Tester Name: _____

Classification Activity User Acceptance Test Scripts by Scenario		
Title 42 Classification to Recruitment		
Change Control:		*v1. 05/03/2018*
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 form
		Validates uploaded documents, submits to Hiring Manager for concurrence
Step 3	Hiring Manager	Hiring Manager receives completed 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)
Step 4	Classification Specialist	Classification Specialist recieves concurrence from managers
		Provides concurrence and ends classification or begins recruitment
Step 5	Selecting Official	Selecting Official initiates new job request
Step 6	CIO Admin POC	CIO Admin POC reviews recruit action, completes Pre-Recruitment checklist, sends Pre-Recruitment Docs
		Holds pre-recruitment consultation meeting offline
		CIO Admin POC re-enters request, enters date of pre-recruitment meeting, and uploads Job Analysis/Workbook
		Submits finalized Pre-Recruitment checklist to HR
Step 7	HRO Specialist	HRO Specialist receives finalized checklist, enters PPP/PCP information, submit request
		Enters JR information in USA Staffing
		Monitors recruitment request in eWITS 2.0
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 can create a 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, 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	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			
9	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		
10				Select the Administration Code "HC" from items suggested below text box. **Write in Admin Code in Test Data column.**	**Administration Code = HC**	Administration Code displays in text box under "Administration Code" title.				
11	Select Hiring Method (Title 5, Title 42, SES/SL/ST)	General Tab	CIO Admin POC	Select Hiring Method dropdown and select Title 42	**Hiring Method = Title 42**	Title 42 populates Hiring Method field	Option to select hiring method to proceed with correct classification process			
12	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		
13	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		
14	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			
15				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.				
16	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. (choose an admin code different from HC) **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
17				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.				
18				Inspect the Second Subdivsion field. **Write in Second Subdivision in Test Data Column.**		Field is auto populated with Admin Code entry. Read only field.				
19				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.				
20				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.				
21				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.				
22	Select Reason for Submission field	General Tab	CIO Admin POC	Select Reason for Submission field	New	Title 42 Reason for Submission is captured as 'New'	Reason for Submission is 'New' for Title 42 classification requests			
23	Select Position Status	General Tab	CIO Admin POC	Click dropdown titled Position Status and choose from the dropdown options.		The dropdown options include: Competitive, Excepted, SES (Gen), SES (CR).				
24	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		
25				Select your assigned Selecting Official from the dropdown menu	Selecting Official X	Selected item populates in the Selecting Official text box				
26	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		
27	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		
28				Select your assigned CIO Admin POC from the dropdown menu	CIO Admin POC X	Selected item populates in the CIO Admin POC text box				
29	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		
30	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		
31				Select your assigned HRO Specialist from the dropdown menu	HRO Specialist X	Selected item populates in the HRO Specialist text box				
32	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		
33	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		
34				Select your assigned Classification Specialist from the dropdown menu	Classification Specialist X	Selected item populates in the Classification Specialist text box				
35	Inspect Classification Specialist email address autopopulates	General Tab	CIO Admin POC	Inspect the field adjacent to the Classification Specialist		The first Email field populates based on chosen Classification 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 Classification Specialist		
36	Validate Save button works properly	General Tab	CIO Admin POC	Click Save button		"Please Wait" pop up appears then routes user back to General Tab		Validate the functionality of the 'Save' button		
37	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 Classification and their work will be saved	Validate the functionality of the 'Exit' button		
38				Click OK		Takes user back to home page				
39	Refresh inbox	My Work	CIO Admin POC	Navigate to My Work and click the refresh icon in the top right		Page refreshes	Validate Refresh button works properly	Refresh My Work to show working requests or changes in inbox		
40	Find EWITS 2.0 ID number	My Work	Selecting Official	Inspect the My Work requests and find the ID for the Submit PD/SOD for Classification 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.				
41	Reopen working Classification request	My Work	CIO Admin POC	Navigate to My Work tab. Click "Submit PD/SOD For Classification" request with today's Request Date		Opens form to General tab with previous fields saved.				
42	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	Validate the functionality of the 'Next' button		
43	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				

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
44	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		
45				Click Next button		Unable to proceed without entering in mandatory fields. Error messages present on mandatory fields.	Unable to proceed without entering mandatory fields			
46	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			
47	Enter Official Title of Position	Position Tab	CIO Admin POC	Click in Official Title of Position field and begin typing positon title. Write in Official Position Title in Test Data column.		Free-form field captures entry.	Enter Official Title of Position			
48	Add multiple Position Titles	Position Tab	CIO Admin POC	Click Add Position Title button		Entered position title moves below the textbox	Ability to add multiple position titles for a JR	Validate Add Position Title button works correctly		
49				Click in field and begin typing a different position titile. **Write in additional Position Title in the Test Data column.**		Field captures free-form entry with no errors				
50	Validate ability to clear previously entered Position Title	Position Tab	CIO Admin POC	Click red X next to the first Position Title entered		Position title clears from entries				
51	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		
52	Validate Pay Plan type ahead functionality	Position Tab	CIO Admin POC	Click text field below "Pay Plan" Title and begin typing pay plan	"R"	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		
53	Select Pay Plan for the position	Position Tab	CIO Admin POC	Select RF from the Pay Plan dropdown list	**Pay Plan = RF**	RF appears in Pay Plan field				
54	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		
55				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 #)				
56	Inspect Grade Field	Position Tab	CIO Admin POC	Inspect Grade Field		Grade auto populates to '00' for Title 42 classification. Unable to edit field.	Title 42 Grade auto generates to '00'			
57	Select Position Sensitivity field	Position Tab	CIO Admin POC	Select the Position Sensitivity text field		Dropdown list 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		
58				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				
59	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		
60				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		
61	Validate dynamic changes with Backfill/Vice	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		

