Test Cases

Indicate below if the test case/test set was executed during informal or formal testing. If a test case was not performed, provide a reason why it was not sufficient.

The following test cases were executed during ____ testing.

Test Case 211: Configuration for the field "Site Applicability"

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify search and sort functionality for Description.

From Description column, enter an user on search field. Verify only Site Applicability with the existing description is displayed on the table.
Enter a user that not exists on search field. Verify no site applicability displays on the table.
Enter special characters ($, #, @) on search field. Verify no site applicability displays on the table.
Click ascending on Description column. Verify All site applicability are sorted by ascending.
Click descending on Description column. Verify All site applicability are sorted by descending.

Only Site Applicability with the existing description is displayed on the table.
No site applicability displays on the table.
No site applicability displays on the table.
All site applicability are sorted by ascending.
All site applicability are sorted by descending.

Verify the Site Applicability can be Deleted

Setup Steps:

A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.
at least one Site Applicability in the Site Applicability Management section. Note the information.

Next to the Site Applicability Management, select the Site Applicability was setup above.
Click Delete button. The Confirmation Site Applicability dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Site Applicability was deleted from the Site Applicability Management section.
Navigate to Document Library section. click Create button. The Create New Document dialog displays.
Verify the Site Applicability is removed from the Site Applicability dropdown list.

6. The Site Applicability was deleted from the Site Applicability Management section.

8. The Site Applicability is removed from the Site Applicability dropdown list.

Verify a Site Applicability can be updated.

Setup Steps:

A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.

at least one Site Applicability in the Site Applicability Management section. Note the information.

Next to the Site Applicability Management, select the Site Applicability was setup above.
Click Edit button. The Edit Site Applicability dialog displays.
Enter information for the following fields. Note the information.

Site Applicability Name : enter a Site Applicability name.
Users: select a user
Description: enter a Description information

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Site Applicability was updated to the Site Applicability Management section.
Navigate to Document Library section. click Create button. The Create New Document dialog displays.
Verify the Site Applicability is displayed and updated in the Site Applicability dropdown list.

6. The Site Applicability was updated to the Site Applicability Management section.

8. The Site Applicability is displayed and updated in the Site Applicability dropdown list.

Verify that selecting Cancel does not save any changes in the system.

Setup Step:A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.

From the Site Applicability section, click Create button. The Create Site Applicability dialog displays.
Enter information for the following fields. Note the information.

Site Applicability Name: enter a Site Applicability name.
Users: select a user
Description: enter a Description information

Click Save. The Change Confirmation dialog displays.
Click Cancel. The Change Confirmation dialog closes.
Click Cancel. The Create Site Applicability dialog closes.

Verify no changes were captured in the system.

Site Applicability was not added to the Site Applicability section.

6. No changes were captured in the system.

Site Applicability was not added to the Site Applicability section.

Verify the Save button functionality.

Setup Step: A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.

From the Site Applicability section, click Create button. The Create Site Applicability dialog displays.
Verify the Save button is disabled if no Site Applicability information is added.
Enter information for all required fields.

Site Applicability Name: enter a Site Applicability name.
Users: select a user

Verify the Save button is enabled.

2. The Save button is disabled if no Site Applicability information is added.

4. The Save button is enabled.

Verify Site Applicability Name field is unique.

Setup Steps:

A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.

an existing Site Applicability name. Note the Site Applicability Name value.

From the Site Applicability section, click Create button. The Create Site Applicability dialog displays.
Enter information for the following fields. Note the information.

Site Applicability Name - enter a Site Applicability Name that already exists in the Site Applicability sectior

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit button.

Verify the "error Site Applicability Name already exists" alert message is displayed.

6. The "error Site Applicability Name already exists" alert message is displayed.

Verify a Site Applicability can be added to the project.

Setup Step: A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.

From the Site Applicability section, click Create button. The Create Site Applicability dialog displays.
Enter information for the following fields. Note the information.

Site Applicability Name: enter a Site Applicability name.
Users: select a user
Description: enter a Description information

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Site Applicability was added to the Site Applicability section.

Navigate to Document Library section. click Create button. The Create New Document dialog displays.

Verify the Site Applicability is displayed in the Site Applicability dropdown list.

6. The Site Applicability was added to the Site Applicability section.

8. The Site Applicability is displayed in the Site Applicability dropdown list.

Verify search and sort functionality for Site Applicability Name.

From Site Applicability Name column, enter an existing site applicability name on search field. Verify only Site Applicability with the existing site applicability name is displayed on the table.
Enter a site applicability name that not exists on search field. Verify no site applicability displays on the table.
Enter special characters ($, #, @) on search field. Verify no site applicability displays on the table.
Click ascending on Site Applicability Name column. Verify All site applicability are sorted by ascending.
Click descending on Site Applicability Name column. Verify All site applicability are sorted by descending.

Only Site Applicability with the existing site applicability name is displayed on the table.
No site applicability displays on the table.
No site applicability displays on the table.
All site applicability are sorted by ascending.
All site applicability are sorted by descending.

Verify search and sort functionality for Users.

From Users column, enter an user on search field. Verify only Site Applicability with the existing user is displayed on the table.
Enter a user that not exists on search field. Verify no site applicability displays on the table.
Enter special characters ($, #, @) on search field. Verify no site applicability displays on the table.
Click ascending on Users column. Verify All site applicability are sorted by ascending.
Click descending on Users column. Verify All site applicability are sorted by descending.

Only Site Applicability with the existing user is displayed on the table.
No site applicability displays on the table.
No site applicability displays on the table.
All site applicability are sorted by ascending.
All site applicability are sorted by descending.

Test Case 212: Configuration for the field "Type Of Change"

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify a Type Of Change can be updated.

Setup Steps:

A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.
at least one Type Of Change in the Type Of Change section. Note the information.

Next to the Type Of Change, click Edit button. The Edit Type Of Change dialog displays.
Update information for the following fields. Note the information.

Type Of Change Name: enter a Type Of Change name.
Description: enter a Description information

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Type Of Change was updated to the Type Of Change section.

Navigate to Document Library section. click Create button. The Create New Document dialog displays.

Verify the Type Of Change is displayed and updated in the Type Of Change dropdown list.

6. The Type Of Change was updated to the Type Of Change section.

8. The Type Of Change is displayed and updated in the Type Of Change dropdown list.

Verify the Type Of Change can be Deleted

Setup Steps:

A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.

at least one Type Of Change in the Type Of Change section. Note the information.

Next to the Type Of Change, click Delete button. The Confirmation Type Of Change dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Type Of Change was deleted from the Type Of Change section.

Navigate to Document Library section. click Create button. The Create New Document dialog displays.

Verify the Type Of Change is removed from the Type Of Change dropdown list.

5. The Type Of Change was deleted from the Type Of Change section.

7. The Type Of Change is removed from the Type Of Change dropdown list.

Verify that selecting Cancel does not save any changes in the system.

Setup Step: A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.

From the Type Of Change section, click Create button. The Create Type Of Change dialog displays.
Enter information for the following fields. Note the information.

Type Of Change Name: enter a Type Of Change name.
Description: enter a Description information

Click Save. The Change Confirmation dialog displays.
Click Cancel. The Change Confirmation dialog closes.
Click Cancel. The Create Type Of Change dialog closes.
Verify no changes were captured in the system.

Type Of Change was not added to the Type Of Change section.

6. No changes were captured in the system.

Type Of Change was not added to the Type Of Change section.

Verify the Save button functionality.

Setup Step:A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.

From the Type Of Change section, click Create button. The Create Type Of Change dialog displays.
Verify the Save button is disabled if no Type Of Change information is added.
Enter information for all required fields.

Type Of Change Name: enter a Type Of Change name.

Verify the Save button is enabled.

2. The Save button is disabled if no Type Of Change information is added.

4. The Save button is enabled.

Verify Type Of Change Name field is unique.

Setup Steps:

A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.

an existing Type Of Change name. Note the Type Of Change Name value.

From the Type Of Change section, click Create button. The Create Type Of Change dialog displays.
Enter information for the following fields. Note the information.

Type Of Change Name: enter a Type Of Change Name that already exists in the Type Of Change section

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit button.
Verify the "Error Type Of Change Name already exists" alert message is displayed.

6. The "Error Type Of Change Name already exists" alert message is displayed.

Verify a Type Of Change can be added to the project.

Setup Step: A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.

From the Type Of Change section, click Create button. The Create Type Of Change dialog displays.
Enter information for the following fields. Note the information.

Type Of Change Name: enter a Type Of Change name.
Description: enter a Description information.

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." alert displays.
Verify the Type Of Change was added to the Type Of Change section.
Navigate to Document Library section. click Create button. The Create New Document dialog displays.
Verify the Type Of Change is displayed in the Type Of Change drop down list.

6. The Type Of Change was added to the Type Of Change section.

8. The Type Of Change is displayed in the Type Of Change dropdown list.

Verify search and sort functionality for Type Of Change Name.

From Type Of Change Name column, enter an existing type of change name on search field. Verify only type change with an existing type of change name is displayed on the table.
Enter a type of change name that not exists on search field. Verify no type of change displays on the table.
Enter special characters ($, #, @) on search field. Verify no type of change displays on the table.
Click ascending on Type Of Change Name column. Verify All type of change are sorted by ascending.
Click descending on Type Of Change Name column. Verify All type of change are sorted by descending.

Only type of change with an existing type of change name is displayed on the table.
No type of change displays on the table.
No type of change displays on the table.
All type of change are sorted by ascending.
All type of change are sorted by descending.

Verify search and sort functionality for Description.

From Description column, enter an existing description on search field. Verify only type of change with an existing description is displayed on the table.
Enter a description that not exists on search field. Verify no type of change displays on the table.
Enter special characters ($, #, @) on search field. Verify no type of change displays on the table.
Click ascending on Description column. Verify All type of change are sorted by ascending.
Click descending on Description column. Verify All type of change are sorted by descending.

Only type of change with an existing description is displayed on the table.
No type of change displays on the table.
No type of change displays on the table.

All type of change are sorted by ascending.
All type of change are sorted by descending.

Test Case 210: Configuration for the field "Doc Type"

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify a Doc Type can be updated.

Setup steps:

A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete.
at least one Doc Type in the Doc Type section. Note the information.

From the Action column, click Edit button. The Edit Doc Type dialog displays.
Update information for the following fields. Note the information.

Type Name: enter a new Doc Type name
Type: select a type
Keyword: enter keywords
Document Type: select a document type
Approve by: select an approve by

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Doc Type was updated to the Doc Type section.
Navigate to Document Library section. click Create button. The Create New Document dialog displays.
Verify the Doc Type is displayed and updated in the Doc Type dropdown list.
Verify the keywords of Doc Type are displayed and updated in the dropdown list.

6. The Doc Type was updated to the Doc Type section.

8. The Doc Type is displayed and updated in the Doc Type dropdown list.

9. The keywords of Doc Type are displayed and updated in the dropdown list.

Verify the Doc Type can be Deleted

Setup Step:

At least one Doc Type in the Doc Type section. Note the information.
A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete.

From the Action column, click Delete button. The Confirmation dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Doc Type was deleted from the Doc Type section.
Navigate to Document Library section. Click Create button. The Create New Document dialog displays.
Verify the Doc Type is removed from the Doc Type dropdown list.

5. The Doc Type was deleted from the Doc Type section.

7. The Doc Type is removed from the Doc Type dropdown list.

Verify that selecting Cancel does not save any changes in the system.

Setup Step: A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete

From the Doc Type section, click Create button. The Create Doc Type dialog displays.
Enter information for the following fields. Note the information.

Doc Type Name: enter a Doc Type name.
Type: select a Type name.
Keywords: enter keywords
Document Type: select a document type
Approve by: select an approve by

Click Save. The Change Confirmation dialog displays.
Click Cancel. The Change Confirmation dialog closes.
Click Cancel. The Create Doc Type dialog closes.
Verify no changes were captured in the system.

Doc Type was not added to the Doc Type section.

6. No changes were captured in the system.

Doc Type was not added to the Doc Type section.

Verify the Save button functionality.

Setup step: A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete

From the Doc Type section, click Create button. The Create Doc Type dialog displays.
Verify the Save button is disabled if no information is added.
Enter information for all required fields.

Doc Type Name: enter a Doc Type name.
Type: select a Type name.

Verify the Save button is enabled.

2. The Save button is disabled if not Doc Type information is added.

4. The Save button is enabled.

Verify Doc Type Name field is unique.

Setup steps:

A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete
An existing Doc Type name. Note the Doc Type Name value.

From the Doc Type section, click Create button. The Create Doc Type dialog displays.
Enter information for the following fields. Note the information.

Doc Type Name - enter a Doc Type Name that already exists in the Doc Type section.
Type: select a Type name
Keyword: enter keywords
Document Type: select a document type
Approve by: select an approve by

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit button.
Verify the "error Doc Type Name already exists" alert message is displayed.

6. The "error Doc Type Name already exists" alert message is displayed.

Verify a Doc Type can be added to the project.

Setup step: A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete

From the Doc Type section, click Create button. The Create Doc Type dialog displays.
Enter information for the following fields. Note the information.

Type Name - enter a Type name.
Type: select a Type name
Keyword: enter keywords
Document Type: select a document type
Approve by: select an approve by

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Doc Type was added to the Doc Type section.
Navigate to Document Library section. click Create button. The Create New Document dialog displays.
Verify the Doc Type is displayed in the Doc Type dropdown list.
The keywords of Doc Type are displayed in the dropdown list.

6. The Doc Type was added to the Doc Type section.

8. The Doc Type is displayed in the Doc Type dropdown list

9. The keywords of Doc Type are displayed in the dropdown list.

Verify A particular "Doc Type" can only have one "Type" and "Group" relationship

Setup step: A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete

From the Types section, click Create button. The Create Doc Type dialog displays.
Enter information for the following fields. Note the information.

Type Name - enter a Type name.
Group: select a group name

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Type was added to the Type section and only have one Group.
From the Doc Type section, click Create button. The Create Doc Type dialog displays.
The information for the following fields display:

Type Name
Type
Document Type
Approve by

Click on Type. Verify Type name from step 6 displays.
Enter the rest of the information from step 8
Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Doc Type was added to the Doc Type section and has one Type.

6. The Type was added to the Type section and only have one Group.

9. Type name from step 6 displays.

14. The Doc Type was added to the Doc Type section and have one Type

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Verify search and sort functionality for Doc Type Name.

From Doc Type Name column, enter an existing Doc Type Name on search field. Verify only Doc Type with th existing Doc Type Name is displayed on the table.
Enter a Doc Type Name that not exists on search field. Verify no Doc Type displays on the table.
Enter special characters ($, #, @) on search field. Verify no Doc Type displays on the table.
Click ascending on Doc Type Name column. Verify All the Doc Type are sorted by ascending.
Click descending on Doc Type Name column. Verify All the Doc Type are sorted by descending.

Only Doc Type with the existing Doc Type Name is displayed on the table.
No Doc Type displays on the table.
No Doc Type displays on the table.
All the Doc Type are sorted by ascending.
All the Doc Type are sorted by descending.

Verify search and sort functionality for Type .

From Type column, enter an existing Doc Type Name on search field. Verify only Doc Type with the existing type is displayed on the table.
Enter a Type that not exists on search field. Verify no Doc Type displays on the table.
Enter special characters ($, #, @) on search field. Verify no Doc Type displays on the table.
Click ascending on Type column. Verify All the Doc Type are sorted by ascending.
Click descending on Type column. Verify All the Doc Type are sorted by descending.

Only Doc Type with the existing Type are displayed on the table.
No Doc Type displays on the table.
No Doc Type displays on the table.
All the Doc Type are sorted by ascending.
All the Doc Type are sorted by descending.

Verify search and sort functionality for Keywords.

