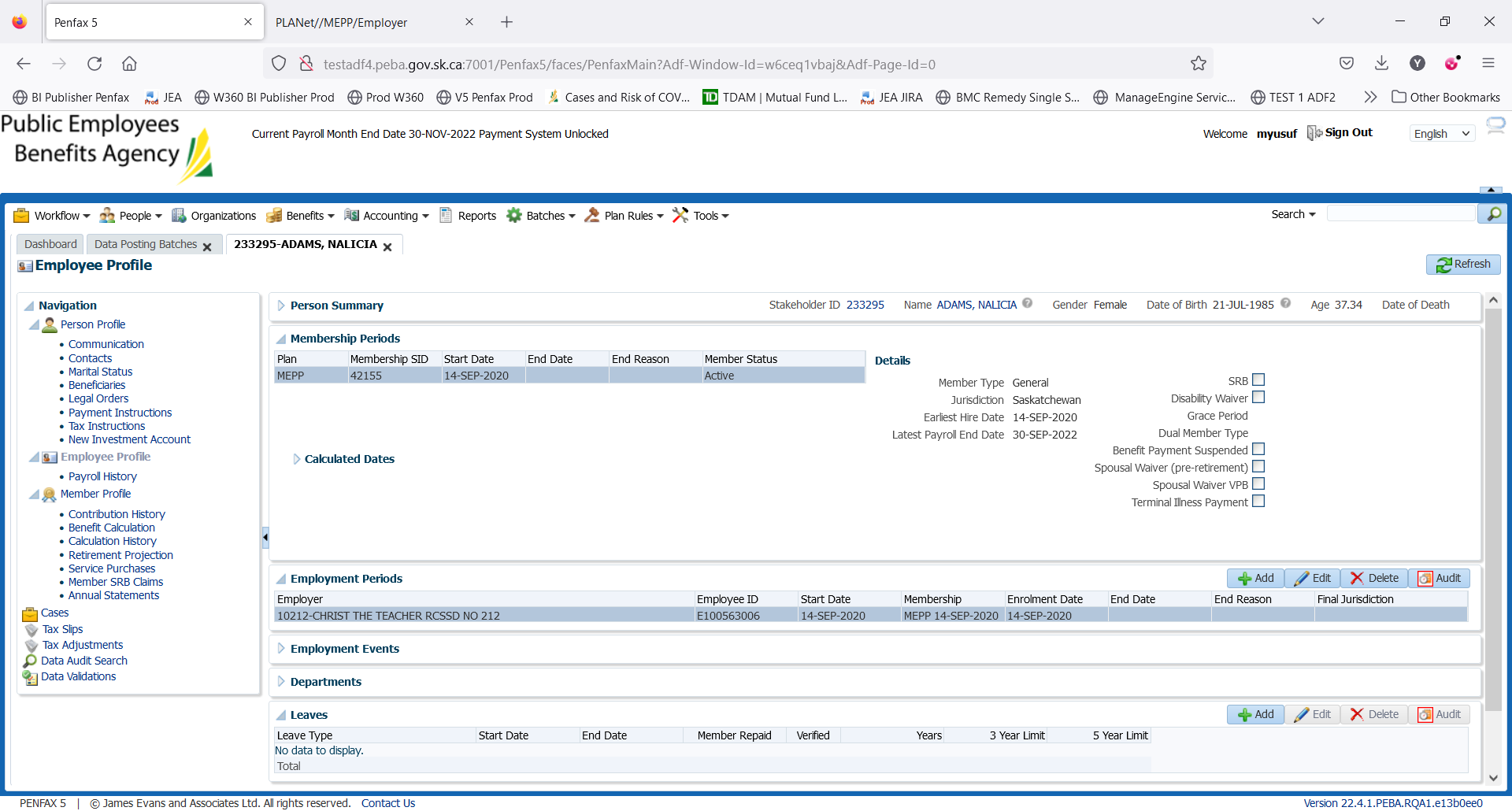
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 23-Nov-22 | | | Tester Name | Mohammad Yusuf |
| Environment | Penfax - Test | | | Login used |  |
| Operating System | Windows | Version: | Update: | | |
| Software Used | Select Software | Version: | Update: | | |
| Select Software | Version: | Update: | | |
| Release version |  | | | | |
| Title |  | | | | |
| Test Type | Regression | | | | |
| Test Scenario |  | | | | |
|  |  | | | | |
| Expected Results |  | | | | |
| Pass/Fail | Select | | | JIRA# | N/A |

Describe your steps with screenshots:

Member is active without any leave

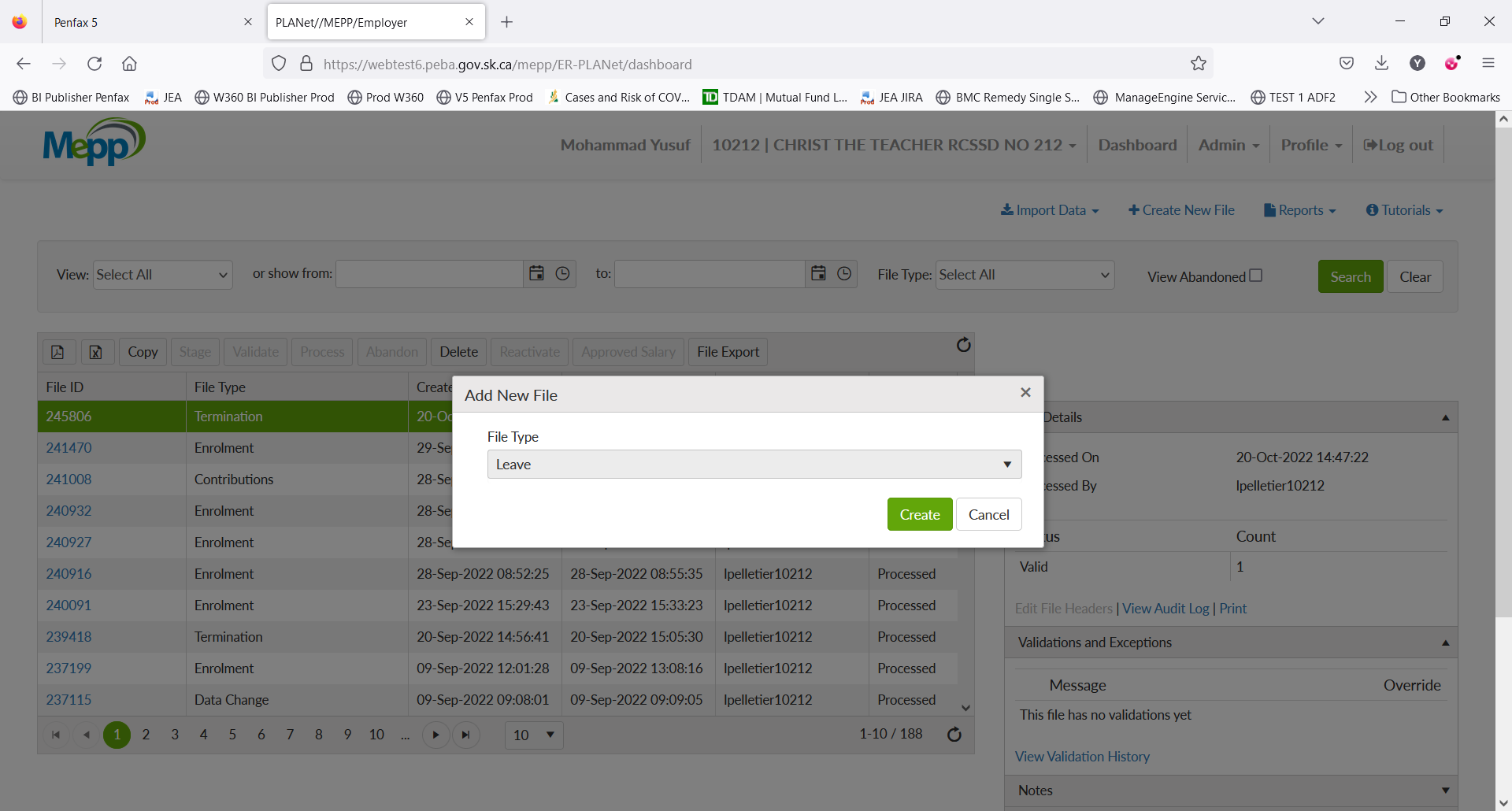


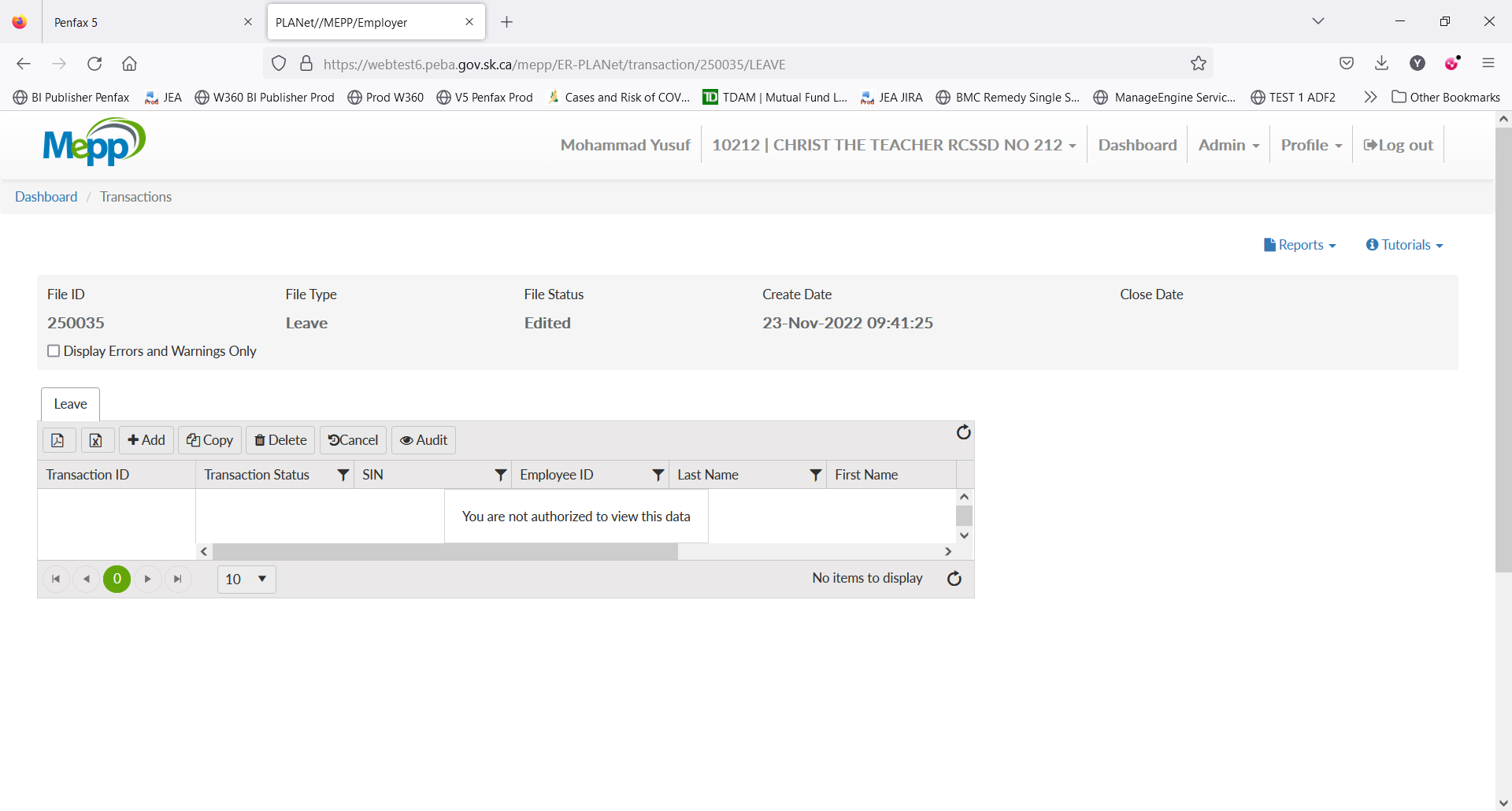
Adding the LOA using DCT . Login into the DCT

