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	Classification Specialist completes the OF-8 form
Step 2	Specialist	Validates uploaded documents, submits to Hiring Manager for concurrence
		Hiring Manager receives completed OF-8 and documents and reviews
Cton 2	Hiring Managar	If all information is correct, concurs and submits (move to step 4)
Step 3	Hiring Manager	If changes need to be made, routes back to Classifier for modifications (goes back to step 2)
		Routes to the Higher Level Manager for concurrence
	Higher Level	Higher Level Supervisor reviews completed OF-8 and documents
Step 4	_	If all information is correct, concurs and submits (move to step 5)
	Manager	If changes need to be made, routes back to Classifier for modifications (goes back to step 2)
C+on F	Classification	Classification Specialist recieves concurrence from managers
Step 5	Specialist	Provides concurrence and ends classification or begins recruitment
Notes		

Classification - Step 1 (Submit PD/SOD for Classification)												
									Pass/Fail/Pass with			
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback		
Open eW	ITS 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	Classification request			Click Start New Tab	Credentials	Start New Tab Opens; Classification row present		Classification request				
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		listed order:	Top bar banner to display the information in the listed order (left to right):	Validate Top Bar Banner displays relevant information on the General				
						Request Number: (Blank) Request Date: mm/dd/yyyy	Request Number: Request Date: mm/dd/yyyy	Tab				
						3. Request Type:(Blank)	3. Request Type:			· ·		
						4. Initiator: CIO Admin POC Username	4. Initiator:					
						5. Current Status: (Blank)	5. Current Status:					
5	Check the General Tab for proper content, wording and format of fields	General Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column						
6	Check the General Tab Request Office	General Tab	CIO Admin POC	The following fields should be indicated as		Instructions at the top of the screen indicate	Validate mandatory field is indicated by an asterisk					
	Information section for fields with mandatory distinctions			mandatory: - Administration Code		asterick * indicates required fields. Red asterisk to	symbol					
	distinctions			- Hiring Method		the upper right of the mandatory field's title.						
				- 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						· ·		
7	Validate user cannot proceed without filling out	General Tah	CIO Admin POC	Click Next button		All Mandatory fields present an error and user is	Validate user cannot proceed without entering mandatory	4				
,	mandatory fields	General rab	CIO Admini Poc	CHEK NEXT BUTTON		taken to the top of the form.	fields					
8	Validate Save button works properly	General Tab	CIO Admin POC	Click Save button		"Please Wait" pop up appears then routes user back	(Validate the functionality of the 'Save'				
g	Validata Barrara and Barrara takana	Consent Tolk	CIO A dessire DOC	Lancard Danas and Control of the con		to General Tab. Error messages clear.	December of December to be an extended with four III	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		Resources and Documents tabs appear	Resources and Documents tabs are set to default for all users					
	cheragic prior to entering in any information			information			asci s					
10	Enter Administration Code	General Tab	CIO Admin POC	Navigate to the General Tab. Click in the	Type "hc"		Validate the field labeled "Administration Code" has auto-					
				"Administration Code" text box and begin typing Administration Code		code- Organization Name)	complete functionality listing the current codes. User can	auto-complete functionality				
				Administration code			enter Administration Code or Organization Name			· ·		
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	Hiring Method =	SES/SL/ST populates Hiring Method field	Option to select hiring method to proceed with correct					
				SES/SL/ST	SES/SL/ST		classification process					
13	Inspect Organization Name field for auto-	General Tab	CIO Admin POC	Inspect the Organization Name field.	Org Name = Department		"Organization Name" auto-populates with the selection of	_				
	populate				of Health and Human		administration Admin code	populates based on selection of				
					Services			administration Code				
14	Inspect First Subdivision	General Tab	CIO Admin POC	Inspect the First Subdivision field .	First Subdivision = Centers	The First Subdivision field auto populates to Centers For Disease Control And Prevention. The field is	First subdivision autopopulates with admin code	Validate all subdivisions auto populate with Admin Code		· ·		
					for Disease Control And Prevention	read-only.		with Admin Code				
15	Validate fields dynamically delete with Admin	General Tab	CIO Admin POC	Click in Admininstration Code field.	Frevention	X appears in field to delete previous entry	Subdivisions auto populate with selected admin code					
13	Code	General rap	CIO AUIIIII FOC	Cick in Auniministration Code neid.		A appears in field to delete previous entry	Subdivisions auto populate with selected admin code			· ·		
16				Click X next to "HC" in Adminstration Code field.		Admin Code field clears. First Subdivision field						
				(you may need to click outside of the field to clear		clears.				· ·		
				entry)								

