|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Test Script Template**  **Application Name: FEDPASS**  **Budget Items** | | | | | | | |
| **Overall Test Result:** | | **PASS:**  | **FAIL:** | | | **PASS, WITH MINOR ITEMS TO ADDRESS:** | | |
| **Comments:** | | *Please enter any overall comments here.* | | | | | | |
| **Name:** | |  | | | | | | |
| **Computer:** | | Specify if you are using a Northramp laptop, Northramp desktop or a mobile device. | |  | | | | |
| **Mobile:** | | If it is a mobile device | | Provider Network  WIFI | | | Specify: | |
| **Operating System/Browser:** | | Specify what Operating System (e.g., Windows 7), and what Browser / version (e.g., IE 10) you are using to perform this test. | |  | | | | |
| **Location/Method of Access:** | | US OFFICE:  If you are connected to the Northramp Network in a U.S. office for this testing, specify your location | | OR | Specify: | | | |
| REMOTE ACCESS:  If you are connecting to the Northramp Network remotely, from outside of a US office, specify your LOCATION: (Home, International Office location, etc.) | |  | Specify: | | | |

| Test Case # | Test Case | Test Step # | Test Step | Expected Result | Pass | Fail | Actual Result / Issues/Notes |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Create Budget Item | 1.1 | Login | User is logged with the correct permissions |  |  |  |
| 1.2 | Expand Portfolio tab on the left navigation menu | Portfolio tab is expanded |  |  |  |
| 1.3 | Select Budget Items | User is redirected to the Budget Items page |  |  |  |
| 1.4 | Click “Create Budget Item” button | User is redirected to the Create Budget Item page |  |  |  |
| 1.5 | Enter the required information in the appropriate fields | Information entered successfully |  |  |  |
| 1.6 | Click “Save” button  Or,  Click “Save and Create” button | A message displays to indicate that the item was successfully saved, and the user is redirected to the Budget Item Summary page where the information would be displayed as entered.  A message displays to indicate that the item was successfully saved, and the user is redirected to a new Create Budget Item page |  |  |  |
| 2. | Delete Budget Item | 2.1 | Login | User is logged with the correct permissions |  |  |  |
| 2.2 | Navigate to  Portfolio >> Budget Items | User is redirected to the Budget Items page |  |  |  |
| 2.3 | Select a Budget Item from the Budget Items list | User is redirected to the Summary page of the selected Budget Item |  |  |  |
| 2.4 | Click “Delete Budget Item” button | A Delete Budget Item message pops up, asking the user if he wants to delete the Budget Item. The user can choose to click “Yes” or “Cancel”. |  |  |  |
| 2.5 | Click “Yes” button on the Delete Budget Item popup message | A message displays to confirm that the item was successfully deleted, and the user is returned to the Budget Items page. |  |  |  |
| 3. | Edit Component | 3.1 | Login | User is logged with the correct permissions |  |  |  |
| 3.2 | Navigate to  Portfolio >> Budget Items | User is redirected to the Budget Items page |  |  |  |
| 3.3 | Select a Budget Item from the Budget Items list | User is redirected to the Summary page of the selected Budget Item |  |  |  |
| 3.4 | Click the “Edit Budget Item” button | User is redirected to the Edit Budget Item page |  |  |  |
| 3.5 | Edit the Budget Item’s information | Information successfully edited |  |  |  |
| 3.6 | Click “Save” button | A message displays to indicate that the item was successfully saved, and the user is returned to the Budget Item Summary page where the information would be displayed as edited. |  |  |  |
| 4. | Manage Contacts | 4.1 | Login | User is logged with the correct permissions |  |  |  |
| 4.2 | Navigate to  Portfolio >> Budget Items | User is redirected to the Budget Items page |  |  |  |
| 4.3 | Select a Budget Item from the Budget Items list | User is redirected to the Summary page of the selected Budget Item |  |  |  |
| 4.4 | Click the “Contacts” tab | If the Budget Item already has associated contacts, their names would be displayed, otherwise no contacts are displayed |  |  |  |
| 4.5 | Click the “Manage Contacts” button | User is redirected to the “Manage Contacts” page |  |  |  |
| 4.6 | Click the (+) sign  on the right side of one of the different categories of contacts displayed | A select field where the user can select a contact appears. |  |  |  |
| 4.7 | Click the select field | A drop down list of contact names is displayed |  |  |  |
| 4.8 | Select a contact name from the drop down list.  *Note: Make sure that the user can add more than one contact under the same category.* | The desired contact name is selected |  |  |  |
| 4.9 | Click “Save” button | A message confirming that the contact was successfully saved is displayed, and the user is returned to the Budget Item Summary page  *Note: When the user is an Admin and Owner, and he has selected his name as a contact, that* Budget Item *should be displayed on the home page under My Portfolio >>* Budget Items |  |  |  |