



Inspec User Guide

ver. 2018-July

User Administration

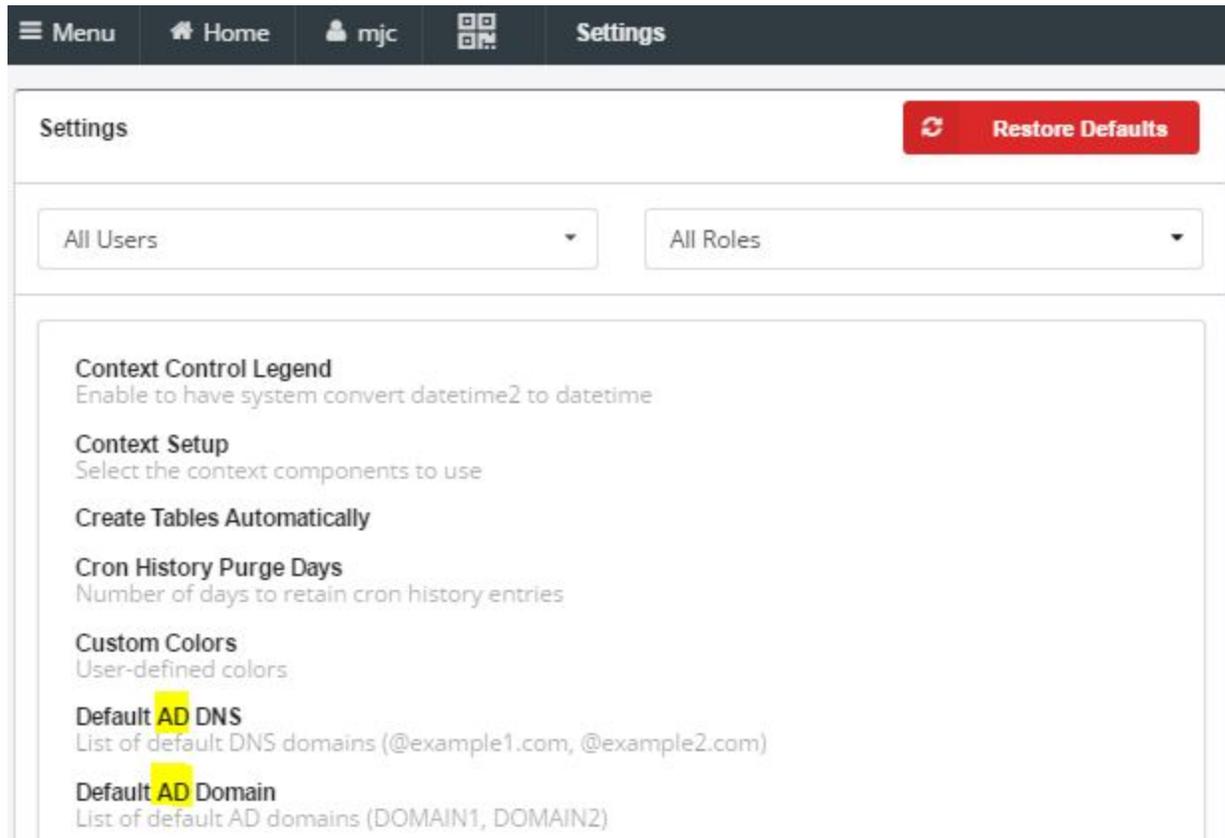
Role Management

 Admin Roles	
Role Value	Role Name
approvalAdmin	Approval Administrator
cardAdmin	Card Administrator
userAdmin	User Administrator
taskAdmin	Task Administrator
formAdmin	Form Administrator
systemAdmin	System Administrator
menuAdmin	Menu Administrator
dataAdmin	Data Administrator
deleteAdmin	Delete Administrator
contextAdmin	Context Administrator
cacheAdmin	Cache Administrator
bugAdmin	Bug Administrator

 Other Roles	
Role Value	Role Name
user (default)	User
GlobalStickyRole	Global Sticky Role

reopenFormsRole	Reopen Form Role
approvalRole	Approval Role

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



Environment Settings:

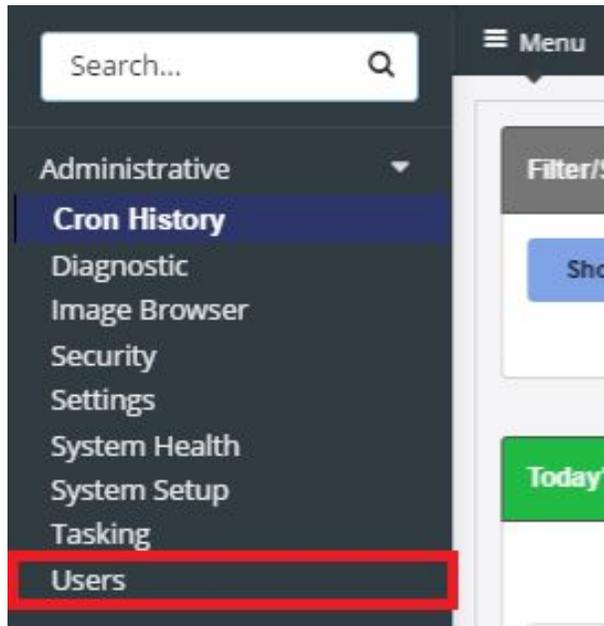
- ldap_servername
- ldap_extended

How to Add, Setup and Configure Users

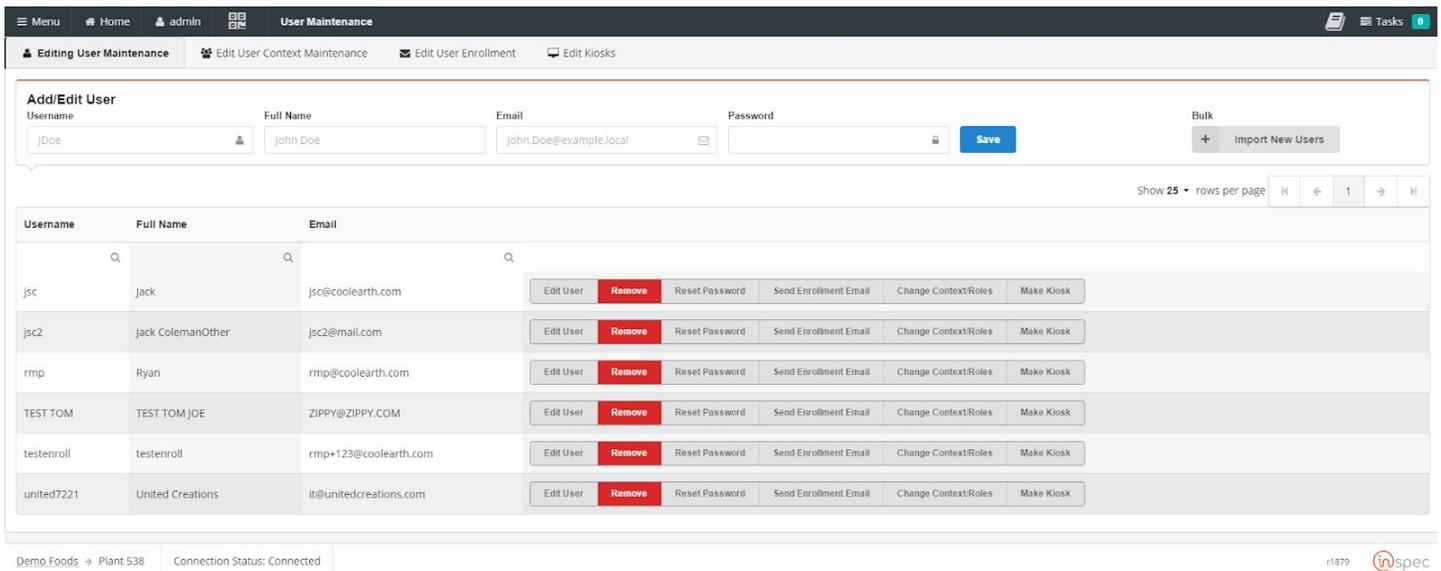
Role Permissions Needed

You need to log in 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.



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.

Menu Home admin **User Maintenance** Tasks

Editing User Maintenance Edit User Context Maintenance Edit User Enrollment Edit Kiosks

Add/Edit User

Username: Full Name: Email: Password:

Show 25 rows per page

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	<input type="button" value="Edit User"/> <input type="button" value="Remove"/> <input type="button" value="Reset Password"/> <input type="button" value="Send Enrollment Email"/> <input type="button" value="Change Context/Roles"/> <input type="button" value="Make Kiosk"/>
jsc2	Jack ColemanOther	jsc2@mail.com	<input type="button" value="Edit User"/> <input type="button" value="Remove"/> <input type="button" value="Reset Password"/> <input type="button" value="Send Enrollment Email"/> <input type="button" value="Change Context/Roles"/> <input type="button" value="Make Kiosk"/>
rmp	Ryan	rmp@coolearth.com	<input type="button" value="Edit User"/> <input type="button" value="Remove"/> <input type="button" value="Reset Password"/> <input type="button" value="Send Enrollment Email"/> <input type="button" value="Change Context/Roles"/> <input type="button" value="Make Kiosk"/>
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	<input type="button" value="Edit User"/> <input type="button" value="Remove"/> <input type="button" value="Reset Password"/> <input type="button" value="Send Enrollment Email"/> <input type="button" value="Change Context/Roles"/> <input type="button" value="Make Kiosk"/>
testenroll	testenroll	rmp+123@coolearth.com	<input type="button" value="Edit User"/> <input type="button" value="Remove"/> <input type="button" value="Reset Password"/> <input type="button" value="Send Enrollment Email"/> <input type="button" value="Change Context/Roles"/> <input type="button" value="Make Kiosk"/>
united7221	United Creations	it@unitedcreations.com	<input type="button" value="Edit User"/> <input type="button" value="Remove"/> <input type="button" value="Reset Password"/> <input type="button" value="Send Enrollment Email"/> <input type="button" value="Change Context/Roles"/> <input type="button" value="Make Kiosk"/>

Demo Foods → Plant 538 Connection Status: Connected r1879 inspec

Menu Home admin **User Maintenance** Tasks

Edit User Maintenance **Editing User Context Maintenance** Edit User Enrollment Edit Kiosks

Select Context To Assign

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Select Context:

Show 25 rows per page

Select User	User Name	Primary Context
<input type="button" value="Clear"/>		
<input type="checkbox"/>	admin	Demo Foods → Plant 538
<input type="checkbox"/>	jsc	Demo Foods → HQ
<input type="checkbox"/>	jsc2	Demo Foods
<input type="checkbox"/>	rmp	Demo Foods → Plant 538
<input type="checkbox"/>	TEST TOM	Demo Foods → HQ
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538
<input type="checkbox"/>	united7221	United Creations → UC1

Demo Foods → Plant 538 Connection Status: Connected r1879 inspec

Select Context To Assign
 Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context
Remove Users From Context
Reset To Default

Show 25 rows per page

Select User	User Name	Primary Context
<input type="checkbox"/>	admin	Demo Foods → Plant 538
<input type="checkbox"/>	jsc	Demo Foods → HQ
<input type="checkbox"/>	jsc2	Demo Foods
<input type="checkbox"/>	rmp	Demo Foods → Plant 538
<input checked="" type="checkbox"/>	TEST TOM	Demo Foods → HQ
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538
<input type="checkbox"/>	united7221	United Creations → UC1

User Enrollment

CSV E-Mail List
 Example: user1@inspec.com, user2@inspec.com

Send Enrollment Emails

Show 25 rows per page

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	Send Enrollment Email
jsc2	Jack ColemanOther	jsc2@mail.com	Send Enrollment Email
rmp	Ryan	rmp@coolearth.com	Send Enrollment Email
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	Send Enrollment Email
testenroll	testenroll	rmp+123@coolearth.com	Send Enrollment Email
united7221	United Creations	it@unitedcreations.com	Send Enrollment Email

Menu Home admin User Maintenance Tasks

Edit User Maintenance Edit User Context Maintenance **Editing User Enrollment** Edit Kiosks

User Enrollment

CSV E-Mail List
Example: user1@inspec.com, user2@inspec.com

Send Enrollment Emails

Show 25 rows per page

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	Send Enrollment Email
jsc2	Jack ColemanOther	jsc2@mail.com	Send Enrollment Email
rmp	Ryan	rmp@coolearth.com	Send Enrollment Email
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	Send Enrollment Email
testenroll	testenroll	rmp+123@coolearth.com	Send Enrollment Email
united7221	United Creations	it@unitedcreations.com	Send Enrollment Email