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
62				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				
63				Type in reason for no backfill into Reason field		Reason is captured in field				
64	Select Service	Position Tab	CIO Admin POC	Select Service from dropdown. **Write the selected Service location in Test Data column**		Dropdown options are Headquarters or Field. Selected option populates field.				
65	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	Type "At"	dropdown dynamically populates with type ahead functionality	User must enter the Employing Office Location to proceed	Validate Duty Station text entry functionality		
66				Click Employing Office Location from dropdown	Employing Office Location = Atlanta, GA	Employing Office Location is populated				
67	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	Type "At"	dropdown dynamically populates with type ahead functionality	User must enter the Duty Station to proceed	Validate Duty Station text entry functionality		
68				Click Duty Station from dropdown	Duty Station = Atlanta, GA	Duty station is populated				
69	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		
70	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			
71	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	Resources for Title 42 include Hiring Options Guide, SRTS, and PBMS			
72	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				
73	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for missing required documents		All required docs appear in missing documents list				
74	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			
75	Validate required documents list	Documents Tab	CIO Admin POC	Inspect Required Documents list on Documents Tab		Required documents include: - SOD - Org Chart	Required documents changes based on Reason for Submission selection			
76	Upload Required Documents to Documents Tab	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table				
77				Select "Click to Browse File(s)" button		User's folder pops up to select files				
78				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				
79				Select Document Type to assign required doc type, and type in any additional details in Description textbox		fields appear in appropriate boxes				
80				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			
81	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 login credentials	My Work tab appears	Initial request submits to Classifier for additional classification details	Initial classification request is routed to the HR Classification specialist		
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.	Fields are captured in request routing from CIO admin to Classifier			
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	Validate mandatory fields are required prior to moving forward in the process			
9	Select Physicians' Comparability Allowance (PCA)	Classification Tab	HR Classification Specialist	Select dropdown under Physicians' Comparability Allowance (PCA) and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
10	Select Drug Test Required?	Classification Tab	HR Classification Specialist	Select dropdown under Drug Test Required? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
11	Pre-employment Physical Required?	Classification Tab	HR Classification Specialist	Select dropdown under Pre-employment Physical Required? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
12	Select Agent Access Required?	Classification Tab	HR Classification Specialist	Select dropdown under Select Agent Access Required? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
13	Subject to Additional Identical (IA)	Classification Tab	HR Classification Specialist	Select dropdown under Subject to Additional Identical (IA) and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
14	Incumbent Only?	Classification Tab	HR Classification Specialist	Select dropdown under Incumbent Only? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
15	Commissioned Corps Eligibility?	Classification Tab	HR Classification Specialist	Select dropdown under Commissioned Corps Eligible? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
16	Validate Financial Disclosure Required field rules	Classification Tab	HR Classification Specialist	Select Yes under field titled Financial Disclosure Required? and select Yes	Yes	Yes populates field. Financial Statement field appears as mandatory	Require selection of Financial Statement if Financial Disclosure is required			
17				Inspect Financial Statemenet field		Options include OGE-450 and OGE-278				
18				Select Financial Statement from options below		Selection moves to the right of the field with a red 'X' next to it				
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 Statement	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. **Write selected Financial Statement in Test Data column.**		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 Acquistion 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	Inspect Documents tab for pre-uploaded documents	Documents tab	HR Classification Specialist	Click on Documents Tab on upper ribbon		Documents tab appears				
30				Inspect Documents tab for uploaded required documents		The required document types (SOD and Org Chart) are present for the specific classification request	Documents are sent to HR from CIO Admin's initial request. Org Chart SOD			
31	Validate Documents can be downloaded and viewed	Documents tab	HR Classification Specialist	Click on Document Name hyperlink to view		Document downloads to computer for viewing purposes	Ability to download and view previously uploaded documents			
32	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				
33				Click Ok		Popup disappears and Organization Chart document is removed from list of documents				
34	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				
35				Click "Click to Browse File(s)" button		Files open from your desktop				
36				Double click document 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)				
37				Select Org Chart as the Document Type of the uploaded file and type in any additional details in the Description field	**Document Type = Org Chart**	Selected Doc Type is captured				
38				Click Green Upload button		Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
39	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		
40	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		
41				Click Exit		Takes user back to home page				
42	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	Reopening a request presents all saved information			

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
43				Validate all pre-entered fields are filled in and accurate		All fields appear as expected				
44	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.				

Classification - Step 2 (Classify PD/SOD) appears as the black header row above the table.

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 Login 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, Classification, and Documents 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		Documents tab		Inspect Documents Tab for previously uploaded documents		Documents appear, are viewable, and cannot be deleted or edited				
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 'No' to Additional CIO Concurrene Needed?	No	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	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 (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		My Work tab appears	Approved classification routes to Classifer			
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				Click Next button		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow.				
6	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			
7	Inspect second Supervisory Certification statement	Concurrence Tab	Classifier	Inspect Higher Level Manager's concurrence with the Supervisory Statement		This section is greyed out since there was no higher level manager approval required	No higher level supervisor concurrence was required so this field is blank			
8	Validate unable to proceed without Classifier's 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. Routes user back to the top of the form.	Classifier must concur with classification certification before ending classification or beginning recruitment			
9				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.				
10	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		
11				Check the checkbox next to Classification/Job Grading Certification to concur.		Checkbox is populated.				
12	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.			
13	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.			
14	Start Recruitment button	Concurrence Tab	Classifier	Click the Start Recruitment button at bottom of the form		Form closes and takes user back to home page	Option to end classification or move to recruitment	Start Recruitment tasks		
End Classifier concurrence step; Start Recruitment, move to step 5										

Recruitment - Step 5 (Initial Request)

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 and login as Selecting Official										
1	Validate Selecting Official can open recruitment request from Classification	Home Screen	Selecting Official	Log-in as Selecting Official	Selecting Official Log-in Credentials	Home Screen Appears	Create Job Request	Validate Selecting Official can open recruitment request from Classification		
2				Click My Work Tab		Recruitment Request "Identify Staffing Need" appears in My Work				
3				Inspect your inbox for the ID of the working request. **Write the eWITS 2.0 ID number in the upper right-hand corner of this page. This will be different than the # from Classification.**		Request opens beginning on the General Tab. Form shows additional tabs labeled, Resources, and Documents				
4				Click on the Recruitment action titled "Identify Staffing Need"		Form opens to General tab with Resources & Documents tab appearing				
5	Validate top ribbon for proper information	General Tab	Selecting Official	Inspect the Top Bar Banner after starting a new Classification 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: Selecting Official 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		
6	Check the General Tab for proper content, wording and format of fields	General Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
7	Validate Resources and Documents tabs are clickable prior to entering in any information	General Tab	Selecting Official	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			
8	Inspect the General tab for pre-populated information from Classification	General Tab	Selecting Official	Inspect the General tab fields		The following fields should carry over from Classification: - Administration Code - Organization Name - Hiring Method - Selecting Official & E-mail - CIO Admin & E-mail - HRO Specialist & E-mail - Classification Specialist & E-mail	Fields from Classification carry over into Recruitment workflows	Validate fields transfer from Classification to Recruitment where applicable		
9	Validate error messages are present when user tries to proceed without mandatory fields	General Tab	Selecting Official	Do not enter in any fields or make selections. Click Next button at bottom of form.		Unable to proceed. Errors presented on mandatory fields and lists missing required fields at the top.	Unable to proceed wtihout selecting/entering mandatory fields.			

Recruitment - Step 5 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
10	Inspect mandatory fields error message list	General Tab	Selecting Official	Inspect the errors list at the top of the form		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 appear in the errors list as required: - Staffing Need Validated? & Justification - Hiring Options Guide Reviewed & Justification - Has this request been approved by HHS? & Justification - PBMS ID #	Validate mandatory field is indicated by an asterisk symbol			
11	Validate Save button works properly	General Tab	Selecting Official	Click Save button at bottom of the form		Form saves and error messages are removed				
12	Validate Search Committee Chair only appears for Title 42 requests	General Tab	Selecting Official	Under SME Information section, validate Field for Search Committee Chair is present with chair email address and chair organization		Field is present under SME section.	Ability to identify Search Committee Chair (internal or external) for Title 42 recruitments			
13	Validate dynamic dropdowns for internal SMEs	General Tab	Selecting Official	Click in field Titled Search Committee Chair and begin typing POCs name.	Type "Ed"	Field dynamically populates dropdown options.				
14				Select Search Committee Chair's name from dropdown options.	"Edith Tudae-Torboh l CDC"	POC's name populates field, and email and organization fields auto populate. These two fields become read-only.				
15	Select if SMEs will be required	General Tab	Selecting Official	Select No to 'Are SMEs Requested'	No	No SME information present	Validate SME information is unavailable when not required	SMEs are not required		
16				Select Yes to "Are SMEs Requested"	Yes	SME fields appear below	Validate SME information is required when 'Yes' is chosen	SMEs are required		
17	Enter Primary SME's name	General Tab	Selecting Official	Click in Primary SME Name field and begin typing name	Type "Le"	Field dynamically populates with dropdown options (format: Name l Organization)	Enter the Primary SME's name	Validate dynamic auto functionality for SMEs		
18				Select name from dropdown options	"LeBron Covington l CDC"	Field captures select dropdown name				
19	Inspect Primary SME Email address for auto populate functionality	General Tab	Selecting Official	Inspect Primary Email field		Field automatically populates with selection of internal SME's name. The field is read-only and cannot be edited.				
20	Add Alternate SME Information	General Tab	Selecting Official	Click in Add Additional SME button		Field dynamically populates with dropdown options (format: Name l Organization)	Enter the Alternate SME's name	Validate dynamic auto functionality for SMEs		
21	Add external SME	General Tab	Selecting Official	Select "No" to Interal SME? For the first Additional alternative SME field		No is captured in field	External SMEs do not include type-ahead functionality, but instead allow the user to type in all fields			
22	Validate External SME infor is not type ahead	General Tab	Selecting Official	Click in first Additional Alternate SME Name field and begin typing name	Type in Alternate SME Name	No type ahead functionality is present for external SMEs. Typed SME name is captured in Name field with no errors. Email and organization are not autopopulated with information.				
23				Click in Email field and type in alternate SME's email address	Type in Alternate SME's email address	Free form text box allows for entry				
24				Click in Organization field and type in alternate SME's organization	Type in Alternative SME's Organization	Free form text box allows for entry				
25	Select if Staffing Need has been Validated	General Tab	Selecting Official	Select Yes to "Staffing Need Validated?"	Yes	Justification field disappears	Select if Staffing Need has been validated	Staffing Need Validated		

