### Test Script M&R/CLARA/L&E/2022/006/0008

### Matter(006)/Task(0008)

***General Information***

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| **Tester Details** | |  |  |
| **Name** | **User ID** | **Tested Environment** | **Tested Date** |
|  |  | Pre-Production |  |
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|  |  |  |  |
|  |  |  |  |
| **Expected Results:**  Matter Task 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 |  |  |
| Task Tab | 2 | Select the matter from Matter list page and Click edit and then click Task Tab | Has to open the Task List page |  |  |
|  | 3 |  | Should display all the Tasks for the selected Matter number |  |  |
| Search Task | 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 task | 10 | Click New button from Task List page or Click Task shortcut icon | Should open New task screen with below tab and fields |  |  |
|  |  |  | **General tab** |  |  |
|  | 11 |  | Name - Entry field - Mandatory |  |  |
|  | 12 |  | Priority - Select from drop down (High/ Medium/Low) - Optional |  |  |
|  | 13 |  | Matter - Auto Populate |  |  |
|  | 14 |  | Task type - Select the required type from dropdown - Mandatory |  |  |
|  | 15 |  | Assign to - Select the timekeepers from Dropdown - Mandatory |  |  |
|  | 16 |  | E Mail ID - Time keepers Email ID will be displayed and new email ID can be added if required (by clicking add e mail button) - Mandatory |  |  |
|  |  |  | **Calendar Management tab** |  |  |
|  | 17 |  | Deadline Type - Auto fill / Editable - Mandatory |  |  |
|  | 18 |  | Deadline Date- Select court date or the target date for task for completion - Optional |  |  |
|  | 19 |  | Reminder days - Entry Field - Mandatory |  |  |
|  | 20 |  | Reminder date - Auto calculated based on deducting reminder days from Trial date – Non-Editable - Mandatory |  |  |
|  | 21 |  | Remainder Description - Entry field - Mandatory |  |  |
|  | 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 task is created and assigned to the matter 2. Created task is added in the Task list page for the selected matter 3. Will create two meeting invites for the selected E Mail Ids through Calendar integration 4. Receive success message |  |  |
|  | 24 | Cancel Save | Will Close the Task new screen and go to Task list page |  |  |
| Edit Task | 25 | Select a task from the task list page and click Edit icon from options | Should open Task Edit screen with below fields |  |  |
|  |  |  | **General tab** |  |  |
|  | 26 |  | Name - Editable |  |  |
|  | 27 |  | Priority - Editable |  |  |
|  | 28 |  | Matter - Editable |  |  |
|  | 29 |  | Task type - Editable |  |  |
|  | 30 |  | Assign to - Editable |  |  |
|  | 31 |  | E Mail - Editable |  |  |
|  |  |  | **Calendar Management tab** |  |  |
|  | 32 |  | Deadline Type - Editable |  |  |
|  | 33 |  | Deadline date - Editable |  |  |
|  | 34 |  | Reminder days - Editable |  |  |
|  | 35 |  | Reminder date - Non-Editable |  |  |
|  | 36 |  | Remainder Description - Editable |  |  |
|  |  |  | **Status tab** |  |  |
|  | 37 |  | Status - Editable (Update Status as COMPLETED when the task is actually completed) |  |  |
|  |  |  | **Admin tab** |  |  |
|  | 38 |  | Created by - Non-Editable |  |  |
|  | 39 |  | Created on - Non-Editable |  |  |
|  | 40 |  | Updated by - Non-Editable |  |  |
|  | 41 |  | Updated on - Non-Editable |  |  |
|  | 42 |  | validation - Error message will be Popped up if Mandatory fields are not filled |  |  |
|  | 43 |  | On Clicking Save button, 1. will update the changes for the selected Task 2. Receive success Message  3. Additional E Mail IDs will receive Meeting invite in outlook |  |  |
| Cancel Update | 44 |  | On Clicking cancel button, Close the Pop-up screen and go back to Task List page |  |  |
| Display Task | 45 | Select a Task and Click Options button and then click display icon | Has to display the Task details |  |  |
| Delete Task | 46 | Select a Task 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 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_