Demo Foods → Plant 538 Connection Status: Connected r1879 inspec

Menu Home admin User Maintenance Tasks

Edit User Maintenance Edit User Context Maintenance Edit User Enrollment **Editing Kiosks**

Logged Out Kiosks

Device ID

Device ID	IP	Last Seen	
d0db11f5-bc02-4d6a-849d-5efe2b0dbf03	172.17.0.3	27 days ago	Login In Kiosk
71ef94c6-7cf6-4d8f-9f77-e342b16b0b5d	172.17.0.3	8 days ago	Login In Kiosk

Active Kiosks & Devices

Device ID	IP	Last Seen	Kiosk User
907431aa-ee4f-49d6-bbb4-cdf288a2692c	172.17.0.3	6 days ago	(N/A)
92c13786-6c65-4952-8ae2-0dbac723a2c8	172.17.0.3	4 days ago	(N/A)
beeec9bf-7fee-4f92-98c9-38641af52444	172.17.0.3	32 minutes ago	(N/A)

Recent Authentication Requests

Device ID	Seen	Token	Kiosk Binding	User Binding
No recent requests				

Demo Foods → Plant 538 Connection Status: Connected r1879 inspec

Add a list of Users via the Import process

Bulk

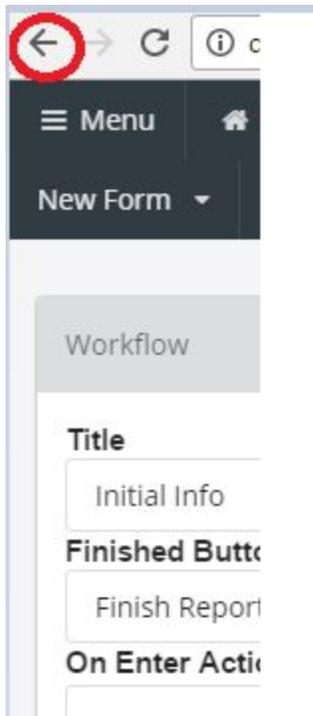
+ Import New Users

How to Configure a User

Set the user's context to be Icicle->Gordon Jensen (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.

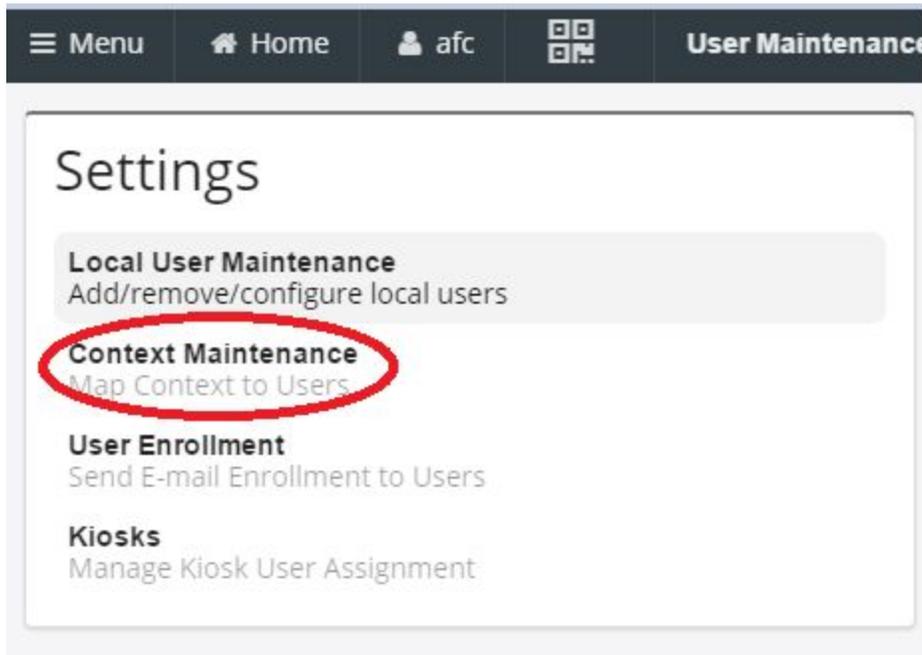
In addition, you need to set the role to be "User". In the Roles & Role Groups section, select "User" from the dropdown, or type it in and press the Add Role button.

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

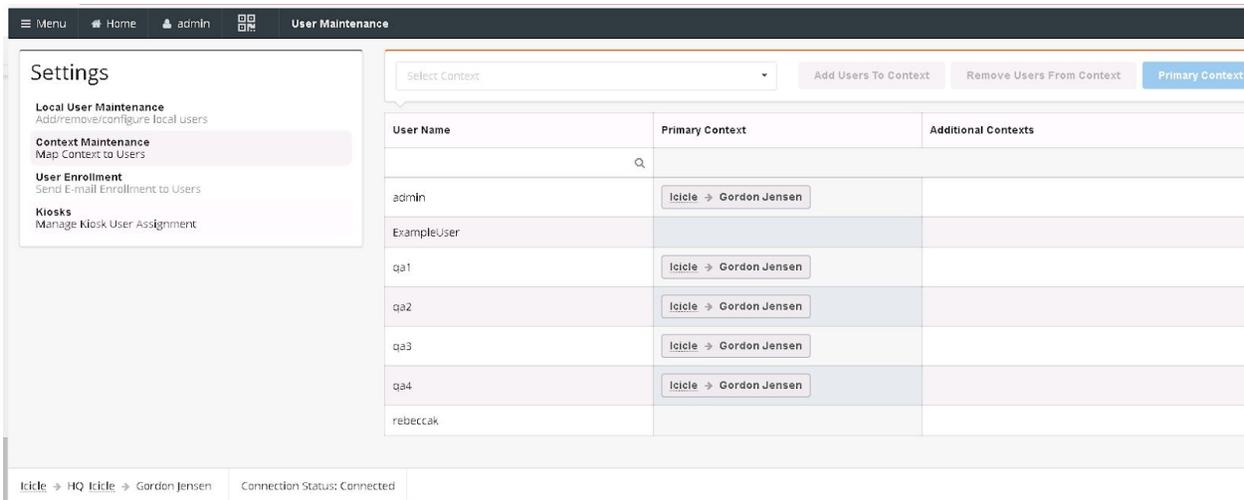


User Context Administration

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.

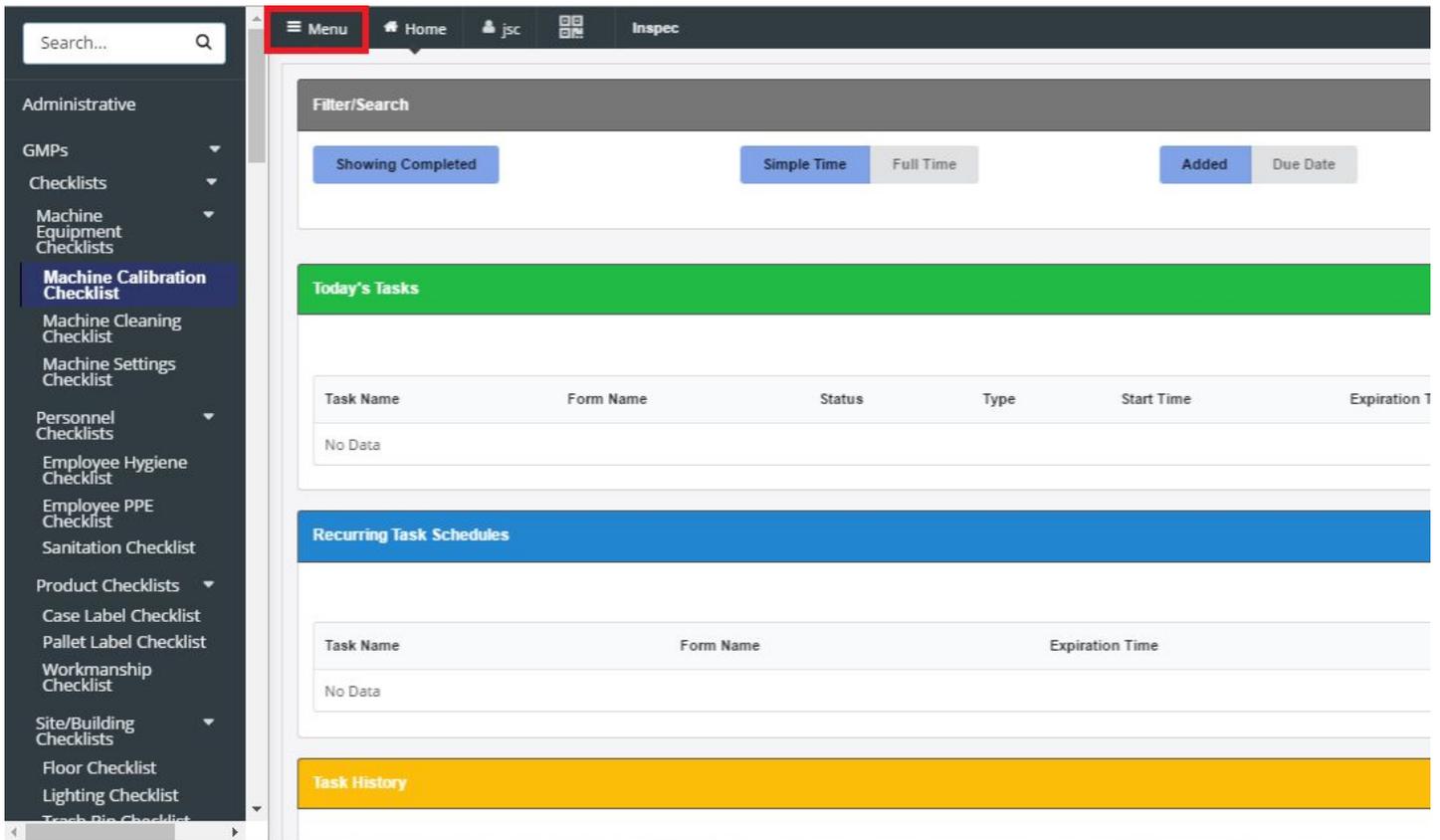


Password Resetting

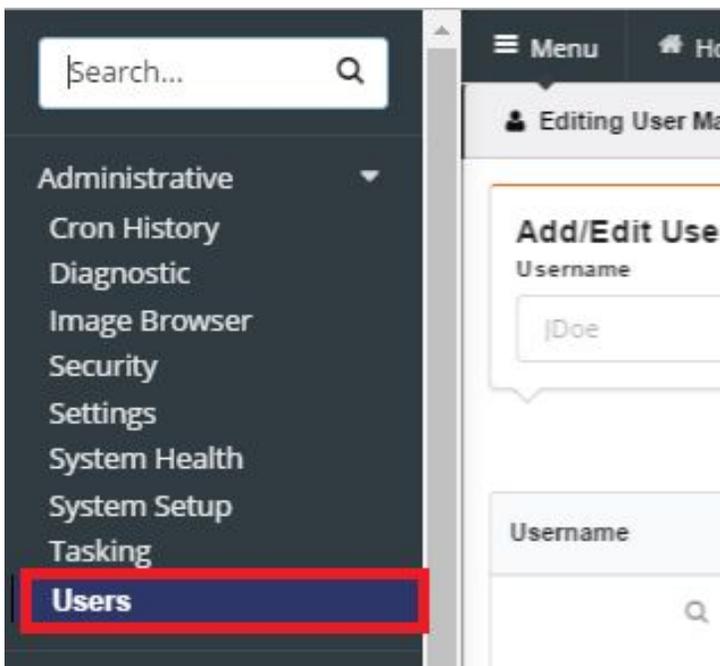
When the user wishes to reset their password they can do so as an administrator. A user can not reset a password if they do not have administrator privileges.

