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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
2	197866	Catalog_CBT - Mastery_Complete	1	**Preconditions:** 1.CBT - Mastery 2. User without assignment and completion for above Training-item 3. Preferred Date/Time format set as "h:mm:ss tt UTC-5" for the above User				
3			2	Login as user noted in Precondition section.	User will be able to login successfully.			
4			3	In Knowledge Center, Click Catalog.	User will be able to navigate to Catalog page.			
5			4	Search for the training noted in Setup and Click to view course information	The user will be able to view the course information.			
6			5	Click Launch	The user will be able to launch the CBT - Mastery from Catalog.			
7			6	Complete the course	The user will be able to complete the CBT - Mastery from Catalog.			
8			7	Click History; Search and click on the Training Code mentioned in Precondition to display the CBT - Mastery completion information	A qualified completion for the CBT - Mastery will be listed in History and completion information of the CBT - Mastery will be displayed.			
9			8	Verify the Completion Date (Completed On) for CBT - Mastery completion in Learner's History and Completion Information screen should display date; time and offset: * In the User's Preferred Date/Time format * Based on the Learner's OTZ who has completed the Training Item * For DST completion Date, offset will be UTC-04:00 and non-DST, offset will be UTC-05:00	Completion Date (Completed On) for CBT - Mastery completion in Learner's History and Completion Information screen will display date; time and offset: * In the User's Preferred Date/Time format * Based on the Learner's OTZ who has completed the Training Item * For DST completion Date, offset will be UTC-04:00 and non-DST, offset will be UTC-05:00			
10	197867	Users_User Reports_CSV Download	1	**Preconditions:** 1. Saved User report with at least 2 records for users. 2. User with Organization Admin rights.				
11			2	Login as admin user mentioned in the Precondition section.	Admin user will be able to login successfully			
12			3	Click on User Profile, click on Administrative View, and Click Reports menu, click on Saved Reports; Click on the saved user report noted in Precondition section.	Admin user will be navigated to Reports tab and Records will be displayed correctly in Saved User report			
13			4	Click Download. Click Comma Separated file (csv).	Admin User will be able to Download the Saved User Report in selected file format and data will be displayed correctly matching with the UI.			
14	197868	Options_Approval Upload Tool	1	Precondition: 1. Company with Preference 'Upload Tool- Users' turned ON 2. Administrator with member of the above mentioned upload tool group 3. Users uploaded file that has the File State as 'File Approved by ComplianceWire; Pending Client Approval'				
15			2	Login as the admin user mentioned in the setup. Click on User Profile, click on Administrative View, Click on Administration, click on 'Manage File Uploads' and click on 'Accept'.	Admin User will be navigated to Manage File Uploads screen.			
16			3	Click on Approve link. Enter valid User Id and Password and click on Electronically Sign. Refresh the screen and wait for the file state column to display the status as 'File Successfully Loaded' with # Records processed will be displayed	The file state column will display the status as 'Files Successfully Loaded' with # Records processed will be displayed			
17			4	Search for the uploaded user in the Megamenu - Users	The User's general information screen will be displayed.			
18			5	Click on History and Verify the Created by is displayed as System, Import (Import)	The Created by will be displayed as System, Import (Import)			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
19	197869	Logs_Major Upgrades	1	Precondition: 1. Admin User.				
20			2	Login as Admin User, click on User Profile, click on Administrative View, click on Administration and click on Major Upgrades.	The top of the Change log will display an entry for the current or new Major Upgrade to ComplianceWire which will provide a general list of the changes.			
21	197870	Global_Dashboards_Primary Manager	1	**Preconditions:** 1. Company Preference "Manager Dashboard" is turned ON. 2. User(s) with same Primary Manager. 3. Primary Manager with Date Display and Time Display setting saved. 4. On-Time Completion and Late Completion exists for the above User(s) in the below time frames: 1. Last Year (YYYY) 2. Current YTD (YYYY) 3. Last Month (MMM YYYY) 4. Current MTD (MMM YYYY) 5. Last Quarter (YYYY QX) 6. Current QTD (YYYY QX) 5. Incomplete Assignments with Not At Risk, At Risk and Overdue status for above User(s). 6. Assigned Curriculums with Qualified and Not Qualified Curriculum Qualification Status for above User(s).				
22			2	Login as Primary Manager, Access Team Dashboard. Verify banner with below details is displayed correctly in Dashboards tab: 1. Breadcrumb: Last Name, First Name (Me) 2. Include ME toggle - default OFF 3. Entire Team Hierarchy toggle - default OFF 4. Summary/Detail toggle - Summary is selected by default	Banner with below details will be displayed correctly in Dashboards tab: 1. Breadcrumb: Last Name, First Name (Me) 2. Include ME toggle - default OFF 3. Entire Team Hierarchy toggle - default OFF 4. Summary/Detail toggle - Summary is selected by default			
23			3	Click on On-Time Completions Status widget, click on "Refresh" icon and Verify Last Refresh Date and Time for On-Time Completions Percentage widget is displayed based on the logged in user's preferred Date display and Time display format and PC Time Zone. Verify On-Time Completions Chart is displayed as graphical pie chart categorizing the completions as Late and On-Time with percentages for each category. Verify Legends (Indicator) for On-Time and Late are displayed next to the Chart in GREEN and RED colors respectively. Verify Percentage is displayed correctly for On-Time and Late categories. Verify Drop-down for Time-Frame filter has Current YTD (YYYY) as default value.	Last Refresh Date and Time for On-Time Completions Percentage widget will be displayed based on the logged in user's preferred Date display and Time display format and PC Time Zone. On-Time Completions Chart will be displayed as graphical pie chart categorizing the assignments as On-Time and Late with percentages for each category. Legends (Indicator) for On-Time and Late will be displayed next to the Chart in GREEN and RED colors respectively. Percentage will be displayed correctly for On Time and Late categories. Drop-down for Time-Frame filter will have Current YTD (YYYY) as default value.			
24			4	Hover over on the On-Time and Late slices and Verify the total count of the specific category is displayed correctly.	Total count of the specific category will be displayed correctly.			
25			5	Verify count for below status in the On-Time Completions Percentage Summary grid is matching with count on the chart: * On-Time * Late	Count for below status in the On-Time Completions Percentage Summary grid will be matching with count on the chart: * On-Time * Late			
26			6	Click on On-Time slice of the On-Time Completions Chart on the widget. Verify On-Time Completions Summary Grid is filtered and displays the records which are All On Time. Verify the rows with at least one On Time are displayed. Verify User without On-Time and Late Completions (User has 0 on Total, Late, On-Time and On-Time completion % column) will also be listed in the Summary Grid	On-Time Completions Summary Grid will be filtered and will display the records which are All On Time. Rows with at least one On Time as All On Time will be displayed. User without On-Time and Late Completions (User has 0 on Total, Late, On-Time and On-Time completion % column) will also be listed in the Summary Grid			
27			7	Click on Late slice of the On-Time Completions Chart on the widget. Verify On-Time Completions Summary Grid is filtered and displays the records which are Late, and 'All On Time" rows are removed or eliminated from the grid.	On-Time Completions Summary Grid will be filtered and will display the records which are Late. Rows with at least one Late Completions will be displayed and 'All On Time" are removed or eliminated from the grid.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
28			8	Verify the following values are displayed in the drop-down for Time-Frame filters: 1. Current YTD (YYYY) 2. Last Year (YYYY) 3. Last Quarter (YYYY QX) 4. Last Month (MMM YYYY) 5. Current QTD (YYYY QX) 6. Current MTD (YYYY QX) (Where YYYY, MMM and QX are placeholders for the year, month and quarter.)	Following values will be displayed in the drop-down for Time-Frame filters: 1. Current YTD (YYYY) 2. Last Year (YYYY) 3. Last Quarter (YYYY QX) 4. Last Month (MMM YYYY) 5. Current QTD (YYYY QX) 6. Current MTD (YYYY QX) (Where YYYY, MMM and QX are placeholders for the year, month and quarter.)			
29			9	Select each of the following values of drop-down for Time-Frame filters. Verify Data is displayed correctly on the On-Time Completions Chart, Summary grid. 1. Current YTD (YYYY) 2. Last Year (YYYY) 3. Last Quarter (YYYY QX) 4. Last Month (MMM YYYY) 5. Current QTD (YYYY QX) 6. Current MTD (YYYY QX)	Data will be displayed correctly on the On-Time Completions Chart, Summary grid based on the selected value from drop-down for Time-Frame filters. 1. Current YTD (YYYY) 2. Last Year (YYYY) 3. Last Quarter (YYYY QX) 4. Last Month (MMM YYYY) 5. Current QTD (YYYY QX) 6. Current MTD (YYYY QX)			
30			10	Click on Incomplete Assignments Widget, click on "Refresh" icon and Verify Last Refresh Date and Time for Incomplete Assignments widget is displayed based on the logged in user's preferred Date display and Time display format and PC Time Zone. Verify the Incomplete Assignments section of the Widget is displayed in the graphical representation differentiating "Not At Risk", "Overdue" and "At Risk" assignments with Legends for each section. Verify Legends (Indicator) for Not At Risk, Overdue and At Risk are displayed in GREEN, RED and ORANGE color respectively. Verify correct percentage is displayed for each section.	Last Refresh Date and Time for Incomplete Assignments widget will be displayed based on the logged in user's preferred Date display and Time display format and PC Time Zone. Incomplete Assignments widget will be displayed in the graphical representation differentiating "Not At Risk", "Overdue" and "At Risk" assignments with Legends for each section. Legends (Indicator) for Not At Risk, Overdue and At Risk will be displayed in GREEN, RED and ORANGE color respectively. Correct percentage will be displayed for each section.			
31			11	Hover over on the different pie slices on the Incomplete Assignments chart and verify the below: 1. Not At Risk section of the chart displays the 'number of Not At Risk Assignments (excluding At Risk and Overdue assignments)' 2. Overdue section of the chart displays the 'number of Overdue Assignments' 3. At Risk section of the chart displays the 'number of At Risk Assignments'	Incomplete Assignments chart will display the below: 1. Not At Risk section of the chart displays the 'number of Not At Risk Assignments (excluding At Risk and Overdue assignments)' 2. Overdue section of the chart displays the 'number of Overdue Assignments' 3. At Risk section of the chart displays the 'number of At Risk Assignments'			
32			12	Verify count for below status in the Incomplete Assignments Summary grid is matching with count on the chart: * Not At Risk * At Risk * Overdue	Count for below status in the Incomplete Assignments Summary grid will be matching with count on the chart: * Not At Risk * At Risk * Overdue			
33			13	Click on Not At Risk slice in the Incomplete Assignments chart. Verify Incomplete Assignment Summary Grid displays the users who has Not At Risk Assignments. Verify Incomplete Assignment Summary Grid is not displaying the users who has value "0" in Not At Risk column. Verify count for Not At Risk status in the Incomplete Assignments Summary grid is matching with count on the chart.	Incomplete Assignment Summary Grid will display the users who has Not At Risk Assignments. Incomplete Assignment Summary Grid will not display the users who has value "0" in Not At Risk column. Count for Not At Risk status in the Incomplete Assignments Summary grid will be matching with count on the chart.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
34			14	Click on Overdue slice in the Incomplete Assignments chart. Verify Incomplete Assignment Summary Grid displays the users who has Overdue Assignments. Verify Incomplete Assignment Summary Grid is not displaying the users who has value "0" in Overdue column. Verify count for Overdue status in the Incomplete Assignments Summary grid is matching with count on the chart.	Incomplete Assignment Summary Grid will display the users who has Overdue Assignments. Incomplete Assignment Summary Grid will not display the users who has value "0" in Overdue column. Count for Overdue status in the Incomplete Assignments Summary grid will be matching with count on the chart.			
35			15	Click on At Risk slice in the Incomplete Assignments chart. Verify Incomplete Assignment Summary Grid displays the users who has At Risk Assignments. Verify Incomplete Assignment Summary Grid is not displaying the users who has value "0" in At Risk column. Verify count for At Risk status in the Incomplete Assignments Summary grid is matching with count on the chart.	Incomplete Assignment Summary Grid will display the users who has At Risk Assignments. Incomplete Assignment Summary Grid will not display the users who has value "0" in At Risk column. Count for At Risk status in the Incomplete Assignments Summary grid will be matching with count on the chart.			
36			16	Click on Curriculum status Widget, click on "Refresh" icon and Verify Last Refresh Date and Time for Curriculum Status widget is displayed based on the logged in user's preferred Date display and Time display format and PC Time Zone. Verify Curriculum Status Chart is displayed as doughnut categorizing the assigned curriculums as Qualified and Not Qualified with percentages for each category. Verify Legends (Indicator) for Qualified and Not Qualified are displayed next to the Chart in GREEN and RED colors respectively. Verify Percentage is displayed correctly for Qualified and Not-Qualified categories.	Last Refresh Date and Time for Curriculum Status widget will be displayed based on the logged in user's preferred Date display and Time display format and PC Time Zone. Curriculum Status Chart will be displayed as graphical pie chart categorizing the assigned curriculums as Qualified and Not Qualified with percentages for each category. Legends (Indicator) for Qualified and Not Qualified will be displayed next to the Chart in GREEN and RED colors respectively. Percentage will be displayed correctly for Qualified and Not-Qualified categories.			
37			17	Hover over on the Qualified and Not-Qualified slices on the Curriculum Status chart and Verify the below: 1. Qualified section of the chart displays the 'number of Qualified Curriculums' 2. Not Qualified section of the chart displays the 'number of Not Qualified Curriculums'	Curriculum Status chart will display the below: 1. Qualified section of the chart displays the 'number of Qualified Curriculums' 2. Not Qualified section of the chart displays the 'number of Not Qualified Curriculums'			
38			18	Verify count for below status in the Curriculum Status Summary grid is matching with count on the chart: * Qualified * Not Qualified	Count for below status in the Curriculum Status Summary grid will be matching with count on the chart: * Qualified * Not Qualified			
39			19	Click on Qualified slice of the Curriculum Status Chart on the widget. Verify Curriculum status Summary Grid is filtered and is displaying the records which are Qualified.	Curriculum status Summary Grid will be filtered and will display the records which are Qualified.			
40			20	Click on Not Qualified slice of the Curriculum Status Chart on the widget. Verify Curriculum Status Summary Grid is filtered and is displaying the records which are Not Qualified. Verify Rows with zero values for Not Qualified are removed or eliminated from the grid.	Curriculum Status Summary Grid will be filtered and will display the records which are Not Qualified. Rows with zero values for Not Qualified will be removed or eliminated from the grid.			
41	197871	Tools_Connection Test	1	Precondition: User.				
42			2	Login in as User mentioned in the Precondition section.	User will be able to login successfully.			
43			3	Click on Support icon; Click Connection Test.	A new window will be opened for connection test.			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
44			4	Click on Go button.	a. The current Internet connection performance will be tested. b. The Upload and Download speeds will be displayed in MBPS. c. Summary of connection test will be displayed with Download speed and upload speed.			
45			5	Click on Again button.	a. The current Internet connection performance will be tested. b. The Upload and Download speeds will be displayed in MBPS. c. Summary of connection test will be displayed with Download speed and upload speed.			
46	198367	To-Do_AICC Launch and Completion	1	**PRECONDITION:** 1. AICC Course (AICC with Create TI) 2. Admin User 3. Learner 4. Above AICC assigned to the above Learner. 5. e-signatures for AICC is enabled for the company.				
47			2	Login as Learner mentioned in the setup; Access To-Do; Search for the training noted in Setup and click to view training information	Learner will be able to login successfully and will be able to view training information for AICC			
48			3	Click Launch; Click on 'Click Here to Launch the training in a new window'; Complete the course	Training will open in a new tab and Learner will be able to complete the AICC from To-Do.			
49			4	Enter valid User ID and Password of the Learner and click on Electronically Sign button in the e-Signature Required panel and verify Learner is able to e-Sign AICC	Learner will be able to e-Sign AICC.			
50			5	Click on 'continue', Access History Search for the above AICC and verify completion is recorded in Learner's History.	Completion will be recorded for AICC in Learner's history.			
51			6	Click on training code to view completion information, Verify the time stamp of the e-signature of the Learner is displayed correctly in the Signature field of the completion information screen.	Time stamp of the e-signature of the learner will be displayed correctly in the Signature field of the completion information screen.			
52			7	Click on Review button; Click on "Click Here to launch the training in review mode" button; Verify Learner is able to launch the AICC Training item in the Review mode.	Learner will be able to launch the AICC Training item in the Review mode.			
53			8	Review the course; Verify that the Course can be reviewed.	The course will be re launched and reviewed			
54			9	Click exit; Sign out and login as Admin User mentioned in the Precondition; click on User Profile, click on Administrative View, click on 'Search for Training items'; Search for the AICC Training Item mentioned in the Precondition; Click on Quick Reports link; Click on AICC Report; Verify that Learner launched the AICC Training item will be recorded in the generated AICC Report by Training	Learner will be recorded in the generated AICC Report by Training			
55			10	Click on the UserName link of the Learner; Verify that AICC log displays record for launching of AICC training item within last 6 months by Learner.	AICC log will display record for launching of AICC training item within last 6 months by Learner.			
56			11	Click Reports menu; Generate the event log report for the events "AICC Content Launched" and "AICC Content Review" for the Learner and Verify the data in all the fields are displayed correctly in the generated Event Log report	Data in all the fields will be displayed correctly in the generated Event Log report for the event "AICC Content Launched" and "AICC Content Review"			
57	196050	Catalog_ILC_register for class	1	Precondition: 1. Instructor led course with class defined to allow online registration 2. Require e-signatures for Student Online Registration ENABLED 3. Learner with the Preferred Date/Time format set as "h:mm:ss tt UTC-5 and PC Time Zone set.				
58			2	Login as Learner noted in Precondition section.	Learner will be able to login successfully.			
59			3	Click Catalog.	Learner User will be navigated to Catalog			
60			4	Search for the training noted in Setup and Click on class information	View Training Information window will display the Class information and classes available for online registration for this course.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
61			5	Click on class code to register, Click register for a class	e-Signature window will be displayed.			
