

# Complete Koha Test Plan

## [Return to test plan](#)

The following test plan will help you learn to use the new features in your Koha system.

- Log into the OPAC ([Learn more](#))
- Search the catalog for your favorite author (or subject). Add three items from the search results to a private list. ([Learn more](#) | [Tutorial Video](#))
- Search the catalog for your favorite author (or subject). Add two items to your cart. ([Learn more](#) | [Tutorial Video](#))
- Open your cart and email the contents to yourself. ([Learn more](#) | [Tutorial Video](#))
- Open your cart and print it out. ([Learn more](#) | [Tutorial Video](#))
- Make a purchase suggestion. ([Learn more](#) | [Tutorial Video](#))
- Leave a comment on a bib record. ([Learn more](#) | [Tutorial Video](#))
- Open up the detail page for a record (click on the title on a list or search results page) and add tags to the record. ([Learn more](#) | [Tutorial Video](#))
- Search the catalog for your favorite author (or subject). Add tags to one or more titles. ([Learn more](#) | [Tutorial Video](#))
- Open a list. Add tags to one or more titles. ([Learn more](#) | [Tutorial Video](#))
- Open up the detail page for a record (click on the title on a list or search results page) and place a hold on the title ([Learn more](#) | [Tutorial Video](#))
- Open a list and place a hold on the title or two ([Learn more](#) | [Tutorial Video](#))
- Search the catalog for your favorite author (or subject). Place a hold on one or more titles ([Learn more](#) | [Tutorial Video](#))
- Open up the detail page for a record (click on the title on a list or search results page) and choose to search for the title in another database by choosing one under 'More Searches' on the right. ([Learn more](#))
- Search the catalog via the OPAC for a broad topic using the keyword/library catalog search. Review the results and make sure that the titles, authors, publisher, etc all look right. ([Learn more](#))
- Search the catalog via the staff client for a broad topic. Review the results and make sure that the titles, authors, publisher, etc all look right.
- Search the catalog via the OPAC for a specific author or series using the keyword/library catalog search. Review the results and make sure that the titles, authors, publisher, etc all look right. ([Learn more](#))
- Search the catalog via the staff client for a specific author or series. Review the results and make sure

that the titles, authors, publisher, etc all look right.

- Search the catalog via the OPAC advanced search page for a title and author combination. Review the results and make sure that the data looks as you expect it to. ([Learn more](#))
- Search the catalog via the OPAC advanced search page for a keyword in the title field and limit your results to one or two item types. Review the results and make sure that the data looks as you expect it to. ([Learn more](#))
- Search the catalog via the OPAC for your favorite topic. Use the filters on the left to find more specific results. Review the results and make sure that the data looks as you expect it to. ([Learn more](#))
- Search the catalog for your favorite author (or subject). Subscribe to the RSS feed for your search. ([Learn more](#) | [Tutorial Video](#))
- If you're allowing renewals via the OPAC, renew a book that you have checked out. ([Learn more](#) | [Tutorial Video](#))
- If you're allowing comments, approve a comment. ([Learn more](#) | [Tutorial Video](#))
- If you're allowing tagging, approve a tag. ([Learn more](#) | [Tutorial Video](#))
- If you're allowing tagging, reject a tag. ([Learn more](#) | [Tutorial Video](#))