

# Validation Test Script

## 6\_Assign User Rights

System Setup			
REDCap Version	LTS 10.0.5	Application URL	<a href="https://www.mc.vanderbilt.edu/victr/dcc/redcap/demos/">https://www.mc.vanderbilt.edu/victr/dcc/redcap/demos/</a>
Browser Version	Chrome 85.0	OS Version	Windows 10
Actual Execution Time	25 minutes.		
Instructions	Reference User Guide for Community User		

## Test Summary

**Feature Category Description:** Data security - Limits access to authorized users to the minimum information necessary to complete their job. Supports an audit trail of user actions within the user interface of REDCap.

**Test Purpose Details:** The purpose of this test is to verify the functionality of the User Rights module as specified in requirement

**Functional Requirements:** Assign user rights

### Project Level

- The system shall allow the ability to add, edit or delete the following core user privileges (when all modules are enabled) for the following:
  - 6.2 Expiration Date
  - 6.3 Project Design and Setup
  - 6.4 User Rights
  - 6.5 Data Access Groups
  - 6.7 Data Export Tool
  - 6.8 Add/Edit Reports
  - 6.9 Survey Distribution Tools
  - 6.10 Data Import Tool
  - 6.11 Data Comparison Tool
  - 6.12 Logging
  - 6.13 Data Quality Tool
  - 6.15 Create Records
  - 6.17 Rename Records
  - 6.18 Delete Records
  - 6.19 Record Locking Customization
  - 6.20 Lock/Unlock Records
  - 6.22 Allow locking of all forms at once for a given record
- The system shall allow data entry form user access to be
  - 6.23 No Access
  - 6.24 Read Only
  - 6.25 View & Edit
  - 6.26 Edit survey responses
- 6.27 The system shall allow for the creation, copying and deletion of user roles.
- 6.32 The system shall support adding and removing users from user roles.

# Validation Test Script

## 6\_Assign User Rights

### Test Requirements

#### Test Users

ID	User Name	Password	Minimum User's Rights	DAGs and Other Settings
1.	admin1005	Pswd_1103	Administrator	Pre-existing administrator user
2.	user1005_1	1005_1Pswd	Granted during script steps	Pre-existing user will be added during script steps.
3.				
4.				

### Project Setup

ID	Description	Instructions
1	Project: SecondProject_1005	Copy FirstProject_1005 <ul style="list-style-type: none"> <li>Name new copy SecondProject_1005</li> <li>Select all records/responses</li> <li>Do <b>not</b> include users</li> </ul>
2.	Project Setup: n/a	In Project setup: <ul style="list-style-type: none"> <li>Enable surveys</li> <li>Disable longitudinal</li> </ul> In Additional customizations: <ul style="list-style-type: none"> <li>Remove the "Enable the Field Comment Log..."</li> </ul> <p>One record exists in the project. Open the record. One form is a survey instrument. Open the survey, enter data, submit the survey, and Leave without making changes.</p>
3.	Data Import File Name: n/a	
4.	Other Files: n/a	



# Validation Test Script

## 6\_Assign User Rights

### Test Steps

Step #	Action Step	Expected Result	Pass / Fail	Comments
Help	You must perform the actions listed in this column.	After performing the actions in the 'Action Step' column, you should see the following.	Check 'Pass', if the actual results match the 'Expected Result'; otherwise, check 'Fail'.	Include unexpected results, suggestions. etc.
1.	Login as admin1005 Open SecondProject_1005 Go to User Rights and add user 1005_1: <ul style="list-style-type: none"> <li>Remove all Basic rights</li> <li>Mark Data Exports No Access</li> <li>Mark Lock/Unlock as Disabled</li> </ul> Save and go to My Projects Logout as admin1005  Login as user1005_1 Open 'SecondProject_1005' Go to My Projects Logout as user1005_1	Successful login  Data Entry rights remain User was successfully added! My Projects page is displayed  Successful logout  Successful login The Project Home tab, Codebook, Record Status Dashboard, View/Edit Records, and Applications menu are visible. Successful logout	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
2.	Log in as admin1005 and go to My Projects  Click 'SecondProject_1005' and Click 'User Rights'  In the 'Expiration Date' column next to user1005_1, click "never."  In the expiration date field enter one day prior to today and Save  Log out of admin1005 account  Log in as user1005_1	Successful login  Project 'SecondProject_1005' is displayed. The User Rights page displays. The Change user expiration popup displays. The 'Expiration' column displays the date entered user1005_1. Successful logout.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

# Validation Test Script

## 6\_Assign User Rights

	Return to My Projects page Log out user1005_1	Access Denied message appears that states "Your access to this particular REDCap project has expired."  Successful logout		
3.	Log in admin1005 Click 'SecondProject_1005'  Click 'User Rights'  In the 'Expiration Date' column next to user1005_1, click the expiration date and remove the date and Save.  Click on user1005_1  Click on Edit user privileges and edit User Privileges:  Add access to 'Project Design and Setup' and and click 'Save changes'  Click User Rights	My Projects page displays  Project 'SecondProject_1005' is displayed  The User Rights page displays.  The Expiration column shows 'never' for user1005_1  The Basic User Rights and Data Entry Rights tables display for user user1005_1.  The 'Editing existing user...' page displays.  Verify in the main User Rights page, the Project Design and Setup contains a green check for user user1005_1.	<input checked="" type="checkbox"/> Pass  <input type="checkbox"/> Fail	tested in script 4
4.	Select user user1005_1, and select Edit user privileges'.  Add access to 'User Rights' and Save  Click User Rights	The Basic User Rights and Data Entry Rights tables display for user user1005_1.  Verify in the main User Rights page, the User Rights contains a green check for user user1005_1.	<input checked="" type="checkbox"/> Pass  <input type="checkbox"/> Fail	
5.	Go to 'My Projects'  Logout as admin1005  Login as user1005_1  Click 'SecondProject_1005'	My Projects page displays.  Successful logout.  Successful login  The Project Setup, Designer, and Dictionary links are available in left side bar  The User Rights application appears in the left side bar	<input checked="" type="checkbox"/> Pass  <input type="checkbox"/> Fail	



# Validation Test Script

## 6\_Assign User Rights

6.	<p>Click 'User Rights'</p> <p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Add access to <b>Data Access Groups</b> and and click 'Save changes'</p> <p>Click User Rights</p>	<p>The User Rights page displays.</p> <p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page, the Data Access Groups box contains a green check for user user1005_1.</p> <p>The DAGs link appears in the applications side bar</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	tested in script 10
7.	<p>Select user user1005_1, and select Edit user privileges.</p> <p>Click the '<b>Data Exports – De-identified</b>' and click 'Save changes'</p> <p>Click User Rights</p>	<p>Verify in the main User Rights page the 'Data Export Tool' box says De-identified for user user1005_1.</p> <p>The Data Exports, Reports, and Stats appears in the applications side bar</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	tested in script 21
8.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Add access to the '<b>Add/Edit/Organize Reports</b>' application and Save Changes</p> <p>Click User Rights</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page, Reports &amp; Report Builder box contains a green check for user user1005_1.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	tested in script 22
9.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Grant access to the user1005_1 to only <b>Survey Distribution Tools</b> and Save Changes</p> <p>Click 'User Rights'</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page only the Survey Distribution Tools box contains a green check for user user1005_1.</p> <p>The Survey Distribution Tools application appears in the left side bar</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	tested in script 15
10.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Add access to the '<b>Data Import Tool</b>' and Save Changes</p> <p>Click 'User Rights'</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page, the 'Data Import Tool' box contains a green check for user user1005_1.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	tested in script 16

# Validation Test Script

## 6\_Assign User Rights

		The Data Import Tool application appears in the left side bar		
11.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Add access to the 'Data Comparison Tool' and Save Changes</p> <p>Click 'User Rights'</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page, 'Data Comparison Tool' box contain a green check for user user1005_1.</p> <p>The Data Comparison Tool application appears in the left side bar</p>	<p><input checked="" type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>	tested in script 17
12.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Remove access to the 'Data Export', 'Data Import' and 'Data Comparison' Tools</p> <p>Add access to 'Logging' and Save Changes</p> <p>Click 'User Rights'</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>The user1005_1 no longer has access to the 'Data Export', 'Data Import' and 'Data Comparison Tools' indicated by a red X.</p> <p>Verify in the main User Rights page the 'Logging' box contains a green check for user user1005_1</p> <p>Data Export, Data Import, and Data Comparison applications are no longer available in the left side bar.</p> <p>The Logging application appears in the left side bar.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>	tested in script 23
13.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Add access to the 'Data Quality' (create/edit rules) application and Save Changes</p> <p>Click 'User Rights'</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page the 'Data Quality' (create/edit rules) box contains a green check for user user1005_1.</p> <p>Data Quality application appears in left side bar.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>	tested in script 18



