|  |  |
| --- | --- |
| Sample Testing Plan | Appendix |
| B |

Appendix B, “Sample Testing Plan” includes two parts: a) a sample testing plan outline, and b) sample test and validation plan.

Please note that FileONE’s entire response in Appendix B, “Sample Test Plan” has been marked as confidential. FileONE’s response in Appendix B contains detailed proprietary data and trade secrets, and confidential product information, which FileONE makes every effort to protect. We respectfully request the MT SOS hold this entire Appendix B as confidential.

**PART I: Sample Testing Plan Outline**

1. Table Changes
2. Invoice table populated from VREntityToTown table.
3. TransType ID –
4. OderedByEntityID
5. OrderedByEName
6. RegardingEntityID
7. RegardingEName
8. ContactEntityID
9. ContactEName
10. Transkinds Table
11. TransKind, Char(1) Value 1
12. TransKind Desc, Varchar(20), Vital Records Invoicing
13. Notes, Varchar(800), These are transaction types for NH Vital Records data
14. TransType Table
15. CodeKey SRCH, Record Search, Record Search $8.00 Transkind 1
16. Codekey Copies, Record Copy, Record Copy $5.00, Transkind 1
17. Codekey ML, Marriage License, Marriage License, $38.00 Transkind Y
18. VREntityToTown\_NH
19. VREntityToTownID, Integer
20. EntityID Varchar(4)
21. TownName, Varchar(50)
22. Active, Bit(default0)
23. VREmailNotification
24. VREmailNotificationID, Integer
25. Identifier Varchar(10)
26. Description Varchar(100)
27. Email Varchar(200)
28. Invoice form
29. Email Invoice button to right side with other command buttons on all invoice’s regardless if VR Town Clerk.
30. Email option on Printed Invoice when Print selected for VR Invoices Only
31. Entity Creation
32. search / existing
    1. entity names begin with VR (vital record)
33. creation via wizard
34. Records maintained in VREntityToTown\_NH table.
35. eAccount Setup
36. Add email address to Billing Email
37. Add multiple email addresses separated by semi-colon to Billing Email.
38. Create accounts with no email address (to force printed copy)
39. Add payment information
40. ACH
41. Credit Card
42. Check
43. Verify customer can deviate from preferred payment method entered.
44. Job
45. File Parsing Steps
    1. First Day of month after midnight, FEE\_Trans\_Rpt\_VWyyymmdd file available from NHVRIN server and copied to FTP server (ASFTP.State.NH.US)
    2. Data file has no file extension
    3. Job created to retrieve this file at 1:00 AM. If unavailable, continue for 30 minutes. After 30 minutes, send email to NHVROMTechSupport@dhhs.state.nh.us and VTRInvoice@sos.nh.gov.
    4. If error occurs, create error file inserting a record into the transactions and invoice table with the mapping detailed.
    5. HLR states that OAS will create a script to delete old files from FTP site. (manual or part of job?)
46. Invoice Generation Steps
    1. Upon completion of successful inserts, invoices need to be generated in the SOSKB Vital Records Invoice format with cover letter referenced in Appendix 1 for email accounts.
47. Cover letter will be the body of email with subject line reading Vital Records Monthly Invoice.
48. Invoice added as attachment
49. Invoices automatically electronically disbursed.
    1. If no billing email address exists, print job generated.
50. Print job named VR Invoices
51. Print job uses mailing address in eAccount.
52. Print job available in SOSKB, Reports>Print Jobs menu to be manually kicked off by SOS staff.
    1. If no balance due, generate $0 balance invoice.
53. Email or print job depending on eAccount setup.
    1. Error Log vr\_file\_process\_errorsyyymmddhhmmss.log creates when VR Town Clerk not located in VREntityToTown table.
54. Reminder Letter Generation Steps
    1. Job scheduled to run on 15th of month.
    2. Retrieves accounts past due 60 days from invoice date.
55. Reminder letter and copy of invoice automatically disbursed via email.
56. Reminder letter and copy of invoice added to available print jobs under Report>Print Jobs named Reminder Letters for SOS staff to kick-off. This letter should request payment in the delivery method requested via eAccount.
    * 1. Error message or message that no records exist.
57. Invoice Adjustments
58. Select desired invoice to adjust
    1. Double click – edit item, save
59. Reports
60. NHVRI Aging Report in same format as standard Aging Report.
61. Vital Records entities will not appear on standard Aging Report.
62. If no entities are delinquent, message that no records exist.
63. Web Interface
64. Log in using eAccount userID and password.
65. eAccount not established in SOSKB returns message that an account must be created before security verification and entrance offered.
66. Incorrect log in returns message that the information is incorrect. Try again or telephone the SOS office for correct information.
67. Command button to View Invoice.
68. If not records exist, message displays that invoice cannot be located and to try back later.
69. View Invoice command button displays invoice with standard NH state seal with header for Monthly Fee Summary, Entity Invoices, Month Year.
70. Text reads ‘Make one check payable to the treasurer, State of New Hampshire’
71. Additional line under text above reads ‘The total amount is due 15 days after the reporting date.
72. Body displays standard NHVRIN invoice with command buttons for Print Invoice, Make Payment, Request Adjustment.
73. Print Invoice prints invoice to users’ default printer.
74. Make Payment determines default payment configuration in eAccount for user.
75. ACH payment
76. Payment Confirmation header with text, An ACH Withdrawal will occur for account number ending in 1234 in the amount of $50.00 for the VR Town Clerk of …. On mm/dd/yyyy. By clicking the OK button below, you are authorizing this payment.
77. Cancel does not process.
78. OK directs user to print receipt page.
79. If exception occurs during processing, user is informed of the details of the encountered exception and appropriate action required.
80. Credit card payment
81. Credit Card Information header.
82. Input fields for Cardholder Name, Address, City, State, Zip, Cardtype, CardNumber and Expiration Date.
83. Text below input fields ‘The credit card entered will be charged the amount of $50.00 for the VR Town Clerk of …. By clicking the Submit button below you are authorizing this payment.
84. Command buttons for Submit and Cancel.
85. Cancel does not process.
86. Submit returns message Processing… Please wait. This remains until transaction processes. Message Processing Completed Successfully or Error informational message.
87. Link for ACH Setup Form with text ‘Click on the link to the left to be taken to the ACH Setup page, which will guide you through the process of setting up ACH withdrawal.
88. Once successful, message prompt ‘Thank you for your payment. Click the print button below to print your receipt.
89. Command button for Print Receipt.
90. If exception occurs during processing, user is informed of the details of the encountered exception and appropriate action required.
91. If credit card server is down, user will be informed to try again once server is fixed.
92. Request Adjustment displays Request Adjustment window.
93. Title – Request Adjustment
94. Text ‘Request for Adjustments MUST be submitted by the 15th of the month.
95. Column headers for NHVRIN Item Amount, Subtotal, City/Town Item Amount, Requested Adjusted Total, Difference and Number of Each Reason.
96. ‘Number of Each reason’ contains five pre-populated reasons under column header.
97. Voids (please forward paper to VR Admin by the 15th of the month)
98. Selected wrong event in NHVRIN
99. Lost Connectivity
100. Printed Multiple Copies
101. Other (Please explain below)
102. Line items for Copy Fees @ $8.00, Search Fees @ $5.00, Total to VRIF.
103. Line item for Marriage License Fees @ $38.00, Total to DVP.
104. Line item for Total (grand total line but not labeled Grand Total)
105. Requested Adjusted Total and Difference columns calculate based on City/Town Item Amount entry.
106. Notes box with text ‘Please explain Other reasons below. ‘Required if Other is selected as the reason.
107. Message displays if user selects Submit with Other selected as reason with null value in this field.
108. Command buttons for Submit and Cancel.
109. Cancel does not process
110. Submit sends email to the designated email address(es) provided by Vital Records Division employee for consideration.
111. Financials
     1. User Close Out
     2. Master Financial Close Out
     3. ACH Export File
     4. Marriage licenses and Civil Unions – 100% Domestic Violence Fund 010-040-6040- -1265 - Domestic Violence Prog Fds
     5. All other items (searches and copies) – 100% Vital Records Improvement Fund 010-032-5153-3210-7439 - Vital Records Improvement

**PART II: Sample Testing and Validation Plan**

The sample testing and validation plan beginning on the next page presents a detail example of the system testing and validation steps which FileONE performs. Please note that the sample provided includes the first 10-12 pages only, as the page count for the entire plan for this comprehensive module is more than what is needed to provide the MT SOS with a sample plan demonstrating our through testing and validation plan.

