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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Package Routes and Approval | To verify :   * Approval routes created for package * Route package by Adding documents as well as attachments. * Individual/groups named as approvers for document can be listed * Signature routes can be added * Sequence of approvers are followed when routed. |  |  |

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| **Prerequisites** | 1. Standard System Configuration. 2. User’s logins exist. 3. Test users must have Allow index card permission. 4. Test users must have read and write permission. 5. At least one individual approver, group approver and signature route must be available for package. | | | |
| **Procedure** | 1. Login to the web interface. 2. Click on the new and select package.   **ER 1 – Create new Package screen will appear.**     1. Select Cabinet and Section from the dropdown list. 2. Add Package Name. 3. Click on “Create”.   **ER 2 – Package screen will appear.**     1. Ensure the Package is open in edit mode. 2. Click on “Add/Remove” link available in documents frame.   **ER 3 - Attach documents screen will appear.**     1. Select Status: Open, Created between (e.g. a month before current date and current date), Type: Document and Location: ALL 2. Enter effective in the search field and click on go button 3. Select Effective documents. 4. Click on “OK”.   **ER 4 –Added documents appear in the document frame.**     1. Mark the document to be obsolete from the context menu.   **ER 5 –Document is marked Obsolete Message is displayed.**     1. Navigate to attachment tab. 2. Click on add new attachment button. 3. Add file and click on add button   **ER 6 – Attachment is added for package in the attachment section.**     1. Navigate to the approval tab. 2. Click on the add approver link.   **ER 7 – Add new approver popup screen appeared.**     1. Select Role (for eg: Approver)   **Note:** Only role: Approver for individual approver should be chosen here   1. Select location, approver name. 2. Select sequence as 1 and select allotted days from the dropdown. 3. Click on add button.   **ER 8 – Individual approver is added**     1. Click on the add approver link and add a Group approver (E.g. sp tester) as Sequence 1     Note: Ensure that there is at least one user in the group, and that no other individual approvers named in the approval sequence for this document belong to the group  **ER 9 - Group approver is added**     1. Click on add a signature route link   **ER 10 – Signature route dialog appears.**     1. Select the route (for e.g. “routeneotest”) and click on add button.(added as sequence 2)   Note: Ensure that individual approvers in the route do not belong to the group added previously.  Remove them from the group if necessary.  **ER 11 – Route is added**     1. Click on package option context menu. 2. Click on route for approval.   **ER 12 - Confirmation message for approval is displayed.**     1. Click on yes button.   **ER 13 - A message confirming package is routed for approval is displayed,**     1. Click on close button. 2. Login as one of the users named in Sequence 1. 3. Go to the approval wizard.   **ER 14 – The Package is available in the approval wizard**     1. Logout and login as the individual approver in Sequence 2 2. Navigate to the approval wizard   **ER 15 – The document is not available in the approval wizard**     1. Logout. 2. Login as each individual approver listed in Sequence 1, and approve the document through the Web interface. 3. Login as a member of the group named in Sequence 2 again and navigate to the approval wizard.   **ER 16 – The document is available in the approval wizard, and the status for both of the Sequence 1 individual approvals are updated.**     1. Reject the package by member of the group named in Sequence 2   **ER 17 – The package is rejected**     1. Login as a user used in step (1). 2. Go to package created in step (5). 3. Navigate to approver tab and route the package for approval again. 4. Login as each individual approver listed in Sequence 1, and approve the document through the Web interface. 5. Login as a member of the group named in Sequence 2 again and navigate to the approval wizard. 6. Approve the package.   **ER 18 – The package is successfully approved by all the approvers.**     1. Go to general tab.   **ER 19 – The package is moved to Pre-Approved DCOs cabinet.** | | | |
| **Pass/Fail** | Pass:  Fail: | Type of Execution: | |  |
| Automation: | Manual: |
| **Notes/Deviations** |  | | | |
| **Additional Remarks in case of Manual Execution** |  | | |  |
| **Name of Tester(if Manual)** |  | | |  |
| **Test Case Review/Approval** | Signature of  Reviewer/Approver: | | | **Date of Approval:** |