| Title 5 Classi     | fication Only          |   |
|--------------------|------------------------|---|
| Change Control:    |                        | v1. 05/08/2018  |
| Users: Selecting C | Official, CIO Admin PC | OC, HRO Specialist  |
| Scenario #         | Persona                | Description   |
| Step 1             | CIO Admin POC          | CIO Admin POC identifies PD/SOD to classify, uploads required documents, submits to HR/Classifier |
| Ctop 2             | Classification         | Classification Specialist completes the OF-8 form   |
| Step 2             | Specialist             | Validates uploaded documents, submits to Hiring Manager for concurrence                           |
|                    |                        | Hiring Manager receives completed OF-8 and documents and reviews                                  |
| C1 2               |                        | If all information is correct, concurs and submits (move to step 4)                               |
| Step 3             | Hiring Manager         | If changes need to be made, routes back to Classifier for modifications (goes back to step 2)     |
|                    |                        | Routes to the Higher Level Manager for concurrence  |
|                    | I II also a I accord   | Higher Level Supervisor reviews completed OF-8 and documents                                      |
| Step 4             | Higher Level           | If all information is correct, concurs and submits (move to step 5)                               |
|                    | Manager                | If changes need to be made, routes back to Classifier for modifications (goes back to step 2)     |
| C+                 | Classification         | Classification Specialist recieves concurrence from managers                                      |
| Step 5             | Specialist             | Provides concurrence and ends classification or begins recruitment                                |

| Classification | - Step 1 (Submit PD/SOD for Classification)  |             |               | _  |  |   |   |   |                                    |                  |
|----------------|--|-------------|---------------|--|--|---|---|---|------------------------------------|------------------|
| Row ID         | Test Case Name   | Tab         | Role          | Steps  | Test Data                                  | Expected Result   | Description   | Role and Scenario                                   | Pass/Fail/Pass with<br>Enhancement | Comment/Feedback |
| Open eW        | ITS 2.0  |             |               |  |  |   |   |   |                                    |                  |
| 1              | Validate CIO Admin POC can create a New  | Home Screen | CIO Admin POC | Log-in as CIO Admin POC  | CIO Admin POC Log-in                       | Home Screen Appears   | CIO Admin POC can create Classification Request   | Validate CIO Admin POC can create a                 |                                    |                  |
|                | Classification Request   |             |               |  | Credentials                                |   |   | New Classification Request                          |                                    |                  |
| 2              |  |             |               | Click Start New Tab  |  | Start New Tab Opens; Classification row present                                 |   |   |                                    |                  |
| 3              |  |             |               | Click "Start" in Classification row  |  | Classification opens beginning on the General Tab                               |   |   |                                    |                  |
|                |  |             |               |  |  | and has additional tabs labeled Position (greyed out), Resources, and Documents |   |   |                                    |                  |
| 4              | Validate top ribbon for proper information   | General Tab | CIO Admin POC | Inspect the Top Bar Banner after starting a  |  | Top Bar Banner to display the information in the                                | Top bar banner to display the information in the listed   | Validate Top Bar Banner displays                    |                                    |                  |
|                | The state of the s |             |               | new Consultation request   |  | listed order:   | order (left to right):  | relevant information on the General                 |                                    |                  |
|                |  |             |               | ·  |  | 1. Request Number: (Blank)  | 1. Request Number:  | Tab   |                                    |                  |
|                |  |             |               |  |  | 2. Request Date: mm/dd/yyyy   | 2. Request Date: mm/dd/yyyy   |   |                                    |                  |
|                |  |             |               |  |  | 3. Request Type:(Blank)   | 3. Request Type:  |   |                                    |                  |
|                |  |             |               |  |  | 4. Initiator: CIO Admin POC Username  | 4. Initiator:   |   |                                    |                  |
|                |  |             |               |  |  | 5. Current Status: (Blank)  | 5. Current Status:  |   |                                    |                  |
| 5              | Check the General Tab for proper content,<br>wording and format of fields  | General Tab | CIO Admin POC | Inspect all notes, field titles, hyperlinks, etc.                                    |  | Mark any issues in the Comment/Feedback column                                  |   |   |                                    |                  |
| 6              | Check the General Tab Request Office   | General Tab | CIO Admin POC | The following fields should be indicated as  |  | Instructions at the top of the screen indicate                                  | Validate mandatory field is indicated by an asterisk  |   |                                    |                  |
|                | Information section for fields with mandatory  |             |               | mandatory:   |  | asterick * indicates required fields. Red asterisk to                           | symbol  |   |                                    |                  |
|                | distinctions   |             |               | - Administration Code  |  | the upper right of the mandatory field's title.                                 |   |   |                                    |                  |
|                |  |             |               | - Hiring Method  |  |   |   |   |                                    |                  |
|                |  |             |               | - Reason for Submission  |  |   |   |   |                                    |                  |
|                |  |             |               | - Position Status<br>- Existing PD Number  |  |   |   |   |                                    |                  |
|                |  |             |               | - Job Requisition Number   |  |   |   |   |                                    |                  |
|                |  |             |               | - Selecting Official Name & Email  |  |   |   |   |                                    |                  |
|                |  |             |               | - CIO Admin Name & Email   |  |   |   |   |                                    |                  |
|                |  |             |               | - HRO Specialist Name & Email  |  |   |   |   |                                    |                  |
|                |  |             |               | - Classification Specialist Name & Email   |  |   |   |   |                                    |                  |
| 7              | Validate user cannot proceed without filling out   | General Tab | CIO Admin POC | Click Next button  |  | All Mandatory fields present an error and user is                               | Validate user cannot proceed without entering   |   |                                    |                  |
|                | mandatory fields   |             |               |  |  | taken to the top of the form.   | mandatory fields  |   |                                    |                  |
| 8              |  |             |               | Click Save button to remove error messages   |  | Error messages disappear and field saves.                                       |   |   |                                    |                  |
| 9              | Validate Resources and Documents tabs are  | General Tab | CIO Admin POC | Inspect Resources & Documents tab to   |  | Resources and Documents tabs appear   | Resources and Documents tabs are set to default for all   |   |                                    |                  |
|                | clickable prior to entering in any information   |             |               | ensure they can be clicked/accessed before   |  |   | users   |   |                                    |                  |
|                |  |             |               | entering any information   |  |   |   |   |                                    |                  |
| 10             | Enter Administration Code  | General Tab | CIO Admin POC | Navigate to the General Tab. Click in the  | Type "hc"                                  | . ,   | Validate the field labeled "Administration Code" has auto-  |   |                                    |                  |
|                |  |             |               | "Administration Code" text box and begin<br>typing Administration Code               |  | code- Organization Name)  | complete functionality listing the current codes. User can enter Administration Code or Organization Name | auto-complete functionality                         |                                    |                  |
|                |  |             |               | typing Administration Code   |  |   | enter Administration Code of Organization Name  |   |                                    |                  |
| 11             |  |             |               | Select the Administration Code "HC" from   |  | Administration Code displays in text box under                                  |   |   |                                    |                  |
|                |  |             |               | items suggested below text box.  | Administration Code = HC                   | "Administration Code" title.  |   |   |                                    |                  |
| 12             | Select Hiring Method (Title 5, Title 42, SES/SL/ST)  | General Tab | CIO Admin POC | Select Hiring Method dropdown and select Title 5                                     | Hiring Method = Title 5                    | Title 5 populates Hiring Method field   | Option to select hiring method to proceed with correct classification process                             |   |                                    |                  |
| 13             | Inspect Organization Name field for auto-  | General Tab | CIO Admin POC | Inspect the Organization Name field.   | Organization Name =                        |   |   | Check Organization Name auto                        |                                    |                  |
|                | populate   |             |               |  | Department of Health<br>and Human Services |   | of administration Admin code  | populates based on selection of administration Code |                                    |                  |
| 14             | Inspect First Subdivision  | General Tab | CIO Admin POC | Inspect the First Subdivision field .  | First Subdivision = Centers                | The First Subdivision field auto populates to                                   | First subdivision autopopulates with admin code   | Validate all subdivisions auto populate             |                                    |                  |
|                |  |             |               |  | for Disease Control And                    | Centers For Disease Control And Prevention. The                                 |   | with Admin Code                                     |                                    |                  |
|                |  |             |               |  | Prevention                                 | field is read-only.   |   |   |                                    |                  |
| 15             | Validate fields dynamically delete with Admin<br>Code  | General Tab | CIO Admin POC | Click in Admininstration Code field.   |  | X appears in field to delete previous entry                                     | Subdivisions auto populate with selected admin code   |   |                                    |                  |
| 16             |  |             |               | Click X next to "HC" in Adminstration Code   |  | Admin Code field clears. First Subdivision field                                |   |   |                                    |                  |
|                |  |             |               | field. (you may need to click outside of the   |  | clears.   |   |   |                                    |                  |
| 47             | Velidete Firetth arough FIGU C 1 P. 1  | Community ! | 00 44 : 22 -  | field to clear entry)  |  | Colonhad Admin Codo and Colonhad Colonhad                                       |   |   |                                    |                  |
| 17             | Validate First through Fifth Subdivisions auto populate with Admin Code  | General Tab | CIO Admin POC | Click in Admininstration Code field. Type HC and click a different admin code in the |  | Selected Admin Code appears in Adminstration<br>Code field                      |   |   |                                    |                  |
|                | populate with Admin Code   |             |               | dropdown field. Write in Admin Code in Test  |  | Code neid   |   |   |                                    |                  |
|                |  |             |               | Data Column.   |  |   |   |   |                                    |                  |
|                |  | -           |               |  |  |   |   |   |                                    |                  |

