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**CCO eCoaching Admin Manage Employee Logs Unit Test Document**

**Change History Log**

| **Date** | **Change Description** | **Author** |
| --- | --- | --- |
| 01/09/2017 | Initial Revision  ECUIADMIN\_MANAGELOG01  ECUIADMIN\_MANAGELOG02  ECUIADMIN\_MANAGELOG03  ECUIADMIN\_MANAGELOG04  ECUIADMIN\_MANAGELOG05  ECUIADMIN\_MANAGELOG06  ECUIADMIN\_MANAGELOG07 | Lili Huang |
| 03/07/2017 | TFS5693 – Delete logs  ECUIADMIN\_MANAGELOG\_DELETE08 | Lili Huang |
| 03/30/2018 | TFS10566 – stored procedure needs database schema designator  ECUIADMIN\_MANAGELOG09 | Lili Huang |
| 03/08/2019 | TFS13716 – Change Module label | Lili Huang |
| 07/24/2020 | TFS 17803 – GDIT to MAXIMUS | Lili Huang |
| 07/31/2020 | TFS 17803 – GDIT to MAXIMUS  Updated vangent to ad | Lili Huang |
| 09/06/2022 | TFS 25243 – Manage Employee Logs: Add search by Log Name.  Removed duplicate TEST cases,  Renamed TEST cases,  Added Search by Log Name | Lili Huang |
| 03/22/2023 | TFS 26395 – Reassign: add site dropdown to allow users to choose a reviewer from the selected site.  Updated test URL throughout this document.  ECUIADMIN\_MANAGELOG\_REASSIGN:  Updated 6 and 7.  Added 6.1 | Lili Huang |
| 09/01/2023 | TFS 27047 - Error happens when trying to inactivate/reactivate logs consecutively.  ECUIADMIN\_MANAGELOG\_INACTIVATE, ECUIADMIN\_MANAGELOG\_REACTIVATE:  Added 8. | Lili Huang |
| 09/19/2023 | TFS 27187 – Inactivate: allow users to search by multiple log names.  ECUIADMIN\_MANAGELOG\_INACTIVATE:  Updated 11. | Lili Huang |
| 02/26/2024 | TFS 27694 – Subcontractor.  Added “Manage Subcontractor Logs” section | Lili Huang |

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| **Scope** | This document focuses on development unit test plan for Manage Employee Logs module. |

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| **Purpose** | Documents the specific steps to test that the application is functioning successfully. |

| **Item** | **Description** |
| --- | --- |
| Test Case ID | ECUIADMIN\_MANAGELOG\_MAINMENU |
| Source Description | New |
| Test Location | https://uvaadadweb50cco.ad.local/ecl\_admin\_dev/ |
| Updated File(s) |  |
| Supporting Documentation |  |
| Notes | Admin User - Main Menu |

| **TEST#** | **ACTION** | **EXPECTED RESULTS** | **RESULTS**  **P/F/I** | **COMMENTS** |
| --- | --- | --- | --- | --- |
|  | Log in as admin.  (Both “CoachingAdmin” and “WarningAdmin” roles in table AT\_User\_Role\_Link)  <https://uvaadadweb50cco.ad.local/ecl_admin_dev/> | Main page successfully displays.  The following three menu items display under “Manage Employee Logs”:  **Inactivate Employee Logs**  **Reassign Employee Logs**  **Reactivate Employee Logs** | *P* |  |

| **Item** | **Description** |
| --- | --- |
| Test Case ID | ECUIADMIN\_MANAGELOG\_INACTIVATE |
| Source Description |  |
| Test Location | https://uvaadadweb50cco.ad.local/ecl\_admin\_dev/ |
| Updated File(s) |  |
| Supporting Documentation |  |
| Notes | Admin User - Inactivate Employee Logs |

