

Tester Name: _____

Classification Activity User Acceptance Test Scripts by Scenario		
Title 5 Classification to Recruitment		
Change Control:		v1. 05/08/2018
Users: CIO Admin, Selecting Official, Higher Level Supervisor, Classification Specialist, 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 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 receives concurrence from managers
		Provides concurrence and ends classification or begins recruitment
Step 6	Selecting Official	Selecting Official initiates new job request
Step 7	CIO Admin POC	CIO Admin POC reviews recruit action, completes Pre-Recruitment checklist, sends Pre-Recruitment Docs
		Holds pre-recruitment consultation meeting offline
		CIO Admin POC re-enters request, enters date of pre-recruitment meeting, and uploads Job Analysis/Workbook
		Submits finalized Pre-Recruitment checklist to HR
Step 8	HRO Specialist	HRO Specialist receives finalized checklist, enters PPP/PCP information, submit request
		Enters JR information in USA Staffing
		Monitors recruitment request in eWITS 2.0
Notes		

Classification - Step 1 (Submit PD/SOD for Classification)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Open eWITS 2.0										
1	Validate CIO Admin POC can create a New Classification Request	Home Screen	CIO Admin POC	Log-in as CIO Admin POC	CIO Admin POC Log-in Credentials	Home Screen Appears	CIO Admin POC can create Classification Request	Validate Selecting Official can create a New Classification Request		
2				Click Start New Tab		Start New Tab Opens; Classification row present				
3				Click "Start" in Classification row		Classification opens beginning on the General Tab and has additional tabs labeled Position (greyed out), Resources, and Documents				
4	Validate top ribbon for proper information	General Tab	CIO Admin POC	Inspect the Top Bar Banner after starting a new Consultation request		Top Bar Banner to display the information in the listed order: 1. Request Number: (Blank) 2. Request Date: mm/dd/yyyy 3. Request Type:(Blank) 4. Initiator: CIO Admin POC Username 5. Current Status: (Blank)	Top bar banner to display the information in the listed order (left to right): 1. Request Number: 2. Request Date: mm/dd/yyyy 3. Request Type: 4. Initiator: 5. Current Status:	Validate Top Bar Banner displays relevant information on the General Tab		
5	Check the General Tab for proper content, wording and format of fields	General Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
6	Check the General Tab Request Office Information section for fields with mandatory distinctions	General Tab	CIO Admin POC	The following fields should be indicated as mandatory: - Administration Code - Hiring Method - Reason for Submission - Position Status - Existing PD Number - Job Requisition Number - Selecting Official Name & Email - CIO Admin Name & Email - HRO Specialist Name & Email - Classification Specialist Name & Email		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.	Validate mandatory field is indicated by an asterisk symbol			
7	Validate user cannot proceed without filling out mandatory fields	General Tab	CIO Admin POC	Click Next button		All Mandatory fields present an error and user is taken to the top of the form.	Validate user cannot proceed without entering mandatory fields			
8	Validate Resources and Documents tabs are clickable prior to entering in any information	General Tab	CIO Admin POC	Inspect Resources & Documents tab to ensure they can be clicked/accessed before entering any information		Resources and Documents tabs appear	Resources and Documents tabs are set to default for all users			
9	Enter Administration Code	General Tab	CIO Admin POC	Navigate to the General Tab. Click in the "Administration Code" text box and begin typing Administration Code	Type "hc"	Administration Codes display in the format (Admin code- Organization Name)	Validate the field labeled "Administration Code" has auto-complete functionality listing the current codes. User can enter Administration Code or Organization Name	Validate administration Code field has auto-complete functionality		
10				Select the Administration Code "HC" from items suggested below text box. Write in Admin Code in Test Data column.	Administration Code = HC	Administration Code displays in text box under "Administration Code" title.				
11	Select Hiring Method (Title 5, Title 42, SES/SL/ST)	General Tab	CIO Admin POC	Select Hiring Method dropdown and select Title 5	Hiring Method = Title 5	Title 5 populates Hiring Method field	Option to select hiring method to proceed with correct classification process			
12	Inspect Organization Name field for auto-populate	General Tab	CIO Admin POC	Inspect the Organization Name field.	Organization Name = Department of Health and Human Services		"Organization Name" auto-populates with the selection of administration Admin code	Check Organization Name auto populates based on selection of administration Code		
13	Inspect First Subdivision	General Tab	CIO Admin POC	Inspect the First Subdivision field .	First Subdivision = Centers for Disease Control And Prevention	The First Subdivision field auto populates to Centers For Disease Control And Prevention. The field is read-only.	First subdivision autopopulates with admin code	Validate all subdivisions auto populate with Admin Code		
14	Validate fields dynamically delete with Admin Code	General Tab	CIO Admin POC	Click in Admininstration Code field.		X appears in field to delete previous entry	Subdivisions auto populate with selected admin code			
15				Click X next to "HC" in Adminstration Code field. (you may need to click outside of the field to clear entry)		Admin Code field clears. First Subdivision field clears.				
16	Validate First through Fifth Subdivisions auto populate with Admin Code	General Tab	CIO Admin POC	Click in Admininstration Code field. Type HC and click a different admin code in the dropdown field. Write in Admin Code in Test Data Column.		Selected Admin Code appears in Adminstration Code field				