From Keywords column, enter an existing keyword on search field. Verify only Doc Type with the existing keyword is displayed on the table.
Enter a keyword that not exists on search field. Verify no Doc Type displays on the table.
Enter special characters ($, #, @) on search field. Verify no Doc Type displays on the table.
Click ascending on Keywords column. Verify All the Doc Type are sorted by ascending.
Click descending on Keywords column. Verify All the Doc Type are sorted by descending.

Only Doc Type with the existing Keyword is displayed on the table.
No Doc Type displays on the table.
No Doc Type displays on the table.

All the Doc Type are sorted by ascending.
All the Doc Type are sorted by descending.

Verify search and sort functionality for Document Type.

setup step: prepare Doc Type with document type (Document, DCN, ECO).

From Document Type column,Click on search field.
Select Document. Verify All Doc Type with document type Document display on the table.
Select DCN. Verify All Doc Type with document type DCN display on the table.
Select ECO. Verify All Doc Type with document type ECO display on the table.
Click ascending on Document Type column. Verify All Doc Type are sorted by ascending.
Click descending on Document Type column. Verify All Doc type are sorted by descending.

All Doc Type with document type Document display on the table.
All Doc Type with document type DCN display on the table.
All Doc Type with document type ECO display on the table.
All Doc Type are sorted by ascending.
All Doc type are sorted by descending.

Verify search and sort functionality for Approve By.

setup step: prepare Doc Type with approve by (Document, DCN, ECO).

From Approve By column,Click on search field.
Select Document. Verify All Doc Type with approve by Document display on the table.
Select DCN. Verify All Doc Type with approve by DCN display on the table.
Select ECO. Verify All Doc Type with approve by ECO display on the table.
Click ascending on Approve By column. Verify All Doc Type are sorted by ascending.
Click descending on Approve By column. Verify All Doc type are sorted by descending.

All Doc Type with approve by Document display on the table.
All Doc Type with approve by DCN display on the table.
All Doc Type with approve by ECO display on the table.
All Doc Type are sorted by ascending.
All Doc type are sorted by descending.

Test Case 216: Configuration for the field "Permission Management"

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify Access to "Configuration" tab is available only to "Doc Admin" user level.

Setup step: a Doc Admin account and a doc control account.

Login with Doc Admin account.
Open Document Management System.
Verify Configuration tab displays on top left of the page.
Sign out and login with Doc control account.
Open Document Management System.
Verify Configuration tab not displays.

3. Configuration tab displays on top left of the page.

6. Configuration tab not displays.

Verify a Permission can be updated to the project.

Setup Step:

a Doc Admin account
at least one Permission in the Permission Management section. Note the information.

Next to the Permission, click Edit button. The Edit Permission dialog displays.
Update information for the following fields. Note the information.

Role: select a Role name.
Menu: select an item
Action: select an item

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." alert displays.
Verify the Permission was updated to the Permission Management section.

6. The Permission was updated to the Permission Management section.

Verify the permission was applied for that Group menu:

Setup Step: A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete.

Login to Falcon DMS as user in the setup step above.
Navigate to the Groups section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of Groups.
Create: the user can open the add button and save success
Update: the user can open the edit button and save success
Delete: the user can delete any Group.

3. The user will be able to manipulate the following actions:

View: the user can see the list of groups.
Create: the user can open the add button and save success
Update: the user can open the edit button and saved success
Delete: the user can delete any group.

Verify the permission was applied for that Doc Type menu:

Setup Step: A user has Doc Admin role with the following actions for the Doc Type menu: View, Create, Update, Delete

Login to Falcon DMS as user in the setup step above.
Navigate to the Doc Type section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of Doc Types.
Create: the user can open add button and save success a new Doc Type.
Update: the user can open edit button and save success any Doc Type.
Delete: the user can delete any Doc Type.

3. The user will be able to manipulate the following actions:

View: the user can see the list of Doc Type.
Create: the user can open add button and save success a new Doc Type.
Update: the user can open edit button and save success any Doc Type.
Delete: the user can delete any Doc Type.

Verify the permission was applied for that Site Applicability menu:

Setup Step: A user has Doc Admin role with the following actions for the Site Applicability menu: View, Create, Update, Delete.

Login to Falcon DMS as user in the setup step above.
Navigate to the Site Applicability Management section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of Site Applicability Management.

Create: the user can open add button and save success a new Site Applicability.
Update: the user can open edit button and saved success any Site Applicability.
Delete: the user can delete any Site Applicability.

3. The user will be able to manipulate the following actions:

View: the user can see the list of Site Applicabilitys.
Create: the user can open add button and save success a new Site Applicability.
Update: the user can open edit button and save success any Site Applicability.
Delete: the user can delete any Site Applicability.

Verify the permission was applied for that Type Of Change menu:

Setup Step: A user has Doc Admin role with the following actions for the Type Of Change menu: View, Create, Update, Delete.

Login to Falcon DMS as user in the setup step above.
Navigate to the Type Of Change section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of Type Of Change.
Create: the user can open add button and save success a new Type Of Change.
Update: the user can open edit button and save success any Type Of Change.
Delete: the user can delete any Type Of Change.

3. The user will be able to manipulate the following actions:

View: the user can see the list of Type Of Changes.
Create: the user can open add button and save success a new Type Of Change.
Update: the user can open edit button and save success any Type Of Change.
Delete: the user can delete any Type Of Change.

Verify the permission was applied for that Document menu:

Setup Step: A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Import.

Login to Falcon DMS as user in the setup step above.
Navigate to the Document Library section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of Document Library.
View Released Doc: the user can see the list of Document Library have status is "Released".

Create: the user can open add button and save success a new Document Library.
Update: the user can open edit button and save success any Document Library.
Upload Docs: the user can upload file in the computer local.
Import: the user can import the Document from Excel template file.

3. The user will be able to manipulate the following actions:

View: the user can see the list of Document Library.
View Released Doc: the user can see the list of Document Library have status is "Released".
Create: the user can open add button and save success a new Document Library.
Update: the user can open edit button and save success any Document Library.
Upload Docs: the user can upload file in the computer local.
Import: the user can import the Document from Excel template file.

Verify the permission was applied for that DCN menu:

Setup Step: A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.

Login to Falcon DMS as user in the setup step above.
Navigate to the DCN Library section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of DCN Library.
CreateEditDCN: the user can open Create or DCN Form button and save success a new DCN.
ApproveDCN: the user can open Approve button and save success DCN in the Dashboard.
ReleaseDCN: the user can open Released DCN button and save success DCN.
RejectDCN: the user can open Reject button and save success DCN in the Dashboard.
UploadFile: the user can upload file from the computer local.

3. The user will be able to manipulate the following actions:

View: the user can see the list of DCN Library.
CreateEditDCN: the user can open Create or DCN Form button and save success a new DCN.
ApproveDCN: the user can open Approve button and save success DCN in the Dashboard.
ReleaseDCN: the user can open Released DCN button and save success DCN.
RejectDCN: the user can open Reject button and save success DCN in the Dashboard.
UploadFile: the user can upload file from the computer local.

Verify the Save button functionality.

Setup step: a Doc Admin account

From the Permission Management section, click Create button. The Create Permission dialog displays.
Verify the Save button is disabled if no information is added.
Enter information for all required fields.

Role: select a Role name.
Menu: select an item
Action: select an item

Verify the Save button is enabled.

2. The Save button is disabled if no Permission information is added.

4. The Save button is enabled.

Verify Permission field is unique.

Setup step:

a Doc Admin account
an existing Permission. Note the Permission value.

From the Permission Management section, click Create button. The Create Permission dialog displays.
Enter information for the following fields. Note the information.

Role: select an existing Role name.
Menu: select an item
Action: select an item

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit button.
Verify the "error Role already exists" alert message is displayed.

6. The "error Role already exists" alert message is displayed.

Verify a Permission can be added to the project.

Setup step: a Doc Admin account

From the Permission Management section, click Create button. The Create Permission dialog displays.
Enter information for the following fields. Note the information.

Role: select a Role name.
Menu: select an item
Action: select an item

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Permission was added to the Permission Management section.

6. The Permission was added to the Permission Management section.

Verify the Permission can be Deleted

Setup Steps:

a Doc Admin account
at least one Permission in the Permission Management section. Note the information.

Next to the Permission Management section, select the Permission was setup above.
Click Delete button. The Confirmation Permission dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." alert displays.
Verify the Permission was deleted from the Permission section.

6. The Permission was deleted from the Permission Management section.

Verify the permission was applied for that Type menu:

Setup Step: A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.

Login to Falcon DMS as user in the setup step above.
Navigate to the Types section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of Types.
Create: the user can opened add button and saved success a new Type.
Update: the user can opened edit button and saved success any Type.
Delete: the user can deleted any Type.

3. The user will be able to manipulate the following actions:

View: the user can see the list of Types.
Create: the user can opened add button and saved success a new Type.
Update: the user can opened edit button and saved success any Type.
Delete: the user can deleted any Type.

Verify the permission was applied for that ECO menu:

Setup Step: A user with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.

Login to Falcon DMS as Doc Admin user in the setup step above.
Navigate to the ECO Library section.
Verify the user will be able to manipulate the following actions:

View: the user can see the list of ECO Library.
CreateEditDCN: the user can open Create or ECO Form button and save success a new ECO.
ApprovePlan: the user can open Approve button and save success ECO at Awaiting Your Approval section the Dashboard.
ApproveClosure: the user can open Approve button and save success ECO at Closure Approvals section in the Dashboard.
ReleaseECO: the user can open Released ECO button and save success ECO.
RejectTask: the user can open Reject button and save success Task at Task section in the Dashboard.
RejectECO: the user can opene Reject button and save success ECO in the Dashboard.
UploadFile: the user can upload file from the computer local.
CompleteTask: the user can open Complete button and save success Task.
AssignTask: the user can open Assign button and save success Task.
RejectClosure: the user can open Reject button and save success Closure.

3. The user will be able to manipulate the following actions:

View: the user can see the list of ECO Library.
CreateEditDCN: the user can open Create or ECO Form button and save success a new ECO.
ApprovePlan: the user can open Approve button and save success ECO at Awaiting Your Approval section in Dashboard.
ApproveClosure: the user can open Approve button and save success ECO at Closure Approvals section in the Dashboard.
ReleaseECO: the user can open Released ECO button and save success ECO.
RejectTask: the user can open Reject button and save success Task at Task section in the Dashboard.
RejectECO: the user can open Reject button and save success ECO in the Dashboard.
UploadFile: the user can upload file from the computer local.
CompleteTask: the user can open Complete button and save success Task.
AssignTask: the user can open Assign button and save success Task.
RejectClosure: the user can open Reject button and save success Closure.

Verify that selecting Cancel does not save any changes in the system.

Setup step: a Doc Admin account

From the Permission Management section, click Create button. The Create Permission dialog displays.
Enter information for the following fields. Note the information.

Role: select a Role name.
Menu: select an item
Action: select an item

Click Save. The Change Confirmation dialog displays.
Click Cancel. The Change Confirmation dialog closes.
Click Cancel. The Create Permission dialog closes.
Verify no changes were captured in the system.

Permission was not added to the Permission Management section.

6. No changes were captured in the system.

Permission was not added to the Permission Management section.

Verify search and sort functionality for Role.

From Role column, enter an existing role on search field. Verify only Permission management with the existin role is displayed on the table.
Enter a role that not exists on search field. Verify no Permission management displays on the table.
Enter special characters ($, #, @) on search field. Verify no Permission management displays on the table.
Click ascending on Role column. Verify All Permission management are sorted by ascending.
Click descending on Role column. Verify All Permission management are sorted by descending.

Only Permission management with the existing role are displayed on the table.
No Permission management displays on the table.
No Permission management displays on the table.
All Permission management are sorted by ascending.
All Permission management are sorted by descending.

Verify search and sort functionality for Menu.

From Menu column, enter an existing menu on search field. Verify only Permission management with the existing menu is displayed on the table.
Enter a menu that not exists on search field. Verify no Permission management displays on the table.
Enter special characters ($, #, @) on search field. Verify no Permission management displays on the table.
Click ascending on Menu column. Verify All Permission management are sorted by ascending.
Click descending on Menu column. Verify AllPermission management are sorted by descending.

Only Permission management with the existing menu is displayed on the table.
No Permission management displays on the table.
No Permission management displays on the table.
All Permission management are sorted by ascending.
All Permission management are sorted by descending.

Verify search and sort functionality for Action Name.

From Action Name column, enter an existing action name on search field. Verify only Permission managemen with the existing action name is displayed on the table.
Enter a action name that not exists on search field. Verify no Permission management displays on the table.
Enter special characters ($, #, @) on search field. Verify no Permission management displays on the table.
Click ascending on Action Name column. Verify All Permission management are sorted by ascending.
Click descending on Action name column. Verify AllPermission management are sorted by descending.

Only Permission management with the existing action name is displayed on the table.
No Permission management displays on the table.
No Permission management displays on the table.
All Permission management are sorted by ascending.
All Permission management are sorted by descending.

Test Case 209: Configuration for the field "Types"

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify a Type can be updated.

Setup Steps:

A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.
at least one Type in the Type section. Note the information.

Next to the Type, click Edit button. The Edit Type dialog displays.
Update information for the following fields. Note the information.

Type Name: enter a new Type name
Group: select a group

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.

Verify the Type was updated to the Type section.
Navigate to Doc Type section. click Create button. The Create Doc Type dialog displays.
Verify the Type is displayed and updated in the Doc Type dropdown list.

6. The Type was updated to the Types section.

8. The Type is displayed in the Type dropdown list.

Verify the Type can be Deleted

Setup Steps:

A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.
at least one Type in the Types section. Note the information.

Next to the Type, click Delete button. The Confirmation Type dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Type was deleted from the Types section.
Navigate to Doc Type section. click Create button. The Create Doc Type dialog displays.
Verify the Type is removed from the Doc Type dropdown list.

5. The Type was deleted from the Types section.

7. The Type is removed in the Type dropdown list for the Create Doc Type dialog of the Doc Type section.

Verify that selecting Cancel does not save any changes in the system.

Setup Step:A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.

From the Types section, click Create button. The Create Type dialog displays.
Enter information for the following fields. Note the information.

Type Name: enter a Type Name.
Group Name: select a Group name.

Click Save. The Change Confirmation dialog displays.
Click Cancel. The Change Confirmation dialog closes.
Click Cancel. The Create Type dialog closes.
Verify no changes were captured in the system.

Type was not added to the Types section.

6. No changes were captured in the system.

Type was not added to the Types section.

Verify the Save button functionality.

Setup Step:A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.

From the Types section, click Create button. The Create Type dialog displays.
Verify the Save button is disabled if no Type information is added.
Enter information for all required fields.

Type Name: enter a Type Name.
Group Name: select a Group name.

Verify the Save button is enabled.

2. The Save button is disabled if not Type information is added.

4. The Save button is enabled.

Verify Type Name field is unique.

Setup Steps:

A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.
an existing Type name. Note the Type Name value.

From the Types section, click Create button. The Create Type dialog displays.
Enter information for the following fields. Note the information.

Type Name - enter a Type Name that already exists in the Types section.
Group: select a group name

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit button.
Verify the "error Type Name already exists" alert message is displayed.

6. The "error Type Name already exists" alert message is displayed.

Verify a Type can be added to the project.

Setup Step: A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.

From the Types section, click Create button. The Create Type dialog displays.
Enter information for the following fields. Note the information.

Type Name - enter a Type name.
Group: select a group name

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Type was added to the Type section.
Navigate to Doc Type section. click Create button. The Create Doc Type dialog displays.
Verify the Type is displayed in the Doc Type dropdown list.

6. The Type was added to the Types section.

8. The Type is displayed in the Type dropdown list

Verify the Type can not be deleted when the Doc Type is using

Setup Steps:

A user has Doc Admin role with the following actions for the Type menu: View, Create, Update, Delete.
at least one Type in the Types section is used by Doc Type.

Next to the Type, select the Type was setup above.
Click Delete button. The Confirmation Type dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Verify the message "Not Delete Type is using" is displays
Verify the Type was not deleted from the Types section.

