Creating Tests

File Type
DOCX File (.docx).

File Name
The file name should be in the format "**A** v**B**" where:
- **A** = One or two words to describe the area of the program being tested.
- **B =** The version of the test.

Document Structure
- The first line (header) is the file name.
- The second line (subheader) is in the format of "Created: **A** (**B**)" where,
  - **A** = The date the template was created (YYYY/MM/DD).
  - **B** = Your login.
- The third line (subheader) is "Filled Out:".
- The fourth, and all subsequent lines should be the test table shown below.

ID	Scenario	Steps	Test Data	Expected	Actual	Pass/Fail
a	b	c	d	e		

Table Elements
- **ID** - A unique identifier given to the test, composed of an abbreviated title and a number (eg. UA15).
- **Scenario** - Brief description of what the user is doing.
- **Steps** - A numbered list of user actions.
- **Test Data** - Any data which is used in the steps section.
- **Expected** - A brief description of the expected result.
- **Actual** - A brief description of the actual result.
- **Pass/Fail** - "Pass" or "Fail" depending on if the actual results matched the expected.

Actual and Pass/Fail columns are filled when a log is created.