Classification - Step 1 (Submit PD/SOD for Classification)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
17				Inspect the First Subdivision field . Write in First Subdivision in Test Data column.		Field is auto populated with Center for Disease Control and Prevention and is read-only.				
18				Inspect the Second Subdivision field. Write in Second Subdivision in Test Data Column.		Field is auto populated with Admin Code entry. Read only field.				
19				Inspect the Third Subdivision field. Write in Third Subdivision in Test Data Column (if applicable).		Field is auto populated with Admin Code entry. Read only field.				
20				Inspect the Fourth Subdivision field. Write in Forth Subdivision in Test Data Column (if applicable).		Field is auto populated with Admin Code entry. Read only field.				
21				Inspect the Fifth Subdivision field. Write in Fifth Subdivision in Test Data Column (if applicable).		Field is auto populated with Admin Code entry. Read only field.				
22	Validate New position does not require an existing PD number	General Tab	CIO Admin POC	In field titled Reason for Submission select New from dropdown	New	Existing PD Number field not longer is mandatory. Red Asterick disappears.	New PD will be required for a New position			
23	Validate Reason for Submission- Realignment displays Proposed Effective Date field	General Tab	CIO Admin POC	Select Realignment from Reason for Submission dropdown	Realignment	Proposed Effective Date field appears to the right with red asterick notating mandatory field.				Future enhancement to add more Reasons for Submission
24				Click Calendar icon and select Proposed Effective Date. Write in your selected Proposed Effective Date as it appears in the field in Test Data Column.		Field captures date in format MM/DD/YYYY				
25				Inspect Existing PD Number field		Field is not mandatory				
26	Select Position Status	General Tab	CIO Admin POC	Click dropdown titled Position Status and choose from the dropdown options. Write in your selected Position Status in the Test Data column.		The dropdown options include: Competitive, Excepted, SES (Gen), SES (CR).				
27	Enter Job Requisition Number	General Tab	CIO Admin POC	Click in the Job Requisition Number field and type the JR.		Free-form field captures entry.				
28	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		
29				Select your assigned Selecting Official from the dropdown menu	Selecting Official X	Selected item populates in the Selecting Official text box				
30	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		
31	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		
32				Select your assigned CIO Admin POC from the dropdown menu	CIO Admin POC X	Selected item populates in the CIO Admin POC text box				
33	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		
34	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		
35				Select your assigned HRO Specialist from the dropdown menu	HRO Specialist X	Selected item populates in the HRO Specialist text box				
36	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		
37	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		
38				Select your assigned Classification Specialist from the dropdown menu	Classification Specialist X	Selected item populates in the Classification Specialist text box				
39	Save Button functionality	Documents Tab	CIO Admin POC	Click "Save" Button		Content populated remains saved incase user decides to exit; and returns to last page	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
40	Validate Exit button works properly	General Tab	CIO Admin POC	Make sure all mandatory fields are filled in. Click the "Exit" button		Pop up appears asking user if you are sure you want to exit?	User can exit the Pre-Recruitment Classification and their work will be saved	Validate the functionality of the 'Exit' button		
41				Click OK		Takes user back to home page				
42	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		

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

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
63				Select Grade 14 from Grades field. Click Add Grade.		FPL Dropdown displays: 14 and 15				
64				Select Grade 15 from Grades field (do not click Add Grade button)	Grade = 15 FPL = 15	FPL Dropdown displays: 15				
65	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		
66				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				
67	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		
68				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		
69	Inspect Backfill/Vice Name field	Position Tab	CIO Admin POC	Inspect Backfill/Vice Name field label		Red asterisk to indicate mandatory field	As a CIO Admin, I want a field labeled "Backfill/Vice Name" that is a mandatory field only if you choose "Yes" in the VICE drop down in the Position Tab.	Vice Name Mandatory if applicable		
70				Select "No" from the dropdown list of the Backfill/Vice field		No populates the Vice text field; "Vice Name" field disappears and "Reason" field appears as mandatory				
71				Type in reason for no backfill into Reason field		Reason is captured in field				
72	Select Service	Position Tab	CIO Admin POC	Select Service from dropdown. Write selection in Test Data column.		Dropdown options are Headquarters or Field. Selected option populates field.				
73	Enter Employiong Office Location for position	Position Tab	CIO Admin POC	Click into text field below "Employing Office Location" and begin typing location in the format: City, State		dropdown dynamically populates with type ahead functionality	User must enter the Employing Office Location to proceed	Validate Duty Station text entry functionality		
74				Click Employing Office Location from dropdown. Write selected Employee Office Location in Test Data column.		Employing Office Location is populated				
75	Enter Duty Station for position	Position Tab	CIO Admin POC	Click into text field below "Duty Station" and begin typing Duty Station in the format: City, State		dropdown dynamically populates with type ahead functionality	User must enter the Duty Station to proceed	Validate Duty Station text entry functionality		
76				Click Duty Station from dropdown. Write selected Duty Station Location in Test Data column.		Duty station is populated				
77	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		
78				Remove text and type in remarks less than 500 characters		No errors presented				
79	Validate Next button works properly	Position Tab	CIO Admin POC	Click Next button		Resources tab appears with all available resources, links, and descrptions	User can proceed to next tab after all mandatory fields are filled in			
80	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column	Title 5 classification resources include: - Hiring Options Guide - PBMS - SRTS - PD Library - OPM Classification Standards			