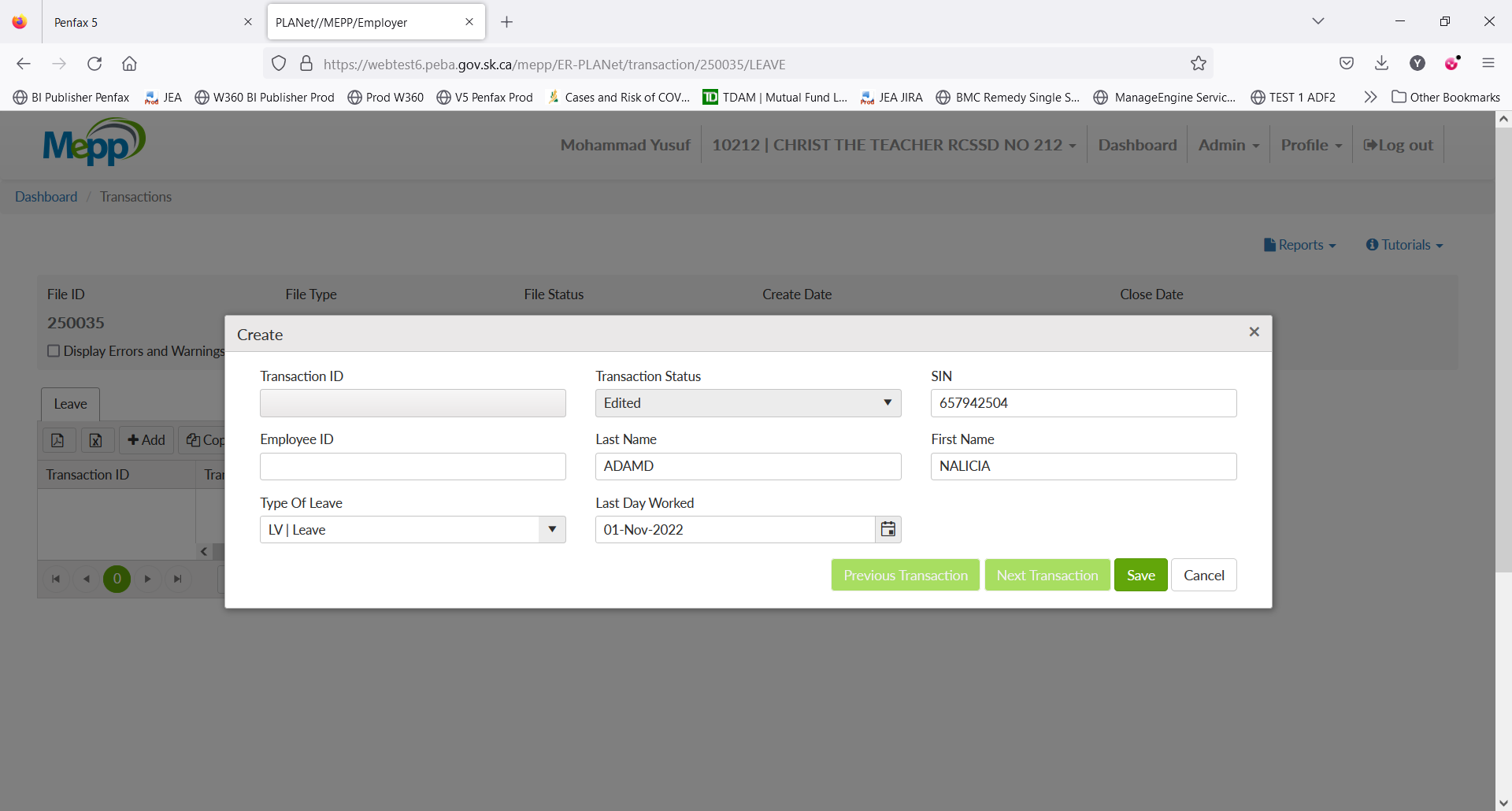
Select the correct employer

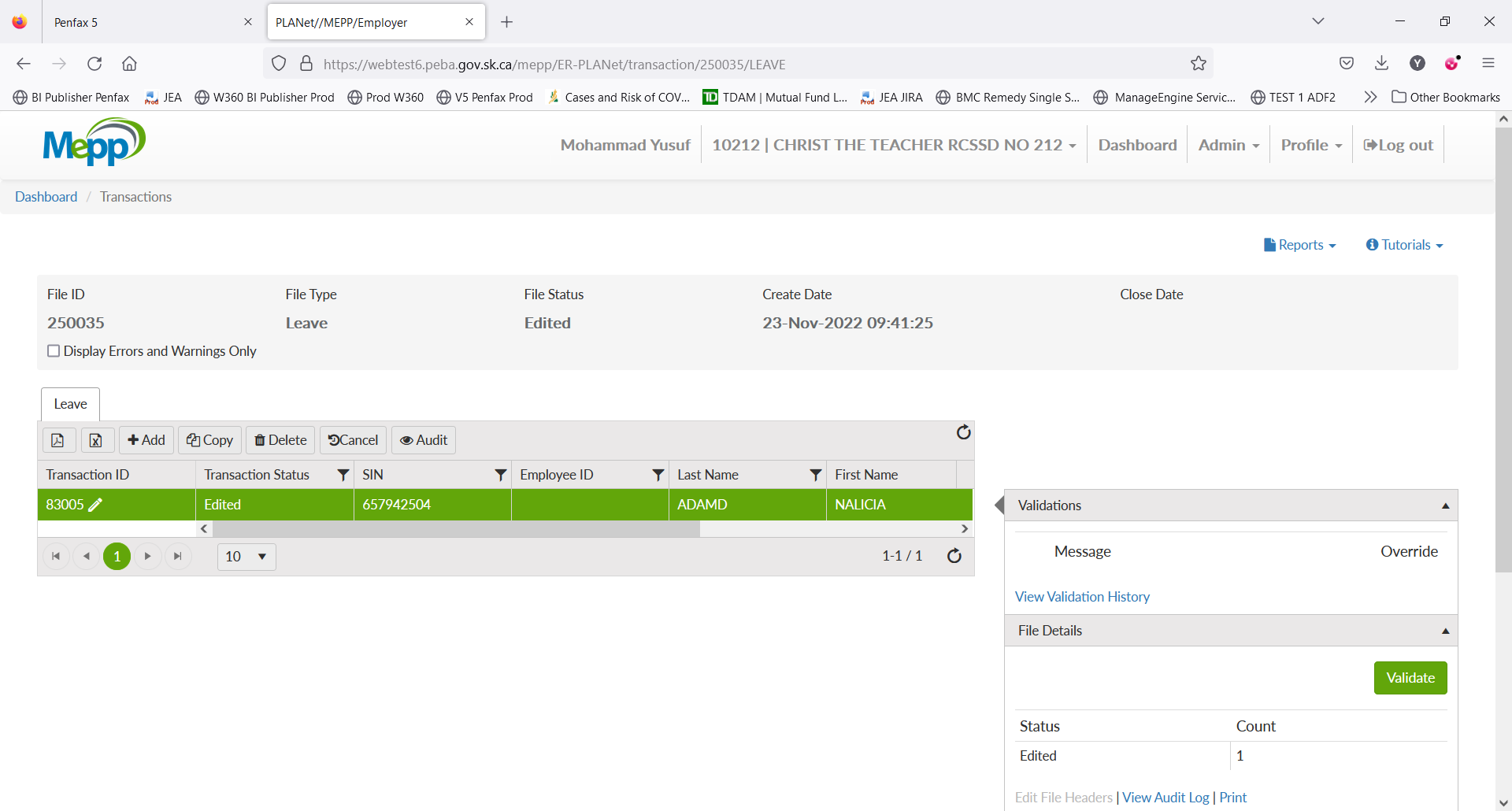
Click on create New file

