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| System Test Plan |
| Cylinders & Orders Management System (COMS) Project |
| This documentprovides a plan for the testing work to be performed during the development of the Cylinders & Orders Management System. |

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**Cylinders & Orders Management System (COMS)  
 Project**

**System Test Plan**

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# 1. INTRODUCTION

Hoang Kim Joint Stock Company is one of the leading providers of printing cylinders in Vietnam. They are currently using the latest technologies from Germany and Japan, and their client bases include various Vietnamese corporations as well as across Southeast Asia.

The company would like to have an integrated IT system that can:

* Manage the main manufacturing process, i.e. sales orders and cylinders.
* Benchmark employees’ performance to calculate bonuses.
* Give management reporting toolsfor daily operations.
* Be easy to maintain and to add new features in the future.

## Purpose

The purpose of this document is to provide a plan for the testing work to be performed during the development of the Cylinders & Orders Management System.

## Audience

The intended reader of this plan is the project leader, who is responsible for carrying out the testing of the system. This document should provide all the necessary instructions.

## Organisation

The testing approach and procedure is summarised in Section 2. The test data set is defined in Section 3. Finally, Section 4 specifies each of the system tests to be performed.

## References

To fully understand the background to this project, the reader should also be familiar with:

1. COMS Project Plan, reference GG/COMS/MP.1/2, version 2.0, dated 1 February 2011.
2. COMS Quality Plan, reference GG/COMS/MQ.1/3, version 3.0, dated 13 September 2011.
3. COMS User Requirement Specifications, reference GG/COMS/TS.1/1.1, version 1.1, dated 1 February 2011.
4. COMS High Level Design Specifications, reference GG/COMS/TS.2/1, version 1.0, dated 7 April 2011.
5. COMS Change CylinderPriority UCRR, reference GG/COMS/TS.2/1, version 1.0, dated 29 April 2011
6. COMS Export Cylinder Queues UCRR, reference GG/COMS/TS.2/2, version 1.0, dated 29 April 2011
7. COMS Login UCRR, reference GG/COMS/TS.2/3, version 1.0, dated 29 July 2011
8. COMS Logout UCRR, reference GG/COMS/TS.2/4, version 1.0, dated 29 July 2011
9. COMS Manage Employee-Role UCRR, reference GG/COMS/TS.2/5, version 1.0, dated 30 July 2011
10. COMS Manage Error UCRR, reference GG/COMS/TS.2/6, version 1.0, dated 15 May 2011
11. COMS Manage Performance Formula UCRR, reference GG/COMS/TS.2/7, version 1.0, dated 14 June 2011
12. COMS Manage Rights UCRR, reference GG/COMS/TS.2/8, version 1.0, dated 14 June 2011
13. COMS Manage Role Approval UCRR, reference GG/COMS/TS.2/9, version 1.0, dated 30 July 2011
14. COMS Manage Role UCRR, reference GG/COMS/TS.2/10, version 1.0, dated 14 June 2011
15. COMS Manage SalesOrder UCRR, reference GG/COMS/TS.2/11, version 1.0, dated 15 July 2011
16. COMS Manage User Account UCRR, reference GG/COMS/TS.2/12, version 1.0, dated 14 June 2011
17. COMS Manage Workflow-Step UCRR, reference GG/COMS/TS.2/13, version 1.0, dated 30 July 2011
18. COMS Print Step List UCRR, reference GG/COMS/TS.2/14, version 1.0, dated 14 June 2011
19. COMS Print Worker Marks Report UCRR, reference GG/COMS/TS.2/15, version 1.0, dated 14 June 2011
20. COMS Send CylinderToAParticularStep UCRR, reference GG/COMS/TS.2/16, version 1.0, dated 29 April 2011
21. COMS Start CylinderProductionProcess UCRR, reference GG/COMS/TS.2/17, version 1.0, dated 29 April 2011
22. COMS Stop CylinderProductionProcess UCRR, reference GG/COMS/TS.2/18, version 1.0, dated 29 April 2011
23. COMS Update Cylinder Status UCRR, reference GG/COMS/TS.2/19, version 1.0, dated 14 June 2011
24. COMS View&PrintCylinderInformation UCRR, reference GG/COMS/TS.2/20, version 1.0, dated 29 April 2011
25. COMS View Cylinder Progress Log UCRR, reference GG/COMS/TS.2/21, version 1.0, dated 14 June 2011
26. COMS View EmployeeDetails UCRR, reference GG/COMS/TS.2/23, version 1.0, dated 29 April 2011
27. COMS View Error UCRR, reference GG/COMS/TS.2/24, version 1.0, dated 29 April 2011
28. COMS View Order Progress Log UCRR, reference GG/COMS/TS.2/25, version 1.0, dated 14 June 2011
29. COMS View SalesOrder UCRR, reference GG/COMS/TS.2/27, version 1.0, dated 29 July 2011
30. COMS View WorkflowQueues UCRR, reference GG/COMS/TS.2/22, version 1.0, dated 29 April 2011

# 2. TEST PROCEDURE

The aim of understanding system testing is to enable the project to demonstrate, with an acceptable degree of confidence, that the Cylinders & Orders Management System satisfies the requirement as defined in the system specification (ref 4).



