Company Collaboration Platform Test Cases

Events module

Verifying user access

Test case ID	EM01. Authenticated users have access to Events page
Description	Verify that authenticated users(employees, admins) can access the Events page.
Precondition	The user is logged in as an employee or administrator.
Test data	Username: [HIDDEN], Password: [HIDDEN] Admin username: [HIDDEN], Password: [HIDDEN]
Test steps	1. Click on Events button from the upper navigation menu. 2. Click on Home button from the upper navigation menu. 3. Click on Events button on the Home page, under the heading "Discover".

Expected result	1. User is directed to the Events page.
	2. User is directed to the Home page.
	3. User is directed to the Events page.

Test case ID	EM02. Unauthenticated users cannot access the Events page
Description	Verify that unauthenticated users cannot access the Events page with the page URL.
Precondition	Unauthenticated user has a URL link to Events page, not logged in.
Test data	Events page URL
Test steps	1. Insert Events page URL to browser search bar.
	2. Click Enter.
Expected result	1. Events page URL is pasted or manually entered to the browser search bar.
	2. Unauthenticated user is directed to the Login page.

Viewing list of all added events and its previews

Test case ID	EM03. List of all added events is shown correctly
Description	Verify that list of events has correct info and is sorted by the start date by default.
Precondition	The user is logged in as an employee or administrator.
Test data	-
Test steps	1. Click on Events button from the navigation menu.
	2. Verify the event list is sorted by the start date(oldest at the top of the list) by default.
	3. Verify the following information is shown about each event:
	a. Event name
	b. Event start and end date
	c. Event type
	d. Manager email
Expected result	1. User is directed to the Events page.
	2. Event list starts with the oldest start date events from the top and ends with the newest start date events at the bottom.
	3. Event information is visible on the Events page. Each event has event name, start and end date, event type and manager email.

Test case ID	EM04. All event previews information is shown correctly
Description	Verify that all event previews have correct info.

Precondition	The user is logged in as an employee or administrator.
Test data	-
Test steps	1. Click on Events button from the navigation menu. 2. Click on any event from the event list. 3. Verify the following information is shown on each event preview: a. Name b. Description c. Start date d. End date e. Link f. Type g. Manager email h. Office i. Address 4. Verify that there are no empty fields shown on each event preview.
Expected result	1. User is directed to the Events page. 2. User can access the events details from the list of all events by clicking on an event. Event preview pop-up is displayed. 3. All detailed information about an event is visible on the event preview. 4. Only filled in information exists on the event preview page.

Searching events

Test case ID	EM05. User can search events by name
Description	Verify that the search returns relevant results with both full and partial event name search.
Precondition	The user is logged in as an employee or administrator.
Test data	-
Test steps	1. Click on Events button from the navigation menu. 2. Pick an existing event(at least 5 characters long) from the event list and memorize its title or copy it. 3. Click on the search bar. 4. Enter or paste the full name of the chosen event. 5. Click enter. 6. Click on search bar and enter a partial name(3 letters from the **beginning** of the word) of the chosen event. 7. Click enter. 8. Enter a partial name(3 letters from the **middle** of the word) of the chosen event. 9. Click enter.

	10. Enter a partial name(3 letters from the **end** of the word) of the chosen event.
	11. Click enter.
Expected result	1. User is directed to the Events page.
	2. Event list is available, each event has its own title.
	3. Search bar exists, is clickable and text can be inserted.
	4. Full name of the event is entered, no errors shown.
	5. Search results related to the full name of the event are displayed.
	6. Partial name(3 letters from the **beginning** of the word) of the event is entered, no errors shown.
	7. Search results related to the partial name(3 letters from the **beginning** of the word) of the event are displayed.
	8. Partial name(3 letters from the **middle** of the word) of the event is entered, no errors shown.
	9. Search results related to the partial name(3 letters from the **middle** of the word) of the event are displayed.
	10. Partial name(3 letters from the **end** of the word) of the event is entered, no errors shown.
	11. Search results related to the partial name(3 letters from the **end** of the word) of the event are displayed.

Test case ID	EM06. Search with empty field
Description	Verify the behavior of the system when the search bar field is left empty.
Precondition	The user is logged in as an employee or administrator.
Test data	-
Test steps	1. Click on Events button from the navigation menu.
	2. Click on the search bar.
	3. Click enter.
Expected result	1. User is directed to the Events page.
	2. Search bar exists, is clickable and text can be inserted.
	3. Search request is not executed, list of all events remains displayed to the user.

