|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 24-Aug-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:

|  |
| --- |
| In PENFAX5 search for a member that meets the pre-condition. Keep track of the member and the employer |
| Log into DCT Select the employer in step 1 from the Employer drop down list Click Create new file Select Leave from the dropdown Click Create |
| Click on the new File ID Click Add Input the member from step 1 Type of leave select DIS - Disability  Fill in Start of leave. Same as step 1 Under Action Select Update Click Save |
| Under File Details Click Validate If no errors and warnings click Process |
| Go back to PENFAX5 Click on Batches Click Data Posting Batches Search for the Leave you just processed from DCT Click on the Data Posting Batch ID |
| Click n the Pending Tab Select the transcation and validate the file If status is valid then Submit the file \*\*\*\* This will have a warning. Which is okay. Need to validate to get the transaction status to Valid |
| Click on the Posted tab Make sure the transaction show up here. Go back to data posting batches Make sure the status updates to closed, and the closed on field is populated |
| Search for the member you just updated Go to Employee Profile Open the Leaves Tab |

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Sample member ready/ Preconditions are meet

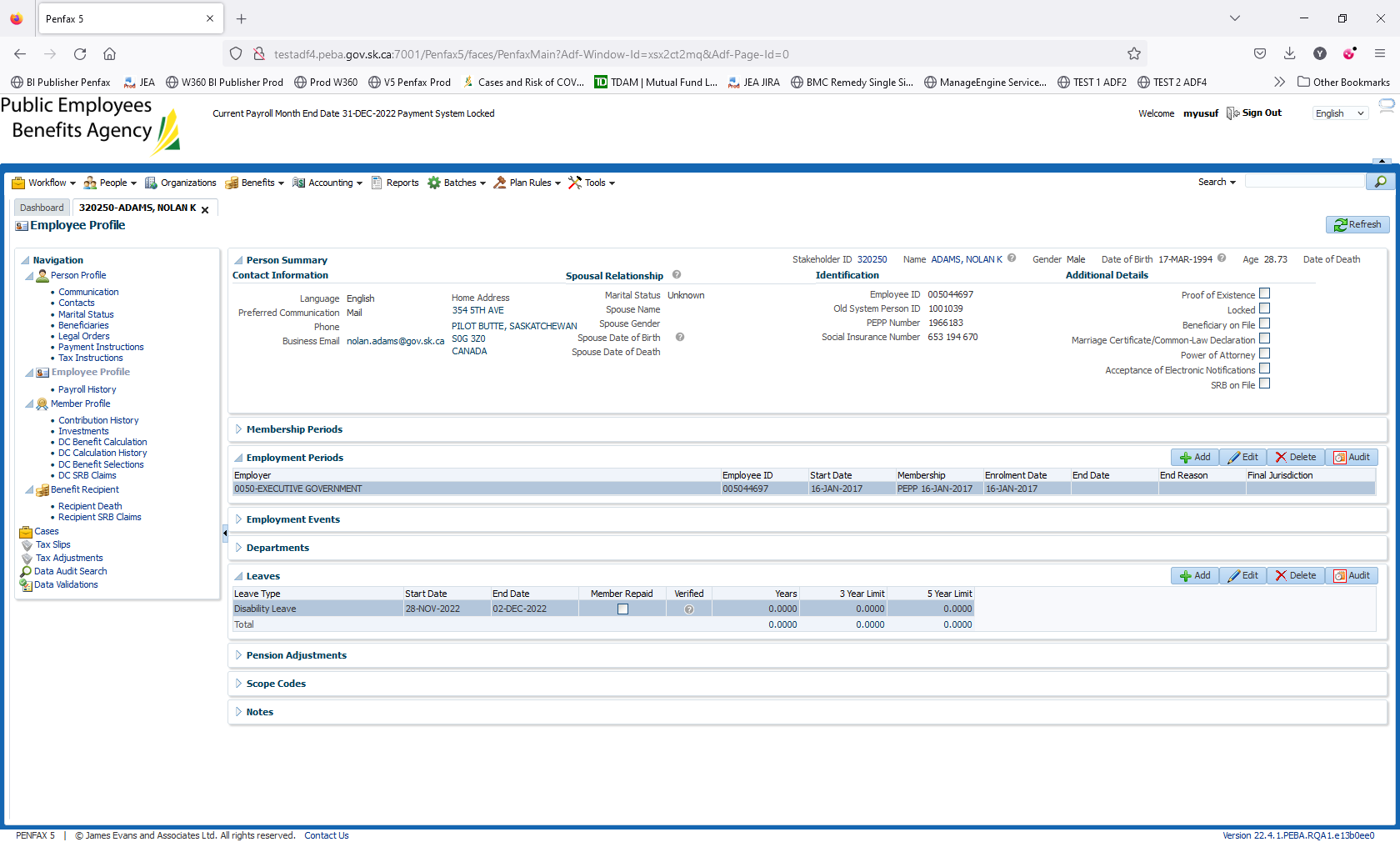
Updating the Leave Status can be done by

