

WLSP Field Service Engineering (FSER) Tool

Test Script

Prepared: November 2016

WLSP FSER Tool Testing –Workflow

Workflow – Initiator Steps for Creating a FSER					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> menu. Note: The user must have permissions to create draft.	<i>Login credentials are entered.</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>		✓	
4.	Hover over the <i>FSER Workflow</i> navigation bar. Note: Optional. Click on the <i>Create New Draft FSER</i> link on the Home page.	<i>FSER Workflow navigation bar highlights in blue.</i>			
5.	Hover over <i>Initiator</i> in the navigation.	<i>Navigation bar highlights in blue on selection</i>			
6.	Click on <i>Create a Draft FSER</i> .	<i>Navigation bar highlights in blue on selection. Message box displays with Create New Draft FSER statement.</i>			
7.	Click OK on the message box	<i>Create a Draft FSER page displays with FSER number and originator name populated</i>			
8.	Select a name from <i>Originator</i> drop-down menu. Note: The originator is part of the testing process. This ensures that the FSER is monitored in the workflow from creation to completion.	<i>Name highlights in blue and populates field.</i>			

Workflow – Initiator
Steps for Creating a FSER

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
9.	Select group affected from the <i>Group Affected</i> drop-down menu.	<i>Group is highlights in blue and populates field.</i>			
10.	Select a priority from the <i>Priority</i> drop-down menu.	<i>Priority is highlights in blue and populates field.</i>			
11.	Click on the calendar and choose a date in the <i>Requested Delivery Date</i> field.	<i>Date selected highlights in blue. Current date highlights in gray. Selected date populates field in MM/DD/YYYY format.</i>			
12.	Select a query subtype from the <i>Query SubType</i> drop-down menu. Note: Selecting <i>Already Authorized by AIPT</i> check box selection moves the FSER from Initiator to Level 2 (that is, it skips AIPT Level 1).	<i>Query subtype highlights in blue and populates field.</i>			
13.	Select export license from the <i>Export License</i> drop-down menu. Note: Export License not required (TAA) is optional populates field if selected.	<i>Export license highlights in blue and populates field.</i>			
14.	Enter an export authorization number in the <i>Export Authorization Number</i> drop-down menu. Note: DSEA not required check box when selected populates the field with message of not required per initiator.	<i>Export authorization number populates the field</i>			
15.	Enter the problem title in the <i>Problem Title</i> field.	<i>Entered problem title displays in the field.</i>			
16.	Select related FSER affected from the <i>Related FSERS</i> selection menu. Note: Hold down the CTRL key to make multiple selections.	<i>Selected related FSERS affected highlights in blue.</i>			

Workflow – Initiator
Steps for Creating a FSER

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
17.	Enter a description in the <i>Description</i> text entry box.	<i>Entered description displays in the field.</i>			
18.	Enter the justification in the <i>Justification</i> text entry box.	<i>Entered justification displays in the field.</i>			
19.	Select an Asset(s) Impacted Note: Multiple assets can be selected by using the CTRL button.	<i>Selected Asset highlights in blue.</i>			
20.	Click on the Attachment Management link in the Attachments field.	<i>The Attachment Management message displays.</i>		✓	
21.	Click on a number of attachments from the drop-down menu and then click the OK button.	<i>The Upload Attachments page displays.</i>			
22.	Click on the Browse button to locate a file to attach and click on the Submit button.	<i>File to Upload displays. Selected filename displays on the Upload Attachments page.</i>			
23.	Click on the Submit button and then on the OK button in the attachment management display message.	<i>Attachment Management message displays with document uploaded successfully. Current attachments for FSER displays on the Upload Attachments page.</i>			
24.	Click on the View FSER button to return to the Create a Draft FSER page. Note: To add additional attachments, click on the Add More button. To delete the attachment click on the Delete button. A message appears when FSER has been deleted successfully, click OK. to return to the draft FSER, click on the Home navigation button and then click on the selected draft FSER Number link.	<i>Attachment displays in the attachment field.</i>			

Workflow – Initiator

Steps for Creating a FSER

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
25.	Click on the Save button at the bottom of the page and then click on the OK button. Note: Clicking on the Delete button deletes the drafted FSER. A WLSP FSER Message displays. Click OK to return to the WLSP FSER home page.	<i>Green check marks display next to each entry field indicating a saved FSER draft.</i>			
26.	Click on the Submit button and then the OK button in the message box.	<i>WLSP FSER Messaging box displays message that FSER has been submitted to Level 1 (AIPT Release Authority)</i> <i>User is returned to the WLSP FSER Home page.</i> <i>Home page displays the FSER number, expected delivery date, problem title, and current status check mark on L1</i>			
27.	Notate the FSER number used for testing.			✓	
28.	Click on the Log Out navigation button	<i>The Welcome to WLSP FSER page displays.</i> <i>AIPT Release Authority assignees are notified via email that a FSER has been submitted.</i>			

*The FSER moves to Level 1 AIPT Release for approval. Continue following the steps listed below in the section titled **Workflow — Level 1 AIPT Release Authorization Steps for Approving a FSER**.*

Workflow — Level 1 AIPT Release Authorization
Steps for Approving a FSER

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a username and password with Level 1 permissions (UK person) in the Log In field. Note: Level 1 permissions users only have access this step in the workflow.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Read the ITAR disclaimer and then click on the Continue button.	<i>FSER ITAR Disclaimer displays</i>			
5.	Hover over the <i>FSER Workflow</i> navigation bar Note: The FSER ready for AIPT Release can also be accessed on the <i>WLSP Home</i> page by clicking on the FSER link in the <i>All Drafts & Open FSERs</i> table. If this method is used, the user is automatically taken to the <i>Level 1: AIPT Release Authority</i> page.	<i>FSER Workflow navigation bar highlights in blue</i>			
6.	Click on the Level 1AIPT Release Authority.	<i>Navigation bar highlights in blue on selection. The AIPT Release Authority FSER Review link displays with a green check mark</i>			
7.	On the <i>Level 1: AIPT Release Authority</i> page, click on the FSER link	<i>The Level 1: AIPT Release Authority page displays with the details of the FSER Request.</i>			

