ACTITIME LOGIN PAGE:

1. Login as correct username and email id.
2. Check when there is OTP send on your email id or not.
3. Check on login page that shows 30 days for free trial or not.
4. Check when we put OTP then home page we get or not.
5. Put incorrect OTP and check it will show error massage or login successfully.
6. Check we put invalid email address then error massage show or not.
7. Check for name put as digits, symbols what error massage will be show.
8. Check for sirname put as digits, symbols what error massage will be show.
9. Check for company put as digits, symbols what error massage will be show.
10. Check whether name, sirname, emailid and company field as blank it will show error or not.
11. Check logo of actitime on login page display correctly or not.
12. Check whether we click on the logo of actitime then it will go to the actitime.com page or not.

ACTITIME HOME PAGE:

1. When we get successful login then see functionality of the home page are show perfectly or not.
2. Check the all module are present on home page according to the requirement.
3. Check font size, color and icons is display properly or not.
4. Check header, body and footer display perfectly or not.
5. Check Scroll bar working perfectly or not.

TIME TRACK MODULE:

Me :

1. Check the functionality of 'Enter time tract for me' if we click on 'me' then then it will show the list of employee or not.
2. Check for every employee it show there tasks or not.
3. Check search field and search present employee in the list it will display or not.
4. Click on 'Back to me' then it will again open your task or not

Search Field :

1. Check for 'search' field and search the valid task that is present in the table then check it will show the search task or not.
2. Search invalid task which is not in the table then what it will display.

'+' Icon :

1. Click on '+' sign and check it will display or not.

2. Check when we click then it will show options ‘Recent’, ’All available task’ and ‘Add new’ button.
3. Check when we click on ‘Add new’ then it add task in the table or not.
4. Check when we close button the that page it will close or not.

Date :

1. Check it will display correct date i.e todays date, month or year or not.
2. Click on that date and check it will open calendar or not.
3. Try to search date wise task it will work or not.
4. Check In that calendar it will show start date and end date of task or not.

Task / Customer / Project :

1. Check when we click on Task It will highlight by the tasks.
2. Check when we click on the customer it will highlight by the customer or company name.
3. Check when we click on the project it will highlight by the project name.
4. Check the status of the tasks is if that project is finish it will display done or not, If project under development it will show in progress or not.

Sort task by name :

1. Check when click on sort by name then it display options to sort by whom i.e sort by task name, sort by project name, sort by customer name, sort by status and sort by deadline.

2. Check each and every option of sort that will working properly or not.

Show details :

1. Check the show details is working or not when we click on it.
2. Check the field Status name, customer and project name, estimate, deadlines, comment and total working time display or not.
3. Check all the options try to check and uncheck all fields which show the particular data will display in table or not.

Weekly Task :

1. Check all days are display or not.
2. Click try to changes on the data of the fields.
3. Check total working time display or not.
4. Check if any employee dose overtime that is add into the overtime or not.
5. Check the remove row option working or not.

Submit week for approval :

1. Check the sumbit check approval working or not.
2. After click on that it will show the ready for approve option or not.

3. Then click on revoke and check it will work or not.
4. After all check the status of the record.