| **TEST#** | **ACTION** | **EXPECTED RESULTS** | **RESULTS**  **P/F/I** | **COMMENTS** |
| --- | --- | --- | --- | --- |
|  | Click “Inactivate Employee Logs” menu item under “Manage Employee Logs” | “Inactivate Employee Logs” Search page displays with the following:  **Radio Button:**  Search by Log Type, Employee Level, and Employee *(selected by default);*  Search by Log Name  **Dropdown:**  Log Type:  Coaching  Warning  Employee Level:  CSR  Supervisor  Quality  LSA  Training  Employee: | *P* |  |
|  | Continue with TEST#1:  Select a Log Type,  Select an Employee Level. | “Employee:” dropdown is populated with employees from ALL sites having active logs for the selected Log Type and Employee Level. | *P* |  |
|  | Continue with Test#2:  Select an employee,  Click Search. | Search Result section displays following the Search section on the page. | *P* |  |
|  | Continue with Test#3:  Select at least one log from the Search Result | “Inactivate” button displays above the Search Result section. | *P* |  |
|  | Continue with Test#4:  Click Inactivate. | “Inactivate Employee Logs” Modal Dialog displays.  “Reason:” DropDownList is populated with all the reasons for the selected employee leveland type.  “Comment:” textarea displays empty. | *P* |  |
|  | Continue with test#5:  Select a reason other than “Other” from “Reason:” DropDownList;  Enter a comment in the “Comment:” textarea;  Click “Inactivate” button on the Modal Dialog. | “Inactivate Employee Logs” Modal Dialog Closes.  “The selected logs have been successfully inavtivated.” message displays for 2 seconds above the Search Result, then disappears with the Search Result.  “Type:” and “Employee:” DropDownLists reset to Default Values. | *P* |  |
|  | Continue with test#5:  Select “Other” in the “Reason:” DropDownList;  Enter a comment in the “Comment:” textarea;  Click “Inactivate” button on the Modal Dialog. | A textbox displays under “Reason:” DropDownList for users to enter a reason.  “Inactivate Employee Logs” Modal Dialog Closes.  “The selected logs have been successfully inavtivated.” message displays for 2 seconds above the Search Result, then disappears with the Search Result.  “Type:” and “Employee:” DropDownLists reset to Default Values. | *P* |  |
|  | Repeat TEST#2 - #7. | Able to search logs and successfully inactivate selected log(s). | *P* |  |
|  | Repeat TEST#1:  Select “Search by Log Name” | The following Search criteria displays:  Log Type dropdown (Coaching, Warning);  Log Names text area. | *P* |  |
|  | Continue with TEST#9:  Leave Log Type dropdown and Log Name input box blank, click Search. | Nothing happens except:  Log Type dropdown and Log Names text area are bordered with red line. | *P* | *Log Type and Log Names are both required fields.* |
|  | Continue with TEST#9:  Select a Log Type,  Enter log names, separate log names by comma,  Click Search | Logs with the entered names display if found, otherwise, display “Total record(s) found: 0”. | *P* |  |

| **Item** | **Description** |
| --- | --- |
| Test Case ID | ECUIADMIN\_MANAGELOG\_REASSIGN |
| Source Description |  |
| Test Location | https://uvaadadweb50cco.ad.local/ecl\_admin\_dev/ |
| Updated File(s) |  |
| Supporting Documentation |  |
| Notes | Admin User - Reassign Employee Logs |