Classification	n - Step 1 (Submit PD/SOD for Classification)									
									Pass/Fail/Pass with	
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback
17	Validate First through Fifth Subdivisions auto	General Tab	CIO Admin POC	Click in Admininstration Code field. Type HC and		Selected Admin Code appears in Adminstration				•
	populate with Admin Code			click any admin code in the dropdown field.		Code field				
	P. P. C. C.			(choose an admin code different from HC) Write in						
				Admin Code in Test Data Column.						
18				Inspect the First Subdivision field. Write in First		Field is auto populated with Center for Disease				
				Subdivision in Test Data column.		Control and Prevention and is read-only.				
19				Inspect the Second Subdivsion field. Write in		Field is auto populated with Admin Code entry.				
				Second Subdivision in Test Data Column.		Read only field.				
20				Inspect the Third Subdivsion field. Write in Third		Field is auto populated with Admin Code entry.				
				Subdivision in Test Data Column (if applicable).		Read only field.				
21				Inspect the Fourth Subdivision field. Write in Forth		Field is auto populated with Admin Code entry.				
				Subdivision in Test Data Column (if applicable).		Read only field.				
22				Inspect the Fifth Subdivsion field. Write in Fifth		Field is auto populated with Admin Code entry.				
				Subdivision in Test Data Column (if applicable).		Read only field.				
				Sabarvision in rest bata column (il applicable).		nead 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	Reason for Submission is auto generated to 'New' for			
						to 'New' and unable to be changed.	SES/SL/ST classification requests			
24	Select Position Status	General Tab	CIO Admin POC	Click dropdown titled Position Status and choose		The dropdown options include:	·			
				from the dropdown options.		Competitive, Excepted, SES (Gen), SES (CR).				
25	Enter Selecting Official name	General Tab	CIO Admin POC	Click the field titled Selecting Official and begin	"Se"	Field dynamically populates with dropdown options	Entering in the Selecting Official's name for this request	Validate Selecting Official field has auto-		
				typing name				populate dynamic functionality		
26				Select your assigned Selecting Official from the	Selecting Official X	Selected item populates in the Selecting Official tex	t			
				dropdown menu		box	W= WB 44			
27	Inspect Selecting Official email address	General Tab	CIO Admin POC	Inspect the field Email adjacent to Selecting Official		The first Email field populates based on chosen	"Email" field auto populate based on the name of the	First Email field populates based on		
28	autopopulates Enter CIO Admin POC name	General Tab	CIO Admin POC	Click the CIO Admin POC field and begin typing	"CI"	Selecting Official and is read-only Dropdown list of items dynamically displays CIO	selected person Entering in the CIO Admin's name for this request	selection of Selecting Official Validate CIO Admin POC field has auto-		
28	Enter Clo Admin Poc name	General rab	CIO Admin POC	name	Ci	Admin POCs	Entering in the ClO Admin's name for this request	populate dynamic functionality		
29				name	CIO Admin POC X	Selected item populates in the CIO Admin POC text		populate dynamic runctionality		
				dropdown menu		box				
30	Inspect CIO admin POC email address	General Tab	CIO Admin POC	Inspect the field adjacent to the CIO Admin POC			"Email" field auto populate based on the name of the	First Email field populates based on		
	autopopulates					Admin POC and is read-only	selected person	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	Entering in the HRO Specialist's name for this request	Validate HRO Specialist field has auto-		
						Specialist		populate dynamic functionality		
32				Select your assigned HRO Specialist from the	HRO Specialist X	Selected item populates in the HRO Specialist text				
		0 171	00.41 : 000	dropdown menu		box		5 5 16		
33	Inspect HRO Specialist email address	General Tab	CIO Admin POC	Inspect the field adjacent to the HRO Specialist			"Email" field auto populate based on the name of the	First Email field populates based on selection of HRO Specialist		
34	autopopulates Enter Classification Specialist name	General Tab	CIO Admin POC	Click the Classification Specialist field and begin	"CI"	Specialist and is read-only Dropdown list of items dynamically displays	selected person Entering in the Classification Specialist's name for this	Validate Classification Specialist field		
34	Enter classification specialist frame	General rab	CIO Admini FOC	typing name	Ci	Classification Specialist	request	has auto-populate dynamic		
				cyping name		classification specialise	request	functionality		
35				Select your assigned Classification Specialist from	Classification Specialist X	Selected item populates in the Classification		,		
				the dropdown menu		Specialist text box				
36	Inspect Classification Specialist email address	General Tab	CIO Admin POC	Inspect the field adjacent to the Classification		The first Email field populates based on chosen	"Email" field auto populate based on the name of the	First Email field populates based on		
	autopopulates			Specialist		Classification Specialist and is read-only	selected person	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	k	Validate the functionality of the 'Save'		
38	Validate Exit button works properly	General Tab	CIO Admin POC	Make sure all mandatory fields are filled in. Click		to General Tab	t User can exit the Classification and their work will be	button Validate the functionality of the 'Exit'		
38	validate EXIL DULLOIT WORKS properly	General rap	CIO AUMINI POC	the "Exit" button		to exit?	t User can exit the Classification and their work will be saved	button		
39				Click OK		Takes user back to home page	Juvea	button		
40	Refresh inbox	My Work	CIO Admin POC	Navigate to My Work and click the refresh icon in	1	Page refreshes		Refresh My Work to show working		
40	Neiresti ilibox	IVIY VVOIR	CIO AUIIIII FOC	the top right		i uge refresites		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		ID number appears on the far left next to the		- 1-1-coto or crianges in mook		
I	1	,		the Submit PD/SOD for Classification request. Write		request.				
				the ID number at the top right-hand corner of the						
				first page.						
42	Reopen working Classification request	My Work	CIO Admin POC	Navigate to My Work tab. Click "Submit PD/SOD		Opens form to General tab with previous fields				
				For Classification" request with today's Request		saved.				
				Date						

Classification	- Step 1 (Submit PD/SOD for Classification)									
									Pass/Fail/Pass with	
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback
43	Validate Next button works properly	General Tab	CIO Admin POC	Ensure all fields are populated on General tab. Click		Position tab appears.	Validate Next button functionality	Validate the functionality of the 'Next'		
				Next.				button		
44	Check the Position Tab for proper content,	Position Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
	wording and format of fields									
45	Check the Position Tab for the following	Position Tab	CIO Admin POC	The following fields should be indicated as mandatory:		Instructions at the top of the screen indicate	Validate mandatory field is indicated by an asterisk symbol	Position Title Mandatory Field Distinction		
	mandatory distinctions			- Official Title of Position		asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.	Symbol	Distinction		
				- Pay Plan		the apper right of the mandatory field 3 title.				
				- Series						
				- Grade						
				- Position Sensitivity						
				- Service						
				- Employing Office Location						
				- Duty Station						
46				Click Next button			Unable to proceed without entering mandatory fields			
						fields. Error messages present on 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		Validate the functionality of the 'Save'		
47	validate save button works properly	General Tab	CIO Admini POC	Click Save button		to General Tab. Error messages clear.	X.	button		
48	Enter Official Title of Position	Position Tab	CIO Admin POC	Click in Official Title of Position field and begin			Enter Official Title of Position	button		
				typing positon title. Write in Official Position Title in		i i				
				Test Data column.						
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		Field captures free-form entry with no errors				
				titile. Write in additional Position Title in the Test Data column.						
51	Validate ability to clear previously entered	Position Tab	CIO Admin POC	Click red X next to the first Position Title entered		Position title clears from entries				
	Position Title									
52	Option to enter Organizational Title of Position	Position Tab	CIO Admin POC	Click in Organizational Title of Position field and		Free-form field captures entry.	Enter Organizational Title of Position	Ability to add the Organizational (CDC)		
				begin typing org title of position				position title, if different than the		
F2	Validate Pay Plan type ahead functionality	Position Tab	CIO Admin POC	Click text field below "Pay Plan" Title and begin	T IICII	To a should be a s	Handhauld be able to view Day Dies antique from	Official Title of Position		
53	validate Pay Plan type anead functionality	Position 1ab	CIO Admin POC	typing pay plan	Type "S"		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	Diopus Willist Held	ranctionality		
-	,			, , , , , , , , , , , , , , , , , , , ,		., .,				
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	The state of the s	Verify type ahead functionality for		Future enhancement is to
						of available series	dropdown list field	entries for Series		
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 #)	•			
				the series in the rest Data Column		digit numerical #)				
57	Inspect Grade Field	Position Tab	CIO Admin POC	Inspect Grade Field		Grade auto populates to '00' for SES/SL/ST	SES/SL/ST Grade auto generates to '00'			
	•			•		classification. Unable to edit field.				
58	Select Position Sensitivity field	Position Tab	CIO Admin POC	Select the Position Sensitivity text field		Dropdown list field of items displays:	As a CIO Admin, I want a field labeled "Position	Validate Position Sensitivity drop-down		
							Sensitivity" with drop down functionality so I can reduce	list field functionality		
						2- Noncritical Sensitive	manual data entry errors in the Position Tab.			
						3- Critical Sensitive				
						4- Special Sensitive 5- Public Trust/Moderate				
						6- Public Trust/High Risk				
59				Select an item from the dropdown list field. Write		Selected item populates in the Position Sensitivity				
				the selected Position Sensitivity in Test Data		text box				
				column						
60	Validate dropdown capability for Backfill/Vice	Position Tab	CIO Admin POC	Select if Backfill/Vice is required dropdown		,	As a CIO Admin, I want a field labeled "Vice" with a	List Vice in Position Tab		
	field						dropdown functionality allowing me to choose between			
						No	two options of "Yes" or "No" in the Position Tab.			

