Tester Name: _____

Classification Activity User Acceptance Test Scripts by Scenario

Title 5 Classification Only

Change Control:		v1. 05/08/2018

Users: Selecting Official, CIO Admin POC, 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
Step 2	Classification Specialist	Classification Specialist completes the OF-8 form
		Validates uploaded documents, submits to Hiring Manager for concurrence
Step 3	Hiring Manager	Hiring Manager receives completed OF-8 and documents and reviews
		If all information is correct, concurs and submits (move to step 4)
		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
Step 4	Higher Level Manager	Higher Level Supervisor reviews completed OF-8 and documents
		If all information is correct, concurs and submits (move to step 5)
		If changes need to be made, routes back to Classifier for modifications (goes back to step 2)
Step 5	Classification Specialist	Classification Specialist recieves concurrence from managers
		Provides concurrence and ends classification or begins recruitment

Notes

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 Enhancement	Comment/Feedback
Open eWITS 2.0										
1	Validate CIO Admin POC can create a New Classification Request	Home Screen	CIO Admin POC	Log-in as CIO Admin POC	CIO Admin POC Log-in Credentials	Home Screen Appears	CIO Admin POC can create Classification Request	Validate CIO Admin POC can create a 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 new Consultation request		Top Bar Banner to display the information in the listed order: 1. Request Number: (Blank) 2. Request Date: mm/dd/yyyy 3. Request Type:(Blank) 4. Initiator: CIO Admin POC Username 5. Current Status: (Blank)	Top bar banner to display the information in the listed order (left to right): 1. Request Number: 2. Request Date: mm/dd/yyyy 3. Request Type: 4. Initiator: 5. Current Status:	Validate Top Bar Banner displays relevant information on the General Tab		
5	Check the General Tab for proper content, 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 Information section for fields with mandatory distinctions	General Tab	CIO Admin POC	The following fields should be indicated as mandatory: - Administration Code - Hiring Method - Reason for Submission - Position Status - Existing PD Number - Job Requisition Number - Selecting Official Name & Email - CIO Admin Name & Email - HRO Specialist Name & Email - Classification Specialist Name & Email		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.	Validate mandatory field is indicated by an asterisk symbol			
7	Validate user cannot proceed without filling out mandatory fields	General Tab	CIO Admin POC	Click Next button		All Mandatory fields present an error and user is taken to the top of the form.	Validate user cannot proceed without entering mandatory fields			
8				Click Save button to remove error messages		Error messages disappear and field saves.				
9	Validate Resources and Documents tabs are clickable prior to entering in any information	General Tab	CIO Admin POC	Inspect Resources & Documents tab to ensure they can be clicked/accessed before entering any information		Resources and Documents tabs appear	Resources and Documents tabs are set to default for all users			
10	Enter Administration Code	General Tab	CIO Admin POC	Navigate to the General Tab. Click in the "Administration Code" text box and begin typing Administration Code	Type "hc"	Administration Codes display in the format (Admin code- Organization Name)	Validate the field labeled "Administration Code" has auto-complete functionality listing the current codes. User can enter Administration Code or Organization Name	Validate administration Code field has auto-complete functionality		
11				Select the Administration Code "HC" from items suggested below text box.	Administration Code = HC	Administration Code displays in text box under "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-populate	General Tab	CIO Admin POC	Inspect the Organization Name field.	Organization Name = Department of Health and Human Services		"Organization Name" auto-populates with the selection of administration Admin code	Check Organization Name auto populates based on selection of administration Code		
14	Inspect First Subdivision	General Tab	CIO Admin POC	Inspect the First Subdivision field .	First Subdivision = Centers for Disease Control And Prevention	The First Subdivision field auto populates to Centers For Disease Control And Prevention. The field is read-only.	First subdivision autopopulates with admin code	Validate all subdivisions auto populate with Admin Code		
15	Validate fields dynamically delete with Admin 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 field. (you may need to click outside of the field to clear entry)		Admin Code field clears. First Subdivision field clears.				
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 dropdown field. **Write in Admin Code in Test Data Column.**		Selected Admin Code appears in Adminstration Code field				

