

# USER ACCEPTANCE TESTING TEST CASE FOR COLLABORATIVE ENVIRONMENT

## PROJECT NAME

INTERLINK

## TESTING START DATE

## TESTING START TIME

## TESTING END DATE

## TESTING END TIME

## RELEASE TAG (<https://github.com/interlink-project/interlink-project>) TAGS FOR ALL COMPONENTS

Details at: <https://github.com/interlink-project/interlink-project/blob/master/envs/demo/.env.demo>

## NAME OF TESTER(S)



| TEST NO.   | DESCRIPTION OF TASKS        | STEPS TO EXECUTE   | EXPECTED RESULTS  | PASS | FAIL | DEFECT / COMMENTS / ADDITIONS |
|--|-----------------------------|--|---|------|------|-------------------------------|
| <b>STEP1: Verify that users can log in and/or register to access the Collaborative Environment</b> |                             |  |   |      |      |                               |
| 1  | Log into the Staging Server | Click on "Access to Dashboard" button  | Page Dashboard is rendered:<br><a href="https://demo.interlink-project.eu/dashboard">https://demo.interlink-project.eu/dashboard</a>  |      |      |                               |
| 2  |                             | Click on button "Login" in dashboard page  | AAC login/register page appears   |      |      |                               |
| 3  |                             | Register in the platform by clicking on Register option  |   |      |      |                               |
| 4  |                             | Log into the platform using Google login details   | Dashboard is presented which offers three main functionalities: a) team management; b) co-production project management and c) INTERLINKERs catalogue browsing, searching and filtering |      |      |                               |
| 5  |                             | Log out by clicking on user icon at the top right hand side and then logout button   | Pop up window appears asking you to confirm log out   |      |      |                               |
| 6  |                             |  |   |      |      |                               |
| <b>STEP2: Team management to initiate co-production process</b>                                    |                             |  |   |      |      |                               |
| 1  | Create a new team           | Click on "+Create new team" button in left hand-side menu  | Window pops up with form to complete team details   |      |      |                               |
| 2  |                             | Fill in form details: name (e.g. "Team A"), description, logo, add emails of those already logged in users who should be part of the team (introduce email address and when validated, click on button Add user) | A new team appears on the left hand-side menu above "+Create new team" option   |      |      |                               |
| 3  | Manage existing team        | Click on the team name to manage at <a href="https://demo.interlink-project.eu/dashboard">https://demo.interlink-project.eu/dashboard</a>  | New pop-up window shows up, displaying team details, including its members  |      |      |                               |
| 4  |                             | Click on PENCIL ICON to edit team details: you may modify name, description, logo and list of members (adding new ones or removing existing ones). Click on DISK ICON to save changes                            | You should be back at the dashboard main page: <a href="https://demo.interlink-project.eu/dashboard">https://demo.interlink-project.eu/dashboard</a>                                    |      |      |                               |

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| 5  | Verify right documentation is shown      | Click on "NEED HELP?" button on right hand side of screen. If not visible activate it in FILTERS icon top right hand side of screen and set ON "Show help button" and click on "Save" button  | Ensure Dashboard documentation is shown   |   |  |
| 6  |  |   |   |   |  |
| <b>STEP3: Co-production process management</b> |  |   |   |   |  |
| 1  | Create a new co-production process       | Click on button "+Create new process", e.g. use "Process A" as an example   | Pop-up window emerges where logo, name, language, description should be input.  |   |  |
| 2  |  | Click on button "Create"  | Collaborative Environment shows the co-production process view, where users are requested to choose from the available co-production schemas  |   |  |
| 3  |  | Browse through the proposed co-production tree schemas, preview them and choose one clicking on the corresponding "Use Schema" button   | The co-production process view of the dashboard now shows new menu items on the left-hand side, namely, Workplan & Guide  |   |  |
| 4  |  | Go back to dashboard main page by clicking on back arrow button below the title of the newly created co-production process  | Dashboard view showing all co-production processes and teams a user belongs to  |   |  |
| 5  | Manage an existing co-production process | Select on dashboard's main page <a href="https://demo.interlink-project.eu/dashboard">https://demo.interlink-project.eu/dashboard</a> , the co-production process to manage, e.g. "Process A" | You arrive to the Overview view of the selected co-production process, where all the resources created in that process should be displayed  |   |  |
| 6  |  | Click on the Guide menu option in the left hand-side  | You see the different phases of the co-production process, for each selected phase, you can see a tree where the phase objectives are displayed together with the tasks that may help realizing those objectives  |   |  |
| 7  |  | Interact with the information displayed every time that you click on a task from a given objective belonging to the selected phase, at the top of the Guide view of a co-production process   | Observe the name, description, current status, recommended interlinkers (click on see recommended INTERLINKERS in the catalogue) and current set of resources created until that moment to complete such task. If none recommended, play with the fillters, remove PROBLEM PROFILE filters, search for a description of an INTELINKER, e.g. "Stakeholder" | x |  |
| 8  |  | Edit the selected task details by clicking on the PENCIL ICON   | You may change the status of the task, establish a time duration (start-date and end-date) for a task or even remove such task if considered not needed in the co-production process where a team or set of teams want to embark on   | x |  |
| 9  |  | Assign time duration to a task, fill in start and end date and hit button Save  | The task time duration is shown   | x |  |
| 10   |  | Jump to the Workplan view of a co-production process by clicking on hyperlink "Time planification"  | The current co-production process "Workplan view" is shown. Observe how the curation established when editing the previous task is reflected in the timescale for the task displayed  |   |  |
| 11   |  | Go back to Guide view by clicking on name of task in "Workplan view"  | You are switched back to the "Guide view"   |   |  |
| 12   |  | Modify a co-production tree task by clicking on PENCIL icon in task view  | Hit on "Remove Task" hyperlink and the task should dissapear from the left hand side tree.  |   |  |