Recruitment - Step 5 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
26	Select if Hiring Options Guide has been reviewed	General Tab	Selecting Official	Select No to Hiring Options Guide Reviewed?	No	Justification for Not Reviewing the Hiring Options Guide field appears and is mandatory.	Select if Hiring Options Guide has been reviewed	Justification reviewed for No to validation questions		
27				Click in field titled Justification for Not Reviewing the Hiring Options Guide, and begin typing reasoning		Field captures justification	Providing justification for not reviewing Hiring Options guide			
28	Select if HHS approval has been received	General Tab	Selecting Official	Select Yes to "Has this request been approved by HHS?"	Yes	Justification field disappears	Select if HHS approval has been received	HHS Approval		
29	Enter in PBMS #	General Tab	Selecting Official	Type in PBMS number into CDC PBMS Position ID # field		Field captures PBMS #	Enter PBMS number to confirm funding	PBMS Funding approved		
30	Validate Save button works properly	General Tab	Selecting Official	Click the "Save" button		Request loads and saves work	Save all entries			
31	Validate Exit button works properly	General Tab	Selecting Official	Click "Exit" button		Form closes and request is saved. Click "My Work" tab to reopen request	Exit button closes and saves request	Validate the functionality of the 'Exit' Button		
32	Validate My Work page displays working requests requiring my attention	General Tab	Selecting Official	Click "Identify Staffing Need" request with Request Date field equaling today's date. (You may need to refresh page to see the request)		Opens to request to General tab with previous entries saved				
33	Click Next to move onto Resources tab	Resources Tab	Selecting Official	Make sure all mandatory fields are filled in. Click the "Next" button		Resources Tab screen appears with Title 42 resource links and descriptions.	User should be able to click the "Next" button and move to the Resources Tab when all mandatory fields have been entered	Validate the functionality of the 'Next' button		
34	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	Selecting Official	Ensure all required resources appear for Title 42 recruitment process		The following resources should be present: - Hiring Options Guide - PBMS - SRTS		Validate Resources dynamically change with Request Type and Hiring Method		
35	Validate Resources links work	Resources Tab	Selecting Official	Click on each Resource link		New tab opens to correct link/webpage	User is able to open all resources links	Validate all links route user to new tab		
36	Click Next to move onto Documents tab	Documents Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
37	Previously uploaded Documents are present	Documents Tab	Selecting Official	Inspect the Documents tab		The following document types are uploaded and transferred from the Classification workflow: - Organizational Chart - Statement of Duties	Documents should carry over from Classification workflow	Ability to view previously uploaded documents from Classification workflow		
37	Validate ability to upload a document at this step	Documents Tab	Selecting Official	Select the "Add Document" button		Pop-up window opens with the option to drop files or select files from computer				
38				Click the "Click to Browse Files" button		Pop-up opens with the ability to choose file from your desktop		Ability to upload files at any step		
39				Double click document you want to upload then click the "Upload" button		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
40				Select "Other" as the Document Type of the uploaded file and type in any additional details in the Description field. **Enter Document Type uploaded in Test Data field)**	Document Type = Other	Selected Doc Type is captured				

Recruitment - Step 5 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
41				Click Green Upload button		Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
42	Validate ability to delete an uploaded document	Documents Tab	Selecting Official	Select Red Delete Button next document you just uploaded		Pop up appears asking user "Do you want to delete this file?"		Ability to remove uploaded files		
43				Select ok		Uploaded file disappears from Documents tab list				
44	Send request to Admin POC	Documents Tab	Selecting Official	Once all fields are entered, click Send to Admin POC button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to homepage.	Selecting Official can submit initial request to CIO Admin POC			

End Selecting Official activity; move to step 6

Recruitment - Step 6 (Prepare Pre-Recruit Docs)

