

Defect Tracker Instructions

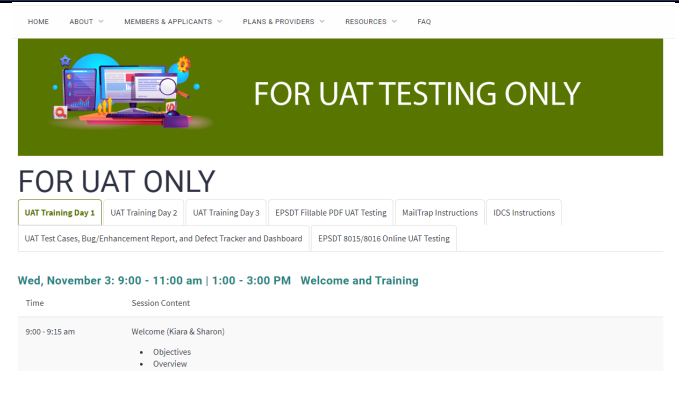
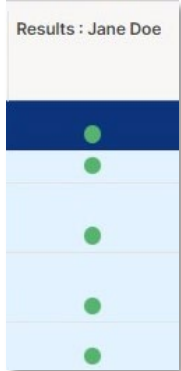
Overview

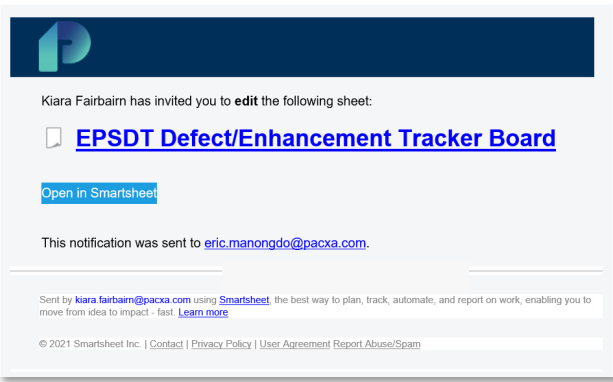
We appreciate your participation in the testing process for the EPSDT project. Please refer to the instructions below to ensure you can submit any defects, issues, or enhancements found during testing.

Thank you for your participation as the purpose is to make sure the EPSDT resources function as expected and to validate that the resources are error free.

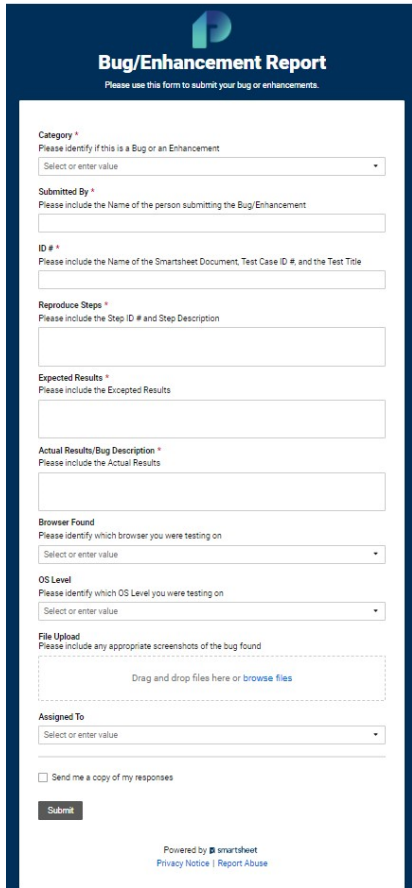
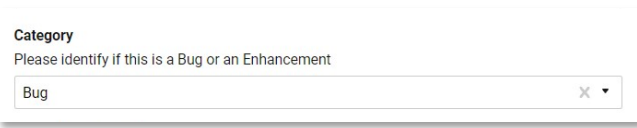
NOTE: When logging in to the Defects Tracker, you will use **your MailTrap email account.**

Step-by-Step Instructions

Instructions for EPSDT User Acceptance Testing		
Set Up Your Access		
Step	Instruction	Screenshot
1.	Verify and acquire latest Testing Documents. Please download the latest Fillable PDF at the link here .	
2.	Complete test cases and indicate if the test case passed or failed.	

