## Test Plan

|  |  |
| --- | --- |
| Test Items (Module Name) | Client |
| Brief Introduction | This module holds information about international students such as his/her IELTS score, agent details, accommodation, Insurance and Visa etc. |
| Environment | Window 7/Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | **Client/International** |
| Test Case ID | 12.1.1 - 12.10 |

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

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## Test Cases

| Case ID &  Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 12.1.1 Add International Record | Must have existing person/student record. to create a person record with student role refer to the following test cases   * 2.2 Add Person * 2.3 Add Person in Live form * 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 International** button on the person tree |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  | Screen changes to International view |  |  |  |
| Enter the data | If the **Student** tab is selected,   * Temporary Student ID * Arrival Date * Flight No * Travel Details   If the **Language Proficiency** tab is selected,   * Listening Component Result * Reading Component result * Writing Component result * Speaking component result * Overall Band Score * Proficiency Test Results * Expiry Date   If **Agent** tab is selected,   * Agent * Partner School * Contract * Commission rate * Total to Pay agent   To add **Agent commission** see test case [12.1.2.1](#_12.1.2.1_Add_Agent)  If **Accommodation** tab is selected,   * Accommodation Type * Accommodation Provider * Start Date * End Date   To add Information on Accommodation see test case[12.1.2.4](#_12.1.2.4_Add_Accommodation)  If **Insurance** tab is selected see test case[12.1.2.7](#_12.1.2.7_Add_Insurance)**,** [12.1.2.7.1](#_12.1.2.7.1_Add_Insurance)**,**  If **Passport** tab is selected,   * Passport No * Passport Expiry Date * Issuing State   See other test cases  [12.1.2.10](#_12.1.2.10__Add),  [12.4](#_12.4_Renew_Visa)  If **Pastoral Care** is selected see test case [12.5.1](#_12.5.1_Pastoral_Care), [12.5.2](#_12.5.2_Pastoral_Care),  [12.5.3](#_12.5.3_Pastoral_Care), [12.5.4](#_12.5.4_Pastoral_Care) |  |  |  |  |
| Click on **Save** button |  | International record saved successfully. |  |  |  |
| 12.1.2 Edit International Record | Must have existing person/student record. to create a person record with student role refer to the following test cases   * 2.2 Add Person * 2.3 Add Person in Live form * 4.1.1 Add Student   Must have created international record. To create one refer to   * [12.1.1 Add International record](#_12.1.1_Add_International) | 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 **International** button on the person tree |  | Screen changes to International view |  |  |  |
| Click on **Edit** button on International |  | Screen changes to International view |  |  |  |
| Enter the data | If the **Student** tab is selected,   * Temporary Student ID * Arrival Date * Flight No * Travel Details   If the **Language Proficiency** tab is selected,   * Listening Component Result * Reading Component result * Writing Component result * Speaking component result * Overall Band Score * Proficiency Test Results * Expiry Date   If **Agent** tab is selected,   * Agent * Partner School * Contract * Commission rate * Total to Pay agent   To add **Agent commission** see test case [12.1.2.1](#_12.1.2.1_Add_Agent)  If **Accommodation** tab is selected,   * Accommodation Type * Accommodation Provider * Start Date * End Date   To add Information on Accommodation see test case[12.1.2.4](#_12.1.2.4_Add_Accommodation)  If **Insurance** tab is selected see test case[12.1.2.7](#_12.1.2.7_Add_Insurance)**,** [12.1.2.7.1](#_12.1.2.7.1_Add_Insurance)**,**  If **Passport** tab is selected,   * Passport No * Passport Expiry Date * Issuing State   See other test cases  [12.1.2.10](#_12.1.2.10__Add),  [12.4](#_12.4_Renew_Visa)  If **Pastoral Care** is selected see test case [12.5.1](#_12.5.1_Pastoral_Care), [12.5.2](#_12.5.2_Pastoral_Care),  [12.5.3](#_12.5.3_Pastoral_Care), [12.5.4](#_12.5.4_Pastoral_Care) |  |  |  |  |
| Click on Save button |  | International record saved successfully. |  |  |  |
| 12.1.3 Add Agent record | Must have existing international record   * [12.1.1 Add International Record](#_12.1.1_Add_International) | 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 **International** button on the person tree |  | Screen changes to International view |  |  |  |
| Click on **Edit** button on International |  | Screen changes to International view |  |  |  |
| Go to Agent tab |  |  |  |  |  |
| Click on **Add** button on first grid. |  |  |  |  |  |
| Enter the data | * Agent * Partner School * Contract * Total to pay agent * commission rate | Data is visible in drop downs |  |  |  |
| Click on **Save** button on top header |  | Agent record saved successfully. |  |  |  |
