



## Validation Test Script

### 3 Assign Super Users and Account Managers

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

### Test Summary

**Feature Category Description:** 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:** Ability to designate any existing users as a REDCap Administrator or as an Account Manager.

**Functional Requirements:** Assign administrators and account managers

**Control Center**

- 3.3 The system shall support the ability to view all current administrators and account managers.
- 3.4 The system shall support the granting and revoking of administrators' and account managers' access to the system to individual users.

### Test Requirements

#### Test Users



## Validation Test Script

### 3\_Assign Super Users and Account Managers

ID	User Name	Password	Minimum User's Rights	DAGs and Other Settings
1	admin1005	Pswd_1103	Administrator	n/a
2	user1005_1	1005_1Pswd	Can create or copy projects	Created during script 2
3	User1005_3	1005_3Pswd	Can create or copy projects	Created during script 2

### Project Setup Steps

ID	Description	Instructions
1.	Project: n/a	
2.	Project Setup: n/a	
3.	Data Import File Name: n/a	
4.	Other Files: n/a	

## 3 Assign Super Users and Account Managers

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	Control Center tab appears on Home page.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
2.	Click Control Center tab	Control Center page is visible. Left sidebar Control Center contents include:  Projects Users System Configuration	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
3.	From the Users Section Select Administrators & Acct Managers	The Designating REDCap Administrators and Account Managers window appears. This will show you who currently has access as these roles.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
4.	Select the user1005_1 from the dropdown list under Designate an Administrator  Click the Add as Administrator button	The selected user will be added to the Current Administrators list User1005_1 appears in the list of current administrators.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
5.	Click 'Log out'  Log into the system with the user1005_1 account  Verify account has access to administrator functions	User has access to Control Center	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
6.	Click 'Log out'  Login as admin1005  Click tab <u>Control Center</u>		<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	



## 3\_Assign Super Users and Account Managers

	Select Administrators & Acct Managers			
7.	Select the user1005_3 from the dropdown list under Designate an Account Manager Click the Add as Account Manager button	The selected user will be added to the Current Account Managers list User1005_3 appears in the list of current Account Administrators list.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
8.	Click 'Log out'  Log into the system with the user1005_3 Account Manager account  Verify account has access to administrator functions	Successful login.  User has access to <u>Control Center</u> and can view the Browse Users menu on the left. User will see: Browse Users Add Users (Table-based Only)	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
9..	To set the system as it was found. Log in to the system as Administrator Go to the Control Center From the Users Section Select Administrators & Acct Managers Click the RED X next to the 1005_1 under the Designate an Administrator section and 1005_3 under the Account Manager section.	Users 1005_1 and 1005_3 will disappear from the screen upon clicking the RED X.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
10.	Login as 1005_1 again to ensure that User can no longer has admin Rights  Logout	User 1005_1 will not have access to Control Center  User is successfully logged out	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
11.	Login as 1005_3 again to ensure that User can no longer create or delete users  Logout	User 1005_3 will no longer be able to create or delete users  User is successfully logged out	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
	THIS ENDS THE TESTING FOR THIS SCRIPT  THIS SCRIPT IS THE THIRD OF SEVEN SCRIPTS MEANT TO BE DONE IN ORDER.			

### Conclusion



## Validation Test Script

### 3\_Assign Super Users and Account Managers

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

*[Handwritten Signature]*

Date:

*20CC20*