**T-2: Verify all user roles can log in and should see appropriate tabs:**

1. Click into „User“ field.
2. Find user „*Your user*“ and select it.
3. Click into „Role“ field.
4. Find role „X“ and select it.
5. Find button „Login“ and click on it.

User is logged in as „*Your user*“ user:

* user name „*Your user*“ is displayed on right up corner;
* there are displayed X tabs in above menu list;
* „Time logging“ menu item is selected and marked in blue color.

**T-3: Admin creates new task:**

1. Navigate to "Tasks" page (by url or clicking menu item).
2. Click button „Create Task“.
3. Fill new Task form: „Task Name“ and „Description“ fields, choose „Yes“ as „Bill to Client“, set „Hourly Rate“.
4. Save new task by clicking „Save“ button.
5. Check if new task is created:

* url contains task id (no „create“ in url).
* Go to all tasks list, filter and check if task is displayed.

**T-4: Admin creates new client:**

1. Navigate to „Clients“ page.
2. Click button „Create Client“.
3. Enter values to mandatory fields – „Organization Name“, „First Name“ and „Last Name“, „Email“.
4. Save new client.
5. Check if new client was created.

**T-5: Admin creates new project:**

1. Navigate to „Projects“ page.
2. Click button „Create Project“.
3. Enter values to mandatory fields – „Name“, „Project Manager“;
   1. select client in „Client Name“ dropdown;
   2. add task in „Assigned tasks“ section;
   3. assign yourself in „Assigned Team Members“ section.
4. Save project.
5. Check if new project was created.

**T-6: Admin logs time:**

1. Navigate to „Time Logging“ page.
2. In calendar select today's date.
3. From „Project“ drop-down select project.
4. From „Task“ drop-down select task.
5. In „Description“ field enter description.
6. Enter hours value in „Hours“ field (use decimals).
7. Click „Log Hours“ button.
8. Check:

* new record appears in the table;
* all data is correct.

**T-7: Admin checks entered time entry:**

1. Open „Time Entries“ page.
2. Select „Project“.
3. Select „Employee“.
4. Select time range in fields„From“ and „To“.
5. From „Task“ drop-down select task.
6. Click „Filter“ button.
7. Check:
   1. previously logged time record is filtered;
   2. time record appears in the table;
   3. all data is correct.

**T-8: Admin creates new invoice:**

1. Navigate to "Invoices" page.
2. Create new Invoice.
3. Check if invoice is created.