## Approach

The basic method to be adopted will be to use a test data set, as defined in Section 3, to exercise and demonstrate the functions and features of the system. This will be done through a series of defines tests given in Section 4.

## Scope

The tests defined in Section 4 will attempt to demonstrate that the features and functions specified in the system specification (ref 4) operate correctly. However it should be noted that features that have no specific user requirement, have no tests identified to verify that the facilities operate correctly.

## Procedure

The system tests to be performed are defined in Section 4. System testing will be deemed complete when all the defined tests have been performed, documented, and approved by the Project Manager. For each test defined in Section 4, the following step shall be performed:

1. Determine the expected results of the test;

2. Carry out the test instructions and create any required hardcopy print-outs;

3. Compare the expected with the actual results. If the required results have not been achieved then define the required corrective action;

4. Fill out a test log form, as shown in Figure 2.1. Attach to the form with all the required print-outs, and file in the system testing workfile.

5. If the required results were not achieved then:

1. Implement the corrective action, as specified on the test log form;
2. Perform steps 2, 3 and 4 above. Create a NEW test log form for each repeated test;
3. Repeat (a) and (b) above until the test is successful.

When the tests have been completed, the system testing workfile should submitted to the Project Manager for approval.

**Figure 2.1 :** Test Log Form.

|  |  |  |
| --- | --- | --- |
| **Testing Log Form** GG/Forms/Testing | | |
| Project Name **Cylinders & Orders Management System** | | |
| Test Identifier |  | File Ref : **GG/COMS/TW.3/** |
| Tested by |  | Date: |
| Approved by |  | Date: |
| Test Description **(give brief description)** | | |
| Expected Results **(refer to attached documents if necessary)** | | |
| Actual Results **(refer to attached documents if necessary)** | | |
| Test Status **(either**SUCCESSFUL**or**ERROR) | | |
| Corrective Action or Remarks **(refer to attached documents if necessary)** | | |

# 3. TEST DATA

The aim of this section is to define the basic data set to be used in the system tests defined in Section 4.



## Sales Orders

Figure 3.1 defines the sales orders to be used in the system tests.

## Cylinders

Figure 3.2 defines the cylinders to be used in the system tests.

## Employees

Figure 3.4 defines the employee information to be used in the system tests

## Departments

Figure 3.5 defines the departments to be used in the system tests.

## Workflow and Steps

Figure 3.6 defines the workflow and steps to be used in the system tests.

## Roles and Access Rights

Figure 3.7 defines the roles and access rights to be used in the system tests.

## Performance Formula

Figure 3.8 defines the performance formulas to be used in the system tests

## Error Codes

Figure 3.9 defines the error codes to be used in the system tests.

Figure 3.1: Sales Orders to be used in System Tests

|  |  |  |
| --- | --- | --- |
| **No.** | **Sales Order** | |
|  | **Order Code Explanation: [sequence]-[month][year] (8 chars)**  **-sequence: 4-digit order sequence of the month, starts at 1.**  **- month: the last digit of the created month, 1(Jan), 2(Feb), …, 0(Oct), A(Nov), B(Dec)**  **- year: the last 2-digit of the created year** | |
| 1 | Order Code: 0001-112  Customer: Abu Saidal  Customer Rep: Mr Dung  Product Name: Phan Bon 40kg (55 x 95)  Price Type: Contract  Order Type: New  Product Printing Width: 1120  Product Printing Height: 980  Length-direction Repeats: 1  Circumference-direction Repeats: 1 | Web Printing Width: 1120  Web Total Width: 1145  Customer Code: KS  Printing Material: OPP  Result Based On: Graphic Proof  Image Orientation: Up  Receiving Staff: Thuong  Expected Delivery Date: 31/01/2012  Priority : High |
| 2 | Order Code: 0002-112  Customer: Alex Tan  Customer Rep: Mr Mang  Product Name: Rice35kg (12 x 45)  Price Type: Contract  Order Type: New  Product Printing Width: 1120  Product Printing Height: 980  Length-direction Repeats: 1  Circumference-direction Repeats: 1 | Web Printing Width: 1120  Web Total Width: 1145  Customer Code: RG  Printing Material: PPS  Result Based On: Graphic Proof  Image Orientation: Up  Receiving Staff: Thuong  Expected Delivery Date: 12/02/2011  Priority : Medium |
| 3 | Order Code: 0003-112  Customer: Brine Low  Customer Rep: Mr Mang  Product Name: Fish Chips10kg (24 x 43)  Price Type: Contract  Order Type: New  Product Printing Width: 2048  Product Printing Height: 960  Length-direction Repeats: 2  Circumference-direction Repeats: 2 | Web Printing Width: 1024  Web Total Width: 768  Customer Code: GW  Printing Material: PPS  Result Based On: Graphic Proof  Image Orientation: Up  Receiving Staff: Thuong  Expected Delivery Date: 23/04/2011  Priority : Low |
| 4 | Order Code: 0004-112  Customer: Jacob Smith  Customer Rep: Mr Dung  Product Name: GlVde32kg (22 x 32)  Price Type: Contract  Order Type: New  Product Printing Width: 2150  Product Printing Height: 754  Length-direction Repeats: 1  Circumference-direction Repeats: 1 | Web Printing Width: 1120  Web Total Width: 1145  Customer Code: GB  Printing Material: PPS  Result Based On: Graphic Proof  Image Orientation: Left  Receiving Staff: Thuong  Expected Delivery Date: 15/08/2011  Priority : Medium |