The message "Not Delete Type is using" is displays

The Type was not deleted to the Types section.

Verify search and sort functionality for Type Name.

From Type Name column, enter an existing type name on search field. Verify only type with the existing type name is displayed on the table.
Enter a type name that not exists on search field. Verify no type displays on the table.
Enter special characters ($, #, @) on search field. Verify no type displays on the table.
Click ascending on Type Name column. Verify All Type are sorted by ascending.
Click descending on Type name column. Verify All Type are sorted by descending.

Only type with the existing type name is displayed on the table.
No type displays on the table.
No type displays on the table.
All Type are sorted by ascending.
All Type are sorted by descending.

Verify search and sort functionality for Group.

From Group column, enter an existing group on search field. Verify only type with the existing group is displayed on the table.
Enter a group that not exists on search field. Verify no type displays on the table.
Enter special characters ($, #, @) on search field. Verify no type displays on the table.
Click ascending on Group column. Verify All Type are sorted by ascending.
Click descending on Group column. Verify All Type are sorted by descending.

Only type with the existing group is displayed on the table.
No type displays on the table.
No type displays on the table.
All Type are sorted by ascending.
All Type are sorted by descending.

Test Case 205: Configuration for the field "Groups"

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify a Group can be updated.

Setup steps:

A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete.
at least one Group in the Group section. Note the information.

Next to the Group, click Edit button. The Edit Group dialog displays.
Update information for the following fields. Note the information.

Group Name: enter a new group name

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.
Verify the Group was updated to the Group section.

Navigate to Types section. click Create button. The Create Type dialog displays.

Verify the group is displayed and updated in the Group dropdown list.

6. The group was updated to the Groups section.

8. The group is updated in the Group dropdown list.

Verify the Group can be Deleted

Setup Step:

A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete.
At least one Group in the Groups section. Note the information.

Next to the Group, click Delete button. The Confirmation Group dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Group was deleted from the Groups section.

Navigate to Types section. click Create button. The Create Type dialog displays.

Verify the group is removed from the Group dropdown list.

5. The group was deleted from the Groups section.

7. The group is removed from the Group dropdown list.

Verify that selecting Cancel does not save any changes in the system.

Setup step: A user has Doc Admin role with the following actions for the Groups menu: View, Create, Update, Delete.

From the Groups section, click Create button. The Create Group dialog displays.

Enter information for the following fields. Note the information.

Group Name: enter a group name.

Click Save. The Change Confirmation dialog displays.

Click Cancel. The Change Confirmation dialog closes.

Click Cancel. The Create Group dialog closes.

Verify no changes were captured in the system.

Group was not added to the Groups section.

6. No changes were captured in the system.

Group was not added to the Groups section.

Verify the Save button functionality.

Setup step: A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete.

From the Groups section, click Create button. The Create Group dialog displays.

Verify the Save button is disabled if no Group Name is added.

Enter information for all required fields.

Verify the Save button is enabled.

2. The Save button is disabled if no Group Name is added.

4. The Save button is enabled.

Verify Group Name field is unique.

Setup Step:

A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete. An existing group name. Note the Group Name value.

From the Groups section, click Create button. The Create Group dialog displays.

Enter information for the following fields. Note the information.

Group Name - enter a Group Name that already exists in the Groups section.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit button.

Verify the "error Group Name already exists" alert message is displayed.

6. The "error Group Name already exists" alert message is displayed.

Verify a Group can be added to the project.

Setup step: A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete.

From the Groups section, click Create button. The Create Group dialog displays.

Enter information for the following fields. Note the information.

Group Name - enter a group name.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the group was added to the Groups section.

Navigate to Types section. click Create button. The Create Type dialog displays.

Verify the group is displayed in the Group dropdown list.

6. The group was added to the Groups section.

8. The group is displayed in the Group dropdown list.

Verify the Group can not deleted when the Type using

Setup Step:

A user has Doc Admin role with the following actions for the Group menu: View, Create, Update, Delete.
At least one Group in the Groups section used by Type.

Next to the Group, select the Group in setup above.
Click Delete button. The Confirmation Group dialog displays.
Click OK. The Change Confirmation dialog displays.
Enter your valid security PIN.
Verify the message "Not Delete Group is using" is displays
Verify the Group is not deleted from the Groups section.

5. The message "Not Delete Group is using" is displays

6. The Group is not deleted from the Groups section.

Verify search and sort functionality for Group Name

From Group Name column, enter an existing group name on search field. Verify only Group with the existing group name is displayed on the table.
Enter a group name that not exists on search field. Verify no Group displays on the table.
Enter special characters ($, #, @) on search field. Verify no Group displays on the table.
Click ascending on Group Name column. Verify All Groups are sorted by ascending.
Click descending on Group Name column. Verify All Groups are sorted by descending.

Only Group with the existing Group Name is displayed on the table.
No Group displays on the table.
No Group displays on the table.
All Groups are sorted by ascending.
All Groups are sorted by descending.

Test Case 258: DCN Activity Log

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify DNC Activity Log has full of information fields.

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
An DCN document with all action listed in activity log(e.g. DCN DB6002V1).

Login to Falcon DMS and navigate to DCN Library section.
Next to the DCN, click View Activity button.
Verify the View Activity dialog displays.
Verify DCN table displays with the following information:

REVISION NUMBER - as a String
ACTIVITY NUMBER - as a String
ACTION- as a String
WET SIGNATURE - as a Link
DCN LINK- as a Link
SCOPE CHANGE - as a String
STATUS - as a String
USER - as a String
AUDIT TIMESTAMP - as a Date Time

The DCN table displays with the following information:

REVISION NUMBER - as a String
ACTIVITY NUMBER - as a String
ACTION- as a String
WET SIGNATURE - as a Link
DCN LINK- as a Link
SCOPE CHANGE - as a String
STATUS - as a String
USER - as a String
AUDIT TIMESTAMP - as a Date Time

Verify each entry in the DCN Activity Database shall have a unique combination of the fields Document Number, Rev Number and Activity Number

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
There are some DCN documents with full actions listed in activity log(e.g. DCN DB6001V1, DCN DB6002V1).

Login to Falcon DMS and navigate to DCN Library section.
Verify the Document Number is unique.

From the DOCUMENT# column, enter an existing document number on the search field. Only one DCN w the existing document number is displayed on the table.

Verify each entry in the DCN Activity Database shall have a unique combination of the fields Document Number, Rev Number and Activity Number

Search with another existing document number on the DOCUMENT# search field. Only one DCN with the existing document number is displayed on the table.
Next to the DCN, click View Activity button. The View Activity dialog displays. Verify the Rev Number and Activity Number is unique

The Document Number is unique.

From the DOCUMENT# column, enter an existing document number on the search field. Only one DCN w the existing document number is displayed on the table.

Each entry in the DCN Activity Database shall have a unique combination of the fields Document Number, Re Number and Activity Number.

Search with another existing document number on the DOCUMENT# search field. Only one DCN with the existing document number is displayed on the table.
Next to the DCN, click View Activity button. The View Activity dialog displays. Verify the Rev Number and Activity Number is unique.

Verify all actions related to DCN shall be recorded in the Activity Log

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
There are some DCN documents with full actions listed in the activity log(e.g. DCN DB6002V1).

Login to Falcon DMS and navigate to DCN Library section.
Next to the DCN, click View Activity button. The View Activity dialog displays.
Verify all actions related to DCN shall be recorded in the Activity Log as listed:

Save DCN
SendForApproval
Reject
Approved
Released

All actions related to DCN shall be recorded in the Activity Log as listed:

Save DCN
SendForApproval
Reject
Approved
Released

Verify Wet Signature link shall allow user to download and view

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
A Released DCN document (e.g. DCN DB6002V1).

Login to Falcon DMS and navigate to DCN Library section.
Next to the DCN, click View Activity button. The View Activity dialog displays.
Click the Wet Signature link. Verify the Wet Signature file download successfully.
Click to Open the Wet Signature file. Verify the Wet Signature file open successfully.

The Wet Signature file download successfully.

The Wet Signature file open successfully.

Verify any DCN Link in the DCN Activity Log shall be open to the Document detail dialog

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
There are some DCN documents with full actions listed in the activity log(e.g. DCN DB6002V1).

Login to Falcon DMS and navigate to DCN Library section.
Next to the DCN, click View Activity button. The View Activity dialog displays.
From DCN LINK column, click a Document link.
Verify Document Detail dialog displays for the selected Document.
Click Close button. The Document Detail dialog closes.
From DCN LINK column, click another Document link.
Verify Document Detail dialog displays for the selected Document.

The Document Detail dialog displays for the selected Document.

The Document Detail dialog displays for the selected Document.

Verify the DCN Activity Log shall include a PDF file when Rejected

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
A DCN document with "Reject" action in the activity log.

Login to Falcon DMS and navigate to DCN Library section.
Next to the DCN, click View Activity button. The View Activity dialog displays.
Next to the entry has "Reject" action. Verify the Scope of change included a PDF file as a link.
Click the PDF file link. The PDF download successfully.
Click to Open the PDF. Verify the PDF opens successfully.

The Scope of change included a PDF file as a link.

The PDF opens successfully.

Test Case 259: DCN Library section

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify Access to the "DCN Library" section is available only to the user who grants access.

Setup step:

A user account (Doc Admin) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN ReleaseDCN, RejectDCN, UploadFile.
A user account (Doc Viewer) without any permission for DCN menu.

Login with Doc Admin account.
Open Document Management System.
Click Operation tab
Verify DCN Library tab displays.
Click the DCN Library tab.
Verify DCN Library section displays.
Sign out and log in with Doc Viewer account.
Open Document Management System.
Click Operation tab
Verify DCN Library tab not displays.

The DCN Library tab displays.

The DCN Library section displays.

The DCN Library tab not displays.

Verify DCN table has all information on DCN documents.

Setup step:

A user account (Doc Admin) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN ReleaseDCN, RejectDCN, UploadFile.
There are some DCN documents.

Login to Falcon DMS as a Doc Admin and navigate to the DCN Library section.
Verify the information of the following fields in the title of the table:

ACTION
DOCUMENT # - as a String
DOCUMENT TITLE - as a String
REVISION - as a String
STATUS - as a String
WET SIGNATURE DOCUMENT - as a Link
DOC TYPE - as a String
SITE APPLICABILITY - as a String
DCN LINK - as a Link
TYPE - as a String
GROUP - as a String
INITIATOR - as a String

Verify Document# and Revision of each document is unique.

From the DOCUMENT# column, enter an existing document number on the search field. Only one DCN w the existing document number is displayed on the table.
Search with another existing document number on the DOCUMENT# search field. Only one DCN with the existing document number is displayed on the table.

The information of the following fields in the title of table:

ACTION
DOCUMENT # - as a String
DOCUMENT TITLE - as a String
REVISION - as a String
STATUS - as a String
WET SIGNATURE DOCUMENT - as a Link
DOC TYPE - as a String
SITE APPLICABILITY - as a String
DCN LINK - as a Link
TYPE - as a String

GROUP - as a String
INITIATOR - as a String

Verify Document# and Revision of each document is unique.

From DOCUMENT# column, enter an existing document number on search field. Only one DCN with the existing document number is displayed on the table.
Search with another existing document number on DOCUMENT# search field. Only one DCN with the existing document number is displayed on the table.

Verify that selecting Back does not save any changes in the system.

Setup Step: A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Enter information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type(New) value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter a Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically enter the approved users by the site applicability related to the selected documents

Click Save. The Change Confirmation dialog displays.

Click Cancel. The Change Confirmation dialog closes.

Click Back. The Document Change Notice Form page closes.

Verify the system will redirect to DCN Library page.

The Document Change Notice Form page closes.

Verify no changes were captured in the system.

The DCN was not added to the DCN Library section

The system will redirect to DCN Library page.

The Document Change Notice Form page closes.

No changes were captured in the system.

The DCN was not added to the DCN Library section.

Verify the Save button functionality.

Setup Step: A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Verify the Save button is disabled if no information is added for all required fields.

Verify the Send for Approval button is disabled if no information is added for all required fields.

Enter information for all required fields.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter a Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Verify all fields are required.

Verify the Save button is enabled.

Verify the Send for Approval button is enabled.

The Save button is disabled if no information is added for the all requirement fields.
The Send for Approval button is disabled if no information is added for all required fields.

All fields are required.

The Save button is enabled.
The Send for Approval button is enabled.

Verify DCN Name field is unique.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
An existing DCN Name on the DCN Library section. Note the DCN name.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Enter information for the following fields. Note the information.

DCN Name - enter the DCN name on the setup step above

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter an Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit button.

Verify the "DCN Name already exists" alert message is displayed.

The "error DCN already exists" alert message is displayed.

Verify a DCN can be added to the project.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
A Document with Site Applicability has two users for approval.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Enter information for the following fields. Note the information.

DCN Name - enter a DCN name

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter an Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a Document on the document dropdown list

Change Order Approvals - automatically show the DCN initiator and two users from Site Applicability on the setup above.

From the Change Order Approvals section, click Add button.

Select a new user from the Dropdown list. Click on the icon save button.

Verify the selected user displays in the Change Order Approvals section.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN was added to the DCN Library section.

Verify the DCN was added by the current login user.

Verify the DCN status is "Unreleased".

Verify the DCN can not be deleted.

There is no action to delete the DCN

The selected user displays in the Change Order Approvals section.

The DCN was added to the DCN Library section.

The DCN was added by the current login user.

The DCN status is "Unreleased".

The DCN can not be deleted.

There is no action to delete the DCN

Verify the DCN can be Viewed

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
At least one DCN in the DCN Library section. Note the information.

Next to the DCN, click Preview DCN button. The Document Change Notice Form displays.

Verify the values are correct on the Document Change Notice Form page.

Verify all field information mark as read-only.

Click Print button. Verify the page printer displays.

The values are correct on the Document Change Notice Form page.

All field information mark as read-only.

The page printer displays.

Verify a DCN can be updated.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.

At least one DCN with the status "Unreleased" for the user on the step above. Note the information.

Login to Falcon DMS and navigate to the DCN Library section.

From the Status column, click on the search field and select the status "Unreleased". Only DCNs with the status "Unreleased" displayed on the table.

Verify the DCN Form button display only for DCNs has initiator is the current login user

Next to the DCN, click DCN Form button. The Document Change Notice Form page displays.

Update information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter a Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN was updated to the DCN Library section.

The DCN Form button display only for DCNs has initiator is the current login user.

The DCN was updated to the DCN Library section.

Verify a DCN can be Send For Approval and no longer be edited

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN RejectDCN, UploadFile.

At least one DCN with the status "Unreleased" for the user on the step above. Note the information.

Login to Falcon DMS and navigate to the DCN Library section.

From the Status column, click on the search field and select the status "Unreleased". Only DCNs with the status "Unreleased" displayed on the table.

The DCN Form button display only for DCNs has initiator is the current login user.

Next to the DCN, click DCN Form button. The Document Change Notice Form page displays.

Update information for the following fields. Note the information.

DCN Name - enter a DCN name

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter a Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Click Send For Approval. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN changed the status to "Awaiting Approval".

Verify the DCN Form button is not displayed for the DCN.

The DCN changed the status to "Awaiting Approval".

The DCN Form button is not displayed for the DCN.

Verify alert message is displays when select document not check-in.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN RejectDCN, UploadFile.

at least one not send for approval DCN in the Document Change Notice Form section. Note the information.

Next to the DCN, click DCN Form button. The Document Change Notice Form page displays.

Update information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter a Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select document not last check-in by initiator user on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Click Send For Approval.

Verify the "Error: One of affected documents have not checked in." Alert displays.

Verify the DCN was not sent For Approval to the DCN Library section.

4. The "Error: One of affected documents have not checked in." Alert displays.

5. The DCN was not sent For Approval to the DCN Library section.

Verify a DCN document can be approved.

