UNIQUE TEST FORMAT
Office of Technology and Information Systems
TEST RESULTS (External Signature)

1. TEST OVERVIEW		Test number:	
Basic Facts			
Information System / Application	Information System / FUNCTIONALITIES ECONOMIC BENEFITS	**Date:**	
System Version	Human Version® 20.02.06		
Type of Test	Functional		
Number and Name of Requirement Associated with the Test	Human Version® 20.02.06		
Contract Number / External Signature (If applicable)			
Environment where the test will take place	Certification	BD Versions	
Publisher Versions		Component Versions	
System URL	Human Online http://52.254.87.121/HumanoEL/Ingresar.aspx?Ent=Bogota Human Web http://52.254.87.121/Ingresar.aspx Fomag Human https://humanocertificacion.mineducacion.gov.co/		
User hierarchies (If applicable)	**Role: Teacher** **Rol: Secretaría** **Role:**	Username(s) and password(s)	**ID and password** **Human -** **Human - human**

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2. TEST RESULTS - EXTERNAL SIGNATURE						Time (Days): 3
Date of Testing						
Name of the Test Taker	Mayerline Pineda					
Result Obtained (Mark with an X)	Successful		Unsuccessful		With Observations	

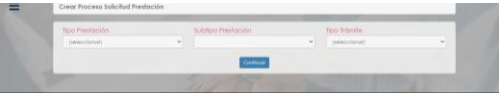| Functional Test. Scenario: Economic benefits: Human Online, Human -Web, Human Fomag Expected Result: Management of economic benefit Precondition:			
Description of steps **to be carried out**	**Result obtained** **(Attach screen in the cases that apply)**	**Successful Test (S/N)**	**Observations**
Human System Online User: Teacher Application: Economic Benefit Partial Unemployment of Housing			
1. Enter the url:	http://52.254.87EL/Ingresar.aspx?Ent=RHBogota	S	
2. Enter user		S	

3. Allow password reset	Ingresar Documento 1022350975 Siguiente Restablecer contraseña Correo Electrónico: Cancelar Enviar Usuario Externo	S	
4. Enter with the teacher's test card Identity card used: 1022350975	Ingresar Documento 1022350975 ⑦ Restablecer Contraseña. Siguiente Usuario Externo	S	
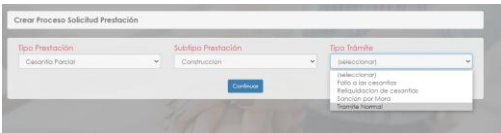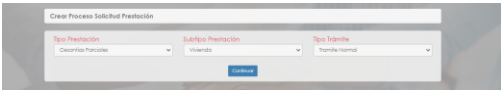
5. Password 1234		S	
6. Present the menu with the Benefits Procedure functionality		S	
7. The search button allows you to view previous applications for financial benefits. The start application button allows you to apply for the selected benefit		S	
8. Enter the Benefits Procedure functionality where the menu is presented as a benefit, subtype of benefit and type of procedure		S	
9. Display the list in the type of benefit of *Definitive severance pay, *Partial severance pay *Permanent layoff to beneficiaries. Select in type Benefit, Partial Severance		S	

