

Script Name Perkins and Other Hold School
Description This scripts contains the Hold School Process for Perkins Portfolio and Other status flags
Created By Kelly Sweet/Heather Towhidian
Prerequisites Manual Adjustments
Outputs Hold Schools Module and Accounting
Use Cases Covered PEPS, Hold School, Manual Adjustments, Tracking, and Accounting
Conditions Covered

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
	PEPS Interface					
1	EAI transfer FULL PEPS file the correct directory /www/test/cbs/upload/origfile	FULL File was transferred				PE001,
2	Verify EAI system triggered the script (PEPSData.sh) to search for the file	Script will detect a new file				PE003,
3	Verify system runs the script (LoadPEPSData.sh) to load FULL file to the PEPS table - PEPS01Info and PEPS04Info	File loads properly				PE002, PE004, PE005, PE006
4	Log in					
5	Enter <http://test.cbs.sfa.ed.gov:8532/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	Window "Enter Network Password", asking for user's name and password is displayed. (Testing only)				
6	Type <cbs> as your username and <cbstest> as your password	Field accepts values				
7	Click <OK>	Verify that 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.				
8	Select <Log In> button	Network login screen appears.				
9	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
10	Select <OK> or if security browser was displayed, click <Yes> button to accept	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.				
11	Enter <222334444> into the SSN field	Field accepts value.				
12	Enter <IM> into the first two letters of last name field	Field accepts value.				
13	Enter <10221970> in the DOB field	Field accepts value.				
14	Enter <2309> in the PIN number field.	Field accepts value.				
15	Select <Submit Request> button	Security Alert message comes up.				
16	Select <Yes> button	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 upper				
17	Enter <TG08899> into the TG field	Field accepts value.				
18	Click <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART,				
19	Upload Manual Adjustments					
20	Select the <Manual Adjustments> link from the Left Navigation Bar	The Manual Adjustments Main Page displays.				
21	Select the <B. Batch Upload> link from the left navigation bar	The System displays the B. Batch Upload page. There is an input box. There is a Browse button and an Upload File button. There is an instruction notifying the Admin User how to proceed.				
22	Select the <Browse> button	A box pops-up to allow the User to Select an External File.				
23	Select <, PEPS Hold P033A2002>	File is selected.				
24	Click <Open Button> on Browse Menu	The File is uploaded				
25	Select the <Upload file> button	The System displays the C. Batch Submittal page after uploading the file. All fields are prepopulated with the data from the file. There is an ATH button next to each row.				
26	Select the <Submit> button	The System displays an alert message at the top of the page notifying the Admin User the transaction is about to be submitted to accounting and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
27	Select the <Yes> button	The System displays the A. Confirmation - Adjustment Submitted page, which states that the transaction has been sent to accounting and includes the Username of the Admin User who sent the transaction as well as the date and timestamp.				
28	Select the <B. Batch Upload> link from the left navigation bar	The System displays the B. Batch Upload page. There is an input box. There is a Browse button and an Upload File button. There is an instruction notifying the Admin User how to proceed.				

29	Select the <Browse> button	A box pops-up to allow the User to Select an External File.				
30	Select < PEPS Hold P038A2002 >	File is selected.				
31	Click <Open Button> on Browse Menu	The File is uploaded				
32	Select the <Upload file> button	The System displays the C. Batch Submittal page after uploading the file. All fields are prepopulated with the data from the file. There is an ATH button next to each row.				
33	Select the <Submit> button	The System displays an alert message at the top of the page notifying the Admin User the transaction is about to be submitted to accounting and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
34	Select the <Yes> button	The System displays the A. Confirmation - Adjustment Submitted page, which states that the transaction has been sent to accounting and includes the Username of the Admin User who sent the transaction as well as the date and timestamp.				
35	Select the <B. Batch Upload> link from the left navigation bar	The System displays the B. Batch Upload page. There is an input box. There is a Browse button and an Upload File button. There is an instruction notifying the Admin User how to proceed.				
36	Select the <Browse> button	A box pops-up to allow the User to Select an External File.				
37	Select < Perkins Hold P033A2002 >	File is selected.				
38	Click <Open Button> on Browse Menu	The File is uploaded				
39	Select the <Upload file> button	The System displays the C. Batch Submittal page after uploading the file. All fields are prepopulated with the data from the file. There is an ATH button next to each row.				
40	Select the <Submit> button	The System displays an alert message at the top of the page notifying the Admin User the transaction is about to be submitted to accounting and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
41	Select the <Yes> button	The System displays the A. Confirmation - Adjustment Submitted page, which states that the transaction has been sent to accounting and includes the Username of the Admin User who sent the transaction as well as the date and timestamp.				
42	Select the <B. Batch Upload> link from the left navigation bar	The System displays the B. Batch Upload page. There is an input box. There is a Browse button and an Upload File button. There is an instruction notifying the Admin User how to proceed.				
43	Select the <Browse> button	A box pops-up to allow the User to Select an External File.				
44	Select < Tracking Hold P033A2002 >	File is selected.				
45	Click <Open Button> on Browse Menu	The File is uploaded				
46	Select the <Upload file> button	The System displays the A. Submit Adjustment page after uploading the file. All fields are prepopulated with the data from the file. There is an ATH button next to each row.				
47	Select the <Submit> button	The System displays an alert message at the top of the page notifying the Admin User the transaction is about to be submitted to accounting and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
48	Select the <Yes> button	The System displays the A. Submit Adjustment - Confirmation page, which states that the transaction has been sent to accounting and includes the Username of the Admin User who sent the transaction as well as the date and timestamp.				
49	Select <Home> from the top navigation bar	The System displays the Admin Home Page				
50	Test Update Perkins Status before Initialization					
51	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize List/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
52	Select the <B. Initialize List/Add School> link from the left navigation bar.	The System displays the B. Initialize List/Add School page. There are two sections on the page - A. and B. Section A. is for adding schools to the list and includes an input box for entering a serial number, check boxes for Perkins or Other reasons for putting the school on hold, an input box for entering comments, and an "Add to List" button. Section B. is for initializing the hold list for the year.				HS002
53	Enter <000002> in the field Labeled Serial Number	Field displays value				
54	Check <Perkins> box	Field displays check				
55	Enter <Testing - Input Perkins Status before list initialized> into the Comments Box	Field displays value				
56	Select <Add to List Button> located in Section A.	The System displays an alert message notifying the Admin User that the school is about to be placed on hold. There is a Yes or No button.				
57	Select <Yes> Button	A message displays saying School 000002 has been added to the Hold List				