62			6	Enter user id in User ID text box. Enter password in Password text box. Click Electronically Sign. Click on To Do and click on Class Information and verify that user is registered and electronically signed for the class. NOTE: Entered Password is displayed in “non-readable form “	User will be registered after electronically signing and eSignature will be displayed as (Last Name, First Name (User ID)), date and time based on the Learner's PC time zone in preferred date/time format and the meaning/reason associated with signature.			
63	196051	Catalog_Form Training Item_Launch and complete.	1	Precondition: 1. Form with questions 2. User with the Preferred Date/Time format set as “h:mm:ss tt UTC-5"				
64			2	Login as user mentioned in the Precondition section.	User will be able to login successfully.			
65			3	In Knowledge Center, Click Catalog.	User will be able to navigated to Catalog page.			
66			4	Search for the training noted in Precondition section and click to view course information.	The user will be able to view the course information.			
67			5	Launch the Form.	A form will be launched from the catalog .			
68			6	Answer all form questions. Click Continue, click Continue.	The user will be able to complete the form.			
69			7	Click History.	A completion will be recorded in History.			
70			8	View the completion information for the completed form.	The completion information for the form will be displayed.			
71			9	Verify the Completion Date for Form in Learner's History and Completion Information screen should display date in the User's Preferred Date/Time format.	Completion Date for Form in Learner's History and Completion Information screen will display date in the User's Preferred Date/Time format.			
72			10	Sign Out; Login as Admin User; Navigate to Admin Home; Generate Event Log Report for the following events: 1. Add Elective Assignment 2. Form Launched 3. E-Signature Screen Displayed 4. e-Signature Applied 5. Score Added	Events will be displayed correctly in the generated Event Log Report to the Admin User.			
73	196052	Catalog_Custom exam_complete	1	Precondition: 1. Custom Exam not yet completed by the User. 2. User with the Preferred Date/Time format set as "h:mm:ss tt UTC-5" 3. E- signature for custom Exam Completions is enabled.				
74			2	Login as user mentioned in the Precondition section.	User will be able to login successfully.			
75			3	In Knowledge Center, Click Catalog.	User will be able to navigated to Catalog page.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
76			4	Search for the training noted in Precondition section and click to view course information.	The user will be able to view the course information.			
77			5	Launch the custom exam.	The user will be able to launch the Custom exam from Catalog.			
78			6	Complete the custom exam.	The user will be able to complete the Custom exam from Catalog.			
79			7	Click History and View the completion information for the completed custom Exam	The completion information for the Custom Exam will be displayed.			
80			8	Verify the Completion Date for Custom Exam in Learner's History Completion Information screen should display as per User's Preferred Date/Time format.	Completion Information screen will display Completion Date in the User's Preferred Date/Time format.			
81	196053	Catalog_Scorm Completion	1	1. SCORM training item. 2. e-signatures requirements enabled for SCORM training item completion. 3. Learner 4. Admin user 5.Learner's Preferred Date (display format setting) and time set to mm/dd/yyyy and "h:mm:ss tt UTC±xx". 6. Admin user's Preferred Date (display format setting) and time set to mm/dd/yyyy and "h:mm:ss tt UTC±xx".				
82			2	Login as Learner mentioned in the precondition.	Learner will be able to login.			
83			3	Click on Catalog. Search and launch the SCORM TI mentioned in the precondition.	The SCORM training item will be launched.			
84			4	Complete the SCORM TI and verify that the text "Required Fields are marked with a red asterisk (*)" is displayed in the e-signature panel for learner.	"Required Fields are marked with a red asterisk (*)" text will be displayed on the e-signature panel for learner;			
85			5	Enter valid User ID and Password of the Learner and verify that Password is displayed in non-readable form for e-signature.	On entering Password for e-signature, Password will be displayed in non-readable form.			
86			6	Click Electronically Sign button in the e-Signature Required panel and verify that completion confirmation screen is displayed	Completion confirmation screen will be displayed after eSign			
87			7	Access History; Search for the above SCORM TI and verify completion is recorded in Learner's History.	Completion will be recorded for SCORM TI in Learner's history.			
88			8	Verify the time stamp of the e-signatures of the Learner are displayed correctly in the Signature field of the completion information screen.	Time stamp of the e-signatures of the learner will be displayed correctly in the Signature field of the completion information screen.			
89			9	Sign out and login as Admin User mentioned in the setup; click on User Profile, click on Administrative View, Click on Reports menu; click on Completion Report by User, click on Edit, click on Filters, remove existing saved filters, apply filter for the learner and the SCORM training item.	Admin User will be able to login successfully and will be able to generate the Completion Report by User for the Learner and SCORM TI.			
90			10	Click on the row and verify the time stamp of the e-signatures of the Learner are displayed correctly in the Signature field of the completion information screen.	Time stamp of the e-signatures of the learner will be displayed correctly in the Signature field of the completion information screen in the generated completions report.			
91			11	Click on Admin Home; click on Search for Training items, Search for the SCORM Training Item mentioned in the Precondition; Click on Quick Reports link; Click on SCORM Registrations link; Verify Learner will be recorded in the generated SCORM Registrations report.	Learner will be recorded in the generated SCORM Registrations report.			
92			12	Click on Run Time Log link for the Learner; verify the runtime log displays record for launching of SCORM training item within last 6 months by Learner.	The 'SCORM Registrations' Runtime Log will display record for launching of SCORM training item within last 6 months by Learner.			
93			13	Verify that the message is displayed as "Records shown for last 6 month(s)" in Runtime Log indicating that only 6 months worth of information is retrieved.	An appropriate message will be displayed as "Records shown for last 6 month(s)" in Runtime Log indicating that only 6 months worth of information is retrieved.			
94	196054	To-Do list_Launch and complete the CD	1	Precondition: 1. Learner with Preferred Date/Time format set as "h:mm:ss tt UTC-5" 2. Control document with web address and without a quiz. 3. E-signatures for Control Document completions DISABLED 4. Assigned above Control document to above Learner				
95			2	Login as Learner noted in Precondition section.	Learner will be able to login successfully.			
96			3	From To-Do list, launch the control document	Learner will be able to launch the control document			
97			4	Click on the link to view the control document if necessary and close the window. Enter I Acknowledge in the text box, click Continue,	Learner will be able to complete the control document			
98			5	Click Continue. Access History and verify the completions for the control document is recorded in History.	Completions for the control document will be recorded in History.			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
99			6	Verify the Completion Date(Date, Time, offset) for control document in Learner's History and Completion Information screen should display as User's Preferred Date/Time format.	Completion Date (Completed On) for CD in Learner's History and Completion Information screen displays date and time will be displayed in User's Preferred Date/Time format.			
100	196055	To-Do List_Remove optional assignments	1	Precondition: 1.At least 1 elective or 1 suggested assignment on user's To-Do list.				
101			2	Login to CW, click To-Do list, search for the training item noted in the Precondition section. Click View Information on this item link.	Searched training item will be displayed in the To-Do list.			
102			3	Click Remove and click Remove and verify the assignment will be removed.	Elective or suggested assignment will be removed from to do list.			
103	196056	To-Do_To-Do List Sort/View	1	Precondition: 1. Learner with at least 2 assignments in To-Do list.				
104			2	Login as Learner mentioned in Precondition section	Learner will be able to login successfully			
105			3	Click on 'To-Do'.	To-Do list will be displayed.			
106			4	Click on 'Sort Options' and sort the To-Do list by any sort able column. Verify To-Do list is displayed in the sort option selected.	To-Do list will be displayed in the sort manner based on the option selected			
107	196059	User_Edit account information	1	Precondition: 1.Admin User 2. User.				
108			2	Login as the admin user mentioned in the Precondition section, click on User Profile, click on Administrative View and Click "Search for Users" and search for user mentioned in Precondition section.	User's general information will be displayed			
109			3	Click Edit User, modify any user data and click Save Changes	General Information screen of the user will display with the updated user information.			
110			4	Click Reports menu; Generate Event log report for the below event for Editing User and Verify the data in all the fields are displayed correctly in the generated Event Log report. 1. Edit User.	Data in the selected the fields will be displayed correctly in the generated Event Log report for the Edit User event.			
111			5	Click on the row for the event "Edit User" and verify Admin User is navigated to the User General Information screen.	Admin User will be navigated to the User General Information screen.			
112			6	Click on Return and verify user navigates back to Event Log Report page	On clicking return, user will be navigated back to Event Log report			
113	196060	User_Add new user	1	Precondition: 1. Admin user				
114			2	Login as admin user, click on User Profile, click on Administrative View, and Click on Add User, Enter data into First Name, Last Name and User ID text box.	User will be able to enter First Name, Last Name and User ID in the text box.			
115			3	Enter the data into the Password and the Confirm Password text boxes and verify that Password is displayed in non-readable form.	Password will be displayed in non-readable form in password and confirm password box			
116			4	Enter data into any discretionary field(s) and click Save	The new user account will be created and the General Information screen will display the new user information including "Last Login Date" as "No Data Available"			
117			5	Click Reports menu; Generate Event log report for the below event for Adding User and Verify the data in all the fields are displayed correctly in the generated Event Log report. Add User. Add Security Role to User.	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: Add User. Add Security Role to User.			
118			6	Click on the row for the event "Add User" and verify Admin User is navigated to the User General Information screen.	Admin User will be navigated to the User General Information screen.			
119			7	Click Return; Click on the row for the event "Add Security Role to User" and verify Admin User is navigated to the User General Information screen.	Admin User will be navigated to the User General Information screen.			
120			8	Logout and Login as Newly Created User	User will be able to login successfully.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
121			9	Logout and Login as Admin User; Navigate to Admin Home; Search for the Newly Created User; Verify value for Last Login Date is getting displayed as Date and Time with Offset value correctly based on the Admin User's PC Time Zone in the User General Information page of the User.	Value for Last Login Date will be displayed as Date and Time with Offset value correctly based on the Admin User's PC Time Zone in the User General Information page of the User.			
122	196061	Users_Assign a security role	1	Precondition: 1. Admin user. 2. User with a security role in any middle level organization. 3. Security role in any organization other than the organization of the above user.				
123			2	Login as the admin user mentioned in the precondition.	Admin user will be able to login successfully			
124			3	Click on User Profile, click on Administrative View and Click on 'Search for Users'. Search for the user noted in Precondition.	General Information of the user will be displayed.			
125			4	Click Security Roles. Click Assign Security Role	Assign security role pop up will be displayed.			
126			5	Select the organization from the tree in which the security role mentioned in precondition#3 is created. Click Continue. Select the security role noted in precondition#3. Click Continue	The selected security role will be assigned to the user in the selected organization.			
127	196062	Users_Operative Time Zone	1	Precondition: 1.User #1 with admin role 2.User #2 with other than admin role				
128			2	Login as User #1 mentioned in the precondition; click on User Profile, click on Administrative View and click on 'Search for Users'; Search for the user #2 mentioned in the precondition; Verify User #1 will be able to search User #2 and Operative Time Zone field is displayed correctly.	User #1 will be able to search User #2 and Operative Time Zone field will be displayed correctly.			
129			3	Click Operative Time Zone under Modify; Verify that Select Operative Time Zone dropdown at user level shows both off set value and time zone name.	The Select Operative Time Zone dropdown will show both offset value and time zone name in Edit Operative Time Zone Screen.			
130			4	Select the value from the “Select Operative Time Zone” dropdown; Click Save Changes button; Verify the modified value is displayed in the GI screen of the user	Admin will modify the User's OTZ; Modified value with visual indicator as “Default operative time zone overridden for this user” will be displayed on user's General Info screen			
131	196063	Users_USER GROUP_Edit Group Criteria	1	Preconditions: 1. Admin User. 2. User Group with added criteria. 3. Count of the User Group noted.				
132			2	Login as Admin User mentioned in the Precondition; click on User Profile, Click on Administrative View; Click on 'Search for User Groups'; Search for the User Group mentioned in the Precondition.	Admin User will be able to navigated to the User Group Information screen.			
133			3	Click on Membership Criteria link in the left nav, click on Actions, click on Edit Group Criteria, Add a new criteria or remove the criteria; Click on Save Changes; Verify Admin User is able to edit the group criteria for the User Group mentioned in the Precondition.	Admin User will be able to edit the group criteria for the User Group.			
134			4	Verify the Users Count is updated in the User Group General Information screen based on the updated User Group Criteria.	Users Count will be updated in the User Group General Information screen based on the updated User Group Criteria.			
135			5	Click on "Criteria Change Log" link; Verify the data in all the fields are displayed correctly in the Criteria Change Log screen.	Data in all the fields will be displayed correctly in the Criteria Change Log screen.			
136			6	Click to edit any records/section in the Criteria Change Log screen; Verify Admin User is not able to edit any record in the Criteria Change Log.	Admin User will not be able to edit any record in the Criteria Change Log.			
137	196064	Users_Edit a security role.	1	Precondition: 1. Admin User. 2. Security role.				
138			2	Login as admin user as mentioned in precondition	Admin user will be able to login successfully			
139			3	Click on User Profile, click on Administrative View and Click on Site Configuration. Click on Security Roles.	Security Roles page will be displayed			
140			4	Click on security role name mentioned in precondition section to view. Click on Edit Security Role	Security role editable.			
141			5	Edit the security settings by enabling/disabling various rights. Click Save.	Existing security role information will be edited according to the selections made.			
142			6	Click on the above edited security role	The security roles view screen will display with the updated security role information.			
143	196065	User Groups_Create_View_Edit_Remove User Group & Add_Remove Keyword	1	**Precondition:** 1. Organization Administrator#1 in the company. 2. Organization Administrator#2 in the above company. 3. List of Keywords available in the Company. 4. User Group#1 with Keywords in Keywords grid.				
144			2	Login as an Organization Administrator#1.	Organization Administrator#1 will be able to login successfully.			
145			3	Click on User Profile, Click on Administrative View and Click Add User Group. Select the organization where the group will be created. Click Continue. Enter data in the User Group Name text box. Select Group Type: General. Click Continue.	A new user group will be created.			
146			4	Click on User Group Structure, click on Add Child Group, search and select User Group#1, click on OK.	User Group#1 will be added as Child Group.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
147			5	Search for User Group#1, click on Keywords, click on Actions, click on "Add Keywords, verify all the Keywords are listed in the Available Keywords section of Add Keywords. Select few keywords and click on "+ (Add)" Icon; verify the selected keywords will be listed in the Selected Keywords section.	All the Keywords will be listed in the Available Keywords section of Add Keywords. Added keywords will be listed in the Selected Keywords section.			
148			6	Select few keywords and click on "Remove" Icon; Verify the selected keywords will be removed from Selected Keywords section and will be listed in Available Keywords section.	Selected keywords will be removed from Selected Keywords section and will be listed in Available Keywords section.			
149			7	Click on Add Keywords button; Verify selected Keywords are added to the Keywords List with all the below details displayed correctly: 1. Keywords 2. Description 3. Added By 4. Added On	Selected Keywords will be added to the Keywords List with all the below details displayed correctly: 1. Keywords 2. Description 3. Added By 4. Added On			
150			8	Click on Actions, click on "Add Keywords", verify the added keywords will not be listed in the Available Keywords section of Add Keywords popup.	Added keywords will not be listed in the Available Keywords section of Add Keywords popup.			
151			9	Click on "Remove Keyword " icon for any Keyword, click on "Remove" button in the confirmation popup and Verify selected Keyword is not displayed in the Keywords grid for the User Group.	Selected Keyword will not be displayed in the Keywords grid for the User Group.			
152			10	Sign out and Login as Organization Administrator#2. Click on User Profile, click on Administrative View and Search for the user group created in the prior steps.	When a user (other than the owner of the User Group) accesses the User Groups list, the group defined as 'general' will be displayed in the list and Organization Administrator#2 has access to this user group.			
153			11	Click on Actions, click on Edit User Group; Enter the value for "New Group Name", New Description and select new Group Type; Click on Continue button. Verify that Organization Administrator#2 will be able to edit the User Group created by Organization Administrator#1.	Organization Administrator#2 will be able to edit the User Group created by Organization Administrator#1.			
154			12	Click on User Group Structure, click on Remove Child Group, select User Group#1, click on Continue, click on Continue, click on Return. Click on Actions; Click on Remove User group link; Click on "Remove" button displayed in the pop-up message. Verify that Organization Administrator#2 will be able to remove the User Group created by Organization Administrator#1.	Organization Administrator#2 will be able to remove the User Group created by Organization Administrator#1.			
155			13	Navigate to Reports, navigate to Base Reports, navigate to Event Log report. Click on Edit button, click on Filter tab, remove existing filters (if any exist), select below Events in the filter: Add user group Edit user group Remove user group. Select any other additional filter and click on 'Set as My Default' button. Verify Add, Edit, Remove User group events are recorded correctly in the Event Log report.	Add, Edit, Remove User group events will be recorded correctly in the Event Log report.			
156	196066	Users_Users_Reference_Document_OnPremise	1	Precondition: 1. Admin User 2. User				
157			2	Login as Admin User mentioned in precondition. Click on User Profile, click on Administrative View and Click on 'Search for Users', search for the user mentioned in the precondition.	General Information of user will be displayed.			
158			3	Click Reference Material. Click Add a Document	A document name and path (where the electronic copy of the document is maintained) will be displayed as required fields.			
159			4	Enter data in Document Name text box. Enter data in Document Path text box. Click Test Link to verify the path	The document will be opened in a new browser window.			
160			5	Close the 2nd browser window. Click Add a Document	An external document will be added to the user's record.			
161			6	Open Add document. Enter data in Document Name text box, Select Upload file option and upload file	The upload file will be displayed under Uploaded File section.			
162			7	Click Add a Document	The uploaded file will be displayed under Reference Material screen.			
