

VetlinkPro Version 7 User Acceptance Testing

Name: _____

Clinic: _____

Function Tested	Function Not Used	
General		
<input type="checkbox"/>		Know how to access training videos from VetlinkPro
<input type="checkbox"/>		Know how to Show / Hide menus
<input type="checkbox"/>		Know how to customise window size to fit to workstations monitor size
<input type="checkbox"/>		Know how to adjust column width
<input type="checkbox"/>		Know how to Show / Hide columns
Client and Patient		
<input type="checkbox"/>	<input type="checkbox"/>	Can add new client records
<input type="checkbox"/>	<input type="checkbox"/>	Can add new patient records
<input type="checkbox"/>	<input type="checkbox"/>	Can search for existing client
<input type="checkbox"/>	<input type="checkbox"/>	Can search for existing patient
Appointment Book		
<input type="checkbox"/>	<input type="checkbox"/>	Can Make appointments for existing client
<input type="checkbox"/>	<input type="checkbox"/>	Can Make Appointment for New Client
<input type="checkbox"/>	<input type="checkbox"/>	Can make appointment for existing client and New Patient
<input type="checkbox"/>	<input type="checkbox"/>	Can find client with no active patient from Appointment book search
<input type="checkbox"/>	<input type="checkbox"/>	Can searching for Names with spaces, e.g Mac Donald
<input type="checkbox"/>	<input type="checkbox"/>	Can move appointments between staff, days and diaries
<input type="checkbox"/>	<input type="checkbox"/>	Can arrive and confirm appointments
<input type="checkbox"/>	<input type="checkbox"/>	Can print diary consent forms
<input type="checkbox"/>	<input type="checkbox"/>	Can look up previous clinical notes from appointment book
<input type="checkbox"/>	<input type="checkbox"/>	Know how to customise holding tank position, grid lines, appointment details and text size
Billing		
<input type="checkbox"/>	<input type="checkbox"/>	Can make bill from Appointment book or billing menu
<input type="checkbox"/>	<input type="checkbox"/>	Can add retail and service item to a bill
<input type="checkbox"/>	<input type="checkbox"/>	Can add Drug to a bill and edit / print drug label
<input type="checkbox"/>	<input type="checkbox"/>	Can add procedure to a bill (Kit/Surgery/Macro Complex product)
<input type="checkbox"/>	<input type="checkbox"/>	Can delete item from a bill
<input type="checkbox"/>	<input type="checkbox"/>	Can print / email certificates from bill
<input type="checkbox"/>	<input type="checkbox"/>	Can change staff id for an item on a bill
<input type="checkbox"/>	<input type="checkbox"/>	Can scan barcoded items onto bill
<input type="checkbox"/>	<input type="checkbox"/>	Can add another patient to a bill
<input type="checkbox"/>	<input type="checkbox"/>	Can add a discount to a bill / item
<input type="checkbox"/>	<input type="checkbox"/>	Can Refund an Item
<input type="checkbox"/>	<input type="checkbox"/>	Can fix Billing Mistakes

Function Tested	Function Not Used	
Bill Payments		
<input type="checkbox"/>	<input type="checkbox"/>	Can take Payment for a bill
<input type="checkbox"/>	<input type="checkbox"/>	Can split a payment for a bill (eg half eftpos, half cash)
<input type="checkbox"/>	<input type="checkbox"/>	Can take overpayment for a bill
<input type="checkbox"/>	<input type="checkbox"/>	Delete or Amend Payment on a bill
<input type="checkbox"/>	<input type="checkbox"/>	Charge a bill to account
<input type="checkbox"/>	<input type="checkbox"/>	Can pay an outstanding account
<input type="checkbox"/>	<input type="checkbox"/>	Can take a deposit
<input type="checkbox"/>	<input type="checkbox"/>	Can apply credit to Account
<input type="checkbox"/>	<input type="checkbox"/>	Can refund deposit
Clinical Notes		
<input type="checkbox"/>	<input type="checkbox"/>	Can add clinical notes
<input type="checkbox"/>	<input type="checkbox"/>	Can add clinical notes templates
<input type="checkbox"/>	<input type="checkbox"/>	Add clinical notes template from Product
<input type="checkbox"/>	<input type="checkbox"/>	Can Attach PDF / Images
<input type="checkbox"/>	<input type="checkbox"/>	Can lookup Previous Clinical Notes
<input type="checkbox"/>	<input type="checkbox"/>	Can email previous clinical notes
<input type="checkbox"/>	<input type="checkbox"/>	Record unfinished clinical notes to lookup later
Creditors		
<input type="checkbox"/>	<input type="checkbox"/>	Can make and edit orders manually
<input type="checkbox"/>	<input type="checkbox"/>	Can make and edit automatic orders
<input type="checkbox"/>	<input type="checkbox"/>	Can create /edit new creditor invoices
<input type="checkbox"/>	<input type="checkbox"/>	Can convert orders to invoice and edit
<input type="checkbox"/>	<input type="checkbox"/>	Can edit downloaded invoices
<input type="checkbox"/>	<input type="checkbox"/>	Can make stock adjustment
End of Period		
<input type="checkbox"/>	<input type="checkbox"/>	Can complete and end of day
<input type="checkbox"/>	<input type="checkbox"/>	Fixing Billing Mistakes
<input type="checkbox"/>	<input type="checkbox"/>	Can complete an end of month (let support staff now if they need to roll back month to do)
Reports		
<input type="checkbox"/>	<input type="checkbox"/>	Can generate reports or exports that you have previously generated each month

Comments:
