Search Training Tool

Step #	Test Instruction	Expected Result
1.	Logon to FSFN. Click on the Submit button.	The Desktop will display.
2.	Click on the Search Icon on the Main Menu Bar.	The Search screen will display with the Case Tab as default.
3.	Click on the Person Tab.	The Person Tab will display.
4.	Search each Subject of the new Intake Report on Low Search Precision. For this demonstration we will search for David Jenks, DOB: 01/02/2000.	The Persons Returned Box will display any matches for the Person Search. Person matches for the name entered will return with the Person ID in parentheses next to the name. Users will be alerted to the fact that there are AKA's for this name as the additional Person ID's will display in red with AKA next to them. The Address, DOB and Ethnicity will display next to the name if this information is known.
5.	Click on the Person Icon.	The Related Work for that Person ID will display.
6.	Click on the Basic Person Information Icon.	Any related work will display.
7.	Click on the Address Information Icon.	Any past or present address(es) will display.
8.	Click on the Demographic Information Icon.	Any related Demographics will display.
9.	Click on the AKA Information Icon.	Any related AKA's will display.
10.	Click on the Related People Icon.	Any people associated in FSFN to David will display.
11.	Click on the Intakes Icon.	The Intakes associated with this FSFN Person ID will display here. For David Jenks at least one Intake, 2007-500420-01, will display.
12.	Collapse these fields by clicking on the Basic Person Information Icon, the Related People Icon, and the Intakes Icon.	The Desktop will display the Icons but not the details.
13.	Click on the Cases Icon.	The related Case(s) will display. The Case Number is found in parentheses after the Case Hyperlink. This Case for David Jenks is 131000400.
14.	Click on the Actions hyperlink next to the Case.	The Actions pop-up will display.

Step #	Test Instruction	Expected Result
15.	Click on the radio button next to Create Case Note. Click on the Continue button.	The Case Note Screen will be enabled if the User has the security to create provider and case notes.
16.	Click on the Close button.	The Search Page will display.
17.	Click on the Actions hyperlink next to the Case.	The Actions pop-up will display.
18.	Click on the radio button next to Case Note Criteria Search. Click on the Continue button.	The Case Note Search Criteria Screen will display.
19.	Select Search Criteria for the desired Notes. Click Search.	The selected Notes will be listed and can be viewed and printed individually from this page.
20.	Click View All Notes in the Options Drop Down List and then click Go.	A template of the selected Notes displays which can be printed using the Print Icon at the top of the page.
21.	Close the Notes Template by clicking the 'X' in the top right corner of your screen.	The Notes Template Closes.
22.	Click Close on the Case Note Criteria Search Screen.	The Search Page displays.
23.	Click on the Related People Icon.	The Related People for this Case will display.
24.	Click on the Intakes Icon under the Case.	The Intakes associated with this Case will display here. For David Jenks at least two Intakes, 2007-500420-01 and 2007-500422-01, will display.
25.	Click on the 2007-500422-01 Intake hyperlink. Click on the Reporter Information expando. Click on each Tab of the Intake and view the information in the Intake.	The Intake will display. All sections of the Intake screens can be viewed.
26.	Click on the Prior Intakes and Investigations/Referrals Tab.	The Prior Intakes and Investigations/ Referrals display in reverse chronological order. This page can be printed by clicking on the Print Icon at the top right side of the page. It is best to print this page in Landscape Orientation under Print Preferences to ensure that the entire page prints. Each Intake, Investigation or Referral can also be viewed separately from this page.
27.	Click on the View Hyperlink next to a Prior Intake.	The Prior Intake opens.

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28.	On the Participants Tab, click on the Options field. Select Intake Report or Intake Report with Reporter Narrative. For FAHIS Prior Intakes select Historical Abuse Report with Reporter Narrative or Historical Abuse Report without Reporter Narrative. Click on the Go button	The Prior Intake will display in a printable version. Click the Print Icon at the top of the screen to print the Prior Intake.
29.	Click on the "X" in the top right corner of your screen to close the printable version of the Prior Intake.	The printable version of the Prior Intake closes.
30.	Click on the Close button on the screen version of the Prior Intake.	The Prior Intake closes and the User is returned to the Prior Intakes and Investigations/Referrals Tab within the current Intake.
31.	Click on the View Hyperlink next to a Prior Investigation/Referral.	The Prior Investigation/Referral opens. Prior FAHIS Investigations, including Investigative Decision Summaries (IDS), will only display through Intakes by selecting the Historical Abuse Report Option. They will not display under the Prior Investigation/Referral Section on the Prior Intakes and Investigations/Referrals Tab.
32.	On the Intakes Tab, click on the Options field. Select Investigative Summary or Investigative Summary with Reporter Narrative.	The Prior Investigative Summary will display in a printable version. Click the Print Icon at the top of the screen to print the Prior Investigative Summary.
33.	Click on the Close button on the Investigation.	The Intake will display.
34.	Click on the Close button on the Intake.	The Search Screen will display.
35.	Click on the Assignment Icon.	Any workers who have been assigned to the case will display. The most current worker will display at the top of the list. The date and time of their assignment and the Unit of the Worker will display.
36.	Click on the Interim Child Information Icon. Click on and view each Tab of the Interim Child Information.	All sections of the Interim Child Information can be viewed.
37.	Click on the Close button on the Interim Child Information Page.	The Search Page will display.