58	Select the <Serial Number> radio Button from the top navigation bar .	Button populated with a black dot when selected				HS003
59	Enter <000002> in the field Labeled 'Search By'	Field Accepts Value				HS003
60	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
61	Click <Go> Button	The system populates the Schol Name and Serial Number. <Faulkner University 000002>				
62	Select the <A. School Status> link from the left navigation bar	<p>2. The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module.</p> <p>PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason code, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status.</p> <p>Award Amounts: The fields in this section are read-only and prepopulated for FSEOG, FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module.</p> <p>Other: This section allows the Admin User to enter the status for any other reasons why the school may be on hold.</p> <p>Comments: There is a Comments area for adding notes regarding updates to the school's status</p>				HS002
63	Verify Perkins Status is <Pending>	Field displays value				
64	Select <Home> from the top navigation bar	The System displays the Campus-Based Admin Homepage				
65	View Tracking Module for 2 PEPS schools	Verify the PEPS Feed worked properly				
66	View Tracking Module for 2 PEPS schools - School 1	Verify the PEPS Feed worked properly				
67	Select the <Serial Number> radio Button from the top navigation bar	Button populated with a black dot when selected				
68	Enter <002603> in the field Labeled 'Search For'	Field Accepts Value				
69	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
70	Click <Go> Button	The system populates the School Name and Serial Number.				
71	Select <Tracking> from the left navigation bar	The System displays the main Tracking page, which describes the various functions of the model.				
72	Verify School Name <Lincoln Tech Institute> and Serial Number <002603>	All Fields are correct				
73	Admin User wants to view school's Status Flag					
74	Select <B. Status Flag> from the left navigation bar	The System displays B. Status Flags page. This page has the following three sections: School FISAP Status, Waiver Approval, and Miscellaneous.				
75	In the section named Miscellaneous, Field 'Hold Status' displays: <N>	Field is correct				
76	In the section named Miscellaneous, Field 'Elibility Status' displays: <N>	Field is correct				
77	In the section named Miscellaneous, Field 'PEPS Action ' displays: <Loss of Elig> .	Field is correct				
78	In the section named Miscellaneous, PEPS 'Action Date' displays: <8/30/2001>	Field is correct				
79	In the section named Miscellaneous, PEPS 'Action Reason' displays: <Closure>	Field is correct				
80	View Tracking Module for 2 schools - School 2	Verify the PEPS Feed worked properly				
81	Select the <Serial Number> radio Button from the top navigation bar	Button populated with a black dot when selected				
82	Enter <006815> in the field Labeled 'Search By'	Field Accepts Value				
83	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				

84	Click <Go> Button	The system populates the School Name and Serial Number.				
85	Verify School Name <San Joaquin Valley College> and Serial Number <006815>	All Fields are correct				
86	Admin User wants to view school's Status Flag					
87	Select <B. Status Flag> from the left navigation bar	The System displays B. Status Flags page. This page has the following three sections: School FISAP Status, Waiver Approval, and Miscellaneous.				
88	In the section named Miscellaneous, Field 'Hold Status' displays: <N>	Field is correct				
89	In the section named Miscellaneous, Field 'Elibility Status' displays: <N>	Field is correct				
90	In the section named Miscellaneous, Field 'PEPS Action ' displays: <Loss of Elig> .	Field is correct				
91	In the section named Miscellaneous, PEPS 'Action Date' displays: <05/03/2001>	Field is correct				
92	In the section named Miscellaneous, PEPS 'Action Reason' displays: <Merged/Absorbed>	Field is correct				
93	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page.				
94	Admin Enters Accounting Module to Attempt to Approve 4 PEPS Transactions - PEPS - Hold P033A2002					
95	Basic Flow - Admin Enters Accounting Module					
96	Select <Accounting> from the left nav bar	Verify the from the Campus-Based Accounting Page is displayed				AC014
97	Admin Attempts to Approve 4 PEPS Transactions PEPS Hold P033A2001	The 4 PEPS schools have not been placed on the Hold School list yet. The transactions should be rejected.				
98	Select <A. Approve Transaction> link from Left Nav	The System displays the A. Approve Transactions page. Each transaction type is in a row that starts with a check box, and includes fields for transaction type, number of transactions, total amount, description, creator, and date created.				AC021, AC022
99	Verify the <4 Transactions for PEPS Hold P033A2002> appear on the screen	The System displays the 2 transactions				
100	Select <Check Box> next to the 4 PEPS P033A2002 > transactions	Check Box is displayed				
101	Select <Approve> button from the bottom of the page	The system displays a warning message notifying user transaction is about to be approved. There is a Yes and No button.				
102	Select <Yes> button	The system displays a warning message notifying the user the transactions have been rejected. The transactions no longer appear on the A. Approve Transactions Page				
103	Select <B. View Rejected Transaction> link from Left Nav	The System displays the B. View Rejected Transactions page.				
104	Verify the <4 Transactions for PEPS P033A2002> are rejected and appear on the screen	All 4 Transactions are rejected				
105	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page.				
106	Admin user wants to update the Signature Page status of 2 Schools in the Tracking Module	Change the Signature Status Page so the School will be placed on the Hold List after the list has been initialized				
107	Admin user wants to update the Signature Page status of 2 Schools in the Tracking Module - School 1	Change the Signature Status Page so the School will be placed on the Hold List after the list has been initialized				
108	Select the <Serial Number> radio Button from the top navigation bar.	Button populated with a black dot when selected				
109	Enter <002782> in the field Labeled 'Search By'	Field Accepts Value				
110	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
111	Click <Go> Button	The system populates the School Name: Eastman and Serial Number.				
112	Select <Tracking> link from the left navigation bar	The System displays the main Tracking page, which describes the various functions of the model.				