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
81	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				
82	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for missing required documents		Any previously uploaded documents appear in the table on the Documents Tab Required documents at this point are dependent upon Reason for Submission selected on General Tab		Validate documents upload in other tabs populate on the Documents Tab		
83	Validate Document are required at this step	Documents Tab	CIO Admin POC	Without uploading any documents, click Submit to HR button Click OK button		Error message pops up asking user to upload missing required document(s). Return back to form	Unable to proceed with submission at this step if required documents are not uploaded			
84										
85	Validate required documents dynamically change with Reason for Submission	Documents Tab	CIO Admin POC	On General tab change Reason for Submission field to Realignment		Required documents include: realignment spreadsheet justification staffing list Org Chart	Required documents changes based on Reason for Submission selection			
86				On General tab change Reason for Submission field to BUS		Required documents include: PD justification Org Chart				
87				On General tab change Reason for Submission field to New		Required documents include PD Org Chart				
88				On General tab change Reason for Submission field to any of the remaining options. Enter the selection of Reason for Submission in Test Data column.		Required documents include: PD Position Sensitivity Form Org Chart				
89	Upload Required Documents to Documents Tab	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table				
90				Select "Click to Browse File(s)" button		User's folder pops up to select files				
91				Click on file(s) to upload and click Open To upload multiple files at one time, hold down the CTRL key as you select the files		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
92				Select Document Type to assign required doc type, and type in any additional details in Description textbox		fields appear in appropriate boxes				
93				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab. Any additional missing required documents will be listed on the screen.	Upload all required documents at this step			
94	Upload all required documents for Reason for Submission & Hiring Method			Upload the appropriate document types for the selected Reason for Submission from General Tab.		The required document types are present for the specific classification request	Documents are sent to HR from CIO Admin's initial request. The below are for Title 5: New PD, Org Chart Realignment realignment spreadsheet, justification, staffing list, Org Chart BUS PD, justification, Org Chart All Others PD, Position Sensitivity Form, Org Chart			
95	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	Validate Classifier can view classification request from CIO Admin POC		
2				Click item titled Classify PD/SOD in My Work		Request opens to General Tab				
3	Ensure all fields are captured in General tab from CIO Admin POC	General Tab	HR Classification Specialist	Inspect General tab for valid information		Fields entered by CIO Admin POC appear as expected.	Fields are captured in request routing from CIO admin to Classifier			
4				Click Next button		Position tab appears				
5	Ensure all fields are captured in Position tab from CIO Admin POC	Position Tab	HR Classification Specialist	Inspect Position tab for valid information		Fields entered by CIO Admin POC appear as expected.				
6	Validate Classification tab is present	Classification Tab	HR Classification Specialist	Click Classification tab on top ribbon		Classification tab appears and is clickable				
7	Check the Classification Tab for proper content, wording and format of fields	Classification Tab	HR Classification Specialist	Inspect all notes, field titles, hyperlinks, etc.		All fields appear as expected				
8	Check the Classification Tab for the following mandatory distinctions	Classification Tab	HR Classification Specialist	Click Next button at bottom of page (do not make any selections on the form)		User is unable to proceed. The following fields provide an error message stating the fields are required: - PCA - Drug Test Required? - Pre-employment Physical Required? - Select Agent Access Required? - Subject to Additional Identical - Incumbent Only? - Commissioned Corps Eligible? - Financial Disclosure Required? - Fair Labor Standards Act - Cyber Security Code - Bargaining Unit Status (BUS) Code - Acquisition Code - Classification Standard	Validate mandatory fields are required prior to moving forward in the process			
9	Select Physicians' Comparability Allowance (PCA)	Classification Tab	HR Classification Specialist	Select dropdown under Physicians' Comparability Allowance (PCA) and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
10	Select Drug Test Required?	Classification Tab	HR Classification Specialist	Select dropdown under Drug Test Required? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
11	Pre-employment Physical Required?	Classification Tab	HR Classification Specialist	Select dropdown under Pre-employment Physical Required? And select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
12	Select Agent Access Required?	Classification Tab	HR Classification Specialist	Select dropdown under Select Agent Access Required? And select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
13	Subject to Additional Identical (IA)	Classification Tab	HR Classification Specialist	Select dropdown under Subject to Additional Identical (IA) and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
14	Incumbent Only?	Classification Tab	HR Classification Specialist	Select dropdown under Incumbent Only? and select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
15	Commissioned Corps Eligibility?	Classification Tab	HR Classification Specialist	Select dropdown under Commissioned Corps Eligible? And select Yes	Yes	Options include Yes, No, N/A. Field populates with selection				
16	Validate Financial Disclosure Required field rules	Classification Tab	HR Classification Specialist	Select Yes under field titled Financial Disclosure Required? and select Yes	Yes	Yes populates field. Financial Statement field appears as mandatory	Require selection of Financial Statement if Financial Disclosure is required			
17				Inspect Financial Statement field		Options include OGE-450 and OGE-278				
18				Inspect Financial Statement field		Options include OGE-450 and OGE-278				
19	Select Financial Statement	Classification Tab	HR Classification Specialist	Select Financial Statement from options below		Field captures entry with no errors				
20	Ability to Add Financial Statemetn	Classification Tab	HR Classification Specialist	Click "Add Financial Statement" button		Selection moves to the right of the field with a red 'X' next to it				
21	Validate ability to remove selected Financial Statement	Classification Tab	HR Classification Specialist	Click the red 'X' next to the selected Financial Statement.		Selection removes from field.				

Classification - Step 2 (Classify PD/SOD)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
22				Reselect Financial Statement from dropdown and click "Add Financial Statement" button. Write selected Financial Statement in the Test Data column.		Selection moves to the right of the field with a red 'X' next to it				
23	Select Fair Labor Standards Act	Classification Tab	HR Classification Specialist	Select option from dropdown titled Fair Labor Standards Act. Write Fair Labor Standards Act selected in Test Data column.		Options include Exempt or Non-Exempt, selection populates field				
24	Select Cyber Security Code	Classification Tab	HR Classification Specialist	Select dropdown under Cyber Security Code and select an option. Write Cyber Security Code in Test Data Column.		Dropdown list includes all cyber security codes. Field populates with selection				
25	Select BUS Code	Classification Tab	HR Classification Specialist	Select BUS Code from dropdown titled Bargaining Unit Status (BUS) Code. Write BUS Code in Test Data column.		Options provide all BUS codes, selection populates field				
26	Select Acquisition Code	Classification Tab	HR Classification Specialist	Select dropdown under Acquisition Code and select an option. Write Acquisition Code in Test Data column.		Dropdown list includes all acquisition codes. Field populates with selection				
27	Enter Competitive Level Code	Classification Tab	HR Classification Specialist	Enter 1 digit for Competitive Level Code		Error is presented telling user that 4 numerical digits are required	Competitive Level Code must be a 4 digit numerical value			
28	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 document types (second column in table)		The required document types are present for the specific classification request	Documents are sent to HR from CIO Admin's initial request. New PD, Org Chart Realignment Complete realignment spreadsheet, justification, staffing list, Org Chart BUS PD, justification of change of duties, Org Chart All Others PD, Position Sensitivity Form, Org Chart			
34				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				

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
39				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)				
40				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				
41				Click Green Upload button		Progress bar progressively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
42	Generate OF-8 Document	Documents Tab	HR Classification Specialist	Click Generate OF-8 button		Popup window stating "Generating PDF" appears	User can generate an OF-8 from the classification forms			
43				Click OK in confirmation popup window		Takes user back to Documents tab and OF-8 form appears in Documents table.				
44	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		
45	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		
46				Click Exit		Takes user back to My Work page				
47	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				
48				Validate all pre-entered fields are filled in and accurate		All fields appear as expected				
49	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	Request submits to Hiring Manager for concurrence			
2				Click item titled Provide Concurrence on Classification in My Work		Request opens to General Tab				
3	Ensure all fields are captured in General, Position, and Classification tabs from Classifier	General Tab	Hiring Manager	Inspect General tab for valid information		Fields entered appear as expected and are read-only.	Fields are captured in request routing from Classifier to Hiring Manager			
4		Position Tab		Inspect Position tab for valid information		Fields entered appear as expected and are read-only.				
5		Classification Tab		Inspect Classification Tab for valid information		Fields entered appear as expected and are read-only.				
6	Check the Concurrence Tab for fields with mandatory distinctions	Concurrence Tab	Hiring Manager	Click on Concurrence tab		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterick to the upper right of the mandatory field's title. The following fields should be indicated as mandatory: - Name/Title of Immediate Supervisor - Additional CIO Concurrence Needed?	Validate mandatory field is indicated by an asterisk symbol			
7				Click Next button		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow. Routes user back to the top of the form.				
8	Concur with Supervisory Certification statement	Concurrence Tab	Hiring Manager	Read Supervisory Certification statement and check the checkbox to concur.		Checkbox is populated.		Agree to the hiring data and concur with supervisory certification statement		
9	Inspect Name/Title of Immediate Supervisor and date fields	Concurrence Tab	Hiring Manager	Inspect Name/Title of Immediate Supervisor and date fields		Name/Title of Immediate Supervisor field is autopopulated with your name and is read-only	Validate Name and Date fields autopopulate with approval of supervisor certification statement.			
10				Inspect Approval Date field		Approval Date field is autopopulated with today's date and is read-only				
11	Select if additional CIO Concurrence is Needed	Concurrence Tab	Hiring Manager	Select Yes to Additional CIO Concurrene Needed?	Yes	Yes populates field. Higher Level Supervisor and Email fields appear to the right (both show as mandatory with red asterick)	Provide the opporuntunity to route agreement to higher level supervisor for concurrence	Additional CIO concurrence to be provided		
12	Validate type ahead functionality to higher level supervisor name	Concurrence Tab	Hiring Manager	Click in field titled Higher Level Supervisor and begin typing name		Field autopopulates with dropdown options for selection		Type ahead functionality of Higher Level Supervisor's name		
13				Select Higher Lever Supervisor's name from dropdown		Name populates in Higher Level Supervisor field and Email field auto populates				
14	Submit button functionality	Concurrence Tab	Hiring Manager	Click Submit button		Form submits and routes user back to home page.				
End Hiring Manager Concurrence step; Move to step 4										