To reset a user's password,

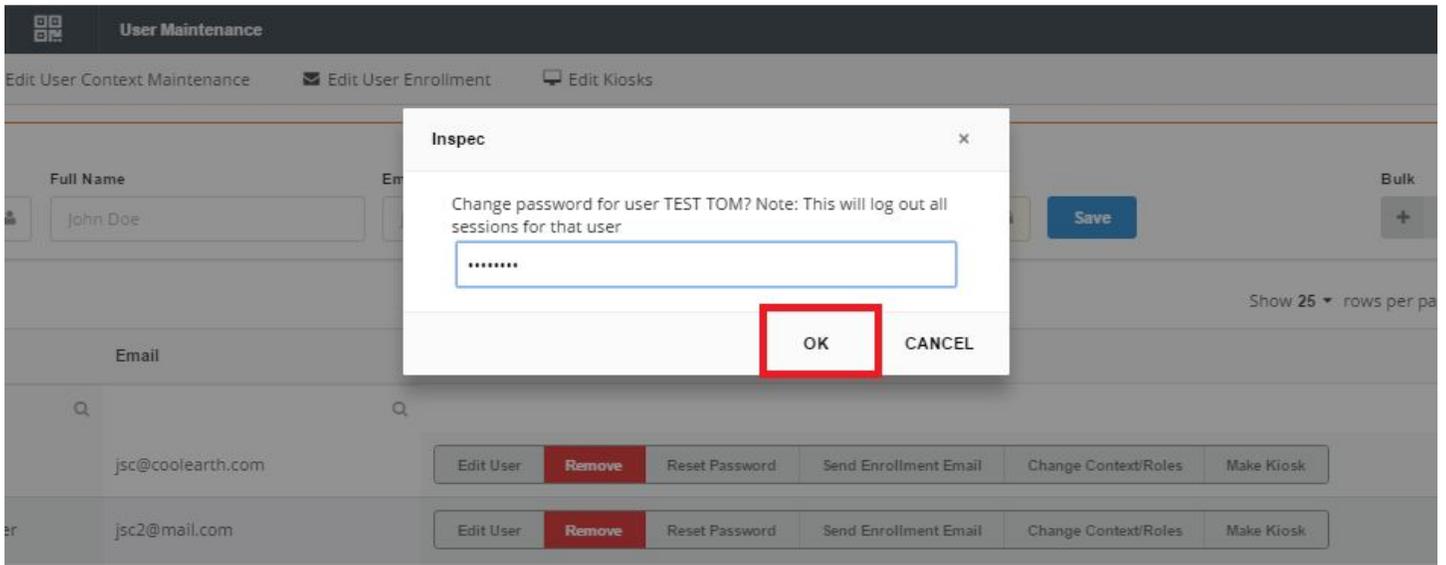
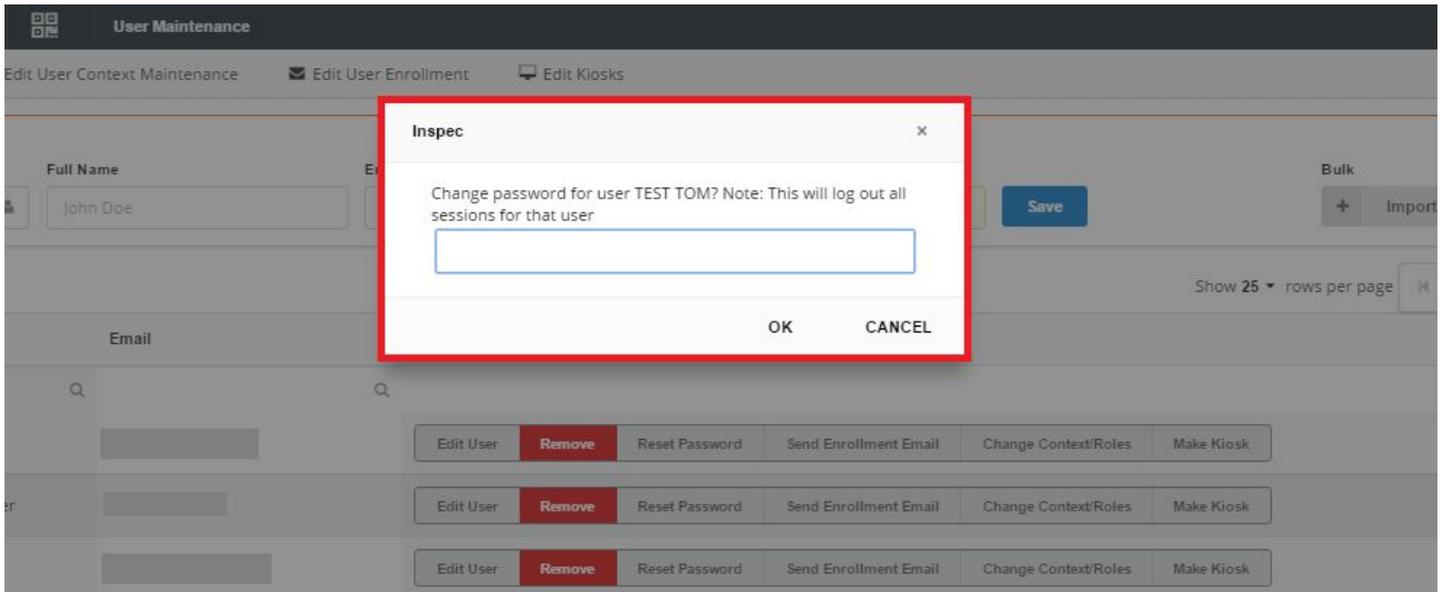
Select the <Menu> slide-out from the top menu bar.



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



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.



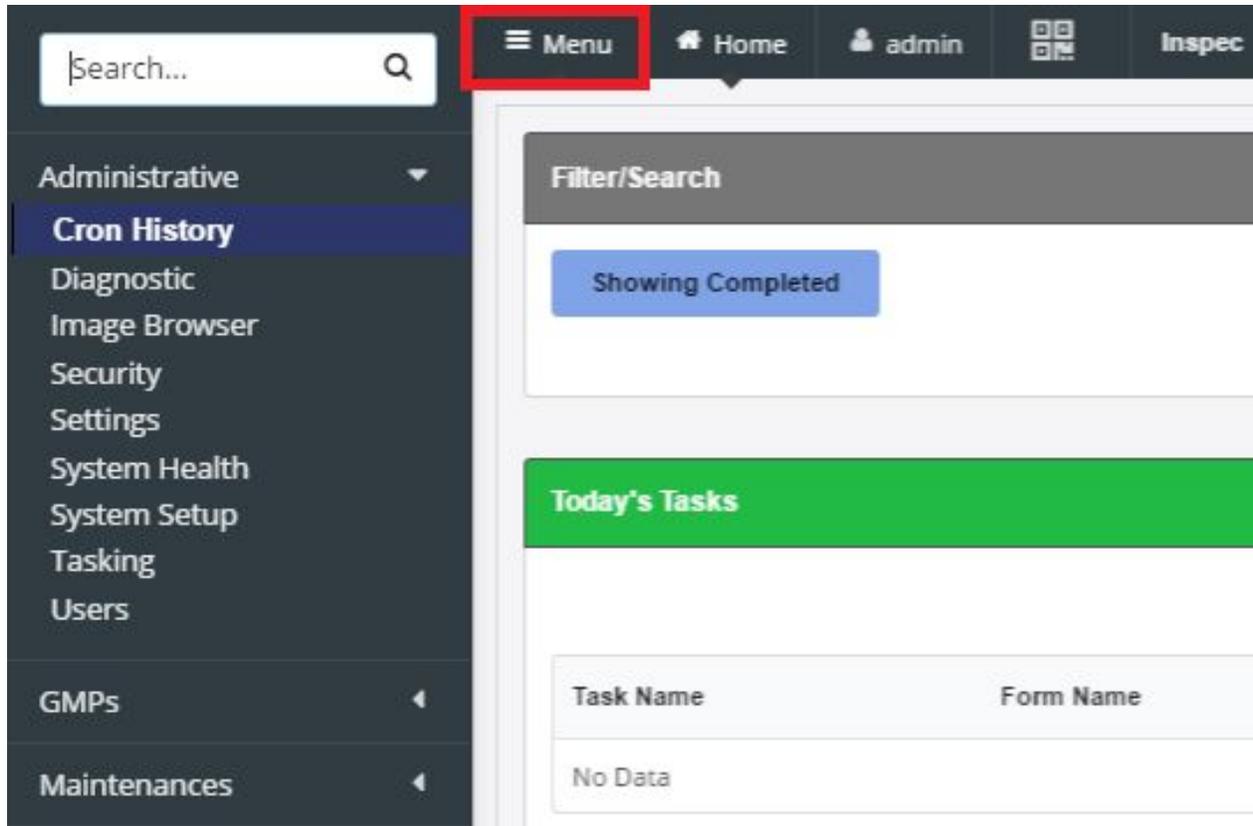
Resetting a user's password will log them out of all sessions and require them to log into new sessions.

User Context Maintenance

 Role Permissions 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.



Search... 

Administrative ▼

- Cron History**
- Diagnostic
- Image Browser
- Security
- Settings
- System Health
- System Setup
- Tasking
- Users

GMPs ◀

Maintenances ◀

Menu Home admin  Inspec

Filter/Search

Showing Completed

Today's Tasks

Task Name	Form Name
No Data	

Search... 

Administrative ▼

- Cron History**
- Diagnostic
- Image Browser
- Security
- Settings
- System Health
- System Setup
- Tasking
- Users**

GMPs ◀

Maintenances ◀

QC Forms ◀

Menu Home admin  Inspec

Filter/Search

Showing Completed

Today's Tasks

Task Name	Form Name
No Data	

Menu Home admin User Maintenance Tasks 0

Editing User Maintenance **Edit User Context Maintenance** Edit User Enrollment Edit Kiosks

Add/Edit User

Username: jDoe Full Name: John Doe Email: jsc Password: [Masked] Save Bulk + Import New Users

Show 25 rows per page

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
jsc2	Jack ColemanOther	jsc2@mail.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
rmp	Ryan	rmp@coolearth.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
testenroll	testenroll	rmp+123@coolearth.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
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 r1859 in spec

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

Menu Home admin User Maintenance Tasks 0

Edit User Maintenance **Editing User Context Maintenance** Edit User Enrollment Edit Kiosks

Select Context To Assign

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

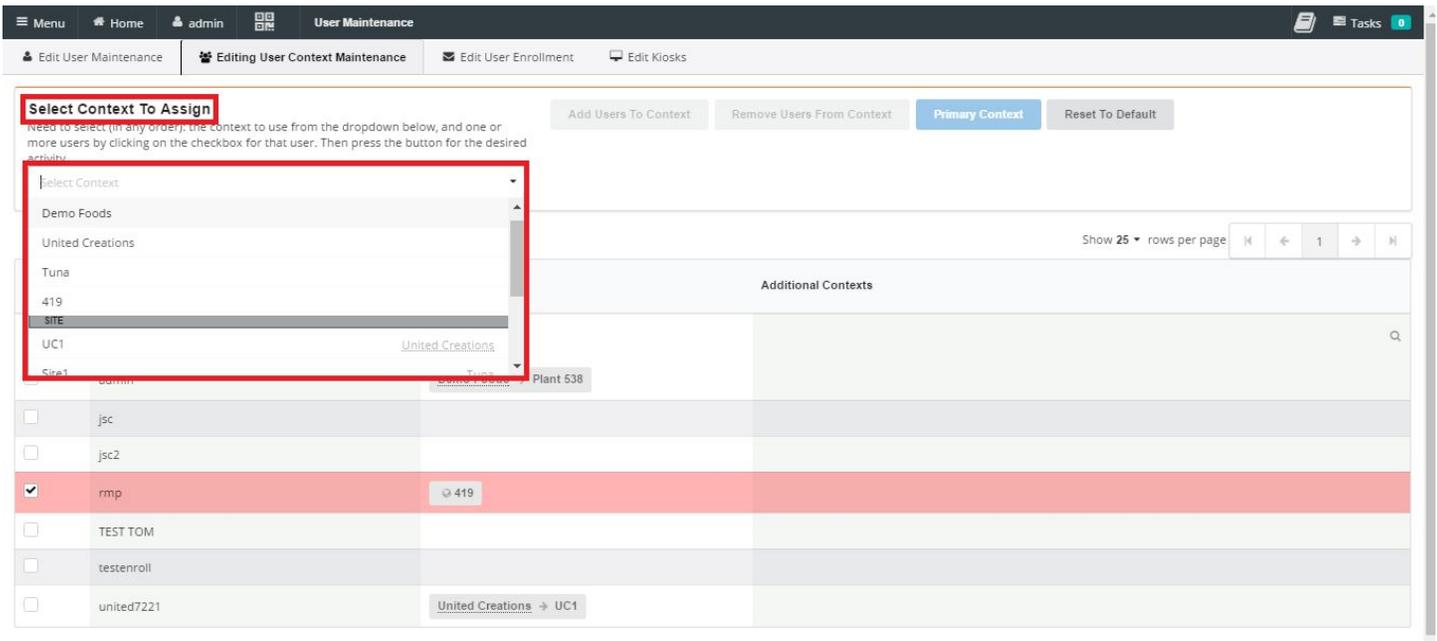
Select Context: [Dropdown]

Add Users To Context Remove Users From Context Primary Context Reset To Default

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	419	
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Select context to assign in the drop-down submenu.



