### Test Script M&R/CLARA/IMM/2022/006/0010

### Matter(006)/Time ticket(0010)

***General Information***

|  |  |  |  |
| --- | --- | --- | --- |
| **Tester Details** | |  |  |
| **Name** | **User ID** | **Tested Environment** | **Tested Date** |
|  |  | Pre-Production |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Expected Results:**  Matter Time ticket 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 |  |  |
| Time ticket Tab | 2 | Select the matter from Matter list page and Click edit and then click Time Management Tab | Has to open the Time Ticket List page |  |  |
| 3 | Should display all the Time Tickets for the selected Matter number |  |  |
| Search | 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 & Click search again will provide the unfiltered list |  |  |
| 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 |  |  |
| Create New Time Ticket | 10 | Click New button from Time Ticket List page or Click Time Ticket shortcut icon | Should open New Time Ticket screen with below tab and fields |  |  |
|  |  |  | **General tab** |  |  |
|  | 11 |  | Client Name - Non-Editable - Auto Populate |  |  |
|  |  |  | **Timer** |  |  |
|  | 12 |  | Timer can be used for adding Booked hours. As per the below conversion chart time will be filled in the booked hours field |  |  |
|  |  |  |  |  |  |
|  | 13 |  | Booked Hours - Entry field - Mandatory |  |  |
|  | 14 |  | Activity Code - Select suitable activity Code for Litigation Case category (optional field) (Initially it is hidden, it will be enabled if TBB is selected in Billing format) |  |  |
|  | 15 |  | Task based Code - Select suitable task-based Code for Litigation Case category (optional field) (Initially it is hidden, it will be enabled if TBB is selected in Billing format) |  |  |
|  | 16 |  | Bill type - Select Billable or Non-Billable |  |  |
|  | 17 |  | Date - Select the date |  |  |
|  | 18 |  | Time Keeper - Logged in Time keeper Code will be filled by Default |  |  |
|  | 19 |  | Default rate - Time Keeper's rate will be automatically filled |  |  |
|  | 20 |  | Time ticket Amt - Will be calculated as  (Booked Hours\* Default rate) |  |  |
|  | 21 |  | Description - Enter the Time ticket notes |  |  |
|  | 22 |  | validation - Error message will be Popped up if Mandatory fields are not filled |  |  |
|  | 23 |  | On Clicking Save after filling the details 1. A new Time Ticket is created and assigned to the matter 2. Created Time Ticket is added in the Time Ticket list page for the selected matter 3. Receive success message |  |  |
|  | 24 | Cancel Save | Will Close the Time Ticket new screen and go to Time Ticket list page |  |  |
| Edit Time Ticket | 25 | Select a Time Ticket from the Time Ticket list page and click Edit icon from options | Should open Time Ticket Edit screen with below fields |  |  |
|  |  |  | **General tab** |  |  |
|  | 26 |  | Client Name - Non-Editable - Auto Populate |  |  |
|  |  |  | **Timer** |  |  |
|  | 27 |  | Booked Hours - Editable |  |  |
|  | 28 |  | Timer can be used for adding Booked hours. As per the below conversion chart time will be filled in the booked hours field |  |  |
|  |  |  |  |  |  |
|  | 29 |  | Activity Code - Editable  (Initially it is hidden, it will be enabled if TBB is selected in Billing format) |  |  |
|  | 30 |  | Task based Code - Editable  (Initially it is hidden, it will be enabled if TBB is selected in Billing format) |  |  |
|  | 31 |  | Bill type - Editable |  |  |
|  | 32 |  | Date - Editable |  |  |
|  | 33 |  | Time Keeper - Non-Editable |  |  |
|  | 34 |  | Default rate / Hour - Non-Editable |  |  |
|  | 35 |  | Time ticket Amt - Non-Editable |  |  |
|  | 36 |  | Description - Editable |  |  |
|  |  |  | **Admin tab** |  |  |
|  | 37 |  | Created by - Non-Editable |  |  |
|  | 38 |  | Created on - Non-Editable |  |  |
|  | 39 |  | Updated by - Non-Editable |  |  |
|  | 40 |  | Updated on - Non-Editable |  |  |
|  | 41 |  | Status - Auto Populate / Non-Editable |  |  |
|  | 42 |  | On Clicking update button, 1. will update the changes for the selected Time Ticket 2. Receive success Message |  |  |
| Cancel Update | 43 |  | On Clicking cancel button, Close the Pop-up screen and go back to Time Ticket List page |  |  |
| Display Time Ticket | 44 | Select a Time Ticket and Click Options button and then click display icon | Has to display the Time Ticket details |  |  |
| Delete Time Ticket | 45 | Select a Time Ticket and Click Options button and then click delete icon | Should allow to delete only when the status is "Open" |  |  |

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

**Overall Testing Status:**

Pass and accepted

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

Failed

**Comments:**

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

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

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