| **TEST#** | **ACTION** | **EXPECTED RESULTS** | **RESULTS**  **P/F/I** | **COMMENTS** |
| --- | --- | --- | --- | --- |
|  | Click “Reassign Employee Logs” menu item under “Manage Employee Logs” | “Reassign Employee Logs” Search page displays with the following  **Radio Button:**  Search by Log Type, Employee Level, and Employee *(selected by default);*  Search by Log Name  **Dropdown:**  Employee Level:  CSR  Supervisor  Quality  LSA  Training | *P* |  |
|  | On “Reassign Employee Logs” Search page:  Select employee level in “ Employee Level:” DropDownList; | Status:  “All” +  Pending statuses for the selected employee level. | *P* | *Allow to select “All” as Status* |
|  | Continue with Test#2:  Select a status from “Status:” DropDownList; | Pending Reviewer:  Reviewers from ALL sites who have pending logs to review for the selected Employee Level and Status. | *P* |  |
|  | Continue with Test#3:  Select a reviewer from “Pending Reviewer:” DropDownList;  Click “Search” button. | Search Result section displays following the Search section on the page. |  |  |
|  | Continue with Test#4:  Select at least one log from the Search Result | “Reassign” button displays above the Search Result section. | *P* |  |
|  | Continue with Test#5:  Click “Reassign” button. | “Reassign Employee Logs” Modal Dialog displays.  “Reason:” DropDownList is populated with all the reasons for the selected employee level and status.  “Site:” DropDownlist is populated with all active sites default to the current reviewer’s site.  “Reassign To:” DropDownList is populated with all the reviewers from the selected site.  “Comment:” textarea displays empty. | *P* |  |
| *6.1* | Continue with Test#6:  Select a site other than the current reviewer’s site. | “Reassign To:” Dropdownlist is populated with all the reviewers from the selected site. | *P* |  |
|  | Continue with test#6:  Select a reason other than “Other” in “Reason:” DropDownList;  Select a site or “All”;  Select a reviewer in the “Reassign To:” DropDownList;  Enter a comment in the “Comment:” textarea;  Click “Reassign” button on the Modal Dialog. | “Reassign Employee Logs” Modal Dialog Closes.  “The selected logs have been successfully reassigned.” message displays for 2 seconds above the Search Result, then disappears with the Search Result.  “Status:” and “Pending Reviewer:” DropDownLists reset to Default Values.  Email notification sends out. | *P* |  |
|  | Continue with test#6:  Select “Other” in the “Reason:” DropDownList;  elect a reviewer in the “Reassign To:” DropDownList;  Enter a comment in the “Comment:” textarea;  Click “Reassign” button on the Modal Dialog. | A textbox displays under “Reason:” DropDownList for users to enter a reason.  “Reassign Employee Logs” Modal Dialog Closes.  “The selected logs have been successfully reassigned.” message displays for 2 seconds above the Search Result, then disappears with the Search Result.  “Status:” and “Pending Reviewer:” DropDownLists reset to Default Values.  Email notification sends out. | *P* |  |
|  | Repeat TEST#1.  Select “Search By Log Name” | The following Search criteria displays:  Log Type dropdown (Coaching, Warning);  Log Name input box. | *P* |  |
| *10.* | Continue with TEST#9.  Leave Log Type dropdown and Log Name input box blank, click Search. | Nothing happens except:  Log Type dropdown and Log Name input box are bordered with red line. | *P* | *Log Type and Log Name are both required fields.* |
| *11.* | Continue with TEST#9:  Select a Log Type,  Enter Log Name,  Click Search | Log with the entered name displays if found, otherwise, display “Total record(s) found: 0”. | *P* |  |

| **Item** | **Description** |
| --- | --- |
| Test Case ID | ECUIADMIN\_MANAGELOG\_REACTIVATE |
| Source Description |  |
| Test Location | https://uvaadadweb50cco.ad.local/ecl\_admin\_dev/ |
| Updated File(s) |  |
| Supporting Documentation |  |
| Notes | Admin User - Reactivate Employee Logs |

| **TEST#** | **ACTION** | **EXPECTED RESULTS** | **RESULTS**  **P/F/I** | **COMMENTS** |
| --- | --- | --- | --- | --- |
|  | Click “Reactivate Employee Logs” menu item under “Manage Employee Logs” | “Reactivate Employee Logs” Search page displays with the following:  **Radio Button:**  Search by Log Type, Employee Level, and Employee *(selected by default);*  Search by Log Name  **Dropdown:**  Employee Level:  CSR  Supervisor  Quality  LSA  Training  Log Type:  Coaching  Warning | *P* |  |
|  | On “Reactivate Employee Logs” Search page:  Select employee level in “Employee Level:” DropDownList;  Select a type in “Type:” DropDownList; | Employee:  Employees from ALL sites for the selected Employee Level and Type having logs that have been inactivated | *P* |  |
|  | Continue with Test#2:  Select an employee from “Employee:” DropDownList;  Click “Search” button | Search Result section displays following the Search section on the page. | *P* |  |
|  | Continue with Test#3:  Select at least one log from the Search Result | “Reactivate” button displays above the Search Result section. | *P* |  |
|  | Continue with Test#4:  Click “Reactivate” button. | “Reactivate Employee Logs” Modal Dialog displays.  “Reason:” DropDownList is populated with all the reasons for the selected employee level and type.  “Comment:” textarea displays empty. | *P* |  |
|  | Continue with test#5:  Select a reason other than “Other” from “Reason:” DropDownList;  Enter a comment in the “Comment:” textarea;  Click “Reactivate” button on the Modal Dialog. | “Reactivate Employee Logs” Modal Dialog Closes.  “The selected logs have been successfully reactivated.” message displays for 2 seconds above the Search Result, then disappears with the Search Result.  “Type:” and “Employee:” DropDownLists reset to Default Values.  Email notification sends out. | *P* |  |
|  | Continue with test#5:  Select “Other” in the “Reason:” DropDownList;  Enter a comment in the “Comment:” textarea;  Click “Reactivate” button on the Modal Dialog. | A textbox displays under “Reason:” DropDownList for users to enter a reason.  “Reactivate Employee Logs” Modal Dialog Closes.  “The selected logs have been successfully reactivated.” message displays for 2 seconds above the Search Result, then disappears with the Search Result.  “Type:” and “Employee:” DropDownLists reset to Default Values.  Email notification sends out. | *P* |  |
|  | Repeat TEST#2 - #7. | Able to search logs and successfully reactivate selected log(s). | *P* |  |
|  | Repeat TEST#1:  Select “Search By Log Name” | The following Search criteria displays:  Log Type dropdown (Coaching, Warning);  Log Name input box. | *P* |  |
|  | Continue with TEST#9:  Leave Log Type dropdown and Log Name input box blank, click Search. | Nothing happens except:  Log Type dropdown and Log Name input box are bordered with red line. | *P* | *Log Type and Log Name are both required fields.* |
|  | Continue with TEST#9:  Select a Log Type,  Enter Log Name,  Click Search | Log with the entered name displays if found, otherwise, display “Total record(s) found: 0”. | *P* |  |