3.	Please expect an email from Smartsheet inviting you to join the EPSDT – Defect/Enhancement Tracker Board	
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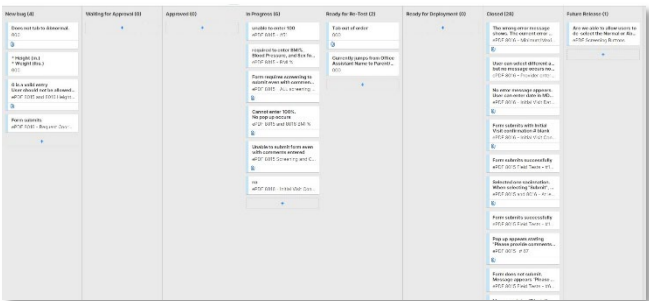
Reporting Issues

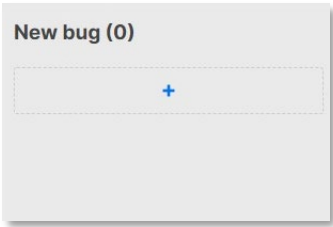
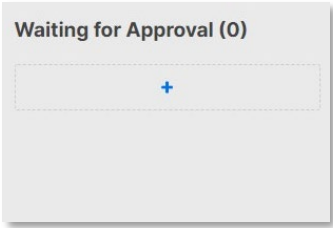
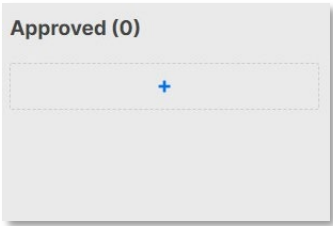
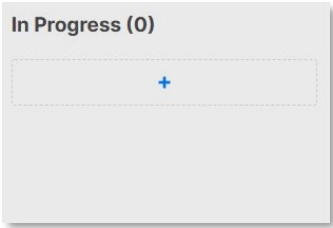
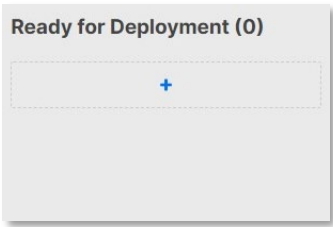
Step	Instruction	Screenshot
4.	<p>Report any defects, issues, and questions using the Bug/Enhancement Report Form which can be found using the link here.</p> <p>All users should have access to this form but if for some reason you do not, please let me know ASAP. Please include the following information for reporting and new defects:</p> <ol style="list-style-type: none"> 1. Category 2. Submitted By 3. ID # 4. Reproduce Steps 5. Expected Results 6. Actual Results/Bug Description 7. Browser Found 8. OS Level 9. File Upload 	
5.	<p>Category: Please use the drop-down menu to identify if this is a Bug or an Enhancement</p>	

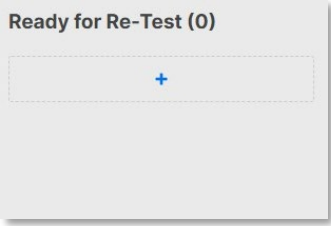
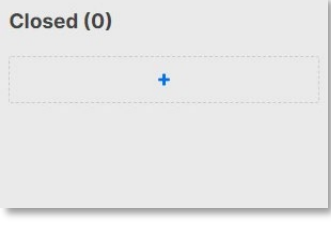