Classification - Step 4 (Provide Additional Concurrence on Classification)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as Higher Level Manager										
1	Validate Higher Level Manager has access to classification request from Classifier	My Work	Higher Level Supervisor	Navigate to My Work tab on homepage	Higher Level Manager login credentials	My Work tab appears	Initial request submits to Higher Level Manager for concurrence	Request submits to Higher Level Manager for concurrence		
2				Click item titled "Provide Additional Concurrence on Classification" in My Work		Request opens to General Tab				
3	Ensure all fields are captured in General, Position, and Classification tabs from Hiring Manager	General Tab	Higher Level Supervisor	Inspect General tab for valid information		Fields entered appear as expected. Fields are read-only.	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. Fields are read-only.				
5		Classification Tab	Higher Level Supervisor	Inspect Classification Tab for valid information		Fields entered appear as expected. Fields are read-only.				
6		Documents Tab	Higher Level Supervisor	Inspect Documents tab for uploaded documents		Unable to add, edit, remove documents. And the documents appear as expected.				
7	Vaildate higher level manager cannot edit previously entered fields on tabs	General, Position, Classification, Docs tabs	Higher Level Supervisor	Inspect tabs and fields		Unable to edit existing filled in fields	Unable to edit previously approved fields/forms			
8	Check the Concurrence Tab for fields with mandatory distinctions	Concurrence Tab	Higher Level Supervisor	Click on Concurrence tab		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title. The following fields should be indicated as mandatory: - Name/Title of Immediate Supervisor (already filled out) - Additional CIO Concurrence Needed? (already filled out) - Higher Level Supervisor (already filled out) - E-Mail (already filled out) - Name/Title of Higher Level Supervisor /Manager	Validate mandatory field is indicated by an asterisk symbol			
9				Click Next button		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow. Routes user back to the top of the form.				
10	Inspect first Supervisory Certification statement and hiring manager's approval	Concurrence Tab	Higher Level Supervisor	Inspect Hiring Manager's concurrence with the Supervisory Statement		Checkbox is marked. Hiring Manager's name and approval date are filled in (read-only)	Higher Level Supervisor is able to see Hiring Manager's concurrence			
11	Concur with Supervisory Certification statement	Concurrence Tab	Higher Level Supervisor	Read Supervisory Certification statement and check the checkbox to concur.		Checkbox is populated.		Agree to the hiring data and concur with supervisory certification statement		
12	Inspect Name/Title of Higher Level Supervisor/Manager	Concurrence Tab	Higher Level Supervisor	Inspect Name/Title of Higher Level Supervisor/Manager		Name/Title of Immediate Supervisor field is autopopulated with your name	Validate Name field autopopulates with approval of supervisor certification statement.			
13	Inspect Approval Date field	Concurrence Tab	Higher Level Supervisor			Approval Date field is autopopulated with today's date.	Validate Date field autopopulates with approval of supervisor certification statement.			
14	Submit button functionality	Concurrence Tab	Higher Level Supervisor	Click Submit button		Form submits and routes user back to home page.				
End Higher Level Manager Concurrence step; Move to step 5										

Classification - Step 5 (Finalize Classification & Start Recruitment)										
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 Classifier 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 Classifier	Request submits to Classifier for concurrence		
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		Classifier is unable to edit fields after hiring manager provides approval		
4	Check the Concurrence Tab for fields with mandatory distinctions	Concurrence Tab	Classifier	Click on Concurrence tab		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title. The following fields should be indicated as mandatory: - Name/Title of Immediate Supervisor (already filled out) - Additional CIO Concurrence Needed? (already filled out) - Higher Level Supervisor (already filled out) - E-Mail (already filled out) - Name/Title of Higher Level Supervisor /Manager (already filled out, if applicable) - Name/Title of Official Taking Action	Validate mandatory field is indicated by an asterisk symbol			
5	Inspect first Supervisory Certification statement and hiring manager's approval	Concurrence Tab	Classifier	Inspect Hiring Manager's concurrence with the Supervisory Statement		Checkbox is marked. Hiring Manager's name and approval date are filled in (read-only)	Classifier is able to see Hiring Manager's concurrence			
6	Inspect second Supervisory Certification statement and higher level supervisor's approval	Concurrence Tab	Classifier	Inspect Higher Level Manager's concurrence with the Supervisory Statement		Checkbox is marked. Higher Level Manager's name and approval date are filled in (read-only)	Classifier is able to see Hiring Manager's concurrence			
7	Validate unable to proceed without concurrence	Concurrence Tab	Classifier	Click End Classification Only button at bottom on page		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow.	Classifier must concur with classification certification before ending classification or beginning recruitment			
8				Click Start Recruitment button		Unable to proceed; Mandatory fields present error requiring input before moving on to workflow. Routes user back to the top of the form.				
9	Concur with Classification Certification	Concurrence Tab	Classifier	Read Classification/Job Grading Certification statement		All information is correct (no typos, misunderstandings, etc.)		Agree to the classification/job grading certification statement to end classification activities		
10				Check the checkbox next to Classification/Job Grading Certification to concur.		Checkbox is populated.				
11	Inspect Name/Title of Official Taking Action field	Concurrence Tab	Classifier	Inspect Name/Title of Official Taking Action field		Name/Title of Official Taking Action is autopopulated with Classifier's name	Validate Official Taking Action name field autopopulates with approval of classification statement.			
12	Inspect Approval Date field	Concurrence Tab	Classifier	Inspect Approval Date field		Approval Date field is autopopulated with today's date.	Validate Date field autopopulates with approval of classification statement.			