Bookmarking events

Test case ID	EM07. User can add and remove bookmarks
Description	Verify that user can bookmark events, see the bookmarked events and also be able to remove bookmarks.
Precondition	The user is logged in as an employee or administrator.
Test data	-

Test steps	1. Click on Events button from the navigation menu.
	2. Click on Bookmark button next to the search bar.
	3. Click on Bookmark button next to the search bar again.
	4. Pick an event from the event list and click on its bookmark icon(top right corner of the list item).
	5. Click on Bookmark button next to the search bar.
	6. Click on the bookmark icon(top right corner of the list item) of the bookmarked event.
	7. Refresh the page.
	8. Click on Bookmark button next to the search bar.
Expected result	1. User is directed to the Events page.
	2. If no events are bookmarked, there is "No matches found" message displayed below the search bar.
	3. List of all events is displayed.
	4. Bookmark icon is clickable, changes color when clicked on(blue=bookmarked), event is bookmarked in the system.
	5. A list of all bookmarked events is displayed and the bookmarked event is visible.
	6. Bookmark icon is clickable, changes color when clicked on(white=unbookmarked), bookmark is removed from the event and event stays in the list without a bookmark.
	7. Page is refreshed, default event list is displayed.
	8. A list of all bookmarked events is displayed, the event which was unbookmarked does not exist there anymore.

Sorting and filtering events

Test case ID	EM08. Event list sorting
Description	Verify that users can apply sorting by the Start date, End date, Event type, Office and that the sorting order(oldest, newest) works as expected.
Precondition	The user is logged in as an employee or administrator.
Test data	-
Test steps	1. Click on Events button from the navigation menu.
	2. Verify the event list is by default sorted by start date(oldest at the top of the list).
	3. Click on sorting icon next to the search bar.
	4. Sort by Start date:
	○ Click the "Start date" button.
	○ Click the "Start date" button again to toggle to newest(top) to oldest(bottom) order.
	5. Sort by End date:
	○ Click the "End date" button.
	○ Click the "End date" button again to toggle to newest(top) to oldest(bottom) order.

	6. Sort by Event type:
	    ○ Click the "Event type" button.
	    ○ Click the "Event type" button again to toggle to descending order.
	
	7. Sort by Office:
	    ○ Click the "Office" button.
	    ○ Click the "Office" button again to toggle to descending order.

Expected result	1. User is directed to the Events page. 2. Event list is by default sorted by start date(oldest at the top of the list). 3. Sorting dropdown menu is opened. Options are Start date, End date, Event type, Office. 4. Events can be sorted by start date: • From oldest(top) to newest(bottom) order. • From newest(top) to oldest(bottom) order. 5. Events can be sorted by end date: • From oldest(top) to newest(bottom) order. • From newest(top) to oldest(bottom) order. 6. Events can be sorted by event type: • From ascending order. • From descending order. 7. Events can be sorted by office name: • From ascending order. • From descending order.

Test case ID	EM09. Event list filtering
Description	Verify that events can be filtered by type, office and start date.
Precondition	The user is logged in as an employee or administrator.
Test data	-
Test steps	1. Click on Events button from the navigation menu. 2. Click on filter button next to the search bar. 3. Select one event type from the "Filter by Type" menu. 4. Deselect the previously selected filter. 5. Select one office from the "Filter by Office" menu. 6. Deselect the previously selected filter. 7. Select one start date from the "Filter by Start date" menu. 8. Deselect the previously selected filter. 9. Select any 2 event types from the "Filter by Type" menu. 10. Select any 2 offices from the "Filter by Office" menu. 11. Select any 2 start dates from "Filter by Start date" menu. 12. Reset all filters by deselecting all selected filters from the horizontal filter panes(filter menus).

Expected result	1. User is directed to the Events page.
	2. Filters section drops down and shows 3 horizontal filter panes(Filter by Type, Filter by Office, Filter by Start date).
	3. The event list updates correctly to reflect the selected type.
	4. List of all events is displayed.
	5. The event list updates correctly to reflect the selected office.
	6. List of all events is displayed.
	7. The event list updates correctly to reflect the selected start date.
	8. List of all events is displayed.
	9. The event list updates correctly to reflect the selected types.
	10. The event list updates correctly and shows only the events that have the selected parameters. If no matches are found, "No matches found" message will be displayed as a result.
	11. The event list updates correctly and shows only the events that have the selected parameters. If no matches are found, "No matches found" message will be displayed as a result.
	12. The events list returns to the list of all events after resetting the filters(by default by oldest start date at the top).

