Tester Name: _____

Classification Activity User Acceptance Test Scripts by Scenario		
SES/SL/ST 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 Selecting Official 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 Save button works properly	General Tab	CIO Admin POC	Click Save button		"Please Wait" pop up appears then routes user back to General Tab. Error messages clear.		Validate the functionality of the 'Save' button		
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				Click on an Administration Code 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 SES/SL/ST	**Hiring Method = SES/SL/ST**	SES/SL/ST 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.	**Org 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.				

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	Validate First through Fifth Subdivisions auto populate with Admin Code	General Tab	CIO Admin POC	Click in Admininstration Code field. Type HC and click any 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				
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	Inspect Reason for Submission field	General Tab	CIO Admin POC	Inspect Reason for Submission field	New	SES/SL/ST Reason for Submission is auto populated to 'New' and unable to be changed.	Reason for Submission is auto generated to 'New' for SES/SL/ST classification requests			
24	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).				
25	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		
26				Select your assigned Selecting Official from the dropdown menu	Selecting Official X	Selected item populates in the Selecting Official text box				
27	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		
28	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		
29				Select your assigned CIO Admin POC from the dropdown menu	CIO Admin POC X	Selected item populates in the CIO Admin POC text box				
30	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		
31	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		
32				Select your assigned HRO Specialist from the dropdown menu	HRO Specialist X	Selected item populates in the HRO Specialist text box				
33	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		
34	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		
35				Select your assigned Classification Specialist from the dropdown menu	Classification Specialist X	Selected item populates in the Classification Specialist text box				
36	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		
37	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		
38	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		
39				Click OK		Takes user back to home page				
40	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		
41	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.				
42	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.				

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	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		
44	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				
45	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		
46				Click Next button		Unable to proceed without entering in mandatory fields. Error messages present on mandatory fields.	Unable to proceed without entering mandatory fields			
47	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. Error messages clear.		Validate the functionality of the 'Save' button		
48	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			
49	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		
50				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				
51	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				
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	Type "S"	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 ST from the Pay Plan dropdown list	**Pay Plan = ST**	ST appears in Pay Plan field				
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 is to
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	Inspect Grade Field	Position Tab	CIO Admin POC	Inspect Grade Field		Grade auto populates to '00' for SES/SL/ST classification. Unable to edit field.	SES/SL/ST Grade auto generates to '00'			
58	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		
59				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				
60	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		

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
61				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		
62	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		
63				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				
64				Type in reason for no backfill into Reason field		Reason is captured in field				
65	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.				
66	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		
67				Click Employing Office Location from dropdown	**Employing Office Location = Atlanta, GA**	Employing Office Location is populated				
68	Enter Duty Station for position	Position Tab	CIO Admin POC	Click into text field below "Duty Station" and begin typing first 2 characters of 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		
69				Select Duty Station from dropdown. **Write Duty Station in Test Data column.**		Duty station is populated				
70	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		
71	Validate Next button works properly	Position Tab	CIO Admin POC	Click Next button		Resources tab appears with all available resources, links, and descriptions	User can proceed to next tab after all mandatory fields are filled in			
72	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Resources for SES/SL/ST include Hiring Options Guide, SRTS, and PBMS. Mark any issues in the Comment/Feedback column	Resources for SES/SL/ST include - Hiring Options Guide - SRTS - PBMS			
73	Validate Hiring Options Guide is clickable	Resources Tab	CIO Admin POC	Click on Hiring Options Guide link		Hiring Options Guide opens to new tab				
74	Validate Position-Based Management System (PBMS) is clickable	Resources Tab	CIO Admin POC	Click on PBMS link		PBMS opens to new tab				
75	Validate Strategic Recruitment Tracking System (SRTS) is clickable	Resources Tab	CIO Admin POC	Click on Strategic Recruitment Tracking System (SRTS) link		Strategic Recruitment Tracking System (SRTS) opens to new tab				
76	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				
77	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for missing required documents		All required docs appear in missing documents list				
78	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.	Unable to proceed with submission at this step if required documents are not uploaded			
79	Validate required documents list	Documents Tab	CIO Admin POC	Inspect Required Documents list on Documents Tab		Required documents include: - Position Description - Org Chart	Required documents changes based on Reason for Submission selection			
80	Upload Required Documents to Documents Tab	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table				
81				Select "Click to Browse File(s)" button		User's folder pops up to select files				
82				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. Select the PD and Org Chart to upload.		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
83				Select Document Types to assign required doc type, and type in any additional details in Description textbox		fields appear in appropriate boxes				