| Classification | - Step 1 (Submit PD/SOD for Classification) |               |                |   |                             |  |  |  |                     |                  |
|----------------|---|---------------|----------------|---|-----------------------------|--|--|--|---------------------|------------------|
|                |   |               |                |   |                             |  |  |  | Pass/Fail/Pass with |                  |
| Row ID         | Test Case Name                              | Tab           | Role           | Steps   | Test Data                   | Expected Result  | Description  | Role and Scenario                        | Enhancement         | Comment/Feedback |
| 18             |   |               |                | Inspect the First Subdivision field . Write in                  |                             | Field is auto populated with Center for Disease          |  |  |                     |                  |
|                |   |               |                | First Subdivision in Test Data column.                          |                             | Control and Prevention and is read-only.                 |  |  |                     |                  |
| 19             |   |               |                | Inspect the Second Subdivsion field. Write in                   |                             | Field is auto populated with Admin Code entry.           |  |  |                     |                  |
|                |   |               |                | Second Subdivision in Test Data Column.                         |                             | Read only field.   |  |  |                     |                  |
|                |   |               |                |   |                             |  |  |  |                     |                  |
| 20             |   |               |                | Inspect the Third Subdivsion field. Write in                    |                             | Field is auto populated with Admin Code entry.           |  |  |                     |                  |
|                |   |               |                | Third Subdivision in Test Data Column (if                       |                             | Read only field.   |  |  |                     |                  |
|                |   |               |                | applicable).  |                             |  |  |  |                     |                  |
| 21             |   |               |                | Inspect the Fourth Subdivsion field. Write in                   |                             | Field is auto populated with Admin Code entry.           |  |  |                     |                  |
|                |   |               |                | Forth Subdivision in Test Data Column (if                       |                             | Read only field.   |  |  |                     |                  |
|                |   |               |                | applicable).  |                             |  |  |  |                     |                  |
| 22             |   |               |                | Inspect the Fifth Subdivsion field. Write in                    |                             | Field is auto populated with Admin Code entry.           |  |  |                     |                  |
|                |   |               |                | Fifth Subdivision in Test Data Column (if                       |                             | Read only field.   |  |  |                     |                  |
|                |   |               |                | applicable).  |                             |  |  |  |                     |                  |
| 23             | Validate New position does not require an   | General Tab   | CIO Admin POC  | In field titled Reason for Submission select                    | New                         | Existing PD Number field not longer is mandatory.        | New PD will be required for a New position                 |  |                     |                  |
|                | existing PD number                          |               |                | New from dropdown   |                             | Red Asterick disappears.                                 |  |  |                     |                  |
| 24             | Validate Reason for Submission- Realignment | General Tab   | CIO Admin POC  | Select Realignment from Reason for                              | Realignment                 | Proposed Effective Date field appears to the right       |  |  |                     |                  |
|                | displays Proposed Effective Date field      |               |                | Submission drodpown   |                             | with red asterick notating mandatory field.              |  |  |                     |                  |
| 25             |   |               |                | Click Calendar icon and select Proposed                         |                             | Field captures date in format MM/DD/YYYY                 |  |  |                     |                  |
|                |   |               |                | Effective Date. Write in your selected                          |                             |  |  |  |                     |                  |
|                |   |               |                | Proposed Effective Date as it appears in the                    |                             |  |  |  |                     |                  |
|                |   |               |                | field in Test Data Column.                                      |                             |  |  |  |                     |                  |
| 26             |   |               |                | Inspect Existing PD Number field                                |                             | Field is <b>not</b> mandatory                            |  |  |                     |                  |
| 27             | Select Position Status                      | General Tab   | CIO Admin POC  | Click dropdown titled Position Status and                       |                             | The dropdown options include:                            |  |  |                     |                  |
|                |   |               |                | choose from the dropdown options. Write in                      |                             | Competitive, Excepted, SES (Gen), SES (CR).              |  |  |                     |                  |
|                |   |               |                | your selected Position Status in the Test                       |                             |  |  |  |                     |                  |
|                |   |               |                | Data column.  |                             |  |  |  |                     |                  |
| 28             | Enter Job Requisition Number                | General Tab   | CIO Admin POC  | Click in Job Requisition Number field and type                  |                             | Free-form field captures entry.                          |  |  |                     |                  |
|                |   |               |                | in JR #. Write in your Job Requisition                          |                             |  |  |  |                     |                  |
|                |   |               |                | Number in the Test Data column.                                 |                             |  |  |  |                     |                  |
| 29             | Enter Selecting Official name               | General Tab   | CIO Admin POC  |   | "Se"                        | Field dynamically populates with dropdown options        | Entering in the Selecting Official's name for this request | Validate Selecting Official field has    |                     |                  |
|                |   |               |                | begin typing name   |                             |  |  | auto-populate dynamic functionality      |                     |                  |
| 30             |   |               |                |   | Selecting Official X        | Selected item populates in the Selecting Official        |  |  |                     |                  |
| 31             | Inspect Selecting Official email address    | General Tab   | CIO Admin POC  | the dropdown menu Inspect the field Email adjacent to Selecting |                             | text box The first Email field populates based on chosen | "Email" field auto populate based on the name of the       | First Email field populates based on     |                     |                  |
| 31             | autopopulates                               | General rab   | CIO Admini POC | Official  |                             | Selecting Official and is read-only                      | selected person  | selection of Selecting Official          |                     |                  |
| 32             | Enter CIO Admin POC name                    | General Tab   | CIO Admin POC  | Click the CIO Admin POC field and begin                         | "CI"                        | Dropdown list of items dynamically displays CIO          | Entering in the CIO Admin's name for this request          | Validate CIO Admin POC field has auto-   |                     |                  |
| 32             | Litter Clo Admini Poc name                  | General rab   | CIO Admini POC | typing name   | Ci                          | Admin POCs   | Entering in the Clo Admin's name for this request          | populate dynamic functionality           |                     |                  |
| 33             |   |               |                | Select your assigned CIO Admin POC from the                     | CIO Admin POC X             | Selected item populates in the CIO Admin POC text        |  | populate dynamic fullctionality          |                     |                  |
|                |   |               |                | dropdown menu   | 2.2.3.3                     | box  |  |  |                     |                  |
| 34             | Inspect CIO admin POC email address         | General Tab   | CIO Admin POC  | Inspect the field adjacent to the CIO Admin                     |                             |  | "Email" field auto populate based on the name of the       | First Email field populates based on     |                     |                  |
|                | autopopulates                               |               |                | POC   |                             | Admin POC and is read-only                               | selected person  | selection of CIO Admin POC               |                     |                  |
| 35             | Enter HRO Specialist name                   | General Tab   | CIO Admin POC  | Click the HRO Specialist field and begin typing                 | "HR"                        | Dropdown list of items dynamically displays HRO          | Entering in the HRO Specialist's name for this request     | Validate HRO Specialist field has auto-  |                     |                  |
|                |   |               |                | name  |                             | Specialist   |  | populate dynamic functionality           |                     |                  |
| 36             |   |               |                | Select your assigned HRO Specialist from the                    | HRO Specialist X            | Selected item populates in the HRO Specialist text       |  |  |                     |                  |
|                |   |               |                | dropdown menu   |                             | box  |  |  |                     |                  |
| 37             | Inspect HRO Specialist email address        | General Tab   | CIO Admin POC  | Inspect the field adjacent to the HRO                           |                             | The first Email field populates based on chosen          | "Email" field auto populate based on the name of the       | First Email field populates based on     |                     |                  |
|                | autopopulates                               |               |                | Specialist  |                             | HRO Specialist and is read-only                          | selected person  | selection of HRO Specialist              |                     |                  |
| 38             | Enter Classification Specialist name        | General Tab   | CIO Admin POC  | Click the Classification Specialist field and                   | "CI"                        | Dropdown list of items dynamically displays              | Entering in the Classification Specialist's name for this  | Validate Classification Specialist field |                     |                  |
|                |   |               |                | begin typing name   |                             | Classification Specialist                                | request  | has auto-populate dynamic                |                     |                  |
|                |   |               |                |   |                             |  |  | functionality                            |                     |                  |
| 39             |   |               |                | Select your assigned Classification Specialist                  | Classification Specialist X | Selected item populates in the Classification            |  |  |                     |                  |
|                |   |               |                | from the dropdown menu  |                             | Specialist text box                                      |  |  |                     |                  |
| 40             | Save Button functionality                   | Documents Tab | CIO Admin POC  | Click "Save" Button   |                             | Content populated remains saved incase user              | User can save worksheet without validation                 | Validate the functionality of the 'Save' |                     |                  |
|                |   | ļ             |                |   |                             | decides to exit; and returns to last page                |  | Button                                   |                     |                  |
| 41             | Validate Exit button works properly         | General Tab   | CIO Admin POC  | Make sure all mandatory fields are filled in.                   |                             | Pop up appears asking user if you are sure you           | User can exit the Pre-Recruitment Classification and their | •  |                     |                  |
|                |   |               |                | Click the "Exit" button   |                             | want to exit?  | work will be saved   | button                                   |                     |                  |
| 42             |   |               |                | Click OK  |                             | Takes user back to home page                             |  |  |                     |                  |