Workflow — Level 1 AIPT Release Authorization

Steps for Approving a FSER

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
8.	Review the details of the FSER Request. Select the within scope Yes radio button, select Yes in the Priority drop-down menu, and then click on the Approve button.	<i>WLSP FSER Messaging displays a message stating the FSER has been accepted by the AIPT Release Authority. An OK button displays.</i>			
9.	Click on the OK button.	<i>Originator receives an email message stating acceptance of FSER. The originator will continue to be notified of FSER status as it moves through the workflow.</i> <i>User is returned to the WLSP FSER Home page.</i>			
10.	Click on the Log Out button.	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			

*The FSER moves to Level 2 NGTS for approval. Continue following the steps listed below in the section titled **Workflow — Level 2 NGTS Approval Steps for NGTS Approval***

Workflow — Level 2 NGTS Approval
Steps for NGTS Approval

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 2</i> user in the <i>Log In</i> field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select <i>Level 2 NGTS Approval</i>	<i>Navigation bar highlights in blue on selection. The Level 2 NGTS Approval page displays with the NGTS Approval FSER Review table. The FSER to work has a green check mark.</i>			
6.	Click on the FSER link in the <i>NGTS Approval FSER Review</i> table.	<i>The Level 2: NGTS Approval page displays.</i>			
7.	Review the details of the FSER Request				
8.	Select a TAA and choose NGAS as the <i>Lead Assignment</i> in NGTS section	<i>Selection highlights in blue. Approve and Reject button display on the page.</i>			

Workflow — Level 2 NGTS Approval
Steps for NGTS Approval

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
9.	Click on the Approve button.	<p><i>WLSP FSER Messaging displays that the FSER has been accepted at NGTS Approval.</i></p> <p><i>The FSER originator receives an email message stating acceptance of FSER. The originator will continue to be notified of FSER status as it moves through the workflow.</i></p>			
10.	Click the OK button.	<i>The Home page displays.</i>			
11.	Click on the Log Out button.	<i>The WLSP FSER Welcome page displays.</i>			

*The FSER moves to Level 3 NGTS for acceptance. Continue following the steps listed in section **Workflow — Level 3 Acceptance Steps for Level 5 Approval Type***

Workflow — Level 3 Acceptance
Steps for Level 5 Approval Type

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 3</i> user in the Log In field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 3 Acceptance .	<i>Navigation bar highlights in blue on selection</i>			
6.	On the Level 3: NGAS Acceptance page, click on the FSER link	<i>NGAS Acceptance link displays with a green check mark</i>			
7.	Review the details of the FSER Request				
8.	Click on the <100 Hours button in the Hours Breakdown section. <u>Note:</u> If great than 100 hours is chosen, the FSER will move back to Level 1AIPT Release for authorization.	<i>Message appears. Keep at NGAS under 100 hours must be approved before proceeding. Group and Assignee must be selected.</i>			
9.	Click on the Specify Group and Assignee button.	<i>Level 3 NGAS Approval home page displays</i>			
10.	Select a <i>Group Assignment</i> from the drop-down menu.	<i>Selection is highlights in blue</i>			
11.	Select the actionee. <u>Note:</u> For testing purposes, select your own name as the actionee.	<i>Selection is highlights in blue</i>			

Workflow — Level 3 Acceptance
Steps for Level 5 Approval Type

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
12.	Select Level 5 as the FSER Approval Type. <u>Note:</u> There are three options at this step Level 5, Peer Review, and TRB. The remainder of the steps below is for Level 5 <u>only</u> . Follow the steps in the sections titled: * <u>Steps for Peer Review Approval Type</u> and * <u>Steps for TRB Approval Type</u> for Peer Review and TRB selections.	<i>Selection is highlights in blue</i>			
13.	Select a funding source in the <i>Funding Source</i> section	<i>Selection is highlights in blue</i>			
14.	Click on the calendar and select an <i>Expected Delivery Date</i> .	<i>Date is populated in the entry field.</i> <i>An Accept and Reject button displays.</i>			
15.	Click on the Accept button.	<i>WLSP FSER Message appears.</i> <i>NGAS has been accepted and group and actionee have been assigned.</i> <i>The FSER is now considered InWork.</i> <i>Originator receives an email message stating acceptance of FSER.</i> <i>Originator will continue to be notified of FSER status as it moves through the workflow.</i> <i>Actionees continue to update the status in the Level 4 step Periodic Status</i>			
16.	Click on the OK button.	<i>The WLSP Home page displays.</i>			
17.	Click on the Log Out button.	<i>The WLSP Welcome page displays.</i>			

The FSER has been accepted and group and actionees have been assigned. The FSER is now considered InWork. Continue following the steps listed in section Workflow Step — Level 4 Periodic Status Steps for Entering Periodic & Final Status.

Workflow — Level 3 Acceptance

*Steps for Peer Review Approval Type

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
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The following steps below are for Level 3 Acceptance with Peer Review Approval

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 3</i> user in the Log In field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 3 Acceptance .	<i>Navigation bar highlights in blue on selection</i>			
6.	On the Level 3: NGAS Acceptance page, click on the FSER link	<i>NGAS Acceptance link displays with a green check mark</i>			
7.	Review the details of the FSER Request				
8.	Click on the <100 Hours button in the Hours Breakdown section.	<i>Message appears. Keep at NGAS under 100 hours must be approved before proceeding. Group and Assignee must be selected.</i>			
9.	Click on the Specify Group and Assignee button.	<i>Level 3 NGAS Approval home page displays</i>			
10.	Select a Group Assignment.	<i>Selection highlights in blue</i>			
11.	Select an as the actionee.	<i>Selection highlights in blue</i>			

