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**Unit Test Case: CCO eCoaching Log – New Submission**

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| Prepared by: | Lili Huang |  | Date: | 4/23/2018 |
| Department / Location: | Coralville |  |  |  |
| Approved by: |  |  | Date: |  |

**Change History Log**

| **Date** | **Change Description** | **Author** |
| --- | --- | --- |
| 04/23/2018 | Initial revision. | Lili Huang |
| 07/30/2018 | TFS 11602 – More explicit message is needed when sub-coaching reason is not selected | Lili Huang |
| 08/21/2018 | TFS 11792 – Submit page ‘locks up’ if have error and select cancel/stay on this page  Added NS-16, NS-17. | Lili Huang |
| 08/31/2018 | TFS 11983 – Include a link to ecl sharepoint site to report issues | Lili Huang |
| 09/04/2018 | TFS 11983 – Include a link to ecl sharepoint site to report issues  Removed NS-18 and NS-19;  Added to Common UTC | Lili Huang |
| 03/08/2019 | TFS 13717 – Add Dual as a Program and change Module label | Lili Huang |
| 03/13/2019 | TFS 13809 – New Submission: Changing Program resets Direct/Indirect radio btn; | Lili Huang |
| 09/11/2019 | TFS 14679 – Follow up Process | Lili Huang |
| 07/24/2020 | TFS 17803 – GDIT to MAXIMUS | Lili Huang |
| 08/27/2020 | TFS 18321 – Work At Home (Return to Site Only) | Lili Huang |
| 10/12/2021 | TFS 23137 – Quality – new coaching reason pfd and pfd date | Lili Huang |
| 11/09/2021 | TFS 23489 - update email process in user interface | Lili Huang |
| 06/08/2022 | TFS 24733 – Team coaching log submission | Lili Huang |

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| 1. PROJECT NAME: | eCoaching Log (eCL) |
| 2. UNIT IDENTIFIER: | User Interface – New Submission |

