|  |  |  |  |
| --- | --- | --- | --- |
| Office: |  | **Date:** |  |
| Test Scenario/ Description: |  | **Test Script Developer:** |  |
| Test Cases (e.g., WesID and Name): |  | **Tester:** |  |

(Add lines as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | **Test Process** | * **If Successful or Describe Issue(s)** | **\*Describe Action:**  **(S) Change Setup,** (B) Change Bus Proc, (M) Modify PS, (O)Other | **Status** |
| 1 | Navigation:  Prerequisites and/or Expected Outcome: |  |  |  |
| 2 | Navigation:  Prerequisites and/or Expected Outcome: |  |  |  |
|  |  |  |  |  |
| Nature of problems encountered, comments, questions, etc. | | | | |

* **If test fails:**
  + **Use the codes indicated (Describe Action) to denote type of solution AND specific details about the corrective action taken.**
  + **Submit a Service Now Ticket. Begin the Short Description with ”CS UPG”.**
  + **Attach the Test Script and any other relevant documentation.**