

Before you start testing, [Click Here](#) to check the Testing Scenario Availability page of the microsite which is updated daily to ensure you are only working through scenarios that are available to test.

Ref.	Role	Organisation Name/ID Scenario	Test Scenario	Additional Details	Notes	Success / Error	Notes - any feedback or issues faced? Pls provide further details and reference for Service Team report
Organisation Name/Organisation ID Scenario - This section enables you to test the functionality to create claims within VSB7D navigate							
T1	AI	Yes	See the Organisation Name/ID drop down after selecting Vehicle Salvage & Theft Data button	This only appears if your org is associated with more than one Organisation Name/ID (code).	Organisation Name/ID related test scenarios only need to be tested if your org is associated with more than one Organisation Name/ID.		
T2	AI	Yes	Can change Organisation Name/ID on the drop down in the portal	This only appears if your org is associated with more than one Organisation Name/ID (org code). The Organisation Name/ID ribbon appears at the top of the page and when selected, you can change Organisation Name/ID	Organisation Name/ID related test scenarios only need to be tested if your org is associated with more than one Organisation Name/ID.		
T3	AI	Yes	All the expected Organisation Name/IDs appear	Check to make sure that the associated Organisation Name/IDs you are expecting are shown on selecting Portal and on a ribbon drop down	Organisation Name/ID related test scenarios only need to be tested if your org is associated with more than one Organisation Name/ID.		
Administration - This section enables you to test the functionality to perform administrative tasks in VSB7D							
T4	Org admin only		Administration View is shown	See Admin view when logging in and can select it			
T5	Org admin only		Search and view your Branches	Search and filter to find Branches, clear filters			
T6	Org admin only		Can edit editable fields on a Branch	Can click through to view details on the Branch	Branch code can not be edited		
T7	Org admin only	Yes	Can Create a Branch	Can select edit at the bottom of the table, edit and save editable fields			
T8	Org admin only	Yes	Can search and select VSB7D Codes	Can select 'Create Branch' at the top of the page, can create Branch and when Created Branch Code has been created			
T9	Org admin only		Search and view your Users	Search and filter to find VSB7D Codes, clear filters			
T10	Org admin only		Can add a user	Can click through to view details on the Branch			
T11	Org admin only		Can add users	Can select add, edit and save editable fields	Can set status to suspended		
T12	Org admin only		Search and view 'Contact Management'	Can select 'Create New User'. Can add a user, add email with one of your registered email domains. Can assign a Branch Code. Able to set any restrictions with a Time of Day Access or IP address.			
Creating claims - This section enables you to test the functionality to create claims within VSB7D navigate							
T13	Supply		Create at least 3 new claims using different data inputs (please log on the Test Data tab, making note of your claim ref)	Create different claims with different inputs in (using test data you create) using a variety of made up information for: Fields such as Claimant Status, Policy Type, Registration indicator, Claim Type, Vehicle Type, Protocol, Date picker fields, Loss Type, Cause of Damage, Damage picker, etc	Using test data you have created in Sheet 'Your Test Data'		
T14	Supply		Add additional vehicles/claims to a new claim	Try creating a new claim using the same claim reference you have used in a previous claim	For Claim Number, include org name/initials as part of your organisation format to avoid duplication		
T15	Supply		Verify cannot load a duplicate claim reference under the same org ID / Sub code	Check the matches Tab to see if triggered a PNC Match	The Additional Details, shared are a suggestion of fields to change, you do not need to create a claim for each field		
T16	Supply		Create a claim using MR test data (see column E) that will trigger a PNC match in the Matches Tab. View matches tab and verify details are correct.	Check in the matches Tab to see if triggered a PNC Match			
T17	Supply		Create a claim using MR test data (see column E) that will trigger a chartered match in the Matches Tab. View matches tab and verify details are correct.	Check in the matches Tab to see if triggered a Chartered Match			
T18	Supply		Create claims that will trigger Registration matches: 1. VBM or VIN 2. Surname and Postcode 3. Surname and Date of Birth 4. Company Name 5. Protocol. View matches within claim details and verify match fields are correct.	Check in the matches Tab to see if triggered a match based on: 1. VBM or VIN 2. Surname and Postcode 3. Surname and Date of Birth 4. Company Name 5. Protocol			
T19	Supply	Yes	The correct Organisation Name/ID is recorded against the claim in the Audit Tab	Check in audit to see that the code recorded against the claim is the code seen in the toggle	When creating a claim with Organisation Name/ID, the Code/ID shown in the dropdown ribbon at the top of the page, should be the code/ID recorded against the claim		
T20	Supply	Yes	Complete the above scenarios using different Organisation Name/IDs	Check that expected contact details have been recorded	Complete at least scenarios T13 (3 claims), T14, T15, T16 and T18 with additional Organisation Name/IDs		
Search claim - This section enables you to test the functionality to search and retrieve claims within VSB7D navigate							
T21	AI		Search for created claims using various search combinations	Search for the claims you created in scenarios above using various search fields, you can use single fields (where allowed) or multiple. Double 'wildcard' search (start of the data) by adding *	You should have tagged these on the Test Data Tab.		
T22	AI		Search to return only 1 claim and view result	Use a claim created in T13 that had unique date.			
T23	AI		Search where multiple claims found then select and view results	Use your claim from T13 - T16.			
T24	AI		Search for claim that does not exist	Search for Claim Number: 1213456789. You should not find a claim available	You are free to search for any claim numbers that you have not created. Please do not create a claim with this number.		