|  | lassificatio | n - Step 1 (Submit PD/SOD for Classification)    |                |                 |   |               |   |  |  |                     |   |
|--|--------------|--|----------------|-----------------|---|---------------|---|--|--|---------------------|---|
| Auto-  | Row ID       | Test Case Name                                   | Tah            | Role            | Stens   | Test Data     | Evnected Result                                   | Description  | Role and Scenario                      | Pass/Fail/Pass with | Comment/Feedback                        |
| March   Marc   |              |  |                |                 |   | rest Data     | ·   | Description  |  | Limancement         | Commenty reedback                       |
| the contract of the contract o | .5           | nenesii iiibox                                   | my tronk       | 0.07.0          | ·   |               | r age remesties                                   |  | ,                                      |                     |   |
| Section of the Control of the Contro | 44           | Find EWITS 2.0 ID number                         | My Work        | CIO Admin POC   |   |               | ID number appears on the far left next to the     |  |  |                     |   |
| March   Marc   |              |  |                |                 | for the Identify Staffing Need Recruitment        |               | request.  |  |  |                     |   |
| Appropried to discrete from the form or market properly or market prop |              |  |                |                 |   |               |   |  |  |                     |   |
| Class from Free Comment of the Com   |              |  |                |                 | right-hand corner of the first page.              |               |   |  |  |                     |   |
| Conference   Con   | 45           | Reopen working Classification request            | Mv Work        | CIO Admin POC   | On My Work tab. click "Submit PD/SOD For          |               | Opens form to General tab with previous fields    |  |  |                     |   |
| Part   Count of Particle Notes (work property of the County of C   |              |  | ,              |                 |   |               |   |  |  |                     |   |
| Mode of the Notice To Produce Table for proper centers   Notice To Produce Table for Produce   Notice the Notice Table   Not   |              |  |                |                 |   |               |   |  |  |                     |   |
| Market of the particular and organizations of editions   Section of the following of plants of the following of plants of the following of plants of the following product of the particular and product of the partic   | 46           | Validate Next button works properly              | General Tab    | CIO Admin POC   | Ensure all fields are populated on General        |               | Position tab appears.                             | Validate Next button functionality   |  |                     |   |
| Source of the format or folios  4 Check the Position Table of the Ordanian moreonery elegation for the Ordanian more of the Ordanian more  |              |  |                |                 |   |               |   |  |  |                     |   |
| See December 1 Processed in an operation of the following information of the log of the position of the log  | 47           |  | Position Tab   | CIO Admin POC   | Inspect all notes, field titles, hyperlinks, etc. |               | Mark any issues in the Comment/Feedback column    | ו  |  |                     |   |
| macedatory districtions  In additional flat of Protection  In additional f |              |  | - ··· - ·      | 00.44 : 000     | T 6 11 1 6 11 1 1 1 1 1 1 1 1 1 1 1 1 1           |               |   | Well to the fell to the second   |  |                     |   |
| - Official tries of Praction - Provision Foundations (Fig. 1) - Pr | 48           | _  | Position Tab   | CIO Admin POC   | _   |               |   | •  | •                                      |                     |   |
| - Service - Conda - Generalizary - Conda - Con |              | manuatory distinctions                           |                |                 | 1   |               | · ·   | Symbol   | Distiliction                           |                     |   |
| Solid Protects Secretary - Great - Freed Cognition of Control Protects Secretary - Great - Freed Cognition of Control Protects Secretary - Great - Freed Cognition of Control Protects Secretary - Great - Freed Cognition of Control Protects Secretary - Great - Freed Cognition of Control Protects Secretary - Great - Freed Cognition of Control Protects Secretary - Great - Freed Cognition of Control Protects - Freed Cognition of Control Protects - Freed Cognition of Cogniti |              |  |                |                 |   |               | the appearight of the mandatory field 3 title.    |  |  |                     |   |
| - Grow - Function Servicinity - Service - Servicinity - Servicinity - Service - Servicinity  |              |  |                |                 |   |               |   |  |  |                     |   |
| Forcise - Important Florida Search F |              |  |                |                 |   |               |   |  |  |                     |   |
| - Service - Employing (filter location - Duty Station - Duty Stati |              |  |                |                 |   |               |   |  |  |                     |   |
| Compared to the compared without entering in mandatory fields.   Compared without entering mandatory fields.   |              |  |                |                 |   |               |   |  |  |                     |   |
| Click Next button   Clic   |              |  |                |                 | - Employing Office Location                       |               |   |  |  |                     |   |
| Food   Company   Position Tab   Cold Admin POC   Cold A   |              |  |                |                 | - Duty Station                                    |               |   |  |  |                     |   |
| Fig.      | 49           |  |                |                 | Click Next button                                 |               | Unable to proceed wtihout entering in mandatory   | Unable to proceed without entering mandatory fields  |  |                     |   |
| Validate Save button functionality   |              |  |                |                 |   |               |   | ·  |  |                     |   |
| specified filted in Position   Position   Fabruary   Section   Position   Fabruary   Section   Fabruary    |              |  |                |                 |   |               | ,   |  |  |                     |   |
| Enter Official Title of Position   Position Table   Clock in Official Title of Position field and begin typing grate flow of plant plants of the Companies of Position Table   Clock in Organizational Title of Position field and begin typing grate flow of plants of plants of Position Table   Clock in Organizational Title of Position field and begin typing grate flow flow of the plants of Position Table   Clock in Organizational Title of Position field and begin typing grate flow flow flow flow flow flow flow flow   | 50           | Validate Save button functionality               | Position Tab   | CIO Admin POC   | Click the Save button at the bottom of the        |               | Error messages disappear and field saves.         |  |  |                     |   |
| Second Commence of Commence    |              |  |                |                 |   |               |   |  |  |                     |   |
| Option to emer Organizational Title of Position   Pos   | 51           | Enter Official Title of Position                 | Position Tab   | CIO Admin POC   |   |               | Free-form field captures entry.                   | Enter Official Title of Position   |  |                     |   |
| And begin typing org title of position   Select field below "Pay Plan" Title and begin typing applian   Select Flay Plan type ahead functionality populates dropdown field of pay plans   Select Pay Plan options from a begin typing applian  |              | Onting to out a Committee of Title of Desition   | Danikian Tab   | CIO A desir DOC |   |               |   | Futur Outraliantianal Title of Basitian  | Ability to add the One-view (CDC)      |                     |   |
| Saled Fay Plan Type ahead functionality Position Tab   Click test field below "Pay Plan" Title and begin typing pay plan of    | 52           | Option to enter Organizational Title of Position | Position Tab   | CIO Admin POC   | _   |               | Free-form field captures entry.                   | Enter Organizational Title of Position   |  |                     |   |
| Solicit Pay Plan Type ahead functionality   Position Tab   Clo Admin POC   Click into the Pay Plan Title and begin typing pay plan   |              |  |                |                 | and begin typing org title or position            |               |   |  |  |                     |   |
| Sale   Select Pay Plan for the position   Position Tab   Clo Admin POC   Select GS from the Pay Plan dropdown list   Pay Plan = GS   | 53           | Validate Pay Plan type ahead functionality       | Position Tab   | CIO Admin POC   | Click text field below "Pay Plan" Title and       | "G"           | Type ahead functionality populates dropdown field | User should be able to view Pay Plan options from a  |  |                     |   |
| Select Pay Plan for the position Tab  CIO Admin POC  Click into Series field and begin typing series  Type ahead functionality populates dropdown field  Type ahead functionality populates dropdown field  CIO Admin POC  Click into Series field and begin typing series  Type ahead functionality populates dropdown field  CIO Admin POC  Click into Series field and begin typing series  Type ahead functionality populates dropdown field  CIO Admin POC  Click into Series field and begin typing series  Type ahead functionality populates dropdown field  CIO Admin POC  Click into Series dropdown list field  CIO Admin POC  Click into the "Grade" dropdown and select  13. Item displays in Grade field  14. It is added below as a selected Grade  Add Grade  CIO Admin POC  Click into the "Grade" dropdown and select  13. Item displays in Grade field  14. It is added below as a selected Grade  Add Grade)  CIO Admin POC  Click for Next to Grade 13  CIO Admin POC  Click For Next to Grade 13  Click Add Grade)  Click For Next to Grade 13  Click Add Grade)  Click For Next to Grade 13  Click Add Grade)  Click For Next to Grade 13  Click Add Grade)  Click For Next to Grade 13  Click Add Grade)  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 13  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 13  Click For Next to Grade 13  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 13  Click For Next to Grade 14  Click For Next to Grade 14  Click For Next to Grade 14  Cl |              |  |                |                 | begin typing pay plan                             |               | of pay plans                                      | Dropdown list field  | functionality                          |                     |   |
| Select Grade  Position Tab  CIO Admin POC Click red X reax to Grade 13 noves below field and Dropdown presents grade options (13 is no longer a choice)  Select Formotion Potential field Position Tab CIO Admin POC Click red X reax to Grade 13 CIO Admin POC Click red X reax to Grade 1 | 54           | Select Pay Plan for the position                 | Position Tab   | CIO Admin POC   |   | Pay Plan = GS |   | ·  | ·                                      |                     |   |
| Select Grade   Position Tab   CIO Admin POC   Click red X next to Grade 13   13   tem displays in Grade deletion of Grade   Grade 14   16   13   tem displays in Grade field   14   16   14   15   15   15   15   15   15   15   |              |  |                |                 |   |               |   |  |  |                     |   |
| Select Grade  Position Tab  CIO Admin POC Click red X reax to Grade 13 noves below field and Dropdown presents grade options (13 is no longer a choice)  Select Formotion Potential field Position Tab CIO Admin POC Click red X reax to Grade 13 CIO Admin POC Click red X reax to Grade 1 | C C          | Validate Series type ahead functionality         | Position Tab   | CIO Admin BOC   | Click into Sorios field and hogin typing sorios   |               | Type shead functionality populates drandown field | User should be able to view Series entines from a  | Varify type ahead functionality for    | Eu                  | uturo anhancement to add multiple corio |
| Select Grade Position Tab CIO Admin POC Click into the "Grade" dropdown and select 13 Item displays in Grade field Grade 13 moves below field and Dropdown presents grade options (13 is no longer a choice) Select Promotion Fotential field Position Tab CIO Admin POC Click red X next to Grade 13 CIO Admin POC Click red X next to Grade 13 Click red X next to Grade 14 Click red X next to Grade 13 Click red X next to Grade 14 Click red X next to Grade 13 Click red X next to Grade 14 Click red X next to Grade 14 Click red X next to Grade 15 Click red X next to Grade 14 Click red X next to Grade 1 | 33           | validate series type ariead functionality        | Position Tab   | CIO Admini FOC  | Click lifto series field and begin typing series  |               |   | The state of the s | 1 11                                   |                     | -                                       |
| Write the Series in the Test Data Column  (4 digit numerical #)  57 Select Grade  Position Tab  CIO Admin POC  Click into the "Grade" dropdown and select 13.  S8 Click Add Grade button to select additional grades  S9 Click Add Grade button to select additional grades  S9 Select Grade 14 from Grade field (do not click Add Grade button to select additional grades  S9 Select Grade 14 from Grade field (do not click Add Grade button to select additional grades  S9 Select Grade 14 from Grade field (do not click Add Grade)  S9 Select Grade 14 from Grade field (do not click Add Grade)  S9 Select Grade 14 from Grade field (do not click Add Grade)  S9 Select Promotion Potential field  S9 Select Whether promotion potential for this position   | 56           |  |                |                 | Select an item from the Series drondown list      |               |   | uropuowii iist neid  | entries for Series                     |                     | required                                |
| Select Grade Position Tab CIO Admin POC Click into the "Grade" dropdown and select 13. Click Add Grade button to select additional grades Click Add Grade button to select additional grades Select Grade 14 from Grade field (do not click Add Grade)  4 is added below as a selected Grade  60 Validate deletion of Grade Position Tab CIO Admin POC Click read x next to Grade 13 Click Admin POC Click read to Fruit Performance Level field label CIO Admin POC Click Promotion Potential field Position Tab CIO Admin POC Click Promotion Potential field and select Yes and is required CIO Admin POC Click Promotion Potential field and Select Yes and is required Red asterisk to the upper right of the title Full Performance Level field dynamically changes with Select Mether promotion potential for this position This position Full Performance Level Red dynamically changes with selection of Grade. CIO Admin POC Select Grade 13 from Grades field. FPL Dropdown displays: 13-15 FPL Dr | 30           |  |                |                 |   |               | • · · · · · · · · · · · · · · · · · · ·           |  |  |                     |   |
| 58   |              |  |                |                 |   |               | (   |  |  |                     |   |
| Grade 13 moves below field and Dropdown presents grade options (13 is no longer a choice)  Select Grade 14 from Grade field (do not click Add Grade)  4 14 is added below as a selected Grade  Add Grade)  14 14 is added below as a selected Grade  Add Grade)  15 2 Select Promotion Fotential field  Position Tab  CIO Admin POC  Click Promotion Potential field and select Yes  Full Performance Level field appears to the right and is required  Red asterisk to the upper right of the title  Feld Select whether promotion potential for this position  The position Tab  CIO Admin POC  Inspect Full Performance Level field label  Red asterisk to the upper right of the title  mandatory field is indicated by an asterisk symbol  mandatory field is indicated by an asterisk symbol  mandatory field is indicated by an asterisk symbol  select an FPL Joyamically changes with selection of Grade. Cannot selection in select an FPL Jower than the chosen Grade.  Grade field   | 57           | Select Grade                                     | Position Tab   | CIO Admin POC   | Click into the "Grade" dropdown and select        | 1             | 3 Item displays in Grade field                    |  |  |                     |   |
| grades presents grade options (13 is no longer a choice)  59   |              |  |                |                 | 13.   |               |   |  |  |                     |   |
| Select Grade 14 from Grade field (do not click Add Grade)  Validate deletion of Grade Position Tab CIO Admin POC Click red X next to Grade 13 Select Promotion Potential field Position Tab CIO Admin POC Click Promotion Potential field and select Yes Inspect Full Performance Level field label Position Tab CIO Admin POC Click Promotion Potential field and select Yes Inspect Full Performance Level field label Position Tab CIO Admin POC Select From this position Select whether promotion potential for this position Add Grade Full Performance Level field appears to the right and is required Select whether promotion potential for this position Full Performance Level text field visible, validate mandatory field is indicated by an asterisk symbol Field Distinction FPL Dropdown displays: 13-15 FPL dynamically changes with selection of Grade. Cannot select in FPL lower than the chosen Grade. Grade field   | 58           |  |                |                 | Click Add Grade button to select additional       |               | Grade 13 moves below field and Dropdown           |  |  |                     |   |
| Add Grade)  Add Grade)  CIO Admin POC  Click red X next to Grade 13 disappears  Full Performance Level field appears to the right and is required  CIO Admin POC  CIO Admin |              |  |                |                 | 0   |               |   |  |  |                     |   |
| Validate deletion of Grade Validate Position Tab CIO Admin POC Click red X next to Grade 13 CIO Admin POC Click Promotion Potential field and select Yes And is required CIO Admin POC Inspect Full Performance Level field label Validate Position Tab CIO Admin POC Validate Position Tab CIO Admin POC Validate Position Tab CIO Admin POC Validate Position Tab Validate Position Tab CIO Admin POC Validate Position Tab Validate Position Pocential field and select Yes Validate Position Pocential for this position Validate Position Pocential For Validate P | 59           |  |                |                 |   | 1             | 4 14 is added below as a selected Grade           |  |  |                     |   |
| Select Promotion Potential field Position Tab CIO Admin POC Click Promotion Potential field and select Yes and is required  Inspect Full Performance Level field label Position Tab CIO Admin POC Inspect Full Performance Level field label Position Tab CIO Admin POC Inspect Full Performance Level field label Position Tab CIO Admin POC Inspect Full Performance Level field label Red asterisk to the upper right of the title mandatory field is indicated by an asterisk symbol Full Performance Level text field visible, validate mandatory field is indicated by an asterisk symbol Full Performance Level Mandatory Field Distinction FPL Dropdown displays: 13-15 FPL dynamically changes with selection of Grade. Cannot select an FPL lower than the chosen Grade. Grade field   | 60           | Validate deletion of Grade                       | Position Tab   | CIO Admin POC   | ,   |               | 13 disappears                                     |  |  |                     |   |
| and is required  Inspect Full Performance Level field label  Position Tab  CIO Admin POC  Inspect Full Performance Level field label  Red asterisk to the upper right of the title  mandatory field is indicated by an asterisk symbol  mandatory field is indicated by an asterisk symbol  field Distinction  FPL Dropdown displays: 13-15  FPL dropamically changes with selection of Grade. Cannot selection in select an FPL lower than the chosen Grade.  Grade field   |              |  |                |                 |   |               |   | Coloct whether promotion potential for this position   | Soloct whather promotion notantial for |                     |   |
| Inspect Full Performance Level field label Position Tab CIO Admin POC Inspect Full Performance Level field label Red asterisk to the upper right of the title mandatory field is indicated by an asterisk symbol Full Performance Level text field visible, validate mandatory field is indicated by an asterisk symbol Field Distinction FPL Dropdown displays: 13-15 FPL dynamically changes with selection of Grade. Cannot select an FPL lower than the chosen Grade. Grade field  | 01           | Select Fromotion Potential field                 | FUSILIUII I AD | CIO Admin POC   | Click Fromotion Potential field and Select Yes    |               |   | Select whether promotion potential for this position   | 1                                      |                     |   |
| mandatory field is indicated by an asterisk symbol field Distinction  63 Verify FPL field dynamically changes with selection Tab CIO Admin POC Select Grade 13 from Grades field.  64 FPL Dropdown displays: 13-15 FPL dynamically changes with selection of Grade. Cannot select an FPL lower than the chosen Grade.  65 Grade field  | 62           | Inspect Full Performance Level field label       | Position Tab   | CIO Admin POC   | Inspect Full Performance Level field label        |               |   | If Full Performance Level text field visible, validate   | · ·                                    |                     |   |
| Verify FPL field dynamically changes with selection of Grade. Cannot selection of Grade Cannot have the chosen Grade.  Validate FPL logic based on selection in Select an FPL lower than the chosen Grade.   |              |  |                |                 | a part and a second and a                         |               | and appearance of the control of the control      |  |  |                     |   |
| selection select an FPL lower than the chosen Grade. Grade field   | 63           | Verify FPL field dynamically changes with        | Position Tab   | CIO Admin POC   | Select Grade 13 from Grades field.                |               | FPL Dropdown displays: 13-15                      |  |  |                     |   |
| Select Grade 14 from Grades field. Click Add FPL Dropdown displays: 14 and 15  |              |  |                |                 |   |               | <u> </u>  | _ · · · · · ·  | _                                      |                     |   |
|  | 64           |  |                |                 | Select Grade 14 from Grades field. Click Add      |               | FPL Dropdown displays: 14 and 15                  |  |  |                     |   |
| Grade.   |              |  |                |                 | Grade.  |               |   |  |  |                     |   |

| Classification | - Step 1 (Submit PD/SOD for Classification)    |               |                 |   |            |   |  |   |                     |                  |
|----------------|--|---------------|-----------------|---|------------|---|--|---|---------------------|------------------|
|                |  |               |                 |   |            |   |  |   | Pass/Fail/Pass with |                  |
| Row ID         | Test Case Name                                 | Tab           | Role            | Steps   | Test Data  | Expected Result                                     | Description  | Role and Scenario                       | Enhancement         | Comment/Feedback |
| 65             |  |               |                 | Select Grade 15 from Grades field (do not         | Grade = 15 | FPL Dropdown displays: 15                           |  |   |                     |                  |
|                |  |               |                 | click Add Grade button)                           | FPL = 15   |   |  |   |                     |                  |
| 66             | Select Position Sensitivity field              | Position Tab  | CIO Admin POC   | Select the Position Sensitivity text field        |            | Dropdown list field of items displays:              | As a CIO Admin, I want a field labeled "Position   | Validate Position Sensitivity drop-down |                     |                  |
|                |  |               |                 |   |            | 1- Nonsensitive                                     | Sensitivity" with drop down functionality so I can reduce  | list field functionality                |                     |                  |
|                |  |               |                 |   |            | 2- Noncritical Sensitive                            | manual data entry errors in the Position Tab.  |   |                     |                  |
|                |  |               |                 |   |            | 3- Critical Sensitive                               |  |   |                     |                  |
|                |  |               |                 |   |            | 4- Special Sensitive                                |  |   |                     |                  |
|                |  |               |                 |   |            | 5- Public Trust/Moderate                            |  |   |                     |                  |
|                |  |               |                 |   |            | 6- Public Trust/High Risk                           |  |   |                     |                  |
| 67             |  |               |                 | Select an item from the dropdown list field.      |            | Selected item populates in the Position Sensitivity |  |   |                     |                  |
|                |  |               |                 | Write the selected Position Sensitivity in        |            | text box  |  |   |                     |                  |
|                |  |               |                 | Test Data column                                  |            |   |  |   |                     |                  |
| 68             | Validate dropdown capability for Backfill/Vice | Position Tab  | CIO Admin POC   | Select if Backfill/Vice is required dropdown      |            | Dropdown list field with the following items:       | As a CIO Admin, I want a field labeled "Vice" with a   | List Vice in Position Tab               |                     |                  |
|                | field  |               |                 |   |            | Yes   | dropdown functionality allowing me to choose between   |   |                     |                  |
|                |  |               |                 |   |            | No  | two options of "Yes" or "No" in the Position Tab.  |   |                     |                  |
| 69             |  |               |                 | Select "Yes" from the Backfill/Vice field         |            | Yes populates the Vice text field and additional    | As a CIO Admin, I want a field labeled "Backfill/Vice  | List Backfill/Vice name in Position Tab |                     |                  |
|                |  |               |                 |   |            | open field textbox labeled "Backfill/Vice Name"     | Name" allowing me to freely enter the Vice name and the  |   |                     |                  |
|                |  |               |                 |   |            | appears   | field is only displayed if you choose "Yes" in the VICE drop   |   |                     |                  |
|                |  |               |                 |   |            |   | down in the Position Tab.  |   |                     |                  |
| 70             | Inspect Backfill/Vice Name field               | Position Tab  | CIO Admin POC   | Inspect Backfill/Vice Name field label            |            | Red asterisk to indicate mandatory field            | As a CIO Admin, I want a field labeled "Backfill/Vice  | Vice Name Mandatory if applicable       |                     |                  |
|                |  |               |                 |   |            |   | Name" that is a mandatory field only if you choose "Yes"   |   |                     |                  |
|                |  |               |                 |   |            |   | in the VICE drop down in the Position Tab.   |   |                     |                  |
| 71             |  |               |                 | Select "No" from the dropdown list of the         |            | No populates the Vice text field; "Vice Name" field |  |   |                     |                  |
|                |  |               |                 | Backfill/Vice field                               |            | disappears and "Reason" field appears as            |  |   |                     |                  |
|                |  |               |                 |   |            | mandatory   |  |   |                     |                  |
| 72             |  |               |                 | Type in reason for no backfill into Reason        |            | Reason is captured in field                         |  |   |                     |                  |
|                |  |               |                 | field   |            |   |  |   |                     |                  |
| 73             | Select Service                                 | Position Tab  | CIO Admin POC   | Select Service from dropdown. Write               |            | Dropdown options are Headquarters or Field.         |  |   |                     |                  |
|                |  |               |                 | selection in Test Data column.                    |            | Selected option populates field.                    |  |   |                     |                  |
| 74             | Enter Employiong Office Location for position  | Position Tab  | CIO Admin POC   | Click into text field below "Employing Office     |            |   | 1  | Validate Duty Station text entry        |                     |                  |
|                |  |               |                 | Location" and begin typing location in the        |            | functionality                                       | proceed  | functionality                           |                     |                  |
|                |  |               |                 | format: City, State                               |            |   |  |   |                     |                  |
| 75             |  |               |                 | Click Employing Office Location from              |            | Employing Office Location is populated              |  |   |                     |                  |
|                |  |               |                 | dropdown. Write selected Employee Office          |            |   |  |   |                     |                  |
|                |  |               |                 | Location in Test Data column.                     |            |   |  |   |                     |                  |
| 76             | Enter Duty Station for position                | Position Tab  | CIO Admin POC   |   |            | dropdown dynamically populates with type ahead      | The state of the s | Validate Duty Station text entry        |                     |                  |
|                |  |               |                 | begin typing Duty Station in the format: City,    |            | functionality                                       |  | functionality                           |                     |                  |
|                |  |               |                 | State   |            |   |  |   |                     |                  |
| 77             |  |               |                 | Click Duty Station from dropdown. Write           |            | Duty station is populated                           |  |   |                     |                  |
|                |  |               |                 | selected Duty Station Location in Test Data       |            |   |  |   |                     |                  |
| 70             | V.I.I. B. I. S.I. I. I. S.O.                   |               | 00.41 : 000     | column.   |            |   |  | V II . 10 I II C I I                    |                     |                  |
| 78             | Validate Remarks field can only handle 500     | Position Tab  | CIO Admin POC   | Type 501 characters into the Remarks text         |            | Error message and character cut-off functionality   | As a CIO Admin, I want a field labeled "Remarks" that has  |   |                     |                  |
|                | characters                                     |               |                 | box   |            | occurs after 500 characters have been entered       | T i  | at the bottom of Position tab and has   |                     |                  |
|                |  |               |                 |   |            |   | comments regarding the request in the Position Tab.  | text entry                              |                     |                  |
| 79             |  |               |                 | Remove text and type in remarks less than         |            | No errors presented                                 |  |   |                     |                  |
| 79             |  |               |                 | 500 characters                                    |            | No errors presented                                 |  |   |                     |                  |
| 80             | Validate Next button works properly            | Position Tab  | CIO Admin POC   | Click Next button                                 |            | Resources tab annears with all available resources  | User can proceed to next tab after all mandatory fields  |   |                     |                  |
| οU             | valuate Next button works properly             | i osition lab | CIO AUIIIII FUC | CHEK INEXT DULLOIT                                |            | links, and descriptions                             | are filled in  |   |                     |                  |
| 81             | Check the Resources Tab for proper content,    | Resources Tab | CIO Admin POC   | Inspect all notes, field titles, hyperlinks, etc. |            | Mark any issues in the Comment/Feedback column      |  |   |                     |                  |
| 01             | wording and format of fields                   | cources rab   | SIO AGIIIII FOC | speet an notes, neid titles, hyperinks, etc.      |            |   | - Hiring Options Guide   |   |                     |                  |
|                | wording and format of fields                   |               |                 |   |            |   | - PBMS   |   |                     |                  |
|                |  |               |                 |   |            |   | - SRTS   |   |                     |                  |
|                |  |               |                 |   |            |   | - PD Library   |   |                     |                  |
|                |  |               |                 |   |            |   | - PD Library - OPM Classification Standards  |   |                     |                  |
|                |  |               |                 |   |            |   | - OF IVI CIASSIIICALIUII SLAIIUAI QS   |   |                     |                  |
| 82             | Click Next to move onto Documents tab          | Documents Tab | CIO Admin POC   | Validate Next button works to move forward        |            | Documents Tab screen appears with option to         |  |   |                     |                  |
|                |  |               |                 | in process  |            | upload documnts                                     |  |   |                     |                  |
|                |  |               |                 | 1 -   |            |   |  |   |                     |                  |

|        | - Step 1 (Submit PD/SOD for Classification)    |               |                      |   |           |  |  |  | Pass/Fail/Pass with |  |
|--------|--|---------------|----------------------|---|-----------|--|--|--|---------------------|--|
| Row ID | Test Case Name                                 | Tab           | Role                 | Steps   | Test Data | Expected Result  | Description  | Role and Scenario                        | Enhancement         | Comment/Feedback                       |
| 83     |  | Documents Tab | CIO Admin POC        | Inspect Documents Table for missing             | Test Data | Any previously uploaded documents appear in the                        | Description  | Validate documents upload in other       | Limancement         | Commentyreedback                       |
| 03     | mspeet botaments tab                           | Documents rab | Ci O / tallimi i O C | required documents                              |           | table on the Documents Tab   |  | tabs populate on the Documents Tab       |                     |  |
|        |  |               |                      |   |           | Required documents at this point are dependent                         |  | , , , , , , , , , , , , , , , , , , ,    |                     |  |
|        |  |               |                      |   |           | upon Reason for Submission selected on General                         |  |  |                     |  |
|        |  |               |                      |   |           | Tab  |  |  |                     |  |
| 84     | Validate Document are required at this step    | Documents Tab | CIO Admin POC        | Without uploading any documents, click          |           | Error message pops up asking user to upload                            | Unable to proceed with submission at this step if required |  |                     |  |
|        |  |               |                      | Submit to HR button                             |           | missing required document(s).  | documents are not uploaded                                 |  |                     |  |
| 85     | Validate required documents dynamically change | Documents Tab | CIO Admin POC        | On General tab change Reason for                |           | Required documents include:  | Required documents changes based on Reason for             |  |                     | Future enhancement to include addition |
|        | with Reason for Submission                     |               |                      | Submission field to Realignment (click save     |           | realignment spreadsheet  | Submission selection                                       |  |                     | reasons for submission                 |
|        |  |               |                      | before navigating to docs tab)                  |           | justification  |  |  |                     |  |
|        |  |               |                      |   |           | staffing list  |  |  |                     |  |
|        |  |               |                      |   |           | Org Chart  |  |  |                     |  |
| 86     |  |               |                      | On General tab change Reason for                |           | Required documents include:  |  |  |                     |  |
|        |  |               |                      | Submission field to BUS. (click save before     |           | PD   |  |  |                     |  |
|        |  |               |                      | navigating to docs tab)                         |           | justification  |  |  |                     |  |
|        |  |               |                      |   |           | Org Chart  |  |  |                     |  |
| 87     |  |               |                      | On General tab change Reason for                |           | Required documents include   |  |  |                     |  |
|        |  |               |                      | Submission field to New (click save before      |           | PD   |  |  |                     |  |
|        |  |               |                      | navigating to docs tab)                         |           | Org Chart  |  |  |                     |  |
| 88     |  |               |                      | On General tab change Reason for                |           | Required documents include:  |  |  |                     |  |
|        |  |               |                      | Submission field to any of the remaining        |           | PD   |  |  |                     |  |
|        |  |               |                      | options. Enter the selection of Reason for      |           | Position Sensitivity Form  |  |  |                     |  |
|        |  |               |                      | Submission in Test Data column. (depending      |           | Org Chart  |  |  |                     |  |
|        |  |               |                      | on selection you may need to enter a value      |           |  |  |  |                     |  |
|        |  |               |                      | in the Existing PD Number field)                |           |  |  |  |                     |  |
| 89     | Upload Required Documents to Documents Tab     | Documents Tab | CIO Admin POC        | Click "Add Document" button                     |           | Popup window appears with Documents table                              |  |  |                     |  |
| 90     |  |               |                      | Select "Click to Browse File(s)" button         |           | User's folder pops up to select files                                  |  |  |                     |  |
| 91     |  |               |                      | Click on file(s) to upload and click Open       |           | Files appears with the following information: Name                     | ,  |  |                     |  |
|        |  |               |                      | To upload multiple files at one time, hold      |           | Document Type, Description, Size, Progress, and                        |  |  |                     |  |
|        |  |               |                      | down the CTRL key as you select the files       |           | option to Remove   |  |  |                     |  |
| 92     |  |               |                      | Select Document Type to assign required doc     |           | fields appear in appropriate boxes                                     |  |  |                     |  |
|        |  |               |                      | type, and type in any additional details in     |           |  |  |  |                     |  |
|        |  |               |                      | Description textbox                             |           |  |  |  |                     |  |
| 93     |  |               |                      | Click green Upload button to load files         |           | Progress bar fills. User is taken back to Documents                    | Upload all required documents at this step                 |  |                     |  |
|        |  |               |                      |   |           | Tab.   |  |  |                     |  |
|        |  |               |                      |   |           | Any additional missing required documents will be                      |  |  |                     |  |
| 94     | Upload all required documents for Reason for   |               |                      | Upload the appropriate document types for       |           | listed on the screen.  The required document types are present for the | Documents are sent to HR from CIO Admin's initial          |  |                     |  |
| 34     | Submission & Hiring Method                     |               |                      | the selected Reason for Submission from         |           | specific classification request  | request. The below are for Title 5:                        |  |                     |  |
|        | Submission & mining Weethou                    |               |                      | General Tab.                                    |           | specific classification request  | New  |  |                     |  |
|        |  |               |                      | Certeral radi                                   |           |  | PD, Org Chart  |  |                     |  |
|        |  |               |                      |   |           |  | Realignment  |  |                     |  |
|        |  |               |                      |   |           |  | realignment spreadsheet, justification, staffing list, Org |  |                     |  |
|        |  |               |                      |   |           |  | Chart  |  |                     |  |
|        |  |               |                      |   |           |  | BUS  |  |                     |  |
|        |  |               |                      |   |           |  | PD, justification, Org Chart                               |  |                     |  |
|        |  |               |                      |   |           |  | All Others   |  |                     |  |
|        |  |               |                      |   |           |  | PD, Position Sensitivity Form, Org Chart                   |  |                     |  |
| 95     | Save Button functionality                      | Documents Tab | CIO Admin POC        | Click "Save" Button                             |           | Content populated remains saved incase user                            | User can save worksheet without validation                 | Validate the functionality of the 'Save' |                     |  |
| 33     | Save Saccon functionality                      | Documents rab | c.o Admin 1 Oc       | Charles Button                                  |           | decides to exit; and returns to last page                              | SSC. SS.: SSC: WORKSHEEL WICHOUL VARIABLEST                | Button                                   |                     |  |
|        | Condensate UD Classification Constaliat        | Documents Tab | CIO Admin POC        | Once all fields are entered, click Submit to HR |           |  | CIO Admin POC can submit initial classification request to |  |                     |  |
| 96     | Send request to HR Classification Specialist   | Documents rab |                      |   |           |  |  |  |                     |  |

