

PART - IRS Skiptracing
SYSTEM TEST SCRIPT
6/4/2002 10:04 PM

Script Name Part Test Scripts
Description The purpose of this script is to test the functionality contained in the Part module.
Created By Kelly Sweet
Prerequisites None
Outputs Email and Self Service
Use Cases Covered Part
Conditions Covered PA001, PA002, PA003, PA004, PA005, PA006, PA007, PA008, PA009, PA010, PA011, PA012, PA013, PA014, PA015, PA016, PA017, PA018, PA019, PA020, PA021, PA022, PA032, PA033, PA034, ADS001, ADS002, ADS003, ADS004, ADS005

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
1	Login to the Site					
2	Open <Internet Explorer> Brower from the Desktop	Internet Explorer opens				
3	Enter <http://dev.cbs.sfa.ed.gov:8531/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	A security password box displays (for testing purposes only)				
4	Enter <cbs> in the Username field	Field accepts value				
5	Enter <cbstest> in the Password field	Field accepts value				ADS001
6	Select the <OK> button	The system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: "Welcome to Campus-Based Administration. To access the Campus-Based Admin site: 1. Select the "Login" button, 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN, go to the Department of Education PIN Registration site to apply, 3. Enter the Campus-Based Admin TG Number, 4. After login authentication is complete, the Campus-Based Admin home page will be displayed." If your security rights have not yet been established, contact the CB Security Officer at the Campus-Based Programs office.				
7	Select <Log In> button	A security password box displays (for testing purposes only)				ADS002
8	Enter <integrate> in the Username field	Field accepts value (this step is for testing purposes only and will not be necessary in February).				ADS002
9	Enter <pin1026> in the password field	Field accepts value				
10	Select <OK>	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				ADS002
11	Enter <222334444> into the SSN field	Field accepts value.				ADS003
12	Enter <cl> into the first two letters of last name field	Field accepts value.				ADS003
13	Enter <10221970> in the DOB field	Field accepts value.				ADS003
14	Enter <2141> in the PIN number field.	Field accepts value.				ADS003
15	Select <Submit Request> button	Security Message displays				ADS004

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
16	If Security message displays, select <Yes>	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. The TG number is case-sensitive".				ADS005
17	Enter <TG08899> into the TG field and	Field accepts value.				ADS005
18	Select the <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				ADM001, ADS006, ADM012
19	Basic Flow					
20	Select a school name that is not part of the PART program.					
21	Select the Serial Number Radio button in the Select School area top navigation	Field Accepts value				MA004
22	Enter <001299> in the Search field in the top navigation search	Field Accepts value				MA004
23	Select <2002-2003> from the School Year dropdown menu in the top navigation search	Field Accepts value				MA004
24	Select the <Go> button	The System displays the school name, serial number (001299), and Campus-Based year (2002-2003) at the top of the page.				MA004
25	Select <PART> from the left nav bar	The System displays the main PART page. There are instructions notifying the Admin User how to use the PART module. There are links on the left nav bar.				PA001, PA002, PA003
26	Admin User Wants to View PART Statistical Data for School 2					
27	Select <B. Summary> link from the left nav bar	The System displays the B. Summary page. The total number of PART records in the Campus-Based System database is displayed, along with the total number of Procedure Reports received. These numbers include the current Campus-Based year as well as all prior Campus-Based years. There are three columns <Procedure Reports, Activity Reports, and Notification Reports> showing a breakdown of the types of reports received. Each column has a row for a Campus-Based year and the total of each type of report received for that year. There is a Printer Friendly Version link. There is a notification summary at the top of the page. Verify <Procedure Report received 2000 .111 2001 .136. ACT Reports received - 2001 .1. Total Procedure records are 247.				PA020, PA021
28	Admin User Wants to Initiate a PART Record					

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
29	Select <A. School Detail> Link from the left Nav bar.	The System displays the A. School Detail page. The school name, serial number and Campus-Based year selected are displayed at the top of the page. Read-only data displayed includes school's address, type of school and program length, which is populated from the last submitted FISAP. There are field labels for the PART contact person at the school and the contact person's title. These fields are not populated. Also displayed are labels for the date the d Procedure Report was received and the dates that any Activity Reports were received. These fields are not populated.				PA004, PA005, PA006, PA007, PA008, PA009, PA010
30	Click the <Update> button	The System displays the A. School Detail – Update page. Included are the same fields as listed on the A. School Detail page. The contact name and title fields are not populated but are editable. There is a blank row in the Procedure Report Area. There is a Comments area with an input box and a Save button. There is a link to View Comments. See Special Requirements for actual field labels. There is a Save button. There is an instruction notifying the Admin User how to proceed.				PA004, PA005, PA006, PA007, PA008, PA009, PA010
31	Enter <Kelly Sweet> and <School IRS Contact> into the correct fields. Enter <yesterday's date DD/MM/YYYY> into the Procedure Report Field	Field accepts data				PA008,
32	Enter <I added a new school to the PART module> into the Comment Box	Field accepts data				PA008, PA019
33	Click <SAVE> button	The System displays a message stating You have selected to update and save parameters on this page and send an email. Do you want to proceed? There is a Yes button and a No button.				PA009
34	Click <YES> button	The System displays the A. School Detail page. The contact name and title populate the associated fields. The date entered for the Procedure Report is displayed as read-only. The System sends an e-mail to the Financial Aid Administrator (FAA) on record and posts PART Procedure letter in the Self-Service area of the Campus-Based Programs Funding web site.				PA009, PA010
35	Admin User Wants to Add and Activity Report for School 1					
36	Select <A. School Detail> Link from the left Nav bar.	The System displays the A. School Detail page. The school name, serial number and Campus-Based year selected are displayed at the top of the page. Read-only data displayed includes school's address, type of school and program length, which is populated from the last submitted FISAP. There are field labels for the PART contact person at the school and the contact person's title. Also displayed are labels for the date the Procedure Report was received and the dates that any Activity Reports were received. There is an Update button. There is an instruction notifying the Admin User how to proceed. Verify <Sweet > last <kelly> first < School IRS Contact> Title <Yesterday's date> Procedure report date				PA011, PA012,

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
37	Click <Update> button	The System displays the A. School Detail – Update page. The contact name and title are pre-populated and editable. The date the Procedure Report was entered is prepopulated and editable. There is a blank line for entering a new date. Any previous Activity Report dates entered are prepopulated and editable. There is a line with two blank fields in the Activity Report area for entering the Campus-Based year and the date the activity report was received. There is a Save button				PA011, PA012, PA015
38	Enter <2002 > into the Year field for the Activity Report, and <today's date> into the Date Field	Field accepts data				PA013
39	Click the <Save> button	The System displays a message stating You have selected to update and save parameters on this page and send an email. Do you want to proceed? There is a Yes button and a No button.				PA014
40	Click <YES> button	The System displays the A. School Detail page. The new data entered is displayed as read-only. The System sends an e-mail is sent to the Financial Aid Administrator (FAA) on record and posts associated PART letter in the Self-Service area of the Campus-Based Programs Funding web site.				PA014
41	Admin User wants to print out the Activity Report Letter for School 1					
42	Click <Activity Letter Report> button	Letter appears				
43	Click <File> from browser					
44	Click Print	Letter is printed				
45	Click <X> button on the browser box to close	Browser is closed				
46	Admin User wants to print out the Procedure Report Letter school 1					
47	Click <Activity Letter Report> button	Letter appears				
48	Click <File> from browser					
49	Click Print	Letter is printed				
50	Click <X> button on the browser box to close	Browser is closed				
51	Click <Home> button from top nav	Home Page is displayed				
83	Admin User Wants to View PART Statistical Data for School 1					
84	Select <B. Summary> link from the left nav bar	The System displays the B. Summary page. The total number of PART records in the Campus-Based System database is displayed, along with the total number of Procedure Reports received. These numbers include the current Campus-Based year as well as all prior Campus-Based years. There are two columns showing a breakdown of the types of reports received. Each column has a row for a Campus-Based year and the total of each type of report received for that year.. There is a Printer Friendly Version link. There is a notification summary at the top of the page. Verify <Procedure Report received 2000 - 111, 2001 - 136, 2002 - 1. ACt Reports received - 2001 - 1, 2002 - 1. Total Procedure records are 248.				PA020, PA021
85	Admin User Wants to Update Contact Information for School 1					

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
86	Select <A. School Detail> Link from the left Nav bar.	The System displays the A. School Detail page. The school name, serial number and Campus-Based year selected are displayed at the top of the page. Read-only data displayed includes school's address, type of school and program length, which is populated from the last submitted FISAP. There are field labels for the PART contact person at the school and the contact person's title. These fields are not populated. Also displayed are labels for the date the d Procedure Report was received and the dates that any Activity Reports were received.				PA004, PA005, PA006, PA007, PA008, PA009, PA010
86	Click <Update> button	The System displays the A. School Detail – Update page. The contact name and title are pre-populated and editable. The date the Procedure Report was entered is pre-populated and editable. Any previous Activity Report dates entered are pre-populated and editable. There is a line with a Year field and a Date field in the Activity Report area for entering the Campus-Based year and the date the activity report was received. There is a Save button.				
87	Enter <Contact Name> and <Contact Title>, into the correct fields	Field accepts data				PA017, PA018
88	Click <SAVE> button	The System displays the A. School Detail – Update page with the new contact information pre-populating the field.				PA017, PA018
89	Admin User Wants to View School Detail Comments for School 1					
90	Select <A. School Detail> Link from the left Nav bar.	The System displays the A. School Detail page. The school name, serial number and Campus-Based year selected are displayed at the top of the page. Read-only data displayed includes school's address, type of school and program length, which is populated from the last submitted FISAP. There are field labels for the PART contact person at the school and the contact person's title. Also displayed are labels for the date the Procedure Report was received and the dates that any Activity Reports were received. There is an Update button. There is an instruction notifying the Admin User how to proceed.				PA003, PA004
91	Select <View Comments Link >	The System displays a report in a new window with all previously-entered comments in read-only fields, including comments, the User ID of the Admin User who entered the comment, the date the comment was entered, and the time the comment was entered. There is a Close button.				
92	Verify <I have added a new school to the Part Module> is present with <ClarenceHarry1022>	Comment is viewable				
93	Click <Close> button	Window was closed. System returns user to the A. School Detail page				
94	Admin User Wants to Enter or View a Comment for School 1					
95	Select <View Comments Link >	The System displays the D. Comments page, where the Admin User can enter comments related to PART matters and processes. There are three fields displaying the date the comment was posted, the Username of the Admin User who posted the comment, and the comment text. These read-only fields are pre-populated with previously entered comments. There is an input box for entering a new comment. There is a Save button. There is an instruction notifying the Admin User how to proceed.				PA032, PA033, PA034

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
96	Enter <I have a comment to add to the PART module>	Field accepts data				PA032, PA033, PA034
97	Click <SAVE> button	The System displays the C. Comments page with the new comment populating the read-only area, showing the date, Admin User ID, and the text of the comment.	May Change			PA032, PA033, PA034
98	Basic Flow - Select a school with a PART Record					
99	Select the Serial Number Radio button in the Select School area top navigation	Field Accepts value				MA004
100	Enter <000619> in the Search field in the top navigation search	Field Accepts value				MA004
101	Select <2002-2003> from the School Year dropdown menu in the top navigation search	Field Accepts value				MA004
102	Select the <Go> button	The System displays the school name, serial number (00619), and Campus-Based year (2002-2003) at the top of the page.				MA004
103	Admin User Wants to Add an Activity Record for School 2					
104	Select <A. School Detail> Link from the left Nav bar.	The System displays the A. School Detail page. The school name, serial number and Campus-Based year selected are displayed at the top of the page. Read-only data displayed includes school's address, type of school and program length, which is populated from the last submitted FISAP. There are field labels for the PART contact person at the school and the contact person's title. Also displayed are labels for the date the Procedure Report was received and the dates that any Activity Reports were received. There is an Update button. There is an instruction notifying the Admin User how to proceed. Verify <06/05/2000> is in the Procedure Report field.				PA011, PA012,
105	Click <Update> button	The System displays the A. School Detail - Update page. The contact name and title are pre-populated and editable. The date the Procedure Report was entered is prepopulated and editable. There is a blank line for entering a new date. Any previous Activity Report dates entered are prepopulated and editable. There is a line with two blank fields in the Activity Report area for entering the Campus-Based year and the date the activity report was received. There is a Save button				PA011, PA012, PA015
106	Enter <2002 > into the Year field for the Activity Report, and <today's date> into the Date Field	Field accepts data				PA013
107	Click the <Save> button	The System displays a message stating You have selected to update and save parameters on this page and send an email. Do you want to proceed? There is a Yes button and a No button.				PA014
108	Click <YES> button	The System displays the A. School Detail page. The new data entered is displayed as read-only. The System sends an e-mail is sent to the Financial Aid Administrator (FAA) on record and posts associated PART letter in the Self-Service area of the Campus-Based Programs Funding web site.				PA014
109	Update the Procedure Report Date for School 2					

