

Cebu Institute of Technology

COLLEGE OF COMPUTER STUDIES

Software Test Document

for

CIT-U Non-Academic Scholars' Daily

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Change History

Version No.	Revisions or Additions Made	Date	Revised by
1.0	<ul style="list-style-type: none">Initial Release	03/28/2024	Kaye Cassandra Belderol
1.1	<ul style="list-style-type: none">Added Module 2.8: View NAS Schedule in Features to be tested.Added test cases, test result and incident report for Module 2.8: View NAS Schedule.	03/31/2024	Kaye Cassandra Belderol

Preface

This document serves as the Software Test Document (STD) for CIT-U NAS Daily: Automated Performance Evaluation Management System, outlining the procedures, plan, and specifications for ensuring the verification and validation of the software and its outcomes. It mainly contains sections such as introduction, test plan, test cases, and test logs.

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1. Introduction

1.1. System Overview

CIT-U NAS Daily is a web application for automating the processes of Office of Admission and Scholarships (OAS) of managing and tracking the performance of Non-Academic Scholars (NAS).

1.2. Test Approach

The testing for CIT-U NAS Daily will consist of Unit and System/Integration test levels. It is to be noted that most testing will be done by the Software Test Engineer together with the team's participation.

Unit testing will be done by the member responsible and will be approved by the Team Lead and Lead Programmer. Proof of unit testing must be provided by the member to the Team Lead before unit testing will be accepted.

System/Integration testing will be done by the Software Test Engineer and Quality Assurance Manager with assistance from the individual developers to evaluate the system's compliance with the specified requirements. The programs or components will enter the System/Integration test after all critical defects have been corrected.

1.3. Definitions and Acronyms

Table 1. Definitions, Acronyms and Abbreviations

TERM	DEFINITION
NAS	Non-Academic Scholar
OAS	Office of Admission and Scholarships
Timekeeping Summary	Report containing makeup duty hours, excused and unexcused absences, instances of lateness (>10 minutes and >45 minutes), and failure to punch in/out.
Validation Status	Indicates whether the excuse letter is marked as excused, unexcused, or for makeup duty, etc.

2. Test Plan

2.1 *Features to be tested*

The following is a list of features to be focused on during testing of the system:

- Module 2.1 View Offices and NAS Assigned
- Module 2.2 View NAS Attendance & Timekeeping Summary
- Module 2.3 View NAS Evaluation
- Module 2.4 View NAS Status
- Module 2.5 View NAS Validation
- Module 2.6 View NAS Master List
- Module 2.7 Manage Data
- Module 2.8 View NAS Schedule
- Module 3.2 View Personal Information
- Module 3.3 View Attendance & Timekeeping Summary
- Module 3.5 Set/View Schedule of Duty
- Module 3.6 View Evaluation Result
- Module 4.1 View List of NAS
- Module 4.2 Evaluate NAS

2.2 *Features not to be tested*

The following is a list of features that will not be tested. These are not must-have features or not necessarily tested:

- Module 1 Login User
- Module 2.1 View Home
- Module 3.4 View Attendance Summary
- Module 4.1 View Home

2.3 *Testing tools and Environment*

Testing Environment:

- Test data
- Database server
- Front-end running environment
- Browser
- Documentations

Testing Tool: The only testing tool that will be used is the web application designed.

3. Test Cases

3.1 View Offices and NAS Assigned

3.1.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.1: View Offices and NAS Assigned**, aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.1.2 Inputs

- *Page Load: Successful loading of the View Offices page.*
- *Interface Interaction: Clicking on the specific name of Office to view the NAS assigned under the selected office.*
- *Expected Data: A list of NAS is displayed under the selected office.*
- *Required User Role: User must log in with the OAS role.*

3.1.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 2.

For the criteria in evaluating the test conditions, Table 2 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.1.4 Test Procedure

Table 2. View Offices and NAS Assigned Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VON_ID_01	Checks response if the list of offices is displayed.	1. Click on the "Offices" tab.		The webpage will render the list of offices.
VON_ID_02	Checks response if the list of offices is	1. Click on "Manage	Instance #1: Office Name:	Instance #1: The webpage will render the

	updated after adding an office.	<p>Data” tab.</p> <ol style="list-style-type: none"> On the “Add Offices” section, enter an Office name. Click on the “Offices” tab. 	<p>“Office of Admission and Scholarships”</p> <p>Instance #2: Office Name: None</p>	<p>updated list of offices.</p> <p>Instance #2: The webpage will reload but no new office will appear on the list.</p>
VON_ID_03	Checks response if the list of NAS is displayed after clicking the specific office name.	<ol style="list-style-type: none"> Click on “Offices” tab. Select an office name on the list. 		The webpage will render the list of NAS’ names under the selected office.
VON_ID_04	Checks response when NAS is added under the selected office name.	<ol style="list-style-type: none"> Click on the “Manage Data” tab. On the “Add NAS” section, add a new NAS detail. Go to “Offices” tab. 	<p>Instance #1:</p> <p>Last Name: Enriquez</p> <p>First Name: Mike</p> <p>Middle Name: Tiangco</p> <p>Assigned Office: CASE</p> <p>ID Number: 20-0000-000</p> <p>Program: BS Computer Engineering</p> <p>Gender: Female</p> <p>School Year: 2324</p> <p>Semester: First</p> <p>Birthdate:</p>	<p>Instance #1: The webpage will render the updated list of NAS’ names under the selected office.</p> <p>Instance #2: The NAS will not be added and the NAS list under the selected office will not be updated.</p>

			<p>10/08/2002</p> <p>Date Started: 17/03/2024</p> <p>Year Level: 3</p> <p>Units Allowed: 18</p> <p>Instance #2: All required fields are not completed, or no fields were inputted.</p>	
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3.2 View NAS Attendance & Timekeeping Summary

3.2.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.2 View NAS Attendance and Timekeeping Summary**, aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.2.2 Inputs

- *Page Load: Successful loading of the View Attendance page.*
- *Interface Interaction: Clicking the arrow or searching the NAS' name to view the attendance.*
- *Expected Data: A table of the NAS' attendance summary and weekly attendance is displayed.*
- *Required User Role: User must log in with the OAS role.*

3.2.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 3.

For the criteria in evaluating the test conditions, Table 3 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.2.4 Test Procedure

Table 3. View NAS Attendance and Timekeeping Summary Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VAT_ID_01	Checks response if NAS' attendance summary and weekly attendance is displayed.	<ol style="list-style-type: none"> Click on the "Attendance" tab. Select the name of NAS by searching or clicking the arrow. 		The webpage will render the Attendance and Timekeeping Summary tables.
VAT_ID_02	Checks response if NAS' attendance summary and weekly attendance is updated.	<ol style="list-style-type: none"> Go to "Manage Data" tab. Upload an excel file of DTR. Wait for the notification of successful upload and update. Click on the "Attendance" tab. Select the name of NAS by searching or clicking the arrow. 	<p>Instance #1:</p> <p>Last Name: Enriquez</p> <p>First Name: Mike</p> <p>Middle Name: Tiangco</p> <p>Date: 2024-02-05 (Mon)</p> <p>Punch1: '08:15:01()[]{}1}</p> <p>Punch2: '12:20:30()[]{}1}</p> <p>Punch3: None</p> <p>Punch4: None</p> <p>Overtime In: None</p> <p>Overtime Out: None</p>	<p>Instance #1: The webpage will render the Attendance and Timekeeping Summary tables with the updated data.</p> <p>Instance #2: The webpage will render the Attendance and Timekeeping Summary tables without the data.</p>

			Work Time: None Total Work Time: None Instance #2: No DTR Excel file uploaded.	
VAT_ID_03	Checks response if the NAS' Attendance reflects the Validation status.	<ol style="list-style-type: none"> 1. Go to "Validation" tab. 2. Select the NAS you want to validate. 3. Click "Update Status" and select the status from the dropdown. 4. Click "Submit" 5. Go to "Attendance" tab. 	Instance #1: Status: Excused Make-up Duty Hours: 0 Instance #2: Status was not updated.	Instance #1: The webpage will render the Attendance table with the validation status displayed on the specific date. Instance #2: The webpage will render the Attendance table without the status.

3.3 View NAS Evaluation

3.3.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.3 View NAS Evaluation**, aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.3.2 Inputs

- *Page Load: Successful loading of the View Evaluation page.*
- *Interface Interaction: Clicking the arrow or searching the NAS' name to view the evaluation.*
- *Expected Data: The details of the NAS' evaluation are displayed.*
- *Required User Role: User must log in with the OAS role.*

3.3.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 4.

For the criteria in evaluating the test conditions, Table 4 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.3.4 Test Procedure

Table 4. View NAS Evaluation Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VE_ID_01	Checks response if NAS' Evaluation is displayed.	<ol style="list-style-type: none"> Click "Evaluation" tab. Select the name of NAS by searching or clicking the arrow. 	<p>Instance #1:</p> <p>NAS is already evaluated by the Superior.</p> <p>Instance #2:</p> <p>NAS is not yet evaluated by their Superior.ir</p>	<p>Instance #1:</p> <p>The webpage will display the evaluation details of NAS with the average scores per criteria.</p> <p>Instance #2:</p> <p>The webpage will display the evaluation details of NAS with 0.0 as the default value per criteria.</p>

3.4 View NAS Status

3.4.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.4 NAS Status**, aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.4.2 Inputs

- Page Load: Successful loading of the View NAS Status page.*

- *Interface Interaction: Clicking the arrow or searching the NAS' name to view the NAS Status/Performance Evaluation.*
- *Expected Data: Details of the NAS' Status are displayed.*
- *Required User Role: User must log in with the OAS role.*

3.4.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 5.

For the criteria in evaluating the test conditions, Table 5 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.4.4 Test Procedure

Table 5. View NAS Status Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VNS_ID_01	Checks response if NAS' Status is displayed.	<ol style="list-style-type: none"> 1. Go to "NAS Status" tab. 2. Select the name of NAS by searching or clicking the arrow. 		The webpage will render the NAS Status/Performance Summary.
VNS_ID_02	Checks response if NAS' Status is updated after uploading grade evaluation.	<ol style="list-style-type: none"> 1. Click the "Evaluation" tab. 2. Click the "Evaluate Grades" button. 3. Fill-up the necessary information and click "Submit". 	<p>Instance #1:</p> <p>All courses passed: Yes</p> <p>Allow Enrollment: Yes</p> <p>Instance #2: <i>Grade was not evaluated.</i></p>	<p>Instance #1:</p> <p>"Passed", "Yes"</p> <p>Instance #2: The webpage will display the NAS' status with the "Evaluate Grades" button still in place.</p>

3.5 View NAS Validation

3.5.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.5 View Validation**, aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.5.2 Inputs

- *Page Load: Successful loading of the View Validation page.*
- *Interface Interaction: Updating validation status of NAS by clicking “Update Status” and filling in the input needed.*
- *Expected Data: NAS with updated status will be removed from the list.*
- *Required User Role: User must log in with the OAS role.*

3.5.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 6.

For the criteria in evaluating the test conditions, Table 6 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.5.4 Test Procedure

Table 6. View NAS Validation Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VV_ID_01	Check the response if the list of NAS who requires excuse letter validation is displayed.	1. Click the “Validation” tab.		The page will render the list of NAS who require excuse letter validation.
VV_ID_02	Check the response when NAS’ excuse letter is added.	1. Click “Validation” Tab. 2. Select the NAS you want to validate.	A letter in pdf file was successfully added.	The browser will open a new window to display the pdf file.

		3. Click "View Letter"		
VV_ID_03	Check the response if the list of NAS is updated when NAS' validation status is changed.	<ol style="list-style-type: none"> 1. Go to "Validation" tab. 2. Select the NAS you want to validate. 3. Click "Update Status" and select the status from the dropdown. 	<p>Instance #1:</p> <p>Status: Excused</p> <p>Make-up Duty Hours: 0</p> <p>Instance #2: <i>Status was not updated.</i></p>	<p>Instance #1:</p> <p>A notification will confirm the updated validation and display the updated list of NAS on the webpage.</p> <p>Instance #2: The webpage will display the list of NAS without updating it.</p>

3.6 View Master List

3.6.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.6 Master List**, aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.6.2 Inputs

- *Page Load: Successful loading of View Master List page.*
- *Interface Interaction: Clicking "Add Existing NAS" when adding an existing NAS to another semester or clicking the Check icon under the "Update" row when updating the school year or office assigned of NAS.*
- *Expected Data: NAS will be displayed under the selected semester or updated details of NAS is displayed.*
- *Required User Role: User must log in with the OAS role.*

3.6.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 7.

For the criteria in evaluating the test conditions, Table 7 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.6.4 Test Procedure

Table 7. View Master list Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VM_ID_01	Check the response if the list of NAS is displayed.	1. Go to the "Masterlist" tab.		The webpage will display the overall list of NAS filtered by the current semester and school year by default.
VM_ID_02	Check the response when a NAS is added.	<ol style="list-style-type: none"> Click on the "Manage Data" tab. On the "Add NAS" section, add a new NAS detail. Go to "Masterlist" tab. 	Instance #1: Last Name: Dela Cruz First Name: Juan Middle Name: Pedro Assigned Office: CASE ID Number: 20-0000-001 Program: BS Computer Science Gender: Male School Year: 2324 Semester: First	Instance #1: The webpage will display the updated list of NAS filtered by the current semester and school year by default. Instance #2: An error message will be displayed, and the list of NAS will not be updated. Instance #3: The list of NAS will not be updated.

			Birthdate: 08/10/2001 Date Started: 22/03/2024 Year Level: 4 Units Allowed: 18 Instance #2: A NAS was added with the same details as the existing one. Instance #3: No NAS was added.	
VM_ID_03	Checks response when an existing NAS is added to another semester.	1. Click "Add Existing NAS" button. 2. Select semester. 3. Select the NAS you want to add in the selected semester.	Instance #1: At least one NAS was added. Instance #2: No NAS was added.	Instance #1: A success message will be displayed, and the webpage will render the updated list of NAS in the selected semester. Instance #2: The list of NAS under the selected semester will not be updated.
VM_ID_04	Checks response when details of specific NAS is updated/edited.	1. Click the Check icon under the "Update" row. 2. Edit Year Level or	Instance #1: At least one of the fields is displayed. Instance #2:	Instance #1: A success message will be displayed, and the webpage will render the

		Office Assigned.	None of the fields were updated.	updated details of NAS. Instance #2: A success message will still be displayed, but the webpage will render the details of NAS without the update.
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3.7 *Manage Data*

3.7.1 *Purpose*

The proposed test cases are meant to assess the functionality of the **Module 2.6 Manage Data** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.7.2 *Inputs*

- *Page Load: Successful loading of the Manage Data page.*
- *Interface Interaction: Clicking the “Upload DTR” and “Submit button” for uploading a DTR excel file, enter required details in the field and clicking “Add” button when adding NAS, Superior, or Office.*
- *Expected Data: A successful message is displayed when successfully uploaded an excel file or successfully added a NAS, Superior or an Office.*
- *Required User Role: User must log in with the OAS role.*

3.7.3 *Expected Outputs & Pass/Fail Criteria*

Expected output is shown in Table 8.

For the criteria in evaluating the test conditions, Table 8 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.7.4 Test Procedure

Table 8. Manage Data Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
MD_ID_01	Check response when a DTR excel file is uploaded.	<ol style="list-style-type: none"> 1. Go to "Manage Data" tab. 2. Click "Choose file" button on the "Upload DTR" section. 3. Select and DTR excel file. 4. Click "Submit". 	<p>Instance #1:</p> <p>An excel file with the correct DTR format is uploaded.</p> <p>Instance #2:</p> <p>An excel file without the correct DTR format is uploaded.</p> <p>Instance #3:</p> <p>Any file in any format except excel is uploaded.</p> <p>Instance #4:</p> <p>Schedule of NAS is not yet added.</p>	<p>Instance #1:</p> <p>A success message will be displayed, and attendance and timekeeping summary will be updated.</p> <p>Instance #2:</p> <p>An error message will be displayed, and attendance and timekeeping summary will not be updated.</p> <p>Instance #3:</p> <p>An error message will be displayed indicating that the user will need to upload an excel file.</p> <p>Instance #4:</p> <p>An error message will be displayed,</p>

				and attendance and timekeeping summary will not be updated.
MD_ID_02	Check response when a NAS is added.	<ol style="list-style-type: none"> 1. Go to the "Add a NAS" Section. 2. Enter the required fields (except Middle Name, optional) 3. Click "Add" button. 	<p>Instance #1:</p> <p>Last Name: Logroño</p> <p>First Name: Ford</p> <p>Middle Name: None</p> <p>Assigned Office: Wildcat Innovation Lab</p> <p>ID Number: 20-0000-002</p> <p>Program: BS Mechanical Engineering</p> <p>Gender: Male</p> <p>School Year: 2324</p> <p>Semester: First</p> <p>Birthdate: 04/04/2000</p> <p>Date Started: 22/03/2024</p> <p>Year Level: 4</p> <p>Units Allowed: 18</p>	<p>Instance #1:</p> <p>"Added successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed indicating that the user must input all the fields required.</p> <p>Instance #3:</p> <p>An error message will be displayed prompting the user to enter a valid date (etc. start date must not exceed the current year).</p> <p>Instance #4:</p> <p>An error message will be displayed, and list of NAS will not be updated.</p>

			<p>Instance #2:</p> <p>Some of the required fields are empty.</p> <p>Instance #3:</p> <p>Birthday and Start date are invalid dates.</p> <p>Instance #4:</p> <p>A NAS was added with the same details from existing NAS.</p>	
MD_ID_03	Check the response when a Superior is added.	<ol style="list-style-type: none"> 1. Go to the "Add a Superior" section. 2. Enter Last Name, First Name, and Assigned Office. 3. Click "Add" Button. 	<p>Instance #1:</p> <p>Last Name: Matunog</p> <p>First Name: Ivan Jay</p> <p>Middle Name: Moreno</p> <p>Assigned Office: Wildcat Innovation Lab</p> <p>Instance #2:</p> <p>Some of the required fields are empty.</p>	<p>Instance #1:</p> <p>"Added successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed indicating that the user must input all the fields required.</p>
MD_ID_04	Check response when an Office is added.	<ol style="list-style-type: none"> 1. Go to "Add an Office" section. 2. Enter an Office name. 	<p>Instance #1:</p> <p>Office Name: CIT-U Makerspace</p> <p>Instance #2:</p>	<p>Instance #1:</p> <p>"Added successfully!"</p> <p>Instance #2:</p> <p>An error message will</p>

			The required field is empty.	be displayed indicating that the user must input the fields required.
MD_ID_05	Check response when a password is updated.	<ol style="list-style-type: none"> 1. Go to "Change password" section. 2. Enter the old password. 3. Enter the new password. 4. Click "Update" button. 	<p>Instance #1:</p> <p>Current Password: matunogivanjay</p> <p>New Password: Ivan123</p> <p>Re-type New Password: Ivan123</p> <p>Instance #2:</p> <p>New Password does not match with the Re-typed new password.</p>	<p>Instance #1:</p> <p>"Updated successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed.</p>

3.8 View NAS Schedule

3.8.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 2.8 View NAS Schedule** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.8.2 Inputs

- *Page Load: Successful loading of the Schedule of Duty page.*
- *Interface Interaction: Clicking on time input to set schedule, clicking "submit" button to confirm setting of schedule.*

- *Expected Data:* Displays the existing schedule filtered by year and semester. If a schedule does not exist under selected year and semester, a set schedule table is displayed instead.
- *Required User Role:* User must log in with the NAS role.

3.8.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 9.

For the criteria in evaluating the test conditions, Table 9 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.8.4 Test Procedure

Table 9. View NAS Schedule Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
VS_ID_01	Checks response if schedule is displayed by filtered year and semester.	<ol style="list-style-type: none"> 1. Go to "Schedule" tab. 2. Select year and semester for viewing schedules. 	<p>Instance #1: Schedule of duty is already set.</p> <p>Instance #2: Schedule of duty is not yet set.</p>	<p>Instance #1: The webpage will display the existing schedule.</p> <p>Instance #2: The webpage will display the "Set schedule table," enabling users to set schedules for their duties.</p>
VS_ID_02	Checks response when schedule is added.	<ol style="list-style-type: none"> 1. Select the semester you want to set for the schedule. 2. Set your duty schedule by entering the corresponding times for each day in the row. 	<p>Instance #1: The schedule is successfully added.</p> <p>Instance #2: Schedule is not added.</p> <p>Instance #3:</p>	<p>Instance #1: The webpage will reload and render the existing schedule.</p> <p>Instance #2: The webpage will remain in the "Set</p>

		<ol style="list-style-type: none"> Click submit. Confirm schedule. 	Total hours is < 24 or No. of hours for each day is not 4 hours.	<p>Schedule Table”.</p> <p>Instance #3: Submit button is disabled.</p>
SD_ID_03	Checks response when schedule is deleted.	<ol style="list-style-type: none"> From OAS, select schedule. Choose the year and semester that has an existing schedule. Click “Delete Schedule”. Click “Yes.” 	<p>Instance #1: The schedule is successfully deleted.</p> <p>Instance #2: Schedule is not deleted.</p>	<p>Instance #1: The webpage will reload and render the table that allows the user to set schedules.</p> <p>Instance #2: The webpage will render the existing schedule.</p>

3.9 View Personal Information

3.9.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 3.2 View Personal Information** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.9.2 Inputs

- *Page Load: Successful loading of the View Personal Information page.*
- *Interface Interaction: Clicking the Avatar section to upload/update photo.*
- *Expected Data: Selected photo is displayed after successful upload/update.*
- *Required User Role: User must log in with the NAS role.*

3.9.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 10.

For the criteria in evaluating the test conditions, Table 10 is validated as follows:

- Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.9.4 Test Procedure

Table 10. View Personal Information Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
PI_ID_01	Check the response if NAS' personal information is displayed.	1. Go to "Personal information" tab.		The webpage will display NAS' personal information.
PI_ID_01	Check the response when a photo is uploaded.	1. Click the avatar area. 2. Click "Choose image" button. 3. Select an image. 4. Click "Upload Photo".	Instance #1: Myphoto.jpg (file size: 500KB) Instance #2: Selected photo's file size exceeds 500KB. Instance #3: Selected file is not jpeg, jpg, or png.	Instance #1: The webpage will reload and will display the selected photo. Instance #2: "File size must be less than 500KB." Instance #3: The avatar does render the selected file.

3.10 View Attendance and Timekeeping Summary

3.10.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 3.3 View Attendance and Timekeeping Summary** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.10.2 Inputs

4. *Page Load: Successful loading of the View Attendance and Timekeeping Summary page.*
5. *Interface Interaction: Clicking on “YES” button under “Appeal?” column and uploading an excuse letter for the date that has no attendance record.*
6. *Expected Data: Attendance and Timekeeping Summary is displayed, and validation status is displayed if there is excuse letter uploaded.*
7. *Required User Role: User must log in with the NAS role.*

3.10.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 11.

For the criteria in evaluating the test conditions, Table 11 is validated as follows:

8. Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.10.4 Test Procedure

Table 11. View Attendance and Timekeeping Summary Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
NAT_ID_01	Checks response if attendance summary and weekly attendance is displayed and confirm that attendance dates span from NAS start date to the latest date.	1. Go to “Attendance Summary” tab.		The webpage will render the Timekeeping Summary tables and Attendance tables, with the date starting from NAS’ start date and extended to the most recent date.
NAT_ID_02	Checks response if validation is created after uploading an excuse letter.	1. Click on “YES” under the “Appeal” column. 2. Upload an excuse	Instance #1: The file was uploaded successfully. Instance #2:	Instance #1: Validation is created and “pending” will be displayed on the row.

		<p>letter in pdf format.</p> <p>3. Click "Submit".</p>	<p>The file uploaded is another file type other than pdf.</p> <p>Instance #3: No file was uploaded.</p>	<p>Instance #2: An error message will prompt the user to upload a pdf file.</p> <p>Instance #1: There will be no changes in the Attendance table.</p>
NAT_ID_03	Checks response if Attendance and Timekeeping Summary was updated after updating validation status.	<p>1. Click on "Attendance Summary" tab.</p>	<p>Instance #1:</p> <p>Validation Status: Excused</p> <p>No. of hours: 0</p> <p>Instance #2: Validation status was not updated yet.</p>	<p>Instance #1:</p> <p>The value of "No. of Excused Absences" is incremented by 1 and the row that has "pending" status will now be "excused".</p> <p>Instance #2: The value of "No. of Excused Absences" is not incremented and the row will still have the "pending" status.</p>

3.11 Schedule of Duty

3.11.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 3.5 Schedule of Duty** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.11.2 Inputs

9. *Page Load: Successful loading of the Schedule of Duty page.*
10. *Interface Interaction: Clicking on time input to set schedule, clicking “submit” button to confirm setting of schedule.*
11. *Expected Data: Displays the existing schedule filtered by year and semester. If a schedule does not exist under selected year and semester, a set schedule table is displayed instead.*
12. *Required User Role: User must log in with the NAS role.*

3.11.3 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 12.

For the criteria in evaluating the test conditions, Table 12 is validated as follows:

13. Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.11.4 Test Procedure

Table 12. Schedule of Duty Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
SD_ID_01	Checks response if schedule is displayed by filtered year and semester.	<ol style="list-style-type: none"> 1. Go to “Schedule” tab. 2. Select year and semester for viewing schedules. 	<p>Instance #1: Schedule of duty is already set.</p> <p>Instance #2: Schedule of duty is not yet set.</p>	<p>Instance #1: The webpage will display the existing schedule.</p> <p>Instance #2: The webpage will display the "Set schedule table," enabling users to set schedules for their duties.</p>

SD_ID_02	Checks response when schedule is added.	<ol style="list-style-type: none"> 1. Select the semester you want to set for the schedule. 2. Set your duty schedule by entering the corresponding times for each day in the row. 5. Click submit. 6. Confirm schedule. 	<p>Instance #1: The schedule is successfully added.</p> <p>Instance #2: Schedule is not added.</p> <p>Instance #3: Total hours is < 24 or No. of hours for each day is not 4 hours.</p>	<p>Instance #1: The webpage will reload and render the existing schedule.</p> <p>Instance #2: The webpage will remain in the "Set Schedule Table".</p> <p>Instance #3: Submit button is disabled.</p>
SD_ID_03	Checks response when schedule is deleted.	<ol style="list-style-type: none"> 1. From OAS, select schedule. 2. Choose the year and semester that has an existing schedule. 3. Click "Delete Schedule". 4. Click "Yes." 	<p>Instance #1: The schedule is successfully deleted.</p> <p>Instance #2: Schedule is not deleted.</p>	<p>Instance #1: The webpage will reload and render the table that allows the user to set schedules.</p> <p>Instance #2: The webpage will render the existing schedule.</p>

3.12 View Evaluation Result

3.12.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 3.6 View Evaluation Result** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.12.2 Inputs

- *Page Load: Successful loading of the View Evaluation Result page.*
- *Interface Interaction: Clicking on “Choose Files” to upload grades.*
- *Expected Data: Grade status is “pending/passed/failed” and allowed for enrollment is “Yes/No” depending on the grade status update from OAS.*
- *Required User Role: User must log in with the NAS role*

3.12.3 Expected Output & Pass/Fail Criteria

Expected output is shown in Table 13.

For the criteria in evaluating the test conditions, Table 13 is validated as follows:

14. Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.12.4 Test Procedure

Table 13. View Evaluation Result Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
NE_ID_01	Checks response if Evaluation is displayed.	1. Go to “Evaluation Result” tab.		The webpage will render the Evaluation page.
NE_ID_02	Checks response when grades are uploaded.	1. Go to “Evaluation Result” tab. 2. Click “Choose file” beside grade status.	Grades are successfully uploaded.	“Pending”, “No”

		3. Click Submit.		
NE_ID_03	Checks response if Evaluation is updated when grades are updated.	1. Go to "Evaluation Result" tab.	Instance #1: All Courses Passed: Yes Allow Enrollment: Yes Instance #2: All Courses Passed: Yes Allow Enrollment: Yes Instance #3: <i>Grades are not evaluated yet.</i>	Instance #1: "All Passed", "Yes" Instance #2: "Failed a course", "Yes" "Units Allowed: 21" Instance #3: The webpage will render the same evaluation page without the grades and allow for enrollment status being updated.

3.13 View List of NAS

3.13.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 5.2 View List of NAS** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.13.2 Expected Outputs & Pass/Fail Criteria

15. *Page Load: Successful loading of the View List of NAS page.*

16. *Interface Interaction: Clicking on a specific NAS to evaluate or clicking on "View Performance Summary" to view NAS' Timekeeping summary and Activities summary.*

17. *Expected Data: Evaluation form is displayed once a NAS is clicked. Performance summary should display timekeeping summary and activities summary of NAS.*

Lastly, the average per criterion is displayed after submitting the evaluation form.

18. *Required User Role: User must log in with the Superior role.*

3.13.3 Input

Expected output is shown in Table 14.

For the criteria in evaluating the test conditions, Table 14 is validated as follows:

19. Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.13.4 Test Procedure

Table 14. View List of NAS Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
LN_ID_01	Check response if list of NAS under office assigned filtered by year and semester is displayed.	1. Go to "NAS List" tab.		The webpage will render the list of NAS under office assigned filtered according to selected year and semester.
LN_ID_02	Check response when NAS is evaluated.	1. Go to "NAS List" tab. 2. Select the NAS you want to evaluate.	Instance #1: Regularity: 5 Promptness: 4 Accuracy and Thoroughness: 5 Organization and Presentation: 5 Effectiveness: 5 Accomplish work on given time: 5 Timeliness: 5 Responsibility and Urgency: 5 Dependability and Reliability: 5	Instance #1: Attendance and Punctuality: 4.5 Quality of Work (Output): 5.0 Quantity of Work (Output): 5.0 Attitude and Work Behavior: 4.8 Overall Assessment: 5.0 Overall rating: 4.8

			Industry and Resourcefulness: 5 Alertness and Initiative: 5 Sociability: 4 Overall Assessment: 5 Instance #2: Fields are not completed.	Instance #2: Evaluation rating is not updated.
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3.14 NAS/Superior Change Password

3.14.1 Purpose

The proposed test cases are meant to assess the functionality of the **Module 3.7 NAS Change Password** and **Module 5.3 Superior Change Password** aiming to validate its intended behavior, as well as identify and address any potential issues or defects.

3.14.2 Expected Outputs & Pass/Fail Criteria

Expected output is shown in Table 15.

For the criteria in evaluating the test conditions, Table 15 is validated as follows:

- 20. Each test case passes only if the actual output matches the expected output; otherwise, it fails.

3.14.3 Input

- *Page Load: Successful loading of the Change password page.*
- *Interface Interaction: Typing the current and new password and clicking “update” to update password.*
- *Expected Data: A success message is displayed indicating that changing password is successful.*
- *Required User Role: User must log in with the NAS/Superior role.*

3.14.4 Test Procedure

Table 15. Change Password Test Procedure

Test Case ID	Test Objective	Steps	Test Data	Expected Result
CP_ID_01	Check response when a password is updated.	<ol style="list-style-type: none"> 1. Go to "Change password" section. 2. Enter the old password. 3. Enter the new password. 4. Click "Update" button. 	<p>Instance #1:</p> <p>Current Password: matunogivanjay</p> <p>New Password: Ivan123</p> <p>Re-type New Password: Ivan123</p> <p>Instance #2:</p> <p>New Password does not match with the Re-typed new password.</p>	<p>Instance #1:</p> <p>"Updated successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed.</p>

4. Appendix (Test logs)

A.1 Log for Test Cases

A.1.1 View Offices and NAS Assigned

Table 16. View Offices and NAS Assigned Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VON_ID_01	Checks response if the list of offices is displayed.	1. Click on the "Offices" tab.		The webpage will render the list of offices.	The webpage will render the list of offices.	Kaye Belderol/ 03/27/24
VON_ID_02	Checks response if the list of offices is updated after adding an office.	1. Click on "Manage Data" tab. 2. On the "Add Offices" section, enter an Office name. 3. Click on the "Offices" tab.	Instance #1: Office Name: "Office of Admission and Scholarships" Instance #2: Office Name: None	Instance #1: The webpage will render an updated list of offices. Instance #2: The webpage will reload but no new office will appear on the list.	Instance #1: The webpage will render an updated list of offices. Instance #2: The webpage will reload but no new office will appear on the list.	Kaye Belderol/ 03/27/24
VON_ID_03	Checks response if the list of NAS is displayed after clicking the specific office name.	1. Click on "Offices" tab. 2. Select an office name on the list.		The webpage will render the list of NAS' names under the selected office.	The webpage will render the list of NAS' names under the selected office.	Kaye Belderol/ 03/27/24
VON_ID_04	Checks response when NAS is added under the selected	1. Click on the "Manage Data" tab. 2. On the "Add	Instance #1: Last Name: Enriquez First Name: Mike	Instance #1: The webpage will render the updated list	Instance #1: The webpage will render the updated	Kaye Belderol/ 03/27/24

	office name.	NAS" section, add a new NAS detail. 3. Go to "Offices" tab.	Middle Name: Tiangco Assigned Office: CASE ID Number: 20-0000-000 Program: BS Computer Engineering Gender: Female School Year: 2324 Semester: First Birthdate: 10/08/2002 Date Started: 17/03/2024 Year Level: 3 Units Allowed: 18 Instance #2: All required fields are not completed, or no fields were inputted.	of NAS' names under the selected office. Instance #2: The NAS will not be added and the NAS list under the selected office will not be updated.	list of NAS' names under the selected office. Instance #2: The NAS will not be added and the NAS list under the selected office will not be updated.	
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A.1.2 View NAS Attendance and Timekeeping Summary

Table 17. View NAS Attendance and Timekeeping Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VAT_ID_01	Checks response if NAS' attendance summary and weekly attendance	1. Click on the "Attendance" tab. 2. Select the name of NAS by searching or clicking the arrow.		The webpage will render the Attendance and Timekeeping Summary tables.	The webpage will render the Attendance and Timekeeping Summary tables.	Kaye Belderol/ 03/27/24

	e is displayed.					
VAT_ID- _02	Checks response if NAS' attendance summary and weekly attendance is updated.	<ol style="list-style-type: none"> 1. Go to "Manage Data" tab. 2. Upload an excel file of DTR. 3. Wait for the notification of successful upload and update. 4. Click on the "Attendance" tab. 5. Select the name of NAS by searching or clicking the arrow. 	<p>Instance #1:</p> <p>Last Name: Enriquez</p> <p>First Name: Mike</p> <p>Middle Name: Tiangco</p> <p>Date: 2024-02-05 (Mon)</p> <p>Punch1: '08:15:01(){}{1}</p> <p>Punch2: '12:20:30(){}{1}</p> <p>Punch3: None</p> <p>Punch4: None</p> <p>Overtime In: None</p> <p>Overtime Out: None</p> <p>Work Time: None</p> <p>Total Work Time: None</p> <p>Instance #2: No DTR Excel file uploaded.</p>	<p>Instance #1: The webpage will render the Attendance and Timekeeping Summary tables with the updated data.</p> <p>Instance #2: The webpage will render the Attendance and Timekeeping Summary tables without the data.</p>	<p>Instance #1: The webpage will render the Attendance and Timekeeping Summary tables with the updated data.</p> <p>Instance #2: The webpage will render the Attendance and Timekeeping Summary tables without the data.</p>	Kaye Belderol/ 03/27/24
VAT_ID_03	Checks response if the NAS' Attendance reflects the Validation status.	<ol style="list-style-type: none"> 1. Go to "Validation" tab. 2. Select the NAS you want to validate. 3. Click "Update 	<p>Instance #1:</p> <p>Status: Excused</p> <p>Make-up Duty Hours:</p>	<p>Instance #1: The webpage will render the Attendance table with the validation status displayed on</p>	<p>Instance #1: The webpage will render the Attendance table with the validation status displayed on</p>	Kaye Belderol/ 03/27/24

		Status" and select the status from the dropdown. 4. Click "Submit" 5. Go to "Attendance" tab.	0 Instance #2: Status was not updated.	the specific date. Instance #2: The webpage will render the Attendance table without the status.	the specific date. Instance #2: The webpage will render the Attendance table without the status.	
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A.1.3 View NAS Evaluation

Table 18. View NAS Evaluation Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VE_ID_01	Checks response if NAS' Evaluation is displayed.	1. Click "Evaluation" tab. 2. Select the name of NAS by searching or clicking the arrow.	Instance #1: NAS is already evaluated by the Superior. Instance #2: NAS is not yet evaluated by their Superior	Instance #1: The webpage will display the evaluation details of NAS with the average scores per criteria. Instance #2: The webpage will display the evaluation details of NAS with 0.0 as the default value per criteria.	Instance #1: The webpage will display the evaluation details of NAS with the average scores per criteria. Instance #2: The webpage will display the evaluation details of NAS with 0.0 as the default value per criteria.	Kaye Belderol/ 03/27/24

A.1.4 View NAS Status

Table 19. View NAS Status Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VNTP_ID_01	Checks response if NAS'	1. Go to "NAS Status" tab. 2. Select the name of		The webpage will render the NAS Status/Perfor	The webpage will render the NAS Status/Perfor	Kaye Belderol/ 03/27/24

	Status is displayed.	NAS by searching or clicking the arrow.		mance Summary.	mance Summary.	
VNTP_ID_02	Checks response if NAS' Status is updated after uploading grade evaluation .	<ol style="list-style-type: none"> Click the "Evaluation" tab. Click the "Evaluate Grades" button. Fill-up the necessary information and click "Submit". 	<p>Instance #1:</p> <p>All courses passed: Yes</p> <p>Allow Enrollment: Yes</p> <p>Instance #2: Grade was not evaluated.</p>	<p>Instance #1:</p> <p>"All Courses Passed", "Yes"</p> <p>Instance #2: The webpage will display the NAS' status with the "Evaluate Grades" button still in place.</p>	<p>Instance #1:</p> <p>"All Courses Passed", "Yes"</p> <p>Instance #2: The webpage will display the NAS' status with the "Evaluate Grades" button still in place.</p>	Kaye Belderol/ 03/27/24

A.1.5 View NAS Validation

Table 20. View NAS Validation Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VV_ID_01	Check the response if the list of NAS who requires excuse letter validation is displayed.	<ol style="list-style-type: none"> Click the "Validation" tab. 		The page will render the list of NAS who require excuse letter validation.	The page will render the list of NAS who require excuse letter validation.	Kaye Belderol/ 03/27/24
VV_ID_02	Check the response when NAS' excuse letter is added.	<ol style="list-style-type: none"> Click "Validation" Tab. Select the NAS you want to validate. Click "View Letter" 	A letter in pdf file was successfully added.	The browser will open a new window to display the pdf file.	The browser will open a new window to display the pdf file.	Kaye Belderol/ 03/27/24
VV_ID_03	Check the response if the list of NAS is updated when NAS' validation status is changed.	<ol style="list-style-type: none"> Go to "Validation" tab. Select the NAS you want to validate. Click "Update Status" and select the status from the dropdown. 	<p>Instance #1:</p> <p>Status: Excused</p> <p>Make-up Duty Hours: 0</p> <p>Instance #2: Status was not updated.</p>	<p>Instance #1:</p> <p>A notification will confirm the updated validation and display the updated list of NAS on the webpage.</p>	<p>Instance #1:</p> <p>A notification will confirm the updated validation and display the updated list of NAS on the webpage.</p>	Kaye Belderol/ 03/27/24

				Instance #2: The webpage will display the list of NAS without updating it.	Instance #2: The webpage will display the list of NAS without updating it.	
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A.1.6 View Master list

Table 21. View Master List Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VM_ID_01	Check the response if the list of NAS is displayed.	1. Go to the "Masterlist" tab.		The webpage will display the overall list of NAS filtered by the current semester and school year by default.	The webpage will display the overall list of NAS filtered by the current semester and school year by default.	Kaye Belderol/ 03/27/24
VM_ID_02	Check the response when a NAS is added.	1. Click on the "Manage Data" tab. 2. On the "Add NAS" section, add a new NAS detail. 3. Go to "Masterlist" tab.	Instance #1: Last Name: Dela Cruz First Name: Juan Middle Name: Pedro Assigned Office: CASE ID Number: 20-0000-001 Program: BS Computer Science Gender: Male School Year: 2324 Semester:	Instance #1: The webpage will display the updated list of NAS filtered by the current semester and school year by default. Instance #2: An error message will be displayed, and the list of NAS will not be updated. Instance #3: The list of NAS will not be updated.	Instance #1: The webpage will display the updated list of NAS filtered by the current semester and school year by default. Instance #2: An error message will be displayed, and the list of NAS will not be updated. Instance #3: The list of NAS will not be updated.	Kaye Belderol/ 03/27/24

			<p>First</p> <p>Birthdate: 08/10/2001</p> <p>Date Started: 22/03/2024</p> <p>Year Level: 4</p> <p>Units Allowed: 18</p> <p>Instance #2: <i>A NAS was added with the same details as the existing one.</i></p> <p>Instance #3: <i>No NAS was added.</i></p>			
VM_ID_03	Checks response when an existing NAS is added to another semester.	<p>1. Click "Add Existing NAS" button.</p> <p>2. Select semester.</p> <p>3. Select the NAS you want to add in the selected semester.</p>	<p>Instance #1: At least one NAS was added.</p> <p>Instance #2: <i>No NAS was added.</i></p>	<p>Instance #1: A success message will be displayed, and the webpage will render the updated list of NAS in the selected semester.</p> <p>Instance #2: The list of NAS under the selected semester will not be updated.</p>	<p>Instance #1: A success message will be displayed, and the webpage will render the updated list of NAS in the selected semester.</p> <p>Instance #2: The list of NAS under the selected semester will not be updated.</p>	Kaye Belderol/ 03/27/24
VM_ID_04		<p>1. Click the Check icon under the "Update" row.</p> <p>2. Edit Year Level or Office Assigned.</p>	<p>Instance #1: At least one of the fields is displayed.</p> <p>Instance #2: None of the fields were updated.</p>	<p>Instance #1: A success message will be displayed, and the webpage will render the updated details of NAS.</p> <p>Instance #2: A success message will</p>	<p>Instance #1: A success message will be displayed, and the webpage will render the updated details of NAS.</p> <p>Instance #2: A success message will</p>	Kaye Belderol/ 03/27/24

				still be displayed, but the webpage will render the details of NAS without the update.	still be displayed, but the webpage will render the details of NAS without the update.	
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A.1.7 Manage Data

Table 22. Manage Data Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/Date
MD_ID_01	Check response when a DTR excel file is uploaded.	<ol style="list-style-type: none"> Go to "Manage Data" tab. Click "Choose file" button on the "Upload DTR" section. Select and DTR excel file. Click "Submit". 	<p>Instance #1: An excel file with the correct DTR format is uploaded.</p> <p>Instance #2: An excel file without the correct DTR format is uploaded.</p> <p>Instance #3: Any file in any format except excel is uploaded.</p> <p>Instance #4: Schedule of NAS is not yet added.</p>	<p>Instance #1: A success message will be displayed, and attendance and timekeeping summary will be updated.</p> <p>Instance #2: An error message will be displayed, and attendance and timekeeping summary will not be updated.</p> <p>Instance #3: An error message will be displayed indicating that the user will need to upload an excel file.</p> <p>Instance #4: An error message will be displayed, and attendance and</p>	<p>Instance #1: A success message will be displayed, and attendance and timekeeping summary will be updated.</p> <p>Instance #2: An error message will be displayed, and attendance and timekeeping summary will not be updated.</p> <p>Instance #3: An error message will be displayed indicating that the user will need to upload an excel file.</p> <p>Instance #4: An error message will be displayed, and attendance and</p>	Kaye Belderol/ 03/27/24

				timekeeping summary will not be updated.	timekeeping summary will not be updated.	
MD_ID_02	Check response when a NAS is added.	<ol style="list-style-type: none"> Go to the "Add a NAS" Section. Enter the required fields (except Middle Name, optional) Click "Add" button. 	<p>Instance #1:</p> <p>Last Name: Logroño</p> <p>First Name: Ford</p> <p>Middle Name: None</p> <p>Assigned Office: Wildcat Innovation Lab</p> <p>ID Number: 20-0000-002</p> <p>Program: BS Mechanical Engineering</p> <p>Gender: Male</p> <p>School Year: 2324</p> <p>Semester: First</p> <p>Birthdate: 04/04/2000</p> <p>Date Started: 22/03/2024</p> <p>Year Level: 4</p> <p>Units Allowed: 18</p> <p>Instance #2:</p> <p>Some of the required fields are empty.</p> <p>Instance #3:</p> <p>Birthday and Start date are invalid dates.</p>	<p>Instance #1:</p> <p>"Added successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed indicating that the user must input all the fields required.</p> <p>Instance #3:</p> <p>An error message will be displayed prompting the user to enter a valid date (etc. start date must not exceed the current year).</p> <p>Instance #4:</p> <p>An error message will be displayed, and list of NAS will not be updated.</p>	<p>Instance #1:</p> <p>"Added successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed indicating that the user must input all the fields required.</p> <p>Instance #3:</p> <p>An error message will be displayed prompting the user to enter a valid date (etc. start date must not exceed the current year).</p> <p>Instance #4:</p> <p>An error message will be displayed, and list of NAS will not be updated.</p>	Kaye Belderol/ 03/27/24

			Instance #4: A NAS was added with the same details from existing NAS.			
MD_ID_03	Check the response when a Superior is added.	<ol style="list-style-type: none"> Go to the "Add a Superior" section. Enter Last Name, First Name, and Assigned Office. Click "Add" Button. 	Instance #1: Last Name: Matunog First Name: Ivan Jay Middle Name: Moreno Assigned Office: Wildcat Innovation Lab Instance #2: Some of the required fields are empty.	Instance #1: "Added successfully!" Instance #2: An error message will be displayed indicating that the user must input all the fields required.	Instance #1: "Added successfully!" Instance #2: An error message will be displayed indicating that the user must input all the fields required.	Kaye Belderol/ 03/27/24
MD_ID_04	Check response when an Office is added.	<ol style="list-style-type: none"> Go to "Add an Office" section. Enter an Office name. 	Instance #1: Office Name: CIT-U Makerspace Instance #2: The required field is empty.	Instance #1: "Added successfully!" Instance #2: An error message will be displayed indicating that the user must input the fields required.	Instance #1: "Added successfully!" Instance #2: An error message will be displayed indicating that the user must input the fields required.	Kaye Belderol/ 03/27/24
MD_ID_05	Check response when a password is updated.	<ol style="list-style-type: none"> Go to "Change password" section. Enter the old password. Enter the new password. Click "Update" button. 	Instance #1: Current Password: matunogivanjay New Password: Ivan123 Re-type New Password: Ivan123 Instance #2:	Instance #1: "Updated successfully!" Instance #2: An error message will be displayed.	Instance #1: "Updated successfully!" Instance #2: An error message will be displayed.	Kaye Belderol/ 03/27/24

			New Password does not match with the Re-typed new password.			
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A.1.8 View NAS Schedule

Table 23. View NAS Schedule Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
VS_ID_01	Checks response if schedule is displayed by filtered year and semester.	1. Go to "Schedule" tab. 2. Select year and semester for viewing schedules.	Instance #1: Schedule of duty is already set. Instance #2: Schedule of duty is not yet set.	Instance #1: The webpage will display the existing schedule. Instance #2: The webpage will display the "Set schedule table," enabling users to set schedules for their duties.	Instance #1: The webpage will display the existing schedule. Instance #2: The webpage will display the "Set schedule table," enabling users to set schedules for their duties.	Kaye Belderol/ 03/27/24
VS_ID_02	Checks response when schedule is added.	1. Select the semester you want to set for the schedule. 2. Set your duty schedule by entering the corresponding times for each day in the row. 3. Click submit. 4. Confirm schedule.	Instance #1: The schedule is successfully added. Instance #2: Schedule is not added. Instance #3: Total hours is < 24 or No. of hours for each day is not 4 hours.	Instance #1: The webpage will reload and render the existing schedule. Instance #2: The webpage will remain in the "Set Schedule Table". Instance #3: Submit button is disabled.	Instance #1: The webpage will reload and render the existing schedule. Instance #2: The webpage will remain in the "Set Schedule Table". Instance #3: Submit button is disabled.	Kaye Belderol/ 03/27/24
SD_ID_03	Checks response when schedule is deleted.	1. From OAS, select schedule. 2. Choose the year and semester that has	Instance #1: The schedule is successfully deleted. Instance #2: Schedule is not deleted.	Instance #1: The webpage will reload and render the table that allows the user to set schedules.	Instance #1: The webpage will reload and render the table that allows the user to set schedules.	Kaye Belderol/ 03/27/24

		an existing schedule. 3. Click "Delete Schedule". 4. Click "Yes."		Instance #2: The webpage will render the existing schedule.	Instance #2: The webpage will render the existing schedule.	
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A.1.9 View Personal Information

Table 24. View Personal Information Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
PI_ID_01	Check the response if NAS' personal information is displayed.	1. Go to "Personal information" tab.		The webpage will display NAS' personal information.	The webpage will display NAS' personal information.	Kaye Belderol/ 03/27/24
PI_ID_01	Check the response when a photo is uploaded.	1. Click the avatar area. 2. Click "Choose image" button. 3. Select an image. 4. Click "Upload Photo".	Instance #1: Myphoto.jpg (file size: 500KB) Instance #2: Selected photo's file size exceeds 500KB. Instance #3: Selected file is not jpeg, jpg, or png.	Instance #1: The webpage will reload and will display the selected photo. Instance #2: "File size must be less than 500KB." Instance #3: The avatar does render the selected file.	Instance #1: The webpage will reload and will display the selected photo. Instance #2: "File size must be less than 500KB." Instance #3: The avatar does render the selected file.	Kaye Belderol/ 03/27/24

A.1.10 View Attendance and Timekeeping Summary

Table 25. View Attendance and Timekeeping Summary Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
NAT_ID_01	Checks response if attendance summary and weekly attendance is displayed and confirm	1. Go to "Attendance Summary" tab.		The webpage will render the Timekeeping Summary tables and Attendance	The webpage will render the Timekeeping Summary tables and Attendance	Kaye Belderol/ 03/27/24

	that attendance dates span from NAS start date to the latest date.			tables, with the date starting from NAS' start date and extended to the most recent date.	tables, with the date starting from NAS' start date and extended to the most recent date.	
NAT_ID_02	Checks response if validation is created after uploading an excuse letter.	<ol style="list-style-type: none"> 1. Click on "YES" under the "Appeal" column. 2. Upload an excuse letter in pdf format. 3. Click "Submit". 	<p>Instance #1: The file was uploaded successfully.</p> <p>Instance #2: The file uploaded is another file type other than pdf.</p> <p>Instance #3: No file was uploaded.</p>	<p>Instance #1: Validation is created and "pending" will be displayed on the row.</p> <p>Instance #2: An error message will prompt the user to upload a pdf file.</p> <p>Instance #1: There will be no changes in the Attendance table.</p>	<p>Instance #1: Validation is created and "pending" will be displayed on the row.</p> <p>Instance #2: An error message will prompt the user to upload a pdf file.</p> <p>Instance #1: There will be no changes in the Attendance table.</p>	Kaye Belderol/ 03/27/24
NAT_ID_03	Checks response if Attendance and Timekeeping Summary was updated after updating validation status.	<ol style="list-style-type: none"> 1. Click on "Attendance Summary" tab. 	<p>Instance #1:</p> <p>Validation Status: Excused</p> <p>No. of hours: 0</p> <p>Instance #2: Validation status was not updated yet.</p>	<p>Instance #1: The value of "No. of Excused Absences" is incremented by 1 and the row that has "pending" status will now be "excused".</p> <p>Instance #2: The value of "No. of Excused Absences" is not incremented and the row will still have the</p>	<p>Instance #1: The value of "No. of Excused Absences" is incremented by 1 and the row that has "pending" status will now be "excused".</p> <p>Instance #2: The value of "No. of Excused Absences" is not incremented and the row will still have the</p>	Kaye Belderol/ 03/27/24

				"pending" status.	"pending" status.	
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A.1.11 Schedule of Duty

Table 26. Schedule of Duty Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
SD_ID_01	Checks response if schedule is displayed by filtered year and semester.	<ol style="list-style-type: none"> Go to "Schedule" tab. Select year and semester for viewing schedules. 	<p>Instance #1: Schedule of duty is already set.</p> <p>Instance #2: Schedule of duty is not yet set.</p>	<p>Instance #1: The webpage will display the existing schedule.</p> <p>Instance #2: The webpage will display the "Set schedule table," enabling users to set schedules for their duties.</p>	<p>Instance #1: The webpage will display the existing schedule.</p> <p>Instance #2: The webpage will display the "Set schedule table," enabling users to set schedules for their duties.</p>	Kaye Belderol/ 03/27/24
SD_ID_02	Checks response when schedule is added.	<ol style="list-style-type: none"> Select the semester you want to set for the schedule. Set your duty schedule by entering the corresponding times for each day in the row. Click submit. Confirm schedule. 	<p>Instance #1: The schedule is successfully added.</p> <p>Instance #2: Schedule is not added.</p> <p>Instance #3: Total hours is < 24 or No. of hours for each day is not 4 hours.</p>	<p>Instance #1: The webpage will reload and render the existing schedule.</p> <p>Instance #2: The webpage will remain in the "Set Schedule Table".</p> <p>Instance #3: Submit button is disabled.</p>	<p>Instance #1: The webpage will reload and render the existing schedule.</p> <p>Instance #2: The webpage will remain in the "Set Schedule Table".</p> <p>Instance #3: Submit button is disabled.</p>	Kaye Belderol/ 03/27/24
SD_ID_03	Checks response when schedule is deleted.	<ol style="list-style-type: none"> From OAS, select schedule. Choose the year and 	<p>Instance #1: The schedule is</p>	<p>Instance #1: The webpage will reload</p>	<p>Instance #1: The webpage will reload</p>	Kaye Belderol/ 03/27/24

		semester that has an existing schedule. 3. Click "Delete Schedule". 4. Click "Yes."	successfully deleted. Instance #2: Schedule is not deleted.	and render the table that allows the user to set schedules. Instance #2: The webpage will render the existing schedule.	and render the table that allows the user to set schedules. Instance #2: The webpage will render the existing schedule.	
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A.1.12 View Evaluation Result

