Company directory testing:

SEARCH EMPLOYEE

To search for an employee:

	Test:	✔	X
1	Click on Search Employee: the cursor appears in a blank field.		
2	User types a name or surname in Search Employee field and clicks on magnifying glass: If the name exists in the database, the system will scroll through the directory and find the name marked in light blue		
3	User types a name or surname in Search Employee field and clicks on magnifying glass: If the name does not exist in the database, a message appears under the search field with 'Not found'		

ADD EMPLOYEE

To add an employee:

	Test:	✔	X
1	Click on add employee icon : Add employee modal appears		
2	Click on the 'Cancel' button or 'x' in the header of the add employee modal: Closes add contact modal.		
3	Click on add employee icon again: Add employee modal appears.		
4	Click in the field under 'First Name' to enter data, cursor appears and user is able to type		
5	User clicks on "Add" button to generate a prompt next to 'First Name': 'Please complete this field'		
6	Enter other characters that are not letters in 'First Name' to generate error message 'The first character must be a letter' when user clicks 'Add'		
7	Enter letters in 'First Name' and click 'Add' to generate the prompt 'Please complete this field' next to 'Last Name'		
8	Click in the field under 'Last Name' to enter data, cursor appears and user is able to type		
9	Enter other characters that are not letters in 'Last Name' and click 'Add' to generate error message 'The first character must be a letter'		
10	Enter letters in 'Last Name' and click 'Add' to generate prompt 'Please complete this field' next to 'Email'		

11	Click in the field under 'Email' to enter data, cursor appears and user is able to type		
12	User enters characters in a non-email format to generate the error message 'Must be a valid email' when user clicks 'Add'		
13	Type an existing email, eg:"lfattorini1m@geocities.jp" in email input field and click on add button: If the user enters an existing location the error message appears "this email address already exists"		
14	Enter characters in an email format (with '@' and a domain) and click 'Add' to generate prompt 'Please choose a department' next to 'Department'		
15	Click on drop-down list under 'Department' and the list of existing departments appear		
16	User clicks on one of the existing departments from the list and it appears in the field		
17	With a department selected, the relevant location connected to that department will automatically appear in the field below 'Location"		
18	With all five valid fields completed, user clicks 'Add' and the full list of employees in the directory will load		
19	User can repeat steps listed under 'Search Employee' to search for the new entry in the directory		

FILTER

To filter the directory by location

	Test:	✔	X
1	Click on Filter employee icon ▼ : Filter employee modal appears.		
2	Click on close button "X" in the header filter employees modal: Close filter employees modal.		
3	Click on Filter employee icon again: Filter employee modal appears.		
4	Click on 'Search' button with the department and location fields automatically set to 'All' and the filter modal will close		
5	Click on Filter employee icon again: Filter employee modal appears.		
6	Click on 'All' under Location and the drop down list of existing locations will appear		
7	Select a location from the dropdown list and the selected location will appear in the field		

8	User clicks 'Search' and all the departments allocated to the selected location in the directory will appear as a list, listed alphabetically by surname		
9	User clicks 'Filter' icon again and the filter modal appears with the previously selected location completed in the 'Location' field		
10	User clicks on 'All' under Department and the dropdown list of existing departments appears		
11	User selects a department which is not correlated with the previously selected location and the filter modal disappears, and a blank directory is generated with the message ''Selected department' in 'Selected location' not found'		
12	After 3 seconds, the 'Not found' screen disappears and the full directory loads with all employees listed alphabetically		

To filter the directory by department:

	Test:	✔	X
1	Click on Filter icon (imagen): Filter modal appears.		
2	Click on 'All' under Department and the drop down list of existing departments will appear		
3	Select a department from the dropdown list and the selected department will appear in the field		
4	User clicks 'Search' and all the locations allocated to the selected department in the directory will appear as a list, listed alphabetically by surname		
5	User clicks 'Filter' icon again and the filter modal appears with the previously selected department completed in the 'Department' field		
6	User clicks on 'All' under Location field and the dropdown list of existing locations appears		
7	User selects a location which is not correlated with the previously selected department and the filter modal disappears, and a blank directory is generated with the message ''Selected department' in 'Selected location' not found'		
8	After 3 seconds, the 'Not found' screen disappears and the full directory loads with all employees listed alphabetically		

To filter the directory with correlating location and department:

	Test:	✔	X
1	Click on Filter employee icon (imagen): Filter employee modal appears		

2	Click on ''All' under Location and the dropdown list of existing locations appears		
3	Click on a location from the dropdown list, e.g. New York, and the selected location will appear in the field		
4	Click on 'All' under Department and the dropdown list of existing departments appears		
5	Click on a known correlating location for the previously selected location, e.g. if New York is the selected Location, select 'Sales' from the Department dropdown list and the selected department will appear in the field		
6	User clicks 'Search' and all the employees allocated with the selected location and department will appear listed alphabetically		

