Industrial Security Sector

Business Systems Management Division

OLISS 10.3 Release End-To-End Situational Test Cases

Executive Summary: TO BE FILLED IN ONCE TESTING IS COMPLETE.

Version: 1.0

Document History				
Version	**Status**	**Prepared by**	**Date**	**Comments**
1.0	Draft	Ivan Dancel	January 26, 2015	Initial Draft

PROJECT SUMMARY INFORMATION

Project Name: OLISS 10.3 Release
Business Analyst: Mark Grier (BSMD)
Tester: Ivan Dancel (BSMD), RCMP Testers
Release Date:

Test Objective:
- To verify the business rules and test key end-to-end processes of the OLISS application, as well as new business requirements included in the 10.3 release.
- To document and report all defects found through testing using the JIRA web application.

Assumptions:
- Testers are logged into Main Menu of the OLISS application.
- Testers have access to the OLISS UAT spoolmail.
- The testers have an SO/SC test account to login to the OLISS application.
- The testers have a knowledge and understanding of links within the OLISS application.

Dependencies:
- Testing environment 'UAT' is available for testers.
- Standard PWGSC work station and network connection.

TEST CASE RESULTS SUMMARY AND TRACEABILITY

Situational Test Cases	Test Result	Test Environment	Comments
Test Case 1 – Private Industry End-to-End Process in English			
Test Case 2 – Private Industry End-to-End Process in French			
Test Case 3 – RCMP Reliability Request End-to-End Process in English			
Test Case 4 – RCMP Secret Request End-to-End Process in French			
Test Case 5 – RCMP Top Secret End-to-End Process in English			

TEST CASE 1	Private Industry End-To-End Process in English

Purpose: To verify that the associated business rules are adhered to for a Private Industry end-to-end process of creating a New Top Secret request in English.

Test Conditions: The tester must have a PC with Windows 7 and access to the PWGSC network.
The tester must have a valid username and password for the OLISS application as a Private Industry SO.
The tester must have access to the OLISS Spoolmail.
The tester uses Internet Explorer for testing.

<u>General test procedure to be completed only for the OLISS English environment:</u>

1) The tester logs into OLISS – PSSS as a Private Industry SO and creates a new Top Secret request. Once the specific request has been created and sent to the Individual for completion, verify that the new specific request can be found in "Requests Assigned". The tester logs out of the OLISS – PSSS application.
2) Once the request has been created, the tester then logs into OLISS – PSSS as an Individual to complete the forms. The Individual's login information can be found in the OLISS spoolmail. For this test case, the Individual in question is born outside Canada, is previously married, and is currently married.
3) Perform a Global Completeness Check for both forms (330-23 & 330-60) and verify that everything fails.
4) Complete the respective forms, section by section. Also note that in the forms, there are Save, Reset, Add, and Completeness Check buttons that need to be tested for each section:

- Reset button: Before saving valid data into the fields, enter garbage information and pressing the Reset button will bring back the fields to their default blank state. Verify that they go back to their default blank states.
- Add button: After entering and saving information on the fields, pressing this button will bring up another fresh page that the tester can populate data into. Verify that a fresh page will be shown with the previous record being saved and listed on the bottom of the fresh page.
- Save button: Pressing this button will save the entered data into the fields. Verify that the data entered is saved into the respective fields.
- Completeness Check: This performs a local completeness check to ensure that the section contains no errors. Verify that

the local completeness check passes with valid information entered into the fields.

5) Perform a Global Completeness Check and verify no errors are generated.
6) Submit the forms back to the SO for review. The tester logs out of the OLISS – PSSS application.
7) Log back into OLISS – PSSS as an SO. Verify that the specific request can be found in "Requests for Review". Select the specific request from the list and perform a global completeness check on the forms. Verify no errors are generated.
8) Print the forms and verify that the fields contain the proper information. Once the print-outs have been verified, submit the forms to Personnel Security Screening.
9) Go to "Requests Submitted to PSSD" and verify that the specific record is displayed. Go to the OLISS spoolmail in order to ensure that the application has been submitted to PSSD. The tester logs out of the OLISS – PSSS application.
10) Wait until the next business day and refer to the detailed steps below for PSDCA and DISIS instructions. Log back into OLISS – PSSS as an SO and verify that the "Requests in Process at PSSD" displays the new request created.

- Obtain the XML file to import into PSDCA.
- In PSDCA, go to *System Administration → OLISS Daily Imports*.
- Load the new XML file and verify that PSDCA indicates a successful import.
- In PSDCA, go to *System Administration → Files HOLD – Send to RCMP/Release*.
- Release the records you have created.
- Once the records are released, go to *Process Security Clearance*.
- In the Creation Date field, enter the date when the records were created.
- Press the Find button and double click on each individual.
- For each individual, press the *DISIS Id* button. Then press the *Completed* button.
- In DISIS, verify that the individuals also exist in the *Personnel* module with identical Per IDs to PSDCA records. This will indicate that the DISIS Match was successful.

11) Verify that the name of the Individual created can be searched for and appears in the OLISS - OIS module.

Test Environment and Test Results Summary:

Tester PC Environment	OLISS Version	OLISS Environment	Date of Test	Overall Test Results	Comments

Functional Specification Test Matrix and Test Results:

Functional Spec Section	Expected Behavior	Pass/Fail?	JIRA
2.1.2	OLISS – PSSS application is available in English or French.		
2.1.3	The Save functionality, Local Completeness Check, and Global Completeness Check must pass for all mandatory fields entered with valid information or fail otherwise. For the Local and Global Completeness Check, it ensures that there are no gaps between or overlaps for dates provided.		
2.2.1	The following text messages will appear on the *Personnel Screening Consent and Authorization Form (TBS 330-23)* and *Security Clearance Form (TBS 330-60)*: English: "Exception for RCMP applicants where 10 years of verifiable background check is required for Reliability Screening and Site Access." French: "À l'exception des postulants à la GRC, pour qui une vérification de divers antécédents au cours des dix dernières années est requise pour obtenir la cote de fiabilité et l'accès aux installations."		
2.2.9	When the SO or SC is creating a new request, the *Employee ID* field within the *Particulars* page must be able to accept up to 20 alphanumeric characters.		
2.3	Once submitted to PSSD and the XML file processed with PSDCA-DISIS, the Individual can be searched for in the OLISS OIS module.		

TEST CASE 2	Private Industry End-To-End Process in French

Purpose: To verify that the associated business rules are adhered to for a Private Industry end-to-end process of creating a New Top Secret request in French.

Test Conditions: The tester must have a PC with Windows 7 and access to the PWGSC network.
The tester must have a valid username and password for the OLISS application as a Private Industry SO.
The tester must have access to the OLISS Spoolmail.
The tester uses Google Chrome for testing.

<u>General test procedure to be completed only for the OLISS French environment:</u>

1) The tester logs into OLISS – PSSS as a Private Industry SO and creates a new Top Secret request. Assign the request to the "Security Official", and verify that the request can be seen in "Requests for SO".
2) For this test case, the Individual in question is born inside Canada, is single, and currently in 1st year University straight from high school.
3) Perform a Global Completeness Check for both forms (330-23 & 330-60) and verify that everything fails.
4) Complete the respective forms, section by section. Also note that in the forms, there are Save, Reset, Add, and Completeness Check buttons that need to be tested for each section:

- Reset button: Before saving valid data into the fields, enter garbage information and pressing the Reset button will bring back the fields to their default blank state. Verify that they go back to their default blank states.
- Add button: After entering and saving information on the fields, pressing this button will bring up another fresh page that the tester can populate data into. Verify that a fresh page will be shown with the previous record being saved and listed on the bottom of the fresh page.
- Save button: Pressing this button will save the entered data into the fields. Verify that the data entered is saved into the respective fields.
- Completeness Check: This performs a local completeness check to ensure that the section contains no errors. Verify that the local completeness check passes with valid information entered into the fields.

5) Perform a Global Completeness Check and verify no errors are generated.

6) Print the forms and verify that the fields contain the proper information. Once the print-outs have been verified, submit the forms to Personnel Security Screening.
7) Go to "Requests Submitted to PSSD" and verify that the specific record is displayed. Go to the OLISS spoolmail in order to ensure that the application has been submitted to PSSD. The tester logs out of the OLISS – PSSS application.
8) Wait until the next business day and refer to the detailed steps below for PSDCA and DISIS instructions. Log back into OLISS – PSSS as an SO and verify that the "Requests in Process at PSSD" displays the new request created.

