

**UAT TEST CASES**

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| **Project Name:** | IT Asset System |

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| **Test Date:** |  |

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| **Tester(s):** | Khumbudzo Ramuthula |
| Lesedi Sedibe |

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**Acceptance List**

We accept the Test Case as the IT Asset QA champion from the respective functional departments.

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| **User Champions/Department** | **Acceptance** | **Date** |
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# **Administrator Test Case**

## **1.1 Administrator Login**

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| **Test Case ID** | TC-01 | | | |
| **Test Case** | Admin wants to login to the system | | | |
| **Assumption** | Admin has valid credentials to login to the system | | | |
| **Actors** | * Administrator | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. Enter the URL into the browser and click enter on the keyboard | | The IT Assets login page will appear. |  |  |
| 1. Capture registered Username into the textbox. The username must be in email format. | | The textbox field will accept the username captured in email format. |  |  |
| 1. Capture Password on into the password textbox. | | The textbox field will accept the Password captured. To decrypt password, click on the symbol for “eye”, the password will be decrypted. |  |  |
| 1. Click "Remember Me" checkbox if you want to save the login credentials  Or  If you don't want to save the login credentials, leave the "Remember Me" checkbox unselected. | | If checkbox checked, the check box will have a tick mark "√".    Or   If checkbox is not checked, the checkbox will remain blank without the tick mark "√". |  |  |
| 1. Click on "Login" button to log into the IT Assets system | | The system will validate the user credentials and user roles assigned to the user.  The user credentials captured are valid, the user will be successfully login to the system, where they will view the dashboard and the menu bar on the left-hand side. |  |  |
| **Comments** | |  | | |

## **1.2 User Registration by Admin**

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| **Test Case ID** | TC-02 | | |
| **Test Case** | Admin wants to register users to the system | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 6. On the Menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 7. Click on “Users”. | The system will retrieve the users list longitudinal view page. |  |  |
| 8. Click on “Add User” button. | The New Staff registration form will appear. |  |  |
| 9. Capture new user details. | Admin should capture the following details:   * **First Name: character** * **Last Name: character** * **Email: valid email format** * **Phone: numbers** * **Role: choose** **from dropdown** * **Employee Number: numbers** |  |  |
| 10. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

## **1.3 Locations**

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| **Test Case ID** | TC-03 | | |
| **Test Case** | Admin wants to add Locations | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 11. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 12. Click on “Locations”. | The system will retrieve the facilities list longitudinal view page. |  |  |
| 13. Click on “Add Facility”. | The New Facility registration form will appear. |  |  |
| 14. Capture the new facility. | Admin should capture the following details:   * **Facility Name:** **characters** |  |  |
| 15. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

## **1.3 Asset Categories**

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| **Test Case ID** | TC-04 | | |
| **Test Case** | Admin wants to asset categories to the system | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 16. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 17. Click on “Asset Categories”. | The system will retrieve the asset category list longitudinal view page |  |  |
| 18. Click on “Add Category”. | The New Category registration form will appear. |  |  |
| 19. Capture the new facility. | Admin should capture the following details:   * **New Category Name:** **characters** * **Description: characters** |  |  |
| 20. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

## **1.4 Departments**

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| **Test Case ID** | TC-05 | | |
| **Test Case** | Admin wants to add Departments to the system | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 20. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 21. Click on “Departments”. | The system will retrieve the departments list longitudinal view page |  |  |
| 22. Click on “Add Department”. | The New Department registration form will appear. |  |  |
| 23. Capture the new department. | Admin should capture the following details:   * **Department Name:** **characters** |  |  |
| 24. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

## **1.5 Grants**

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| **Test Case ID** | TC-06 | | |
| **Test Case** | Admin wants to add grants to the system | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 25. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 26. Click on “Grants”. | The system will retrieve the grants list longitudinal view page |  |  |
| 27. Click on “Add Grant”. | The New Grant registration form will appear. |  |  |
| 28. Capture the new grant. | Admin should capture the following details:   * **Country: choose from dropdown** * **Grant Name:** **characters** |  |  |
| 29. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