1. INTRODUCTION

## 1.1. Purpose

The objective of this Test Plan is to outline the overall test effort to be undertaken for the testing of the Vital Records Application. This Test Plan contains a list of the application/feature categories to be tested as well as the general overall testing approach for the project.

2. RELEASE OVERVIEW

FileONE Release: 12.6.14

Each of the major components of the Vital Records Invoice Application will be tested.

3. TEST REQUIREMENTS

## 3.1. Testing

The Quality Assurance Team will perform the attached test cases.

4. SPECIFIC TEST REQUIREMENTS

## 4.1. Specific Test Requirements

The following requirements will be validated for the planned application modifications:

| **Requirement #** | **Title** |
| --- | --- |
| .0001 | Verify Database Changes |
| .0002 | Verify Invoice Form Changes |
| .0003 | Verify New Report Option |
| .0004 | Create New Accounts for ‘Vital Records - Town Clerk of’ or Vital Records - City Clerk of |
| .0005 | Verify New ‘Vital Records - Town Clerk of’ or ‘Vital Records - City Clerk of’ Written To Correct Tables |
| .0006 | Run File Parsing Job – Verify Table Inserts |
| .0007 | Verify Print Job For ‘Vital Records - Town Clerk of’ or ‘Vital Records - City Clerk of’ With No Email Address |
| .0008 | Verify Automatic Email of Cover Letters and Invoices |
| .0009 | Verify Web Pages |
| .0010 | Process ACH Payment via Web Interface |
| .0011 | Verify ACH Payment Pays Correct Invoice |
| .0012 | Trace ACH Payment Through User Close Out |
| .0013 | Trace ACH Payment Through Master Financial Close Out |
| .0018 | Process Check Received via SOSKB |
| .0019 | Trace Check Payment Through User Close Out |
| .0020 | Trace Check Payment Through Master Financial Close Out |
| .0021 | Request Adjustment to VR Invoice via Web Interface |
| .0022 | Adjust Disputed Invoice in SOSKB and Return via Email |
| .0023 | Review Return Email From SOSKB To ‘Vital Records – Town Clerk of’ or Vital Records - City Clerk of |
| .0024 | Verify Adjusted Invoice Displays on Web Page |
| .0025 | Verify ‘Vital Records - Town Clerk of’ or ‘Vital Records - City Clerk of’ Can Select ACH Link on Monthly Summary Page |
| .0026 | Create New Import File and Run File Parsing Job |
| .0027 | Verify Additional Web Page Displays For Multiple Outstanding Invoices |
| .0028 | Verify Output of 10 Record Import |
| .0029 | Backdate Invoices In Tables to Age Invoices |
| .0030 | Verify Aging Report for ‘Vital Records - Town Clerk of’ or Vital Records - City Clerk of’ |
| .0031 | Run File Parsing Job to Process Reminder Letters |
| .0032 | Verify Reminder Job Output |
| .0033 | Import File Not Found on FTP Server |
| .0034 | Generate $0.00 Balance Invoices |
| .0035 | Verify Output of $0.00 Balance Invoices |
| .0036 | Create VR Account With No Outstanding Invoices |
| .0037 | Log Into Web Interface with No Outstanding Invoices |
| .0038 | Remove Payment Details for ‘Vital Records - Town Clerk of’ or ‘Vital Records - City Clerk of’ with Outstanding Invoices |
| .0039 | Log Into Web Interface with No Payment Details |
| .0040 | Create Import File Containing ‘Vital Records - Town Clerk of’ or ‘Vital Records - City Clerk of’ Not in VREntityToTown\_NH Table |
| .0041 | Review Error Log |
| .0042 | Verify Old Import Files are Deleted When File Parsing Job Runs |
| .0043 | Export File Contains VR Town Payments |
| .0044 | User Manual and Training for ‘Vital Records - Town Clerk of’ or Vital Records - City Clerk of |
| .0045 | Vital Records – Verify Close CC Online Admin Users job updated to include VR Admin User |
| .0046 | Configuration After UAT for Production Deployment – Create ‘Vital Records - Town Clerk of’ or ‘Vital Records - City Clerk of’ Records |

5. TESTing approach

This Test Plan will establish a plan for the activities that will verify the Vital Records Invoicing as a high quality product for the State of New Hampshire Corporation Division.