Classification	- Step 1 (Submit PD/SOD for Classification)									
									Pass/Fail/Pass with	
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback
61				Select "Yes" from the Backfill/Vice field		Yes populates the Vice text field and additional	As a CIO Admin, I want a field labeled "Backfill/Vice	List Backfill/Vice name in Position Tab		
						open field textbox labeled "Backfill/Vice Name"	Name" allowing me to freely enter the Vice name and the			
						appears	field is only displayed if you choose "Yes" in the VICE drop			
62	Validate dynamic changes with Backfill/Vice	Position Tab	CIO Admin POC	Inspect Backfill/Vice Name field label		Red asterisk to indicate mandatory field	down in the Position Tab. As a CIO Admin, I want a field labeled "Backfill/Vice	Vice Name Mandatory if applicable		
02	valuate dynamic changes with backing vice	i osicion rab	Cio riammi oc	mispect backing vice reame near label		ned determined indicate mandatory neid	Name" that is a mandatory field only if you choose "Yes"	vice name manager, ii applicable		
							in the VICE drop down in the Position Tab.			
63				Select "No" from the dropdown list of the		No populates the Vice text field; "Vice Name" field				
				Backfill/Vice field		disappears and "Reason" field appears				
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		Dropdown options are Headquarters or Field.				
66	Enter Employiong Office Location for position	Position Tab	CIO Admin POC	Service location in Test Data column Click into text field below "Employing Office	Type "At"	Selected option populates field.	User must enter the Employing Office Location to procee	1 Validate Duty Station text entry		
00	Enter Employiong office Education for position	rosition rab	CIO Admini POC	Location" and begin typing location in the format:	Type At	functionality	oser must enter the Employing Office Education to procee	functionality		
				City, State		,		,		
67				Click Employing Office Location from dropdown	Employing Office Location	Employing Office Location is populated				
					= Atlanta, GA					
68	Enter Duty Station for position	Position Tab	CIO Admin POC	Click into text field below "Duty Station" and begin		dropdown dynamically populates with type ahead	User must enter the Duty Station to proceed	Validate Duty Station text entry		
				typing first 2 characters of Duty Station in the		functionality		functionality		
69				format: City, State Select Duty Station from dropdown. Write Duty		Duty station is populated				
05				Station in Test Data column.		but, station is populated				
70	Validate Remarks field can only handle 500	Position Tab	CIO Admin POC	Type 501 characters into the Remarks text box		Error message and character cut-off functionality	As a CIO Admin, I want a field labeled "Remarks" that has	Validate "Remarks" text field is located		
	characters					occurs after 500 characters have been entered	space for 500 characters so I can enter in important	at the bottom of Position tab and has		
							comments regarding the request in the Position Tab.	text entry		
71	Validate Next button works properly	Position Tab	CIO Admin POC	Click Next button		Description to be appeared with all available recovered	User can proceed to next tab after all mandatory fields ar			
/1	validate Next button works properly	POSITION TAD	CIO Admin POC	Click Next button		links, and descriptions	filled in	e		
72	Check the Resources Tab for proper content,	Resources Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Resources for SES/SL/ST include Hiring Options	Resources for SES/SL/ST include			
	wording and format of fields					Guide, SRTS, and PBMS. Mark any issues in the	- Hiring Options Guide			
						Comment/Feedback column	- SRTS			
72	Welfidete History Outlines Collide to elfeliable	D T - b	CIO Admin DOC	Click on History Oakland Colide Hall		Uisia - Outing - Cuide assess to assest to	- PBMS			
73	- '	Resources Tab		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	100000000000000000000000000000000000000	Resources Tab	CIO Admin POC	Click on Strategic Recruitment Tracking System		Strategic Recruitment Tracking System (SRTS) open	s			
	(SRTS) is clickable			(SRTS) link		to new tab				
76	Click Next to move onto Documents tab	Documents Tab	CIO Admin POC	Validate Next button works to move forward in		Documents Tab screen appears with option to				
				process		upload documnts				
77	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for missing required		All required docs appear in missing documents list				<u> </u>
70	Welldate Decoursed and an about 1	Danis and Tal	CIO Admin DCC	documents		Farancia de la constanta de la	Unable to account with substitutes at this 1. 15			
78	Validate Document are required at this step	Documents Tab	CIO Admin POC	Without uploading any documents, click Submit to		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	1		
				HR button		missing required document(s). Onable to proceed.	documents are not uploaded			
79	Validate required documents list	Documents Tab	CIO Admin POC	Inspect Required Documents list on Documents Tal		Required documents include:	Required documents changes based on Reason for			
						- Position Description	Submission selection			
			00.41 : 05-			- Org Chart				
80	Upload Required Documents to Documents Tab	Documents Tab		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		Files appears with the following information: Name	2,			
				To upload multiple files at one time, hold down the CTRL key as you select the files. Select the PD and	:	Document Type, Description, Size, Progress, and option to Remove				
				Org Chart to upload.		option to Kelliove				
83				Select Document Types to assign required doc type	,	fields appear in appropriate boxes				
				and type in any additional details in Description						
				textbox						

Classification	assification - Step 1 (Submit PD/SOD for Classification)													
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Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback				
84	84 Click green Upload button to load files Progress bar fills. User is taken back to Documents Upload all required documents at this step													
	Тар.													
						Any additional missing required documents will be								
						listed on the screen.								
85	Send request to HR Classification Specialist	Documents Tab	CIO Admin POC	Once all fields are entered, click Submit to HR		"Please Wait" pop up appears until sent, then user	CIO Admin POC can submit initial classification request to							
	button at bottom of form is taken back to homepage. HR (Classifier)													
End CIO	d CIO Admin POC activities; proceed to Step 2													