Administrator managing events information

Test case ID	EM10. Only administrator has access to the adding new events functionality
Description	Verify that other authenticated users besides admin cannot see "+" button nor add new events.
Precondition	The user is logged in as an employee.
Test data	Username: [HIDDEN], Password: [HIDDEN]
Test steps	1. Click on Events button from the navigation menu.
	2. Verify there is no "+" button on the right bottom corner of the page.
Expected result	1. User is directed to the Events page.
	2. There is no "+" button on the page and user cannot access the "Add New Event" page.

Test case ID	EM11. Admin adding new events
Description	Verify that an administrator can add new events to the events list.
Precondition	The user is logged in as an administrator.
Test data	Admin username: [HIDDEN], Password: [HIDDEN]
Test steps	1. Click on the Events button from the navigation menu.
	2. Click the "+" button on right bottom corner of the Events page.
	3. Fill in the following fields:
	a. Name - mandatory text field.

	b. Description - optional text area.
	c. Start date - mandatory date picker.
	d. End date - mandatory date picker.
	e. Link - optional text field.
	f. Type - mandatory text field.
	g. Manager email
	h. Office - mandatory select from the list of offices.
	i. Address - optional text field.
	4. Click the "Submit" button, to save the new event.
	5. Click on the Events button from the navigation menu.
	6. Verify the newly created event is in the event list.
Expected result	1. User is directed to the Events page.
	2. Button is clickable, user is directed to "Add New Event" page.
	3. Fields exist and are editable. If some mandatory fields are not filled in, an error message "Field is required." is shown under those mandatory fields.
	c. Start date is by default empty. Date format is dd/mm/yyyy.
	d. End date is by default empty. Date format is dd/mm/yyyy. End date can not be set earlier than the start date, system blocks the behavior and shows error message: "End date cannot be earlier than Start date.".
	4. Button is clickable, after saving a success message is shown: "Thank you for submitting the form!"
	5. User is directed to the Events page.
	6. The new event is added to the event list and the event is visible.

Test case ID	EM12. Admin editing events
Description	Verify that an administrator can edit specific event information from the event preview.
Precondition	The user is logged in as an administrator.
Test data	Admin username: [HIDDEN], Password: [HIDDEN]
Test steps	1. Click on Events button from the navigation menu.
	2. Click on any event from the event list.
	3. Click the "Edit" button.
	4. Verify admin can modify the following information:
	a. Name
	b. Description
	c. Start date
	d. End date

e. Link

f. Type

g. Manager email

h. Office

i. Address

5. Click "Submit" button to save the changes.

6. Click on Events button from the navigation menu.

7. Click on the changed event.

8. Verify the event information has been updated.

Expected result	1. User is directed to the Events page.
	2. Event preview pop-up is displayed.
	3. Edit button is functional, admin is directed to "Manage Event" page.
	4. Information can be added or changed, no error messages are displayed.
	5. "Submit" button is clickable, saves the new information to the event preview and shows a success message.
	6. User is directed to the Events page.
	7. Changed event preview pop-up is displayed.
	8. The information is updated and reflected in the event preview.

Test case ID	EM13. Admin deleting events
Description	Verify that an administrator can delete specific event from the event preview.
Precondition	The user is logged in as an administrator.
Test data	Admin username: [HIDDEN], Password: [HIDDEN]
Test steps	1. Click on Events button from the navigation menu.
	2. Click on any event from the event list.
	3. Verify there is a "Delete" button on the event preview page and click the "Delete" button.
	4. Click "Delete" button on the confirmation modal.
	5. Click on search bar and type in the name of the deleted event.
	6. Click enter.
Expected result	1. User is directed to the Events page.
	2. Event preview pop-up is displayed.
	3. Delete button is visible and clickable. Confirmation modal pop-up is displayed with buttons "Delete", "Cancel" and text: "Are you sure that you want to delete this list entry?"
	4. Event is deleted from the system. Admin is directed to the Events page.
	5. Deleted event name can be entered into the search bar.
	6. Search results show no match for the deleted event.

Test case ID	EM14. Admin editing same event on 2 tabs at the same time
Description	Verify that while admin is editing a specific event on one browser tab and deleting the same event on another browser tab, admin cannot save an event that has been deleted from another tab.
Precondition	The user is logged in as an administrator. User is on Events page.
Test data	Admin username: [HIDDEN], Password: [HIDDEN]
Test steps	1. Copy the Events page URL. 2. Open another tab(Page 2) in your browser. 3. Paste the Events page URL to the search bar and click enter. 4. Click on the first browser tab with Events page. 5. Click on one event from the event list. 6. Click on Edit button. 7. Click on the second browser tab(Page 2) with Events page. 8. Click on the same event as currently chosen for the first browser tab page. 9. Click on Delete button. 10. Click "Yes" on the confirmation modal. 11. Click on the first browser tab with Edit Event page. 12. Change some fields (Description, Type, Office). 13. Click Submit button.
Expected result	1. Events page URL is copied. 2. Second tab is opened in browser. 3. URL is inserted to search bar and user is directed to the Events page. 4. User is on the first Events page tab. 5. Event preview pop-up is displayed. 6. Edit button is visible and clickable. User is directed to Edit Event page. 7. User is on the second(Page 2) Events page tab. 8. Event preview pop-up is displayed. 9. Delete button is visible and clickable. Confirmation modal pop-up is displayed. 10. Event is deleted from the system. Admin is directed to the Events page. 11. User is on the first Events page tab. 12. Information is changed in the Description, Type and Office fields. 13. System prevents saving and displays an appropriate error message: "The event cannot be saved because it was deleted by administrator."

Directory module

Bookmarking employees

Test case ID	DI08. Employee bookmarking
Description	Verify that employees can be bookmarked and that the bookmark status is correctly updated and displayed.
Precondition	The user is logged in as a user or administrator and is on the Directory page.
Test data	Username: [HIDDEN] Password: [HIDDEN] Admin username: [HIDDEN] Password: [HIDDEN]
Test steps	1. Click the "Bookmark" button on an employee's profile(top right corner). 2. Verify that the employee is successfully bookmarked (e.g., a bookmark icon changes state or a confirmation message appears). 3. Refresh the page and verify that the employee remains bookmarked.
Expected result	1. Button is clickable, bookmark icon changes color(blue=bookmarked) and saves information to the system. 2. The employee is bookmarked successfully, and the bookmark status is visually updated(changes color). 3. The bookmark status persists after refreshing the page.

Test case ID	DI09. Employee bookmark removal
Description	Verify that employees can be unbookmarked and that the bookmark status is correctly updated and displayed.
Precondition	The user is logged in as a user or administrator and is on the Directory page.
Test data	Username: [HIDDEN] Password: [HIDDEN] Admin username: [HIDDEN] Password: [HIDDEN]
Test steps	1. Click on "Bookmark" button above the filters. 2. Click on the bookmark icon(top right corner of the employee profile) of the bookmarked employee. 3. Refresh the page. 4. Click on "Bookmark" button above the filters and verify the unbookmarked employee is not listed under bookmarked employees list.
Expected result	1. A list of all bookmarked employees is displayed. 2. Bookmark icon is clickable, changes color when clicked on(white=unbookmarked). Bookmark is removed from the employee and employee stays in the list. 3. Page is refreshed, default employee list is displayed.

	4. A list of all bookmarked employees is displayed, the unbookmarked employee does not exist there anymore.

Self-Registration

Verifying user access

Test case ID	SR010. User access to the system before activation
Description	Ensure the new user cannot access the system until the administrator activates the profile.
Precondition	User has submitted the registration form and has not been activated by administrator.
Test data	-
Test steps	1. Open the Login page. 2. Fill in the email and password fields with newly created account credentials. 3. Click the "Log in" button.
Expected result	1. Login page opens, no errors shown. 2. Fields can be filled, no errors shown. 3. User cannot log in and an appropriate error message appears: "The email address could not be found".

Test case ID	SR13. User access to the system after activation
Description	User can access the system with the credentials made during the registration process.
Precondition	The administrator has activated the new user.
Test data	-
Test steps	1. Open the Login page. 2. Fill in the email and password fields with newly created account credentials. 3. Click the "Log in" button.
Expected result	1. Login page opens without any errors. 2. Fields can be filled, no errors shown. 3. Logged in successfully. User is directed to Home page.