setup and Configure Users

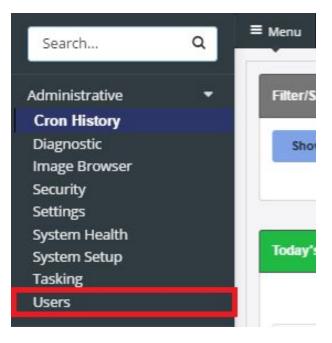
#### **Role Permissions Needed**

You need to login as a user who has been given the "Admin" role. Once in, open the Main Menu, and select Users under the Administrative section.





### Add a User from the User Maintenance



#### You will see the Local User Maintenance screen.

Add/Edit User Username	Full Na	me	Email		Passw	vord			Bulk
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nited7221	United Creations	it@unitedcreations.com		Edit User Remove	Reset Password	Send Enrollment Email	Change Context/Roles	Make Kiosk	

To add a User:

Enter the information about the user at the top of the screen. Fill out the username, the user's full name, email,





and password, then press the Add/Edit User button.

After the user has been added, select the user in the list, and press the Modify User button. This will take you to that user's information page.

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Demo Foods + Plant 538 Connection Status: Connected

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## Add a list of Users via the Import process





Bulk		
+	Import New Users	

### How to Configure a User

Set the user's context to be COMPANY $\rightarrow$ PLANT (or whatever is valid for your user). To do this, go to the Context portion of the screen, drop-down the list, and select Gordon Jensen from the list.

In addition, you need to set the role to be "User". In the Roles & Role Groups section, select "User" from the dropdown, or type it in and press the Add Role button.

When you are finished, return to the User Maintenance screen by pressing the back arrow ( $\leftarrow$ ) in the upper left hand corner of the browser window.

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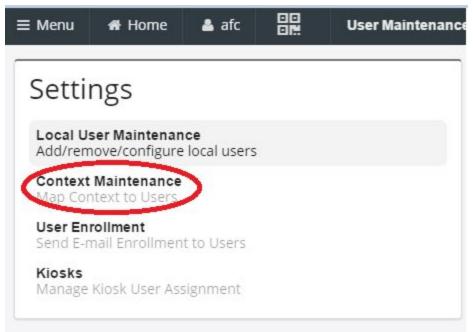
### User Context Administration

If you have multiple users to add to the same context, then you can do all of them at the same time through the





#### Context Maintenance screen.



Select all the users in the list that you want to set, select the context from the dropdown, then press the Add Users To Context button to do all of the users at once.

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## **Password Resetting**

When the user wishes to reset their password they can do so as an administrator. A user can not reset a password if they do not have administrator privileges.





To reset a user's password,

Select the <Menu> slide-out from the top menu bar.

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Select the <Users> option from the administrative drop-down.





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The user will see a list of all users in the specific system. From here the administrator can select the user they wish to augment. By selecting <Reset Password> a dialog box will be presented to the administrator that will prompt the administrator to input the new password and select "OK" to authorize the new password.

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Resetting a user's password will log them out of all sessions and require them to log into new sessions.

## **User Context Maintenance**

Role <sup>5</sup> Role Permiss	ions Needed
Role Value	Role Name
userAdmin	User Administrator

The user context maintenance allows a user to add, remove, reset, and assign importance to contexts.

To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and <Users>. Next, select the <Editing User Context Maintenance> tab, from the top submenu.





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united7221	United Creations	it@unitedcreations.com		Edit User	Remove Reset	Password	Send Enrollment Email	Change Context/Roles	Make Kiosk		

Demo Foods 
+ Plant 538 Connection Status: Connected





Select the user that needs contexts added or subtracted from them, with the check box.

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	united7221	United Creations								

Select context to assign in the drop-down submenu.

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	TEST TOM	
	testenroll	
	united7221	United Creations → UC1

next, select the function the user wishes to perform with the context. <Add Users to Context>, <Remove Users from Context>, <Primary Context>, <Reset to Default>.





<Add Users to Context> will add the selected context to the selected user(s). <Remove Users from Context> will remove the selected context from the selected user(s). <Primary Context> will make the selected context the primary context of the selected user(s). <Reset to Default> will remove non-default contexts and replace them with default contexts.

#### Context actions.

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Adding user(s) to a context.





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#### Setting primary contexts.

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#### Resetting to Default





≡ Menu	# Home 🌢 admin 📴 User Maintenance		🗐 🖻 Tasks 🔟
🛔 Edit User	Maintenance Filting User Context Maintenance	Edit User Enrollment 🖓 Edit Klosks	
Need to sel more users activity.	ontext To Assign ect (in any order): the context to use from the dropdown bel by clicking on the checkbox for that user. Then press the bu o Foods		
		Show 25 ▼ rows per page	H ← 1 → H
Select User	User Name	Primary Context Additional Contexts	
Clear	Q		٩
	admin	Demo Foods → Plant 538	
	jsc	Demo Foods → HQ	
	jsc2		
~	rmp	Q 419	
	TEST TOM	Demo Foods → HQ	
	testenroll	Demo Foods → Plant 538	
	united7221	United Creations + UC1	

≡ Menu	# Home	admin 🔐	User Maintenance							🗏 Tasks 🚺
🛔 Edit User	r Maintenance	🖀 Editing User C	ontext Maintenance	Edit User Enrollm	ent 📮 Edit Kiosks					
Need to se	s by clicking on th	): the context to use f	rom the dropdown belo ser. Then press the but		Add Users To Context	Remove Users From Context	Primary Context	Reset To Default		
							/	Show 25 • rows per page	€ 1	⇒ N
Select User	User Name			Primary Context		Additional Contexts				
Clear			٩							٩
	admin			Demo Foods	t 538					
	jsc			Demo Foods → HQ						
	jsc2			Q Demo Foods						
<b>Z</b>	rmp			Demo Foods	it 538					
	TEST TOM			Demo Foods $ ightarrow$ HQ						
	testenroll			Demo Foods	it 538					
	united7221			United Creations $\Rightarrow$	UC1					

## **User Enrollment Maintenance**





Role Permissions Needed						
Role Value	Role Name					
userAdmin	User Administrator					

## **Group Management**

Users

Г

Role Permissions Needed						
Role Value	Role Name					
cardAdmin	Card Administrator					
formAdmin	Form Administrator					
menuAdmin	Menu Administrator					
dataAdmin	Data Administrator					
deleteAdmin	Delete Administrator					

Other Roles:

- User (Default)
  - reopen forms
- Global Sticky Role (Thumb-tack feature)





- Reopen Forms Role (make this a super-cede to the "reopen forms" role.)
- Approval Role (make this a super-cede to the "approver" role.)

### See the "Security Window"

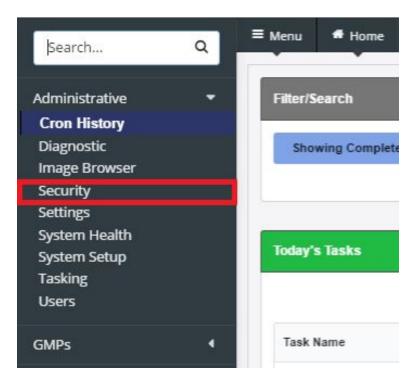
To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and select <Security>.

Search	۹	≡ Menu	ff Home	🌢 admin		Inspec
Administrative <b>Cron History</b> Diagnostic Image Browser Security Settings System Health System Setup Tasking Users	~		earch wing Complete s Tasks	ed		
GMPs	4	Task M	Name		Form Name	<b>9</b> 0
Maintenances	4	No Da	ita			





Search	۹	≡ Menu	Home	🌢 admin		Inspec
Administrative Cron History Diagnostic Image Browser Security Settings System Health System Setup Tasking Users			Search wing Complet	ed		
GMPs	4	Task	Name		Form Name	•
Maintenances	4	No Da	ata			



Once in the groups screen, the user can select an existing group or create a new group.