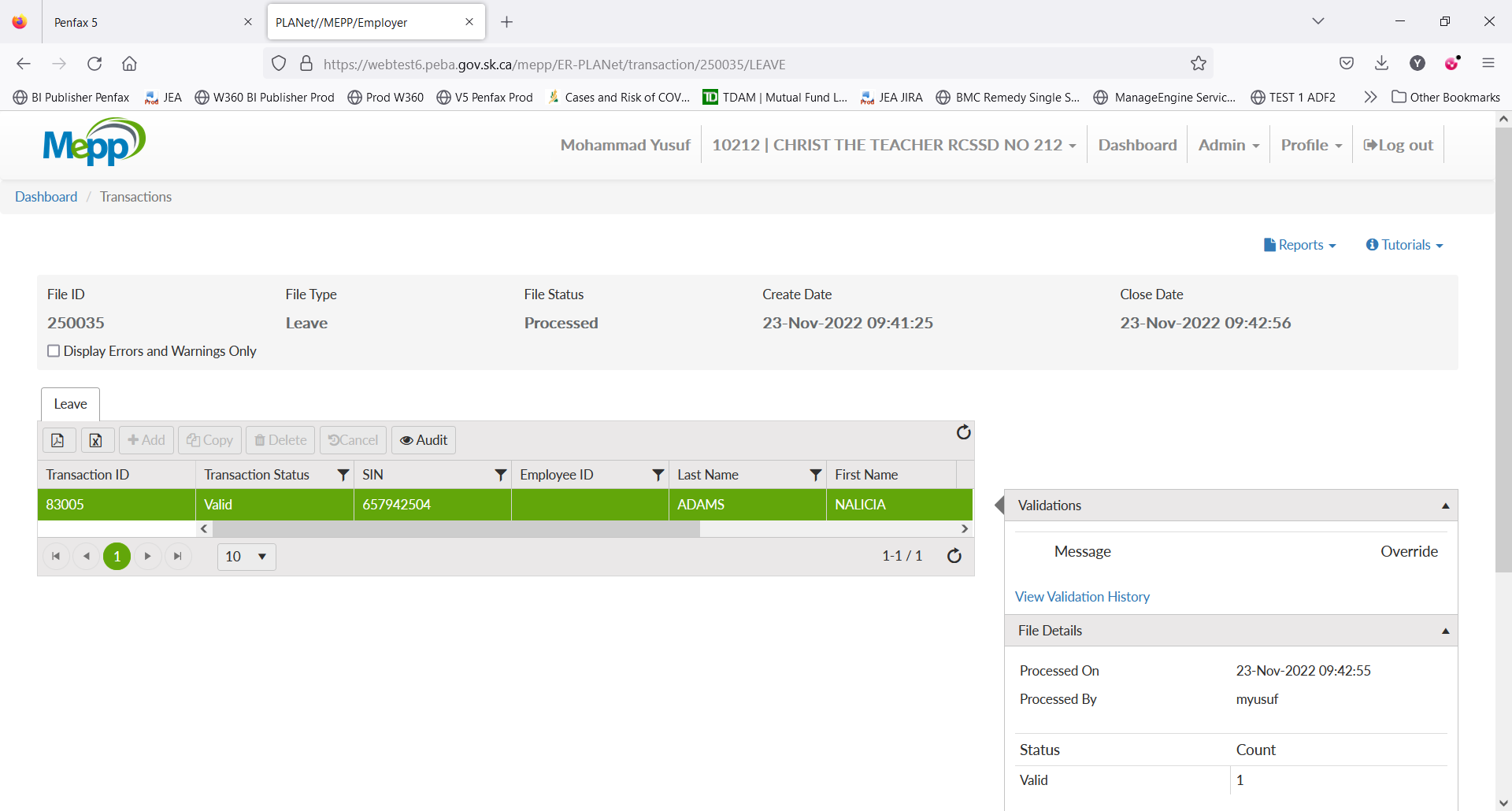
Add new file: Leave





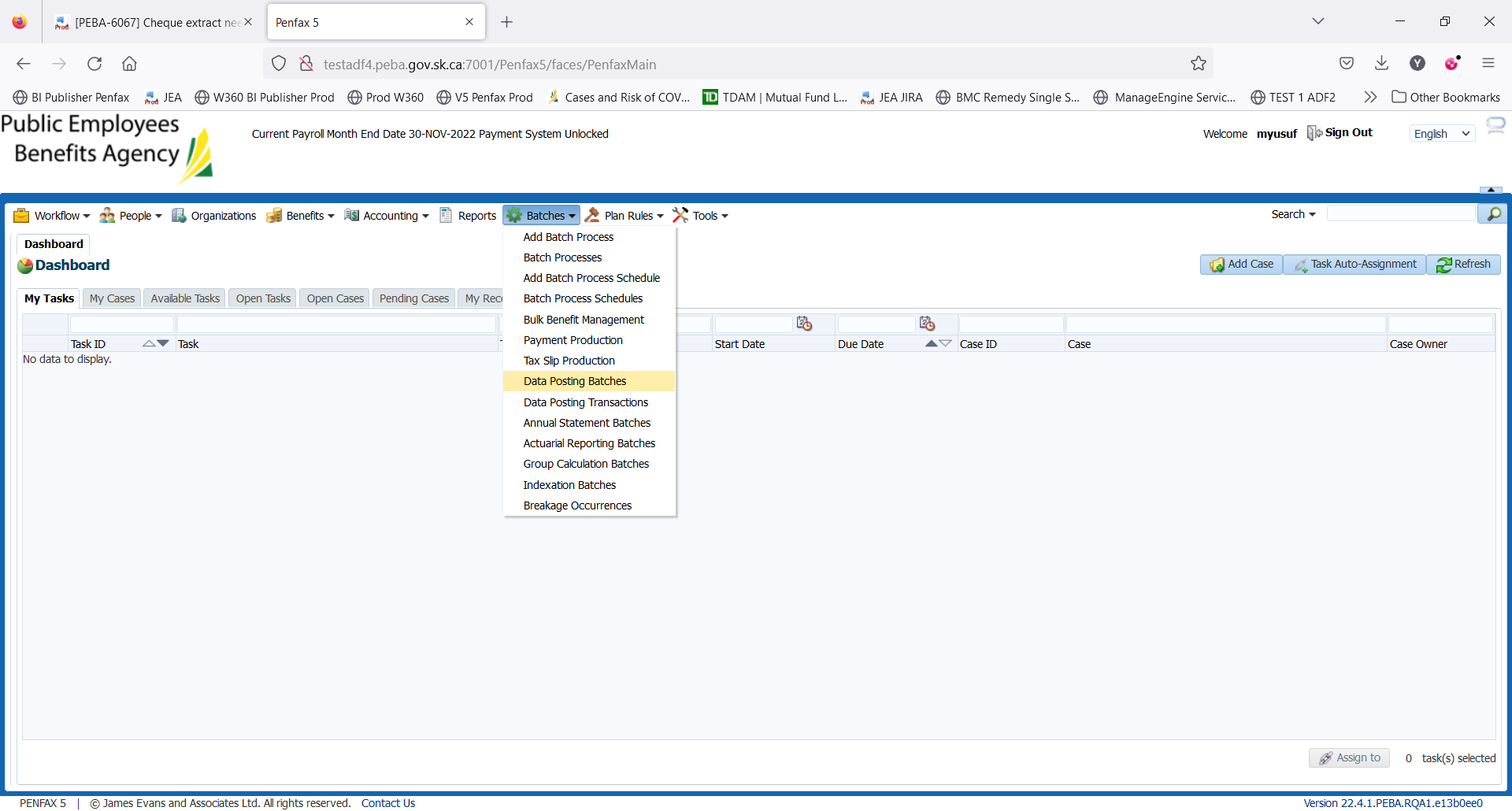




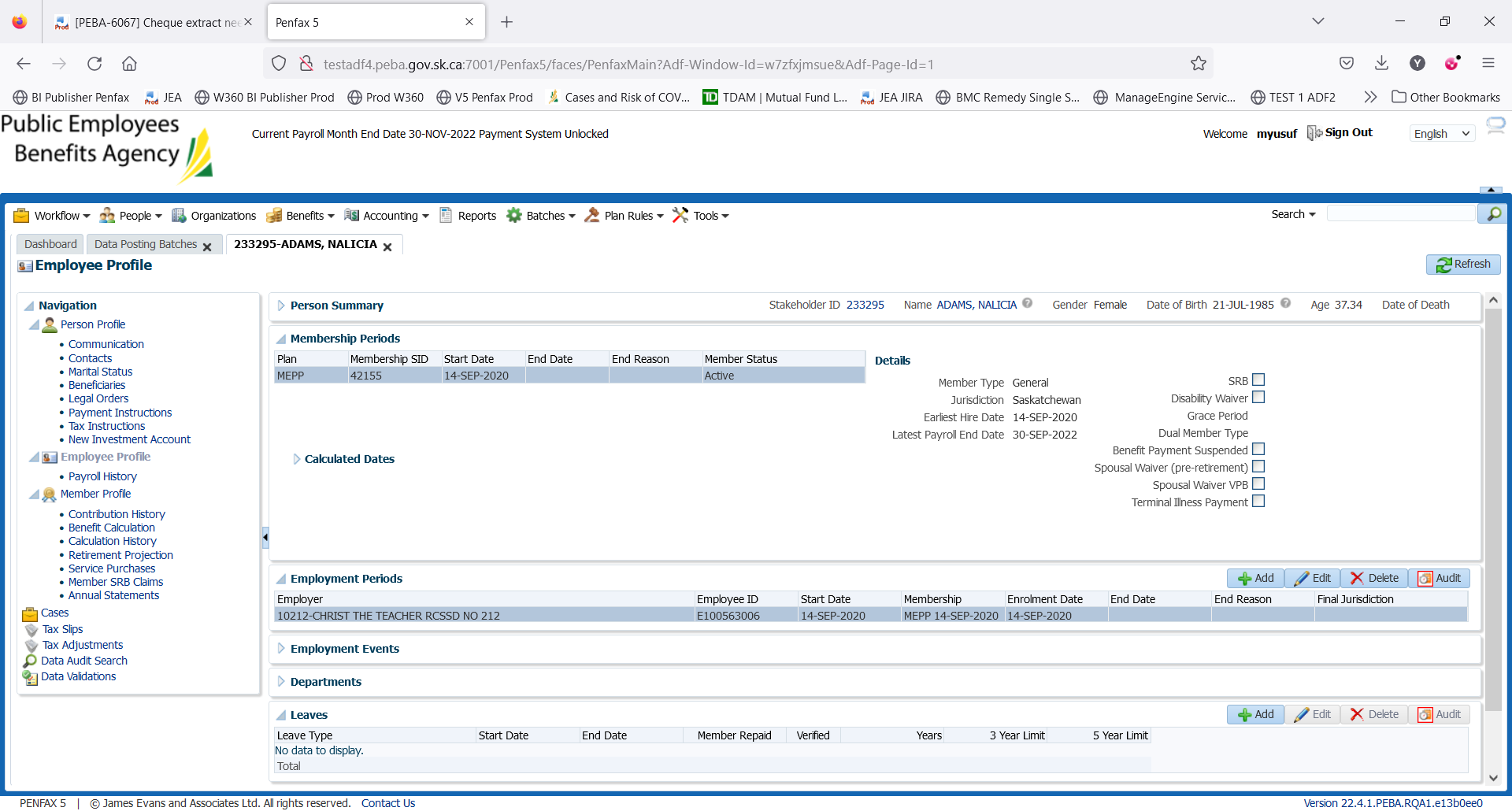