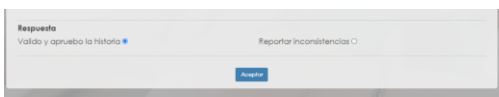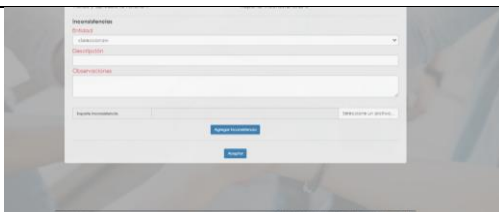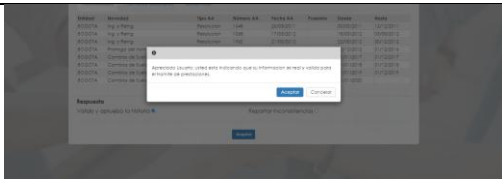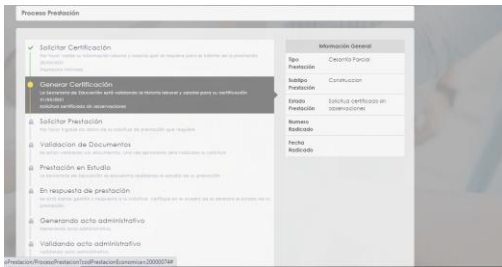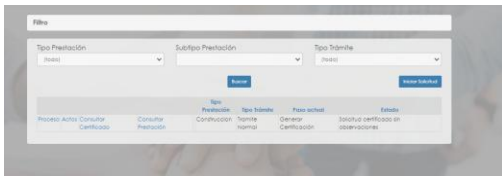|			
10. When selecting the type of partial severance pay, the subtype of benefit appears and selecting construction		S	
11. In Type of procedure: * Failure to pay * Reliquidation of Severance * Normal procedure Select Type Normal Procedure		S	
12. The Start Application button allows you to start the application for unemployment benefits		S	
13. Flow of the benefit process occurs when the economic benefit was selected Unemployment Step 1: Request certification, allows the teacher to request the Labor and Salary Certification in the blue manage button. The process flow is marked with a shading that stands out in the location in the flow and with a yellow dot, where it is reported that you must validate the labor and salary certification required for the benefit process. The date of the application and the applicant's document number. It is accompanied by an information table that places the applicant in the process of		S	

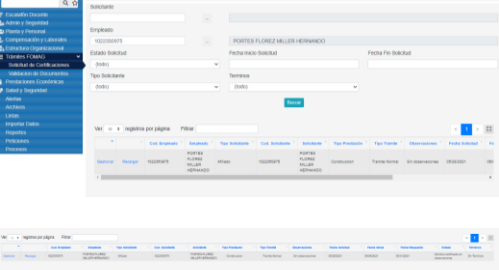|			
the type of benefit they are requesting and its status.			
14. When you click on the MANAGE button, the work and salary history must appear with the following data: Contact details: (First Names, Surname, type of identification, Identification number, Contact Phone, Email) Employment status: (Unemployment system, pension system, position, level, educational establishment, city or municipality, Department) Scale: (Grade in the scale, date of fiscal effects, number of administrative act, date of administrative act) What's new: entity, novelty, AA type, AA number, AA rejection, possession, From to) Salary factors and severance		S	
15. The Check is presented to validate and approve the story, click on the ACCEPT button in blue, to continue the process.		S	
16. The Check Report Inconsistencies is presented, which displays a form to describe it and place the observations with the supporting		S	

documents of the novelty of inconsistency.			
17. Confirmation message acceptance of Employment History		S	
18. Present in the flow of the process online human service, Generate Certification. The Ministry of Education is validating the work history and salary for certification, Date, application Certificate without observations. General information table, Status of the application for a certificate without observations		S	
19. The search button must allow you to follow up on a procedure that has been initiated Link Process must allow you to enter the flow of the process of the service Link Acts must allow you to see the responses to benefit requests Link Consult Certificate must allow you to see the validated labor and salary certificate Link Consult Benefit must allow you to see the status of the benefit		S	
On Human Web User: Functional Secretariat FOMAG Procedures Functionality - Certification Request Module			

20. Manage the request for work history and salary certifications from the FOMAG Procedures functionality, certification request module. The interface must allow you to search by employee, by application status or with the search button to present the employee with requests for work history and salary		S	
21. The official table must have the following fields: Manage, Recharge CodEmployee, Applicant type, Applicant Cod Applicant Type of benefit Type Via Observations, Date of application, Expiration date, Date of reply, State, Terms The Manage link allows you to complete the certification process The reload link allows you to upload corrections in case of inconsistencies in the Labor and salary certificate		S	

