

Test Suites

Quick Reference Guide

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Section 1. Overview

Test Suites are protocols for capturing information about a job or asset as part of a specific task or series of tasks. Test suites can be stand-alone instances or linked to jobs through the Standard Job Tech Spec so that M5 will force the user to complete the required tasks of the test suite before they can complete the work order.

Test suites can contain one or multiple tests. Rows can be assigned pass or fail criteria that will trigger the creation of a work request for corrective action when the suite fails. For example, if tire tread depth is less than 2mm, create WR to change tire. Test suites can generate corrective actions, be it for informational purposes only, or a combination of the two.

System Flags and Role Privileges

There are system flags and role privileges in M5 that can impact test suite functionality.

System Flags

See the System Flags Table for a complete listing of system flags.

Role Privileges

See the *Role Privileges Table* for a complete listing of role privileges.

Workflow Frames

- Test Suite Maintenance
- Standard Job Tech Spec
- Direct Test Suite Entry
- Work Order Test Suite Entry
- Labor Wedge Test Suite Entry
- Test Suite History Query

Section 2. Technical Support

AssetWorks provides several ways to connect with the Customer Care team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen images of the problem. This information provides the Customer Care representative with the necessary information to quickly and effectively respond to you.

Customer Care is available 7AM – 7PM EST Monday through Friday.

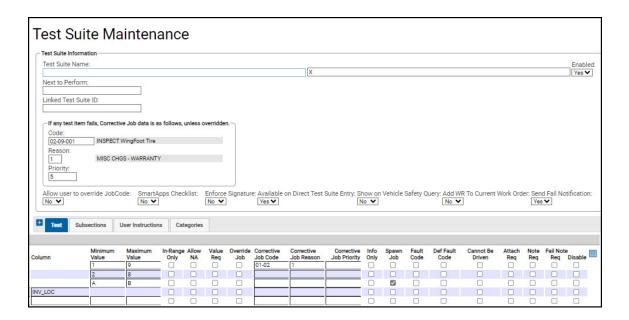
Telephone: 800.900.8152

Email: <u>M5Support@AssetWorks.com</u>

Website: Community.AssetWorks.com

You can use this website to open issues, review the status of past submitted issues, review and download documentation, review additional training materials, and access the latest AssetWorks news. For secure access to the website, contact Customer Care by calling the listed telephone number.

Section 3. Test Suite Maintenance



Test Suite Information

Field	Description	Notes
Test Suite Name	Name of test suite. This field is where you enter a unique test suite name to create a new one or enter an existing one to view or edit that test suite's configuration.	Limited to 50 alphanumeric characters. Must be unique.
Description	Free form description field to further define a test suite.	Limited to 50 alphanumeric characters.
Enabled	Dropdown to select Yes to enable or No to disable the test suite.	If the test suite is disabled, it will not be available for use.
Next to Perform	Add a test suite to be performed next. This relationship is set up so that the first test suite (above) is a pre-requisite for the one entered here.	Must be a valid test suite that already exists in the system. Use the list of values (LoV) to view and select.
Linked Test Suite ID	Used to link an existing test suite to this one.	Customer-specific functionality. Must be a valid test suite that already exists in the system. Use the list of values (LoV) to view and select.
Corrective Job Data	If any test item fails, Corrective Job data is as follows, unless overridden.	To be used in the event of a failure from any item in the entry sequence.
Code	Job code	

Field	Description	Notes
Reason	Job visit reason	
Priority	Job priority code	
Allow User to Override Job Code	Yes or No dropdown. Allows user to override job code once it is on the work order.	Default value is No.
SmartApps Checklist	Yes or No dropdown to enable SmartApps checklist functionality.	Default value is No.
Enforce Signature	Yes or No dropdown to enforce signature on test suite entry.	Default value is No.
Available on Direct Test Suite Entry	Yes or No dropdown. If set to 'No', users will not be allowed use this test suite on the Direct Test Suite Entry frame.	Default value is Yes.
Show on Vehicle Safety Query	Yes or No dropdown to display on Vehicle Safety Query frame.	Default value is No.
Add WR to Current Work Order	Yes or No dropdown to add a work request to a current work order	Default value is No.
Send Fail Notification	Yes or No dropdown to control when the WR CREATED FROM TEST SUITE FAILURE notification is sent.	Default value is Yes.

