**Functional Requirements**

1. The system should be capable of using the ID and password as login authentication.
2. The system must have the ability to import/attach multiple documents at once.

**Test case ID**: TC\_LOGIN\_001

**Test priority**: High

**Test Title/Name**: Verify the login page with a valid ID and password

**Summary**: This test case is used to verify that the user is able to successfully log in to the application using valid credentials. The test will validate that the user is able to successfully enter their username and password, and that the correct page is loaded after the login is successful.

**Pre-conditions:**Users must be registered.

**Dependencies**:

* SMTP protocol for email alert to administrator.
* The test is dependent on the login form being available and the server being able to accept login requests.

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| **Step** | **Step Description** | **Data** | **Expected Results** |
| 1 | Verify that the cursor is focused on the “Username” text box on the login page upon entering. |  | The cursor should blink awaiting input. |
| 2 | Verify that Enter/Tab key works as a substitute for the Sign-in button. | Username: 62091  Password: administrator | The system should sign in upon pressing the Enter/Tab key and display the main dashboard. |
| 3 | Verify that the user is able to login with valid credentials. | Username: 62091  Password: administrator | The system should display “Login Successful” upon logging in with valid credentials. The system should then redirect the user to the main dashboard.  The system should alert the administrator through email about the login. |
| 4 | Verify that the user is not able to login with an invalid ID and invalid password. | Username: 12345  Password: administrator123 | “Login Failed Incorrect Password or ID” error message should be displayed. The system should increment the incorrect login attempt. |
| 5 | Verify that the User is not able to login with a valid ID and an invalid password. | Username: 62091  Password: administrator123 | “Login Failed Incorrect Password or ID” error message should be displayed. The system should increment the incorrect login attempt. |
| 6 | Verify that the user is unable to log in with an invalid ID and a valid password. | Username: 12345 Password: administrator | “Login Failed Incorrect Password or ID” error message should be displayed. The system should increment the incorrect login attempt. |
| 7 | Verify that the user is unable to log in with a blank username or password. |  | “All Fields are required” error message should be displayed. |
| 8 | Verify that the user is unable to login with inactive credentials. | Username:32021 Password: ysxq9e | “Login Failed Incorrect Password or ID” error message should be displayed. The system should increment the incorrect login attempt. |
| 9 | Verify that there is a limit on the total number of unsuccessful login attempts. | Username: 42440 Password: zdjDXE | The system should display the error message “User account locked, contact administrator for help.”  The system should notify the administrator about the locked account through email. |

**Post Conditions:**

* User is now logged into the system.
* The user is now registered in the activity log and their time is recorded.

**Test case ID**: TC\_ADD\_DOC\_001

**Test priority:** High

**Test Title/Name:** Upload Document/s

**Summary**: This test case verifies the functionality of uploading document/s into the system. It will test the ability of the user to upload a document from the local machine to the system and check if the document is successfully stored in the system.

**Pre-conditions**:  Users must be registered.

**Dependencies**:

* SMTP protocol for email alert to administrator.
* FTP for sending from the scanner to the system.
* User must have an active user account with the system.
* User must have access rights to upload documents.
* System must support the file type of the document to be uploaded.
* The document must be in a compatible format.
* System must have a reliable connection to the server.
* System must have adequate storage space available.
* User must have sufficient system resources to upload the document.
* System must have an automated backup system in place.

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| **Step** | **Step Description** | **Data** | **Expected Results** |
| 1 | Verify if the file upload button is present or not. |  | The system should display the “Upload file” button. |
| 2 | Verify if the upload button is clickable. |  | The button should be clickable and upon clicking it should redirect the user to the upload portal. |
| 3 | Verify if upon clicking the upload button a window is opened, where the user should be able to select the file/s. |  | The system should display the upload document portal. |
| 4 | Verify the upload functionality is working and functional by uploading a file. | testfile.pdf | The system should accept the file, index and store it in the database. |
| 5 | Verify if the document scanner works. | testfile(Physical file) | The system should accept the file, index and store it in the database. Furthermore, the system should notify the administrator that the document/s is/are being uploaded to the system. |
| 6 | Verify if OCR feature of the document scanner works. | testfile.jpg | The system should read all text from the image and store it as a document in the database. |
| 7 | Verify if the uploaded file is in the correct file format. | testfile.TIF  testfile.PDF  testfile.DjVu  testfile.PDF/A  testfile.odt  testfile.docx  testfile.xlsx  testfile.pptx  testfile.vsdx  testfile.xltx  testfile.potx  testfile.ppsx  testfile.dotx  testfile.xlam  testfile.xlsb  testfile.thmx  testfile.docm  testfile.pptm  testfile.xltm  testfile.potm  testfile.ppsm  testfile.dotm  testfile.xps  testfile.ods  testfile.odp  testfile.JPG  testfile.GIF  testfile.GML  testfile.XML  testfile.MVI  testfile.HTML  testfile.Email  testfile.RTF | The system should successfully import all documents with the correct file format accepted by the system. |
| 8 | Verify if the uploaded document is the wrong file format. | testfile.zip | The system should display an error message “File type not supported”. |
| 9 | Verify that the file name is correctly displayed. | testfile.pdf | The system should display the name of the document imported. |
| 10 | Verify if a user is limited to selecting a single file or multiple files. | testfile.pdf | The system should allow the user to select single or multiple files to upload. |
| 11 | Verify if a user is allowed to upload multiple files at once. | testfile.pdf  testfile2.pdf  testfile3.pdf | The system should allow the user to upload multiple files at once. |
| 12 | Verify if a user tries to upload documents larger than the allowed file size. | testfile.pdf | The system should display the error message “File is too large”. |
| 13 | Check the application behavior by uploading a large name file. | verylongfilenamethatistobeinputtedtest.pdf | The system should accept the file name and store it accordingly without any errors. |
| 14 | Verify that the system can successfully upload a document | testfile.pdf | The system displays “File/s uploaded successfully”.  The document shall be saved and indexed into the system.  The system shall notify the administrator that the document has been uploaded to the system. |
| 15 | Verify that user can preview uploaded documents | testfile.pdf | The system should allow the user to preview the selected documents after uploading. |
| 16 | Verify that the user has the correct permissions to upload, delete and edit a document. |  | The system should allow the user to perform actions based on their privileges. |
| 17 | Verify that user can delete uploaded document/s | testfile.pdf | The system should allow the user to delete the uploaded document/s. |
| 18 | Verify user can edit document | testfile.pdf | Upon clicking the edit button, the system should present a menu of choices which allows the user to edit the file. |
| 19 | Check if the users are allowed to upload the same file multiple times. | testfile.pdf  testfile.pdf  testfile.pdf | The system should block the user from uploading the same file, multiple times. |
| 20 | Verify the uploaded document is stored correctly. | testfile.pdf | The system should index and store the document appropriately in the database. |
| 21 | Verify that the upload file progress bar is showing or not. |  | The system should show the progress bar of the upload process. |
| 22 | Verify that system date stamps documents after uploading. | testfile.pdf | The system should date stamp the document/s entered into the system. |
| 23 | Verify if the user can add another page in the uploaded document. | testfile.pdf | The system should allow the user to insert another page into the uploaded document/s. |
| 24 | Verify that if during uploading a file, upon clicking of the cancel button, the upload window should be closed. | testfile.pdf | The system should close the upload portal and cancel all ongoing uploads. |

**Post Conditions:**

* The document/s is/are successfully uploaded and stored in the electronic document management system.
* The system generates a confirmation that the file was uploaded.