| 12.1.4 Delete Agent record | Must have existing Agent record   * [12.1.3 Add Agent Record](#_12.1.1_Add_International) | 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 **International** button on the person tree |  | Screen changes to International view |  |  |  |
| Click on **Edit** button on International |  | Screen changes to International view |  |  |  |
| Go to Agent tab |  |  |  |  |  |
| Select an agent record that you wish to delete |  | Record selected |  |  |  |
| Click on **Delete** button on first grid. |  | A confirmation message appears on screen asking user to confirm the deletion |  |  |  |
|  | Say **Yes** on the confirmation |  | Record deleted successfully. |  |  |  |
| 12.1.2.1 Add Agent Commission | Must have existing Agent record added to student. To Create one   * [12.1.3 Add Agent record](#_12.1.3_Add_Agent)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Agent tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Add** button under Agent Commission |  |  |  |  |  |
| Enter the data | * Year * Commission Paid * Date Paid * Year Total | Data is visible |  |  |  |
| Click **Save** on Agent commission |  | Commission record saved successfully. |  |  |  |
| Click save on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.2 Edit Agent Commission | Must have existing Agent commission record.   * [12.1.2.1 Add Agent Commission](#_12.1.2.1_Add_Agent)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Agent tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Agent Commission |  |  |  |  |  |
| Enter the data | * Year * Commission Paid * Date Paid * Year Total | Data is visible |  |  |  |
| Click **Save** on Agent commission |  | Commission record saved successfully. |  |  |  |
| Click save on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.3 Delete Agent Commission | Must have existing Agent commission record.   * [12.1.2.1 Add Agent Commission](#_12.1.2.1_Add_Agent)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Agent tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Delete** button under Agent Commission |  | Confirmation Message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  | Agent commission record will be deleted from the table. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.4 Add Accommodation Information | Must have existing international record   * [12.1.1 Add international record](#_12.1.1_Add_International)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Accommodation tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Add button** under Information |  |  |  |  |  |
| Enter the data | * Information * Value | Data is visible. |  |  |  |
| Click **Save** on Information |  | Information record Created successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.5 Edit Accommodation Information | Must have existing Accommodation information. to create one refer to   * [12.1.2.4 Add Accommodation Information](#_12.1.2.4_Add_Accommodation)   Must have security access to   * Client * International | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB * Trans Type * Trans No * Debtor ID | Data is visible in the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Accommodation tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Information |  |  |  |  |  |
| Enter the data | * Information * Value | Data is visible |  |  |  |
| Click **Save** on Information |  | Information record updated successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.6 Delete Accommodation Information | Must have existing Accommodation information. to create one refer to   * [12.1.2.4 Add Accommodation Information](#_12.1.2.4_Add_Accommodation)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Accommodation tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Delete** button under Information |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message. |  | Record will be removed from the table |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.7 Add Insurance Company | Must have existing international record. To create one refer to   * [12.1.1 Add international record](#_12.1.1_Add_International)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Insurance tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Add button** under Insurance (1st table) |  |  |  |  |  |
| Enter the data | * Company * Start Date * End Date * Insurance Type | Data is visible |  |  |  |
| Click **Save** on Insurance company |  | Insurance company record saved successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.8 Edit Insurance Company | Must have existing Insurance company record. To create on refer to   * [12.1.2.7 Add Insurance Company](#_12.1.2.7_Add_Insurance)   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 the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Insurance tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Insurance |  |  |  |  |  |
| Enter the data | * Company * Start Date * End Date * Insurance Type | Data is visible |  |  |  |