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| **Test Case ID** | **Test Data Setup** | **Action** | **Expected Result** | **Pass/Fail** |
| NS-1 | User is configured with one of the following role:  (table UI\_User\_Role)  **ARC;**  **Supervisor;**  **Manager;**  **SrManager;**  **Director;**  **Employee;**  **Restricted** | Launch eCoaching Log Web application.  Click New Submission in the menu bar. | New submission page displays with **Employee Level** dropdown only. | P |
| CSR module – user with job code other than WACS40, WACS50, and WACS60 | | | | |
| NS-2 | User is configured with job code other than WACS40, WACS50, and WACS60 | Select **CSR** Employee Level | **Site** dropdown displays. | P |
| NS-2-1 | Same as NS-2 | Select a site | **Employee** dropdown displays;  **Program** dropdown displays. | P |
| NS-2-2 | Same as NS-2 | Select an employee | Supervisor name and Manager name display. | P |
| NS-2-3 | Same as NS-2 | Select a program | **Will you be delivering the coaching session?** radio button display. | P |
| CSR module – user with job code WACS40, WACS50, and WACS60 | | | | |
| NS-2A | User is configured with job code WACS40, WACS50, and WACS60 | Select **CSR** Employee Level | **Program** dropdown displays;  **Site** dropdown displays. | P |
| NS-2A-1 | Same as NS-2A | Select a site | **Employee** dual list box displays with the employees from the selected site display in the non-selected box. | P |
| NS-2A-2 | Same as NS-2A | Select more than 100 employees | Warning message displays – max number of employees can be selected 100 | P |
| NS-2A-3 | Same as NS-2A | Select less than 100 employees | Warning message disappears. | P |
| NS-2A-4 | Same as NS-2A | Click Add link | Add employee modal displays. | P |
| NS-2A-5 | Same as NS-2A | Employee Add modal:  Select a site | Employee dropdown is populated with employees from the selected site. | P |
| NS-2A-6 | Same as NS-2A | Select an employee;  Click Add | Employee Add modal disappears;  Selected employee is added in the non-selected dual box | P |
| NS-3 | User is configured with job code WACS40, WACS50, and WACS60 | Select **LSA** Employee Level | **Employee** dropdown displays;  **Program** dropdown displays. | P |
| NS-3-1 | Same as NS-1 | Same as NS-2-2 | Same as NS-2-2 | P |
| NS-3-2 | Same as NS-1 | Same as NS-2-3 | Same as NS-2-3 | P |
| NS-4 | Same as NS-1 | Select **Quality** Employee Level | Same as NS-3 | P |
| NS-4-1 | Same as NS-1 | Same as NS-2-2 | Same as NS-2-2 | P |
| NS-4-2 | Same as NS-1 | Same as NS-2-3 | Same as NS-2-3 | P |
| NS-5 | Same as NS-1 | Select **Supervisor** Employee Level | Same as NS-3 | P |
| NS-5-1 | Same as NS-1 | Same as NS-2-2 | Same as NS-2-2 | P |
| NS-5-2 | Same as NS-1 | Same as NS-2-3 | Same as NS-2-3 | P |
| NS-6 | Same as NS-1 | Select **Training** Employee Level | Same as NS-3 | P |
| NS-6-1 | Same as NS-1 | Same as NS-2-2 | **Employee** dropdown displays;  **Behavior** dropdown displays. | P |
| NS-6-2 | Same as NS-1 | Select a Behavior | Same as NS-2-3 | P |
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| NS-7 | Same as NS-1 | Select **Yes** or **No** for **Will you be delivering the coaching session?** | Submission input fields display.  (See CCO\_eCoaching\_Log\_New\_Submission\_DD.docx for fields to be displayed) | P |
| NS-8 | Same as NS-1 | Leave some input fields blank;  Click Submit button | Validation error message display | P |
| NS-9 | Same as NS-1 | Enter valid data in all input fields;  Click Submit button | Log is submitted successfully;  Success message displays;  Page reset to the one as in NS-1.  Email notification is sent and result is correctly saved in database . | P |
| NS-10 | Same as NS-1 | Select Employee Level  Select an employee that report to you | Warning log submission is an option.  Radio button **Do you need to submit a progressive disciplinary coaching (WARNING)?** displays;  Default to No | P |
| NS-11 | Same as NS-1 | Select **Yes** (submit as a warning) | Warning input fields display;  (See CCO\_eCoaching\_Log\_New\_Submission\_DD.docx for fields to be displayed) | P |
| NS-12 | Same as NS-1 | Enter all required fields  Click Submit | Warning log is submitted successfully;  Success message displays; | P |
| NS-13 | Same as NS-1 | Same as NS-11  Try to submit a warning log that already exists. | Error message display to indicate that a same warning log was already submitted. | P |
| NS-14 | Same as NS-1 | Launch eCoaching Log Web application.  Click New Submission in the menu bar.  Select **CSR** Employee Level;  Enter all required information, except:  Select *ONLY* one coaching reason;  Select a coaching value (Opportunity or Reinforcement);  Do not select any sub coaching reason;  Click Submit | Validation error message displays:  **Failed to save your submission. Please ensure you have entered all required fields.** | P |
| NS-15 | Same as NS-1 | Repeat NS-14 for all other Employee Levels:  **LSA**  **Quality**  **Supervisor**  **Training** | Same as NS-14 | P |
|  |  |  |  |  |
| NS-16 | Same as NS-1 | Launch eCoaching Log Web application.  Click New Submission in the Menu bar.  Fill in all fields, except:  Leave confirm checkbox unchecked;  Click Submit | Validation error displays | P |
| NS-17 | Same as NS-1 | Repeat NS-16;  Click Cancel button | New Submission Page is reset to its initial display. | P |
| NS-18 | Same as NS-1  Select an Employee Level other than “Training”; | Fill in all information on the page;  Select a different Program from Program dropdown; | “Will you be delivering the coaching session?” radio button doesn’t get reset. | P |
| NS-19 | Same as NS-1  Select an Employee Level “Training” | Fill in all information on the page;  Select a different Behavior from Behavior dropdown; | “Will you be delivering the coaching session?” radio button doesn’t get reset. | P |
| NS-20 | User is configured as Manager | Launch eCoaching Log Web application.  Click New Submission in the menu bar. | New Submission page displays | P |
| NS-20 | Same as NS-20 | Select Employee Level “CSR”;  Go through all questions | “Is Follow-up Required?” displays | P |
| NS-21 | Same as NS-20 | Select “Yes” | “Enter follow-up date:” and input box (calendar icon) displays | P |
| NS-21.1 | Same as NS-20 |  | Enter follow-up date | P |
| NS-22 | Same as NS-20 | Select “No” | “Enter follow-up date:” and input box (calendar icon) disappears | P |
| NS-23 | S as NS-20 | Select “Work At Home (Return to Site Only)” as Coaching Reason | The following displays in “Provide details of the behavior to be coached:” section:  CCO employees who participate in the CCO Work at Home are obligated to comply with all Maximus policies and procedures. The purpose of this eCL is to notify you that your CCO Remote Work Agreement is being rescinded.  Effective you will be required to report to work at the site. You will be reporting to . Any wages adjustments that were completed based on your remote status and the county you live in will be adjusted to reflect the location you are working and your position.  Any equipment you have received for the Work at Home assignment should be returned to your supervisor on your first day of reporting to the site.  Maximus anticipates that a mutually beneficial employment relationship will continue as you work at the site. | P |
| NS-23.1 | Same as NS-23 | Click Submit without filling in Effective Date, Return Site, Report Supervisor. | Validation error message displays indicating Effective Date, Return Site, and Report Supervisor are required. | P |
| NS-24 | User is configured to have to be able to submit eCL for Quality Specialists | Launch eCoaching Log Web application.  Click New Submission in the menu bar.  Select Quality in Employee Level dropdown;  Go through all questions;  Select Coaching Reason – Performance, Feedback, and Development (PFD) | The following question displays:  Select the date the PFD was completed: | P |
| Submit | | | | |
| NS-25 | Same as NS-1 | Complete all the input fields on the page;  Click Submit | Log(s) successfully created in database;  Email(s) successfully saved in database; | P |
| Email Notification | | | | |
| NS-26 | NA | NA | Email(s) from NS-25 will get sent within 10 minutes. | P |

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| Name of Tester: Lili Huang |  | Date Completed: 6/08/20220 |
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