## 5.1. Testing Entrance Criteria

The following must occur before testing can begin:

* The Deployment Team will create a build and deliver to the Project Team.

## 5.2. Testing Process

The Testing process will include the following:

* Testing by the Quality Assurance team will occur with each new build of the product. Quality Assurance Specialists will be responsible for testing their project features. If an excessive number of tests fail or if a major component (such as install) fails, development should resolved the issues and the deployment team should prepare another build before additional testing is done.
* Quality Assurance team will utilize Autotask to create and maintain defects. This system will assist the team in reporting, tracking, and analyzing defects (bugs) and suggestions.

## 5.3. Exit Criteria

* There are no open bugs/defects with priority of Critical Outage.
* 100% of all planned test cases must be executed.
* All High and Medium Priority test cases must be executed.
* Final regression or final install testing should be completed.

## 5.4. Test Suspension and Resumption

This section lists the conditions that may lead to suspension of test execution. It also specifies the conditions under which testing activities will be resumed.

#### 5.4.1. Suspension Criteria

The test team may suspend partial or all testing activities on a given build if any of the following occurs:

* A severe problem has occurred that does not allow testing to continue.
* A new version of the software is available to test.

#### 

#### 5.4.2. Resumption Requirements

Resumption of testing will begin when the following occurs:

* The problem(s) encountered resulting in suspension is corrected.
* A new build is deployed.
* Latest build is deployed to all testing machines.

## 5.5. Item Pass/Fail Criteria

A test case is assigned a status of pass when step(s) execute with no unexpected errors. If an unexpected error occurs the test case is initially assigned a status of fail. However, if a test case fails, it is not assumed that the code is defective. A failure can only be interpreted as a difference between actual results and expected results. There is always the possibility that expected results can be in error because of misinterpretation, incomplete, or inaccurate project documentation. If the expected result is incorrect, the test case will be corrected and the test case status will be updated appropriately.

If a test case fails because the code is defective, the final pass or fail on the test case will be determined based on Priority of the Test Case and Severity of the defect. The Test Case Pass/Fail Criteria will be determined in the Functional Test Plan.

## 5.6. Defect Priority

The following priority classifications will be used for classifying issues reported against deliverable requirements:

|  |  |
| --- | --- |
| **Priority:** A technical status pertaining to an issue/defect in AutoTask service desk. | |
| Critical | A fatal error that halts processing in the system at a critical point, thus preventing any additional processing and/or testing. No viable workaround is available to allow testing to proceed. This defect must be addressed to allow for continued testing. |
| High | Deliverable requirements are not implemented as specified. A major feature/function is not working per design or deliverable requirements and no workaround exists for this function. The issue must be corrected before deliverable is complete. Additional processing and testing for other functionality can be performed and is not prevented by the reported issue. Must be fixed in next build. |
| Medium | Majority of function being tested works according to specifications, but a particular aspect of a function does not work as specified. A workaround exists and is acceptable. Should be fixed before end of release. |
| Low | Defect in an aesthetic aspect of the program. Spelling errors, look and feel issues, and enhancements or new features suggested after requirements freeze. Can be postponed to a later release. |