163			8	Open the uploaded document	Uploaded pdf file will be displayed in Popup			
164			9	Close the popup; Click on the first document to view it and remove	View Document modal opens and Remove Document button is displayed for the document			
165			10	Click on the second document to view it and remove	View Document modal opens and Remove Document button is displayed for the document			
166			11	Click on remove button and verify reference document is not displayed	Documents are removed in Reference Material Page			
167	196067	Users_Completion Report_enabled/disabled users.	1	Precondition: 1. Admin user. 2. Enabled and Disabled Users 3. Completions recorded for the above Enabled & Disabled users				
168			2	Login as the admin user mentioned in the precondition section. Click on User Profile, click on Administrative View and Click Reports menu. Click Completion Report By User.	Completion Report by User screen will be displayed.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
169			3	Click on Edit, remove existing saved filters, apply filter for Completions for Enabled and Disabled users as mentioned in the precondition; Click on "Run Report without Saving" button	Admin user will be able to apply filter for Completions for Enabled and Disabled user.			
170			4	Verify Completions for both enabled and disabled users are displayed in the generated Completion Report by User.	Completions for enabled and disabled user will be displayed in the generated Completion Report by User.			
171	196068	Training_CD_Edit information with web address	1	Precondition: 1. Company licensed for Control documents.. 2.Control document with effective status 3. Admin user				
172			2	Login as the admin user, Click on User Profile, click on Administrative View and Click on 'Search for Training items', search for a control document from precondition section and access the view screen for the control document	Control Document General Information screen will be displayed for the admin user.			
173			3	Verify the Breadcrumb in Training General Information screen is displayed as "Training Title (Training Code) Version > GENERAL INFORMATION" in the top left corner. Verify 'GENERAL INFORMATION' from the breadcrumb is not Clickable and displayed as plain text. Click on Training details in the Breadcrumb; Verify page loads/refreshes on clicking Training Item Title (Training Item Code) Version Number in the breadcrumb.	Breadcrumb in Training General Information screen will be displayed as "Training Title (Training Code) Version > GENERAL INFORMATION" in the top left corner. GENERAL INFORMATION' from the breadcrumb will not be Clickable and displayed as plain text. Page will be refreshed on clicking Training Item Title (Training Item Code) Version Number in the breadcrumb.			
174			4	Click Edit General Information, Enter a web address in the Web Address text box, edit the Description, Abbreviation, Language and Comments fields.	User will be navigated to Edit General Information page and is able to edit the fields in Edit screen of the Training Items			
175			5	Click Test web address link, close the new browser window.	The web address, when tested, will open in a new browser window.			
176			6	Click Save	The control document type training item will be edited and the general information screen will display the updated control document information.			
177			7	Verify the Breadcrumb in Training General Information screen is displayed as "Training Title (Training Code) Version > GENERAL INFORMATION" in the top left corner. Verify 'GENERAL INFORMATION' from the breadcrumb is not Clickable and displayed as plain text.	Breadcrumb in Training General Information screen will be displayed as "Training Title (Training Code) Version > GENERAL INFORMATION" in the top left corner. GENERAL INFORMATION' from the breadcrumb will not be Clickable and displayed as plain text.			
178	196069	Training_ILC_Create and Add/Edit a class & users to the class	1	Precondition: 1. Admin user				
179			2	Login as admin user. Click on User Profile, click on Administrative View and Click on Add Training Item.	Add training item page will be displayed.			
180			3	Click on an instructor led course training type. Enter the training item code,title,click Organization icon, select an organization in which the training item to be homed in, click Continue. Select a language from 'Language' drop down. Select a category from the Category drop down	User will be able to enter the training item code, title, Select Organization, select the language and select the category.			
181			4	Enter/select Total Course Time. Enter data in Course Fee text box. Enter/select Completion expires. Enter data in Description field. Enter data in Comments field. Click Save.	User will be navigated to the General Information screen with all the information.			
182			5	Click Classes, Click Add Class under Actions, enter/select data in the Start Date field, end Date field and other mandatory fields and Click Save Class	Class will be added to the instructor led course training and the user is navigated to the class General Information.			
183			6	Click Edit Class under Actions in the Class General Information page; Update the data in the Start Date field, end Date field and other mandatory fields and Click Save Class;	Admin User will be able to update the Class details and navigated to the class General Information.			
184			7	Click on Current Roster and Click on Add User to Roster	Add Users to Class Roster screen will be displayed.			
185			8	Accept default, Show Users: from keyword search. In the Keyword Search text box, enter any combination of character(s) (One or more numeric, alphanumeric), click Search. Select 1 or more users from Available users list. Click on >>. Verify the users are added Users to Add text box.	A list of users will be displayed in the Available Users text box according to the keyword searched on. Users selected will be added to Users to Add text box.			
186			9	Click Continue. Verify that users are added to the Roster after " "Processing please wait" message.	The selected users with any combination of characters (1 or more numeric, alphanumeric) will be added to the class roster			
187			10	Click on Add User to Roster; Search for Users by entering a special character in the Keyword search text box.	A list of users will be displayed in the Available Users text box according to the keyword searched on. Users selected will be added to Users to Add text box.			
188			11	Click Continue. Verify that user(s) is added to the Roster after " "Processing please wait" message.	The selected users will be added to the class roster			
189			12	Click on "Remove" icon for a User, click on Remove and Verify selected User is removed and not displayed in the Current Roster grid.	Selected User will be removed and not displayed in the Current Roster grid.			
190			13	Click on Add Class, enter/select data in the Start Date field, end Date field and other mandatory fields and Click Save Class, Click on Archive Class link under Actions; Click on Archive button in the Archive Class Popup ; Verify Admin User will be navigated to the Classes list. Apply filter to display the Class and Verify the Status of the Class is updated to "Archived"	Admin User will be navigated to the Classes list and Status of the Class will be updated to "Archived" in the Classes screen.			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
191			14	Click on Class Code to navigate to Class General Information page; Verify Class status is updated to "ARCHIVED" in the Class General Information screen.	Class status will be updated to "ARCHIVED" in the Class General Information screen.			
192			15	Click on Add Class, enter/select data in the Start Date field, end Date field and other mandatory fields and Click Save Class, click on Remove Class under Actions, Click Remove button in the Remove Class popup; Verify Admin User will be navigated to the Classes list. Apply filter to display the Class and Verify the Status of the Class is updated to "Removed"	Admin User will be navigated to the Classes list and Status of the Class will be updated to "Removed" in the Classes screen.			
193			16	Click on Add Class, enter/select data in the Start Date field, end Date field and other mandatory fields and Click Save Class, Navigate to ILC Training Item General Information screen, Retire the ILC Training Item and click on Classes.; Verify Admin User will be navigated to the Classes list.	Admin User will be navigated to the Classes list and Status of the Enabled Classes will be updated to "Disabled" in the Classes screen.			
194			17	Click Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Remove Class 2. Add Class 3. Edit Class 4. Class Archived 5. Disable Class	Admin User will be navigated to Event Log Report page Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Remove Class 2. Add Class 3. Edit Class 4. Class Archived 5. Disable Class Affected Entity and Affected Entity Type are displayed as below in the generated Event Log Report. Affected Entity and Affected Entity Type are displayed as below for the Events in the generated Event Log Report. 1. Event: Add Class, Edit Class, Class Archived, Remove Class and Disable Class 2. Event Occurred ON: Date and time when the class added, removed and disabled. 3. Event Created By User ID : User ID will displayed who added, removed and disabled the class 4. Affected Entity Type: Class 5. Affected Entity: Class Title (Class Code) | Training Title (Training Code) Major.Minor [Type Abbr]			
195			18	Click on any of the row for below events and verify Admin User is navigated to the Class Information screen. 1. Remove Class 2. Add Class 3. Edit Class 4. Class Archived 5. Disable Class	Admin User will be navigated to the Class Information screen.			
196			19	Verify the Breadcrumb in Class General Information screen is displayed as "Training Title(Training Code) Version > Classes > Class Title (Class Code) > GENERAL INFORMATION" in the top left corner. Verify "Return to Report" Link is displayed at the top right corner of the Class General Information screen.	Breadcrumb in Classes screen will be displayed as "Training Title(Training Code) Version > Classes > Class Title (Class Code) > GENERAL INFORMATION" in the top left corner. "Return to Report" Link will be displayed at the top right corner of the Class General Information screen.			
197			20	Click on "Return to Report" Link; Verify Admin User is navigated to Event log Report	Admin User is navigated to Event log Report			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
198	196070	Training_ILC_Update Completion	1	Precondition: 1. Instructor led course training w/pass/fail completion type, w/completion expiration w/class, w/users in a roster and w/incomplete assignment. 2. Admin user.				
199			2	Login as the admin user, Click on User Profile, click on Administrative View and Click on 'Search for Training items', search for the training noted in Precondition section and access the View Training screen.	ILC General Information screen will be displayed for the user.			
200			3	Click Classes and Click on class code noted in the Precondition section, Click Current Roster, Click Manage Completion icon for a user noted in Precondition section, Select/enter a Completion Date.	Completion date will be added and Expiration date will be calculated automatically.			
201			4	Select Qualified from the Completion result drop down and Click Save button.	Roster information will be updated and the class roster screen will display with the updated information having status as "Complete" and Completions as "QUALIFIED"			
202			5	Click on View Completion Information and Verify below details are displayed in Completion Information Page - General Information page: 1. Breadcrumb: Completion ID [number] > GENERAL INFORMATION. 2. Head Bar: a. User Details: [Last Name], [First Name] ([User ID]) b. Training Details: [TI Title] ([Code]) [Version] (TI Type) 3. User: [Last Name], [First Name] ([User ID]) 4. Training: [TI Title] ([Code]) [Version] ([TI Type]) 5. Completion ID: (Completion ID is same as in Completions Report) 6. Class: Class Title (Class Code) 7. Completion Status: (Expired (Red Coded)/ Not Expired (Green Coded)) 8. Completion Qualification Status : Qualified/Not Qualified 9. Completion Result: Pass/Fail 10. Completion Date: (Date/Time Format: Show Offset Value Learner's OTZ: UTC+XX) 11. Completion Type: Learner 12. Expiration Date: Current Date/ NONE/ Future Date (Date Format: preferred date) 13. Equivalent Completion: True/False 14. Created By: [Last Name], [First Name] ([User ID]) 15. Created On: (Date/Time Format: Show Offset Value PC Time Zone: UTC-XX)	Below details will be displayed correctly in Completion Information - General Information page: 1. Breadcrumb: Completion ID [number] > GENERAL INFORMATION. 2. Head Bar: a. User Details: [Last Name], [First Name] ([User ID]) b. Training Details: [TI Title] ([Code]) [Version] (TI Type) 3. User: [Last Name], [First Name] ([User ID]) 4. Training: [TI Title] ([Code]) [Version] ([TI Type]) 5. Completion ID: (Completion ID is same as in Completions Report) 6. Class: Class Title (Class Code) 7. Completion Status: (Expired (Red Coded)/ Not Expired (Green Coded)) 8. Completion Qualification Status : Qualified/Not Qualified 9. Completion Result: Pass/Fail 10. Completion Date: (Date/Time Format: Show Offset Value Learner's OTZ: UTC+XX) 11. Completion Type: Learner 12. Expiration Date: Current Date/ NONE/ Future Date (Date Format: preferred date) 13. Equivalent Completion: True/False 14. Created By: [Last Name], [First Name] ([User ID]) 15. Created On: (Date/Time Format: Show Offset Value PC Time Zone: UTC-XX)			
203			6	Click on Add Multiple Completions link, Select the Users, Select Qualified from the Score drop down and Click Add Completions link.	Roster information will be updated and the class roster screen will display with the updated information having status as "Complete" and Completions as "QUALIFIED" for the selected Users.			
204			7	Click Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Add Roster Assignment 2. Score Added	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Add Roster Assignment 2. Score Added			
205	196071	Training_Curriculum_Create and Add TI items	1	Precondition: 1. Admin User. 2. Training Items. 3. Non-Versioned curriculum				
206			2	Login as admin user mentioned in the Precondition section. Click on User Profile, click on Administrative View	Admin user logged in successfully. Admin Home page will be displayed.			
207			3	Click Add Curriculum. Select an organization in which to create the curriculum, click Continue. Enter data in Curriculum Code and Curriculum Title text box. Enter data in Description text box. Select an Assignment Periods And Additional Settings. Enter data in Web Address containing additional information text box. Click on Save.	A curriculum will be added. The Curriculum screen will be displayed with the curriculum information.			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
208			4	Click on Training in Curriculum. Click on Add Training item under Actions; From Training Types drop down select a training type. From Title or Code drop down select 'contains' or 'begins with' option and enter a keyword in the text box, click Search. Select 1 or more training items from the Available Training list. Click on >>, Click Continue. Verify the selected training items are added to the Training in Curriculum page.	Training Items List screen showing the selected training items added to the curriculum using the 'contains' or 'begins with' option and will be listed in the Training in Curriculum screen.			
209			5	Click on Admin Home, Search for the Non-Versioned curriculum	Admin User will be able to search and will be navigated to the Curriculum General Information screen of the Non-Versioned curriculum.			
210			6	Click on Training in Curriculum. Click on Add Training item under Actions; From Training Types drop down select a training type. From Title or Code drop down select 'contains' or 'begins with' option and enter a keyword in the text box, click Search. Select 1 or more training items from the Available Training list. Click on >>, Click Continue. Verify the selected training items are added to the Training in Curriculum page.	Training Items List screen showing the selected training items added to the curriculum using the 'contains' or 'begins with' option and will be listed in the Training in Curriculum screen.			
211			7	Click on General Information link; Verify the count of the selected training items is displayed correctly under Training Items field in the Curriculum General Information screen.	The count of the selected training items will be displayed correctly under the Training Items field in the Curriculum General Information screen.			
212			8	Click Reports and run Event Log Report; Generate the Event log report for the below Events: 1. Add Curriculum	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Add Curriculum			
213	196072	Training_Assignment report by Training_Create	1	Precondition: 1. Admin User. 2. Incomplete Assignment for Training Item#1 and User by selecting "Reason for Assignment". 3. Pending Assignment for Training Item#2 and User. 4. Completed Assignment for Training Item#3 and User.				
214			2	Login as the admin user mentioned in the Precondition section, Click on User Profile, click on Administrative View and click on Reports menu and click Assignment Report by Training.	Assignment Report by Training page will be displayed.			
215			3	Click on Edit, click on Filters, remove existing saved filters, apply filter for Training item#1 and User, select Assignment Status as "Incomplete", select Reason for Assignment, select Recurrence Type, select which columns to display as mentioned in the precondition and click on "Run Report without Saving" button.	Incomplete Assignment for Training Item#1 and User with "Reason for Assignment" will be displayed in the generated Assignment Report by Training. Records will be displayed as per the selected filter criteria.			
216			4	Click on Edit, click on Filters, remove existing saved filters, apply filter for Training item#2 and User, select Assignment Status as "Pending", select Reason for Assignment, select Recurrence Type, select which columns to display as mentioned in the precondition and click on "Run Report without Saving" button.	Pending Assignment for Training Item#2 and User will be displayed in the generated Assignment Report by Training. Records will be displayed as per the selected filter criteria.			
217			5	Click on Edit, click on Filters, remove existing saved filters, apply filter for Training item#3 and User, select Assignment Status as "Complete", select Reason for Assignment, select Recurrence Type, select which columns to display as mentioned in the precondition and click on "Run Report without Saving" button.	Completed Assignment for Training Item#3 and User will be displayed in the generated Assignment Report by Training. Records will be displayed as per the selected filter criteria.			
218	196073	Training_Curriculums_Add sub-curriculum to a curriculum.	1	Precondition: 1. Admin user 2. Curriculum#1. 3. Curriculum#2 (Versioned) 4. Curriculum#3 (Non-Versioned)				
219			2	Login as the admin user mentioned in the Precondition section.	Admin user will be able to login successfully			
220			3	Click on User Profile, click on Administrative View. Search for curriculum#1 mentioned in the precondition for which you would like to add a Sub-curriculum,,,,.	View Curriculum: General Information page will be displayed			
221			4	Click Relationships. Click on Add Sub-curriculum from the Actions dropdown. Select Curriculum#2 mentioned in the precondition from the list which will become a Sub-curriculum of the current curriculum; Click Continue; click Continue.	The relationships screen will be refreshed, and the added curriculum will be displayed in the Sub-curriculum(s) section of the Relationships page.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
222			5	Click on Add Sub-curriculum from the Actions dropdown.; Select Curriculum#3 mentioned in the precondition from the list which will become a Sub-curriculum of the current curriculum; Click Continue; click Continue.	The relationships screen will be refreshed, and the added curriculum will be displayed in the Sub-curriculum(s) section of the Relationships page.			
223	196074	Training_CD_Quiz with multiple choice questions	1	Precondition: 1. Admin User 2. Admin User with the Preferred Date/Time format set as "h:mm:ss tt UTC-5" 3. Learner User 4. Control document w/new (disabled) quiz with Maximum allowed Attempts is set. 5. E-signature for CD completions is enabled				
224			2	Login as Admin user as mentioned in precondition	Admin user will be able to login successfully			
225			3	Click on User Profile, click on Administrative View and Click on 'Search for Training items', search for the training noted in Precondition.	General information of training will be displayed			
226			4	Click Quiz; Verify value for the column "Quiz Enabled Date" for Disabled Quiz Revision will be displayed as BLANK after the "Revision" column in the Quiz Revision screen of "Control Document" to the Admin User. Click on the Initial Quiz under revision notes to display the quiz details	Value for the column "Quiz Enabled Date" for Disabled Quiz Revision will be displayed as BLANK after the "Revision" column in the Quiz Revision screen of "Control Document" to the Admin User. Quiz details will be displayed			
227			5	Click Add Question and select Multiple Response, Enter the Question and enter the correct answer and check the Correct Answer checkbox. Enter incorrect answers in each of the 3 Incorrect Answer text boxes along with the Correct and Incorrect Feedback.	Add Multiple Response screen should be displayed.			
228			6	Verify correct answer checkbox is checked.	Correct answer checkbox is checked.			
229			7	Select Pooled/Mandatory from the Question Type drop down. Click Save. Close the Question detail window.	A Multiple Choice question will be added and displayed in the Quiz details screen.			
