**TEST SCRIPT:**

**MODULE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Owned By:** | Joe Simmons | **Date Created:** | 1-8-2019 |
| **Tested By:** | James | **Date Tested:** | 1-24-2019 |
| **Document:** |  | | |

# Section I: Process

* 1. **Scenario Objective/Process Description**

Using Create Filter to convert a Business Form into an Input template

* 1. **Function(s) Tested**

|  |  |  |
| --- | --- | --- |
| **No.** | **Function** | **Classification** |
| 1 | Login |  |
| 2 | Create Filter |  |
| 3 | Choose File |  |
| 4 | Assign/**Introduce** **new Tags into Document** (drag-drop) |  |
| 5 | Display Document File |  |
| 6 | Add Tag |  |
| 7 | Add to List |  |
| 8 | Upload List |  |
| 9 |  |  |
| 10 |  |  |

**1.3 Steps**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Business Process Steps** | **Order Type/Code/Program** | **Input Data/Specific Information** | **Output Data/Results** | **Tester/Module** | **Pass/Fail Notes** |
| 1 | Login |  | Enter User ID and Password | Got Error “Please Fill correct user id and Password” |  | Passed |
| 2 | Create Filter |  | Create Filter and Template Screen | Got the create filter Screen  With FH#, Sector and User ID Displayed |  | Passed |
| 3 | Choose a File PPT |  | Selected a Power Point File | Select |  | Passed |
| 4 | Choose a second File DOC |  | Selected a second file Word File | Got Error message |  | Failed |
| 5 | Display first File |  | Preview first file PPT | Preview the first file |  | Passed |
| 6 | Display second File |  | Preview first file PPT | Preview the first file |  | Failed |
| 7 | Search Word and apply Tag |  | Preview first file, scroll down found word to search and apply Tag | Entered Search Word, chose Tag from the Global Tag Database |  | Passed |
| 8 | Add Tag |  | Add Tag | Added Tag to the Filter List |  | Passed |
| 9 | Search Word and add new Tag |  | Preview first file, scroll down found another word to search, add new Tag | Entered Search Word, could not find Global Tag. Added new Tag. Then selected the new Tag |  | Passed |
| 10 | Add to List | Assign/**Introduce** **new Tags into Document** (drag-drop) | Drag-Drop is not available | Added new Tag to the Filter List |  | Passed |
| 11 | Upload List |  | Upload a new filter or append to existing list  Button Description needs to changes to “**Upload Filter**” | Got Pop up to chose filter to upload from PC |  | No Data available - retest |
| 12 | Upload Data |  | Tried to upload | Got error message |  | Failed |
| 13 | After Error |  | Create Filter screen did not refresh fully | Source Files are gone, yet preview kept the First File preview; filter list and Tag field is still showing values – after clicking the ok button on the error popup. |  | Failed |

**Additional information, screenshots, etc.**

\*Note: when adding additional information, please reference the specific step within the process

**Step:**

# Section II: Error Report

Enter error codes, notes, comments, and attach screenshots as necessary

**Notes:**

**Category: 1 =** Master Data Change**, 2 =** Configuration Correction**, 3 =** Bug Correction**, 4 =** Other

**Priority: 1 =** High **2 =** Moderate **3 =** Low

**2.1 Error Documentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step#** | **Detailed Description of Errors/Functional Issue** | **Error Code** | **Category** | **Priority** |
| 4 | Got error when selecting the second file, Preview first file only. The word ‘**errror**’ needs to be corrected to Error! | errror | 3 | 1 |
| 6 | Second attend to select a second file, was able to add the file to the selection list; however, not able to display the second file. |  | 3 | 1 |
| 11 | Need to retest, data not available (Button Description needs to changes to “**Upload Filter**”) |  | 4 | 1 |
| 12 | Got Error message when uploading the following. |  | 3 | 1 |
| 13 |  |  |  |  |

**2.2 Error Resolution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step#** | **Action taken** | **Action taken by** | **Resolution date** | **Status**  **O = Open R = Resolved** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2.3 Adjustments/Changes History**

|  |  |  |
| --- | --- | --- |
| **Date Modified** | **Modified By** | **Brief Description of Change** |
|  |  |  |
|  |  |  |

# Section III: Business Signoff

**3.1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name** | **Department** | **Signature** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |