



FIBI USER ACCEPTANCE TESTING

November 14th – 18th

INSTRUCTIONS

Thanks to all of you who have volunteered for this exercise in testing Fibi. The goal of this work is not only to identify potential bugs in the software, but also to test performance load and identify potential enhancements as well as training needs.

Your comments and feedback are critical to a successful preparation, migration and launch of Fibi. We thank you for your commitment of time and effort in following the scripts provided, and then exploring as you wish.

What is a script?

A script is an excel spreadsheet that lays out the exact steps to take to perform a certain function (like adding a Key Person) and the expected result for those steps. Each testing task (function) has its own script. Find the scripts at this [LINK](#).

What do I do with a script?

When you download and open a script document, follow the Fibi steps provided. If something other than the expected behavior happens at one of the steps, make a note of it on the spreadsheet. Save your edited script document, then upload it to report the pass, fail or question using the online form found [HERE](#).

How do I log into Fibi?

Log into the testing instance of Fibi [HERE](#). Use your JHED ID (not email address) and polus123 as the password to log in.

How do I report my passes, fails and comments?

Click on this [LINK](#) to open up our online reporting form. Enter the requested information, upload your excel script and then submit. Then, move onto the next script.

How do I ask a question?

You can ask a question by emailing oris@jhu.edu, or from within Fibi at the ORIS Support Link in the upper menu list.

When are the group sessions?

Group Sessions are as follows:
November 14-17th; 10:00am to 12:00pm and 2:00pm to 4:00pm. [JOIN SESSION HERE](#)
November 18th; 10:00am to 12:00pm. [JOIN SESSION HERE](#)

Do I have to attend the group sessions?

No. These links and Fibi are available to you 24-7. It can be both fun and helpful to test things in a group, and ORIS will be there to answer questions in person during the group sessions.

Where can I get help with using Fibi?

ORIS has already begun developing and posting training information at our [WEBSITE](#). Find our Fibi training materials [HERE](#).



NOTE

THINGS TO REMEMBER:

- Widget data is not yet ready – you can show/hide/move them, though!
- Taking a few minutes to create your own PD with an identifying title may help you keep track of your testing.
- If you're testing validations, it may be easier to copy an existing PD that has been submitted – then you need only do a bit of data entry prior to submitting.
- If you want to have an additional Fibi window open, say as a different user, use a different browser. Multiple sessions in one browser can cause problems with locking and data.