Script Name	TRI-06 Facility Information Management
Script ID	TRI-06
Script Synopsis	A user tests the Facility Information Management (FIM) module.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the FIM module that is associated with the TRI-MEweb application, and an associated TRIFID (if applicable).

Tests Performed	Requirements Reference	Page	Steps
TRI-06.1 Facility Information Summary	TRI-034, TRI-034.1, TRI-034.2, TRI-034.3	2	6
TRI-06.2 Facility Verification	TRI-037, TRI-037.1, TRI-037.2, TRI-037.3, TRI-037.4, TRI-037.5, TRI-038, TRI-038.1, TRI-038.2, TRI-040, TRI-040.1, TRI-044, TRI-047, TRI-047.1, TRI-047.2, TRI-047.3, TRI-047.4, TRI-047.5, TRI-048, TRI-048.1	3-6	16
TRI-06.3 Edit Facility	TRI-038.3, TRI-038.4, TRI-038.5, TRI-038.6, TRI-038.7, TRI-039, TRI-042, TRI-044.1, TRI-045, TRI-046, TRI-046.1, TRI-046.2, TRI-046.3, TRI-050, TRI-050.1, TRI-051, TRI-051.1	7-12	26
TRI-06.4 Miscellaneous Information	TRI-052.1, TRI-052.2, TRI-052.3, TRI-052.4, TRI-052.5, TRI-052.6, TRI-052.7, TRI-053, TRI-054	13-20	44

Test Name	TRI-06.1 Facility Information Summary
Test ID	TRI-06.1
Synopsis	A user verifies the "Facility Information Summary" page.
Prerequisites	A user with a CDX account has logged into the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application associated with the FIM module, and an associated TRIFID. A user is on the "Welcome to TRI-MEweb!!" page.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Prepare" tab.	The "Select a Reporting Year" page displays.			
2. Select "2014" from the "Reporting Year" drop-down menu.	"2014" displays in the "Reporting Year" drop-down menu.			
3. Click the "Next" button.	The "Select a Facility" page displays.			
4. Select the radio button of the TRIFID.	The radio button TRIFID is selected.			
5. Click the "Next" button.	The "Facility Information Summary" page displays.			
6. Verify the contents and GUI of the "Facility Information Summary" page.	The "Facility Information Summary" page displays without the need to scroll in questionnaire mode.			

Determination: Pass [ ] Fail [ ] _____ _____ _____

Approved By: _____ Date: _____ Time: _____

Test Name	TRI-06.2 Facility Verification
Test ID	TRI-06.2
Synopsis	A user tests the "Facility Verification" page.
Prerequisites	A user with a CDX account has logged into the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application associated with the FIM module, and an associated TRIFID. A user is on the "Welcome to TRI-MEweb!!" page and already has access to a reporting year 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "My Facilities" tab.	The "My List of Facilities" page displays.			
2. Click the "+ Access/Add Facility" button.	The "Enter Facility's Access Information" page displays.			
3. Select the "I will be adding a new facility that has not previously reported TRI data" radio button.	The "I will be adding a new facility that has not previously reported TRI data" radio button is selected.			
4. Click the "Next" button.	The "Facility Verification" page displays.			
5. Click the "Prepare" tab.	The "Select a Reporting Year" page displays.			
6. Select "2014" from the "Reporting Year" drop-down menu.	"2014" displays in the "Reporting Year" drop-down menu.			
7. Click the "Next" button.	The "Select a Facility" page displays.			
8. Select a radio button for a TRIFID and click the "Next" button.	The "Facility Information Summary" page displays.			
9. Click the "Edit" button on the "Facility Information Summary" page.	The "Facility Verification" page displays.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
10. Verify the content on the "Facility Verification" page.	The following fields display on the "Facility Verification" page: • Facility Name • Address • City • State • Zip • County • Federal Facility (radio button) • Government Owned, Contractor Operated (GOCO)(radio button) • Neither (radio button)			
11. Enter the following information into the facility verification fields after clearing out the preexisting data: • Facility Name: Processing Facility X • Address: 123 Blueberry Lane • City: Fairfax • State: Virginia • Zip: 22033 • County: Fairfax • Select 'Neither' Radio button	The data is entered as specified.			
12. Click the "Verify Facility" button.	The page displays with a table of potential matches. Note that if there are no potential matches the following text will be displayed: "No results were found for the entered search criteria."			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	A "Create New Facility" and "Edit Facility" button are displayed at the bottom of the page.			
13. The search results table contains the following columns: - TRIFID - Facility Name - Address - City - State - County - Zip Code - EPA Registry ID	The correct columns are displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
14. Confirm the following text is displayed below the "Verify Facility" and "Cancel" buttons: "TRIFIDS are location specific (they belong to a specific address, city, state, zip, county combination; not to a particular company). The facilities listed below were found to be similar or close to the facility you entered. Please verify that your new facility is not a preexisting facility that has already been assigned a TRIFID. (A TRIFID is assigned to a specific address, city, state, zip, county combination, regardless of who currently owns the facility at that location.) If your facility is actually a preexisting facility and has already been assigned a TRIFID, you can edit the information for that facility by selecting the radio button next to that facility and clicking 'Edit Facility.' If you are certain that the TRIFIDs displayed below do not represent your facility and your facility has never reported to EPA, click the 'Create New Facility' button. You will be issued a new TRIFID and access key after clicking the 'Create New Facility' button, and you will able to edit that facility."	The correct language is displayed.			
15. Click the "Create New Facility" button.	The "Explanation of New Facility" pop-up window displays.			
16. Click "OK" at the bottom of the "Explanation of New Facility" pop-up.	The "Facility Information Summary" page is displayed.			