Classification - Step 5 (Finalize Classification & Start Recruitment)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
13	Start Recruitment	Concurrence Tab	Classifier	Click Start Recruitment Button		Form closes and takes user back to home page	Option to end classification or move to recruitment	Start Recruitment task		
End Classifier concurrence step; Start Recruitment - move to step 6										

Recruitment - Step 6 (Initial Request: Identify Staffing Need)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Open eWITS 2.0 and login as Selecting Official										
1	Validate Selecting Official can access a Recruitment Request from Classification	Home Screen	Selecting Official	Log-in as Selecting Official	Selecting Official Log-in Credentials	Home Screen Appears	Create Job Request	Validate Selecting Official can access a Recruitment Request from Classification		
2				Click My Work Tab		Recruitment Request "Identify Staffing Need" appears in My Work				
3				Inspect your inbox for the ID of the working request. Write the eWITS 2.0 ID number in the upper right-hand corner of this page. This will be different than the # from Classification.		Request opens beginning on the General Tab. Form shows additional tabs labeled, Resources, and Documents				
4				Click on the Recruitment action titled "Identify Staffing Need"		Form opens to General tab with Resources & Documents tab appearing				
5	Validate top ribbon for proper information	General Tab	Selecting Official	Inspect the Top Bar Banner after starting a new Recruitment request		Top Bar Banner to display the information in the listed order: 1. Request Number: (Blank) 2. Request Date: mm/dd/yyyy 3. Request Type:(Blank) 4. Initiator: Selecting Official Username 5. Current Status: (Blank)	Top bar banner to display the information in the listed order (left to right): 1. Request Number: 2. Request Date: mm/dd/yyyy 3. Request Type: 4. Initiator: 5. Current Status:	Validate Top Bar Banner displays relevant information on the General Tab		
6	Inspect General Tab for proper content	General Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
7	Validate Resources & Documents tabs are clickable by default	General Tab	Selecting Official	Inspect Resources & Documents tab to ensure they can be clicked/accessed before entering any information		Resources and Documents tabs appear	Resources and Documents tabs are set to default for all users			
8	Inspect the General tab for pre-populated information from Classification	General Tab	Selecting Official	Inspect the General tab fields		The following fields should carry over from Classification: - Administration Code - Organization Name - Hiring Method - Selecting Official & E-mail - CIO Admin & E-mail - HRO Specialist & E-mail - Classification Specialist & E-mail	Fields from Classification carry over into Recruitment workflows	Validate fields transfer from Classification to Recruitment where applicable		
9	Validate error messages are present when user tries to proceed without mandatory fields	General Tab	Selecting Official	Do not enter in any fields or make selections. Click Next button at bottom of form.		Unable to proceed. Errors presented on mandatory fields and lists missing required fields at the top.	Unable to proceed without selecting/entering mandatory fields.			
10	Inspect mandatory fields error message list	General Tab	Selecting Official	Inspect the errors list at the top of the form		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title. The following fields should appear in the errors list as required: - Staffing Need Validated? & Justification - Hiring Options Guide Reviewed & Justification - PBMS ID #	Validate mandatory field is indicated by an asterisk symbol			
11	Validate Save button works properly	General Tab	Selecting Official	Click Save to clear error messages		Error messages disappear from the form so you can view the fields				
12	Select if SMEs will be required	General Tab	Selecting Official	Select No to 'Are SMEs Requested'	No	No SME information present	Validate SME information is unavailable when not required	SMEs are not required		
13				Select Yes to "Are SMEs Requested"	Yes	SME fields appear below	Validate SME information is required when 'Yes' is chosen	SMEs are required		

Recruitment - Step 6 (Initial Request: Identify Staffing Need)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
14	Validate mandatory fields in SME section	General Tab	Selecting Official	Inspect the SME section		Red asterisk to the upper right of the mandatory field's title The following fields should be indicated as mandatory (only if Yes is selected to SMEs Requested): - Primary SME Name	Validate mandatory field is indicated by an asterisk symbol			
15	Enter Primary SME's name	General Tab	Selecting Official	Click in Primary SME Name field and begin typing name	Type "Le"	Field dynamically populates with dropdown options (format: Name Organization)	Enter the Primary SME's name	Validate dynamic auto functionality for SMEs		
16				Select name from dropdown options	"LeBron Covington I CDC"	Field captures select dropdown name				
17	Inspect Primary SME Email address for auto populate functionality	General Tab	Selecting Official	Inspect Primary Email field		Field automatically populates with selection of internal SME's name. The field is read-only and cannot be edited.				
18	Add Alternate SME Information	General Tab	Selecting Official	Click in Add Additional SME button		Additional fields appear below to enter in SME information	Enter the Alternate SME's name	Validate dynamic auto functionality for SMEs		
19	Add external SME	General Tab	Selecting Official	Select "No" to Interlal SME? For the first Additional alternative SME field	No	No is captured in field	External SMEs do not include type-ahead functionality, but instead allow the user to type in all fields			
20	Validate External SME infor is not type ahead	General Tab	Selecting Official	Click in first Additional SME Name field and begin typing name	Type in SME Name	No type ahead functionality is present for external SMEs. Typed SME name is captured in Name field with no errors. Email and organization are not autopopulated with information.				
21				Click in Email field and type in alternate SME's email address	Type in Alternate SME's email address	Free form text box allows for entry				
22				Click in Organization field and type in alternate SME's organization	Type in Alternative SME's Organization	Free form text box allows for entry				
23	Select if Staffing Need has been Validated	General Tab	Selecting Official	Select Yes to "Staffing Need Validated?"	Yes	Justification field disappears	Select if Staffing Need has been validated	Staffing Need Validated		
24	Select if Hiring Options Guide has been reviewed	General Tab	Selecting Official	Select No to Hiring Options Guide Reviewed?	No	Justification for Not Reviewing the Hiring Options Guide field appears and is mandatory.	Select if Hiring Options Guide has been reviewed	Justification reviewed for No to validation questions		
25				Click in field titled Justification for Not Reviewing the Hiring Options Guide, and begin typing reasoning	(Type in Justification)	Field captures justification	Providing justification for not reviewing Hiring Options guide			
26	Enter in PBMS #	General Tab	Selecting Official	Type in PBMS number into CDC PBMS Position ID # field. Enter PBMS # in Test Data column.		Field captures PBMS #	Enter PBMS # to validate funding is approved for the request	PBMS Funding approved		
27	Validate Save button works properly	General Tab	Selecting Official	Click the "Save" button		Request loads and saves work	Save all entries			
28	Validate Exit button works properly	General Tab	Selecting Official	Click the "Exit" button		Pop up appears reminding user to Save request or all entries will be lost.	Exiting will remove all unsaved entries in the process	Validate Exit functionality		
29				Click Exit		Takes user back to main page				
30	Validate My Work page displays working requests requiring my attention	General Tab	Selecting Official	Click "Identify Staffing Need" request with the request ID number you identified on this page		Opens to request to General tab with previous entries saved				
31	Click Next to move onto Resources tab	Resources Tab	Selecting Official	Ensure all required resources appear for Title 5 recruitment process		The following resources should be present: - Hiring Options Guide - PBMS - PD Library - SRTS	User should be able to click the "Next" button and move to the Resources Tab when all mandatory fields have been entered	Validate the functionality of the 'Next' button		