Tests Tab

Field	Description	Notes
Entry Seq	System-populated number to denote the order of items in the test suite sequence.	Can be changed using the Change Order drag and drop functionality in the column to the right.
Change Order	Blue dot that can be selected, dragged, and dropped to change the sequence order of the items in the test suite.	System will save automatically upon completion of the 'drop' action.
Entry Label	Value entered here will be what users see when entering the test suite results.	Limited to 100 alphanumeric characters.
ID Number	Used in DVSA functionality for IM No.	
Entry Description	Free form field used to describe or name the item or test being performed as part of the test suite.	Limited to 150 alphanumeric characters.
Group Header	If this checkbox is selected, the record will be bolded in the test suite results.	

Field	Description	Notes
Subsection	Supports Smart Apps functionality.	Subsection Codes are created and maintained on a separate frame (Subsection Code) and must be created there first.
Entry Datatype	Dropdown menu to select the acceptable datatype entry for the test suite results.	Options: Character, Numeric, Y/N, Date, None. Field will default to Character.
Table	Allows Database Table entry with M5DATA data type only.	
Column	Allows Database Column entry with M5DATA data type only.	
Minimum Value	The lowest value a user can enter before the test will fail.	Acceptable values will depend on chosen data type.
Maximum Value	The highest value a user can enter before test will fail.	Acceptable values will depend on chosen data type.
In-Range Only	Select the checkbox to enforce valid range for test suite.	Customer-specific functionality.
Allow NA	Select the checkbox to allow N/A entry for Numeric and Y/N data types only.	Customer-specific functionality.
Value Req	Select the checkbox to require a value be entered before the user can complete the test suite.	
Override Job	Select the checkbox to allow the user to override the job code.	
Corrective Job Code	Enter a job code.	Each test sequence, if it fails, the result can have a different corrective job code.
Corrective Job Reason	Enter a job reason.	Displays with other corrective job information on the work request.
Corrective Job Priority	Enter a job priority.	Displays with other corrective job information on the work request.
Info Only	Select the checkbox to require a value, but no job code. This allows you to capture only the result information.	
Spawn Job	Select the checkbox to create a work request for a follow up job after the test suite job is completed.	

Field	Description	Notes
Fault Code	Fault codes can be passed from an interface (such as a GPS system) to FleetFocus™ M5 indicating a potential problem on the vehicle such as the check engine light, excessive oil consumption and so forth. The fault code would be defined on Test Suite Maintenance as the entry label then the entry description would be the description of the fault code.	Checkbox
Def Fault Code	A default fault code can also be set. The fault code can be linked to a job corrective job code and reason so that a work request can be created when the fault code test entry is made. If the test entered fails and a work request is generated, the test suite results, and status will appear in the work request notes.	Checkbox
Cannot Be Driven	Supports SmartApps inspection functionality. If this checkbox is selected and an entry fails, the driver will need to certify that this item has been completed and inspected again prior to starting their next inspection checklist.	Checkbox
Attach Req	Select the checkbox to require an attachment for test suite entry.	Applies only to Inspections SmartApp. The M5 application itself will not validate for attachments.
Note Req	Select the checkbox to require notes for test suites.	
Fail Note Req	Select the checkbox to require notes for test suite failures.	
Disable	Select the checkbox to disable test suite entry item.	

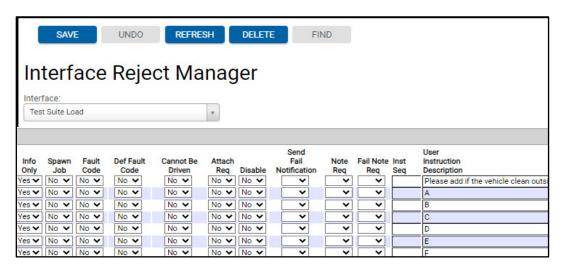
Send Fail Notification

The **Send Fail Notification** indicator controls when the **WR CREATED FROM TEST SUITE FAILURE** notification is sent from *Notification Manager*.