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
There is DCN document that was sent for approval with the following approval users:

Doc Control (binhtdc01@mailinator.com)
Doc Admin (binhtda01@mailinator.com)

Note the information.

Login as Doc Control and navigate to DCN Awaiting Your Approval section.
Next to the DCN document, click Approve/Reject button. The Document Change Notice Form dialog displays.
Click Approve. The DCN Approval dialog displays.
Enter information for the following fields. Note the information.

Wet Signature - select a wet signature file

Scope of Change - enter a scope of change

Click Submit. The Change Confirmation dialog displays.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the DCN document was removed from the DCN Awaiting Your Approval section.
Navigate to DCN library section.
Click on Preview DCN button for the DCN document in the setup step. The Document Change Notice Form dialog displays.
Verify the wet signature of Doc control displays in the Change Order Approvals section.
Repeat steps 1 to 7 with Doc Admin.
Verify the DCN document was removed from the DCN Awaiting Your Approval section.
Navigate to DCN library section.
Click on Preview DCN button for the DCN document in the setup step. The Document Change Notice Form dialog displays.
Verify the wet signature of Doc Admin displays in the Change Order Approvals section.
Verify the DCN document status is updated to "Ready for Release".

8. The DCN document was removed from the DCN Awaiting Your Approval section.

11. The wet signature of Doc control displays in the Change Order Approvals section.

13. The DCN document was removed from the DCN Awaiting Your Approval section.

16. The wet signature of Doc control displays in the Change Order Approvals section.

17. The DCN document status is updated to "Ready for Release".

Verify a DCN can be released

Setup step:

A user account (Doc Admin) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
At least one DCN with the status "Ready for Release" for the user on the step above. Note the information.

Login the user to the Document Management System.
Navigate to the DCN Library section.
Next to the DCN. Verify the Released DCN button is displayed.
Click Released DCN. The Released DCN dialog displays. Note the infomation:

DCN Name -The field shall be read only.
Status - The field shall be read only.
Approval History: the user can see Approval History before release. The field shall be read only.
Wet Signature - Select Wet Signature files
Scope Of Change - enter a scope of change.

Click Submit. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN status changed to "Released".

Navigate to the Document Library section.

Verify the documents relate to the DCN has the status "Ready for Review" changed to "Released" at the Document Library section.

The DCN status changed to "Released".

The documents relate to the DCN has the status "Ready for Review" changed to "Released" at the Document Library section.

Verify a DCN can be reject

Setup Step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.

There is a DCN document that was sent for approval with the following approval users:

Doc Control (binhtdc01@mailinator.com)
Doc Admin (binhtda01@mailinator.com)

Note the information.

Login as Doc Control and navigate to DCN Awaiting Your Approval at the Dashboard section.
Next to the DCN document, click Approve/Reject button. The Document Change Notice Form dialog displays.
Verify the Reject button is displayed corresponds to the document title.
Click Reject DCN. The DCN Rejection dialog displays. Note the information:

Reason for Reject: the user can enter a description.

Verify the Reason for Reject field is required.

Click Submit. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN changed the status to "Unreleased" to the DCN Library section.

3. The Reject button is displayed corresponds to the document title.

5. The Reason for Reject field is required.

9. The DCN changed the status to "Unreleased" to the DCN Library section.

Verify the DCN Number will be automatically generated and associated with that DCN permanently once the user selec
"Save" or "Send for Approval"

Setup Step: A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Enter information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter an Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN was added to the DCN Library section with DCN number that was automatically generated. N
the DCN number.

Click to DCN Form button. The Document Change Notice Form page displays.

Update information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type value

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter an Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document number on the Document Number dropdown list

Change Order Approvals - automatically show users by document number

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN number that was automatically generated and associated with DCN is not changed.

Repeat steps 1 to 2.

Click Sent For Approval. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN was added to the DCN Library section with DCN number that was automatically generated.

6. The DCN was added to the DCN Library section with DCN number that was automatically generated. Note the DCN number.

12. The DCN number that was automatically generated and associated with DCN is not changed.

17. The DCN was added to the DCN Library section with DCN number that was automatically generated.

Verify a user shall be required to upload a scanned copy of their wet signature for approval of a DCN.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
There is a DCN document was sent for approval in the DCN Library section with the approval user in the setup step above.

. Note the information.

Login as the user in the setup step above and navigate to DCN Awaiting Your Approval section.
Next to the DCN document, click Approve/Reject button. The Document Change Notice Form dialog displays.
Verify the Print button is displayed on the top left of the Document Change Notice Form dialog.
Click Print button. Verify all information is correct.
Click Print to save the wet-signature to local.
From the Document Change Notice Form dialog, click Approve button. The DCN Approval dialog displays. Verify the Submit button is disabled.
Click the Choose file button from the Wet Signature section.
Select a scanned file in step 5.
Enter Scope Of Change value
Verify the Submit button is displayed after uploaded the wet-signature file and scope of change.
Click Save. The Change Confirmation dialog displays.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Navigate to DCN library section.
Click on Preview DCN button for the DCN document in the setup step. The Document Change Notice Form dialog displays.
Verify the wet signature of the approval user displays in the Change Order Approvals section.

3. The Print button is displayed on the top left of the Document Change Notice Form dialog.

6. The Submit button is disabled.

10. The Submit button is displayed after uploaded the wet-signature file and scope of change.

16. The wet signature of the approval user displays in the Change Order Approvals section.

Verify The initiator of the DCN can not be the sole approver of the DCN, there must be at a minimum two unique approvals.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
create a document with a Site Applicability contains only user above.

Login as the user in the setup step above.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Enter information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - click a checkbox Type value is "New"

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter an Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document in the setup step

Change Order Approvals - only show the user in the setup step.

Click the Send For Approval button

Verify alert "DCN needs at least 2 approvers." display.

Click the Add button and select a different user.

Click on the icon save button.

Click the Send For Approval button. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

4. The alert "DCN needs at least 2 approvers." display.

10. The alert "Task completed successfully." display.

Verify DCN can be Obsolete a Document.

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN RejectDCN, UploadFile.

at least one Document has been released and has not been obsoleted in the Document Library section.

From the DCN Library section, click Create button. The Document Change Notice Form page displays.

Enter information for the following fields. Note the information.

DCN Name - enter a DCN name value

Date - select a date value

Change Type - select "Obsolete"

Change Description - enter a Description value

Change Justification - enter a Justification value

Impact Assessment - enter an Impact Assessment value

Regulatory Assessment - enter a Regulatory Assessment value

Affected Documents - select a document in the setup above

Change Order Approvals - automatically show users by Affected Documents

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN was added to the DCN Library section.

Approve this DCN.

Release the approved DCN in step 7.

Navigate to Document Library section.

Enter document name in setup above in the document title search. The document is displayed in the table.

Verify the status of document in the setup above is "Obsolete".

Click the View Activity button.The View Activity dialog displays.

Verify Revision Number "1.0" with the Status "Obsolete" displays.

6. The DCN was added to the DCN Library section.

11. The status of document in the setup above is "Obsolete".

13. Revision Number "1.0" with the Status "Obsolete" displays.

Verify the "Status" field if the field "Doc Type" has a value other than "DCN" can have many Document/Revision Levels that have "Status" = "Obsolete"

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
A Document has revision 2.1 and was obsolete 1.0

From DCN Library section, create a DCN with the document in the setup above.
Approve and release the DCN. The status of DCN is "Released".
Navigate to Document Library section.
Select the Document in setup above.
Click View Activity button, the View Activity dialog displays.
Verify the existed Revision Number 2.0 with status "Obsolete" displays.

The existed Revision Number 2.0 with status "Obsolete" displays.

Verify Wet Signature from DCN Document link shall allow user to download and view

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDCN, RejectDCN, UploadFile.
a released DCN document with a file Wet Signature

Navigate to DCN Library section
Select the DCN was setup above
Verify the File name was uploaded in setup above is displayed as a hyperlink in WET SIGNATURE DOCUMENT column.
Click on the Filename link.
Verify the File is downloaded.
Click to Open the file. Verify the file opens successfully.

3. the File name was uploaded above is displayed as a hyperlink in WET SIGNATURE DOCUMENT column

5. The File is downloaded.

6.The file opens successfully.

Verify the Document Link in the DCN Library and the DCN Form shall open the Document Information Page without leaving the DCN Library

Setup Step:

A user account with the following actions for the DCN menu: View, CreateEditDCN, ApproveDCN, ReleaseDC RejectDCN, UploadFile.
At least one DCN with the status "Unreleased" for the user on the step above. Note the information.

From DCN Library page, click on document link of a document in setup step. Verify Document Detail dialog displays with all information of the document.
Click Cancel button.The Document Detail dialog closes.
Next to the DCN, click DCN Form button. The Document Change Notice Form page displays.
From the Affected document section, click on document link. Verify Document Detail dialog displays with all information of the document.

1. Document Detail dialog displays with all information of the document.

4. Document Detail dialog displays with all information of the document.

Verify DCN input form.

Navigate to DCN libarary section.
Click Create button.
Verify the Document Change Notice Form dialog displays with the following information:

DCN#: - DCN number.
DCN Name: - Textbox to enter a DCN Name.
Initiator: - current user.
Date: - current date as default.
Change Type: - included following checkbox: New, Document, ChangeObsolete. And uncheck as default.
Change Description: - Text area to enter a Change Description.
Change Justification: - Text area to enter a Justification value.
Impact Assessment: - Text area to enter an Impact Assessment value.
Regulatory Assessment: - Text area to enter a Regulatory Assessment value.
Affected Documents: - included Add button for add documents.
Change Order Approvals: - included Add button for add Approval users, the current user is set as default.
Save: - button is disabled as default.
Send For Approval: - button is disabled as default.

Verify the Document Change Notice Form dialog displays with the following information:

DCN#: - DCN number.
DCN Name: - Textbox to enter a DCN Name.
Initiator: - current user.
Date: - current date as default.
Change Type: - included following checkbox: New, Document, ChangeObsolete. And uncheck as default.
Change Description: - Text area to enter a Change Description.
Change Justification: - Text area to enter a Justification value.
Impact Assessment: - Text area to enter an Impact Assessment value.
Regulatory Assessment: - Text area to enter a Regulatory Assessment value.
Affected Documents: - included Add button for add documents.
Change Order Approvals: - included Add button for add Approval users, the current user is set as default.
Save: - button is disabled as default.
Send For Approval: - button is disabled as default.

Test Case 254: DCN Table Search and Sort

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify search and sort functionality for Initiator.

From Initiator column, enter an existing Initiator name on search field. Verify only DCN with the existing Initiator name is displayed on the table.

Enter a Initiator name that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Initiator column. Verify All the DCNs are sorted by ascending.
Click descending on Initiator column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Initiator name is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Document#.

Navigate to DNC Library page.
From Document# column, enter an existing Document number on search field. Verify only DCN with the existing Document number is displayed on the table.
Enter a Document number that not exists on search field. Verify no DCN displays on the table.
Click ascending on Document# column. Verify All the DCNs are sorted by ascending.
Click descending on Document# column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Document number is displayed on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Document Title.

From Document title column, enter an existing document title on search field. Verify only DCN with the existi document title is displayed on the table.
Enter a document title that not exists on search field. Verify no DCN displays on the table.
Enter special characters ($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Document Title column. Verify All the DCNs are sorted by ascending.
Click descending on Document Title column. Verify All the DCNs are sorted by descending.

Only DCN with the existing document title is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Revision.

From Revision column, enter an existing revision number on search field. Verify only DCN with the existing revision number is displayed on the table.
Enter a revision number that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Enter a character on search field. Verify no DCN displays on the table.
Click ascending on Revision column. Verify All the DCNs are sorted by ascending.
Click descending on Revision column. Verify All the DCNs are sorted by descending.

Only DCN with the existing revision number is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Status.

setup step: prepare DCNs with status (Unreleased, Awaiting Approval, Ready For Release, Released)

From Status column,Click on search field.
Select Unreleased. Verify All DCNs with status Unreleased display on the table.
Select Awaiting Approval. Verify All DCNs with status Awaiting Approval display on the table.
Select Ready For Release. Verify All DCNs with status Ready For Release display on the table.
Select Released. Verify All DCNs with status Released display on the table.
Click ascending on Status column. Verify All the DCNs are sorted by ascending.
Click descending on Status column. Verify All the DCNs are sorted by descending.

All DCNs with status Unreleased display on the table.
All DCNs with status Awaiting Approval display on the table.
All DCNs with status Ready For Release display on the table.
All DCNs with status Released display on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Wet Signature Document.

From Wet Signature Document column, enter an existing Wet Signature Document name on search field. Ve only DCN with the existing Wet Signature Document name is displayed on the table.
Enter a Wet Signature Document name that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Wet Signature Document column. Verify All the DCNs are sorted by ascending.
Click descending on Wet Signature Document column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Wet Signature Document name is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Doc Type.

From Doc Type column, enter an existing Doc Type name on search field. Verify only DCN with the existing D Type name is displayed on the table.
Enter a Doc Type name that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Doc Type column. Verify All the DCNs are sorted by ascending.
Click descending on Doc Type column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Doc Type name is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Site Applicability.

From Site Applicability column, enter an existing Site Applicability name on search field. Verify only DCN with the existing Site Applicability name is displayed on the table.
Enter a Site Applicability name that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Site Applicability column. Verify All the DCNs are sorted by ascending.
Click descending on Site Applicability column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Site Applicability name is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for DCN Link.

From DCN Link column, enter an existing Document name on search field. Verify only DCN with the existing Document name is displayed on the table.
Enter a Document name that not exists on search field. Verify no DCN displays on the table.

Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on DCN Link column. Verify All the DCNs are sorted by ascending.
Click descending on DCN Link column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Document name is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Type.

From Type column, enter an existing Type name on search field. Verify only DCN with the existing Type nam is displayed on the table.
Enter a Type name that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Type column. Verify All the DCNs are sorted by ascending.
Click descending on Type column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Type name is displayed on the table.
No DCN displays on the table.
No DCN displays on the table.
All the DCNs are sorted by ascending.
All the DCNs are sorted by descending.

Verify search and sort functionality for Group.

From Group column, enter an existing Group name on search field. Verify only DCN with the existing Group name is displayed on the table.
Enter a Group name that not exists on search field. Verify no DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Group column. Verify All the DCNs are sorted by ascending.
Click descending on Group column. Verify All the DCNs are sorted by descending.

Only DCN with the existing Group name is displayed on the table.
No DCN displays on the table.
Enter special characters($, #, @) on search field. Verify no DCN displays on the table.
Click ascending on Group column. Verify All the DCNs are sorted by ascending.
Click descending on Group column. Verify All the DCNs are sorted by descending.

Test Case 214: Document Library section

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify the import functionality.

Setup step: A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Import.

Navigate to Document Library section.
Click on Import button. The Import Document dialog displays.
Click on Download Template link. Verify the template is downloaded.
Enter all information in the downloaded template file in step 3.
Click on Choose File button. Select the template file above.
Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the imported document is displayed in the table.

3. The template is downloaded.

8. The "Task completed successfully." Alert displays.

9. The imported document is displayed in the table.

Verify that selecting Cancel does not save any changes in the system.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
created a doc type with 3 keywords(keyword1, keyword2, keyword3)

From the Document Library section, click Create button. The Create New Document dialog displays.

Enter information for the following fields. Note the information.

Doc Type - select a doc type in setup step.

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Type of Change - select a value on the Type of Change dropdown list

Affected Product - select a value on the Affected Product dropdown list

References - select a document reference on the References dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button

Scope of Change - enter a scope of change value

Click Save. The Change Confirmation dialog displays.

Click Cancel. The Change Confirmation dialog closes.

Click Cancel. The Create New Document dialog closes.

Verify no changes were captured in the system.

Document was not added to the Document Library section.

6. No changes were captured in the system.

Document was not added to the Document Library section.

Verify document library permission.