| **Item** | **Description** |
| --- | --- |
| Test Case ID | ECUIADMIN\_ \_DELETE |
| Source Description |  |
| Test Location | https://uvaadadweb50cco.ad.local/ecl\_admin\_dev/ |
| Updated File(s) |  |
| Supporting Documentation |  |
| Notes | Admin User - Delete Employee Logs |

| **TEST#** | **ACTION** | **EXPECTED RESULTS** | **RESULTS**  **P/F/I** | **COMMENTS** |
| --- | --- | --- | --- | --- |
|  | Click “Delete Employee Logs” menu item under “Manage Employee Logs” | “Delete Employee Logs” Search page displays with the following textbox:  Log Name: | *P* |  |
|  | On “Delete Employee Log” Search page:  Enter log name;  Click Search. | Log(s) with the log name will display on the page with the following:  View  Delete  Form Name  Employee Lan ID  Employee ID | *P* | *View and Delete are action links.* |
|  | Continue with Test#2:  Click View. | The log detail will be displayed in a modal dialog. | *P* |  |
|  | Continue with Test#2:  Click Delete. | The delete confirmation modal dialog displays. | *P* |  |
|  | Continue with Test#4:  Click Cancel. | “Delete Employee Log” page displays with the previous log(s) found. | *P* |  |
|  | Continue with Test#4:  Click Delete. | “Delete Employee Log” page displays with Success or Fail message. | *P* | *Success message displays if the log has been successfully deleted;*  *Fail message display otherwise.* |