- The Send Fail Notification dropdown default is Yes.
- If you select Yes from the dropdown, a notification is sent when the test suite fails and a work request is created.
- If you select No from the dropdown, a notification is not sent.

Interface Reject Manager

The **Send Fail Notification** field provide you with the ability to set this variable when loading new Test Suite data.



In-Range Only

You can select the **In-Range Only** checkbox when the **Minimum Value** and **Maximum Value** is entered.

If you select In-Range Only for the ENTRY OF DATE RANGE data type and the
minimum and maximum values are entered, you can enter a date that is + (plus) or (minus) the number of days from the date the job was entered on the work order.

For example:

- Minimum Value is 7, Maximum Value is 21, date of job added to the work order is 03/14/2024 – you can enter any date from 03/21/2024 to 04/04/2024.
- Minimum Value is -21, Maximum Value is -7, date of the job added to the work order is 03/14/2024 – you can enter any date from 02/22/2024 to 03/07/2024.
- All entries are considered a Pass.

- If you do not select **In-Range Only** and enter minimum and maximum values, you can enter any date value.
 - Dates within the minimum and maximum range based on the date the job is added to the work order is a *Pass*.
 - Dates outside the minimum and maximum range based on the date the job is added to the work order is a *Fail* and generates a work request, as setup. The date the job is added is the job's due date. On the *Direct Test Suite Result Entry* frame, the date is the Test Date.

For example:

- Minimum Value is 7, Maximum Value is 21, date of job added to the work order is 03/14/2024 – you can enter any date. Dates entered from 03/21/2024 to 04/04/2024 are a Pass. Any other date entered is a Fail.
- Minimum Value is -21, Maximum Value is -7, date of the job added to the work order is 03/14/2024 – you can enter any date. Dates from 02/22/2024 to 03/07/2024 are a Pass. Any other date entered is a Fail.
- If you do not enter a minimum or maximum value, you are unable to select the **In-Range Only** checkbox. You can enter any date. All date entries are a *Pass*.

Test Suites and Test Suite Failure Notes

On the *Test Suite Maintenance* frame within the *Tests* i-frame, you can select the **Note Req** or **Fail Note Req** checkbox to require notes for test suites or test suite failures.

- If the Note Req or Fail Note Req checkbox is selected and notes are not entered, a
 message displays a list of the test suites missing notes. The test suite will not
 complete.
- If the **Note Req** or **Fail Note Req** checkbox is blank, the test suite completes with a **Status** of *Complete* and a **Result** of *Failed*.



Note: You can add or remove the selection from the Note Req or Fail Note Req checkbox to modify an existing test suite.

Validation applies to the Direct Test Suite Results Entry and Test Suite Results Entry frames when test suites whose tests have:

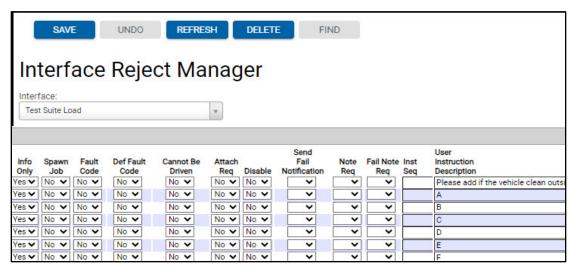
- The Note Req checkbox selected on Test Suite Maintenance Requires a note to be entered for the specific test in order for the entire test suite to complete.
- The Fail Note Req checkbox selected on Test Suite Maintenance and the result is a failure - Requires a note to be entered for the specific test in order for the enter test suite to complete.

If a test is set to require a note and a note has not been entered for the test and the user attempts to complete the test suite, a message displays indicating notes are required for a specific test line or lines. Users must select **OK** and populate notes for the appropriate tests to complete the test suite.