- Obtain the XML file to import into PSDCA.
- In PSDCA, go to *System Administration → OLISS Daily Imports*.
- Load the new XML file and verify that PSDCA indicates a successful import.
- In PSDCA, go to *System Administration → Files HOLD – Send to RCMP/Release*.
- Release the records you have created.
- Once the records are released, go to *Process Security Clearance*.
- In the Creation Date field, enter the date when the records were created.
- Press the Find button and double click on each individual.
- For each individual, press the *DISIS Id* button. Then press the *Completed* button.
- In DISIS, verify that the individuals also exist in the *Personnel* module with identical Per IDs to PSDCA records. This will indicate that the DISIS Match was successful.

9) Verify that the name of the Individual created can be searched for and appears in the OLISS - OIS module.

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Functional Specification Test Matrix and Test Results:

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2.1.2	OLISS – PSSS application is available in English or French.		

2.1.3	The Save functionality, Local Completeness Check, and Global Completeness Check must pass for all mandatory fields entered with valid information or fail otherwise. For the Local and Global Completeness Check, it ensures that there are no gaps between or overlaps for dates provided.		
2.1.4	Security Officials (SO) or Screening Co-ordinators (SC) are able to create, complete, and submit the TBS 330-23 & 330-60 forms on behalf of the applicant.		
2.2.1	The following text messages will appear on the *Personnel Screening Consent and Authorization Form (TBS 330-23)* and *Security Clearance Form (TBS 330-60)*: English: "Exception for RCMP applicants where 10 years of verifiable background check is required for Reliability Screening and Site Access." French: "À l'exception des postulants à la GRC, pour qui une vérification de divers antécédents au cours des dix dernières années est requise pour obtenir la cote de fiabilité et l'accès aux installations."		
2.2.9	When the SO or SC is creating a new request, the *Employee ID* field within the *Particulars* page must be able to accept up to 20 alphanumeric characters.		
2.3	Once submitted to PSSD and the XML file processed with PSDCA-DISIS, the Individual can be searched for in the OLISS OIS module.		

TEST CASE 3	RCMP Reliability Request End-To-End Process in English

Purpose: To verify that the associated business rules are adhered to for an RCMP end-to-end process of creating a Reliability request in English.

Test Conditions: The tester must have a PC with Windows 7 and access to the PWGSC network.
The tester must have a valid username and password for the OLISS application as an RCMP SC.
The tester must have access to the OLISS Spoolmail.
The tester uses Internet Explorer for testing.

<u>General test procedure to be completed only for the OLISS English environment:</u>

1) The tester logs into OLISS – PSSS as an RCMP SC and creates a new Reliability request. Assign the request to the "Security Official" (aka RCMP Screening Coordinator), and verify that the request can be seen in "Requests for SO".
2) The RCMP testers can test out multiple scenarios, such as, for example, a married Individual born in the USA. It is in the discretion of the RCMP testers to test out whichever scenarios they would like to run through.
3) Perform a Global Completeness Check for both forms (330-23 & 330-60) and verify that everything fails.
4) Complete the respective forms, section by section. Also note that in the forms, there are Save, Reset, Add, and Completeness Check buttons that need to be tested for each section:

- Reset button: Before saving valid data into the fields, enter garbage information and pressing the Reset button will bring back the fields to their default blank state. Verify that they go back to their default blank states.
- Add button: After entering and saving information on the fields, pressing this button will bring up another fresh page that the tester can populate data into. Verify that a fresh page will be shown with the previous record being saved and listed on the bottom of the fresh page.
- Save button: Pressing this button will save the entered data into the fields. Verify that the data entered is saved into the respective fields.
- Completeness Check: This performs a local completeness check to ensure that the section contains no errors. Verify that the local completeness check passes with valid information entered into the fields.

5) Perform a Global Completeness Check and verify no errors are generated.
6) Print the forms and verify that the fields contain the proper information. Once the print-outs have been verified, submit the

forms to HRMIS by using the “Submit to Personnel Security Screening” button.

7) Go to “Requests Submitted to PSSD” and verify that the specific record is displayed. Go to the OLISS spoolmail in order to ensure that the application has been submitted to HRMIS. The tester logs out of the OLISS – PSSS application.
8) Wait until the next business day and log back into OLISS – PSSS as an RCMP SC and verify that the “Requests in Process at PSSD” displays the new request created.
9) Obtain the XML file and verify that the name of the Individual is included in this file sent to HRMIS.
10) Log out of the OLISS system and log back in with an OLISS Admin account. Go into the Admin module and search for the Individual’s security request.
11) Expedite the process with the SMS team to delete the request created in the OLISS system.
12) After the deletion of the request, re-search in the OLISS – Admin module for the name of the Individual created. This will verify that the request has been deleted.

Test Environment and Test Results Summary:

Tester PC Environment	OLISS Version	OLISS Environment	Date of Test	Overall Test Results	Comments

Functional Specification Test Matrix and Test Results:

Functional Spec Section	Expected Behavior	Pass/Fail?	JIRA
2.1.2	OLISS – PSSS application is available in English or French.		
2.1.3	The Save functionality, Local Completeness Check, and Global Completeness Check must pass for all mandatory fields entered with valid information or fail otherwise. For the Local and Global Completeness Check, it ensures that there are no gaps between or overlaps for dates provided.		
2.1.4	Security Officials (SO) or Screening Co-ordinators (SC) are able to create, complete, and submit the TBS 330-23 & 330-60 forms on behalf of the applicant.		
2.1.6	Both TBS 330-23 & 330-60 must be completed.		

2.1.7	The request created must be deleted from the OLISS system within 10 business days upon submission to HRMIS.		
2.2.1	The following text messages will appear on the *Personnel Screening Consent and Authorization Form (TBS 330-23)* and *Security Clearance Form (TBS 330-60)*: English: "Exception for RCMP applicants where 10 years of verifiable background check is required for Reliability Screening and Site Access." French: "À l'exception des postulants à la GRC, pour qui une vérification de divers antécédents au cours des dix dernières années est requise pour obtenir la cote de fiabilité et l'accès aux installations."		
2.2.2	Ten years or more of background information must be provided in both the Employment and Residence sections of the forms. If less than 10 years of information is provided, the local and global completeness check must fail.		
2.2.3	When an SC is creating a new security request, only the Reliability Status, Secret, and Top Secret options are available to choose from in the *Clearance Level* box.		
2.2.4	The *Other* field within the *Consent and Verification* page of TBS 330-23: - marked and behave as mandatory to be checked off for all RCMP security request types - contains a text field that cannot be edited indicating "Law Enforcement Record Checks" in English or "Verification des Banques de donnees Policieres" in French - will cause the Save and Global Completeness check to fail if not checked off		
2.2.5	For Reliability security requests, all fields except for *Loyalty (security assessment only)* are marked and behave as mandatory. The Save and Global Completeness check will fail if the mandatory fields are not checked/filled. For Secret and Top Secret security requests, all fields are marked and behave as		

	mandatory. The Save and Global Completeness check will fail if the mandatory fields are not checked/filled.		
2.2.6	The terms “Current Employment / Volunteer” and “Past Employment / Volunteer” need to be displayed in the following areas of TBS 330-60: 1) RHM links of form 330-60 2) *Employment* main page 3) First heading of the *Current Employment / Volunteer* page 4) First heading of the *Past Employment / Volunteer* page 5) Breadcrumb navigations for both *Current/Past Employment/Volunteer* pages 6) The second heading of the Help Section pop-up window for the *Employment* section		
2.2.7	Only “New” security requests can be initiated and created by an SC in the *Clearance Types* page.		
2.2.8	The *Group* and *Level* fields within the *Particulars* page must be populated by the SC. The *Group* field is limited to 15 characters, while the *Level* field is limited to 20 characters. Both fields are limited to letters, numbers, spaces, “-“, “&”, “.”, “ ‘ “, “/”, “\”.		
2.2.9	When the SO or SC is creating a new request, the *Employee ID* field within the *Particulars* page, which will hold the RCMP’s HRMIS ID, must be able to accept up to 20 alphanumeric characters.		
2.2.10	The SC must type in a valid input, eg: “Applicant”, into the *Job Title* field within the *Current Employment / Volunteer* page. This field is limited to letters, numbers, spaces, “-“, “&”, “.”, “ ‘ “, “/”, “\”. This field is also limited to 50 characters.		
2.3	Verify that the applicant’s name is included in the XML file to be sent to HRMIS.		

TEST CASE 4	RCMP Secret Request End-To-End Process in French

Purpose: To verify that the associated business rules are adhered to for an RCMP end-to-end process of creating a Secret request in French.

