**Test:** US89 Staff can log, accept or reject a meeting request.

**Description:** This test will attempt to simulate a supervisor/second responding to a meeting request.

**System requirements:**

Staff can log in.

Staff member has a meeting to accept, reject. Or log.

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| **Test No** | **Page** | **Action** | **Expected Result** | **Actual Result** | **Date tested** | **Success / Failure** |
| 1 | Login.php | Supervisor enters correct username and password and clicks login | Supervisor is taken to their dashboard. | OK | 22/02/2015 | Success |
| 2 | Dashboard.php | A non logged in user tries to access page. | User is taken to log in page. | OK | 22/02/2015 | Success |
| 3 | Dashboard.php | Supervisor clicks on view all meeting summary. | They are taken to the meeting page. | OK | 22/02/2015 | Success |
| 4 | Meetings.php | Supervisor clicks accept on a pending meeting. | A box appears with an option message for the person that requested the message. Current status is changed to accepted and an email is sent informing the student. | OK | 22/02/2015 | Success |
| 5 | Meetings.php | Supervisor clicks decline on a pending meeting and adds a message. | The meeting status is changed to declined and the message is logged underneath, an email is sent informing the student. | OK | 22/02/2015 | Success |
| 6 | Meetings.php | Supervisor clicks held on a meeting request and adds a message about the meeting. | This meeting status is changed to held and the message is saved on the system for the student or supervisor to see and an email is sent informing the student. | OK | 22/02/2015 | Success |
| 7 | Meetings.php | Supervisor clicks declined on a meeting that has already been held. | Nothing happens and it remains as held. | The status changes to declined. | 22/02/2015 | Failure |
| 8 | Meetings.php | Supervisor clicks declined on a meeting that has already been accepted | Nothing happens and it remains as being accepted. | The status is changed to declined. | 22/02/2015 | Failure |
| 9 | Meetings.php | Supervisor attempts to add HTML code to the message box. | It has no effect. | OK | 22/02/2015 | Success |

**Works on Google Chrome, Internet explorer, Safaria and FireFox.**