	<p>Bug: A bug produces an incorrect or undesired result that deviates from the expected result or behavior</p> <p>Enhancement: An enhancement is an add-on or improvement that can be used to make the product or behavior better.</p>	<p>Category Please identify if this is a Bug or an Enhancement</p> <p>Enhancement x ▾</p>
6.	<p>Submitted By: Please include the name of the person submitting</p>	<p>Submitted By * Please include the Name of the person submitting the Bug/Enhancement</p> <p><input type="text"/></p>
7.	<p>ID #: Please include the following information for ID #:</p> <ol style="list-style-type: none"> 1. Name of the Smartsheet Document (i.e.: AEM Adaptive 8015 Form) 2. Test Case ID (i.e.: #9) 3. Test Title (i.e.: Only one health Plan) 	<p>ID# Please include the Name of the Smartsheet Document, Test Case ID #, and the Test Title</p> <p>AEM Adaptive 8015 Form - #9 Only one health plan</p>
8.	<p>Reproduce Steps: Please include the following information for Reproduce Steps:</p> <ol style="list-style-type: none"> 1. Step ID (i.e.: 01) 2. Step Description (i.e.: Select Aloha Plan) 3. Expected Results (i.e.: Aloha Plan is selected) 	<p>Reproduce Steps * Please include the Step ID # and the Step Description</p> <p>01. Select Aloha Plan Expected Results: Aloha Plan is selected</p>
9.	<p>Expected Results: Please include the following information for Expected Results: Expected Results (i.e.: HMSA was selected):</p> <ol style="list-style-type: none"> 1. Please include the expected results (i.e.: HMSA was selected) 	<p>Expected Results * Please include the Expected Results</p> <p><input type="text"/></p>

10.	<p>Actual Results/Bug Description: Please include the following information for Bug Description:</p> <ol style="list-style-type: none"> Actual Results (i.e.: Plan was not selected) 	<p>Bug Description * Please include the Expected Results vs the Actual Results</p> <p>Plan was not selected</p>
11.	<p>Browser Found: Please identify what Browser the issue was found on</p>	<p>Browser Found Please identify which browser you were testing on</p> <p>Select or enter value</p>
12.	<p>OS Level: Please identify what OS Level the issue was found on</p>	<p>OS Level Please identify which OS Level you were testing on</p> <p>Select or enter value</p>
13.	<p>File Upload: Please include screenshots of the issue found</p>	<p>File Upload Please include any appropriate screenshots of the bug found</p> <p>Drag and drop files here or browse files</p>

Tracking Bugs

Step	Screenshot	
14.	<p>Please use the Bug/Enhancements Tracker Board to view all bugs or enhancements that were submitted by testers. This Tracker Board can be found using the link here.</p> <p>Please refrain from submitting duplicate records.</p> <p>All users should have access to this dashboard but if for some reason you do not, please let me know ASAP.</p>	

	<p>All bugs and enhancements will go through the following workflow:</p> <ol style="list-style-type: none"> 1. New Bug 2. Waiting for Approval 3. Approved 4. In Progress 5. Ready for Re-Test 6. Ready for Development 7. Closed 8. Future Release 	
15.	<p>Status: New Bug All newly submitted Bugs/Enhancements will be listed under the "New Bug" lane by default.</p>	
16.	<p>Status: Waiting for Approval Once identified by testers, all bugs/enhancements must be approved by MQD to begin the triage process.</p>	
	<p>Status: Approved All bugs that have been approved to fix by MQD will be moved to this lane</p>	
	<p>Status: In Progress All bugs that are currently in progress by developers will be moved to this lane.</p>	
	<p>Status: Ready for Development All bugs that have been completed by the developers and will be included in the next package will be moved to this lane.</p>	

20.	<p>Status: Ready for Re-Test All bug fixes that have been deployed will be moved to this lane to identify if it is ready to be re-tested by testers.</p>	
21.	<p>Status: Closed All bugs that do not get approved by MQD or have completed the re-test and deployment process will be moved to this lane.</p>	
	<p>Status: Future Release All Bugs/Enhancement that are in the backlog will be moved to this lane.</p>	
	<p>If you need any assistance, you can email:</p> <p>stthomas2@dhs.hawaii.gov or;</p> <p>Kiara Fairbairn at kiara.fairbairn@pacxa.com.</p>	