113	Select <C. Tracking Dates> from left navigation bar	The C. Tracking Dates Page is displayed				
114	Click the calendar icon and select <today's date> into the transaction date	Field accepts value.				
115	Select an arrow to open the dropdown menu for selecting a description	Verify options are available in the dropdown				
116	Select <FISAP Signature Page Received - but invalid> from the dropdown menu for selecting a description	Field accepts value.				
117	Select <Add Date> to right of description	System display alet message				
118	Click <YES> button	The System displays the C. Tracking Dates page with the new item at the top.				
119	Admin user wants to update the Signature Page status of 2 Schools in the Tracking Module - School 2	Change the Signature Status Page so the School will be placed on the Hold List after the list has been initialized				
120	Select the <Serial Number> radio Button from the top navigation bar.	Button populated with a black dot when selected				
121	Enter <001744> in the field Labeled 'Search By'	Field Accepts Value				
122	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
123	Click <Go> Button	The system populates the School Name: Fleet Business School and Serial Number.				
124	Click the calendar icon and select <today's date> into the transaction date	Field accepts value.				
125	Select an arrow to open the dropdown menu for selecting a description	Verify options are available in the dropdown				
126	Select <FISAP Signature Page Received - but invalid> from the dropdown menu for selecting a description	Field accepts value.				
127	Select <Add Date> Button on the bottom of the page	System display alet message				
128	Click <YES> button	The System displays the C. Tracking Dates page with the new item at the top.				
129	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Reports, Waivers				
130	Admin User Wants to Initialize Hold List	Place schools on Hold - 4 PEPS 33 Schools/2 for TTracking, 2 PEPS 38				
131	Admin User Wants to Initialize Hold List	Place schools on Hold - 10 PEPS Schools and 3 Tracking Schools				
132	Select <Hold School> Link from the left navigation bar	The Hold School Main Page is displayed				HS001
133	Select the <B. Initialize List/Add School> link from the left navigation bar.	The System displays the B. Initialize List /Add School page. There are two sections on the page - A. and B. Section A. is for adding schools to the list and includes an input box for entering a serial number, check boxes for Perkins or Other reasons for putting schools on hold.				HS002
134	Select <Initialize> button from section B. of the Initialize List /Add School Page	The System displays an alert message notifying the Admin User that the hold schools list is about to be initialized for the year, that e-mails will be generated, and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
135	Select <Yes> Button	The System displays the B. Initialize/Add School page with a message indicating the Hold Schools list has been initialized for the award year. Also listed is the User ID of the Admin User who initialized the list and the date and time the list was initial				
136	View Hold School Module for 2 PEPS Schools	Verify the school is on Hold due to PEPS				
137	View Hold School Module for 2 PEPS schools and Program Amounts- School 1	Verify the school is on Hold due to PEPS				
138	Select the <Serial Number> radio Button from the top navigation bar for School 1.	Button populated with a black dot when selected				
139	Enter <002603> in the field Labeled 'Search By'	Field Accepts Value				

140	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
141	Click <Go> Button	The system populates the School Name and Serial Number.				
142	Select the <A. School Status> link from the left navigation bar of the Campus-Based Admin home page.	2. The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason code, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. Award Amounts: The fields in this section are read-only and prepopulated for FSEOG, FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module. Other: This section allows the Admin User to enter the status for any other reasons why the school may be on hold. Comments: There is a Comments area for adding notes regarding updates to the school's status				HS002, HS004
143	Verify School Name <Lincoln Tech Institute> and Serial Number <002603>	All Fields are correct				
144	Verify Hold Status is <Hold>	Field displays value				
145	Verify 1. PEPS Flag is <Pending> 2. Action reason code is <Loss of Elig> 3. Action Date is <08/30/2001> 4. Action Description is <Closure>	All Fields are correct				
146	View Hold School Module for 2nd PEPS schools	Verify the school is on Hold due to PEPS				
147	Select the <Serial Number> radio Button from the top navigation bar for <School 2>.	Button populated with a black dot when selected				
148	Enter <006815> in the field Labeled 'Search By'	Field Accepts Value				
149	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
150	Click <Go> Button	System displays School Name <San Joaquin Valley College> and Serial Number <006815>				
151	Verify School Name <San Joaquin Valley College> and Serial Number <006815>	All Fields are correct				
152	Verify Hold Status is <Hold>	Field displays value				
153	Verify 1. PEPS Flag is <Pending> 2. Action reason code is <Merged/Absorbed> 3. Action Date is <05/03/2001> 4. Action Description is <Loss of Eligibility>	All Fields are correct				
154	Select the <Home> link from the top navigation bar	The System displays the Admin Home Page				
155	Basic Flow - Admin Enters Accounting Module					
156	Basic Flow - Admin Enters Accounting Module					
157	Select <Accounting> from the left nav bar	Accounting Main page is displayed				AC014
158	Attempt to Approve transactions for PEPS Hold P038A2002					
159	Attempt to Approve PEPS transactions for PEPS Hold P038A2002	These school are on Hold Due to PEPS.				
160	Select <A. Approve Transaction> link from Left Nav	The System displays the A. Approve Transactions page. Each transaction type is in a row that starts with a check box, and includes fields for transaction type, number of transactions, total amount, description, creator, and date created.				AC021, AC022
161	Verify the <2 Transactions for PEPS P038A2002> appear on the screen	The System displays the 4 transactions				
162	Select <Check Box> next to the <2 Transactions for PEPS P038A2002>	Check Box is displayed				
163	Select <Approve> button from the bottom of the page	The system displays a warning message notifying user transaction is about to be approved. There is a Yes and No button.				