Workflow — Level 3 Acceptance
***Steps for Peer Review Approval Type**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
12.	Select Peer Review as the FSER Approval Type. <u>Note:</u> There are three options at this step Level 5, Peer Review, and TRB. The remainder of the steps is for <u>Peer Review Only</u> . *See steps titled <u>Accepting FSER as Level 5</u> and <u>Accepting FSER as TRB Approval Type</u> for further instructions.	<i>Selection highlights in blue</i>			
13.	Select a funding source in the <i>Funding Source</i> section	<i>Selection highlights in blue</i>			
14.	Click on the calendar and select an <i>Expected Delivery Date</i> .	<i>Date is populated in the entry field. An Accept and Reject button displays.</i>			
15.	Click on the Accept button.	<i>WLSP FSER Message appears. NGAS has been accepted and group and actionee have been assigned. The FSER is now considered InWork.</i> <i>Originator receives an email message stating acceptance of FSER.</i> <i>Originator will continue to be notified of FSER status as it moves through the workflow.</i>			
16.	Click on the OK button.	<i>The WLSP Home page displays.</i>			
17.	Click on the Log Out button.	<i>The WLSP Welcome page displays.</i>			
<i>The FSER moves to Level 4 for the assignee to update Periodic & Final Status. Continue following the steps below.</i>					
18.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfser.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser.</i>			

Workflow — Level 3 Acceptance
***Steps for Peer Review Approval Type**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
19.	Enter the Assignee username and password.	<i>Login credentials are entered</i>			
20.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
21.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
22.	Select Level 4 Periodic Status	<i>The Level 4: NGAS Periodic Status & Final Response page displays with the Final Review & Closure table</i>			
23.	Click on the FSER ID link in the <i>Final Review & Closure</i> table.	<i>The Level 4: NGAS Periodic Status & Final Response page displays</i>			
24.	Select the Periodic radio button in the status type section.				
25.	Slide the estimated completion to 50%.	<i>50% displays</i>			
26.	Enter text in the <i>Periodic Update</i> entry box.	<i>Text populates entry box. Update FSER and Cancel button display.</i>			
27.	Click on the Update FSER button.	<i>FSER progress chart displays showing 50% status.</i>			
28.	Select the Final radio button in the status type section	<i>Estimated % completion default of 100% displays.</i>			
29.	Enter text in the <i>Final Update</i> entry box.	<i>Text populates entry box. Update FSER and Cancel button display</i>			
30.	Click on the Update FSER button.	<i>WLSP FSER Messaging displays with message that the FSER has been submitted to Level 5.</i>			
31.	Click on the OK button.	<i>WLSP FSER home page displays in the browser.</i>			

Workflow — Level 3 Acceptance
***Steps for Peer Review Approval Type**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
32.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			

The FSER moves to Level 5 for Peer Review. Continue following the steps below to replicate each Peer Review user.

33.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
34.	Enter the username and password for a <i>Continuing Airworthiness</i> user in the Log In field.	<i>Login credentials are entered. The Home page displays with the All Draft & Open FSERs table</i>			
35.	Click on the FSER link in the <i>All Draft & Open FSERs</i> table.	<i>The Level 5: Peer Review page displays with the FSER link and a message indicating how my records are available.</i> <i>The Peer Review FSER table for the FSER displays with an Approve button.</i>			
36.	Click on the Approve button in the <i>Continuing Airworthiness</i> column	<i>Level 5: Peer Review page displays</i>			
37.	Click on the Log out button	<i>Welcome to WLSP FSER welcome page displays</i>			
38.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
39.	Enter the username and password for a <i>Systems Engineering Integration</i> user in the Log In field.	<i>Login credentials are entered. The Home page displays with the All Draft & Open FSERs table</i>			

Workflow — Level 3 Acceptance
***Steps for Peer Review Approval Type**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
40.	Click on the link with the correct FSER in the <i>All Draft & Open FSERs</i> table	<p><i>The Level 5: Peer Review page displays with the FSER link and a message indicating how my records are available.</i></p> <p><i>The Peer Review FSER table for the FSER displays with an Approve button.</i></p>			
41.	Click on the Approve button in the <i>Systems Engineering Integration</i> column	<i>Level 5: Peer Review page displays</i>			
42.	Click on the Log out button	<i>Welcome to WLSP FSER welcome page displays</i>			
43.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
44.	Enter the username and password for a <i>Quality</i> user in the Log In field.	<i>Login credentials are entered. The Home page displays with the All Draft & Open FSERs table</i>			
45.	Click on the link with the correct FSER in the <i>All Draft & Open FSERs</i> table	<p><i>The Level 5: Peer Review page displays with the FSER link and a message indicating how my records are available.</i></p> <p><i>The Peer Review FSER table for the FSER displays with an Approve button.</i></p>			
46.	Click on the Approve button in the <i>Quality</i> column	<p><i>Level 5: Peer Review page displays</i></p> <p><i>WLSP FSER Message appears stating that the FSER has been accepted at Peer Review and is now at Level 6 (Export Approval)</i></p>			

Workflow — Level 3 Acceptance
***Steps for Peer Review Approval Type**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
47.	Click on the OK button.	WLSP home page displays			
48.	Click on the Log out button	Welcome to WLSP FSER welcome page displays			

The FSER is submitted to Level 6 Export Approval. Follow the steps listed in section **Workflow — Level 6 Export Approval Steps for Submitting FSERs for Export**

Workflow — Level 3 Acceptance
***Steps for TRB Approval Type**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
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The following steps below are for Level 3 Acceptance with TRB Approval

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	The welcome page for the WLSP FSER tool displays in the browser			
2.	Enter the username and password for a Level 3 user in the Log In field.	Login credentials are entered			
3.	Click on the Log In button.	WLSP FSER home page displays			
4.	Hover over the FSER Workflow navigation bar.	FSER Workflow navigation bar highlights in blue			
5.	Select Level 3 Acceptance .	Navigation bar highlights in blue on selection			
6.	On the Level 3: NGAS Acceptance page, click on the FSER link	NGAS Acceptance link displays with a green check mark			
7.	Review the details of the FSER Request.				

Workflow — Level 3 Acceptance

*Steps for TRB Approval Type

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
8.	Click on the <100 Hours button in the Hours Breakdown section.	<i>Message appears. Keep at NGAS under 100 hours must be approved before proceeding. Group and Assignee must be selected.</i>			
9.	Click on the Specify Group and Assignee button.	<i>Level 3 NGAS Approval home page displays</i>			
10.	Select a Group Assignment.	<i>Selection highlights in blue</i>			
11.	Select an as the actionee.	<i>Selection highlights in blue</i>			
12.	Select TRB as the <i>FSER Approval Type</i> . <u>Note:</u> There are three options at this step Level 5, Peer Review, and TRB. The remainder of the steps is for <u>TRB Only</u> . *See steps titled <u>Accepting FSER as Level 5</u> and <u>Accepting FSER as Peer Review Approval</u> for further instructions.	<i>Selection highlights in blue. An Accept and Reject button display.</i>			
13.	Select a funding source in the <i>Funding Source</i> section	<i>Selection highlights in blue</i>			
14.	Click on the calendar and select an <i>Expected Delivery Date</i> .	<i>Date is populated in the entry field. An Accept and Reject button displays.</i>			
15.	Click on the Accept button.	<i>WLSP FSER Message appears. NGAS has been accepted and group and actionee have been assigned. The FSER is now considered InWork.</i> <i>Originator receives an email message stating acceptance of FSER.</i> <i>Originator will continue to be notified of FSER status as it moves through the workflow.</i>			

Workflow — Level 3 Acceptance

*Steps for TRB Approval Type

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
16.	Click on the OK button.	<i>The WLSP Home page displays.</i>			
17.	Click on the Log Out button.	<i>The WLSP Welcome page displays.</i>			

The FSER moves to Level 4 for the assignee to update Periodic & Final Status. Continue following the steps below.

18.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser.</i>			
19.	Enter the Assignee username and password.	<i>Login credentials are entered</i>			
20.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
21.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
22.	Select Level 4 Periodic Status .	<i>The Level 4: NGAS Periodic Status & Final Response page displays with the Final Review & Closure table</i>			
23.	Click on the FSER ID link in the <i>Final Review & Closure</i> table.	<i>The Level 4: NGAS Periodic Status & Final Response page displays</i>			
24.	Select the Periodic radio button in the <i>Status Type</i> section.				
25.	Slide the estimated completion to 50%.	<i>50% displays</i>			
26.	Enter text in the <i>Periodic Update</i> entry box.	<i>Text populates entry box. Update FSER and Cancel button display.</i>			
27.	Click on the Update FSER button.	<i>FSER progress chart displays showing 50% status.</i>			
28.	Select the Final radio button in the status type section	<i>Estimated % completion default of 100% displays.</i>			

Workflow — Level 3 Acceptance

*Steps for TRB Approval Type

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
29.	Enter text in the <i>Final Update</i> entry box.	<i>Text populates entry box. Update FSER and Cancel button display</i>			
30.	Click on the Update FSER button.	<i>WLSP FSER Messaging displays with message that the FSER has been submitted to Level 5.</i>			
31.	Type in a TRB Number and then click on the Add TRB Number button.	<i>WLSP FSER Messaging box displays a message that the FSER has been assigned a TRB number and has been submitted at Level 6. An OK button displays</i>			
32.	Click on the OK button.	<i>WLSP FSER home page displays in the browser.</i>			
33.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			

*The FSER is submitted to Level 6 Export Approval. Continue following the steps listed in section **Workflow — Level 6 Export Approval Steps for Submitting FSERs for Export**.*

Workflow — Level 4 Periodic Status
Steps for Entering Periodic & Final Status

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser.</i>			
2.	Enter the Assignee username and password.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 4 Periodic Status	<i>The Level 4: NGAS Periodic Status & Final Response page displays with the Final Review & Closure table</i>			
6.	Click on the FSER ID link in the <i>Final Review & Closure</i> table.	<i>The Level 4: NGAS Periodic Status & Final Response page displays</i>			
7.	Select the Periodic radio button in the status type section.				
8.	Slide the estimated completion to 50%.	<i>50% displays</i>			
9.	Enter text in the <i>Periodic Update</i> entry box.	<i>Text populates entry box. Update FSER and Cancel button display.</i>			
10.	Click on the Update FSER button.	<i>FSER progress chart displays showing 50% status.</i>			
11.	Select the Final radio button in the status type section	<i>Estimated % completion default of 100% displays.</i>			
12.	Enter text in the <i>Final Update</i> entry box.	<i>Text populates entry box. Update FSER and Cancel button display</i>			
13.	Click on the Update FSER button.	<i>WLSP FSER Messaging displays with message that the FSER has been submitted to Level 5.</i>			

Workflow — Level 4 Periodic Status
Steps for Entering Periodic & Final Status

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
14.	Click on the OK button.	<i>WLSP FSER home page displays in the browser.</i>			
15.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			

The Periodic and Final status comments have been saved and submitted to level 5. Continue following the steps listed in section Workflow Step — Level 5 Release Steps for Reviewing FSER & Release.

Workflow Step — Level 5 Release
Steps for Reviewing FSER & Release

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 5</i> user in the <i>Log In</i> field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 5 Release .	<i>Selection highlights in blue. The Level 5: Release page displays with the Release table.</i>			
6.	Click on the FSER ID link in the <i>Final Review & Closure</i> table.	<i>The Level 5: Release page displays.</i>			
7.	Review the detailed FSER information and the Status Updates.	<i>FSER Request Detail Information and Status Updates display. An Approve and Reject button displays.</i>			

**Workflow Step — Level 5 Release
Steps for Reviewing FSER & Release**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
8.	Click on the Approve button.	<i>Screen displays that the FSER has been accepted at Release.</i>			
9.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			
<i>The FSER is accepted at level 5 release. Continue following the steps listed in section Workflow Step — Level 6 Export Approval Steps for Submitting FSERs for Export.</i>					

**Workflow — Level 6 Export Approval
Steps for Submitting FSERs for Export**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfser.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 6</i> user in the <i>Log In</i> field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 6 Export Approval	<i>Selection highlights in blue. The Level 6: Export Control page displays</i>			
6.	Click on the <i>Submit FSERs and Contact Logs for ITAR Approval</i> link.	<i>The Non-Export Controlled FSERs table displays with a send button</i>			

**Workflow — Level 6 Export Approval
Steps for Submitting FSERs for Export**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
7.	Click on the Send button.	<i>A message displays on the Level 6: Export Control page that the ITAR Spreadsheet has been prepared and sent as an email for further distribution.</i>			
8.	Click on the Log Out button.				

Follow the guidelines for submitting the ITAR spreadsheet and receiving the authorization number.

9.	Reconnect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
10.	Enter the username and password for a <i>Level 6</i> user in the <i>Log In</i> field.	<i>Login credentials are entered</i>			
11.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
12.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
13.	Select Level 6 Export Approval	<i>Selection highlights in blue. The Level 6: Export Control page displays.</i>			
14.	Click on the <i>Process Submitted FSERS and Contact Logs</i> .	<i>The Level 6: Export Control page displays with an entry field for input of the authorization number. An Update Export Control Status and Cancel button displays.</i>			
15.	Enter the authorization number for the FSER and click on the Update Export Control Status button.	<i>The Export Control page displays with a message that the FSER has been updated with a DSEA number and closed.</i>			
16.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			

**Workflow — Level 6 Export Approval
Steps for Submitting FSERs for Export**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
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The FSER is updated with a DSEA number. Continue following the steps listed in Workflow —Acknowledge Receipt Steps for Acknowledging Receipt of FSER.

**Workflow — Acknowledge Receipt
Steps for Acknowledging Receipt of FSER**

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfser.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the <i>Originators</i> username and password the in the <i>Log In</i> field.				
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the FSER Workflow button in the navigation bar.	<i>The FSER Workflow Home page displays.</i>			
5.	Click on the Acknowledge Receipt button on the workflow.	<i>The Acknowledge Receipt of FSER page displays with the Unacknowledged FSER Request table.</i>			
6.	Click on the FSER in the <i>FSER ID</i> column.				
7.	Using the drop-down fields, select a 1, 2, 3, or 4 in the accuracy, completeness, coordination, timeliness, overall satisfaction.				
8.	Enter comments in the <i>Comments/Recommendations</i> entry field				

Workflow — Acknowledge Receipt
Steps for Acknowledging Receipt of FSER

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
9.	Select the Yes/No radio button in the <i>Would you like someone to contact you</i> field.				
10.	Click on the I Acknowledge Receipt button.	<i>The Acknowledge Receipt of FSER page displays with the Previously Acknowledged FSER Requests table.</i>			
11.	Click on the Log Out button on the navigation bar.				

The FSER has been acknowledged in the workflow. Continue following the steps listed in Workflow — Acknowledge Receipt Steps for Submitting FSER Recommendation Survey

Workflow — Acknowledge Receipt
Steps for Submitting FSER Recommendation Survey

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the Log In field. <u>Note:</u> The user must be the Originator.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Hover over the FSER Workflow button.	<i>Navigation bar highlights in blue on selection</i>			
5.	Click on FSER Recommendations Survey .	<i>The FSER Recommendation Survey page displays with FSER that have surveys completed.</i>			

Workflow — Acknowledge Receipt

Steps for Submitting FSER Recommendation Survey

STEP NO.	ACTIONS	EVENT	COMMENTS	PASS	FAIL
6.	Click on a FSER in the FSER ID column.	<i>The Recommendations Usage and Comments page displays.</i>			
7.	Select and <i>Recommendation Usage</i> from the drop-down menu. Note: If <i>Recommendations Accepted as Written, but with Changes or Not Accepted</i> is selected, then comments must be entered in the <i>Comments</i> field.	<i>Selection highlights in blue.</i>			
8.	Enter comments in the <i>Comments</i> entry field.	<i>Entered comments displays</i>			
9.	Click on the Submit button.	<i>The FSER Recommendation Survey page displays.</i>			
10.	Click on the <i>Log Out</i> button.	<i>The WLSP FSER Welcome page displays.</i>			

WLSP FSER Tool Testing –Workflow FSER Rejection

Note: The following steps are for Rejecting a FSER at various points in the FSER Workflow.

Workflow Step — Level 1 AIPT Release Authorization

Steps for Rejecting a FSER at Level 1

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
Precondition: Before performing the steps below, first create and submit a Draft FSER by following the steps in <i>Workflow – Initiator Steps for Creating a FSER</i> .					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a username and password with Level 1 permissions (UK person) in the <i>Log In</i> field. Note: Level 1 permissions users only have access this step in the workflow.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Read the ITAR disclaimer. Click on the Continue button.	<i>FSER ITAR Disclaimer displays</i>			
5.	Hover over the <i>FSER Workflow</i> navigation bar Note: The FSER ready for AIPT Release can also be accessed on the <i>WLSP Home</i> page by clicking on the FSER link in the <i>All Drafts & Open FSERs</i> table. If this method is used, the user is automatically taken to the <i>Level 1: AIPT Release Authority</i> page.	<i>FSER Workflow navigation bar highlights in blue</i>			
6.	Click on <i>Level 1AIPT Release Authority</i>	<i>Navigation bar highlights in blue on selection</i>			
7.	On the <i>Level 1: AIPT Release Authority</i> page, click on the FSER link	<i>AIPT Release Authority FSER Review link displays with a green check mark</i>			

Workflow Step — Level 1 AIPT Release Authorization

Steps for Rejecting a FSER at Level 1

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
8.	Review the details of the FSER Request, select No radio button, select a priority from the Priority drop-down menu, and then click on the Reject button.	<i>A text entry box for reason for the rejection displays.</i>			
9.	Type in a reason for the rejection of the FSER and then click on the Reject button.	<i>The Level 1: AIPT Release Authority page displays with the message that the rejection information has been successfully updated.</i> <i>The FSER originator is notified via email the FSER was rejected.</i> <i>The FSER moves back to Initiator Create Draft.</i>			
10.	Click on the Log Out button.	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
<i>The FSER is rejected and the FSER Originator is notified via email. The FSER moves back to the Initiator step in the WLSP FSER Workflow.</i>					

Workflow Step — Level 2 NGTS Approval
Steps for Rejecting a FSER at Level 2

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
Precondition: Before following the steps below, a FSER first must be created by following the steps in <i>Workflow — Initiator Steps for Creating a FSER</i> and <i>Workflow — Level 1 AIPT Release Authorization Steps for Approving a FSER</i> .					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 2</i> user in the Log In field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select <i>NGTS Approval</i> .	<i>Navigation bar highlights in blue on selection</i>			
6.	On the <i>Level 2: NGTS Approval</i> page, click on the FSER link	<i>NGTS Approval FSER Review link displays with a green check mark</i>			
7.	Review the details of the FSER Request				
8.	Select a TAA and choose <i>NGAS</i> as the Lead Assignment in NGTS section	<i>Selection highlights in blue</i>			
9.	Click on the Reject button.	<i>A text entry box for reason for the rejection displays.</i>			
10.	Type in a reason for the rejection of the FSER and then click on the Reject button.	<i>The Level 2: NGTS Approval page displays with the message that the rejection information has been successfully updated.</i> <i>The FSER originator is notified via email the FSER was rejected.</i> <i>The FSER moves back to Level 1 AIPT Release Authorization.</i>			

**Workflow Step — Level 2 NGTS Approval
Steps for Rejecting a FSER at Level 2**

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
11.	Click on the Log Out button.	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			

The FSER is rejected and the FSER Originator is notified via email. The FSER moves back to the Level 1 Release Authority step in the WLSP FSER Workflow.