≡ Menu	# Home	占 admin	Us DM Us	er Group Maintenance	🖴 Tasks 🧕
Exist	ing User	Group	DS		
Add N	ew Group				
Test Saa	as Group				
admin					
new					
wiseme	n				
Demo Food	l <u>s</u> → Plant 538	Connect	ion Status: Conne	ected r186	7 inspec

Can see and access /qc/review (Form Review) window (to be placed in the Maintenance menu) (example: <u>http://qcproduction.coolearth.com/qc/review</u>)





### **Group Administration**

How to Add a new Group and assign Roles and Users to a Group

#### To create a new group, select <Add New Group>

≡ Menu <b>#</b> Home <b>4</b>	admin 🔐 User Group	) Maintenance	🖴 Tasks 🚺
Existing User	Groups		
Add New Group	de serve doctad di 🖡 og en		
Test Saas Group			
admin			
new			
wisemen			
Demo Foods → Plant 538	Connection Status: Connected	r1867	(inspec

#### Enter a group name, and select <OK>.

≡ Menu # Home & admin 🛄 User G	roup Maintenance	🖺 Tasks 🚺
Existing User Groups Add New Group Admin New Group	Inspec × Add New Group: Enter Name Documentation Group	
Demo Foods → Plant 538 Connection Status: Connected	OK CANCEL	1867 (DSpec

To complete the group, add users to the group via the "Users" drop-down.

≡ Menu # Home 🌢 admin 📴 User Grou	p Maintenance	🛎 Tasks 🛛 🚺
Existing User Groups	Editing: Documentation Group	Û
Add New Group	Users No users found in group	
Documentation Group	Add User	•
New Group	admin jsc	
	jsc2 rmp	
Demo Foods → Plant 538 Connection Status: Connected	TEST TOM testenroll	





≡ Menu ಈ Home ▲ admin 🛄 User Gro	up Maintenance	🖺 Tasks 🚺
Existing User Groups	Editing: Documentation Group	Û
Admin	Users admin x • TEST TOM x Add User	•
Documentation Group		
New Group	Roles Does not have Roles	
	Click to add Role (or type to add new role)	•
Demo Foods → Plant 538 Connection Status: Connected		r1867 💮spec

Then, add roles via the "Roles" to the chosen users.

≡ Menu # Home & admin DM User Grou	p Maintenance	🛎 Tasks 🚺
Existing User Groups	Editing: Documentation Group	<b>D</b>
Add New Group	Users admin × • TEST TOM ×	
Documentation Group	Add User	•
New Group	Roles	
	Does not have Roles Click to add Role (or type to add new role)	
Demo Foods → Plant 538 Connection Status: Connected	admin approver	
	bindall cardAdmin	
	CHEROKEE117 CHEROKEE117A	

			🗏 Tasks 🧕
Existing User Gro	oups	Editing: Documentation Group	Ŵ
Admin		Users admin × • TEST TOM ×	
Documentation Group		Add User	
New Group		Roles admin X • cardAdmin X	
Demo Foods → Plant 538 Co	nnection Status: Connected		1867 (i)Spec

Deleting and editing existing groups can also be completed in the group management screen.

To delete existing groups, perform all the steps listed above to get to the group management screen and to access an existing group.





How to Edit a Group

Once in the groups screen, the user can select an existing group by selecting the name of the desired existing group.

Now the user will be brought to the group editing screen.

≡ Menu 🖷 Home 🎍 admin 🛄	User Group Maintenance	🖺 Tasks 🔟
Existing User Groups	Editing: Documentation Group	
Add New Group Admin	Users No users found in group	
Documentation Group	Add User	
New Group	Roles Does not have Roles	
	Click to add Role (or type to add new role)	*
<u>Demo Foods</u> → Plant 538 Connection Status:	Connected	r1867 (inspec

To edit the form name, users, or roles toggle the drop-down menu or edit the group name.