Setup step:

An user without Document permission.
A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor

Login to Falcon DMS with first user in setup step.
Navigate to Document Management System.
Click on Operation dropdown. Verify Document Library not displays.
Login to Falcon DMS with second user in setup step.
Navigate to Document Management System.
Click on Operation dropdown.
Click Document Library. Verify Document Library page displays.

3. Document Library not displays.

7. Document Library page displays.

Verify document table has all information of documents.

Setup steps:

Created some documents.
A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor

Navigate to Document Library page. Verify a table displays with the following information:

Document#
Document Title
Revision
Status
File Name
Doc Type
Site Applicability
References
DCN/ECO
Checked Out To
Type
Group
Affected Product
Legacy Doc
Scope Of Change

Initiator

Verify Document# and Revision of each document is unique.

1. A table displays with the following information:

Document#
Document Title
Revision
Status
File Name
Doc Type
Site Applicability
References
DCN/ECO
Checked Out To
Type
Group
Affected Product
Legacy Doc
Scope Of Change
Initiator

2. Document# and Revision of each document is unique.

Verify a document can be added to the project.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a doc type with 3 keywords(keyword1, keyword2, keyword3)

From the Document Library section, click Create button. The Create New Document dialog displays.

Enter information for the following fields. Note the information.

Doc Type - select a value on the Doc Type dropdown list

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Type of Change - select a value on the Type of Change dropdown list

Affected Product - select a value on the Affected Product dropdown list

References - select 2 documents reference on the References dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button. Verify user can select only one file

Scope of Change - enter a scope of change value

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the document was added to the Document Library section.

Verify the document was checked out by current login user.

Verify the document status is "unreleased".

Verify the Revision number is 0.1

Verify the References document displays as hyperlink. Click on the References document link. The document Detail displays.

Verify no action for delete document.

2. User can select only one file.

6. The document was added to the Document Library section.

7. The document was checked out by current login user.

8. The document status is "unreleased".

9. The Revision number is 0.1

10. The References document displays as hyperlink.

Verify search and sort functionality for Legacy Doc #.

From Legacy Doc column, enter an existing legacy doc number on search field. Verify only documents with existing legacy doc is displayed on the table.
Enter a legacy doc number that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Legacy Doc column. Verify All the documents are sorted by ascending.
Click descending on Legacy Doc column. Verify All the documents are sorted by descending.

Only documents with existing legacy doc is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify the Save button functionality.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a doc type with 3 keywords(keyword1, keyword2, keyword3)

From the Document Library section, click Create button. The Create New Document dialog displays.

Verify the Save button is disable if no information is added.

Enter information for the all requirement fields.

Doc Type - select a value on the Doc Type dropdown list

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Affected Product - select a value on the Affected Product dropdown list

Type of Change - select a value on the Type of Change dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button

Scope of Change - enter a scope of change value

Verify the Save button is enable for use to submit.

2. The Save button is disable if no information is added.

4. The Save button is enable for use to submit.

Verify Document Title field is unique.

Setup Steps:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
An existing document title. Note the document title value.
Created a doc type with 3 keywords(keyword1, keyword2, keyword3)

From the Document Library section, click Create button. The Create New Document dialog displays.

Enter information for the following fields. Note the information.

Doc Type - select a value on the Doc Type dropdown list

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Type of Change - select a value on the Type of Change dropdown list

Affected Product - select a value on the Affected Product dropdown list

References - select a document reference on the References dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button

Scope of Change - enter a scope of change value

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit button.

Verify the "Document Name already exists." alert message is displayed.

6. The "Document already exists" alert message is displayed.

Verify the document can be Viewed

Setup Step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
At least one document in the Document Library section. Note the information.

In Action column, click View Activity button. The View Activity dialog displays.

Verify the values are correct on the View Activity dialog.

Verify all fields information mark as read only.

2. Verify the values are correct on the View Activity dialog.

3. Verify all fields information mark as read only.

Verify any attached file to document can be downloaded.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created documents that have attached file.

From Document Library, enter document title on search field. Verify the document displays.
Click file attached on File Name column. Verify the file can be downloaded.

2. The file can be downloaded.

Verify a document can be updated.

Setup Step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
At least one checked-out document in the Document Library section. Note the information.
Created a doc type with 3 keywords(keyword1, keyword2, keyword3)

Next to the document, click Check In button. The Check-In Document dialog displays.

Update information for the following fields. Note the information.

Doc Type - select a Doc Type from setup step.

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Type of Change - select a value on the Type of Change dropdown list

Affected Product - select a value on the Affected Product dropdown list

References - select a document reference on the References dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button

Scope of Change - empty

Verify Check In button is disabled.

Repeat step 2 with enter value in Scope Of Change field. Verify Check In button is enabled.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the document was updated to the Document Library section.

Verify the document status is "Unreleased" on the Document Library section.

Verify the Revision number is 0.1

6. The document was updated to the Document Library section.

7. The document status is "Unreleased" on the Document Library section.

8. Verify the Revision number is 0.1

Verify a document will increase Revision number to 0.1 when document is checked in.

Setup Steps:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
At least one checked-out document in the Document Library section. Note the information.
Created a doc type with 3 keywords(keyword1, keyword2, keyword3)

Next to the document, click Check In button. The Check-In Document dialog displays.

Update information for the following fields. Note the information.

Doc Type - select a value on the Doc Type dropdown list

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Type of Change - select a value on the Type of Change dropdown list

Affected Product - select a value on the Affected Product dropdown list

References - select a document reference on the References dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button

Ready for review - click on checkbox

Scope of Change - enter a scope of change value

Click Check-In. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the document was updated to the Document Library section.

Verify the value in checked out to column is empty.

Verify the document status is "Ready for review".

Verify the Revision number is 0.2.

6. The document was updated to the Document Library section.

7. The value in checked out to column is empty.

8. The document status is "Ready for review".

9. The Revision number is 0.2.

Verify when a document is discarded it will revert the document to previous revision and discard any changes.

setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
One checked-out document with revision number 0.2 with status "Unreleased". Note the information

Next to the document, click Check In button. The Check-in Document dialog displays.

Update information for the following fields. Note the information.

Doc Type

Type

Group

Document Title

Site Applicability

Legacy Number

Type of Change

Affected Product

References

Keywords

File

Scope of Change

Click Save. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the document was updated to the Document Library section.
Verify the Revision number is 0.2.
Repeat step 1 to 5 and note the information.
Next to the document, click Check In button. The Check-in Document dialog displays.
Click Discard button. The The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify all changes to document are discarded. The document is reverted to the previous revision number.
Verify the revision number is 0.2

6. The document was updated to the Document library section.

7. The Revision number is 0.2

13. All changes to document are discarded. The document is reverted to the previous revision number.

14. The Revision number is 0.2

Verify a document can be checked-out by one person at a time.

Setup Steps:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
One checked-in document in the Document Library section with status "Unreleased". Note the information.
One checked-in document in the Document Library section with status "Ready For Review". Note the information.

Next to the document, click Check Out button. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the document was checked out by current login user.

Login with another account and navigate to Document Library page.

Enter document title from setup step in document tile search.

Verify only have a View Activity button on Action column.

4. The document was checked out by current login user.

7. Only have a View Activity button on Action column.

Verify search and sort functionality for Group.

From Group column, enter an existing group on search field. Verify only documents with existing group is displayed on the table.
Enter a group that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Group column. Verify All the documents are sorted by ascending.

Click descending on Group column. Verify All the documents are sorted by descending.

Only documents with existing group is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for Scope Of Change.

From Scope Of Change column, enter an existing Scope Of Change on search field. Verify only documents wi existing Scope Of Change is displayed on the table.
Enter a Scope Of Change that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Scope Of Change column. Verify All the documents are sorted by ascending.
Click descending on Scope Of Change column. Verify All the documents are sorted by descending.

Only documents with existing scope of change is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for Initiator.

From Initiator column, enter an existing initiator on search field. Verify only documents with existing initiator displayed on the table.
Enter a initiator that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Initiator column. Verify All the documents are sorted by ascending.
Click descending on Initiator column. Verify All the documents are sorted by descending.

Only documents with existing initiator is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify Only documents in the "Ready for Review" status can be added to a DCN.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a document with status " Ready for Review". note the information.

From the DCN Library section, click Create button. The Document Change Notice Form page displays with the following fields:

DCN Name

Date

Change Type

Change Description

Change Justification

Impact Assessment

Regulatory Assessment

Affected Documents

Change Order Approvals

Select New on Change type.

Click Add button on Affected Documents section.

Click on dropdown list. Verify the document in setup step displays.

Enter information for the rest of fields.

Click Send For Approval. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the DCN was added to the DCN Library section.

Verify the status of DCN is Awaiting Approval.

Navigate to Document Library Page. Verify the document status in setup step is changed to Awaiting Approva

Verify only have View Activity button on Action column.

4. The document in setup step displays.

9. The DCN was added to the DCN Library section.

11. The document status in setup step is changed to Awaiting Approval and only have View Activity button on action column

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Verify a document status can change from Awaiting Approval to Ready For Release.

Setup Steps:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Existing a document with status Awaiting Approval.Note the information.
2 user (user1, user2) that added in site applicability of that document.

Login with user1.
From DCN table, click Approve/Reject button of document title in setup step. The Document Change Notice Form dialog displays.
Click Approve button. The DCN Approval dialog displays.
Choose file form Wet Signature section.
Enter scope of change.
Click Submit. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Logout and login with user2.
Repeat step 2 to 8.
Navigate to Document Library page.
Verify the status of document in setup step is changed to Ready For Release.
Verify only have View Activity button on Action column .

12. Verify the status of document in setup step is changed to Ready For Release.

13. Verify only have View Activity button on Action column .

Verify a document status can change form Ready For Release to Released.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a document with status Ready for release.Note the Revision number.

1. Navigate to DCN Library.

2. From Action column, click Released DCN. The Released DCN dialog displays.

3. Choose file from Wet signatures.

4. Enter Scope of change.

5. Click Submit. The Change Confirmation dialog displays.

6. Enter your valid security PIN.

7. Click Submit. The "Task completed successfully." Alert displays.

8. Navigate to the Document Library page.

9. Verify the status of document in setup step is changed to Released.

10. Verify the Revision number of document in setup step is increased by 1.

9. The status of document in setup step is changed to Released.

10. The Revision number of document in setup step is increased by 1.

Verify a document that has a status "Released" can only change status to "Obsolete"

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a document that has a status "Released".Note the name of document.

Navigate to DCN Library.
From Action column, click Create button. The Document Change Notice Form page displays.
Select New on Change Type.
From Affected Documents click Add button. Click on drop down. Verify the document in setup step not display
Unselect New and select Obsolete on Change Type.
From Affected Documents, Click on drop down. Verify the document in setup step displays.

4. The document in setup step not displays.

6. The document in setup step displays.

Verify a document that has status "Obsolete", the status cannot change.

Setup step:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a document with status "Obsolete".

Navigate to DCN Library.
From Action column, click Create button. The Document Change Notice Form page displays.
Select New and Obsolete on Change Type.
From Affected Documents click Add button. Click on drop down. Verify the document in setup step not display

4. The document in setup step not displays.

Verify the search for keyword functionality.

setup steps:

A user account with the following actions for the Document menu: View, Create, Update, Upload Docs, Impor
Created a doc type with keywords in configuration.
Created 3 documents contains keywords. Note the information

1. Navigate to Document Library page. Verify the search for keyword displays on top right of the page.

2. Enter keywords in setup step on search field. Verify the Keywords displays in dropdown list.

3. Select one or more keyword. Click Search button. Verify all documents in setup step displays on the table.

2. The Keywords displays in dropdown list.

3. All documents in setup step displays on the table.

Verify search and sort functionality for Document#.

1. Navigate to Document Library page.

2. From Document# column, enter an existing document number on search field. Verify only document with existing document number is displayed on the table.

3. Enter a document number that not exists on search field. Verify no document displays on the table.

4. Enter characters on search field. Verify no document displays on the table.

5. Click ascending on Document# column. Verify All the documents are sorted by ascending.

6. Click descending on Document# column. Verify All the documents are sorted by descending.

2. Only document with existing document number is displayed on the table.

3. No document displays on the table.

4. No document displays on the table.

5. All the documents are sorted by ascending.

6. All the documents are sorted by descending.

Verify search and sort functionality for Document Title.

From Document title column, enter an existing document title on search field. Verify only document with existing document title is displayed on the table.
Enter a document title that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Document Title column. Verify All the documents are sorted by ascending.
Click descending on Document Title column. Verify All the documents are sorted by descending.

1. Only document with existing document number is displayed on the table.

2. No document displays on the table.

3. No document displays on the table.

4. All the documents are sorted by ascending.

5. All the documents are sorted by descending.

Verify search and sort functionality for Revision.

From Revision column, enter an existing revision number on search field. Verify only document with existing revision number is displayed on the table.
Enter a revision number that not exists on search field. Verify no document displays on the table.
Enter special characters($, #, @) on search field. Verify no document displays on the table.
Enter a character on search field. Verify no document displays on the table.
Click ascending on Revision column. Verify All the documents are sorted by ascending.
Click descending on Revision column. Verify All the documents are sorted by descending.

Only document with existing document title is displayed on the table.
No document displays on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.

All the documents are sorted by descending.

Verify search and sort functionality for Status.

setup step: prepare documents with status (Obsolete, Unreleased, Awaiting Approval, Ready For Release, Ready For Review, Released)

From Status column,Click on search field.
Select Obsolete. Verify All documents with status Obsolete display on the table.
Select Unreleased. Verify All documents with status Unreleased display on the table.
Select Awaiting Approval. Verify All documents with status Awaiting Approval display on the table.
Select Ready For Release. Verify All documents with status Ready For Release display on the table.
Select Ready For Review. Verify All documents with status Ready For Review display on the table.
Select Released. Verify All documents with status Released display on the table.
Click ascending on Status column. Verify All the documents are sorted by ascending.
Click descending on Status column. Verify All the documents are sorted by descending.

All documents with status Obsolete display on the table.
All documents with status Unreleased display on the table.
All documents with status Awaiting Approval display on the table.
All documents with status Ready For Release display on the table.
All documents with status Ready For Review display on the table.
All documents with status Released display on the table.
All the documents are sorted by ascending.
ll the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for File Name.

From File name column, enter an existing file name on search field. Verify only document with existing file name is displayed on the table.
Enter a file name that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on File Name column. Verify All the documents are sorted by ascending.
Click descending on File name column. Verify All the documents are sorted by descending.

Only document with existing file name is displayed on the table.
No document displays on the table.
No document displays on the table.
Click ascending on File Name column. Verify All the documents are sorted by ascending.
Click descending on File Name column. Verify All the documents are sorted by descending.

Verify search and sort functionality for Doc Type.

From Doc Type column, enter an existing doc type on search field. Verify only document with existing doc typ is displayed on the table.
Enter a doc type that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Doc Type column. Verify All the documents are sorted by ascending.
Click descending on Doc Type column. Verify All the documents are sorted by descending.

Only document with existing file name is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for Site Applicability.

From Site Applicability column, enter an existing Site Applicability on search field. Verify only document with existing Site Applicability is displayed on the table.
Enter a Site Applicability that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Site Applicability column. Verify All the documents are sorted by ascending.
Click descending on Site Applicability column. Verify All the documents are sorted by descending.

Only document with existing Site Applicability is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for References.

From References column, enter an existing References on search field. Verify only document with existing References is displayed on the table.
Enter a References that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on References column. Verify All the documents are sorted by ascending.
Click descending on References column. Verify All the documents are sorted by descending.

Only documents with existing References is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for DCN/ECO.

From DCN/ECO column, enter an existing name on search field. Verify only documents with existing name is displayed on the table.
Enter a name that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on DCN/ECO column. Verify All the documents are sorted by ascending.
Click descending on DCN/ECO column. Verify All the documents are sorted by descending.

Only documents with existing name is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for Checked Out To.