| Click **Save** on Insurance company |  | Insurance company record saved successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.9 Delete Insurance Company | Must have existing Insurance company record. To create on refer to   * [12.1.2.7 Add Insurance Company](#_12.1.2.7_Add_Insurance)   Must have security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Preferred name * Student ID * Student NSN * DOB * Trans Type * Trans No * Debtor ID | Data is visible in the 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 **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Insurance tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Delete button** under Insurance company table |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** to the confirmation message |  | Record has been removed from the insurance table |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.7.1 Add Insurance Claim | Must have existing international record   * [12.1.1 Add International Record](#_12.1.1_Add_International)   Must have security access to   * Client * International | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to international view |  |  |  |
| Go to Insurance tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Insurance table. |  |  |  |  |  |
| Click on **Add** button under Claims table |  |  |  |  |  |
| Enter the data | * Claim Date * Document Sent * Courier * Requested By | Data is visible in text fields |  |  |  |
| Click **Save** button on Claims table |  | Insurance claim has been created successfully. |  |  |  |
| Click **save** on Insurance Company table |  | Company record Updated successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.7.2 Edit Insurance Claim | Must have existing Insurance claim record   * [12.1.2.7.1 Add Insurance claim](#_12.1.2.7.1_Add_Insurance)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Insurance tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Insurance table. |  |  |  |  |  |
| Click on **Edit button** under Claims table |  |  |  |  |  |
| Enter the data | * Claim Date * Document Sent * Courier * Requested By | Data is visible in text fields |  |  |  |
| Click **Save** button on Claims table |  | Claim record updated successfully. |  |  |  |
| Click **save** on Insurance Company table |  | Company record Updated successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.7.3 Delete Insurance Claim | Must have existing Insurance claim record   * [12.1.2.7.1 Add Insurance claim](#_12.1.2.7.1_Add_Insurance)   Must have security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Preferred name * Student ID * Student NSN * DOB * Trans Type * Trans No * Debtor ID | Data is visible in text fields and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Insurance tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Insurance table. |  |  |  |  |  |
| Click on **Delete button** under Claims table |  | Confirmation Message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  | Record will be removed from table. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.10  Add Visa | Must have existing international record   * [12.1.1 Add International record](#_12.1.1_Add_International)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Passport/visa tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Add button** under Visa table. |  |  |  |  |  |
| Enter the Data | * Visa Name * Visa Client No * Visa Number * Start Date * Expiry Date * Passport No * Visa type * Other Institute * Checked * Visa Valid * Study Region * Comment | Data is visible in the fields. |  |  |  |
| Click **Save** button on Visa table |  | Visa record Updated successfully. |  |  |  |
| Click **Save** button on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.11 Edit Visa | Must have existing visa record   * [12.1.2.10 Add Visa](#_12.1.2.10__Add)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Passport/Visa tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Visa table. |  |  |  |  |  |
| Enter the Data | * Visa Name * Visa Client No * Visa Number * Start Date * Expiry Date * Passport No * Visa type * Other Institute * Checked * Visa Valid * Study Region * Comment | Data is visible in the fields |  |  |  |
| Click **save** on Visa table |  | Visa record Updated successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.12 Delete Visa | Must have existing visa record   * [12.1.2.10 Add Visa](#_12.1.2.10__Add)   Must have security access to   * Client | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Preferred name * Student ID * Student NSN * DOB * Trans Type * Trans No * Debtor ID | Data is visible in text fields and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Passport/Visa tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Delete button** under Visa table. |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  | Record will be removed from the table. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.13 Add Student Meetings | Must have existing international student record.   * [12.1.1 Add International record](#_12.1.1_Add_International)   Must have security access to   * Client * International | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Pastoral Care tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Add button** under Student Meetings table. |  | Confirmation message appears on screen |  |  |  |
