**Document Control System**

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| **Scenario** |  | **Test Condition** | **Input Data** | **Expected Result** | **Actual Result** | **Remarks (Passed/Failed)** | **Failed Condition ID** | **Comments** |
| Home Page |  | Enter website’s URL | <URL> | User will be redirected to Login Page |  |  |  |  |
| **ADMIN** |  |  |  |  |  |  |  |  |
| Login |  | Input valid admin credentials | Username: admin  Password: admin | User will be redirected to Current Workflows |  |  |  |  |
|  | Input invalid admin credentials | Any username and password | An error message will prompt the user |  |  |  |  |
|  | Click login without entering any credentials | N/A | An error message will prompt the user |  |  |  |  |
|  |  | Click the user icon to show logout option | N/A | A dropdown menu will be displayed |  |  |  |  |
|  | Click logout button | N/A | The user will redirected to login page |  |  |  |  |
|  | When logged out, click back | N/A | The user must not be able to go back to previous page |  |  |  |  |
| Current workflows |  | Click Current Workflows | N/A | All workflows will be displayed |  |  |  |  |
|  | Click Update on any workflow | N/A | User will be redirected to updating of workflow page |  |  |  |  |
|  | Workflow’s approving body will be displayed |  |  |  |  |
|  | On an specific approver, click update | N/A | A modal for updating the approver will be displayed |  |  |  |  |
|  | Click the dropdown for the new approver | N/A | All available approvers will be displayed |  |  |  |  |
|  | Click a new approver | N/A | Selected approver will be set as the new approver |  |  |  |  |
|  | Click Update | N/A | Old approver will be updated to new the approver |  |  |  |  |
|  | From the Action, click Delete | N/A | A modal for deleting the approver will be displayed to confirm deletion |  |  |  |  |
|  | Confirm deletion | N/A | Approver will be deleted |  |  |  |  |
|  | From the Action, click Swap | N/A | A modal for swapping the approver will be displayed |  |  |  |  |
|  | Click the dropdown for the swapping of approver | N/A | All available approvers for swapping will be displayed |  |  |  |  |
|  | Click an approver to swap with | N/A | Selected approver will be set as the approver for swapping |  |  |  |  |
|  | Click Submit | N/A | Old approver will be swapped with the selected approver |  |  |  |  |
|  | Click Add Approver(s) | N/A | A modal for adding approvers will be displayed |  |  |  |  |
|  | Click dropdown for adding of approver | N/A | All available approvers will be displayed |  |  |  |  |
|  | Click an approver to add | N/A | Selected approver will be set for adding |  |  |  |  |
|  | Click Submit | N/A | Selected approver will be added into the approving body |  |  |  |  |
| Create workflow |  | Click create workflow | N/A | User will be redirected to the page for creating workflow |  |  |  |  |
|  | Click dropdown menu of department | N/A | All available departments will be displayed |  |  |  |  |
|  | Click dropdown menu of approver | N/A | All available approver will be displayed |  |  |  |  |
|  | Select an approver | N/A | Selected approver will be added to the approving body |  |  |  |  |
|  | Click Add Approver(s) | N/A | A new dropdown menu for additional approver will appear |  |  |  |  |
|  | Select an approver | N/A | Selected approver will be added to the approving body |  |  |  |  |
|  | Click Remove | N/A | Last approver will be removed |  |  |  |  |
|  | Do not input any credentials | N/A | An error message will prompt the user |  |  |  |  |
|  | Click Submit | N/A | New workflow will be created |  |  |  |  |
| Manage ELC’S |  | Click Create Workflow | N/A | A form page for creating workflows will be displayed |  |  |  |  |
|  | Input valid credentials | N/A | A new workflow will be created |  |  |  |  |
|  | A message will appear that a new workflows has been successfully created |  |  |  |  |
|  | Input invalid credentials | N/A | An error message will prompt the admin |  |  |  |  |
|  | Click Manage ELC’S | N/A | All available ELC’S will be displayed. |  |  |  |  |
|  | Click update on an ELC | N/A | A modal will appear to update the ELC |  |  |  |  |
|  | Input valid update on ELC | <New name for ELC> | ELC will be updated. |  |  |  |  |
|  | Click Delete on an ELC | N/A | A modal will appear to delete the ELC |  |  |  |  |
|  | Click Delete in modal | N/A | ELC will be deleted |  |  |  |  |
|  | Click Add ELC | N/A | A modal will appear to add new ELC |  |  |  |  |
|  | Input new ELC | <New ELC> | ELC will be added to the list. |  |  |  |  |
| Manage Users |  | Click Manage Users | N/A | All users will be displayed |  |  |  |  |
| Manage Users |  | Click view users tab | N/A | All users will be displayed with option to edit or activate/deactivate |  |  |  |  |
|  | Click Edit on a user | N/A | Admin will be redirected to a page where he/she can edit user credentials. |  |  |  |  |
|  | Edit a user | <Desired fields to edit> | The user credentials will be updated |  |  |  |  |
|  | Click activate/deactivate on a user | N/A | A modal will appear confirming the action |  |  |  |  |
|  | Confirm the activate/deactivate on a user | N/A | The user will be activated/deactivated. |  |  |  |  |
|  | Click on import users tab | N/A | The uploading of files will be shown to the admin to upload a CSV file |  |  |  |  |
|  | Upload a csv file | N/A | All users in the CSV file will be inserted into the system. |  |  |  |  |
|  | Upload other types of file | N/A | An error message will appear saying that a wrong file is chosen. |  |  |  |  |
|  | Click tab of Joining Users | N/A | All users that are registering will be displayed. |  |  |  |  |
|  | Click activate | N/A | A modal will appear to confirm the action. |  |  |  |  |
|  | Confirm the action | N/A | The user will now be accepted in the system and will be able to login. |  |  |  |  |
|  | Click delete user | N/A | A modal will appear to confirm the action. |  |  |  |  |
|  | Confirm the action | N/A | The user registering will be denied access and deleted. |  |  |  |  |