164	Select <Yes> button	The system displays a warning message notifying the user the transactions have been placed on Hold. The transactions no longer appear on the A. Approve Transactions Page				
165	Select A. Approve Transaction Page	Approve Transaction page is displayed - without the <2 PEPS P038A2002>				
166	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page.				
167	View Hold School Module for the 1 Tracking Schools to verify the schools are on Hold due to the no signature page					
168	View Hold School Module for 2 in Tracking schools - School 1	Verify School is on Hold due to Signature Page Status				
169	Select the <Serial Number> radio Button from the top navigation bar	Button populated with a black dot when selected				
170	Enter <002782> in the field Labeled 'Search By'	Field Accepts Value				
171	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
172	Click <Go> Button	The system populates the School Name and Serial Number.				
173	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school.				HS001
174	Select the <A. School Status> link from the left navigation bar of the Campus-Based Admin home page.	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason code, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. Award Amounts: The fields in this section are read-only and prepopulated for FSEOG, FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module. Other: This section allows the Admin User to enter the status for any other reasons why the school may be on hold. Comments: There is a Comments area for adding notes regarding updates to the school's status				HS002, HS004
175	Verify School Name <Eastman School of Music> and Serial Number <002782>	All Fields are correct				
176	Verify Hold Status <Hold>	Field displays value				
177	Verify Signature Page Field displays <Pending>	Field displays value				
178	Verify 1. PEPS Flag is <Pending> 2. Action reason code is <merged/consolidated> 3. Action Date is <07/24/1998> 4. Action Description is <Loss of Elig>	All Fields are correct				
179	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page.				
180	Second PEPS Transfer - Update the 4 Schools to Eligible PEPS Status					
181	PEPS Interface	4 PEPS schools will now be eligible				
182	EAI transfer PARTIAL PEPS file the correct directory /www/test/cbs/upload/origfile	PARTIAL File was transferred				PE001,
183	Verify EAI system triggered the script (PEPSData.sh) to search for the file	Script will detect a new file				PE003,
184	Verify system runs the script (LoadPEPSData.sh) to load PARTIAL file to the PEPS table - PEPS01Info and PEPS04Info	File loads properly				PE002, PE004, PE005, PE006, PE007
185	Verify the 2 Schools have been Released - PEPS Status is updated					
186	View Hold School Module for 2 schools - School 1	PEPS data should be updated and Hold Status set to Release. Held transaction should now be "pending" and veivable on the A. Approve Transaction Screen.				
187	Select the <Serial Number> radio Button from the top navigation bar	Button populated with a black dot when selected				

188	Enter <002603> in the field Labeled 'Search By'	Field Accepts Value				
189	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
190	Click <Go> Button	The system populates the School Name and Serial Number.				
191	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page:				HS001
192	Select the <A. School Status> link from the left navigation bar of the Campus-Based Admin home page.	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason description, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. Award Amounts: The fields in this section are read-only and prepopulated for FSEOG,FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module. Other: This section allows the Admin User to enter the status for any other reasons why the school may be on hold. Comments: There is a Comments area for adding notes regarding updates to the school's status				HS002, HS004
193	Verify School Name <Lincoln Tech Institute> and Serial Number <002603>	All Fields are correct				
194	Verify Hold Status <Release>	Field displays value				
195	Verify 1. PEPS Status <Complete> 2. Action reason <Meets Requirements> 3. Action Date is <12/20/2001> 4. Action Description is <Reapproved Elig/Full Certification>	All Fields are correct				
196	View Hold School Module for 2 schools - School 2	PEPS data should be updated and Hold Status set to Release. Held transaction should now be "pending" and veivable on the A. Approve Transaction Screen.				
197	Select the <Serial Number> radio Button from the top navigation bar	Button populated with a black dot when selected				
198	Enter <006815> in the field Labeled 'Search By'	Field Accepts Value				
199	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
200	Click <Go> Button	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a sch				
201	Verify School Name <San Joaquin Valley College> and Serial Number <006815>	All Fields are correct				
202	Verify Hold Status <Release>	Field displays value				
203	Verify 1. PEPS Status <Release> 2. Action reason <Meets Requirements> 3. Action Date is <12/21/2001> 4. Action Description is <Update Approved>	All Fields are correct				
204	Admin Enters Accounting Module - Want to Approve the 2 PEPS Transactions P038A2002 - Schools 1& 2					
205	Basic Flow - Admin Enters Accounting Module					
206	Select <Accounting> from the left nav bar	The Accounting Main Page is displayed				
207	Admin Attempts to Approve 2 PEPS Transactions					
208	Select <A. Approve Transaction> link from Left Nav	The System displays the B. Approved Transactions. There is an instruction notifying the Admin User how to proceed.				AC021, AC022

209	Verify the <2 Transactions for PEPS P038A2002> appear on the screen	The System displays the 2 transactions - 2603 and 6815				
210	Select <Check Box> next to the 2 PEPS P038A2002> transactions	Check Box is displayed				
211	Select <Approve> button from the bottom of the page	The system displays a warning message notifying user transaction is about to be approved. There is a Yes and No button.				
212	Select <Yes> button	The system displays a warning message notifying the user the transactions have been approved. The transactions no longer appear on the A. Approve Transactions Page				
213	Admin user wants to update the Signature Page status of 2 Schools in the Tracking Module - Take them off of hold					
214	Admin user wants to update the Signature Page status of 2 Schools in the Tracking Module - School 1	Change the Signature Status Page so the School will be placed on the Hold List after the list has been initialized				
215	Select the <Serial Number> radio Button from the top navigation bar.	Button populated with a black dot when selected				
216	Enter <002782> in the field Labeled 'Search By'	Field Accepts Value				
217	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
218	Click <Go> Button	The system populates the School Name: Eastman and Serial Number.				
219	Select <Tracking> link from the left navigation bar	The System displays the main Tracking page, which describes the various functions of the model.				
220	Select <C. Tracking Dates> from left navigation bar	The C. Tracking Dates Page is displayed				
221	Click the calender icon and select <today's date> into the transaction date	Field accepts value.				
222	Select an arrow to open the dropdown menu for selecting a description	Verify options are available in the dropdown				
223	Select <FISAP Signature Page Received> from the dropdown menu for selecting a description	Field accepts value.				
224	Select <Add Date> to right of description	System display alet message				
225	Click <YES> button	The System displays the C. Tracking Dates page with the new item at the top.				
226	Admin user wants to update the Signature Page status of 2 Schools in the Tracking Module - School 2	Change the Signature Status Page so the School will be placed on the Hold List after the list has been initialized				
227	Select the <Serial Number> radio Button from the top navigation bar.	Button populated with a black dot when selected				
228	Enter <001744> in the field Labeled 'Search By'	Field Accepts Value				
229	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				
230	Click <Go> Button	The system populates the School Name: Fleet Business School and Serial Number.				
231	Click the calender icon and select <today's date> into the transaction date	Field accepts value.				
232	Select an arrow to open the dropdown menu for selecting a description	Verify options are available in the dropdown				
233	Select <FISAP Signature Page Received> from the dropdown menu for selecting a description	Field accepts value.				
234	Select <Add Date> Button on the bottom of the page	System display alet message				
235	Click <YES> button	The System displays the C. Tracking Dates page with the new item at the top.				
236	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page.				
237	Admin Attempts to Approve 4 Rejected PEPS Transactions					
	Select the Accounting Link					

238	Select <B. View Reject Transaction> link from Left Nav	The System displays the B. Rejected Transactions. There is an instruction notifying the Admin User how to proceed.					AC021, AC022
239	Verify the <4 Transactions for PEPS P033A2001> appear on the screen	The System displays the 4 transactions					
240	Select <Check Box> next to the <4 Transactions for PEPS P033A2001>	Check Box is displayed					
241	Select <Approve> button from the bottom of the page	The system displays a warning message notifying user transaction is about to be approved. There is a Yes and No button.					
242	Select <Yes> button	The system displays a warning message notifying the user that <4> transactions have been approved . The transactions no longer appear on the B. Rejected Transactions Page.					
243	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page.					
244	Test - Change Perkins Status to place school on Hold - after list has been initialized for 2 schools						
245	Change Perkins Status to Hold- School 1						
246	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.					HS001
247	Select the <B. Initialize List/Add School> link from the left navigation bar.	The System displays the B. Initialize/Add School page. There are two sections on the page – A. and B. Section A. is for adding schools to the list and includes an input box for entering a serial number, check boxes for Perkins or Other reasons for putting the school on hold, an input box for entering comments, and an “Add to List” button. Section B. is for initializing the hold list for the year. The fields for serial number, the reason the school is put on hold, and the comments box are required. If any of these fields are blank, an error message is displayed.					HS002
248	Enter <000617> in the field labeled Serial Number	Field accepts value					
249	Check <Perkins> box	Field displays check					
250	Enter <Testing - Adding School to Hold List for Perkins Portfolio> into the Comments Box	Field displays value					
251	Select <Add to List Button> located in Section A.	The System displays an alert message notifying the Admin User that the school is about to be placed on hold. There is a Yes or No button.					
252	Select <Yes> Button	The System displays the B. Initialize/Add School page. There are two sections on the page – A. and B. Section A. is for adding schools to the list and includes an input box for entering a serial number, check boxes for Perkins or Other reasons for putting					
253	Verify Perkins Status in the Hold School Module Hold- School 1						
254	Select the <Serial Number> radio Button from the top navigation bar.	Button populated with a black dot when selected					HS003
255	Enter <000617> in the field Labeled 'Search By'	Field Accepts Value					HS003
256	Select <2002-2003> from a dropdown menu labeled “Campus-Based Year”	Field Populates with correct year					HS003
257	Click <Go> Button	The system populates the Schol Name and Serial Number.					

