



## FAYETTE COUNTY RECORDER OF DEEDS OFFICE

61 East Main Street, Uniontown, PA 15401

Office: 724-430-1238 / Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

**JON R. MARIETTA JR.**  
RECORDER OF DEEDS

### Standard Operating Procedure (SOP) User Acceptance Testing (UAT) Fayette County Recorder of Deeds Office Dated January 15, 2026

#### 1. Purpose

This SOP establishes the internal procedures, controls, and responsibilities for conducting User Acceptance Testing (UAT) for Recorder of Deeds systems, including vendor-hosted and county-integrated applications, prior to Production Cutover.

#### 2. Scope

This SOP applies to:

- Eagle Recorder configuration and testing
- Integrations with county financial systems
- Scanning, indexing, receipting, and public-facing services
- Security roles and access controls

This SOP governs internal testing operations and is not intended as a public instructional document.

#### 3. Definitions

- UAT Environment: Dedicated test environment by the vendor and/or county IT
- Power User: County staff member assigned testing permissions
- Production Cutover Window: Approved time for transition to live operations

#### 4. Roles and Assigned Personnel

##### Recorder of Deeds

Name: Jon Marietta Jr.

Direct Office Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

##### Project Manager

Name: [REDACTED]

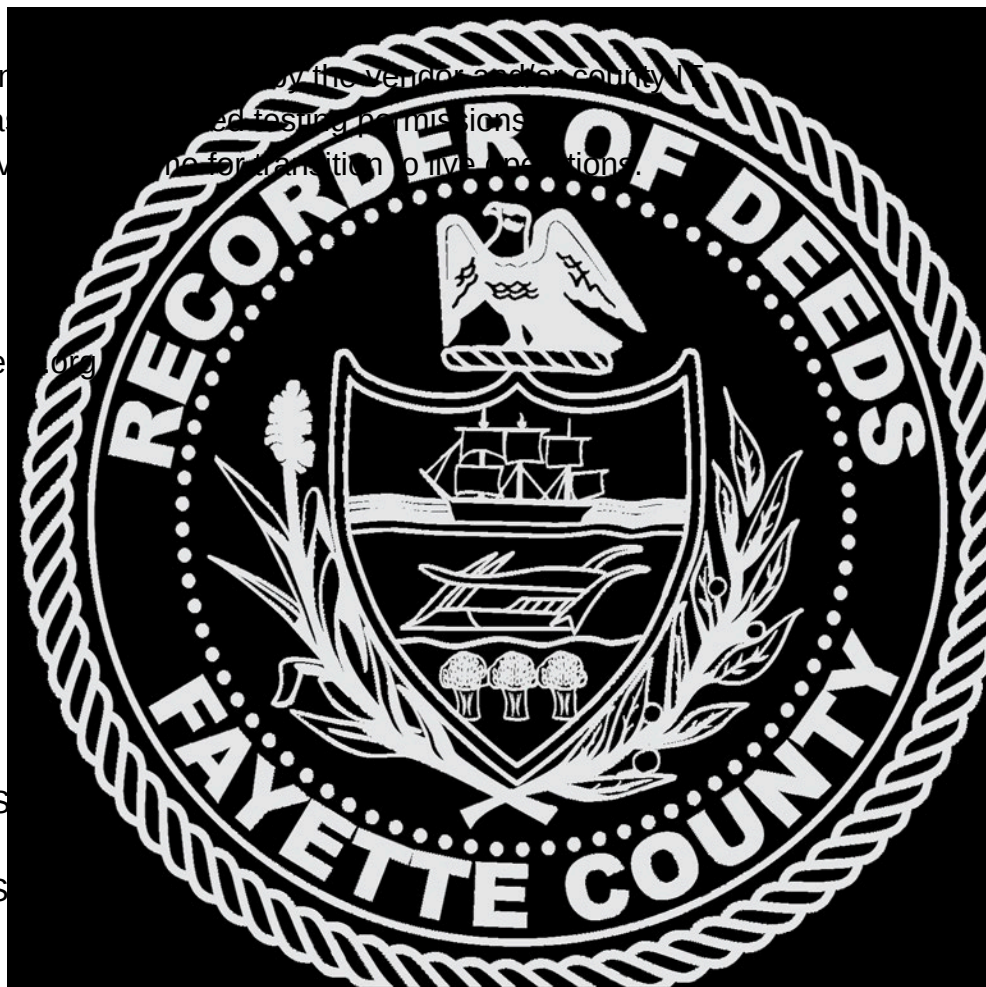
Company: Tyler Technologies

Email: [REDACTED]

##### Designated Power Users

###### Names and Positions:

- [REDACTED] Deputy Chief
- [REDACTED] Recorder of Deeds S
- [REDACTED] Recorder of Deeds
- [REDACTED] Recorder of Deeds S





## FAYETTE COUNTY RECORDER OF DEEDS OFFICE

61 East Main Street, Uniontown, PA 15401

Office: 724-430-1238 / Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

**JON R. MARIETTA JR.**  
RECORDER OF DEEDS

### Standard Operating Procedure (SOP) User Acceptance Testing (UAT) Fayette County Recorder of Deeds Office Dated January 15, 2026

#### Project Lead

Name: [REDACTED]

Vendor Organization: Tyler Technologies

#### 5. Test Environment and Access Controls

- UAT environment internal eagle recorder platform hosted by Tyler Technologies
- Access granted via vendor-issued credentials
- Role-based permissions assigned by Project Manager
- Elevated privileges restricted to named power users

#### 6. Testing Schedule and Cutover Planning

- **UAT Start Date:** Monday 2/9/26 8:30am
- **UAT End Date:** Friday 2/12/26 12:30pm
- **Target Production Cutover Date:** Monday 2/9/26 12:00am
- **Blackout Periods:** Not applicable for UAT

#### 7. Testing Execution

##### Phase 1: Core Operations

- Receipting using test financial accounts
- Till balancing using simulated deposits
- Scanning and indexing using representative documents

##### Phase 2: Advanced Functions

- OCR auto-redaction configuration testing
- Fraud Guard rule validation
- Online credit card workflow testing

##### Phase 3: Security and Permissions

- Validation of security group privileges
- Testing of restricted document access
- Audit log verification





**FAYETTE COUNTY RECORDER OF DEEDS OFFICE**

61 East Main Street, Uniontown, PA 15401

Office: 724-430-1238 / Email: [jmarietta@fayettepa.org](mailto:jmarietta@fayettepa.org)

**JON R. MARIETTA JR.**  
RECORDER OF DEEDS

**Standard Operating Procedure (SOP)  
User Acceptance Testing (UAT)  
Fayette County Recorder of Deeds Office  
Dated January 15, 2026**

**8. Discrepancy Tracking and Internal Review**

- Internal issue tracker location: Maintained by: Project Manager
- Internal prioritization notes
- Risk acceptance discussions
- Deferred item rationale

**9. Acceptance Decision**

The system was deemed acceptable for production use following review by the Recorder of Deeds

**10. Record Retention and Storage**

UAT records, including discrepancy logs, internal communications, and acceptance documentation, are retained in accordance with county record retention schedules.

Submitted on the 15th day of January 20



**Jon R. Marietta Jr.**  
Fayette County Recorder of Deeds  
61 East Main Street  
Uniontown, PA 15401  
724-430-1238  
[JMarietta@fayettepa.org](mailto:JMarietta@fayettepa.org)  
[www.fayettecountyrecorderofdeeds.com](http://www.fayettecountyrecorderofdeeds.com)