T25	AI	Yes	Complete the above scenarios using different Organisation Name/IDs	Using the toggle at the top of the page, switch Organisation Name/ID and complete tasks			
Update claims - This section enables you to test the functionality to update & delete claims within VSB7D navigate							
T26	Supply		Update multiple claims, update by changing a single field	Using one of the claims you have created in your earlier scenarios. (make a note of the field you changed, change one field to see if updates and that it has updated correctly in the Audit tab.			
T27	Supply		Update multiple claims by changing data in multiple fields	Using one of the claims you have created in your earlier scenarios. (make a note of the field you changed, change multiple field to see if updates and that it has updated correctly in the Audit tab.			
T28	Supply		Add and remove vehicles and claimants.	Using one of the claims you have created in your earlier scenarios. (make a note of the field you changed, add/remove vehicles and claimants to see if updates and that it has updated correctly in the Audit tab.			
T29	Supply		Perform status changes	Using a claim you have created, go to Edit the claim, and update the claim status. Make sure the Status has saved			
T29a	Supply		Delete a claim	Using a claim you have created, go to Edit the claim, and update the claim status to delete. Make sure the claim has been deleted			
T29b	Management User - Supply		Recreate a claim	Management user only! Using the claim reference from T29a, go to Edit the claim, and update the claim status to amend. Make sure the claim has been recreated			
T29c	Supply		Verify cannot recreate a claim (Negative testing)	Full input user only! Using the claim reference from T29a, check that you are unable to update the claim.			
T30	Supply		Update a claim using MR test data (see column E) that will trigger a PNC match in the Matches Tab. View matches tab and verify details are correct.	Update one of your claims. (that does not have a match yet) with any of the following VBM and VIN combinations VBM VIN Y544XW VNB12 M214XW VNB15			
T31	Supply		Update a claim using MR test data (see column E) that will trigger a chartered match in the Matches Tab. View matches tab and verify details are correct.	Update one of your claims. (that does not have a match yet) with any of the following VBM and VIN combinations VBM VIN F482C4 VNB003 M11212 VNB004			
T32	Supply		Update a claim that will trigger Registration matches: 1. VBM or VIN 2. Surname and Postcode 3. Surname and Date of Birth 4. Postcode 5. Company Name	Update 5 of your claims with the following data: Claim 1 - VBM Claim 2 - Surname and Postcode Claim 3 - Surname and Postcode Claim 4 - postcode only Claim 5 - Company Name	Please use data from the claims you have created.		
T33	Supply		Verify cannot update a claim loaded by another organisation	Search for Claim loaded by another org: M47076701 created by M4 (M40000) and try and update the claim. This should not be possible			
T34	Supply	Yes	Check that the correct Organisation Name/ID is recorded against the claim	Check in audit to see that the code recorded against the claim is the code used in the toggle	When creating a claim with a selected Organisation Name/ID, the Organisation Name/ID shown in the dropdown ribbon at the top of the page, should be the Organisation Name/ID recorded against the claim.		
T35	Supply	Yes	Complete the above scenarios using different Organisation Name/IDs	Check that expected contact details have been recorded			
Alerts - This section enables you to test the alerts functionality within VSB7D navigate							
T36	Management User - Supply		View alerts	View alerts. This should have been covered in scenarios T26,T28 & T27	Management User Only		
T37	Management User - Supply		Check alerts following matching on rows (where matches are triggered) are displayed	Create and use a claim using the date your created in your claims (T13)	Management User Only		
T40	Management User - Supply		Delete alert	Check in the matches Tab to see if triggered a VBM or VIN Match	Management User Only		
T41	Management User - Supply		Retain alert	View and Select an Alert and 'Delete'. Check it has been deleted	Management User Only		
T42	Management User - Supply		View claim from alert screen.	View and Select an Alert and 'Retain'. Check it has been retained	Management User Only		
T43	Management User - Supply	Yes	Complete the above scenarios using different Organisation Name/Organisation IDs	View and Select an alert and click 'View Claim', check the claim loads	Management User Only		
Reports - This section enables you to test the reports functionality within VSB7D navigate							
T44	Management User - Supply		Can create a Report to view	Using the toggle at the top of the page, switch Organisation Name/ID and complete tasks	Where multiple codes are available within the same Insurer Org. You should only use alerts related to the Organisation Name/ID you have selected on the ribbon		
T45	Management User - Supply		Can create a Report to download	By selecting different required filters, I am able to view a report and the data generated is correct	Management User Only		
T46	Management User - Supply		Can download a report	By selecting different required filters, I am able to select a report to download	Management User Only		
T47	Management User - Supply		Can delete a report	Select and download a report, can filter and refresh. The data in the report is correct	Management User Only		
T48	Management User - Supply	Yes	Complete the above scenarios using different Organisation Name/Organisation IDs	Able to delete a report	Management User Only		
Ad-hoc testing - This section for ad-hoc testing and is only available as part of your testing phase							
T49	AI		Negative Tests: Attempting to do things that the system should not allow eg: Search for incorrect date ranges, date earlier than current date, non-permitted characters in fields etc.	Negative 1 (capture details here) Negative 2 (capture details here) Negative 3 (capture details here) Negative 4 (capture details here)			
T50	AI		Please spend some time completing testing your most common scenarios that have not been covered in the above, please include details and feedback here	Exploratory 1 (capture details here) Exploratory 2 (capture details here) Exploratory 3 (capture details here) Exploratory 4 (capture details here)			