230			8	Enable the quiz; Click on Return link; Verify the value for field "Quiz Enabled Date" will be updated from BLANK to Date/Time with offset value based on Admin User's Preferred Date and Time format and PC Time Zone after "Revision" column in the Quiz Revision page for selected "Control Document" after enabling the Quiz Revision Click on Return; click on add assignment and enter learner user details; click continue; click Continue	Value for field "Quiz Enabled Date" will be updated from BLANK to Date/Time with offset value based on Admin User's Preferred Date and Time format and PC Time Zone after "Revision" column in the Quiz Revision page for selected "Control Document" after enabling the Quiz Revision Admin user will be able to assign the training item to the learner user.			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
231			9	Sign out; Login as Learner user; Go to ToDo page	Learner user will be able to see the assigned training item in ToDo page			
232			10	Launch the training item; Fail the Quiz by providing incorrect answers to some Questions; Click on Exit link; Verify Learner User will be navigated back to the To-Do list.	The learner user will be able to launch the training item and able to attempt the Quiz. Learner User will be navigated back to the To-Do list.			
233			11	Search for the Training Item mentioned in the Precondition and Launch Training Item. Verify following Details are displayed correctly on the Summary page of Training Item after launching. 1. Instructions: I. Please review the |Training Type|, then proceed to the Quiz below. II. Please review your Feedback Report before Continuing. 2. Additional Information Version Description: 3. Summary of the Quiz along with the Print and information icons on the title bar I. Quiz details with Pictorial representation. 4. Actions: I. Continue button with No Color II. Feedback Report with Red Color	The following details are displayed correctly on the Summary page of the Training Item after launching. 1. Instructions: I. Please review the |Training Type|, then proceed to the Quiz below. II. Please review your Feedback Report before Continuing. 2. Additional Information Version Description: 3. Summary of the Quiz along with the Print and information icons on the title bar I. Quiz details with Pictorial representation. 4. Actions: I. Continue button with No Color II. Feedback Report with Red Color			
234			12	Click on the Feedback Report button; Verify details are displayed correctly on the Feedback Report page. 1. Feedback Report along with the Print and information icons on the title bar I. Try Again! Review the material, then click CONTINUE to try again. II. Quiz details with Pictorial representation. III. The following questions were answered incorrectly IV. Questions with respective Feedback 2 Actions: I. Continue button with Green Color Complete the training item by providing E-sign	All Details will be displayed correctly on the Feedback Report page of Training Item. The learner user will be able to complete the CD with E-sign.			
235			13	Click History and View the completion information for the completed Control Document	The completion information for the Control Document will be displayed			
236			14	Verify the Completion Details in the Completion Information screen	Completion Details will be recorded in the Completion Information page			
237			15	Sign out; Login as Admin user as mentioned in precondition; Click on User Profile, click on Administrative View and Click Reports menu; Click on Quiz Attempt Report; and Verify System Default Quiz Attempt Report is displayed.	Admin User will be navigated to System Default Quiz Attempt Report Page			
238			16	Click on Edit, set filters for Learner User and Control Document as mentioned in precondition and click on Run Report Without Saving, Verify record is displayed in the generated Quiz Attempt Report with the below details : 1. Attempt Completion Status: Pass 2. Attempt Number: 2 3. Attempt Score 4. Minimum Passing Score 5. Attempt Start Date 6. Attempt Completion Date	Record will be displayed as per the applied filter criteria with the below details in the generated Quiz Attempt Report. 1. Attempt Completion Status: Pass 2. Attempt Number: 2 3. Attempt Score 4. Minimum Passing Score 5. Attempt Start Date 6. Attempt Completion Date			

	A	B	C	D	E	F	G	H
1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
239			17	Click on the row for the Learner User and Control Document in the generated Quiz Attempt Report by Noting the Quiz Attempt Start Date and Quiz Attempt Completion Date in the Quiz Attempt Report; Verify Admin User will be navigated to the Single Quiz Attempt Page with the below details displayed correctly: 1. ComplianceWire Header 2. ComplianceWire Footer with Copyright, Terms of Use and System Information links 3. Page Header as "Single Quiz Attempt" 4. User: User Last Name. User First Name (User ID) 5. Quiz Attempt Start Date: Displayed based on User's Preferred Date/Time Format and offset (UTC) value will be displayed based on PC Time Zone. 6. Quiz Completion Date: Displayed based on User's Preferred Date/Time Format and offset (UTC) value will be displayed based on PC Time Zone QUIZ DETAILS: 1. List of Questions and responses with Correct and User Entered responses 2. Training Type 3. Code 4. Title 5. Version 6. Revision 7. Revision Notes 8. Minimum Passing Score 9. Maximum allowed Attempts 10. Question Order 11. Question Feedback 12. Question Pooling 13. Status 14. Default Language	Admin User will be navigated to the Single Quiz Attempt Page with the below details displayed correctly: 1. ComplianceWire Header 2. Page Header as "Single Quiz Attempt" 3. User: User Last Name. User First Name (User ID) 4. Attempt Start Date: Displayed based on User's Preferred Date/Time Format and offset (UTC) value will be displayed based on PC Time Zone. 5. Attempt Completion Date: Displayed based on User's Preferred Date/Time Format and offset (UTC) value will be displayed based on PC Time Zone 6. ComplianceWire Footer with Copyright, Terms of Use and System Information links QUIZ DETAILS: 1. List of Questions and responses with Correct and User Entered responses 2. Training Type 3. Code 4. Title 5. Version 6. Revision 7. Revision Notes 8. Minimum Passing Score 9. Maximum allowed Attempts 10. Question Order 11. Question Feedback 12. Question Pooling 13. Status 14. Default Language			
240	196075	Training_Create Form and add questions	1	Precondition: 1. Company Preferences 'Company licensed for form training item.' 2. Admin user.				
241			2	Login as the Admin user mentioned in Precondition section.	Admin user will be able to login successfully			
242			3	Click on User Profile, click on Administrative View and click on 'Add Training Item' link	Add training item page will be displayed.			
243			4	Click on a Form type. Enter data in required fields, select Organization level and click 'Save'.	Form training item will be created.			
244			5	Click Form Builder link, Click on Single Response link	Add Question with a single response window should be displayed			
245			6	Enter a question in the Question text box. Enter possible responses in the Responses text box	Require a Response to this question check box will be selected by default.			
246			7	Upload a File and Click Save.	Single response question and Response Options along with file attachment will be added to the form.			
247			8	Click on Date Response link	Add Question with a Date Response window should be displayed			
248			9	Enter a question in the Question text box	Require a Response to this question check box will be selected by default.			
249			10	Upload a File and Click Save.	Date response question along with file attachment will be added to the form.			
250			11	Click on User Entered Response link	Add Question with a User Entered Response window should be displayed			
251			12	Enter a question in the Question text box.	Require a Response to this question check box will be selected by default. Response Character Limit TextBox should be displayed			
252			13	Upload a File and Click Save.	User Entered response question along with file attachment will be added to the form.			
253			14	Click Reports menu; Click on Event Log Report; Generate the Event log report for the Add course Event.	Data in the selected the fields will be displayed correctly in the generated Event Log report for the Add Course Event.			
254			15	Click on the row for Add course Event and verify Admin User is navigated to the Training item General Information Page.	Admin User will be navigated to the Training item General Information Page.			
255	196076	Training_Manage Training Types	1	1. Admin user. 2. Enabled training type. 3. Company Preferences 'Company Licensed for control documents.'				
256			2	Login as the admin user specified in the Precondition section.	Admin user will be able to login successfully.			
257			3	Click on User Profile, click on Administrative View and Click on Site Administration. Click on Training Types	Manage training types screen will be displayed			
258			4	Click on an enabled training type	Manage Training Types window will display with pertinent information about the training type.			
259			5	Click on Disable button, click OK	A training type will be disabled.			
260			6	Click Disabled Types. Click on the training type disabled in the earlier step.	The Training Types List will re display to verify the status of the training type has been changed to "Disabled".			
261			7	Click on Enable button.	The disabled type will be re-enabled.			
262			8	Click Enabled Types.	Training Types List will re-display to verify the status of the training type has been changed to "Enabled".			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
263			9	Click Add Training Type. Select Control Document from the System Type drop down, Enter Type name, enter abbreviation. Select an icon for the training type. Click on Add Training Type.	A control document training type will be added to the system.			
264	196077	Training_Add a training item equivalency	1	Precondition: 1. Admin user. 2.Training item #1. 3.Training item #2. 4. Training item #3.				
265			2	Login as the admin user as mentioned in precondition	Admin user will be able to login successfully			
266			3	Click on User Profile, click on Administrative View and click on 'Search for Training items', search for a training item#1 noted in the Precondition.	The general information screen of the training item will be displayed.			
267			4	Click Equivalencies. Click Add Training Item Equivalency	Equivalencies screen will be displayed			
268			5	Enter all or part of a training item code or title for training item #2 and click Search.	The training item will get listed.			
269			6	Click on training item code or title returned. Click on any version, click Continue	Equivalencies screen will display a record for the substitute training item.			
270			7	Click Add Training Item Equivalency, Enter all or part of a training item code or title for training item #3 and click Search.	The training item will get listed.			
271			8	Click on training item code or title returned. Click on any version, click Continue	Equivalencies screen will display a record for the substitute training item.			
272			9	Verify the Created On and Created By column displays the correct time and user details for the above Training Items.	Created By column will display the correct user details Created On column will display the correct time details			
273			10	Click on Remove Icon for any of the above Training Items; Click Continue; Verify that Training Item equivalency is removed.	Training Item equivalency will be removed.			
274			11	Click Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Grant Course Equivalency 2. Remove Course Equivalency	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Grant Course Equivalency 2. Remove Course Equivalency			
275			12	Click on the row for below events and verify Admin User is navigated to the Training General Information screen. 1. Grant Course Equivalency	Admin User will be navigated to the Training Equivalencies screen.			
276	196078	Training_Custom Exam with Mandatory questions	1	Precondition: 1. Company Preferences 'Company licensed for custom exams' 2. Admin user.				
277			2	Login as Admin user mentioned in precondition.	Admin user will be able to login successfully			
278			3	Click on User Profile, click on Administrative View and Click on Add Training Item	Add Training item page will be displayed for the user.			
279			4	Click on a custom exam subtype. Enter data in Required fields. Select Organization which the user is homed in. Click Save	User will be able to add the training item.			
280			5	Verify Status displays "Pending".	Status of the training item will be Pending.			
281			6	Click on User Profile, click on 'Knowledge Center'. Click Catalog. Search for the training item added and verify it does not display in the catalog	Catalog will not display the training for launching.			
282			7	Click on User Profile, click on Administrative View and click on 'Search for Training items', search for the Custom Exam created.	General Information screen of the Custom exam training item will be displayed.			
283			8	Click on 'Custom Exam' link. Click Edit and Toggle Question Order is Random and set Question Pool ON and click Save.	Custom Exam details is saved.			
284			9	Click Add Question. Select a question type. Enter details for question and responses and set the Mandatory toggle to ON. Click on 'Save'	Question will be added as a Mandatory question.			
285			10	Click Add Question. Select a question type. Enter details for question and responses. Click on 'Save'	Question will be added			
286			11	Click Return and Click Activate Version.	Custom exam will be activated. General Information screen will display Status: Effective			
287			12	Click on User Profile, click on 'Knowledge Center'. Click Catalog. Search for the training item added and verify it does display in the catalog	Catalog will display the training for launching after the activating the version of the Custom Exam.			
288	196079	Training_Modify the Training item	1	1. Admin user. 2. Training item (Control Document).				
289			2	Login as the admin user specified in the precondition section. Click on User Profile, click on Administrative View and Click 'Search for Training items', search for the training noted in the precondition section.	General Information screen of the training item will be displayed.			
290			3	Click Create New Version and click Save Changes.	New version of the Training item is created.			
291			4	Click on Actions, Click Edit Training link , modify the data and click on save changes	User is able to modify and save the Training data.			
292			5	Click on Training Item History and verify changes in the History.	Training Item History will display an entry for each property change.			
293	196080	Training_Assign Custom Certificate	1	Precondition: 1.Admin user. 2. Existing custom certificate. 3. Training item with completion by a Learner				

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
294			2	Login as admin user mentioned in the precondition.; Click on User Profile, click on Administrative View, click on 'Search for Training items', search for the Training Item mentioned in the precondition.	Admin User will be able to search the Training Item.			
295			3	Click Custom Certificates,click Assign Custom Certificates.	Assign Custom Certificates pop-up window will be displayed.			
296			4	Select the Custom Certificates mentioned in the precondition from the dropdown, select language and click on save button.	Custom Certificate will be added to the Training item.			
297			5	Click on Reports menu, Generate a Completion report for the above training item.	Completion for the TI will be recorded in the generated completions report.			
298			6	Click on the row; Click on the Certificate of Completion icon for the above completion and verify the assigned custom certificate will be displayed in completion certificate.	Assigned custom certificate will be displayed in completion certificate of the Completion Information Screen.			
299			7	Click on Print; Verify the completion information is displayed	Completion Information for the training item will be displayed			
300			8	Sign out and Login as Learner mentioned in the setup. In Knowledge Center; Click History; Search for the Training Item mentioned in the precondition; Click on the Certificate of Completion icon and verify the assigned custom certificate will be displayed in the completion certificate of Learner' s History.	Assigned custom certificate will be displayed in the completion certificate of Learner' s History.			
301	196081	Training_Historical Completions_Multiple Users	1	Precondition: 1. Admin User. 2. Control document 3. Users				
302			2	Login as the Admin User; Click on User Profile, Click on Administrative View, click on 'Search for Training items', search for the CD training mentioned in the Precondition and access View Training screen	Training item screen will be displayed			
303			3	Click Add Historical Completions, Enter valid completion date in Completion Date field, Enter data in Comment field. In the Completion Information input box, search for user(s) with user id/first name/lastname separated by a comma/linebreak, and Click Verify Users	List of verified users will be populated			
304			4	Click Add Completions	Qualifying completions will be added to the system and Admin User will be navigated to the Training Item General Information screen.			
305			5	Click Reports menu, Click on Completions Report by Users; Click on Edit button; Select the Column "Completion Type" and "Completion Qualification Status"; Click on Filters; Apply filter for the above User(s) and Training Item; Click on Run Report without Saving button; Verify historical and qualifying completions were added for the users	Completions report will display the historical completions added.			
306			6	Click on any row in the generated Completions Report by Users and Verify Completion Information - General Information page is displayed with below items: 1. User [Last Name], [First Name] ([User ID]) 2. Training [TI Title] ([Code]) [Version] ([TI Type]) 3. Completion ID (Completion ID is same as in Completions Report) 4. Completion Status (Expired (Red Coded)/ Not Expired (Green Coded)) based on Expiration Date 5. Completion Results Pass 6. Completion Date 7. Completion Type Historical 8. Expiration Date NONE/ (Date Format: preferred date) 9.Equivalent Completion TRUE/ FALSE 10. Completion Comment: Comment 11. Created By [Last Name], [First Name] ([User ID]) 12. Created On (Date/Time Format: Show Offset Value PC Time Zone: UTC-XX)	Completion Information - General Information page will be displayed with below items: 1. User [Last Name], [First Name] ([User ID]) 2. Training [TI Title] ([Code]) [Version] ([TI Type]) 3. Completion ID (Completion ID is same as in Completions Report) 4. Completion Status (Expired (Red Coded)/ Not Expired (Green Coded)) based on Expiration Date 5. Completion Results Pass 6. Completion Date 7. Completion Type Historical 8. Expiration Date NONE/ (Date Format: preferred date) 9.Equivalent Completion TRUE/ FALSE 10. Completion Comment: Comment 11. Created By [Last Name], [First Name] ([User ID]) 12. Created On (Date/Time Format: Show Offset Value PC Time Zone: UTC-XX)			
307			7	Click on "Additional Comments" link in the left nav, Click Actions, Click "Add Additional Comment", enter the comments in the "Add Additional Comment" popup, click on "Save" and Verify "Additional Completion Comment(s)" is added and displayed in the Additional Comment screen.	"Additional Completion Comment(s)" will be added and displayed in the Additional Comment screen.			
308			8	Click on "Remove" icon for Additional Completion Comment, click on "Remove" and Verify "Additional Completion Comment(s)" is removed and not displayed in the Additional Comment screen.	"Additional Completion Comment(s)" will be removed and not displayed in the Additional Comment screen.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
309			9	Click on Actions drop down and verify "Remove Completion" option is displayed. Click on Remove Completion link; Click on Remove Completion button; Click on "Remove Completion" and verify below details are displayed in "Remove Completion" modal. 1. Popup Header: Remove Completion 2. Title: Remove Completion 3. Message "The following completion will be removed from user. " 4. User: Last Name, First Name (User ID) 5. Training: [TI Title] ([Code]) [TI Version] 6. Completion ID 7. Message: "Do you want to continue?" 8. Cancel button 9. Remove button 10. Close Icon.	"Remove Completion" option will be displayed under Actions. Below details are displayed in "Remove Completion" modal. 1. Popup Header: Remove Completion 2. Title: Remove Completion 3. Message "The following completion will be removed from user. " 4. User: Last Name, First Name (User ID) 5. Training: [TI Title] ([Code]) [TI Version] 6. Completion ID 7. Message: "Do you want to continue?" 8. Cancel button 9. Remove button 10. Close Icon.			
310			10	Click on "Cancel" button and Verify "Remove Completion" modal is closed	"Remove Completion" modal will be closed			
311			11	Click on Actions drop down, select "Remove Completion" and click on "Remove" button. Verify User stays on Completion GI screen and Completion Status displayed as "Removed" (in red). Verify "Return to report" link is displayed in Completion GI screen.	User will stay on Completion GI screen and Completion Status will be displayed as "Removed" (in red). "Return to report" link will be displayed in Completion GI screen.			
312			12	Verify below details are displayed in Removed Completion Information GI screen. REMOVED BY : Last Name, First Name (User ID) REMOVED ON : Date/Time Format: Show Offset Value PC Time Zone: UTC-XX	Below details will be displayed in Removed Completion Information GI screen. REMOVED BY : Last Name, First Name (User ID) REMOVED ON : Date/Time Format: Show Offset Value PC Time Zone: UTC-XX			
313			13	Click on "Return to report" link. Verify user is navigated back to the report and the record count is decremented in the generated Completion Report upon removing the historical completion.	User will be navigated back to the report and the record count will be decremented in the generated Completion Report upon removing the historical completion.			