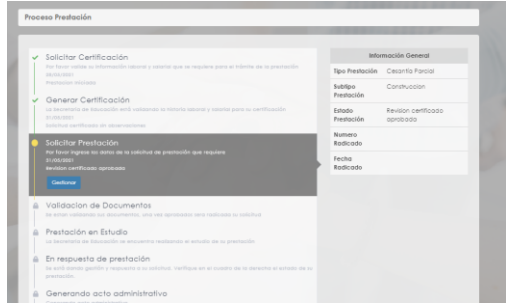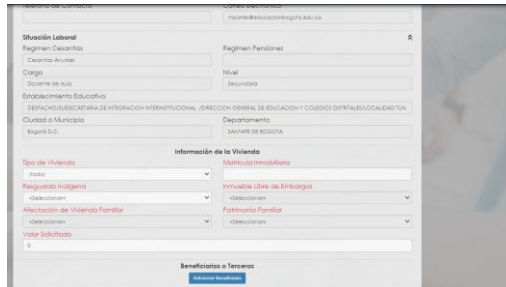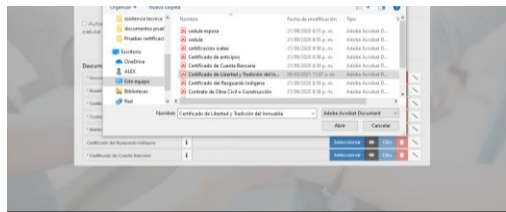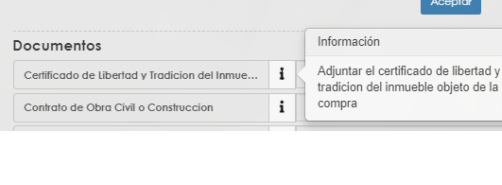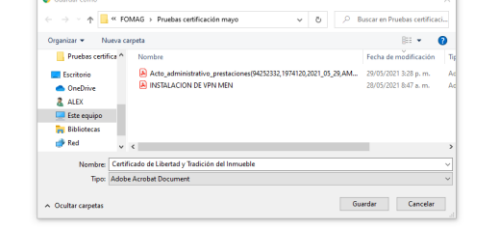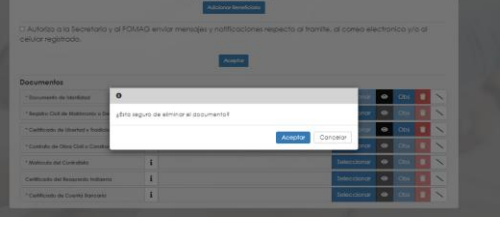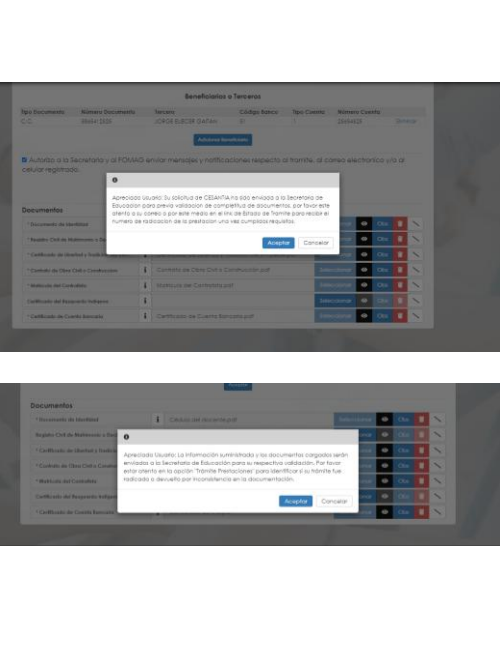|			
22. Gestion must submit the applicant's Labor and Salary Certification with contact information, employment status, scale, news, and salary and severance factors		S	
23. Response to the request, must have a Certification check that the teacher's work and salary history is duly registered in the system and can be used by the benefits area		S	
24. Clicking the OK button to submit a message: Validation The information was successfully saved. The response is sent to the teacher's online human system		S	
Human System Online **Teaching User** **Benefit application**			
25. The search button must allow you to see the response to the request for the certification of labor and salary history. The Process Link allows you to see the status of the service process		S	