Test Conditions: The tester must have a PC with Windows 7 and access to the PWGSC network.
The tester must have a valid username and password for the OLISS application as an RCMP SC.
The tester must have access to the OLISS Spoolmail.
The tester uses Google Chrome for testing.

<u>General test procedure to be completed only for the OLISS French environment:</u>

1) The tester logs into OLISS – PSSS as an RCMP SC and creates a new Secret request. Assign the request to the “la personne visee” (aka the Individual), and verify that the request can be seen in “Demandes attribuees”.
2) The RCMP testers can test out multiple scenarios, such as, for example, a married Individual born in the USA. It is in the discretion of the RCMP testers to test out whichever scenarios they would like to run through.
3) Using the username and password generated for the Individual obtained from the OLISS spoolmail, login to OLISS – PSSS as the Individual and perform a Global Completeness Check for both forms (330-23 & 330-60) and verify that everything fails.
4) Complete the respective forms, section by section. Also note that in the forms, there are Save, Reset, Add, and Completeness Check buttons that need to be tested for each section:

- Reset button: Before saving valid data into the fields, enter garbage information and pressing the Reset button will bring back the fields to their default blank state. Verify that they go back to their default blank states.
- Add button: After entering and saving information on the fields, pressing this button will bring up another fresh page that the tester can populate data into. Verify that a fresh page will be shown with the previous record being saved and listed on the bottom of the fresh page.
- Save button: Pressing this button will save the entered data into the fields. Verify that the data entered is saved into the respective fields.
- Completeness Check: This performs a local completeness check to ensure that the section contains no errors. Verify that the local completeness check passes with valid information entered into the fields.

5) Perform a Global Completeness Check and verify no errors are generated.
6) Print the forms and verify that the fields contain the proper information. Once the print-outs have been verified, submit the forms to the SC by using the “Soumettre a l’agent de securite” button.
7) Log out and log back into OLISS – PSSS with an RCMP SC account. Go to “Verification de demandes” and verify that the specific record is displayed. Go to the record’s 330-23 and 330-60 forms and submit to HRMIS by pressing the “Soumettre au filtrage de la securite du personnel” button. Go to the OLISS spoolmail in order to ensure that the application has been submitted to HRMIS. The tester logs out of the OLISS – PSSS application.
8) Wait until the next business day and log back into OLISS – PSSS as an RCMP SC and verify that the “Demandes en traitement a la DFSP” displays the new request created.
9) Obtain the XML file and verify that the name of the Individual is included in this file sent to HRMIS.
10) Log out of the OLISS system and log back in with an OLISS Admin account. Go into the Admin module and search for the Individual’s security request.
11) Expedite the process with the SD team to delete the request created in the OLISS system.
12) After the deletion of the request, re-search in the OLISS – Admin module for the name of the Individual created. This will verify that the request has been deleted.

Test Environment and Test Results Summary:

Tester PC Environment	OLISS Version	OLISS Environment	Date of Test	Overall Test Results	Comments

Functional Specification Test Matrix and Test Results:

Functional Spec Section	Expected Behavior	Pass/Fail?	JIRA
2.1.2	OLISS – PSSS application is available in English or French.		
2.1.3	The Save functionality, Local Completeness Check, and Global Completeness Check must pass for all mandatory fields entered with valid information or fail otherwise. For the Local and Global Completeness Check, it ensures that there are no gaps between or overlaps for dates provided.		
2.1.6	Both TBS 330-23 & 330-60 must be completed.		

2.1.7	The request created must be deleted from the OLISS system within 10 business days upon submission to HRMIS.		
2.2.1	The following text messages will appear on the *Personnel Screening Consent and Authorization Form (TBS 330-23)* and *Security Clearance Form (TBS 330-60)*: English: "Exception for RCMP applicants where 10 years of verifiable background check is required for Reliability Screening and Site Access." French: "À l'exception des postulants à la GRC, pour qui une vérification de divers antécédents au cours des dix dernières années est requise pour obtenir la cote de fiabilité et l'accès aux installations."		
2.2.2	Ten years or more of background information must be provided in both the Employment and Residence sections of the forms. If less than 10 years of information is provided, the local and global completeness check must fail.		
2.2.3	When an SC is creating a new security request, only the Reliability Status, Secret, and Top Secret options are available to choose from in the *Clearance Level* box.		
2.2.4	The *Other* field within the *Consent and Verification* page of TBS 330-23: - marked and behave as mandatory to be checked off for all RCMP security request types - contains a text field that cannot be edited indicating "Law Enforcement Record Checks" in English or "Verification des Banques de donnees Policieres" in French - will cause the Save and Global Completeness check to fail if not checked off		
2.2.5	For Reliability security requests, all fields except for *Loyalty (security assessment only)* are marked and behave as mandatory. The Save and Global Completeness check will fail if the mandatory fields are not checked/filled.		