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

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 Enhancement	Comment/Feedback
43	Refresh inbox	My Work	CIO Admin POC	Navigate to My Work and click the refresh icon in the top right		Page refreshes		Refresh My Work to show working requests or changes in inbox		
44	Find EWITS 2.0 ID number	My Work	CIO Admin POC	Inspect the My Work requests and find the ID for the Identify Staffing Need Recruitment request. **Write the ID number at the top right-hand corner of the first page.**		ID number appears on the far left next to the request.				
45	Reopen working Classification request	My Work	CIO Admin POC	On My Work tab, click "Submit PD/SOD For Classification" request with today's Request Date		Opens form to General tab with previous fields saved.				
46	Validate Next button works properly	General Tab	CIO Admin POC	Ensure all fields are populated on General tab. Click Next.		Position tab appears.	Validate Next button functionality			
47	Check the Position Tab for proper content, wording and format of fields	Position Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
48	Check the Position Tab for the following mandatory distinctions	Position Tab	CIO Admin POC	The following fields should be indicated as mandatory: - Official Title of Position - Pay Plan - Series - Grade - Position Sensitivity - Service - Employing Office Location - Duty Station		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.	Validate mandatory field is indicated by an asterisk symbol	Position Title Mandatory Field Distinction		
49				Click Next button		Unable to proceed wtihout entering in mandatory fields. Error messages present on mandatory fields.	Unable to proceed without entering mandatory fields			
50	Validate Save button functionality	Position Tab	CIO Admin POC	Click the Save button at the bottom of the page		Error messages disappear and field saves.	Save button will remove error messages on the page so the user can effectively see all fields			
51	Enter Official Title of Position	Position Tab	CIO Admin POC	Click in Official Title of Position field and begin typing positon title.		Free-form field captures entry.	Enter Official Title of Position			
52	Option to enter Organizational Title of Position	Position Tab	CIO Admin POC	Click in Organizational Title of Position field and begin typing org title of position		Free-form field captures entry.	Enter Organizational Title of Position	Ability to add the Organizational (CDC) position title, if different than the Official Title of Position		
53	Validate Pay Plan type ahead functionality	Position Tab	CIO Admin POC	Click text field below "Pay Plan" Title and begin typing pay plan	"G"	Type ahead functionality populates dropdown field of pay plans	User should be able to view Pay Plan options from a Dropdown list field	Validate Pay Plan dropdown functionality		
54	Select Pay Plan for the position	Position Tab	CIO Admin POC	Select GS from the Pay Plan dropdown list	**Pay Plan = GS**					
55	Validate Series type ahead functionality	Position Tab	CIO Admin POC	Click into Series field and begin typing series		Type ahead functionality populates dropdown field of available series	User should be able to view Series optinos from a dropdown list field	Verify type ahead functionality for entries for Series		Future enhancement to add multiple series if required
56				Select an item from the Series dropdown list. **Write the Series in the Test Data Column**		Item populates in Series textbox in proper format (4 digit numerical #)				
57	Select Grade	Position Tab	CIO Admin POC	Click into the "Grade" dropdown and select 13.	13	Item displays in Grade field				
58				Click Add Grade button to select additional grades		Grade 13 moves below field and Dropdown presents grade options (13 is no longer a choice)				
59				Select Grade 14 from Grade field (do not click Add Grade)	14	14 is added below as a selected Grade				
60	Validate deletion of Grade	Position Tab	CIO Admin POC	Click red X next to Grade 13		13 disappears				
61	Select Promotion Potential field	Position Tab	CIO Admin POC	Click Promotion Potential field and select Yes		Full Performance Level field appears to the right and is required	Select whether promotion potential for this position	Select whether promotion potential for this position		
62	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	If Full Performance Level text field visible, validate mandatory field is indicated by an asterisk symbol	Full Performance Level Mandatory Field Distinction		
63	Verify FPL field dynamically changes with selection	Position Tab	CIO Admin POC	Select Grade 13 from Grades field.		FPL Dropdown displays: 13-15	FPL dynamically changes with selection of Grade. Cannot select an FPL lower than the chosen Grade.	Validate FPL logic based on selection in Grade field		
64				Select Grade 14 from Grades field. Click Add Grade.		FPL Dropdown displays: 14 and 15				

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 Enhancement	Comment/Feedback
65				Select Grade 15 from Grades field (do not click Add Grade button)	Grade = 15 FPL = 15	FPL Dropdown displays: 15				
66	Select Position Sensitivity field	Position Tab	CIO Admin POC	Select the Position Sensitivity text field		Dropdown list field of items displays: 1- Nonsensitive 2- Noncritical Sensitive 3- Critical Sensitive 4- Special Sensitive 5- Public Trust/Moderate 6- Public Trust/High Risk	As a CIO Admin, I want a field labeled "Position Sensitivity" with drop down functionality so I can reduce manual data entry errors in the Position Tab.	Validate Position Sensitivity drop-down list field functionality		
67				Select an item from the dropdown list field. **Write the selected Position Sensitivity in Test Data column**		Selected item populates in the Position Sensitivity text box				
68	Validate dropdown capability for Backfill/Vice field	Position Tab	CIO Admin POC	Select if Backfill/Vice is required dropdown		Dropdown list field with the following items: Yes No	As a CIO Admin, I want a field labeled "Vice" with a dropdown functionality allowing me to choose between two options of "Yes" or "No" in the Position Tab.	List Vice in Position Tab		
69				Select "Yes" from the Backfill/Vice field		Yes populates the Vice text field and additional open field textbox labeled "Backfill/Vice Name" appears	As a CIO Admin, I want a field labeled "Backfill/Vice Name" allowing me to freely enter the Vice name and the field is only displayed if you choose "Yes" in the VICE drop down in the Position Tab.	List Backfill/Vice name in 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 Name" that is a mandatory field only if you choose "Yes" in the VICE drop down in the Position Tab.	Vice Name Mandatory if applicable		
71				Select "No" from the dropdown list of the Backfill/Vice field		No populates the Vice text field; "Vice Name" field disappears and "Reason" field appears as mandatory				
72				Type in reason for no backfill into Reason field		Reason is captured in field				
73	Select Service	Position Tab	CIO Admin POC	Select Service from dropdown. **Write selection in Test Data column.**		Dropdown options are Headquarters or Field. Selected option populates field.				
74	Enter Employiong Office Location for position	Position Tab	CIO Admin POC	Click into text field below "Employing Office Location" and begin typing location in the format: City, State		dropdown dynamically populates with type ahead functionality	User must enter the Employing Office Location to proceed	Validate Duty Station text entry functionality		
75				Click Employing Office Location from dropdown. **Write selected Employee Office Location in Test Data column.**		Employing Office Location is populated				
76	Enter Duty Station for position	Position Tab	CIO Admin POC	Click into text field below "Duty Station" and begin typing Duty Station in the format: City, State		dropdown dynamically populates with type ahead functionality	User must enter the Duty Station to proceed	Validate Duty Station text entry functionality		
77				Click Duty Station from dropdown. **Write selected Duty Station Location in Test Data column.**		Duty station is populated				
78	Validate Remarks field can only handle 500 characters	Position Tab	CIO Admin POC	Type 501 characters into the Remarks text box		Error message and character cut-off functionality occurs after 500 characters have been entered	As a CIO Admin, I want a field labeled "Remarks" that has space for 500 characters so I can enter in important comments regarding the request in the Position Tab.	Validate "Remarks" text field is located at the bottom of Position tab and has text entry		
79				Remove text and type in remarks less than 500 characters		No errors presented				
80	Validate Next button works properly	Position Tab	CIO Admin POC	Click Next button		Resources tab appears with all available resources, links, and descrptions	User can proceed to next tab after all mandatory fields are filled in			
81	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column	Title 5 classification resources include: - Hiring Options Guide - PBMS - SRTS - PD Library - OPM Classification Standards			
82	Click Next to move onto Documents tab	Documents Tab	CIO Admin POC	Validate Next button works to move forward in process		Documents Tab screen appears with option to upload documnts				

