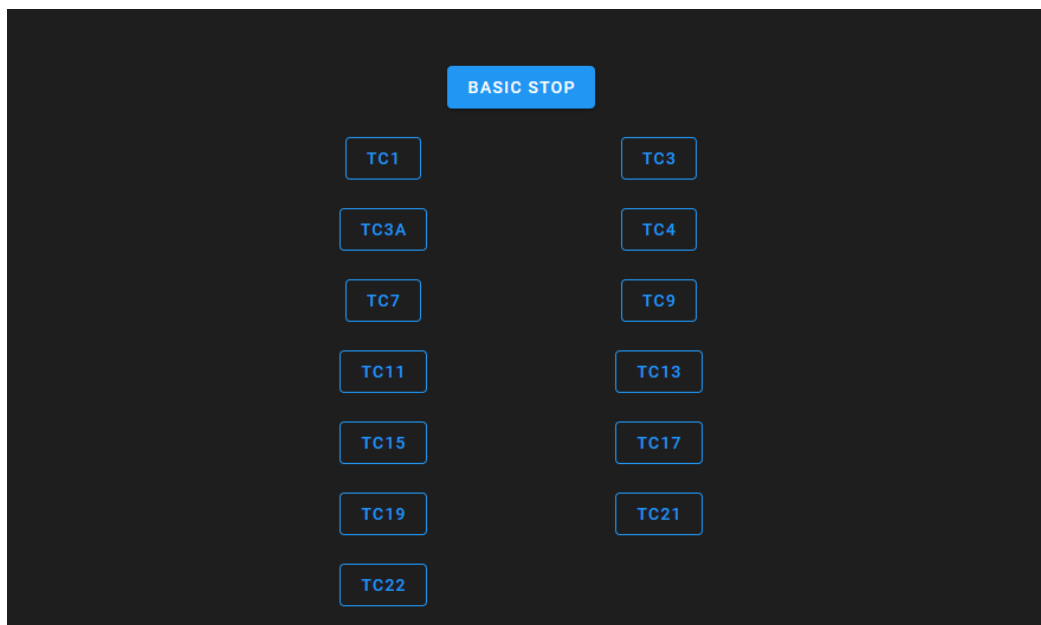


Test Case Spreadsheet Instructions

Using Test Case Templates

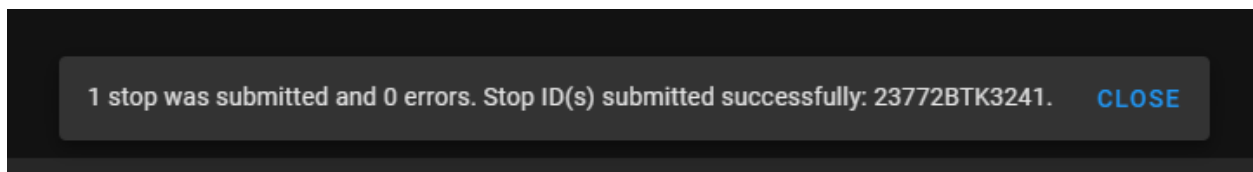
Reminder: Only do this on your RIPA testing environment, not production

Sign in to RIPA, and select the test case you would like to submit.



Go through the stop and verify that the data matches the test case requirements you are trying to submit.

Upon submission you will get a message if it was successful, which contains the Stop ID. Save this, as you will need to document it on the spreadsheet.



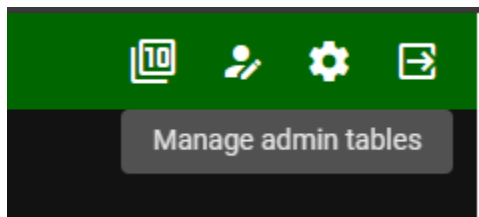
Filing out the spreadsheet

In the test case spreadsheet, you will want to fill out the Stop ID for the respective test case number in column H. Replace <STOP_ID_HERE> with the corresponding ID.

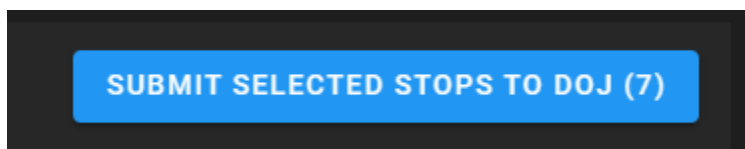
H
Test Stop ID/ Notes
<STOP_ID_HERE>

Do this for every test case that has <STOP_ID_HERE> marked in column H. Test cases that are invalid based on the application's validation are also annotated accordingly.

Once you have the spreadsheet filled out, log back in to RIPA, and head to the admin tables by clicking the gear icon in the top right of the page.



In here, you will see all the stop submissions, and their stop ID. Select all the stops that you filled out on the spreadsheet. You will then see the option to submit those selected stops to the DOJ.



Click submit, and then send an email to the DOJ at the email address **stopdatasupport@do .ca.gov** with your spreadsheet attached. Let them know that your test stop IDs are annotated in the spreadsheet.