Table 27. View Evaluation Result Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
NE_ID_01	Checks response if Evaluation is displayed.	1. Go to "Evaluation Result" tab.		The webpage will render the Evaluation page.	The webpage will render the Evaluation page.	Kaye Belderol/ 03/27/24
NE_ID_02	Checks response when grades are uploaded.	1. Go to "Evaluation Result" tab. 2. Click "Choose file" beside grade status. 3. Click Submit.	Grades are successfully uploaded.	"Pending", "No"	"Pending", "No"	Kaye Belderol/ 03/27/24
NE_ID_03	Checks response if Evaluation is updated when grades are updated.	1. Go to "Evaluation Result" tab.	Instance #1: All Courses Passed: Yes Allow Enrollment: Yes Instance #2: All Courses Passed: Yes Allow Enrollment: Yes Instance #3: Grades are not	Instance #1: "All Passed", "Yes" Instance #2: "Failed a course", "Yes" "Units Allowed: 21" Instance #3: The webpage will render the same evaluation page without the grades and allow for enrollment	Instance #1: "All Passed", "Yes" Instance #2: "Failed a course", "Yes" "Units Allowed: 21" Instance #3: The webpage will render the same evaluation page without	Kaye Belderol/ 03/27/24

			evaluated yet.	status being updated.	the grades and allow for enrollment status being updated.	
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A.1.13 View List of NAS

Table 28. View List of NAS Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
LN_ID_01	Check response if list of NAS under office assigned filtered by year and semester is displayed.	1. Go to "NAS List" tab.		The webpage will render the list of NAS under office assigned filtered according to selected year and semester.	The webpage will render the list of NAS under office assigned filtered according to selected year and semester.	Kaye Belderol/ 03/27/24
LN_ID_02	Check response when NAS is evaluated.	1. Go to "NAS List" tab. 2. Select the NAS you want to evaluate.	Instance #1: Regularity: 5 Promptness: 4 Accuracy and Thoroughness: 5 Organization and Presentation: 5 Effectiveness: 5 Accomplish work on given time: 5 Timeliness: 5 Responsibility and Urgency: 5 Dependability and Reliability: 5 Industry and Resourcefulness: 5 Alertness and Initiative: 5 Sociability: 4 Overall Assessment: 5	Instance #1: Attendance and Punctuality: 4.5 Quality of Work (Output): 5.0 Quantity of Work (Output): 5.0 Attitude and Work Behavior: 4.8 Overall Assessment: 5.0 Overall rating: 4.8 Instance #2: Evaluation rating is not updated.	Instance #1: Attendance and Punctuality: 4.5 Quality of Work (Output): 5.0 Quantity of Work (Output): 5.0 Attitude and Work Behavior: 4.8 Overall Assessment: 5.0 Overall rating: 4.8	Kaye Belderol/ 03/27/24

			Instance #2: Fields are not completed.			
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A.1.14 NAS/Superior Change Password

Table 29. NAS/Superior Change Password Log

Test Case ID	Test Objective	Steps	Test Data	Expected Result	Actual Result	Tester/ Date
CP_ID_01	Check response when a password is updated.	<ol style="list-style-type: none"> Go to "Change password" section. Enter the old password. Enter the new password. Click "Update" button. 	<p>Instance #1:</p> <p>Current Password: matunogivanjay</p> <p>New Password: Ivan123</p> <p>Re-type New Password: Ivan123</p> <p>Instance #2:</p> <p>New Password does not match with the Re-typed new password.</p>	<p>Instance #1:</p> <p>"Updated successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed.</p>	<p>Instance #1:</p> <p>"Updated successfully!"</p> <p>Instance #2:</p> <p>An error message will be displayed.</p>	Kaye Belderol/ 03/27/24

A.2 Test Results and Incident Reports

A.2.1 View Offices and NAS Assigned

Table 30. View Offices and NAS Assigned Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VON_ID_01	PASSED	NONE
VON_ID_02	PASSED	NONE
VON_ID_03	PASSED	NONE
VON_ID_04	PASSED	NONE

A.2.2 View NAS Attendance and Timekeeping Summary

Table 31. View NAS Attendance and Timekeeping Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VAT_ID_01	PASSED	NONE
VAT_ID_01	PASSED	NONE
VAT_ID_01	PASSED	NONE

A.2.3 View NAS Evaluation

Table 32. View NAS Evaluation Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VE_ID_01	PASSED	NONE

A.2.4 View NAS Status

Table 33. View NAS Status Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VNS_ID_01	PASSED	NONE
VNS_ID_02	PASSED	NONE

A.2.5 View NAS Validation

Table 34. View NAS Validation Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VV_ID_01	PASSED	NONE
VV_ID_02	PASSED	NONE
VV_ID_03	PASSED	NONE

A.2.6 View Master list

Table 35. View Master List Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VM_ID_01	PASSED	NONE
VM_ID_02	PASSED	NONE
VM_ID_03	PASSED	NONE
VM_ID_04	PASSED	NONE

A.2.7 Manage Data

Table 36. Manage Data Test Result and Incident Report

Test Case ID	Test Result	Incident Report
MD_ID_01	PASSED	NONE
MD_ID_02	PASSED	NONE
MD_ID_03	PASSED	NONE
MD_ID_04	PASSED	NONE
MD_ID_05	PASSED	NONE

A.2.8 View NAS Schedule

Table 37. View NAS Schedule Test Result and Incident Report

Test Case ID	Test Result	Incident Report
VS_ID_01	PASSED	NONE
VS_ID_02	PASSED	NONE
VS_ID_03	PASSED	NONE

A.2.9 View Personal Information

Table 38. View Personal Information Test Result and Incident Report

Test Case ID	Test Result	Incident Report
PI_ID_01	PASSED	NONE
PI_ID_02	PASSED	NONE

A.2.10 View Attendance and Timekeeping Summary

Table 39. View Attendance and Timekeeping Summary Test Result and Incident Report

Test Case ID	Test Result	Incident Report
NAT_ID_01	PASSED	NONE
NAT_ID_02	PASSED	NONE
NAT_ID_03	PASSED	NONE

A.2.11 Schedule of Duty

Table 40. Schedule of Duty Test Result and Incident Report

Test Case ID	Test Result	Incident Report
SD_ID_01	PASSED	NONE
SD_ID_02	PASSED	NONE
SD_ID_03	PASSED	NONE

A.2.12 View Evaluation Result

Table 41. View Evaluation Result Test Result and Incident Report

Test Case ID	Test Result	Incident Report
NE_ID_01	PASSED	NONE
NE_ID_02	PASSED	NONE
NE_ID_03	PASSED	NONE

A.2.13 View List of NAS

Table 42. View List of NAS Test Result and Incident Report

Test Case ID	Test Result	Incident Report
LN_ID_01	PASSED	NONE
LN_ID_02	PASSED	NONE

A.2.14 NAS/Superior Change Password

Table 43. NAS/Superior Change Password Test Result and Incident Report

Test Case ID	Test Result	Incident Report
CP_ID_01	PASSED	NONE