# Checklist for the organizer

**Task name**

1. Create 2 tasks with the same name for client X and project Y.
2. Create 2 tasks with different names for client X and project Y.
3. Create 1 task for client X and project Y.
4. Create 2 tasks with the same name and 1 with another name for client X and project Y.
5. Create 1 task using symbols and other characters (Table 1) for client X and project Y.
6. Create 1 task for client X and project Y and another task with the same name for client X and project Z.
7. Create 1 task for client X and project Y and another task with a different name for client X and project Z.
8. Create 1 task for client X and project Y and another task with the same name for client W and project Z.
9. Create 1 task for client X and project Y and another task with a different name for client W and project Z.
10. Create 1 task for client X and project Y and another task with the same name for client W and project Y.
11. Create 1 task for client X and project Y and another task with a different name for client W and project Y.
12. Create 2 tasks with the same name for 2 clients X.
13. Create 2 tasks with different names for 2 clients X.
14. Sort tasks by ascending date.
15. Sort tasks by descending date.
16. Sort tasks A-Z.
17. Sort tasks Z-A.
18. Filter tasks by project’s name.
19. Filter tasks by client’s name.
20. Create 50 tasks for client X and projects Y, Z, and another 50 tasks for client W and projects Y, Z.

**Status**

1. Add status Open- Testing and see what happens.
2. Change status to Open- Awaiting approval and see what happens.
3. Change status to Open- In production.
4. Change status to Open- Design.
5. Change status to Open- Clarification required.
6. Change status to Open- In discussion.
7. Change status to Open - Not assigned.
8. Change status to Completed- Closed.
9. Assign all those statuses to each task, repeating statuses.
10. Delete some random status.
11. Select all statuses.
12. Unselect all of them.
13. Select 2 tasks with the same status.
14. Unselect both.
15. Select 1 status.
16. Unselect it.
17. Rename status in Settings Open – Not assigned to Assigned.
18. Change the color from Grey to Red.
19. Save changes.
20. Repeat the same (18-20) with other statuses, but give different names and select different colors.
21. Use symbols and other characters (Table 1) while renaming statuses.
22. Paste symbols and other characters (Table 1) from the clipboard while renaming statuses.

**Deadline**

1. Set the deadline for distant years, such as 2122, 2322, 2422, 2522, and see what happens.
2. Set the deadline for the distant past: 2020, 2010, 2000.
3. Set the deadline for the bissextile years: 2024, 2028, and 2032.
4. Set the deadline for tomorrow.
5. Set the deadline for yesterday.
6. Set the deadline for today, 1minute from now.
7. Set the deadline for today, 1 minute ago.
8. Set the deadline for today, the same minute.
9. Change the font color of the deadline to white.
10. Change the font color of the deadline to any other than black.
11. Save the deadline with the default font color.
12. Change the deadline to 3 days (72 hours 0 minutes) from now and see if the font color has changed to orange.
13. Change the deadline to 2 days 23 hours 59 minutes (71 hours 59 minutes) from now and see if the font color has changed to orange.
14. Change the deadline to 3 days 1 minute (72 hours 1 minute) from now and see if the font color has changed to orange.
15. Change the deadline to 1 day (24 hours 0 minutes) from now and see if the font color has changed to orange and if a fire icon appears to the right of the deadline.
16. Change the deadline to 23 hours 59 minutes from now and see if the font color has changed to orange and if a fire icon appears to the right of the deadline.
17. Change the deadline to 1 day and 1 minute (24 hours 1 minute) from now and see if the font color has changed to orange and if a fire icon appears to the right of the deadline.
18. Change the deadline to 2 days (48 hours 0 minutes) from now and see if the font color has changed.
19. Change the deadline to 12 hours from now and see if the font color has changed.
20. Change the deadline to 4 days (96 hours 0 minutes) from now and see if the font color has changed.