Determination: Pass [ ] Fail [ ] _____ _____ _____

Approved By: _____ Date: _____ Time: _____

Test Name	TRI-06.3 Edit Facility
Test ID	TRI-06.3
Synopsis	A user edits facility information on the Edit Facility page within the FIM module.
Prerequisites	A user with a CDX account has logged into the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application associated with the FIM module, and an associated TRIFID.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "My Facilities" tab.	The "My List of Facilities" page displays.			
2. Click the "Edit" button for one of your facilities.	The "Facility Verification" page displays.			
	The "Facility Verification" page displays with the previously entered facility information entered in the facility address fields.			
3. Click the "Verify Facility" button.	The page is populated with search results. The following message may display at the bottom of the "Facility Verification" page: No results were found for the entered search criteria.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
4. If search results were returned, select the radio button for one of the search results and click "Edit Facility." If no results were returned, update the search parameters by updating the following information: - City: Fairfax - State: Virginia - Zip: 22033 - County: Fairfax - Facility Type: Neither Click "Verify Facility," select the radio button for a search result that has a TRIFID populated in the "TRIFID" column and click "Edit Facility." Note that you can leave the Facility Name and Address unmodified.	The Edit Facility page is displayed.			
5. Verify the contents of the Edit Facility page.	The facility address fields (including address, city, state, zip, and county) are disabled with the exception of the "Facility Name" field.			
	A message displays at the top of the page indicating that a user may navigate to the "Facility Verification" page to change the facility address.			
	The following checkboxes display on the page: • Mailing Address same as Physical Address • Non-US Address			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	The Facility Type section contains the following radio button options: • Federal Facility • Government Owned, Contractor Operated (GOCO) • Neither			
6. Check the "Mailing Address same as Physical Address" checkbox.	The "Mailing Address same as Physical Address" checkbox is checked.			
	The facility address information populates into the mailing address fields.			
7. Modify the "Facility Name" to "Processing Facility XYZ."	The data is modified as specified.			
8. Verify the content within the "BIA Code Information" section.	A "My Facility is located in Indian County" checkbox and associated drop-down menu displays.			
	A grayed-out text field displays with the following text: "If you wish to submit any additional or optional information regarding your facility's Tribal location, provide it here." Note that the text box will not be grayed out if you are editing a facility located in Indian country.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	A set of facility radio buttons with the following options displays: • Entire Facility • Part of a Facility			
9. Check the "My facility is located in Indian County" checkbox if it is not already checked.	The "My facility is located in Indian County" checkbox is checked.			
10. Select "(809) Apache Tribe of Oklahoma" from the Indian County drop-down menu.	"(809) Apache Tribe of Oklahoma" displays in the Indian County drop-down menu.			
11. Enter the following text in the tribal information text field: "tribal location information"	The data is entered as specified.			
12. Select the "Entire Facility" radio button if it is not already selected.	The "Entire Facility" radio button is selected.			
13. Verify the information in the "Parent Company Information" section.	A "No U.S. Parent Company (for TRI reporting purposes)" checkbox displays.			
	A "Parent Company Name" drop-down menu displays. Note that if the record being edited already has a parent company, a text field not a dropdown will be displayed.			
	A "Remove and Select Other Name From List" button displays.			
	A "Parent Company name not listed, provide additional info (optional)" checkbox displays.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
14. Check the "Parent Company name not listed, provide additional info (optional)" checkbox.	The following fields are displayed in addition to a comment box: - Enter Parent Company Name - Parent Company's D&B Number			
15. Check the "No U.S. Parent Company (for TRI reporting purposes)" checkbox.	The fields in the "Parent Company Information" section are hidden.			
16. Uncheck the "No U.S. Parent Company (for TRI reporting purposes)" checkbox.	The parent company information fields display.			
17. Select a parent company name from the "Parent Company Name" drop-down menu.	A parent company name is selected and displays in the "Parent Company Name" drop-down menu.			
18. Check the "Parent Company name not listed, provide additional info (optional)" checkbox if it is not already checked.	The "Parent Company name not listed, provide additional info (optional)" checkbox is checked.			
19. Enter text in the "Enter Parent Company Name" text field.	Text is entered in the "Enter Parent Company Name" text field.			
20. Check the "Parent Company D&B Number Not Applicable" checkbox.	The "Parent Company D&B Number Not Applicable" checkbox is checked.			
21. Click the NAICS code drop-down menu and select an option from the drop-down menu.	A NAICS code value is selected from the drop-down menu.			
22. Click the "Add" button.	The selected NAICS code is added to the NAICS table.			
23. Click the "Save" button.	The information is saved.			
24. Verify the contents of the "My List of Facilities" page.	The updated facility address information correctly displays under the "Facility Name" column header.			