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 Enhancement	Comment/Feedback
83	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for missing required documents		Any previously uploaded documents appear in the table on the Documents Tab. Required documents at this point are dependent upon Reason for Submission selected on General Tab		Validate documents upload in other tabs populate on the Documents Tab		
84	Validate Document are required at this step	Documents Tab	CIO Admin POC	Without uploading any documents, click Submit to HR button		Error message pops up asking user to upload missing required document(s).	Unable to proceed with submission at this step if required documents are not uploaded			
85	Validate required documents dynamically change with Reason for Submission	Documents Tab	CIO Admin POC	On General tab change Reason for Submission field to Realignment (click save before navigating to docs tab)		Required documents include: realignment spreadsheet justification staffing list Org Chart	Required documents changes based on Reason for Submission selection			Future enhancement to include additional reasons for submission
86				On General tab change Reason for Submission field to BUS. (click save before navigating to docs tab)		Required documents include: PD justification Org Chart				
87				On General tab change Reason for Submission field to New (click save before navigating to docs tab)		Required documents include PD Org Chart				
88				On General tab change Reason for Submission field to any of the remaining options. **Enter the selection of Reason for Submission in Test Data column. (depending on selection you may need to enter a value in the Existing PD Number field)**		Required documents include: PD Position Sensitivity Form Org Chart				
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 To upload multiple files at one time, hold down the CTRL key as you select the files		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
92				Select Document Type to assign required doc type, and type in any additional details in Description textbox		fields appear in appropriate boxes				
93				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab. Any additional missing required documents will be listed on the screen.	Upload all required documents at this step			
94	Upload all required documents for Reason for Submission & Hiring Method			Upload the appropriate document types for the selected Reason for Submission from General Tab.		The required document types are present for the specific classification request	Documents are sent to HR from CIO Admin's initial request. The below are for Title 5: **New** 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 decides to exit; and returns to last page	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
96	Send request to HR Classification Specialist	Documents Tab	CIO Admin POC	Once all fields are entered, click Submit to HR button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to homepage.	CIO Admin POC can submit initial classification request to HR (Classifier)			

End CIO Admin POC activities; proceed to Step 2

Classification - Step 2 (Classify PD/SOD)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as HR Classification Specialist										
1	Validate HR Classification Specialist has access to classification request from CIO Admin	My Work	HR Classification Specialist	Navigate to My Work tab on homepage	Classification Specialist Log-in Credentials	My Work tab appears	Initial request submits to Classifier for additional classification details	Validate Classifier receives request from CIO Admin POC		
2				Click item titled Classify PD/SOD in My Work		Request opens to General Tab				
3	Ensure all fields are captured in General tab from CIO Admin POC	General Tab	HR Classification Specialist	Inspect General tab for valid information		Fields entered by CIO Admin POC appear as expected.	Fields are captured in request routing from CIO admin to Classifier			
4				Click Next button		Position tab appears				
5	Ensure all fields are captured in Position tab from CIO Admin POC	Position Tab	HR Classification Specialist	Inspect Position tab for valid information		Fields entered by CIO Admin POC appear as expected.				
6	Validate Classification tab is present	Classification Tab	HR Classification Specialist	Click Classification tab on top ribbon		Classification tab appears and is clickable				
7	Check the Classification Tab for proper content, wording and format of fields	Classification Tab	HR Classification Specialist	Inspect all notes, field titles, hyperlinks, etc.		All fields appear as expected				
8	Check the Classification Tab for the following mandatory distinctions	Classification Tab	HR Classification Specialist	Click Next button at bottom of page (do not make any selections on the form)		User is unable to proceed. The following fields provide an error message stating the fields are required: - 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	Validate mandatory fields are required prior to moving forward in the process			
9	Validate Save button functionality	Classification Tab	HR Classification Specialist	Click Save button at bottom of form		Error messages disappear and form saves				
10	Select Physicians' Comparability Allowance (PCA)	Classification Tab	HR Classification Specialist	Select dropdown under Physicians' Comparability Allowance (PCA)		Options include Yes or No. Field populates with selection				
11	Select Drug Test Required?	Classification Tab	HR Classification Specialist	Select dropdown under Drug Test Required? And select an option		Options include Yes or No. Field populates with selection				
12	Pre-employment Physical Required?	Classification Tab	HR Classification Specialist	Select dropdown under Pre-employment Physical Required? And select an option		Options include Yes or No. Field populates with selection				
13	Select Agent Access Required?	Classification Tab	HR Classification Specialist	Select dropdown under Select Agent Access Required? And select an option		Options include Yes or No. Field populates with selection				
14	Subject to Additional Identical (IA)	Classification Tab	HR Classification Specialist	Select dropdown under Subject to Additional Identical (IA) and select an option		Options include Yes or No. Field populates with selection				
15	Incumbent Only?	Classification Tab	HR Classification Specialist	Select dropdown under Incumbent Only? and select an option		Options include Yes or No. Field populates with selection				
16	Commissioned Corps Eligibility?	Classification Tab	HR Classification Specialist	Select dropdown under Commissioned Corps Eligible? And make a selection		Options include Yes or No. Field populates with selection				
17	Validate Financial Disclosure Required field rules	Classification Tab	HR Classification Specialist	Select Yes under field titled Financial Disclosure Required? and select an option	Yes	Yes populates field. Financial Statement field appears as mandatory	Require selection of Financial Statement if Financial Disclosure is required			
18				Inspect Financial Statement field		Options include OGE-450 and OGE-278				
19	Select Financial Statement	Classification Tab	HR Classification Specialist	Select Financial Statement from options below		Field captures entry with no errors				
20	Ability to Add Financial Statemetn	Classification Tab	HR Classification Specialist	Click "Add Financial Statement" button		Selection moves to the right of the field with a red 'X' next to it				
21	Validate ability to remove selected Financial Statement	Classification Tab	HR Classification Specialist	Click the red 'X' next to the selected Financial Statement.		Selection removes from field.				