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 CIO Admin POC and select "Prepare Pre-Recruitment Documents" in My Work**									
1	Validate CIO Admin POC receives auto email about initial request routed		CIO Admin POC	Check email for request auto email (see Paige for confirmation)		Receive confirmation email from bizflow@bizflow.com confirming request was initiated and routed to you	User will receive an auto notification email when request is routed	CIO Admin POC is notified when a pre-recruitment action is initiated		
2	Validate CIO Admin POC can open request	My Work	CIO Admin POC	Click on Prepare Pre-Recruitment Documents in My Work		Request opens to the General tab	CIO Admin POC is able to view and open the request in My Work			
3	Validate General tab form fields are captured	General Tab	CIO Admin POC	Click on General tab. Validate all fields are completed and the data is the same from previous stakeholder		General tab is filled out and complete with SO's entries	Validate the CIO Admin POC is receiving the data entered by the Selecting Official. No fields should get lost in the routing of the request.			
4	Click Next to move onto Position tab	General Tab	CIO Admin POC	Click Next button		Position tab appears	User should be able to click the "Next" button and move to the Position Tab when all mandatory fields have been entered	Validate the functionality of the 'Next' button		
5	Check the Position Tab for proper content, wording and format of fields	Position Tab	CIO Admin POC	Click next to move to Position tab. Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
6	Inspect Initiator name in Upper Ribbon	Position Tab	CIO Admin POC	Inspect Initiator name		In the header, field displays the name of the person who initiated the request	As an CIO Admin POC filling out Position Tab, I want the system to automatically record the initiator's name so that it can be used for tracking purposes. The date should be in the following format: First Name Last Name	BizFlow to Automatically Generate the Initiator Name on the Position Tab of Pre-Recruitment Consultation Worksheet		
7	Inspect Request Date in Upper Ribbon		CIO Admin POC	Inspect Request Date Title		In the header, field displays a Request Date in the following format: mm/dd/yyyy	As an CIO Admin POC filling out Position Tab, I want the system to automatically record the current date as the Request Date upon generating the Request Number so that it can be used for tracking purposes. The date should be in the following format: mm/dd/yyyy	BizFlow to Automatically Generate the Request Date on the Position Tab of Pre-Recruitment Consultation Worksheet		
8	Check the Position Tab for the following mandatory distinctions		CIO Admin POC	Inspect the fields for mandatory distinction - Red asterisk to the upper right of the mandatory field's title.		Instructions at the top of the screen indicate asterick * indicates required fields. The following fields should be indicated as mandatory: - Job Requisition Number - Classified Position Title - Pay Plan - Series - Grade - Position Sensitivity - Position Is - Common Accounting Number (CAN) - Backfill/Vice - Number of Vacancies - Type of Appointment - Area of Consideration - Open and Continuous - Work Schedule	Validate mandatory field is indicated by an asterisk symbol	Position tab Mandatory Field Distinction		
9	Inspect Position tab for pre-populated fields from Classification workflow	Position Tab	CIO Admin POC	Inspect the Position tab for pre-populated fields		The following fields should be pre-populated with any entries from Classification (if applicable): - Job Requisition Number - Classified Position Title - Functional Position Title - Pay Plan - Series - Grade - Position Sensitivity - Position Is - Backfill/Vice - Duty Station	Validate fields transfer to Position tab from Classification workflow			