LOCATION

To add a location

	Test:	✔	X
1	Click on Location Icon 🌐 : Location modal appears.		
2	Click on Add Location Icon 📄⊕ : Add Location modal appears		
3	Click on "Cancel" Button in the footer of the Add Location modal to close the 'add location' modal and it goes back to location Modal.		
4	Click on Add Location Icon again: Add Location modal appears		
5	Click on "Add" Button: An error appears "Please complete this field"		
6	Type an existing location, eg:"London" in location input field and click on 'Add' button to generate the error message "This location already exists"		
7	User can type in any characters into the location input field and click on 'Add' button: the directory automatically loads		
8	Click on Location Icon again: Location modal appears		
9	Click on drop-down list under 'Location' to search the new location that has been recorded		
10	Click on 'x' in the header of the add employee modal: Closes location modal.		

To delete a location

	Test:	✔	X
1	Click on Location Icon 🌐 : Location modal appears.		

2	Click on the drop-down list under 'Location' again to choose the location recorded recently		
3	Click on the delete location icon 🗑 : an alert box will appear that says "Are you sure that you want to delete the entry for…"		
4	Click on the "no" button or "X" in the header box alert: Close box alert and it goes back to location Modal.		
5	The previously selected location should still appear in the field		
6	Click on the delete location icon: an alert box will appear that says "Are you sure that you want to delete the entry for…"		
7	Click on "yes" button: the directory will load		
8	Click on Location Icon again: Location modal appears.		
9	Click on drop-down list under 'Location' to see that the location was deleted		
10	Click on 'x' in the header of the add employee modal: Closes location modal.		

To edit location

	Test:	✔	X
1	Click on Location Icon 🌐 : Location modal appears.		
2	Click on the field under 'Location' to generate the drop-down list of locations		
3	Select a location and the location will populate the field		
4	Click on the edit location icon 📝 : the edit location modal appears		
5	Click the "cancel" button: it goes back to the location Modal.		
6	Click on Location Icon (imagen): Location modal appears.		
7	Click on the drop-down list under 'Location' again to choose a location		
8	Click on the edit location icon: the edit location modal appears		
9	Click on the field under 'Location' to generate the cursor allowing the user to type or write over the currently populated field		
10	Click on the "add" button: a text box appears that says: "Do you want to save the changes?"		
11	Click on the "no" button: it goes back to edit location Modal.		
12	Click on the "add" button: if the location is already in use, a text box will appear that says: " This location already exists"		

13	Click on the field under 'Location' to generate the cursor allowing the user to type or write over the currently populated field		
14	Type another location name		
15	Click on the "add" button: if the location written is not already in use, a text box will appear that says: "Do you want to save the changes?"		
16	Click on "yes" button: the directory will load		
17	Click on Location Icon again: Location modal appears.		
18	Click on drop-down list under 'Location' to see if the location was edited		
19	Click on close button "X" in the header Location modal: Close Location modal.		

DEPARTMENT

To add department::

	Test:	✔	X
1	Click on the Department 🏢 : Department modal appears.		
2	Click on Add Department 📄⊕ : Add Department modal appears		
3	Click on "Cancel" Button in the footer of the Add Department modal: Add Department modal closes and it goes back to Department Modal.		
4	Click on Add Department Icon again: Add Department modal appears		
5	Click on "X" Button in the header of Add Department modal: Closes the modal completely		
6	Click on Department Icon again: Department modal appears		
7	Click on Add Department Icon again: Add Department modal appears		
8	Click on Add Department Button: An error appears "Please complete this field"		
9	Type an existing department eg. "Sales" in Department input field and click on add button: If the user enters an existing department, an error message appears "This department already exists"		
10	Type a new department in department input field and click on add button: an error message '"Choose a location" appears under 'Location', when user clicks 'Add'		
11	Click on the drop-down list under 'Location' to choose a location		

12	Click on "Add" Button: The directory will load		
13	Click on the Department icon: Department modal appears.		
14	Click on the drop-down list under 'Department' to check the new department is recorded		
15	Click on close button "X" in the header Location modal: Closes department modal.		

