

Project Name:	CB-Portal					<div>CB-Portal</div> <div>https://cb.ictkerala.org/</div>					
Module:	Department										
Created By:	Sayoojya										
Date Created:	02-02-2026										
Module	Test Scenario	Test Case ID	Test Description	Precondition	Test Steps	Test Data	Priority	Expected Result	Actual Result	Status	Remarks
Login	Valid Login	TC_DEP_01	Verify department user can login with valid credentials	Application URL accessible	1. Open portal 2. Enter valid credentials 3.Enter Valid Captcha 4. Click Login	Valid username/pass word	High	User should be logged in and see the dashboard	User should be logged in and see the dashboard	Pass	
	Invalid Login	TC_DEP_02	Verify error message for invalid login	Application URL accessible	1. Enter invalid credentials 2.Enter Captcha 3. Click Login	Invalid username/pass word	High	Error message shown when failed login	"Invalid credentials"	Pass	
	Invalid mailid	TC_DEP_03	Verify error message for invalid mailid	Application URL accessible	1. Enter invalid mail format 2. Enter password 3.Enter Captcha 4. Click Login	Invalid mail-id Eg: 234@567	Medium	Invalid mail format message should be displayed	"Please enter a valid email address"	Pass	
	Invalid password	TC_DEP_04	Verify error message for invalid password	Application URL accessible	1. Enter valid mail format 2. Enter invalid password 3.Enter Captcha 4. Click Login	N/A	Medium	Invalid password message should be displayed	"Invalid credentials"	Fail	
	Invalid Captcha	TC_DEP_05	Verify user can login with invalid captcha	Application URL accessible	1.Enter valid email-id and Password 2.Enter invalid Captcha 3. Click Login	N/A	High	Invalid captcha message should be displayed	"Invalid Captcha"	Pass	
	Empty Captcha	TC_DEP_06	Verify user can login with empty Captcha	Application URL accessible	1.Enter valid email-id and Password 2.Keep Captcha empty 3. Click Login	N/A	High	Captcha required message should be displayed	"Captcha is required"	Pass	
	Verify maximum character length	TC_DEP_07	Verify message shown when Maximum Character is entered	Application URL accessible	1.Enter email-id greater than standard character limit 2.Enter Password 3.Enter Captcha 4. Click Login	N/A	Medium	should display invalid format	"Please enter a valid email address"	Pass	
	Logout	TC_DEP_08	Verify logout functionality	Department logged in	1. Click Logout	N/A	High	User should be redirected to loginpage	User logged out and redirected to login page	Pass	

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Nodal-Officer	View Total Nodal Officer Count	TC_DEP_09	Verify the system displays the correct total number of Nodal Officers.	1.User Logged in 2.Navigated to Nodal Officer page	1. Open Nodal Officer page 2. View total count	N/A	Medium	The system displays the count as correct total number of Nodal Officers.	The system displays the count as correct total number of Nodal Officers.	Pass	
	View Total Nodal Officers list in Separate Tab	TC_DEP_10	Verify that clicking on the total Nodal Officers count opens the list in a separate tab.	1.User Logged in 2.Navigated to Nodal Officer page	1. Click total Nodal Officers button	N/A	Medium	On clicking the total Nodal Officers count, the Nodal Officers list opens in a separate tab.	On clicking the total Nodal Officers count, the Nodal Officers list opens in a separate tab.	Fail	
	View Active officers count	TC_DEP_11	Verify only active Nodal Officers count is displayed	1.User Logged in 2.Navigated to Nodal Officer page	1. View active count	N/A	Medium	Only active Nodal Officers count is displayed.	Only active Nodal Officers count is displayed.	Pass	
	View Active Nodal Officer List	TC_DEP_12	Verify active Nodal Officer list is displayed.	1.User Logged in 2.Navigated to Nodal Officer page	1. Click active nodal officers	N/A	Medium	Active Nodal Officer list is displayed separately.	Active Nodal Officer list is displayed separately.	Fail	
	Add New Nodal Officer	TC_DEP_13	Verify a new Nodal Officer can be added successfully with valid details.	1.User Logged in 2.Navigated to Nodal Officer page	1. Click Add 2. Enter details 3. Save	Enter name, email and Phone number	High	A new Nodal Officer is added successfully and appears in the list.	A new Nodal Officer is added successfully and appears in the list.	Pass	
	View Recently added Nodal Officer	TC_DEP_14	Verify newly added Nodal Officers appear immediately in the list.	1.User Logged in 2.Navigated to Nodal Officer page	1.Open Nodal OfficerPage	N/A	Medium	The newly added Nodal Officer appears immediately in the list.	The newly added Nodal Officer appears immediately in the list.	Pass	
	Edit Nodal Officer	TC_DEP_15	Verify existing Nodal Officer details can be updated successfully.	1.User Logged in 2.Navigated to Nodal Officer page	1.Open Nodal OfficerPage 2.Click Edit button	Edit name, phonenumber and email	High	Nodal Officer details are updated successfully and reflected in the list.	Nodal Officer details are updated successfully and reflected in the list.	Pass	
	Edit Status of Nodal Officer	TC_DEP_16	Verify nodal officer can change the status from active to inactive	1.User Logged in 2.Navigated to Nodal Officer page	1.Open Coordinator page 2.Click status change button	N/A	High	Status of Nodal officer should be updated from active to inactive.	Status of Nodal officer should be updated from active to inactive.	Fail	
	Delete Nodal Officer	TC_DEP_17	Verify a Nodal Officer can be deleted and removed from the active list.	1.User Logged in 2.Navigated to Nodal Officer page	1.Open Coordinator page 2.Click delete button	N/A	High	The Nodal Officer is removed from the active list and total count is updated.	The Nodal Officer is removed from the active list and total count is updated.	Fail	

