## Test Plan

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| Test Items (Module Name) | SDR |
| Brief Introduction | The Single Data Return (SDR) is a set of data items that are specifically required by the Ministry of Education (MOE) and the Tertiary Education Commission (TEC) for monitoring performance against investment plans, as well as for statistical reporting purposes. |
| Environment | Windows 7/Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | SDR |
| Test Case ID | 19.1 - 19.13 |

|  |  |
| --- | --- |
| 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 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 19.1 Thrice Annual return Extract | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Thrice Annual Return** option under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings and Options | Settings:   * Year   Options:  ER Status   * Exclude * Include   Extract Date   * MOE Extract Date is blank * MOE extract date exists   Period   * Restrict Enrolments to period | Data is visible |  |  |  |
| Click on **Create SDR** button on top header. |  | Files have been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select a file and click download button. |  |  |  |
| 19.2.1 Course Register Return | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Course Register Return** option under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings | Settings:   * Year   ER Status   * Exclude * Include | Data is visible |  |  |  |
| Click on **Create SDR** button on top header. |  | File has been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select the file and click download button. |  |  |  |
| 19.2.2 Create Course Register by PT Programme(s) | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Course Register Return** option under Extracts |  | Record selected. |  |  |  |
| Click on **Create Course Register by PT Programmes** button |  | Course Register popup appears on screen. |  |  |  |
| Click on **Create SDR** button on top header. |  | File has been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select the file and click download button. |  |  |  |
| 19.3 Qualification complete Return | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Qualification complete Return** option under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings and Period | Settings:   * Year   Period:   * MOE Extract Date is blank * MOE extract date exists * 30 April * 31 August * 31 December | Data is visible |  |  |  |
| Click on **Create SDR** button on top header. |  | File has been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select a file and click download button. |  |  |  |
| 19.4 Course Complete Return | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Thrice Annual Return** option under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings and Return Date | Settings:   * Year   Return Date:   * 30 April * 31 August * 31 December | Data is visible |  |  |  |
| Click on **Create SDR** button on top header. |  | Files have been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select a file and click download button. |  |  |  |
| 19.5 31st July Staff PBRF Census Return | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **31st July Staff PBRF Census Return** option under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings and PBRF | Settings:   * Year   PBRF:   * PBRF staff unique identifier request * PBRF staff Census | Data is visible |  |  |  |
| Click on **Create SDR** button on top header |  | Files has been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select a file and click download button. |  |  |  |
| 19.6 Reset MOE Programme Complete Extract Date | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Reset MOE Programme Complete Extract Date option** under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings and Return Date | Settings:   * Year   Return Date:   * 30 April * 31 August * 31 December | Data is visible |  |  |  |
| Click on **Reset MOE Programme Complete Extract Date** button on top header. |  | Files have been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select a file and click download button. |  |  |  |
| 19.7 Create SDR file batch | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **create SDR file batch** option under Extracts |  | Record selected. |  |  |  |
| Enter the data under Settings and Options | Settings:   * Year   Options:  ER Status   * Exclude * Include   Extract Date   * MOE Extract Date is blank * MOE extract date exists   Period   * Restrict Enrolments to period | Data is visible |  |  |  |
| Click on **Create SDR** button on top header. |  | Files have been successfully extracted.  To see the files   * click on the back ground process icon (green colour) to the bottom right corner. * Click on the SDR process. * Pop down the tree. * Select a file and click download button. |  |  |  |
| 19.8 Mark as Submitted | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Previous runs tab** at the bottom of the screen . |  |  |  |  |  |
| Select a file that you wish to mark. |  |  |  |  |  |
| Click on **Mark as submitted** button. |  | File that was selected has been marked as submitted successfully.  To see the result   * look under the successfully submitted column and the record shows as YES. |  |  |  |
| 19.9 Comment | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Previous runs tab** at the bottom of the screen . |  |  |  |  |  |
| Select a file that you wish to add comment. |  |  |  |  |  |
| Click on **Comment** button. |  | Add comment pop up appears on screen. |  |  |  |
| Enter the comment | * text |  |  |  |  |
| Click on **Save**. |  |  |  |  |  |
| 19.10 Extract as SDR | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Previous runs tab** at the bottom of the screen . |  |  |  |  |  |
| Select a file that you wish to extract. |  |  |  |  |  |
| Click on **Extract as SDR** button. |  | A download window file appears on screen. |  |  |  |
| Select the file and click **download** button. |  | Downloaded the file successfully. |  |  |  |
| 19.11 Extract as Delimited | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Previous runs tab** at the bottom of the screen . |  |  |  |  |  |
| Select a file that you wish to extract. |  |  |  |  |  |
| Click on **Extract as Delimited** button. |  | A download window file appears on screen. |  |  |  |
| Select the file and click **download** button. |  | Downloaded the file successfully. |  |  |  |
| 19.12 Refresh | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Previous runs tab** at the bottom of the screen . |  |  |  |  |  |
| Click on **Refresh** button. |  | Refreshes the whole table |  |  |  |
| 19.13 Delete | Must have security access to   * SDR | Go to Teaching Structures and click on SDR |  | SDR module is loaded |  |  |  |
| Select **Previous runs tab** at the bottom of the screen . |  |  |  |  |  |
| Select a file that you wish to delete. |  |  |  |  |  |
| Click on **Delete** button. |  | A confirmation popup appears on screen. |  |  |  |
| Say **Yes** on confirmation message. |  | Deletes the selected record from the table successfully. |  |  |  |