# WMC Employee Portal UAT Questionnaire

| QM/HR USERS | |
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| Project Name | WMC Employee Portal |
| Tester Name | Missy Gonzales |
| Date | March 11, 2025 |
| Department/Division | HR / AGS |

| GENERAL USABILITY & AUTHENTICATION | | | | | | |
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| ID | TEST CASE | STEPS | EXPECTED RESULT | ACTUAL RESULT | PASS | FAIL |
| TC001 | Correct Login Credentials | 1. Navigate to http://10.10.10.30:3000 <br> 2. Press the login button <br> 3. Enter you employee id and password | Should login the user to the intranet portal | log-in to intranet portal was successful | ✓ | |
| TC002 | Invalid Login Credentials | 1. Navigate to http://10.10.10.30:3000 <br> 2. Press the login button <br> 3. Enter random id and password | Should not login the user and show an error toast | login failed; error toast showed | ✓ | |
| TC003 | Edit User Details | 1. After logging in, press the button at the lower left which contains your name <br> 2. Press settings <br> 3. Update your profile | Should show a notification saying details updated successfully. | Update successful | ✓ | |
| TC004 | Matched passwords | 1. After logging in, press the button at the lower left which contains | Should show a notification saying details updated successfully. | password updated successfully | ✓ | |

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| | | your name<br>2. Press Settings<br>3. Change your password by entering your current password and the new one | | | | |
| TC005 | Incorrect Password | 1. After logging in, press the button at the lower left which contains your name<br>2. Press Settings<br>3. Change your password by entering a wrong password | It should show a error message at the top right | Showed "request failed " | ✓ | |
| TC006 | Passwords does not match | 1. After logging in, press the button at the lower left which contains your name<br>2. Press Settings<br>3. Change your password by entering your current password and the new one should not match the confirmation password | It should show a error message at the top right | Showed "request failed " | ✓ | |
| TC007 | Set Secrets | 1. After logging in, press the button at the lower left, press the button at the lower left which contains your name<br>2. Press settings<br>3. Press "Secret Question"<br>4. Set your secrets for password recovery | Should show a notification saying "Secret question has been set" | Showed said notification | ✓ | |

| TC008 | Successful Password Reset | 1. Navigate to http://10.10.10.30:3000<br>2. Press login<br>3. Press forgot password at the top of login button<br>4. Enter your details and new password | Should show a message "Password reset successfully" should be shown at the top right. | Showed said message | ✓ | |
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| TC009 | Incorrect Secret | 1. Navigate to http://10.10.10.30:3000<br>2. Press login<br>3. Press forgot password at the top of login button<br>4. Enter your correct employee id and incorrect secrets and answer | "Incorrect answer" should be shown at the top right | Showed said message | ✓ | |

| GENERAL USER INTERACTION | | | | | | |
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| ID | TEST CASE | STEPS | EXPECTED RESULT | ACTUAL RESULT | PASS | FAIL |
| TC0010 | View Folders | 1. Navigate to http://10.10.10.30:3000<br>2. Login with your credentials<br>3. There should be folders under the Department/Division after logging in<br>4. Open a folder | The section contains folders and those folders contains subfolders or documents (post) | Contains folders and subfolders | ✓ | |
| TC011 | Search a folder | 1. At the top right type "Admin" | Administrative & General Support Division should appear | AGS appeared | ✓ | |

| TC012 | View folder content | 1. Press the Administrative & General Support Division folder | Folders should appear inside | Folders (departments) appeared | ✓ | |
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| TC013 | View subfolder content | 1. Inside the Administrative & General Support Division folder press Human Resource Department - HRD<br>2. Press the file named HR Advisory inside the folder. | Should redirect you to that post | Redirected | ✓ | |
| TC014 | View General Bulletin | 1. There should be post named "Post for UAT" in the General Bulletin | A post entitled "Post for UAT" should appear in General bulletin | Post for UAT appeared | ✓ | |
| TC015 | Comment to a post | 1. In the General Bulletin, click the post named "Post for UAT"<br>2. Comment your full name in the comment box. | Your comment should be displayed below the post | Comment displayed | ✓ | |
| TC016 | Reply to your comment | 1. After commenting, reply to the comment you made | Your reply should appear under your comment. | Reply appeared | ✓ | |
| TC017 | View History | 1. Press the button on the bottom left that contains your name<br>2. Press the history button | It should redirect you to your read history and should say "You haven't read a single post yet" if you have not read any.. | Said message shown on the screen | ✓ | |
| TC018 | Read a post | 1. In the post named "Post for UAT", press the | The read button in that post should disappear | History contains read post | ✓ | |

| | | read button at the right side | and the number of the post you have not read should reduce by 1 and your history should contain the post named "Post for UAT" | | | |
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| TC019 | Post navigation using notification list | 1. At the top right of the website, press the bell button<br>2. There should be a notification that contains "Post for UAT"<br>3. Press that notification | It should redirect you to the post with "Post for UAT" | Redirected | ✓ | |
| TC020 | Post navigation using sidebar | 1. At the top left, press the first button<br>2. There should be a post named "Post for UAT" posted on February 25<br>3. Press that post | It should redirect you to the post named "Post for UAT" | | | |
| TC021 | Show confirmation upon redirecting to another post from a post a user have not read | 1. Using the unread post button beside the notification button, navigate to "Post for UAT 2".<br>2. After moving to that post, navigate to another post using the sidebar | A reminder should appear asking you if you want to leave the page. | Reminder appeared | ✓ | |
| TC022 | Post Visibility | 1. Open the sidebar<br>2. By default, dept posts is selected and a post named "Private Post" should be | | Private post only visible ~~and~~ on dept posts | ✓ | |

| ID | TEST CASE | STEPS | EXPECTED RESULT | ACTUAL RESULT | PASS | FAIL |
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| | | present there<br>3. Press General Post<br>4. The private post should not be seen in the General Post | | | | |
| TC023 | Dark Mode | 1. At the top right, press the moon/sun icon | The website should turn dark or light mode | website turned on dark mode | ✓ | |
| TC024 | Department Bulletin | 1. Open the sidebar<br>2. Press Department Bulletin button below the General Bulletin | A post named "Private Post" should appear. | Private post appeared | ✓ | |
| TC025 | Department Bulletin search | 1. At the Department Bulletin section, type "Private Post" in the search bar | It should only show a post named "Private Post" | Private post appeared | ✓ | |
| TC026 | General Bulletin Search | 2. At the General Bulletin section, type "2" in the search bar | Post for UAT 2 should only be displayed | Post for UAT 2 appeared | ✓ | |

| POST & FOLDER CREATION | | | | | | |
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| ID | TEST CASE | STEPS | EXPECTED RESULT | ACTUAL RESULT | PASS | FAIL |
| TC027 | Public Post Creation for all departments and divisions | 1. Press the pencil icon located at top right of the sidebar<br>2. Enter the post details with any file<br>3. Select all employees in | Should create a post which is visible to every employee | Posted | ✓ | |

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| | | the Select a employee level options <br>4. Press the post button (paper with + sign at the top) located at the top right | | | | |
| TC028 | Private Post Creation for all departments | 1. Press the pencil icon located at top right of the sidebar <br>2. Enter the post details with or without a file. But the title should be your first name <br>3. Select all employees in the select employee level option <br>4. Expand department selection by pressing the button that contains "Select department recipient/s <br>5. Uncheck all by pressing the check button beside the search box <br>6. Search for your department and check only that department <br>7. Press post | The post should not be visible to the general posts at the sidebar and general bulletin | Post not visible on othe4r departments | ✓ | |
| TC029 | Edit Post | 1. Press the my posts button located at the sidebar <br>2. Navigate to the post entitled with your first name | It should update the post | Title and file updated | ✓ | |

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| | | 3. Edit the title with by adding "-" followed by your department name<br>4. Upload a different file<br>5. Update the post | | | | |
| TC030 | Create a Folder | 1. At the sidebar press home<br>2. Then press the button with "Add folder"<br>3. Enter the folder name as Your first name and press modify folder color<br>4. Choose the color you'd like to use<br>5. Press create folder | It should create a folder with your name in it. | folder created | ✓ | |
| TC031 | Modify a Folder | 1. In the folder you created, press the three dots at the right.<br>2. Press edit<br>3. Change the folder name into your last name | The name of the folder should change | Name of folder changed | ✓ | |
| TC032 | Create a subfolder | 1. Press the folder you created.<br>2. Press the add button located at the top right of the folder<br>3. Create a folder and the name of it should be your first name | It should create a subfolder inside your folder | Subfolder created | ✓ | |
| TC033 | Modify a subfolder | 1. Press the gear '⚙' icon at the top right of the | It should edit the name of the subfolder you | Subfolder name updated | ✓ | |

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| | | subfolder you just created<br>2. Press edit<br>3. Change the name of the subfolder into your last name<br>4. Save the folder | created. | | | |
| TC034 | Create a post inside a folder | 1. Press the pencil icon located at top right of the sidebar<br>2. Enter the post details with any file<br>3. Select all employees in the Select a employee level options<br>4. Select the folder you created by pressing "Select a folder" button<br>5. Find the folder you created a press it<br>6. Select the subfolder by pressing the arrow located at the right of the folder name (optional)<br>7. Press the post button (paper with + sign at the top) located at the top right | The post should be created inside the folder you selected | Post is visible in the subfolder | ✓ | |
| TC035 | Delete a folder | 1. Navigate back to the main folders<br>2. Press the gear like icon in the folder you recently created.<br>3. Press delete<br>4. Confirm the deletion of the | The folder should be removed. | Folder deleted successfully | ✓ | |

| | | | | folder | | | |
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| TC036 | View Monitoring | 1. Press the button at the bottom left which contains your name<br>2. Press the Monitoring button | It should navigate you to the monitoring section and show the users read and unread count | users read and unread count shown | ✓ | |
| TC037 | Select a department in the monitoring | 1. Press the button at the right side of the search bar<br>2. Select the department you want to appear at the users container | It should change the users | users changed | ✓ | |
| TC038 | Search a user in the monitoring | 1. Type a name you want to search in the search box in the monitoring page. | It should show the list of users that matches your input and show none if it did not match anything | Users showed successfully | ✓ | |

## ISSUES AND FEEDBACKS

1. Do you have any unexpected errors or system crashes? (Yes/No, Specify)

Yes, sometimes ~~after~~ action will only appear after reloading the website

2. Do you have any suggestions for improvements? (Yes/No, specify)

Yes, the color of the background ~~may~~ can be changed so it is not dull

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**Final Approval for All Users:**

Do you approve the intranet for deployment? (Yes/No):

If No, what changes are required before deployment?

_____Yes_____
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**Tester Signature:** _____

**Date:** __March 11, 2025__