The figure shows the drop-down menus that allow the user to edit the users of the group and the roles assigned to those users.

≡ Menu 🏾 🏶 Home 😽	admin 🛄 User Grou	ip Maintenance	🛱 Tasks 🧧
Existing User Groups		Editing: Documentation Group	Û
Add New Group		Users admin x · TEST TOM x	
Documentation Group	5	Add User	•
New Group		Roles admin × · cardAdmin ×	
		Click to add Role (or type to add new role)	
Demo Foods	Connection Status: Connected		r1867 (inspec

This figure shows the field that the group's name will appear to be edited in. To edit the name, select the field, highlight the name and write over the existing name with the name desired.





≡ Menu 🐐 Home 🍐 adr	in DI User Group Maintenance	🗏 Tasks 🚺
Existing User Gro	ups Editing: Documentation Group	Û
Add New Group Admin	Users admin × • TEST TOM ×	
Documentation Group	Add User	
New Group	Roles admin × · cardAdmin ×	
	Click to add Role (or type to add new role)	•
Demo Foods → Plant 538 Co	nection Status: Connected	(in) spec

#### How to Delete a Group

To delete the group select the trash can icon that appears in the editing screen.

≡ Menu 🖷 Home	admin 📴 User Grou	ip Maintenance	■ Tasks 🧕
Existing User	Groups	Editing: Documentation Group	<b></b>
Add New Group		Users admin x • TEST TOM x	
Documentation Group	i i	Add User	
New Group		Roles admin × • cardAdmin ×	
		Click to add Role (or type to add new role)	
Demo Foods	Connection Status: Connected		r1867 (i)spec





## **Tasking Management**

Role <sup>5</sup> Role Permissions Needed					
Role Value	ble Name				
formAdmin	Form Administrator				

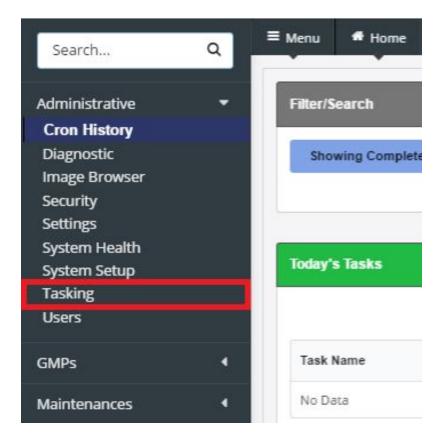
To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and select <Tasking>.

Search	۹	≡ Menu	A Home	着 admin		Inspec
Administrative <b>Cron History</b> Diagnostic Image Browser Security Settings System Health System Setup Tasking Users	•		earch wing Complete s Tasks	ed		
GMPs	4	Task M	Name		Form Name	e
Maintenances	4	No Da	ita			





Search	۹	≡ Menu	A Home	🌡 admin		Inspec
Administrative Cron History Diagnostic Image Browser Security Settings System Health System Setup Tasking Users			iearch wing Complet s Tasks	ed		
GMPs	4	Task I	Name		Form Name	е
Maintenances	4	No Da	ata			







≡ Menu 🐐 Home 🕯	admin of Tasking						8	🛎 Tasks 🧕
Create Task			Scheduled	Tasks				
Task Type Recurring Singl	le	Task Name	Task History					Θ
Assign To Person Group		Start Time				Show 25 🔻 rows per page	₩ ←	⇒ N
Person		Time To Complete Form	Task Name	Form Name	Status	Expiration Time	Assigned To	•
Form	•	60 minutes *	No Data					
Demo Foods	Connection Status: Connected						r1872	(inspec

To create a task,

Select the task type with either <Recurring> or <Single> actions.

"Recurring" will make the task repetitive on a scale set by the user in the screen prompted after selecting "Recurring".

Create Task				Scheduled <sup>-</sup>	Tasks			
Task Type	Task Name			Task History				
Recurring Single								
Assign to	Start Time						Show 25 *	rows per page 😠 🗧 🔶
Person Group Person	2017-04-07 13:25:3	1	m					
	End Time			Task Name	Form Name	Status	Expiration Time	Assigned To
orm	2017-05-07 13:25:3	0	m	No Data				
	Frequency							
	60	minutes *						
	Time To Complet							
	Time To Complet	minutes *	Θ					
			Θ					
Action Event	60	minutes *	8					
Action Event	60	minutes *						
Action Event	60	minutes *						
Action Event Scheduled Task Exceptions Exclude Day Sun Mon Tue	60	minutes •	Θ					
Action Event  Scheduled Task Exceptions  Exclude Day  Sun Mon Tue  Specific Time Exceptions	60	minutes •	Θ					
Scheduled Task Exceptions Exclude Day     Sun Mon Tue Specific Time Exceptions None configured	60 • Wed Thu	minutes • • Add Fri	Θ					
Action Event  Scheduled Task Exceptions  Exclude Day  Sun Mon Tue  Specific Time Exceptions	60 • Wed Thu	minutes •	Θ					

"Single" will make the task a one time only function that occurs when the user sets it to.





≡ Menu # Home	admin 💷 Tasking		Ð	🗏 Tasks 🧕
Create Task			Scheduled Tasks	
Task Type Recurring Sing	le	Task Name	Task History	Θ
Assign To Person Group		Start Time	Show 25 🕶 rows per page 🛛 ( 🔴 🔶	→ H
Person	•	Time To Complete Form	Task Name Form Name Status Expiration Time Assigned To	
Form	•	60 minutes *	No Data	
SAVE 🥹				
Demo Foods	Connection Status: Connected		r1872	(in) spec
Denio robus - Piane 556	connection status, connected		1014	Cosp

Next, Select who to assign the task to with either the <Person> or <Group> actions.

eate Task			Scheduled	Tasks				
sk Type Recurring Single	Task Name		Task History					(
Person Group	Start Time 2017-04-07 13:25:31	m				Show 25 👻 rows per page	₩ €	> )+
erson	Time To Complete Form		Task Name	Form Name	Status	Expiration Time	Assigned To	)
orm	• 60 ·	minutes 🔻	No Data					
SAVE 📀								

"Person" will present a "Person" drop-down menu that will prompt the user to select the name of a user for the task to be assigned to.

≡ Menu # Home 🌢 admin 🛄	Tasking	🗐 🗏 Tasks 🚺
Create Task		Scheduled Tasks
Task Type Recurring Single	Task Name	Task History
Assign To Person Group	Start Time 2017-04-07 13:25:31	Show 25 - rows per page 🛛 4 🔶 🕅
Person	Time To Complete Form	Task Name Form Name Status Expiration Time Assigned To
admin jsc	<ul> <li>✓ 60 minutes ▼</li> </ul>	No Data
rmp		
TEST TOM		
jsc2		
Der	<b>▼</b> d	r1872 (i) soec





"Group" will present a drop-down menu for the user to choose the group to assign the task to. Selecting "group" will also populate a "Task Copy" button-bar, with the actions of <Shared Copy> or <Per User Copy>.

≡ Menu 希 Home 🌢 admin 🗰 Ta	asking	🧾 🖽 Tasks 🧕
Create Task		Scheduled Tasks
Task Type Recurring Single	Task Name	Task History
Assign To Person Group	Start Time	Show 25 🕶 rows per page 🛛 H 🛛 🔶 🖒 H
Task Copy	Time To Complete Form	Task Name Form Name Status Expiration Time Assigned To
Shared Copy Per User Copy Groups Form	60 minutes •	No Data
Demo Foods	nected	r1872 (i)spec

Selecting "Shared Copy" will create one task screen for every user in the group to work in.

Freate Task		Scheduled Tasks
Task Type Recurring Single	Task Name	Task History
Assign To	Start Time	Show 25 🕶 rows per page 🙌 🔶 🍝 🕅
Person Group	2017-04-07 13:25:31	
Task Copy	Time To Complete Form	Task Name Form Name Status Expiration Time Assigned To
Shared Copy Per User Copy Groups	60 minutes *	No Data
Form	•	
SAVE 🥝		

Selecting "Per User Copy" will distribute a copy of the task to every user in the group to work on individually.





≡ Menu 🐗 Home 🌢 ad	dmin DO Tasking						2	🗏 Tasks 🧕
Create Task Task Type Recurring Single		Task Name	 Scheduled	Tasks				Θ
Assign To Person Group		Start Time 2017-04-07 13:25:31				Show 25 🔹 rows per page	• ⊮ ←	⇒ H
Task Copy Shared Copy Per Us Groups	er Copy	Time To Complete Form 60 minutes *	Task Name	Form Name	Status	Expiration Time	Assigned To	
Form	•							
Demo Foods → Plant 538 C	Connection Status: Connected						r1872	inspec

Select the form the user wishes to complete with the task, using the "form" drop-down.

≡ Menu # Home 🌢 admin 🛄	Tasking				Ð	🖻 Tasks 🚺
Create Task		Scheduled	d Tasks			
Task Type Recurring Single	Task Name	Task History				Θ
Assign To Person Group	Start Time 2017-04-07 13:25:31			Show <b>25 •</b> rows per pag	ge H 🔶 ·	⇒ H
Task Copy	Time To Complete Form	Task Name	Form Name Stat	us Expiration Time	Assigned To	
Shared Copy Per User Copy Groups	60 minutes	No Data				
Form						
485	*					
486						
500						
De 533					r1872	ဖြားနာရေ
540	-					

Name the task in the "task name" field.





	Tasking		E Tasks
Create Task		Scheduled Tasks	
Task Type Recurring Single	Task Name	Task History	
Assign To	Start Time	Show 25 👻 rows per page 😽 🔶 🔶	н
Person Group Task Copy	2017-04-07 13:25:31	Task Name Form Name Status Expiration Time Assigned To	
Shared Copy Per User Copy Groups	60 minutes *	No Data	
	Σ,		
Form	3		
SAVE 🥝			
SAVE V			
o Foods → Plant 538 Connection Status: Co	nnected	r1872	(in)

#### Select a start time with the "date and time" field.

Menu 🕈 Home 🌢 admin 📴 Tasking		E Tasks
Create Task		Scheduled Tasks
Task Type Recurring Single	Task Name	Task History
Assign To Person Group	Start Time	Show 25 🔹 rows per page 🛛 H 🛛 🔶 🕉 H
Task Copy Shared Copy Per User Copy Groups	April 2017     Sun Man Tue Wed Thu Fri Sat	Task Name         Form Name         Status         Expiration Time         Assigned To           No Data
Form v	2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         28         27         28         29	
SAVE 📀	30 [Midnight • ]: 00 • ]	
no Foods -> Plant 538 Connection Status: Connected	1	r1872 (i) SJ

Select an amount of time you with the form to be completed in, for the users.





