

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 17. Test the ability to Run Reports |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 17: Run Grants Reports**

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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), Click on the **Reports** link on the left hand side  Click on the **Advanced Reports** tab to display the list of available reports |  | * Grants reports page displays with a list of grants reports |  |
| 4 | Click on the Name of the report you wish to run | Chose Credit Distribution Detail for this test. | * Another window (SSRS Execute Report) will appear with the data from the report. | **Note: It may take a few seconds for the data to display** |
| **5** | **SSRS Execute Report Screen**: Edit the reports results using the List of Values for State, Investigator Name and/or Organization at the top of the Execute Report Screen.  After you enter these edits, Select **View Report** on the far right. | Enter additional criteria to simplify the output like adding Organization or PI’s Name. | * Both the data and the LOV values are secure by location | **Note: You may have to scroll over to see the button** |
| **6** | **Exporting Reports**: Click the down arrow on the icon between the word “Next” and the **refresh icon.**  List of values for the export formats will display, chose the desired format.  Chose the Excel format, click save when the dialog box opens, and then click open. | For this test, chose the Excel format. | * The Report is exported and opens in the format chosen. | **Note: Reports need to be exported in order to print the report.** |
| **End of Test** |  |  |  |  |