Figure 3.2: Cylinders to be used in System Tests

|  |  |  |
| --- | --- | --- |
| **No.** | **Cylinder Info** | |
|  | **Cylinder Code Explanation: [orderCode][cylNo]+[colorNo][cylType] (14 chars)**  **-orderCode: the order code this cylinder belongs to**  **- cylNo: 2-digit cylinder number**  **-colorNo: 2-digit color number**  **-cylType: 1-digit cylinder type (0-used, 1-new, 2-backup)** | |
| 1 | Cylinder Code: 0001-11201+011  Cylinder Length : 1220  Cylinder Circumference : 980  Eyemark Height : 5  Eyemark Width : 10 | EyemarkColor: K  Eyemark Location: 1-side  Keyhole : Standard  ColorNo: 1  Cylinder No: 1 |
| 2 | Cylinder Code: 0001-11202+021  Cylinder Length : 1220  Cylinder Circumference : 980  Eyemark Height : 5  Eyemark Width : 10 | EyemarkColor: G  Eyemark Location: 2-side  Keyhole : Standard  ColorNo: 2  Cylinder No: 2 |
| 3 | Cylinder Code: 0001-11203+031  Cylinder Length : 660  Cylinder Circumference : 450  Eyemark Height : 5  Eyemark Width : 10 | EyemarkColor: L  Eyemark Location: 1-side  Keyhole : Standard  ColorNo: 3  Cylinder No: 3 |
| 4 | Cylinder Code: 0001-11204+041  Cylinder Length : 2140  Cylinder Circumference :1158  Eyemark Height : 3  Eyemark Width : 10 | EyemarkColor: S  Eyemark Location: 1-side  Keyhole : Standard  ColorNo: 4  Cylinder No: 4 |
| 5 | Cylinder Code: 0001-11205+051  Cylinder Length : 540  Cylinder Circumference : 980  Eyemark Height : 9  Eyemark Width : 2 | EyemarkColor: B  Eyemark Location: 3-side  Keyhole : Standard  ColorNo: 5  Cylinder No: 5 |
| 6 | Cylinder Code: 0001-11206+061  Cylinder Length : 1220  Cylinder Circumference : 980  Eyemark Height : 5  Eyemark Width : 13 | EyemarkColor: R  Eyemark Location: 1-side  Keyhole : Standard  ColorNo: 6  Cylinder No: 6 |

Figure 3.3: Employees to be used in System Tests

|  |  |  |
| --- | --- | --- |
| **No.** | **Employee Info** | |
| 1 | Department Sales  Surname Ng. Thi Ngoc  Given Name Thuong | Staff Code NKDO037  Username thuong  Password sjS8\_9ej  Role Account |
| 2 | Department Graphic  Surname Smith  Given Name Jacob | Staff Code NKDO034  Username jacob  Password ecOr\_duwzx4  Role Worker |
| 3 | Department Manager  Surname Koh  Given Name Arthur | Staff Code NKDO041  Username arthur  Password vnKSj+38  Role Operations Manager |
| 4 | Department Printing  Surname Lee  Given Name Dick | Staff Code NKDO067  Username dick  Password fkKHd)2  Role Worker |
| 5 | Department Production  Surname Bond  Given Name James | Staff Code NKDO041  Username james  Password vnej\_38cA  Role Worker |
| 6 | Department HEAD  Surname Adward  Given Name John | Staff Code DR0001  Username John  Password weisqerp  Role Director |

Figure 3.4: Departments to be used in System Tests

|  |  |  |
| --- | --- | --- |
| **No.** | **Department Name** | **Isactive** |
| 1 | Engraving-Lasering Dept. | True |
| 2 | Graphic-Repro Dept. | True |
| 3 | Mechanical Dept. | True |
| 4 | Printing Dept. | True |
| 5 | Production Dept. | True |
| 6 | Production Mgmt Dept. | True |
| 7 | Quality Control 2 Dept. | True |
| 8 | Sales Dept. | True |
| 9 | Admin Dept. | False |