Recruitment - Step 6 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
10	Check the Position Tab for the following mandatory distinctions	Position Tab	CIO Admin POC	Click Next button. (you may need to click Save button to remove error messages)		Unable to proceed without selection or entry in mandatory fields. Mandatory fields present error messages and route user to the top of the page. The following fields should be indicated as mandatory: - Job Requistion Number - Position Is - Common Accounting Number (CAN) - Number of Vacancies - Type of Appointment - Area of Consideration - Open and Continuous - Work Schedule	Validate mandatory field is indicated by an asterisk symbol	Position Title Mandatory Field Distinction		
11				Click Next		Unable to proceed without entry in mandatory fields. Errors presented on mandatory fields and routes user to top of page.				
12	Validate Save functionality	Position Tab	CIO Admin POC	Click Save button		Error messages clear and page saves. Routes user back to form.	Saving a request will remove the error message to view all fields			
13	Enter Job Requisition Number	Position Tab	CIO Admin POC	Click in field titled Job Requisition Number and type in number.		Free-form field captures JR number		Validate user can enter JR number		
14	Select Position Is	Position Tab	CIO Admin POC	Click within the Position Is field.		Dropdown list with the following items: - Supervisor/Manager (Code 2) - Supervisor-CSRA (Code 4) - Management Official (CSRA) (Code 5) - Work Leader (Code 6) - Team Leader (Code 7) - Neither (Code 8)	As a CIO Admin, I want a field labeled "Position Is" with a dropdown listing	Validate the "Position Is" Dropdown Functionality		
15				Select item from dropdown list field. **Write the selected Position Is in the Test Data column**		Position Is chosen populates textbox				
16	Enter CAN number	Position Tab	CIO Admin POC	Click into the text field "Common Accounting Number" and enter CAN # beginning with 1-8		Error states CAN # must begin with a 9 and be 7 digits long	CAN # rules require CAN Code to start with 9 and be 7 digits long	Validate the Common Accounting Number text box functionality		
17				Delete previous entry and type in a 8-digit CAN # beginning with 9. **Write the CAN # in the Test Data column**		CAN # must begin with 9 and be 7 numerical digits long				
18	Enter number of vacancies	Position Tab	CIO Admin POC	Select text box below "Number of Vacancies" field. Enter numeric number. **Write the No. of Vacancies in the Test Data column**		Numeric number appears in text box	Enter the number of vacancies for the JR	Check the field labeled "Number of Vacancies"		
19	Inspect Type of Appointment field for auto populate to Indefinite	Position Tab	CIO Admin POC	Inspect "Type of Appointment" field		Type of Appointment field autopopulates to Indefinite and is read-only/cannot be changed	Validate the field labeled "Type of Appointment" is filled with Indefinite for Title 42	Validate the field labeled "Type of Appointment" is Indefinite for Title 42		
20	Inspect Areas of Consideration field for auto populate to All Sources	Postion Tab	CIO Admin POC	Inspect Area of Consideration field		Type autopopulates to All Sources		Validate Title 42 Area of Consideration is All Sources		
21	Validate Open and Continuous options	Postion Tab	CIO Admin POC	Click Open and Continuous dropdown		Options include Yes or No				
22	Validate Open and Continuous dynamic functionality with # Calendar Days to Advertise field	Position Tab	CIO Admin POC	Select "Yes" under Open and Continuous dropdown		Yes populates field. Number of Calendar Days to Advertise field disappears.				
23				Select "No" under Open and Continuous dropdown		No populates field. # of Calendar Days to Advertise field appears as mandatory.				
24	Enter Number of Calendar Days to Advertise	Position Tab	CIO Admin POC	Click in dropdown field below "Number of Calendar Days to Advertise" field. Select numeric number. **Write in No. of Calendar Days in Test Data Column**		Numeric numbers appear in dropdown box	As a CIO Admin, I want a field labeled "Number of Calendar Days to Advertise" allowing me to select the enter the number of days in the Position Tab.	List Number of Calendar Days to Advertise in Position Tab		
25	Validate Work Schedule field dropdown capability	Position Tab	CIO Admin POC	Select field labeled "Work Schedule"		Drop down list field with the following items: - Full-Time - Part-Time	Validate the field labeled "Work Schedule" has a drop down allowing you to choose the accurate work schedule option	Validate the field labeled "Work Schedule"		
26	Validate Part Time Work Schedule Hours per Week rules	Position Tab	CIO Admin POC	Select "Part-Time" from Work Schedule dropdown list field. Enter 40 hours in Hours per week field.		Error is presented that Part Time schedules must be between 16-32 hours.	Validate the field "Hours per Week" allows entry of 16 - 32 hours if the work Schedule field is set as "Part-Time".	Check that when "Work Schedule" = Part Time, "Hours per week" displays 16-32 hours		

Recruitment - Step 6 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
27				Delete 40 from Hours per Week schedule and type in value between 16 and 32. **Write in Hours per Week in Test Data column.**		Hours per week field captures value with no error				
28	Validate Full Time Work Schedule functionality	Position Tab	CIO Admin POC	Select "Full-Time" from Work Schedule dropdown list field. Enter 16 hours in the field.		Error is presented that Full Time schedules must between 32-40 hours	Validate the field labeled "Hours per Week" allows 32-40 hours as entry if the Work Schedule field is set to "Full-Time".	Check that when "Work Schedule" = Full-Time, "Hours per week" displays 40 hours		
29				Delete 16 from Hours per Week schedule and type in value between 32 and 40. **Write in Hours per Week in Test Data column.**		Hours per week field captures value with no error				
30	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		
31				Remove previous text from Remarks field. Type less than 500 characters		Captures text in Remarks field with no errors.				
32	Move to Next tab	Position Tab	CIO Admin POC	Make sure all mandatory fields are filled in on the Position Tab and click the "Next" button		Conditions of Emp Tab screen appears	User should be able to click the "Next" button and move to the position tab when all mandatory fields have been entered	Validate the functionality of the "Next" button		
33	Check the Conditions of Emp Tab for proper content, wording and format of fields	Conditions of Emp Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
34	Validate fields are pre-populated from Classification workflow	Conditions of Emp Tab	CIO Admin POC	Inspect the Conditions of Emp Tab		The following fields should be carried over from Classification: - Pre-Recruitment Physical Required? - Drug Test Required? - Financial Disclosure Required? - Financial Statement	Classification fields transfer to Pre-Recruitment, where applicable	On the Conditions of Emp tab, make sure fields transfer over from Classification		
35	Select License Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under License Required? Field		Text box labeled "License Information" appears	License : Display box will appear if License Required box is checked	Check License Required box appears when License is chosen in "Conditions of Employment" field		
36				Inspect License Information field label		Red asterisk to the upper right of the label				
37				Type 141 characters into text box		Error message and character cut-off functionality occurs after 140 characters have been entered				
38				Remove previous text and type in less than 140 characters		field captures entry with no errors				
39	Select Travel Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under the Travel Required? Field		Text boxs labeled "Domestic Travel Percentage" and "International Travel Percentage" appear	Travel : Percentage Box will appear if travel box is checked	Check "Travel Percentage" box appears when Travel is chosen in "Conditions of Employment" field		
40				Inspect Travel Percentage field label		Red asterisk to the upper right of the label				
41				Type into textbox		Characters populate in Travel Percentage checkbox				
42	Select Foreign Language Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under Foreign Language Required? Dropdown		Language dropdown appears to the right		If languages are required, option to select which languages from dropdown		
43				Select Language dropdown and chose language required		The language appears to the right with a checkbox next to selection				
44	Next Button functionality		CIO Admin POC	Make sure all mandatory fields are filled in on the COE Tab and click the "Next" button		Resources Tab screen appears	User should be able to click the "Next" button and move to the resources tab when all mandatory fields have been entered	Validate the functionality of the "Next" button		
45	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		The following Resources should appear with working links and appropriate descriptions - SRTS - Hiring Options Guide - PBMS	Mark any issues in the Comment/Feedback column	Validate Resources dynamically change with Request Type and Hiring Method		
46	Click Next to move onto Documents tab	Resources Tab	CIO Admin POC	Validate Next button works to move forward in process		Documents Tab screen appears				
47	Validate previously uploaded documents appear	Documents Tab	CIO Admin POC	Inspect Documents tab		The following document types should be uploaded from Classificaiton: - Statement of Duties - Organizational Chart	Documents from Classification carry over into Recruitment workflow	Validate documents transfer from Classification		

Recruitment - Step 6 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
48	Validate uploaded documents can be viewed	Documents Tab	CIO Admin POC	Click the Document link for Statement of Duties		Document opens and is viewable	All previously uploaded documents can be downloaded and viewed			
49				Click the Document link for Organization Chart		Document opens and is viewable				
50	Inspect Missing Required Documents list for remaining required documents	Documents Tab	CIO Admin POC	Inspect the Documents tab Missing Required Documents list		The required documents missing at this step include: - Position Sensativity Form	Missing required documents are listed on the Docs tab			
51	Validate user cannot proceed without uploading required documents	Documents Tab	CIO Admin POC	Click Send Pre-Recruit Docs Button at bottom of form		Unable to submit. Message appears "Please upload the missing required document(s)."	All required documents must be uploaded in order to submit to next step in process.			
52				Click Ok.		Message disappears and user is taken back to Documents tab.				
53	Validate ability to upload a document at this step	Documents Tab	CIO Admin POC	Select the "Add Document" button		Pop-up window opens with the option to drop files or select files from computer				
54				Click the "Click to Browse Files" button		Pop-up opens with the ability to choose file from your desktop				
55				Double click document you want to upload then click the "Upload" button		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
56				Select "Position Sensativity" as the Document Type of the uploaded file and type in any additional details in the Description field	**Document Type = Position Sensitivity Form**	Selected Doc Type is captured				
57				Click Green Upload button		Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
58	Validate ability to delete an uploaded document	Documents Tab	CIO Admin POC	Select Red Delete Button next to uploaded document		Pop up appears asking user "Do you want to delete this file?"				
59				Select ok		Uploaded file disappears from Documents tab list				
60	Upload all required documents	Documents Tab	CIO Admin POC	Upload any additional document types that are required. **Enter the Document Types that were added to the Documents tab in the Test Data field.**		Documents appear on Documents Tab.	All uploaded documents appear on the Documents Tab.			
61	Send request to CIO Admin POC	Documents Tab	CIO Admin POC	Once all fields are entered, click Send Pre-Recruit Meeting Docs button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to homepage.	CIO Admin can submit pre-recruitment documents to all POCs involved in pre-recruitment meeting held offline			
62	Validate POCs receive auto notification emails	Documents Tab	HRO specialist, Selecting official, CIO Admin POC, and classification specialist (if applicable)	Log in to email (see Paige to confirm email was received)		Received auto email from BizFlow with pre-recruit documents notifying user of meeting readiness	identified POCs receive auto email from BizFlow once CIO Admin submits documents prior to pre-recruitment meeting	Send auto email notifying stakeholders of draft hiring package		

Hold pre-recruitment consultation meeting offline with identified POCs

CIO Admin POC logs back into the application and resumes by clicking "Finalize Pre-Recruitment Checklist" on My Work

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
63	Validate CIO Admin can open Finalize Pre-Recruitment Checklist on My Work tab	My Work	CIO Admin POC	Login as CIO Admin POC and click request Finalize Pre-Recruitment Checklist		Request opens to General Tab	CIO Admin POC is access the working request after the pre-recruitment meeting is held offline			
64	Validate all fields are populated with previously-entered information	General Tab	CIO Admin POC	Move through General, Position, Conditions of Emp tabs and validate all entries		Previous data is populated and correct	CIO Admin POC is able to come back into forms to edit if needed after the pre-recruit meeting.			
65	Validate CIO Admin is able to make edits on any of the tabs	General Tab	CIO Admin POC	Select "No" under SMEs Required field		SME information disappears	Ability to edit fields after pre-recruitment meeting			
66		Position Tab	CIO Admin POC	Change Functional Position Title .		New value is captured in Functional Position Title field	Ability to edit fields after pre-recruitment meeting			
67		Conditions of Emp Tab	CIO Admin POC	Select "No" under Travel Dropdown		Domestic and International fields disappear. Change is captured.	Ability to edit fields after pre-recruitment meeting			
68	Validate required fields on Validation Tab	Validation Tab	CIO Admin POC	Navigate to the Validation tab.		Validation Tab screen appears				
69				Inspect Validation Tab		The Pre-Recruitment Meeting Date is mandatory with red asterick				
70				Click Next		Error message appears for the Pre-Recruitment Meeting Date because it is required before proceeding				

Recruitment - Step 6 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
71	Enter in pre-recruit meeting date	Validation Tab	CIO Admin POC	Select calendar icon dropdown. Choose a date when the pre-recruitment meeting with held with stakeholders offline.		Field enters date in format MM/DD/YYYY	Ability to enter in pre-recruitment meeting			
72	Validate Job Analysis/Workbook is required	Documents Tab	CIO Admin POC	Navigate to the Documents tab.		Documents tab appears with required document "Job Analysis (Workbook)" listed	Job analysis/workbook is a required document after the pre-recruitment consultation meeting	CIO Admin POC must upload the Job Analysis (Workbook) before proceeding to the next step		
73				Click Submit button at bottom of page		Unable to proceed without uploading the Job Analysis (Workbook)				
74	Upload the Job Analysis (Workbook)	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table	Ability to upload the Job Analysis (Workbook) at the Finalize Pre-Recruitment Documents step			
75				Select "Click to Browse File(s)" button		User's folder pops up to select files				
76				Click on the Job Analysis/Workbook to upload and click Open		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
77				Select Document Type to assign the document to Job Analysis (Workbook)		Job Analysis (Workbook) is selected as the document type				
78				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab				
79	Ensure uploaded documents are downloadable	Documents Tab	CIO Admin POC	Click on title of Document (under Document Name) previously uploaded and validate the document downloads to view		New tab opens to download the document on your computer	Ability to download/view documents which have been uploaded to BizFlow			
80	Submit finalized pre-recruitment forms and documents	Documents Tab	CIO Admin POC	Click Submit button at bottom of page		Form loads, sends, and takes user back to home page	Ability to submit finalized forms and documents			

End CIO Admin POC activity; move to step 7

Recruitment - Step 7 (Track USA Staffing Status)

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 HRO Specialist and select "Validate Recruitment" in My Work**									
1	Validate HRO Specialist can enter Validate Recruitment step	Home Screen	HRO Specialist	Log-in as HRO Specialist	HRO Specialist Log-in Credentials	Home Screen Appears	Validate Recruitment with PPP/PCP information	Login as HRO Specialist		
2				Click on My Work tab		My Work appears with requests in HRO Specialist's queue				
3				Click on request Validate Recruitment in My Work queue		Request opens to General Tab				
4	Validate HRO Specialist can view Validation tab	Validation Tab	HRO Specialist	Inspect upper ribbon for Validation tab		Validation is present and clickable	Validate Validation tab is present			
5				Click on the Validation Tab		Validation tab appears				
6	Inspect Pre-Recruitment Meeting date field	Validation Tab	HRO Specialist	Inspect the pre-recruitment meeting date field		Field is populated from previous step	Pre-Recruitment meeting date flows over from CIO Admin POC			
7	Validate required fields on Validation tab	Validation Tab	HRO Specialist	Click next button on bottom of page		Error message is presented on blank mandatory fields and does not allow the user to proceed. Mandatory fields: - Pre-Recruitment Meeting Date (already filled out) - Has the Priority Placement Program (PPP)/ Priority Consideration Program (PCP) been cleared?	Mandatory fields must be selected prior to proceeding	Unable to proceed without entering in mandatory fields		
8	Enter PPP/PCP Information	Validation Tab	HRO Specialist	Click dropdown under "Has the Priority Placement Program (PPP)/Priority Consideration Program (PCP) been cleared?"		Options include Yes and No				
9				Select "Yes" from dropdown		Mandatory Date Cleared field appears below				
10	Enter PPP/PCP Date cleared	Validation Tab	HRO Specialist	Select calendar icon and choose date when PPP/PCP was cleared		Field captures date in format MM/DD/YYYY	Date Cleared is a mandatory field with format MM/DD/YYYY			
11	Enter Justification for not clearing PPP/PCP	Validation Tab	HRO Specialist	Select "No" from dropdown		Mandatory Justification field appears below				
12				Type in Justification field		Field captures text.	Justification field is a free-form mandatory text box			
13	Validate Job Analysis (Workbook) appears and is viewable	Documents Tab	HRO Specialist	Click on Documents tab		Documents tab appears with all uploaded document types				
14				Inspect the documents table		Job Analysis (Workbook) document type is uploaded from the CIO Admin POC	Job Analysis (workbook) should be viewable to the HRO Specialist			
15				Click on the Document Name of the Job Analysis (Workbook) document type.		File opens and is viewable				
16	Submit Validation	Documents Tab	HRO Specialist	Click Submit button		"Please wait..." appears on screen then takes the user back to home page	After HRO specialist validates the recruitment, he/she clicks submit to proceed.			
**END Recruitment process (HR enters information into USA Staffing)**									