	For Secret and Top Secret security requests, all fields are marked and behave as mandatory. The Save and Global Completeness check will fail if the mandatory fields are not checked/filled.		
2.2.6	The terms “Current Employment / Volunteer” and “Past Employment / Volunteer” need to be displayed in the following areas of TBS 330-60: 1) RHM links of form 330-60 2) *Employment* main page 3) First heading of the *Current Employment / Volunteer* page 4) First heading of the *Past Employment / Volunteer* page 5) Breadcrumb navigations for both *Current/Past Employment/Volunteer* pages 6) The second heading of the Help Section pop-up window for the *Employment* section		
2.2.7	Only “New” security requests can be initiated and created by an SC in the *Clearance Types* page.		
2.2.8	The *Group* and *Level* fields within the *Particulars* page must be populated by the SC. The *Group* field is limited to 15 characters, while the *Level* field is limited to 20 characters. Both fields are limited to letters, numbers, spaces, “-“, “&”, “.”, “ ‘ “, “/”, “\”.		
2.2.9	When the SO or SC is creating a new request, the *Employee ID* field within the *Particulars* page, which will hold the RCMP’s HRMIS ID, must be able to accept up to 20 alphanumeric characters.		
2.2.10	The SC must type in a valid input, eg: “Applicant”, into the *Job Title* field within the *Current Employment / Volunteer* page. This field is limited to letters, numbers, spaces, “-“, “&”, “.”, “ ‘ “, “/”, “\”. This field is also limited to 50 characters.		
2.3	Verify that the applicant’s name is included in the XML file to be sent to HRMIS.		

TEST CASE 5	RCMP Top Secret Request End-To-End Process in English

Purpose: To verify that the associated business rules are adhered to for an RCMP end-to-end process of creating a Top Secret request in English.

Test Conditions: The tester must have a PC with Windows 7 and access to the PWGSC network.
The tester must have a valid username and password for the OLISS application as an RCMP SC.
The tester must have access to the OLISS Spoolmail.
The tester uses FireFox for testing. Note that there is a known issue with printing OLISS forms with FireFox. The "General test procedures" below for printing the forms with FireFox are not applicable for this test case. RCMP testers may use either Internet Explorer or Google Chrome for Top Secret security requests in order to ensure that such requests can have their forms printed.

<u>General test procedure to be completed only for the OLISS French environment:</u>

1) The tester logs into OLISS – PSSS as an RCMP SC and creates a new Top Secret request. Assign the request to the "Individual", and verify that the request can be seen in "Requests Assigned".
2) The RCMP testers can test out multiple scenarios, such as, for example, a married Individual born in the USA. It is in the discretion of the RCMP testers to test out whichever scenarios they would like to run through.
3) Using the username and password generated for the Individual obtained from the OLISS spoolmail, login to OLISS – PSSS as the Individual and perform a Global Completeness Check for both forms (330-23 & 330-60) and verify that everything fails.
4) Complete the respective forms, section by section. Also note that in the forms, there are Save, Reset, Add, and Completeness Check buttons that need to be tested for each section:

- Reset button: Before saving valid data into the fields, enter garbage information and pressing the Reset button will bring back the fields to their default blank state. Verify that they go back to their default blank states.
- Add button: After entering and saving information on the fields, pressing this button will bring up another fresh page that the tester can populate data into. Verify that a fresh page will be shown with the previous record being saved and listed on the bottom of the fresh page.
- Save button: Pressing this button will save the entered data into the fields. Verify that the data entered is saved into the respective fields.
- Completeness Check: This performs a local completeness check to ensure that the section contains no errors. Verify that the local completeness check passes with valid information entered into the fields.

