

| Project Name: | CB-Portal | | | | | CB-Portal https://cb.ictkerala.org/ | | | | | | | | | | | |
|---------------|---------------------------------|--------------|---|----------------------------|--|---|----------|---|--|--------|---------|--|--|--|--|--|--|
| Module: | Department | | | | | | | | | | | | | | | | |
| Created By: | Sayooja | | | | | | | | | | | | | | | | |
| 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 login page | User logged out and redirected to login page | Pass | | | | | | | |

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| Created By: | Sayoya | | | | | | | | | | |
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| Module | Test Scenario | Test Case ID | Test Description | Precondition | Test Steps | Test Data | Priority | Expected Result | Actual Result | Status | Remarks |
| 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. | Pass | | |
| | View Total Nodal Officers list in Separate Tab | TC_DEP_10 | Verify that clicking 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. | 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. | 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. | 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. | 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. | 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. | 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. | 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. | Fail | | |
| | TC_DEP_18 | Verify Nodal Officer details searched using name and email. | 1.User Logged in 2.Navigated to Nodal Officer page | 1. Open Coordinator page 2.Search using name and email | Enter by name, email | Medium | Relevant Nodal Officer details are displayed based on the search input. | Pass | | | |
| Search Nodal Officer | TC_DEP_19 | Verify search works on phone number | 1.User Logged in 2.Navigated to Nodal Officer page | 1. Open Coordinator page 2.Search using number | Enter number | Medium | Matching user records are displayed based on the entered partial phone number. | Pass | | | |
| | TC_DEP_20 | Verify search works on status | 1.User Logged in 2.Navigated to Nodal Officer page | 1. Open Coordinator page 2.Search using active or inactive | Enter active/inactive | Medium | Matching user records are displayed based on the status. | Not found message is displayed | Fail | | |

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| Module: | Department | | | | | | | | | | | | | | | | |
| Created By: | Sayoojya | | | | | | | | | | | | | | | | |
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| Module | Test Scenario | Test Case ID | Test Description | Precondition | Test Steps | Test Data | Priority | Expected Result | Actual Result | Status | Remarks | | | | | | |
| 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 | | | | | | | |

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| 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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| Date Created: | 02-02-2026 | | | | | | | | | | | | | | | | |
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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 | | | | | | | |

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| 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 |