Figure 3.5: Workflows and steps to be used in System Tests

|  |  |  |
| --- | --- | --- |
| **No.** | **Department Name** | **Workflow / Step** |
| 1 | Sales Dept. | Sales Dept. to Graphic Dept. |
| 2 | Sales Dept. | Sales Dept. to Mechanical Dept. |
| 3 | Graphic Dept. | Graphic Dept. to Engraving Dept. |
| 4 | Mechanical Dept. | Mechanical Dept. to Pre-Production |
| 5 | Production Dept. | Pre-Production Dept. to Engraving Dept. |
| 6 | Engraving Dept. | Engraving Dept. to Post-Produciton Dept. |
| 7 | Production Dept. | Post-Production Dept. to Printing Dept. (1) after Engraving |
| 8 | Production Dept. | Pre-Production Dept. to Printing Dept. (2) skipped Engraving |
| 9 | Printing Dept. | Printing Dept. to Quality Control 2 |
| 10 | Quality Control 2 Dept. | Quality Control 2 to Production Management Dept. |
| 11 | Production Management Dept. | Production Management Dept. to Shipping Dept. |
| 12 | Production Dept. | Pre-Production Dept. to Production Management Dept. (skipped Engraving) |

Figure 3.6: Roles and Access Rights to be used in System Tests

|  |  |
| --- | --- |
| **No.** | **Roles** |
| 1 | Accountant |
| 2 | Director |
| 3 | Operations Manager |
| 4 | Administrator |
| 5 | Workers |

Figure 3.7: Performance Formulas to be used in System Tests

|  |  |
| --- | --- |
| **No.** | **Performance Formula** |
| 1 | D \* 20 |
| 2 | S \* 1.1 |
| 3 | S \* 1.2 |
| 4 | S \* 1.3 |
| 5 | S \* 1.4 |
| 6 | S \* 1.5 |
| 7 | S \* 1.6 |
| 8 | S \* 1.7 |
| 9 | S \* 1.8 |
| 10 | D \* C1 |
| 11 | 110 \* S + 14000 |

Note: D = diameter, S=area of cylinder , C1=column coefficient

Figure 3.8: Error Codes to be used in System Tests

|  |  |
| --- | --- |
| **No.** | **Error Codes** |
| 1 | Error 101: Cylinder has a crack |
| 2 | Error 224: Cylinder does not have a label |
| 3 | Error 555: Unknown error |
| 4 | Error 102: Wrong label on cylinder |
| 5 | Error 103: Blur image on cylinder |
| 6 | Error 338: Cylinder is faulty |

# 4. TEST SPECIFICATION

The system tests to be performed, using the procedure defined in Section 2 and the test data given in Section 3, are listed in the following subsections. Note that unless otherwise stated, all tests assume that:

* The tester has access privileges set such that read, write, edit and delete operations are permissible for all record types



## Change Cylinder Priority

The aim of this test is to verify that the facilities to change the priority of a particular cylinder operate as specified in the specifications (ref 4, 5).

### Test: Update for Cylinder Priority

1. Before commencing, ensure that there is valid cylinder information in the system. Refer to section 4.20 for more details.
2. Select the **Search** command from the **OrdersMenu**. The list of existing orders will be shown.
3. Select one of the orders in the list which has a low priority and change it to high priority. Save the change.
4. Reload the list to ensure the changes have been saved.
5. Select one of the orders in the list which has a high priority and change it to low priority. Save the change.
6. Reload the list to ensure the changes have been saved.
7. Print out the screen shot of the orders status before and after the priority change to demonstrate the correct information is stored.

## Export Cylinder Queues

The aim of this test is to verify that the facilities to export cylinder queues operate as specified in the specifications (ref 4, 6).

### Test: Export Cylinder Queue

1. Before commencing, ensure that there is valid cylinder information in the system. Refer to section 4.20 for more details.
2. Select the workflow to view queue, then select the **View Queue** command from the **View Current QueueMenu**.
3. Click the Print Queue button to receive the exported Excel file.Check the Excel file against the View Queue web page to demonstrate the correct information is exported.

## User Login / Logout

The aim of this test is to verify that the facilities to allow a user to log in and out of the system operate as specified in the specifications (ref 4, 7, 8).

### Test: User Login

1. Before commencing, ensure that no user is currently logged in to the system.
2. When the user access the COMS website the system will push the user to the Login page. Enter a valid user account id and password from the employee data in Figure 3.3
   1. UserID: Jacob / Password: ecOr\_duwzx4
3. Print out the subsequent screenshot to show the successfully log-in of the user account.

### Test: User Logout

1. Before commencing, ensure that a valid user is currently logged in to the system. (See section 4.3).
2. Select the **Logout** command from the **Main Menu**.
3. Print out the subsequent screenshot to show the successfully log-out of the user account.