Penfax and

DCT

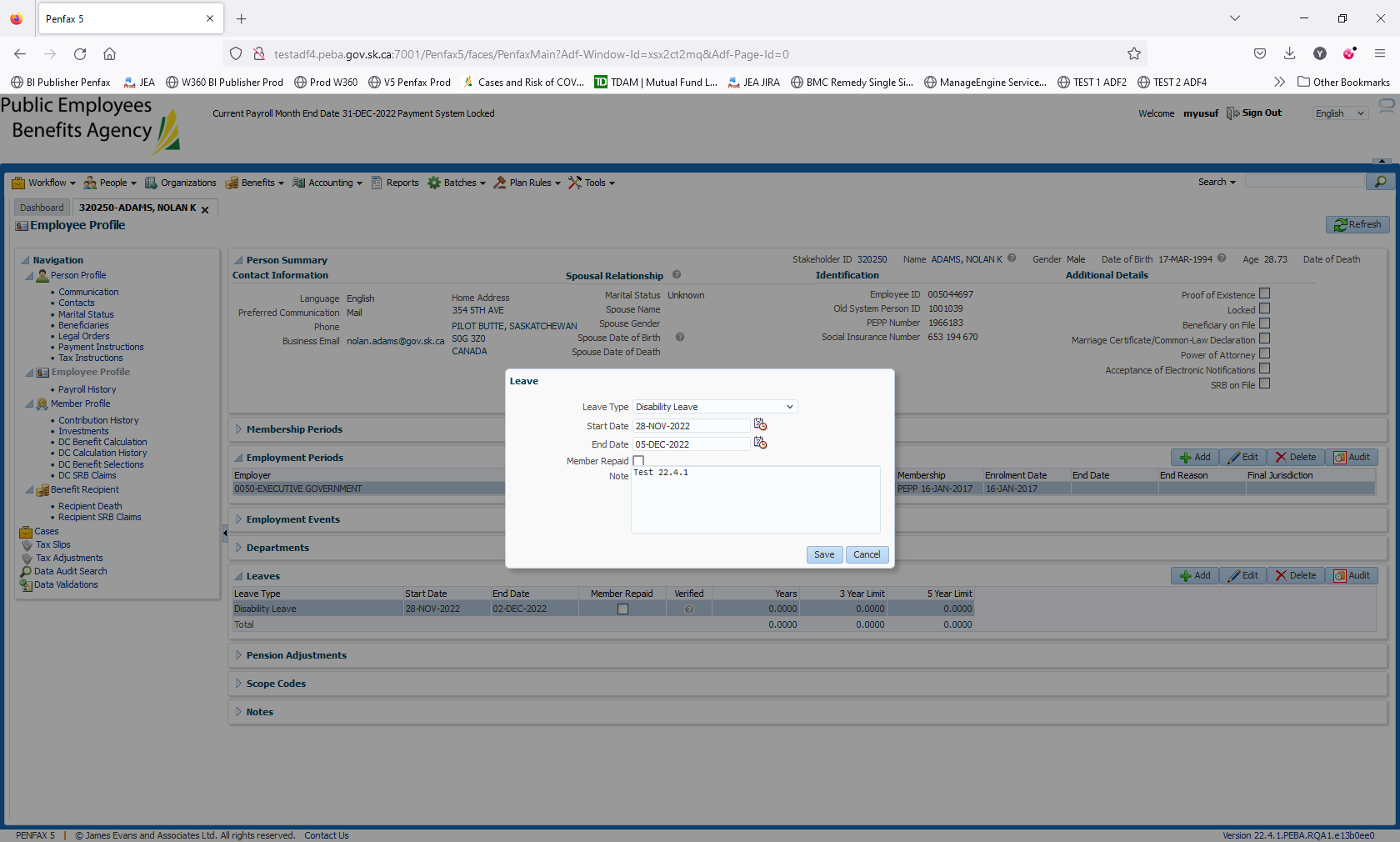
NOTE: Sif you want to edit start and end dates together; new leave will be added by the system. The best way is to modify either (Start date or End date) – Do not update them together

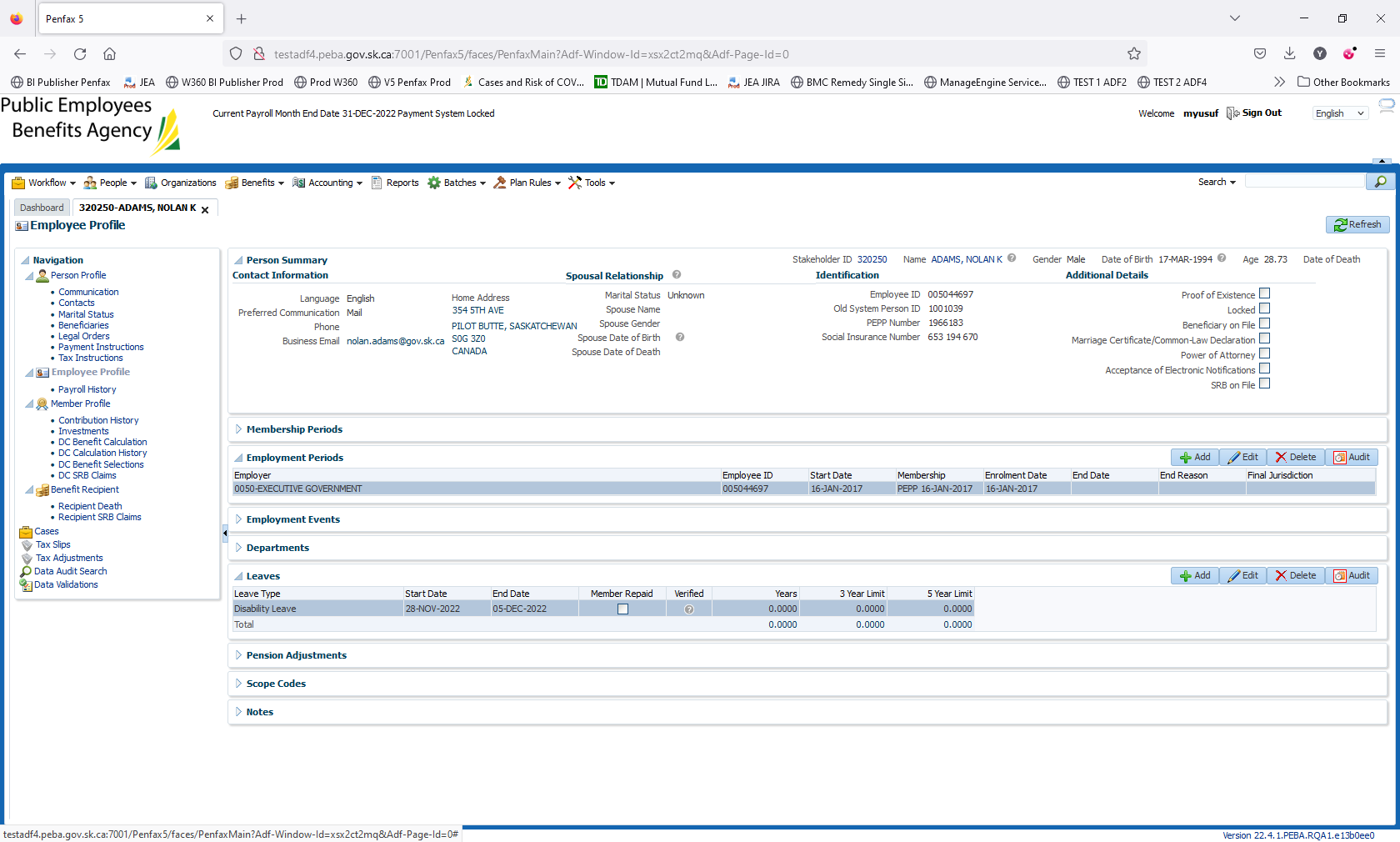
Modify by Penfax as PIO



Select the Leave. Click on the edit button

Changed the end date to 05-dec-2022





The date has been changed successfully.

The second process to update the Leave status using DCT is covered in other prior tests.