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38.	Click on the Investigation Icon.	At least one Child Investigation will display, showing the Type (In-Home or Institutional), the related Intake Number, the Status (Open or Closed) and the Received Date.
39.	Click on the 2007-500420-01 Investigation hyperlink.	The Child Investigation page displays. This Investigation is still open.
40.	Click on each Tab to view the information.	Each tab will display with fields grayed out because the user does not have access to enter information. Insert buttons and Save buttons will not be active.
41.	On the Results Tab, click on the Options field. Select Closure Checklist. Click on the Go button.	The Investigation Closure Checklist will display grayed out. The Save button will not be active.
42.	Click on the Close button.	The Checklist will close and the Results Tab will display.
43.	Click on each of the expandos on this tab.	The expandos will open and be grayed out.
44.	Click on the Close button.	The Search screen will display.
45.	Click on the Child Investigation Icon.	The related Child Safety Assessments will display. If the Safety Assessment was created in HomeSafenet the Hyperlink will state HSN Child Assessment Tool.
46.	Click on the Initial Child Safety Assessment Hyperlink. Click on and view each Tab of the Initial Child Safety Assessment.	All sections of the Initial Child Safety Assessment can be viewed.
47.	Click on the Medical/Mental Health Icon. Click on the Medical Profile Hyperlink. Click on and view each Tab of the Medical/Mental Health Information.	All sections of the Medical/Mental Health Information can be viewed.
48.	Click on the Narrative Icon.	Notes entered will display with the type of note, date and person seen.
49.	Click on the first Case hyperlink.	The details of the note will display as grayed out. Since the user did not enter the note, the user can only view the note.

Step #	Test Instruction	Expected Result
50.	Click on the Close button.	The Search page will display.
51.	Click on the Placements/Services Icon. Click on the Out of Home Placement Hyperlink. Click on and view each Tab of the Placements/Services Information.	All sections of the Out of Home Placement can be viewed.
52.	Click on the Provider/ Organization Tab.	The Search page will display.
53.	Enter 'Smith, Lynn in the Provider/ Organization Name field. Click on the Search button.	The Providers Returned will display a match.
54.	Click on the Actions hyperlink.	The Actions pop-up will display.
55.	Click on the radio button next to Create Provider Note. Click on the Continue button.	The provider note screen will be enabled if the User has the security to create provider and case notes.
56.	Click on the Close button.	The Providers Returned page will display.
57.	Click on the 'Smith, Lynn' hyperlink.	The Person Provider page will display with fields grayed out.
58.	Click on the Members Tab. Click on Smith, Lynn hyperlink.	The Person Management page will display with fields grayed out.
59.	Click on each tab to view the Provider Information.	The information will display. Note the Address Tab contains the address and phone number for the Provider. Note on the Disability/AFCARS Tab, the fields to capture the child's information on the top. This is a generic Person Management page and does not apply to adult subjects unless they had a history in FSFN as a child.
60.	On the Disability/AFCARS tab, click on the Adult's Disability Information expando.	If this person was an adult victim in FSFN, this information would be required.
61.	Click on the Close button.	The Members Tab will display.
62.	Click on the Close button.	The Provider/ Organization Tab will display.
63.	Click on the Close button.	The Desktop will display.

Step #	Test Instruction	Expected Result
64.	Click on the Case Work Icon on the Main Menu Bar.	The User will be able to open the window to 'create casework' but will not be able to create actual casework unless he has Cases assigned to him.
65.	Click on the Close button.	The Desktop will display.
66.	Click Maintain on the Menu Bar. Click Manual Ticklers.	The Manual Ticklers page will display.
67.	Click on the Insert button.	The Manual Ticklers page will display in Create mode.
68.	Enter/Select a Start Date and End Date. (Right clicking in the Date Box will open a Calendar that can be used to select a date.) Enter text in the Message section. Click on the Save button.	The information saves and would allow another Tickler to be entered.
69.	Click on the Close button.	The Desktop will display.
70.	Click on the Ticklers expando. Click on the Manual Ticklers expando.	Your tickler will display.
71.	Click Maintain on the Menu Bar. Click Manual Ticklers.	The current tickler will display.
72.	Click the Completed checkbox. Click on the Save button.	The information will save.
73.	Click Close.	The Desktop will display.
74.	Collapse the Ticklers by clicking on the Tickler Icon.	The Ticklers Icon will close.
75.	Click on the Ticklers expando. Click on Manual Ticklers expando.	'No rows found' will display.
76.	Click on Utilities in the Menu Bar. Select On-Call Schedule. Select View.	The View On-Call Schedule page will display.
77.	Select County, Leon; Month, March; Year, 2007; and Program, Child. Click on the Search button.	The Leon Child On-Call Schedule will display.
78.	Click on each of the first 3 tabs.	The set-up for the page will display. There are no details available for this schedule.
79.	Click on the Close button.	The Desktop will display.
80.	Click on the Search Icon on the Main Menu Bar.	The Search page will display on the Case Tab.

Step #	Test Instruction	Expected Result
81.	Enter Last Name 'Jenks, Mary. Click on the Search button.	The Cases Returned will display one case.
82.	Click on the Case Icon that has the Alert.	The related work will display including the Alert Icon.
83.	Click on the Alert Icon.	The Alert hyperlink will display with the type of alert, date created, and number of days to expire.
84.	Click on the Close button.	The Search page will display.
85.	Click on the Close button.	The Desktop will display.
86.	Click on the Approvals expando.	The expando opens with 'No rows found'. If the user had Approvals, they would display.
87.	Click on the Logout button on the Main Menu Bar. Select Yes to the message.	The User is logged out of UAT.