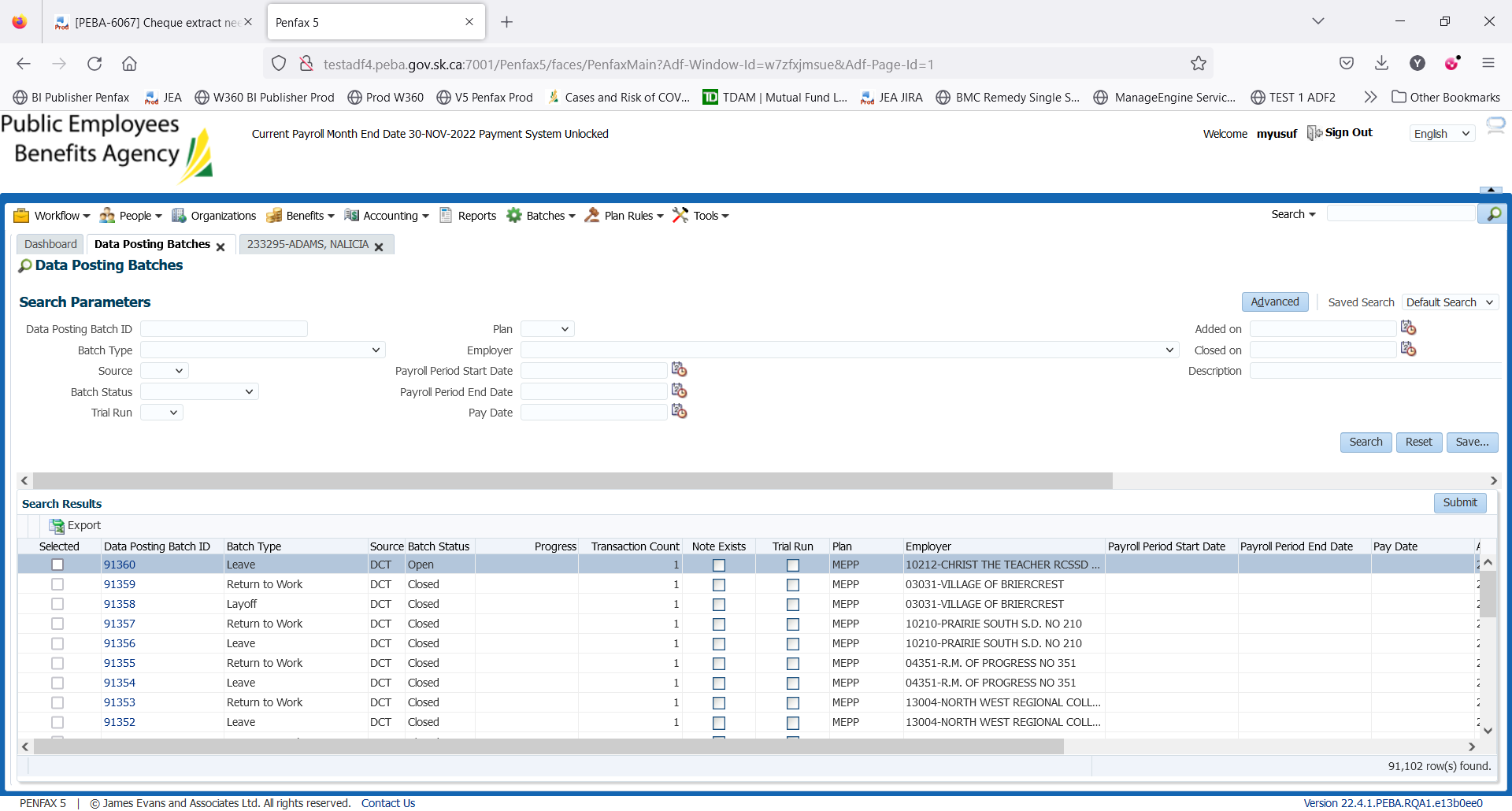
Validate the details entered. Process the Leave in DCT

Once processed, login into the penfax application.