Classification	assification - 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 I	HR Classification Specialist												
1	Validate HR Classification Specialist has access	My Work	HR Classification	Navigate to My Work tab on homepage	Classification Specialist	My Work tab appears	Initial request submits to Classifier for additional	Initial classification request is routed					
	to classification request from CIO Admin		Specialist		login credentials		classification details	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	General Tab	HR Classification	Inspect General tab for valid information		Fields entered by CIO Admin POC annear	Fields are captured in request routing from CIO admin to						
3	from CIO Admin POC	General Tab	Specialist	inspect deficial tab for valid information		as expected.	Classifier	'					
4				Click Next button		Position tab appears							
5	Ensure all fields are captured in Position tab	Position Tab	HR Classification	Inspect Position tab for valid information		* * *	Fields are captured in request routing from CIO admin to						
	from CIO Admin POC		Specialist			as expected.	Classifier						
6	Validate Classification tab is present	Classification Tab	HR Classification	Click Classification tab on top ribbon		Classification tab appears and is clickable							
			Specialist										
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	Classification Tab	HR Classification	Click Next button at bottom of page (do not		User is unable to proceed. The following	Validate mandatory fields are required prior to moving						
	mandatory distinctions		Specialist	make any selections on the form)		fields provide an error message stating	forward in the process						
						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							
9	Select Physicians' Comparability Allowance (PCA)	Classification Tab	HR Classification	Select dropdown under Physicians'		Options include Yes, No, N/A. Field							
			Specialist	Comparability Allowance (PCA)		populates with selection							
10	Select Drug Test Required?	Classification Tab	HR Classification	Select dropdown under Drug Test Required?		Options include Yes, No, N/A. Field							
			Specialist	And select an option		populates with selection							
11	Pre-employment Physical Required?	Classification Tab	HR Classification	Select dropdown under Pre-employment		Options include Yes, No, N/A. Field							
12	Select Agent Access Required?	Classification Tab	Specialist HR Classification	Physical Required? And select an option Select dropdown under Select Agent Access		populates with selection Options include Yes, No, N/A. Field							
12	Scient Agent Access nequireus	Ciassification 1db	Specialist	Required? And select an option		populates with selection							
13	Subject to Additional Identical (IA)	Classification Tab	HR Classification	Select dropdown under Subject to Additional		Options include Yes, No, N/A. Field							
-			Specialist	Identical (IA) and select an option		populates with selection							
14	Incumbent Only?	Classification Tab		Select dropdown under Incumbent Only?		Options include Yes, No, N/A. Field							
	0	ol 16: :	Specialist	and select an option		populates with selection							
15	Commissioned Corps Eligibility?	Classification Tab	HR Classification	Select dropdown under Commissioned Corps		Options include Yes, No, N/A. Field							
16	Validate Financial Disclosure Required field rules	Classification Tab	Specialist HR Classification	Eligible? And make a selection Select Yes under field titled Financial	Yes	populates with selection	Require selection of Financial Statement if Financial						
10	vandate i manciai bisclosure nequired neld fules	Ciassification 1db	Specialist	Disclosure Required? and select an option	103	field appears as mandatory	Disclosure is required						
17			-pecianot	Inspect Financial Statement field		Options include OGE-450 and OGE-278							
18	Select Financial Statement	Classification Tab	HR Classification	Select Financial Statement from options		Field captures entry with no errors							
19	Ability to Add Financial Statemetn	Classification Tab	Specialist HR Classification	Click "Add Financial Statement" button		Selection moves to the right of the field							
			Specialist			with a red 'X' next to it							
20	Validate ability to remove selected Financial	Classification Tab		Click the red 'X' next to the selected		Selection removes from field.							
24	Statement		Specialist	Financial Statement.		Colorbina annual to the first Color							
21				Reselect Financial Statement from		Selection moves to the right of the field							
				dropdown and click "Add Financial Statement" button		with a red 'X' next to it							
				Statement button	l .								

