**User Acceptance Test Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Description | DN sper Category | Summary of DN Status |  |
| Category A | E.g. critical to core functionality | # of DNs per category | No. Of Open DNs | Enter # |
| Category B | E.g. Critical to non-core functionality | # of DNs per category | No. Of Closed DNs | Enter # |
| Category C | E.g. Non critical | # of DNs per category | Total No. Of DNs | Enter # |
| Category D | E.g. Cosmetic | # of DNs per category | Total No. of Change Requests identified  | Enter # |

[Submit this report to the Customer during User Acceptance Testing. This report identifies the status of Discrepancy Notices (DN) as UAT progresses. Note that even when a DN is ‘Closed’, it must be recorded here to ensure that the final status of any DN is available throughout the UAT period.]

**Discrepancy Notice Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | System Area | Priority | Raised By | Assign To | Description | Status | Comment |
| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |
| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |
| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |
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| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |
| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |
| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |
| # | Screen, field, module | 1-5 | Tester #1 | Tester #2 | Details of DN | Open/Closed | Add comments  |

This report is maintained throughout the timeframe of the user acceptance testing (UAT). The aim of the report is to identify all discrepancy notices (DN’s). Once the status of a DN is referenced as ‘closed’ it continues to be recorded on this report. This ensures that a full list of discrepancy notices is available throughout the UAT period.