Determination: Pass [ ] Fail [ ] _____ _____ _____

Approved By: _____ Date: _____ Time: _____

Test Name	TRI-06.4 Optional Facility-Level Information
Test ID	TRI-06.4
Synopsis	A user provides and enters miscellaneous information regarding changes to a facility on the "Optional Facility-Level Information" page within the FIM module.
Prerequisites	A user with a CDX account has logged into the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application associated with the FIM module, and an associated TRIFID.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "+" icon that displays next to a TRIFID on the "Welcome to TRI-MEweb!!" page.	The Forms Summary table displays for the TRIFID.			
2. Verify the content within the Forms Summary table.	The following links displayed within the Forms Summary table: • Add Blank Form(s) forms (for the selected Reporting Year) • Import Data • Not Reporting			
3. Click the "Not Reporting" link.	The "Optional Facility-Level Information" page displays with the Facility Information Management module.			
4. Verify the information on the "Optional Facility-Level Information" page.	Instructional text displays at the top of the "Optional Facility-Level Information" page within the Facility Information Management (FIM) module.			
	The following checkboxes display: • Facility Name has changed • Facility Technical Contact has changed • Facility Public Contact has changed			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	• Facility has relocated to a new physical address • Facility merged with another location • Facility has closed • Facility was temporarily shut down • Facility did not have 10+ full-time employee equivalents • Facility is not in a covered NAICS sector • Fell below reporting threshold for one or more chemicals due to source reduction • Fell below reporting threshold for one or more chemicals due to reason(s) other than source reduction (e.g., change in source materials, decrease in business activity, etc.)			
5. Check the "Facility Name has changed" checkbox.	A "New Facility Name" text field displays.			
6. Check the "Facility Technical Contact has changed" checkbox.	The following text fields display below the "Facility Technical Contact has changed" checkbox: • Facility Technical Contact Name • Facility Technical Contact Phone • Ext • Facility Technical Contact E-mail			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	The following checkbox displays: • Facility Technical Contact International Number?			
7. Enter "johndoe@test.com" in the "Facility Technical Contact E-mail" text field.	"johndoe@test.com" displays in the "Facility Technical Contact E-mail" text field.			
8. Check the "Facility Technical Contact International Number?" checkbox.	The "Facility Technical Contact International Number?" checkbox is checked.			
9. Enter "1234567890" in the "Facility Technical Contact Phone" field.	"1234567890" displays in the "Facility Technical Contact Phone" field.			
10. Click the "Save" button.	The following prompt is displayed: "The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record? EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical release to EPA."			
11. Click "OK" on the displayed pop-up.	The FIM module closes and the "Welcome to TRI-MEweb!!" page is displayed.			
12. Select the "+" symbol next to the TRIFID you are testing with and click the "Not Reporting?" link to reopen the "Optional Facility-Level Information" page.	The "Optional Facility-Level Information" page is displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
13. Check the "Facility Public Contact has changed" checkbox.	The following text fields display below the "Facility Public Contact has changed" checkbox: • Facility Public Contact Name • Facility Public Contact Phone • Ext • Facility Public Contact E-mail			
	The following checkbox displays: • Facility Public Contact International Number?			
14. Enter "John Smith" in the "Facility Public Contact Name" text field.	"John Smith" displays in the "Facility Public Contact Name" text field.			
15. Check the "Facility Public Contact International Number?" checkbox.	The "Facility Public Contact International Number?" checkbox is checked.			
16. Enter "1234567890" in the "Facility Public Contact Phone" field.	"1234567890" displays in the "Facility Public Contact Phone" field.			
17. Enter John.Smith@test.com in the "Facility Public Contact E-mail" text field.	John.Smith@test.com displays in the "Facility Public Contact E-mail" text field.			
18. Uncheck the "Facility Public Contact International Number?" checkbox.	The "Facility Public Contact International Number?" checkbox is unchecked.			
19. Check the "Facility has relocated to a new physical address" checkbox.	A "Date Facility Relocated" date field and calendar widget displays.			