## Manage Employee-Role Relationship

The aim of this test is to verify that the facilities to manage the employee-role relationships operate as specified in the specifications (ref 4, 9).

### Test: Add Employee-Role Relationship

1. Before commencing, ensure that the database table storing the employee-role data is empty.
2. In admin module, select the **Employee Menu**
3. In the **Assigned Roles** table, check the respective role(s) to assign the roles to the employee. Select the employee and add the role as given in Figure 3.3, 3.6
4. Click on **Save** button
5. Use **View Employee Details** to check that the role-right access has been successfully added to the employee.
6. Print out the screen shots of the Employee Details with their roles to demonstrate the correct data was stored.

### Test: Remove Employee-Role Relationship

1. In admin module, select the **Employee Menu**
2. In the **Assigned Roles** table, uncheck the respective account(s) to remove the roles of the employee. Select the employee from the previous step, and remove the role previously added to it.
3. Click on **Save** button
4. Use **View Employee Details** to check that the role-right access has been successfully removed.
5. Print out the screen shots of the Employee Details with their roles to demonstrate the correct data was stored.

## Manage Error

The aim of this test is to verify that the facilities to manage the error codes operate as specified in the specifications (ref 4, 10, 27).

### Test: Create Error Code

1. Before commencing, ensure that the database table storing the error code data is empty.
2. In admin module, select the **Workflow Error Message Menu**. Add the error code data as shown in Figure 3.8.
3. Click on **Save** button
4. Use **View Error list** to check that the error code has been successfully entered into the database.
5. Print out the screen shots of the following error codes to demonstrate the correct data was stored:
   1. Error 101: Cylinder has a crack
   2. Error 555: Unknown error

### Test: Edit Error Code

1. In admin module, select the **Workflow Error Message Menu**
2. Edit the first error code to the following:
   1. Error 101: This is an erroneous error message
3. Use **View Error list** to check that the error code has been successfully entered into the database.
4. Print out the screen shots of the edited error code to demonstrate the correct data was changed
5. Un-do the edit changing the entry back to the original error code.

### Test: Delete Error Code

1. In admin module, select the **Workflow Error Message Menu**
2. Delete the following error codes:
   1. Error 103: Blur image on cylinder
   2. Error 338: Cylinder is faulty
3. Use **View Error list** to check that the error code has been successfully entered into the database.
4. Print out the screen shots of the list of error codes to demonstrate the error codes are no longer stored in the database.

## Manage Performance Formula

The aim of this test is to verify that the facilities to manage the performance formula operate as specified in the specifications (ref 4, 11).

Refer to section 4.12

## Manage Role-Access Rights Relationship

The aim of this test is to verify that the facilities to manage the role-access rights relationship operate as specified in the specifications (ref 4, 12).

### Test: Add Role-Rights Relationship

1. Before commencing, ensure that the database table storing the Role-Rights data is empty.
2. Select the **Role** command from the **Main Menu**. Select the role and add the rights as given in Figure 3.6
3. Once Save button has been press the Role and access rights should be linked together. To check that the role-right access has been successfully created, click again on that modified Role. The access rights which are previously been selected for that particular Role should be checked automatically.
4. Print out the screen shots of the Role Details with their roles to demonstrate the correct data was stored.

### Test: Remove Role-Rights Relationship

1. Select Role menu from main menu
2. Click edit on one particular role which is already there.
3. Uncheck one of the Access Right assigned for that role. Click Save button.
4. To verify the data was modified, click on that Role again and the Access Rights which was unchecked previously should be unchecked.
5. Print out the screen shots of the Role Details with their roles to demonstrate the correct data was stored.

## Manage Roles

The aim of this test is to verify that the facilities to manage roles and role approval operate as specified in the specifications (ref 4, 14, 13).

### Test: Create Role

1. Before commencing, ensure that the database table storing the Role data is empty.
2. Select the **Role** menu from the **Main Menu**. Add the Role data as shown in Figure 3.6.
3. Once Save button has been pressed the Role data with the Access Rights will be saved into database.
4. The saved data will be retrieved and display on the Role listing on the Role Management page.
5. Print out the screen shots of the following Role to demonstrate the correct data was stored:
   1. Accountant
   2. Director

### Test: Edit Role

1. Select Rolecommand from the **Main Menu**.
2. Edit the first Role to the following:
   1. Operations Manager
3. Click Save.
4. The modified Role Name will be saved into database and these changes will be displayed in Role listing on the same page.
5. Print out the screen shots of the edited Role to demonstrate the correct data was changed
6. Un-do the edit changing the entry back to the original Role Name.

### Test: De-activate Role

1. Select **Role** command from the **Main Menu**.
2. Uncheck Is-Activate field of the following Roles and click save button.
   1. Director
   2. Accountant
3. Once Save button has been press, re-click edit button link on
   1. Director
   2. Accountant

IsActivate field should be Un-Checked for both of that Roles.

