Ref.	Role	Organisation Name/Id Scenarios	Test Scenario	Additional Details	Notes	Success / Error?	Notes - any feedback or issues faced? Pls provide further details and reference for Service Now report
Organisation Name/Organisation ID (ONLY REQUIRED WHERE MULTIPLE ID'S ARE ASSOCIATED TO YOUR ORGANISATION) - This section enables you to test the organisation hierarchy functionality where you have multiple organisation IDs							
T1	All	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	All	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	All	Yes	All the expected Organisation Names/IDs appear	Check to make sure that the associated Organisation Name/IDs you are expecting are shown on selecting Portal and on 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. You may see more codes/companies than you are expecting as your org may be associated with multiple organisations. Please check that you can see/search the ones you are expecting. If you notice any org or code that should not be listed, please raise a ticket		
Administration - This section enables you to test the functionality to perform administrative tasks in VS&TD							
T4	Org admins only		Administration tile is shown	See Admin tile when logging in and can select it			
T5	Org admins only		Search and view your Branches	Search and filter to find Branches, clear filters. Can click through to view details on the Branch			
T6	Org admins only		Can edit editable fields on a Branch	Can select edit at the bottom of the page, edit and save updatable fields	Branch code can not be edited		
T7	Org admins only	Yes	Can Create a Branch	Can select 'Create Branch' at the top of the page, can create Branch and when Created Branch Code has been created			
T8	Org admins only	Yes	Can search and select VS&TD Codes	Search and filter to find VS&TD Codes, clear filters. Can click through to view details on the Code			
T9	Org admins only		Search and view your Users	Search and filter to find Users, clear filters. Can click through to view User details			
T10	Org admins only		Can edit a User	Can select edit. edit and save updatable fields	Can set status to suspend		
T11	Org admins only		Can add users	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 such as Time of Day Access or IP address			
T12	Org admins only		Search and view 'Contact Management'	Search and filter to find contacts, clear filters, Can click through to view details			
Creating claims - This section enables you to test the functionality to create claims within VS&TD 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 refs)	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,** Postcode, Date picker fields, **Loss type,** Cause of Damage, Damage picker, etc. Try leaving out required fields when creating at least one claim to see the validation pop up.	Using test data you have created in Sheet 'Your Test Data'. For Claim Number, include org name/initials as part of your organisation format to avoid duplication. The Additional Details shared are a suggestion of fields to change, you do not need to create a claim for each field		
T14	Supply		Add additional vehicle/claimants to a new claim	Create a new claim and include additional Vehicle/Claimant details			
T15	Supply		Verify cannot load a duplicate claim reference under the same org ID / Sub code	Try and create a new claim using the same claim reference you have used in a previous Scenario (T13)			
T16	Supply		Create a claim **using MIB test data (see column E)** that will trigger a PNC match in the Matches Tab. View matches tab and verify details are correct.	Create and save a new claim using any of the following VRM and VIN combinations VRM VIN STLN001 WF0MXXGBWMBA74302 STLN02 VF15RRL0H5256898S Check in the matches Tab to see if triggered a PNC Match. Check the correct Org ID and Org Name has been logged in the audit tab	Please make note of the claim number		
T17	Supply		Create a claim **using MIB test data (see column E)** that will trigger a cherished match in the Matches Tab. View matches tab and verify details are correct.	Create and save a new claim using any of the following VRM and VIN combinations VRM VIN **Not currently available for testing** Check in the matches Tab to see if triggered a Cherished Match Check the correct Org ID and Org Name has been logged in the audit tab	Please make note of the claim number		
T18	Supply		Create claims that will trigger Registration matches: 1. VRM or VIN 2. Surname and Postcode; 3. Surname and Date of Birth; 4. Company Name; 5. Postcode. View matches within claim details and verify match fields are correct.	Create and save a claim using the data you created in **claims (T13)**. Check in the matches Tab to see if triggered a match based on 1. VRM or VIN 2. Surname and Postcode; 3. Surname and Postcode; 4. Company Name 5. Postcode.			
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 Check that expected contact details have been recorded	When creating a claim with Organisation Name/ID, the Code/Org shown in the dropdown ribbon at the top of the page, should be the code/org recorded against the claim		
T20	Supply	Yes	Complete the above scenarios using different Organisation Name/ID	Using the toggle at the top of the page, switch Organisation Name/ID and complete tasks	Complete at least scenarios T13 (1 claim), 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 VS&TD navigate							
T21	All		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. Enable 'wildcard' search (not all of the data) by adding *	You should have logged these on the Test Data Tab.		