## **1.6 Assets**

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| **Test Case ID** | TC-07 | | |
| **Test Case** | Admin wants to add assets to the system | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 30. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 31. Click on “Assets”. | The system will retrieve the assets list longitudinal view page |  |  |
| 32. Click on “Add Asset”. | The New Asset registration form will appear. |  |  |
| 34. Capture the new asset. | Admin should capture the relevant details. |  |  |
| 35. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

**1.7 Job Titles**

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| **Test Case ID** | TC-08 | | |
| **Test Case** | Admin wants to add job titles to the system. | | |
| **Assumption** | Admin has successfully logged into the system. | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 36. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 37. Click on “Job Titles”. | The system will retrieve the job titles list longitudinal view page |  |  |
| 38. Click on “Add Job Title”. | The New Job Titles registration form will appear. |  |  |
| 39. Capture the new job title. | Admin should capture the following details:   * **Name:** **characters** |  |  |
| 40. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

**1.8 Countries**

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| --- | --- | --- | --- |
| **Test Case ID** | TC-09 | | |
| **Test Case** | Admin wants to add countries to the system. | | |
| **Assumption** | Admin has successfully logged into the system. | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 41. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 42. Click on “Countries”. | The system will retrieve the country list longitudinal view page |  |  |
| 43. Click on “Add Country”. | The New Country registration form will appear. |  |  |
| 44. Capture the new country. | Admin should capture the following details:   * **Country: characters** |  |  |
| 45. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

**1.9 Reasons**

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| --- | --- | --- | --- |
| **Test Case ID** | TC-10 | | |
| **Test Case** | Admin wants to add reasons to the system. | | |
| **Assumption** | Admin has successfully logged into the system. | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 46. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 47. Click on “Reasons”. | The system will retrieve the reasons list longitudinal view page |  |  |
| 48. Click on “Add Reason”. | The New Reason registration form will appear. |  |  |
| 49. Capture the new reason. | Admin should capture the following details:   * **Reason Category: choose from dropdown** * **Description:** **characters** |  |  |
| 50. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

## **1.10 Reason Categories**

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| --- | --- | --- | --- |
| **Test Case ID** | TC-11 | | |
| **Test Case** | Admin wants to add reason categories to the system. | | |
| **Assumption** | Admin has successfully logged into the system. | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 51. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 52. Click on “Reason Categories”. | The system will retrieve the reason categories list longitudinal view page |  |  |
| 53. Click on “Add Reason Category”. | The New Reason Category registration form will appear. |  |  |
| 54. Capture the new reason category. | Admin should capture the following details:   * **Description:** **characters** |  |  |
| 55. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

**1.11 Make**

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| --- | --- | --- | --- | --- |
| **Test Case ID** | TC-12 | | | |
| **Test Case** | Admin wants to add makes to the system. | | | |
| **Assumption** | Admin has successfully logged into the system. | | | |
| **Actors** | * Administrator | | | |
| **Test Steps** | **Expected Results** | | **Testing Proof** | **Status** |
| 56. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. | |  |  |
| 57. Click on “Make”. | The system will retrieve the make list longitudinal view page | |  |  |
| 58. Click on “Add Make”. | The New Make registration form will appear. | |  |  |
| 59. Capture the new make. | Admin should capture the following details:   * **Name:** **characters** | |  |  |
| 60. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. | |  |  |
| **Comments** | |  | | |

## **1.12 Model**

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| --- | --- | --- | --- |
| **Test Case ID** | TC-13 | | |
| **Test Case** | Admin wants to add models to the system | | |
| **Assumption** | Admin has successfully logged into the system | | |
| **Actors** | * Administrator | | |
| **Test Steps** | **Expected Results** | **Testing Proof** | **Status** |
| 61. On the menu, click on “Administrator” tab. | The Administrator tab will drop down. |  |  |
| 62. Click on “Model”. | The system will retrieve the model list longitudinal view page |  |  |
| 63. Click on “Add Model”. | The New Model registration form will appear. |  |  |
| 64. Capture the new model. | Admin should capture the following details:   * **Make: choose from dropdown** * **Name:** **characters** |  |  |
| 65. Click on “Save” button. | The system will save the details that have been captured.  The system will return to the longitudinal view and a success message will pop-up. |  |  |
| **Comments** |  | | |

# **User Login Test Case**

## **User Login**

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| --- | --- | --- | --- | --- |
| **Test Case ID** | TC-01 | | | |
| **Test Case** | User wants to login to IT Assets System | | | |
| **Assumption** | User has been registered into the system and has the valid username and password. | | | |
| **Actors** | * Administrator * Requester * Line Manager * IT Manager * Asset Manager * IT Support | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. Enter the URL into the browser and click enter on the keyboard | | The IT Assets login page will appear |  |  |
| 1. Capture registered Username into the textbox. The username must be in email format. | | The textbox field will accept the username captured in email format. |  |  |
| 1. Capture Password on into the password textbox. | | The textbox field will accept the Password captured. To decrypt password, click on the symbol for “eye”, the password will be decrypted. |  |  |
| 1. Click "Remember Me" checkbox if you want to save the login credentials   Or  If you don't want to save the login credentials, leave the "Remember Me" checkbox unselected. | | If checkbox checked, the check box will have a tick mark "√".    Or   If checkbox is not checked, the checkbox will remain blank without the tick mark "√". |  |  |
| 5. Click on "Login" button to log into the IT Assets system | | The system will validate the user credentials and user roles assigned to the user.  The user credentials captured are valid, the user will be successfully login to the system, where they will view the dashboard and the menu bar on the left-hand side. |  |  |
| **Comments** | |  | | |

## **Forgot Password**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Case ID** | TC-02 | | | |
| **Test Case** | User wants to request to recover their forgotten password for IT Assets System | | | |
| **Assumption** | The user has forgotten their password that they use to login to IT Assets system. | | | |
| **Actors** | * Administrator * Requester * Line Manager * IT Manager * IT Support | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. On login page, click on "Forgot Password" link. | | The link will be clickable and direct you to password recovery page. |  |  |
| 1. Capture the username in the textbox field, which will be the registered email address. | | The textbox field will accept the username captured in email format. |  |  |
| 1. Click "Reset Password" button. | | The system will send the password recovery email notification to the user.  Email received by the user who requested for password to be recovered. |  |  |
| 1. Open password recovery notification email from your email inbox and click on the "Clicking Here" link, to reset the forgotten password. | | The link will direct the user to the page where they will create their new password. |  |  |
| 1. Capture registered email address | | The textbox accepts the user registered email address |  |  |
| 1. Reset Password    1. Capture new password    2. Confirm password   The password must include at least:   * Special character * Numeric character * Lowercase * Uppercase   The length of the password should be a minimum of 6 and maximum of 10 characters  The system must validate if the password captured on the “New Password” textbox matches with the password captured on “Confirm Password” textbox. | | The textbox accepts the new password capture, in correct format. |  |  |
| 1. Click on “Reset” button to reset the password | | The system will reset the password and the success message will appear indicating that you have successfully recovered the password. |  |  |
| 1. To login click on the link “Click here to log in”. | | Having clicked the link in blue, the system will direct the user into “Login” page |  |  |
| 1. To login, using the new password, capture the registered email address and the new password.   Once captured click on Login button to log into system. | | The system will accept the “username and Password”.  The system will validate if captured the correct username and password, then the permission will be applied, and user will successfully login. |  |  |
| **Comments** | |  | | |