1. Print out the screen shots of the list of Role to demonstrate the Role are no longer stored in the database

### Test: Role Approval

1. Before commencing, ensure that the user account that is logged in has Administrator role.
2. Select the **Employee** command from the **Main Menu**.
3. Click edit link for username **John**. Assign additional Role **Worker** for this account.  
    Click Save button. To approve this role assignment to user **John**, go to Role Assignment Approval command on main menu. The role assignment has been pending to be approved.
4. Select the pending role assignment, click **Approve** button
5. To verify the role approval, go to Employee command, click edit **John**, there should be Worker Role checked as assigned.
7. Print out the screen shots of the following Role to demonstrate the correct data was stored:
   1. **John’s** account.
8. Remove **Worker** Role from **John’s** account.

## Manage Sales Order

The aim of this test is to verify that the facilities to manage sales orders operate as specified in the specifications (ref 4, 15, 29).

### Test: Create Sales Order

1. Before commencing, ensure that the database table storing the Sales Order data is empty.
2. Click the **New Order** button from the **Orders Menu**. Add the Sales Order data as shown in Figure 3.1.
3. Click Save button to create the order. Successful message should be displayed.
4. Click Print Barcode to print barcode on hand-written copy of the order.
5. Use **Search** command from the **Orders Menu** to check that the Sales Order has been successfully entered into the database.
6. Print out the screen shots of the following Sales Order to demonstrate the correct data was stored:
   1. Order Code: 0001-112
   2. Order Code: 0003-112

### Test: Edit Sales Order

1. Enter the search key, then select the **Search** command from the **Orders Menu**.
2. Click on the link under Order Code column to go to Display Order page.
3. Edit the first Sales Order to the following:

|  |  |
| --- | --- |
| Order Code: 0004-112  Customer: Jacob Smith  Customer Rep: Mr Dung  Product Name: GlVde32kg (22 x 32)  Price Type: Contract  Order Type: New  Product Printing Width: 2150  Product Printing Height: 754  Length-direction Repeats: 1  Circumference-direction Repeats: 1 | Web Printing Width: 1120  Web Total Width: 1145  Customer Code: GB  Printing Material: PPS  Result Based On: Graphic Proof  Image Orientation: Left  Receiving Staff: Thuong  Expected Delivery Date: 15/08/2011  Priority : Medium |

1. Use **Search** command from the **Orders Menu** to check that the Sales Order has been successfully updated into the database.
2. Print out the screen shots of the edited Sales Order to demonstrate the correct data was changed

### Test: Delete Sales Order

1. Enter the search key, then select the **Search** command from the **Orders Menu**.
2. Click on the link under Order Code column to go to Display Order page
3. Delete the following Sales Order by clicking the Cancel Order button:
   1. Order Code: 0001-112
   2. Order Code: 0003-112
4. Use **Search** command from the **Orders Menu** to check that the Sales Order has been successfully updated into the database.
5. Print out the screen shots of the list of Sales Order to demonstrate the Sales Order are no longer stored in the database

## Manage Employee User Account

The aim of this test is to verify that the facilities to manage user accounts operate as specified in the specifications (ref 4, 16, 26).

### Test: Create Employee User Account

1. Before commencing, ensure that the database table storing the Employee User Account data is empty, and that the user account that is logged in has an **Admin** role.
2. In admin module, select the **Employee Menu**. Add the Employee User Account data as shown in Figure 3.3.
3. Click on **Save** button
4. Use **the updated employee list** to check that the Employee User Account has been successfully entered into the database.
5. Print out the screen shots of the following Employee User Account to demonstrate the correct data was stored:
   1. Staff Code NKDO037
   2. Staff Code NKDO041

### Test: Edit Employee User Account

1. In admin module, select the **Employee Menu**
2. Click on the search button to retrieve all employee information
3. Edit the first Employee User Account to the following:
   1. Staff Code NKDO037
4. Click on **Save** button
5. Use **the updated employee list** to check that the Employee User Account has been successfully entered into the database.
6. Print out the screen shots of the edited Employee User Account to demonstrate the correct data was changed
7. Un-do the edit changing the entry back to the original Employee User Account.

### Test: Delete Employee User Account

1. In admin module, select the **Employee Menu**
2. Click on the search button to retrieve all employee information
3. Check the following Employee User Account:
   1. Staff Code NKDO037
   2. Staff Code NKDO041
4. Click on **Delete** button
5. Use **the updated employee list** to check that the Employee User Account has been successfully entered into the database.
6. Print out the screen shots of the list of Employee User Account to demonstrate the Employee User Account are no longer stored in the database

## Manage Workflows

The aim of this test is to verify that the facilities to manage the workflow operate as specified in the specifications (ref 4, 17).