From Checked Out To column, enter an existing Checked Out To account on search field. Verify only documents with existing Checked Out To account are displayed on the table.
Enter a Checked Out To account that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Checked Out To column. Verify All the documents are sorted by ascending.
Click descending on Checked Out To column. Verify All the documents are sorted by descending.

Only documents with existing Checked Out To account are displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for Type.

From Type column, enter an existing type on search field. Verify only documents with existing type is display on the table.
Enter a type that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Type column. Verify All the documents are sorted by ascending.
Click descending on Type column. Verify All the documents are sorted by descending.

Only documents with existing type is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Verify search and sort functionality for Affected Product.

From Affected Product column, enter an existing Affected Product on search field. Verify only documents with existing Affected Product is displayed on the table.
Enter a Affected Product that not exists on search field. Verify no document displays on the table.
Enter special characters ($, #, @) on search field. Verify no document displays on the table.
Click ascending on Affected Product column. Verify All the documents are sorted by ascending.
Click descending on Affected Product column. Verify All the documents are sorted by descending.

Only documents with existing Affected Product is displayed on the table.
No document displays on the table.
No document displays on the table.
All the documents are sorted by ascending.
All the documents are sorted by descending.

Test Case 253: Document Activity Log

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify an activity shall be created when a document is attached to a Dcn that has been sent for approval.

Setup step: created a DCN that has the status "Awaiting Approval".

1. Navigate to the Document Library section.

2. From the Action column, click on View Activity button of the document that is attached to DCN in setup step.

3. Verify the View Activity dialog displays with the following information:

Revision Number
Activity Number
Action: SendForApproval
FIle: file attached
DCN/ECO: name of DCN in the hyperlink in setup step
Scope Change
Status: Awaiting Approval
User
Audit TimeStamp

3. The View Activity dialog displays with the following information:

Revision Number
Activity Number
Action: SendForApproval
File: file attached
DCN/ECO: name of DCN in the hyperlink in setup step
Scope Change
Status: Awaiting Approval
User
Audit TimeStamp

Verify an activity shall be created when a ECO is created.

Setup step: created a ECO.

Navigate to the Document Library section.
Click on the View Activity button of the document that is attached to ECO in setup step.
Verify the View Activity dialog displays with the following information:

Activity Number
Action: Saved_ECO
FIle
DCN/ECO: name of ECO in the hyperlink in setup step
Scope Change
Status
User
Audit TimeStamp

3. The View Activity dialog displays with the following information:

Activity Number
Action: Save_ECO
FIle
DCN/ECO: name of ECO in the hyperlink in setup step
Scope Change
Status
User
Audit TimeStamp

Verify an activity shall be created when a new document is created.

Setup step: created a new document with status " Unreleased"

From Document Library page, click on View Activity button of the created document in setup step.

Verify the View Activity dialog displays with the following information:

Revision Number: 0.1
Activity Number: 1
Action: Create
FIle: file attached
DCN/ECO: type of document
Scope Change
Status: Unreleased
User
Audit TimeStamp

Verify no action for delete activity.

2. The View Activity dialog displays with the following information:

Revision Number: 0.1
Activity Number: 1
Action: Create
FIle: file attached
DCN/ECO: type of document
Scope Change
Status: Unreleased
User
Audit TimeStamp

3. No action for delete activity.

Verify an activity shall be created when a document is attached to an ECO that has been sent for approval.

Setup step: created an ECO that has the status "Awaiting Approval".

1. Navigate to the Document Library section.

2. From the Action column, click on View Activity button of the document that is attached to ECO in setup step.

3. Verify the View Activity dialog displays with the following information:

Revision Number
Activity Number
Action: ApprovalNotified_ECOPlan
File: file attached
DCN/ECO: name of ECO in the hyperlink in setup step

Scope Change
Status: Awaiting Approval
User
Audit TimeStamp

3. The View Activity dialog displays with the following information:

Revision Number
Activity Number
Action: ApprovalNotified_ECOPlan
File: file attached
DCN/ECO: name of ECO in the hyperlink in setup step
Scope Change
Status: Awaiting Approval
User
Audit TimeStamp

Verify an activity shall be created when a DCN is created.

Setup step: created a DCN. Note the value.

Navigate to the Document Library section.
Click on the View Activity button of the document that is attached to DCN in setup step.
Verify the View Activity dialog displays with the following information:

Activity Number
Action: Save DCN
FIle
DCN/ECO: name of DCN in the hyperlink in setup step
Scope Change
Status
User
Audit TimeStamp

3. The View Activity dialog displays with the following information:

Activity Number
Action: Save DCN
FIle
DCN/ECO: name of DCN in the hyperlink in setup step
Scope Change
Status

User
Audit TimeStamp

Verify an activity shall be created when a document is changed status.

Setup step: created a new document with status " Unreleased" then change to "Ready For Review", "Awaiting For Approval", "Ready For Released", "Released"

From Document Library page, click on View Activity button of the created document in setup step.
Verify all action in setup step display in View Activity dialog with the following information:

Revision Number
Activity Number
Action
FIle
DCN/ECO
Scope Change
Status
User
Audit TimeStamp

Verify (Document #, Revision Number and Activity Number) is unique for each document.

2. all action in setup step display in View Activity dialog with the following information:

Revision Number
Activity Number
Action
FIle
DCN/ECO
Scope Change
Status
User
Audit TimeStamp

3. (Document #, Revision Number and Activity Number) is unique for each document.

Verify an activity shall be created when a document is checked in.

Setup step: a checked out document

Next to the document, click Check In button. The Check-In Document dialog displays.

Update information for the following fields. Note the information.

Doc Type - select a Doc Type from setup step.

Type

Group

Document Title - enter a document title value

Site Applicability - select a value on the Site Applicability dropdown list

Legacy Number - enter a legacy number

Type of Change - select a value on the Type of Change dropdown list

Affected Product - select a value on the Affected Product dropdown list

References - select a document reference on the References dropdown list

Keywords: select keywords from dropdown list (displays 3 keywords from setup step when click on field)

File - select a file by click on Choose File button

Scope of Change

Click Checkin. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Click View Activity button.

Verify the View Activity dialog displays with the following information:

Revision Number: 0.1
Activity Number: 1

Action: Create
FIle: file attached
DCN/ECO: type of document
Scope Change
Status: Unreleased
User
Audit TimeStamp

7. The View Activity dialog displays with the following information:

Revision Number
Activity Number
Action: Checkin
FIle
DCN/ECO
Scope Change
Status
User
Audit TimeStamp

Verify a file that has been checked in shall be available to be downloaded.

Setup step: a document with checked in file.

From Document Library page, click on View Activity button of the created document in setup step. Verify checked in file is display on File column.
Click on checked in file displays on File column. Verify that file can be downloaded.

1. Checked in file is display on FIle column.

2.That file can be downloaded.

Verify the DCN Link from the Document Library and the Activity Log shall open the DCN Information Page without leav the Document Library.

Setup step: created a Document that is attached to a DCN.

From Document Library page, click on DCN link of document in setup step. Verify Document Change Notice Form dialog displays with all information of document.
Click Cancel button.The Document Change Notice Form dialog closes.
Click on View Activity button of document in setup step.The View Activity dialog displays.
Click on DCN link in DCN/ECO column, Verify Document Change Notice Form dialog displays with all informati of document.

1. Document Change Notice Form dialog displays with all information of document.

4. Document Change Notice Form dialog displays with all information of document.

Verify the ECO Link from the Document Library and the Activity Log shall open the ECO Information Page without leav the Document Library.

Setup step: ccreated a Document that is attached to a ECO.

From Document Library page, click on ECO link of document in setup step. Verify Engineering Change Order Form dialog displays with all information of document.
Click Cancel button.The Engineering Change Order Form dialog closes.
Click on View Activity button of document in setup step.The View Activity dialog displays.
Click on ECO link in DCN/ECO column, Verify Engineering Change Order Form dialog displays with all information of document.

1. Engineering Change Order Form dialog displays with all information of document.

4. Engineering Change Order Form dialog displays with all information of document.

Test Case 256: ECO Activity Log

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify ECO Activity Log has full of information fields.

Setup step:

A user account (e.g. Doc Admin, Doc Control) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
An ECO document with all action listed in activity log(e.g. ECO EB8021V1).

Login to Falcon DMS and navigate to ECO Library section.
Next to the ECO, click View Activity button.
Verify the View Activity dialog displays.
Verify ECO table displays with the following information:

REVISION NUMBER - as a String
ACTIVITY NUMBER - as a String
ACTION- as a String
WET SIGNATURE - as a Link
ECO LINK- as a Link
SCOPE CHANGE - as a String
STATUS - as a String
USER - as a String
AUDIT TIMESTAMP - as a Date Time

Thr ECO table displays with the following information:

REVISION NUMBER - as a String
ACTIVITY NUMBER - as a String
ACTION- as a String
WET SIGNATURE - as a Link
ECO LINK- as a Link
SCOPE CHANGE - as a String
STATUS - as a String
USER - as a String
AUDIT TIMESTAMP - as a Date Time

Verify Wet Signature link shall allow user to download and view

Setup step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
A Released ECO document.

Login to Falcon DMS and navigate to ECO Library section.
Next to the ECO, click View Activity button. The View Activity dialog displays.
Click the Wet Signature link. Verify the Wet Signature file download successfully.
Click to Open the Wet Signature file. Verify the Wet Signature file open successfully.

The Wet Signature file download successfully.

The Wet Signature file open successfully.

Verify each entry in the ECO Activity Database shall have a unique combination of the fields Document Number, Rev Number and Activity Number

Setup step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
There are some ECO documents with full actions listed in activity log(e.g. Testing ECO AD3, ECO EB8021V1).

Login to Falcon DMS and navigate to ECO Library section.
Verify the Document Number is unique.

From DOCUMENT# column, enter an existing document number on search field. Only one ECO with the existing document number is displayed on the table.

Verify each entry in the ECO Activity Database shall have a unique combination of the fields Document Number, Rev Number and Activity Number

Search with another existing document number on DOCUMENT# search field. Only one ECO with the existing document number is displayed on the table.
Next to the ECO, click View Activity button. The View Activity dialog displays. Verify the Rev Number and Activity Number is unique.

The Document Number is unique.

From DOCUMENT# column, enter an existing document number on search field. Only one ECO with the existing document number is displayed on the table.

Each entry in the ECO Activity Database shall have a unique combination of the fields Document Number, Re Number and Activity Number

Search with another existing document number on DOCUMENT# search field. Only one ECO with the existing document number is displayed on the table.
Next to the ECO, click View Activity button. The View Activity dialog displays. Verify the Rev Number and Activity Number is unique.

Verify all actions related to ECO shall be recorded in the Activity Log

Setup step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
An ECO document with all action listed in activity log(e.g. ECO EB8021V1).

Login to Falcon DMS and navigate to ECO Library section.
Next to the ECO, click View Activity button. The View Activity dialog displays.

Verify all actions related to ECOshall be recorded in the Activity Log as listed:

Saved_ECO
ApprovalNotified_ECOPlan
Rejected_ECO
Assigned_Users
Completed_Task
Rejected_Task
Verified_Task
Approved_Closure
Rejected_ECOClosure
Released_ECO

all actions related to ECO shall be recorded in the Activity Log as listed:

Saved_ECO
ApprovalNotified_ECOPlan
Rejected_ECO
Assigned_Users
Completed_Task
Rejected_Task
Verified_Task
Approved_Closure
Rejected_ECOClosure
Released_ECO

Verify any ECO Link in the ECO Activity Log shall be open to the Document detail dialog

Setup step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
An ECO document with all action listed in activity log(e.g. ECO EB8021V1).

Login to Falcon DMS and navigate to ECO Library section.
Next to the ECO, click View Activity button. The View Activity dialog displays.
From ECO LINK column, click a Document link.
Verify Document Detail dialog displays for the selected Document.
Click Close button. The Document Detail dialog closes.
From ECO LINK column, click another Document link.
Verify Document Detail dialog displays for the selected Document.

The Document Detail dialog displays for the selected Document.

Verify Document Detail dialog displays for the selected Document.

Verify the ECO Activity Log shall include a PDF file when Rejected

Setup step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
An ECO document with "Rejected_ECOClosure" and "Rejected_ECO" in activity log.

Login to Falcon DMS and navigate to ECO Library section.
Next to the ECO, click View Activity button. The View Activity dialog displays.
Next to the entry with action "Rejected_ECOClosure". Verify the Scope of change included a PDF file as a link
Click the PDF file link. The PDF download successfully.
Click to Open the PDF. Verify the PDF open successfully.
Next to the entry with action "Rejected_ECO". Verify the Scope of change included a PDF file as a link.
Click the PDF file link. The PDF download successfully.
Click to Open the PDF. Verify the PDF open successfully.

The Scope of change included a PDF file as a link.

The PDF open successfully.

The Scope of change included a PDF file as a link.

The PDF open successfully.

Test Case 257: ECO Table Search and Sort

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify search and sort functionality for Document#.

1. Navigate to ECO Library page.

2. From Document# column, enter an existing Document number on search field. Verify only ECO with the existing Document number is displayed on the table.

3. Enter a Document number that not exists on search field. Verify no ECO displays on the table.

4. Enter characters($, #, @) on search field. Verify no ECO displays on the table.

5. Click ascending on Document# column. Verify All the ECOs are sorted by ascending.

6. Click descending on Document# column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Document number is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Document Title.

From Document title column, enter an existing document title on search field. Verify only ECO with the existi document title is displayed on the table.
Enter a document title that not exists on search field. Verify no ECO displays on the table.
Enter special characters ($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Document Title column. Verify All the ECOs are sorted by ascending.
Click descending on Document Title column. Verify All the ECOs are sorted by descending.

Only ECO with the existing document title is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Revision.

From Revision column, enter an existing revision number on search field. Verify only ECO with the existing revision number is displayed on the table.
Enter a revision number that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Enter a character on search field. Verify no ECO displays on the table.
Click ascending on Revision column. Verify All the ECOs are sorted by ascending.
Click descending on Revision column. Verify All the ECOs are sorted by descending.

Only ECO with the existing revision number is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Status.

setup step: prepare ECOs with status (Unreleased, Awaiting Approval, Ready For Release, Released)

From Status column,Click on search field.
Select Unreleased. Verify All ECOs with status Unreleased display on the table.
Select Awaiting Approval. Verify All ECOs with status Awaiting Approval display on the table.
Select Ready For Release. Verify All ECOs with status Ready For Release display on the table.
Select Released. Verify All ECOs with status Released display on the table.
Click ascending on Status column. Verify All the ECOs are sorted by ascending.
Click descending on Status column. Verify All the ECOs are sorted by descending.

All ECOs with status Unreleased display on the table.
All ECOs with status Awaiting Approval display on the table.
All ECOs with status Ready For Release display on the table.
All ECOs with status Released display on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Wet Signature Document.

From Wet Signature Document column, enter an existing Wet Signature Document name on search field. Ve
only ECO with the existing Wet Signature Document name is displayed on the table.
Enter a Wet Signature Document name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Wet Signature Document column. Verify All the ECOs are sorted by ascending.
Click descending on Wet Signature Document column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Wet Signature Document name is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Doc Type.

From Doc Type column, enter an existing Doc Type name on search field. Verify only ECO with the existing D Type name is displayed on the table.
Enter a Doc Type name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Doc Type column. Verify All the ECOs are sorted by ascending.
Click descending on Doc Type column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Doc Type name is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Site Applicability.

From Site Applicability column, enter an existing Site Applicability name on search field. Verify only ECO with the existing Site Applicability name is displayed on the table.
Enter a Site Applicability name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Site Applicability column. Verify All the ECOs are sorted by ascending.
Click descending on Site Applicability column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Site Applicability name is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for ECO Link.

From ECO Link column, enter an existing Document name on search field. Verify only ECO with the existing Document name is displayed on the table.
Enter a Document name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on ECO Link column. Verify All the ECOs are sorted by ascending.