# **Asset Request**

## **Request For Asset**

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| --- | --- | --- | --- | --- |
| **Test Case ID** | TC-03 | | | |
| **Test Case** | * User wants to send the request for an asset from IT. * user has successfully login to the system. | | | |
| **Assumption** | * The Requester has successfully login to the IT Asset System. | | | |
| **Actors** | Requester | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. On the Menu, click on “My Request” tab | | The Request Assets form will appear |  |  |
| 1. Click on “My Requests” | | The system will retrieve the longitudinal view page with the longitudinal table. |  |  |
| 1. Click on “Add New” to request a new asset | | The “Add New” form will appear |  |  |
| 1. Select “For Me” or “Other” | | If you clicked on “For Me”, the system will automatically pull your employee number.  OR  If you clicked on “Other”, the system will allow you to capture an employee number. |  |  |
| 1. To add new request, complete the “Request from Section” form. The following fields must be completed:    1. First name    2. Last name    3. Email Address    4. Cell Number    5. Job Title    6. Grant    7. Country    8. Facility Based    9. Department    10. Manager Name    11. Reason    12. Date expected | | The system will validate the following fields:   * First Name * **Input data** * Last Name * **Input data** * Email Address * **Input data in email format, the email must have the @ special character** * Cell Number * **Numbers only** * Job Title * **Dropdown, select from predefined values** * Grant * **Dropdown, select from predefines values** * Country * **Dropdown, select from predefines values** * Facility Based * **Dropdown, select from predefined values** * Department * **Dropdown, select from predefined values** * Manager Name * **Dropdown, select from predefined values** * Reason * **Dropdown, select from predefined values** * Date Expected * **Select date from calendar** |  |  |
| 1. Click on the “Next” button. | | The system will show the “Hardware Requirements” form |  |  |
| 1. To add new request, complete the “Hardware Requirements” form. | | Requestor must select the hardware that they need, specify the quantity needed and attach a spec if needed. |  |  |
| 1. Click on the “Next” button. | | The system will show the “Networks” form.  The requestor can also click on the “Previous” button to go back to the form they were working on. |  |  |
| 1. Choose the network required | | Requestor must tick the option that will best suit what they require. |  |  |
| 1. Click on the “Next” button. | | The system will show the “User Creation and Access to Applications” form.  The requestor can also click on the “Previous” button to go back to the form they were working on. |  |  |
| 1. Choose the relevant applications needed | | Requestor must choose which applications they need access to. |  |  |
| 1. Click on the “Save” button | | Requestor will receive an email confirming the request.  Once the Requestor has clicked on the save button, the request will go through to the Line Manager. |  |  |

# **Line Manager**

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| --- | --- | --- | --- | --- |
| **Test Case ID** | 03 | | | |
| **Test Case** | Requested Asset | | | |
| **Actors** | Line Manager | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. Email notification has been received about the request submitted by the Requester. | | The email will be received to the Line Manager RTC outlook account. |  |  |
| 1. Click on the link, provided on the email to login and view the request   Or  Capture/copy the link on the browser. | | If clicked on the link, the system will direct the user to login page.  Or  If captured/copied the system link on the browser, the system will direct the user to login page. |  |  |
| 1. Follow the login steps to login to the system. | | The Line Manager has logged in successfully. |  |  |
| 1. On menu bar, click on the “Requested Asset” tab to view and action the request the received requests. | | The system will retrieve the longitudinal view page with the longitudinal table. |  |  |
| 1. To view the requested asset, click on “View” button on the longitudinal view table. | | The system will retrieve the record of the selected request.  The “Approve” and “Decline” buttons must be hidden, until the Line Manager has reviewed all the tabs, the buttons should be retrieved on “User Creation and Access to Application” page. |  |  |
| 1. To view the next tab, click on the next button or select the tab on the task bar.   If you are on:   * Request from Section tab next to go to Hardware Requirements. * On Hardware requirements, click next to go to Software Requirements, * On Software Requirements, click “Next” button to go to User Creation and Access to Application.   To move back to the previous tab, click on “Previous” button at the bottom of the form. | | If clicked on the “Next” button, the next tab form will appear.  If clicked on “Previous’ button, the previous tab form will appear.  Only the User Creation and Access to Application tab doesn’t have the “Next” button, but should have the “Previous” button |  |  |
| **Approve Request** | | | | |
| 1. To “Approve” the request, click on “Approve” button. | | The “Approve Request” form will pop-up. |  |  |
| 1. Click “Yes, Approve” button to submit the reason. | | The reason will be saved, and the pop-up will be closed, the system will redirect the Line Manager to Longitudinal view table page.  The email notification will be sent to IT Manager |  |  |
| 1. If you don’t want to submit the reason, click on “close” button to close the pop-up. | | The pop-up will be closed, and the Line Manger will be redirected to Request form. |  |  |
| **Decline Request** | | | | |
| 1. Click on “Decline” button if you want to reject the request. | | The pop-up will appear to capture the decline reason. |  |  |
| 1. Capture reason for rejecting the request. | | The system must allow the Line Manager to capture the reason for declining the request on the text area. |  |  |
| 1. Click on “Yes, Reject” button to save the feedback. | | The system will save the feedback and the success message will appear. Then the Line Manager will be redirected to longitudinal table page.  The system will send the email notification to Requester, |  |  |
| 1. Requester received the email notification. | | The email notification will be sent to the Requester RTC registered email address account. |  |  |
| 1. The Requester must click on the link to view request results   Follow edit steps. | | The Requester will follow the login steps, and select the “My Request”, on the longitudinal view table, the status of the request declined will be retrieved as “Declined”. |  |  |
| 1. To view the record for the form that is approved and submitted to Service Desk:   On the longitudinal view table, click on “View” button, on the request at which the status is indicating that is at “Service Desk”. | | The request form submitted by the Requester will open, and the form cannot be edited. The Line Manager can only view the form. |  |  |
| Comments | |  | | |