6. TEST CASES

## 6.1. Vital Records Test Cases

| .0001 | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Test Objective** | | Vital Records Setup – Verify Database Changes | | | | | | | |
| **Test Priority** | | High | **Requirement / Task Number / Change Order ID** | | |  | | | |
| **Test Type** | | Positive | **Application Version** | | 12.6 | **Start Date** | |  | |
| **Test Iteration** | |  | **Remarks** | | This test case is for OAS QA personnel. It is not necessary for New Hampshire to run this test case to verify table modifications and job creations. | | | | |
| **Pre-Requisite** | | * All setup scripts have been run on test server. * New Vital Records File Parsing Job has been installed on test server. | | | | | | | |
| **Step** | **Description** | | | **Expected Result** | | | **Pass** | | **Fail** |
| 1 | Remote Desktop to NH QA server (SOSUATVM01) | | | Desktop for NH QA server displays | | |  | |  |
| 2 | Open Enterprise Manger by selecting icon on taskbar (hammer) OR  Select Start>Program Files>Microsoft SQL Server>Enterprise Manager | | | Enterprise Manger opens without errors. | | |  | |  |
| 3 | 1. Select ‘+’ in upper left corner of Microsoft SQL Server 2. Select ‘+’ in upper left corner to open SQL Server Group. 3. Select ‘+’ in upper left corner to open (Local) (WindowsNT) 4. Select ‘+’ in upper left corner to open Databases. 5. Select ‘+’ in upper left corner of Databases. 6. Select ‘+’ in upper left corner of SOSIS. 7. Double click Tables. | | | 1. User is able to navigate tree structure to locate SOSIS tables.  2. Tables are displayed in right window frame. | | |  | |  |
| 4 | New Table added named VREntityToTown\_NH | | | VREntityToTown\_NH table displays in list of SOSIS tables. | | |  | |  |
| 5 | Highlight VREntityToTown\_NH table. | | | Tester is able to locate VREntityToTown\_NH table in list of tables. | | |  | |  |
| 6 | Right-click on table and select Properties | | | VREntityToTown\_NH properties are displayed. | | |  | |  |
| 7 | Verify Table properties as follows:  VREntityToTownID, Integer  EntityID varchar(4)  TownName, Varchar(50)  Active, Bit(default0) | | | Table was created with properties defined. | | |  | |  |
| 8 | Select Cancel button. | | | VREntityToTown\_NH Properties form closes. | | |  | |  |
| 9 | ---- | | | Blank line added for readability | | |  | |  |
| 10 | Locate and highlight TransKinds Table. | | | Tester is able to navigate list of tables to locate TransKinds table. | | |  | |  |
| 11 | Right-click Transkinds Table and select Return All Rows | | | TransKinds table opens displaying all rows. | | |  | |  |
| 12 | Verify record added as follows:   1. Record with TransKind = Y 2. TransKindDesc = Vital Records Invoicing 3. Notes = ‘These are transaction types for NH Vital Records Data.’ | | | Record added via script with correct values. | | |  | |  |
| 13 | Select ‘x’ in upper right corner of TransKinds table. | | | TransKinds table closes without errors. | | |  | |  |
| 14 | ---- | | | Blank line added for readability. | | |  | |  |
| 15 | Locate and highlight TransTypes Table. | | | Tester is able to navigate list of tables to locate TransType table. | | |  | |  |
| 16 | Right click on table and select Open Table> Query | | | TransTypes table opens in query mode. | | |  | |  |
| 17 | Select ‘x’ in upper corner of table. | | | TransTypes table closes to list of tables. | | |  | |  |
| 18 | Right-click TransTypes and select Open Table > Query | | | Table opens in query mode. | | |  | |  |
| 19 | Select Transkind field from list of available and enter Criteria = ‘Y’  Select Explanation point on Tool Bar to run query. | | | Records with TransKind = Y are returned. | | |  | |  |
| 20 | Verify record added as follows:   1. Record with CodeKey = SRCH 2. Description = Record Search 3. Short Description = Record Search 4. Amount = $8.00 5. TransKind = Y   . | | | Record was added with the correct values. | | |  | |  |
| 21 | Verify record added as follows:   1. Record with CodeKey = Copies 2. Description = Record Copy 3. Short Description = Record Copy 4. Amount = $5.00 5. TransKind = Y   . | | | Record was added with the correct values. | | |  | |  |