Interface Reject Manager

The **Note Reg** and **Fail Note Reg** checkboxes indicate if the value is:

- Y The checkbox is selected after the interface run.
- N The checkbox is blank after the interface run.
- Blank (null, no value) The checkbox does not update after the interface run.



Test Suite Results Report

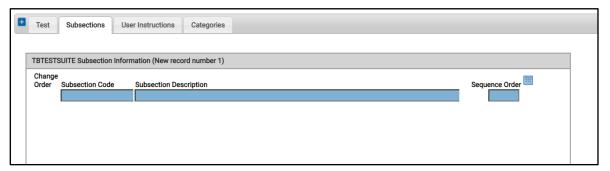
The **SmartApps Checklist** must be *Yes* for signatures to print on the Test Suite Results report on the *Work Order Main* frame.

Subsections tab

This tab supports M5 SmartApps functionality and allows you to categorize checklists by subsections so that similar test suites can be grouped together when the **SmartApp Checklist** flag is enabled.

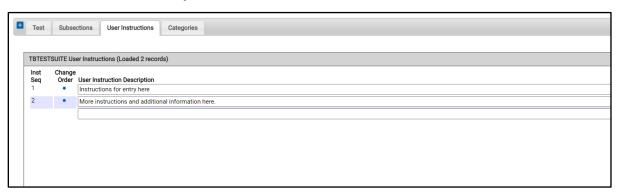
Before subsections are available for use on this tab, you must first set them up on the *Subsection Codes* frame. Then you can add those codes to the subsection tab and list them in the order in which they must appear in the application.

After you add all the necessary subsection codes on this tab, you must assign the codes to each entry on the **Test** tab.



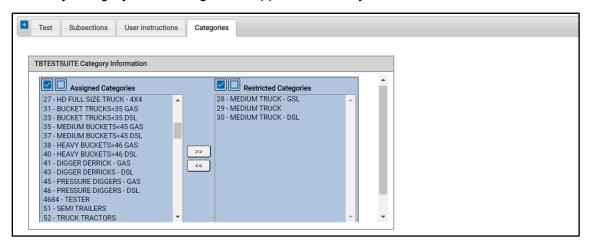
User Instructions tab

This tab allows you to enter general information regarding the test suite. Information entered here will display on *Direct Test Suite Entry*, *Labor Wedge Test Suite Entry*, and *Work Order Test Suite Entry*.

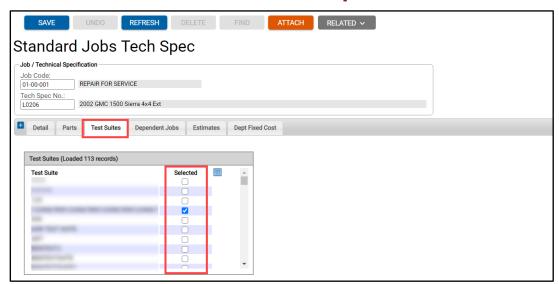


Categories tab

This tab only displays when System Flag 5365 is set to **Y**. This allows you to restrict test suites by category when using SmartApps functionality.

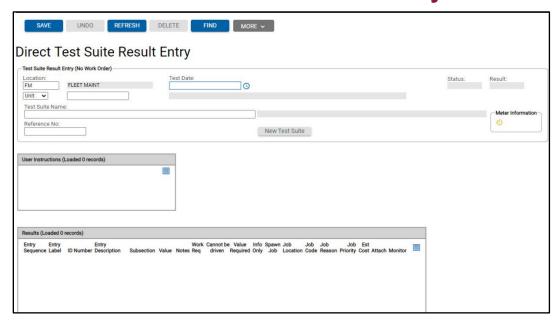


Section 4. Standard Job Tech Spec



You can add test suites to standard jobs using the **Test Suites** tab on the *Standard Jobs Tech Spec* frame. After you have created your test suite, you can select the **Selected** checkbox to add it to a standard job.