eWITS 2.0 Request Number _____

Mark	Classification	ification - Step 2 (Classify PD/SOD)												
Sect Structure					_									
Section Sect						Test Data	•	Description	Role and Scenario	Enhancement	Comment/Feedback			
Security of the Control Contro	22	Select Fall Labor Stalldards Act	Classification Tab		· ·									
Section Control Code Control Control Code Control Control Code Co				эрссіаны			Scientiff populates field							
set of the control of														
Control Marchan Control Marchan Control Marchan Control Marchan Marcha	23	Select Cyber Security Code	Classification Tab	HR Classification	Select dropdown under Cyber Security Code		Dropdown list includes all cyber security							
See				Specialist	1		codes. Field populates with selection							
segment and find the segment state (right Class Water) For Competition Found Code For Code Fo														
Miles Complete Code Confidence No. Miles Complete Code Confidence No. Miles Code Confidence No. Miles Code	24	Select BUS Code	Classification Tab		•									
Section Angulation Code Section Compatible Level Code The Code Code Code Code Code Code Code Cod				Specialist	1		populates field							
Security	25	Select Acquisition Code	Classification Tab	HR Classification			Dropdown list includes all acquisition							
Profest Competitive Load Code Cod														
memorial digit ser requent reference de la commentation de grant en requent reference de commentation de grant en request reference de commentation de commentat					Test Data column.									
Part	26	Enter Competitive Level Code	Classification Tab		Enter 1 digit for Competitive Level Code									
Select Countrication Standards Classification Standards Classificati				Specialist				value						
Column C	27				1		Field captures entry with no errors							
Sixer Classification Standards Secolar Secolar Standards Secolar Secolar Standard Standard In Secolar Standard In Secolar Standard Standard In Secolar Standard In Sec					1									
Second S	28	Select Classification Standards	Classification Tab	HR Classification			Field captures entry with no errors							
with a checkwise from the content of							, , , , , , , , , , , , , , , , , , , ,							
Selection appears to the right of find year of the checkest to selection of the properties of the prop	29				Click "Add Classification Standard" button		Selection appears to the right of field							
Standard droppolars and Cilca Vadid Classification Standard displayman and Cilca Vadid Classification Standard														
Clasification Sandard selection Sandard selection (Sandard Sandard San	30													
Authors removal of Classification Standard selection Specialist					1		with a checked box	selected for one request						
selection specialist de la selection	21	Validate removal of Classification Standard	Classification Tab	HP Classification			Salaction disappears from Salacted Itams							
Inspect Documents tab for pre-uploaded documents are personal documents and pre-uploaded documents are personal documents. His Classification Inspect Documents tab His Classification Inspect Documents tab His Classification Inspect Documents are personal documents. His Classification Inspect Documents tab Inspect Documen	31		Classification Tab											
Intel Data Medical Concurrents table for pre-uploaded documents to the pre-uploaded documents		Science		эрсский										
Specialist Classification request Specialist Classification Specialist					in Test Data field.									
Inspect Documents and for uploaded required document (year are present) Document are sent to HR From CIO Admin's initial request. Org. Chart Document (Assafication request org. Org. Chart Document (Assafication request org. Org. Chart Document (Assafication request org. Org. Chart Document (Assafication specialist can remove Document table HR Classification Specialist HR Classification Specialist Document (Assafication Specialist can remove Document table HR Classification Specialist Document (Assafication Specialist can remove Document table HR Classification Specialist Document (Assafication Specialist can remove Document table HR Classification Specialist Document (Assafication Specialist can remove Document table HR Classification Document table Document table HR Classification Document table HR Classification Document table HR Classification Document table Document table HR Classification Document table Document table HR Classification Document table Document ta	32		Documents tab		Click on Documents Tab on upper ribbon		Documents tab appears							
required documents A Validate Documents can be downloaded and viewed viewed viewed bocuments tab viewed bocuments A Validate HR Classification Specialist can remove Documents tab viewed bocuments A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Document viewer provided to the Viewer purposes A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Documents A Validate HR Classification Specialist can upload Documents tab Document t	33	documents		Specialist	Inspect Documents tab for unloaded		The required document types are present	t Documents are sent to HR from CIO Admin's initial						
Validate Documents can be downloaded and viewed Validate HR Classification Specialist can remove Specialist Spec	33				The state of the s		1 1							
Validate Documents can be downloaded and view with wed								·						
vewed vewe														
Validate HG Classification Specialist can unlocated by the Classification Specialist can unlocated sit with the Classification of Click Add Document type of the Click Add Document type of the Specialist can unlocated sit with the Classification of Specialist can unlocated sit with the Classification of Specialist can unlocated sit with the Classification of Specialist can unlocated sit with the Classification Specialist can unlocated can unlocated sit with the Classification Specialist can unlocated sit with the Classification Specialist can unlocated can unlocated sit with the Specialist can unlocated sit with the Specialist can unlocated sit with the social properties of the Name Document Type of the Specialist can unlocated sit with the Specialist can	34		Documents tab		Click on Document Name hyperlink to view									
Documents Specialist and click red Delete button want to delete document documents and click of the Click Ok Specialist Click Ok Spec	25			+ -	5: 10			documents						
36 Validate HR Classification Specialist can upload Documents to Documents to Documents to Documents to Documents to Documents HR Classification Specialist Click Add Document button Specialist HR Classification Specialist Click Add Document button Specialist HR Classification Specialist Click Add Document button Specialist HR Classification Specialist Click Vision Specialist Click Vision Specialist HR Classification Specialist Click Vision Specialist	35		Documents tab											
documents 37 Validate HR Classification Specialist can upload Documents tab Documents 38 Click "Click to Browse File(s)" button 39 Double click document you want to upload disalis in the Description field addition the Description file of the uploaded file and type in any additional details in the Description file 40 Save Button functionality 42 Save Button functionality 45 Documents Tab Specialist 46 Documents Tab Specialist 47 Document Tab Specialist 48 Classification Specialist Click "Click to Browse File(s)" button 49 Document Type Document Type Document Type Of the uploaded file and type in any additional details in the Description file of the United Sciences Control of the United Sciences	36	Documents		Specialist				t						
37 Validate HR Classification Specialist can upload Documents 10 Document 10 Documents 10 Docum														
Documents Specialist Click "Click to Browse File(s)" button Files open from your desktop Files open from your desktop														
Select Org Chart as the Document Type of the uploaded file and type in any additional details in the Description field	37	1	Documents tab		Click Add Document button									
Double click document you want to upload displaying details of the Name, Document Type per displaying details of the Name, Document Type = Org Chart as the Document	20	Documents		Specialist	Clist Clist to Barres Clist Cli									
displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove) Select Org Chart as the Document Type of the uploaded file and type in any additional details in the Description field Click Green Upload button Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Az Save Button functionality Documents Tab HR Classification Specialist Click "Save" Button Specialist Click "Save" Button Specialist Document Type = Org Chart as the Document Type = Org Chart Document Type = Org Chart Selected Doc Type is captured Chart User can save worksheet without validation Validate the functionality of the "Save" Button Validate the functionality of the "Save" Button					* * * * * * * * * * * * * * * * * * * *									
Document Type, Description, Size, and Process, (and option to Remove) Select Org Chart as the Document Type of the uploaded file and type in any additional details in the Description field Click Green Upload button Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Save Button functionality Document Type, Description, Size, and Process, (and option to Remove) Selected Doc Type is captured User is returned to Documents Tab screen. The uploaded document appears on the page. Content populated remains saved incase user decides to exit; and returns to last User can save worksheet without validation Validate the functionality of the 'Save' Button Button	39				Double click document you want to upload									
Process, (and option to Remove) 40							1							
Select Org Chart as the Document Type of the uploaded file and type in any additional details in the Description field 41 42 Save Button functionality Documents Tab Specialist Selected Doc Type is captured Chart Document Type = Org Chart Selected Doc Type is captured Chart Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Content populated remains saved incase user decides to exit; and returns to last User can save worksheet without validation Validate the functionality of the 'Save' Button Wall the functionality of the 'Save' Button Specialist														
the uploaded file and type in any additional details in the Description field 41 42 Save Button functionality Documents Tab Specialist the uploaded file and type in any additional details in the Description field Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Click Green Upload button Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Content populated remains saved incase user decides to exit; and returns to last User can save worksheet without validation Validate the functionality of the 'Save' Button Button	40				Select Org Chart as the Document Type of	Document Type = Org								
Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Save Button functionality Documents Tab HR Classification Specialist Click Green Upload button Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page. Content populated remains saved incase user decides to exit; and returns to last User can save worksheet without validation Validate the functionality of the 'Save' Button Button					the uploaded file and type in any additional	Chart								
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 user decides to exit; and returns to last user decides to exit; and returns to last Button					·									
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 User can save worksheet without validation Validate the functionality of the 'Save' Button Button	41				Click Green Upload button									
Save Button functionality Documents Tab HR Classification Specialist On the page. User can save worksheet without validation Button User can save worksheet without validation Button Button														
42 Save Button functionality Documents Tab HR Classification Specialist Content populated remains saved incase user decides to exit; and returns to last User can save worksheet without validation User can save worksheet without validation User can save worksheet without validation Button														
Specialist user decides to exit; and returns to last Button	42	Save Button functionality	Documents Tab	HR Classification	Click "Save" Button			User can save worksheet without validation	Validate the functionality of the 'Save					
page	.=	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							· ·					
							· ·							

Ciassillation	Step 2 (Classify PD/SOD)								Pass/Fail/Pass with			
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback		
43	Validate Exit button works properly	Documents Tab	HR Classification	Make sure all mandatory fields are filled in.		Pop up appears asking user if you are	User can exit the Recruitment and their work will be	Validate the functionality of the 'Next'				
Specialist Click the "Exit" button sure you want to exit? saved button												
44				Click Exit		Takes user back to home page						
45	Reopen working classification request from My	My Work	HR Classification	Click Classify PD/SOD from My Work section		Request opens to General Tab	Reopening a request presents all saved information					
	Work		Specialist									
46				Validate all pre-entered fields are filled in		All fields appear as expected						
				and accurate								
47	Submit to Hiring Manager for concurrence		HR Classification	Click Submit to Hiring Manager button		Please Wait pops up then takes user to						
Specialist My Work page.												