**Manage Subcontractor Logs**

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| **User** | **Action** | **Expected** | **Pass / Fail** |
| **Subcontractor Administrator (SubAdmin)** | Inactivate Coaching/Warning Logs | **Search by Log Type, Employee Level, and Employee:**  ***Select Log Type*** dropdown has the following options:  Coaching  Warning  ***Select Employee Level*** dropdown has the following options:  CSR  Supervisor  Training  ***Select Employee*** dropdown has all the subcontractor employees who are of the selected Employee Level and have active logs of the selected Log Type (coaching or warning).  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching and Warning options.  Search some active coaching or warning logs based on what log type is selected. Only subcontractor logs will return.  User can inactivate subcontractor coaching and warning logs at any of the subcontractor sites but cannot inactivate CCO coaching and warning logs. | P |
| Reassign Coaching Logs | **Search by Employee Level, Log Status, and Reviewe**  ***Select Employee Level*** dropdown has the following options:  CSR  Supervisor  Training  ***Select Status*** dropdown has all the status options for the selected *Employee Level*.  If CSR is selected:  All, Pending Manager Review, Pending Supervisor Review, Pending Follow-up, Pending Follow-up Preparation, Pending Follow-up Coaching  If Supervisor is selected:  All, Pending Manager Review, Pending Sr. Manager Review  If Training is selected:  All, Pending Manger Review, Pending Supervisor Review  ***Select Reviewer*** dropdown has all the employees who currently have subcontractor logs to review for the selected employee level and log status.  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching option only.  Search active coaching log.  The searched log will show up if it’s subcontractor log.  **Reassign:**  User can reassign subcontractor logs to a new reviewer at the same site of the current reviewer. | P |
| Reactivate Coaching/Warning Logs | **Search by Log Type, Employee Level, and Employee:**  ***Select Log Type*** dropdown has the following options:  Coaching  Warning  ***Select Employee Level*** dropdown has the following options:  CSR  Supervisor  Training  ***Select Employee*** dropdown has all the subcontractor employees who have inactive logs of the selected Log Type and of selected Employee Level.  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching and Warning options.  Search some inactive coaching or warning logs based on what log type is selected. Only subcontractor logs of the selected Log Type will return.  User can reactivate subcontractor coaching and warning logs at any of the subcontractor sites. | P |
| **uSystem Administrator (SysAdmin)** | Inactivate Coaching/Warning Logs | Same as SubAdmin user with the following exceptions:  ***Select Employee Level*** dropdown has the following options:  CSR  LSA  Quality  Supervisor  Training  ***Select Employee*** dropdown has all the subcontractor and CCO employees who are of the selected Employee Level and have active logs of the selected Log Type.  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching and Warning options.  Search some active coaching or warning logs based on what log type is selected.  User can inactivate subcontractor and CCO coaching/warning logs of any subcontractor sites. | P |
| Reassign Coaching Logs | Same as SubAdmin user with the following exceptions:  **Search by Employee Level, Log Status, and Reviewer:**  ***Select Employee Level*** dropdown has the following options:  CSR  LSA  Quality  Supervisor  Training  ***Select Reviewer*** dropdown has all the employees who currently have subcontractor and/or CCO logs to review for the selected employee level and log status.  **Seach by Log Name:**  The searched log will show up whether it’s subcontractor log or CCO log.  **Reassign:**  User can reassign CCO logs to a new reviewer at any CCO site.  User can reassign subcontractor logs to a new reviewer at the same site of the current reviewer’s site. | P |
| Reactivate Coaching/Warning Logs | Same as SubAdmin user with the following exceptions:  **Search by Log Type, Employee Level, and Employee:**  ***Select Employee Level*** dropdown has the following options:  CSR  LSA  Quality  Supervisor  Training  ***Select Employee*** dropdown has all the subcontractor and CCO employees who have inactive coaching/warning logs.  **Seach by Log Name:**  Search some inactive coaching or warning logs based on what log type is selected. Subcontractor and CCO logs will return.  User can reactivate subcontractor and CCO coaching/warning log(s). | P |
| **Subcontractor Managers** | Inactivate Coaching Logs | **Search by Log Type, Employee Level, and Employee:**  ***Select Log Type*** dropdown has the following option:  Coaching  ***Select Employee Level*** dropdown has the following options:  CSR  Supervisor  ***Select Employee*** dropdown has all the subcontractor employees at the user’s site who are of the selected Employee Level and have active coaching logs.  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching option.  Search some active coaching logs. Only coaching logs at the user’s site will return.  User can inactivate its own site CSR and Supervisor coaching logs only. | P |
| Reassign Coaching Logs | **Search by Employee Level, Log Status, and Reviewer:**  ***Select Employee Level*** dropdown has the following options:  CSR  Supervisor  ***Select Status*** dropdown has all the status options for the selected *Employee Level*.  If CSR is selected:  All, Pending Manager Review, Pending Supervisor Review, Pending Follow-up, Pending Follow-up Preparation, Pending Follow-up Coaching  If Supervisor is selected:  All, Pending Manager Review, Pending Sr. Manager Review  ***Select Reviewer*** dropdown has all the employees who currently have subcontractor logs from the user’s site to review for the selected employee level and log status.  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching option only.  Search active coaching log.  The searched log will show up if it’s coaching log from the user’s site.  **Reassign:**  User can only reassign its own site coaching logs.  User can reassign logs to a new reviewer at its own site. | P |
| Reactivate Coaching Logs | **Search by Log Type, Employee Level, and Employee:**  ***Select Log Type*** dropdown has the following options:  Coaching  ***Select Employee Level*** dropdown has the following options:  CSR  Supervisor  ***Select Employee*** dropdown has all the subcontractor employees at the user’s site who are of the selected Employee Level and have inactive coaching logs.  **Seach by Log Name:**  ***Select Log Type*** dropdown has Coaching option only.  Search some active coaching or warning logs. Only coaching log from the user’s site will return.  User can reactivate its own site CSR and Supervisor coaching logs only. | P |