**Type of Work**

1. Add Type of work Billable - Testing and see what happens.
2. Add Type of work Billable - Management.
3. Add Type of work Billable - Analysis.
4. Add Type of work Billable - Management.
5. Add Type of work Billable - Writing.
6. Add Type of work Billable - Consulting.
7. Add Type of work Non-Billable - Non-Billable.
8. Delete 1 Type of work.
9. Delete 2 more Types of work.
10. Rename 1 Type of work.
11. Rename 2 more Types of work.
12. Select 2 tasks with the same Type of work.
13. Unselect both.
14. Select 1 Type of work.
15. Unselect it.
16. Use symbols and other characters (Table 1) while renaming Types of work.
17. Paste symbols and other characters (Table 1) from the clipboard while renaming Types of work.
18. Create the new task and see if the default Type of work is non-Billable.
19. Change the default Type of work to any other.
20. Change the default Type of work to Archive and see if it shows up on the taskbar.

**Estimate**

1. Check the estimated time format and write it down in the comment field.
2. Use symbols and other characters (Table 1) while setting the estimated time.
3. Paste symbols and other characters (Table 1) from the clipboard while setting the estimated time.
4. Delete the estimated time by clicking on the cross to the right of the estimated time form.
5. Set the estimated time = reported time and check if the progress bar color is green and the progress status is 100%.
6. Set the estimated time > reported time and check if the progress bar color is green and the progress status is X%.
7. Set the estimated time < reported time and check if the progress bar color is orange and the progress status is X%.
8. Set the estimated time for 9999:00.
9. Set the estimated time for 9999:01.
10. Set the estimated time for 9998:59
11. Set the estimated time for 00:01.
12. Set the estimated time for 00:00.
13. Set the estimated time for 00:02.
14. Edit the estimated time from 00:02 to 00:03.
15. Check if the default color of the progress bar status is gray.
16. Check if the Reported time is shown correctly and is in the right place (it should be written “Spent X\* hours (Y\*\* %)” right under the progress bar on the left side).

\*X- is the Reported time that the user can find in the Reported time tab on the right of the Details tab.

\*\*Y- is automatically calculated % of spent time.

1. Check if the Estimated time is shown correctly and is in the right place (it should be written “of hh: mm” right under the progress bar on the right side). It should be the same as the estimated time from the form to the left of the progress bar.

**Description**

1. Add the task description using 2000 symbols.
2. Edit the task description using 2001 symbols.
3. Add the task description using 1 symbol.
4. Use symbols and other characters (Table 1) while editing the task description.
5. Paste symbols and other characters (Table 1) from the clipboard while editing the task description.
6. Add the task description using 499 symbols and see if the text field stretches down when the data overflows.
7. Add the task description using 500 symbols and see if the text field stretches down when the data overflows.
8. Add the task description using 501 symbols and see if the scrollbar appears.
9. Add the task description using 250 symbols and see if the text field stretches down when the data overflows.
10. Add the task description using 750 symbols and see if the scrollbar appears.
11. Add the task description using 0 symbols and try to save it.
12. Delete some task description.

**Comments**

1. Check if the comments are shown from different users.
2. Edit some comment.
3. Delete the comment.
4. Add the comment using symbols and other characters (Table 1).
5. Paste symbols and other characters (Table 1) while editing comment.
6. Add the new comment, paying attention to the date and time, and then see if this date and time appear to the right of the user’s name.

**Move to**

1. Move task X from the client Gmail.com and the project Mail to the client Hotmail and the project Password.
2. Move task X from the client Gmail.com and the project Mail to the client Hotmail and the project Mail.
3. Move task X from the client Gmail.com and the project Mail to the client Gmail.com and the project Password.
4. Move task X from the client Gmail.com and the project Mail to the client Gmail.com and the project Mail.
5. Move task X with an Open status to the Archive project and see if the project status becomes Active.
6. Move task X with an Open status to the Open project and see if the project status is going to change.
7. Move task X with a Complete status to the Archive project and see if the project status is going to change.
8. Move task X with a Complete status to the Open project and see if the project status is going to change.
9. Move existing task X from the client Gmail.com to the client Hotmail to get:

* two identical names for the same project, but different clients;
* two identical names for different projects, but the same client;
* two identical names for the same project and the same client.
* two identical names for different projects and different clients.

**General**

1. Check if the default color theme of all elements is dark blue.
2. Change the color theme of all elements in settings from dark blue to green.
3. Change the color theme of some elements from dark blue to red and the rest of the elements to orange.
4. Log in to the account and use it for 1 hour and 1 minute, then see if the user gets logged out and redirected to the login page by the system.
5. Log in to the account and use it for 1 hour, then see if the user gets logged out and redirected to the login page by the system.
6. Log in to the account and use it for 59 minutes, then see if the user gets logged out and redirected to the login page by the system.
7. Log in to the account, use it for 58 minutes, leave the laptop in hibernate mode for 3 minutes, and then see if the user gets logged out and is redirected to the login page.
8. Log in to the account, use it for 58 minutes, leave the laptop in hibernate mode for 2 minutes, and then see if the user gets logged out and is redirected to the login page.
9. Check if there are 2 user states: active and suspended.
10. Use a suspended account, refresh the page, and see if the user gets logged out and unable to log in again unless it gets unsuspended.
11. Use an active account, get it suspended and see if the user is still able to use it normally (add tasks, change types of work, rename statuses and etc).
12. Try to log in to the suspended account and see what happens.
13. Edit task X, if the user has the right to “Manage scope of work” of task X.
14. Try to edit task X, if the user doesn’t have the right to “Manage scope of work” of task X.
15. Check if the task is available in Read mode in case the user doesn’t have the right to “Manage scope of work” of this task.
16. Check if the task is available in Read mode in case the user has the right to “Manage scope of work” of this task.

**Concurrency testing**

1. Add the comment to task X using an Android phone on the account of Anastasia, while keeping the task X page open on a Windows laptop on the account of Anna, and then see if the comment appears without the page refresh.
2. Delete task X on the account of Anastasia using Android, while keeping the task X page open on the Windows laptop on the account of Anna and see if the task is going to show up.
3. Change the status from Open - Testing to Open - Awaiting approval on the 1st account, while keeping the page open on the 2nd account and see if the changes have been applied on the 2nd account.
4. Change the deadline on the 1st account, while keeping the page open on the 2nd account, then delete the 1st account and see if the changes have been applied on the 2nd account.
5. Rename 1 Type of work on the 1st account, while keeping the page opened on the 2nd account, then change access settings to the task from the 1st and 2nd to the 3rd account and see if the changes have been applied on the 2nd account without the page refresh.
6. Move task X with an Open status to the Archive project on the 1st account, while keeping the page open on the 2nd account and see if the project status becomes Active on the 2nd account without the page refresh.
7. Log in to the active account from both devices (desktop and mobile web), get it suspended on the desktop while keeping the page open on the mobile web, and see if the user is still able to perform actions as usual.
8. Log in to the active account from both devices (desktop and mobile web), delete it on the desktop, while keeping the page open on the mobile web, and see if the account is still available on the mobile web.
9. Set the estimated time on the 1st account, while keeping the page open on the 2nd account and see if the changes have been applied on the 2nd account without the page refresh.
10. Test different areas under the following conditions:

* the user rights were changed;
* the user was banned;
* the task was renamed;
* the project was renamed;
* the project was deleted;
* the client was renamed;
* the client was deleted;
* the project was moved to another client.

*Table 1- Data types*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Symbols (@, \*, /) | Fractional numbers (5/10, ⅓, ½) | Whole numbers  (1, 2, 3) | Decimal numbers (1.1, 3.5, 4.78) | Negative numbers (-1, -3, -600) |
| Cyrillic letters  (а, ь, ю) | Latin letters (h, g, z) | Lowercase letters  (n, ч, q) | Uppercase letters  (I, G, Ш) | äßçáã |
| 這 | Emoji  (‎[😃](https://getemoji.com/#smileys), 🙂, 🤗) | Space | XSS injection  <script>alert(“text”);</script> | SQL injection  SELECT \* FROM Users WHERE UserId = 105 OR 1=1 |
| HTML tag  <b>text</b> | 5-3 | 0 | binary number  (01110) | max / min  (99999) |