| 22 | Verify record added as follows:   1. Record with CodeKey = ML 2. Description = Marriage License 3. Short Description = Marriage License 4. Amount = $38.00 5. TransKinds = Y   . | | | Record was added with the correct values. | | |  | |  |
| 23 | Select ‘x’ in upper right corner of table. | | | TransTypes table closes without error. | | |  | |  |
| 24 | ----- | | | Blank line added for readability | | |  | |  |
| 25 | Right-Click Start button on testers computer and select Explore then Program Files> SOSKB and then locate settingsmanager.exe in list of available programs | | | Tester is able to locate SettingsManager.exe in list. | | |  | |  |
| 26 | Double-click to open executable. | | | Executable opens without errors to Connections tab displaying namespace. | | |  | |  |
| 27 | Tab to Settings tab. | | | Server settings for NameSpace displays. | | |  | |  |
| 28 | Select Settings title bar to sort in descending order. | | | Tester is able to sort the list in descending order. | | |  | |  |
| 29 | Review settings for the following:  VitalRecords:EmailNotificationAddress and  VitalRecords.AdjustmentReturnEmail. | | |  | | |  | |  |
| 30 | Select ‘x’ on NameSpace title bar to close application. | | | SettingsManager closes without error. | | |  | |  |
| 31 | Select ‘x’ to close Explorer. | | | Explorer closes without error. | | |  | |  |
| 32 | Select SQL Enterprise Manager from task bar. | | | Enterprise Manager maximized to the screen. | | |  | |  |
| 33 | Select ‘-‘ beside SOSIS to collapse structure | | | SOSIS tree structure closes. | | |  | |  |
| 34 | Select ‘-’ beside Databases | | | Database structure closes. | | |  | |  |
| 35 | Select ‘+’ beside Management | | | Management tree structure opens without errors. | | |  | |  |
| 36 | Select ‘+’ beside SQL Server Agent. | | | SQL Server Agent tree opens. | | |  | |  |
| 37 | Double-click JOBS | | | JOBS tree displays list of jobs in right frame. | | |  | |  |
| 38 | Locate VitalRecordsProcessor in list of jobs | | | User is able to locate job in list of jobs. | | |  | |  |
| 39 | Select VitalRecordsProcessor job and select Properties. | | | Properties form opens to General Tab. | | |  | |  |
| 40 | Select Schedules Tab | | | Schedules tab displays job schedule. | | |  | |  |
| 41 | Double Click the schedule in list box to display full properties. | | | Schedule for job opens without errors. | | |  | |  |
| 42 | Verify schedule is first day of month at 1:00 AM. | | | Tester should see the verbiage that this job is scheduled to run on the first day of the month at 1:00 AM. | | |  | |  |
| 43 | Select Notifications Tab | | | Notifications tab displays actions to be performed upon successful and failed runs. | | |  | |  |
| 44 | Verify email addresses are entered for failure after 30 minutes to [NHVROMTTechSupport@dhhs.state.nh.us](mailto:NHVROMTTechSupport@dhhs.state.nh.us) AND [VTRInvoice@sos.nh.gov](mailto:VTRInvoice@sos.nh.gov). | | | Tester is able to see on form that failures are emailed to two NH State Email addresses as noted.  Note: This is not currently configured in NH\_Testing. Bryan Morgan created checklist item to schedule this job in UAT and notifications should be established on the job at that time. | | |  | |  |
| 45 | Close Job by selecting ‘x’ in upper right corner. | | | Job closes to list of jobs. | | |  | |  |
| 46 | Right click on Vital Records Processor and then select All Tasks>Generate SQL Scripts.  Save this SQL to a file or clipboard for review. Job steps will look like:  -- Add the job steps  EXECUTE @ReturnCode = msdb.dbo.sp\_add\_jobstep @job\_id = @JobID, @step\_id = 1, @step\_name = N'Process file', @command = N'D:\SOSKB\IVault\Bin\Objects\Jobs\vitalrecordsprocessor\vitalrecordsprocessor.exe /processfiles', @database\_name = N'', @server = N'', @database\_user\_name = N'', @subsystem = N'CmdExec', @cmdexec\_success\_code = 0, @flags = 0, @retry\_attempts = 0, @retry\_interval = 1, @output\_file\_name = N'', @on\_success\_step\_id = 0, @on\_success\_action = 1, @on\_fail\_step\_id = 0, @on\_fail\_action = 2  IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback  EXECUTE @ReturnCode = msdb.dbo.sp\_update\_job @job\_id = @JobID, @start\_step\_id = 1 | | | Steps in job should address the following:   1. Search for a file named FEE\_Trans\_Rpt\_VWyyyymmdd file from NHVRIN server. 