Section 5. Direct Test Suite Result Entry



The *Direct Test Suite Result Entry* frame allows you to enter test results for test suites not tied to a work order. You can add **Notes**, **Attach** files, or select the checkbox to **Monitor** test results.

- 1. To enter results, fill in the information in the top section.
- 2. The **Test Date** defaults to the current date and time.
- 3. Select *Unit*, *Dept* or *Comp* from the dropdown menu.
- 4. Enter the chosen entity's corresponding ID or number.
- 5. Enter the **Test Suite Name** or select from the List of Values (LoV).
- 6. Enter a **Reference No**, as applicable.
- 7. **User Instructions** and **Entry Sequence** will load on the respective i-frames.
- 8. Enter valid test values for each entry sequence line item.
- 9. Modify Job information if applicable.
- 10. Select **SAVE** when finished.
- 11. After saved, any work requests are automatically generated if the test fails.

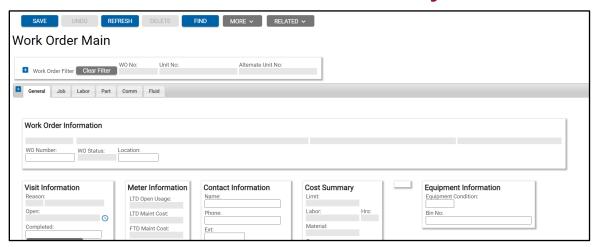
Test Suite and Test Suite Failure Validation

Validation applies to the Direct Test Suite Result Entry frame when test suites whose tests have:

- The Note Req checkbox selected on Test Suite Maintenance Requires a note to be entered for the specific test in order for the entire test suite to complete.
- The Fail Note Req checkbox selected on Test Suite Maintenance and the result is a failure - Requires a note to be entered for the specific test in order for the enter test suite to complete.

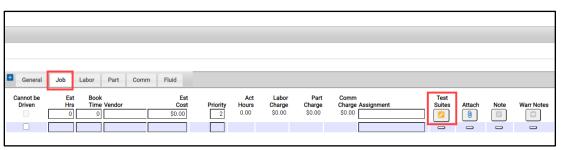
If a test is set to require a note and a note has not been entered for the test and the user attempts to complete the test suite, a message displays indicating notes are required for a specific test line or lines. Users must select **OK** and populate notes for the appropriate tests to complete the test suite.

Section 6. Work Order – Test Suite Entry

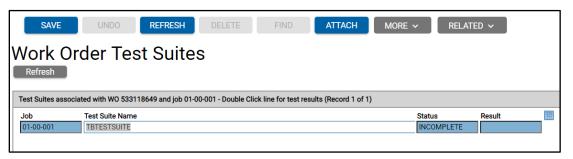


Test suite results can also be entered on Work Order Main by using the Job tab for standard jobs configured with test suites.

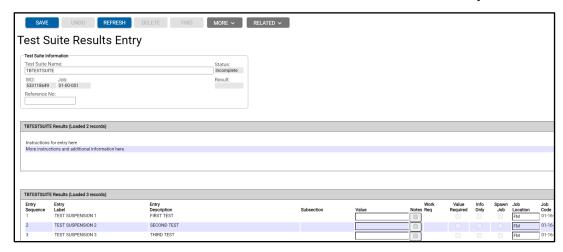
1. On the **Job** tab of *Work Order Main*, the **Test Suite** button will be yellow to indicate active test suites for the job in question.



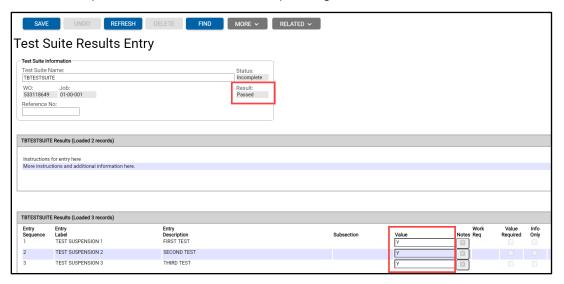
2. Select the **Test Suite** button to launch the *Work Order Test Suites* frame.