≡ Menu # Home 🎍 admin 📴 Tasi	king	I asks
Create Task		Scheduled Tasks
Task Type Recurring Single	Task Name	Task History
Assign To Person Group	Start Time 2017-04-07 13:25:31	Show 25 ▼ rows per page 🔣 🔶 🦮
Task Copy Shared Copy Per User Copy	Time To Complete Form	Task Name Form Name Status Expiration Time Assigned To
Groups	minutes	No Data
Form	+ days weeks	
SAVE 🥝		
<u>Demo Foods</u> → Plant 538 Connection Status: Conne	cted	r1872 (inspec

#### Lasty, save the task to complete tasking.

Freate Task		Scheduled Tasks
Task Type Recurring Single	Task Name	Task History
Assign To	Start Time	Show 25 🔻 rows per page 🔣 🔶 🔶 🖻
Person Group	2017-04-07 13:25:31	Silow 29 · Tows per page
Task Copy	Time To Complete Form	Task Name Form Name Status Expiration Time Assigned To
Shared Copy Per User Copy	60 minutes *	No Data
Groups		
	<b>T</b>	
Form		
	*	
SAVE 🤗		

## UAT (User Acceptable Testing) Management

Role Permissions Needed					
Role Value	Role Name				
uatAdmin	UAT Administrator				





This functionality allows for the User to test a given Inspec build for acceptable use. By testing a set of common data collection forms, the user can note any odd or unexpected behavior while simulating data collection.

To get to the UAT testing page in Inspec, select the <Menu> slide-out. Select the <Administrative> drop-down and select <UAT>. Make sure the uatAdmin permission is enabled for the user attempting to access the UAT menu.

≡ Menu	МС	🖀 Home		UAT	Tests			<del>Й</del>	📾 Tasks 🛛 🚺
						UAT			
	Revisio	n Ref ID	Date	User	State	Action	Status		
	<	>					Start I	lew Test	

믬 ≡ Menu MC 🖀 Home **UAT Tests** 📰 Tasks 🚺 Ť UAT Revision Ref ID Date State Action Status User Start New Test < >

Select the <Start New Test> button, this will populate a list of the 10 most used forms for your installation.

After the list has been presented the user can begin to test each form, by selecting <Start Test>, and work through them to determine operability of the specific Inspec build being test.





Demo Form Incomplete	View Form
Time Sheet Incomplete	Start Test
Test Form (From Grid/Instance) Incomplete	Start Test
486 Incomplete	Start Test
Group Form Test Incomplete	Start Test
12/29/17-00A Incomplete	Start Test
SSOP Pre-OP Inspection Form, Salame Line	Start Test
Shop Order Line Assign Incomplete	Start Test
Test Plan Draft 1 Incomplete	Start Test
Test Plan Draft 2 Incomplete	Start Test

Inside each form being tested, on the bottom menu a navigation for Pass/Fail is provided. If the form is up to desired operability select <Pass>, if not select <Fail>.





Cart in working or	der?						Btn1	btn2
Yes	No	N/A						
Cart labeled corre	ctly?		Upload Image				-5	0
Yes	No	N/A	Segment				Btn1	btn2
Cart clean and cle	ar for use?		-				Verv Test! supe	r long text Very .
Yes	No	N/A	ButtonBar				Btn1	btn2
			1	2	3	4	Built	DU12
Dropdown			Long ramb	oling text. Lo	ong rambling te	xt.Long ramb		
Select Dropdown		•	Some hint					
Numeric			Pass/Fail					
Numeric		-/+	Pass	Fail				
Quantity								
Quantity		-/+ °F						
							х.	
+ Previous		riginating Form	FINISH REPO	рт 🔗	ColBa	ick (UAT)	Pass	Fail
₹ FIEVIOUS		ngmating rom	TIMISH KEPC		GO Ba		rass	T'en
Demo Foods Pla	int 538 Co	onnection Status: Connected	form: 909b8f	79-cdea-45d	5-80ef-fde87cbf8e	ec0		

If <Fail> is selected, the UAT test list has an option to use the new Bug Reporting functionality for the failed form.

Demo Form Incomplete	∰ Report Bugs	Failed	View Form
Time Sheet (Filled out: 14%) Completed		Passed	View Form
Test Form (From Grid/Instance Incomplete	)		Start Test

At the end of the list, the Tester can complete the UAT testing regime with the <Complete Test> button and conclude that UAT session.





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