| Classification | - Step 2 (Classify PD/SOD)  |                      |                                 |   |                           |  |  |                                      |                     |                  |
|----------------|---|----------------------|---------------------------------|---|---------------------------|--|--|--------------------------------------|---------------------|------------------|
|                |   |                      |                                 |   |                           |  |  |                                      | Pass/Fail/Pass with |                  |
| Row ID         | Test Case Name  | Tab                  | Role                            | Steps   | Test Data                 | Expected Result  | Description  | Role and Scenario                    | Enhancement         | Comment/Feedback |
| Login as H     | R Classification Specialist   |                      |                                 |   |                           |  |  |                                      |                     |                  |
| 1              | Validate HR Classification Specialist has access                              | My Work              | HR Classification               | Navigate to My Work tab on homepage   | Classification Specialist | My Work tab appears  | Initial request submits to Classifier for additional     | Validate Classifier receives request |                     |                  |
|                | to classification request from CIO Admin                                      |                      | Specialist                      |   | Log-in Credentials        |  | classification details                                   | from CIO Admin POC                   |                     |                  |
|                |   |                      |                                 |   |                           |  |  |                                      |                     |                  |
| 2              |   |                      |                                 | Click item titled Classify PD/SOD in My World                               | k                         | Request opens to General Tab                                   |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           |  |  |                                      |                     |                  |
| 3              | Ensure all fields are captured in General tab                                 | General Tab          | HR Classification               | Inspect General tab for valid information                                   |                           |  | Fields are captured in request routing from CIO admin to | 1                                    |                     |                  |
|                | from CIO Admin POC  |                      | Specialist                      |   |                           | as expected.   | Classifier   |                                      |                     |                  |
| 4              |   |                      |                                 | Click Next button   |                           | Position tab appears   |  |                                      |                     |                  |
| 5              | Ensure all fields are captured in Position tab                                | Position Tab         | HR Classification               | Inspect Position tab for valid information                                  |                           | Fields entered by CIO Admin POC appear                         |  |                                      |                     |                  |
|                | from CIO Admin POC  | 1                    | Specialist                      |   |                           | as expected.   |  |                                      |                     |                  |
| 6              | Validate Classification tab is present  | Classification Tab   |                                 | Click Classification tab on top ribbon                                      |                           | Classification tab appears and is clickable                    |  |                                      |                     |                  |
| 7              | Charlatha Charification Tab for account and the                               | Classification Tab   | Specialist<br>HR Classification | Innertal arts field the bornelists to                                       |                           | All Salda anno anno anno ataid                                 |  |                                      |                     |                  |
| /              | Check the Classification Tab for proper content, wording and format of fields | Classification Tab   | Specialist                      | Inspect all notes, field titles, hyperlinks, etc.                           |                           | All fields appear as expected                                  |  |                                      |                     |                  |
| 8              | Check the Classification Tab for the following                                | Classification Tab   | + '                             | Click Next button at bottom of page (do not                                 |                           | User is unable to proceed. The following                       | Validate mandatory fields are required prior to moving   |                                      |                     |                  |
| 8              | mandatory distinctions  | Classification Tab   | Specialist                      | make any selections on the form)  | •                         | fields provide an error message stating                        |  |                                      |                     |                  |
|                | mandatory distinctions  |                      | эрссійнэс                       | make any selections on the form,  |                           | the fields are required:                                       | lorward in the process                                   |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - PCA  |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Drug Test Required?  |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Pre-employment Physical Required?                            |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Select Agent Access Required?                                |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Subject to Additional Identical                              |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Incumbent Only?  |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Commissioned Corps Eligible?                                 |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Financial Disclosure Required?                               |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Fair Labor Standards Act                                     |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Cyber Security Code  |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Bargaining Unit Status (BUS) Code                            |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Acquisition Code   |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           | - Classification Standard                                      |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           |  |  |                                      |                     |                  |
| 9              | Validate Save button functionality  | Classification Tab   | HR Classification               | Click Save button at bottom of form   |                           | Error messages disappear and form saves                        | S  |                                      |                     |                  |
|                |   |                      | Specialist                      |   |                           |  |  |                                      |                     |                  |
| 10             | Select Physicians' Comparability Allowance (PCA)                              | Classification Tab   |                                 | Select dropdown under Physicians'   |                           | Options include Yes or No. Field                               |  |                                      |                     |                  |
| 11             | Colort Drug Tost Doguirod?  | Classification Tab   | Specialist                      | Comparability Allowance (PCA)   | 2                         | populates with selection                                       |  |                                      |                     |                  |
| 11             | Select Drug Test Required?  | Classification Tab   | HR Classification<br>Specialist | Select dropdown under Drug Test Required  And select an option              | f                         | Options include Yes or No. Field populates with selection      |  |                                      |                     |                  |
| 12             | Pre-employment Physical Required?   | Classification Tah   | HR Classification               | Select dropdown under Pre-employment  |                           | Options include Yes or No. Field                               |  |                                      |                     |                  |
| 12             |   | C.C.SSIIICUCIOII IAD | Specialist                      | Physical Required? And select an option                                     |                           | populates with selection                                       |  |                                      |                     |                  |
| 13             | Select Agent Access Required?   | Classification Tab   | HR Classification               | Select dropdown under Select Agent Access                                   |                           | Options include Yes or No. Field                               |  |                                      |                     |                  |
|                | 3   |                      | Specialist                      | Required? And select an option  |                           | populates with selection                                       |  |                                      |                     |                  |
| 14             | Subject to Additional Identical (IA)  | Classification Tab   | HR Classification               | Select dropdown under Subject to Additional                                 | al                        | Options include Yes or No. Field                               |  |                                      |                     |                  |
|                |   |                      | Specialist                      | Identical (IA) and select an option   |                           | populates with selection                                       |  |                                      |                     |                  |
|                |   |                      |                                 |   |                           |  |  |                                      |                     |                  |
| 15             | Incumbent Only?   | Classification Tab   | HR Classification               | Select dropdown under Incumbent Only?                                       |                           | Options include Yes or No. Field                               |  |                                      |                     |                  |
|                |   |                      | Specialist                      | and select an option  |                           | populates with selection                                       |  |                                      |                     |                  |
| 16             | Commissioned Corps Eligibility?   | Classification Tab   |                                 | Select dropdown under Commissioned Corp                                     | OS                        | Options include Yes or No. Field                               |  |                                      |                     |                  |
|                | Velidata Circuratal Bisala B 1 1 1 1 1 1 1                                    | Cl:f: · · · · · · ·  | Specialist                      | Eligible? And make a selection  | V                         | populates with selection                                       | Paradia salastina of Figure 1.50 1 1.55                  |                                      |                     |                  |
| 17             | Validate Financial Disclosure Required field rules                            | Classification l'ab  |                                 | Select Yes under field titled Financial                                     | Yes                       |  | Require selection of Financial Statement if Financial    |                                      |                     |                  |
| 18             |   |                      | Specialist                      | Disclosure Required? and select an option Inspect Financial Statement field |                           | field appears as mandatory Options include OGE-450 and OGE-278 | Disclosure is required                                   |                                      |                     |                  |
|                | Colort Fire and Chaterers and   | Classification T     | IID Classificati                | '   |                           | <u>'</u>   |  |                                      |                     |                  |
| 19             | Select Financial Statement  | Classification l'ab  | HR Classification               | Select Financial Statement from options                                     |                           | Field captures entry with no errors                            |  |                                      |                     |                  |
| 20             | Ability to Add Financial Statemetn  | Classification Tab   | Specialist<br>HR Classification | below Click "Add Financial Statement" button                                |                           | Selection moves to the right of the field                      |  |                                      |                     |                  |
| 20             | Ability to Add Fillaticial Statement  | Ciassification Tab   | Specialist                      | Click Add Fillaticial Statement Dutton                                      |                           | with a red 'X' next to it                                      |  |                                      |                     |                  |
| 21             | Validate ability to remove selected Financial                                 | Classification Tab   |                                 | Click the red 'X' next to the selected                                      |                           | Selection removes from field.                                  |  |                                      |                     |                  |
|                | Statement   | C.u.Sincation rab    | Specialist                      | Financial Statement.  |                           | Selection removes from field.                                  |  |                                      |                     |                  |
|                |   | 1                    | - pecianat                      |   |                           |  |  |                                      |                     |                  |

| Classification | - Step 2 (Classify PD/SOD)                       |                    |                   |  |           |  |   |                   |                     |                  |
|----------------|--|--------------------|-------------------|--|-----------|--|---|-------------------|---------------------|------------------|
|                |  |                    |                   |  |           |  |   |                   | Pass/Fail/Pass with |                  |
| Row ID         | Test Case Name                                   | Tab                | Role              | Steps  | Test Data | Expected Result                                    | Description   | Role and Scenario | Enhancement         | Comment/Feedback |
| 22             |  |                    |                   | Reselect Financial Statement from  |           | Selection moves to the right of the field          |   |                   |                     |                  |
|                |  |                    |                   | dropdown and click "Add Financial  |           | with a red 'X' next to it                          |   |                   |                     |                  |
|                |  |                    |                   | Statement" button  |           |  |   |                   |                     |                  |
| 23             | Select Fair Labor Standards Act                  | Classification Tab |                   | Select option from dropdown titled Fair  |           | Options include Exempt or Non-Exempt,              |   |                   |                     |                  |
|                |  |                    | Specialist        | Labor Standards Act. Write Fair Labor  |           | selection populates field                          |   |                   |                     |                  |
|                |  |                    |                   | Standards Act selected in Test Data column.                                    |           |  |   |                   |                     |                  |
| 24             | Select Cyber Security Code                       | Classification Tab | HP Classification | Select dropdown under Cyber Security Code                                      |           | Dropdown list includes all cyber security          |   |                   |                     |                  |
| 24             | Select Cyber Security Code                       | Classification rab | Specialist        | and select an option. Write Cyber Security                                     |           | codes. Field populates with selection              |   |                   |                     |                  |
|                |  |                    | Specialist        | Code in Test Data Column.  |           | codes. Held populates with selection               |   |                   |                     |                  |
| 25             | Select BUS Code                                  | Classification Tab | HR Classification | Select BUS Code from dropdown titled   |           | Options provide all BUS codes, selection           |   |                   |                     |                  |
|                |  |                    | Specialist        | Bargaining Unit Status (BUS) Code. Write                                       |           | populates field                                    |   |                   |                     |                  |
|                |  |                    |                   | BUS Code in Test Data column.  |           |  |   |                   |                     |                  |
| 26             | Select Acqusition Code                           | Classification Tab | HR Classification | Select dropdown under Acquistion Code and                                      |           | Dropdown list includes all acquisition             |   |                   |                     |                  |
|                | ·  |                    | Specialist        | select an option. Write Acquisition Code in                                    |           | codes. Field populates with selection              |   |                   |                     |                  |
|                |  |                    |                   | Test Data column.  |           |  |   |                   |                     |                  |
| 27             | Enter Competitive Level Code                     | Classification Tab | HR Classification | Enter 1 digit for Competitive Level Code                                       |           | Error is presented telling user that 4             | Competitive Level Code must be a 4 digit numerical        |                   |                     |                  |
|                |  |                    | Specialist        |  |           | numerical digits are required                      | value   |                   |                     |                  |
| 28             |  |                    |                   | Type in 4 digit Competitive Level Code.  |           | Field captures entry with no errors                |   |                   |                     |                  |
|                |  |                    |                   | Write Competitive Level Code in Test Data                                      |           |  |   |                   |                     |                  |
|                |  |                    |                   | column.  |           |  |   |                   |                     |                  |
| 29             | Select Classification Standards                  | Classification Tab |                   | Select Classification Standard dropdown and                                    |           | Field captures entry with no errors                |   |                   |                     |                  |
|                |  |                    | Specialist        | make a selection from options  |           |  |   |                   |                     |                  |
| 30             |  |                    |                   | Click "Add Classification Standard" button                                     |           | Selection appears to the right of field            |   |                   |                     |                  |
|                |  |                    |                   | C   1  |           | with a checked box                                 | V 15 1  |                   |                     |                  |
| 31             |  |                    |                   | Select another option from Classification                                      |           | _  | Validate more than one Classification Standard can be     |                   |                     |                  |
|                |  |                    |                   | Standard dropdown and Click "Add   |           | with a checked box                                 | selected for one request                                  |                   |                     |                  |
| 32             | Validate removal of Classification Standard      | Classification Tab | UP Classification | Classification Standard" button  Click red 'X' next to selection of one of the |           | Selection disappears from Selected Items           |   |                   |                     |                  |
| 32             | selection  | Classification fab | Specialist        | Classification Standards. Write the  |           | list   |   |                   |                     |                  |
|                | Selection  |                    | Specialist        | remaining selected Classification Standards                                    |           | 1131   |   |                   |                     |                  |
|                |  |                    |                   | in Test Data field.  |           |  |   |                   |                     |                  |
| 33             | Inspect Documents tab for pre-uploaded           | Documents tab      | HR Classification |  |           | Documents tab appears                              |   |                   |                     |                  |
|                | documents  |                    | Specialist        |  |           |  |   |                   |                     |                  |
| 34             |  |                    |                   | Inspect Documents tab for uploaded   |           | The required document types are present            | Documents are sent to HR from CIO Admin's initial         |                   |                     |                  |
|                |  |                    |                   | required document types (second column in                                      |           | for the specific classification request            | request.  |                   |                     |                  |
|                |  |                    |                   | table)   |           |  | New   |                   |                     |                  |
|                |  |                    |                   |  |           |  | PD, Org Chart   |                   |                     |                  |
|                |  |                    |                   |  |           |  |   |                   |                     |                  |
|                |  |                    |                   |  |           |  | Realignment   |                   |                     |                  |
|                |  |                    |                   |  |           |  | Complete realignment spreadsheet, justification, staffing |                   |                     |                  |
|                |  |                    |                   |  |           |  | list, Org Chart   |                   |                     |                  |
|                |  |                    |                   |  |           |  |   |                   |                     |                  |
|                |  |                    |                   |  |           |  | BUS   |                   |                     |                  |
|                |  |                    |                   |  |           |  | PD, justification of change of duties, Org Chart          |                   |                     |                  |
|                |  |                    |                   |  |           |  | All Othors  |                   |                     |                  |
|                |  |                    |                   |  |           |  | All Others  PD. Position Sensitivity Form, Org Chart      |                   |                     |                  |
|                |  |                    |                   |  |           |  | PD, Position Sensitivity Form, Org Chart                  |                   |                     |                  |
| 35             |  |                    |                   | Click on Document Name hyperlink to view                                       |           |  | Ability to download and view previously uploaded          |                   |                     |                  |
|                |  |                    |                   |  |           |  | documents   |                   |                     |                  |
| 36             | Validate HR Classification Specialist can remove | Documents tab      | HR Classification | Find Document Type "Organization Chart"  |           | Pop up window asks if you are sure you             |   |                   |                     |                  |
|                | Documents  |                    | Specialist        | and click red Delete button  |           | want to delete document                            |   |                   |                     |                  |
| 37             |  |                    |                   | Click Ok   |           | Popup disappears and Organization Chart            |   |                   |                     |                  |
|                |  |                    |                   |  |           | document is removed from list of                   |   |                   |                     | 1                |
| 38             | Validate HR Classification Specialist can upload | Documents tab      | HP Classification | Click Add Document button  |           | documents  Pop-up opens with the ability to choose |   |                   |                     |                  |
| 30             | Documents  | Documents (4D      | Specialist        | CIICK AGG DOCUMENT DULLON  |           | file from your desktop                             |   |                   |                     |                  |
| 39             | Documents  |                    | Specialist        | Click "Click to Browse File(s)" button   |           | Files open from your desktop                       |   |                   |                     |                  |
| 33             |  |                    |                   | chek to browse file(s) button  |           | . nes spen nom your desktop                        |   |                   |                     |                  |