Classification	- Step 3 (Provide Concurrence on Classification)													
									Pass/Fail/Pass with					
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback				
Login as F	Hiring Manager													
1	Validate Hiring Manager has access to	My Work	Hiring Manager	Navigate to My Work tab on homepage	Selecting Official	My Work tab appears	Initial request submits to Hiring Manager for concurrence	Classified PD/SOD request is routed to						
	classification request from Classifier				Login Credentials			the Hiring Manager for concurrence						
2				Click item titled Provide Concurrence on		Request opens to General Tab								
				Classification in My Work										
3	Ensure all fields are read-only in General,	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							
4	Position, and Classification tabs from Classifier	Position Tab	Hiring Manager	Inspect Position tab for valid information and are		Fields entered appear as expected.	Hiring Manager							
4		POSITION TAD	mining ividilagei	read-only		rieius entereu appear as expecteu.								
5	Classification Tab Hiring Manager Inspect Classification Tab for valid information Fields entered appear as expected.													
				and are read-only										
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	Concurrence Tab	Hiring Manager	Click on Concurrence tab		Instructions at the top of the screen indicate asterick *	Validate mandatory field is indicated by an asterisk							
	mandatory distinctions					indicates required fields. Red asterisk to the upper right	symbol							
						of the mandatory field's title.								
						The following fields should be indicated as mandatory:								
						- Name/Title of Immediate Supervisor								
						- Additional CIO Concurrence Needed?								
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		Click Return for Modification button		Popup appears with free form text box								
10	Validate comments are required before returning	Concurrence Tab	Hiring Manager	Click Send button		Red text error appears telling user to add comments	Remarks required for return to modification	User must add comments to send back						
	to modification					before submission		to Classifier for modification						
11	Type in the reason modification is required in the comment field from the comment field from the comment field													
12	Send remarks for modification	Concurrence Tab	Hiring Manager	Click Send button		Form closes and takes user back to home page								
	g Manager Concurrence step; Move		, J		1									

Classification -	fication - Step 4 (Classify PD/SOD)											
									Pass/Fail/Pass with			
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback		
Login as H	IR Classification Specialist											
	Validate HR Classification Specialist has access	My Work		Navigate to My Work tab on homepage	Classification Specialist	My Work tab appears	Request submits to Classifier for modification	Validate Selecting Official can create a				
	to classification request from Hiring Manager		Specialist		login credentials			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	All	HR Classification	Open side panel and inspect 'Interal		Notes from Hiring Manager appear along						
,	comments	7.11	Specialist	Discussion' section		with the date returned						
4	Validate fields can be edited on General Tab	General Tab		Click in Job Requisition Number field and		Field clears						
5			Specialist	remove all previously entered text. Type Job Requisition Number in field. Write		Field captures new entry						
5				in Job Requisition Number in Test Data		Field captures new entry						
				column.								
6				Click Next button		Position tab appears						
7	Validate fields can be edited on Position Tab	Position Tab	HR Classification	Select Position Is dropdown (this should be		Dropdown list with the following items:	ability to make changes once returned for modification					
			Specialist	empty from previous steps)		- Supervisor/Manager (Code 2)						
						- Supervisor-CSRA (Code 4)				<u>'</u>		
						- Management Official (CSRA) (Code 5)				<u>'</u>		
						- Work Leader (Code 6)				<u>'</u>		
						- Team Leader (Code 7)				'		
						- Neither (Code 8) - Team Lead				<u>'</u>		
8				Made a selection from Position Is field.		Field captures new entry						
Ü				Write Position Is selection in Test Data		Treid captures new entry				<u>'</u>		
				column.						<u>'</u>		
9				Click Next button		Classification tab appears						
10	Validate fields can be edited on Classification	Position Tab	HR Classification	Select 'No' Financial Disclosure dropdown		Field changes to No and Financial	ability to make changes once returned for modification					
	Tab		Specialist	(this should be selected Yes from previous		Statement field disappears	, ,			<u>'</u>		
				steps)								
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		The required document types are present	Documents are sent to HR from CIO Admin's initial					
				required documents		for the specific classification request	request.			<u>'</u>		
							New			<u>'</u>		
							PD, Org Chart					
							Realignment			<u>'</u>		
							Realignment spreadsheet, justification, staffing list, Org			<u>'</u>		
							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	Ability to download and view previously uploaded					
						viewing purposes	documents					
14	Ability to upload new documents	Documents tab	HR Classification	Find Document Type "Organization Chart"		Pop up window asks if you are sure you				'		
15			Specialist	and click red Delete button Click Ok		want to delete document Popup disappears and Organization Chart						
15				CIICK OK		document is removed from list of	•					
						documents						
16				Click Add Document button		Pop-up opens with the ability to choose						
10				CHER Add Document button		file from your desktop				'		
17				Click "Click to Browse File(s)" button		Files open from your desktop						

Classification	- Step 4 (Classify PD/SOD)										
									Pass/Fail/Pass with		
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback	
18				Double click the org chart you want to		The file added should appear on the page					
				upload		displaying details of the Name,					
						Document Type, Description, Size, and					
						Process, (and option to Remove)					
19				Select the Document Type Org Chart of the	Document Type =	Selected Doc Type is captured					
				uploaded file and type in any additional	Organization Chart						
				details in the Description field (enter which							
				Document you uploaded in Test Data field)							
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		HR Classification	Click Submit to Hiring Manager button		Please Wait pops up then takes user to	-				
	concurrence		Specialist			My Work page.					
End Class	nd Classifier activities; proceed to Step 5										

assification	n - Step 5 (Provide Concurrence on Classification)			1					D/E-11/Dith	
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
ogin as I	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	n	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.				

