

FUNCTIONAL TEST SCRIPT FOR CCRT

STEP #	TEST TYPE	SCENARIO DESCRIPTION	EXPECTED RESULT	ACTUAL RESULT	COMMENTS
1.	Inquire	Access the CCRT screen by entering CCRT in Quick Navigation or from the vertical menu on the left side	The CCRT screen will appear with the cursor in the iSupport Case Number field. All pending applications will be displayed by default. The View Applications option is highlighted in the screen function section.		
2.	Inquire	Access the CCRT screen and select the various status'	The grid will display a list of iSupport cases in the status selected from the drop down		
3.	Inquire	Search for a particular case or a group of cases entire data in the Select Filters fields, click the Find icon to initiate a search.	The grid will display all the cases that meet the entered criteria. If there are no cases that meet the entered parameters, the message "No Data Found" will be displayed.		
4.	Add	Once on the CCRT screen, begin the case create process by either clicking the Case Create option in the Screen Functions	Application tab of the Case Create screen will display. If the pending application was sent thru e-CODEX the some		

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		section or double click on a row. (Only if the status of the case is pending)	of the fields will automatically populate depending on what was sent. For paper requests all the information must be entered manually		
5.	Add	After entering all the needed information on the application tab, click the Natural Person button in the lower right hand corner of the screen to navigate to the next tab.	The user will navigate to the Natural Person tab, if the request was sent through e-CODEX information may be displayed		
6.	Add	Before adding a new actor to a case, a search should be run to determine if that person already exists. To do this click the Search button on the Natural Person tab	A pop up will appear for the user to enter the parameters for the search.		
7.	Add	Enter search criteria and click the Search button	The system will return all records that meet the criteria. Matched actors are displayed in a grid, expand a row to see details of the match including other iSupport cases the actor is associated		

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			<p>with. The Results tab will show information currently in iSupport versus application details (provided it is an e-CODEX application).</p> <p>If no match is found and a new actor ID is created the user must enter as much information as possible in Natural Person tab</p>		
8.	Add	Select the data elements to you wish to be part of the new case record.	Actor is added with the data elements selected.		
9.		Search	If no match is found and a new actor ID is created the user must enter as much information as possible in Natural Person tab		
10.	Add	Enter all required fields at a minimum and click the Add icon	The natural person is added to the case. The system will display the message "Successfully Added"		
11.	Add	Add Another Natural person by clicking the Add	The Natural Person tab will appear empty for		

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		Another Person button in the lower right corner of the screen	user to begin the process for the 2 nd actor		
12.	Add	After entering all the Natural Person, click the Public Body tab	The Public Body screen will appear with information from e_CODEX if applicable or blank if a paper request.		
13.	Add	Conduct Search for existing Public Body in iSupport by clicking Search	A pop-up screen will display in which the user can enter the search criteria		
14.	Add	Enter values in a variety of search fields	The system search for matches and return the results		
15.	Add	Navigate to the Case tab	If the case is being received from another state the iSupport Case number will be populated if received through e-CODEX.		
16.	Add	Enter the required fields on the Case tab.. Review the actor information before creating the iSupport Case.	The new iSupport case is created. If the request is a paper request, the system will generate an iSupport number.		