

## Document Control System

Scenario	Test Condition ID	Test Condition	Input Data	Expected Result	Actual Result	Remarks (Passed/Failed)	Failed Condition ID	Comments
Home Page	1.	Enter website's URL	<URL>	User will be redirected to Login Page				
<b>EMPLOYEE</b>	2.							
Login	3.	Input valid employee credentials	<Employee's username and password>	The document submission page will be displayed				
	4.	Input invalid employee credentials	Any username and password	An error message will prompt the user				
	5.	Click login without entering anything	N/A	An error message will prompt the user				
	6.	Login deactivated employee	<Deactivated employee's username and password>	An error message will prompt the user				
Logout	7.	Click the user icon to show logout option (upper right corner)	N/A	The user will be redirected to login page				
	8.	When logged out, click back (upper left arrow)	N/A	The user must not be able to go back to previous page				
Notification	9.	Click notification icon (upper right bell shaped icon)	N/A	All notifications will be displayed				
	10.	Click a specific notification	N/A	User will be redirected to the page of notification's				

				content				
Submit document	11.	Click Submit Document (upper left browser)	N/A	All documents available for submission are displayed				
	12.	Input a comment (optional)	Characters and special characters	Approvers will be able to see sender's comment				
	13.	Click Department	N/A	Department will be chosen.				
	14.	Click ELC	N/A	ELC Will be chosen				
	15.	Click Choose file for Document Input	N/A	Doc/Docx will be accepted.				
	16.	Click Choose file for PDF input	N/A	PDF will be accepted.				
	17.	Wrong type of file for either inputs	N/A	An alert box will tell that only some files are accepted.				
	18.	Click Submit	N/A	The system will prompt the user that the document was successfully sent				
	19.		N/A	File will be sent to selected approver(s)				
	20.	Submit without any credentials	N/A	An error message will prompt the user				

Submitted documents	21.	Click submitted documents	N/a	All employee's submitted documents' progress will be displayed				
	22.	From the table of submitted documents, choose one and click View	N/A	All documents information, including approving sender's comment, approving body, date submitted, file name and sender's name will be displayed				
	23.	If the user requested to resubmit a document, a table will be shown below the submitted documents. Click view on a specific resubmission request.	N/A	User will be redirected to a resubmission request status.				
	24.	If resubmission request is accepted, click filename to download	N/A	File in document format will be downloaded				
	25.	Click resubmit document	N/A	A modal will appear				
	26.	Click Choose file for Document Input	N/A	Doc/Docx will be accepted.				
	27.	Click Choose file for PDF input	N/A	PDF will be accepted.				

	28.	Wrong type of file for either inputs	N/A	An alert box will tell that only some files are accepted.				
	29.	Submit after choosing files	N/A	The resubmitted document will go through the workflow again.				
Documents to Approve	30.	Click Documents To Approve	N/A	All documents that the logged in employee needs to approve are displayed				
	31.	Click view if the logged in employee is the current approver	N/A	Employee is able to approve, reject and can comment on the routed document				
	32.	Click Approve	N/A	Once approved, the document will proceed to the next approver				
	33.	Click Reject	N/A	Before rejecting, employee is required to put a comment				
	34.		N/A	Once rejected the routing of document will stop and all proceeding approver will be stopped until a new document has been submitted.				
Request for Resubmission	35.	Click Request for Resubmission	N/A	If you are the first level approver of a document, you will be able to see if				

				someone wants to resubmit a document				
	36.	Click View of a file that has not been approved nor rejected	N/A	Employee can approve or reject the file				
	37.	Click Approve	N/A	The system will prompt the user that the will was successfully approved				
	38.			Document will be resubmitted				
	39.	Click Reject	N/A	Employee must put a comment before rejected the file				
	40.			The system will prompt the user that the file was successfully rejected				
	41.	Click View of an approved file	N/A	The first level approver will not be able to approve/reject since it's already done.				
View Documents	42.	Click View Documents	N/A	All successfully approved documents will be displayed				
	43.	Click view of a specific document	N/A	Documents information will be displayed together with the downloadable pdf				

				format				
	44.	Click update document	N/A	A modal form will appear				
	45.	Confirm Update	N/A	The first level approver of that specific document will be notified that someone wants to make a change.				
Profile Page	46.	Click user profile icon	N/A	The employee will be redirected to his profile page	error			
	47.	View profile	N/A	All the user's personal information will be displayed	Error			
	48.	Update profile	Any desired field to update	The system will prompt the user to confirm his actions before completely updating his profile	error	Settings button does not work		