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Coordinator	View Total Coordinator count	TC_DEP_21	Verify the system displays the correct total number of Coordinators.	1.User Logged in 2.Navigate to Coordinator page	1. Open Coordinator page 2. View total count	N/A	Medium	The system displays the correct total number of Coordinators.	The system displays the correct total number of Coordinators.	Pass	
	View Total Coordinators list in Separate Tab	TC_DEP_22	Verify that clicking on the total Coordinators count opens the list in a separate tab.	1.User Logged in 2.Navigate to Coordinator page	1. Click total Coordinator count	N/A	Medium	On clicking the total Coordinators count, the Coordinators list opens in a separate tab.	On clicking the total Coordinators count, the Coordinators list opens in a separate tab.	Fail	
	View Active coordinator count	TC_DEP_23	Verify only active Coordinators are shown in the active list.	1.User Logged in 2.Navigate to Coordinator page	1. View active count	N/A	Medium	Only active Coordinators are displayed in the active list.	Only active Coordinators are displayed in the active list.	Pass	
	View Active Coordinators List	TC_DEP_24	Verify active coordinators list is displayed.	1.User Logged in 2.Navigate to Coordinator page	1. Click active coordinators		Medium	Active coordinators list is displayed separately.	Active coordinators list is displayed separately.	Fail	
	View inactive Coordinators List	TC_DEP_25	Verify inactive coordinators list is displayed.	1.User Logged in 2.Navigate to Coordinator page	1. Click inactive coordinators	N/A	Medium	Inactive coordinators list is displayed separately.	Inactive coordinators list is displayed separately.	Fail	
	Add New Coordinator	TC_DEP_26	Verify a new Coordinator can be added successfully with valid details.	1.User Logged in 2.Navigate to Coordinator page	1. Click Add 2. Enter details 3. Save	Enter name, email and Phone number	High	A new Coordinator is added successfully and appears in the list.	A new Coordinator is added successfully and appears in the list.	Pass	
	View Recently added Coordinator	TC_DEP_27	Verify newly added Coordinators appear immediately in the list.	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator Page	N/A	Medium	The newly added Coordinator appears immediately in the list.	Latest added coordinator should be listed	Pass	
	Edit Coordinator	TC_DEP_28	Verify existing Coordinator details can be updated successfully.	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator Page 2.Click Edit button	Edit name, phonenumber and email	High	Coordinator details are updated successfully and reflected in the list.	Coordinator details are updated successfully and reflected in the list.	Pass	

Status Changer	TC_DEP_29	Verify that coordinator can update the status from active to inactive.	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator page 2.Click status change button	N/A	High	User status changes to inactive and is updated in the active list.	User status changes to inactive and is updated in the active list.	Pass	
Delete Coordinator	TC_DEP_30	Verify a Coordinator can be deleted and removed from the active list.	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator page 2.Click delete button	N/A	High	The Coordinator is removed from the active list and total count is updated.	The Coordinator is removed from the active list and total count is updated.	Pass	
Search Coordinator	TC_DEP_31	Verify Coordinators can be searched using name and email	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator page 2.Search using name and email	Enter name/email	Medium	Relevant Coordinator records are displayed based on the search input.	Relevant Coordinator records are displayed based on the search input.	Pass	
	TC_DEP_32	Verify search works on phone number	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator page 2.Search using number	Enter phone number	Medium	Matching user records are displayed based on the entered partial phone number.	Matching user records are displayed based on the entered partial phone number.	Fail	
	TC_DEP_33	Verify search works on status	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator page 2.Search using active or inactive	Enter active/inactive	Medium	Matching user records are displayed based on the status.	Matching user records are displayed based on the status.	Fail	
Add deleted Coordinator	TC_DEP_34	Verify deleted coordinator can be added again	1.User Logged in 2.Navigate to Coordinator page	1.Open Coordinator page 2.Delete a coordinator 3.Add the coordinator with the same details that is previously deleted	N/A	High	Coordinator should be added	Shows coordinator already exists	Fail	

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Email	Upload Recipients CSV file	TC_DEP_35	Verify user can upload recipients using CSV file	1.User logged in 2.Navigate to email page	1. Navigate to Email module 2. Click Upload CSV 3. Select valid CSV file	Valid CSV with email IDs	High	CSV file is uploaded successfully and recipients are loaded	Recipients loaded successfully	Pass	
	Upload Invalid file format	TC_DEP_36	Verify system validation for invalid CSV format	1.User logged in 2.Navigate to email page	1. Click Upload CSV 2. Select invalid file format	Invalid file	Medium	System displays validation error message	Upload valid csv	Pass	
	Deleted uploaded File	TC_DEP_37	Verify user can delete uploaded file	1.User logged in 2.Navigate to email page 3.File should be uploaded	1. Click Upload CSV 2. Click Delete icon	N/A	High	User should be able to delete uploaded file	Uploaded File deleted	Pass	
	Select Recipients from Training	TC_DEP_38	Verify recipients can be selected from trainings	1.User logged in 2.Navigate to email page	1. Open Email module 2. Select training 3. Choose participants	N/A	High	Recipients from selected training are added	Recipients added successfully	Pass	
	Mandatory validation for Select recipients	TC_DEP_39	Verify error message when trainings kept empty	1.User logged in 2.Navigate to email page	1. Open Email module 2. Keep training selection empty	N/A	Medium	Error message displayed	No error message displayed	Fail	
	Enter Email Subject	TC_DEP_40	Verify user can enter email subject	1.User logged in 2.Navigate to email page	1. Click subject field 2. Enter subject text	"Training Update"	High	Subject is accepted and displayed correctly	Subject entered correctly	Pass	
	Subject Mandatory Validation	TC_DEP_41	Verify subject field mandatory validation	1.User logged in 2.Navigate to email page	1. Leave subject empty 2. Try to send/preview	Blank	High	System shows subject required error	Please enter an subject to generate preview	Pass	
	Write Email Content	TC_DEP_42	Verify user can write email content	1.User logged in 2.Navigate to email page	1. Enter content in body editor	Email message text	High	Content is accepted and visible	Content displayed correctly	Pass	
	Write special characters in email content	TC_DEP_43	Verify that user can enter special characters in email content	1.User logged in 2.Navigate to email page 3.Enter special characters in email content	1. Enter special characters inside the content of body editor	Text '@','#'...	Medium	Content is accepted and visible	Cannot enter values	Fail	

Mandatory validation for Email Content	TC_DEP_44	Verify email content field mandatory validation	1.User logged in 2.Navigate to email page	1. Keep content empty	N/A	Medium	System should show content required message	No such message	Fail	
Attach File in Email Content	TC_DEP_45	Verify user can attach files in email content	1.User logged in 2.Navigate to email page	1. Click Attach File 2. Upload file	PDF / Image	High	File is attached successfully	File attached	Pass	
Unsupported Attachment	TC_DEP_46	Verify system rejects unsupported file types	1.User logged in 2.Navigate to email page	1. Upload unsupported file	files more than 5mb	Medium	System shows invalid file type error	Error displayed	Pass	
Remove attached file	TC_DEP_47	Verify user can remove attached files	1.User logged in 2.Navigate to email page	1. Click x button to remove attached file	N/A	Medium	System should remove attached files	removed attached files	Pass	
Clear Button	TC_DEP_48	Verify Clear button clears email content	1.User logged in 2.Navigate to email page	1. Click Clear button	N/A	Medium	Subject, content, and attachments are cleared	All fields cleared	Pass	
Preview Button	TC_DEP_49	Verify Preview button shows email preview	1.User logged in 2.Navigate to email page	1. Click Preview button	N/A	High	Preview screen displays subject, content, and attachments	Preview displayed correctly	Pass	
Send Email to Selected Recipients	TC_DEP_50	Verify email is sent to selected recipients	1.User logged in 2.Navigate to email page	1. Click Send Email	Valid data	High	Email is queued and sent successfully	Email queued and sent	Pass	