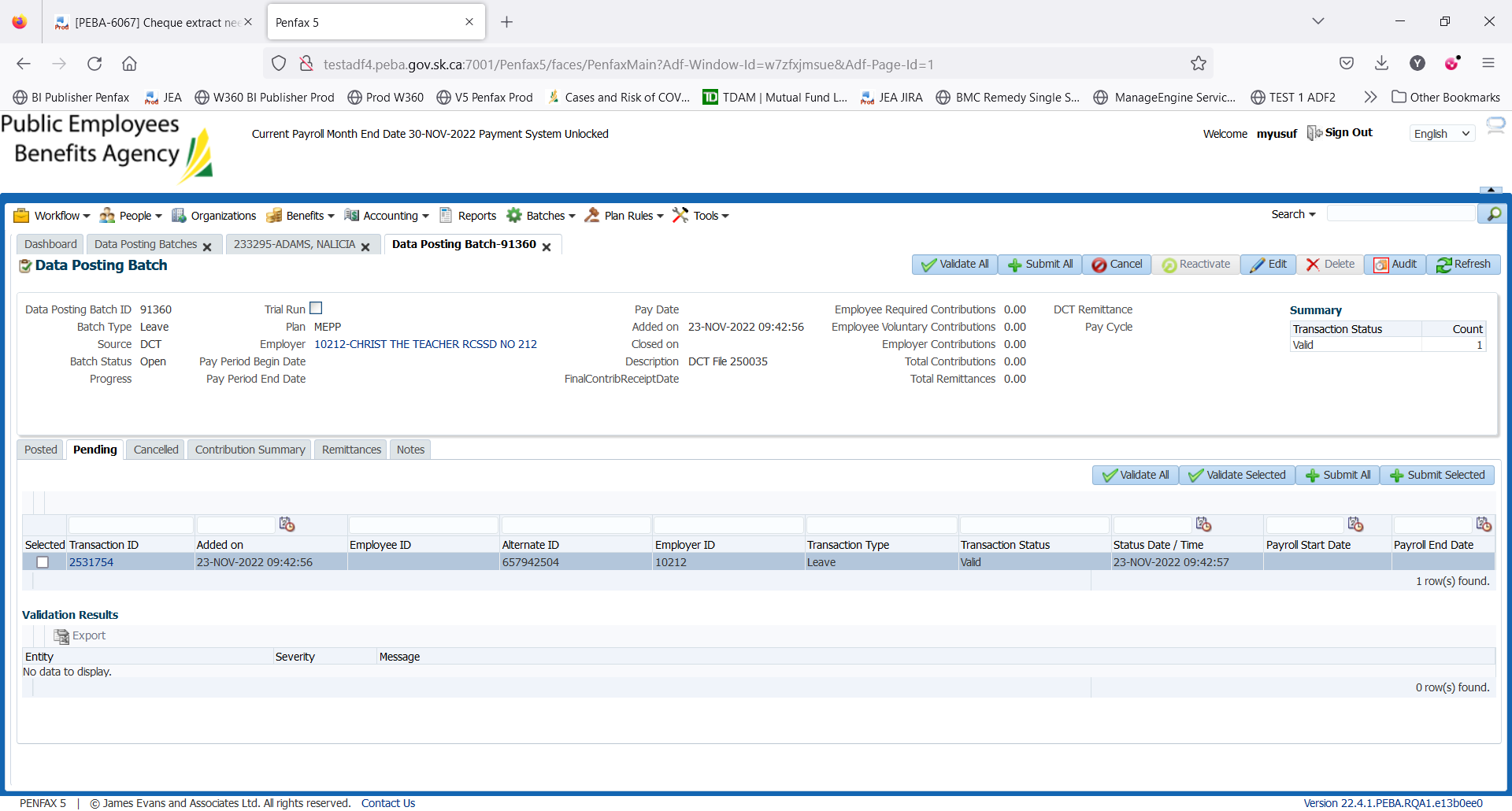


Batches-> Data Posting Batches

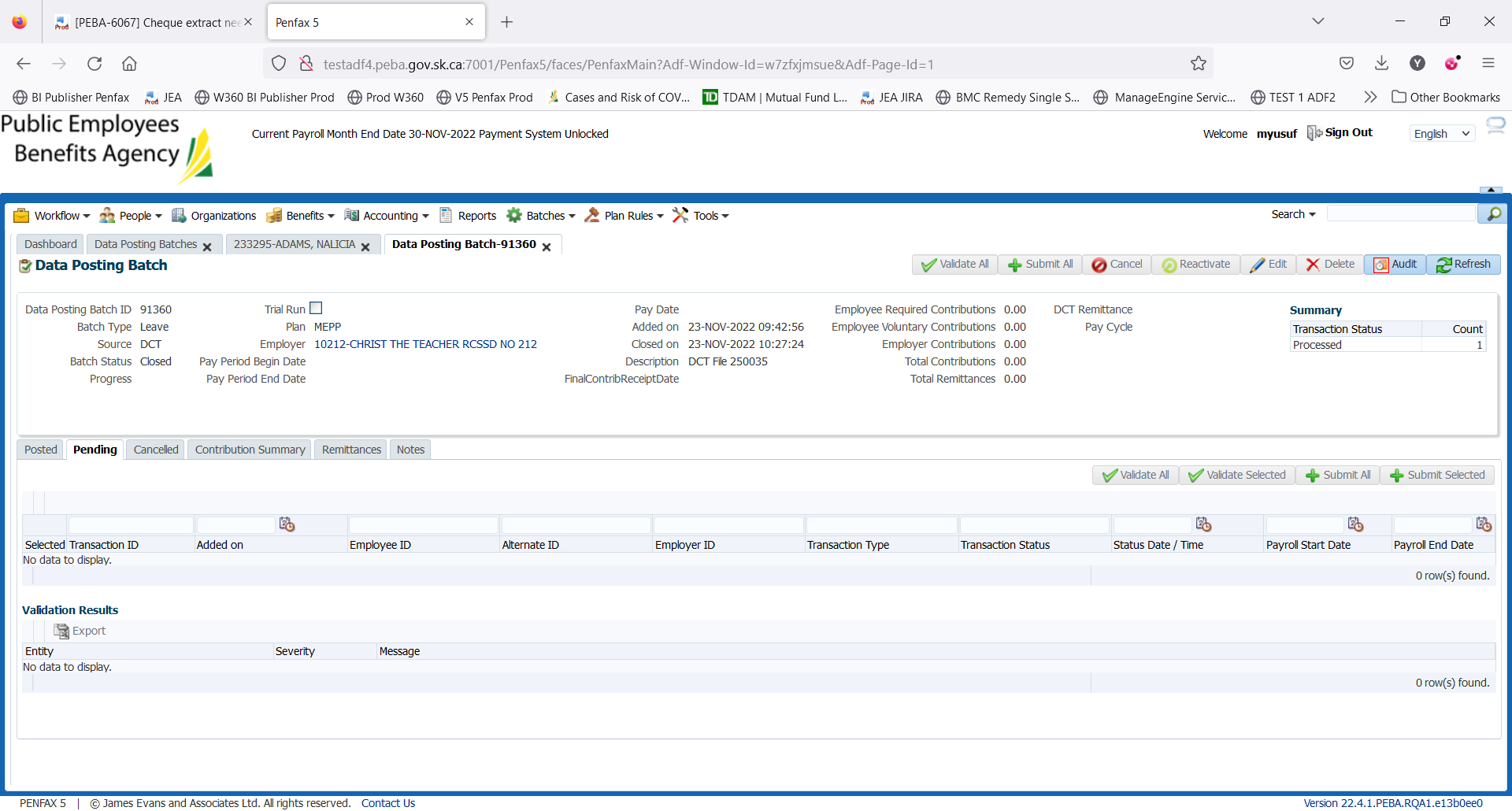




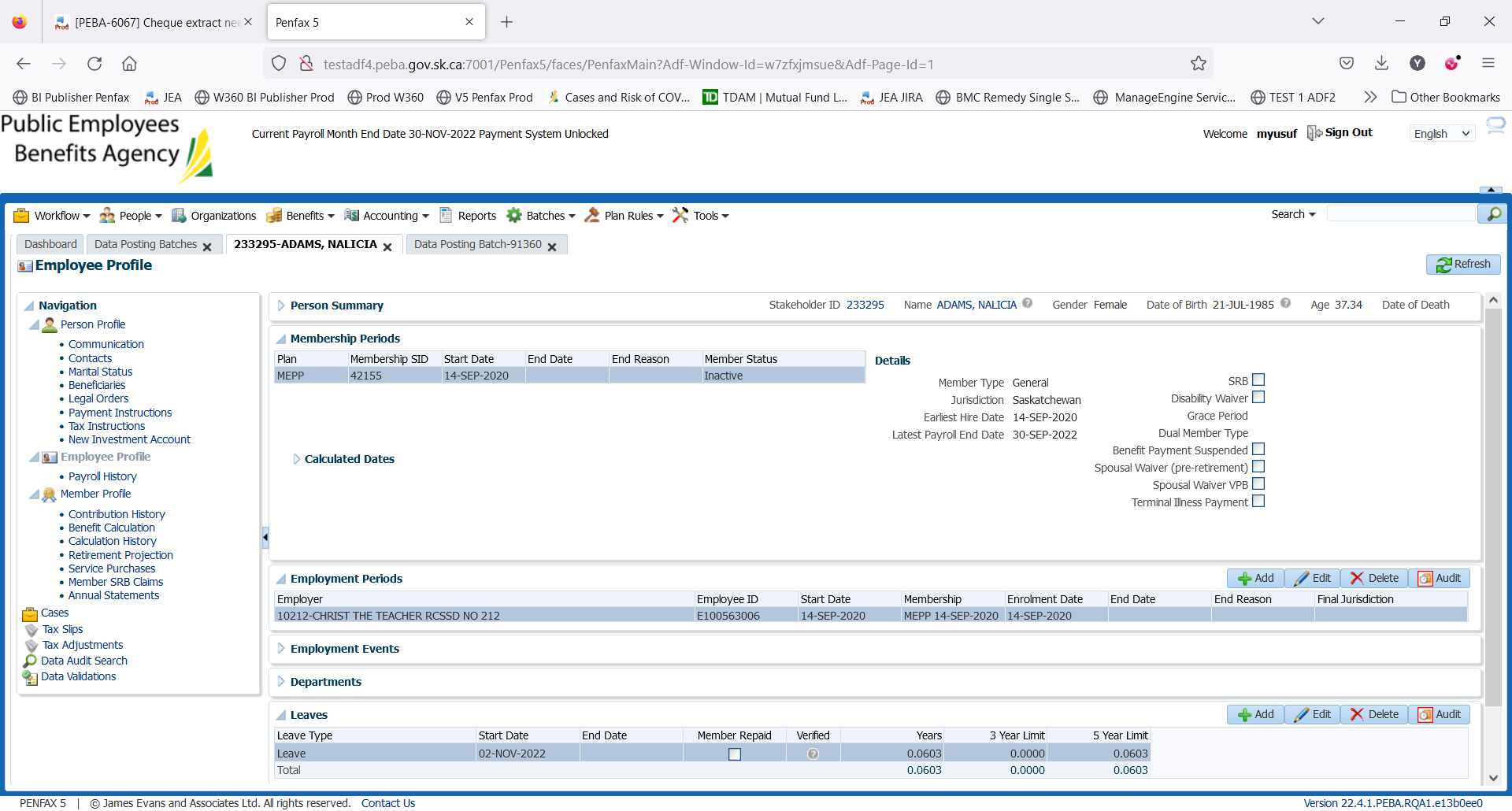
Process the latest Open batch. Select the Data posting batch ID



