WMC Employee Portal UAT Questionnaire

QM/HR USERS	
Project Name	WMC Employee Portal
Tester Name	Nadine Amular
Date	March 11, 2025
Department/Division	HR Department

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

		your name 2. Press Settings 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 2. Press Settings 3. Change your password by entering a wrong password	It should show a error message at the top right	Error message shown at the top right	✓	
TC006	Passwords does not match	1. After logging in, press the button at the lower left which contains your name 2. Press Settings 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	Error message shown at the top right	✓	
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 2. Press settings 3. Press "Secret Question" 4. Set your secrets for password recovery	Should show a notification saying "Secret question has been set"	Notification shown at the top right	✓	

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

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

TC012	View folder content	1. Press the Administrative & General Support Division folder	Folders should appear inside	Folders appeared successfully	✓	
TC013	View subfolder content	1. Inside the Administrative & General Support Division folder press Human Resource Department - HRD 2. Press the file named HR Advisory inside the folder.	Should redirect you to that post	Redirected successfully	✓	
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" 2. Comment your full name in the comment box.	Your comment should be displayed below the post	Full name displayed	✓	
TC016	Reply to your comment	1. After commenting, reply to the comment you made	Your reply should appear under your comment.	Comment appeared	✓	
TC017	View History	1. Press the button on the bottom left that contains your name 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..	Redirected successfully	✓	
TC018	Read a post	1. In the post named "Post for UAT", press the	The read button in that post should disappear	"Read" button disappeared	✓	

		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"			
TC019	Post navigation using notification list	1. At the top right of the website, press the bell button 2. There should be a notification that contains "Post for UAT" 3. Press that notification	It should redirect you to the post with "Post for UAT"	Redirected successfully	✓	
TC020	Post navigation using sidebar	1. At the top left, press the first button 2. There should be a post named "Post for UAT" posted on February 25 3. Press that post	It should redirect you to the post named "Post for UAT"	Redirected successfully	✓	
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". 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 2. By default, dept posts is selected and a post named "Private Post" should be		Private post not seen in the General post	✓	

ID	TEST CASE	STEPS	EXPECTED RESULT	ACTUAL RESULT	PASS	FAIL
		present there 3. Press General Post 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 light/dark mode	✓	
TC024	Department Bulletin	1. Open the sidebar 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" shared	✓	
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" snowed	✓	

POST & FOLDER CREATION						
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 2. Enter the post details with any file 3. Select all employees in	Should create a post which is visible to every employee	Post created successfully	✓	

		the Select a employee level options 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 2. Enter the post details with or without a file. But the title should be your first name 3. Select all employees in the select employee level option 4. Expand department selection by pressing the button that contains "Select department recipient/s 5. Uncheck all by pressing the check button beside the search box 6. Search for your department and check only that department 7. Press post	The post should not be visible to the general posts at the sidebar and general bulletin	post created successfully for HR	✓	
TC029	Edit Post	1. Press the my posts button located at the sidebar 2. Navigate to the post entitled with your first name	It should update the post			

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

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

			folder				
TC036	View Monitoring	1. Press the button at the bottom left which contains your name 2. Press the Monitoring button	It should navigate you to the monitoring section and show the users read and unread count	monitoring section appeared	✓	
TC037	Select a department in the monitoring	1. Press the button at the right side of the search bar 2. Select the department you want to appear at the users container	It should change the users	users changed successfully	✓	
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	user showed successfully	✓	

ISSUES AND FEEDBACKS

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

No, smooth navigation of the site

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

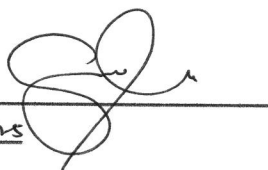Yes, improve the appearance of the portal but everything else is good to go

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Final Approval for All Users:

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

If No, what changes are required before deployment?

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Tester Signature: _____
Date: March 11, 2025