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>.

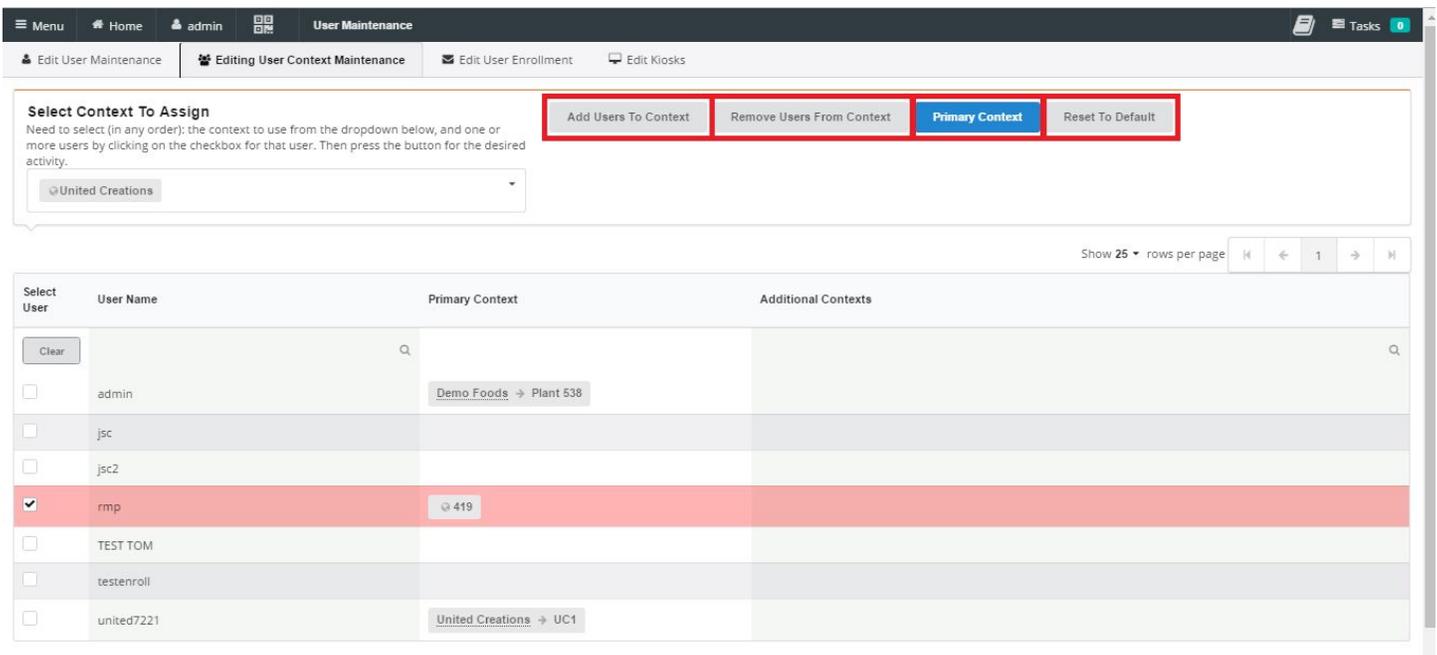
<Add Users to Context> will add the selected context to the selected user(s).

<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.



Adding user(s) to a context.

Menu Home admin User Maintenance Tasks

Edit User Maintenance Editing User Context Maintenance Edit User Enrollment Edit Kiosks

Select Context To Assign
 Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context Remove Users From Context Primary Context Reset To Default

419

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	Demo Foods → Plant 538	Demo Foods 419
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Setting primary contexts.

Menu Home admin User Maintenance Tasks

Edit User Maintenance Editing User Context Maintenance Edit User Enrollment Edit Kiosks

Select Context To Assign
 Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context Remove Users From Context Primary Context Reset To Default

419

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	419	Demo Foods → Plant 538 Demo Foods
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Resetting to Default

Menu Home admin User Maintenance Tasks 0

Edit User Maintenance Editing User Context Maintenance Edit User Enrollment Edit Kiosks

Select Context To Assign
 Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context Remove Users From Context Primary Context Reset To Default

4 Demo Foods

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc	Demo Foods → HQ	
<input type="checkbox"/>	jsc2	4 Demo Foods	
<input checked="" type="checkbox"/>	rmp	4 419	
<input type="checkbox"/>	TEST TOM	Demo Foods → HQ	
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538	
<input type="checkbox"/>	united7221	United Creations → UC1	

Menu Home admin User Maintenance Tasks 0

Edit User Maintenance Editing User Context Maintenance Edit User Enrollment Edit Kiosks

Select Context To Assign
 Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context Remove Users From Context Primary Context Reset To Default

419 → black

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc	Demo Foods → HQ	
<input type="checkbox"/>	jsc2	4 Demo Foods	
<input checked="" type="checkbox"/>	rmp	Demo Foods → Plant 538	
<input type="checkbox"/>	TEST TOM	Demo Foods → HQ	
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538	
<input type="checkbox"/>	united7221	United Creations → UC1	

User Enrollment Maintenance (ToDo)

 Role Permissions Needed	
Role Value	Role Name
userAdmin	User Administrator

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Kiosk Management (ToDo LAST)

Group Management



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

Other Roles:

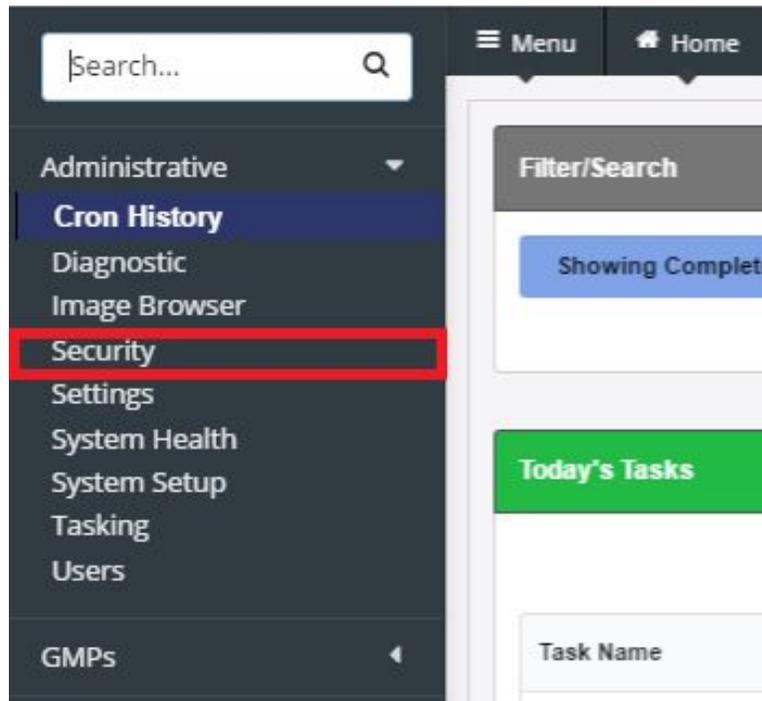
- User (Default)
 - reopen forms
- Global Sticky Role (Thumb-tack feature)
- Reopen Forms Role (make this a super-cede to the "reopen forms" role.)
- Approval Role (make this a super-cede to the "approver" role.)

See the “Security Window”

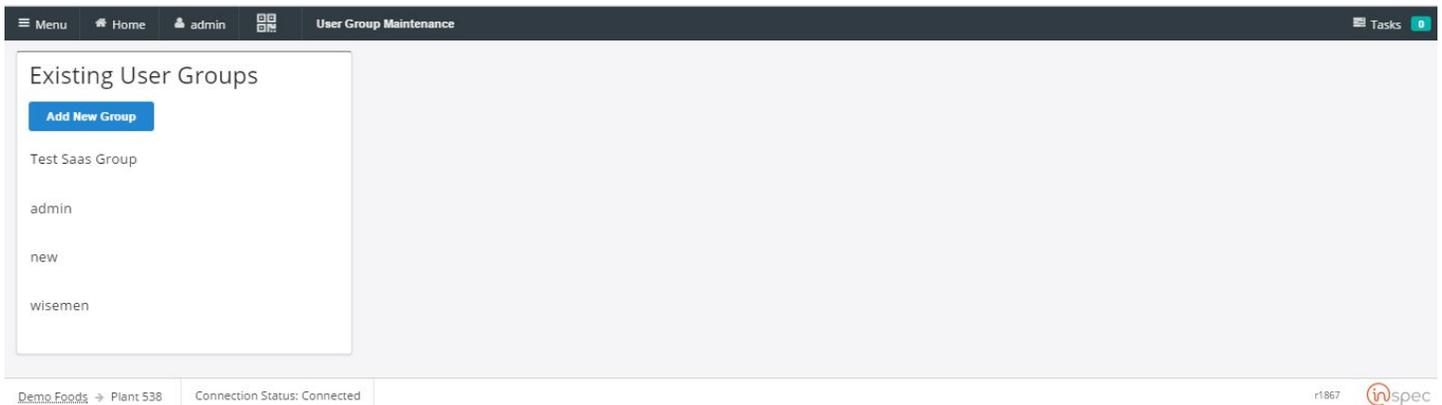
To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and select <Security>.

The screenshot shows a web application interface. On the left is a dark sidebar menu with a search bar at the top. The menu items are: Administrative (with a dropdown arrow), Cron History (highlighted in blue), Diagnostic, Image Browser, Security, Settings, System Health, System Setup, Tasking, Users, GMPs (with a left arrow), and Maintenances (with a left arrow). The top navigation bar is dark and contains: a hamburger menu icon (highlighted with a red box), the text 'Menu', a home icon, 'Home', a user icon, 'admin', a grid icon, and 'Inspec'. The main content area has a 'Filter/Search' section with a blue button labeled 'Showing Completed'. Below this is a green header for 'Today's Tasks'. Underneath is a table with two columns: 'Task Name' and 'Form Name'. The table contains one row with the text 'No Data'.

This screenshot is identical to the one above, but the 'Administrative' menu item in the sidebar is highlighted with a red box. The rest of the interface, including the top navigation bar and the main content area, remains the same.



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



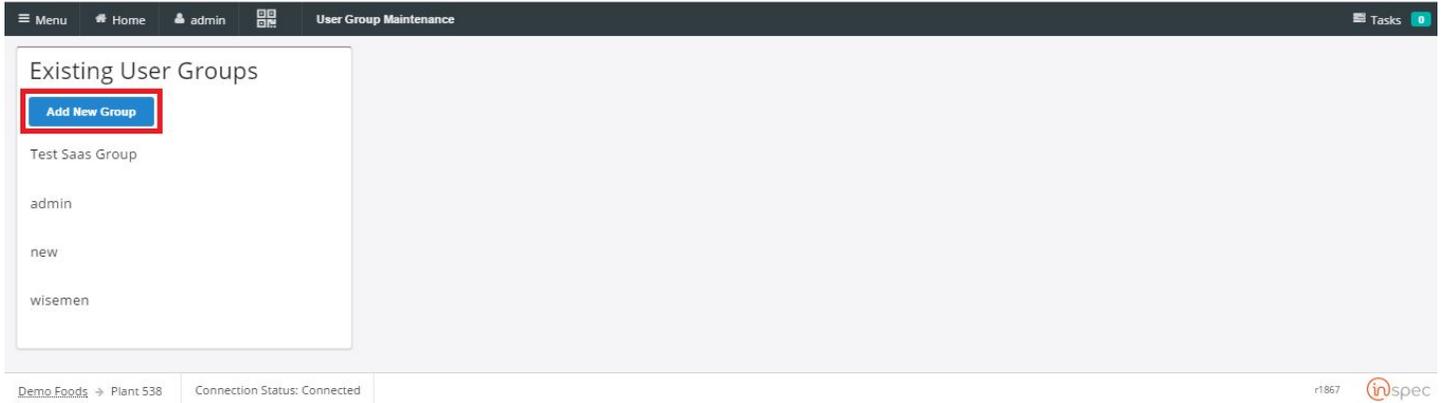
Can see and access /qc/review (Form Review) window (to be place in the Maintenance menu)
(example: <http://qcproduction.coolearth.com/qc/review>)