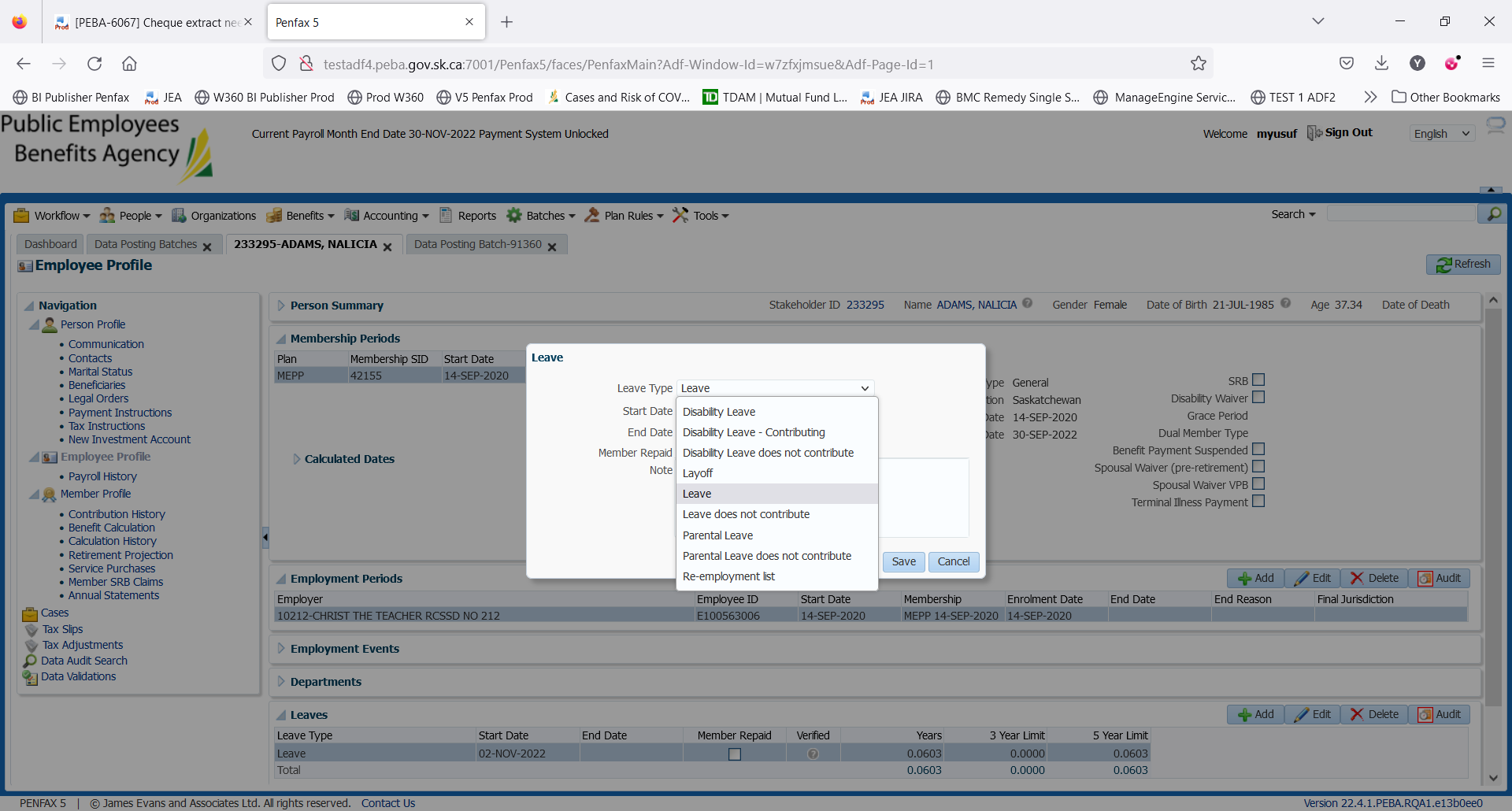
Validate it and then click on Submit All



Leave is added to the members profile



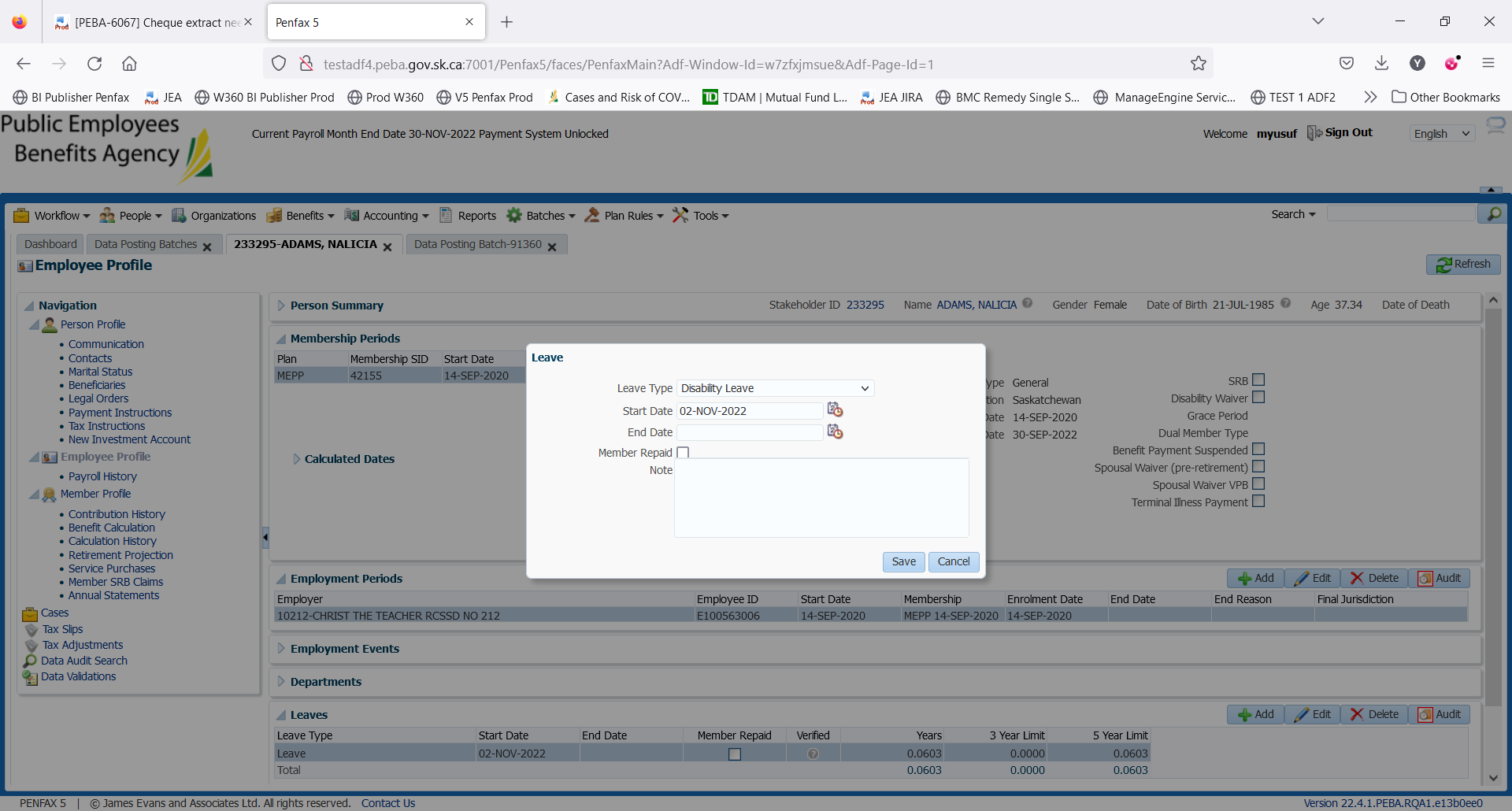
For updating the Leave status

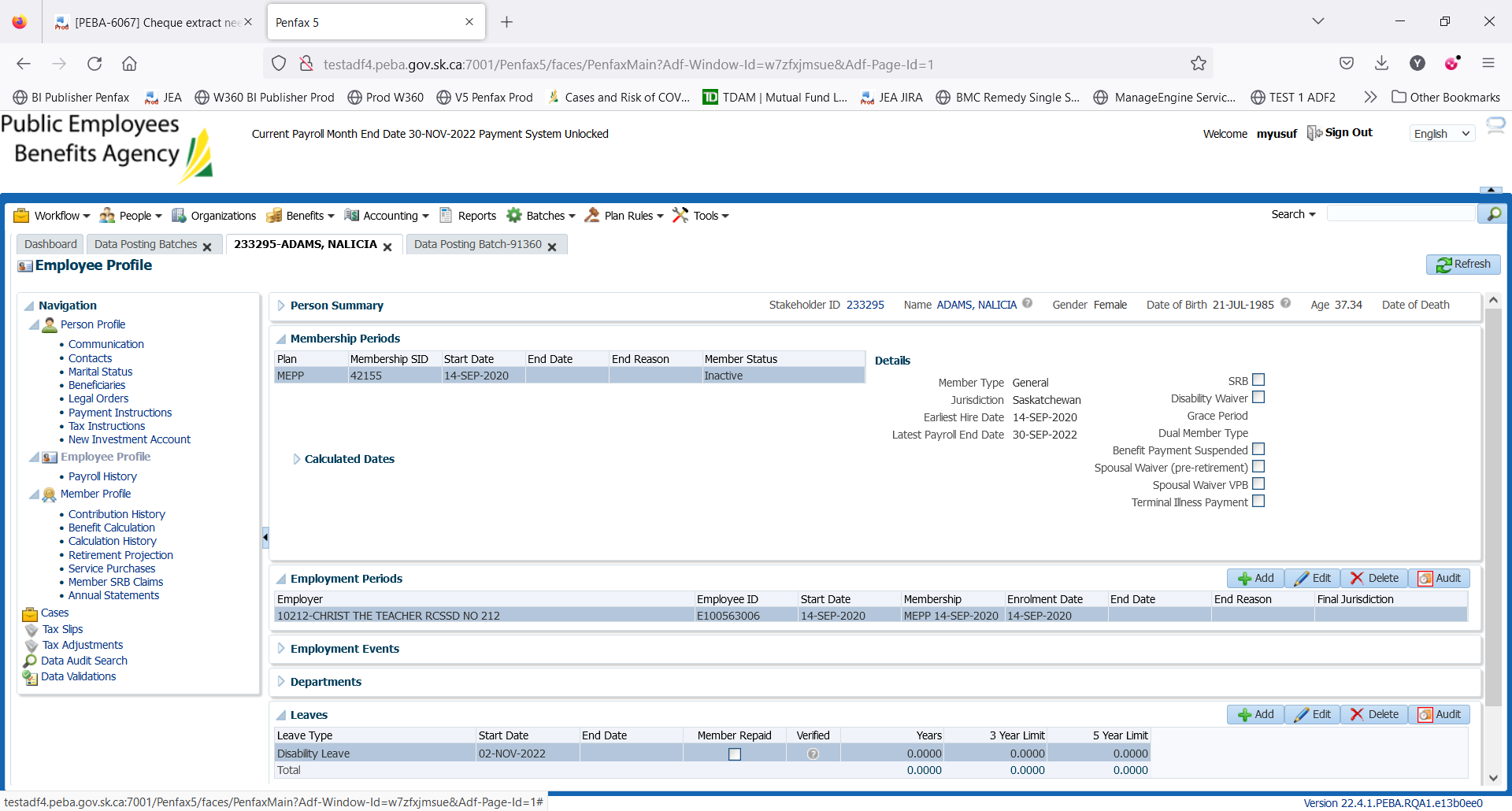


Select the Leave and click on Edit button beside it

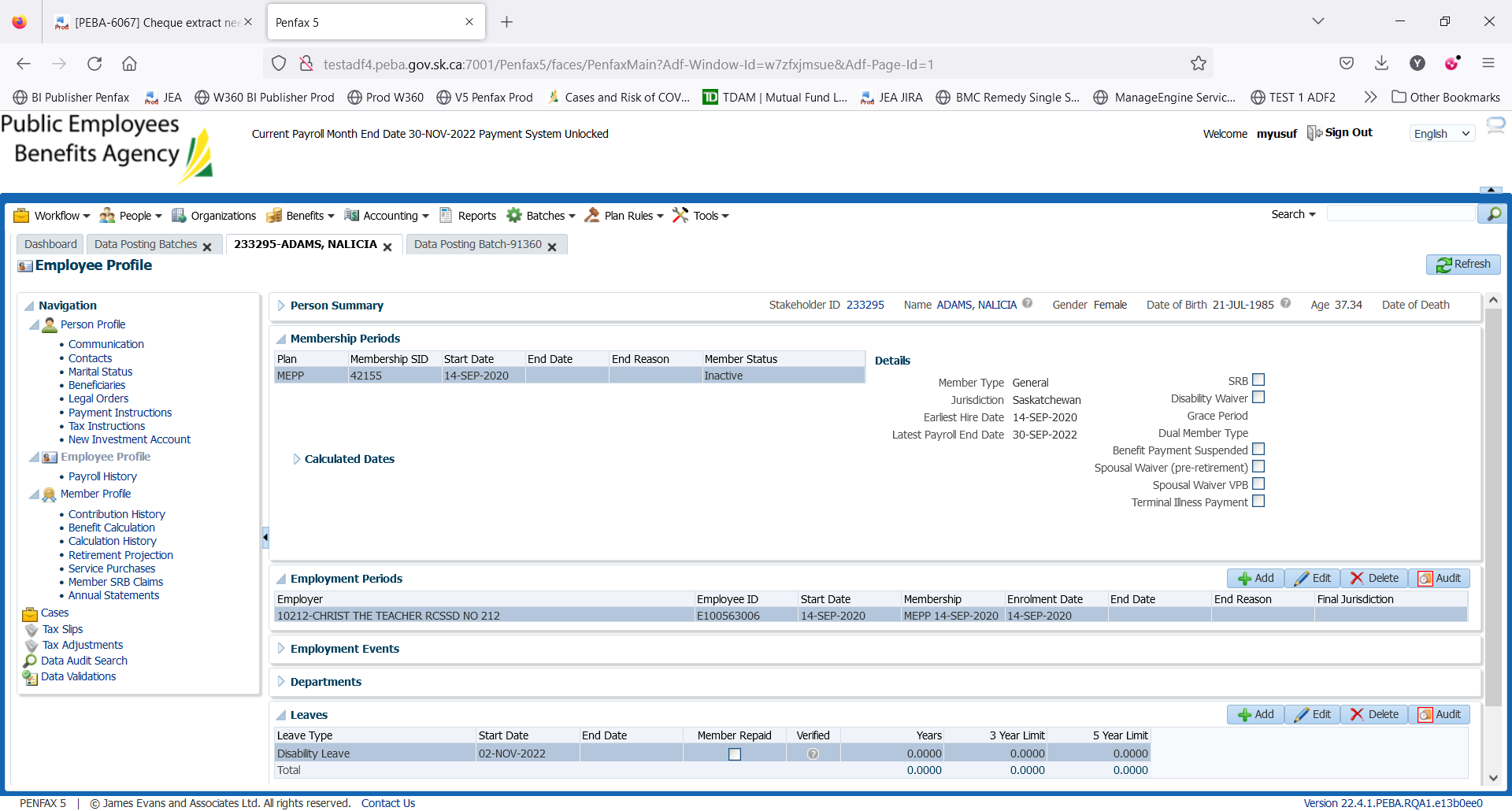
Pop up window will open as above.

Select the Leave Type to Disability from drop down





Click on save



Leave is updated to Disability