Click descending on ECO Link column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Document name is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Type.

From Type column, enter an existing Type name on search field. Verify only ECO with the existing Type nam is displayed on the table.
Enter a Type name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Type column. Verify All the ECOs are sorted by ascending.
Click descending on Type column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Type name is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Verify search and sort functionality for Group.

From Group column, enter an existing Group name on search field. Verify only ECO with the existing Group name is displayed on the table.
Enter a Group name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Group column. Verify All the ECOs are sorted by ascending.
Click descending on Group column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Group name is displayed on the table.
No ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Group column. Verify All the ECOs are sorted by ascending.
Click descending on Group column. Verify All the ECOs are sorted by descending.

Verify search and sort functionality for Initiator.

From Initiator column, enter an existing Initiator name on search field. Verify only ECO with the existing

Initiator name is displayed on the table.
Enter a Initiator name that not exists on search field. Verify no ECO displays on the table.
Enter special characters($, #, @) on search field. Verify no ECO displays on the table.
Click ascending on Initiator column. Verify All the ECOs are sorted by ascending.
Click descending on Initiator column. Verify All the ECOs are sorted by descending.

Only ECO with the existing Initiator name is displayed on the table.
No ECO displays on the table.
No ECO displays on the table.
All the ECOs are sorted by ascending.
All the ECOs are sorted by descending.

Test Case 255: ECO Library section

Description

Status: APPROVED
Scripting Language: STANDARD
Description:

Script

Verify an ECO Task and Closure Approvers shall be able to be re-assigned

Setup Step:

Task Implementation user and Task Verification user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
2 Closure Approval users account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosu
An ECO document with a Task (e.g. Task 1001) that already for implementation and assigned for the Task Implement user and Task Verification user in the setup step above and has ECO Closure Approval are 2 Closure Approv users in the setup step above. Note the information.

Login to Falcon DMS and navigate to the ECO Library section.

Next to ECO document, verify the Assign Task button displays.

Click on Assign Task button. The Engineering Change Order Form dialog displays.

From Tasks section, select the same user for Task implementation and Task verification.

Click Save. Verify "User was identical between Implementation and Verification" alert displays.

Verify there is no action to delete Task implementation and Task verification.

From the Engineering Change Implementation Closure Approvals, verify 2 closure approval users in the setup step above displays.

Verify there is no action to delete Closure Approvals.

From Tasks section, select the different users for Task implementation and Task verification.

From the Engineering Change Implementation Closure Approvals, select 2 new closure approval users.

Click Save. The Change Confirmation dialog displays.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the Approval user's information was updated successfully.

The Assign Task button displays.

"User was identical between Implementation and Verification" alert displays.
There is no action to delete Task implementation and Task verification.
2 closure approval users in the setup step above displays
There is no action to delete Closure Approvals.

The Approval user's information was updated successfully.

Verify The initiator of the ECO can not be the sole approver of the ECO, there must be at a minimum two unique approvals.

Setup Step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
Create a document with a Site Applicability contains only user in the setup step above.

Login as the user in the setup step above and navigate to the ECO Library section

Click Create button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals - only show the user in the setup step.

Click the Send For Approval button.

Verify alert "ECO Plan needs at least 2 approvers." display.

From the Change Order Plan Approvals section, click Add button.

Select a new user from the Dropdown list. Click on the icon save button.

Verify the selected user displays in the Change Order Approvals section.

Click the Send For Approval button. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO was added to the ECO Library section.

Verify the ECO status is "Awaiting Approval".

Alert "ECO Plan needs at least 2 approvers." display.

The selected user displays in the Change Order Approvals section.

The ECO was added to the ECO Library section.

The ECO status is "Awaiting Approval".

Verify an ECO Plan shall require at least 1 task.

Setup Step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.

Login as the user in the setup step above and navigate to the ECO Library section

Click Create button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value

Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Leave the task as blank
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals- Add at least two users

Verify the Save button and the Send For Approval button are disabled.

From the Task section, click Add button.

Select a user in the Implementation By dropdown list. Note the name.

Click on Verification By dropdown list. Verify the user above is removed from the dropdown list.

Select a new user from the Verification By dropdown list. Click on the icon save button.

Verify the Task was added in the Tasks section

Verify the Save button and the Send For Approval button are enabled.

The Save button and the Send For Approval button are disabled.

The user above is removed from the dropdown list.

The Task was added in the Tasks section

The Save button and the Send For Approval button are enabled.

Verify ECO Plan can be rejected.

Setup Step:

There are two Plan Approval users account with the following actions for the ECO menu: View, CreateEditEC
ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosu
An ECO document with a Task (e.g. Task 1001) that already for Plan Approval and assigned for the two Plan Approval users(the first plan approval user is the ECO initiator, and the last plan approval user) in the setup step abov
Note the information.

Login to Falcon DMS as the first plan approval user and navigate to ECO "Awaiting Your Approval" tab at the Dashboard section.
Verify the ECO document in the setup step about displays.
Next to the ECO document, click Approve button. The Engineering Change Order Form dialog displays.
Click Reject. The ECO Rejection dialog displays.
Log out and repeat steps 1 to 4 with the last plan approval user
Verify the Reason for Reject field is required.
Enter a Reason for Reject value.
Click Reject. The Change Confirmation dialog displays.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the ECO document was removed from the ECO "Awaiting Your Approval" tab.
Verify the notification email sent to the Plan Approval users of the ECO.
Navigate to ECO library section.
Verify the ECO changed the status to "Unreleased".
Verify the ECO Form not display for the last plan approval user.
Log out and log in to Falcon DMS as the first plan approval user(the ECO initiator) and navigate to ECO librar section.
Next to the ECO, verify the ECO Form is displayed for the first plan approval user(the ECO initiator).

The ECO document in the setup step about displays.

The Reason for Reject field is required.

The ECO document was removed from the ECO "Awaiting Your Approval" tab.
The notification email sent to the Plan Approval users of the ECO.

The ECO changed the status to "Unreleased".
The ECO Form not display for the last plan approval user.

The ECO Form is displayed for the first plan approval user(the ECO initiator).

Verify the Document Link in the ECO Library and the ECO Form shall open the Document Information Page without leaving the ECO Library

Setup Step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
at least one ECO document.

From ECO Library page, click on document link of a ECO document in setup step. Verify Document Detail dia displays with all information of the document.
Click Cancel button.The Document Detail dialog closes.
Next to the ECO document, click ECO Form button. The Engineering Change Order Form displays.
From the Affected document section, click on document link. Verify Document Detail dialog displays with all information of the document.
Next to the ECO document, click Privew ECO button. The Engineering Change Order Form displays.
From the Affected document section, click on document link. Verify Document Detail dialog displays with all information of the document.

1. Document Detail dialog displays with all information of the document.

4. Document Detail dialog displays with all information of the document.

6. Document Detail dialog displays with all information of the document.

Verify ECO Implementation Task can be completed.

Setup Step:

Task Implementation user and Task Verification user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
An ECO document with a Task (e.g. Task 1001) that already for implementation and assigned for the Task Implement user and Task Verification user in the setup step above. Note the information.

Login to Falcon DMS as the task implementation user and navigate to ECO "Task Implementation" tab at the Dashboard section.

Verify the ECO document in the setup step about displays.
Next to the ECO document, click Complete/Reject button. The Engineering Change Order Form dialog display
Verify the Print button is displayed on the top left of the Engineering Change Order Form dialog.
Click Print button. The Print page displays.
Verify all information is correct.
Save the Print page as a pdf file.
Click Complete. The Task Completion dialog displays.
Verify the Wet Signature field is required.
Verify the Scope of Change field is required.
Select the file in the step above for the Wet Signature.
Enter Scope Of Change value.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the ECO document was removed from the ECO Task Implementation section.
Navigate to ECO library section.
Next to the ECO, click on Preview ECO button. The Document Change Notice Form dialog displays.
Verify the wet signature of the approval user displays in the Task Implementation section
Verify the notification email sent to the Task Verification user.

The ECO document in the setup step about displays.

The Print button is displayed on the top left of the Engineering Change Order Form dialog.

All information is correct.

The Wet Signature field is required.
The Scope of Change field is required.

The ECO document was removed from the ECO Task Implementation section.

The wet signature of the approval user displays in the Task Implementation section
The notification email sent to the Task Verification user.

Verify ECO Verification Task can be completed.

Setup Step:

There are two Task Verification users account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.

An ECO document with two Task (e.g. Task 1001, Task 1002) that already for verification and assigned for tw Task Verification users(the first verification user for the first task, and the last verification user for the last task) in the setup step above. Note the information

Login to Falcon DMS as the first verification user and navigate to ECO "Task Verification" tab at the Dashboar section.

Verify the first task of the ECO in the setup step about displays.

Next to the Task, click Complete/Reject button. The Engineering Change Order Form dialog displays.

Verify the Print button is displayed on the top left of the Engineering Change Order Form dialog.

Click Print button. The Print page displays.

Verify all information is correct.

Save the Print page as a pdf file.

Click Complete. The Task Completion dialog displays.

Verify the Wet Signature field is required.

Verify the Scope of Change field is required.

Select the file in the step above for the Wet Signature.

Enter Scope Of Change value.

Click Submit. The Change Confirmation dialog displays.

Enter valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO document was removed from the ECO "Task Verification" section.

Navigate to ECO library section.

Next to the ECO, click on Preview ECO button. The Document Change Notice Form dialog displays.

Verify the wet signature of the approval user displays in the Task Verification section

Repeat steps 1 to 19 with the last verification user.

Verify the notification email sent to the Closure approvers users of the ECO.

The first task of the ECO in the setup step about displays.

The Print button is displayed on the top left of the Engineering Change Order Form dialog.

All information is correct.

The Wet Signature field is required.
The Scope of Change field is required.

The ECO document was removed from the ECO "Task Verification" section.

The wet signature of the approval user displays in the Task Verification section

The notification email sent to the Closure approvers users of the ECO.

Verify ECO Verification Task can be Rejected.

Setup Step:

Task Implement user and Task Verification user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
An ECO document with a Task (e.g. Task 1001) that already for verification and assigned for the Task Implement user and Task Verification user in the setup step above. Note the information.

Login to Falcon DMS as the task verification user and navigate to ECO "Task Verification" tab at the Dashboa section.
Verify the ECO document in the setup step about displays.
Next to the ECO document, click Complete/Reject button. The Engineering Change Order Form dialog display
Click Reject. The Task Rejection dialog displays.
Verify the Reason for Reject field is required.
Enter a reason for rejection.
Click Reject. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the ECO document was removed from the ECO Task Verification section.
Verify the Task was rejected and reassigned to the Task implement user.
Verify the notification email sent to the Task implement user.
Verify the notification email sent to the initiator of the ECO.

The ECO document in the setup steps about displays.

The Reason for Reject field is required.

The ECO document was removed from the ECO Task Verification section.
The Task was rejected and reassigned to the Task implement user.
The notification email sent to the Task implement user.
The notification email sent to the initiator of the ECO.

Verify Wet Signature from ECO Document link shall allow user to download and view

Setup Step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
A released ECO document

Navigate to ECO Library section
Select the ECO was setup above
Verify the File name was uploaded in setup above is displayed as a hyperlink in WET SIGNATURE DOCUMENT column.
Click on the Filename link.
Verify the File is downloaded.
Click to Open the file. Verify the file opens successfully.
Next to ECO document, click Preview ECO. The Engineering Change Order Form dialog displays.
Click on the Filename link in the Task Implementation section.
Verify the File is downloaded.
Click to Open the file. Verify the file opens successfully.
Click on the filename link in the Task Verification section.
Verify the File is downloaded.
Click to Open the file. Verify the file opens successfully.
Click on the filename link in the Engineering Change Implementation Closure Approvals section.
Verify the File is downloaded.
Click to Open the file. Verify the file opens successfully.
Click on the filename link in the Change Order Plan Approvals section.
Verify the File is downloaded.
Click to Open the file. Verify the file opens successfully.

3. The File name was uploaded in setup above is displayed as a hyperlink in WET SIGNATURE DOCUMENT column.

5. The File is downloaded.

6. The file opens successfully.

9. The File is downloaded.

10. The file opens successfully.

12. The File is downloaded.

13. The file opens successfully.

15. The File is downloaded.

16. The file opens successfully.

18. The File is downloaded.

19. The file opens successfully.

Verify the ECO plan require at least two unique closure approvals.

Setup Step:

a closure approvals user with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
Create a document with a Site Applicability contains only user in the setup step above.

Login as the user in the setup step above and navigate to the ECO Library section

Click Create button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value

Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - only show the user in the setup step.
Change Order Plan Approvals - Add at least two users

Click the Send For Approval button.

Verify alert "ECO closure approver needs at least 2 approvers." display.

From the Engineering Change Implementation Closure Approvals section, click Add button.

Select a new user from the Dropdown list. Click on the icon save button.

Verify the selected user displays in the Engineering Change Implementation Closure Approvals section.

Click the Send For Approval button. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO was added to the ECO Library section.

Verify the ECO status is "Awaiting Approval".

Alert "ECO closure approver needs at least 2 approvers." display.

The selected user displays in the Engineering Change Implementation Closure Approvals section.

The ECO was added to the ECO Library section.

The ECO status is "Awaiting Approval".

Verify ECO input form.

Navigate to ECO Libarary section.
Click Create button.
Verify the Document Change Notice Form dialog displays with the following information:

ECO#: - ECO number.
ECO Name: - Textbox to enter a ECO Name.
Initiator: - current user.
Date: - current date as default.
Change Type: - included following checkbox: Engineering, ChangeProcess, ChangeOther, (specify)Obsolet
And uncheck as default.
Affected Products: - Dropdown for select Affected Products.
Change Description: - Text area to enter a Change Description.
Change Justification: - Text area to enter a Justification value.
Impact Assessment: - Text area to enter an Impact Assessment value.
Regulatory Assessment: - Text area to enter a Regulatory Assessment value.
Risk Assessment: - Text area to enter a Risk Assessment value.
Does this Change Require Update to the Hazard Risk Documentation?: - included following checkbox: Yes,
No. selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Update to Specifications Documentation?: - included following checkbox: Yes, N
selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Design Verification?: - included following checkbox: Yes, No. selected No as
default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Design Validation?: - included following checkbox: Yes, No. selected No as defau
with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Process Verification?: - included following checkbox: Yes, No. selected No as
default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Process Validation?:- included following checkbox: Yes, No. selected No as defau
with a Text area. If selected Yes a dropdown displays for select a referent document.
Design Review Held?: - included following checkbox: Yes, No. selected No as default with a Text area. If
selected Yes a dropdown displays for select a referent document.
Affected Parts: - Dropdown for select Affected Products.
Affected Documents: - included Add button for add documents.
Affected Material,Process, or Documents: - Text area.
Task: - included Add button for add Tasks.
Engineering Change Implementation Closure Approvals: - included Add button for add Closure Approval
users.
Change Order Approvals: - included Add button for add Approval users, the current user is set as default.
Save: - button is disabled as default.
Send For Approval: - button is disabled as default.

he Document Change Notice Form dialog displays with the following information:

ECO#: - ECO number.
ECO Name: - Textbox to enter a ECO Name.
Initiator: - current user.
Date: - current date as default.
Change Type: - included following checkbox: Engineering, ChangeProcess, ChangeOther, (specify)Obsolet

And uncheck as default.
Affected Products: - Dropdown for select Affected Products.
Change Description: - Text area to enter a Change Description.
Change Justification: - Text area to enter a Justification value.
Impact Assessment: - Text area to enter an Impact Assessment value.
Regulatory Assessment: - Text area to enter a Regulatory Assessment value.
Risk Assessment: - Text area to enter a Risk Assessment value.
Does this Change Require Update to the Hazard Risk Documentation?: - included following checkbox: Yes, No. selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Update to Specifications Documentation?: - included following checkbox: Yes, N selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Design Verification?: - included following checkbox: Yes, No. selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Design Validation?: - included following checkbox: Yes, No. selected No as defau with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Process Verification?: - included following checkbox: Yes, No. selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Does this Change Require Process Validation?:- included following checkbox: Yes, No. selected No as defau with a Text area. If selected Yes a dropdown displays for select a referent document.
Design Review Held?: - included following checkbox: Yes, No. selected No as default with a Text area. If selected Yes a dropdown displays for select a referent document.
Affected Parts: - Dropdown for select Affected Products.
Affected Documents: - included Add button for add documents.
Affected Material,Process, or Documents: - Text area.
Task: - included Add button for add Tasks.
Engineering Change Implementation Closure Approvals: - included Add button for add Closure Approval users.
Change Order Approvals: - included Add button for add Approval users, the current user is set as default.
Save: - button is disabled as default.
Send For Approval: - button is disabled as default.