# **IT Manager**

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| --- | --- | --- | --- | --- |
| **Test Case ID** | TC-04 | | | |
| **Test Case** | Action request received from Line Manager | | | |
| **Actors** | IT Manager | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. Email notification has been received by IT Staff from IT Asset system. | | Email notification received. |  |  |
| 1. Click on the link, provided on the email to login and view the request approved by the Service Desk   Or  Capture/copy the link on the browser. | | If clicked on the link, the system will direct the user to login page.  Or  If captured/copied the system link on the browser, the system will direct the user to login page. |  |  |
| 1. Follow the login steps to login to the system. | | The IT Staff has logged in successfully. |  |  |
| 1. On menu bar, click on the “Requested Asset” tab to view and action the request the received requests. | | The system will retrieve the longitudinal view page with the longitudinal table. |  |  |
| 1. To view the requested asset, click on “View” button on the longitudinal view table.   The request that needs to be actioned by the IT Staff, on the status column, its status will be “Pending Allocation”. | | The system will retrieve the record of the selected request.  The record for the requested asset will be retrieved and the system will retrieve the asset that has been requested by the Requester that need to be allocated to them. |  |  |

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| 1. To view the next tab, click on the next button or select the tab on the task bar.   If you are on:   * Request from Section tab next to go to Hardware Requirements. * On Hardware requirements, click next to go to Software Requirements, * On Software Requirements, click “Next” button to go to User Creation and Access to Application.   To move back to the previous tab, click on “Previous” button at the bottom of the form. | If clicked on the “Next” button, the next tab form will appear.  If clicked on “Previous’ button, the previous tab form will appear.  Only the User Creation and Access to Application tab doesn’t have the “Next” button, but should have the “Previous” button |  |  | |
| **Approve Request** | | | |
| 1. To “Approve” the request, click on “Approve” button. | The “Approve Request” form will pop-up. |  |  | |
| 1. Click “Yes, Approve” button to submit the reason. | The reason will be saved, and the pop-up will be closed, the system will redirect the IT Manager to Longitudinal view table page.  The email notification will be sent to IT Support. |  |  | |
| 1. If you don’t want to submit the reason, click on “close” button to close the pop-up. | The pop-up will be closed, and the Line Manger will be redirected to Request form. |  |  | |
| **Decline Request** | | | |
| 1. Click on “Decline” button if you want to reject the request. | The pop-up will appear to capture the decline reason. |  |  | |
| 1. Capture reason for rejecting the request. | The system must allow the Line Manager to capture the reason for declining the request on the text area. |  |  | |
| 1. Click on “Yes, Reject” button to save the feedback. | The system will save the feedback and the success message will appear. Then the Line Manager will be redirected to longitudinal table page.  The system will send the email notification to Requester, |  |  | |
| 1. Requester received the email notification. | The email notification will be sent to the Requester RTC registered email address account. |  |  | |
| The Requester must click on the link to view request results  Follow edit steps. | The Requester will follow the login steps, and select the “My Request”, on the longitudinal view table, the status of the request declined will be retrieved as “Declined”. |  |  | |
| 1. To view the next tab, click on the next button or select the tab on the task bar.   If you are on:   * Request from Section tab next to go to Hardware Requirements. * On Hardware requirements, click next to go to Software Requirements, * On Software Requirements, click “Next” button to go to User Creation and Access to Application. * To move back to the previous tab, click on “Previous” button at the bottom of the form. | If clicked on the “Next” button, the next tab form will appear.  If clicked on “Previous’ button, the previous tab form will appear.  Only the User Creation and Access to Application tab doesn’t have the “Next” button, but should have the “Previous” button |  |  | |
| **Amend Request** | | | |
| 1. To “Amend” the request, click on “Amend” button. | The “Amend Request” form will pop-up. |  |  | |
| 1. Capture reason for rejecting the request. | The system must allow the IT Manager to capture the reason for Amending the request on the text area.  The email notification will be sent to Requestor. |  |  | |
| 1. Click on “Yes, Amend” button to save the feedback. | The system will save the feedback and the success message will appear. Then the IT Manager will be redirected to longitudinal table page.  The system will send the email notification to Requester. |  |  | |
| 1. If you don’t want to submit the reason, click on “close” button to close the pop-up. | The pop-up will be closed, and the Line Manger will be redirected to Request form. |  |  | |
| 1. The Requester must click on the link to view request results   Follow edit steps. | The Requester will follow the login steps, and select the “My Request”, on the longitudinal view table, the status of the request declined will be retrieved as “Amend Required” and allow the Requester to edit the request form and resubmit the form. |  |  | |

# **Asset Manager**

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| **Test Case ID** | TC-03 | | | |
| **Test Case** | * Asset Manager assigns requested assets to users. * Asset Manager has successfully login to the system. | | | |
| **Assumption** | * The Asset Manager needs to assign assets to the user. | | | |
| **Actors** | Asset Manager | | | |
| **Test Steps** | | **Expected Results** | **Testing proof** | **Status** |
| 1. Click on the link, provided on the email to login and view the request | | If clicked on the link, the system will direct the user to login page. |  |  |
| 1. Capture registered Username into the textbox. The username must be in email format. | | The textbox field will accept the username captured in email format. |  |  |
| 1. Capture Password on into the password textbox. | | The textbox field will accept the Password captured. |  |  |
| 1. Click on "Login" button to log into the IT Assets system | | The system will validate the user credentials and user roles assigned to the user.  The user credentials captured are valid, the user will be successfully login to the system, where they will view the dashboard and the menu bar on the left-hand side. |  |  |
| 1. On the Menu, click on “Manage Assets” tab | | The Manage Assets form will appear |  |  |
| 1. To view the requested asset, click on “View” button on the longitudinal view table. | | The system will retrieve the record of the selected request. |  |  |
| 1. Click on “Add Asset” button | | The system will retrieve the “New Asset” form |  |  |
| 1. Capture the information needed on the New Asset form | | The system will allow the Asset Manager to input data and choose from the dropdowns. |  |  |
| 1. Click the “Save” button | | The system will save the data captured by the Asset Manager.  The system will return to the longitudinal view of the requested assets. |  |  |
| Comments | |  | | |

# **IT Support**

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| **Test Case ID** | 05 | | | | | | |
| **Test Case** | Action request received from IT Manager | | | | | | |
| **Actors** | IT Support | | | | | | |
| **Test Steps** | | **Expected Results** | | | **Testing proof** | **Status** | |
| 1. Email notification has been received by IT Support from IT Asset system. | | Email notification received. | | |  |  | |
| 1. Click on the link, provided on the email to login and view the request approved by the Service Desk   Or  Capture/copy the link on the browser. | | If clicked on the link, the system will direct the user to login page.  Or  If captured/copied the system link on the browser, the system will direct the user to login page. | | |  |  | |
| 1. Follow the login steps to login to the system. | | The IT Staff has logged in successfully. | | |  |  | |
| 1. On menu bar, click on the “Requested Asset” tab to view and action the request the received requests. | | The system will retrieve the longitudinal view page with the longitudinal table. | | |  |  | |
| 1. To view the requested asset, click on “View” button on the longitudinal view table.   The request that needs to be actioned by the IT Support, on the status column, its status will be “Pending Allocation”. | | The system will retrieve the record of the selected request.  The record for the requested asset will be retrieved and the system will retrieve the asset that has been requested by the Requester that need to be allocated to them. | | |  |  | |
| 1. Click on “Assign Item” button | | The Assign Asset pop-up will appear | | |  |  | |
| 1. Choose if the asset assigned is for an employee or non-employee | | The system will allow the IT Support to choose the suitable option | | |  |  | |
| 1. Capture the employee number | | The system will allow the IT Support to capture the employee number.  If non-employee, IT Support will need to capture the non-employee’s details, including their ID number | | |  |  | |
| 1. Click on “Add Signature” button | | The system will pop-up a box where the signature will be captured. | | |  |  | |
| 1. Capture signature on the signing pad | | Once the signature has been captured on the signing pad, click “OK” for the signature to reflect on the laptop screen. | | |  |  | |
| 1. Click on the “Assign” button | | The system will return to longitudinal view and a success pop-up will appear. | | |  |  | |
| 1. Click on “Complete Request” button | | A Complete Request pop-up will appear. | | |  |  | |
| 1. Click on “Yes, Complete” button | | Once you have clicked the button, a success pop-up will appear, and the system will take you back to the longitudinal view.  The status will be “Completed” | | |  |  | |
| 1. Line Manager and Requester will receive an email. | | The email notification will be sent, and it will state that the request has been completed. | | |  |  | |
| **Return Assets** | | | | | | | |
| **Test Steps** | | **Expected Results** | | | **Testing Proof** | | **Status** |
| 70. Click on the “Return button”. | | The system will retrieve the Asset return longitudinal table page. | | |  | |  |
| 71. Enter the Serial number/First or Last name/Employee number that you want to search with and click the search button. | | The system will retrieve the assets assigned to the person whose Serial number/First or Last name/Employee number you entered. | | |  | |  |
| 72. Click on the first action icon to action the return of the asset. | | The system will retrieve the asset return page that has all the details regarding the asset assigned to the requester. | | |  | |  |
| 73. Select an action from the dropdown. | | The system will retrieve a table based on the action that has been selected. | | |  | |  |
| 74. Add signature to the return of the asset. | | The system will prompt the user to either attach a signature or sign using the signing pad. | | |  | |  |
| 75. Confirm the return of the asset. | | The system will process the return of the asset and the returned asset will be visible under the list of all returned assets table. | | |  | |  |
| **Search Asset** | | | | | | | |
| 76. Click on the “Search Asset” button on the menu. | | The system will retrieve the Search button landing page. | | |  | |  |
| 77. Select the type of asset you want search from the dropdown, as well as the make and serial number. | | The system will filter the assets according to the dropdown and serial number that has been captured. | | |  | |  |
| Assigned Assets | | | | | | | |
| 78. Click on the “Assigned Assets” button on the menu. | | | The system will retrieve the longitudinal view table showing all the assets that have already been assigned. | |  | |  |
| 79. Type to filter. | | | The system will retrieve all the assets that have been assigned to a specific person. | |  | |  |
| **Comments** | | | |  | | | |