Group Administration

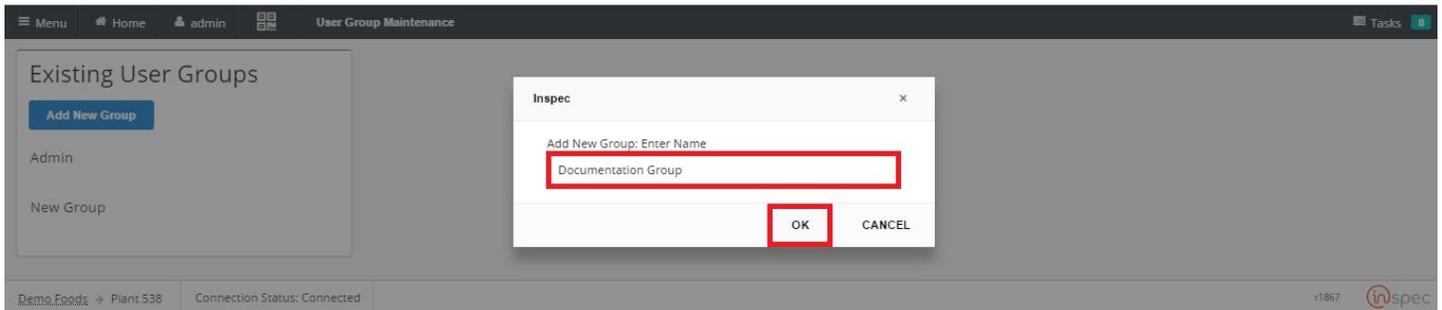
How to Add a new Group and assign Roles and Users to a Group

To create a new group,

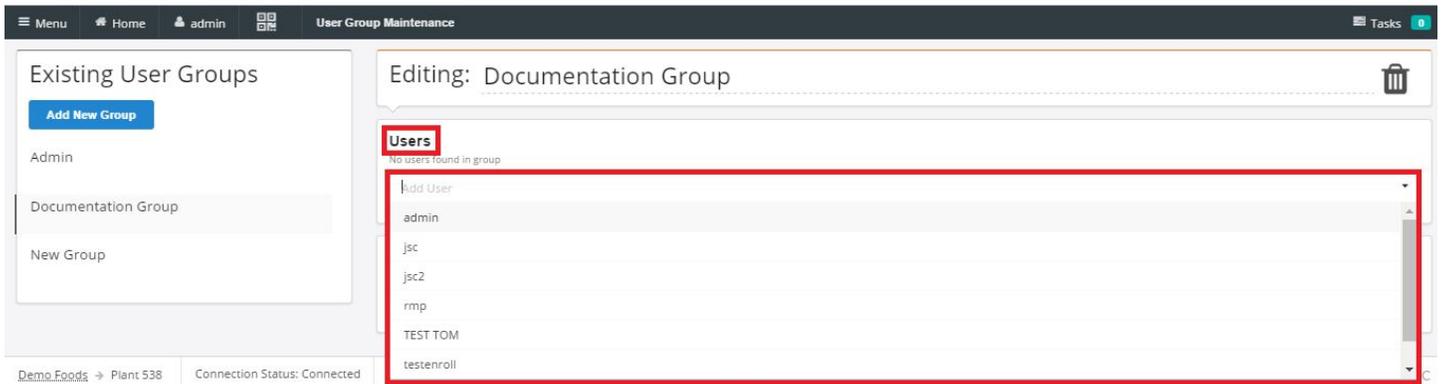
Select <Add New Group>

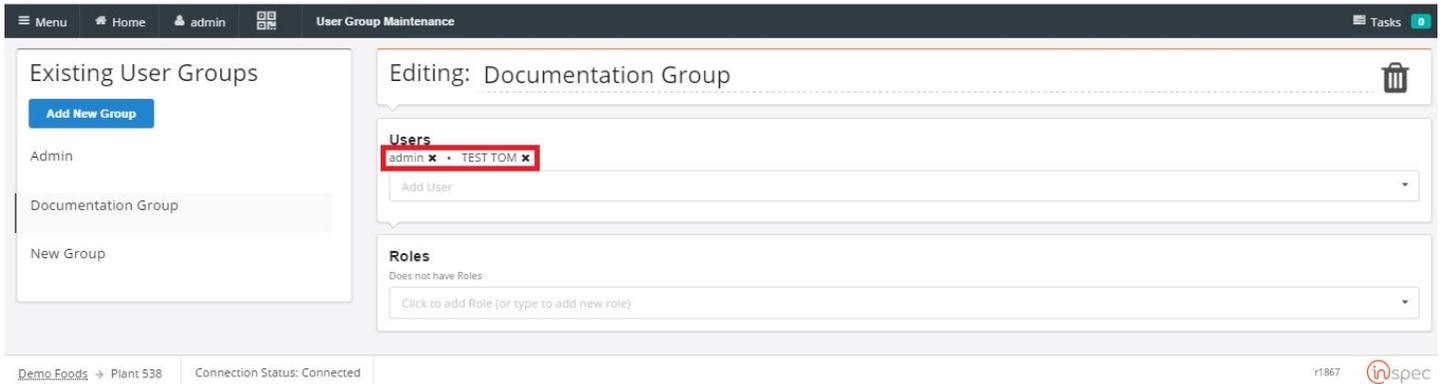


Enter a group name, and select <OK>.

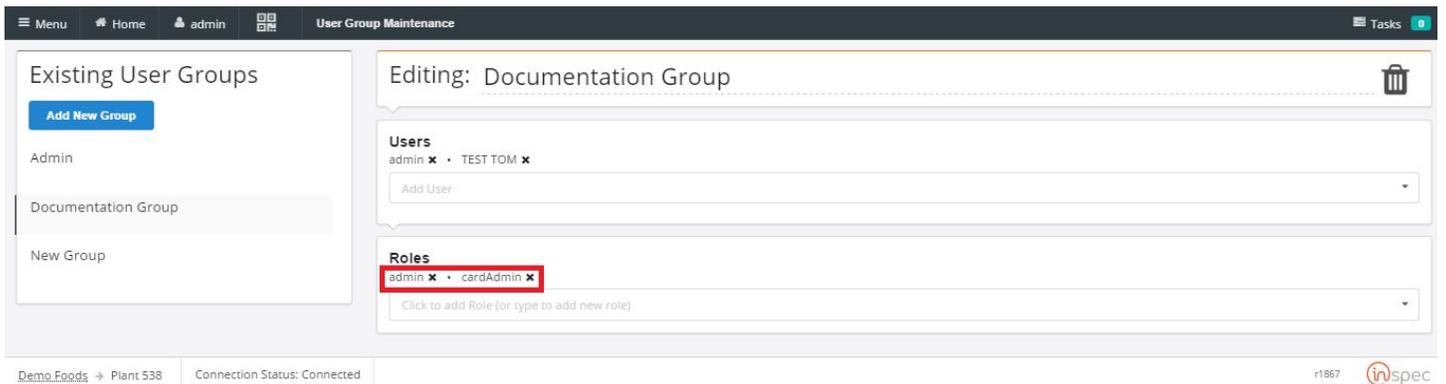
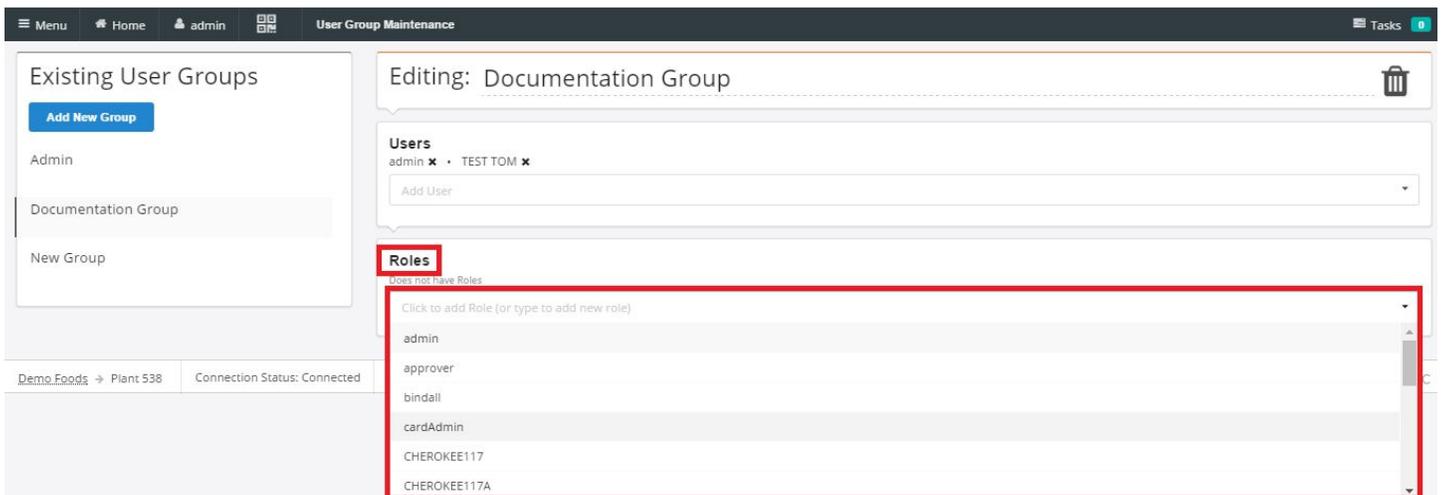


To complete the group, add users to the group via the “Users” drop-down.





Then, add roles via the “Roles” to the chosen users.

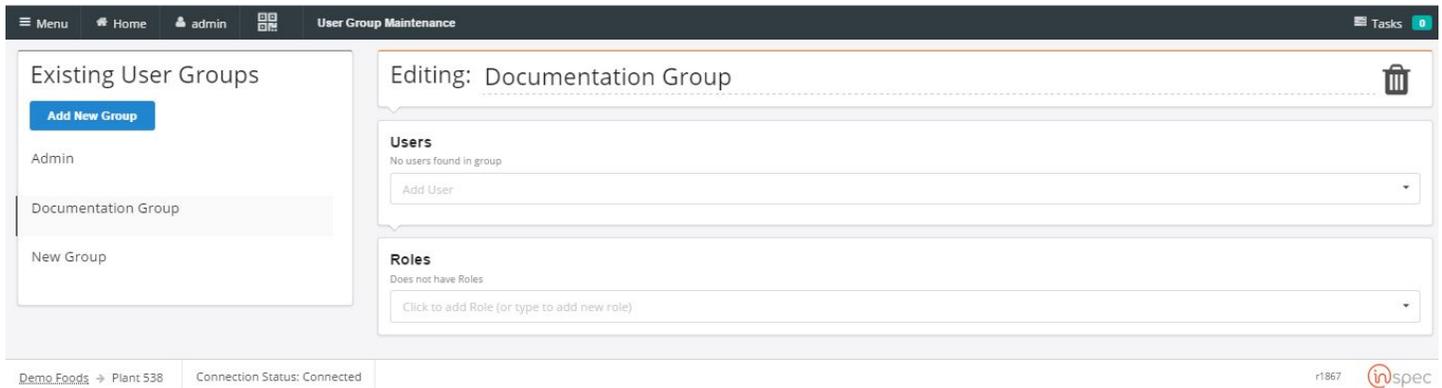


Deleting and editing existing groups can also be completed in the group management screen. To delete existing groups, perform all the step listed above to get to the group management screen and to access an existing group.

How to Edit a Group

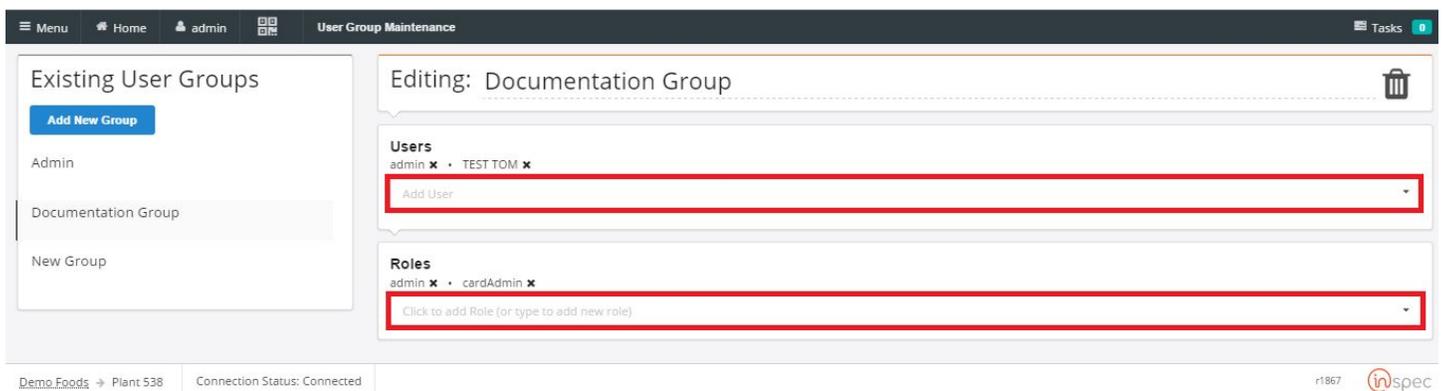
Once in the groups screen, the user can select an existing group by selecting the name of the desired existing group.

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

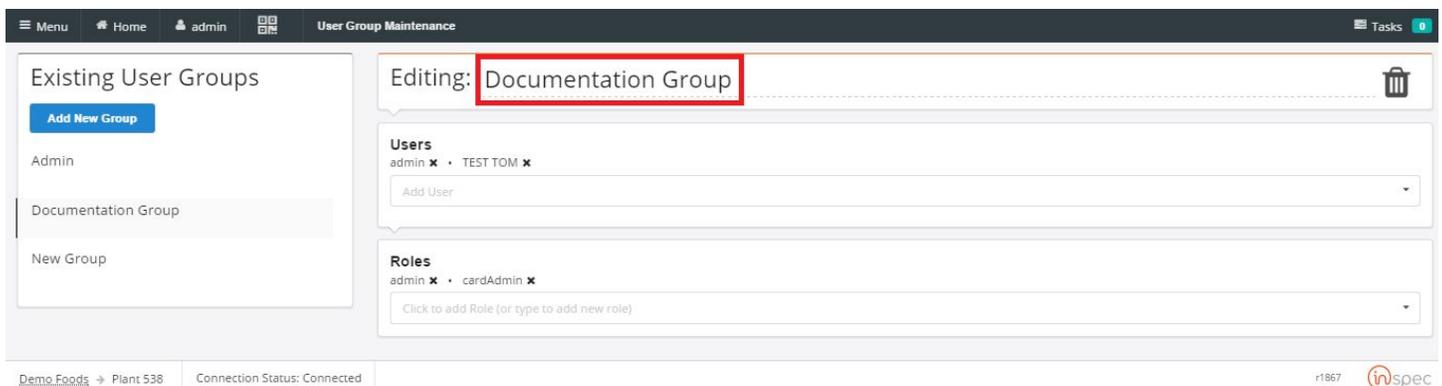


To edit the form name, users, or roles toggle the drop-down menu or edit the group name.

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.



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.



How to Delete a Group

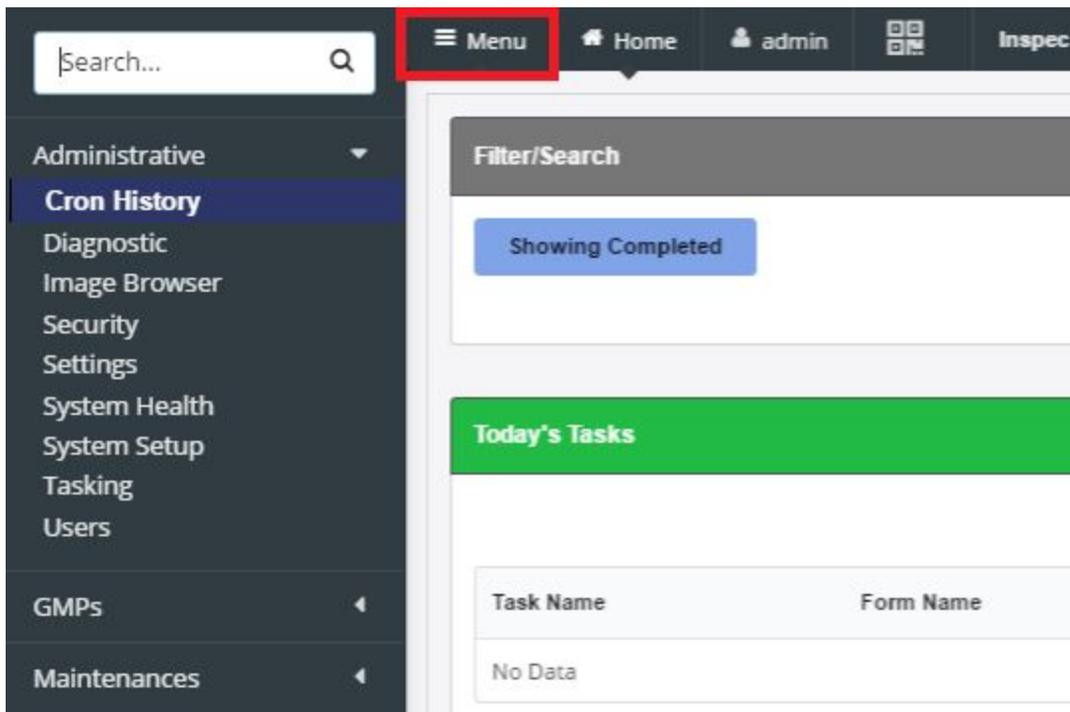
To delete the group select the trash can icon that appears in the editing screen.

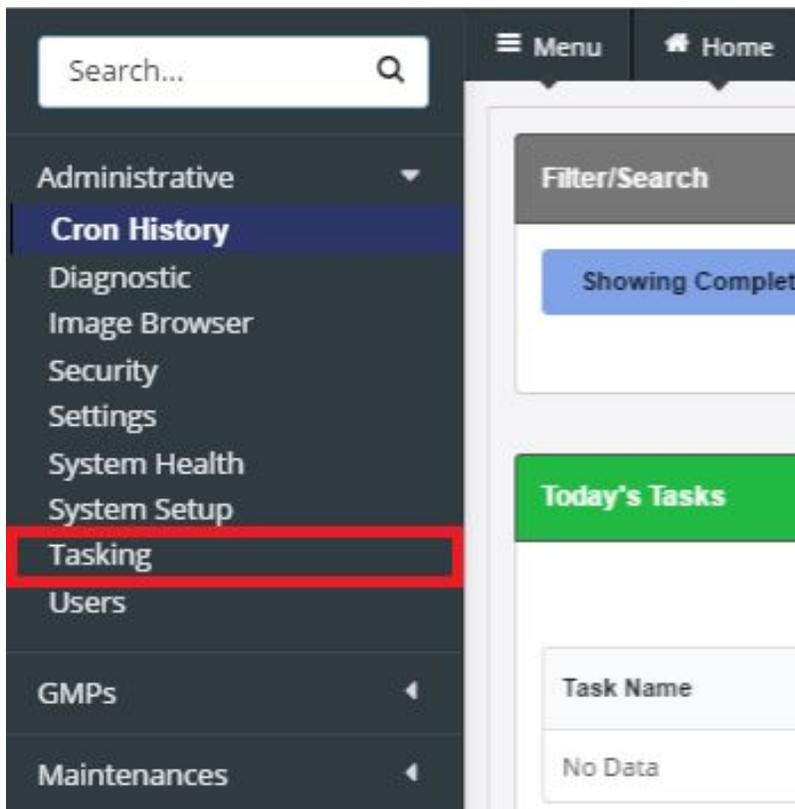
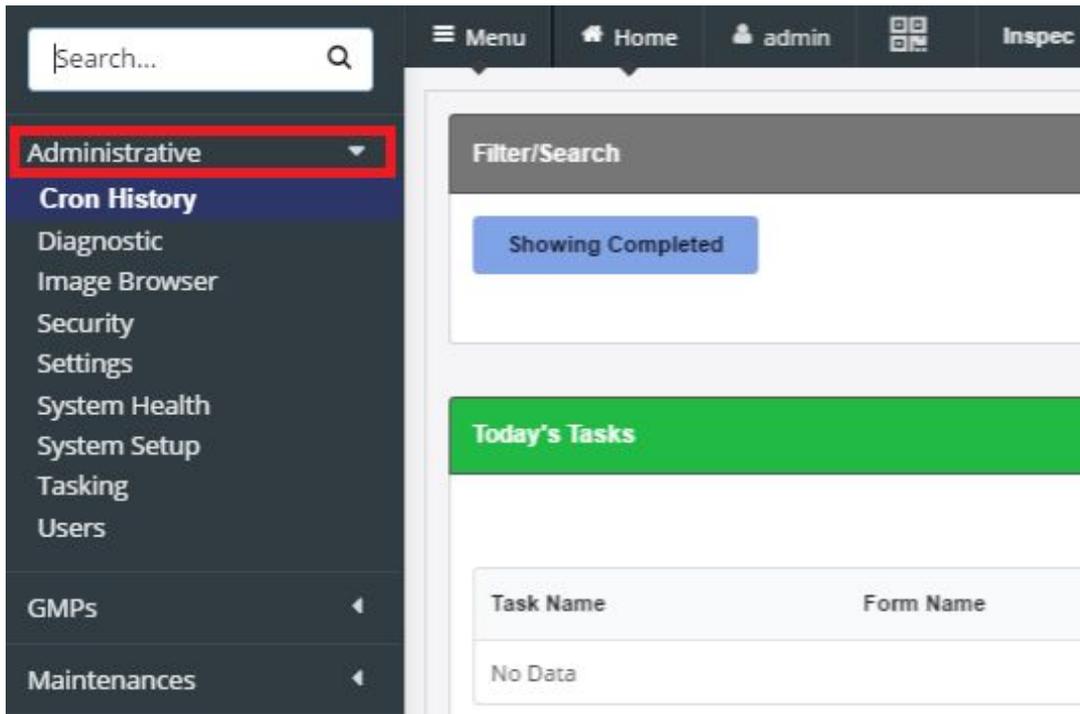
The screenshot displays the 'User Group Maintenance' interface. On the left, a sidebar titled 'Existing User Groups' contains a blue 'Add New Group' button and a list of groups: 'Admin', 'Documentation Group' (highlighted), and 'New Group'. The main area is titled 'Editing: Documentation Group' and features a trash can icon in the top right corner, which is highlighted with a red box. Below the title, there are two sections: 'Users' and 'Roles'. The 'Users' section shows 'admin x' and 'TEST TOM x' with an 'Add User' dropdown menu. The 'Roles' section shows 'admin x' and 'cardAdmin x' with a dropdown menu containing the text 'Click to add Role (or type to add new role)'. At the bottom of the interface, there is a status bar with 'Demo Foods → Plant 538', 'Connection Status: Connected', the version number 'r1867', and the 'inspec' logo.

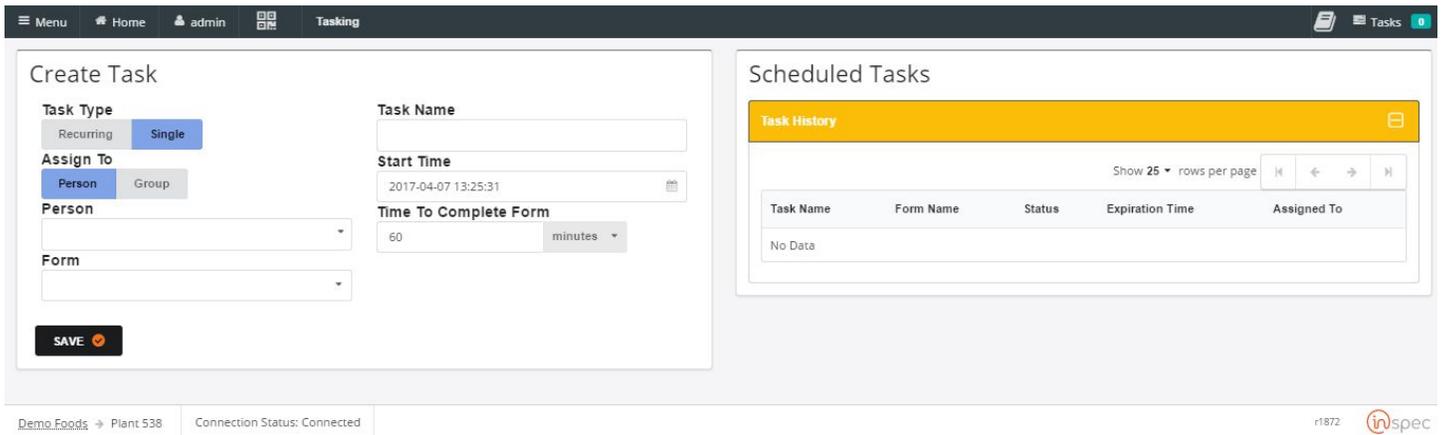
Tasking Management

Roles	
Role Permissions Needed	
Role Value	Role Name
formAdmin	Form Administrator

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



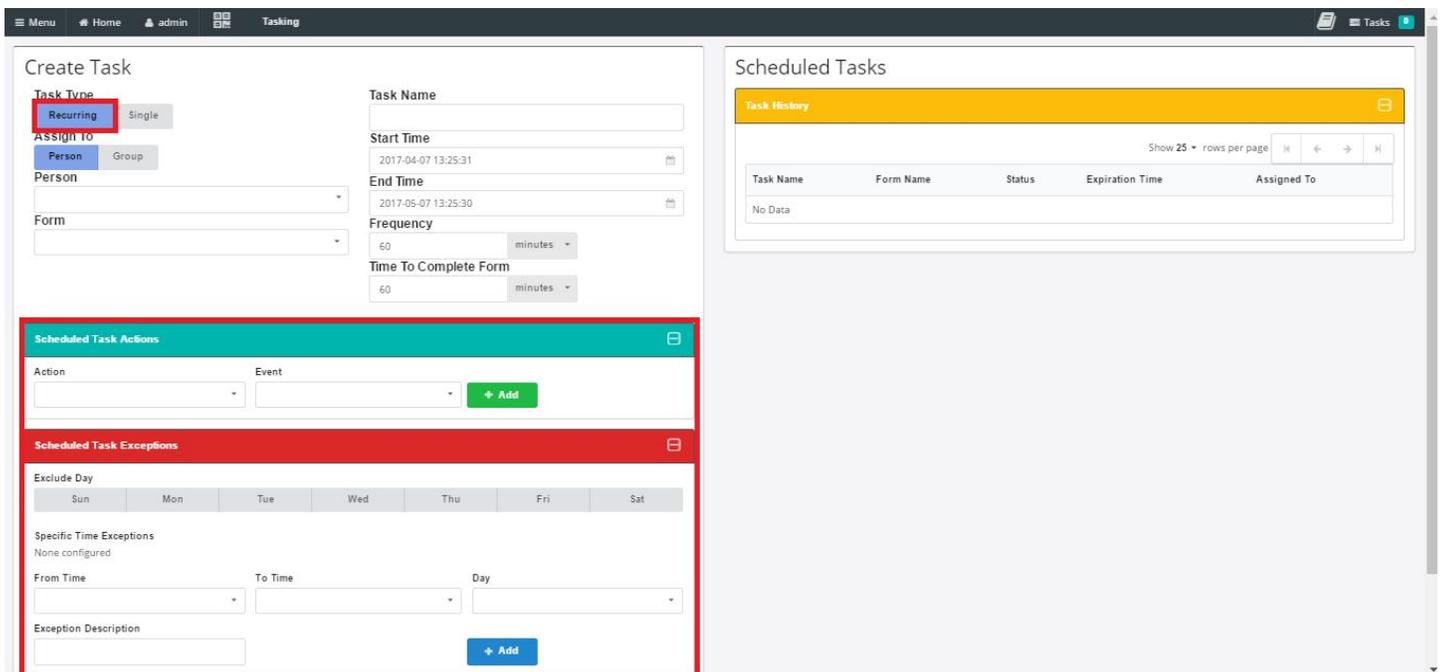




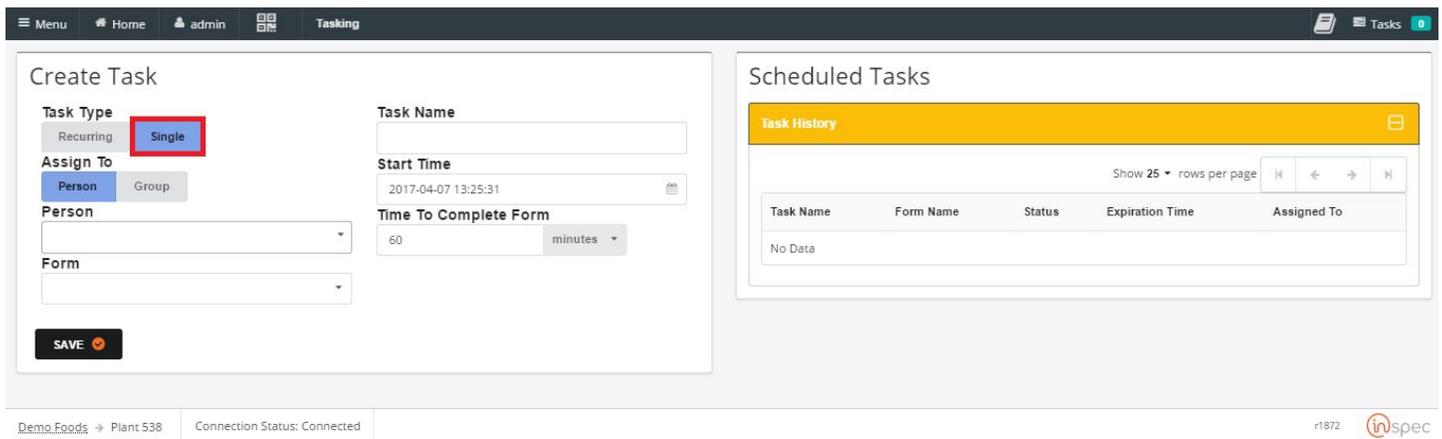
To create a task,

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

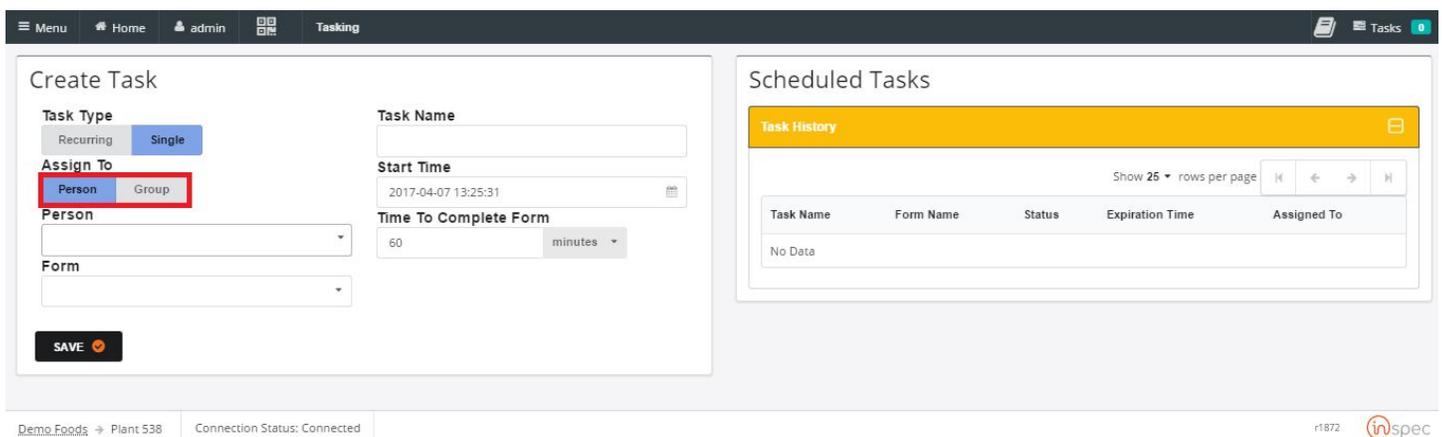
“Recurring” will make the task repetitive on a scale set by the user in the screen prompted after selecting “Recurring”.



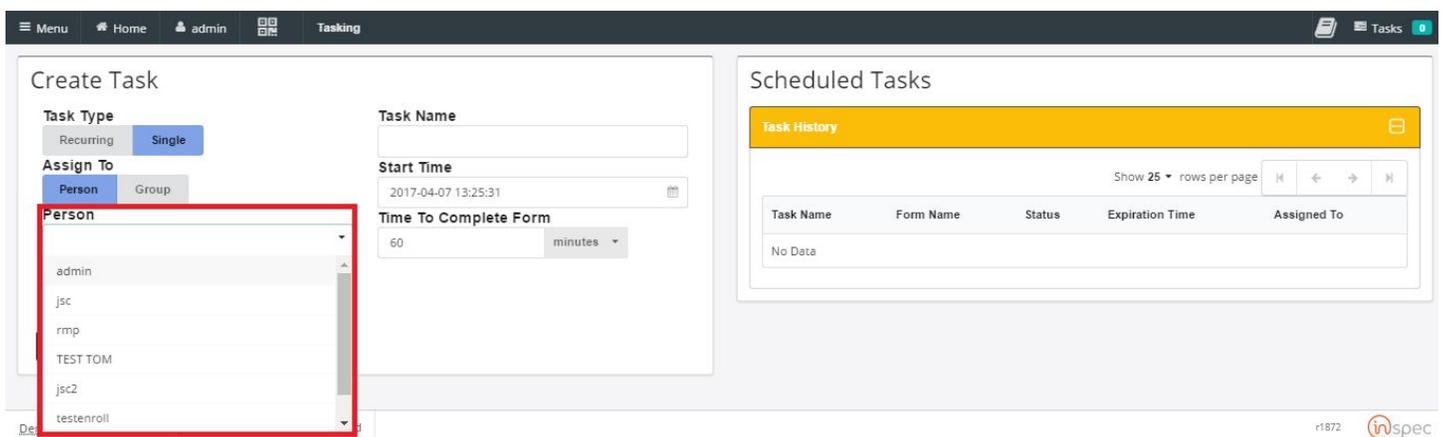
“Single” will make the task a one time only function that occurs when the user sets it to.



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



“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.



“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>.

The screenshot shows the 'Create Task' form in a web application. The 'Task Copy' section has two radio buttons: 'Shared Copy' and 'Per User Copy'. The 'Shared Copy' radio button is selected and highlighted with a red box. Other fields include 'Task Type' (Single), 'Assign To' (Group), 'Task Name', 'Start Time' (2017-04-07 13:25:31), and 'Time To Complete Form' (60 minutes). A 'Scheduled Tasks' panel on the right shows a 'Task History' table with columns: Task Name, Form Name, Status, Expiration Time, and Assigned To. The table currently contains 'No Data'. The bottom status bar shows 'Demo Foods -> Plant 538' and 'Connection Status: Connected'.

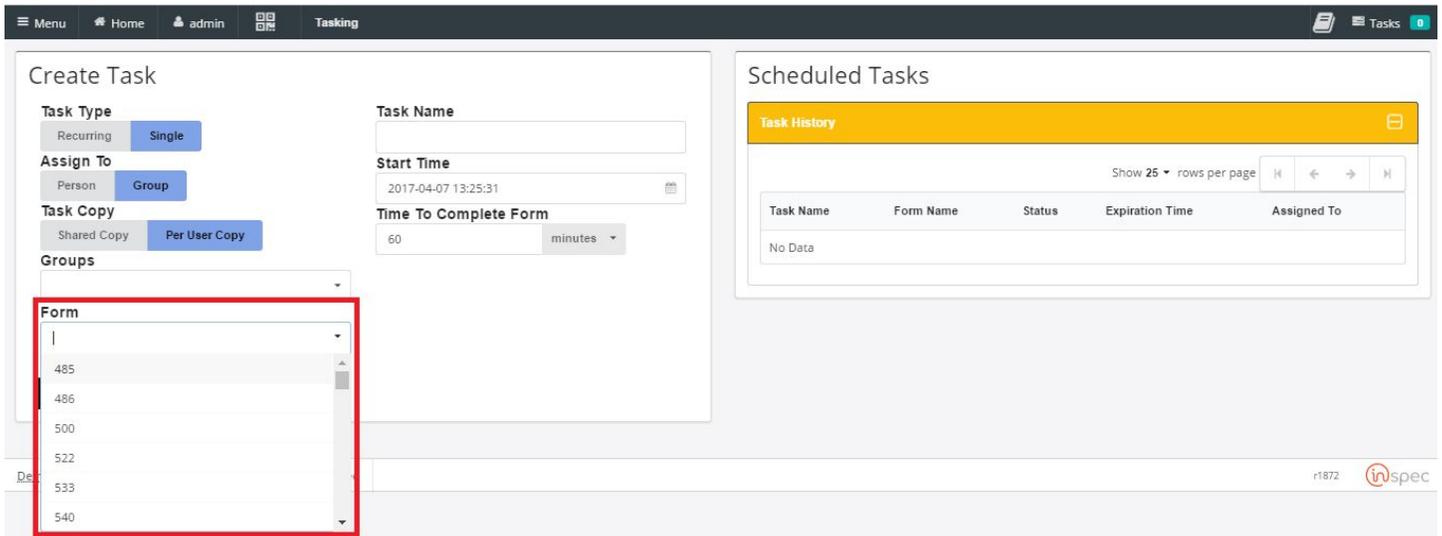
Selecting “Shared Copy” will create one task screen for every user in the group to work in.