Classification - Step 2 (Classify PD/SOD)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
22				Reselect Financial Statement from dropdown and click "Add Financial Statement" button		Selection moves to the right of the field with a red 'X' next to it				
23	Select Fair Labor Standards Act	Classification Tab	HR Classification Specialist	Select option from dropdown titled Fair Labor Standards Act. **Write Fair Labor Standards Act selected in Test Data column.**		Options include Exempt or Non-Exempt, selection populates field				
24	Select Cyber Security Code	Classification Tab	HR Classification Specialist	Select dropdown under Cyber Security Code and select an option. **Write Cyber Security Code in Test Data Column.**		Dropdown list includes all cyber security codes. Field populates with selection				
25	Select BUS Code	Classification Tab	HR Classification Specialist	Select BUS Code from dropdown titled Bargaining Unit Status (BUS) Code. **Write BUS Code in Test Data column.**		Options provide all BUS codes, selection populates field				
26	Select Acquisition Code	Classification Tab	HR Classification Specialist	Select dropdown under Acquisition Code and select an option. **Write Acquisition Code in Test Data column.**		Dropdown list includes all acquisition codes. Field populates with selection				
27	Enter Competitive Level Code	Classification Tab	HR Classification Specialist	Enter 1 digit for Competitive Level Code		Error is presented telling user that 4 numerical digits are required	Competitive Level Code must be a 4 digit numerical value			
28				Type in 4 digit Competitive Level Code. **Write Competitive Level Code in Test Data column.**		Field captures entry with no errors				
29	Select Classification Standards	Classification Tab	HR Classification Specialist	Select Classification Standard dropdown and make a selection from options		Field captures entry with no errors				
30				Click "Add Classification Standard" button		Selection appears to the right of field with a checked box				
31				Select another option from Classification Standard dropdown and Click "Add Classification Standard" button		Selection appears to the right of field with a checked box	Validate more than one Classification Standard can be selected for one request			
32	Validate removal of Classification Standard selection	Classification Tab	HR Classification Specialist	Click red 'X' next to selection of one of the Classification Standards. **Write the remaining selected Classification Standards in Test Data field.**		Selection disappears from Selected Items list				
33	Inspect Documents tab for pre-uploaded documents	Documents tab	HR Classification Specialist	Click on Documents Tab on upper ribbon		Documents tab appears				
34				Inspect Documents tab for uploaded required document types (second column in table)		The required document types are present for the specific classification request	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			
35				Click on Document Name hyperlink to view		Document downloads to computer for viewing purposes	Ability to download and view previously uploaded documents			
36	Validate HR Classification Specialist can remove Documents	Documents tab	HR Classification Specialist	Find Document Type "Organization Chart" and click red Delete button		Pop up window asks if you are sure you want to delete document				
37				Click Ok		Popup disappears and Organization Chart document is removed from list of documents				
38	Validate HR Classification Specialist can upload Documents	Documents tab	HR Classification Specialist	Click Add Document button		Pop-up opens with the ability to choose file from your desktop				
39				Click "Click to Browse File(s)" button		Files open from your desktop				