Recruitment - Step 6 (Initial Request: Identify Staffing Need)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
32	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column		Validate Resources dynamically change with Request Type and Hiring Method		
33	Click Next to move onto Documents tab	Documents Tab	Selecting Official	Validate Next button works to move forward in process		Documents Tab screen appears with option to upload documnts				
34	Previously uploaded Documents are present	Documents Tab	Selecting Official	Inspect the Documents tab		The following document types are uploaded and transferred from the Classification workflow: - Organizational Chart - Position Description - OF-8	Documents should carry over from Classification workflow			
35	Validate ability to upload a document at this step	Documents Tab	Selecting Official	Select the "Add Document" button		Pop-up window opens with the option to drop files or select files from computer	Ability to upload a new document			
36				Click the "Click to Browse Files" button		Pop-up opens with the ability to choose file from your desktop				
37				Select the document you want to upload and click Open		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
38				Select the Document Type "Other" and type in any additional details in the Description field. Enter the Document Type in Test Data column.	Document Type = Other	Selected Doc Type is captured				
39				Click Green Upload button		Progress bar progressively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
40	Validate ability to delete an uploaded document	Documents Tab	Selecting Official	Select Red Delete Button next to uploaded document type "Other"		Pop up appears asking user "Do you want to delete this file?"				
41				Select ok		Uploaded file disappears from Documents tab list				
42	Save Button functionality	Documents Tab	Selecting Official	Selecting Official clicks "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		
43	Validate Selecting Official receives auto email about initial request generation	General Tab	Selecting Official	Check email for request auto email (see Paige for confirmation)		Receive confirmation email from bizflow@bizflow.com confirming request was initiated	S.O. is notified when a pre-recruitment action is initiated			
44	Send request to CIO Admin POC	Documents Tab	Selecting Official	Once all fields are entered, click Send to Admin button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to home page.	Selecting Official can submit initial request to CIO Admin POC			
End Selecting Official task; move to step 7										

Recruitment - Step 7 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
Login as CIO Admin POC and select "Prepare Pre-Recruitment Documents" in My Work										
1	Validate CIO Admin POC receives auto email about initial request routed		CIO Admin POC	Check email for request auto email (see Paige for confirmation)	CIO Admin login credentials	Receive confirmation email from bizflow@bizflow.com confirming request was initiated and routed to you	User will receive an auto notification email when request is routed	CIO Admin POC is notified when a pre-recruitment action is initiated		
2	Validate CIO Admin POC can open request	My Work	CIO Admin POC	Click on Prepare Pre-Recruitment Documents in My Work		Request opens to the General tab	CIO Admin POC is able to view and open the request in My Work			
3	Validate General tab form fields are captured	General Tab	CIO Admin POC	Click on General tab. Validate all fields are completed and the data is the same from previous stakeholder		General tab is filled out and complete with SO's entries	Validate the CIO Admin POC is receiving the data entered by the Selecting Official. No fields should get lost in the routing of the request.			
4	Click Next to move onto Position tab	General Tab	CIO Admin POC	Click Next button		Position tab appears	User should be able to click the "Next" button and move to the Position Tab when all mandatory fields have been entered	Validate the functionality of the 'Next' button		
5	Inspect Request Date in upper ribbon	Position Tab	CIO Admin POC	Inspect Request Date Title		In the header, field displays a Request Date in the following format: mm/dd/yyyy	I want the system to automatically record the current date as the Request Date upon generating the Request Number so that it can be used for tracking purposes. The date should be in the following format: mm/dd/yyyy	BizFlow to Automatically Generate the Request Date on the Position Tab of Recruitment Worksheet		
6	Inspect Initiator name in Upper Ribbon	Position Tab	CIO Admin POC	Inspect Initiator name		In the header, field displays the name of the person who initiated the request	As an CIO Admin POC filling out Position Tab, I want the system to automatically record the initiator's name so that it can be used for tracking purposes. The date should be in the following format: First Name Last Name	BizFlow to Automatically Generate the Initiator Name on the Position Tab of Pre-Recruitment Consultation Worksheet		
7	Check the Position Tab for proper content, wording and format of fields	Position Tab	CIO Admin POC	Click on Position tab. Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
8	Inspect Position tab for pre-populated fields from Classification workflow	Position Tab	CIO Admin POC	Inspect the Position tab for pre-populated fields		The following fields should be pre-populated with entries from Classification: - Job Requisition Number - Classified Position Title - Functional Position Title - Pay Plan - Series - Grade - Promotion Potential & FPL - Position Sensitivity - Position Is - Backfill/Vice - Duty Station	Validate fields transfer to Position tab from Classification workflow			
9	Check the Position Tab for the following mandatory distinctions	Position Tab	CIO Admin POC	Click Next button. (you may need to click Save button to remove error messages)		Unable to proceed without selection or entry in mandatory fields. Mandatory fields present error messages and route user to the top of the page. The following fields should be indicated as mandatory: - Common Accounting Number (CAN) - Number of Vacancies - Open and Continuous - Type of Appointment - Area of Consideration - Work Schedule	Validate mandatory field is indicated by an asterisk symbol	Position Title Mandatory Field Distinction		