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
110	Click <Update> button	The System displays the A. School Detail – Update page. The contact name and title are pre-populated and editable. The date the Procedure Report was entered is prepopulated and editable. There is a blank line for entering a new date. Any previous Activity Report dates entered are prepopulated and editable. There is a line with two blank fields in the Activity Report area for entering the Campus-Based year and the date the activity report was received. There is a Save button				PA016
111	Enter<Today's' date dd/mm/yyyy> into the into the Procedure Report Date field	Field accepts data				PA016
112	Click the <Save> button	The System displays a message stating the data has been saved and asking the Admin User if he or she wants to generate an e-mail to the school and post a notification in the Self-Service area of the Campus-Based Programs Funding web site. There is a Yes button and a No button.				PA017
113	Click <YES> button	The System displays the A. School Detail page. The new data entered is displayed as read-only. The System sends an e-mail is sent to the Financial Aid Administrator (FAA) on record and posts associated PART letter in the Self-Service area of the Campus-Based Programs Funding web site.				PA016, PA018
114	Admin User wants to print out the Activity Report Letter for School 2					
115	Click <Activity Letter Report> button	Letter appears				
116	Select <File> from the new window's top navigation bar					
117	Click Print	Letter is printed				
118	Click <X> on the letter browser	Page s closed				
119	Admin User wants to print out the Procedure Report Letter School 2					
120	Click <Activity Letter Report> button	Letter appears				
121	Select <File> from the new window's top navigation bar					
122	Click Print	Letter is printed				
123	Click <X> on the letter browser	Page s closed				
124	Admin User Wants to View PART Statistical Data for School 2					
125	Select <B. Summary> link from the left nav bar	The System displays the B. Summary page. The total number of PART records in the Campus-Based System database is displayed, along with the total number of Procedure Reports received. These numbers include the current Campus-Based year as well as all prior Campus-Based years. There are two columns showing a breakdown of the types of reports received. Each column has a row for a Campus-Based year and the total of each type of report received for that year.. There is a Printer Friendly Version link. There is a notification summary at the top of the page. Verify <Procedure Report received 2000 - 110, 2001 - 136, 2002 - 2. ACt Reports received - 2001 , 1 2002 , 2. Total Procedure records are 248.				PA020, PA021
126	Select <Home> button	Home Page is displayed				
158	Admin User Wants to Update Contact Information for School 2					

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Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
159	Click <Update> button	The System displays the A. School Detail - Update page. The contact name and title are pre-populated and editable. The date the Procedure Report was entered is pre-populated and editable. Any previous Activity Report dates entered are pre-populated and editable. There is a line with a Year field and a Date field in the Activity Report area for entering the Campus-Based year and the date the activity report was received. There is a Save button.				
160	Enter <Seth Sinclair> and <IRS Contact>, into the correct fields	Field accepts data				PA017, PA018
161	Enter <I have added a new school to the Part Module> into the comments box.	Field accepts data				
159	Click <SAVE> button	The System displays the A. School Detail - Update page with the new contact information pre-populating the field.				PA017, PA018
161	Select <View Comments Link >	Verify <I have added a new school to the Part Module> is present with <ClarenceHarry1022>				
162	Admin User Wants to Enter or View a Comment for School 2					
163	Select <C Comments> link from the left navbar	The System displays the D. Comments page, where the Admin User can enter comments related to PART matters and processes. There are three fields displaying the date the comment was posted, the Username of the Admin User who posted the comment, and the comment text. These read-only fields are pre-populated with previously entered comments. There is an input box for entering a new comment. There is a Save button. There is an instruction notifying the Admin User how to proceed.				PA032, PA033, PA034
164	Enter <I have a comment to add to the PART module>	Field accepts data				PA032, PA033, PA034
165	Click <SAVE> button	The System displays the D. Comments page with the new comment populating the read-only area, showing the date, Admin User ID, and the text of the comment.				PA032, PA033, PA034
166	Log Out					
167	Select <Log Out Link>	Message is displayed				
168	Click <Proceed> button	User is logged out				