Classification	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 H	ligher Level Manager												
1	Validate Higher Level Manager has access to classification request from Classifier	My Work	Higher Level Supervisor		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 Tal	b Higher Level Supervisor	Inspect Classification Tab for valid information		Fields entered appear as expected.							
6		Documents Tab		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	Concurrence Tak		Click on Concurrence tab		Instructions at the top of the screen indicate asteric	⟨ Validate mandatory field is indicated by an						
	with mandatory distinctions		Supervisor			* 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							
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	o Higher Level Supervisor	Click on Concurrence tab		Routes user back to the top of the form. Instructions at the top of the screen indicate astericl * 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?							
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						

									Pass/Fail/Pass with	
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback
13	Return for Modification	Concurrence Tab	Higher Level	Click Return for Modification button		Popup appears with free form text box				
			Supervisor							
14	Validate comments are required before	Concurrence Tab	Higher Level	Click Send button		Red text error appears telling user to add comments	Remarks required for return to modification	User must add comments to		
	returning to modification		Supervisor			before submission		send back to Classifier for		
								modification		
15				Type in the reason modification is		Field captures entry				
				required in the comment field						
16	Send remarks for modification	Concurrence Tab	Higher Level	Click Send button		Form closes and takes user back to home page				
			Supervisor							

Classification	- Step 7 (Classify PD/SOD)											
									Pass/Fail/Pass with			
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback		
Login as I	IR Classification Specialist											
1	Validate HR Classification Specialist has access	My Work	HR Classification	Navigate to My Work tab on homepage	Classification Specialist	My Work tab appears	Request submits to Classifier for additional modification	Classification specialist receives				
	to classification request from CIO Admin		Specialist		login credentials			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	All	HR Classification	Open side panel and inspect 'Interal		0 0 0	Notes appears from previous reviewers on side panel					
	comments		Specialist	Discussion' section		with the date returned						
4	Validate fields can be edited on tabs	Position Tab	HR Classification	Navigate to the Position tab		Fields appear as entered previously						
			Specialist									
5	Validate fields can be edited on Position Tab	Position Tab	HR Classification	Clear Organization Position Title and type in		Field clears and new entry is captured	ability to make changes once returned for modification					
			Specialist	new title. Write new Organizational Title of								
				Position in Test Data column.								
6				Click Next button		Classification tab appears						
7	Submit changes to Hiring Manager for		HR Classification	Click Submit to Hiring Manager button		Please Wait pops up then takes user to						
	concurrence		Specialist			My Work page.						
End Clas	Classifier activities; proceed to Step 8											

									Pass/Fail/Pass with	
w ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback
n as H	liring Manager									
1	Validate Hiring Manager has access to	My Work	Hiring Manager	Navigate to My Work tab on homepage	Selecting Official	My Work tab appears	Modified request submits to Hiring Manager for			
	classification request from Classifier				Login Credentials		concurrence			
2				Click item titled Provide Concurrence on		Request opens to General Tab				
				Classification in My Work						
3	Ensure all fields are captured in General, Position,	General Tab	Hiring Manager	Inspect General tab for valid information		Fields entered appear as expected. Fields cannot be	Fields are captured in request routing from Classifier to			
	and Classification tabs from Classifier					edited.	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	S	Unable to add, edit, or delete documents				
7	Check the Concurrence Tab for fields with	Concurrence Tab	Hiring Manager	Click on Concurrence tab		Instructions at the top of the screen indicate asterick *	Validate mandatory field is indicated by an asterisk			
	mandatory distinctions					indicates required fields. Red asterisk to the upper right	symbol			
						of the mandatory field's title.	·			
						The following fields should be indicated as mandatory:				
						- Name/Title of Immediate Supervisor				
						- Additional CIO Concurrence Needed?				
8				Click Next button		Unable to proceed; Mandatory fields present error				
						requiring input before moving on to workflow. Routes				
	Constitution of the Consti	C	I II alaa a N A a a a a a a a	Dood Commission Contification statement and		user back to the top of the form.		A A - Ab - b lister and a		
9	Concur with Supervisory Certification statement	Concurrence rab	Hiring Manager	Read Supervisory Certification statement and		Checkbox is populated.		Agree to the hiring data and concur		
				check the checkbox to concur.				with supervisory certification statemer	IT	
10	Inspect Name/Title of Immediate Supervisor and	Concurrence Tab	Hiring Manager	Inspect Name/Title of Immediate Supervisor and	d	Name/Title of Immediate Supervisor field is	Validate Name and Date fields autopopulate with			
	date fields			date fields		autopopulated with your name and is read-only	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		Yes populates field. Higher Level Supervisor and Email	Provide the opporuntity to route agreement to higher	Additional CIO concurrence to be		
				Needed?		fields appear to the right (both show as mandatory with	level supervisor for concurrence	provided		
						red asterick)				
13	Validate type ahead functionality to higher level	Concurrence Tab	Hiring Manager	Click in field titled Higher Level Supervisor and		Field autopopulates with dropdown options for selectio	n	Type ahead functionality of Higher		
	supervisor name			begin typing name				Level Supervisor's name		
14				Select Higher Lever Supervisor's name from		Name populates in Higher Level Supervisor field and				
				dropdown		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.				

