

Test Case TC-01 Post Announcement

Summary:

Verify that users can log in as admin, edit announcement details, post it, and that the system validates the login credentials and displays this announcement correctly on the homepage.

What to Say to the User:

“You are an HRDC admin and need to post a reminder that timecards are due Friday. Please try to post that announcement.”

What the Tester Was Told (Before the Test):

The tester was given a verbal explanation of what the HRDC Intranet does and was provided access to the user documentation.

Test Procedure (for the observer):

1. Navigate to the HRDC Intranet page.
2. Click the **Login** button.
3. Locate the admin login credentials (provided in the user documentation).
4. Input the following login credentials:
 - Login: admin@hrdc.com
 - Password: admin123
5. Navigate to the **Manage Announcements** section from the navigation bar.
6. Enter the announcement details and click the **Post Announcement** button.

Test Data:

- Admin Login: admin@hrdc.com
- Password: admin123

Expected result:

The user is able to locate the login credentials, log in successfully, and post an announcement that displays correctly on the homepage.

Result: <<To be filled out during testing>>

The user tried to click on the announcements and finally asked how to post an announcement. I told her that it is provided in the user documentation. She still didn't know what to do, so I said she needed to log in as admin. After that, she easily found the admin login credentials in the user doc. Once she logged in, she briefly hesitated when looking for the Manage Announcements button but found it pretty quickly in the navigation bar. After posting the announcement, the system correctly showed the message: “Announcement posted successfully!” but she still asked how to confirm if it showed up publicly. I told her to figure it out, and she correctly clicked on the homepage and saw it listed, and she was very happy about it.

Sticking Points: The user could not find how to log in as admin or that she needs to log in to post announcements. They were not sure if it worked in the end.

Suggestions: Maybe update the user doc to make it more prominent that users need to be admin to post it (but it is there.) Maybe consider adding: “View announcement on homepage” after the post is made.

Test Case TC-02 Gets HR Handbook

Summary:

Verify that a user can locate and download the HR Handbook from the Staff section of the HRDC Intranet.

What to Say to the User:

“You are a new employee and need to find the HR Handbook. Try to locate and download it.”

What the Tester Was Told (Before the Test):

The tester was given a verbal explanation of what the HRDC Intranet does and was provided access to the user documentation.

Test Procedure (for the observer):

1. Navigate to the HRDC Intranet page.
2. Click on the Staff link in the navigation bar.
3. Click on HR Resources to locate the HR Handbook.

Expected result:

The user successfully finds and downloads the HR Handbook to their computer.

Result:

<<To be filled out during testing>>

The user first clicked on Help and Links when looking for the HR Handbook. She didn't guess that it would be under the Staff section. But she clicked on it last and found the link easily.

When clicked, the link opened in a new tab (not a download). She asked whether that counted as downloading or if she was expected to save the file.

Sticking Points: Locating the file was confusing. It is not clear what Links and Staff pages are. Opening the file in a new tab without prompting a download caused confusion.

Suggestions: Consider having only Links or Staff page. For the handbook, maybe use a download trigger rather than opening it in a browser. But not everyone wants a download right away.

Test Case TC-03 Finds Timesheet Link

Summary:

Verify that the user can find and access the Timesheet Login link from the Important Links page.

What to Say to the User:

“You need to log your hours for work. Try to find the timesheet login link.”

What the Tester Was Told (Before the Test):

The tester was given a verbal explanation of what the HRDC Intranet does and was provided access to the user documentation.

Test Procedure:

1. Navigate to the HRDC Intranet.
2. Click on Links in the navigation bar.
3. Click on Timesheet Login.

Expected result:

The user successfully finds the Timesheet Login link on the Links page and accesses the correct Timesheet Login screen.

Result:

<<To be filled out during testing>>

The user clicked on Links in the navigation bar right away, but once she got to the page, she didn't realize the list of items were actually links. She looked for a second and then asked “Are these clickable?” but she hovered over it without me answering and clicked on Timesheet Login and it worked. She said it would be easier to tell if the links looked more like links.

Sticking Points: The links on the page don't look very clickable. The user expected either buttons or some kind of visual indicator that those were links.

Suggestions: Add an underline or hover effect to the links but there already is a mouse change so not sure.

Test Case TC-04 Search Functionality

Summary:

Verify that the search bar allows the user to find the Timesheet by entering a relevant keyword.

What to Say to the User:

“You want to find the timesheet, but instead of clicking through the menu, try using the search bar to find it.”

What the Tester Was Told (Before the Test):

The tester was given a verbal explanation of what the HRDC Intranet does and was provided access to the user documentation.

Test Procedure:

1. Navigate to the HRDC Intranet.
2. Locate the Search window in the navigation bar
3. Input the following search term: “timesheet”
4. Press Enter or the looking glass to start the search.

Test Data:

Search term: “Timesheet”

Expected result:

The system displays the result for the “timesheet”

Result:

<<To be filled out during testing>>

The user typed “timesheet” into the search bar and hit enter. It brought up the correct result: “Timesheet Login: Access your timecard at <https://www.paychex.com/login>.” She said it would be nice if it was actually a clickable link.

Sticking Points: The user expected the search result to be clickable and felt unsure about having to copy/paste.

Suggestions: Make the search result a clickable link.

Test Case TC-05: Use the Help Page to Solve a Problem

Summary:

Verify that a user can use the Help page to find information on how to log in.

What to Say to the User:

“You are not sure how to log in to the system. Try to use the Help page to figure it out.”

What the Tester Was Told (Before the Test):

The tester was given a verbal explanation of what the HRDC Intranet does and was provided access to the user documentation.

Test Procedure (for the observer):

1. Navigate to the HRDC Intranet page.
2. Click on Help in the navigation bar.
3. Use the search bar or browse the FAQs to find login instructions.

Expected Result:

The user finds the FAQ titled “**How do I log in?**” and reads the correct instructions.

Result:

<<To be filled out during testing>>

The user clicked on Help right away and started typing “log” into the search bar. The FAQ titled “How do I log in?” came up, and they opened it. The instructions were clear, and she said this part made sense. She liked that the answer expanded right there on the page without needing to click around and that the search suggested what she was looking for right away.

Sticking Points: No

Suggestions: N/A