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| Digital Barrier Analysis  User Acceptance Testing |
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Summary

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| Digital Barrier Analysis | | | |
| **User Acceptance Testing** | | | |
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Document history

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Executive summary

This document describes the User Acceptance Testing guidelines for each user role for the Digital Barrier Analysis tool. Depending on the given role, user should use the appropriate UAT table to carryout tests. Some test cases apply to multiple user roles, however please test assuming only **one** user role.

Table of contents Page

1 User Acceptance Testing for Organisation Administrator 1

2 User Acceptance Testing for Project Administrator 34

3 User Acceptance Testing for In-house User 65

4 User Acceptance Testing for Field User 79

# User Acceptance Testing for Organisation Administrator

This section is for testing the Digital Barrier Analysis tool in the role of an Organisation Administrator. To start, please log in with the Organisation Administrator details provided.

Follow the steps described and check the expected results. If the actual result is the same as the expected result, mark a tick in the “Actual result” box. If the actual result is different from the expected results, please state and elaborate what is seen in the “Remarks” column. It is highly recommended to take a screenshot of the different results and attach together with this table as feedback.

| S/No | Test case name | Test scenario | Step descriptions | Expected result | Actual result | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Project List, Create Project Successful | Validate that the user is able to create a project by entering all the project info. | 1. Pre-Requisite:  -> The User is an Org. Admin.  -> The User is in Project List page. | The user should be able to create project. | v |  |
| 2. Click on the Create New Project button. | A popup lightbox should appear with the Create Project form. | v |  |
| 3. Fill in all the fields and press Save. | The project should be created successfully and user should get a successful creation message. | v |  |
| 4. Verify the project is listed in the Project List page with correct values. | The project is listed in the Project List page with same values entered. | v |  |
| 2 | Project List, Create Project Unsuccessful | Validate that the user is not able to create a project with invalid field entry. | 1. Pre-Requisite:  -> The User is an Org. Admin.  -> The User is in Project List page. | The user should not be able to create project without filling all the required fields. | v |  |
| 2. Click on the Create New Project button. | A popup lightbox should appear with the Create Project form. | v |  |
| 3. Fill in the form but leave some or all of the fields blank and click on Create button. | The user should not be able to create project without filling all the required fields. The Create button is disabled and cannot be clicked by the User. | v |  |
| 4. Click on the Cancel button or outside the popup lightbox. | The popup lightbox closes and the User returns to the Project List page. | v |  |
| 3 | Project List, Country Filter | Validate that the Country Filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. | By default, the page displays all projects that the User is assigned to. The Org. Admin sees all projects created for the organisation. | v |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. | v |  |
| 3. Click on the Clear button. | The filter(s) applied should be cleared and all the projects should be displayed in the page. | v |  |
| 4 | Project List, Search Bar | Validate that the search function is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. -> There are projects listed on the page. | The projects should be filtered by using keywords contained in project code, project name or site name. | v |  |
| 2. Type a keyword in the search bar. | Only projects having the keyword in the project code, project name and site name field should be displayed. The Total Projects number should also change according to the number of projects listed. | v |  |
| 3. Type another keyword that does not match the project code, project name or site name of any project. | The project list should be empty. | v |  |
| 5 | Project List, Country Filter + Search Bar | Validate that the combination of search and filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page.  -> There are projects listed on the page. | The combination of country filter and search should work as expected. | v |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. | v |  |
| 3. Type a keyword in the search bar. | Projects should display the result of the combination of the filter selected and the keyword typed. The Total Project number should also change according to the number of projects listed. | v |  |
| 6 | Project List, More Options Delete | Validate that the user can delete projects. | 1. Pre-Requisite:  -> The User is an Org. Admin.  -> The User is in Project List page. -> There should be projects listed in the page.  -> There should be no records in the project. | The Org. Admin should be able to delete the project. | v |  |
| 2. Click on the More option menu top right of the project card. | A drop down should appear containing the edit and delete options. | v |  |
| 3. Click on the Delete button. | A confirmation message should appear. | v |  |
| 4. Click on the Cancel button. | The selected project should not be deleted, and the User returns to Project List page. | v |  |
| 5. Click on the OK button. | The selected project should be deleted, and the User returns to Project List page. | v |  |
| 7 | Project List, More Options Edit | Validate that the user can edit project name, country and site name. | 1. Pre-Requisite:  -> The User is an Org. Admin.  -> The User is in Project List page. -> There should be projects listed in the page. | The Org. Admin should be able to edit the project. | v |  |
| 2. Click on the more option menu top right of the project card. | A drop down should appear containing the edit and delete options. | v |  |
| 3. Click on the Edit button. | A popup module lightbox appear in which the project name, country and site name can be edited. | v |  |
| 4. Edit the fields of the project. | Project name and site name should be free text and the country field should be a dropdown containing all the countries. | v |  |
| 5. Click on Cancel button. | The project details should not be updated, and the User returns to Project List page. | v |  |
| 6. Click on Update button. | The project details should be updated, and the User returns to Project List page. | v |  |
| 8 | Project List, Org. Admin Access Rights | Validate that the Org. Admin has access to all the modules in Project List page. | 1. Pre-Requisite: -> The User is an Org. Admin.  -> The User is in Project List page. | The Org. Admin should have the access to all the modules in Project list page. | v |  |
| 2. Check all the buttons and links in the Project List page. | The Org. Admin should have access to all the modules in the system. The Org. Admin should be able to perform the following actions in the Project List page: 1. View all projects in the system. 2. Create new projects. 3. Edit and delete projects. 4. Access the Manage Accounts page. 5. Access the projects. | v |  |
| 9 | Project List, Language Change | Validate that the Project List page supports all four languages. | 1. Pre-Requisites: -> The User is in Project List page. | The Project List page should support all four languages. | v | Finnish needs to be validated (will be done by Infratek) |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. | v |  |
| 10 | Manage Accounts, Org. Admin Access Rights | Validate that the Manage Accounts page is accessible by the Org. Admin. | 1. Pre-Requisite:  -> The User is an Org. Admin.  -> The User is in Project List page. | The Manage Accounts link should be visible/present for the Org. Admin in the Project List page. | v |  |
| 2. Click on Manage Accounts at the top of the Project List page. | The Org. Admin should be directed to the Manage Accounts page. | v |  |
| 11 | Manage Accounts, Project List | Validate that projects are listed in the manage account page. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Manage Accounts page.  -> There should be projects created in the system.  -> The User should be assigned to at least one project. | The projects should be listed in the Manage Accounts page. | v |  |
| 2. Check the projects listed in the manage account page. | For the Org. Admin, all the projects in the system should appear in the list. For the Project Admin, only the projects that they are assigned as Project Admin should appear in the list. | v |  |
| 12 | Manage Accounts, Org. Admin User Table | Validate that the Org. Admins are not visible in the user table of any project. | 1. Pre-Requisites: -> The User is an Org. Admin. -> The User is in Manage Accounts page. | The Org. Admins should not appear in the user table. | v |  |
| 2. Select any project in the project list. | All Users assigned to that project along with their roles should appear in the user table. | v |  |
| 3. Check whether the Org. Admins are appearing in the user table. | The Org. Admins should not appear in the user table of any project. | v |  |
| 13 | Manage Accounts, Project List Search | Validate that the search function for project list is working properly. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Manage Accounts page. -> The User should be assigned to at least two projects. | The project list should be filtered according to the keyword(s) entered. | v |  |
| 2. Click on the search icon at the top of the project list. | A search bar should appear and the user can enter keyword(s). | v |  |
| 3. Type a keyword in the search bar. | The project list should be filtered according to the keyword(s) entered. | v |  |
| 14 | Manage Accounts, Org. Admin User Roles Assignment | Validate that the Org. Admin can change the role of the users in all projects. | Pre-Requisites: -> The User is an Org. Admin. -> The User is in Manage Accounts page. -> There should be at least two Users in the system. | The Org. Admin should be able to change the roles of any User in the project. | v |  |
| 2. Select any project in the project list. | All the Users in the system should appear in the user table. | v |  |
| 3. Assign roles to any User by clicking the radio button and then click on Save button. | The role assigned by the Org. Admin should be saved for the specific project and for the specific User. | v |  |
| 15 | Manage Accounts, Language Change | Validate that the Manage Accounts page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Manage Accounts page. | The Manage Accounts page should support all four languages. | v |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. | v |  |
| 16 | Settings, Accessibility | Validate that the Settings page is accessible to Org. Admin and Project Admin only. | 1. Pre-Requisites: -> The User should be in Project Overview page. | The Settings page should be accessible only to the Org. Admin and Project Admin. | v |  |
| 2. Check whether there is a Settings button at the top of the Project Overview page. | The Org. Admin and Project Admin should see a gear-shaped Settings button at the top right of the page, next to the Logout button. This should not be visible to the In-house/Field User. | v |  |
| 17 | Settings, Create Work Type | Validate that work types can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create work types for the selected project. | v |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can add work type. | v |  |
| 3. Type in a new work type in the text entry field above the work type list and then click on Add button. | The work type should be added in the work type list with a successful creation message. The latest created work type should appear at the top of the list and rest of the work types should be arranged alphabetically. | v |  |
| 4. Click on the Cancel button or outside the popup lightbox. | The popup lightbox closes and the Org./Project Admin returns to the Settings page. | v |  |
| 18 | Settings, Edit Work Type | Validate that existing work types in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit the existing work types in the selected project. | v |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing work types in a list. | v |  |
| 3. Click on the Edit button of any work type in the list. | The popup lightbox should update and the selected work type can be edited. | v |  |
| 4. Change the work type and then click on Update button. | The edited work type should appear in the work type list. | v |  |
| 5. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The work type should not appear edited in the work type list. | v |  |
| 19 | Settings, Delete Work Type | Validate that existing work types in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete the existing work types in the selected project. | v |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing work types in a list. | v |  |
| 3. Click on the Delete button of any work type in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the work type deletion, which will also delete all work operations and potential incidents related to the work type. | v |  |
| 4. Click on OK button. | The selected work type and related work operations and potential incidents should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. | v |  |
| 5. Click on Cancel button. | The popup module closes and the Org./Project Admin returns to the previous popup lightbox. The work type should not be deleted from the work type list. | v |  |
| 20 | Settings, Create Work Operation | Validate that work operations can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create work operations in the selected project. | v |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. | v |  |
| 3. Select a work type in the drop down. | If the selected work type contains work operation(s), it should appear in the list. | v |  |
| 4. Type in a new work operation in the text entry field above the work operation list and then click on Add button. | The work operation should be added in the work operation list with a successful creation message. The latest created work operation should appear at the top of the list and rest of the work operations should be arranged alphabetically. | v |  |
| 5. Click on the Cancel button or outside the popup module. | The popup lightbox closes and the User returns to the Settings page. | v |  |
| 21 | Settings – Edit Work Operation | Validate that existing work operations in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit existing work operations in the selected project. | v |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. | v |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. | v |  |
| 4. Click on the Edit button of any work operation in the list. | The popup lightbox should update and the selected work operation can be edited. | v |  |
| 5. Change the work operation and then click on Update button. | The edited work operation should appear in the work operation list. | v |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup module. The work operation should not appear edited in the work operation list. | v |  |
| 22 | Settings, Delete Work Operation | Validate that existing work operations in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing work operations in the selected project. | v |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. | v |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. | v |  |
| 4. Click on the Delete button of any work type in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the work operation deletion, which will also delete all potential incidents related to the work operations. | v |  |
| 5. Click on OK button. | The selected work operation and related potential incidents should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. | v |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup module. The work operation should not be deleted from the work operation list. | v |  |
| 23 | Settings – Create Potential Incident | Validate that potential incidents can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create potential incidents in the selected project. | v |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). | v |  |
| 3. Select a work type and work operation in the drops downs. | If the selected work type and work operation contains potential incident(s), it should appear in the list. | v |  |
| 4. Type in the new potential incident and then click on Add button. | The potential incident should be added in the potential incident list with a successful creation message. The latest created potential incident should appear at the top of the list and rest of the potential incidents should be arranged alphabetically. | v |  |
| 5. Click on the Cancel button or outside the popup module. | The popup lightbox closes and the User returns to the Settings page. | v |  |
| 24 | Setting, Edit Potential Incidents | Validate that existing potential incidents in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit existing potential incidents in the selected project. | v |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). | v |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. | v |  |
| 4. Click on the Edit button of any potential incident in the list. | The popup lightbox should update and the selected work operation can be edited. | v |  |
| 5. Change the potential incident and then click on Update button. | The edited potential incident should appear in the work operation list. | v |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The potential incident should not appear edited in the potential incident list. | v |  |
| 25 | Settings, Delete Potential Incident | Validate that existing potential incidents in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing potential incidents in the selected project. | v |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). | v |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. | v |  |
| 4. Click on the Delete button of any potential incident in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the potential incident deletion. | v |  |
| 5. Click on OK button. | The selected potential incident should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. | v |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The potential incident should not be deleted from the potential incident list. | v |  |
| 26 | Settings, Create Consequence Type | Validate that consequence types can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create consequence types in the selected project. | v |  |
| 2. Click on the Edit button for consequence type. | A popup lightbox should appear in which the Org. Admin and Project Admin can add consequence type. | v |  |
| 3. Type in the new consequence type and then click on Add button. | The consequence type should be added in the consequence type list with a successful creation message. The latest created consequence type should appear at the top of the list and rest of the consequence types should be arranged alphabetically. | v |  |
| 4. Click on the Cancel button or outside the popup module. | The popup module closes and the Org./Project Admin returns to the Settings page. | v |  |
| 27 | Settings, Edit Consequence Type | Validate that existing consequence types in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit the existing consequence types in the selected project. | v |  |
| 2. Click on the Edit button for consequence type. | A popup module should appear in which the Org. Admin and Project Admin can see existing consequence types in a list. | v |  |
| 3. Click on the Edit button of any consequence type in the list. | The popup module should update and the selected consequence type can be edited. | v |  |
| 4. Change the consequence type and then click on Update button. | The edited consequence type should appear in the consequence type list. | v |  |
| 5. Click on Cancel button. | The popup module closes and the Org./Project Admin returns to the previous popup module. The consequence type should not appear edited in the consequence type list. | v |  |
| 28 | Settings, Delete Consequence Type | Validate that existing consequence types in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete the existing consequence types in the selected project. | v |  |
| 2. Click on the Edit button for consequence type. | A popup module should appear in which the Org. Admin and Project Admin can see existing consequence types in a list. | v |  |
| 3. Click on the Delete button of any consequence type in the list. | A popup module should appear and seek confirmation from the Org./Project Admin about the consequence type deletion. | v |  |
| 4. Click on OK button. | The selected consequence type should be deleted from the list, and the Org./Project Admin returns to the previous popup module. | v |  |
| 5. Click on Cancel button. | The popup module closes and the Org./Project Admin returns to the previous popup module. The consequence type should not be deleted from the consequence type list. | v |  |
| 29 | Settings – Edit Risk Matrix | Validate that the risk matrix can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The risk matrix should be editable. | v |  |
| 2. Click on the Edit button at the top right of the risk matrix card. | The "Save" button should appear below the risk matrix card and the labels for consequence and the probability should be editable. The colour in each box of the table should also be editable. | v |  |
| 3. Click on the labels of consequences and probability and make edits. | The edited labels should appear as is. | v |  |
| 4. Click on each cell of the risk matrix and select a new colour/risk level. | The colour of the selected cell should change to the selected colour. | v |  |
| 5. Click on Save button. | The edited consequence labels, probability labels and risk matrix cell colours should be saved and appear in the risk matrix card. | v |  |
| 30 | Settings, Duplicate Work Type | Validate that multiple work types of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | Duplicate Work Type should not be able to be created. | v | We observe that the duplication message will not come if there are differences in use of capital letters etc., i.e. ‘Test’ is not the same as ‘test’. |
| 2. Click on the Edit button for work type. | A popup module should appear in which the Org. Admin and Project Admin can see existing work types in a list. | v |  |
| 3. Create a work type with name "Test"(can be any name of your choice). | The work type “Test” should be added in the work type list with a successful creation message. | v |  |
| 4. Again, create a work type with name "test". | The work type should not be created and the message "Duplicate Work Type" should be displayed. | v |  |
| 31 | Settings, Duplicate Work Operation | Validate that multiple work operations of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing work operations in the selected project. | v | We observe that the duplication message will not come if there are differences in use of capital letters etc., i.e. ‘Test’ is not the same as ‘test’. |
| 2. Click on the Edit button for work operation. | A popup module should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. | v |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. | v |  |
| 3. Create a work operation with name "Test"(can be any name of your choice). | The work operation “Test” should be added in the work operation list with a successful creation message. | v |  |
| 4. Again, create a work operation with name "test". | The work operation should not be created and the message "Duplicate Work Operation" should be displayed. | v |  |
| 32 | Settings, Duplicate Potential Incident | Validate that multiple potential incidents of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing potential incidents in the selected project. | v | We observe that the duplication message will not come if there are differences in use of capital letters etc., i.e. ‘Test’ is not the same as ‘test’. |
| 2. Click on the Edit button for potential incident. | A popup module should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). | v |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. | v |  |
| 3. Create a potential incident with name "Test"(can be any name of your choice). | The potential incident “Test” should be added in the potential incident list with a successful creation message. | v |  |
| 4. Again, create a potential incident with name "test". | The potential incident should not be created and the message "Duplicate Potential Incident" should be displayed. | v |  |
| 33 | Settings, Duplicate Consequence Type | Validate that multiple consequence types of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete the existing consequence types in the selected project. | v | We observe that the duplication message will not come if there are differences in use of capital letters etc., i.e. ‘Test’ is not the same as ‘test’. |
| 2. Click on the Edit button for consequence type. | A popup module should appear in which the Org. Admin and Project Admin can see existing consequence types in a list. | v |  |
| 3. Create a consequence type with name "Test"(can be any name of your choice). | The consequence type “Test” should be added in the consequence type list with a successful creation message. | v |  |
| 4. Again, create a consequence type with name "test". | The consequence type should not be created and the message "Duplicate Consequence Type" should be displayed. | v |  |
| 34 | Settings, Language Change | Validate that the Settings page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Settings page should support all four languages. | v | Finnish needs to be validated (will be done by Infratek) |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. | v |  |
| 35 | Create/Update Records, Create Record | Validate that new records can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The User should be able to create a new record by completing the create new record form. | v |  |
| 2. Click on work type field. | All the work types defined in the project should appear in the drop down. | v |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. | v |  |
| 4. Click on work operation field. | All the work operation(s) related to the selected work type and defined in the project should appear in the drop down. | v |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. | v |  |
| 6. Click on potential incident field. | All the potential incident(s) related to the selected work type and work operation, and defined in the project should appear in the drop down. | v |  |
| 7. Select a potential incident from the drop down. | The selected potential incident is displayed in the potential incident field. | v |  |
| 8. Type in description for incident description field. | What is typed by the User should be displayed in the incident description field. | v |  |
| 9. Click on consequence type field. | All the consequence types defined in the project should appear in the drop down. | v |  |
| 10. Select a consequence type from the drop down. | The selected consequence type is displayed in the consequence type field. | v |  |
| 11. Click on Add New button in Barrier card. | A row of entry fields for barrier is added in the Barrier card. Multiple barrier fields can be added by clicking on the Add New button. | v |  |
| 12. Type in description for barrier description field. | What is typed by the User should be displayed in the barrier description field. | v |  |
| 13. Click on barrier type field. | All the barrier types should appear in the drop down. The barrier types are Human, Technical and Organization. | v |  |
| 14. Select a barrier type from the drop down. | The selected barrier type is displayed in the barrier type field. | v |  |
| 15. Click on dependency field | All the dependencies should appear in the drop down. The dependency types are Dependent and Independent. | v |  |
| 16. Select a dependency from the drop down. | The selected dependency is displayed in the dependency field. | v |  |
| 17. Type in description for dependency description field. | What is typed by the User should be displayed in the dependency description field. | v |  |
| 18. Click on Delete button of any barrier row. | The row of entry fields for the barrier row will be deleted. | v |  |
| 19. Click on Current Risk Ranking consequence field. | Consequence numbers from 1 to 5 should appear in the drop down. | v |  |
| 20. Click on Current Risk Ranking probability field. | Probability numbers from 1 to 5 should appear in the drop down. | v |  |
| 21. Click on Add New button in Recommendations card. | A row of entry fields for recommendation is added in the Recommendations card. Multiple recommendation fields can be added by clicking on the Add New button. | v |  |
| 22. Type in description for recommendation field. | What is typed by the User should be displayed in the recommendation field. | v |  |
| 23. Type in description for action assigned to field. | What is typed by the User should be displayed in the action assigned to field. | v |  |