Recruitment - Step 7 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
10	Select Position Is field	Position Tab	CIO Admin POC	Click within the Position Is field.		Dropdown list with the following items: - Supervisor/Manager (Code 2) - Supervisor-CSRA (Code 4) - Management Official (CSRA) (Code 5) - Work Leader (Code 6) - Team Leader (Code 7) - Neither (Code 8) - Team Lead	As a CIO Admin, I want a field labeled "Position Is" with a dropdown listing	Validate the "Position Is" Dropdown Functionality		
11				Select item from dropdown list field. Write the selected Position Is in the Test Data column		Position Is chosen populates textbox				
12	Enter CAN number	Position Tab	CIO Admin POC	Click into the text field "Common Accounting Number" and enter CAN # beginning with 1-8		Error states CAN # must begin with a 9 and be 7 digits long	CAN # rules require CAN Code to start with 9 and be 7 digits long	Validate the Common Accounting Number text box functionality		
13				Delete previous entry and type in a 7-digit CAN # beginning with 9. Write the CAN # in the Test Data column						
14	Enter number of vacancies	Position Tab	CIO Admin POC	Select text box below "Number of Vacancies" field. Enter numeric number. Write the No. of Vacancies in the Test Data column		Numeric number appears in text box	Enter the number of vacancies for the JR	Check the field labeled "Number of Vacancies"		
15	Validate dropdown options for Type of Appointment field	Position Tab	CIO Admin POC	Select the text box under the field labeled "Type of Appointment"		Dropdown list field of the following items: - Permanent - Temporary - Term - Temp Promotion	Validate the field labeled "Type of Appointment" with the drop down functionality including the options below. Permanent Temp Promotion Temp Term	Validate the field labeled "Type of Appointment" with the dropdown functionality		
16	Select Type of Appointment	Position Tab	CIO Admin POC	Select "Permanent" from the Type of Appointment dropdown list field		Permanent populates Type of Appointment field	Validate the field labeled "Not to Exceed (NTE) " only displays if the "Type of Appointment" selected is not Permanent	Validate the field labeled "Not to Exceed (NTE) "		
17				Select "Temp Promotion"		Field labeled "Not to Exceed (NTE)" appears to the right				
18				Select "Temporary"		Field labeled "Not to Exceed (NTE)" remains visible				
19				Select "Term"		Field labeled "Not to Exceed (NTE)" remains visible				
20				Select Calendar icon next to the "Not to Exceed (NTE) field" and select date in the past		error message is present prohibiting past date selection				
21				Select Calendar icon next to the "Not to Exceed (NTE) field" and select date in the future		Date is populated into field (format: DD/MM/YYYY)				
22	Validate Areas of Consideration MP and DE can be combined	Postion Tab	CIO Admin POC	Select MP - Merit Promotion from Area of Consideration tab		Type field presents options: - Internal CIO - Internal OPDIV/STAFF Division-wide - Internal HHS - Internal Government-wide	Validate MP - Merit Promotion Type dropdowns			
23				Select an option from the MP Type dropdowns and select "Add Additional AOC" button		Additional Area of Consideration dropdown appears below	Ability to add DE with MP and vice versa, but no Pathways			

Recruitment - Step 7 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
24				Click dropdown of Area of Consideration (Additional) field		MP-Merit Promotion is greyed-out to select and Pathways disappears an option.				
25				select DE - Delegated Examining		DE - Delegated Examining appears in the field, and type field displays with one option - External to all US Citizens				
26	Validate delete button on Area of Consideration section	Postion Tab	CIO Admin POC	Select Delete button next to DE - Delegated Examining		This field disappears				
27	Validate Pathways option on Areas of Consideration rules	Postion Tab	CIO Admin POC	Select Area of Consideration dropdown and select Pathways		Pathways populates field, and Type dropdowns change to: - Intern (NTE) - Intern (Indefinite) - Recent Graduate - Presidential Management Fellow (PMF) Ability to Add Additional AOC button disappears				
28				Select an option from Pathways Type field		Field is populated with selected dropdown	Validate Pathways can only be selected by itself			
29	Validate Open and Continuous options	Postion Tab	CIO Admin POC	Click Open and Continuous dropdown		Options include Yes or No				
30	Validate Open and Continuous dynamic functionality with # Calendar Days to Advertise field	Postion Tab	CIO Admin POC	Select "Yes" under Open and Continuous dropdown		Yes populates field. Number of Calendar Days to Advertise field disappears.				
31				Select "No" under Open and Continuous dropdown		No populates field. # of Calendar Days to Advertise field appears as mandatory.				
32	Enter Number of Calendar Days to Advertise	Position Tab	CIO Admin POC	Click in dropdown field below "Number of Calendar Days to Advertise" field. Select numeric number. Write in No. of Calendar Days in Test Data Column		Numeric values 1-30 appear in dropdown box	As a CIO Admin, I want a field labeled "Number of Calendar Days to Advertise" allowing me to select the enter the number of days in the Position Tab.	List Number of Calendar Days to Advertise in Position Tab		
33	Validate Work Schedule field dropdown capability	Position Tab	CIO Admin POC	Select field labeled "Work Schedule"		Drop down list field with the following items: - Full-Time - Part-Time	Validate the field labeled "Work Schedule" has a drop down allowing you to choose the accurate work schedule option	Validate the field labeled "Work Schedule"		
34	Validate Part Time Work Schedule Hours per Week rules	Position Tab	CIO Admin POC	Select "Part-Time" from Work Schedule dropdown list field. Enter 40 hours in Hours per week field.		Error is presented that Part Time schedules must be between 16-32 hours.	Validate the field "Hours per Week" allows entry of 16 - 32 hours if the work Schedule field is set as "Part-Time".	Check that when "Work Schedule" = Part Time, "Hours per week" displays 16-32 hours		
35				Delete 40 from Hours per Week schedule and type in value between 16 and 32. Write in Hours per Week in Test Data column.		Hours per week field captures value with no error				
36	Validate Full Time Work Schedule functionality	Position Tab	CIO Admin POC	Select "Full-Time" from Work Schedule dropdown list field. Enter 16 hours in the field.		Error is presented that Full Time schedules must between 32-40 hours	Validate the field labeled "Hours per Week" allows 32-40 hours as entry if the Work Schedule field is set to "Full-Time".	Check that when "Work Schedule" = Full-Time, "Hours per week" displays 40 hours		
37				Delete 16 from Hours per Week schedule and type in value between 32 and 40. Write in Hours per Week in Test Data column.		Hours per week field captures value with no error				

