### Test Script M&R/CLARA/IMM/2022/006/0001

### Matter(006)/General(0001)

***General Information***

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| **Tester Details** | |  |  |
| **Name** | **User ID** | **Tested Environment** | **Tested Date** |
|  |  | Pre-Production |  |
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|  |  |  |  |
|  |  |  |  |
| **Expected Results:**  Matter General Created/updated/deleted Successfully | | | |

***Process***

| **Process** | **Step #** | **Steps** | **Expected Results** | **Actual Results** | **Pass/Fail/**  **Not executed** |
| --- | --- | --- | --- | --- | --- |
| Login | 1 | Enter the User ID and Password in the login page | Should be able to Login successfully and open the landing page |  |  |
| General Tab | 2 | Click the Menu and navigate to MATTER and click MATTER MANAGEMENT button | Has to open the Matter List page |  |  |
|  | 3 | Should display all the Matter records based on L&E and Immigration |  |  |
| Search Matter | 4 | Click Search Button | Has to open the search criteria fields |  |  |
| 5 | Search Options can be single or multiple. Enter the required search field values and click search. This will update the list page records according to the search |  |  |
| 6 | Click Reset button | On Clicking reset will clear the search field values and will make all the fields as blank |  |  |
| Options | 7 | Click Options button | Will display the required options for this screen |  |  |
| 8 | Click Download icon from Options | Will down the list page records in Xlsx format |  |  |
| List search / Filter | 9 | Enter the required values in the Search field on the top of list page | Will filter the records according to search criteria in the list page |  |  |
| Edit Matter | 10 | Select a client and Click Options button and then click Edit icon | Has to open the Matter Edit screen with multiple tabs (General and Task) |  |  |
|  |  |  | **General tab** |  |  |
|  | 11 |  | Matter Description - Editable |  |  |
|  | 12 |  | Case Category - Editable |  |  |
|  | 13 |  | Case Sub Category - Editable |  |  |
|  | 14 |  | Case Info No - Non-Editable |  |  |
|  |  |  | **Client details tab** |  |  |
|  | 15 |  | Client ID - Non-Editable |  |  |
|  | 16 |  | Client Name- Non-Editable |  |  |
|  | 17 |  | Corporation - Non-Editable |  |  |
|  | 18 |  | Cell Phone- Non-Editable |  |  |
|  | 19 |  | E Mail ID- Non-Editable |  |  |
|  | 20 |  | Alternate E Mail ID-- Non-Editable |  |  |
|  | 21 |  | Address -- Non-Editable |  |  |
|  | 22 |  | Direct Telephone-- Non-Editable |  |  |
|  | 23 |  | Work Phone- Non-Editable |  |  |
|  | 24 |  | Home Phone- Non-Editable |  |  |
|  | 25 |  | Petitioner Name - Non-Editable |  |  |
|  | 26 |  | Beneficiary Name - Non-Editable |  |  |
|  |  |  | **Dates - tab** |  |  |
|  | 27 |  | Opened Date-Non-Editable |  |  |
|  | 28 |  | Filed date - Editable |  |  |
|  | 29 |  | Closed Date- Editable |  |  |
|  | 30 |  | Approval Date-Editable |  |  |
|  | 31 |  | Expiration Date-Editable |  |  |
|  |  |  | **Time keeper tab** |  |  |
|  | 32 |  | Partner - Non-Editable |  |  |
|  | 33 |  | Originating Time Keeper- Non-Editable |  |  |
|  | 34 |  | Responsible Time Keeper- Non-Editable |  |  |
|  | 35 |  | Assigned Time Keeper - Non-Editable |  |  |
|  | 36 |  | Legal Assistant- Non-Editable |  |  |
|  |  | On Clicking refresh button in this tab, Priority date, Priority date status, Preference Category ID fields will be copied from Docket wise | **Immigration updates tab** |  |  |
|  | 37 | This field will be updated for Immigration Clients once the Client is created in Docket wise system | Docket wise Reference ID - Non-Editable |  |  |
|  | 38 |  | Preference Category ID- Non-Editable |  |  |
|  | 39 |  | Priority Date - Non-Editable |  |  |
|  | 40 |  | Priority Date Status - Non-Editable |  |  |
|  |  |  | **Admin - tab** |  |  |
|  | 41 |  | Created By - Non-Editable |  |  |
|  | 42 |  | Created on - Non-Editable |  |  |
|  | 43 |  | Updated by - Non-Editable |  |  |
|  | 44 |  | Updated on - Non-Editable |  |  |
|  | 45 |  | Status - Editable |  |  |
|  | 46 |  | validation - Error message will be Popped up if Mandatory fields are not filled |  |  |
|  | 47 |  | On Clicking Save button, 1. will update the changes for the selected Matter 2. Receive success Message |  |  |
| Cancel Update | 48 |  | On Clicking cancel button, Close the Pop-up screen and go back to Matter List page |  |  |
| DocketWise System update | 49 | once Matter is updated successfully in CLARA | Have to automatically Update the respective Matter in Docketwise system with below fields |  |  |
|  |  |  | title |  |  |
|  |  |  | description |  |  |
|  |  |  | Client ID |  |  |
| Display Matter | 50 | Select a Matter and Click Options button and then click display icon | Has to display the Matter General tab |  |  |
| Delete Matter | 51 | Select a Matter and Click Options button and then click delete icon | Should allow to delete only when the status is "Open" and Case Assignment is not done |  |  |

***Confirmation / Approval of Testing Results***

**Overall Testing Status:**

Pass and accepted

Passed with note \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Failed

**Comments:**

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**Approved by :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_