

Pre-Recruitment Ad hoc: Validate User Groups & Cancel a Request										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
1	Open a new Recruitment Request	Home Screen	Selecting Official	Log-in as Selecting Official	Selecting Official Log-in Credentials	Home Screen Appears	Create Job Request	Validate Selecting Official can create a New Recruitment Request		
2				Click Start New Tab		Start New Tab Opens; Recruitment row present				
3				Click "Start" in Recruitment row		Request opens beginning on the General Tab and has additional tabs labeled General, Resources, and Documents				
4	Validate only Selecting Officials can be looked up in the Selecting Official field	General Tab	Selecting Official	Click in field titled Selecting Official and begin typing "CIO"	Type "Ci"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a CIO admin for the Selecting Official role		
5				Clear previously entered text. Begin typing "HR"	Type "HR"	No options appear for selection		Unable to select a HRO specialist for the Selecting Official role		
6				Clear previously entered text. Begin typing "CI"	Type "CI"	No options appear for selection		Unable to select a Classification specialist for the Selecting Official role		
7				Clear previously entered text. Begin typing "Se"	Type "Se"	Dropdown of all selecting officials appear for selection		Able to select only Selecting Officials in the user group		
8				Select your assigned Selecting Official		Selecting Official name populates field				
9	Validate only CIO Admin POCs can be looked up in the CIO Admin field	General Tab	Selecting Official	Click in field titled CIO Admin and begin typing "Se"	Type "Se"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a Selecting Official for the CIO Admin role		
10				Clear previously entered text. Begin typing "HR"	Type "Hr"	No options appear for selection		Unable to select a HRO specialist for the CIO Admin role		
11				Clear previously entered text. Begin typing "CI"	Type "CI"	No options appear for selection		Unable to select a Classification specialist for the CIO Admin role		
12				Clear previously entered text. Begin typing "Ci"	Type "Ci"	Dropdown of all CIO Admins appear for selection		Able to select only CIO Admin POCs in the user group		
13				Select your assigned CIO Admin POC		CIO Admin POC name populates field				
14	Validate only HRO Specialist can be looked up in the HRO Specialist field	General Tab	Selecting Official	Click in field titled HRO Specialist and begin typing "Se"	Type "Se"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a Selecting Official for the HRO Specialist role		
15				Clear previously entered text. Begin typing "Ci"	Type "Ci"	No options appear for selection		Unable to select a CIO Admin POC for the HRO Specialist role		
16				Clear previously entered text. Begin typing "CI"	Type "CI"	No options appear for selection		Unable to select a Classification specialist for the HRO Specialist role		
17				Clear previously entered text. Begin typing "Hr"	Type "Hr"	Dropdown of all HRO Specialists appear for selection		Able to select only HRO Specialist in the user group		
18	Validate only Classification Specialist can be looked up in the Classification Specialist field	General Tab	Selecting Official	Click in field titled Classification Specialist and begin typing "Se"	Type "Se"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a Selecting Official for the Classification Specialist role		
19				Clear previously entered text. Begin typing "Ci"	Type "Ci"	No options appear for selection		Unable to select a HRO specialist for the Classification Specialist role		

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20				Clear previously entered text. Begin typing "Hr"	Type "hr"	No options appear for selection		Unable to select a Classification specialist for the Classification Specialist role		
21				Clear previously entered text. Begin typing "Cl"	Type "Cl"	Dropdown of all Classification Specialists appear for selection		Able to select only Classification Specialist in the user group		
22	Cancel a request	General Tab	Selecting Official	Click Cancel Request button at the bottom of the form		Reason for Cancellation popup appears				
23	Validate Cancellation reason is required to cancel a request	General Tab	Selecting Official	Hover over green "OK" button		Unable to click OK to cancel without selecting a reason for cancellation				
24				Select dropdown next to Cancellation Reason		Options for selection include: - Cancel per Component - Cancel per Budget				
25				Select a reason for cancellation. <b>Write your selection for cancellation reason in the Test Data column.</b>		Field populates with selection				
26				Click green "OK" button		Form closes and takes user back to homepage.				

Classification Ad hoc: Validate user groups										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
1	Open a new Classification Request	Home Screen	CIO Admin	Log-in as CIO Admin POC	CIO Admin POC Log-in Credentials	Home Screen Appears	Create classification request	ValidateCIO Admin POC can open a new classification request		
2				Click Start New Tab		Start New Tab Opens; Classification row present				
3				Click "Start" in Classificaiton row		Request opens beginning on the General Tab and has additional tabs labeled General, Position, Resources, and Documents				
4	Validate only Selecting Officials can be looked up in the Selecting Official field	General Tab	CIO Admin	Click in field titled Selecting Official and begin typing "CIO"	Type "Ci"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a CIO admin for the Selecting Official role		
5				Clear previously entered text. Begin typing "HR"	Type "HR"	No options appear for selection		Unable to select a HRO specialist for the Selecting Official role		
6				Clear previously entered text. Begin typing "CI"	Type "CI"	No options appear for selection		Unable to select a Classification specialist for the Selecting Official role		
7				Clear previously entered text. Begin typing "Se"	Type "Se"	Dropdown of all selecting officials appear for selection		Able to select only Selecting Officials in the user group		
8				Select your assigned Selecting Official		Selecting Official name populates field				
9	Validate only CIO Admin POCs can be looked up in the CIO Admin field	General Tab	CIO Admin	Click in field titled CIO Admin and begin typing "Se"	Type "Se"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a Selecting Official for the CIO Admin role		
10				Clear previously entered text. Begin typing "HR"	Type "Hr"	No options appear for selection		Unable to select a HRO specialist for the CIO Admin role		
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12				Clear previously entered text. Begin typing "Ci"	Type "Ci"	Dropdown of all CIO Admins appear for selection		Able to select only CIO Admin POCs in the user group		
13				Select your assigned CIO Admin POC		CIO Admin POC name populates field				
14	Validate only HRO Specialist can be looked up in the HRO Specialist field	General Tab	CIO Admin	Click in field titled HRO Specialist and begin typing "Se"	Type "Se"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a Selecting Official for the HRO Specialist role		
15				Clear previously entered text. Begin typing "Ci"	Type "Ci"	No options appear for selection		Unable to select a CIO Admin POC for the HRO Specialist role		
16				Clear previously entered text. Begin typing "CI"	Type "CI"	No options appear for selection		Unable to select a Classification specialist for the HRO Specialist role		
17				Clear previously entered text. Begin typing "Hr"	Type "Hr"	Dropdown of all HRO Specialists appear for selection		Able to select only HRO Specialist in the user group		
18	Validate only Classification Specialist can be looked up in the Classification Specialist field	General Tab	CIO Admin	Click in field titled Classification Specialist and begin typing "Se"	Type "Se"	No options appear for selection	Only people in certain user groups appear under dropdown fields	Unable to select a Selecting Official for the Classification Specialist role		
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21				Clear previously entered text. Begin typing "CI"	Type "CI"	Dropdown of all Classification Specialists appear for selection		Able to select only Classification Specialist in the user group		
22	Cancel a request	General Tab	CIO Admin	Click Cancel Request button at the bottom of the form		Reason for Cancellation popup appears				
23	Validate Cancellation reason is required to cancel a request			Hover over green "OK" button		Unable to click OK to cancel without selecting a reason for cancellation				
24				Select dropdown next to Cancellation Reason		Options for selection include: - Cancel per Component - Cancel per Budget				
25				Select a reason for cancellation. <b>Write your selection for cancellation reason in the Test Data column.</b>		Field populates with selection				
26				Click green "OK" button		Form closes and takes user back to homepage.				