314			14	Click Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Score Added. 2. Score Removed. 3. Begin Bulk Insert Non-ILC Scores. 4. End Bulk Insert Non-ILC Scores	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Score Added. 2. Score Removed. 3. Begin Bulk Insert Non-ILC Scores. 4. End Bulk Insert Non-ILC Scores			
315			15	Verify below details are displayed correctly in the generated Report for Score Added and Score Removed events: 1. Affected Entity Type: Completion 2. Affected Entity: Completion ID | Last Name, First Name (User Id) | TI Title (TI Code), TI Version [TI Type].	Below details will be displayed correctly in the generated Report for Score Added and Score Removed events: 1. Affected Entity Type: Completion 2. Affected Entity: Completion ID | Last Name, First Name (User Id) | TI Title (TI Code), TI Version [TI Type].			
316			16	Click on the row for "Score Added" and verify Admin User is navigated to new Completion General Information screen with all the details displayed correctly.	Admin User will be navigated to new Completion General Information screen with all the details displayed correctly.			
317			17	Click on Return to Report, click on Click on the row for "Score Removed" and verify Admin User is navigated to new Completion General Information screen with all the details displayed correctly.	Admin User will be navigated to new Completion General Information screen with all the details displayed correctly.			
318	196082	Training_Add to Curriculum	1	Precondition 1. Admin User. 2. Training Item. 3. Curriculum(s).				
319			2	Login as the Admin User mentioned in the Precondition; Click on User Profile, click on Administrative View; Click 'Search for Training items, search for the Training Item mentioned in the Precondition	Admin User will be able to search the Training Item and navigated to the Training Item General Information screen.			
320			3	Click on Curriculums link; Click on Add to Curriculum link; Search and select the Curriculum(s) mentioned in the Precondition; Click on Continue button; Again Click on Continue button; Verify the selected curriculum will be listed in the Curriculums screen and Admin User will be able to add the Curriculum to a Training Item.	Selected curriculum will be listed in the Curriculums screen and Admin User will be able to add the Curriculum to a Training Item.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
321			4	Click Reports menu; Generate Event log report for the below event for Adding Item to Curriculum and Verify the data in all the fields are displayed correctly in the generated Event Log report. 1. Add Item to Curriculum	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Add Item to Curriculum			
322			5	Click on the row for the event "Add Item to Curriculum" and verify Admin User is navigated to the Training in Curriculum screen.	Admin User will be navigated to the Training in Curriculum screen.			
323	196083	Training_Create SmartForm Rule	1	Precondition: 1. Admin User. 2. Form Training Item with Single Response Question. 3. User Group #1 with recurring assignment to Training Item#1. 4. User Group #2 with recurring assignment to Training Item#2. 5. Above User Groups with assignments. 6. Learner with recurring assignment to Training Item#2.				
324			2	Login as the Admin User mentioned in the Precondition; Click on User Profile, click on Administrative View; Click 'Search for Training items' ,search for the Form Training Item mentioned in the Precondition	Admin User will be able to search the Training Item and navigated to the Training Item General Information screen.			
325			3	Click on Smart Form Rules link	Admin User will be navigated to "Smart Form Rules" screen			
326			4	Click on Add Rule link for the Question.	Admin User will be navigated to "Add SmartForm Rules" screen			
327			5	Enter/Select the following: 1. Rule Name. 2. Rule Description. 3. Specify the response(s) that will trigger this rule.	Admin User will be able enter/select the following: 1. Rule Name. 2. Rule Description. 3. Specify the response(s) that will trigger this rule.			
328			6	Click on Add a User Group to the ADD Rule button; Search the User Group#1 mentioned in the Precondition.	User Group #1 will be added to the "ADD the form respondent to following user groups if the condition is met." section			
329			7	Click on Add a User Group to the REMOVE Rule button; Search the User Group#2 mentioned in the Precondition.	User Group #2 will be added to the "REMOVE the form respondent to following user groups if the condition is met." section			
330			8	Click on Save button; Click on OK button of the success message; Verify the added rule is listed in the Smart Form Rules screen.	Added rule will be listed in the Add or Remove Smart Form Rules screen.			
331			9	Click on the Rule Name link; Verify SmartForm rule pop-up will be displayed with all the details correctly.	SmartForm rule pop-up will be displayed with all the details correctly.			
332			10	Click on Administration menu; Add an assignment for the above Form and Learner mentioned in the Precondition.	Admin User will be able to add an assignment for the Form and Learner.			
333			11	Sign out and login as Learner mentioned in the Precondition; Access To-Do list; Search and Launch the Form mentioned in the Precondition; Complete the Form.	Learner will be able to complete the Form that has SmartForm rule.			
334			12	Sign out and login as Admin User; Click on User Profile, click on Administrative View, Click on 'Search for User Groups', search the User Group#1 mentioned in the Precondition section; Click on Manually Added Users; Verify that Learner is added to the User Group#1 via SmartForm rule.	Learner will be added to the User Group#1 via SmartForm rule.			
335			13	Click on Membership History; Verify that the action "User Added - Manually Added - SmartForm Rule - [TI Code] ([Version])" displayed for Learner to the User Group #1	Action "User Added - Manually Added - SmartForm Rule - [TI Code] ([Version])" for Learner will be displayed to the User Group #1			
336			14	Click on 'Search for User Groups'; search the User Group#2 mentioned in the Precondition section; Click on Manually Excluded Users; Verify that Learner is excluded from the User Group#2 via SmartForm rule.	Learner will be excluded from the User Group#2 via SmartForm rule.			
337			15	Click on Membership History; Verify that the action "Membership Unchanged - Manually Excluded - SmartForm Rule - [TI Code] ([Version])" displayed for Learner to the User Group #2.	Action "Membership Unchanged - Manually Excluded - SmartForm Rule - [TI Code] ([Version])" for Learner will be displayed to the User Group #2.			
338			16	Sign out and login as Learner mentioned in the Precondition; Access To-Do list; Search the below training items: 1. Training Item#1. 2. Training Item#2.	Learner will be able to search for Training Item#1 and Training Item#2 .			
339	196084	Training_Curriculum_Create New Version_Manage Status_Curriculum History	1	Precondition: 1. Admin User 2. Curriculum with training item added to it.				
340			2	Log in Admin user as mentioned in precondition, Click on User Profile, click on Administrative View and click 'Search for Curricula', search for the Curriculum mentioned in precondition.	General Information screen of Curriculum will be displayed.			
341			3	Click on Create New Version link under Actions and Click on Save button; Verify that Admin User will be able to create new version for the curriculum.	Admin User will be able to create new version for the curriculum with status as 'Draft'			
342			4	Click on the 'Manage Status' link under Actions; Enter the Approval Date and Effective Date; Click on the Set Status button; Click on the Continue button; Verify success message is displayed in the Manage Status screen	Success message will be displayed in the Manage Status screen			
343			5	Verify Admin User will be able to set the status of the Curriculum as "Effective"	Admin User will be able to set the status of the Curriculum as "Effective"			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
344			6	Click on the Return link; Click on the Curriculum History link; Verify the below columns with correct data are displayed in the View Curriculum: History screen: * Property Edited * Old Value * New Value * Modified By * Modified On * Action	Below columns with correct data will be displayed in the View Curriculum: History screen: * Property Edited * Old Value * New Value * Modified By * Modified On * Action			
345			7	Try to edit any records/section in the Curriculum History screen; Verify Admin User will not be able to edit any record in the Curriculum History screen.	Admin User will not be able to edit any record in the Curriculum History screen.			
346			8	Click the Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Add Curriculum Version 2. Set Curriculum Version Status	Data in the selected fields will be displayed correctly in the generated Event Log report for the below events: 1. Add Curriculum Version 2. Set Curriculum Version Status			
347	196085	Training_Create Smart Curriculum Rule	1	Precondition: 1. Admin User. 2. Curriculum with Training Item#1 3. User Group #1 with recurring assignment to Training Item#2. 4. User Group #2 with recurring assignment to Training Item#3. 5. Learner with recurring assignment to Training Item#3.				
348			2	Login as the Admin User mentioned in the Precondition; Click on User Profile, click on Administrative View; Click 'Search for Curricula', search for the Curriculum mentioned in the Precondition	Admin User will be able to search the Curriculum and navigated to the Curriculum General Information screen.			
349			3	Click on Smart Curriculum Tool link.	Admin User will be navigated to "SmartCurriculum Tool." screen			
350			4	Expand the Training Item mentioned in the Precondition; Click on Add Rule button for the Question.	Admin User will be navigated to "Add SmartCurriculum Rule" screen			
351			5	Enter/Select the following: 1. Rule Name. 2. Rule Description. 3. On Pass/Completion (of the item)	Admin User will be able enter/select the following: 1. Rule Name. 2. Rule Description. 3. On Pass/Completion (of the item)			
352			6	Click on Add Group button in the section "Upon completion of the item, ADD the user to the following user group(s):" Search the User Group#1 mentioned in the Precondition.	User Group #1 will be added to the "Upon completion of the item, ADD the user to the following user group(s):" section			
353			7	Click on Add Group button in the section "Upon completion of the item, REMOVE the user from the following user group(s):" Search the User Group#2 mentioned in the Precondition.	User Group #2 will be added to the "Upon completion of the item, REMOVE the user from the following user group(s):" section			
354			8	Click on Save SmartCurriculum Rule button; Click on OK button of the success message; Verify the added rule is listed in the SmartCurriculum Rules screen on expanding the Training Item.	Added rule will be listed in the SmartCurriculum Rules screen on expanding the Training Item.			
355			9	Click on the Rule Name link; Verify Competency Based Curricula Rule pop-up will be displayed with all the details correctly.	Competency Based Curricula Rule pop-up will be displayed with all the details correctly.			
356			10	Click on Administration menu; Add an assignment for the above curriculum and Learner mentioned in the Precondition.	Admin User will be able to add an assignment for the curriculum and Learner			
357			11	Sign out and login as Learner mentioned in the Precondition; Access Curriculum; Search and Launch the Training Item#1 mentioned in the Precondition; Complete the Training Item#1.	Learner will be able to complete the Training Item#1 of the Curriculum that has SmartCurriculum rule.			
358			12	Sign out and login as Admin User; Click on User Profile, click on Administrative View, Click 'Search for User Groups', search the User Group#1 mentioned in the Precondition section; Click on Manually Added Users; Verify that Learner is added to the User Group#1 via SmartCurriculum rule.	Learner will be added to the User Group#1 via SmartCurriculum rule.			
359			13	Click on Membership History; Verify that the action "User Added - Manually Added - SmartCurricula Rule - [Curriculum Code] ([Version])" displayed for the Learner to User Group #1	Action "User Added - Manually Added - SmartCurricula Rule - [Curriculum Code] ([Version])" will be displayed for the Learner to the User Group #1			
360			14	Click 'Search for User Groups', search the User Group#2 mentioned in the Precondition section; Verify that Learner is excluded from the User Group#2 via Competency Based Curricula Rule.	Learner will be excluded from the User Group#2 via Competency Based Curricula Rule.			
361			15	Click Group Membership History; Verify that the action "Membership Unchanged - Manually Excluded - SmartCurricula Rule - [Curriculum Code] ([Version])" displayed for the Learner to the User Group #2.	Action "Membership Unchanged - Manually Excluded - SmartCurricula Rule - [Curriculum Code] ([Version])" will be displayed for the Learner to the User Group #2.			
362			16	Sign out and login as Learner mentioned in the Precondition; Access To-Do list; Search the below training items: 1. Training Item#2. 2. Training Item#3.	Learner will be able to search for Training Item#2 and Training Item#3. These will be listed in the Learner's To-Do list.			
363	196089	Assignments_Add one time Assignment	1	Precondition 1. Admin. 2. Learner. 3. Curriculum w/training w/status of curriculum set to effective				

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
364			2	Login as admin user mentioned in the Precondition section.	Admin user logged in successfully.			
365			3	Click on User Profile, click on Administrative View and Click Administration menu, Click on Add an Assignment Definition.	Add an Assignment definition screen will be displayed.			
366			4	Select One-Time from Assignment Definition Type drop down from Assignment Type & Definition section.	One-Time assignment will be selected successfully.			
367			5	Select Curriculum from "Which training item or curriculum(s) would you like to assign?" drop down from Training Selection(s) section. Search for the curriculum mentioned in the Precondition section.	Curriculum will be searched successfully.			
368			6	Search for the Learner mentioned in the Precondition section from User Selection(s) section. Verify the below messages will be displayed in the User Selection(s) section. 1. Maximum of 10 Users are allowed. When 2 or more Users are selected, the Curriculum option is not available. 2. 'If Curriculum is selected in the Training Selection(s) above, then only 1 User can be selected.'	Learner will be searched successfully. Below messages will be displayed in the User Selection(s) section. 1. Maximum of 10 Users are allowed. When 2 or more Users are selected, the Curriculum option is not available. 2. 'If Curriculum is selected in the Training Selection(s) above, then only 1 User can be selected.'			
369			7	Select Learner mentioned in the precondition from Search Results list and click on "Add User" button. Verify selected User/Learner is moved to Selected Items list and not displayed under Search Results anymore.	Selected User/Learner will be moved to Selected Items list and not displayed under Search Results anymore.			
370			8	Click on Continue. Click on Continue in Confirmation screen.	The user will be prompted to confirm and the assignments will be created.			
371			9	Click on Reports menu, Click on Assignment Report by Training. Click on Edit, click on Filters, remove existing saved filters, Apply filter for the Curriculum mentioned in Precondition and user, click on "Run Report without Saving" button.	Assignment Report by Training will be generated for the user.			
372			10	Sign out and login as Learner mentioned in the Precondition section; Click on Curriculum; Verify the Curriculum mentioned in the Precondition section will be listed in the Curriculum to the Leaner.	Curriculum will be listed in the Curriculum to the Learner.			
373			11	Sign Out and login as Admin User; Navigate to Reports, navigate to the Assignment Definition Report, click on the row for the One-Time Assignment Definition created, Click on "Remove Definition" button, Click on "Remove" button, Enter valid Credentials, click on "ELECTRONICALLY SIGN" button and Verify One-Time Assignment Definition is removed and Admin User is navigated to "Assignment Definition Report" page	One-Time Assignment Definition will be removed, and Admin User will be navigated to "Assignment Definition Report" page			
374			12	Navigate to Reports, navigate to the Event Log Report and Verify Records for below Events is displayed in Event log Report. 1. Add Assignment Definition 2. Delete Assignment Definition	Records for below Events will be displayed in Event log Report. 1. Add Assignment Definition 2. Delete Assignment Definition			
375	196090	Assignments_Add recurring assignment	1	Precondition 1. Admin user. 2. Learner 3. Training Item.				
376			2	Login as the admin user specified in the precondition section. Click on User Profile, click on Administrative View and Click on Administration menu, click on Add an Assignment Definition. Select Recurring assignment from Assignment Definition Type dropdown.	Add an Assignment Definition page will be displayed and admin user will be able to select recurring assignment from Assignment Definition Type dropdown.			
377			3	Select/enter the Definition Start date. Select the Reason for this assignment.	Admin user will be able to select Reason for assignment.			
378			4	Select Training Item from "Which training item or curriculum(s) would you like to assign?" drop down from Training Selection(s) section. Search for the Training Item mentioned in the Precondition section. Verify "If Assignment Type is Recurring, then only 1 Training Item can be selected." message is displayed in the Training Selection(s) section. Verify Search Results table and Selected Items tables are displayed with below columns in the Training Selection(s) section: 1. Training Type 2. Training Code 3. Training Title	Training Item will be searched successfully. "If Assignment Type is Recurring, then only 1 Training Item can be selected." message will be displayed in the Training Selection(s) section. Search Results table and Selected Items tables will be displayed with below columns in the Training Selection(s) section: 1. Training Type 2. Training Code 3. Training Title			
379			5	Select Training Item mentioned in the precondition from Search Results list and click on "Add Training Item" button. Verify selected Training Item is moved to Selected Items list and not displayed under Search Results anymore.	Selected Training Item will be moved to Selected Items list and not displayed under Search Results anymore.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
380			6	Search for the Learner mentioned in the Precondition section from User Selection(s) section. Verify "If Assignment Type is Recurring, then only 1 User can be selected." message is displayed in the User Selection(s) section. Verify Search Results table and Selected Items tables are displayed with below columns in the User Selection(s) section: 1. Last Name 2. First Name 3. User Id	Learner will be searched successfully. "If Assignment Type is Recurring, then only 1 User can be selected." message will be displayed in the User Selection(s) section. Search Results table and Selected Items tables will be displayed with below columns in the User Selection(s) section: 1. Last Name 2. First Name 3. User Id			
381			7	Select Learner mentioned in the precondition from Search Results list and click on "Add User" button. Verify selected User/Learner is moved to Selected Items list and not displayed under Search Results anymore.	Selected User/Learner will be moved to Selected Items list and not displayed under Search Results anymore.			
382			8	Verify that the assignment has been added by clicking on Assignment Job Status.	A recurring assignment will be added.			
383			9	Sign out and login as Learner mentioned in the Precondition section; Click on To-Do list; Verify the Training Item mentioned in the Precondition section will be listed in the To-Do list to the Leaner.	Training Item will be listed in the To-Do list to the Leaner.			
384			10	Sign out and login as Admin User mentioned in the Precondition; click on User Profile, click on Administrative View, click on Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Submit an Assignment Job. 2. Add Assignment Definition.	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Submit an Assignment Job. 2. Add Assignment Definition.			
385	196091	Assignments_View_Add_Edit and Remove_Assignment Definition	1	Precondition 1. Admin User 2. Require E-signature for assignment option enabled.				
386			2	Login as Admin User, navigate to Admin Home, click on Administration, click on Assignment Definition, select/enter data in required fields, click on Continue, click on Continue, enter UserID, Password and by providing Signature Comment (if applicable), click Electronically Sign.	Admin User will be navigated to the Assignment Jobs page and Assignment Definition will be created.			
387			3	Click on Administration menu, click on View Assignment Definitions link.	User is navigated to View Assignment Definitions page.			
388			4	Search and click on the row for the recurring assignment created above.	Assignment Information will be displayed in Assignment Definition General Information screen.			
389			5	Verify the date and time will be displayed correctly for the e-Signature details of the assignment.	Date and time will be displayed correctly for the e-Signature details of the assignment.			
390			6	Click on Show Report link; Click on the User ID/Training Code link; Verify that the e-Signature details in the Assignment Information screen will be displayed correctly	e-Signature details in the Assignment Information screen will be displayed correctly.			
391			7	Click on Administration menu; Click on View Assignment Definitions link; Search and click on the row for the recurring assignment mentioned in the setup; Click on Edit Definition.	User will be navigated to Edit an Assignment Definition page.			
392			8	Edit the training /or curriculum. Select/edit the users to assign. Click Continue	Confirmation popup of the Edit an Assignment Definition screen will display the updated information.			
393			9	Enter UserID, Password and by providing Signature Comment (if applicable), click Electronically Sign.	Assignment Definition will be modified.			
394			10	In the View Assignment Definitions page, search and click for the modified recurring assignment.	Updated information will be reflected in the View Assignments Definitions Report and Assignment Definition General Information section.			
395			11	Click on Show Report link and verify the report displays with the updated information.	Report will display with the updated information.			
396			12	Click on the User ID/Training Code link; Verify that the e-Signature details in the Assignment Information screen will be displayed correctly.	e-Signature details in the Assignment Information screen will be displayed correctly for the modified assignment definition.			
397			13	Click on Assignment Definition History link in the left navigation pane in View Assignment Definition page; Verify the details are displayed correctly in the Assignment Definition History page.	Details will be displayed correctly in the Assignment Definition History page.			
398			14	Click on Remove Definition, click on Remove button, enter UserID, Password and by providing Signature Comment (if applicable), click Electronically Sign.	Assignment Definition will be removed.			
399			15	Click Reports, click on Event Log Report, generate event log report for below events and verify the Date/Time field is displayed correctly in generated event log report: 1. Add Assignment Definition 2. Update Assignment Definition 3. Delete Assignment Definition	Data is displayed correctly in generated event log report for below events: 1. Add Assignment Definition 2. Update Assignment Definition 3. Delete Assignment Definition			
400	196092	Assignments_Grant Credit	1	**Precondition** 1.EDUADMIN preference Credit –Grant for the company is turned ON. 2.Admin user 3.Training Item/s assigned to the learner.				

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
401			2	Login as Admin User mentioned in the setup.	The user is logged in successfully			
402			3	Click on User Profile, click on Administrative View, click on Reports menu.	Base Reports page will be displayed.			
403			4	Click on Assignment Report by Training, click on Edit, select columns to display, click on Filters, remove existing saved filters, apply filter for Training Item and learner as mentioned in the precondition, click on "Run Report without Saving" button.	User is able to generate Assignment Report by Training and Assignment for Training Item and Learner will be displayed.			
404			5	Click on the row for the Training Item and Learner as mentioned in the precondition.	Assignment Information page is populated.			
405			6	Click on Actions in the Assignment Information Page; Click on Grant Credit link from the Assignment Information page.	Admin will be navigated to Grant Credit screen			
406			7	Enter/Select values to mandatory/non-mandatory fields and click on the submit Button	The Pop window is displayed			
407			8	Click on Yes button on the pop-op.	The Grant Credit - Confirmed screen is populated			
408			9	Verify the Admin User is able to view the User information in the following order in Grant Credit - Confirmed screen : i. User Id ii. Last Name iii. First Name	The Admin User is able to view the User information in the following order in Grant Credit - Confirmed screen : i. User Id ii. Last Name iii. First Name			
409			10	Verify the user is able to view the Training information in the following order in Grant Credit - Confirmed screen : 1. Title 2. Code 3. Version 4. Type	The user is able to view the Training information in the following order in Grant Credit - Confirmed screen : 1. Title 2. Code 3. Version 4. Type			
410			11	Verify the user is able to view the Credit details in Grant Credit - Confirmed screen : 1. Reason(Required field) 2. Completion Date 3. Attachment 4. Completion Comment 5. Results as Qualified 6. Granted By 7. Granted On	The user is able to view the Credit details in Grant Credit - Confirmed screen : 1. Reason(Required field) 2. Completion Date 3. Attachment 4. Comments 5. Results as Qualified 6. Granted By 7. Granted On			
411			12	Verify the Completion date field is displayed based on the input preferred Date/Time format in the Grant Credit-Confirmed screen to the Admin user.	Completion date field will be displayed based on the input preferred Date/Time format in the Grant Credit-Confirmed screen to the Admin user.			
412			13	Verify Completion Date value is displayed appropriately in view only mode under the CREDIT section of the Grant Credit-Confirmed screen.	Completion Date value will be displayed appropriately in view only mode under the CREDIT section of the Grant Credit-Confirmed screen.			
413			14	Mouse hover over the Complete Date field.. Verify Offset value on mouse hover over Completion Date will be displayed in the CREDIT section of the Grant Credit-Confirmed screen..	Offset value on mouse hover over Completion Date will be displayed in the CREDIT section of the Grant Credit-Confirmed screen..			
414			15	Click on attachment link. Verify the user is able to view the uploaded file in the Grant Credit-Confirmed screen.	Admin will be able to view the uploaded file on clicking upon the attachment link in the Grant Credit - Confirmed screen.			
415			16	Verify the Remove button is available in the Grant Credit-Confirmed screen.	Remove button will be displayed in the Grant Credit-Confirmed screen.			
416			17	Click on Reports menu, Click on Event Log Report; click on Edit, click on Filters, remove existing saved filters, apply filter for the Event "Credit Granted", click on "Run Report without Saving" button. Verify that record is listed for the event "Credit Granted" in the generated Event log report.	Data will be displayed correctly in the generated Event Log report for the event "Credit Granted".			
417	196093	Assignments_Manage Reasons for Assignment	1	Login as Admin User; Navigate to Admin Home; Click on Manage Reasons link under Site Configuration tab; Click on Manage Reasons	Admin User will be navigated to the Manage Reasons - Assignment screen			
418			2	Click on the "+ Add Reason" link; Provide the unique value in the Reasons field; Click on Save; Verify the newly added Reason will be displayed in the Manage Reasons- Assignment Grid.	Newly added Reason will be displayed in the Manage Reasons- Assignment Grid.			
419			3	Verify the added reason is displayed in the Manage reasons Assignment page with the following creation information: 1. Reason. 2. Modified By. 3. Modified On. 4. Status as Enabled.	The added reason will be displayed in the Manage reasons Assignment page with the following creation information: 1. Reason. 2. Modified By. 3. Modified On. 4. Status as Enabled.			
420			4	Click on the View Information on this Item Icon; Verify the following details are displayed in the Reason-Assignment popup. 1. Reason. 2. Created By. 3. Created On. 4. Usage Count	The following details will be displayed correctly in the Reason-Assignment popup. 1. Reason. 2. Created By. 3. Created On. 4. Usage Count			
421			5	Click on Cancel button; Click on Edit icon for a reason under the 'Action' column in Enabled Reason grid; Update the Reason with unique value in the Reason text box and click on 'Save' button. Verify Admin User is navigated back to the 'Manage Reasons - Assignment' enabled reasons grid and the Reason is updated in the grid with the correct text.	Admin User will be able to modify the Reason, and updated Reason will be listed in the 'Manage Reasons - Assignment' Enabled Reasons grid			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
422			6	Click on the Disable Icon for the above Reason; Click on Disable button; Verify the modal is closed and ' Manage Reasons - Assignment' is refreshed with the list of Enabled Reasons and the selected reason is no longer available under the Enabled Reason grid.	List of Enabled Reason for Assignment in the Manage Reasons for Assignments screen will be refreshed and the selected reason will no more available under the Enabled Reason grid.			
423			7	Select the value 'Disabled' for 'STATUS' column drop-down, verify user is navigated to the Disabled Reasons grid and the newly disabled reason is listed under the Disabled Reasons grid.	Disabled reason will be listed in the Manage Reasons- Assignment screen with the applied filter as "Disabled" in the Status column.			
424			8	Click on the View Information Icon for the above Reason; Verify the following details are displayed in the Reason-Assignment popup. 1. Reason. 2. Created By. 3. Created On. 4. Usage Count	The following details will be displayed correctly in the Reason-Assignment popup. 1. Reason. 2. Created By. 3. Created On. 4. Usage Count			
425			9	Click on Cancel button; Click on the Enable icon for the above reason; Click on Enable button; Verify the modal is closed and ' Manage Reasons - Assignment' is refreshed with the list of Enabled Reasons, and the selected reason is available under the Enabled Reason grid.	Modal will be closed, and ' Manage Reasons - Assignment' is refreshed with the list of Enabled Reasons, and the selected reason is available under the Enabled Reason grid.			
426			10	Click on Reports menu; Generate Event log report for the following events and Verify the data in all the fields are displayed correctly in the generated Event Log report 1. Add Reason for Assignment. 2. Edit Reason for Assignment. 3. Disable Reason for Assignment. 4. Enable Reason for Assignment.	Data in all the fields will be displayed correctly in the generated Event Log report for the following events: 1. Add Reason for Assignment. 2. Edit Reason for Assignment. 3. Disable Reason for Assignment. 4. Enable Reason for Assignment.			
427	196094	Options_Manage Custom Fields	1	Precondition 1. Admin user.				
428			2	Login as Admin user mentioned in the Precondition section.	Admin user will be able to login successfully.			
429			3	Click on User Profile, click on Administrative View, click on Site Configuration; Click on Custom Fields link.	Admin User will be navigated to the Custom Fields screen			
430			4	Click on Add new Custom Field link in the Custom Fields screen; Select/Enter the following fields and click on Save button. 1. Field Name 2. Field Data Type 3. Drop down	Admin User will be able to add a new Custom Field in the Custom Fields screen			
431			5	Click on Edit button; Modify the below fields and click on Save button. 1. Field Name 2. Drop down	Admin User will be able to modify new Custom Field in the Custom Fields screen			
432	196095	Options_Manage E-Mail Translations	1	Precondition 1. Admin User with "Manage E-mail Translations" rights to access "Manage E-mail Translations" link. 2. Any e-Mail template(Ex: Assignment - New)				
433			2	Login as Admin user mentioned in the Precondition section.	Admin user will be able to login successfully.			
434			3	Click on User Profile, click on Administrative View, Click Site Configuration, click on Manage E-mail translations.	Manage E-mail translations page will be appear.			
435			4	Verify the Standard E-mail Template for e-Mail Template mentioned in the Precondition section is available	Standard E-mail Template for the email will be available and the status, "Standard" will be displayed.			
436			5	Click on the E-mail Template noted and modify the text in any of the E-mail section and Save	Admin User will be able to modify the text in each E-mail section of the Standard E-mail Templates and Customize.			
437			6	Access Preview screen and verify the updated text is displayed.	Updated text will be displayed in the preview screen			
438			7	Access the E-mail template list and Verify the Status column value for above Customized E-mail Template	The Status will be Changed to "Customized" for above Customized E-mail Template.			
439	196096	Options_Manage Custom Certificate	1	Precondition: 1.Admin user.				
440			2	Login as admin user noted in the setup, click on User Profile, click on Administrative View; click on Site Configuration, click on Custom Certificates link.	Custom Certificates-Enabled page will open with list of existing certificates.			
441			3	Click on Create Custom Certificate; Select and enter the values to the new custom certificate and click on save button.	Admin User will be able to create new custom certificate and Newly added custom certificate will be listed in the Custom certificates -Enabled page.			
442			4	Click on the added Custom Certificate; Click on Preview Custom Certificate and verify that Certificate of Completion is displayed appropriately in the previewed Custom certificate.	Certificate of Completion will be displayed appropriately in the previewed Custom certificate.			
443			5	Click on Edit link for the above added certificate; Modify few fields ,click on Save button. Click on modified Certificate and verify modified fields are displayed correctly in the certificate template.	Modified fields will be displayed correctly in the updated certificate template.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
444			6	Click Reports menu; Click on Event Log Report; Generate the Event log report for the below Events: 1. Add Custom Certificate 2. Edit Custom Certificate	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Add Custom Certificate 2. Edit Custom Certificate			
445	196098	Logs_Saved Event Log Report	1	Precondition: 1. Admin user. 2. Event recorded for the User.				
446			2	Login as admin user mentioned in the Precondition section.	Admin user will be logged in successfully.			
447			3	Click on User Profile, click on Administrative View. Click on Reports. Click on Event Log Report. Click on Edit, click on Filters, remove existing saved filters, apply filter for the user mentioned in Precondition, dates and events to include in the report.	Filter(s) criteria for User, dates and events to include in report will be set.			
448			4	Click on "Save as New Report", enter name in the Report Name field, enter description in the Report Description filed. Click on "Save". Verify the Saved Event log report is generated and records are displayed as per filter criteria set.	A new Saved Event log report will be generated and records will be displayed as per filter criteria set.			
449	196099	Logs_Event Log Report_ with search criteria.	1	Precondition: 1. Admin user. 2. Events recorded by the system				
450			2	Login as the admin user. Click on User Profile, click on Administrative View and click on Reports. Click on Event Log Report.	Event Log Report screen will be displayed.			
451			3	Click on Edit, click on Filters, remove existing saved filters, select ‘User ID’ as filter type, select 'contains' as operator. select 'Event Occurred On' as filter type, select 'is' within Last N days" as operator, select any value, select 'Event' as filter type, select 'is' as operator, search and select any event from the value drop down and click on 'Set Filter'.	Filter(s) criteria will be added to the workbench.			
452			4	Click 'Run Report without Saving' button and verify Event Log Report is generated and displaying list of Events as per the selected filter criteria.	Event Log Report will be generated and displaying list of Events as per the selected filter criteria.			
453	196101	Knowledge Center_Users_ view CW in alternate languages	1	Precondition 1. Company with licensed languages available 2. User in the above company				
454			2	Login as user mentioned in Precondition. Click on User Profile and click on 'Language Settings'. Select an alternate language from the drop down list of available languages and click 'Save'.	After selecting an alternate language the system will be displayed in the selected language. (Note: Some text will be in English if it has not yet been translated)			
455			3	Access various areas and screens within the system	Areas and screens within the system will be displayed in the updated language.			
456			4	Sign out and verify the application through user's login (user mentioned above) is still displayed in the language updated.	The application through user's login will still be displayed in the language updated.			
457			5	Login as user mentioned in Precondition. Click on User Profile and click on 'Language Settings'. Select language back to English from the drop down list and click 'Save'.	After selecting "English" language the system will be displayed in the default language.			
458			6	Access various areas and screens within the system	Areas and screens within the system will be displayed in the default language i.e., English.			
459	196102	Knowledge Center_Support_View Platform Documentation	1	Precondition 1. Admin User				
460			2	Log in to as the admin user specified in the precondition section, click on "Support" icon, click on Platform Documentation.	Platform documentation page will display and links will be available to the admin user			
461			3	Click on any link in platform documentation page.	User will be able to view file in PDF format.			
462			4	Close the PDF. Repeat the step# 2 for below links and verify below links are available to the admin user and admin user is able to open and view in PDF file format. * ComplianceWire Platform Release Guide * System Administrator's Guide * ComplianceWire Glossary of Terms * ComplianceWire Quick Reference Guide -Admin * ComplianceWire Learners Guide	Admin user will be able to open and view in PDF file format. * ComplianceWire Platform Release Guide * System Administrator's Guide * ComplianceWire Glossary of Terms * ComplianceWire Quick Reference Guide -Admin * ComplianceWire Learners Guide			
463	196103	Global_Tasks_Form Actions_Manager/Approver(s) e-Signature Only Form	1	Precondition 1. User 2. Manager/Approver(s) e-Signature Only Form with above user added to the Form signer group 3.Above form assigned to a Learner. 4. Require E-Signatures for Form Completions is enabled.				
464			2	Login as a User mentioned in the Precondition section; Access Tasks; Verify Form Action KPI is displayed	Form Actions KPI will be displayed to the User.			

	A	B	C	D	E	F	G	H
1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
465			3	Click on Form Action KPI; Search and click the Manager/Approver(s) e-Signature Only form mentioned in the Precondition; Verify the below details are displayed to the User on launching the Form Training Item from Form Actions KPI: 1. Banner having Training Information as Training Title (Training Code) Training version. 2. Learner(s) as Last Name, First Name (User Id) 3. Message "This training item must be completed by a qualified approver." 4. Form Status: Waiting for Approver's Signature 5. Form Signature Type: Manager/Approver(s) e-Signature Only 6. Questions Title for the list of Questions available for the Form Training Items 7. MAXIMUM NUMBER OF SIGNATURES REQUIRED (1) 8. APPROVER'S E-SIGNATURE REQUIRED TO COMPLETE THIS TRAINING ITEM heading with Icon. 9. Click here for the Approver to e-Sign button.	Manager will be able to locate the Manager Only form. Below details will be displayed to the User on launching the Form Training Item from Form Actions KPI: 1. Banner having Training Information as Training Title (Training Code) Training version. 2. Learner(s) as Last Name, First Name (User Id) 3. Message "This training item must be completed by a qualified approver." 4. Form Status: Waiting for Approver's Signature 5. Form Signature Type: Manager/Approver(s) e-Signature Only 6. Questions Title for the list of Questions available for the Form Training Items 7. MAXIMUM NUMBER OF SIGNATURES REQUIRED (1) 8. APPROVER'S E-SIGNATURE REQUIRED TO COMPLETE THIS TRAINING ITEM heading with Icon. 9. Click here for the Approver to e-Sign button.			
466			4	Verify "Click here for the list of signers" button is not displayed.	"Click here for the list of signers" button will not be displayed			
467			5	Click on the button "Click here for approver to e-sign" and verify that the text "Required Fields are marked with a red asterisk (*) is displayed in the e-signature panel for User.	Text "Required Fields are marked with a red asterisk (*) will be displayed in the e-signature panel for User.			
468			6	Enter valid User ID and Password of the Signer; Select Status as QUALIFIED/NOT QUALIFIED; select a reason for signature and click on Electronically Sign button in the e-Signature Required panel and verify User is able to e-Sign Manager Only form.	User will be able to e-sign Manager Only form for the Learner with a QUALIFIED/NOT QUALIFIED status			
469			7	Click on exit, Verify Tasks page is displaying the decremented Count for the Form Actions KPI.	Tasks page is displaying the decremented Count for the Form Actions KPI.			