3. Double-click the **Test Suite Name** to launch the *Test Suites Result Entry* frame.



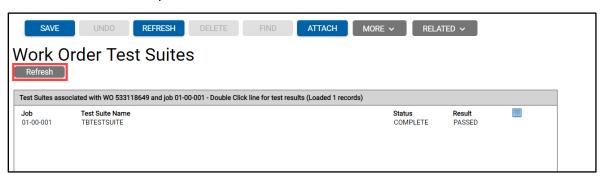
- 4. Enter test suite values for each applicable entry item in the sequence. Select **SAVE** when finished.
- 5. **Result** will update to *Passed* or *Failed* depending on entries.



6. From the **MORE** dropdown or icon, select *Complete Test Suite Results* to finalize.



- 7. The system will update and save automatically after selected and the **Status** will update to *Complete*.
- 8. When you return to the *Work Order Test Suites* frame you can select the **Refresh** button to view the updated status and result.



- 9. If a test fails, a work request number will display on the job code line after the test suite has been completed.
- 10. After all test suites have been completed, the system will allow you to complete and close the work order.

Test Suite and Test Suite Failure Validation

Validation applies to the *Test Suite Results Entry* frame when test suites whose tests have:

- The Note Req checkbox selected on Test Suite Maintenance Requires a note to be entered for the specific test in order for the entire test suite to complete.
- The Fail Note Req checkbox selected on Test Suite Maintenance and the result is a failure - Requires a note to be entered for the specific test in order for the enter test suite to complete.

If a test is set to require a note and a note has not been entered for the test and the user attempts to complete the test suite, a message displays indicating notes are required for a specific test line or lines. Users must select **OK** and populate notes for the appropriate tests to complete the test suite.

Test Suites Sent to External Vendors

Test Suites for jobs sent to an external vendor are removed when the new System Flag 5529 is set to **Y** and the **Job Line's Status** is set to *VEN*. Upon completion of the test suite or inspection, the user must attach the paper copy of the inspection sheet received from the external vendor to the **Job** line on the Work Order Main **Job** tab to change the job status.

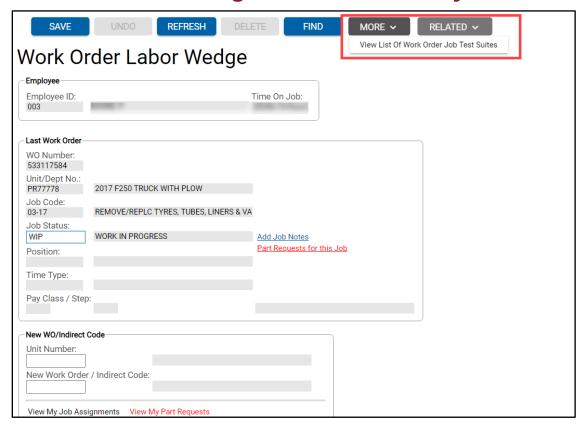
The Test Suite will not display on the *Test Suites Results* from the **More** dropdown or the **List of Work Order Test Suites** icon.



Note: System Flag 5529 – Auto-remove Test Suites from Job when put in VEN status - If this flag is set to Y, when a Job is set to VEN status and has Test Suites associated to it, the Test Suite will be removed from the Job, a note will be added to the Job Notes which includes: the user who finalized without results (set the Job to VEN status), date/time, and mark it as LOCKED and the Job will be required to have an existing attachment on the Job line in order to be set to DON status.

The purpose of this flag is to allow Vendors to complete the test suites/inspections associated with a specific job and to require that the Vendors results are attached to the Job when it is put into DON status, rather than having to have a user manually enter the Test Suite results when the unit comes back from the vendor.

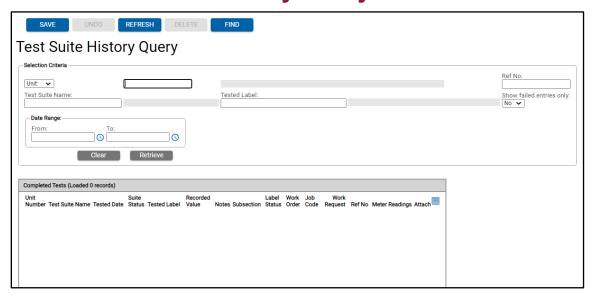
Section 7. Labor Wedge – Test Suite Entry



System Flag 5162 has an important impact on functionality for test suite entry by using *Labor Wedge*:

- 1 Labor Wedge will complete the job without checking the test suites for the job.
- 2 Labor Wedge will give a warning if there are open test suites on the job, but the user can continue to complete and save.
- 3 Labor Wedge will not allow the user to complete and save until the test suite results for the job have been entered or the test suites have been completed.
- 4 Labor Wedge will prompt that there is an open test suite on the job when they
 sign in to Labor Wedge, and it will not allow the user to change the job status to DON
 and save until the test suite results for the job have been entered or the test suites
 have been completed.

Section 8. Test Suit History Query



The *Test Suite History Query* frame allows you to view past test suite entries. The query is not limited to only one unit. A range of unit and test suites can be queried. The query frame offers to query by unit, test suite name, tested label, and date range. There is a dropdown selection to view only those tests that failed. There are hyperlinks to the work order (if the test suite was entered from WO Main) and the work request generated if the test failed and generated the work request.

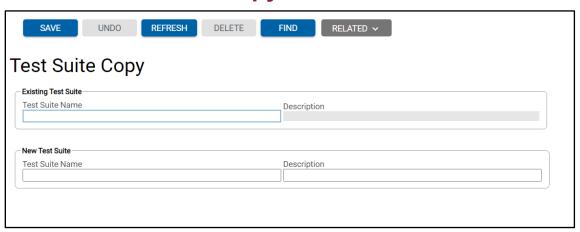
To run a query, enter your selection criteria and select the **Retrieve** button. Results matching your filter will display on the *Completed Tests* i-frame.

If you want to run a different query, select the **Clear** button to clear your results and selection criteria and repeat steps with new criteria and select **Retrieve** again to display new results.



Note: System Flag 5508 controls the display of three additional columns on the Results i-frame (**Employee Number**, **Employee Name**, and **Employee Signature**). When set to **Y**, these columns are visible.

Section 9. Test Suite Copy



The *Test Suite Copy* frame allows you to copy an existing test suite as a template for creating a new test suite in M5.

To copy a test suite, complete the steps.

- 1. Enter the name of the existing test suite or select from the List of Values (LoV). The **Description** automatically displays.
- 2. Enter a name for the new test suite. This name must be unique and cannot match an existing test suite record.
- 3. Enter a **Description** for the new test suite.
- 4. When finished, select the **SAVE** button.
- 5. After the save completes, the *Test Suite Maintenance* frame loads where you can complete the configuration of the new test suite.

Section 10. Updates

The following updates apply to the *Test Suites Quick Reference Guide*.

Release	Section	Description
25.0	All sections	Applied miscellaneous writing style updates throughout the document.
2X.X	Insert Section Name	Insert Section Update
24.3	1.Test Suite Maintenance	Added Send Fail Notification to <u>Test Suite</u> <u>Information</u> and <u>Test tab</u> .
24.3	1.Test Suite Maintenance	Added Note Req and Fail Note Req to Test tab.
24.3	1.Test Suite Maintenance	Added <u>Test Suites and Test Suite Failure</u> <u>Notes</u> .
24.3	3. Direct Test Suite Result Entry	Added <u>Test Suite and Test Suite Failure</u> <u>Validation</u> .
24.3	4. Work Order – Test Suite Entry	Added <u>Test Suite and Test Suite Failure</u> <u>Validation</u> .
24.3	4. Work Order – Test Suite Entry	Added <u>Test Suites sent to External</u> <u>Vendors</u> .
24.2	1.Test Suite Maintenance	Added In-Range Only and Test Suite Results report sections.
24.0	System Flags and Role Privileges	Removed the system flag table. Added reference to the System Flags Table guide.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.