**Workflow Step — Level 3 Acceptance
Steps for Rejecting a FSER at Level 3**

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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Precondition: Before following the steps below, first a FSER must be created by following the steps in *Workflow — Initiator Steps for Creating a FSER*, *Workflow — Level 1 AIPT Release Authorization Steps for Approving a FSER*, and *Workflow — Level 2 NGTS Approval Steps for NGTS Approval*.

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	The welcome page for the WLSP FSER tool displays in the browser			
2.	Enter the username and password for a <i>Level 3</i> user in the Log In field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 3 Acceptance .	<i>Navigation bar highlights in blue on selection</i>			
6.	On the Level 3: NGAS Acceptance page, click on the FSER link	<i>NGAS Acceptance link displays with a green check mark</i>			
7.	Review the details of the FSER Request	<i>The NGAS FSER Request table displays.</i>			

Workflow Step — Level 3 Acceptance
Steps for Rejecting a FSER at Level 3

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
8.	In the NGAS Acceptance, click on the Reject button.	<i>A text entry box displays</i>			
9.	Type in rejection comments and click on the Reject button.	<i>The Level 3: NGAS Acceptance page displays with the message that the rejection information has been successfully updated.</i>			
10.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			

The FSER is rejected and moves back to Level 2 for approval/rejection. If the FSER was tagged as an already authorized by AIPT during create draft submission, the then FSER moves back to Level 1 instead of Level 2.

Workflow Step — Level 5 Release
Steps for Rejecting a FSER at Level 5

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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Precondition: Before following the steps below, first a FSER must be created by following the steps in *Workflow — Initiator Steps for Creating a FSER*, *Workflow — Level 1 AIPT Release Authorization Steps for Approving a FSER*, *Workflow — Level 2 NGTS Approval Steps for NGTS Approval*, and *Workflow — Level 3 Acceptance Steps for Level 5 Approval Type*.

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsertool.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter the username and password for a <i>Level 5</i> user in the <i>Log In</i> field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Hover over the <i>FSER Workflow</i> navigation bar.	<i>FSER Workflow navigation bar highlights in blue</i>			
5.	Select Level 5 Release .	<i>Selection highlights in blue</i>			

Workflow Step — Level 5 Release
Steps for Rejecting a FSER at Level 5

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
6.	Click on the FSER ID link in the <i>Final Release</i> table.	<i>NGAS Release table displays</i>			
7.	Review the detailed FSER information and the Status Updates.	<i>FSER Request Detail Information and Status Updates display.</i>			
8.	Click on the Reject button.	<i>Level 5: Release page displays with an Reason for Rejection entry box</i>			
9.	Enter reason for rejection in the entry text entry box and then click on the Reject button.	<i>Level 5: Release page displays with the message that the FSER has been rejected. The FSER moves back to Level 3 for Review.</i>			
10.	Click on the Log Out button.	<i>The Welcome page for the WLSP FSER tool displays in the browser</i>			

The FSER is rejected and moves back to Level 3 for approval/rejection.

WLSP FSER Tool Testing – Gaining Access to WLSP FSER

WLSP FSER Tool Steps for Logging In & Logging Out					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsertool.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a username and password for in the Log In field.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the Log Out button on the navigation bar.	<i>Welcome to WLSP FSER page displays.</i>			

Note: In order to login to the WLSP FSER tool, an account must be requested. Follow the steps in **WLSP FSER Tool Steps for Requesting an Account**

WLSP FSER Tool Steps for Forgot Password					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Follow the steps below to request your password if you already have access to the WLSP FSER tool.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsertool.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Click on the Forgot Password navigation button.	<i>The Reset Your Password page displays.</i>			
3.	Enter a user id in the User ID entry field.				

WLSP FSER Tool
Steps for Forgot Password

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
4.	Click on the Submit button.	<i>The enter your security response entry box displays.</i>			
5.	Enter the answer in the security box and then click on the Submit button.	<i>The page displays a message that the password has been reset. An email is sent with a new password.</i>			
6.	Click on the red X in the window to close the WLSP tool.	<i>Open email to access new password</i>			

WLSP FSER Tool
Steps for Requesting Account

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Follow the steps below to request a WLSP FSER account if you do not have access to the WLSP FSER tool.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Click on the Request Account navigation button.	<i>The Request a FSER Account page displays.</i>			
3.	Enter user information and create a security question and answer.				
4.	Click on the Submit button.	<i>The Request a FSER Account page displays with a message that the user request has been sent. FSER administrator is notified of request via email.</i>			
5.	Click on the red X in the window.	<i>WLSP FSER tool is closed.</i>			

WLSP FSER Tool**Steps for Contacting the Administrator**

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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Follow the steps below to Request help from the WLSP FSER administrator. Login to the FSER tool is not required.

