Knowledge Management Portal Create Article - Test Case

Test Case ID	Test Case Name	Test Case Description	Expected Result	Precondition
1	Categorize the new article	User categorizes the new article under appropriate category and sub-category.	User creates a new Knowledge Article with appropriate category and sub-category to classify the new article.	User logs in to the knowledge management portal and is logged in as an Author
2	Add Tags	User adds necessary keywords as tags.	User creates a new Knowledge Article with necessary keywords as tags to search the article efficiently.	User logs in to the knowledge management portal and is logged in as an Author
3	Upload an existing document	User uploads an existing document to share with other employees and customers.	User creates a new Knowledge Article with an existing uploaded document to share the article with other employees and customers.	User logs in to the knowledge management portal and is logged in as an Author
4	Save Article as draft	User saves the new article as draft for further review in the future. This would appear in the Drafts tabs on the landing page and can be accessed later by logging in to the portal.	User saves a new Knowledge Article as draft. so that he/she can work on the article at a later point in time.	User logs in to the knowledge management portal and is logged in as an Author
5	Submit the Article	User submits the new article to the Approver to share that knowledge with other employees and customers.	User submits a new Knowledge Article to the Approver so that the Approver can review, approve and publish the article to the portal.	User logs in to the knowledge management portal and is logged in as an Author
6	Automated Email Notification	Once the article is submitted, an email is sent to the Approver by the system notifying the Approver that a new item has been added for review/approval. And also User receives an email notification when the article is approvedand published by the Approver.	Approver gets an email notification when a new article is submitted. And Author gets an email notification when Approver approves and publishes the article.	User logs in to the knowledge management portal and is logged in as an Author
7	View New Article	User can see all his/her published articles, draft articles and in-review articles when he/she login to the system.	User can see all his/her published articles, draft articles and in-review articles when he/she login to the system so that he/she can take easy action on those articles.	User logs in to the knowledge management portal and is logged in as an Author