To edit department

	Test	✔	X
1	Click on the Department 🏢 : Department modal appears.		
2	Click on drop-down list under 'Department' again to choose a Department: a location with allocated department will appear, along with edit and delete icons		
3	Click on the edit department icon 📝 : the edit department modal appears		
4	Click the "cancel" button: it goes back to Department Modal.		
5	Click on the edit department icon: the edit department modal appears		
6	Click on the "add" button: a text box appears that says: "Do you want to save the changes?"		
7	Click on the "no" button: it goes back to edit department Modal.		
8	Click in the field under 'Department' to enter data, cursor appears and user is able to type		
9	Type an existing department, eg:"Sales"		
10	Click on drop-down list under 'Location' to choose another location		
11	Click on the "add" button: if the department is already in use, a text box will appear that says: " This department already exists"		
12	Click in the field under 'Department' again to enter data, cursor appears and user is able to type		
13	Type another department name		
14	Click on the "add" button: if the department written is not already in use, a text box will appear that says: "Do you want to save the changes?"		
15	Click on "yes" button: the directory will load		
16	Click on Department Icon again: Department modal appears		

	Test	✔	X
17	Click on drop-down list under 'Department' to see if the department was edited		
18	Click on close button "X" in the header Location modal: Closes department modal.		

To delete department

	Test	✔	X
1	Click on the Department 🏢 : Department modal appears.		
2	Click on drop-down list under 'Department' again to choose a department: the department with allocated location will appear, along with edit and delete icons		
3	Click on delete location icon 🗑 : if it's already in use for a employee or several employees, an alert box will appear that says "You can't delete this record, it's already in use"		
4	Click on the "ok" button or X in the header of the box alert: Close box alert and it goes back to the Department Modal		
5	Click on the drop-down list under 'Department' again to choose the department recorded recently: the edit and delete icons will appear.		
6	Click on the delete department icon: an alert box will appear that says "Are you sure that you want to delete the entry for…"		
7	Click on the "no" button or "X" in the header box alert: Close box alert and it goes back to location Modal.		
8	Click on the delete location icon again: an alert box will appear that says "Are you sure that you want to delete the entry for…"		
9	Click on "yes" button: the directory will load		
10	Click on Department Icon again: Department modal appears.		
11	Click on drop-down list under 'Department' to see if the department was deleted		
12	Click on close button "X" in the header Department modal: Close Department modal.		

EMPLOYEE TABLE

To edit employees:

	Test	✔	X
1	Choose an employee on the employees table and click: on the right lateral a card with details of employee appears with the edit and delete button.		

2	Choose another employee on the employees table and click: the details of the employee selected appears on the right hand side with the edit and delete button.		
3	Click on the edit employee icon : the right hand box will change to a form with individual fields for First Name, Last Name, Email and Department		
4	Remove the existing data for First name, Last name, Email, and choose another department		
5	Click on "Save" button: An error appears "Please complete this field"		
6	Click in the field under 'First name' to enter data, cursor appears and user is able to type		
7	Enter other characters that are not letters in 'First Name' to generate error message 'The first character must be a letter' when user clicks 'Save'		
8	Enter letters in 'First Name' to generate the prompt next to 'Last Name', when user clicks 'Save'		
9	Leave 'Last Name' blank to generate error message 'Please complete this field' when user clicks 'Save'		
10	Click in the field under 'Last Name' to enter data, cursor appears and user is able to type		
11	Enter other characters that are not letters in 'Last Name' to generate error message 'The first character must be a letter' when user clicks 'Save'		
12	Enter letters in 'Last Name' to generate the next prompt message next to 'Email', when user clicks 'Save'		
13	Leave 'Email' blank to generate error message 'Please complete this field' when user clicks 'Save'		
14	Click in the field under 'Email' to enter data, cursor appears and user is able to type		
15	User enters characters in a non-email format, i.e without '@' and/or a domain name, to generate the error message 'Must be a valid email' when user clicks 'Add'		
16	Type an existing email, eg:"lfattorini1m@geocities.jp" in email input field and click on "Save" button: If the user enters an existing email, the error message appears "this email address already exists"		
17	Type a valid email address (with '@' and a domain name) and click on 'Save' button : if the email written is not already in use, a text box will appear that says: "Do you want to save the changes?"		
18	Click on the "no" button: it goes back to the edit model.		

19	Click on the 'Save' button: A text box will appear that says: "Do you want to save the changes"?		
20	Click on "yes" button: the directory will load		
21	User can repeat steps listed under 'Search Employee' to check that the employee was edited		

To delete employee

	Test:	✔	X
1	Choose another employee on the employees table and click: the details of the selected employee appear in a box on the right hand side, with the edit and delete button.		
2	Click on the delete icon 🗑 : a text box will appear that says: "Are you sure that you want to delete the entry for …"		
3	Click on the "no" button: it goes back to the employee's details in the box		
4	Click on the delete icon again: a text box will appear that says: "Are you sure that you want to delete the entry for …"		
5	Click on "yes" button: the directory will load		
6	User can repeat steps listed under 'Search Employee' to check that the employee was deleted		

To be completed by the person who carried out the testing:

Full Name:

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Signature:

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Date: