

USER ACCEPTANCE TESTING TEST CASE FOR COLLABORATIVE ENVIRONMENT

PROJECT NAME

INTERLINK

TESTING START DATE

TESTING START TIME

TESTING END DATE

TESTING END TIME

v1.0.12 (<https://github.com/interlink-project/interlink-project/blob/master/envs/demo/.env.demo>) TAGS FOR ALL COMPONENTS

Details at: <https://github.com/interlink-project/interlink-project/blob/master/envs/demo/.env.demo>

NAME OF TESTER(S)

Diego López-de-Ipiña



TEST NO.	DESCRIPTION OF TASKS	STEPS TO EXECUTE	EXPECTED RESULTS	PASS	FAIL	DEFECT / COMMENTS / ADDITIONS
STEP1: Verify that users can log in and/or register to access the Collaborative Environment						
1	Log into the Staging Server	Click on "Access to Dashboard" button	DASHBOARD view is rendered: https://demo.interlink-project.eu/dashboard			
2		Click on button "Login" in dashboard page	AAC login/register page appears			
3		Register in the platform by clicking on Register option				
4		Log into the platform using Google login details	DASHBOARD view is presented which offers three main functionalities: a) co-production project management (WORKSPACE top menu option) team management; b) organizations and teams management (ORGANIZATIONS top menu option) and c) CATALOGUE top menu option which provides access to INTERLINKER catalogue browsing, searching and filtering			
5		Log out by clicking on user icon at the top right hand side and then logout button	Pop up window appears asking you to confirm log out			
6						
STEP2: Organization and team management to initiate co-production process						
1	Create a new organization	Click on ORGANIZATION top menu and then on button "+Create new organization"	"Create a new organization" pops up with form to complete organization details			

2		Fill in form details: name (e.g. "Organization A"), description, logo, whether the organization details can be accessed by any user or not, who can create teams, i.e. only administrators or any member of a team within an organization, default team type or role, e.g. Citizens, public administration, non-profit organization, for-profit organization)	Organizations view shows in the table of Organization a new row with the details of the newly created organization.			
3	Create a new team	Click on a row depicting an Organization in the table shown in ORGANIZATION view and click on "+Create new team" button which appears when expanding view of an organization	"Team creation" window pops up with form to complete team details			
4		Fill in form details: name (e.g. "Team A"), description, logo, type of team (role of its users, e.g. Citizens, public administration, non-profit organization or for-profit organization) add emails of those already logged in users who should be part of the team (introduce email address and when validated, click on button Add user). Notice that now when you type the name of a user belonging to at least one team in a organization, its name is automatically suggested	A new team appears in view of ORGANIZATION, counter of Teams should be incremented.			
5	Manage existing team	Click on the team name within one of the shown organizations, all within ORGANIZATION (https://dev.interlink-project.eu/dashboard/organizations) view to manage the team	New pop-up window shows up, displaying team details, including its members			
6		Click on PENCIL ICON to edit team details: you may modify name, description, logo and list of members (adding new ones or removing existing ones). Click on DISK ICON to save changes	You should be back at the ORGANIZATION view, still being selected the ORGANIZATION where changes have been performed https://dev.interlink-project.eu/dashboard/organizations			
7	Verify right documentation is shown	Click on "?" menu icon on top hand side menu of screen. Click on "Open user manual"	A new tab should be shown with all user manual documentation			
8						
STEP3: Co-production process management						
1	Create a new co-production process	Click on "WORKSPACE" button "+Create new process", e.g. use "Process A" as an example	Pop-up window emerges where logo, name, language, description should be input.			
2		Click on button "Create"	Collaborative Environment shows the OVERVIEW view, where process administrators, i.e. creators, can modify the process settings (button "Go to settings section"), assign new administrators to the process (button "Go to settings section" again) and select the coproduction schema (button "Select an schema")			

3	Modify co-production process settings	Click on button "Go to settings section" and the new screen shown click on button "Edit coproduction process" to modify details of the project, modify details and hit green button Save	Project settings view is shown again with the changes performed saved. Notice the red button at the end of view entitled "Remove co-production process"		
4		Click on "WORKSPACE" button "+Create new process", e.g. use "Process to delete" as an example, i.e. a fake coproduction process which we can safely remove	Pop-up window emerges where logo, name, language, description should be input.		
5		Click on button "Remove coproduction process" at "Process to delete" settings view	The co-produced process is removed and the user is switched back to main WORKSPACE view		
6		Browse through the proposed co-production tree schemas, preview them and choose one clicking on the corresponding "Use Schema" button	The co-production process view of the dashboard now shows new menu items on the left-hand side, namely, Workplan & Guide		
7		Go back to WORKSPACE view (clicking on top menu option called WORKSPACE) and select the early created process named "Process A"	WORKSPACE view showing all co-production processes a user is involved in as either administrator and/or member of team partaking in it		
8	Manage an existing co-production process	Select on dashboard's main page (WORKSPACE) https://demo.interlink-project.eu/dashboard , the co-production process to manage, e.g. "Process A"	You arrive to the Overview view of the selected co-production process, where on the first tab (since you are administrator) called PROCESS you are guided on how to continue with the coproduction process configuration. In the second tab called "PROCESS" appear all the resources associated to that process. This tab is shown for all members of a team which is associated to a co-production process.		
9		Click on the button within PROCESS tab "Select a schema" to bind a co-production process tree to a given process	In the pop up window entitled "Selection of the co-production schema", you can select different co-production trees by clicking on "PREVIEW" button. Once any of them is selected, you may browse through the different phases of the selected co-production process, for each selected phase, you can see a tree where the phase objectives are displayed together with the tasks that may help realizing those objectives. Eventually, you may select one schema for your process by clicking on button "Use Schema"		
10		Click on "Settings" left hand side menu of a given co-production process view to again access to the settings of a process. In the resulting view you mind dissassociate the coproduction tree that governs a given process by clicking on the button "Clear coproduction process tree"	You are requested to confirm deletion and if you go back to OVERVIEW you will see again active the button "Select a schema", so that a coproduction tree can be associated to the process		

11		Click on the "Guide" menu option on the left hand side to switch to GUIDE view. Interact with the information displayed every time that you click on a task from a given objective belonging to the selected phase, at the top of the Guide view of a co-production process	Observe the name, description, current status and time planification link in tab "Information about the task". If you click on tab "RESOURCES" you will see current set of resources created until that moment to complete such task and the buttons "Instantiate task resource through recommended INTERLINKERS" (click on see recommended INTERLINKERS in the catalogue) and "Instantiate task resource through generic INTERLINKERS" where you can select some of the INTERLINKERS that enable you to create your own custom-made resources. If the recommended INTERLINKERS are not what you are after, play with the fillters, remove PROBLEM PROFILE filters, search for a description of an INTELINKER, e.g. "Stakeholder". Finally notice the PERMISSIONS tab in the view displayed when selecting a node in the GUIDE view.			
12		Edit the selected task details by clicking on the PENCIL ICON	You may change the status of the task, establish a time duration (start-date and end-date) for a task or even remove such task if considered not needed in the co-production process where a team or set of teams want to embark on			
13		Assign time duration to a task, fill in start and end date and hit button Save	The task time duration is shown			
14		Jump to the Workplan view of a co-production process by clicking on hyperlink "Time planification"	The current co-production process "Workplan view" is shown. Observe how the duration established when editing the previous task is reflected in the timescale for the task displayed			
15		Go back to Guide view by clicking on name of task in "Workplan view"	You are switched back to the "Guide view"			
16		Add new phase, objective and task by clikcing on "+" sign on right hand side of Guide view, top panel	Dialogue "Create new tree item" appears, after selecting whether to create phase, objective or task, a new tree item should appear and be reachable			
17		Modify a co-production tree task by clicking on PENCIL icon in task view	Hit on "Remove Task" hyperlink and the task should dissapear from the left hand side tree.			
18		Remove the spurious phase that you created earlier by clicking on PENCIL icon in phase view within Guide view	The spurious phase should dissapear from tree			
19		Check recommended INTERLINKERS, e.g. go to ENGAGE>Identify stakeholders>Understand the different types of stakeholders. Click on RESOURCES tab and then "Instantiate task resource through recommended INTERLINKERS". Ensure that the recommended INTELINKERS are viewable	You see a list of recommended INTERLINKERS, see what is behind each INTERLINKER by clikcing on the title of each INTERLINKER card. You should see a pop-up showing you a preview of the INTERLINKER. Verify that the recommended INTERLINKERS are relevant.			

20	Manage INTERLINKERs to progress in co-production process	Click on the INTERLINKER link associated to a resource or in the card that appears when going to Catalogue view, browse over its diverse tabs, click on button "Download locally as resource not related to project (for futures exploration)" or click on button "Download resource" of "Preview" tab	A version of the INTERLINKER in PDF, PPTX, DOCX ... format so that you can see the enabler contents before using it		
21		Instantiate one of the recommended INTERLINKERs by clicking on the corresponding INTERLINKER card showed among the recommendations, click on button "Instantiate as resource to use in project"	As result you should see a new resource listed at the bottom of the RESOURCES tab of the selected task view (GUIDE view) of a co-production process. A new entry should appear with the metadata of the created resource		
22		Access to the contents of the resource by clicking on its name Notice that each resource is the result of having instantiated an INTERLINKER	Another tab in the browser is open where the created resource can be edited or interacted with. For instance, if the INTERLINKER selected was a template corresponding to a powerpoint a Google Drive's presentation in slides would be shown. In the new opened tab you may edit that file in a collaborative manner with all the other team members.		
23		You may Open, Clone, Delete or Download a created resource by clicking on the pop-menu when clicking on 3 vertical dots under the Actions column table header	Verify that a new resource appears when cloning, the existing one dissapears when deleting or that you download a copy of the resource when clicking on download		
24		Instantiate a generic INTERLINKER by clicking within RESOURCES tab and then button "Instantiate task resource through generic INTERLINKERs" on a selected co-production process task	A menu pops up where we can select among different built-in co-production software INTERLINKERS, e.g. "Link to an external resource", "Create a new description in Augmenter", "Create an Etherpad document", "Create a Google Drive document", "Create a discussion thread in Loomio" or "Create a survey"		
25		Choose one of the available generic INTERLINKERs, e.g. "Create a Google Drive document"	A new pop-up window appears where you can either: a) select a file from your hard disk to import; b) name a new document and choose the type of document (Document, Spreadsheet, Slide, Drawing, Site or Form) and hit "Create asset" button; or c) indicate a URL to an existing Google Drive document and import it.		
26		Interact with the resulting new resource	You may now edit in a new tab, the Google Drive document opened		
27		Switch to the "Overview" view of a given co-production process by clicking on "Overview" lef hand-side menu option	You should see under RESOURCES tab, a table with the name, created, update, Interlinker and actions columns of the resources created whilst progressing on the co-production process		

28		Interact with the resources listed in Overview view of co-production process	Access the resource contents by clicking on title of resource, review the parent INTERLINKER by clicking on the parent INTERLINKER name or navigate back to the task where such resource was created by clicking on "See task" button		
29	Verify right documentation is shown	Click on "?" button on the top menu of screen, click on "User manual". Ensure that documentation for the WORKSPACE view is available	Ensure Co-production process documentation (WORKSPACE) is shown. When you switch to OVERVIEW, GUIDE, WORKPLAN views, the corresponding HELP should be shown as pop up sliding window from right hand side of screen		
30					
STEP4: Association of teams to co-production process and role management					
1	Bind teams to co-production process	Start by clicking on "Team" left hand-side menu option within a co-production process.	All the teams that have been associated to a coproduction process by granting permissions to different parts of the coproduction process are shown. Per team, you can see what role its members play in the coproduction process, e.g. citizens, public administration, non profit organization or for profit organization. Besides, you can see the access, write and delete permissions associated to the team members over resources associated to the corresponding phases, objectives and tasks of a coproduction process		
2		Assign team to co-production process by clicking on button "Add new permission to the overall process" in Team view	Select team to associate global resource access permissions for the current coproduction process. A new rectangle with the details of permissions assigned to such team should appear		
3		Assign team to co-production process by setting permissions of a node in a co-production tree. Go to GUIDE view, select the phase, objective or task to which you want to set permissions of a team and click on PERMISSIONS tab. Click on the button "Add new permission to the Phase/Objective/Task" and indicate what a team may do with the resources generated on that tree node or below	Pop-up window entitled "Select the team to apply the permission" appears where co-production process administrator can assign one of the teams over the organizations previously created in the environment. After selecting in the displayed table of organizations, the row corresponding to an organization, the user may select an existing team within that organization or create a new one. Once a team has been selected or created a new popup window entitled "Select the permissions for Phase/Objective/Task and for the team XXX" appears and the administrator may select what permissions users of the bound team will have over resources in that tree item		
4		Add new individual to team participating in co-production process by clicking on PERMISSION tab on the title of the team whose members want to be reviewed	A pop-up window appears where user has to type in email address of a previously registered user to add them to a team. Besides, the administrator of the team may also add new administrators to the team through ADMINISTRATORS tab in this window		

5		Add a team with a new role by clicking on a given ORGANIZATION and then selecting a team with a different role or creating a new team with a different role to the default of an organization. For example, the Zaragoza organization will have by default teams of "public administration" type. However, it is possible to create teams in Zaragoza organization of type "Citizens"	After clicking on "Create new team" in organization view, you may select as role/type any of the four categories Citizens, public administration, non profit organization and for profit organization. Then you may add a set of members by typing their email addresses			
6		Modify permissions of a role, by clicking on pencil icon of role. You may also delete a previously created one by clicking on BIN icon.	You can in-situ change the role name, description and permissions. Hit DISK icon to save changes			
7		Modify role of team or individual by clicking on PENCIL icon	Update in situ the role, by selecting one of the roles available in drop-down menu and click on DISK icon to save			
8	Verify right management validation	Create a new team who has only "Access to resources" permission, include there a member with an email address not associated to other teams of the co-production process which may have different permissions	After clicking on "Create new team" in organization view, you may select as role/type any of the four categories Citizens, public administration, non profit organization and for profit organization. Then you may add a set of members by typing their email addresses			
9		Log in as the user who belongs to a team with only "Access resource" permission on some nodes of a coproduction process, in this case Process A	Go to the task, objective or phase where the team it was associated to was granted permissions. Try to remove the resources available there or to create new ones. You should only be allowed to access to the resources.			
10	Verify right documentation is shown	Click on "?" button on the top menu of screen, click on "User manual". Ensure that documentation for the WORKSPACE view is available	Ensure Organization and team management documentation is shown. When you switch to OVERVIEW, GUIDE, WORKPLAN views, the corresponding HELP should be shown as pop up sliding window from right hand side of screen			
11						
STEP5: INTERLINKER catalogue usage						
1	Interact with catalogue of INTERLINKERS by clicking on top menu option CATALOGUE	Scroll down the catalogue view to check all INTERLINKERS available in the catalogue. You may see more by hitting on the "Load more" button at the bottom of the page	You should see a screen where every indexed INTERLINKER appears in a card.			
2		Select one of the displayed INTERLINKERS by clicking on one an INTERLINKER card	A pop-up window should be shown. You may interact with the INTERLINKER by checking the tabs in case that the INTERLINKER is of software type: OVERVIEW, INSTRUCTIONS, REVIEWS and RELATED INTERLINKERS. The tabs available in the case of an INTERNAL KNOWLEDGE INTERLINKER are the same with the addition of the PREVIEW option which allows to download a desktop version of the resource.			

3		Access to the permalink representing a given INTERLINKER by clicking on the SHARE icon in a view of an INTERLINKER	When pasting the URL copied in the clipboard into a browser you will get a full screen view of the INTERLINKER represented by that permalink			
4		Search for an INTERLINKER, e.g. type the keyword "Focus group"	At least 4 INTERLINKERS should be recommended and appear in the catalogue view of the Collaborative Environment			
5		Apply filters for nature which allows you to select among INTERLINKERS of the following categories INTERNAL SOFTWARE, INTERNAL KNOWLEDGE, EXTERNAL SOFTWARE and EXTERNAL KNOWLEDGE. Check 2 of them.	You should see the catalogue view populated with INTERLINKERS which meet the indicated "Nature" restrictions			
6		Apply filters for "Minimum rating" which allows you to select among INTERLINKERS which have the specified minimal rating in a scale 1 to 5	Catalogue view which will show INTERLINKERS which meet restrictions, e.g. first two stars selected should only show INTERLINKERS which have at least 2 stars in their ratings			
7		Apply filter "Problem Profile", e.g. select ORG_PROBLEM_5	At least 2 INTERLINKERS meeting this problem profile should appear			
8		Switch to list view from INTERLINKERS catalogue grid view by clicking on icon with 3x3 matrix of small squares	INTERLINKERS should now be shown in a list, rather than a grid			
9	Verify right documentation is shown	Click on "?" button on the top menu of screen, click on "User manual". Ensure that documentation for the WORKSPACE view is available	Ensure Catalogue documentation is shown. When you switch to OVERVIEW, GUIDE, WORKPLAN views, the corresponding HELP should be shown as pop up sliding window from right hand side of screen			
10						
OTHER POSSIBLE STEPS ...						
1						
2						
3						
4						
5						

GENERAL QUESTIONS / COMMENTS

