

**Script Name** **Assign Submission - Resolution Due Date**  
**Description** The purpose of this script is to test the system's ability to calculate a resolution due date upon assignment to a team member  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** User has the ability to log in as Co-Team Lead (colead01), user has the ability to log in as Team Member (fa02)  
**Use Cases Covered** UC\_13 Assign Submission

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Co-Team Lead Assign Submission</b>					
1	Log in as colead01	System returns home page queue			
2	In the "Submissions Pending Assignment" queue, Co-Team Lead user finds <Proprietary School>, "OPEID:" <10000001>, "Submission Type" <Annual Financial Statement>	System enables user to scroll down queue and view submissions			
3	In the "Assign To:" drop-down box at the far right, select <Team 2 - New York - Analyst2 - Financial>	System allows user to highlight selection			
4	Click the "Assign" button	System removes submission from "Submissions Pending Assignment" queue			
5	Click "Team Queue" in the top nav	System returns the Team Queue page			
6	Scroll down to Proprietary School OPEID 10000001 submissions - find assigned Annual Financial Statement submission	System enables user to scroll down queue and view submissions			
7	Confirm that "Resolution Due Date:" is 90 days out	System displays "Submission Information" which includes "Assigned To:" <Financial Analyst1> and a "Resolution Due Date:" that is 90 days out from date of assignment			
8	Click eZ-Audit Home tab in the top nav	System returns home page queue			
9	In the "Submissions Pending Assignment" queue, Co-Team Lead user finds <Proprietary School>, "OPEID:" <10000001>, "Submission Type" <Annual Compliance Audit>	System enables user to scroll down queue and view submissions			
10	In the "Assign To:" drop-down box at the far right, select <Team 2 - New York - Specialist1 - Audit>	System allows user to highlight selection			
11	Click the "Assign" button	System removes submission from "Submissions Pending Assignment" queue			

12	In the "Submissions Pending Assignment" queue, Co-Team Lead user finds <Non-Profit School>, "OPEID:" <20000002>, "Submission Type" <Annual Financial Statement>	System enables user to scroll down queue and view submissions				
13	In the "Assign To:" drop-down box at the far right, select <Team 2 - New York - Analyst1 - Financial>	System allows user to highlight selection				
14	Click the "Assign" button	System removes submission from "Submissions Pending Assignment" queue				
15	In the "Submissions Pending Assignment" queue, Co-Team Lead user finds <Non-Profit School>, "OPEID:" <20000002>, "Submission Type" <Annual Compliance Audit>	System enables user to scroll down queue and view submissions				
16	In the "Assign To:" drop-down box at the far right, select <Team 2 - New York - Specialist1 - Audit>	System allows user to highlight selection				
17	Click the "Assign" button	System removes submission from "Submissions Pending Assignment" queue				
18	Click "Logout" in the top nav	System displays "Logout" page				
<b>Team Member Receives Assignment</b>						
19	Click the "Click here to log back in." link	System returns the eZ-Audit "User Login" page				
20	Log in as username <fa02> password <>	System returns "My Queue Financial Analyst" home page				
21	Scroll down to find Proprietary School OPEID <10000001> assignment in queue	System displays Proprietary School OPEID <10000001> Annual Financial Statement submission as assigned above				
22	Confirm that "Received Date" is today's date (or date assigned) and that "Resolution Due Date" is 90 days out from today's date	System displays "Received Date" <date of assignment> and "Resolution Due Date" <90 days from date of assignment>				
23	Click "Logout" in the top nav	System displays "Logout" page				

**Script Name** Re-assign Submission - Resolution Due Date  
**Description** The purpose of this script is to test the system's ability to display originally calculated resolution due date upon re-assignment to a team member  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** User has the ability to log in as Co-Team Lead (colead01), user has the ability to log in as Team Member (aagass01)  
**Use Cases Covered** UC\_13 Assign Submission

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Co-Team Lead Reassign Submission</b>					
1	Log in as colead01	System returns home page queue			
2	Click "Search" tab in top nav	System returns "Search Institutions" page which contains fields to search for submissions: OPEID, Institution Name, City, State, Province, Country, Case Team, Type of Institution, Type of Submission, Submission Reason, Fiscal Year End, CPA. There is a "Search" button			
3	Enter "OPEID" <10000001>	Field accepts value			
4	Click "Search" button	System displays all submissions related to Proprietary School OPEID 10000001			
5	Select <Proprietary School> link for Annual Financial Statement Submission	System displays "Submission Summary" page			
6	Scroll down to "Re-assign" section and select "Financial Statement" <Team 2 - New York - Analyst1, financial>	System allows user to highlight selection			
7	Enter "Notes" <re-assigned>	Field accepts value			
8	Click "Assign" button	System displays submission as "Assigned"			
9	Click "Team Queue" in the top nav	System returns the Team Queue page			
10	Scroll down to Proprietary School OPEID 10000001 submissions - find assigned Annual Financial Statement submission	System enables user to scroll down queue and view submissions			
11	Confirm that submission is reassigned and that the "Resolution Due Date:" is still 90 days out	System displays "Submission Information" which includes "Assigned To:" <Financial Analyst2> and a "Resolution Due Date:" that is still 90 days out from date of original assignment			
12	Click "Logout" in the top nav	System displays "Logout" page			
<b>Team Member Receives Assignment</b>					
13	Click the "Click here to log back in." link	System returns the eZ-Audit "User Login" page			
14	Log in as username <fa01> password <>	System returns "My Queue Financial Analyst" home page			
15	Scroll down to find Proprietary School OPEID <10000001> assignment in queue	System displays Proprietary School OPEID <10000001> Annual Financial Statement submission as assigned above			
16	Confirm that the "Resolution Due Date" is 90 days out from original date of assignment	System displays "Resolution Due Date" <90 days from original date of assignment>			
