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| Test Type: Unit Integration/System Acceptance | | | |
| Test ID: 1 | Prepared By/Date: | Tested By/Date: | |
| Test Description:  Create Requisition Form | | Program Tested:  Boundary Class:  CreateFormUI  Control Class:  FormController  Entity Class:  Requests,RequestDetails | |
| S/N | Test Steps | Expected Results | Actual Results |
| 1 | Log into System using Department Staff | System logs in and displays Department Dashboard |  |
| 2 | Navigate to “Stationery Requisition Form” using the left sidebar | Page loads and Requisition form is displayed |  |
| 3 | Select a category of item, followed by a specific item in the preceding dropdown lists.  Adjust quantity as required with entering via textbox or “+/-” button | Category loads in dropdown lists, items are searchable in typeahead search.  Quantity is adjustable |  |
| 4 | Add new lines to increase types of items to order by clicking “Add row” at the top | Upon clicking “Add Row”, a new row is created to enter a new product category |  |
| 5 | Once form has been successfully filled in, click “Submit” button at the bottom of the page. | Stationery form is submitted.  To check - click “Order Status” on the left and status should be “Pending” for this new order |  |

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| Test Type: Unit Integration/System Acceptance | | | |
| Test ID: 1 | Prepared By/Date: | Tested By/Date: | |
| Test Description:  Approval of Requisition Form | | Program Tested: | |
| S/N | Test Steps | Expected Results | Actual Results |
| 1 | Log into System using Department Head | System logs in and displays Department Head Dashboard |  |
| 2 | Navigate to “Order Status” using the left sidebar | Page loads and list of stationery orders are displayed |  |
| 3 | Click “Approve” for a current pending order in the list | Request Approval page will be displayed, with a text box for “Remarks” and “Approve/Reject” button below |  |
| 4 | Enter Remarks if required and click “Approve” | Status will be updated. Upon clicking “Details” in list, full details of order as well as updated status will be reflected. |  |

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| Test Type: Unit Integration/System Acceptance | | | |
| Test ID: 1 | Prepared By/Date: | Tested By/Date: | |
| Test Description:  Appointing a Department Representative | | Program Tested: | |
| S/N | Test Steps | Expected Results | Actual Results |
| 1 | Log into System using Department Head | System logs in and displays Department Head Dashboard |  |
| 2 | Navigate to “Appoint Representative” using the left sidebar | Page loads and a dropdown box with “Submit” button is displayed |  |
| 3 | Search for employee name via typing, or choose an employee name by selecting from dropdown list | Employee Name is searchable and Employee Name is selectable. |  |
| 4 | Click “Submit” once representative has been chosen | Successful appointment will be verified via a pop up. |  |

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| Test Type: Unit Integration/System Acceptance | | | |
| Test ID: 1 | Prepared By/Date: | Tested By/Date: | |
| Test Description:  Set Collection Point | | Program Tested: | |
| S/N | Test Steps | Expected Results | Actual Results |
| 1 | Log into System using Department Head | System logs in and displays Department Head Dashboard |  |
| 2 | Navigate to “Set Collection Point” using the left sidebar | Page loads and a list of collection points are displayed |  |
| 3 | Choose a collection point from the list and hit “Save” once chosen | Collection Point is saved. |  |