Classification - Step 2 (Classify PD/SOD)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
40				Double click the **org chart** you want to upload		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
41				Select the Document Type Org Chart of the uploaded file and type in any additional details in the Description field (enter which Document you uploaded in Test Data field)	**Document Type = Organization Chart**	Selected Doc Type is captured				
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	HR Classification Specialist	Click Generate OF-8 button		Popup window stating "Generating PDF" appears	User can generate an OF-8 from the classification forms			
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	HR Classification Specialist	Click "Save" Button		Content populated remains saved incase user decides to exit; and returns to last page	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
46	Validate Exit button works properly	Documents Tab	HR Classification Specialist	Make sure all mandatory fields are filled in. Click the "Exit" button		Pop up appears asking user if you are sure you want to exit?	User can exit the Recruitment and their work will be saved	Validate the functionality of the 'Next' button		
47				Click Exit		Takes user back to My Work page				
48	Reopen working classification request from My Work	My Work	HR Classification Specialist	Click Classify PD/SOD from My Work section		Request opens to General Tab				
49				Validate all pre-entered fields are filled in and accurate		All fields appear as expected				
50	Submit to Hiring Manager for concurrence		HR Classification Specialist	Click Submit to Hiring Manager button		Please Wait pops up then takes user to My Work page.				

End Classifier activities; proceed to Step 3

Classification - Step 3 (Provide Concurrence on Classification)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as 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 Log-in Credentials	My Work tab appears	Initial request submits to Hiring Manager for concurrence			
2				Click item titled Provide Concurrence on 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 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 Needed?	Yes	Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterisk)	Provide the opporuntiy 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 Level Supervisor's name		
14				Select Higher Lever Supervisor's name from dropdown		Name populates in Higher Level Supervisor field and Email field auto populates				
15	Submit button functionality	Concurrence Tab	Hiring Manager	Click Submit button		Form submits and routes user back to home page.				
End Hiring Manager Concurrence step; Move to step 4										

Classification - Step 4 (Provide Additional Concurrence on Classification)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as Higher Level Manager										
1	Validate Higher Level Manager has access to classification request from Classifier	My Work	Higher Level Supervisor	Navigate to My Work tab on homepage	Higher Level Manager Login Credentials	My Work tab appears	Initial request submits to Higher Level Manager for concurrence	Request submits to Higher Level Manager for concurrence		
2				Click item titled "Provide Additional Concurrence on Classification" in My Work		Request opens to General Tab				
3	Ensure all fields are captured in General, Position, and Classification tabs from Hiring Manager	General Tab	Higher Level Supervisor	Inspect General tab for valid information		Fields entered appear as expected.	Fields are captured in request routing from Hiring Manager to Higher Level Supervisor			
4		Position Tab	Higher Level Supervisor	Inspect Position tab for valid information		Fields entered appear as expected.				
5		Classification Tab	Higher Level Supervisor	Inspect Classification Tab for valid information		Fields entered appear as expected.				
6		Documents Tab	Higher Level Supervisor	Inspect Documents tab for uploaded documents		Unable to edit, remove, or add documents				
7	Vaildate higher level manager cannot edit previously entered fields on tabs	General, Position, Classification, Documents tabs	Higher Level Supervisor	Inspect tabs and fields		Unable to edit existing filled in fields				
8	Check the Concurrence Tab for fields with mandatory distinctions	Concurrence Tab	Higher Level Supervisor	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 (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	Validate mandatory field is indicated by an asterisk symbol			
9				Click Next button		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow.				
10	Inspect first Supervisory Certification statement and hiring manager's approval	Concurrence Tab	Higher Level Supervisor	Inspect Hiring Manager's concurrence with the Supervisory Statement		Checkbox is marked. Hiring Manager's name and approval date are filled in (read-only)	Higher Level Supervisor is able to see Hiring Manager's concurrence			
11	Click Return for Modification	Concurrence Tab	Higher Level Supervisor	Click Return for Modification button		Popup window appears with free form textbox	Required to add a comment when returning to classifier	User is required to add comments when returning for modification		
12	Validate requirement to add comments to return for modification	Concurrence Tab	Higher Level Supervisor	Click 'Send' without entering any comments		Unable to proceed; Error message is provided telling user to provide comments				
13				Click in free form textbox and begin typing a note to Classifier about reason for modification		Field captures text				
14				Click 'Send' button		Request closes and routes user back to homepage	Must add comments to send modification request			
End Higher Level Manager Concurrence step; Move to step 5										