| Classificatio | n - Step 2 (Classify PD/SOD)                  |               |                   |   |                    |   |  |  |                     |                  |
|---------------|---|---------------|-------------------|---|--------------------|---|--|--|---------------------|------------------|
|               |   |               |                   |   |                    |   |  |  | Pass/Fail/Pass with |                  |
| Row ID        | Test Case Name                                | Tab           | Role              | Steps   | Test Data          | Expected Result                           | Description  | Role and Scenario                        | Enhancement         | Comment/Feedback |
| 40            |   |               |                   | Double click the org chart you want to        |                    | The file added should appear on the page  | e  |  |                     |                  |
|               |   |               |                   | upload  |                    | displaying details of the Name,           |  |  |                     |                  |
|               |   |               |                   |   |                    | Document Type, Description, Size, and     |  |  |                     |                  |
|               |   |               |                   |   |                    | Process, (and option to Remove)           |  |  |                     |                  |
| 41            |   |               |                   | Select the Document Type Org Chart of the     | Document Type =    | Selected Doc Type is captured             |  |  |                     |                  |
|               |   |               |                   | uploaded file and type in any additional      | Organization Chart |   |  |  |                     |                  |
|               |   |               |                   | details in the Description field (enter which |                    |   |  |  |                     |                  |
|               |   |               |                   | Document you uploaded in Test Data field)     |                    |   |  |  |                     |                  |
| 42            |   |               |                   | Click Green Upload button                     |                    | Progress bar progessively increases, and  |  |  |                     |                  |
|               |   |               |                   |   |                    | user is returned to Documents Tab         |  |  |                     |                  |
|               |   |               |                   |   |                    | screen. The uploaded document appears     |  |  |                     |                  |
|               |   |               |                   |   |                    | on the page.                              |  |  |                     |                  |
| 43            | Generate OF-8 Document                        | Documents Tab |                   | Click Generate OF-8 button                    |                    |   | User can generate an OF-8 from the classification form | ns                                       |                     |                  |
|               |   |               | Specialist        |   |                    | appears                                   |  |  |                     |                  |
| 44            |   |               |                   | Click OK in confirmation popup window         |                    | Takes user back to Documents tab and      |  |  |                     |                  |
|               |   |               |                   |   |                    | OF-8 form appears in Documents table.     |  |  |                     |                  |
| 45            | Save Button functionality                     | Documents Tab |                   | Click "Save" Button                           |                    |   | User can save worksheet without validation             | Validate the functionality of the 'Save' |                     |                  |
|               |   |               | Specialist        |   |                    | user decides to exit; and returns to last |  | Button                                   |                     |                  |
|               |   |               |                   |   |                    | page                                      |  |  |                     |                  |
| 46            | Validate Exit button works properly           | Documents Tab |                   | Make sure all mandatory fields are filled in. |                    | Pop up appears asking user if you are     | User can exit the Recruitment and their work will be   | Validate the functionality of the 'Next' |                     |                  |
| 47            |   |               | Specialist        | Click the "Exit" button Click Exit            |                    | sure you want to exit?                    | saved  | button                                   |                     |                  |
|               |   |               |                   |   |                    | Takes user back to My Work page           |  |  |                     |                  |
| 48            | Reopen working classification request from My | My Work       | HR Classification | Click Classify PD/SOD from My Work section    |                    | Request opens to General Tab              |  |  |                     |                  |
|               | Work  |               | Specialist        |   |                    |   |  |  |                     |                  |
| 49            |   |               |                   | Validate all pre-entered fields are filled in |                    | All fields appear as expected             |  |  |                     |                  |
|               |   |               |                   | and accurate                                  |                    |   |  |  |                     |                  |
| 50            | Submit to Hiring Manager for concurrence      |               |                   | Click Submit to Hiring Manager button         |                    | Please Wait pops up then takes user to    |  |  |                     |                  |
|               |   |               | Specialist        |   |                    | My Work page.                             |  |  |                     |                  |
| nd Clas       | ssifier activities; proceed to Step 3         |               |                   |   |                    |   |  |  |                     |                  |

| SSIIICation | - Step 3 (Provide Concurrence on Classification)   |                    |                |  |  |  |   |  | Pass/Fail/Pass with |                  |
|-------------|--|--------------------|----------------|--|--|--|---|--|---------------------|------------------|
| Row ID      | Test Case Name   | Tab                | Role           | Steps  | Test Data                                | Expected Result  | Description   | Role and Scenario  | Enhancement         | Comment/Feedback |
| gin as F    | Hiring Manager   |                    |                |  |  |  |   |  |                     |                  |
| 1           | Validate Hiring Manager has access to classification request from Classifier                 | My Work            | Hiring Manager | Navigate to My Work tab on homepage  | Selecting Official<br>Log-in Credentials | My Work tab appears  | Initial request submits to Hiring Manager for concurrence                                       | е  |                     |                  |
| 2           |  |                    |                | Click item titled Provide Concurrence on<br>Classification in My Work      |  | Request opens to General Tab   |   |  |                     |                  |
| 3           | Ensure all fields are captured in General, Position, and Classification tabs from Classifier | General Tab        | Hiring Manager | Inspect General tab for valid information                                  |  | Fields entered appear as expected and are read-only.   | Fields are captured in request routing from Classifier to<br>Hiring Manager                     | Unable to edit fields during classification step                             |                     |                  |
| 4           |  | Position Tab       |                | Inspect Position tab for valid information                                 |  | Fields entered appear as expected and are read-only.   |   |  |                     |                  |
| 5           |  | Classification Tab |                | Inspect Classification Tab for valid information                           |  | Fields entered appear as expected and are read-only.   |   |  |                     |                  |
| 6           |  | Documents Tab      |                | Inspect Documents Tab for uploaded documents                               |  | Unable to add, edit, or delete documents   |   |  |                     |                  |
| 7           | Check the Concurrence Tab for fields with mandatory distinctions                             | Concurrence Tab    | Hiring Manager | Click on Concurrence tab   |  | Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.  The following fields should be indicated as mandatory:  - Name/Title of Immediate Supervisor  - Additional CIO Concurrence Needed? | Validate mandatory field is indicated by an asterisk symbol                                     |  |                     |                  |
| 8           |  |                    |                | Click Next button  |  | Unable to proceed; Mandatory fields present error requiring input before moving on to workflow. Routes user back to the top of the form.   |   |  |                     |                  |
| 9           | Concur with Supervisory Certification statement  | Concurrence Tab    | Hiring Manager | Read Supervisory Certification statement and check the checkbox to concur. |  | Checkbox is populated.   |   | Agree to the hiring data and concur with supervisory certification statement |                     |                  |
| 10          | Inspect Name/Title of Immediate Supervisor and date fields                                   | Concurrence Tab    | Hiring Manager | Inspect Name/Title of Immediate Supervisor and date fields                 |  | Name/Title of Immediate Supervisor field is autopopulated with your name and is read-only  | Validate Name and Date fields autopopulate with approval of supervisor certification statement. |  |                     |                  |
| 11          |  |                    |                | Inspect Approval Date field  |  | Approval Date field is autopopulated with today's date and is read-only  |   |  |                     |                  |
| 12          | Select if additional CIO Concurrence is Needed   | Concurrence Tab    | Hiring Manager | Select Yes to Additional CIO Concurrene<br>Needed?                         | Yes                                      | Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterick)   | Provide the opporuntity to route agreement to higher level supervisor for concurrence           | Additional CIO concurrence to be provided                                    |                     |                  |
| 13          | Validate type ahead functionality to higher level supervisor name                            | Concurrence Tab    | Hiring Manager | Click in field titled Higher Level Supervisor and begin typing name        | Type "Hi"                                | Field autopopulates with dropdown options for selection  |   | Type ahead functionality of Higher<br>Level Supervisor's name                |                     |                  |
| 14          |  |                    |                | Select Higher Lever Supervisor's name from dropdown                        |  | Name populates in Higher Level Supervisor field and<br>Email field auto populates  |   |  |                     |                  |
| 15          | Submit button functionality  | Concurrence Tab    | Hiring Manager | Click Submit button  |  | Form submits and routes user back to home page.  |   |  |                     |                  |

|          |   |                    |                            |  |               |   |   |                                  | Pass/Fail/Pass with |                  |
|----------|---|--------------------|----------------------------|--|---------------|---|---|----------------------------------|---------------------|------------------|
| Row ID   | Test Case Name                            | Tab                | Role                       | Steps  | Test Data     | Expected Result   | Description                                     | Role and Scenario                | Enhancement         | Comment/Feedback |
| gin as H | Higher Level Manager                      |                    |                            |  |               |   |   |                                  |                     |                  |
| 1        | Validate Higher Level Manager has         | My Work            | Higher Level               | Navigate to My Work tab on homepage              | Higher Level  | My Work tab appears                                     | Initial request submits to Higher Level Manager | Request submits to Higher Level  |                     |                  |
| _        | access to classification request from     | ,                  | Supervisor                 | , ,  | Manager Login | т, тапа аррана  | for concurrence                                 | Manager for concurrence          |                     |                  |
|          | Classifier                                |                    |                            |  | Credentials   |   |   |                                  |                     |                  |
| 2        |   |                    |                            | Click item titled "Provide Additional            |               | Request opens to General Tab                            |   |                                  |                     |                  |
|          |   |                    |                            | Concurrence on Classification" in My Work        |               |   |   |                                  |                     |                  |
| 3        | Ensure all fields are captured in General | General Tab        | Higher Level               | Inspect General tab for valid information        |               | Fields entered appear as expected.                      | Fields are captured in request routing from     |                                  |                     |                  |
|          | Position, and Classification tabs from    |                    | Supervisor                 |  |               |   | Hiring Manager to Higher Level Supervisor       |                                  |                     |                  |
|          | Hiring Manager                            | 1                  |                            |  |               |   |   |                                  |                     |                  |
| 4        |   | Position Tab       | Higher Level               | Inspect Position tab for valid information       |               | Fields entered appear as expected.                      |   |                                  |                     |                  |
| 5        |   | Classification Tab | Supervisor<br>Higher Level | Inspect Classification Tab for valid information |               | Fields entered appear as expected.                      |   |                                  |                     |                  |
| 3        |   | Classification Tab | Supervisor                 | inspect classification rap for valid information |               | Tielus efficieu appear as expecteu.                     |   |                                  |                     |                  |
| 6        |   | Documents Tab      |                            | Inspect Documents tab for uploaded               |               | Unable to edit, remove, or add documents                |   |                                  |                     |                  |
| -        |   |                    | Supervisor                 | documents  |               |   |   |                                  |                     |                  |
| 7        | Vaildate higher level manager cannot      | General,           | Higher Level               | Inspect tabs and fields                          |               | Unable to edit existing filled in fields                |   |                                  |                     |                  |
|          | edit previously entered fields on tabs    | Position,          | Supervisor                 |  |               |   |   |                                  |                     |                  |
|          |   | Classification,    |                            |  |               |   |   |                                  |                     |                  |
|          |   | Documents tabs     |                            |  |               |   |   |                                  |                     |                  |
| 8        | Check the Concurrence Tab for fields      | Concurrence Tab    |                            | Click on Concurrence tab                         |               | Instructions at the top of the screen indicate asterick | Validate mandatory field is indicated by an     |                                  |                     |                  |
|          | with mandatory distinctions               |                    | Supervisor                 |  |               | * indicates required fields. Red asterisk to the upper  | asterisk symbol                                 |                                  |                     |                  |
|          |   |                    |                            |  |               | right of the mandatory field's title.                   |   |                                  |                     |                  |
|          |   |                    |                            |  |               | The following fields should be indicated as             |   |                                  |                     |                  |
|          |   |                    |                            |  |               | mandatory:  |   |                                  |                     |                  |
|          |   |                    |                            |  |               | - Name/Title of Immediate Supervisor (already filled    |   |                                  |                     |                  |
|          |   |                    |                            |  |               | out)  |   |                                  |                     |                  |
|          |   |                    |                            |  |               | - Additional CIO Concurrence Needed? (already filled    |   |                                  |                     |                  |
|          |   |                    |                            |  |               | out)  |   |                                  |                     |                  |
|          |   |                    |                            |  |               | - Higher Level Supervisor (already filled out)          |   |                                  |                     |                  |
|          |   |                    |                            |  |               | - E-Mail (already filled out)                           |   |                                  |                     |                  |
|          |   |                    |                            |  |               | - Name/Title of Higher Level Supervisor /Manager        |   |                                  |                     |                  |
| 9        |   |                    |                            | Click Next button                                |               | Unable to proceed; Mandatory fields present error       |   |                                  |                     |                  |
| J        |   |                    |                            | CHER NEXT DUCCON                                 |               | requiring input before moving on to workflow.           |   |                                  |                     |                  |
| 10       | Inspect first Supervisory Certification   | Concurrence Tab    | Higher Level               | Inspect Hiring Manager's concurrence with the    |               | Checkbox is marked. Hiring Manager's name and           | Higher Level Supervisor is able to see Hiring   |                                  |                     |                  |
|          | statement and hiring manager's            |                    | Supervisor                 | Supervisory Statement                            |               | approval date are filled in (read-only)                 | Manager's concurrence                           |                                  |                     |                  |
|          | approval                                  |                    |                            |  |               |   | _   |                                  |                     |                  |
| 11       | Click Return for Modification             | Concurrence Tab    | Higher Level               | Click Return for Modification button             |               | Popup window appears with free form textbox             | Required to add a comment when returning to     | User is required to add comments |                     |                  |
|          |   |                    | Supervisor                 |  |               |   | classifier                                      | when returning for modification  |                     |                  |
| 12       | Validate requirement to add comments      | Concurrence Tab    |                            | Click 'Send' without entering any comments       |               | Unable to proceed; Error message is provided telling    |   |                                  |                     |                  |
|          | to return for modification                |                    | Supervisor                 |  |               | user to provide comments                                |   |                                  |                     |                  |
| 13       |   |                    |                            | Click in free form textbox and begin typing a    |               | Field captures text                                     |   |                                  |                     |                  |
|          |   |                    |                            | note to Classifier about reason for              |               |   |   |                                  |                     |                  |
| 14       |   |                    |                            | modification Click 'Send' button                 |               | Request closes and routes user back to homepage         | Must add comments to send modification          |                                  |                     |                  |
| 14       |   |                    |                            | CIICK JEHU DULLUH                                |               | nequest closes and routes user back to nomepage         | request   |                                  |                     |                  |
|          | er Level Manager Concurrence              |                    |                            |  |               |   | request   |                                  |                     |                  |