258	Select the <A. School Status> link from the left navigation bar	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed.				HS002
259	Verify School Name <Southwestern College> and Serial Number <000617>	All Fields are correct				
260	Verify Hold Status is <Hold>	Field displays value				
261	Verify Perkins Portfolio field displays <Pending>	Field displays value				HS005
262	Change Perkins Status to Hold- School 2					
263	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
264	Select the <B. Initialize/ Add School> link from the left navigation bar.	The System displays the B. Initialize/Add School page. There are two sections on the page – A. and B. Section A. is for adding schools to the list and includes an input box for entering a serial number, check boxes for Perkins or Other reasons for putting the school on hold, an input box for entering comments, and an "Add to List" button. Section B. is for initializing the hold list for the year. The fields for serial number, the reason the school is put on hold, and the comments box are required. If any of these fields are blank, an error message is displayed.				HS002
265	Confirm <Initialize Button> on second section of page is not available	Button not available, message displayed stating list was initialized				
266	Enter <000291> in Serial Number field					
267	Check <Perkins> box	Field displays check				
268	Enter <Testing - Adding School to Hold List for Perkins Portfolio> into the Comments Box	Field displays value				
269	Select <Add to List Button> located in Section A.	The System displays an alert message notifying the Admin User that the school is about to be placed on hold. There is a Yes or No button.				
270	Select <Yes> Button	The System displays the B. Initialize/Add School page. There are two sections on the page – A. and B. Section A. is for adding schools to the list and includes an input box for entering a serial number, check boxes for Perkins or Other reasons for putting				
271	Verify Perkins Status in the Hold School Module Hold- School 2					
272	Select the <Serial #> radio Button from the top navigation bar for < School 2>.	Button populated with a black dot when selected				HS003
273	Enter <000291> in the field Labeled 'Search By'	Field Accepts Value				HS003
274	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
275	Click <Go> Button	The system populates the Schol Name and Serial Number.				
276	Select the <A. School Status> link from the left navigation bar	2. The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. a) Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. b) PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason description, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. c) Award Amounts: The fields in this section are read-only and prepopulated for FSEOG,FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are				HS002

277	Verify School Name <California State University-Stanislus> and Serial Number <000291>	All Fields are correct				
278	Verify Hold Status is <Hold>	Field displays value				
279	Verify Perkins Portfolio field displays <Pending>	Field displays value				HS005
280	Admin Enters Accounting Module to Attempt to Approve the 2 Perkins Transactions					
281	Basic Flow - Admin Enters Accounting Module					
282	Select <Home> from the top navigation bar	The System displays the Campus-Based Admin Homepage				
283	Select <Accounting> from the left nav bar	Verify the from the Campus-Based Accounting Main Page There are five main functions of the Accounting module: approving or rejecting pending transactions (A. Approve Transactions), viewing and/or deleting transactions (B. View Rejected Transactions), posting tentative awards for schools to view in Self-Service (C. Post Tentative Awards), updating authorization amounts (D. Authorization Amounts), and viewing reports (E. Reports). A. Approve Transactions Pending transactions are queued here awaiting approval or rejection. Transactions that are approved are sent to FMS for processing and posted to each school's ATH. Rejected transactions are sent to the rejected transactions area. B. View Rejected Transactions Rejected transactions may be deleted from the Campus-Based database, or they can be approved for processing. About Final Awards When a Final Award is approved, the simulations associated with that award are deleted from the Campus-Based System. The simulation data associated with the approved Final Award is not deleted. When a Final Award is rejected, the simulations associated with that award are NOT deleted from the Campus-Based System. C. Post Tentative Awards Tentative Awards must receive final approval from the Accounting module before they can be posted in the Self-Service area of D. Authorization Amounts Authorization amounts may be added, updated or deleted in this area. E. Reports				AC014
284	Admin Attempts to Approve Perkins Portfolio Transactions	The 2 Schools have been added to the Hold School list. The transactions should be placed on Hold - not approved				
285	Select <A. Approve Transaction> link from Left Nav	The System displays the A. Approve Transactions page.				AC021, AC022
286	Verify the <2 Transactions for Perkins P033A2002> Appear on the approve screen	The System displays the 2 transactions - 000291 and 000617				
287	Select <Check Box> next to the 2 Tracking transactions	Check Box is displayed				
288	Select <Approve> button from the bottom of the page	The system displays a warning message notifying user transaction is about to be approved. There is a Yes and No button.				
289	Select <Yes> button	The system redisplay the page with Selected Transaction no longer displayed				
290	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART.				
291	Change the Perkins Status for 2 schools so the Hold Status is 'Released'					
292	Change Perkins Status to Release-School 1	Transaction should move to "pending" - The transaction should be viewable on the A. Approve Transaction Screen				
293	Select the <Serial #> radio Button from the top navigation bar for < School 1>.	Button populated with a black dot when selected				HS003
294	Enter <000617> in the field Labeled 'Search By'	Field Accepts Value				HS003
295	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
296	Click <Go> Button	The system populates the Schol Name and Serial Number.				

297	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
298	Select the <A. School Status> link from the left navigation bar.	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason description, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. Award Amounts: The fields in this section are read-only and prepopulated for FSEOG,FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module.				HS002, HS004
299	Verify School Name <Southwestern College> and Serial Number <000617>	All Fields are correct				
300	Verify Hold Status is <Hold>	Field displays value				
301	Verify Perkins Portfolio field displays <Pending>	Field displays value				HS005
302	Update Perkins Portfolio field by select dropdown box to read <Complete>	Field displays value				
303	Enter <Releasing Perkins schools from Hold> in the Comments field	Field displays value				
304	Select <Save> Button from bottom of page	The system redisplay the page with updated values				
305	Verify Hold Status is now <Release>	Field displays value				
306	Change Perkins Status to Release-School 2	Transaction should move to "pending" - The transaction should be viewable on the A. Approve Transaction Screen				
307	Select the <Serial Number> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
308	Enter <000291> in the field Labeled 'Search By'	Field Accepts Value				HS003
309	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
310	Click <Go> Button	The system populates the Schol Name and Serial Number.				
311	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001