Classification	sification - Step 9 (Provide Additional Concurrence on Classification)												
									Pass/Fail/Pass with				
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback			
Login as F	ligher Level Manager												
1	Validate Higher Level Manager has	My Work	Higher Level	Navigate to My Work tab on homepage	Higher Level	My Work tab appears	Initial request submits to Higher Level Manager	Classified PD/SOD request is					
-	access to classification request from		Supervisor	1 - 1	Manager	Try Work tab appears	for concurrence	routed to the Higher Level					
	Classifier		Super 1.50.		.viariage.		To Concurrence	Manager for concurrence					
2				Click item titled "Provide Additional		Request opens to General Tab							
				Concurrence on Classification" in My									
				Work									
3	Ensure all fields are captured in	General Tab	Higher Level	Inspect General tab for valid information		Fields entered appear as expected.	Fields are captured in request routing from						
	General, Position, and Classification		Supervisor				Hiring Manager to Higher Level Supervisor						
	tabs from Hiring Manager												
4		Position Tab	Higher Level	Inspect Position tab for valid information		Fields entered appear as expected.							
5		Classification Tab	Supervisor	Language Classification Tab formalist		Fields automade annual							
5		Classification Tab	_	Inspect Classification Tab for valid information		Fields entered appear as expected.							
6		Documents Tab	Supervisor	Inspect Documents Tab for uploaded		Unable to add, edit, or delete documents							
6		Documents rab	milling ivialiagei	documents		onable to add, edit, of delete documents							
7	Vaildate higher level manager cannot	General,	Higher Level	Inspect tabs and fields		Unable to edit existing filled in fields							
	edit previously entered fields on tabs		Supervisor			,							
	, ,	Classification,											
		Documents tabs											
8	Check the Concurrence Tab for fields	Concurrence Tab	Higher Level	Click on Concurrence tab		Instructions at the top of the screen indicate asteric	k Validate mandatory field is indicated by an						
	with mandatory distinctions		Supervisor			* indicates required fields. Red asterisk to the upper	asterisk symbol						
						right of the mandatory field's title.							
						The following fields should be indicated as							
						mandatory:							
						- Name/Title of Immediate Supervisor (already filled							
						out)							
						- Additional CIO Concurrence Needed? (already							
						filled out)							
						- Higher Level Supervisor (already filled out) - E-Mail (already filled out)							
						- Name/Title of Higher Level Supervisor /Manager							
						- Name/Title of Higher Level Supervisor / Wanager							
9				Click Next button		Unable to proceed; Mandatory fields present error							
3				CHEK NEAL DULLOII		requiring input before moving on to workflow.							
10	Check the Concurrence Tab Request	Concurrence Tab	Higher Level	Click on Concurrence tab		Instructions at the top of the screen indicate asteric	k Validate mandatory field is indicated by an						
	Office Information section for fields		Supervisor			* indicates required fields. Red asterisk to the upper	,						
	with mandatory distinctions					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?							
11				Click Next button		Unable to proceed; Mandatory fields present error							
42	language first Company Co. 1155 11	C	I II also and I	Language History National L		requiring input before moving on to workflow.	High and avoid Communication 1. 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1						
12	Inspect first Supervisory Certification	Concurrence Tab	_	Inspect Hiring Manager's concurrence		Checkbox is marked. Hiring Manager's name and	Higher Level Supervisor is able to see Hiring						
	statement and hiring manager's		Supervisor	with the Supervisory Statement		approval date are filled in (read-only)	Manager's concurrence						
13	approval Concur with Supervisory Certification	Concurrence Tab	Higher Level	Read Supervisory Certification statement		Checkbox is populated.		Agree to the hiring data and					
1.5	statement		Supervisor	and check the checkbox to concur.		onesitor is populated.		concur with supervisory					
			- spc. 1.501	The state of the s				certification statement					
	1	1						cer aneadon statement					

Classification	Classification - Step 9 (Provide Additional Concurrence on Classification)											
									Pass/Fail/Pass with			
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback		
14	Inspect Name/Title of Higher Level	Concurrence Tab	Higher Level	Inspect Name/Title of Higher Level		Name/Title of Immediate Supervisor field is	Validate Name field autopopulates with					
	Supervisor/Manager		Supervisor	Supervisor/Manager		autopopulated with your name	approval of supervisor certification statement.					
15	Inspect Approval Date field	Concurrence Tab	Higher Level	Inspect Approval Date field		Approval Date field is autopopulated with today's	Validate Date field autopopulates with approval					
			Supervisor			date.	of supervisor certification statement.					
16	Submit button functionality	Concurrence Tab	Higher Level	Click Submit button		Form submits and routes user back to home page.						
	Supervisor											
End Highe	End Higher Level Manager Concurrence step; Move to step 10											

Classification -	- Step 10 (Finalize Classification)									
									Pass/Fail/Pass with	
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Enhancement	Comment/Feedback
Login as C	lassifier									
1	Validate Classifer has access to finalize	My Work	Classifier	Navigate to My Work tab on homepage	Classification	My Work tab appears	Approved classification routes to Classifer			
	classification request				Specialist Login					
					Credentials					
2				Click item titled "Finalize Classification" in	1	Request opens to General Tab				
3	Vaildate fields on tabs are read-only	General,	Classifier	My Work Inspect tabs and fields		Unable to edit existing filled in fields		Classifer is unable to edit fields		
3	and cannot be edited	Position,	Classifici	inspect tabs and neras		oriable to care existing filed in fields		after managers provides		
		Classification,						approval		
		Documents tabs								
4	Check the Concurrence Tab for fields	Concurrence Tab	Classifier	Click on Concurrence tab		Instructions at the top of the screen indicate asterick				
	with mandatory distinctions					* indicates required fields. Red asterisk to the upper	asterisk symbol			
						right of the mandatory field's title.				
						The following fields should be indicated as mandatory:				
						- Name/Title of Immediate Supervisor (already filled				
						out)				
						- Additional CIO Concurrence Needed? (already filled				
						out)				
						- Higher Level Supervisor (already filled out)				
						- E-Mail (already filled out)				
						- Name/Title of Higher Level Supervisor /Manager (already filled out, if applicable)				
						- Name/Title of Official Taking Action				
						Traine, Trace of Critical Taking Teacon				
5				Click Next button		Unable to proceed; Mandatory fields present error				
_						requiring input before moving on to workflow.				
	Inspect first Supervisory Certification	Concurrence Tab	Classifier	Inspect Hiring Manager's concurrence		Checkbox is marked. Hiring Manager's name and	Classifier is able to see Hiring Manager's			
	statement and hiring manager's approval			with the Supervisory Statement		approval date are filled in (read-only)	concurrence			
7	Inspect second Supervisory Certification	Concurrence Tab	Classifier	Inspect Higher Level Manager's		Checkbox is marked. Higher Level Manager's name	Classifier is able to see Hiring Manager's			
	statement and higher level supervisor's			concurrence with the Supervisory		and approval date are filled in (read-only)	concurrence			
	approval			Statement						
8	Validate unable to proceed without	Concurrence Tab	Classifier	Click End Classification Only button at		Unable to proceed; Mandatory fields present error	Classifier must concur with classification			
	concurrence			bottom on page		requiring input before moving on to workflow.	certification before ending classification or			
9				Click Start Recruitment button		Unable to proceed; Mandatory fields present error	beginning recruitment			
						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		All information is correct (no typos,		Agree to the classification/job		
				Certification statement		misunderstandings, etc.)		grading certification statement		
								to end classification activities		
11				Check the checkbox next to		Checkbox is populated.				
				Classification/Job Grading Certification to						
				concur.						
12	Inspect Name/Title of Official Taking	Concurrence Tab	Classifier	Inspect Name/Title of Official Taking		Name/Title of Official Taking Action is autopopulated	_			
	Action field			Action field		with Classifier's name	autopopulates with approval of classification			
13	Inspect Approval Date field	Concurrence Tab	Classifier	Inspect Approval Date field		Approval Date field is autopopulated with today's	statement. Validate Date field autopopulates with approval			
15	Inspect Approval Date Held	Concurrence rab	Ciassillei	inspect Approval Date field		date.	of classification statement.			
		_	1	1		water.	o. c.acomeution statement.	I.		

Classification	Classification - Step 10 (Finalize Classification)										
		'	1	′					Pass/Fail/Pass with		
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	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	End classification tasks			
	recruitment										
End Classi	End Classifier concurrence step; End Classification Only.										