| Classification | - Step 5 (Classify PD/SOD)  |                    |                                 |   |   |  |   |  |                     |                  |
|----------------|---|--------------------|---------------------------------|---|---|--|---|--|---------------------|------------------|
|                |   |                    |                                 |   |   |  |   |  | Pass/Fail/Pass with |                  |
| Row ID         | Test Case Name  | Tab                | Role                            | Steps   | Test Data                                       | Expected Result  | Description   | Role and Scenario  | Enhancement         | Comment/Feedback |
| _              | HR Classification Specialist  |                    |                                 |   |   |  |   |  |                     |                  |
| 1              | Validate HR Classification Specialist has access to classification request from CIO Admin | My Work            | HR Classification<br>Specialist | Navigate to My Work tab on homepage   | Classification Specialist<br>Log-in Credentials | My Work tab appears  | Returned request submits to Classifier for additional classification details  | Validate Classification Specialist has ability to view and open returned request |                     |                  |
| 2              |   |                    |                                 | Click item titled Classify PD/SOD in My Work  |   | Request opens to General Tab   |   | request  |                     |                  |
| 3              | Validate receipt of return for modification comments                                      | All                | HR Classification<br>Specialist | Open side panel and inspect 'Interal Discussion' section  |   | Notes from Higher Level Manager appear along with the date returned  |   |  |                     |                  |
| 4              | Validate fields can be edited on General Tab  | General Tab        | HR Classification<br>Specialist | Click in Existing PD Number field and remove all previously entered text.                         |   | Field clears   |   | Classification Specialist is able to edit returned forms                         |                     |                  |
| 5              |   |                    |                                 | Type new Existing PD Number in field. <b>Write</b> in PD Number in Test Data column.              |   | Field captures new entry   |   |  |                     |                  |
| 6              |   |                    |                                 | Click Next button   |   | Position tab appears   |   |  |                     |                  |
| 7              | Ensure all fields are captured in Position from previous entries                          | Position Tab       | HR Classification<br>Specialist | Inspect Position tab for valid information  |   | Fields appear as expected.   |   |  |                     |                  |
| 8              | Validate fields can be edited on Position Tab   | Position Tab       | HR Classification<br>Specialist | Select Position Is dropdown (this should be empty from previous steps)                            |   | Dropdown list with the following items: "Position Is" drop down should include: Select One - Supervisor/Manager (Code 2) - Supervisor-CSRA (Code 4) - Management Official (CSRA) (Code 5) - Work Leader (Code 6) - Team Leader (Code 7) - Neither (Code 8) | ability to make changes once returned for modification  |  |                     |                  |
| 9              |   |                    |                                 | Made a selection from Position Is field.  Write Position Is selection in Test Data column.        |   | Field captures new entry   |   |  |                     |                  |
| 10             |   |                    |                                 | Click Next button   |   | Classification tab appears   |   |  |                     |                  |
| 11             | Ensure all fields are captured in Classification tab from previous entries                | Classification Tab | HR Classification<br>Specialist | Inspect Classification tab for valid information  |   | Fields entered as expected.  |   |  |                     |                  |
| 12             | Validate fields can be edited on Classification<br>Tab                                    | Position Tab       | HR Classification<br>Specialist | Select 'No' Financial Disclosure dropdown<br>(this should be selected Yes from previous<br>steps) |   | Field changes to No and Financial<br>Statement field disappears  | ability to make changes once returned for modification  |  |                     |                  |
| 13             | Inspect Documents tab for pre-uploaded documents  | Documents tab      | HR Classification<br>Specialist | Click on Documents Tab on upper ribbon  |   | Documents tab appears  |   |  |                     |                  |
| 14             |   |                    |                                 | Inspect Documents tab for uploaded required documents   |   | The required document types are present for the specific classification request  | t Documents are sent to HR from CIO Admin's initial request. New PD, Org Chart Realignment Complete realignment spreadsheet, justification, staffing list, Org Chart BUS PD, justification of change of duties, Org Chart All Others PD, Position Sensitivity Form, Org Chart | 3  |                     |                  |
| 15             |   |                    |                                 | Click on Document Name hyperlink to view  |   | Document downloads to computer for viewing purposes  | Ability to download and view previously uploaded documents  |  |                     |                  |
| 16             | Ability to upload new documents   | Documents tab      | HR Classification<br>Specialist | Find Document Type "Organization Chart" and click red Delete button                               |   | Pop up window asks if you are sure you want to delete document   |   |  |                     |                  |
| 17             |   |                    |                                 | Click Ok  |   | Popup disappears and Organization Chart<br>document is removed from list of<br>documents   | t   |  |                     |                  |

|         |                                 |     |                   |   |                    |  | •           |                   | Pass/Fail/Pass with |                  |
|---------|---------------------------------|-----|-------------------|---|--------------------|--|-------------|-------------------|---------------------|------------------|
| Row ID  | Test Case Name                  | Tab | Role              | Steps   | Test Data          | Expected Result                          | Description | Role and Scenario | Enhancement         | Comment/Feedback |
| 18      |                                 |     |                   | Click Add Document button                     |                    | Pop-up opens with the ability to choose  |             |                   |                     |                  |
|         |                                 |     |                   |   |                    | file from your desktop                   |             |                   |                     |                  |
| 19      |                                 |     |                   | Click "Click to Browse File(s)" button        |                    | Files open from your desktop             |             |                   |                     |                  |
| 20      |                                 |     |                   | Double click the org chart you want to        |                    | The file added should appear on the page |             |                   |                     |                  |
|         |                                 |     |                   | upload  |                    | displaying details of the Name,          |             |                   |                     |                  |
|         |                                 |     |                   |   |                    | Document Type, Description, Size, and    |             |                   |                     |                  |
|         |                                 |     |                   | _   |                    | Process, (and option to Remove)          |             |                   |                     |                  |
| 21      |                                 |     |                   | Select the Document Type Org Chart of the     | Organization Chart | Selected Doc Type is captured            |             |                   |                     |                  |
|         |                                 |     |                   | uploaded file and type in any additional      |                    |  |             |                   |                     |                  |
|         |                                 |     |                   | details in the Description field (enter which |                    |  |             |                   |                     |                  |
|         |                                 |     |                   | Document you uploaded in Test Data field)     |                    |  |             |                   |                     |                  |
| 22      |                                 |     |                   | Click Green Upload button                     |                    | Progress bar progessively increases, and |             |                   |                     |                  |
|         |                                 |     |                   |   |                    | user is returned to Documents Tab        |             |                   |                     |                  |
|         |                                 |     |                   |   |                    | screen. The uploaded document appears    |             |                   |                     |                  |
|         |                                 |     |                   |   |                    | on the page.                             |             |                   |                     |                  |
| 23 Subm | t changes to Hiring Manager for |     | HR Classification | Click Submit to Hiring Manager button         |                    | Please Wait pops up then takes user to   |             |                   |                     |                  |
| concu   | rrence                          |     | Specialist        |   |                    | My Work page.                            |             |                   |                     |                  |

| lassification | ssification - Step 6 (Provide Concurrence on Classification)                                 |                    |                |  |  |   |   |  |                     |                  |  |
|---------------|--|--------------------|----------------|--|--|---|---|--|---------------------|------------------|--|
|               |  |                    |                |  |  |   |   |  | Pass/Fail/Pass with |                  |  |
| Row ID        | Test Case Name   | Tab                | Role           | Steps  | Test Data                                | Expected Result   | Description   | Role and Scenario  | Enhancement         | Comment/Feedback |  |
| ogin as I     | Hiring Manager   |                    |                |  |  |   |   |  |                     |                  |  |
| 1             | Validate Hiring Manager has access to<br>classification request from Classifier              | My Work            | Hiring Manager | Navigate to My Work tab on homepage  | Selecting Official<br>Log-in Credentials | My Work tab appears   | Request submits to Hiring Manager for concurrence   |  |                     |                  |  |
| 2             |  |                    |                | Click item titled Provide Concurrence on<br>Classification in My Work      |  | Request opens to General Tab  |   |  |                     |                  |  |
| 3             | Ensure all fields are captured in General, Position, and Classification tabs from Classifier | General Tab        | Hiring Manager | Inspect General tab for valid information                                  |  | Fields entered appear as expected and are read-only.  | Fields are captured in request routing from Classifier to<br>Hiring Manager                     |  |                     |                  |  |
| 4             |  | Position Tab       |                | Inspect Position tab for valid information                                 |  | Fields entered appear as expected and are read-only.  |   |  |                     |                  |  |
| 5             |  | Classification Tab |                | Inspect Classification Tab for valid information                           |  | Fields entered appear as expected and are read-only.  |   |  |                     |                  |  |
| 6             | Check the Concurrence Tab for fields with mandatory distinctions                             | Concurrence Tab    | Hiring Manager | Click on Concurrence tab   |  | Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title. The following fields should be indicated as mandatory: - Name/Title of Immediate Supervisor - Additional CIO Concurrence Needed? | Validate mandatory field is indicated by an asterisk symbol                                     |  |                     |                  |  |
| 7             |  |                    |                | Click Next button  |  | Unable to proceed; Mandatory fields present error requiring input before moving on to workflow. Routes user back to the top of the form.  |   |  |                     |                  |  |
| 8             | Concur with Supervisory Certification statement  | Concurrence Tab    | Hiring Manager | Read Supervisory Certification statement and check the checkbox to concur. |  | Checkbox is populated.  |   | Agree to the hiring data and concur with supervisory certification statement |                     |                  |  |
| 9             | Inspect Name/Title of Immediate Supervisor and date fields                                   | Concurrence Tab    | Hiring Manager | Inspect Name/Title of Immediate Supervisor and date fields                 |  | Name/Title of Immediate Supervisor field is autopopulated with your name and is read-only   | Validate Name and Date fields autopopulate with approval of supervisor certification statement. |  |                     |                  |  |
| 10            |  |                    |                | Inspect Approval Date field  |  | Approval Date field is autopopulated with today's date and is read-only   |   |  |                     |                  |  |
| 11            | Select if additional CIO Concurrence is Needed   | Concurrence Tab    | Hiring Manager | Select Yes to Additional CIO Concurrene<br>Needed?                         |  | Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterick)  | Provide the opporuntity to route agreement to higher level supervisor for concurrence           | Additional CIO concurrence to be provided                                    |                     |                  |  |
| 12            | Validate type ahead functionality to higher level supervisor name                            | Concurrence Tab    | Hiring Manager | Click in field titled Higher Level Supervisor and begin typing name        | Type "Hi"                                | Field autopopulates with dropdown options for selection   |   | Type ahead functionality of Higher<br>Level Supervisor's name                |                     |                  |  |
| 13            |  |                    |                | Select Higher Lever Supervisor's name from dropdown                        |  | Name populates in Higher Level Supervisor field and<br>Email field auto populates   |   |  |                     |                  |  |
| 14            | Submit button functionality  | Concurrence Tab    | Hiring Manager | Click Submit button  |  | Form submits and routes user back to home page.   |   |  |                     |                  |  |