Classification - Step 5 (Classify PD/SOD)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as HR Classification Specialist										
1	Validate HR Classification Specialist has access to classification request from CIO Admin	My Work	HR Classification Specialist	Navigate to My Work tab on homepage	Classification Specialist 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				
3	Validate receipt of return for modification comments	All	HR Classification 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 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 from field. **Write 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 Specialist	Inspect Position tab for valid information		Fields appear as expected.				
8	Validate fields can be edited on Position Tab	Position Tab	HR Classification 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 Specialist	Inspect Classification tab for valid information		Fields entered as expected.				
12	Validate fields can be edited on Classification Tab	Position Tab	HR Classification Specialist	Select 'No' Financial Disclosure dropdown (this should be selected Yes from previous steps)		Field changes to No and Financial Statement field disappears	ability to make changes once returned for modification			
13	Inspect Documents tab for pre-uploaded documents	Documents tab	HR Classification 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	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			
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 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 document is removed from list of documents				

Classification - Step 5 (Classify PD/SOD)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with 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 upload		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
21				Select the Document Type Org Chart of the uploaded file and type in any additional details in the Description field (enter which Document you uploaded in Test Data field)	Organization Chart	Selected Doc Type is captured				
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	Submit changes to Hiring Manager for concurrence		HR Classification Specialist	Click Submit to Hiring Manager button		Please Wait pops up then takes user to My Work page.				

End Classifier activities; proceed to Step 6

Classification - Step 6 (Provide Concurrence on Classification)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as 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 Log-in Credentials	My Work tab appears	Request submits to Hiring Manager for concurrence			
2				Click item titled Provide Concurrence on 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 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 Needed?		Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterick)	Provide the opporunity 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 Level Supervisor's name		
13				Select Higher Lever Supervisor's name from dropdown		Name populates in Higher Level Supervisor field and Email field auto populates				
14	Submit button functionality	Concurrence Tab	Hiring Manager	Click Submit button		Form submits and routes user back to home page.				
End Hiring Manager Concurrence step; Move to step 7										

Classification - Step 7 (Provide Additional Concurrence on Classification)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as Higher Level Manager										
1	Validate Higher Level Manager has access to classification request from Classifier	My Work	Higher Level Supervisor	Navigate to My Work tab on homepage	Higher Level Manager Login Credentials	My Work tab appears	Initial request submits to Higher Level Manager for concurrence	Validate Selecting Official can create a New Classification Request		
2				Click item titled "Provide Additional Concurrence on Classification" in My Work		Request opens to General Tab				
3	Ensure all fields are captured in General, Position, and Classification tabs from Hiring Manager	General Tab	Higher Level Supervisor	Inspect General tab for valid information		Fields entered appear as expected.	Fields are captured in request routing from Hiring Manager to Higher Level Supervisor			
4		Position Tab	Higher Level Supervisor	Inspect Position tab for valid information		Fields entered appear as expected.				
5		Classification Tab	Higher Level Supervisor	Inspect Classification Tab for valid information		Fields entered appear as expected.				
6		Documents Tab	Higher Level Supervisor	Inspect Documents tab for uploaded documents		Unable to add, edit, remove documents. And the documents appear as expected.				
7	Vaildate higher level manager cannot edit previously entered fields on tabs	General, Position, Classification, Docs tabs	Higher Level Supervisor	Inspect tabs and fields		Unable to edit existing filled in fields				
8	Check the Concurrence Tab for fields with mandatory distinctions	Concurrence Tab	Higher Level Supervisor	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 (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	Validate mandatory field is indicated by an asterisk symbol			
9				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.				
10	Inspect first Supervisory Certification statement and hiring manager's approval	Concurrence Tab	Higher Level Supervisor	Inspect Hiring Manager's concurrence with the Supervisory Statement		Checkbox is marked. Hiring Manager's name and approval date are filled in (read-only)	Higher Level Supervisor is able to see Hiring Manager's concurrence			
11	Concur with Supervisory Certification statement	Concurrence Tab	Higher Level Supervisor	Read Supervisory Certification statement and check the checkbox to concur.		Checkbox is populated.		Agree to the hiring data and concur with supervisory certification statement		
12	Inspect Name/Title of Higher Level Supervisor/Manager	Concurrence Tab	Higher Level Supervisor	Inspect Name/Title of Higher Level Supervisor/Manager		Name/Title of Immediate Supervisor field is autopopulated with your name	Validate Name field autopopulates with approval of supervisor certification statement.			
13	Inspect Approval Date field	Concurrence Tab	Higher Level Supervisor			Approval Date field is autopopulated with today's date.	Validate Date field autopopulates with approval of supervisor certification statement.			
14	Submit button functionality	Concurrence Tab	Higher Level Supervisor	Click Submit button		Form submits and routes user back to home page.				
End Higher Level Manager Concurrence step; Move to step 8										

Classification - Step 8 (Finalize Classification)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as Classifier										
1	Validate Classifer has access to finalize classification request	My Work	Classifier	Navigate to My Work tab on homepage	Classification Specialist Log-in Credentials	My Work tab appears	Approved classification routes to Classifier	Validate Selecting Official can create a New Classification Request		
2				Click item titled "Finalize Classification" in My Work		Request opens to General Tab				
3	Vaildate fields on tabs are read-only and cannot be edited	General, Position, Classification, Documents tabs	Classifier	Inspect tabs and fields		Unable to edit existing filled in fields		Classifer is unable to edit fields after hiring manager provides approval		
4	Check the Concurrence Tab for fields with mandatory distinctions	Concurrence Tab	Classifier	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 (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	Validate mandatory field is indicated by an asterisk symbol			
5	Inspect first Supervisory Certification statement and hiring manager's approval	Concurrence Tab	Classifier	Inspect Hiring Manager's concurrence with the Supervisory Statement		Checkbox is marked. Hiring Manager's name and approval date are filled in (read-only)	Classifier is able to see Hiring Manager's concurrence			
6	Inspect second Supervisory Certification statement and higher level supervisor's approval	Concurrence Tab	Classifier	Inspect Higher Level Manager's concurrence with the Supervisory Statement		Checkbox is marked. Higher Level Manager's name and approval date are filled in (read-only)	Classifier is able to see Hiring Manager's concurrence			
7	Validate unable to proceed without concurrence	Concurrence Tab	Classifier	Click End Classification Only button at bottom on page		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow.	Classifier must concur with classification certification before ending classification or beginning recruitment			
8				Click Start Recruitment 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 Classification Certification	Concurrence Tab	Classifier	Read Classification/Job Grading Certification statement		All information is correct (no typos, misunderstandings, etc.)		Agree to the classification/job grading certification statement to end classification activities		
10				Check the checkbox next to Classification/Job Grading Certification to concur.		Checkbox is populated.				
11	Inspect Name/Title of Official Taking Action field	Concurrence Tab	Classifier	Inspect Name/Title of Official Taking Action field		Name/Title of Official Taking Action is autopopulated with Classifier's name	Validate Official Taking Action name field autopopulates with approval of classification statement.			
12	Inspect Approval Date field	Concurrence Tab	Classifier	Inspect Approval Date field		Approval Date field is autopopulated with today's date.	Validate Date field autopopulates with approval of classification statement.			

Classification - Step 8 (Finalize Classification)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass 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 recruitment	End classificaiton tasks		

End Classifier concurrence step; End Classification Only.