Photo Directory

1. Navigate to the Client Tab
2. Select the first Client
3. Press button “Choose Directory”
4. Navigate to any folder
5. Select “Ok”
6. Press button “View Photos”
7. Verify that the folder opened is the same as the one set.
8. Click the file menu
9. Click Exit

Modify Client

1. Navigate to the Client Tab
2. Select the first Client
3. Press button “Modify Client”
4. Fields should become editable
5. Set first name as “Barack”
6. Set last name as “Obama”
7. Set email as “email@email.ca”
8. Set date of birth to January 21, 1994
9. Set anniversary to January 20, 1995
10. Select button “Done Modifying”
11. Verify first name is “Barack”
12. Verify last name is “Obama”
13. Verify email is “email@email.ca”
14. Verify date of birth is January 21, 1994
15. Verify anniversary is January 20, 1995
16. Click the file menu
17. Click Exit

New Product

1. Navigate to Packages tab
2. Click button “New Product”
3. Verify new product window pops up
4. Set name as “My Product”
5. Set price as “2014”
6. Set description as “Hello”
7. Select button “Okay” in new product window
8. Select “My Product” in the product list in the lower left corner of the window
9. Verify name is “My Product”
10. Verify price is “2014”

11. Verify description is “Hello”
12. Click the file menu
13. Click Exit

New Package

1. Navigate to Packages tab
2. Click button “New Packages”
3. Verify new package window pops up
4. Set name as “My Package”
5. Set price as “2014”
6. Set description as “Hello”
7. Select button “Okay” in new product window
8. Select “My Package” in the package list in the upper left corner of the window
9. Verify name is “My Package”
10. Verify price is “2014”
11. Verify description is “Hello”
12. Click the file menu
13. Click Exit

Add Product to Package

1. Navigate to Packages tab
2. Click button “New Packages”
3. Verify new package window pops up
4. Set name as “My Package”
5. Set price as “2014”
6. Set description as “Hello”
7. Select button “Okay” in new product window
8. Select “My Package” in the package list in the upper left corner of the window
9. Verify name is “My Package”
10. Verify price is “2014”
11. Verify description is “Hello”
12. Click button “New Product”
13. Verify new product window pops up
14. Set name as “My Product”
15. Set price as “100”
16. Set description as “Description”
17. Select button “Okay” in new product window
18. Select “My Product” in the product list in the lower left corner of the window
19. Verify name is “My Product”
20. Verify price is “2014”
21. Verify description is “Hello”
22. Select “My Package” in the package list in the upper left corner of the window
23. Select button “Modify Package”

24. Select “My Product” in the list in the “Add Products to Package” group
25. Select “Add Product” in the “Add Products to Package” group
26. Select “Done Modifying” button
27. Select “My Package” in the tree list in the upper left corner of the window
28. Verify that “My Product” is listed as an item under “My Package”
29. Click the file menu
30. Click Exit

Add Event

1. Click the Events menu on the menu bar
2. Verify that that Event Manager window pops up
3. Select button “Add Event”
4. Select the first client under the Client combobox
5. Select event type “Meeting”
6. Set date as January 1, 2014
7. Select button “Okay”
8. Verify that the Event has been added to the Client Manager window
9. Select button “Okay”
10. Click the file menu
11. Click Exit

Save invoice to Client

1. Navigate to the Billing Tab
2. Press button “Add Bill”
3. Select the first client in the Client dropdown
4. Set description as “Invoice”
5. Press button “Add Item”
6. Select first item in the item Dropdown
7. Press button “Save”
8. Record value in “Amount Due”
9. Select button “Save as Invoice”
10. Select the client from the list on the left hand side
11. Find your invoice under the client name
12. Select the invoice in the Billing table
13. Verify that Amount due is consistent with the earlier amount due
14. Click the file menu
15. Click Exit

Save quote to Client

1. Navigate to the Billing Tab
2. Press button “Add Bill”

3. Select the first client in the Client dropdown
4. Set description as “Quote”
5. Press button “Add Item”
6. Select first item in the item Dropdown
7. Press button “Save”
8. Record value in “Amount Due”
9. Select button “Save as Quote”
10. Select the client from the list on the left hand side
11. Find your quote under the client name
12. Select the quote in the Billing table
13. Verify that Amount due is consistent with the earlier amount due
14. Click the file menu
15. Click Exit

Add payment to invoice

1. Navigate to the Billing Tab
2. Press button “Add Bill”
3. Select the first client in the Client dropdown
4. Set description as “Invoice”
5. Press button “Add Item”
6. Select first item in the item Dropdown
7. Press button “Save”
8. Record value in “Amount Due”
9. Select button “Save as Invoice”
10. Select the client from the list on the left hand side
11. Find your invoice under the client name
12. Select the invoice in the Billing table
13. Verify that Amount due is consistent with the earlier amount due
14. Click button “Add payment”
15. Set amount as the Amount Due
16. Set form of payment as “Cash”
17. Click button “Save”
18. Select the client from the list on the left hand side
19. Find your invoice under the client name
20. Verify that Amount Due is “0.00”
21. Click the file menu
22. Click Exit