

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 8. Test Ability for Specialist to By Pass Department Review and Approve |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 8: Specialist To By Pass Department Review, approves with Notes**

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| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and navigate to <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as grantsspecialist  (Test accounts have been provided) |  | * Log in is successful * **Inbox** displays |  |
| 3 | Click on Grants (tab on the Top), In the users Grants In Box user will see the Proposal with the state of **DRAFT**. Click on the proposal name to Open the proposal up. | Chose proposal with the following name: Your Name – Test 4 Non Grants.gov Proposal | * The proposal page will display * Status is Draft | **NOTE: Save and Continue along the way as you proceed thru the below steps** |
| 4 | On the left hand side click on Bypass Department Reviewer |  | * The Bypass Department Reviewer form displays |  |
| 5 | **Bypass Department Review Step**  Bypass All Reviewers  Add any comments as needed.  **Click OK** | Click box  Add a comment | * The proposal page will display * Proposal is now in Specialist review(indicated on process flow as well as the top left of screen) * Note a notification will be sent to the department approver letting them know there approval was bypassed |  |
| 6 | Return to the main proposal screen and go to the credit distribution routing tab on the far right and verify you will see the words the review process has been bypassed |  |  |  |
|  | **End of Test** |  |  |  |