	A "Please provide any additional explanatory comments" text box displays.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
20. Click the calendar widget that displays to the right of the "Date Facility Relocated" date field.	A calendar pop-up displays.			
21. Click a date in the calendar pop-up that falls 3 weeks prior to the current date.	A date is entered in the "Date Facility Relocated" date field.			
22. Check the "Facility merged with another location" checkbox.	A "Date Facilities Merged" date field and calendar widget displays.			
	A "Please provide any additional explanatory comments" comment text box displays.			
23. Click the calendar widget that displays to the right of the "Date Facilities Merged" date field.	A calendar pop-up displays.			
24. Select "Feb" from the month drop-down menu within the calendar widget.	"Feb" displays in the month drop-down menu within the calendar widget.			
25. Click the day of the 17th.	The calendar pop-up window closes and the date of 02/17/2014 displays in the "Date Facilities Merged" field.			
26. Check the "Facility has closed" checkbox.	A "Date Facility Closed" date field and calendar widget displays.			
	A "Please provide any additional explanatory comments" comment text box displays.			
27. Enter a date that is four (4) months before the current date in the "Date Facility Closed" field.	A date displays in the "Date Facility Closed" field.			
28. Enter a comment in the "Please provide any additional explanatory comments" text box under the "Facility has closed" check box.	Entered comment is retained and the character counter is updated.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
29. Check the "Facility was temporarily shut down" checkbox.	A "Shut down began" date field and calendar widget and "shut down ended" date field and calendar widget displays.			
	A "Please provide any additional explanatory comments" comment text box displays.			
30. Click the calendar widget that displays to the right of the "Shut down began" date field.	A calendar pop-up displays.			
31. Select a date that falls one week prior to the current date.	A date populates in the "Shut down began" date field that falls one week prior to the current date.			
32. Click the calendar widget that displays to the right of the "shut down ended" date field.	A calendar pop-up displays			
33. Select yesterday's date.	The selected date populates in the "Shut down ended" date field.			
34. Check the "Facility did not have 10+ full-time employee equivalents" checkbox.	A "Staff under threshold for reporting year" text box displays.			
	A "Please provide any additional explanatory comments" comment text box displays.			
35. Enter "2014" in the "Staff under threshold for reporting year" text field.	"2014" displays in the "Staff under threshold for reporting year" text field.			
36. Enter "additional employee information" in the explanatory comments text box.	The data is entered as specified.			
37. Check the "Facility is not in a covered NAICS sector" checkbox.	A "NAICS code" text box displays.			
	A "NAICS Reporting Year" text box displays.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	A "Please provide any additional explanatory comments" comment text box displays.			
38. Check the "Fell below reporting threshold for one or more chemicals due to source reduction."	A select options drop-down menu displays with an "Add" button.			
	A chemical table displays with a "Chemical Name" column header and an "Action" column header.			
	A "Please provide any additional explanatory comments" comment text box displays.			
39. Using the "Select Option" dropdown, select a chemical and click the "Add" button.	The select chemical is added to the chemical list.			
40. Click the "Delete" button.	The newly added chemical is removed from the chemical list.			
41. Check the "Fell below reporting threshold for one or more chemicals due to reason(s) other than source reduction (e.g., change in source materials, decrease in business activity, etc.)."	A select options drop-down menu displays with an "Add" button.			
	A chemical table displays with a "Chemical Name" column header and an "Action" column header.			
	A "Please provide any additional explanatory comments" comment text box displays.			
42. Click Save and click "OK" on the information pop-up.	The "Welcome to TRI-MEweb!!" page is displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
43. Reopen the "Optional Facility-Level Information" page by clicking the "+" symbol next to the TRIFID you are testing with and clicking the "Not Reporting?" hyperlink.	The "Optional Facility-Level Information" page is displayed.			
44. Uncheck all previously selected check boxes.	All previously selected check boxes are unchecked and the associated fields are collapsed.			

Determination: Pass [ ] Fail [ ] _____ _____ _____

Approved By: _____ Date: _____ Time: _____