****FUNCTIONAL TEST SCRIPT FOR**** NOTE

| **STEP #** | **TEST**  **TYPE** | **Scenario description** | **EXPECTED**  **RESULT** | **ACTUAL**  **RESULT** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
|  | Inquire | Access the NOTE by entering NOTE in Quick Navigation field from any screen or by selecting NOTE from the main menu. (Case & Actor tabs) | The NOTE screen will appear with the cursor in the Case ID field.  If navigating to NOTE from another Case level screen the ID will carry over as sticky data. The View Update all Notes screen function is selected. |  |  |
|  | Inquire | Enter a valid Case ID, press enter or click Find. | The screen will be populated with information for the case entered. The grid will display all notes in chronological order. |  |  |
|  | Inquire | Enter a valid Case ID, use the various options in the header section to filter the notes displayed in the grid. | Only the notes meeting the criteria entered will be displayed. |  |  |
|  | Add | Access the NOTE screen and select the Screen Function Create Note to File. | The screen displays with the cursor in the Case Number field. The Post Notes field is required. |  |  |
|  | Add | Enter a note on the screen, then click the Add icon. | The Note will be added and the message “Add Successful’ is displayed. Return to the View/Update All Notes to see Note. |  |  |
|  | Add | Return to the Create Note to File Screen Function, enter a note. The Forward to Worker ID radio button is selected by default. Select a worker from the lookup to forward the note. Click the Add icon | The note is forwarded to the worker selected. The worker is notified on WRKL that a note has been forwarded to them. The status of the note is Assigned. To test this, forward notes to another worker in your office, or use worker 0001. |  |  |
|  | Add | Again, go to the Create Note to File Screen Function. Enter a note, click the Role radio button and select a Role from the lookup, click Add. | The note will be forwarded to all workers assigned the selected role. |  |  |
|  | Add | Return to the Create Note to File Screen Function. Enter a note, click the State radio button and click the Add icon | When the State radio button is selected the system will automatically enter the other State associated with the case. The note is added to the case. Go to ICOR to view the Note. It will be pending to the other state. |  |  |
|  | Add | Return to the Create Note to File Screen Function enter Case Number with a Creditor who has multiple cases. Enter the Note and click the Add Notes for All Open Cases—Creditor. Click the Add icon | The notes entered will be added to other cases involving the same creditor. |  |  |
|  | Add | Repeat the above step for the Debtor. | The note will be added to all cases involving the same debtor. |  |  |
|  | Update | Click on the View/ Update All Notes Screen Function for a case for which the status is ‘Assigned’. (You can assign yourself a note to test this function). Select the row of the assigned note and click reply | The Post Notes box will appear. |  |  |
|  | Update | Enter a reply in the Post Notes section, select a Status from the dropdown and click Save. | The reply is saved as part 2 of the previous note. When selecting the row from the grid both the original note and the reply are displayed in the Previous Notes box. |  |  |
|  | Add | Click on the Create Financial Note option in Screen Function | The screen will display the Post Notes box as required. Assigned To will default to Worker. |  |  |
|  | Add | Enter a message in the Post Notes section, select the worker or role and click Add. | The note will be added to the record and an action alert generated to the worker/role entered. |  |  |
|  | Add | Return to the Create Note to File Screen Function enter Case Number with a Creditor who has multiple cases. Enter the Note and click the Add Notes for All Open Cases—Creditor. Click the Add icon | The notes entered will also be added to other cases involving the same creditor. |  |  |
|  | Add | Repeat the above step for the Debtor. | The note will be added to all cases involving the same debtor. |  |  |
|  | Delete | Return to the View/Update All Notes function, select a note that was entered today, then click the Delete icon | A dialog box will appear to confirm the delete action. Click Ok to continue with the delete. The message “Delete Successful” is displayed. |  |  |
|  | Delete | Select previously entered note and click delete. | The message “Record Cannot be Deleted” is displayed. |  |  |