|          |  |                    |              |  |               |   |   |  | Pass/Fail/Pass with |                  |
|----------|--|--------------------|--------------|--|---------------|---|---|--|---------------------|------------------|
| Row ID   | Test Case Name                             | Tab                | Role         | Steps  | Test Data     | Expected Result   | Description                                     | Role and Scenario                        | Enhancement         | Comment/Feedback |
| gin as H | ligher Level Manager                       |                    |              |  |               |   |   |  |                     |                  |
| 1        | Validate Higher Level Manager has          | My Work            | Higher Level | Navigate to My Work tab on homepage              | Higher Level  | My Work tab appears                                     | Initial request submits to Higher Level Manager | Validate Selecting Official can create a |                     |                  |
| -        | access to classification request from      | ,                  | Supervisor   | mangate to my from tab on nomepage               | Manager Login | wy work tab appears                                     | for concurrence                                 | New Classification Request               |                     |                  |
|          | Classifier                                 |                    | Supervisor   |  | Credentials   |   | Tor concurrence                                 | New classification request               |                     |                  |
| 2        | Classifier                                 |                    |              | Click item titled "Provide Additional            | Crederitiais  | Request opens to General Tab                            |   |  |                     |                  |
| -        |  |                    |              | Concurrence on Classification" in My Work        |               | nequest opens to deficial rab                           |   |  |                     |                  |
| 3        | Ensure all fields are captured in General, | General Tah        | Higher Level | Inspect General tab for valid information        |               | Fields entered appear as expected.                      | Fields are captured in request routing from     |  |                     |                  |
| 3        | Position, and Classification tabs from     | General rab        | Supervisor   | inspect deficial tab for valid information       |               | Tieras enterea appear as expectea.                      | Hiring Manager to Higher Level Supervisor       |  |                     |                  |
|          | Hiring Manager                             |                    | Supervisor   |  |               |   | Thing ividiager to riigher Level Supervisor     |  |                     |                  |
| 4        | milling ividilagei                         | Position Tab       | Higher Level | Inspect Position tab for valid information       |               | Fields entered appear as expected.                      |   |  |                     |                  |
| 7        |  | 1 OSITION TAD      | Supervisor   | inspect i osition tab for valid information      |               | ricius entereu appear as expecteu.                      |   |  |                     |                  |
| 5        |  | Classification Tal |              | Inspect Classification Tab for valid information |               | Fields entered appear as expected.                      |   |  |                     |                  |
| 3        |  | Classification rai | Supervisor   | inspect classification rub for valid information |               | Tieras enterea appear as expectea.                      |   |  |                     |                  |
| 6        |  | Documents Tab      | <del></del>  | Inspect Documents tab for uploaded               |               | Unable to add, edit, remove documents. And the          |   |  |                     |                  |
| U        |  | Documents lab      | Supervisor   | documents  |               | documents appear as expected.                           |   |  |                     |                  |
| 7        | Vaildate higher level manager cannot       | General,           | Higher Level | Inspect tabs and fields                          |               | Unable to edit existing filled in fields                |   |  |                     |                  |
| ,        | edit previously entered fields on tabs     | Position,          | Supervisor   | inspect tabs and neids                           |               | onable to call existing filled in fields                |   |  |                     |                  |
|          | edit previously entered fields on tabs     | Classification,    | Supervisor   |  |               |   |   |  |                     |                  |
|          |  | Docs tabs          |              |  |               |   |   |  |                     |                  |
| 8        | Check the Concurrence Tab for fields       | Concurrence Tak    | Higher Loyal | Click on Concurrence tab                         |               | Instructions at the top of the screen indicate asterick | Validate mandatory field is indicated by an     |  |                     |                  |
|          |  | Concurrence rat    | Supervisor   | Click off Cofficulteffice tab                    |               |   |   |  |                     |                  |
|          | with mandatory distinctions                |                    | Supervisor   |  |               | * indicates required fields. Red asterisk to the upper  | asterisk symbol                                 |  |                     |                  |
|          |  |                    |              |  |               | right of the mandatory field's title.                   |   |  |                     |                  |
|          |  |                    |              |  |               | The following fields should be indicated as             |   |  |                     |                  |
|          |  |                    |              |  |               | mandatory:  |   |  |                     |                  |
|          |  |                    |              |  |               | - Name/Title of Immediate Supervisor (already filled    |   |  |                     |                  |
|          |  |                    |              |  |               | out)  |   |  |                     |                  |
|          |  |                    |              |  |               | - Additional CIO Concurrence Needed? (already filled    |   |  |                     |                  |
|          |  |                    |              |  |               | out)  |   |  |                     |                  |
|          |  |                    |              |  |               | - Higher Level Supervisor (already filled out)          |   |  |                     |                  |
|          |  |                    |              |  |               | - E-Mail (already filled out)                           |   |  |                     |                  |
|          |  |                    |              |  |               | - Name/Title of Higher Level Supervisor /Manager        |   |  |                     |                  |
|          |  |                    |              |  |               |   |   |  |                     |                  |
| 9        |  |                    |              | Click Next button                                |               | Unable to proceed; Mandatory fields present error       |   |  |                     |                  |
|          |  |                    |              |  |               | requiring input before moving on to workflow. Routes    | s   |  |                     |                  |
|          |  |                    |              |  |               | user back to the top of the form.                       |   |  |                     |                  |
| 10       | Inspect first Supervisory Certification    | Concurrence Tab    | Higher Level | Inspect Hiring Manager's concurrence with the    |               | Checkbox is marked. Hiring Manager's name and           | Higher Level Supervisor is able to see Hiring   |  |                     |                  |
|          | statement and hiring manager's             |                    | Supervisor   | Supervisory Statement                            |               | approval date are filled in (read-only)                 | Manager's concurrence                           |  |                     |                  |
|          | approval                                   |                    |              |  |               | ·   |   |  |                     |                  |
| 11       | Concur with Supervisory Certification      | Concurrence Tab    | Higher Level | Read Supervisory Certification statement and     |               | Checkbox is populated.                                  |   | Agree to the hiring data and concur      |                     |                  |
|          | statement                                  |                    | Supervisor   | check the checkbox to concur.                    |               |   |   | with supervisory certification           |                     |                  |
|          |  |                    |              |  |               |   |   | statement                                |                     |                  |
| 12       | Inspect Name/Title of Higher Level         | Concurrence Tab    | Higher Level | Inspect Name/Title of Higher Level               |               | Name/Title of Immediate Supervisor field is             | Validate Name field autopopulates with approva  | I  |                     |                  |
|          | Supervisor/Manager                         |                    | Supervisor   | Supervisor/Manager                               |               | autopopulated with your name                            | of supervisor certification statement.          |  |                     |                  |
| 13       | Inspect Approval Date field                | Concurrence Tab    | Higher Level |  |               | Approval Date field is autopopulated with today's       | Validate Date field autopopulates with approval |  |                     |                  |
|          |  |                    | Supervisor   |  |               | date.   | of supervisor certification statement.          |  |                     |                  |
| 14       | Submit button functionality                | Concurrence Tab    |              | Click Submit button                              |               | Form submits and routes user back to home page.         |   |  |                     |                  |
|          | ·  |                    | Supervisor   |  |               |   |   |  |                     |                  |

| Classification | - Step 8 (Finalize Classification)        |                 |              |   |                   |   |  |                                    |                  |                  |
|----------------|---|-----------------|--------------|---|-------------------|---|--|------------------------------------|------------------|------------------|
|                |   |                 |              |   |                   |   |  |                                    |                  |                  |
|                |   |                 |              |   |                   |   |  |                                    | Pass/Fail/Pass   |                  |
| Row ID         | Test Case Name                            | Tab             | Role         | Steps                                       | Test Data         | Expected Result   | Description                                    | Role and Scenario                  | with Enhancement | Comment/Feedback |
| Login as C     | lassifier                                 |                 |              |   |                   |   |  |                                    |                  |                  |
|                | Validate Classifer has access to finalize | My Work         | Classifier   | Navigate to My Work tab on homepage         | Classification    | My Work tab appears                                     | Approved classification routes to Classifer    | Validate Selecting Official can    |                  |                  |
| _              | classification request                    | IVIY VVOIK      | Classifier   | wavigate to My Work tab on nomepage         | Specialist Log-in | iviy work tab appears                                   | Approved classification routes to classifer    | create a New Classification        |                  |                  |
|                | classification request                    |                 |              |   | Credentials       |   |  | Request                            |                  |                  |
| 2              |   |                 |              | Click item titled "Finalize Classification" | Credentials       | Request opens to General Tab                            |  | Request                            |                  |                  |
| 3              | Vaildate fields on tabs are read-only     | General,        | Classifier   | in My Work Inspect tabs and fields          |                   | Unable to edit existing filled in fields                |  | Classifer is unable to edit fields |                  |                  |
| 3              | and cannot be edited                      | Position,       | Classifier   | inspect tabs and neids                      |                   | Onable to edit existing filled in fields                |  | after hiring manager provides      |                  |                  |
|                | and cannot be edited                      | Classification, |              |   |                   |   |  | approval                           |                  |                  |
|                |   | Documents tabs  |              |   |                   |   |  | арріочаі                           |                  |                  |
| 4              | Check the Concurrence Tab for fields      | Concurrence Tab |              | Click on Concurrence tab                    |                   | Instructions at the top of the screen indicate asterick | Validate mandatory field is indicated by an    |                                    |                  |                  |
|                | with mandatory distinctions               |                 |              |   |                   | * indicates required fields. Red asterisk to the upper  |  |                                    |                  |                  |
|                | ,   |                 |              |   |                   | right of the mandatory field's title.                   |  |                                    |                  |                  |
|                |   |                 |              |   |                   | The following fields should be indicated as             |  |                                    |                  |                  |
|                |   |                 |              |   |                   | mandatory:  |  |                                    |                  |                  |
|                |   |                 |              |   |                   | - Name/Title of Immediate Supervisor (already filled    |  |                                    |                  |                  |
|                |   |                 |              |   |                   | out)  |  |                                    |                  |                  |
|                |   |                 |              |   |                   | - Additional CIO Concurrence Needed? (already           |  |                                    |                  |                  |
|                |   |                 |              |   |                   | filled out)   |  |                                    |                  |                  |
|                |   |                 |              |   |                   | - Higher Level Supervisor (already filled out)          |  |                                    |                  |                  |
|                |   |                 |              |   |                   | - E-Mail (already filled out)                           |  |                                    |                  |                  |
|                |   |                 |              |   |                   | - Name/Title of Higher Level Supervisor /Manager        |  |                                    |                  |                  |
|                |   |                 |              |   |                   | (already filled out, if applicable)                     |  |                                    |                  |                  |
|                |   |                 |              |   |                   | - Name/Title of Official Taking Action                  |  |                                    |                  |                  |
| 5              | Inspect first Supervisory Certification   | Concurrence Tab | h Classifier | Inspect Hiring Manager's concurrence        |                   | Checkbox is marked. Hiring Manager's name and           | Classifier is able to see Hiring Manager's     |                                    |                  |                  |
| 3              | statement and hiring manager's            | concurrence rat | b Classifici | with the Supervisory Statement              |                   | approval date are filled in (read-only)                 | concurrence                                    |                                    |                  |                  |
|                | approval                                  |                 |              | with the supervisory statement              |                   | approvar date are fined in (read only)                  | Concurrence                                    |                                    |                  |                  |
| 6              | Inspect second Supervisory                | Concurrence Tab | b Classifier | Inspect Higher Level Manager's              |                   | Checkbox is marked. Higher Level Manager's name         | Classifier is able to see Hiring Manager's     |                                    |                  |                  |
|                | Certification statement and higher leve   |                 |              | concurrence with the Supervisory            |                   | and approval date are filled in (read-only)             | concurrence                                    |                                    |                  |                  |
|                | supervisor's approval                     |                 |              | Statement                                   |                   |   |  |                                    |                  |                  |
| 7              | Validate unable to proceed without        | Concurrence Tak | b Classifier | Click End Classification Only button at     |                   | Unable to proceed; Mandatory fields present error       | Classifier must concur with classification     |                                    |                  |                  |
|                | concurrence                               |                 |              | bottom on page                              |                   | requiring input before moving on to workflow.           | certification before ending classification or  |                                    |                  |                  |
|                |   |                 |              |   |                   |   | beginning recruitment                          |                                    |                  |                  |
| 8              |   |                 |              | Click Start Recruitment button              |                   | Unable to proceed; Mandatory fields present error       |  |                                    |                  |                  |
| ĺ              |   |                 |              |   |                   | requiring input before moving on to workflow.           |  |                                    |                  |                  |
| <u> </u>       |   |                 |              |   |                   | Routes user back to the top of the form.                |  |                                    |                  |                  |
| 9              | Concur with Classification Certification  | Concurrence Tab | b Classifier | Read Classification/Job Grading             |                   | All information is correct (no typos,                   |  | Agree to the classification/job    |                  |                  |
| ĺ              |   |                 |              | Certification statement                     |                   | misunderstandings, etc.)                                |  | grading certification statement    |                  |                  |
|                |   |                 |              |   |                   |   |  | to end classification activities   |                  |                  |
| 10             |   |                 |              | Check the checkbox next to                  |                   | Checkbox is populated.                                  |  |                                    |                  |                  |
| 1              |   |                 |              | Classification/Job Grading Certification to |                   |   |  |                                    |                  |                  |
| 1              |   |                 |              | concur.                                     |                   |   |  |                                    |                  |                  |
| 11             | Inspect Name/Title of Official Taking     | Concurrence Tab | b Classifier | Inspect Name/Title of Official Taking       |                   | Name/Title of Official Taking Action is autopopulated   | Validate Official Taking Action name field     |                                    |                  |                  |
|                | Action field                              |                 |              | Action field                                |                   | with Classifier's name                                  | autopopulates with approval of classification  |                                    |                  |                  |
|                |   |                 |              |   |                   |   | statement.                                     |                                    |                  |                  |
| 12             | Inspect Approval Date field               | Concurrence Tak | b Classifier | Inspect Approval Date field                 |                   | Approval Date field is autopopulated with today's       | Validate Date field autopopulates with approva |                                    |                  |                  |
|                |   |                 |              |   |                   | date.   | of classification statement.                   |                                    |                  |                  |

| Classification    | Classification - Step 8 (Finalize Classification)         |                 |            |                                 |           |  |   |                          |                  |                  |  |  |
|-------------------|---|-----------------|------------|---------------------------------|-----------|--|---|--------------------------|------------------|------------------|--|--|
|                   |   |                 |            |                                 |           |  |   |                          | Pass/Fail/Pass   |                  |  |  |
| Row ID            | Test Case Name  | Tab             | Role       | Steps                           | Test Data | Expected Result                              | Description                             | Role and Scenario        | with Enhancement | Comment/Feedback |  |  |
| 13                | End Classification only                                   | Concurrence Tab | Classifier | Click End Classification Button |           | Form closes and takes user back to home page | Option to end classification or move to | End classificaiton tasks |                  |                  |  |  |
|                   |   |                 |            |                                 |           |  | recruitment                             |                          |                  |                  |  |  |
| <b>End Classi</b> | End Classifier concurrence step; End Classification Only. |                 |            |                                 |           |  |   |                          |                  |                  |  |  |