### Test: Modify Workflow Properties

1. Before commencing, ensure that the database table storing the Step and Step\_Ref data are empty, and that the user account that is logged in has an **Admin** role or Workflow Access Right.
2. Select the **Open** command from the **Toolbar Menu**. Choose one of the available workflow item.
3. The selected workflow’s Steps will be shown on the workflow designer.
4. Click **Add New** icon on the Toolbar menu, Type “**New Step**”. Click OK button.
5. The new Step will be added on the designer’s canvas.
6. Now click **Add Link** icon on the Toolbar menu, click from **Step** and to **“New Step”** to link together. Once the link is done there will be arrow head showing which direction the step will be flowing.
7. Click the “**New Step**” step, there will be properties panel enable for user to edit the properties of that Step.
8. Make the changes for **New Step** into **Additional Step.** The name of the Step on the canvas will automatically be changed too.
9. Click Save button to save the workflow. And close the canvas view.
10. To verify the newly created Step has added into database, click Open button, and verify the previously created step has been there.
11. Print out the screen shots of the following Workflow to demonstrate the correct data was stored
12. Once verified, delete the created Step for this test case.

## Manage Steps

The aim of this test is to verify that the facilities to manage the steps operate as specified in the specifications (ref 4, 17, 18).

### Test: Create Step / Edit Step

1. Before commencing, ensure that the database table storing the Step and Step\_Ref data are empty, and that the user account that is logged in has an **Admin** role or Workflow Access Right.
2. Select the **Open** command from the **Toolbar Menu**. Choose one of the available workflow items.
3. The selected workflow’s Steps will be shown on the workflow designer.
4. Click **Add New** icon on the Toolbar menu, Type “**New Step**”. Click OK button.
5. The new Step will be added on the designer’s canvas.
6. Now click **Add Link** icon on the Toolbar menu, click from **Step** and to **“New Step”** to link together. Once the link is done there will be arrow head showing which direction the step will be flowing.
7. Click the “**New Step**” step, there will be properties panel enable for user to edit the properties of that Step.
8. Make the changes for **New Step** into **Additional Step.** The name of the Step on the canvas will automatically be changed too.
9. Click Save button to save the workflow. And close the canvas view.
10. To verify the newly created Step has added into database, click Open button, and verify the previously created step has been there.
11. Print out the screen shots of the following Workflow to demonstrate the correct data was stored.

### Test: Deactivate Step

1. Open the previously modified workflow.
2. Select the Step named **Additional Step**.
3. Click Delete icon on the toolbar menu.
4. Click Save button on the toolbar.
5. Close designer canvas.
6. Open again to verify the workflow steps, there should be the **Additional Step.**
7. Deleted Step will be marked as De-Activated inside database, but will not show on the User interface in the application.
8. Print out the screen shots of the list of Step to demonstrate the Step has been deactivated.

### Test: Print Step List Report

1. Select the **Print Step List Report** command from the **Step Menu**.
2. Print the report for the following period:
   1. 01 Jan 2011 to 31 Dec 2011
3. Print out the screen shots of the list of Step to demonstrate the data printed is accurate.

## Manage Workflow-Step Relationship

The aim of this test is to verify that the facilities to manage the workflow-step relationship operate as specified in the specifications (ref 4, 17).

### Test: Add Workflow-Steps Relationship

1. Before commencing, ensure that the database table storing the Step and Step\_Ref data are empty, and that the user account that is logged in has an **Admin** role or Workflow Access Right.
2. Select the **Open** command from the **Toolbar Menu**. Choose one of the available workflow items.
3. The selected workflow’s Steps will be shown on the workflow designer.
4. Click **Add New** icon on the Toolbar menu, Type “**New Step**”. Click OK button.
5. The new Step will be added on the designer’s canvas.
6. Now click **Add Link** icon on the Toolbar menu, click from **Step** and to **“New Step”** to link together. Once the link is done there will be arrow head showing which direction the step will be flowing.
7. Click the “**New Step**” step, there will be properties panel enable for user to edit the properties of that Step.
8. Make the changes for **New Step** into **Additional Step.** The name of the Step on the canvas will automatically be changed too.
9. Click Save button to save the workflow. And close the canvas view.
10. To verify the newly created Step has added into database, click Open button, and verify the previously created step has been there.
11. Print out the screen shots of the following Workflow to demonstrate the correct data was stored

## Manage Cylinder Production Process

The aim of this test is to verify that the facilities for the cylinder production process operate as specified in the specifications (ref 4, 20, 21, 22, 23).

### Test: Start Cylinder Production Process

1. Before commencing, ensure that the database table storing the cylinder production data is empty.
2. Use the **Search** command from the **Orders Menu**.
3. Click on Order Code of the order to view order details.
4. Click Start Production button to start cylinder production.
5. Use **Search** command from the **Orders Menu** to check that the production process for the order has been successfully started.
6. Print out the screen shots of the notification of the started cylinder production process to demonstrate the correct data was stored.