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| 13 |  | Check recommended INTERLINKERS, e.g. go to ENGAGE>Identify stakeholders>Understand the different types of stakeholders. Ensure that the recommended INTELINKERS are viewable   | You see a list of recommended INTERLINKERS, see what is behind each INTERLINKER by clicking on the title of each INTERLINKER card. You should see a pop-up showing you a preview of the INTERLINKER. Verify that the recommended INTERLINKERS are relevant.  |  |  |
| 14 | Manage INTERLINKERS to progress in co-production process | Click on the INTERLINKER card, browse over its diverse tabs, click on button "Download locally as resource not related to project (for futures exploration)" or click on button "Download resource" of "Preview" tab | A version of the INTERLINKER in PDF, PPTX, DOCX ... format so that you can see the enabler contents before using it  |  |  |
| 15 |  | Instantiate one of the recommended INTERLINKERS by clicking on the corresponding INTERLINKER card showed among the recommendations, click on button "Instantiate as resource to use in project"                      | As result you should see at the bottom of the selected task view (GUIDE view) of a co-production process. A new entry should appear with the metadata of the created resource  |  |  |
| 16 |  | Access to the contents of the resource by clicking on it at the bottom of the screen. Notice that each resource is the result of having instantiated an INTERLINKER  | Another tab in the browser is open where the created resource can be edited or interacted with. For instance, if the INTERLINKER selected was a template corresponding to a powerpoint a Google Drive's presentation in slides would be shown. In the new opened tab you may edit that file in a collaborative manner with all the other team members. |  |  |
| 17 |  | You may Clone, Delete or Download a created resource by clicking on the pop-menu when clicking on 3 vertical dots under the Actions table header   | Verify that a new resource appears when cloning, the existing one disappears when deleting or that you download a copy of the resource when clicking on download   |  |  |
| 18 |  | Instantiate a generic INTERLINKER by clicking on "Initiate procedure" on a selected co-production process task   | A menu pops up where we can select among different built-in co-production software INTERLINKERS, e.g. "Link to an external resource", "Create a new description in Augmenter", "Create an Etherpad document", "Create a Google Drive document", "Create a discussion thread in Loomio" or "Create a survey"  |  |  |
| 19 |  | Choose one of the available generic INTERLINKERS, e.g. "Create a Google Drive document"  | A new pop-up window appears where you can either: a) select a file from your hard disk to import; b) name a new document and choose the type of document (Document, Spreadsheet, Slide, Drawing, Site or Form) and hit "Create asset" button; or c) indicate a URL to an existing Google Drive document and import it.                                 |  |  |
| 20 |  | Interact with the resulting new resource   | You may now edit in a new tab, the Google Drive document opened  |  |  |
| 21 |  | Switch to the "Overview" view of a given co-production process by clicking on "Overview" left hand-side menu option  | You should see a table with the names of the resources created whilst progressing on the co-production process   |  |  |
| 22 |  | Interact with the resources listed in Overview view of co-production process   | Access the resource contents by clicking on title of resource, review the parent INTERLINKER by clicking on the parent INTERLINKER name or navigate back to the task where such resource was created by clicking on "See task" button  |  |  |