| 24. Click on status of action field. | All the status of action options should appear in the drop down. The options are Opened and Closed. | v |  |
| 25. Select a status of action from the drop down. | The selected status of action is displayed in the status of action field. | v |  |
| 26. Click on Delete button of any recommendation row. | The row of entry fields for the recommendation row will be deleted. | v |  |
| 27. Click on New Risk Ranking consequence field. | Consequence numbers from 1 to 5 should appear in the drop down. | v |  |
| 28. Click on New Risk Ranking probability field. | Probability numbers from 1 to 5 should appear in the drop down. | v |  |
| 29. Type in description for comments field. | What is typed by the User should be displayed in the comments field. | v |  |
| 30. Click on Create New button. | If all the required fields are filled with legit data, then the record should be created with a successful creation message. | v |  |
| 36 | Create/Update Records, Required Fields Validation | Validate that the form cannot be submitted without completing all the required fields. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The form should not be accepted without completing all the required fields. | v |  |
| 2. Click on Create New button | If all the required fields are not completed, error message should be displayed and the fields which are required to be completed should be highlighted with red colour. | v |  |
| 37 | Create/Update Records, Update Record | Validate that existing records can be updated. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | Existing records should be updatable by clicking on the Update button. | v |  |
| 2. Click on Select Record button. | A popup module should appear with the select record form. The form should contain work type, work operation and potential incident field. | v | Assume it is meant “Update’ button (don’t see a Select record button). |
| 3. Click on work type field. | Only work types with records in the project should appear in the drop down. | v |  |
| 4. Select a work type from the drop down. | The selected work type is displayed in the work type field. | v |  |
| 5. Click on work operation field. | Only work operations with records in the project should appear in the drop down. | v |  |
| 6. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. | v |  |
| 7. Click on potential incident field. | Only potential incidents with records in the project should appear in the drop down. | v |  |
| 8. Select a potential incident from the drop down. | The selected potential incident is displayed in the potential incident field. | v |  |
| 9. Click on Select button | The selected record for work type, work operation and potential incident should be loaded in the Create/Update Records page. | v | Assume it is meant “Update’ button (don’t see a Select button). |
| 10. Edit any field and click on Update button. | If all the required fields are filled with legit data, then the record should be created with a successful creation message. | v |  |
| 38 | Create/Update Records, Clear Page | Validate that the Create/Update Records page can be cleared/reset. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The Create/Update page should be cleared/reset when clicking on the Clear button. | v |  |
| 2. Fill in any field in Create/Update Records page. |  | v |  |
| 3. Click on Clear button. | All the fields in the page should be cleared/reset. | v |  |
| 39 | Create/Update Records, Create Duplicate Record | Validate that multiple records with same combination of work type, work operation and potential incident cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | Duplicate records should not be allowed to be created. | v |  |
| 2. Create a record by filling all the required fields. | The records should be created with a successful creation message. | v |  |
| 3. Again, create a record by selecting the same combination of work type, work operation and potential incident. | The record should not be created and an error message should be shown. | v |  |
| 40 | Create/Update Records, Language Change | Validate that the Create/Update Records page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The Create/Update Records page should support all four languages. | v |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. | v |  |
| 41 | Workshop, Risk Matrix | Validate that the data presented in the risk matrices are correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The data presented in the risk matrices should be as per the records entered into the project. | v |  |
| 2. Observe the numbers presented in each cell of the risk matrix Risk Overview (Existing Barriers). | The numbers presented in each cell should be correct according to the records in that project. | v |  |
| 3. Observe the numbers presented in each cell of the risk matrix Risk Overview (Existing Barriers + Recommendations). | The numbers presented in each cell should be correct according to the records in the project. | v |  |
| 42 | Workshop, Records Table | Validate that the data in the records table is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The data presented in the records table should be as per the records entered into the project. | v |  |
| 2. Observe each column and row of the records table. | The data presented in each cell should be correct according to the records added to the project. | v |  |
| 3. Click on headings in the records table. | The records in the records table should be sorted alphabetically/numerically in descending or ascending order. | v |  |
| 4. Verify that the horizontal scroll in the records table is working correctly. | The table should be able to scroll vertically as well as horizontally. The horizontal scroll should work even with the touch pad. | v |  |
| 43 | Workshop, Records Table Filter | Validate that the data in the table can be filtered by clicking on each cell in the risk matrices. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The records table should be filtered by clicking the cells of the risk matrices. | v |  |
| 2. Click on a cell of the risk matrix containing a number. | The table should be filtered and display only the data of the records that lie in the selected cell of the risk matrix. | v |  |
| 2. Again, click on the same cell of the risk matrix. | The table should be unfiltered and display all records in the project. | v |  |
| 44 | Workshop, Records Table Validation | Validate that all the required columns are displayed in the records table. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The table should display all the required columns. | v |  |
| 2. Check the columns of the records table. | All the columns present in the barrier analysis workshop Excel template should be present in the records table in the Workshop page. | v |  |
| 45 | Workshop, Export Barrier Analysis Workshop Template | Validate that the barrier analysis workshop template can be exported | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The barrier analysis workshop template should be downloaded in excel format by clicking the Export Template button. |  | There is no such button in this page |
| 2. Click on Export Template button. | An Excel sheet should be downloaded containing the barrier analysis workshop template that can be used for barrier analysis workshop. |  |  |
| 3. Open the Excel template and check all worksheets. | The downloaded barrier analysis workshop template should be of the correct format and language as per the selected language shown at the top of the Workshop page. |  |  |
| 46 | Workshop, Import Records | Validate that the barrier analysis workshop template containing records can be uploaded into the system. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The User should be able to import the barrier analysis workshop template of the correct format into the system. |  | There is no such button in this page |
| 2. Click on Import Records button. | A popup module should appear containing Select File, Cancel and Upload buttons. |  |  |
| 3. Click on Select File button. | Standard file browser window should appear. |  |  |
| 4. Select a file of invalid format and click on Upload button. | A list should appear showing the successfully imported records and unsuccessful records. |  |  |
| 5. Select a file of the valid format (All the columns in the excel sheet should be filled) and click on Upload button. | The records should be uploaded in the project. However, if some records are invalid, a list should appear showing the successfully imported records and unsuccessful records. |  |  |
| 6. Click on Export Excel button. | An Excel sheet should be downloaded containing the unsuccessfully imported records for the User to reference and rectify accordingly. |  |  |
| 47 | Workshop, Risk Matrix Change | Validate that editing the risk matrix in Settings page is reflected in the Workshop page. | 1. Pre-Requisites: -> The User is an Org./Project Admin.  -> The User is in Project Overview page. | Editing the risk matrix in the Settings page should be reflected in the Workshop page. |  |  |
| 2. Click on the Settings button. | The User should be directed to the Settings page. |  |  |
| 3. Edit the risk matrix in the Settings page. | The probability labels, consequence labels and risk matrix cell colour should be editable. |  |  |
| 4. Click on the Workshop option in the side menu bar. | The User should be directed to the Workshop page. |  |  |
| 5. Observe the changes in the risk matrix. | The changes made to the risk matrix in the Settings page should be reflected in the risk matrix in the Workshop page. |  |  |
| 48 | Workshop, Language Change | Validate that the Workshop page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Workshop page. | The Workshop page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 49 | Safe Job Analysis, Risk Matrix Validation | Validate that the number of records displayed in each risk matrix cell is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The data presented in the risk matrix should be correct. |  |  |
| 2. Observe the data displayed in the risk matrix. | The data presented in the risk matrix should be as per potential incidents extracted from the selected work type and work operation. |  |  |
| 50 | Safe Job Analysis, Risk Matrix Change | Validate that editing the risk matrix in the Settings page is reflected in the Safe Job Analysis page. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Project Overview page. | Editing the risk matrix in the Settings page should be reflected in the Safe Job Analysis page. |  |  |
| 2. Click on the Settings button. | The User should be directed to the Settings page. |  |  |
| 3. Edit the risk matrix in the Settings page. | The probability labels, consequence labels and risk matrix cell colour should be editable. |  |  |
| 4. Click on the Safe Job Analysis option in the side menu bar. | The User should be directed to the Safe Job Analysis page. |  |  |
| 5. Observe the changes in the risk matrix. | The changes made to the risk matrix in the Settings page should be reflected in the risk matrix in the Safe Job Analysis page. |  |  |
| 51 | Safe Job Analysis, Potential Incidents Data Validation | Validate that the data in the potential incidents displayed after selecting the work type and work operation is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The potential incidents should display the correct data of the selected Work type and Work operation. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Observe the displayed potential incidents. | The potential incidents related to the selected work type and work operation should. Each potential incident includes incident description, barrier(s), risk before recommendation(s), recommendation(s) and risk after recommendation(s). |  |  |
| 52 | Safe Job Analysis, Risk Matrix Data Validation | Validate that the risk matrix is updated after selecting the work type and work operation | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The data in the risk matrix should be updated based on the selected work type and work operation. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Observe the data in the risk matrix. | The data in the risk matrix should be updated according to the number of records under the selected work type and work operation and displayed. |  |  |
| 53 | Safe Job Analysis, Results Export | Validate that the filtered records can be downloaded in PDF and the format and design of the PDF is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The User should be able to download a PDF containing the filtered records. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Click on Save As PDF button. | The generated PDF should be downloaded and the design of the PDF should be as required, language is based on the selected language shown at the top of the Safe Job Analysis page. |  |  |
| 54 | Safe Job Analysis, Language Change | Validate that the Safe Job Analysis page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User. -> The User is in Safe Job Analysis page. | The Safe Job Analysis page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 55 | Recommendations, Accessibility | Validate that the Recommendations page is accessible to all users. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Project List page. | The Recommendations page should be accessible by all Users. |  |  |
| 2. Click on a project. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 3. Click on Recommendations option in the side menu. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 56 | Recommendations, Recommendations Table Validation | Validate that the data displayed in the recommendations table is correct. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 2. Check the data displayed in the recommendations table. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 57 | Recommendations, Recommendations Table Filter | Validate that the column filters of the recommendations table is working properly. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should be sorted based on the heading to be sorted. |  |  |
| 2. Click on the filters in the headings of the recommendations table. | The recommendations table should be sorted alphabetically/numerically based on the sorted heading. |  |  |
| 58 | Recommendations, Language Change | Validate that the Recommendations page supports all four languages. | 1. Pre-Requisites: -> The User should be assigned to at least one project. -> The User is in Recommendations page. | The Recommendations page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |

# User Acceptance Testing for Project Administrator

This section is for testing the Digital Barrier Analysis tool in the role of a Project Administrator. To start, please log in with the Project Administrator details provided.

Follow the steps described and check the expected results. If the actual result is the same as the expected result, mark a tick in the “Actual result” box. If the actual result is different from the expected results, please state and elaborate what is seen in the “Remarks” column. It is highly recommended to take a screenshot of unexpected results and attach together with this table as feedback.

| S/No | Test case name | Test scenario | Steps descriptions | Expected result | Actual result | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Project List, Country Filter | Validate that the Country Filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. | By default, the page displays all projects that the User is assigned to. The Org. Admin sees all projects created for the organisation. |  |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. |  |  |
| 3. Click on the Clear button. | The filter(s) applied should be cleared and all the projects should be displayed in the page. |  |  |
| 2 | Project List, Search Bar | Validate that the search function is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. -> There should be projects listed in the page. | The projects should be searched on the basis of project code, project name or site name. |  |  |
| 2. Type a keyword in the search bar. | Only projects having the keyword in the project code, project name and site name field should be displayed. The Total Projects number should also change according to the number of projects listed. |  |  |
| 3. Type another keyword that does not match the project code, project name or site name of any project. | The project list should be empty. |  |  |
| 3 | Project List, Country Filter + Search Bar | Validate that the combination of search and filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page.  -> There should be projects listed in the page. | The combination of country filter and search should work as expected. |  |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. |  |  |
| 3. Type a keyword in the search bar. | Projects should display the result of the combination of the filter selected and the keyword typed. The Total Project number should also change according to the number of projects listed. |  |  |
| 4 | Project List, Project Admin Access Rights | Validate that the Project Admin has access to the required modules in Project List page. | 1. Pre-Requisite: -> The User is a Project Admin. -> The User should be assigned to at least one project. -> The User is in Project List page. | The Project Admin should have access to the required modules in Project List page. |  |  |
| 2. Check all the buttons and links in the Project List page. | The Project Admin should be able to perform the following actions in the Project List page:  1. View all the projects that the User is assigned to.  2. Access the Manage Account page. 3. Access the projects. |  |  |
| 5 | Project List, Language Change | Validate that the Project List page supports all four languages. | 1. Pre-Requisites: -> The User is in Project List page. | The Project List page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 6 | Manage Accounts, Project Admin Access Rights | Validate that the Manage Accounts page is accessible by the Project Admin. | 1. Pre-Requisite:  -> The User is a Project Admin.  -> The User is in Project List page. | The Manage Accounts link should be visible/present for the Project Admin in the Project List page. |  |  |
| 2. Click on Manage Accounts at the top of the Project List page. | The Project Admin should be directed to the Manage Accounts page. |  |  |
| 7 | Manage Accounts, Project List | Validate that projects are listed in the manage account page. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Manage Accounts page.  -> There should be projects created in the system.  -> The User should be assigned to at least one project. | The projects should be listed in the Manage Accounts page. |  |  |
| 2. Check the projects listed in the manage account page. | For the Org. Admin, all the projects in the system should appear in the list. For the Project Admin, only the projects that they are assigned as Project Admin should appear in the list. |  |  |
| 8 | Manage Accounts, Project Admin User Table | Validate that the Project Admins are not visible in the user table of projects they are Project Admin for. | 1. Pre-Requisites: -> The User is a Project Admin. -> The User is in Manage Accounts page. | The Project Admins should not see themselves in the Manage Accounts page. |  |  |
| 2. Select any project in the project list. | All the Users assigned to that project along with their roles should appear in the user table. |  |  |
| 3. Check whether the Project Admin himself/herself is appearing in the user table. | The Project Admin himself/herself should not appear in the user table of any project. But if there are other Project Admins assigned to the same project, they should appear in the user table. |  |  |
| 9 | Manage Accounts, Project List Search | Validate that the search function for project list is working properly. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Manage Accounts page. -> The User should be assigned to at least two projects. | The project list should be filtered according to the keyword(s) entered. |  |  |
| 2. Click on the search icon at the top of the project list. | A search bar should appear and the user can enter keyword(s). |  |  |
| 3. Type a keyword in the search bar. | The project list should be filtered according to the keyword(s) entered. |  |  |
| 10 | Manage Accounts, Project Admin User Roles Assignment | Validate that the Project Admin can change the role of Users assigned to the projects. | 1. Pre-Requisites: -> The User is a Project Admin. -> The User is in Manage Accounts page. -> There should be at least two Users in the system. | The Project admin should be able to change the roles of Users assigned to the projects. |  |  |
| 2. Select any project in the project list. | The Users assigned to the selected project should appear in the user table. |  |  |
| 3. Assign roles to any User by clicking the radio button and then click on Save button. | The role assigned by the Project Admin should be saved for the specific project and for the specific User. If User is assigned to None, the User will be removed permanently from the user table. |  |  |
| 11 | Manage Accounts, Language Change | Validate that the Manage Accounts page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Manage Accounts page. | The Manage Accounts page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 12 | Settings, Accessibility | Validate that the Settings page is accessible to Org. Admin and Project Admin only. | 1. Pre-Requisites: -> The User should be in Project Overview page. | The Settings page should be accessible only to the Org. Admin and Project Admin. |  |  |
| 2. Check whether there is Settings button at the top of the Project Overview page. | The Settings page should be accessible to the Org. Admin and Project Admin, but not to the In-house/Field User. |  |  |
| 13 | Settings, Create Work Type | Validate that work types can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create work types in the selected project. |  |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can add work type. |  |  |
| 3. Type in the new work type and then click on Add button. | The work type should be added to the work type list with a successful message. The latest created work type should appear at the top of the list and rest of the work types should be arranged alphabetically. |  |  |
| 4. Click on the Cancel button or outside the popup module. | The popup lightbox closes and the Org./Project Admin returns to the Settings page. |  |  |
| 14 | Settings, Edit Work Type | Validate that existing work types in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit the existing work types in the selected project. |  |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing work types in a list. |  |  |
| 3. Click on the Edit button of any work type in the list. | The popup lightbox should update and the selected work type can be edited. |  |  |
| 4. Change the work type and then click on Update button. | The edited work type should appear in the work type list. |  |  |
| 5. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup module. The work type should not appear edited in the work type list. |  |  |
| 15 | Settings, Delete Work Type | Validate that existing work types in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete the existing work types in the selected project. |  |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing work types in a list. |  |  |
| 3. Click on the Delete button of any work type in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the work type deletion, which will also delete all work operations and potential incidents related to the work type. |  |  |
| 4. Click on OK button. | The selected work type and related work operations and potential incidents should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. |  |  |
| 5. Click on Cancel button. | The popup module closes and the Org./Project Admin returns to the previous popup lightbox. The work type should not be deleted from the work type list. |  |  |
| 16 | Settings, Create Work Operation | Validate that work operations can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create work operations in the selected project. |  |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. |  |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. |  |  |
| 4. Type in the new work operation and then click on Add button. | The work operation should be added to the work operation list with a successful message. The latest created work operation should appear at the top of the list and rest of the work operations should be arranged alphabetically. |  |  |
| 5. Click on the Cancel button or outside the popup module. | The popup lightbox closes and the User returns to the Settings page. |  |  |
| 17 | Settings – Edit Work Operation | Validate that existing work operations in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit existing work operations in the selected project. |  |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. |  |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. |  |  |
| 4. Click on the Edit button of any work operation in the list. | The popup lightbox should update and the selected work operation can be edited. |  |  |
| 5. Change the work operation and then click on Update button. | The edited work operation should appear in the work operation list. |  |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup module. The work operation should not appear edited in the work operation list. |  |  |
| 18 | Settings, Delete Work Operation | Validate that existing work operations in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing work operations in the selected project. |  |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. |  |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. |  |  |
| 4. Click on the Delete button of any work type in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the work operation deletion, which will also delete all potential incidents related to the work operations. |  |  |
| 5. Click on OK button. | The selected work operation and related potential incidents should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. |  |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The work operation should not be deleted from the work operation list. |  |  |
| 19 | Settings – Create Potential Incident | Validate that potential incidents can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create potential incidents in the selected project. |  |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). |  |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. |  |  |
| 4. Type in the new potential incident and then click on Add button. | The potential incident should be added to the potential incident list with a successful message. The latest created potential incident should appear at the top of the list and rest of the potential incidents should be arranged alphabetically. |  |  |
| 5. Click on the Cancel button or outside the popup module. | The popup lightbox closes and the User returns to the Settings page. |  |  |
| 20 | Setting, Edit Potential Incidents | Validate that existing potential incidents in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit existing potential incidents in the selected project. |  |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). |  |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. |  |  |
| 4. Click on the Edit button of any potential incident in the list. | The popup lightbox should update and the selected work operation can be edited. |  |  |
| 5. Change the potential incident and then click on Update button. | The edited potential incident should appear in the work operation list. |  |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The potential incident should not appear edited in the potential incident list. |  |  |
| 21 | Settings, Delete Potential Incident | Validate that existing potential incidents in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing potential incidents in the selected project. |  |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). |  |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. |  |  |
| 4. Click on the Delete button of any potential incident in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the potential incident deletion. |  |  |
| 5. Click on OK button. | The selected potential incident should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. |  |  |
| 6. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The potential incident should not be deleted from the potential incident list. |  |  |
| 22 | Settings, Create Consequence Type | Validate that consequence types can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to create consequence types in the selected project. |  |  |
| 2. Click on the Edit button for consequence type. | A popup lightbox should appear in which the Org. Admin and Project Admin can add consequence type. |  |  |
| 3. Type in the new consequence type and then click on Add button. | The consequence type should be added to the consequence type list with a successful message. The latest created consequence type should appear at the top of the list and rest of the consequence types should be arranged alphabetically. |  |  |
| 4. Click on the Cancel button or outside the popup module. | The popup lightbox closes and the Org./Project Admin returns to the Settings page. |  |  |
| 23 | Settings, Edit Consequence Type | Validate that existing consequence types in the list can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to edit the existing consequence types in the selected project. |  |  |
| 2. Click on the Edit button for consequence type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing consequence types in a list. |  |  |
| 3. Click on the Edit button of any consequence type in the list. | The popup lightbox should update and the selected consequence type can be edited. |  |  |
| 4. Change the consequence type and then click on Update button. | The edited consequence type should appear in the consequence type list. |  |  |
| 5. Click on Cancel button. | The popup lightbox closes and the Org./Project Admin returns to the previous popup lightbox. The consequence type should not appear edited in the consequence type list. |  |  |
| 24 | Settings, Delete Consequence Type | Validate that existing consequence types in the list can be deleted. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete the existing consequence types in the selected project. |  |  |
| 2. Click on the Edit button for consequence type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing consequence types in a list. |  |  |
| 3. Click on the Delete button of any consequence type in the list. | A popup lightbox should appear and seek confirmation from the Org./Project Admin about the consequence type deletion. |  |  |
| 4. Click on OK button. | The selected consequence type should be deleted from the list, and the Org./Project Admin returns to the previous popup lightbox. |  |  |
| 5. Click on Cancel button. | The popup module closes and the Org./Project Admin returns to the previous popup lightbox. The consequence type should not be deleted from the consequence type list. |  |  |
| 25 | Settings – Edit Risk Matrix | Validate that the risk matrix can be edited. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The risk matrix should be editable. |  |  |
| 2. Click on the Edit button at the top right of the risk matrix card. | The "Save" button should appear below the risk matrix card and the labels for consequence and the probability should be editable. The colour in each box of the table should also be editable. |  |  |
| 3. Click on the labels of consequences and probability and make edits. | The edited labels should appear as is. |  |  |
| 4. Click on each cell of the risk matrix and select a new colour/risk level. | The colour of the selected cell should change to the selected colour. |  |  |
| 5. Click on Save button. | The edited consequence labels, probability labels and risk matrix cell colours should be saved and appear in the risk matrix card. |  |  |
| 26 | Settings, Duplicate Work Type | Validate that multiple work types of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | Duplicate Work Type should not be able to be created. |  |  |
| 2. Click on the Edit button for work type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing work types in a list. |  |  |
| 3. Create a work type with name "Test"(can be any name of your choice). | The work type “Test” should be added to the work type list with a successful message. |  |  |
| 4. Again, create a work type with name "test". | The work type should not be created and the message "Duplicate Work Type" should be displayed. |  |  |
| 27 | Settings, Duplicate Work Operation | Validate that multiple work operations of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing work operations in the selected project. |  |  |
| 2. Click on the Edit button for work operation. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type to see related work operations. |  |  |
| 3. Select a work type. | If the selected work type contains work operation(s), it should appear in the list. |  |  |
| 3. Create a work operation with name "Test"(can be any name of your choice). | The work operation “Test” should be added in the work operation list with a success message. |  |  |
| 4. Again, create a work operation with name "test". | The work operation should not be created and the message "Duplicate Work Operation" should be displayed. |  |  |
| 28 | Settings, Duplicate Potential Incident | Validate that multiple potential incidents of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete existing potential incidents in the selected project. |  |  |
| 2. Click on the Edit button for potential incident. | A popup lightbox should appear in which the Org. Admin and Project Admin can choose the work type and work operation to see related potential incident(s). |  |  |
| 3. Select a work type and work operation. | If the selected work type and work operation contains potential incident(s), it should appear in the list. |  |  |
| 3. Create a potential incident with name "Test"(can be any name of your choice). | The potential incident “Test” should be added in the potential incident list with a success message. |  |  |
| 4. Again, create a potential incident with name "test". | The potential incident should not be created and the message "Duplicate Potential Incident" should be displayed. |  |  |
| 29 | Settings, Duplicate Consequence Type | Validate that multiple consequence types of the exact same name cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Org. Admin and the Project Admin should be able to delete the existing consequence types in the selected project. |  |  |
| 2. Click on the Edit button for consequence type. | A popup lightbox should appear in which the Org. Admin and Project Admin can see existing consequence types in a list. |  |  |
| 3. Create a consequence type with name "Test"(can be any name of your choice). | The consequence type “Test” should be added in the consequence type list with a success message. |  |  |
| 4. Again, create a consequence type with name "test". | The consequence type should not be created and the message "Duplicate Consequence Type" should be displayed. |  |  |
| 30 | Settings, Language Change | Validate that the Settings page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Settings page. | The Settings page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 31 | Create/Update Records, Create Record | Validate that new records can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The User should be able to create a new record by completing the create new record form. |  |  |
| 2. Click on work type field. | All the work types defined in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | All the work operation(s) related to the selected work type and defined in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Click on potential incident field. | All the potential incident(s) related to the selected work type and work operation, and defined in the project should appear in the drop down. |  |  |
| 7. Select a potential incident from the drop down. | The selected potential incident is displayed in the potential incident field. |  |  |
| 8. Type in description for incident description field. | Text typed by the User should be displayed in the incident description field. |  |  |
| 9. Click on consequence type field. | All the consequence types defined in the project should appear in the drop down. |  |  |
| 10. Select a consequence type from the drop down. | The selected consequence type is displayed in the consequence type field. |  |  |
| 11. Click on Add New button in Barrier card. | A row of entry fields for barrier is added in the Barrier card. Multiple barrier fields can be added by clicking on the Add New button. |  |  |
| 12. Type in description for barrier description field. | What is typed by the User should be displayed in the barrier description field. |  |  |
| 13. Click on barrier type field. | All the barrier types should appear in the drop down. The barrier types are Human, Technical and Organization. |  |  |
| 14. Select a barrier type from the drop down. | The selected barrier type is displayed in the barrier type field. |  |  |
| 15. Click on dependency field | All the dependencies should appear in the drop down. The dependency types are Dependent and Independent. |  |  |
| 16. Select a dependency from the drop down. | The selected dependency is displayed in the dependency field. |  |  |
| 17. Type in description for dependency description field. | What is typed by the User should be displayed in the dependency description field. |  |  |
| 18. Click on Delete button of any barrier row. | The row of entry fields for the barrier row will be deleted. |  |  |
| 19. Click on Current Risk Ranking consequence field. | Consequence numbers from 1 to 5 should appear in the drop down. |  |  |
| 20. Click on Current Risk Ranking probability field. | Probability numbers from 1 to 5 should appear in the drop down. |  |  |
| 21. Click on Add New button in Recommendations card. | A row of entry fields for recommendation is added in the Recommendations card. Multiple recommendation fields can be added by clicking on the Add New button. |  |  |
| 22. Type in description for recommendation field. | What is typed by the User should be displayed in the recommendation field. |  |  |
| 23. Type in description for action assigned to field. | What is typed by the User should be displayed in the action assigned to field. |  |  |
| 24. Click on status of action field. | All the status of action options should appear in the drop down. The options are Opened and Closed. |  |  |
| 25. Select a status of action from the drop down. | The selected status of action is displayed in the status of action field. |  |  |
| 26. Click on Delete button of any recommendation row. | The row of entry fields for the recommendation row will be deleted. |  |  |
| 27. Click on New Risk Ranking consequence field. | Consequence numbers from 1 to 5 should appear in the drop down. |  |  |
| 28. Click on New Risk Ranking probability field. | Probability numbers from 1 to 5 should appear in the drop down. |  |  |
| 29. Type in description for comments field. | What is typed by the User should be displayed in the comments field. |  |  |
| 30. Click on Create New button. | If all the required fields are filled with legit data, then the record should be created with a success message. |  |  |
| 32 | Create/Update Records, Required Fields Validation | Validate that the form cannot be submitted without completing all the required fields. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The form should not be accepted without completing all the required fields. |  |  |
| 2. Click on Create New button | If all the required fields are not completed, error message should be displayed and the fields which are required to be completed should be highlighted with red colour. |  |  |
| 33 | Create/Update Records, Update Record | Validate that existing records can be updated. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | Existing records should be updatable by clicking on the Update button. |  |  |
| 2. Click on Select Record button. | A popup module should appear with the select record form. The form should contain work type, work operation and potential incident field. |  |  |
| 3. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 4. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 5. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 6. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 7. Click on potential incident field. | Only potential incidents with records in the project should appear in the drop down. |  |  |
| 8. Select a potential incident from the drop down. | The selected potential incident is displayed in the potential incident field. |  |  |
| 9. Click on Select button | The selected record for work type, work operation and potential incident should be loaded in the Create/Update Records page. |  |  |
| 10. Edit any field and click on Update button. | If all the required fields are filled with legit data, then the record should be created with a success message. |  |  |
| 34 | Create/Update Records, Clear Page | Validate that the Create/Update Records page can be cleared/reset. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The Create/Update page should be cleared/reset when clicking on the Clear button. |  |  |
| 2. Fill in any field in Create/Update Records page. |  |  |  |
| 3. Click on Clear button. | All the fields in the page should be cleared/reset. |  |  |
| 35 | Create/Update Records, Create Duplicate Record | Validate that multiple records with same combination of work type, work operation and potential incident cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | Duplicate records should not be allowed to be created. |  |  |
| 2. Create a record by filling all the required fields. | The records should be created with a success message. |  |  |
| 3. Again, create a record by selecting the same combination of work type, work operation and potential incident. | The record should not be created and an error message should be shown. |  |  |
| 36 | Create/Update Records, Language Change | Validate that the Create/Update Records page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The Create/Update Records page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 37 | Workshop, Risk Matrix | Validate that the data presented in the risk matrices are correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The data presented in the risk matrices should be as per the records entered into the project and reflected in the records table below the risk matrices. |  |  |
| 2. Observe the numbers presented in each cell of the risk matrix Risk Overview (Existing Barriers). | The numbers presented in each cell should be correct according to the records in that project. |  |  |
| 3. Observe the numbers presented in each cell of the risk matrix Risk Overview (Existing Barriers + Recommendations). | The numbers presented in each cell should be correct according to the records in the project. |  |  |
| 38 | Workshop, Records Table | Validate that the data in the records table is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The data presented in the records table should be as per the records entered into the project. |  |  |
| 2. Observe each column and row of the records table. | The data presented in each cell should be correct according to the records added to the project. |  |  |
| 3. Click on headings in the records table. | The records in the records table should be sorted alphabetically/numerically in descending or ascending order. |  |  |
| 4. Verify that the horizontal scroll in the records table is working correctly. | The table should be able to scroll vertically as well as horizontally. The horizontal scroll should work even with the touch pad. |  |  |
| 39 | Workshop, Records Table Filter | Validate that the data in the table can be filtered by clicking on each cell in the risk matrices. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The records table should be filtered by clicking the cells of the risk matrices. |  |  |
| 2. Click on a cell of the risk matrix containing a number. | The table should be filtered and display only the data of the records that lie in the selected cell of the risk matrix. |  |  |
| 2. Again, click on the same cell of the risk matrix. | The table should be unfiltered and display all records in the project. |  |  |
| 40 | Workshop, Records Table Validation | Validate that all the required columns are displayed in the records table. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The table should display all the required columns. |  |  |
| 2. Check the columns of the records table. | All the columns present in the barrier analysis workshop Excel template should be present in the records table in the Workshop page. |  |  |
| 41 | Workshop, Export Barrier Analysis Workshop Template | Validate that the barrier analysis workshop template can be exported | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The barrier analysis workshop template should be downloaded in excel format by clicking the Export Template button. |  |  |
| 2. Click on Export Template button. | An Excel sheet should be downloaded containing the barrier analysis workshop template that can be used for barrier analysis workshop. |  |  |
| 3. Open the Excel template and check all worksheets. | The downloaded barrier analysis workshop template should be of the correct format and language as per the selected language shown at the top of the Workshop page. |  |  |
| 42 | Workshop, Import Records | Validate that the barrier analysis workshop template containing records can be uploaded into the system. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The User should be able to import the barrier analysis workshop template of the correct format into the system. |  |  |
| 2. Click on Import Records button. | A popup lightbox should appear containing Select File, Cancel and Upload buttons. |  |  |
| 3. Click on Select File button. | Standard file browser window should appear. |  |  |
| 4. Select a file of invalid format and click on Upload button. | A list should appear showing the successfully imported records and unsuccessful records. |  |  |
| 5. Select a file of the valid format (All the columns in the excel sheet should be filled) and click on Upload button. | The records should be uploaded in the project. However, if some records are invalid, a list should appear showing the successfully imported records and unsuccessful records. |  |  |
| 6. Click on Export Excel button. | An Excel sheet should be downloaded containing the unsuccessfully imported records for the User to reference and rectify accordingly. |  |  |
| 43 | Workshop, Risk Matrix Change | Validate that editing the risk matrix in Settings page is reflected in the Workshop page. | 1. Pre-Requisites: -> The User is an Org./Project Admin.  -> The User is in Project Overview page. | Editing the risk matrix in the Settings page should be reflected in the Workshop page. |  |  |
| 2. Click on the Settings button. | The User should be directed to the Settings page. |  |  |
| 3. Edit the risk matrix in the Settings page. | The probability labels, consequence labels and risk matrix cell colour should be editable. |  |  |
| 4. Click on the Workshop option in the side menu bar. | The User should be directed to the Workshop page. |  |  |
| 5. Observe the changes in the risk matrix. | The changes made to the risk matrix in the Settings page should be reflected in the risk matrix in the Workshop page. |  |  |
| 44 | Workshop, Language Change | Validate that the Workshop page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Workshop page. | The Workshop page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 45 | Safe Job Analysis, Risk Matrix Validation | Validate that the number of records displayed in each risk matrix cell is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The data presented in the risk matrix should be correct. |  |  |
| 2. Observe the data displayed in the risk matrix. | The data presented in the risk matrix should be as per potential incidents extracted from the selected work type and work operation. |  |  |
| 46 | Safe Job Analysis, Risk Matrix Change | Validate that editing the risk matrix in the Settings page is reflected in the Safe Job Analysis page. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Project Overview page. | Editing the risk matrix in the Settings page should be reflected in the Safe Job Analysis page. |  |  |
| 2. Click on the Settings button. | The User should be directed to the Settings page. |  |  |
| 3. Edit the risk matrix in the Settings page. | The probability labels, consequence labels and risk matrix cell colour should be editable. |  |  |
| 4. Click on the Safe Job Analysis option in the side menu bar. | The User should be directed to the Safe Job Analysis page. |  |  |
| 5. Observe the changes in the risk matrix. | The changes made to the risk matrix in the Settings page should be reflected in the risk matrix in the Safe Job Analysis page. |  |  |
| 47 | Safe Job Analysis, Potential Incidents Data Validation | Validate that the data in the potential incidents displayed after selecting the work type and work operation is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The potential incidents should display the correct data of the selected Work type and Work operation. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Observe the displayed potential incidents. | The potential incidents related to the selected work type and work operation should. Each potential incident includes incident description, barrier(s), risk before recommendation(s), recommendation(s) and risk after recommendation(s). |  |  |
| 48 | Safe Job Analysis, Risk Matrix Data Validation | Validate that the risk matrix is updated after selecting the work type and work operation | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The data in the risk matrix should be updated based on the selected work type and work operation. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Observe the data in the risk matrix. | The data in the risk matrix should be updated according to the number of records under the selected work type and work operation and displayed. |  |  |
| 49 | Safe Job Analysis, Results Export | Validate that the filtered records can be downloaded in PDF and the format and design of the PDF is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The User should be able to download a PDF containing the filtered records. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Click on Save As PDF button. | The generated PDF should be downloaded and the design of the PDF should be as required, language is based on the selected language shown at the top of the Safe Job Analysis page. |  |  |
| 50 | Safe Job Analysis, Language Change | Validate that the Safe Job Analysis page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User. -> The User is in Safe Job Analysis page. | The Safe Job Analysis page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 51 | Recommendations, Accessibility | Validate that the Recommendations page is accessible to all users. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Project List page. | The Recommendations page should be accessible by all Users. |  |  |
| 2. Click on any project. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 3. Click on Recommendations option in the side menu. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 52 | Recommendations, Recommendations Table Validation | Validate that the data displayed in the recommendations table is correct. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 2. Check the data displayed in the recommendations table. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 53 | Recommendations, Recommendations Table Filter | Validate that the column filters of the recommendations table is working properly. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should be sorted based on the heading to be sorted. |  |  |
| 2. Click on the filters in the headings of the recommendations table. | The recommendations table should be sorted alphabetically/numerically based on the sorted heading. |  |  |
| 54 | Recommendations, Language Change | Validate that the Recommendations page supports all four languages. | 1. Pre-Requisites:  -> The User is in Recommendations page. | The Recommendations page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |

# User Acceptance Testing for In-house User

This section is for testing the Digital Barrier Analysis tool in the role of an In-House User. To start, please log in with the In-House User details provided.

Follow the steps described and check the expected results. If the actual result is the same as the expected result, mark a tick in the “Actual result” box. If the actual result is different from the expected results, please state and elaborate what is seen in the “Remarks” column. It is highly recommended to take a screenshot of unexpected results and attach together with this table as feedback.

| S/No | Test case name | Test scenario | Steps descriptions | Expected result | Actual result | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Project List, Country Filter | Validate that the Country Filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. | By default, the page displays all projects that the User is assigned to. The Org. Admin sees all projects created for the organisation. |  |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. |  |  |
| 3. Click on the Clear button. | The filter(s) applied should be cleared and all the projects should be displayed in the page. |  |  |
| 2 | Project List, Search Bar | Validate that the search function is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. -> There should be projects listed in the page. | The projects should be searched on the basis of project code, project name or site name. |  |  |
| 2. Type a keyword in the search bar. | Only projects having the keyword in the project code, project name and site name field should be displayed. The Total Projects number should also change according to the number of projects listed. |  |  |
| 3. Type another keyword that does not match the project code, project name or site name of any project. | The project list should be empty. |  |  |
| 3 | Project List, Country Filter + Search Bar | Validate that the combination of search and filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page.  -> There should be projects listed in the page. | The combination of country filter and search should work as expected. |  |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. |  |  |
| 3. Type a keyword in the search bar. | Projects should display the result of the combination of the filter selected and the keyword typed. The Total Project number should also change according to the number of projects listed. |  |  |
| 4 | Project List, In-house User Access Rights | Validate that the In-house User has access to the required modules in Project List page. | 1. Pre-Requisite: -> The User is an In-house User. -> The User should be assigned to at least one project. -> The User is in Project List page. | The In-house User should have access to assigned projects only. |  |  |
| 2. Check all the buttons and links in the Project List page. | The In-house User should be able to perform the following actions in the Project List page: 1. View all the projects that the User is assigned to. 2. Access the projects. |  |  |
| 5 | Project List, Language Change | Validate that the Project List page supports all four languages. | 1. Pre-Requisites: -> The User is in Project List page. | The Project List page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 6 | Settings, Accessibility | Validate that the Settings page is accessible to Org. Admin and Project Admin only. | 1. Pre-Requisites: -> The User should be in Project Overview page. | The Settings page should be accessible only to the Org. Admin and Project Admin. |  |  |
| 2. Check whether there is Settings button at the top of the Project Overview page. | The Settings page should be accessible to the Org. Admin and Project Admin, but not to the In-house/Field User. |  |  |
| 7 | Create/Update Records, Create Record | Validate that new records can be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The User should be able to create a new record by completing the create new record form. |  |  |
| 2. Click on work type field. | All the work types defined in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | All the work operation(s) related to the selected work type and defined in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Click on potential incident field. | All the potential incident(s) related to the selected work type and work operation, and defined in the project should appear in the drop down. |  |  |
| 7. Select a potential incident from the drop down. | The selected potential incident is displayed in the potential incident field. |  |  |
| 8. Type in description for incident description field. | What is typed by the User should be displayed in the incident description field. |  |  |
| 9. Click on consequence type field. | All the consequence types defined in the project should appear in the drop down. |  |  |
| 10. Select a consequence type from the drop down. | The selected consequence type is displayed in the consequence type field. |  |  |
| 11. Click on Add New button in Barrier card. | A row of entry fields for barrier is added in the Barrier card. Multiple barrier fields can be added by clicking on the Add New button. |  |  |
| 12. Type in description for barrier description field. | What is typed by the User should be displayed in the barrier description field. |  |  |
| 13. Click on barrier type field. | All the barrier types should appear in the drop down. The barrier types are Human, Technical and Organization. |  |  |
| 14. Select a barrier type from the drop down. | The selected barrier type is displayed in the barrier type field. |  |  |
| 15. Click on dependency field | All the dependencies should appear in the drop down. The dependency types are Dependent and Independent. |  |  |
| 16. Select a dependency from the drop down. | The selected dependency is displayed in the dependency field. |  |  |
| 17. Type in description for dependency description field. | What is typed by the User should be displayed in the dependency description field. |  |  |
| 18. Click on Delete button of any barrier row. | The row of entry fields for the barrier row will be deleted. |  |  |
| 19. Click on Current Risk Ranking consequence field. | Consequence numbers from 1 to 5 should appear in the drop down. |  |  |
| 20. Click on Current Risk Ranking probability field. | Probability numbers from 1 to 5 should appear in the drop down. |  |  |
| 21. Click on Add New button in Recommendations card. | A row of entry fields for recommendation is added in the Recommendations card. Multiple recommendation fields can be added by clicking on the Add New button. |  |  |
| 22. Type in description for recommendation field. | What is typed by the User should be displayed in the recommendation field. |  |  |
| 23. Type in description for action assigned to field. | What is typed by the User should be displayed in the action assigned to field. |  |  |
| 24. Click on status of action field. | All the status of action options should appear in the drop down. The options are Opened and Closed. |  |  |
| 25. Select a status of action from the drop down. | The selected status of action is displayed in the status of action field. |  |  |
| 26. Click on Delete button of any recommendation row. | The row of entry fields for the recommendation row will be deleted. |  |  |
| 27. Click on New Risk Ranking consequence field. | Consequence numbers from 1 to 5 should appear in the drop down. |  |  |
| 28. Click on New Risk Ranking probability field. | Probability numbers from 1 to 5 should appear in the drop down. |  |  |
| 29. Type in description for comments field. | What is typed by the User should be displayed in the comments field. |  |  |
| 30. Click on Create New button. | If all the required fields are filled with legit data, then the record should be created with a success message. |  |  |
| 8 | Create/Update Records, Required Fields Validation | Validate that the form cannot be submitted without completing all the required fields. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The form should not be accepted without completing all the required fields. |  |  |
| 2. Click on Create New button | If all the required fields are not completed, error message should be displayed and the fields which are required to be completed should be highlighted with red colour. |  |  |
| 9 | Create/Update Records, Update Record | Validate that existing records can be updated. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | Existing records should be updatable by clicking on the Update button. |  |  |
| 2. Click on Select Record button. | A popup module should appear with the select record form. The form should contain work type, work operation and potential incident field. |  |  |
| 3. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 4. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 5. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 6. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 7. Click on potential incident field. | Only potential incidents with records in the project should appear in the drop down. |  |  |
| 8. Select a potential incident from the drop down. | The selected potential incident is displayed in the potential incident field. |  |  |
| 9. Click on Select button | The selected record for work type, work operation and potential incident should be loaded in the Create/Update Records page. |  |  |
| 10. Edit any field and click on Update button. | If all the required fields are filled with legit data, then the record should be created with a success message. |  |  |
| 10 | Create/Update Records, Clear Page | Validate that the Create/Update Records page can be cleared/reset. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The Create/Update page should be cleared/reset when clicking on the Clear button. |  |  |
| 2. Fill in any field in Create/Update Records page. |  |  |  |
| 3. Click on Clear button. | All the fields in the page should be cleared/reset. |  |  |
| 11 | Create/Update Records, Create Duplicate Record | Validate that multiple records with same combination of work type, work operation and potential incident cannot be created. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | Duplicate records should not be allowed to be created. |  |  |
| 2. Create a record by filling all the required fields. | The records should be created with a success message. |  |  |
| 3. Again, create a record by selecting the same combination of work type, work operation and potential incident. | The record should not be created and an error message should be shown. |  |  |
| 12 | Create/Update Records, Language Change | Validate that the Create/Update Records page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Create/Update Records page. | The Create/Update Records page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 13 | Workshop, Risk Matrix | Validate that the data presented in the risk matrices are correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The data presented in the risk matrices should be as per the records entered into the project. |  |  |
| 2. Observe the numbers presented in each cell of the risk matrix Risk Overview (Existing Barriers). | The numbers presented in each cell should be correct according to the records in that project. |  |  |
| 3. Observe the numbers presented in each cell of the risk matrix Risk Overview (Existing Barriers + Recommendations). | The numbers presented in each cell should be correct according to the records in the project. |  |  |
| 14 | Workshop, Records Table | Validate that the data in the records table is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The data presented in the records table should be as per the records entered into the project. |  |  |
| 2. Observe each column and row of the records table. | The data presented in each cell should be correct according to the records added to the project. |  |  |
| 3. Click on headings in the records table. | The records in the records table should be sorted alphabetically/numerically in descending or ascending order. |  |  |
| 4. Verify that the horizontal scroll in the records table is working correctly. | The table should be able to scroll vertically as well as horizontally. The horizontal scroll should work even with the touch pad. |  |  |
| 15 | Workshop, Records Table Filter | Validate that the data in the table can be filtered by clicking on each cell in the risk matrices. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The records table should be filtered by clicking the cells of the risk matrices. |  |  |
| 2. Click on a cell of the risk matrix containing a number. | The table should be filtered and display only the data of the records that lie in the selected cell of the risk matrix. |  |  |
| 2. Again, click on the same cell of the risk matrix. | The table should be unfiltered and display all records in the project. |  |  |
| 16 | Workshop, Records Table Validation | Validate that all the required columns are displayed in the records table. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The table should display all the required columns. |  |  |
| 2. Check the columns of the records table. | All the columns present in the barrier analysis workshop Excel template should be present in the records table in the Workshop page. |  |  |
| 17 | Workshop, Export Barrier Analysis Workshop Template | Validate that the barrier analysis workshop template can be exported | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The barrier analysis workshop template should be downloaded in excel format by clicking the Export Template button. |  |  |
| 2. Click on Export Template button. | An Excel sheet should be downloaded containing the barrier analysis workshop template that can be used for barrier analysis workshop. |  |  |
| 3. Open the Excel template and check all worksheets. | The downloaded barrier analysis workshop template should be of the correct format and language as per the selected language shown at the top of the Workshop page. |  |  |
| 18 | Workshop, Import Records | Validate that the barrier analysis workshop template containing records can be uploaded into the system. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User.  -> The User should be assigned to at least one project. -> The User is in Create/Update Records page. -> There are multiple records present in the project. | The User should be able to import the barrier analysis workshop template of the correct format into the system. |  |  |
| 2. Click on Import Records button. | A popup lightbox should appear containing Select File, Cancel and Upload buttons. |  |  |
| 3. Click on Select File button. | Standard file browser window should appear. |  |  |
| 4. Select a file of invalid format and click on Upload button. | A list should appear showing the successfully imported records and unsuccessful records. |  |  |
| 5. Select a file of the valid format (All the columns in the excel sheet should be filled) and click on Upload button. | The records should be uploaded in the project. However, if some records are invalid, a list should appear showing the successfully imported records and unsuccessful records. |  |  |
| 6. Click on Export Excel button. | An Excel sheet should be downloaded containing the unsuccessfully imported records for the User to reference and rectify accordingly. |  |  |
| 19 | Workshop, Language Change | Validate that the Workshop page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or In-house User. -> The User is in Workshop page. | The Workshop page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 20 | Safe Job Analysis, Accessibility | Validate that the In-house User cannot access the Safe Job Analysis page. | 1. Pre-Requisites: -> The User is an In-house User. -> The User should be assigned to at least one project. -> The User is in Project List page. | The In-house User should not be able to access the Safe Job Analysis page. |  |  |
| 2. Click on a project which User is assigned as In-house User. | The In-house User should be directed to the Project Overview page of the selected project. |  |  |
| 3. Check if Safe Job Analysis option is visible/available in the side menu. | The Safe Job Analysis option should not be there in the side menu bar for the In-house User. |  |  |
| 4. Access the Safe Job Analysis page directly by entering the URL of the Safe Job Analysis page. | Forbidden page should be displayed and the In-house User should be redirected to Project Overview page after a few seconds. |  |  |
| 21 | Recommendations, Accessibility | Validate that the Recommendations page is accessible to all users. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Project List page. | The Recommendations page should be accessible by all Users. |  |  |
| 2. Click on a project. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 3. Click on Recommendations option in the side menu. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 22 | Recommendations, Recommendations Table Validation | Validate that the data displayed in the recommendations table is correct. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 2. Check the data displayed in the recommendations table. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 23 | Recommendations, Recommendations Table Filter | Validate that the column filters of the recommendations table is working properly. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should be sorted based on the heading to be sorted. |  |  |
| 2. Click on the filters in the headings of the recommendations table. | The recommendations table should be sorted alphabetically/numerically based on the sorted heading. |  |  |
| 24 | Recommendations, Language Change | Validate that the Recommendations page supports all four languages. | 1. Pre-Requisites: -> The User is in Recommendations page. | The Recommendations page should support all four languages. |  |  |
| 2. Select English language from the language drop down found at the top of the page. | All static text should be converted to English. |  |  |
| 3. Select Finnish language from the language drop down found at the top of the page. | All static text should be converted to Finnish. |  |  |
| 4. Select Norwegian language from the language drop down found at the top of the page. | All static text should be converted to Norwegian. |  |  |
| 5. Select Swedish language from the language drop down found at the top of the page. | All static text should be converted to Swedish. |  |  |

# User Acceptance Testing for Field User

This section is for testing the Digital Barrier Analysis tool in the role of a Field User. To start, please log in with the Field User details provided.

Follow the steps described and check the expected results. If the actual result is the same as the expected result, mark a tick in the “Actual result” box. If the actual result is different from the expected results, please state and elaborate what is seen in the “Remarks” column. It is highly recommended to take a screenshot of unexpected results and attach together with this table as feedback.

| S/No | Test case name | Test scenario | Steps descriptions | Expected result | Actual result | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Project List, Country Filter | Validate that the Country Filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. | By default, the page displays all projects that the User is assigned to. The Org. Admin sees all projects created for the organisation. |  |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. |  |  |
| 3. Click on the Clear button. | The filter(s) applied should be cleared and all the projects should be displayed in the page. |  |  |
| 2 | Project List, Search Bar | Validate that the search function is working properly. | 1. Pre-Requisite:  -> The User is in Project List page. -> There should be projects listed in the page. | The projects should be searched on the basis of project code, project name or site name. |  |  |
| 2. Type a keyword in the search bar. | Only projects having the keyword in the project code, project name and site name field should be displayed. The Total Projects number should also change according to the number of projects listed. |  |  |
| 3. Type another keyword that does not match the project code, project name or site name of any project. | The project list should be empty. |  |  |
| 3 | Project List, Country Filter + Search Bar | Validate that the combination of search and filter is working properly. | 1. Pre-Requisite:  -> The User is in Project List page.  -> There should be projects listed in the page. | The combination of country filter and search should work as expected. |  |  |
| 2. Check the box of the country that you want to be filtered. | Projects should be filtered according to the Country selected. The Total Project number should also change according to the number of projects listed. |  |  |
| 3. Type a keyword in the search bar. | Projects should display the result of the combination of the filter selected and the keyword typed. The Total Project number should also change according to the number of projects listed. |  |  |
| 4 | Project List, Field User Access Rights | Validate that the Field User has access to the required modules in Project List page. | 1. Pre-Requisite: -> The User is a Field User. -> The User should be assigned to at least one project. -> The User is in Project List page. | The Field User should have access to assigned projects only. |  |  |
| 2. Check all the buttons and links in the Project List page. | The Field User should be able to perform the following actions in the Project List page: 1. View all the projects that the User is assigned to. 2. Access the projects. |  |  |
| 5 | Project List, Language Change | Validate that the Project List page supports all four languages. | 1. Pre-Requisites: -> The User is in Project List page. | The Project List page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 6 | Manage Accounts, In-house/Field User Access Rights | Validate that the Manage Accounts page is not accessible by the In-house and Field Users. | 1. Pre-Requisite:  -> The User is an In-house/Field User.  -> The User is in Project List page. | The Manage Accounts link should not be visible/present in the Project List page. |  |  |
| 7 | Settings, Accessibility | Validate that the Settings page is accessible to Org. Admin and Project Admin only. | 1. Pre-Requisites: -> The User should be in Project Overview page. | The Settings page should be accessible only to the Org. Admin and Project Admin. |  |  |
| 2. Check whether there is Settings button at the top of the Project Overview page. | The Settings page should be accessible to the Org. Admin and Project Admin, but not to the In-house/Field User. |  |  |
| 8 | Create/Update Records, Accessibility | Validate that the Field User cannot access the Create/Update Records page. | 1. Pre-Requisites: -> The User is a Field User. -> The User should be assigned to at least one project.  -> The User is in Project List page. | The Field User should not be able to access the Create/Update Records page. |  |  |
| 2. Click on a project in the Project List page. | The User should be directed to the Project Overview page. |  |  |
| 3. Check if Create/Update Records option is visible/available in the side menu. | The Create/Update Records option should not be there in the side menu bar for the Field User. |  |  |
| 4. Access the Create/Update Records page directly by entering the URL of the Create/Update Records page. | Forbidden page should be displayed and the Field User should be redirected to Project Overview page after a few seconds. |  |  |
| 9 | Workshop, Accessibility | Validate that the Field User cannot access the Workshop page. | 1. Pre-Requisites: -> The User is a Field User. -> The User should be assigned to at least one project.  -> The User is in Project List page. | The Field User should not be able to access the Workshop page. |  |  |
| 2. Click on a project in the Project List page. | The User should be directed to the Project Overview page. |  |  |
| 3. Check if Workshop option is visible/available in the side menu. | The Workshop option should not be there in the side menu bar for the Field User. |  |  |
| 4. Access the Workshop page directly by entering the URL of the Workshop page. | Forbidden page should be displayed and the Field User should be redirected to Project Overview page after a few seconds. |  |  |
| 10 | Safe Job Analysis, Risk Matrix Validation | Validate that the number of records displayed in each risk matrix cell is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The data presented in the risk matrix should be correct. |  |  |
| 2. Observe the data displayed in the risk matrix. | The data presented in the risk matrix should be as per potential incidents extracted from the selected work type and work operation. |  |  |
| 11 | Safe Job Analysis, Risk Matrix Change | Validate that editing the risk matrix in the Settings page is reflected in the Safe Job Analysis page. | 1. Pre-Requisites: -> The User is an Org./Project Admin. -> The User is in Project Overview page. | Editing the risk matrix in the Settings page should be reflected in the Safe Job Analysis page. |  |  |
| 2. Click on the Settings button. | The User should be directed to the Settings page. |  |  |
| 3. Edit the risk matrix in the Settings page. | The probability labels, consequence labels and risk matrix cell colour should be editable. |  |  |
| 4. Click on the Safe Job Analysis option in the side menu bar. | The User should be directed to the Safe Job Analysis page. |  |  |
| 5. Observe the changes in the risk matrix. | The changes made to the risk matrix in the Settings page should be reflected in the risk matrix in the Safe Job Analysis page. |  |  |
| 12 | Safe Job Analysis, Potential Incidents Data Validation | Validate that the data in the potential incidents displayed after selecting the work type and work operation is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The potential incidents should display the correct data of the selected Work type and Work operation. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Observe the displayed potential incidents. | The potential incidents related to the selected work type and work operation should. Each potential incident includes incident description, barrier(s), risk before recommendation(s), recommendation(s) and risk after recommendation(s). |  |  |
| 13 | Safe Job Analysis, Risk Matrix Data Validation | Validate that the risk matrix is updated after selecting the work type and work operation | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The data in the risk matrix should be updated based on the selected work type and work operation. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Observe the data in the risk matrix. | The data in the risk matrix should be updated according to the number of records under the selected work type and work operation and displayed. |  |  |
| 14 | Safe Job Analysis, Results Export | Validate that the filtered records can be downloaded in PDF and the format and design of the PDF is correct. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User.  -> The User should be assigned to at least one project. -> The User is in Safe Job Analysis page. | The User should be able to download a PDF containing the filtered records. |  |  |
| 2. Click on work type field. | Only work types with records in the project should appear in the drop down. |  |  |
| 3. Select a work type from the drop down. | The selected work type is displayed in the work type field. |  |  |
| 4. Click on work operation field. | Only work operations with records in the project should appear in the drop down. |  |  |
| 5. Select a work operation from the drop down. | The selected work operation is displayed in the work operation field. |  |  |
| 6. Click on Save As PDF button. | The generated PDF should be downloaded and the design of the PDF should be as required, language is based on the selected language shown at the top of the Safe Job Analysis page. |  |  |
| 15 | Safe Job Analysis, Language Change | Validate that the Safe Job Analysis page supports all four languages. | 1. Pre-Requisites: -> The User is an Org./Project Admin or Field User. -> The User is in Safe Job Analysis page. | The Safe Job Analysis page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |
| 16 | Recommendations, Accessibility | Validate that the Recommendations page is accessible to all users. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Project List page. | The Recommendations page should be accessible by all Users. |  |  |
| 2. Click on a project. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 3. Click on Recommendations option in the side menu. | The User should be directed to the Project Overview page of the selected project. |  |  |
| 17 | Recommendations, Recommendations Table Validation | Validate that the data displayed in the recommendations table is correct. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 2. Check the data displayed in the recommendations table. | The recommendations table should display the s/no, recommendation, action assigned to and status of action for all the records in the selected project. |  |  |
| 18 | Recommendations, Recommendations Table Filter | Validate that the column filters of the recommendations table is working properly. | 1. Pre-Requisites: -> The User should be assigned to at least one project.  -> The User is in Recommendations page. | The recommendations table should be sorted based on the heading to be sorted. |  |  |
| 2. Click on the filters in the headings of the recommendations table. | The recommendations table should be sorted alphabetically/numerically based on the sorted heading. |  |  |
| 19 | Recommendations, Language Change | Validate that the Recommendations page supports all four languages. | 1. Pre-Requisites: -> The User is in Recommendations page. | The Recommendations page should support all four languages. |  |  |
| 2. Select each of the 4 languages from the language drop down found at the top of the page. | All static text should be converted to the selected language. |  |  |