Verify that selecting Back does not save any changes in the system.

Setup step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure

From the ECO Library section, click Create button. The Engineering Change Order Form page displays.
Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value

Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all Information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals- Add at least two users

Click Save. The Change Confirmation dialog displays.
Click Cancel. The Change Confirmation dialog closes.
Click Back. The Document Change Notice Form page closes.
Verify the system will redirect to ECO Library page.

The Engineering Change Order Form page closes.

Verify no changes were captured in the system.

ECO was not added to the ECO Library section

6. The system will redirect to ECO Library page.

The Engineering Change Order Form page closes.

7. No changes were captured in the system.

ECO was not added to the ECO Library section.

Verify the Save button functionality.

Setup Step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.

From the ECO Library section, click Create button. The Engineering Change Order Form page displays.

Verify the Save button is disabled if no information is added for all required fields.

Verify the Send for Approval button is disabled if no information is added for all required fields.

Enter information for all required fields.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals- Add at least two users

Verify all fields are required.

Verify the Save button is enabled for user to submit.

Verify the Send for Approval button is enabled for user to submit.

The Save button is disabled if no information is added for all required fields.

The Send for Approval button is disabled if no information is added for all required fields.

All fields are required.

The Save button is enabled for user to submit.

The Send for Approval button is enabled for user to submit.

Verify ECO Name field is unique.

Setup Step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan
ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
An existing ECO document. Note the ECO name value.

From the ECO Library section, click Create button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals- Add at least two users

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit button.

Verify the "Eco Name already exists." alert message is displayed.

6. The "Eco Name already exists." alert message is displayed.

Verify an ECO can be added to the project.

Setup Step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
A Document with Site Applicability has two users for approval.

From the ECO Library section, click Create button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals - automatically show the DCN initiator and two users from Site Applicability

the setup above.

From the Change Order Plan Approvals section, click Add button.

Select a new user from the Dropdown list. Click on the icon save button.

Verify the selected user displays in the Change Order Approvals section.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO was added to the ECO Library section.

Verify the ECO was added by the current login user.

Verify the ECO status is "Unreleased".

Verify the ECO can not be deleted.

There is no action to delete the ECO.

The selected user displays in the Change Order Approvals section.

The ECO was added to the ECO Library section.

The ECO was added by the current login user.

The ECO status is "Unreleased".

The ECO can not be deleted.

There is no action to delete the ECO.

Verify the ECO can be Previewed and Printed

Setup Step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
At least one ECO in the ECO Library section. Note the information.

Next to the ECO, click Preview ECO button. The Engineering Change Order Form displays.
Verify the values are correct on the Engineering Change Order Form page.
Verify all field information mark as read-only.
Click Print button. Verify the page printer displays.
Verify all information is correct.
Save the Print page as a PDF file.
Open the PDF file. Verify the file opens and all information correct.

The values are correct on the Engineering Change Order Form page.

All field information mark as read-only.

The page printer displays.

All information is correct.

The file opens and all information correct.

Verify an ECO can be updated.

Setup Step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure

At least one ECO with the status "Unreleased" and has initiator is the user on the step above. Note the information.

Login to Falcon DMS and navigate to the ECO Library section.

From the Status column, click on the search field and select the status "Unreleased". Only ECOs with the status "Unreleased" displayed on the table.

Verify the ECO Form button display only for ECOs has initiator is the current login user.

Next to the ECO, click ECO Form button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter an Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals- Add at least two user

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO was updated to the ECO Library section.

The ECO Form button display only for ECOs has initiator is the current login user.

The ECO was updated to the ECO Library section.

Verify a ECO can be Send For Approval and no longer be edited

Setup Step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
At least one ECO with the status "Unreleased" and has initiator is the user on the step above. Note the information.

Setup Step: at least one not send for approval ECO in the Engineering Change Order Form section. Note the informatic

Login to Falcon DMS and navigate to the ECO Library section.

From the Status column, click on the search field and select the status "Unreleased". Only ECOs with the status "Unreleased" displayed on the table.

Verify the ECO Form button display only for ECOs has initiator is the current login user.

Next to the ECO, click ECO Form button. The Engineering Change Order Form page displays.

Update information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value

Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task with Information in the form available
Engineering Change Implementation Closure Approvals - select a user
Change Order Plan Approvals - select a user

Click Send For Approval. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO changed the status to "Awaiting Approval".

Verify the ECO Form button is not displayed for the ECO.

Navigate to the Document Library section.

Verify all document related to the ECO was selected changed the status to "Awaiting Approval".

The ECO Form button display only for ECOs has initiator is the current login user.

The ECO changed the status to "Awaiting Approval".

The ECO Form button is not displayed for the ECO.

All document related to the ECO was selected changed the status to "Awaiting Approval".

Verify ECO Number will be automatically generated and associated with that ECO permanently once the user selects "Save" or "Send for Approval"

Setup Step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
A Document with Site Applicability has two users for approval.

Login to Falcon DMS as the user in setup step above and navigate to the ECO Library section.

Click Create button. The Engineering Change Order Form page displays.

Enter information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals - Add at least two users.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO was added to the ECO Library section with ECO Number that was automatically generated. N the ECO Number.

Next to the ECO, click ECO Form button. The Engineering Change Order Form page displays.

Update information for the following fields. Note the information.

ECO Name - enter a ECO name value
Date - select a date value
Change Type - click a checkbox Type value
Affected Product - select a product on the product dropdown list
Change Description - enter a Description value
Change Justification - enter a Justification value
Impact Assessment - enter a Impact Assessment value
Regulatory Assessment - enter a Regulatory Assessment value
Risk Assessment - enter a Risk Assessment value
Does this Change Require Update to the Hazard Risk Documentation? - click No and enter a note value
Does this Change Require Update to Specifications Documentation? - click No and enter a note value
Does this Change Require Design Verification? - click No and enter a note value
Does this Change Require Design Validation? - click No and enter a note value
Does this Change Require Process Verification? - click No and enter a note value
Does this Change Require Process Validation? - click No and enter a note value
Design Review Held? - click No and enter a note value
Affected Parts - select a product on the product dropdown list
Affected Documents - select a document number on the Document Number dropdown list
Affected Material, Process, or Documents - enter a note value
Task - Add a Task and enter all information for the task
Engineering Change Implementation Closure Approvals - Add at least two users
Change Order Plan Approvals - Add at least two users.

Click Save. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO Number that was automatically generated and associated with ECO is not changed.

Repeat steps 2 to 3.

Click Send For Approval. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO was added to the ECO Library section with ECO Number that was automatically generated.

The ECO was added to the ECO Library section with ECO Number that was automatically generated. Note th ECO Number.

The ECO Number that was automatically generated and associated with ECO is not changed.

The ECO was added to the ECO Library section with ECO Number that was automatically generated.

Verify a ECO can be released

Setup step:

A user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
At least one ECO that already for release for the user on the step above. Note the information.

Login to Falcon DMS as the user in the setup step above and navigate to the ECO Library section.
Next to the ECO. Verify the Released ECO button is displayed.
Click Released ECO. The Released ECO dialog displays. Note the information:

ECO Name -The field shall be read-only.
Status - The field shall be read-only.
Approval History: the user can see Approval History before release. The field shall be read-only.
Wet Signature - Select Wet Signature files
Scope Of Change - enter the scope of change.

Click Submit. The Change Confirmation dialog displays.

Enter your valid security PIN.

Click Submit. The "Task completed successfully." Alert displays.

Verify the ECO status changed to "Released".

Navigate to the Document Library section.

Verify the documents relate to the ECO has the status "Ready for Review" changed to "Released".

The DCN status changed to "Released".

The documents relate to the DCN has the status "Ready for Review" changed to "Released" at the Document Library section.

Verify Access to the "ECO Library" section is available only to the user who granted access.

Setup step:

A user account (Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure
A user account (Doc Viewer) without any permission for ECO menu.

Login with Doc Admin account.
Open Document Management System.
Click Operation tab
Verify ECO Library tab displays.
Click the ECO Library tab.
Verify ECO Library section displays.
Sign out and login with Doc Viewer account.
Open Document Management System.
Click Operation tab
Verify ECO Library tab not displays.

4. The ECO Library tab displays.

6. The ECO Library section displays.

10. The ECO Library tab not displays.

Verify ECO table has all information on ECO documents.

Setup step:

A user account (e.g. Doc Admin) with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosu
There are some ECO documents.

Login to Falcon DMS as a Doc Admin and navigate to ECO Library section.

Verify ECO table displays with the following information:

ACTION
DOCUMENT#
DOCUMENT TITLE
REVISION
STATUS
WET SIGNATURE DOCUMENT
DOC TYPE
SITE APPLICABILITY
ECO LINK
TYPE
GROUP
INITIATOR

Verify Document# and Revision of each document is unique.

From the DOCUMENT# column, enter an existing document number on the search field. Only one ECO w the existing document number is displayed on the table.
Search with another existing document number on the DOCUMENT# search field. Only one ECO with the existing document number is displayed on the table

The ECO table displays with the following information:

ACTION
DOCUMENT#
DOCUMENT TITLE
REVISION
STATUS
WET SIGNATURE DOCUMENT
DOC TYPE
SITE APPLICABILITY

ECO LINK
TYPE
GROUP
INITIATOR

The Document# and Revision of each document is unique.

From the DOCUMENT# column, enter an existing document number on the search field. Only one ECO w the existing document number is displayed on the table.
Search with another existing document number on the DOCUMENT# search field. Only one ECO with the existing document number is displayed on the table

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Verify ECO Plan can be approved.

Setup Step:

There are two Plan Approval users account with the following actions for the ECO menu: View, CreateEditEC ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosu
An ECO document with a Task (e.g. Task 1001) that already for Plan Approval and assigned for the two Plan Approval users(the first plan approval user is the ECO initiator, and the last plan approval user) in the setup step abov Note the information.

Login to Falcon DMS as the first plan approval user and navigate to ECO "Awaiting Your Approval" tab at the Dashboard section.
Verify the ECO document in the setup step about displays.
Next to the ECO document, click Approve button. The Engineering Change Order Form dialog displays.
Verify the Print button is displayed on the top left of the Engineering Change Order Form dialog.
Click Print button. The Print page displays.
Verify all information is correct.
Save the Print page as a pdf file.
Click Approve. The ECO Plan Approval dialog displays.
Verify the Wet Signature field is required.
Verify the Scope of Change field is required.
Select the file in the step above for the Wet Signature.
Enter Scope Of Change value.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the ECO document was removed from the ECO "Awaiting Your Approval" tab.
Navigate to ECO library section.
Next to the ECO, click on Preview ECO button. The Document Change Notice Form dialog displays.
Verify the wet signature of the approval user displays in the Change Order Plan Approvals section.
Repeat steps 1 to 18 with the last plan approval user.
Verify the notification email sent to the Task Implementation users of the ECO.

The ECO document in the setup step about displays.

The Print button is displayed on the top left of the Engineering Change Order Form dialog.

All information is correct.

The Wet Signature field is required.
The Scope of Change field is required.

The ECO document was removed from the ECO "Awaiting Your Approval" tab.

The wet signature of the approval user displays in the Change Order Plan Approvals section.

The notification email sent to the Task Implementation users of the ECO.

Verify ECO Closure Approvals can be approved.

Setup Step:

2 Closure Approval user account with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosu

An ECO document with a Task (e.g. Task 1001) that already for closure approval and assigned for the 2 Closu Approval in the setup step above. Note the information.

Login to Falcon DMS as the first closure approval user and navigate to ECO "Closure Approvals" tab at the Dashboard section.
Verify the ECO document in the setup step about displays.
Next to the ECO document, click Approval/Reject button. The Engineering Change Order Form dialog displays
Verify the Print button is displayed on the top left of the Engineering Change Order Form dialog.
Click Print button. The Print page displays.
Verify all information is correct.
Save the Print page as a pdf file.
Click Approve. The Closure Approval dialog displays.
Verify the Wet Signature field is required.
Verify the Scope of Change field is required.
Select the file in the step above for the Wet Signature.
Enter Scope Of Change value.
Click Submit. The Change Confirmation dialog displays.
Enter valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the ECO document was removed from the ECO "Closure Approvals" tab.
Navigate to ECO library section.
Next to the ECO, click on Preview ECO button. The Document Change Notice Form dialog displays.
Verify the wet signature of the approval user displays in the Engineering Change Implementation Closure Approvals section.
Repeat steps 1 to 16 with the second closure approval user.
Navigate to ECO library section.
Next to the ECO, click on Preview ECO button. The Document Change Notice Form dialog displays.
Verify the wet signature of the approval user displays in the Engineering Change Implementation Closure Approvals section.
Next to the ECO, verify the Release ECO button displays.
Click the Release ECO button, Verify the Release ECO dialog displays.

The ECO document in the setup step about displays.

The Print button is displayed on the top left of the Engineering Change Order Form dialog.

All information is correct.

The Wet Signature field is required.
The Scope of Change field is required.

The ECO document was removed from the ECO "Closure Approvals" tab.

The wet signature of the approval user displays in the Engineering Change Implementation Closure Approval section.

The wet signature of the approval user displays in the Engineering Change Implementation Closure Approval section.

The Release ECO button displays.
The Release ECO dialog displays.

Verify ECO Closure Approvals can be rejected.

Setup step:

2 Closure Approval users account and an initiator user with the following actions for the ECO menu: View, CreateEditECO, ApprovePlan, ApproveClosure, ReleaseECO, RejectTask, RejectECO, UploadFile, CompleteTask, AssignTask, RejectClosure.
An ECO document with a Task (e.g. Task 1001) was created by an initiator user above that already for appro and assigned for 2 Closure approval users in the setup step above. Note the information.

Login to Falcon DMS as the first closure approval user and navigate to ECO "Closure Approvals" tab at the Dashboard section.
Verify the ECO document in the setup step about displays.
Next to the ECO document, click Approval/Reject button. The Engineering Change Order Form dialog displays
Click Reject. The ECO Closure Rejection dialog displays.
Verify the Reason for Reject field is required.
Enter a reason for rejection.
Click Reject. The Change Confirmation dialog displays.
Enter your valid security PIN.
Click Submit. The "Task completed successfully." Alert displays.
Verify the ECO document was removed from the ECO "Closure Approvals" section.
Verify the notification email sent to the initiator of the ECO.
Verify the notification email sent to the other Closure approvers of the ECO.
Login to Falcon DMS as the initiator user and navigate to ECO library section.
Verify the ECO status changed to "Unreleased".
Next to the ECO, verify the ECO Form button displays
Click the ECO Form button. The Engineering Change Order Form dialog displays.
Verify the Edit button for the completed tasks not display.

The ECO document in the setup step about displays.

The Reason for Reject field is required.

The ECO document was removed from the ECO "Closure Approvals" section.
The notification email sent to the initiator of the ECO.
The notification email sent to the other Closure approvers of the ECO.

The ECO status changed to "Unreleased".
The ECO Form button displays

The Edit button for the completed tasks not display.

Approval

Name: ______________________ **Signature:** ______________________ **Date:** ______________________

Name: ______________________ **Signature:** ______________________ **Date:** ______________________