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Click on the Contact Admin navigation button.	<i>The Request Help entry box displays.</i>			
3.	Type in an email address, subject, and question and then click on the Request Help button.	<i>Message is sent to the administrator. A copy of the email is sent to the message sender.</i>			
4.	Click on the red X in the window.	<i>WLSP FSER tool is closed.</i>			

WLSP FSER Tool Testing– Initiator Functions

Restoring a Saved Draft FSER					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>The steps below are used to replicate a user returning to a previous drafted FSER that was not complete. First, follow steps 1-12 to create a draft and save and then continue with steps 13-18 to return to the saved draft for completion.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> field. Note: The user must be the Originator of the FSER to modify the FSER fields.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Click on the FSER Workflow navigation button.	<i>Navigation bar highlights in blue on selection</i>			
5.	Hover over <i>Initiator</i> in the navigation.	<i>Navigation bar highlights in blue on selection</i>			
6.	Click on Create a Draft FSER .	<i>Navigation bar highlights in blue on selection. Message box displays with Create New Draft FSER statement</i>			
7.	Click OK on the message box	<i>Create a Draft FSER page displays with FSER number and originator name populated.</i>			
8.	Note the FSER number.				
9.	Select a name from Originator drop-down menu.	<i>Name is highlighted in blue and populates field.</i>			
10.	Select a group in the Group Affected.	<i>Group is highlighted in blue and populates field.</i>			

Restoring a Saved Draft FSER

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
11.	Click the Save button at the bottom of the page. Note: A FSER saves automatically when created. Although, it will not save any inputted entry fields <u>unless</u> the user clicks on the Save button.	<i>Message displays that the FSER XX-XXXX has been saved</i>			
12.	Click the Log Out button on the navigation bar.	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
13.	Reconnect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
14.	Enter the Username and Password in the <i>Log In</i> field.	<i>Login credentials are entered</i>			
15.	Click on the Log In button.	<i>WLSP FSER Home page displays.</i>			
16.	Hover over <i>Initiator</i> in the navigation.	<i>Navigation bar highlights in blue on selection</i>			
17.	Select the <i>FSER Workflow > Restore A Save Draft</i> . Note: A saved draft can also be accessed on the <i>WLSP Home</i> page by clicking on the FSER link in the <i>All Drafts & Open FSERs</i> table. If this short cut is used, the <i>Continue a Draft</i> page displays the link to the previously created draft. Click on the link and the <i>Create a Draft FSER</i> page displays.	<i>Navigation bar highlights in blue on selection. The Create a Draft FSER page displays.</i>			
18.	Click on the FSER link on the <i>Continue a Draft FSER page</i> .	<i>FSER Request page displays with saved FSER information from previous entry</i>			

*Continue inputting information in the create a draft entry fields by following the steps in the section titled **Workflow – Initiator Steps for Creating a FSER***

Adding and Removing Attachments to/from FSERs – Current/Historic

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Use the steps below to add or remove attachments from a FSER already created.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> field. Note: The user must be the Originator of the FSER to modify the FSER fields.	<i>Login credentials are entered</i>			
3.	Hover over the FSER Workflow button.	<i>Navigation bar highlights in blue on selection</i>			
4.	Hover over <i>Initiator > Add Current Attachments</i> Note: Changes to Historic attachments follows the same steps listed below.	<i>Selection highlights in blue. The Add Current FSER Attachments page displays.</i>			
5.	Click on the FSER in the <i>FSER ID</i> column	<i>A Please Select Attachment for FSER displays</i>			
6.	Enter a description in the <i>Description</i> entry field.	<i>The field populates</i>			
7.	Click on the Browse button and navigate to the attachment on the computer.				
8.	Click on the Upload File button.	<i>WLSP FSER Messaging appears with a message that the attachment added successfully.</i>			
9.	Click on the OK button.	<i>The Add Current FSER Attachments page displays.</i>			
10.	Click on the Log Out button.	<i>The WLSP FSER Welcome page displays.</i>			

Adding and Removing Attachments to/from FSERs – Current/Historic

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
11.	Reconnect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfser.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
12.	Enter a Username and Password in the Log In field. Note: The user must be the Originator of the FSER to modify the FSER fields.	<i>Login credentials are entered</i>			
13.	Hover over the FSER Workflow button.	<i>Navigation bar highlights in blue on selection</i>			
14.	Hover over <i>Initiator > Remove Current Attachments</i> Note: Changes to Historic attachments follows the same steps below.	<i>Selection highlights in blue. The Delete FSER Attachments page displays.</i>			
15.	Click on the FSER in the <i>FSER ID</i> column Note: Click on a FSER that already has a FSER attachment.	<i>A Delete FSER Attachments table displays.</i>			
16.	Click on the Delete button.	<i>WLSP FSER Messaging appears with a message that the attachment has been deleted. An Ok button displays.</i>			
17.	Click on the OK button.	<i>The Remove Current FSER Attachments page displays.</i>			
18.	Click on the Log Out button.	<i>The WLSP FSER Welcome page displays.</i>			

Modifying FSER Fields

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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Follow the steps below to Modify a FSER already created

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	The welcome page for the WLSP FSER tool displays in the browser			
2.	Enter a Username and Password in the <i>Log In</i> field. Note: The user must be the Originator of the FSER to modify the FSER fields.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Hover over the FSER Workflow button.	<i>Navigation bar highlights in blue on selection</i>			
5.	Hover over <i>Initiator</i>	<i>Selection highlights in blue.</i>			
6.	Click on <i>Modify FSER Fields</i> .	<i>The Originator Modify FSER Fields page displays with the Available FSERs table.</i>			
7.	Click on a FSER link.	<i>The page displays with editable fields.</i>			
8.	Make changes to each of the original values by selecting from the drop-down menus.	<i>New selections highlight in blue.</i>			
9.	Enter change notes in the <i>Change Notes</i> entry field.				
10.	Click on the Update FSER button.	<i>WLSP FSER Messaging displays with a message that the FSER has been successfully updated.</i>			
11.	Click on the OK button.	<i>Originator Modify FSER Fields page displays.</i>			

Modifying FSER Fields

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
12.	Click on the Log Out button.	<i>The WLSP FSER Welcome page displays.</i>			

Replacing and Deleting Attachments

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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Follow the steps below to Replace or Delete Attachments in FSER already created.

