## Test Plan

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| --- | --- |
| Test Items (Module Name) | Client |
| Brief Introduction | Use these steps to assign a person as a staff member by creating a staff profile, e.g. to record organisation, employment and Performance Based Research Fund (PBRF) details, and to be able to assign resources to them. |
| Environment | Windows 7/Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | **Client/Staff** |
| Test Case ID | 11.1.1 - 11.7 |

|  |  |
| --- | --- |
| Tested By | Date |
|  |  |

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**Refer to the generic test plan templates for the following features**

[11.3 Audit](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Audit.dotx)

[11.4 Contact Log](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_ContactLog.dotx)

[11.5 Correspondence](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Correspondence.dotx)

[11.6 Post-It-Note](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Post%20It%20Note.dotx)

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## Test Cases

| Case ID &  Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 11.1.1 Add Staff | Must have Student record existing. To create one refer to   * 4.1.1 Add Student   Must have Security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to Person view |  |  |  |
| Click on the **Add Staff** button on the person tree |  | A Confirmation message appears on screen asking user to confirm the creation of staff |  |  |  |
| Say **Yes** on confirmation message |  | Screen changes to staff view |  |  |  |
| Enter the data | Go to **Staff** Details tab   * Start Date * Finish Date * Full time / Part time Status * Organisation * User ID * Position   Go to **PBRF** tab  Say Yes on Confirmation message   * UNID * Ethnicity Codes * Ethnicity * Date of first academic appointment * Date of highest degree enrolment * Date employment contract changed * Date of Highest degree completion * Degree Classification * Degree name * subject Area.   Go to **UDAs** tab   * Staff UDA 1 to 4 * Staff ID Number * Staff UDA date field 1. | Data is visible in text fields and drop downs |  |  |  |
| Click on **Save button** |  | Staff record created successfully. |  |  |  |
| 11.1.2 Edit Staff record | Must have existing Staff record. To create one refer to   * [11.1.1 Add Staff](#_11.1.1_Add_Staff)   Must have security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to Person view |  |  |  |
| Click on the **Staff** button |  | Screen changes to Staff View. |  |  |  |
| Click on the **Edit** button on Staff screen |  |  |  |  |  |
| Enter the data | Go to **Staff** Details tab   * Start Date * Finish Date * Full time / Part time Status * Organisation * User ID * Position   Go to **PBRF** tab  Say **Yes** on Confirmation message   * UNID * Ethnicity Codes * Ethnicity * Date of first academic appointment * Date of highest degree enrolment * Date employment contract changed * Date of Highest degree completion * Degree Classification * Degree name * subject Area.   Go to **UDAs** tab   * Staff UDA 1 to 4 * Staff ID Number * Staff UDA date field 1. | Data is visible in text fields and drop downs |  |  |  |
| Click on **Save button** |  | Staff record updated successfully. |  |  |  |
| 11.1.3 Delete Staff record | Must have existing Staff record. To create one refer to   * [11.1.1 Add Staff](#_11.1.1_Add_Staff)   Must have Security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to Person view |  |  |  |
| Click on the **Staff** button on person tree |  | Screen changes to Staff view. |  |  |  |
| Click on the **Delete** button on Staff screen |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  | Staff role will be deleted from the person  and  Screen changes to Person view |  |  |  |
| 11.2 PBRF | Must have existing Staff record. To create one refer to   * [11.1.1 Add Staff](#_11.1.1_Add_Staff)   Must have Security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to Person view |  |  |  |
| Click on the **Staff** button on person tree |  | Screen changes to Staff view. |  |  |  |
| Click on the **PBRF** button on the header |  | Confirmation message appears on screen |  |  |  |
| Select the option(s) from the available | * PBRF staff unique identifier request * PBRF staff census. |  |  |  |  |
| Click on Save button |  | Download Screen appears asking user to download. |  |  |  |
| 11.7 Print Reports | Must have existing Staff record. To create one refer to   * [11.1.1 Add Staff](#_11.1.1_Add_Staff)   Make sure to configure reports path in config.php.  Must have security access to   * Client | Click on the client module |  | Client module is loaded. |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields |  |  |  |
| Click on the **search** button |  | Search displays the list of persons |  |  |  |
| Double click on the selected person |  | Screen changes to person |  |  |  |
| Click on **Staff** button on person tree. |  | Screen changes to staff. |  |  |  |
| Click on the **print** button just above the Person tree |  | Report viewer pop up screen appears |  |  |  |
| Click on the desired report |  | Report navigates to new tab by keeping the current tab open |  |  |  |
| If the parameter value is not set, go to Advanced tab and double click on the value to place in a clip board.  Then Paste the parameter value in the value field. |  | Value is visible in text field. |  |  |  |
| Click on the **Run** button on report viewer pop up. |  | Report navigates to new tab and opens up the report keeping the current window open. |  |  |  |