T22	All		Search to return only 1 claim and view result	Use a claim created in T13 that had unique data.			
T23	All		Search where multiple claims found then select and view results	Use your claim from T16 - T18.			
T24	All		Search for claim that does not exist	Search for **Claim Number: 13233482MIB.** 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	All	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 VS&TD navigate							
T26	Supply		Update multiple claims, update by changing a single field. Once updated, check that the Audit has been marked with the Organisation Name/ID that you are using	Using one of the claims you have created in your earlier scenarios. (make a note of the field you change), change one field to see that it has updated correctly in the Audit tab.			
T27	Supply		Update multiple claims by changing data in multiple fields. Once updated, check that the Audit has been marked with the Organisation Name/ID that you are using	Using one of the claims you have created in your earlier scenarios. (make a note of the field you change), 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. Once updated, check that the Audit has been marked with the Organisation Name/ID that you are using	Using one of the claims you have created in your earlier scenarios. (make a note of the field you change), 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		Reinstate 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 reinstated			
T29c	Supply		Verify cannot reinstate 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 MIB 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 VRM and VIN combinations VRM VIN STLN003 WF0EXXGBBE8Y06107 STLN04 SFD6B2CR32GW16384 and then observe if it triggers a PNC Match in the Matches Tab			
T31	Supply		Update a claim **using MIB test data (see column E)** that will trigger a cherished 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 VRM and VIN combinations VRM VIN **Not currently available for testing** and then observe if it triggers a Cherished Match in the Matches Tab			
T32	Supply		Update a claim that will trigger Registration matches: 1. VRM 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 - VRM 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: **MAY26TEST01 created by MIB I46400001** 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			
T35	Supply	Yes	Complete the above scenarios using different Organisation Name/Ids	Check in audit to see that the code recorded against the claim is the code seen in the toggle Check that expected contact details have been recorded	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		
Alerts - This section enables you to test the alerts functionality within VS&TD navigate							
T36	Management User - Supply		View alerts. This should have been covered in scenarios T15,T16 & T17	View alerts. This should have been covered in scenarios T15,T16 & T17	Management User Only		
T37	Management User - Supply		Check alerts following matching on rows (where matches are triggered) are displayed	Create and save alerts using the data your created in your claims (T13). Check in the matches Tab to see if triggered a VRM or VIN Match	Management User Only		
T40	Management User - Supply		Delete alert	View and Select an Alert and 'Delete'. Check it has been deleted	Management User Only		
T41	Management User - Supply		Retain alert	View and Select an Alert and 'Retain'. Check it has been retained	Management User Only		
T42	Management User - Supply		View claim from alert screen.	View and Select an Alert and click 'View Claim', check the claim loads	Management User Only		
T43	Management User - Only users who receive email alerts on current platform		Email alert received	Create a new claim(s) using data created in T13-T20 to trigger alerts for Total Loss, Claim Matched (registering Party) or Theft Alert. You should then receive an email notification. Please check the email to make sure it is correct and the email itself is understood.	This functionality will only be available to users who receive email alerts in the current platform		
T44	Management User - Supply	Yes	Complete the above scenarios using different Organisation Names/Organisation IDs	Using the toggle at the top of the page, Organisation Name/ID and complete tasks	Where multiple codes are available within the same Insurer Org. You should only see alerts related to the Organisation Name/ID you have selected in the ribbon		
Reports - This section enables you to test the reports functionality within VS&TD navigate							
T45	Management User - Supply		Can create a Report to view	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 create a Report to download	By selecting different required filters, I am able to select a report to download	Management User Only		
T47	Management User - Supply		Can download 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		Can delete a report	Able to delete a report	Management User Only		
T49	Management User - Supply	Yes	Complete the above scenarios using different Organisation Names/Organisation IDs	Using the toggle at the top of the page, switch Organisation Name/ID and complete tasks	Management User Only Where multiple codes are available within the same Insurer Org. You should be able to download reports related to the Organisation Name/ID you are searching and see data associated with that org		
Adhoc/Exploratory - This section for any additional tests you could undertake as part of your testing phase							
T50	all		Negative Tests: Attempt to do things that the system should not allow e.g. 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)			
T51	all		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)			