470			8	Sign out and Login as Learner	Learner will be able to login.			
471			9	Access History and verify the completion recorded in the Learner's history.	Form completion will be recorded in the Learner's history.			
472			10	Verify the Completion Date will be displayed correctly in Learner's History and Completion Information screen.	Completion Date will be displayed correctly in Learner's History and Completion Information screen. * For DST completion Date, offset will be UTC-04:00 and non-DST, offset will be UTC-05:00			
473			11	Click on Review; Verify all the details are displayed correctly and Signature History is displayed with below details correctly for Signer: 1. Signer Level 2. Signers 3. Signature Date/Time: displayed based on User's preferred date/time format and PC time zone 4. Action 5. Signature Comments	All the details will be displayed correctly, and Signature History is displayed with below details correctly for Signer: 1. Signer Level 2. Signers 3. Signature Date/Time: displayed based on User's preferred date/time format and PC time zone 4. Action 5. Signature Comments			
474	196105	Global_Request Credit	1	Precondition 1. EDUADMIN preference "Credit Request/Approval" turned ON 2. Admin User 3. User. 4. Training Item. 5. Assignment for the above User and Training Item.				
475			2	Login as User mentioned in the Precondition; Access To-Do list; Search for the Training Item mentioned in the Precondition;	User will be able to search the Training Item in To-Do list.			
476			3	Expand the Training Item; Click on Request Credit button; Verify User is navigated to the Request Credit screen.	User will be navigated to the Request Credit screen.			
477			4	Enter all the mandatory and non-mandatory fields of the Request Credit screen and Click on Submit button.	User will be navigated to the to the Request Credit - Confirmed screen on clicking Submit button			
478			5	Verify the following details are displayed in the Request Credit Confirmed screen: 1. Page Header as "Request Credit - Confirmed". 2. Return button. 3. User information under USER section. 4. Training Information under TRAINING section. 5. Assignment Information under ASSIGNMENT section. 6. Completion Date under CREDIT section. 7. Reason under CREDIT section. 8. Attachment under CREDIT section. 9. Comments under CREDIT section.	The following details will be displayed as in the Request Credit Confirmed screen: 1. Page Header as "Request Credit - Confirmed". 2. Return button. 3. User information under USER section. 4. Training Information under TRAINING section. 5. Assignment Information under ASSIGNMENT section. 6. Completion Date under CREDIT section. 7. Reason under CREDIT section. 8. Attachment under CREDIT section. 9. Comments under CREDIT section.			
479			6	Click on Return button; Access To-Do and search for the TI mentioned in the setup; Click on the expand button and verify the View Request section is available in the expanded view.	View Request section will be available in the expanded view of learners To-Do list.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
480			7	Click on the View Request button and verify the following details are displayed: 1) Request Status as Pending Approval 2) Requested On Date & Time 3) Reason 4) Completion Date 5) Attachment 6) Comments	The View Request button and verify the following details are displayed: 1) Request Status as Pending Approval 2) Requested On Date & Time 3) Reason 4) Completion Date 5) Attachment 6) Comments			
481	196106	Global_Approve Credit	1	**Precondition:** 1. Company preference "Credit - Request/Approval" is turned ON. 2. Manager with Direct report(s). 3. Credit Request by the above direct report(s) with Attachment. 4. Credit Approvals count is noted.				
482			2	Login as Manager mentioned in the Precondition.	Manager will be able to login successfully.			
483			3	Access Tasks; Click on Credit Approvals KPI.	Credit Approvals grid will be displayed.			
484			4	Click on any row, verify Credit Approval modal pop-up is displayed with Reject button as disabled and Approve button as enabled.	Credit Approval modal pop-up will be displayed with Reject button as disabled and Approve button as enabled.			
485			5	Click on the Attachment link and verify attached file is opened in new tab.	Attached file will be opened in new tab.			
486			6	Close new tab, enter Comments and Verify "Reject" button is enabled. Click on Approve button and verify Manager returns back to Credit Approvals grid and the item for which credit is approved is no more available in the list.	"Reject" button will be enabled. Manager returns back to Credit Approvals grid and the item for which credit is approved will no more be available in the list.			
487			7	Verify the Credit Approvals count is decremented by 1 on the KPI and in the grid.	Credit Approvals count will be decremented by 1 on the KPI and in the grid.			
488			8	Navigate to Reports menu, click on Event Log Report; Generate the Event log report for the Event "Credit Approved" for the user. Verify that record will be listed for the event "Credit Approved" in the generated Event log report and verify that Admin User will not be able to edit the generated event log report.	Data in the selected the fields will be displayed correctly in the generated Event Log report for the event "Credit Approved". Admin User will not be able to edit the generated event log report.			
489	196107	Tasks_E-Sign_Review Curriculum Version_Curriculum Owner	1	Precondition: 1. Company preference, 'Enable Curriculum Owner Security Role' turned ON 2. Require E-signatures for Curricula Workflow Actions(Approvals and Review) is enabled 3. Curriculum with 'Effective' status and with a Curriculum Owner who is an Admin User and routed for Review.				
490			2	Login as Curriculum Owner noted in setup; Click Tasks; Click Curricula Actions; Click 'Review Required' link; Select the Curriculum version mentioned in precondition to view;	Curriculum Owner will be able to login and navigate to the Curriculum Version in Curricula Actions screen as mentioned in precondition.			
491			3	Click Review Required; Select Curriculum, Select Review Actions Click on Acknowledge Review; Enter valid User ID and Password of the Admin User and click on Electronically Sign button in the e-Signature Required panel and verify Curriculum Owner is able to review an Effective status of curriculum version and will be recorded as being complete as of the date of the acknowledgement and electronically sign.	Curriculum Owner will be able to e-Sign for the review of an Effective status of curriculum version			
492			4	Click on User Profile, click on Administrative View; Search for the Curriculum noted in the setup and access the view screen;	The review of an Effective status curriculum version will be recorded as being complete as of the date of the acknowledgement.			
493			5	Click Logs; Click on Event Log Report; Generate the Event log report for the below Events: 1. Curriculum Version Routed For Review 2. Curriculum Version Acknowledged Review	Data in the selected the fields will be displayed correctly in the generated Event Log report for the below events: 1. Curriculum Version Acknowledged Review 2. Curriculum Version Routed For Review			
494	196108	History_History list with Filters	1	Precondition 1. User. 2. Various Completions for the above user				
495			2	Login as the user mentioned in the Precondition section. Click History, click Filter, select/enter data for any combination of options and click Search	The user's training completions will be displayed based on the selections made by the user.			
496	196109	Login_Reset Forgotten Password	1	Precondition: 1. "Reset Forgotten Password option" set to "Users can reset their forgotten password, by answering personal question(s)" . 2. Admin user 3. Test User#1 without the below details o Minimum security question needed to reset forgotten password not answered. 4. Test User#2 with the below details o Valid Email ID o Answered minimum security question needed to reset forgotten password.				
497			2	Login as admin user as mentioned in the precondition, Click on User Profile, click on Administrative View, click on Site Configuration, Click on Classroom Options / Company Preferences link	Classroom Options / Company Preferences Page will be displayed.			
498			3	Verify 'Request Password' preference is no longer displayed in Classroom Options / Company Preferences page.	The 'Request Password' preference will no longer displayed in Classroom Options / Company Preferences page.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
499			4	Click on 'Reset Forgotten Password option' and verify only the below 2 options are displayed • Users can NOT reset their forgotten password • Users can reset their forgotten password, by answering 'x' personal question(s).	Reset Forgotten Password option will display only the below 2 options • Users can NOT reset their forgotten password • Users can reset their forgotten password, by answering 'x' personal question(s).			
500			5	Sign out as Admin user. Click on 'Forgot your password' link. Verify Forgot your password? modal window is displayed with • User Id • Company Code	Forgot your password? modal window will be displayed with • User Id • Company Code			
501			6	Enter User Id and Company Code of Test User#1 mentioned in precondition user and click on 'Continue' button. Verify "Security questions have not been setup for this User Id. Please contact your system administrator." message is displayed and no 'Reset Password' button is displayed.	"Security questions have not been setup for this User Id. Please contact your system administrator." message will be displayed and no 'Reset Password' button will be displayed.			
502			7	Close Forgot your password? modal window. Click on 'Forgot your password' link.	Forgot your password? modal window will be displayed with • User Id • Company Code			
503			8	Enter User Id and Company Code of Test User #2 mentioned in precondition user and click on 'Continue' button. Verify "To reset your password, using previously answered questions, please click the reset password button below." message is displayed and 'Reset Password' button is displayed.	"To reset your password, using previously answered questions, please click the reset password button below." message will be displayed and 'Reset Password' button will be displayed.			
504			9	Verify that "EMAIL" button for emailing for password is not displayed in modal window.	The "EMAIL" button for emailing for password will not be displayed in modal window.			
505			10	Click on 'Reset Password' link. Verify only the questions for which the Test User#2 had provided answers are displayed.	Only the questions for which the Test User#2 had provided answers are displayed.			
506			11	Click on 'Continue' button without answering the question(s).	User will be required to answer all the questions and will not be able to proceed further.			
507			12	Answer 1 or two security question incorrectly and click on continue.	Text "You have entered an incorrect response to a question. Please try again, or contact your system administrator to reset your password" and admin user is asked to enter answer again.			
508			13	Answer all the security question correctly and click on 'Continue' button.	Test User#2 will be navigated to "Forgot Your password" page			
509			14	Enter different values for password in 'New Password' and 'Confirm New Password' text boxes and click on 'submit' button.	"The new Password and Password confirmation do not match." message will be displayed			
510			15	Enter same values for password in 'New Password' and 'Confirm New Password' text boxes such that the Password Polices are not met. Click on 'Submit' button.	Exceeds Maximum Length message will be displayed			
511			16	Enter same values for password in 'New Password' and 'Confirm New Password' text boxes such that the Password Polices are met. Click on 'Submit' button.	Your Password has been changed popup will be displayed. Password will be updated with the New Password			
512	196110	Login_User be able to login into CW	1	Precondition: 1. Valid User in a company.				
513			2	Access ComplianceWire Login screen; enter data in User ID text box; enter data in Password text box and Verify that Password is displayed in non-readable form	On entering Password for login, password will be displayed in non-readable form.			
514			3	Enter data in Company Code text box and Click I Accept	The application will open and bring up the 'Knowledge Center -- Compliance wire' screen.			
515	196112	Curriculum Vitae- Manage CV	1	1. Company Preferences 'Company with CVs' enabled. 2. User 3. PDF document to be uploaded				
516			2	Login as user as mentioned in precondition	User will be able to login successfully			
517			3	Click User Profile. Click Curriculum Vitae.	Curriculum Vitae page will be displayed.			
518			4	Click Add for any category. Enter data in each input box (data required will vary depending on the field. Click Add.	Data entered will be saved.			
519			5	Click on Approve this CV and enter valid credentials in the e-signature dialog box.	User able to e-sign successfully and CV status will be changed to Effective.			
520			6	Click 'Upload CV'. Click on 'Choose File', browse and select the pdf file mentioned in setup. Verify the browsed file name is displayed next to the 'Choose File' button.	The browsed file name will be displayed next to the 'Choose File' button			
521			7	Click on 'Upload File'	File will be uploaded to CV			
522			8	Verify that the CV status changed to Pending.	CV Status will be changed to Pending.			
523			9	Click on 'Approve this CV'. Enter valid Username and Password credential of logged in user and click on Electronically sign button.	CV will be approved by the user and status of the CV changes to "Effective".			
524	196113	Support_Update Date/Time display preferences	1	1. New User. 2. Completions of the Training Item listed in the History.				
525			2	Login as New User mentioned in the Precondition section; Access User Profile; Click on Date/Time Format; Verify the default Date/Time format set to the New User is displayed as below: * Available date input format settings as "M/d/yyyy" * Available date display format settings as "MM/DD/YYYY of the Current Date" * Available time display settings as "1:30:55 PM"	Default Date/Time format will be set as below to the New User : * Available date input format settings as "M/d/yyyy" * Available date display format settings as "MM/DD/YYYY of the Current Date" * Available time display settings as "1:30:55 PM"			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
526			3	Click on History tab; Verify the Date and Time for the Completed On field is displayed based on the default Date/Time settings and offset value is displayed on hover over the Completed On Date field for the completions mentioned in the precondition in the History screen.	Date and Time for the Completed On field will be displayed based on the default Date/Time settings and offset value will be displayed on hover over the Completed On Date field for the completions mentioned in the precondition in the History screen.			
527			4	Click on the Training Code to view the Completion Information Screen of the Training Item; Verify the Date and Time for the Completed On field is displayed based on the default Date/Time settings and offset value is displayed on hover over the Completed On Date field for the completions mentioned in the precondition in the Completion Information Screen.	Date and Time for the Completed On field is displayed based on the default Date/Time settings and offset value is displayed on hover over the Completed On Date field for the completions mentioned in the precondition in the Completion Information Screen.			
528			5	Access User Profile; Click on Date/Time Format; Update the below Date/Time format: * Available date input format settings. * Available date display format settings. * Available time display settings as "1:30:55 PM UTC-5"	New User will be able to update the below fields in the Date/Time format screen. * Available date input format settings. * Available date display format settings. * Available time display settings.			
529			6	Click on History tab; Verify the Date and Time for the Completed On field is displayed based on the updated Date/Time settings along with the offset value for Completed On Date field for the completions mentioned in the precondition in the History screen.	Date and Time for the Completed On field will be displayed based on the updated Date/Time settings along with the offset value for Completed On Date field for the completions mentioned in the precondition in the History screen.			
530			7	Click on the Training Code to view the Completion Information Screen of the Training Item; Verify the Date and Time for the Completed On field is displayed based on the updated Date/Time settings along with offset value is displayed for Completed On Date field for the completions mentioned in the precondition in the Completion Information Screen.	Date and Time for the Completed On field will be displayed based on the updated Date/Time settings along with offset value for Completed On Date field for the completions in the Completion Information Screen.			
531	196114	Locked_Quizzes_and_Exams_Admin_Home_Breadcrumb	1	Precondition: 1. Admin User with preferred Date and Time format set. 2. Admin User PC TimeZone set to other than IST or EST. 3. Incomplete and Overdue Locked Quizzes & Exams exists in the company.				
532			2	Login as Admin User, Click on User Profile, click on Administrative View and Verify Admin Home Page is displayed.	Admin User will be logged in and Admin Home Page will be displayed.			
533			3	Verify Locked Quizzes and Exams KPI is displayed with Count and Refresh icon on the Admin Home page.	Locked Quizzes and Exams KPI will be displayed with Count and Refresh icon on the Admin Home page.			
534			4	Hover over on the Refresh icon and verify Last Refreshed is displayed in below format: 1. Logged in User's preferred date and time format 2. Logged in User's PC time zone	Last Refreshed will be displayed in below format: 1. Logged in User's preferred date and time format 2. Logged in User's PC time zone			
535			5	Click on Locked Quizzes & Exams KPI and verify user is navigated to the Locked Quizzes & Exams Report.	User will be navigated to the Locked Quizzes & Exams Report.			
536			6	Verify the below details are displayed in the Report: Report Name: Locked Quizzes & Exams Report Description: Quiz and Exam assignments that cannot be completed due to maximum number of attempts being reached. Filtered by "Assignment Status is Incomplete or Overdue and Is Exam/Quiz Locked is True and Is Effective Assignment is True " Grouped By: Not Selected Selected Columns: 1. User 2. Training 3. Assignment Status 4. Assignment Due Date 5. Assignment Date	Below details will be displayed in the Report: Report Name: Locked Quizzes & Exams Report Description: Quiz and Exam assignments that cannot be completed due to maximum number of attempts being reached. Filtered by "Assignment Status is Incomplete or Overdue and Is Exam/Quiz Locked is True and Is Effective Assignment is True" Grouped By: Not Selected Selected Columns: 1. User 2. Training 3. Assignment Status 4. Assignment Due Date 5. Assignment Date			
537			7	Click on any Training Entity in the Report and verify user is navigated to the Assignment Information screen; Click on Grant Credit link under Actions in the Assignment Information page, Enter/Select values to mandatory/non-mandatory fields and click on the submit Button	Admin User will be navigated to the Grant Credit - Confirmed page. Credit will be granted for the training Item.			
538			8	Click Return on Grant Credit - Confirmed Screen; Click on Return to Report in the Assignment Information screen and verify User is navigated to the Locked Quizzes & Exams Report	User will be navigated to the Locked Quizzes & Exams Report			
539			9	Click on Admin Home Breadcrumb in the Locked Quizzes & Exams report and Verify user is navigated back to Admin Home page.	User will be navigated back to Admin Home page.			
540	196115	Locked_Users_Admin_Home_Breadcrumb	1	Precondition: 1. Admin User with preferred Date and Time format set. 2. Admin User PC TimeZone set to other than IST. 3. Locked User(s) exists in the company.				

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
541			2	Login as Admin User, click on User Profile, click on Administrative View and Verify Administrator Home Page is displayed.	Admin User will be logged in and Administrator Home Page will be displayed.			
542			3	Verify Locked Users KPI is displayed with Count and Refresh icon on the Admin Home page. Verify title: Locked Users is displayed with Locked Users Count.	Locked Users KPI will be displayed with Count and Refresh icon on the Admin Home page. Title: Locked Users will be displayed with Locked Users Count.			
543			4	Hover over on the Refresh icon and Verify Last Refreshed is displayed in below format: 1. Logged in User's preferred date and time format 2. Logged in User's PC time zone	Last Refreshed will be displayed in below format: 1. Logged in User's preferred date and time format 2. Logged in User's PC time zone			
544			5	Click on Locked Users KPI and verify user is navigated to the Report.	User will be navigated to the Report.			
545			6	Verify the below details are displayed in the Report: Report Name: Locked Users Report Description: Users that cannot login due to incorrect password attempts or have been locked out by an administrator. Filtered by "Is Locked is True and User Enable is True" Grouped By: Not Selected Selected Columns: 1. User Last Name 2. User First Name 3. User ID 4. Manager 5. User Home Organization	Below details will be displayed in the Report: Report Name: Locked Users Report Description: Users that cannot login due to incorrect password attempts or have been locked out by an administrator. Filtered by "Is Locked is True and User Enable is True" Grouped By: Not Selected Selected Columns: 1. User Last Name 2. User First Name 3. User ID 4. Manager 5. User Home Organization			
546			7	Click on any User Entity in the Report and verify user is navigated to the User's General Information screen.	User will be navigated to User's General Information screen.			
547			8	Unlock User Login and Click on Return in the User General Information screen and verify User is navigated to the Locked Users Report	User will be navigated to the :Locked Users Report			
548			9	Click on Admin Home bread crumb in the Locked Users Report and Verify user is navigated back to Admin Home page.	User will be navigated back to Admin Home page.			
549	196385	Training Item_Classes_Add, View, Retire and Remove Reference Material	1	Precondition: 1. Company Preference "Single File Upload - Enable" is turned ON. 2. Admin User 3. ILC Training item#1 with Class having Reference Material(s).				
550			2	Login as Admin User, navigate to Admin Home, search for ILC Training Item#1, navigate to Class General Information screen, click on Reference Material, click on "Actions" and click on "Add a Document"; Enter Document Name and upload the File	Uploaded File name with "File uploaded successfully" message will be displayed in the Add a Document modal popup.			
551			3	Click on "Save Document" and Verify Admin User is navigated to Class Reference Material list and newly added document is displayed in the list. Verify details are displayed correctly for the newly added document in the Reference Material list.	Admin User will be navigated to Class Reference Material list and newly added document will be displayed in the list. Details will be displayed correctly for the newly added document in the Reference Material list.			
552			4	Click on "View Document" icon for the newly added Document and Verify uploaded file is opened in new tab for viewing and downloading.	Uploaded file will be opened in new tab for viewing and downloading.			
553			5	Click on "Retire Document" icon for any Reference Material, click on "Retire" button and Verify selected Reference Material is retired, and the row is greyed out or disabled.	Selected Reference Material will be retired, and the row will be greyed out or disabled.			
554			6	Verify only "View Document" and "Remove Document" icons are enabled for the retired document.	Only "View Document" and "Remove Document" icons will be enabled for the retired document.			
555			7	Click on "Remove Document" icon for any Reference Material, click on "Remove" button and Verify selected Reference Material is removed and is not displayed in the Reference Material list.	Selected Reference Material will be removed and will not be displayed in the Reference Material list.			

	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
556			8	Click on Reports menu, click on Event Log Report, click on Edit, click on Filters, set filters for below events and run the report: * Add Class Reference Item * Delete Class Reference Item * Retire Class Reference Item Verify Records for Add Class Reference Item, Delete Class Reference Item and Retire Class Reference Item events performed in the above steps are displayed in the generated Report: Verify below details are displayed correctly for events: 1. Event: Add Class Reference Item/Delete Class Reference Item/Retire Class Reference Item 2. Event Occurred ON: Date and time when the event is performed 3. Event Created By User ID : User ID of Admin User 4. Affected Entity Type: Reference Material 5. Affected Entity: Class Title (Class Code) | Training Title (Training Code) Major.Minor [Type Abbr]	Records for Add Class Reference Item, Delete Class Reference Item and Retire Class Reference Item events performed in the above steps will be displayed in the generated Report: Below details will be displayed correctly for events: 1. Event: Add Class Reference Item/Delete Class Reference Item/Retire Class Reference Item 2. Event Occurred ON: Date and time when the event is performed 3. Event Created By User ID : User ID of Admin User 4. Affected Entity Type: Reference Material 5. Affected Entity: Class Title (Class Code) | Training Title (Training Code) Major.Minor [Type Abbr]			
557			9	Verify rows are not clickable for the below events in the generated Event Log Report: * Add Class Reference Item * Delete Class Reference Item * Retire Class Reference Item	Rows will not be clickable for the below events in the generated Event Log Report: * Add Class Reference Item * Delete Class Reference Item * Retire Class Reference Item			
558	198369	Incomplete_Assignments_Report_Admin_Home_Breadcrumb	1	**Precondition**: 1. Admin User 2. Users with above Admin User as Manager and has Incomplete Assignments. 3. Incomplete Assignments whose Assignment Due Date falls in \"Due in X Days\"Incomplete 4. Assignments whose Assignment Due Date is greater than X value or BLANK value. 5. Overdue Assignments for Users and Training Items. 6. Admin User with preferred Date and Time format set. 7. Admin User PC Time Zone set to other than IST.				
559			2	Login as Admin User; Access User Profile; Click on Administrative View; Verify Pie Chart for "Incomplete Assignments" KPI with the below categories along with the respective Indicators and Refresh Icon are displayed in the Administrator Home Page to the Admin User. 1. Overdue. 2. At Risk 3. Not At Risk	KPI of Pie Chart for "Incomplete Assignments" KPI with the below categories along with the respective Indicators and Refresh Icon will be displayed in the Administrator Home Page to the Admin User. 1. Overdue. 2. At Risk 3. Not At Risk			
560			3	Hover over on the Refresh icon and Verify Last Refreshed is displayed in below format: 1. Logged in User's preferred date and time format 2. Logged in User's PC time zone	Last Refreshed will be displayed in below format: 1. Logged in User's preferred date and time format 2. Logged in User's PC time zone			
561			4	Click on the Incomplete Assignments Pie Chart KPI; Verify Admin User will be navigated to the Canned Incomplete Assignment Report with the below options available in the Canned Incomplete Assignment Report on clicking on Incomplete Assignments Pie Chart KPI: 1. Report Title as "Incomplete Assignments" 2. Description as "Required assignments that have not yet been completed by learners." 3. Report Header that comprises of Applied Filters, Group By and Selected Report Time Zone.	Admin User will be navigated to the Canned Incomplete Assignments Report with the below options available in the Canned Incomplete Assignments Report on clicking on "Incomplete Assignments Pie Chart KPI: 1. Report Title as "Incomplete Assignments" 2. Description as "Required assignments that have not yet been completed by learners." 3. Report Header that comprises of Applied Filters, Group By and Selected Report Time Zone			
562			5	Click on any row in the Incomplete Assignments and Verify Admin User is navigated to the Assignment Information screen with all details displayed correctly Click on Grant Credit under Actions in the Assignment Information Page; Grant Credit for the assignment from the Assignment Information screen; Click on Return button and Verify Admin User is navigated to the Assignment Information screen with all updated details displayed correctly.	Admin User will be navigated to the Assignment Information screen with all details displayed correctly on clicking any row in the generated Incomplete Assignments from "Incomplete Assignments" Pie Chart KPI. Grant Credit is successful for the user and Admin User will be navigated to the Assignment Information screen with all updated details displayed correctly.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
563			6	Click on Return to Report link and Verify Admin User is navigated to the Incomplete Assignments report page Click on Admin Home Breadcrumb and Verify Admin User is navigated to the Admin Home Page	Admin User will be navigated to the generated Incomplete Assignments on clicking Return button from Assignment Information screen with decremented count. Admin User will be navigated to the Admin Home Page on clicking Admin Home breadcrumb in Incomplete Assignments screen.			
564			7	Open At Risk pie and verify admin user navigates to Incomplete Assignments report page with Incomplete Assignment Status as At Risk	Admin User will be navigated to the Canned \"At Risk\" Incomplete Assignment report			
565			8	Click on Admin Home breadcrumb and verify admin user navigates to Admin Home page	Admin User will be navigated to the Admin Home Page on clicking Admin Home breadcrumb in Incomplete Assignments screen.			
566			9	Open Not At Risk pie and verify admin user navigates to Incomplete Assignments report page with Incomplete Assignment Status as Not At Risk	Admin User will be navigated to the Canned \"Not At Risk\" Incomplete Assignment report			
567			10	Click on Admin Home breadcrumb and verify admin user navigates to Admin Home page	Admin User will be navigated to the Admin Home Page on clicking Admin Home breadcrumb in Incomplete Assignments screen.			
568			11	Open Overdue pie and verify admin user navigates to Incomplete Assignments report page with Incomplete Assignment Status as Overdue	Admin User will be navigated to the Canned \"Overdue\" Incomplete Assignment report			
569			12	Click on Admin Home breadcrumb and verify admin user navigates to Admin Home page	Admin User will be navigated to the Admin Home Page on clicking Admin Home breadcrumb in Incomplete Assignments screen.			
570	310879	CV Assignment_Completion by User	1	**Preconditions:** 1. Admin User 2. Company Preference "Curriculum Vitae - Access" is ON 3. "Require e-Signatures for Assignment" is ON 4. User #1 5. User Group #1 with "N" Users				
571			2	Login as Admin User, navigate to Admin Home, click "+Add" button, click on "Assignment Definition Type", select "Curriculum Vitae" from Assignment Definition Type dropdown, search and select User Group #1 in User Selection(s) section, click on continue, click on "-> Continue" in the Confirmation - Assignment Definition pop-up; click on "-> Continue" in the Confirmation - Assignment Definition pop-up, enter valid credentials, click on "Electronically Sign"; Verify admin user is navigated to the Assignment Job page	Admin user will be navigated to the Assignment Job page with all details displayed correctly			
572			3	Click on above created Assignment job; Click on "Edit Definition" in the Assignment Definition GI screen; Select User from User Selection(s) section and select User #1 mentioned in the Precondition; click on continue.	Admin user will be navigated to "Edit an Assignment Definition" screen. Admin user will be able to update the CV Assignment Definition.			
573			4	Click on "-> Continue" in the Confirmation - Assignment Definition pop-up; Enter valid credentials, click on "Electronically Sign"; Click on "Check Assignment Job Status" and Verify Assignment Jobs page is displayed with the created CV assignment job	Assignment Jobs page will be displayed with the created CV assignment job			
574			5	Sign Out and login as User #1; Launch Curriculum Vitae from To-Do list.	User #1 will be able to launch, and Curriculum Vitae page will be displayed.			
575			6	Click 'Upload CV'. Click on 'Choose File', browse and select a pdf file. Verify the browsed file name is displayed next to the 'Choose File' button.	The browsed file name will be displayed next to the 'Choose File' button			
576			7	Click on 'Upload File'	File will be uploaded to CV			
577			8	Verify that the CV status changed to Pending.	CV Status will be changed to Pending.			
578			9	Click on 'Approve this CV'. Enter valid Username and Password credential of logged in user and click on Electronically sign button.	CV will be approved by the user and status of the CV changes to "Effective".			
579			10	Access History and verify the completion for the Curriculum Vitae is recorded in History.	Completion for the Curriculum Vitae will be recorded in History.			
580	312193	Reports_Event Log report - Add, Edit, Remove User Group_Meta User group.	1	Precondition 1. Admin User. 2. User Group#1 - Non-Meta User Group(s) with User(s).				
581			2	Login as Admin user. Click on User Profile, Click on Administrative View and Click Add User Group. Select the organization where the group will be created. Click Continue. Enter data in the User Group Name text box. Select Group Type: General. Select 'Metagroup' checkbox, click Continue.	New User group will be created and user will be navigated to the user group General Information page.			
582			3	Click on Membership Criteria link in left nav. Click on Actions, click on Edit Group Criteria. Add a new criteria for User Group#1 by selecting 'equals to' operator and User Group #1 as a Criteria Value. Click on Save Changes and Verify Admin User is able to edit the group criteria. Wait for the job to run and Verify Users Count is updated in the User Group General Information screen based on the updated User Group Criteria.	Admin User will be able to edit the group criteria for the selected User Group. Users Count will be updated in the User Group General Information screen based on the updated User Group Criteria.			
583			4	Click on Actions, click on Edit User group, update group name and click on Continue button.	User will be navigated to User Group General information screen. User Group Name will be updated.			

1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
584			5	Click on Actions, click on Remove User Group, click on Remove button in 'Remove User Group' popup.	User will be navigated to admin home page			
585			6	Click on Reports, generate the Event Log Report for the below events: 1. Add User Group 2. Edit User Group 3. Remove User Group	Event log report will be generated for "Remove User Group", "Add User Group" and "Edit User Group" events.			
586			7	Verify below details are displayed correctly for the user group created: Event: "Add/Edit/Remove User Group" Event occurred on: <the correct time of the event in Admin User's preferred date/time format> Event Created by User id: <Admin user ID.> Affected Entity Type: "User Group" Affected Entity: <User group name> Verify the rows for Remove User Group event are not clickable in the generated Event Log Report.	Below details will be displayed correctly for the user group created: Event: "Add/Edit/Remove User Group" Event occurred on: <the correct time of the event in Admin User's preferred date/time format> Event Created by User id: <Admin user ID.> Affected Entity Type: "User Group" Affected Entity: <User group name> The rows for Remove User Group Event will be not clickable in the generated Event Log Report.			
587			8	Click on the row for the Meta User group which was removed for the event "Add/Edit User Group" in the generated Event Log Report.	Pop up window with below message will be displayed for both events.: "You do not have sufficient rights to access the affected entity, or the affected entity was removed by another event.".			
588	333314	Assignments_Manage Reasons for Assignments_Assignment Definition	1	Login as Admin User; Navigate to Admin Home; Click on Manage Reasons link under Site Configuration tab; Click on the "+ Add Reason" link; Provide the unique value in the Reasons field; Click on Save; Search for the newly added Reason'; Verify the newly added Reason is saved in the grid with the correct Reason, Modified By, Modified On, and Status.	The newly added Reason will be saved in the grid with the correct Reason, Modified By, Modified On, and Status.			
589			2	Click on Add an Assignment Definition under Administration; Verify the added Reason will be listed under Reason for this assignment dropdown in the Add an Assignment Definition screen.	Added Reason will be listed under Reason for this assignment dropdown in the Add an Assignment Definition screen.			
590			3	Select/Enter mandatory fields by selecting the above added Reason from the "Reason for this assignment" dropdown to the User and Training Item; Click on Continue button; Verify the selected Reason for Assignment is displayed correctly in the Confirmation - Assignment Definition popup to the Admin User.	Selected Reason for Assignment will be displayed correctly in the Confirmation - Assignment Definition popup to the Admin User.			
591			4	Click on Continue button; Provide e-Sign credentials and click on Electronically Sign button; Navigate to Reports; Generate Assignment Definition Report by selecting the column "Reason for Assignment" and applying filter for the column "Reason for Assignment" for the above created Reason; Click on the row in the generated Assignment Definition Report; Verify the value for Reason for Assignment is displayed correctly in the Assignment Definition General Information Page.	Value for Reason for Assignment will be displayed correctly in the Report Header of the generated Assignment Definition Report. Value for Reason for Assignment will be displayed correctly in the Assignment Definition General Information Page.			
592			5	Click on Edit Definition link; Verify the value for Reason for Assignment is displayed correctly in the Edit an Assignment Definition Page.	Value for Reason for Assignment will be displayed correctly in the Edit an Assignment Definition Page.			
593			6	Click on Reports; Generate My Default Assignment Report by selecting the column "Reason for Assignment" and applying a filter for the column "Reason for Assignment" for the above-created Reason; Click on the row; Verify the value for Reason for Assignment, along with other detail, will be displayed correctly in the Assignment Information Page	Value for Reason for Assignment will be displayed correctly in the Report Header and also in the generated Assignment Report. Value for Reason for Assignment along with other details will be displayed correctly in the Assignment Information Page			
594			7	Click on the ' Manage Reasons' link under the Site Configuration tab; Click on the 'Disable' icon for a Reason, click on the 'Disable' button on the modal; Verify the modal is closed and ' Manage Reasons - Assignment' is refreshed with the list of Enabled Reasons and the selected reason is no longer available under the Enabled Reason grid.	Reason for Assignment will be disabled and no longer available under the Enabled Reason grid.			
595			8	Click on Add an Assignment Definition under Administration; Verify that the disabled Reason will no longer be listed under Reason for this assignment dropdown in the Add an Assignment Definition screen.	Disabled Reason will no longer be listed under Reason for this assignment dropdown in the Add an Assignment Definition screen.			
596			9	Click on Reports; Generate the Assignment Definition Report for the above created assignment; Click on the row for the User and Training Item; Verify the disabled Reason for Assignment is still displayed correctly in the Assignment Definition General Information Page.	Disabled Reason will be displayed correctly in the Report Header and also in the generated Assignment Definition Report. Disabled Reason for Assignment will still be displayed correctly in the Assignment Definition General Information Page.			
597			10	Generate the above My Default Assignment Report; Click on the row; Verify the value for Disabled Reason for Assignment along with other details will be displayed correctly in the Assignment Information Page	Disabled Reason will be displayed correctly in the Report Header and also in the generated Assignment Report. Value for Disabled Reason for Assignment, along with other details, will be displayed correctly in the Assignment Information Page			
598			11	Click on the ' Manage Reasons' link under the Site Configuration tab; Select the value 'Disabled' for 'STATUS' column drop-down; Click on 'Enable' icon for a Reason, click on 'Enable' button on the modal; Verify the modal is closed and ' Manage Reasons - Assignment' is refreshed with the list of Enabled Reasons, and the selected reason is available under the Enabled Reason grid.	Reason for Assignment will be enabled under the Enabled Reason grid.			

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1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
599			12	Click on Add an Assignment Definition under Administration; Verify that the enabled Reason will be listed under Reason for this assignment dropdown in the Add an Assignment Definition screen.	Enabled Reason will be listed under Reason for this assignment dropdown in the Add an Assignment Definition screen.			
600			13	Generate Event Log Report for the above events and verify that the following details are displayed correctly in the generated Event Log Report. Events: Add Reason for Assignment/Enable Reason for Assignment/Disable Reason for Assignment Affected Entity Type: Reason Affected Entity: BLANK Additional info: The Reason that was added/enabled/disabled respectively	Following details will be displayed correctly in the generated Event Log Report. Events: Add Reason for Assignment/Enable Reason for Assignment/Disable Reason for Assignment Affected Entity Type: Reason Affected Entity: BLANK Additional info: The Reason that was added/updated/enabled/disabled respectively			