312	Select the <A. School Status> link from the left navigation bar.	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. a) Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. b) PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason description, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. c) Award Amounts: The fields in this section are read-only and prepopulated for FSEOG,FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module.					HS002, HS004
313	Verify School Name <California State University- Stan.> and Serial Number <000291>	All Fields are correct					
314	Verify Hold Status is <Hold>	Field displays value					
315	Verify Perkins Portfolio field displays <Pending>	Field displays value					HS005
316	Update Perkins Portfolio field by select dropdown box to read <Complete>	Field displays value					
317	Enter <Releasing Perkins schools from Hold> in the Comments field	Field displays value					
318	Select <Save> Button from bottom of page	The system redisplay the page with updated values					
319	Verify Hold Status is now <Release>	Field displays value					
320	Select <Home> from the top navigation bar	The System displays the Admin Home Page					
321	Admin Enters Accounting Module - Attempts to approve the Perkins Transactions						
322	Basic Flow - Admin Enters Accounting Module						
323	Select <Accounting> from the left navigation bar	Verify the from the Campus-Based Admin home page: There are five main functions of the Accounting module: approving or rejecting pending transactions (A. Approve Transactions), viewing and/or deleting transactions (B. View Rejected Transactions), posting tentative awards for schools to view in Self-Service (C. Post Tentative Awards), updating authorization amounts (D. Authorization Amounts), and viewing reports (E. Reports). A. Approve Transactions Pending transactions are queued here awaiting approval or rejection. Transactions that are approved are sent to FMS for processing and posted to each school's ATH. Rejected transactions are sent to the rejected transactions area. B. View Rejected Transactions Rejected transactions may be deleted from the Campus-Based database, or they can be approved for processing. About Final Awards When a Final Award is approved, the simulations associated with that award are deleted from the Campus-Based System. The simulation data associated with the approved Final Award is not deleted.					AC014
324	Admin User Wants to Confirm Released Transactions Appear in Approve Transactions and approve the transactions						
325	Select <A. Approve Transaction> link from Left Nav	The System displays the A. Approve Transactions. There is an instruction notifying the Admin User how to proceed.					AC021, AC022
326	Verify the <2 Transactions for Perkins P033A2002> appear on the screen	The System displays the 2 transactions - 000291 and 000617					
327	Select the <Check Box> next to Perkins Hold Release- P033A2002	Check Box is displayed					
328	Select <Approve> button	The system displays a warning message notifying the user the transactions have been approved. The transactions no longer appear on the A. Approve Transactions Page					
329	Click <Home> button on the top of the page	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART.					
417	General Hold School tests						
418	Admin User Attempts to Select a School that is not on Hold and then Selects the A.Status						

419	Select the <Serial #> radio Button from the top navigation bar for < School 5>.	Button populated with a black dot when selected				HS003
420	Enter <000002> in the field Labeled 'Search By'	Field Accepts Value				HS003
421	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
422	Click <Go> Button	The system populates the School Name and Serial Number.				
423	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
424	Select the <A. School Status> link from the left navigation bar.	The following error message is displayed when the Admin User selects a school that is not on hold prior to selecting the A. School Status link: The school you have selected is not on the hold list. To add this school, select the Initialize/Add School link on the left navigation bar.				HS002, HS004
425	Admin User Wants to View Comments					
426	Select <D. Comments> link on left navigation bar	The System displays the D.Comments Page				
427	Enter <Testing Comments> in the Comments field	Field displays value				
428	Select <Save> Button from bottom of page	The Comments are saved				
429	Select <View Comments Link> on Page	The System displays a Comments Page with the logged comment.				
430	Verify <Testing Comments> is displayed on report	Field displays value				
431	Admin User Wants to Check 2001-2002 Prior Year Data School #1					
432	Select the <Serial #> radio Button from the top navigation bar for < School 5>.	Button populated with a black dot when selected				HS003
433	Enter <000089> in the field Labeled 'Search By'	Field Accepts Value				HS003
434	Select <2001-2002> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
435	Click <Go> Button	The system populates the School Name and Serial Number.				
436	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001

437	Select the <A. School Status> link from the left navigation bar.	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. a) Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. b) PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason description, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. c) Award Amounts: The fields in this section are read-only and prepopulated for FSEOG, FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module.				HS002, HS004
438	Verify School Name <University of Alaska- Anchorage> and Serial Number <000089>	All Fields are correct				
439	Verify Hold Status is <Release>	Field displays value				
440	Verify FSEOG Award Amount displays \$ 335397.00	Field displays value				
441	Verify FWS Award Amount displays \$ 303230.00	Field displays value				
442	Verify Perkins LOE Amount displays \$ 0	Field displays value				
443	Verify Perkins FCC Amount displays \$ 0	Field displays value				
444	Admin User Wants to Check 2001-2002 Prior Year Data School #2					
445	Select the <Serial #> radio Button from the top navigation bar.	Button populated with a black dot when selected				HS003
446	Enter <000527> in the field Labeled 'Search By'	Field Accepts Value				HS003
447	Select <2001-2002> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
448	Click <Go> Button	The system populates the School Name and Serial Number.				
449	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments <u>Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.</u>				HS001
450	Select the <A. School Status> link from the left navigation bar.	The following error message is displayed when the Admin User selects a school that is not on hold prior to selecting the A. School Status link: The school you have selected is not on the hold list. To add this school, select the Initialize/Add School link on the left navigation bar.				HS002, HS004
451	Admin User Wants to Check 2001-2002 Prior Year Data School #3					
452	Select the <Serial #> radio Button from the top navigation bar.	Button populated with a black dot when selected				HS003
453	Enter <008575> in the field Labeled 'Search By'	Field Accepts Value				HS003
454	Select <2001-2002> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
455	Click <Go> Button	The system populates the School Name and Serial Number.				

