

AT 1 Simple approval job

Test Objectives and Acceptance Criteria:

That a variety of different entities can be progressed through the approval mechanism via an approval job.

Test Prerequisite:

A sufficient sample of entities at design are available representing the graphics, formats typically encountered in getting a label design approved for use on the production floor.

A number of word or text files are available to be used as attachments.

From the Active Directory controller select a group containing at least two users. Furthermore select a number of individual users who are outside of the group selected. The group and individual users require sufficient permissions to see and vote on entities and to inspect the Audit Log. The folder containing the workflow visible to the chosen users and group.

The Tester has read all sections of the complete AT, understands all instructions, and has all required resources and data.

Sign: _____ Date: _____

Step	Action	Expected Result	Actual Result	Pass
1.1	Ensure that the users defined in the prerequisites exist. {S1.1}	A group with a pair of users and a number of individual users exist. All with access to the folder(s) where the routing job entities will be stored. Screen print.		Y / N

Step	Action	Expected Result	Actual Result	Pass
1.2	<p>Log in as the Administrator (record actual user name).</p> <p>Navigate to the Entity Store page.</p> <p>Select or create a folder to store any new entities in.</p> <p>Using the New option select the "Workflow template" option. Note the name used in Actual Result.</p>	<p>Screen changes to two column design:</p> <p>Workflow creation component list with Step1 already highlighted.</p> <p>Workflow issues:1 stating a message 'At least one reviewer is required in this step'.</p> <p>Step Details containing step name, description text boxes, Total number of users in this step, A days to wait for votes selection box.</p>	<p>User name:</p> <p>Folder name.....</p> <p>Workflow name.....</p>	Y / N
1.3	<p>Save the blank workflow by selecting 'Save'.</p>	<p>Action not possible as the 'Save' button is greyed out.</p>		Y / N
1.4	<p>Name the first step One.</p> <p>Enter a description of 1.4 and Set Days to Wait to 1.</p>	<p>Name and description entered.</p> <p>Step set to wait one day then close voting.</p> <p>Indication of a blank field against Step Name in the right hand column disappears.</p>		Y / N
1.5	<p>In the workflow creation list on the left highlight Reviewers.</p> <p>{S1.5}</p>	<p>Right hand column displays two boxes. One of groups subdivided into included and excluded. The other of One of users subdivided into included and excluded.</p> <p>The included sections are initially empty.</p> <p>Screen print.</p>		Y / N
1.6	<p>Select a user by hovering on the name and clicking the arrow when it appears.</p> <p>Record user selected in actual result.</p>	<p>Single named user added as the authorising party for the step.</p> <p>After the Reviewers are added Workflow issues message is not seen.</p>	<p>User name.....</p>	Y / N

Step	Action	Expected Result	Actual Result	Pass
1.7	Add a second individual.	Second user added to reviewer list.	User name.....	Y / N
1.8	In the workflow creation list on the left highlight Users.	The users added above are shown on the right with the Required Voter checkboxes ticked.		Y / N
1.9	In the workflow creation list on the left highlight Step1.	Screen changes to Step Details with the Number of users in step showing 2.		Y / N
1.10	Click Add step. Set the name to Two and the description to 1.10.	The right hand column changes to display the Step Details. Workflow issues:1 stating a message 'At least one reviewer is required in this step'. Name, Description, number of users and days to wait will all initially be blank or zero.		Y / N
1.11	In the workflow creation list on the left highlight Reviewers for step2. Select a Group by hovering on the name and clicking the arrow when it appears. Record the Group selected in actual result.	Group added as the authorising party for the step.	Group name Users in Group:	Y / N
1.12	In the left hand column select the group just added. Move focus somewhere else on the page.	Right hand column changes to show membership of Group, current quorum (Shows the number of users in the group) and the maximum quorum.		Y / N
1.13	Set the Quorum to higher than the group membership.	Value refused stating with a message for e.g.'The quorum exceeds the current number of users in the group.....'		Y / N

Step	Action	Expected Result	Actual Result	Pass
1.14	Ensure the Quorum is set to the allowed maximum (the number of users in the group).	New quorum accepted.		Y / N
1.15	In the lefthand column click and drag step 2 to above step 1.	The steps named One and Two have changed order.		Y / N
1.16	Click 'Save'. Complete any requested action verification if required.	File saved. Save button greys out. Revert button greys out.		Y / N
1.17	Change the description for Step #1. Click Revert.	Decision box opens requesting permission to abandon the change.		Y / N
1.18	Click Cancel.	Screen still show changes made in Step 1.17.		Y / N
1.19	Click Revert.	Decision box opens requesting permission to abandon the change.		Y / N
1.20	Click OK.	Entity Store folder view is displayed.		Y / N
1.21	Reopen the template for editing.	Steps One and Two show in reverse order as at the last save. The save and the revert buttons show as ghosted out.		Y / N
1.22	Click and drag step Two back to its starting position.	The original Step 1 is back as the first step.		Y / N
1.23	Click on the Workflow name in the left hand column then change the workflow description to "Correctly ordered".	Workflow description changed.		Y / N
1.24	Click the now active Save button.	Changes saved. Save button returns to ghosted out.		Y / N