5) Perform a Global Completeness Check and verify no errors are generated.
6) Print the forms and verify that the fields contain the proper information. Once the print-outs have been verified, submit the forms to the SC by using the "Submit to Security Official" button.
7) Log out and log back into OLISS – PSSS with an RCMP SC account. Go to "Requests for Review" and verify that the specific record is displayed. Go to the record's 330-23 and 330-60 forms and submit to HRMIS by pressing the "Submit to Personnel Security Screening" button. Go to the OLISS spoolmail in order to ensure that the application has been submitted to HRMIS. The tester logs out of the OLISS – PSSS application.
8) Wait until the next business day and log back into OLISS – PSSS as an RCMP SC and verify that the "Requests in Process at PSSD" displays the new request created.
9) Obtain the XML file and verify that the name of the Individual is included in this file sent to HRMIS.
10) Log out of the OLISS system and log back in with an OLISS Admin account. Go into the Admin module and search for the Individual's security request.
11) Expedite the process with the SD team to delete the request created in the OLISS system.
12) After the deletion of the request, re-search in the OLISS – Admin module for the name of the Individual created. This will verify that the request has been deleted.

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Functional Spec Section	Expected Behavior	Pass/Fail?	JIRA
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2.1.6	Both TBS 330-23 & 330-60 must be completed.		

2.1.7	The request created must be deleted from the OLISS system within 10 business days upon submission to HRMIS.		
2.2.1	The following text messages will appear on the *Personnel Screening Consent and Authorization Form (TBS 330-23)* and *Security Clearance Form (TBS 330-60)*: English: "Exception for RCMP applicants where 10 years of verifiable background check is required for Reliability Screening and Site Access." French: "À l'exception des postulants à la GRC, pour qui une vérification de divers antécédents au cours des dix dernières années est requise pour obtenir la cote de fiabilité et l'accès aux installations."		
2.2.2	Ten years or more of background information must be provided in both the Employment and Residence sections of the forms. If less than 10 years of information is provided, the local and global completeness check must fail.		
2.2.3	When an SC is creating a new security request, only the Reliability Status, Secret, and Top Secret options are available to choose from in the *Clearance Level* box.		
2.2.4	The *Other* field within the *Consent and Verification* page of TBS 330-23: - marked and behave as mandatory to be checked off for all RCMP security request types - contains a text field that cannot be edited indicating "Law Enforcement Record Checks" in English or "Verification des Banques de donnees Policieres" in French - will cause the Save and Global Completeness check to fail if not checked off		
2.2.5	For Reliability security requests, all fields except for *Loyalty (security assessment only)* are marked and behave as mandatory. The Save and Global Completeness check will fail if the mandatory fields are not checked/filled.		

	For Secret and Top Secret security requests, all fields are marked and behave as mandatory. The Save and Global Completeness check will fail if the mandatory fields are not checked/filled.		
2.2.6	The terms “Current Employment / Volunteer” and “Past Employment / Volunteer” need to be displayed in the following areas of TBS 330-60: 7) RHM links of form 330-60 8) *Employment* main page 9) First heading of the *Current Employment / Volunteer* page 10) First heading of the *Past Employment / Volunteer* page 11) Breadcrumb navigations for both *Current/Past Employment/Volunteer* pages 12) The second heading of the Help Section pop-up window for the *Employment* section		
2.2.7	Only “New” security requests can be initiated and created by an SC in the *Clearance Types* page.		
2.2.8	The *Group* and *Level* fields within the *Particulars* page must be populated by the SC. The *Group* field is limited to 15 characters, while the *Level* field is limited to 20 characters. Both fields are limited to letters, numbers, spaces, “-“, “&”, “.”, “ ‘ “, “/”, “\”.		
2.2.9	When the SO or SC is creating a new request, the *Employee ID* field within the *Particulars* page, which will hold the RCMP’s HRMIS ID, must be able to accept up to 20 alphanumeric characters.		
2.2.10	The SC must type in a valid input, eg: “Applicant”, into the *Job Title* field within the *Current Employment / Volunteer* page. This field is limited to letters, numbers, spaces, “-“, “&”, “.”, “ ‘ “, “/”, “\”. This field is also limited to 50 characters.		
2.3	Verify that the applicant’s name is included in the XML file to be sent to HRMIS.		

DEFECT TRACKING ITEMS

JIRA #	*ITEM SUMMARY*	*OPEN/RESOLVED*

PROJECT NOTES:

Appendix Section

Test Case Sign Off

Date:
Test Manager:
Signature:

Date:
Functional Lead:
Signature:

Date:
Business Analyst:
Signature:

Date:
Tester:
Signature: