## Test Plan

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| --- | --- |
| Test Items (Module Name) | Admissions Dashboard |
| Brief Introduction | From this module, user can do multiple transactions to group of students like changing SC status, Invoicing, assigning cohort, assigning Class etc |
| Environment | Windows 7/ Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | **Admissions Dashboard** |
| Test Case ID | 21.1.1 - 21.19 |

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

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Refer to generic test plan templates for the following features

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## Test Cases

| Case ID &  Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ****21.1.1**** ****Search students - Study Contract**** | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| If **Study contract tab** is not selected by default click on the Study Contract tab. |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  |  |  |  |  |
| ****21.1.2**** ****Search Students - SC Component**** | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **SC Component** tab |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * Include all OTE's * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  |  |  |  |  |
| 21.1.3 Search students - Waitlist | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on **Waitlist** tab. |  | Tab selected |  |  |  |
| Choose any of the available tabs | * OT Entry * OT Component |  |  |  |  |
| Click on **refresh** button |  | Refresh loads OT entries in the drop down. |  |  |  |
| 21.1.4 Clear selected Items (Clear button) | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Choose any of the available tabs | * Study Contract * SC Component |  |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * Include all OTE's * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Query displays list of available records. |  |  |  |
| Click on **Clear** button to clear the selection |  | Items that are selected are cleared from the fields. |  |  |  |
| 21.1.5 Load Study contract Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| If **Study contract** tab is not selected by default click on the Study Contract tab. |  | Tab selected |  |  |  |
| Select a **Group** from the drop down. |  | Students in the selected group loaded successfully. |  |  |  |
| 21.1.6 Load Study contract Component Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| click on the **Study Contract Component** tab. |  | Tab selected |  |  |  |
| Select a **Group** from the drop down. |  | Students in the selected group loaded successfully. |  |  |  |
| 21.2.1 Create SC Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| If **Study contract** tab is not selected by default click on the Study Contract tab. |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  |  |  |  |  |
| select the student records using control button (multi-select) that you wish to save as a group |  |  |  |  |  |
| Click on the **Keep selected records** button just beside the group header |  | Selected records will be kept everything else will be removed. |  |  |  |
| Click on **Add new group** button |  | Save Contract Group popup appears on screen. |  |  |  |
| Enter the data | * Save as * Description |  |  |  |  |
| Click **Save** button on the popup. |  | Group Saved successfully. |  |  |  |
| 21.2.2 Create SC Component Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract Component** tab. |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students |  |  |  |
| select the student records using control button (multi-select) that you wish to save as a group |  |  |  |  |  |
| Click on the **Keep selected records** button just beside the group header |  | Selected records will be kept everything else will be removed. |  |  |  |
| Click on **Add new group** button |  | Save Contract Group popup appears on screen. |  |  |  |
| Enter the data | * Save as * Description |  |  |  |  |
| Click **Save** button on the popup. |  | Group saved successfully. |  |  |  |
| 21.2.3 Rename existing Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Select either Study contract or Study contract component tab |  | Tab selected |  |  |  |
| Choose **one group** from the drop down. |  | Records that are in existing group loads successfully. |  |  |  |
| Click on **Save Current group** button |  |  |  |  |  |
| Enter the data | * Save as * Description | Data is visible in text fields. |  |  |  |
| Click **Save** button on the popup. |  | Existing Group has been renamed successfully. |  |  |  |
| 21.2.4 Delete existing Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Select either **Study contract** or **Study contract component** tab |  | Tab selected |  |  |  |
| Choose **one group** from the drop down. |  | Records that are in existing group loads successfully. |  |  |  |
| Click on **Delete Current group** button |  | A confirmation message has been appeared on screen. |  |  |  |
| Say **Yes** on Confirmation |  | Record will be deleted successfully. |  |  |  |
| 21.2.5 Keep Selected records | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the available tabs | * Study Contract tab * SC Component tab | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students |  |  |  |
| select the student records using control button (multi-select) that you wish to save as a group |  |  |  |  |  |
| Click on the **Keep selected records** button just beside the group drop down. |  | This will keep the records that are selected. |  |  |  |
| 21.2.6 Remove Selected records | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the available tabs | * Study Contract tab * SC Component tab | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students |  |  |  |
| select the student records using control button (multi-select) that you wish to save as a group |  |  |  |  |  |
| Click on the **Remove selected records** button just beside the group drop down. |  | This will **remove** the records that are selected. |  |  |  |
| 21.2.7 Clear Validations | Must have security access to   * Admission Dashboard   Make sure to check the validations for any of the actions. | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the available tabs | * Study Contract tab * SC Component tab | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students |  |  |  |
| Check for validations from the available actions. | **Example:**   * PQ Complete * PQ success | This will fill the validation box with the issues listed |  |  |  |
| Click on **clear validations** button |  | Deleted the validations from the box. |  |  |  |
| 21.3.1 Jump to Person | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract**  or  **Study Contract Component** tab. |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students. |  |  |  |
| Click on the desired student record |  |  |  |  |  |
| Click on **Jump to Person** button. |  | Jumps to the person record in a new tab keeping the current one open. |  |  |  |
| 21.3.2 Jump to Study contract | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract**  or  **Study Contract Component** tab. |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students. |  |  |  |
| Click on the desired student record |  |  |  |  |  |
| Click on **Jump to Study Contract** button. |  | Jumps to the students study contract record in a new tab keeping the current one open. |  |  |  |
| 21.3.3 Jump to Cohort | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students. |  |  |  |
| Click on the desired student record |  |  |  |  |  |
| Click on **Jump to Cohort** button. |  | Jumps to the Cohort record in a new tab keeping the current one open. |  |  |  |
| 21.3.4 Jump to Class | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract Component** tab |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students. |  |  |  |
| Click on the desired student record |  |  |  |  |  |
| Click on **Jump to Class** button. |  | Jumps to the Class record in a new tab keeping the current one open. |  |  |  |
| 21.4 Change Status | Must have security access to   * Admission Dashboard   The status of the record must be ER,EA,ES | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Enter the data | Under Programme tab,   * OT Entries * In state of * Cohorts * With Courses |  |  |  |  |
| Click on **blue arrows** to add the selected Items to the OT Selection box. |  | Items added to OT Selection. |  |  |  |
| Click on the **Query** button. |  | Search displays list of Students. |  |  |  |
| Click on the desired student record |  |  |  |  |  |
| Click on **Set Status** button to the left side of the screen. |  | Change Status popup appears on screen. |  |  |  |
| Choose **one status** from the available |  |  |  |  |  |
| Click on **Save** button. |  | Status has been updated on the student study contract successfully. |  |  |  |
| 21.5 Graduate students in a Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Graduate** button |  | A confirmation message asking to assign a graduation number, date, ready to graduate flag |  |  |  |
| Click **Yes** on the message |  | Another popup message asking to proceed with group processing |  |  |  |
| Click **Yes** again on the confirmation |  | Status of the group has been updated successfully. |  |  |  |
| 21.6 Assign Cohort to Study Contracts in a Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **To Cohort** button |  | Set Cohort pop up appears on screen. |  |  |  |
| Click **Save** button on pop up |  | Cohort is assigned to the group. |  |  |  |
| 21.7 Assign Class to Study Contract Components in a Group | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract Component** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **To Class** button |  | Set Class pop up appears on screen. |  |  |  |
| Click Save button on pop up |  | Class is assigned to the group. |  |  |  |
| 21.8 Group Enrolments | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  |  |  |  |  |
| Click on **Enrol** button |  | Add study contract Components popup appears on screen. |  |  |  |
| Click **Apply** button on pop up |  | Components are added to the Selected group. |  |  |  |
| 21.9 Qualification Audit | Must have security access to   * Admission Dashboard   Make sure the report server is configured | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays list of existing students in that group |  |  |  |
| Click on **Qualification Audit** button |  | Qualification Audit popup appears on screen. |  |  |  |
| Enter the data | * Qualification * Major * Minor * Templates * Rule * Include enrolled courses |  |  |  |  |
| Click **Apply** button on pop up |  | A confirmation message appears on screen asking to proceed with processing. |  |  |  |
| Say **Yes** on confirmation message. |  | Report will be opened in a new tab keeping the current tab Open. |  |  |  |
| 21.10 Print Grid | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Print Grid** button |  | Report Viewer pop up appears on screen |  |  |  |
| Select a desired 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. |  |  |  |
| 21.11 Add Note | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Add Note** button |  | Add Contact Log Entry popup appears on screen. |  |  |  |
| Enter the data | * Contact Type * Contact Method * Contact Name * Contact Date * Contact Details |  |  |  |  |
| Click **Save** on the pop up. |  | Contact Log entry has been created successfully. |  |  |  |
| 21.12 Add Major for Study Contract Groups | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Add Major** button |  | Add Major popup appears on screen. |  |  |  |
| Enter the data | * Version * Major | Data is visible |  |  |  |
| Click on **Save** button. |  | Major added to group successfully. |  |  |  |
| 21.13.1 Person Qualifications Complete | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Add PQ Complete** button |  | A confirmation popup appears on screen.  **This will not check results before updating the selected field.** |  |  |  |
| Say **Yes** on the confirmation message |  | PQ complete flag field has been updated  successfully on students record. |  |  |  |
| 21.13.2 Person Qualifications Success | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Add PQ Success** button |  | A confirmation popup appears on screen saying **This will not check results before updating the selected field**. |  |  |  |
| Say **Yes** on the confirmation message |  | PQ complete Success field has been updated successfully on students record. |  |  |  |
| 21.14 Group Invoicing | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Create Inv** button |  | Select Invoice Parameters pop up appears on screen. |  |  |  |
| Enter the data | Type of Invoice   * Enrolment * Miscellaneous * Due Date * Entry Date * Pro-forma * Activation Date * Comments * Payment Terms * OTE fees & Miscellaneous fees | Data is visible in text fields |  |  |  |
| Click on **Invoice or Reinvoice** button |  | Invoice has been created successfully to all the Students in the group. |  |  |  |
| 21.15 Standard Letters | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **Letters** button |  | Standard Letters pop up appears on screen. |  |  |  |
| Enter the data | * Text | Data is visible |  |  |  |
| Click on **Save** button. |  | Standard Letter has been saved successfully. |  |  |  |
| 21.17 NZQA Qual | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Study Contract** tab |  | Tab selected |  |  |  |
| Choose an existing group. |  | Displays students in that group |  |  |  |
| Click on **NZQA Qual** button. |  | **NZQA request type** pop up appears on screen. |  |  |  |
| Enter the data | * Qualification check * Certificate Request * Include Nested Qualification * Include records previously submitted for Certificate request. | Data is visible |  |  |  |
| Click on **Save** button. |  | If Qualification check has been selected,   * **NZQA batch Header** window appears on screen.   If Certificate request has been selected,   * A confirmation message pop up appears on screen asking to proceed. * Say Yes on the message, then **NZQA batch header** pop up appears. |  |  |  |
| Enter the data | * File Type * Reporting Provider Location * Awarding Provider Code * Awarding Provider Location * Comments | Data is visible in the corresponding fields. |  |  |  |
| Click **Save** button on the pop up. |  | File will be saved in NZQA export batch queue. |  |  |  |
| 21.18 Commit Waitlist Ranking | Must have security access to   * Admission Dashboard | Go to Admissions and click on Admissions Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Click on the **Waitlist** tab |  | Tab selected |  |  |  |
| Click on any one of the available tabs | * OT Entry * OT Component |  |  |  |  |
| Click on **refresh** button to load the Programmes or Courses. |  | Displays students in that group |  |  |  |
| Select a record |  | Record has been highlighted. |  |  |  |
| Click on **Commit** button. |  | Waitlist ranking has been updated successfully. |  |  |  |

[TOP](#QL)