The screenshot shows the 'Create Task' form with the 'Per User Copy' radio button selected and highlighted with a red box. All other fields and the 'Scheduled Tasks' panel are identical to the previous screenshot. The bottom status bar shows 'Demo Foods -> Plant 538' and 'Connection Status: Connected'.

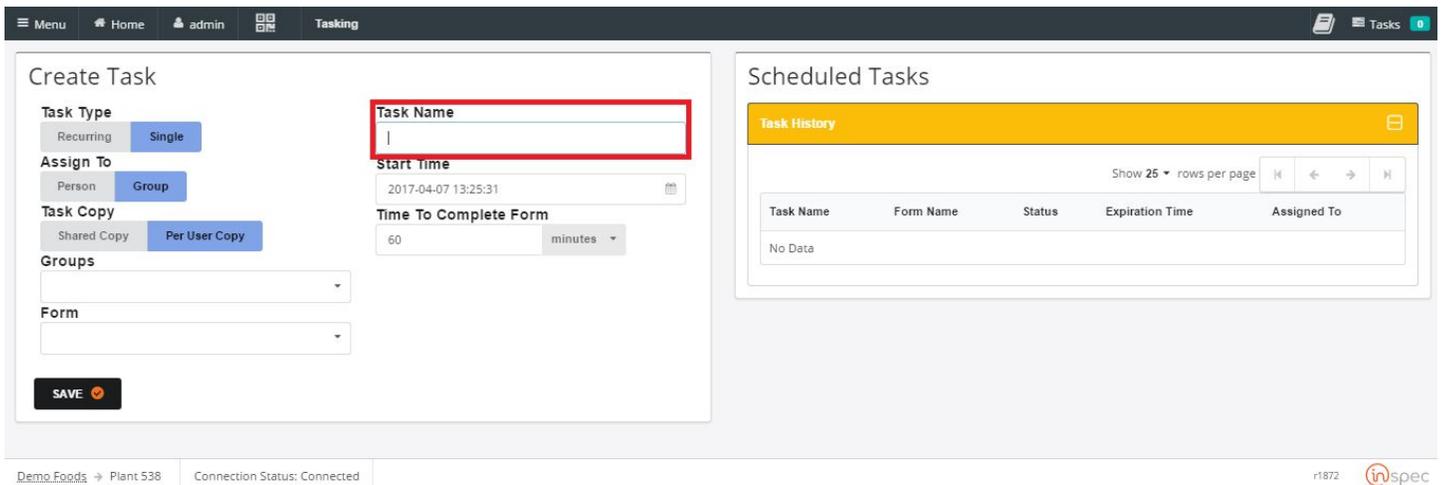
Selecting “Per User Copy” will distribute a copy of the task to every user in the group to work on individually.

The screenshot shows the 'Create Task' form with the 'Per User Copy' radio button selected and highlighted with a red box. The 'Form' dropdown menu is also highlighted with a red box. All other fields and the 'Scheduled Tasks' panel are identical to the previous screenshots. The bottom status bar shows 'Demo Foods -> Plant 538' and 'Connection Status: Connected'.

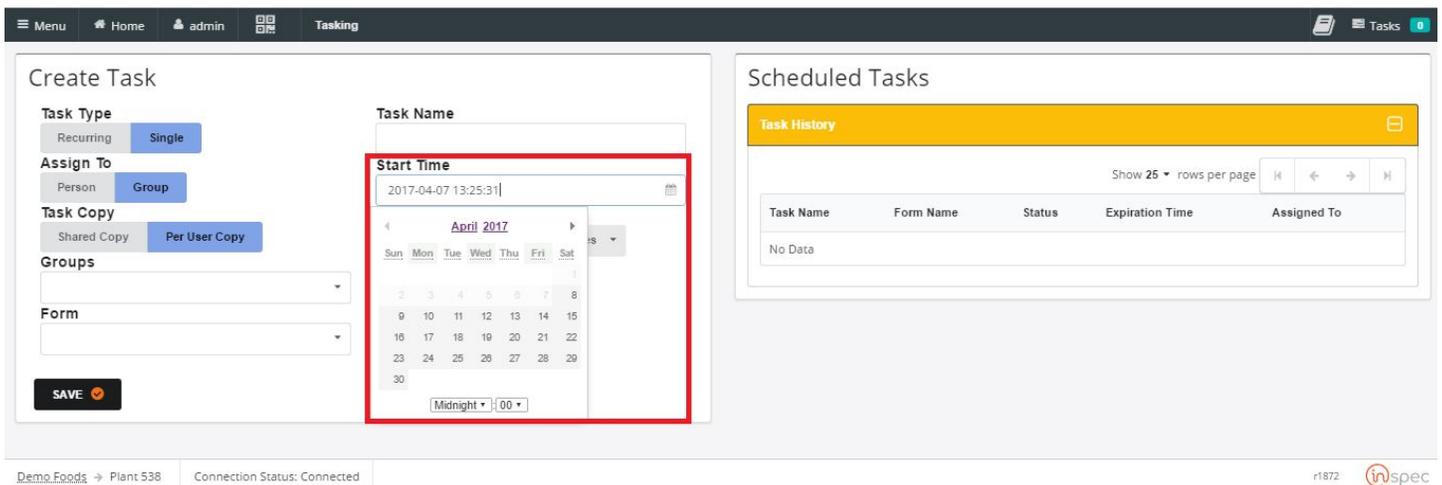
Select the form the user wishes to complete with the task, using the “form” drop-down.



Name the task in the “task name” field.



Select a start time with the “date and time” field.



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

Tasking

Menu Home admin Tasks 0

Create Task

Task Type: Recurring **Single**

Assign To: Person **Group**

Task Copy: Shared Copy **Per User Copy**

Groups:

Form:

Task Name:

Start Time: 2017-04-07 13:25:31

Time To Complete Form: 60 **minutes**

SAVE

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

Demo Foods → Plant 538 Connection Status: Connected r1872 inspec

Lastly, save the task to complete tasking.

Tasking

Menu Home admin Tasks 0

Create Task

Task Type: Recurring **Single**

Assign To: Person **Group**

Task Copy: Shared Copy **Per User Copy**

Groups:

Form:

Task Name:

Start Time: 2017-04-07 13:25:31

Time To Complete Form: 60 minutes

SAVE

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

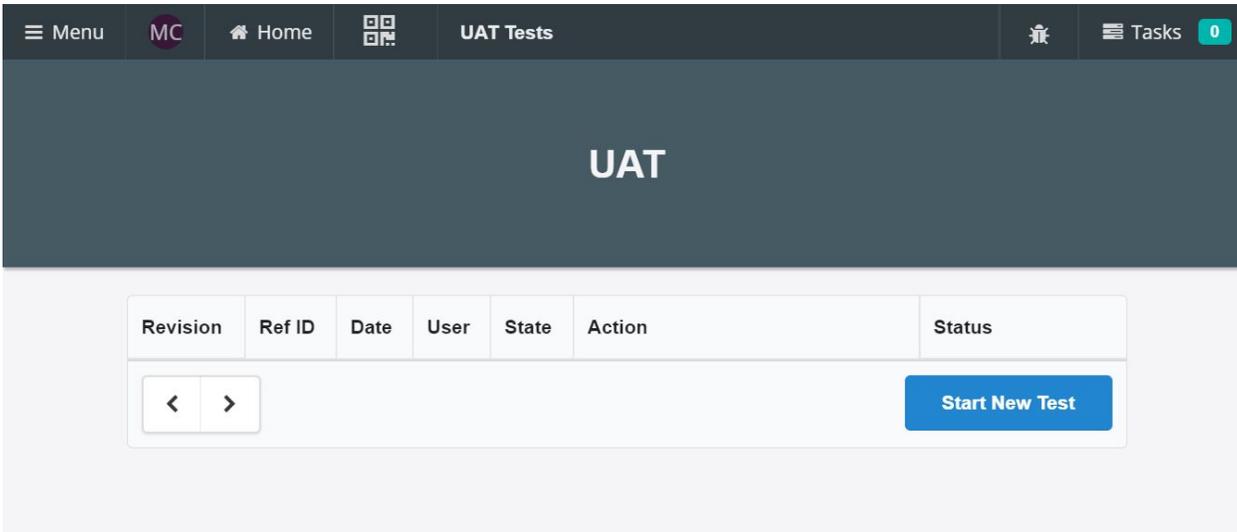
Demo Foods → Plant 538 Connection Status: Connected r1872 inspec

UAT (User Acceptable Testing) Management

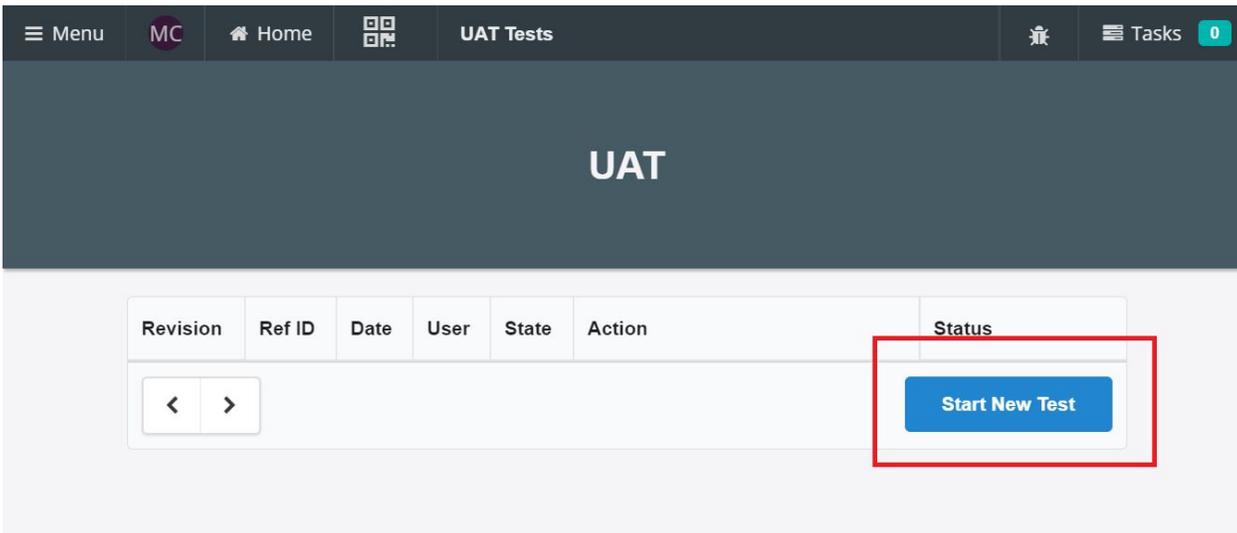
 <h3>Role Permissions Needed</h3>	
Role Value	Role Name
uatAdmin	UAT Administrator

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.



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.

r2389 UAT Forms

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 Incomplete	Start Test
Shop Order Line Assign Incomplete	Start Test
Test Plan Draft 1 Incomplete	Start Test
Test Plan Draft 2 Incomplete	Start Test

[Go Back](#) [Complete 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 order?

Yes No N/A

Cart labeled correctly?

Yes No N/A

Cart clean and clear for use?

Yes No N/A

Dropdown

Select Dropdown

Numeric

Numeric - / +

Quantity

Quantity - / + °F

Upload Image

Segment

ButtonBar

1 2 3 4

Long rambling text. Long rambling text. Long rambling text.

Some hint

Pass/Fail

Pass Fail

Btn1 btn2

-5 0

Btn1 btn2

Very Test! super long text Very ...

Btn1 btn2

[← Previous](#)

[Originating Form](#)

[FINISH REPORT](#)

[Go Back \(UAT\)](#)

[Pass](#) [Fail](#)

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



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