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| --- | --- |
| **Test Case ID** |  |
| **Test Case Name** |  |
| **Description:** |  |
| **Pre-Requisites** |  |

| **Step No.** | **Test Procedure** | **Expected Result** | **Pass/Fail** | **Screen Shot Reference** | **Remarks/**  **Comments** | **Sign/Date** |
| --- | --- | --- | --- | --- | --- | --- |
| **Assign role** **(), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has ADMIN Role and Click on login button | DMS Module homepage should be displayed | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions group | Role page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Assign role menu | Assign roles page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Select to select the user | Location window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should be allowed to select the User. | ❒ Pass  ❒ Fail |  |  |
|  | Click on required role from Non selected | Selected Role Should move from Non selected to selected | ❒ Pass  ❒ Fail |  |  |
|  | Click on submit button | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on ok button | Submitted successfully alert message should be closed | ❒ Pass  ❒ Fail |  |  |
| **Role Base Employee List (VAL-DMS-OPQ-TC-01-02), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Reports dashboard under General actions group | Reports page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Role base employee Report menu | Role base employee list page should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on Select at Location | Locations window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the location and click on select | Selected location should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on view report | Role base employee list report should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on Close Report | Role base employee list report should be closed | ❒ Pass  ❒ Fail |  |  |
| **Privileges (VAL-DMS-OPQ-TC-01-03), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Admin dashboard under General actions group | Role page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on privileges menu. | Privileges page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Browse user. | Location window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should allow selecting the User. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Select access level | Location window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location and click on select | Selected Access level should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on submit button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Audit trails – Privileges (VAL-DMS-OPQ-TC-01-04), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit Trails dashboard under General actions group | Audit trails page should be displayed | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Privileges menu | Privileges page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter First name, last name and select from date, To date | Details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on search button. | Search record should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and click on view changes button. | Privileges details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | Privileges details page should be Closed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Creation of document tree** **(VAL-DMS-OPQ-TC-01-05), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has Document controller role and Click on login button | DMS Module homepage should be displayed | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions group | User Group page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on document tree create menu | Organization Tree view should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location under organization Tree view. | Location should be Selected. | ❒ Pass  ❒ Fail |  |  |
|  | Enter Folder name, Folder short name and description. | Text boxes should be allowed to enter details. | ❒ Pass  ❒ Fail |  |  |
|  | Click on select approval from | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should be allowed to select the User. | ❒ Pass  ❒ Fail |  |  |
|  | Click on create | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
| **Reassign Document Tree Approver (VAL-DMS-OPQ-TC-01-06), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Reassign Activity dashboard under General actions group | Reassign Activity Page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Enter Required search fields and click on search | List of Activities should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and Click on continue | Document tree Approval window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select Reassign to from dropdown and enter reassign comments | Application should be allowed to Select the user and to enter the comments. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Submit | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted successfully message should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Audit Trail – Reassign Activity (VAL-DMS-OPQ-TC-01-07), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit Trails dashboard under General actions group | Audit Trails Page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Reassign Activity Menu | Reassign Activity Audit Trails page should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter/Select Required search fields and Click on Search | List of Reassign Activities should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Reject Document tree** **(VAL-DMS-OPQ-TC-01-08), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has QA Approver Role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on document tree dashboard under Approvals group | Documents tree approval details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on view details. | Document tree details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | Document tree details should be closed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and enter comments | Application Should be allowed to enter comments | ❒ Pass  ❒ Fail |  |  |
|  | Click on Revert Button | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Resubmit rejected document tree (VAL-DMS-OPQ-TC-01-09), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of user who has Document controller role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions group | Role page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Document tree rejected menu | Reverted document tree details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on comments view. | View comments window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | View comment window should be closed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on view button. | Document tree details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Change the required details. | Changed details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on select approval from | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should allow selecting the User. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the comments and click on ‘Submit’ Button | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Approve Document tree** **(VAL-DMS-OPQ-TC-01-10), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has QA Approver Role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on document tree dashboard under Approvals group | Documents tree approval details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on view details. | Document tree details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | Document tree details should be closed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record, enter comments and click on Approve button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Modify Document tree** **(VAL-DMS-OPQ-TC-01-11), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of user who has Document controller role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions group | User Group page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Document tree Create menu | Document tree details should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location under organization view. | Location should be selected. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required node from existing sub node and click on edit button. | Edit node details window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Change the required details. | Changed details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on select approval from | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should allow selecting the User. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the comments and click on ‘Submit’ Button | E-Signature Window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Approval of Modified Document tree** **(VAL-DMS-OPQ-TC-01-12), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has QA Approver Role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on document tree dashboard under Approvals | Documents tree approval details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on view details. | Document tree details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | Document tree details should be closed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and enter comments and click on Approve button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Terminate document tree** **(VAL-DMS-OPQ-TC-01-13), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of user who has Document controller role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions group | User Group  page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Document tree Create menu | Document tree details should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location under organization view. | Location should be selected. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required node from existing sub node and click on Terminate button. | Terminate folder details window page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on select approval from | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should allow selecting the User. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the comments and click on ‘Submit’ Button | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Approval of terminated document tree** **(VAL-DMS-OPQ-TC-01-14), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has QA Approver Role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on document tree dashboard under Approvals | Documents tree approval details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on view details. | Document tree details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | Document tree details should be closed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and enter comments and click on Approve button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
| **Status-Document tree (VAL-DMS-OPQ-TC-01-15), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Document tree dashboard under Status group | Document tree status page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Enter Document tree name and select from date, to date and Click on search button. | Search record status flow details should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Audit trails – Document tree (VAL-DMS-OPQ-TC-01-16), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit Trails dashboard under General Actions group | Audit Trails page should be displayed | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Document tree menu | Document tree details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter Tree folder name and select from date, To date and click on search button. | Search record should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and click on view changes button. | Document tree details window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | Document tree details window should be Closed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Creation of document type** **(VAL-DMS-OPQ-TC-01-17), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of user who has Document controller role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions | User Group page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on document type menu | Documents type page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on create document type radio button and click on next | Document type details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter name, full form, short form and description | Text boxes should be allowed to enter details. | ❒ Pass  ❒ Fail |  |  |
|  | Click on select approval from | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should be allowed to select the User. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the comments and click on ‘Finish’ Button | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Reassign Document Type Approver (VAL-DMS-OPQ-TC-01-18), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has Document controller role and Click on login button | DMS Module homepage should be displayed | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Reassign Activity dashboard under General actions group | Reassign Activity Page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter Required search fields and click on search | List of Activities should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and Click on continue | Document type Approval window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select Reassign to from dropdown and enter reassign comments | Application should allow to Select the user and to enter comments. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Submit | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted successfullymessage should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on ok button | Submitted successfullymessage should be closed | ❒ Pass  ❒ Fail |  |  |
| **Audit Trail – Reassign Activity (VAL-DMS-OPQ-TC-01-19), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit Trails dashboard under General actions | Audit Trails Page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Reassign Activity Menu | Reassign Activity Audit Trails page should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter/Select Required search fields and Click on Search | List of Reassign Activities should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Reject Document type (VAL-DMS-OPQ-TC-01-20), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has QA Approver Role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on document type dashboard under Approvals | Documents type approval page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on view details. | Document type approval window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter comments and click on Revert | E-Signature Window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button. | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Resubmit-rejected document type** **(VAL-DMS-OPQ-TC-01-21), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of user who has Document controller role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions group | User Group page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on document type menu | Documents type page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Reverted Document Types by Approverradio button, select reverted record and click on view comments | Comments window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on close | Comments window should be closed | ❒ Pass  ❒ Fail |  |  |