### Test: Stop Cylinder Production Process

1. Use **Search** command from the **Orders Menu** to view the list of orders. Click on Order Code of the order to view order details.
2. Select the **Stop Cylinder Production Process** command.
3. Use **Search** command from the **Orders Menu** to check that the production process for the order has been successfully stopped.
4. Print out the screen shots of the notification of the stopped cylinder production process to demonstrate the correct data was stored.

### Test: Send Cylinder to a Particular Step

1. Use **View Cylinder Information** command from the **Workflow Menu** to view the list of Cylinders available. Select the first cylinder in the list which is not started.
2. Select the **Send Cylinder to a Particular Step** command from the **Workflow Menu**.
3. Select the following step to send the cylinder to:
   1. Mechanical Dept. to Pre-Production
4. Use **View Cylinder Information** command from the **Workflow Menu** to check that the cylinder has been successfully sent to the step.
5. Print out the screen shots of the notification to demonstrate the correct data was stored.

## Manage Cylinder Status

The aim of this test is to verify that the facilities to manage the cylinder status and print the worker marks report operate as specified in the specifications (ref 4, 15, 19).

### Test: Update Cylinder Status

1. Before commencing, ensure that the cylinder production process has started for the following cylinder:
   1. Cylinder ID: 78442-3561
2. Use **Update Cylinder Status** command from the **Main Menu .** Use the barcode reader to scan the bar code of the cylinder. To simulate, input the following value instead:
   1. 0001-11201+011
3. System will show to choose either of the following actions.
   1. Proceed
   2. Reject
   3. Cancel
4. Choose Cancel. The Cylinder Process will be cancelled and go back to the starting page to do another cylinder process.
5. Type 0001-11201+011 again, and this time choose **Reject.**
6. System will ask to choose the Reason for rejecting the Cylinder and asked user to scan the Employee’s card. To simulate, input the following value
   1. NKDO041
7. To verify cylinder status which was just been updated, go to **Order** menu on main menu, key in the Order Number 0001-112, the order should show as result.
8. Click View link on order, there will be another screen which include all the cylinders inside that order. Look for the cylinder number 0001-11201+011 and click on **View Progress** link.
9. The system should show all the progress logs for that cylinder.
10. Print out the screen shots of the cylinder details to demonstrate the correct data was stored.

### Print Worker Marks Report

1. Before commencing, ensure that the user account that is logged in has an **Accountant** role.
2. Select the **Report command** from the **Main Menu.** Select the following employee from the list, Start Date, End date for reporting and click **Show** button.
   1. Employee Name: Arthur Koh
   2. Start Date :01-Jan-2012
   3. End Date : 30-Jan-2012
3. System should show Marks report page for that Employee.
4. Print out the screen shots of the employee details to demonstrate the correct data was printed accurately.

## Print Cylinder Information Report

The aim of this test is to verify that the facilities to print the cylinder information report operate as specified in the specifications (ref 4, 24).

### Print Cylinder Information Report

1. Before commencing, ensure that the user account that is logged in has an **Operations Manager** role.
2. In admin module, select the **Order Menu**
3. Click on the **cylinders info** link to view the cylinder information which are related to the selected order
4. Click on the print link to initiate the printing process for a particular cylinder listed in the table
5. Print out the screen shots of the cylinder details to demonstrate the correct data was printed accurately.

## View Cylinder Progress Logs

The aim of this test is to verify that the facilities to view the cylinder progress logs operate as specified in the specifications (ref 4, 25).

### View Cylinder Progress Logs

1. Before commencing, ensure that the user account that is logged in has an **Operations Manager** role.
2. Use **Search** command from the **Orders Menu.** Click on View Cylinder Info to see the cylinders under this order. Click View Progress link of the following cylinder from the cylinder list shown:
   1. Cylinder ID: 45321-5425
3. Print out the screen shots of the cylinder progress log details to demonstrate the data was displayed correctly.

## View Order Progress Logs

The aim of this test is to verify that the facilities to view the order progress logs operate as specified in the specifications (ref 4, 28).

### View Order Progress Logs

1. Before commencing, ensure that the user account that is logged in has an **Operations Manager** role.
2. Use **Search** command from the **Orders Menu.** Click View Progress link of the following order from the list shown:
   1. Order ID: 0001-112
3. Print out the screen shots of the order progress log details to demonstrate the data was displayed correctly

## View Workflow Queues

The aim of this test is to verify that the facilities to view workflow queues operate as specified in the specifications (ref 4, 30).

### View Workflow Queues

1. Before commencing, ensure that the user account that is logged in has an **Operations Manager** role.
2. Select a workflow and use **View Queues** command from the **View Current Queue Menu.**
3. Print out the screen shots of the workflow queue details to demonstrate the data was displayed correctly

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