**eCoaching Log System**

**Unit Test Document – Admin Tool**

Change History Log

| Date | Revision | Change Description | Author |
| --- | --- | --- | --- |
| 6/1/2016 | 1.0 | TFS – 1709- Admin Tool setup | Susmitha Palacherla |
| 9/9/2016 | 2.0 | TFS 3441 – Change Functionality in admin tool for inactive employees | Susmitha Palacherla |
| 9/20/2016 | 3.0 | TFS 3877 – Access for Mark Hackman and Scott Potter | Susmitha Palacherla |
| 10/26/2016 | 4.0 | TFS 4353 – Reset Reminder attributes on Reassign | Susmitha Palacherla |
| 03/03/2017 | 5.0 | TFS 5756 - Admin tool access for job code WPPM50 | Susmitha Palacherla |
| 04/11/2017 | 6.0 | TFS 6246 – Admin Tool access for Mark Hackman (job code WPSM13) | Susmitha Palacherla |
| 06/30/2017 | 7.0 | TFS 7152 – Allow for inactivation of Completed logs in Admin Tool | Susmitha Palacherla |
| 09/22/2017 | 8.0 | TFS 8363 - Set up admin tool access for new Program team members | Susmitha Palacherla |
| 01/04/2018 | 9.0 | TFS 7856 – Encryption of sensitive data | Susmitha Palacherla |
| 04/30/2018 | 10.0 | TFS 10823 – Admin Tool access for Scott Potter (job code WPSM12) | Susmitha Palacherla |
| 10/29/2018 | 11.0 | TFS 12473 - Admin Tool access for Mark Hackman (job code WPSM14) | Susmitha Palacherla |
| 04/04/2019 | 12.0 | TFS 13333 – Reporting updates for Quality Now | Susmitha Palacherla |
| 03/16/2020 | 13.0 | TFS 16529 – Support using MaxCorp EmpID as LanIds | Susmitha Palacherla |
| 8/3/2020 | 14.0 | TFS 17716 - Removed company specific references | Susmitha Palacherla |
| 10/29/2021 | 15.0 | TFS 23378 - Virtual East Manager access in ECL Admin tool | Susmitha Palacherla |
| 01/26/2022 | 16.0 | TFS 23919 - Allow Training Managers to Reassign CSR Module logs | Susmitha Palacherla |
| 09/08/2022 | 17.0 | TFS 25229 - Add ability to search by form name under Manage Employee Logs in Admin Tool | Susmitha Palacherla |
| 11/21/2022 | 18.0 | TFS 25731 - Non-Coachable logs not being written to audit tables | Susmitha Palacherla |
| 12/19/2022 | 19.0 | TFS 25961- Update Manager permissions to reactivate Coaching Logs | Susmitha Palacherla |
| 1/23/2023 | 20.0 | TFS 26048- Display only latest last known status of log during reactivation | Susmitha Palacherla |
| 3/23/2023 | 21.0 | TFS 26216 - Expand Reassign To Supervisor list | Susmitha Palacherla |

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## Admin Tool – Setup

#### Project Name: CCO eCoaching Admin Tool

#### Test Case identifier: ATS

| Item | Description |
| --- | --- |
| Change Type | Change Request |
| Change Description | Setup admin tool to grant the necessary level of access and entitlements |
| Test Environment | eCoaching\_Dev database on UVAADADSQL50CCO  [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/) |
| Notes |  |

| TEST# | ACTION | | EXPECTED RESULTS | | | Tested | Pass/Fail | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ATS-1.1 | Run Employee load  Check contents of AT\_User Table | | Termed Users should have corresponding AT\_User table record Inactivated | | | Y | Pass | |
| ATS-1.2 | Run Employee load  Check contents of AT\_User Table | | Users that no longer have an Admin tool allowed job code (Job Code Not in AT\_Role\_Access) should have corresponding AT\_User table record Inactivated | | | Y | Pass | |
| ATS-1.3 | Run Employee load  Check contents of AT\_User\_Role\_Link Table | | Role links are deleted | | | Y | Pass | |
| ATS-1.4 | Run Employee load  Check contents of AT\_User Table | | Active Users should have corresponding AT\_User table record Reactivated | | | Y | Pass | |
| ATS-1.5 | Run Employee load  Check contents of AT\_User Table | | Users that have an Admin tool allowed job code (Job Code in AT\_Role\_Access) should have corresponding AT\_User table record Reactivated | | | Y | Pass | |
| ATS-1.6 | Run Employee load  Check contents of AT\_User\_Role\_Link Table | | Role links are added | | | Y | Pass | |
| ATS-1.7 | Run Employee load  Check contents of AT\_User Table | | New Users should have corresponding AT\_User table record Added | | | Y | Pass | |
| ATS-1.8 | Run Employee load  Check contents of AT\_User\_Role\_Link Table | | Role links are added for users newly added to AT\_User Table | | | Y | Pass | |
| Susmitha Palacherla | |  | 4/27/2016 | | |
| Initial Tester | |  | Initial Date Completed | | |
| Susmitha Palacherla | |  | 03/10/2020 | | |
| Last Tester | |  | Last Tested On | | |

## Admin Tool – Manage Employee Logs

#### Project Name: CCO eCoaching Admin Tool

#### Test Case identifier: ATM

| Item | Description |
| --- | --- |
| Change Type | Change Request |
| Change Description | TFS 26216 - Expand Reassign To Supervisor list |
| Test Environment | eCoaching\_Dev database on UVAADADSQL50CCO  [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/) |
| Notes |  |