|  | Click on next | Document type details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Modify name, full form, short form and description as required. | Text boxes should be allowed to Modify details. | ❒ Pass  ❒ Fail |  |  |
|  | Click on select approval from | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location, select user and click on select | Application should allow selecting the User. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the comments and click on ‘Finish’ Button | E-Signature Window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button. | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Approval of document type (VAL-DMS-OPQ-TC-01-22), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter User name and Password of User who has QA Approver Role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on document type dashboard under Approvals | Documents type approval page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required record and click on view details. | Document type approval window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter comments and click on Approve | E-Signature Window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button. | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Status-Document type (VAL-DMS-OPQ-TC-01-23), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of User who has Document controller and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Document type dashboard under Status group | Document type status page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter Document type name and select from date, to date and Click on search button. | Search record status flow details should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Audit trails – Document type (VAL-DMS-OPQ-TC-01-24), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on audit trails dashboard under General Actions | Document type Audit trails page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Enter Document type name and select from date, To date and click on search button. | Search record should be displayed. | ❒ Pass  ❒ Fail |  |  |
| **DMS Settings** **(VAL-DMS-OPQ-TC-01-25), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Admin dashboard under General actions | User Group page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on DMS Settings menu. | Default setting page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter/Select Required data | Application Should be allowed to Enter/Select required data | ❒ Pass  ❒ Fail |  |  |
|  | Click on Submit Button | E-Signature Window should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button. | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
| **DMS Settings Audit Trail (VAL-DMS-OPQ-TC-01-26), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit trails dashboard under General actions group | Audit trails page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on DMS Settings menu | DMS Settings Audit trail page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select From date and To Date and click on search | DMS Settings list should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Document number prefix (VAL-DMS-OPQ-TC-01-27), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Admin dashboard under General actions group | Role page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Document number prefix menu. | Document number prefix create page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the required location under organization view | Location should be selected. | ❒ Pass  ❒ Fail |  |  |
|  | Enter short name and select prefix from drop down list | Short name and prefix should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select suffix from drop down list and click on create button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |  |
| **DMS Number Prefix Audit Trail (VAL-DMS-OPQ-TC-01-28), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit trails dashboard under General actions group | Audit trails page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on DMS Number Prefix menu | DMS Number Prefix Audit trail page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select From date and To Date and click on search | DMS Number Prefix list should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Create user group (VAL-DMS-OPQ-TC-01-29), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Admin dashboard under General actions group | User group page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Select create user group radio button and click on next button. | User group details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter group name and group description. | Text boxes should be allowed to enter details. | ❒ Pass  ❒ Fail |  |  |
|  | Click on Select location | Location window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Select group members from non selected | Group member should be displayed under selected | ❒ Pass  ❒ Fail |  |  |
|  | Click on submit button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on Log out. | Should be logged out. | ❒ Pass  ❒ Fail |  |  |
| **Modify user group (VAL-DMS-OPQ-TC-01-30), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Enter user name and password of user who has Document controller role and Click on login button. | DMS Home page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on Admin dashboard under General actions | User Group page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select Modify user group radio button and Select the required record from existing user group details and click on view users | Group members should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Click on close | Group members details window should be closed | ❒ Pass  ❒ Fail |  |  |
|  | Click on next button. | User group details page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Modify required details | Required details should be modified | ❒ Pass  ❒ Fail |  |  |
|  | Click on submit button. | E-Signature Window should be displayed | ❒ Pass  ❒ Fail |  |  |
|  | Enter the E-signature password and click on submit button | Submitted Successfully alert message should be displayed | ❒ Pass  ❒ Fail |  |  |
| **Audit trails – User group (VAL-DMS-OPQ-TC-01-31), User Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | Click on Audit trails dashboard under General actions | Audit trails page should be displayed. | ❒ Pass  ❒ Fail |  |  |  |
|  | Click on User group menu | User group Audit trail page should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Enter User group name and select from date, To date and location | Details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on search button. | Search record should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Select the record and click on view changes button. | User group Au details should be displayed. | ❒ Pass  ❒ Fail |  |  |
|  | Click on close button. | User group details should be Closed. | ❒ Pass  ❒ Fail |  |  |

|  |  |
| --- | --- |
| **Tester** | |
| By signing below, I indicate that I have executed each step of this test case as instructed. | |
| Overall testers evaluation of the test case (Mark One) | Pass  Fail |
| Tester’s Sign/Date: | Attachment No.: |
| **Deviations / Discrepancies if any:** | |
| **Reviewer** | |
| By signing below, I indicate that I have reviewed the test case and its attachments and I find it to be properly executed. | |
| Are all expected results met? (Mark One) | Yes  No |
| Reviewer’s Sign/Date: | |
| **Reviewer’s Comments:** | |