**Document Control System**

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| **Scenario** | **Test Condition ID** | **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 |  |  |  |  |
| **EMPLOYEE** |  |  |  |  |  |  |  |  |
| Login |  | Input valid employee credentials | <Employee’s username and password> | The document submission page will be displayed |  |  |  |  |
|  | Input invalid employee credentials | Any username and password | An error message will prompt the user |  |  |  |  |
|  | Click login without entering anything | N/A | An error message will prompt the user |  |  |  |  |
|  | Login deactivated employee | <Deactivated employee’s username and password> | An error message will prompt the user |  |  |  |  |
| Logout |  | Click the user icon to show logout option (upper right corner) | N/A | The user will redirected to login page |  |  |  |  |
|  | When logged out, click back (upper left arrow) | N/A | The user must not be able to go back to previous page |  |  |  |  |
| Notification |  | Click notification icon (upper right bell shaped icon) | N/A | All notifications will be displayed |  |  |  |  |
|  | Click an specific notification | N/A | User will be redirected to the page of notification’s content |  |  |  |  |
| Submit document |  | Click Submit Document (upper left browser) | N/A | All documents available for submission are displayed |  |  |  |  |
|  | Input a comment  (optional) | Characters and special characters | Approvers will be able to see sender’s comment |  |  |  |  |
|  | Click Department | N/A | Department will be chosen. |  |  |  |  |
|  | Click ELC | N/A | ELC Will be chosen |  |  |  |  |
|  | Click Choose file for Document Input | N/A | Doc/Docx will be accepted. |  |  |  |  |
|  | Click Choose file for PDF input | N/A | PDF will be accepted. |  |  |  |  |
|  | Wrong type of file for either inputs | N/A | An alert box will tell that only some files are accepted. |  |  |  |  |
|  | Click Submit | N/A | The system will prompt the user that the document was successfully sent |  |  |  |  |
|  | N/A | File will be sent to selected approver(s) |  |  |  |  |
|  | Submit without any credentials | N/A | An error message will prompt the user |  |  |  |  |
| Submitted documents |  | Click submitted documents | N/a | All employee’s submitted documents’ progress will be displayed |  |  |  |  |
|  | 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 |  |  |  |  |
|  | 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. |  |  |  |  |
|  | If resubmission request is accepted, click filename to download | N/A | File in document format will be downloaded |  |  |  |  |
|  | Click resubmit document | N/A | A modal will appear |  |  |  |  |
|  | Click Choose file for Document Input | N/A | Doc/Docx will be accepted. |  |  |  |  |
|  | Click Choose file for PDF input | N/A | PDF will be accepted. |  |  |  |  |
|  | Wrong type of file for either inputs | N/A | An alert box will tell that only some files are accepted. |  |  |  |  |
|  | Submit after choosing files | N/A | The resubmitted document will go through the workflow again. |  |  |  |  |
| Documents to Approve |  | Click Documents To Approve | N/A | All documents that the logged in employee needs to approve are displayed |  |  |  |  |
|  | 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 |  |  |  |  |
|  | Click Approve | N/A | Once approved, the document will proceed to the next approver |  |  |  |  |
|  | Click Reject | N/A | Before rejecting, employee is required to put a comment |  |  |  |  |
|  | 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 |  | 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 |  |  |  |  |
|  | Click View of a file that has not been approved nor rejected | N/A | Employee can approve or reject the file |  |  |  |  |
|  | Click Approve | N/A | The system will prompt the user that the will was successfully approved |  |  |  |  |
|  | Document will be resubmitted |  |  |  |  |
|  | Click Reject | N/A | Employee must put a comment before rejected the file |  |  |  |  |
|  | The system will prompt the user that the file was successfully rejected |  |  |  |  |
|  | 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 |  | Click View Documents | N/A | All successfully approved documents will be displayed |  |  |  |  |
|  | Click view of a specific document | N/A | Documents information will be displayed together with the downloadable pdf format |  |  |  |  |
|  | Click update document | N/A | A modal form will appear |  |  |  |  |
|  | Confirm Update | N/A | The first level approver of that specific document will be notified that someone wants to make a chance. |  |  |  |  |
| Profile Page |  | Click user profile icon | N/A | The employee will be redirected to his profile page | error |  |  |  |
|  | View profile | N/A | All the user's personal information will be displayed | Error |  |  |  |
|  | 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 |  |  |