| Enter the data | * Meeting Date * Comments | Data is visible |  |  |  |
| Click **Save** on Student Meetings grid |  | Record will be created. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.14 Edit Student Meetings | Must have existing Student meetings record. to create one refer to   * [12.1.2.13 Add Student Meetings](#_12.1.2.13_Add_Student)   Must have security access to   * Client   I | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Pastoral Care tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Edit button** under Student Meetings table. |  | Confirmation message appears on screen |  |  |  |
| Enter the data | * Meeting Date * Comments | Data is visible |  |  |  |
| Click **Save** on Student Meetings grid |  | Updated Record successfully. |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.2.15 Delete Student Meetings | Must have existing Student meetings record. to create one refer to   * [12.1.2.13 Add Student Meetings](#_12.1.2.13_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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International** button on the person tree |  | Screen changes to International View |  |  |  |
| Go to Pastoral Care tab |  |  |  |  |  |
| Click on **Edit** button on International |  |  |  |  |  |
| Click on **Delete button** under Student Meetings table. |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  |  |  |  |  |
| Click **save** on International |  | International record Updated successfully. |  |  |  |
| 12.1.3 Delete International Record | Must have existing International record. To create one refer to   * [12.1.1 Add International Record](#_12.1.1_Add_International)   Must have security access to   * Client * International | Click on the Client module. |  | Client module is loaded |  |  |  |
| Enter the data | * Surname * first name * Student ID * DOB | Data is visible in text fields and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to international view |  |  |  |
| Click on the **Delete** button on the international header |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message. |  | Record deleted Successfully. |  |  |  |
| 12.2.1Jump to Agent | Must have existing International record.   * [12.1.1 Add International record](#_12.1.1_Add_International)   Must have agent attached to the record.   * [12.1.3 Add Agent record](#_12.1.3_Add_Agent)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to international view |  |  |  |
| Click on **Agent** tab |  | Details of Agent appears on screen. |  |  |  |
| Click on the **Jump button** to the right side of the screen |  | Opens Agent details in a new tab keeping the Client Open. |  |  |  |
| 12.2.2 Jump to Accommodation | Must have existing International record.   * [12.1.1 Add International record](#_12.1.1_Add_International)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to international view |  |  |  |
| Click on the Accommodation tab |  | Details of Accommodation appears on screen. |  |  |  |
| Click on the Jump button to the right side of the screen |  | Opens Accommodation provider details in a new tab keeping the Client Open. |  |  |  |
| 12.3 Request Policy | Must have existing International record. To create one refer to   * [12.1.1 Add International record](#_12.1.1_Add_International)   Must have existing insurance company details entered. To create one refer to the below test case   * [12.1.2.7 Add Insurance Company](#_12.1.2.7_Add_Insurance)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to the international view |  |  |  |
| Click on the Insurance tab |  | Details of Insurance company & claims appears on screen. |  |  |  |
| Click on the **Request Policy** button on the Insurance company grid. |  | Sends the record to the queue and set the status of the record to Awaiting extraction. |  |  |  |
| 12.4 Renew Visa | Must have existing International record. To create on refer to   * [12.1.1 Add international record](#_12.1.1_Add_International)   Must have existing Visa details entered. To create one refer to the below test case   * [12.1.2.10 Add Visa](#_12.1.2.10__Add)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to the international view |  |  |  |
| Click on the Passport/Visa tab |  | Details of Passport/Visa appears on screen. |  |  |  |
| Click on the **Renew Visa** button on Visa grid |  | Sends the record to the NZIS - Visa Renewal file and updates the Visa Renewal table with the status. |  |  |  |