# Validation Test Script

## 6\_Assign User Rights

14.	Select user user1005_1, and select 'Edit user privileges'.  Add access to the 'Data Quality' application for 'Execute rules' and Save Changes	The Basic User Rights and Data Entry Rights tables display for user user1005_1.  Verify in the main User Rights page, the 'Data Quality' (execute rules) box contains a green check for user user1005_1.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	tested in script 18
15.	Select user user1005_1, and select 'Edit user privileges'.  Add access to 'Create Records' and Save changes  Click Add/Edit Records	The Basic User Rights and Data Entry Rights tables display for user user1005_1.  Verify in the main User Rights page the 'Create Records' box contains a green check for user user1005_1.  The Add new record button is visible	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	tested in script 14
16.	Go to User Rights  Select user user1005_1, and select 'Edit user privileges'.  Remove access to 'Create Records' and Save Changes  Click Add/Edit Records	The Basic User Rights and Data Entry Rights tables display for user user1005_1.  Verify in the main User Rights page the 'Create Records' box contains a red X for user user1005_1.  The Add new record button is not visible	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
17.	Go to User Rights  Select user user1005_1, and select 'Edit user privileges'.  Add access to 'Rename Records' and Save Changes	The Basic User Rights and Data Entry Rights tables display for user user1005_1.  Verify in the main User Rights page the 'Rename Records' box contains a green check for user user1005_1.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	tested in script 14
18.	Select user user1005_1, and select 'Edit user privileges'.  Add access to 'Delete Records' and Save Changes	The Basic User Rights and Data Entry Rights tables display for user user1005_1.  Verify in the main User Rights page the 'Delete Records' box contains a green check for user user1005_1.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	tested in script 14
19.	Select user user1005_1, and select 'Edit user privileges'.	The Basic User Rights and Data Entry Rights tables display for user user1005_1.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	tested in script 19

# Validation Test Script

## 6\_Assign User Rights

	<p>Add access to the 'Record <b>Locking Customization</b>' application and Save Changes</p> <p>Click User Rights</p>	<p>Verify in the main User Rights page, the 'Record Locking Customization' box contains a green check for user user1005_1.</p> <p>The Customize &amp; Manage Locking/E-signatures application appears in the left side bar</p>		
20.	<p>Select user user1005_1, and select 'Edit user privileges'.</p> <p>Add Lock/Unlock Record access: '<b>Locking/Unlocking Records with E-Signature authority</b>'</p> <p>Close the notice and Save Changes</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Notice: Please note that giving a user "Locking/Unlocking..."</p> <p>Verify in the main User Rights page the 'Lock/Unlock Records' box contains a <u>green shield</u> with a check for user user1005_1.</p>	<p><input checked="" type="checkbox"/> <b>Pass</b></p> <p><b>Fail</b> <input type="checkbox"/></p>	
21.	<p>Select user user1005_1, and select Edit user privileges.</p> <p>Change Lock/Unlock Record access: to '<b>Locking/Unlocking</b>' and Save Changes</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>The main User Rights page the 'Lock/Unlock Records' box contains a <u>green check</u> for user user1005_1.</p>	<p><input checked="" type="checkbox"/> <b>Pass</b></p> <p><b>Fail</b> <input type="checkbox"/></p>	
22.	<p>Select user user1005_1, and select Edit user privileges.</p> <p>Add access to '<b>Allow locking of all forms at once for a given record?</b>'</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>Verify in the main User Rights page, the 'Record Locking Customization' box still contains a green check for user user1005_1.</p>	<p><input checked="" type="checkbox"/> <b>Pass</b></p> <p><b>Fail</b> <input type="checkbox"/></p>	
23.	<p>Select user user1005_1, and select Edit user privileges.</p> <p>In Data Entry Rights Select <b>No Access</b> for each instruments and Save Changes</p> <p>'View/Edit Records' and select the record</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>User was successfully edited</p> <p>The user1005_1 has no access to any forms from the Record Home page.</p>	<p><input checked="" type="checkbox"/> <b>Pass</b></p> <p><b>Fail</b> <input type="checkbox"/></p>	



# Validation Test Script

## 6\_Assign User Rights

24.	<p>Go to User Rights, Select user user1005_1, and select Edit user privileges.</p> <p>In Data Entry Rights Select <b>Read Only</b> for each instrument and Save Changes</p> <p>'View/Edit Records' and select the record</p> <p>Open the first instrument and click in the first field.</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>User was successfully edited</p> <p>The Record Home page appears</p> <p>Data entry is not possible. Save options are not visible.</p>	<input checked="" type="checkbox"/> <b>Pass</b> <input type="checkbox"/> <b>Fail</b>	
25.	<p>Go to User Rights, Select user user1005_1, and select Edit user privileges.</p> <p>In Data Entry Rights Select <b>'View &amp; Edit'</b> access each instrument and Save Changes</p> <p>'View/Edit Records' and select the record</p> <p>Open the survey instrument.</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>User was successfully edited</p> <p>The Record Home page appears</p> <p>The survey response is read only.</p>	<input checked="" type="checkbox"/> <b>Pass</b> <input type="checkbox"/> <b>Fail</b>	
26.	<p>Go to User Rights, Select user user1005_1, and select Edit user privileges.</p> <p>In Data Entry Rights Select <b>'Edit survey responses for the survey'</b> for the survey instrument and Save Changes</p> <p>'View/Edit Records' and select the record</p> <p>Open the survey instrument</p>	<p>The Basic User Rights and Data Entry Rights tables display for user user1005_1.</p> <p>User was successfully edited</p> <p>The Record Home page appears</p> <p>The Edit response button appears on the page.</p>	<input checked="" type="checkbox"/> <b>Pass</b> <input type="checkbox"/> <b>Fail</b>	tested in script 15
27.	<p>Go to User Rights page, enter the new role name: Data Entry</p> <p>Click <b>'Create role'</b> and confirm</p>	<p>The Creating new role screen displays.</p> <p>Message: Role successfully added!</p>	<input checked="" type="checkbox"/> <b>Pass</b> <input type="checkbox"/> <b>Fail</b>	

# Validation Test Script

## 6\_Assign User Rights

28.	<p>From the User Rights page, click the 'Data Entry' link to open the Data Entry role.</p> <p>Click "Copy role" button</p> <p>New role name: Reviewer</p> <p>Confirm Copy role</p> <p>Close the Editing existing user screen.</p>	<p>The Editing existing user role screen displays.</p> <p>The Copy role screen displays.</p> <p>Message: Role successfully added!</p> <p>Role 'Reviewer' was successfully added</p> <p>Two roles will appear on the User Rights page: Data Entry and Reviewer</p>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	
29.	<p>Click the 'Reviewer' link to open the Reviewer role.</p> <p>Click the 'Delete role' button</p> <p>Click 'Cancel'</p> <p>Close the Editing existing user screen</p>	<p>The Editing existing user role screen displays.</p> <p>Delete role?</p> <p>The Editing existing user role screen displays.</p> <p>The Reviewer role still exists.</p>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	
30.	<p>Click the 'Reviewer' link to open the Reviewer role.</p> <p>Click the Delete role' button</p> <p>Click 'Delete role'</p>	<p>The Editing existing user role screen displays.</p> <p>Delete role?</p> <p>Message: Role successfully deleted! Verify only the Data Entry role appears on the User Rights page</p>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	
31.	<p>Click the user1005_1</p> <p>In the User actions assign the user to the 'Data Entry' role</p> <p>Close</p> <p>Logout as user1005_1</p>	<p>NOTICE: User Rights mismatch. Please note that the role you are trying to assign yourself to does not have User Rights permissions...</p> <p>Successful logout</p>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	
32.	<p>Login as admin1005</p> <p>Go to User Rights and click the user1005_1</p> <p>In the User actions assign the user to the 'Data Entry' role</p> <p>Close</p>	<p>Successful login</p> <p>Message: User successfully assigned to role!</p> <p>Verify the user is now in the same row as the Data Entry role.</p>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	



# Validation Test Script

## 6\_Assign User Rights

33.	Click the user1005_1  In the User actions screen remove the user from the role  Close the Notice popup	Successful login  Message: User successfully removed from role!  Appropriate System pop up message that user role has changed.  The user is no longer on the same row as the Data Entry role.	<input checked="" type="checkbox"/> Pass  Fail <input type="checkbox"/>	
	THIS ENDS THE TESTING FOR THIS SCRIPT  THIS SCRIPT IS THE SIXTH OF SEVEN SCRIPTS MEANT TO BE DONE IN ORDER.  THE NEXT STEPS RETURNS THIS TEST SCRIPT TO THE STARTING POINT			
34.	Go to Project Setup, then Other Functionality  Delete 'SecondProject_1005'	'SecondProject_1005' is deleted	<input checked="" type="checkbox"/> Pass  Fail <input type="checkbox"/>	
35.	Log out as admin1005	Administrator successfully logged out	<input checked="" type="checkbox"/> Pass  Fail <input type="checkbox"/>	

### Conclusion

Did the Actual Results for each test step match the Expected Results listed?

☒ Yes

No ☐

**Comments/Additional Information:** (Indicate the step number of the step you wish to comment on.)

Completed By



Date:

4 DEC 20