**176797: 620799: Ability to run a Report at a later date**



Creation Date: Apr 30, 2018 12:10:50 PM (UTC-05:00) Last Modified: Apr 30, 2018 12:12:21 PM (UTC-05:00)

State: Draft

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Test Data: Unassigned

Description: 620799: Ability to run a Report at a later date

# Summary

**Categories**

Function: Unassigned

Test Phase: Integration Test

# Formal Review

General Comments

**Manual Steps**

**Step 1**

**Execution Step**

Description\*

**PA**

1. Click Reports
2. Select a report
3. Click Schedule Report
4. Choose On a Schedule
5. Verify the system gives you options to run once, hourly, daily, weekly, or monthly
6. Select Once, set start time 10 minutes from now, click Next until you create the schedule.
7. Click Finish
8. Refresh the reports grid

9. Verify the Scheduled Snapshot report

has been added to the grid for the report you selected

10. Click the blue arrow to the left of the

new Report. Verify it says "No snapshots available"

Expected Results

Able to set up a scheduled report Comments

Validates

Attachments

**Step 2**

**Execution Step**

Description\*

**PA**

1. Wait (for the scheduled time to pass)
2. Click the blue arrow to the left of the new Report.
3. Verify it lists the Snapshot and the date/ time it ran
4. Click the Snapshot displayed. Verify the report is presented and available for printing.

Expected Results

Scheduled report runs and can be viewed Comments

Validates

Attachments

**Associated E-Signatures**

**Signed Action Signer Comment Additional Information**