Open Opportunities Admin Test Scenarios

**URL for Testing:** <https://openopps.uat.usajobs.gov/>

## Dashboard

* Click on your name in the menu select Administration
* Review the Dashboard statistics and Recent Activity
* Change the Type and Period indicators in the Completed Opportunities section and verify results change appropriately

**Agency**

* Click on your name in the menu select Administration
* Click on the Agency dashboard
* Dashboard information should display for your specific agency only
* Click on <Agency Name > Users to review all users of Open Opportunities for your agency
* Click on <Agency Name> Opportunities to review all Open Opportunities that have been created for your agency

**Users:**

* Click on your name in the menu select Administration
* Click on the Users tab
* All users in the system display
* Enter an agency name
* User list changes
* Click on an email in the user list
* The user’s profile opens with a message at the top that you are an administrator viewing someone else’s profile
* Click back to return to the User dashboard
* Search by participant name
* Search returns appropriate results
* Review created at, Opportunities, and participant information for a user that has created and applied for opportunities (i.e. Lisa Nelson, Katrina Wagner) and confirm data makes sense
* Check that you can enable/disable a user
* Click password reset button
* Password reset confirmation displays. Select Cancel
* Confirm you can select/deselect both admin and agency admin boxes for yourself or others
* Select the download link and confirm a .csv file is created

**Tasks**

* Click on your name in the menu select Administration
* Select the Tasks tab
* Click on various filter checkboxes and confirm the results are appropriate
* Click on a user’s name listed as a sign up or an author
* User’s profile opens with alert at the top that you are an administrator
* Click on the opportunity link
* Opportunity opens for review
* Click on the checkbox of a submitted job to open the job
* Are you sure you want to publish pop up displays. Select Yes.
* Job is posted as open
* Click on the checkbox of a submitted job to delete the job
* Are you sure you want to delete pop up displays. Select No
* Job is removed
* Click on the download list link
* List of jobs is downloaded