Recruitment - Step 7 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
38	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		
39	Move to Next tab	Position Tab	CIO Admin POC	Make sure all mandatory fields are filled in on the Position Tab and click the "Next" button		Conditions of Emp Tab screen appears	User should be able to click the "Next" button and move to the position tab when all mandatory fields have been entered	Validate the functionality of the "Next" button		
40	Check the Conditions of Emp Tab for proper content, wording and format of fields	Conditions of Emp Tab	HR Liaison	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
41	Validate fields are pre-populated from Classification workflow	Conditions of Emp Tab	CIO Admin POC	Inspect the Conditions of Emp Tab		The following fields should be carried over from Classification: - Pre-Recruitment Physical Required? - Drug Test Required? - Financial Disclosure Required? - Financial Statement	Classification fields transfer to Pre-Recruitment, where applicable	On the Conditions of Emp tab, make sure fields transfer over from Classification		
42	Select License Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under License Required? Field		Text box labeled "License Information" appears	License : Display box will appear if License Required box is checked	Check License Required box appears when License is chosen in "Conditions of Employment" field		
43				Inspect License Information field label		Red asterisk to the upper right of the label				
44				Type 141 characters into text box		Character cut-off functionality occurs after 140 characters have been entered				
45	Select Travel Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under the Travel Required? Field		Text boxes labeled "Domestic Travel Percentage" and "International Travel Percentage" appear with red asterik, notating mandatory	Travel : Percentage Box will appear if travel box is checked	Check "Travel Percentage" box appears when Travel is chosen in "Conditions of Employment" field		
46				Type numeric value into Domestic & International Travel Fields		Characters populate in Travel Percentage fields				
47	Select Foreign Language Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under Foreign Language Required? Dropdown		Language dropdown appears to the right		If languages are required, option to select which languages from dropdown		
48				Select Language dropdown and chose language required		The language appears to the right with a checkbox next to selection				
49	Save Button functionality	Conditions of Emp Tab	CIO Admin POC	Selecting Official clicks "Save" Button		Content populated remains saved incase user decides to exit; and returns to first tab	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
50	Proceed to Documents tab	Conditions of Emp Tab	CIO Admin POC	Make sure all mandatory fields are filled in on the Conditions of Employment Tab and click the Documents Tab at top ribbon		Documents Tab screen appears with pre-uploaded documents and option to upload documents		Validate the functionality of the "Next" button		
51	Validate previously uploaded documents appear	Documents Tab	CIO Admin POC	Inspect Documents tab		The following document types should be uploaded from Classificaicon: - Position Description - Organizational Chart - OF-8	Documents from Classification carry over into Recruitment workflow	Validate documents transfer from Classification		
52	Validate uploaded documents can be viewed	Documents Tab	CIO Admin POC	Click the Document link for Position Description		Document opens and is viewable	All previously uploaded documents can be downloaded and viewed			
53				Click the Document link for Organization Chart		Document opens and is viewable				
54				Click the Document link for OF-8		Document opens and is viewable				
55	Validate ability to remove previously uploaded documents	Documents Tab	CIO Admin POC	Find the "Position Description" Document Type and click the red "Delete" button next to the file		Popup window appears asking "Do you want to delete the file?"		Validate user can delete files previously uploaded		

Recruitment - Step 7 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
56				Click OK		User is taken back to Documents tab. File is removed.				
57	Validate ability to upload Documents to Documents Tab	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table				
58				Select "Click to Browse File(s)" button		User's folder pops up to select files				
59				Click on file(s) to upload and click Open To upload MULTIPLE files at one time, hold down the CTRL key to select more than one file at a time		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
60				Select Position Description as the Document Type and type in any additional details in Description textbox.	Document Type = Position Description	fields appear in appropriate boxes				
61				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.				
62	Submit hiring package to POCs for review prior to the pre-recruit meeting	Documents Tab	CIO Admin POC	Once all fields are filled out and all required documents are uploaded, click Send Pre-Recruit Meeting Docs button at bottom of screen		"Please wait" is presented on screen, and then user is taken back to My Work homepage.	Ability to submit the Pre-Recruit materials to stakeholders prior to the pre-recruit meeting that is held offline.	Validate ability to submit complete request to send pre-recruitment documents		
63	Validate POCs receive auto notification emails	Documents Tab	HRO specialist, Selecting official, CIO Admin POC, and classification specialist (if applicable)	Log in to email (see Paige to confirm email was received)		Received auto email from BizFlow with pre-recruit documents notifying user of meeting readiness	identified POCs receive auto email from BizFlow once CIO Admin submits documents prior to pre-recruitment meeting	Send auto email notifying stakeholders of draft hiring package		
Hold pre-recruitment consultation meeting offline with identified POCs										
CIO Admin POC logs back into the application and resumes by clicking "Finalize Pre-Recruitment Checklist" on My Work										
64	Validate all fields are populated with previously-entered information	General Tab	CIO Admin POC	Move through General, Position, Conditions of Emp tabs and validate all entries		Previous data is populated and correct	CIO Admin POC is able to come back into forms to edit if needed after the pre-recruit meeting.			
65	Validate required fields on Validation Tab	Validation Tab	CIO Admin POC	Navigate to the Validation tab.		Validation Tab screen appears				
66				Inspect Validation Tab		The Pre-Recruitment Meeting Date is mandatory with red asterick				
67				Click Next		Error message appears for the Pre-Recruitment Meeting Date because it is required before proceeding				
68	Enter in pre-recruit meeting date	Validation Tab	CIO Admin POC	Select calendar icon dropdown. Choose a date when the pre-recruitment meeting with held with stakeholders offline.		Field enters date in format MM/DD/YYYY	Ability to enter in pre-recruitment meeting			
69	Validate Job Analysis/Workbook is required	Documents Tab	CIO Admin POC	Navigate to the Documents tab.		Documents tab appears with required document "Job Analysis (Workbook)" listed	Job analysis/workbook is a required document after the pre-recruitment consultation meeting	CIO Admin POC must upload the Job Analysis (Workbook) before proceeding to the next step		
70				Click Submit button at bottom of page		Unable to proceed without uploading the Job Analysis (Workbook)				
71	Upload the Job Analysis (Workbook)	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table	Ability to upload the Job Analysis (Workbook) at the Finalize Pre-Recruitment Documents step	Validate Job Analysis can be uploaded at this step		
72				Select "Click to Browse File(s)" button		User's folder pops up to select files				

Recruitment - Step 7 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
73				Click on the Job Analysis/Workbook to upload and click Open		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
74				Select Document Type to assign the document to Job Analysis (Workbook)		Job Analysis (Workbook) is selected as the document type				
75				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab				
76	Submit finalized pre-recruitment forms and documents	Documents Tab	CIO Admin POC	Click Submit button at bottom of page		Form loads, sends, and takes user back to home page	Ability to submit finalized forms and documents	Validate ability to submit finalized and completed pre-recruitment forms and documents to HR		
End CIO Admin POC activity; move to step 8										

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