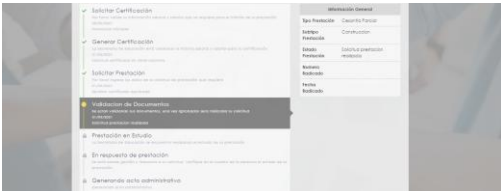|			
26. The benefit flow must be in Request benefit. The yellow dot indicates which step you are in and the highlight in bold. Please enter the details of the benefit application you require, date and status of the approved certified review benefit as in the general information table.		S	
27. When you click on manage, the definitive severance benefit application form is presented, which contains the type of benefit, subtype of benefit, type of procedure, contact details, employment status, financial information, information on pledged severance payments, and the upload of documents		S	
28. The red letters indicate that it is information that can be modified and that it brings by default information that is in the system. Diligence of information of the beneficiaries.		S	
29. Upload documents in *pdf*. Select button allows you to search on the computer or electronic device for the pdf document to be uploaded, and once uploaded the name of the document appears in front of the		S	
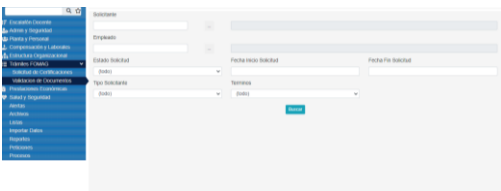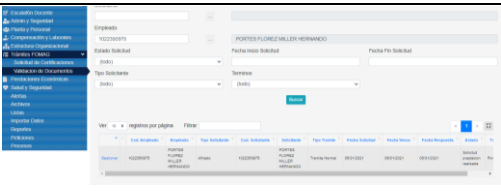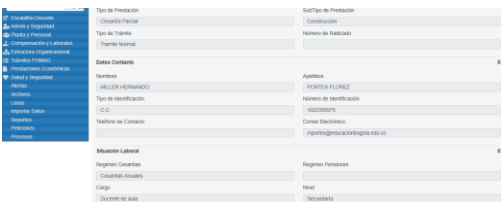
requested document, the button changes color The red button will allow you to delete the uploaded document			
30. With the black button (eye logo) you can download the document to view it		S	
31. The delete button allows you to remove an erroneous document and if you press it, a message appears: Are you sure to delete documents?		S	
32. Once the documents have been uploaded and the check validated, the accept button is activated and a message appears; "Dear User: Your CESANTIA application has been sent to the Secretary of Education for prior validation of the completion of documents, please be attentive to your email or by this means in the Processing Status link to receive the filing number of the benefit once the requirements have been met." to identify if their procedure was filed or returned due to inconsistencies in the documentation.		S	