2. Copy this file to FTP server. 3. If file is unavailable, to continue search for 30 minutes. 4. If file unavailable > 30 minutes, to write error file. 5. If file is unavailable > 30 minutes, send email with error file to [NHVROMTTechSupport@dhhs.state.nh.us](mailto:NHVROMTTechSupport@dhhs.state.nh.us) AND [VTRInvoice@sos.nh.gov](mailto:VTRInvoice@sos.nh.gov). 6. If file unavailable > 30 minutes, insert record in Transactions table with the mapping detailed. 7. If file unavailable > 30 minutes, insert record in Invoice table with mapping detailed. 8. Delete file from FTP site once successfully processed or copied. | | |  | |  |
| 47 | ---- | | | Blank line added for readability. | | |  | |  |
| 48 | Review steps in job.  Job steps will look like:  -- Add the job schedules  EXECUTE @ReturnCode = msdb.dbo.sp\_add\_jobschedule @job\_id = @JobID, @name = N'Monthly', @enabled = 1, @freq\_type = 16, @active\_start\_date = 20070913, @active\_start\_time = 10001, @freq\_interval = 1, @freq\_subday\_type = 1, @freq\_subday\_interval = 0, @freq\_relative\_interval = 0, @freq\_recurrence\_factor = 1, @active\_end\_date = 99991231, @active\_end\_time = 235959  IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback | | | Steps in job should address the following:   1. Invoice creation. 2. Cover Letter creation. 3. Distribution via email if eMail address exists in Billing eMail field in eAccount setup for Town Clerk. 4. Creation of zero balance invoice if no records found for Town Clerk. 5. Distribution to multiple email addresses if semicolon exists in Billing eMail field. 6. eMail subject line to read Vital Records Monthly Invoice. 7. Cover letter copied into body of eMail. 8. Distribution via print job if no eMail address exists in Billing eMail field in eAccount setup for Town Clerk. 9. Creation of zero balance invoice if no records found for Town Clerk. 10. Addressed to VR Town Clerk Mailing Address. | | |  | |  |
| 49 | Select ‘x’ in upper right corner of form. | | | Closes form without altering job. | | |  | |  |
| 50 | ---- | | | Blank line added for readability. | | |  | |  |
| 51 | Locate Reminder Letter job. Job named VitalRecordsReminderLetters | | | Tester is able to navigate jobs to locate Reminder Letter job. | | |  | |  |
| 52 | Select VitalRecordsReminderLetters job and select Properties. | | | Properties form opens to General Tab. | | |  | |  |
| 53 | Select Schedules Tab | | | Schedules tab displays job schedule. | | |  | |  |
| 54 | Double Click the schedule in list box to display full properties. | | | Schedule for job opens without errors. | | |  | |  |
| 55 | Verify schedule is 15th day of month. | | | Tester should see the verbiage that this job is scheduled to run on the 15th day of the month. | | |  | |  |
| 56 | Select Steps tab. | | | Reminder Letter Steps are displayed. | | |  | |  |
| 57 | Review steps in job. | | | Steps in job should address the following:   1. Retrieve accounts with amounts due > 60 days from invoice date. 2. Generate Reminder Letters. 3. Retrieve copy of invoice. 4. Disburse reminder letter and copy of invoice to billing email addresses in eAccount setup. 5. Disburse reminder letter and copy of invoice to VR Town Clerk mailing address. 6. Verbiage for payment request should note which option is setup in eAccount. (ACH or Credit Card, Check) | | |  | |  |
| 58 | Select ‘x’ in upper right corner of Properties form. | | | Closes form without altering job. | | |  | |  |
| 59 | Select ‘x’ in upper right corner of Enterprise Manager. | | | Enterprise Manger closes without errors. | | |  | |  |
| 60 | Logoff NH Test Server | | | NH test server closes and returns to Remote Desktop icon | | |  | |  |

\*\* END OF SAMPLE TEST PLAN \*\*

\*\* REMAINDER OF SAMPLE TEST CAN BE PROVIDED UPON REQUEST \*\*