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
84				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			
85	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 - Classification Standard	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)		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 an option		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 an option		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 an option		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 an option		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 an option		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 make a selection		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 an option	Yes	Yes populates field. Financial Statement field appears as mandatory	Require selection of Financial Statement if Financial Disclosure is required			
17				Inspect Financial Statement field		Options include OGE-450 and OGE-278				
18	Select Financial Statement	Classification Tab	HR Classification Specialist	Select Financial Statement from options below		Field captures entry with no errors				
19	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				
20	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.				
21				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				

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	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				
23	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				
24	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				
25	Select Acqusition 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				
26	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			
27				Type in 4 digit Competitive Level Code. **Write Competitive Level Code in Test Data column.**		Field captures entry with no errors				
28	Select Classification Standards	Classification Tab	HR Classification Specialist	Select Classification Standard dropdown and make a selection from options		Field captures entry with no errors				
29				Click "Add Classification Standard" button		Selection appears to the right of field with a checked box				
30				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			
31	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				
32	Inspect Documents tab for pre-uploaded documents	Documents tab	HR Classification Specialist	Click on Documents Tab on upper ribbon		Documents tab appears				
33				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. Org Chart PD			
34	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			
35	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				
36				Click Ok		Popup disappears and Organization Chart document is removed from list of documents				
37	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				
38				Click "Click to Browse File(s)" button		Files open from your desktop				
39				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)				
40				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				
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	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		

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
43	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		
44				Click Exit		Takes user back to home page				
45	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			
46				Validate all pre-entered fields are filled in and accurate		All fields appear as expected				
47	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 Login Credentials	My Work tab appears	Initial request submits to Hiring Manager for concurrence	Classified PD/SOD request is routed to the 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 read-only in General, Position, and Classification tabs from Classifier	General Tab	Hiring Manager	Inspect General tab for valid information and are read-only		Fields entered appear as expected.	Fields are captured in request routing from Classifier to Hiring Manager			
4		Position Tab	Hiring Manager	Inspect Position tab for valid information and are read-only		Fields entered appear as expected.				
5		Classification Tab	Hiring Manager	Inspect Classification Tab for valid information and are read-only		Fields entered appear as expected.				
6		Documents Tab	Hiring Manager	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	Return for Modification	Concurrence Tab	Hiring Manager	Click Return for Modification button		Popup appears with free form text box				
10	Validate comments are required before returning to modification	Concurrence Tab	Hiring Manager	Click Send button		Red text error appears telling user to add comments before submission	Remarks required for return to modification	User must add comments to send back to Classifier for modification		
11				Type in the reason modification is required in the comment field		Field captures entry				
12	Send remarks for modification	Concurrence Tab	Hiring Manager	Click Send button		Form closes and takes user back to home page				
End Hiring Manager Concurrence step; Move to step 4										

Classification - Step 4 (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 Hiring Manager	My Work	HR Classification Specialist	Navigate to My Work tab on homepage	Classification Specialist login credentials	My Work tab appears	Request submits to Classifier for modification	Validate Selecting Official can create a New Classification 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 Hiring Manager appear along with the date returned				
4	Validate fields can be edited on General Tab	General Tab	HR Classification Specialist	Click in Job Requisition Number field and remove all previously entered text.		Field clears				
5				Type Job Requisition Number in field. **Write in Job Requisition Number in Test Data column.**		Field captures new entry				
6				Click Next button		Position tab appears				
7	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: - Supervisor/Manager (Code 2) - Supervisor-CSRA (Code 4) - Management Official (CSRA) (Code 5) - Work Leader (Code 6) - Team Leader (Code 7) - Neither (Code 8) - Team Lead	ability to make changes once returned for modification			
8				Made a selection from Position Is field. **Write Position Is selection in Test Data column.**		Field captures new entry				
9				Click Next button		Classification tab appears				
10	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			
11	Inspect Documents tab for pre-uploaded documents	Documents tab	HR Classification Specialist	Click on Documents Tab on upper ribbon		Documents tab appears				
12				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 Realignment spreadsheet, justification, staffing list, Org Chart BUS PD, justification, Org Chart All Others PD, Position Sensitivity Form, Org Chart			
13				Click on Document Name hyperlink to view		Document downloads to computer for viewing purposes	Ability to download and view previously uploaded documents			
14	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				
15				Click Ok		Popup disappears and Organization Chart document is removed from list of documents				
16				Click Add Document button		Pop-up opens with the ability to choose file from your desktop				
17				Click "Click to Browse File(s)" button		Files open from your desktop				