| TEST# | ACTION | EXPECTED RESULTS | Tested | Pass/Fail |
| --- | --- | --- | --- | --- |
|  | **Inactivate Coaching Log(s)** |  |  |  |
| ATM-1.1.1 | Inactivate a coaching Log(s) from Backend  Check status of log in Coaching Log Table | Status ID should be updated to 2 | N | NA |
| ATM-1.1.2 | Check the contents of the Coaching\_Inactivate\_Reactivate\_Audit Table | Logs Inactivated in ATM-1.1 should have an Audit record present with required Details including Last Known Status of Log prior to Inactivation | N | NA |
|  | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Inactivate Employee Logs  Search by Log Type, Employee Level, and Employee |  |  |  |
| ATM-1.1.3.1 | Verify values in Employee Level | Admin Users should see all 5 Modules  Users belonging to specific Module will see their specific Module. Training Managers will see CSR Module in addition to Training. | N | NA |
| ATM-1.1.3.2 | Verify values under Employees | Admin Users should see all users  Sups and Mgrs should only see employees from their site or employees in their hierarchy | N | NA |
| ATM-1.1.3.3 | Select Coaching  Select an Employee level  Select an Employee | All Coaching Logs not Completed or Inactive for selected Employee need to displayed | N | NA |
|  | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Inactivate Employee Logs  Search by Log Name | A dropdown for Log Type and text box for log name are displayed |  |  |
| ATM-1.1.4 | Select Coaching  Type in a Form Name | The details for the Coaching Log for given form name are displayed if record that meets conditions for Inactivation exists. | N | NA |
| ATM-1.1.5 | Select a Log to Inactivate and Click Inactivate | Should have Reasons related to Coaching Inactivation in Reason dropdown | N | NA |
|  |  |  |  |  |
|  | **Inactivate Warning Log(s)** |  |  |  |
| ATM-1.2.1 | Inactivate a Warning Log(s) from Backend  Check status of log in Warning Log Table | Status ID should be updated to 2 | N | NA |
| ATM-1.2.2 | Check the contents of the Warning\_Inactivate\_Reactivate\_Audit Table | Logs Inactivated in ATM-1.1 should have an Audit record present with required Details including Last Known Status of Log prior to Inactivation | N | NA |
|  | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Inactivate Employee Logs  Search by Log Type, Employee Level, and Employee |  |  |  |
| ATM-1.2.3.1 | Verify values in Employee Level | Admin Users should see all 5 Modules  Users belonging to specific Module will see their specific Module | N | NA |
| ATM-1.2.3.2 | Verify values under Employees | Admin Users should see all users  Sups and Mgrs should only see employees from their site or employees in their hierarchy | N | NA |
| ATM-1.2.3.3 | Select Warning  Select an Employee level  Select an Employee | All Warning Logs not Completed or Inactive for selected Employee need to displayed | N | NA |
|  |  |  |  |  |
|  | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Inactivate Employee Logs  Search by Log Name | A dropdown for Log Type and text box for log name are displayed |  |  |
| ATM-1.2.4 | Select Warning  Type in a Form Name | The details for the Warning Log for given form name are displayed if record that meets conditions for Inactivation exists.  Returns msg Total record(s) found 0 if no log found | N | NA |
| ATM-1.2.5 | Select a Log to Inactivate and Click Inactivate | Should have Reasons related to Warning Inactivation in Reason dropdown | N | NA |
|  |  |  |  |  |
|  | **Reactivate Coaching Log(s)** |  |  |  |
| ATM-2.1.1 | Reactivate a coaching Log(s) from Backend  Check status of log in Coaching Log Table | Status ID should be last Known Status from Inactivation Audit Table | N | NA |
| ATM-2.1.2 | Check the contents of the Coaching\_Inactivate\_Reactivate\_Audit Table | Logs Reactivated in ATM-2.1.1 should have an Audit record present with required Details and StatusID 2 | N | NA |
| ATM-2.1.3.1 | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  As an admin user  Manage Employee Logs  Reactivate Employee Logs  Search by Log Type, Employee Level, and Employee | Three dropdowns are displayed  Please Select Type  Please Select Employee Level  Please Select an employee | N | NA |
| ATM-2.1.3.2 | Select Coaching in Type dropdown  Verify values in Employee Level | Admin Users should see all 5 Modules | N | NA |
| ATM-2.1.3.3 | Select an Employee level in level dropdown  Verify values under Employees | Admin Users should see all users | N | NA |
| ATM-2.1.3.4 | Select Coaching  Select an Employee level  Select an Employee  Hit Search | The details for the Coaching Logs for given employee meeting conditions for reactivation exists.  \*Logs that were in Inactivation Reactivation audit table with Reason ‘Other - Coaching not required’ not displayed.  \*For logs that have been inactivated multiple times, only the record for the latest Inactivation should be displayed for Reactivation. | N | NA |
| ATM-2.1.4.1 | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Reactivate Employee Logs  Search by Log Name | A dropdown for Log Type and text box for log name are displayed | N | NA |
| ATM-2.1.4.2 | Select Coaching  Type in a Form Name | The details for the Coaching Log for given form name are displayed if record meets conditions for reactivation exists.  \*Logs that were in Inactivation Reactivation audit table with Reason ‘Other - Coaching not required’ not displayed  \*For logs that have been inactivated multiple times, only the record for the latest Inactivation should be displayed for Reactivation. | N | NA |
| ATM-2.1.5 | Select a Log to Reactivate and Click Reactivate | Should have Reasons related to Coaching Inactivation in Reason dropdown | N | NA |
|  |  |  |  |  |
| ATM-2.1.6.1 | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  As a non admin user  Manage Employee Logs  Reactivate Employee Logs  Search by Log Type, Employee Level, and Employee | Three dropdowns are displayed  Please Select Type  Please Select Employee Level  Please Select an employee | N | NA |
| ATM-2.1.6.2 | Select Coaching in Type dropdown  Verify values in Employee Level | As non admin user should only see CSR and Supervisor Modules | N | NA |
| ATM-2.1.6.3 | Select an Employee level in level dropdown  Verify values under Employees | As non admin user should only see Employees that have Coaching logs at the same site as the logged in user or within their Hierarchy | N | NA |
| ATM-2.1.6.4 | Select Coaching  Select an Employee level  Select an Employee  Hit Search | The details for the Coaching Logs for given employee meeting conditions for reactivation exists.  Logs that were in Inactivation Reactivation audit table with Reason ‘Other - Coaching not required’ not displayed | N | NA |
| ATM-2.1.21 | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Reactivate Employee Logs  Search by Log Name | A dropdown for Log Type and text box for log name are displayed | N | NA |
| ATM-2.1.6.2 | Select Coaching  Type in a Form Name | The details for the Coaching Log for given form name are displayed only if the site associated with the log is the same site as the logged in user or if the log owner is within the hierarchy of the logged in user.  Logs that were in Inactivation Reactivation audit table with Reason ‘Other - Coaching not required’ not displayed | N | NA |
| ATM-2.1.7 | Select a Log to Reactivate and Click Reactivate | Should have Reasons related to Coaching Inactivation in Reason dropdown | N | NA |
|  |  |  |  |  |
|  | **Reassign Coaching Log(s)** |  |  |  |
| ATM-3.1.1 | Reassign a coaching Log(s) from Backend  Check status of log in Coaching Log Table | ReassignedToID, ReassignDate and ReassignCount should be updated in Coaching Log Table. | N | NA |
| ATM-3.1.2 | Check the contents of the Coaching\_Reassign\_Reassign\_Audit Table | Logs Reassignd in ATM-3.1.1 should have an Audit record present with required Details | N | NA |
| ATM-3.1.3.1 | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Reassign Employee logs  Select Search by Log Type, Employee Level, and Employee | Should see 3 drop downs for Employee level, Status and Pending Reviewer.  Admin Users should see all 5 Modules  Users belonging to specific Module will see their specific Module. Training Managers will see CSR Module in addition to Training.  Sups and Mgrs should only see employees from their site or employees in their hierarchy | N | NA |
| ATM-3.1.3.2 | Select an Employee Level  Status  And the Pending Reviewer | A list of logs in the module and status selected that are pending at the selected Reviewer are displayed  With a check box for each log | Y | Pass |
| ATM-3.1.3.3 | Check the box for one or more logs to select for Reassignment and Click on the Reassign button that pops up | Reassign To page opens up with 3 drop downs for Reason, Site and Reassign to  Reasons dropdown should display the predefined reasons for reassignment  Site dropdown displays a list of all Active sites along with a an ‘All’ option  Once a site is selected the Reassign To is populated with all sups and Mgrs at the selected site or all sites that have employees with coaching logs reporting to them. | Y | Pass |
| ATM-3.1.4.1 | Navigate to [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/)  Manage Employee Logs  Reassign Employee logs  Select Search by Log Name | A dropdown for Log Type and text box for log name are displayed | N | NA |
| ATM-3.1.4.2 | Select Coaching  Type in a Form Name | The requested log is displayed with a checkbox | Y | Pass |
| ATM-3.1.4.3 | Check the box for displayed log and click on the Reassign button that pops up | Reassign To page opens up with 3 drop downs for Reason, Site and Reassign to  Reasons dropdown should display the predefined reasons for reassignment  Site dropdown displays a list of all Active sites along with a an ‘All’ option  Once a site is selected the Reassign To is populated with all sups and Mgrs at the selected site or all sites that have employees with coaching logs reporting to them. | Y | Pass |