456	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
457	Select the <A. School Status> link from the left navigation bar.	The System displays the A. School Status page, which has award data and has some updateable fields for changing a school's "Perkins Portfolio" and "Other" status. There is a Save button. There is an instruction notifying the Admin User how to proceed. a) Campus-Based Programs Status: This section includes the hold status, signature page, and Perkins Portfolio. The hold status field is automatically updated when the page is saved. This is a read-only field. The signature field is prepopulated from the Tracking module. b) PEPS Status: This section has prepopulated fields for PEPS status, the action description, the action reason description, and the action date. These fields, populated from the PEPS feed, are read-only and contain details about the school's PEPS eligibility status. c) Award Amounts: The fields in this section are read-only and prepopulated for FSEOG,FWS, Perkins LOE, and Perkins FCC. These fields include the current award amounts that will be granted if the school is removed from hold status. They are populated from the Awards module.				HS002, HS004
458	Verify School Name <University of Fort Lauderdale> and Serial Number <008575>	All Fields are correct				
459	Verify Hold Status is <Hold>	Field displays value				
460	Verify FSEOG Award Amount displays \$ 7609.00	Field displays value				
461	Verify FWS Award Amount displays \$ 7525.00	Field displays value				
462	Verify Perkins LOE Amount displays \$ 0	Field displays value				
463	Verify Perkins FCC Amount displays \$ 0	Field displays value				
464	Admin User Wants to Check 2000-2001 Prior Year Data School #1					
465	Select the <Serial #> radio Button from the top navigation bar.	Button populated with a black dot when selected				HS003
466	Enter <000073> in the field Labeled 'Search By'	Field Accepts Value				HS003
467	Select <2000-2001> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
468	Click <Go> Button	The system populates the School Name and Serial Number.				
469	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
470	Select the <A. School Status> link from the left navigation bar.	The following error message is displayed when the Admin User selects a school that is not on hold prior to selecting the A. School Status link: The school you have selected is not on the hold list. To add this school, select the Initialize/Add School link on the left navigation bar.				HS002, HS004

471	Verify School Name <Talladega College> and Serial Number <000073>	All Fields are correct				
472	Verify Hold Status is <Release>	Field displays value				
473	Verify FSEOG Award Amount displays \$ 321995.00	Field displays value				
474	Verify FWS Award Amount displays \$ 162608.00	Field displays value				
475	Verify Perkins LOE Amount displays \$ 32826.00	Field displays value				
476	Verify Perkins FCC Amount displays \$ 0	Field displays value				
477	Admin User Wants to Check 2000-2001 Prior Year Data School #2					
478	Select the <Serial #> radio Button from the top navigation bar.	Button populated with a black dot when selected				HS003
479	Enter <004946> in the field Labeled 'Search By'	Field Accepts Value				HS003
480	Select <2000-2001> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
481	Click <Go> Button	The system populates the School Name and Serial Number.				
482	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.				HS001
483	Select the <A. School Status> link from the left navigation bar.	The following error message is displayed when the Admin User selects a school that is not on hold prior to selecting the A. School Status link: The school you have selected is not on the hold list. To add this school, select the Initialize/Add School link on the left navigation bar.				HS002, HS004
484	Verify School Name <Contempo School of Beauty> and Serial Number <004946>	All Fields are correct				
485	Verify Hold Status is <Hold>	Field displays value				
486	Verify FSEOG Award Amount displays \$ 18520.00	Field displays value				
487	Verify FWS Award Amount displays \$ 0	Field displays value				
488	Verify Perkins LOE Amount displays \$ 4022.00	Field displays value				
489	Verify Perkins FCC Amount displays \$ 0	Field displays value				
490	Admin User Wants to Check 2000-2001 Prior Year Data School #3					
491	Select the <Serial #> radio Button from the top navigation bar.	Button populated with a black dot when selected				HS003
492	Enter <002113> in the field Labeled 'Search By'	Field Accepts Value				HS003
493	Select <2000-2001> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
494	Click <Go> Button	The system populates the School Name and Serial Number.				

Hold Schools - Perkins/Other
6/4/2002

495	Select <Hold School> Link from the left navigation bar	The following text is displayed on the main Hold Schools page when the Admin User selects the Hold Schools link from the left navigation bar of the Campus-Based home page: A. School Status Before you can view a school's status, you must select a school and Campus-Based year from the page header. Hold schools data is available here for the past three Campus-Based years. B. Initialize/Add School This area is where the Hold School list is initialized. After the Hold School List has been generated for the Campus-Based year, this function is no longer available until the next Campus-Based year. If you want to add a new school to the Hold School list after it has been initialized, you may do so in this area. C. Reports Hold schools data by state and by category (such as Hold, Released, PEPS Eligible, etc) is available in this section. You may also view notification letters. Select the appropriate link on the left navigation bar to access hold schools data. D. Comments Comments pertaining directly to Hold Schools processes may be entered and viewed in this area.					HS001
496	Select the <A. School Status> link from the left navigation bar.	The following error message is displayed when the Admin User selects a school that is not on hold prior to selecting the A. School Status link: The school you have selected is not on the hold list. To add this school, select the Initialize/Add School link on the left navigation bar.					HS002, HS004
497	Verify School Name <Augsburg College> and Serial Number <002113>	All Fields are correct					
498	Verify Hold Status is <Release>	Field displays value					
499	Verify FSEOG Award Amount displays \$ 685822.00	Field displays value					
500	Verify FWS Award Amount displays \$ 340288.00	Field displays value					
501	Verify Perkins LOE Amount displays \$ 45135.00	Field displays value					
502	Verify Perkins FCC Amount displays \$ 1336939.00	Field displays value					
503	Admin User Wants to end session						
504	Select <Log Out> link from the left navigation bar	The System displays the Logout Alert notifying the Admin User that he or she is about to logout. This page serves to alert the Admin User that he or she is about to log out, and what action is necessary to proceed with logout. The following text is displayed on the page: "You have selected to logout of the Campus-Based Admin web site. To confirm your logout and save your data, select the Yes button." There is a No button and a YES button.					
505	Click <YES> button	The System saves any information entered by the User, terminates the User's secure connection and displays a logout screen showing the date and time of logout. The Admin User is no longer connected to the secure section of the Campus-Based Admin web site.					