| 12.4.1 Edit Visa Renewal | Must have existing International record. To create on refer to   * [12.1.1 Add international record](#_12.1.1_Add_International)   Must have existing Visa Renewal details entered. To create one refer to the below test case   * [12.4 Renew Visa](#_12.1.2.10__Add)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to the international view |  |  |  |
| Click on the Passport/Visa tab |  | Details of Passport/Visa appears on screen. |  |  |  |
| Click **Edit** on Visa Grid |  |  |  |  |  |
| Click Edit button on **Visa Renewal** grid. |  |  |  |  |  |
| Enter the data. | * Comments * Status * Sub Status * Received * Transferred * Granted | Data is visible |  |  |  |
| Click **Save** button on Visa Renewal grid |  | Record has been updated successfully. |  |  |  |
| Click **Save** button on Visa grid |  |  |  |  |  |
| Click **Save** button on International Header |  | International Record has been updated successfully. |  |  |  |
| 12.4.2 Delete Visa Renewal | Must have existing International record. To create on refer to   * [12.1.1 Add international record](#_12.1.1_Add_International)   Must have existing Visa Renewal details entered. To create one refer to the below test case   * [12.4 Renew Visa](#_12.1.2.10__Add)   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 and drop downs |  |  |  |
| Click on the **search** button |  | Search displays list of persons |  |  |  |
| Double Click on the selected person |  | Screen changes to person view |  |  |  |
| Click on the **International button** on person tree |  | Screen changes to the international view |  |  |  |
| Click on the Passport/Visa tab |  | Details of Passport/Visa appears on screen. |  |  |  |
| Click **Edit** on Visa grid |  |  |  |  |  |
| Click **Delete** button on **Visa Renewal** grid. |  |  |  |  |  |
| Click **Save** button on Visa Grid |  | Record has been updated successfully. |  |  |  |
| Click **Save** button on International header. |  | International record has been updated successfully. |  |  |  |
| 12.5.1 Pastoral Care - Upload documents | Make sure the file system is configured 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 **Search** button |  | Search displays list of persons. |  |  |  |
| Double - Click on the selected person. |  | View changes to Person screen. |  |  |  |
| Click on the **International** button on person tree |  |  |  |  |  |
| Go to Pastoral Care tab |  |  |  |  |  |
| Click on **upload** button. |  |  |  |  |  |
| Select a **document** from the file system. | * Document(s) to upload. |  |  |  |  |
| Click **Save** button on the file selection window. |  | Document(s) has been uploaded successfully. |  |  |  |
| 12.5.2 Pastoral Care - Delete documents | Make sure the file system is configured 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 **Search** button |  | Search displays list of persons. |  |  |  |
| Double - Click on the selected person. |  | View changes to Person screen. |  |  |  |
| Click on the **International** button on person tree |  |  |  |  |  |
| Go to **Pastoral** Care tab |  |  |  |  |  |
| Select the **document** you wish to delete |  |  |  |  |  |
| Click on Delete button. |  | Document(s) deleted successfully and displays confirmation message. |  |  |  |
| 12.5.3 Pastoral Care - Download documents | Make sure the file system is configured 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 **Search** button |  | Search displays list of persons. |  |  |  |
| Double - Click on the selected person. |  | View changes to Person screen. |  |  |  |
| Click on the **International** button on person tree |  |  |  |  |  |
| Go to Pastoral Care tab |  |  |  |  |  |
| Select the **document** you wish to download |  | Item highlighted |  |  |  |
| Click on **Download** button. |  |  |  |  |  |
| Click **Open/Save** Options on the file selection window. |  | Document(s) has been downloaded successfully. |  |  |  |
| 12.5.4 Pastoral Care - Refresh documents | Make sure the file system is configured 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 **Search** button |  | Search displays list of persons. |  |  |  |
| Double - Click on the selected person. |  | View changes to Person screen. |  |  |  |
| Click on the **International** button on person tree |  |  |  |  |  |
| Go to Pastoral Care tab |  |  |  |  |  |
| Click on **Refresh** button. |  | Documents refreshed successfully. |  |  |  |
| 12.9 Print Reports for International Student | International Student record must exist. to create one refer to   * [12.1.1 Add International Record](#_12.1.1_Add_International)   Must have security access to   * Client   Make sure to configure reports path in config.php. | 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 the **International** button on person tree |  | Screen changes to Student |  |  |  |
| Click on the **print** button just above the Person tree |  | Report viewer pop up screen appears with person and Student reports. |  |  |  |
| Click on the desired report |  | Report navigates to new tab and opens up the report. |  |  |  |
| 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. |  |  |  |