|  |  |  |
| --- | --- | --- |
| Susmitha Palacherla |  | 4/27/2016 |
| Initial Tester |  | Initial Date Completed |
| Susmitha Palacherla |  | 3/23/2023 |
| Last Tester |  | Last Tested On |

## Admin Tool – Reporting

#### Project Name: CCO eCoaching Admin Tool

#### Test Case identifier: ATR

| Item | Description |
| --- | --- |
| Change Type | Change Request |
| Change Description | Setup admin tool to grant the necessary level of access and entitlements |
| Test Environment | eWarning\_Dev database on UVAADADSQL50CCO  [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/) |
| Notes |  |

| TEST# | ACTION | EXPECTED RESULTS | Tested | Pass/Fail |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | Non QN Coaching Summary Report |  |  |  |
| ATR-1.1 | Execute Stored procedure sp\_rptCoachingSummary in database with required parameters | Result set for selected Module, Status, Site, Employee, Coaching Reason, sub Coaching Reason and Submitted Date Range should be returned. | N | NA |
| ATR-1.2 | Repeat ATR-1.1 for different combinations | Result set for selected Module, Status, Site, employee, Coaching Reason, sub Coaching Reason and Submitted Date Range should be returned. | N | NA |
|  |  |  |  |  |
|  | QN Coaching Summary Report |  |  |  |
| ATR-2.1 | Execute Stored procedure sp\_rptQNCoachingSummary in database with required parameters | Result set for selected Module, Status, Site, employee, Coaching Reason, sub Coaching Reason and Submitted Date Range should be returned. | N | NA |
| ATR-2.2 | Repeat ATR-2.1 for different combinations | Result set for selected Module, Status, Site, employee, Coaching Reason, Sub Coaching Reason and Submitted Date Range should be returned. | N | NA |
|  |  |  |  |  |
|  | Warning Summary Report |  |  |  |
| ATR-3.1 | Execute Stored procedure sp\_rptWarningSummary in database with required parameters | Result set for selected Module, Status, Site, employee, Warning Reason, Warning SubReason and Submitted Date Range should be returned. | N | NA |
| ATR-3.2 | Repeat ATR-3.1 for different combinations | Result set for selected Module, Status, Site, employee, Warning Reason, Warning SubReason and Submitted Date Range should be returned. | N | NA |
|  |  |  |  |  |
|  | Hierarchy Summary Report |  |  |  |
| ATR-4.1 | Execute Stored procedure sp\_rptHierarchySummary in database with required parameters | Result set for selected Site and Employee(s) is returned. | N | NA |
| ATR-4.2 | Repeat ATR-4.1 for different combinations | Result set for selected Site and Employee(s) is returned. | N | NA |
|  |  |  |  |  |
|  | Admin Activity Summary Report |  |  |  |
| ATR-5.1 | Execute Stored procedure sp\_rptAdminActivitySummary in database with required parameters | Result set for Admin Activity for Coaching or Warning, Type of Action (Inactivation, Reactivation, Reassignment) and given date range is returned. | N | NA |
| ATR-5.2 | Repeat ATR-5.1 for different combinations | Result set for Admin Activity for Coaching or Warning, Type of Action (Inactivation, Reactivation, Reassignment) and given date range is returned. | N | NA |

|  |  |  |
| --- | --- | --- |
| Susmitha Palacherla |  | 4/27/2016 |
| Initial Tester |  | Initial Date Completed |
| Susmitha Palacherla |  | 09/15/2021 |
| Last Tester |  | Last Tested On |

## Admin Tool – Users

#### Project Name: CCO eCoaching Admin Tool

#### Test Case identifier: ATU

| Item | Description |
| --- | --- |
| Change Type | Change Request |
| Change Description | Setup admin tool to grant the necessary level of access and entitlements |
| Test Environment | eWarning\_Dev database on UVAADADSQL50CCO  [eCL Admin - eCL Admin](https://uvaadadweb50cco.ad.local/ecl_admin_dev/) |
| Notes |  |

| TEST# | ACTION | EXPECTED RESULTS | Tested | Pass/Fail |
| --- | --- | --- | --- | --- |
| ATU-1.1 | Execute Stored procedure sp\_HistoricalDashboardAclInsert  Providing a user lanid, name, and Role for a user that does not have an Active ACL record | A record is inserted in Historical\_Dashboard\_ACL table | N | NA |
| ATU-1.2 | Execute Stored procedure sp\_HistoricalDashboardAclInsert  Providing a user lanid, name, and Role for a user that has an Inactive ACL record | Existing record is Reactivated and the Role assigned | N | NA |
| ATU-1.3 | Execute stored procedure sp\_UpdateHistorical\_Dashboard\_ACL\_EndDate passing in RowID and an end Date | Corresponding record is updated and an end date is set | N | NA |
| ATU-1.4 | Execute stored procedure sp\_UpdateHistorical\_Dashboard\_ACL\_Role passing in RowID and an end Date | Corresponding record is Updated with new role | N | NA |
| ATU-1.5 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Susmitha Palacherla |  | 4/27/2016 |
| Initial Tester |  | Initial Date Completed |
| Susmitha Palacherla |  | 10/23/2017 |
| Last Tester |  | Last Tested On |