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> field. <u>Note:</u> The user must be the Originator.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			
4.	Click on Replace Attachments	<i>The Replace Historic Attachments page displays.</i>			
5.	Click on the link <i>Replace Attachments for New FSER Requests</i> . <u>Note:</u> The same steps below apply for replacing attachments for Historic FSER requests.	<i>The Replace New Attachments page displays with a table with Open and Closed FSERs</i>			
6.	Click on a FSER link with the status as open.	<i>FSER Attachments display</i>			
7.	Click on the FSER attachment in the <i>File Description</i> column.	<i>A Select Replacement for the Attachment entry field displays.</i>			

Replacing and Deleting Attachments

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
8.	Enter a change reason in the <i>Change Reason</i> entry field.				
9.	Enter a description in the <i>Description</i> field.				
10.	Click on the Browse button and navigate to a new attachment on the computer. Note: To delete the attachment, simply click on the Delete this Attachment button. A message of deletion displays on the Replace New Attachments page.	<i>Choose file to upload displays and populates the file name entry field</i>			
11.	Click on the Update button.	<i>The Replace New Attachments page displays.</i>			
12.	Click on the Log Out button.	<i>The WLSP FSER Welcome page displays.</i>			

Adding a FSER Summary

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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The FSER Summary is not a requirement, but can be used to add summary notes to a FSER.

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfser.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> field. Note: The user must be the Originator.	<i>Login credentials are entered</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>			

Adding a FSER Summary					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
4.	Hover over the FSER Workflow button.	<i>Navigation bar highlights in blue on selection</i>			
5.	Click on <i>Add a FSER Summary > Add Current Summary</i>	<i>Add a FSER Summary page displays with a table</i>			
6.	Click on the FSER link in the FSER ID column.	<i>An entry text box displays.</i>			
7.	Enter a summary in the entry box and then click on the Submit button.	<i>The workflow home page displays. A message displays that the summary has been added.</i>			
8.	Click on the Log Out button.	<i>The WLSP FSER Welcome page displays.</i>			

WLSP FSER Tool Testing– Contact Logs

Viewing Contact Logs			
STEP NO.	ACTION	EVENT	COMMENTS
<i>Please note that Contact Logs can only be viewed at this time. The functionality is currently being tested and evaluated for future release. The steps below should be followed to ensure the View Contact Logs page is accessible and viewable.</i>			
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>	
2.	Enter a Username and Password in the <i>Log In</i> field.	<i>Login credentials are entered</i>	
3.	Click on the Log In button.	<i>WLSP FSER home page displays.</i>	
4.	Click on the View Contact Logs navigation button.	<i>Selection highlights in blue. View Contact Logs page displays.</i>	
5.	Review the information on the <i>Contacts Log</i> page.		
6.	Hove the mouse over the Task and Response column and view the details of the task and response	<i>Pop-up text displays with Task and Response information.</i>	
7.	Click on another page number, the First navigation page number, and the Last page number.	<i>Page responds with corresponding page selections.</i>	
8.	Click on the Log Out button on the navigation bar.	<i>The welcome page for the WLSP FSER tool displays in the browser</i>	

WLSP FSER Tool Testing – Administration Functions

Changing Your Password					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Follow the steps below to change your password when you already have a FSER account.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> menu.	<i>Login credentials are entered.</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the Administration button on the workflow.	<i>Administration Home page displays</i>			
5.	Click on the <i>Change Your Password</i> link.	<i>The Change Your FSER Password page displays.</i>			
6.	Type in the <i>old password</i> and <i>new password</i> . Retype the new password in the entry fields.				
7.	Click on the Submit button. Note: To clear the fields, click on the Clear button. To cancel the request, click on the Cancel button.	<i>The page displays the message: you have successfully updated your password.</i>			
8.	Click on the Log Out navigation button.	<i>The Welcome to WLSP FSER page displays.</i>			

Changing Your Security Question/Answer

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
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Follow the steps below to change your security question/answer when you already have a FSER account.

1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> menu.	<i>Login credentials are entered.</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the Administration navigation button.	<i>The Administration home page displays</i>			
5.	Click on the <i>Change Your Security Question/Answer</i> link.	<i>The Change Your Security Question/Answer page displays.</i>			
6.	Enter a security question and answer.				
7.	Click on the Submit button.	<i>Message displays that the security question and answer have been successfully updated.</i>			
8.	Click on the Log Out navigation button.	<i>The Welcome to WLSP FSER page displays.</i>			

Contacting the Administrator					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Follow the steps below to contact the administrator when you already have a FSER account.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the <i>Log In</i> menu.	<i>Login credentials are entered.</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the Administration navigation button.	<i>The Administration home page displays.</i>			
5.	Click on the <i>Contact the Administrator</i> link.	<i>The page displays with a comments entry box.</i>			
6.	Enter a subject and the comment or question in the entry fields.				
7.	Click on the Submit button.	<i>The page displays with a message that the comment/question has been sent to the administrator. The administrator receives an email with the question.</i>			
8.	Click on the Log Out navigation button.	<i>The Welcome to WLSP FSER page displays.</i>			

Requesting a FSER Login					
STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Follow the steps below to request a FSER login when you already have a FSER account.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfsr.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the Log In menu.	<i>Login credentials are entered.</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the Administration navigation button.	<i>The Administration home page displays.</i>			
5.	Click on the <i>Request a FSER Login</i> link.	<i>The Request a FSER Account page displays.</i>			
6.	Enter User Information and Create a Security Question and Answer in the entry fields.				
7.	Click on the Submit button.	<i>The page displays with the message the user request has been sent</i>			
8.	Click on the Log Out navigation button.	<i>The Welcome to WLSP FSER page displays.</i>			

Modifying a FSER Account

STEP NO.	ACTION	EVENT	COMMENTS	PASS	FAIL
<i>Follow the steps below to modify your FSER account information when you already have a FSER account.</i>					
1.	Connect to the WLSP FSER Tool portal from the NGGN network via a web browser. http://wlspfserv.is.northropgrumman.com/	<i>The welcome page for the WLSP FSER tool displays in the browser</i>			
2.	Enter a Username and Password in the Log In menu.	<i>Login credentials are entered. The Home page displays.</i>			
3.	Click on the Log In button.	<i>WLSP FSER home page displays</i>			
4.	Click on the Administration navigation button.	<i>The Administration home page displays.</i>			
5.	Click on the <i>Modify Account</i> link.	<i>A User Information table displays.</i>			
6.	Add or remove information in the User Information entry fields.				
7.	Click on the Submit button.	<i>A message displays that the account info has been updated.</i>			
8.	Click on the Log Out navigation button.	<i>The WLSP FSER welcome page displays.</i>			