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| 23  | Modify co-production process settings   | Edit the settings of a given co-production process by clicking on "Settings" left hand side menu option  | Hit on the pencil icon, modify the desired details of the project (logo, name, description, aim, etc) and hit the "Save" button.   |  |  |
| 24  |   | Create a fake co-production process, go to "Settings" left hand-side menu option, click on PENCIL icon and hit button "Remove coproduction process"                  | The co-produced process should be removed from the left hand-side of the dashboard view, You should not see the deleted project any longer   |  |  |
| 25  | Verify right documentation is shown   | Click on "NEED HELP?" button on right hand side of screen. If not visible activate it in FILTERS icon top right hand side of screen and set ON "Show help button"    | Ensure Co-production process documentation is shown. When you switch to OVERVIEW, GUIDE, WORKPLAN views, the corresponding HELP should be shown as pop up sliding window from right hand side of screen  |  |  |
| 26  |   |  |  |  |  |
| <b>STEP4: Association of teams to co-production process and role management</b> |   |  |  |  |  |
| 1   | Bind teams to project   | Start by clicking on "Team" left hand-side menu option within a co-production process.   | Team and roles view is shown, where teams assigned to the co-production process and/or individuals are shown. Besides, bottom part shows roles defined in that project (co-production process).  |  |  |
| 2   |   | Assign team to co-production process by clicking on button "+ Add new team"  | Pop-up window where co-production process creator can assign one of the teams s/he belongs to ther project or otherwise create a new one.  |  |  |
| 3   |   | Add new individual to co-production process by clicking on "+Add new individual"   | A pop-up window appears where user has to type in email address of a previously registered user  |  |  |
| 4   |   | Add a new role by clicking on "Create new role" button   | A new pop-up window appears where name and description of the role have to be included, plus permissions that should be assigned to that role (view resources, create resources, delete resources, add teams or individuals, change settings). Conclude role creation by clicking on button "Create" |  |  |
| 5   |   | Modify permissions of a role, by clicking on pencil icon of role. You may also delete a previously created one by clicking on BIN icon.                              | You can in-situ change the role name, description and persmissions. Hit DISK icon to save changes  |  |  |
| 6   |   | Modify role of team or individual by clicking on PENCIL icon   | Update in situ the role, by selecting one of the roles available in drop-down menu and click on DISK icon to save  |  |  |
| 7   | Verify right documentation is shown   | Click on "NEED HELP?" button on right hand side of screen. If not visible activate it in FILTERS icon top right hand side of screen and set ON "Show help button"    | Ensure Team management documentation is shown  |  |  |
| 8   |   |  |  |  |  |
| <b>STEP5: INTERLINKER catalogue usage</b>                                       |   |  |  |  |  |
| 1   | Interact with catalogue of INTERLINKERs by clicking on top menu option INTERLINKERS | Scroll down the catalogue view to check all INTERLINKERs available in the catalogue. You may see more by hitting on the "Load more" button at the bottom of the page | You should see a screen where every indexed INTERLINKER appears in a card.   |  |  |

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|--------------------------|-------------------------------------|--|--|---|--|
| 2                        |                                     | Select one of the displayed INTERLINKERS by clicking on one an INTERLINKER card  | A pop-up window should be shown. You may interact with the INTERLINKER by checking the tabs in case that the INTERLINKER is of software type: OVERVIEW, INSTRUCTIONS, REVIEWS and RELATED INTERLINKERS. The tabs available in the case of an INTERNAL KNOWLEDGE INTERLINKER are the same with the addition of the PREVIEW option which allows to download a desktop version of the resource. | x |  |
| 3                        |                                     | Access to the permalink representing a given INTERLINKER by clicking on the SHARE icon in a view of an INTERLINKER   | When pasting the URL copied in the clipboard into a browser you will get a full screen view of the INTERLINKER represented by that permalink   | x |  |
| 4                        |                                     | Search for an INTERLINKER, e.g. type the keyword "Focus group"   | At least 4 INTERLINKERS should be recommended an appear in the catalogue view of the Collaborative Environment   |   |  |
| 5                        |                                     | Apply filters for nature which allows you to select among INTERLINKERS of the following categories INTERNAL SOFTWARE, INTERNAL KNOWLEDGE, EXTERNAL SOFTWARE and EXTERNAL KNOWLEDGE. Check 2 of them. | You should see the catalogue view populated with INTERLINKERS which meet the indicated "Nature" restrictions   |   |  |
| 6                        |                                     | Apply filters for "Minimum rating" which allows you to select among INTERLINKERS which have the specified minimal rating in a scale 1 to 5   | Catalogue view which will show INTERLINKERS which meet restrictions, e.g. first two stars selected should only show INTERLINKERS which have at least 2 stars in their ratings  |   |  |
| 7                        |                                     | Apply filter "Problem Profile", e.g. select ORG. PROBLEM. 5  | At least 2 INTERLINKERS meeting this problem profile should appear   |   |  |
| 8                        |                                     | Switch to list view from INTERLINKERS catalogue grid view by clicking on icon with 3x3 matrices of small squares   | INTERLINKERS should now be shown in a list, rather than a grid   |   |  |
| 9                        | Verify right documentation is shown | Click on "NEED HELP?" button on right hand side of screen. If not visible activate it in FILTERS icon top right hand side of screen and set ON "Show help button"                                    | Ensure Catalogue documentation is shown  |   |  |
| 10                       |                                     |  |  |   |  |
| OTHER POSSIBLE STEPS ... |                                     |  |  |   |  |
| 1                        |                                     |  |  |   |  |
| 2                        |                                     |  |  |   |  |
| 3                        |                                     |  |  |   |  |
| 4                        |                                     |  |  |   |  |
| 5                        |                                     |  |  |   |  |

#### GENERAL QUESTIONS / COMMENTS

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