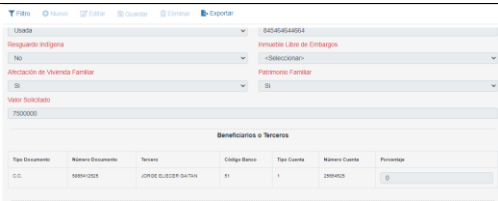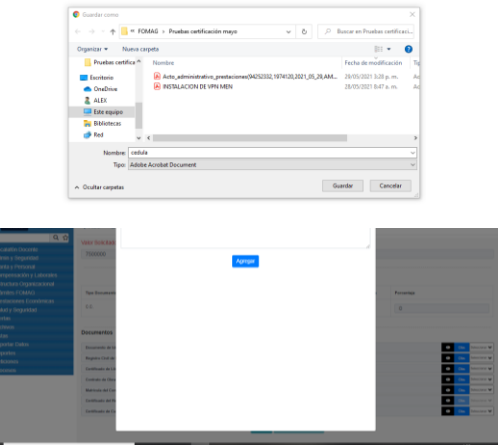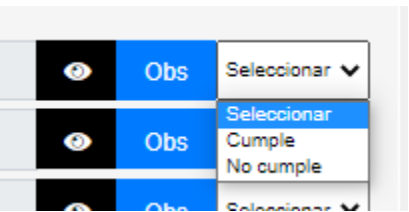|			
33. The process flow is updated to Document Validation, message "your documents are being validated, once approved your application will be filed." Application status: Request for service made, date		S	
Human Web System Secretary of Education Functionality: FOMAG Procedures Document Validation module			
34. In the Fomag Procedures module, Document Validation option, the filing official receives the application for the benefit, he can search by the search button or by the interface in the fields, Employee, Type of Applicant, Date of Application		S	
35. A table or grid is presented containing the fields manage, requester, name, type request, request date, due date, response date, status, terms.		S	
36. Select the name of the applicant and click on manage, submitting the application with the following data: Type of benefit, subtype of benefit, type of procedure Empty file number because the information has not been validated		S	
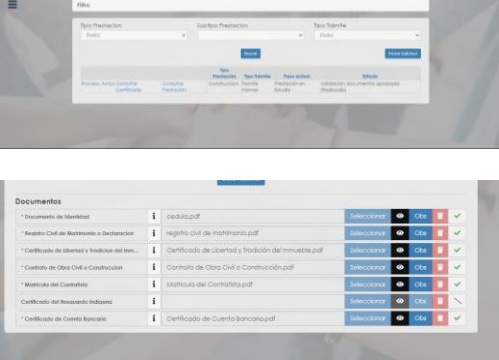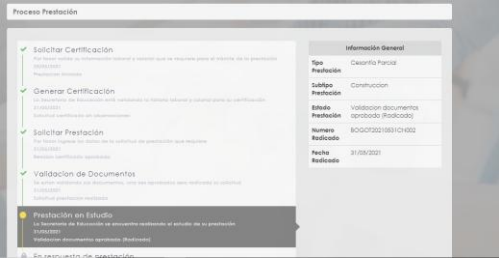
Contact details and employment status			
37. The financial information is submitted and the filer initially validates the upload of the documents		S	
38. With the view button you can download the uploaded pdf documents, and give observations in the text field.		S	
39. In the drop-down list, you will find the options that comply or do not comply, and you select the one that corresponds to each document.		S	
40. The Send Comments button allows the requester to correct the document. The accept button is disabled if there is a document that does not comply.		S	
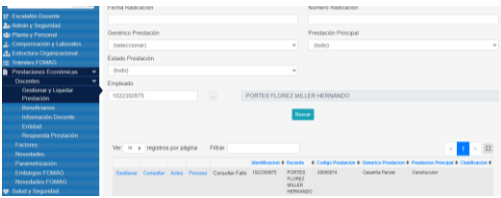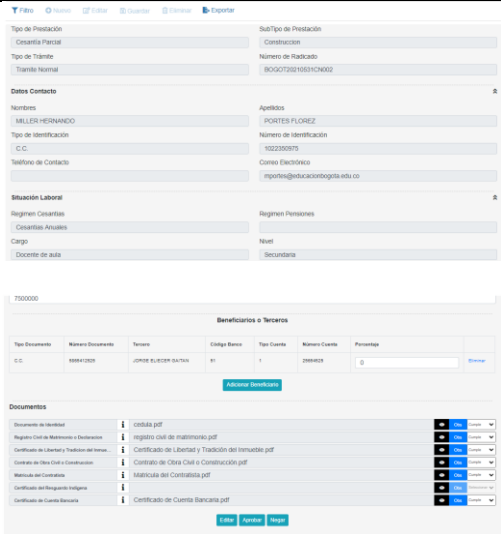
41. If the documentation complies, the OK button is activated.		S	
42. Clicking the OK button presents the pop-up message: Validation information was successfully saved		S	
Human System Online Teaching User			
43. The teacher can validate the status and progress of the benefit in the Process option, and in the Consult Benefit option, see its status and uploaded documents.		S	
44. By clicking on the Process link, you can see that your application is in Benefit under Study. The general information includes the file number, the date of filing and a message that says the Ministry of Education is carrying out a study of its provision		S	
Human Web System Functionality Financial benefits >> Teacher>> Manage and settle benefit			

Substantiating official			
45. In the financial benefit functionality>> teaching modules>> Manage and settle benefit: the request for the benefit arrives in the substantiating official's tray, which can be searched through the interface in the Generic Benefit field and/or search button		S	
46. Clicking on manage presents the details of the benefit application Teacher ID, name of the teacher, generic benefit, main benefit, position, grade, grade, pension system, severance regime, type of relationship, Status of the benefit		S	
47. By clicking on the view button of Document Validation, the information of the benefit is presented		S	

48. The substantiator may modify data such as financial information		S	
49. The substantiator may view the documents provided by the applicant.		S	
50. Denying generates an administrative act of denial Edit: Edit the teacher's or third party's financial information Approve will allow the settlement calculation process to continue		S	
51. The Settlement Interface is made up of four steps: -Check salary factors -Check discounts -Manage time -Manage settlement In addition, there is the "Assigned User" option, in which the benefit can be reassigned to another substantiator, this permission will only be available to coordinator profiles.		S	

52. Salary factors, presents all the salary factors earned by the teacher during the last three years that are the basis for the settlement of social benefits (severance pay)		S	
53. In "Check Discounts" you will find information on seizures which are a type of discount that must be made to the teacher, by court order. Periodic news is another type of discount and refers to discounts by the secretariat in terms of asset recovery Advances are discounts that are made to the teacher for previously requested benefits		S	
54. Consult Severance Payments. It reflects the information on annual layoffs reported by the Ministry of Education.		S	
55. "Manage Time" presents the new developments in service time that the teacher has worked in the Secretariats. Which the substantiator will reload by clicking on New, then on Reload, and finally, on Save		S	

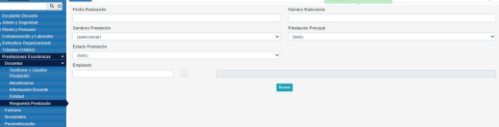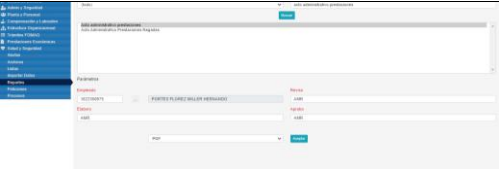|			
56. "Manage Settlement" The substantiator will calculate the value of the benefit and will be able to evidence each of the base settlement factors, the SBL, the advances and the value to be paid for the benefit. New, calculate		S	
57. In the Economic benefit functionality>> Teachers module >> Response to benefit: the benefit already paid is searched for and the answer is given		S	
58. In "Result to Secretary" the response to the settlement will be selected. Later saving the information		S	
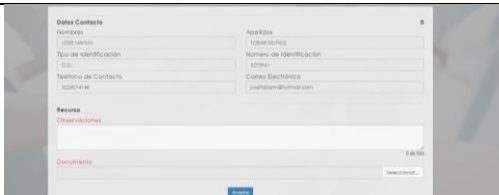
59. In the "Reports" Functionality, the administrative act of recognition of the benefit will be generated.		S	
60. In the "Petitions" module, the substantiator may enter and generate the administrative act and recognition of the benefit.		S	
61. Administrative act of recognition of the benefit		S	
62. In the benefit response module, the legality of the administrative act will be formalized manually and then the teacher will be notified.		S	
63. The substantiator may attach the administrative act of recognition of the benefit in the management and settlement module in the "Acts" Option. Which can be viewed and deleted in case of error.		S	
64. In the online Human system, in the "Acts" option, the teacher will be able to view the		S	

administrative act of recognition of the benefit.			
65. When entering "Acts" the teacher may: Visualize, Approve, or file the respective appeal for reversal if necessary.		S	
66. When filing the appeal, the teacher may state his reasons and attach the support		S	
67. Once the administrative act has been approved by the teacher, he/she will be able to evidence the change of status from "AA Available" to "AA Approved" In this step, simultaneously the service is available for management from Humano Fomag.		S	

Jhon Edison Aponte Pedroza

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External Signature

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