Classification - Step 4 (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				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)				
19				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				
20				Click Green Upload button		Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
21	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 5										

Classification - Step 5 (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	Modified request submits to Hiring Manager for concurrence	Classified PD/SOD request is routed to the 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. Fields cannot be edited.	Fields are captured in request routing from Classifier to Hiring Manager			
4		Position Tab	Hiring Manager	Inspect Position tab for valid information		Fields entered appear as expected. Fields cannot be edited.				
5		Classification Tab	Hiring Manager	Inspect Classification Tab for valid information		Fields entered appear as expected. Fields cannot be edited.				
6		Documents Tab	Hiring Manager	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 Concurrence Needed?	Yes	Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterick)	Provide the opporuntity to route agreement to higher level supervisor for concurrence	Additional CIO concurrence to be provided		
13	Validate type ahead functionality to higher level supervisor name	Concurrence Tab	Hiring Manager	Click in field titled Higher Level Supervisor and begin typing name		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 as read-only				
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 6										

Classification - Step 6 (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 Mgr Login Credentials	My Work tab appears	Initial request submits to Higher Level Manager for concurrence	Classified PD/SOD request is routed to the 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	Hiring Manager	Inspect Documents Tab for uploaded documents		Unable to add, edit, or delete 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. Routes user back to the top of the form.				
10	Check the Concurrence Tab Request Office Information section 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: - Supervisor Certification - Name/Title of Immediate Supervisor - Additional CIO Concurrence Needed?	Validate mandatory field is indicated by an asterisk symbol			
11				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.				
12	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			

Classification - Step 6 (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
13	Return for Modification	Concurrence Tab	Higher Level Supervisor	Click Return for Modification button		Popup appears with free form text box				
14	Validate comments are required before returning to modification	Concurrence Tab	Higher Level Supervisor	Click Send button		Red text error appears telling user to add comments before submission	Remarks required for return to modification	User must add comments to send back to Classifier for modification		
15				Type in the reason modification is required in the comment field		Field captures entry				
16	Send remarks for modification	Concurrence Tab	Higher Level Supervisor	Click Send button		Form closes and takes user back to home page				

End Higher Level Manager Concurrence step; Move to step 7

Classification - Step 7 (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	Request submits to Classifier for additional modification	Classification specialist receives modification request from Higher Level Supervisor		
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 Hiring Manager appear along with the date returned	Notes appears from previous reviewers on side panel			
4	Validate fields can be edited on tabs	Position Tab	HR Classification Specialist	Navigate to the Position tab		Fields appear as entered previously				
5	Validate fields can be edited on Position Tab	Position Tab	HR Classification Specialist	Clear Organization Position Title and type in new title. **Write new Organizational Title of Position in Test Data column.**		Field clears and new entry is captured	ability to make changes once returned for modification			
6				Click Next button		Classification tab appears				
7	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 8										

Classification - Step 8 (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	Modified 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. Fields cannot be edited.	Fields are captured in request routing from Classifier to Hiring Manager			
4		Position Tab	Hiring Manager	Inspect Position tab for valid information		Fields entered appear as expected. Fields cannot be edited.				
5		Classification Tab	Hiring Manager	Inspect Classification Tab for valid information		Fields entered appear as expected. Fields cannot be edited.				
6		Documents Tab	Hiring Manager	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 Concurrence Needed?		Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterick)	Provide the opporuntity to route agreement to higher level supervisor for concurrence	Additional CIO concurrence to be provided		
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		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 as read-only				
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 9										

Classification - Step 9 (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	My Work tab appears	Initial request submits to Higher Level Manager for concurrence	Classified PD/SOD request is routed to the 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	Hiring Manager	Inspect Documents Tab for uploaded documents		Unable to add, edit, or delete 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	Check the Concurrence Tab Request Office Information section 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: - Supervisor Certification - Name/Title of Immediate Supervisor - Additional CIO Concurrence Needed?	Validate mandatory field is indicated by an asterisk symbol			
11				Click Next button		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow.				
12	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			
13	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		

Classification - Step 9 (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
14	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.			
15	Inspect Approval Date field	Concurrence Tab	Higher Level Supervisor	Inspect Approval Date field		Approval Date field is autopopulated with today's date.	Validate Date field autopopulates with approval of supervisor certification statement.			
16	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 10

Classification - Step 10 (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 Login Credentials	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 managers 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 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			
8	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			
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.			

Classification - Step 10 (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
14	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.