Open Opportunities Test Scenarios

(Last Updated 3/19/18)

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

## Create a New Account

* Visit homepage (log out if logged in)
* Click Sign In
* Click Create a new account
* Enter name, email, password, confirm password, agency, location, and select the “I am a federal employee…” box.
* Select Create account
* You are logged on with a new account, your name appears in the top right, and you are on the signed in landing page.
* You should be at /tasks and see a lot of opportunities
* Click on your profile
* You should see the full name and email address that you filled out
* Click Edit
* Add additional information
* Click Save profile
* You should see the info you filled out

## Sign in from Task Detail

* Visit homepage (log out, if logged in)
* Click Browse opportunities
* Click on an opportunity
* Click “Apply”
* Should prompt to sign in
* Sign in (enter email & password)
* Search for the opportunity you are interested in
* Click “Apply” again
* You should see the task detail page and a message to confirm that you really want to do this and then when you say “Yes, submit my name” then you should be listed as an applicant (if you close the message, you should not be listed as an applicant)
* You should get an email

## Log in and Apply for an Opportunity

* Visit homepage (lot out, if logged in)
* Click Browse opportunities
* Log in
* Click “Find yours” from the landing page
* You should see a lot of opportunities
* Click on an opportunity
* Click “Apply”
* You should see the task detail page and a message to confirm that you really want to do this and then when you say “Yes, submit my name” then you should be listed as an applicant (if you close the message, you should not be listed as an applicant)
* You should get an email

**View opportunity status**

* Once you have applied for an opportunity, Click on your name in the top menu and select profile
* The opportunity you applied for should display with the status, opportunity link, and updated date
* Select the opportunity link
* The opportunity opens for you to view the current information
* **Post a comment** on the opportunity. Comment will display in the discussion section and opportunity creator will receive an email.

## Create an Opportunity

* From the opportunity listing page, click +Post opportunity
* Follow the steps to enter your opportunity information
* Click Submit for review
* You will receive an email.
* You will receive a confirmation pop up indicating that your request will be reviewed.
* Close the confirmation and verify that the information you added is visible on the page. The status reads, “Submitted”
* Once approved by admin, the status changes to Open
* Ask several people to apply to your opportunity

## Edit Opportunity

* Open the opportunity you created and click Edit
* Make changes in headline and body
* Click save
* You will receive an email.
* You will receive a confirmation pop up indicating that your request will be reviewed.
* Close the confirmation and verify that the information

## Duplicate Opportunity

* Open the opportunity you created and Click duplicate
* Enter a new headline in the Copy this opportunity pop up.
* Click Copy Opportunity
* Make changes in headline and body
* Click Submit for review

**Change your job to Not open:**

* Open the opportunity you created
* Select the Continue accepting applicants toggle to “Off”
* The toggle is no longer green, the status now reads, “Not open”
* Navigate to your profile and view the Created section
* Not open job displays in your listing.
* Click the opportunity link
* You are returned to your opportunity
* Select “Search”. The job does not display with the default filter of “Open”
* Navigate to your profile again and view the Created section
* Click to view the opportunity
* Click the toggle to “On”
* The status is now Open
* You will get an email that indicates that your job is open

Progress an applicant through an opportunity

* Log in
* Open your opportunity where at least one person has applied
* Click on the plus sign beside the applicant’s name
* The applicant now displays as an Assigned participant, the progress bar still reads as In progress
* Click on Next step
* The Let’s get started pop up message displays
* Click Okay
* The progress bar now reads, “In Progress”, the toggle is set to “off”
* Click on the “x” beside the assigned participant to **Remove participant**
* A pop up message displays “Are you sure you want to remove this participant”
* Select Cancel. Participant remains assigned

Complete an opportunity

* Select an opportunity where you have at least one assigned participant
* Click on “Task complete” under the Assigned participant’s name.
* A green check mark now displays beside the name and an Undo link
* Select the Undo link
* The Assigned participant is set back to having the Task complete link
* Select “Complete opportunity”
* A Congratulations message displays. Select Done
* The progress bar is now marked Complete
* The job status is now marked as completed
* Go to your profile and view that the opportunity is marked Completed in the “Created” section

Cancel an opportunity:

* Select an opportunity you have created
* Select Cancel this opportunity
* A confirmation modal displays
* Select Confirm
* The job status changes to “Canceled”