

10_Data Access Groups

System Setup

REDCap Version	LTS 10.0.5	Applica tion URL	https://redcaprsvc.app.vumc.org/
Browser Version	Google Version 89.0.4389.90 (Official Build) (64-bit)	OS Version	Windows 10
Actual Execution Time	49mins (14:15- 15:04)		
Instructions	Reference User Guide for Community User		

Test Summary

Feature Category Description: Data Security (user access control, audits) - *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: To test users with and without access to a Data Access Group (DAG) and with varying user rights to do the following: create a DAG, assign users to a DAG, create records and assign to a group, create records within a group, create participant list from within and outside a DAG, and export data.

Functional Requirements:

- Data Access Groups-DAGs
 - 10.7, 10.21, 10.22, 10.28 The system shall allow for the creation of DAGs and the deletion of DAGs if no users or records are assigned to it.
 - 10.8, 10.17, 10.25, 10.28, The system shall support adding and removing users from DAGs.
 - 10.25, 10.26 The system shall allow a user to be added to more than one DAG.
 - 10.11-10.13 The system shall provide the ability to restrict a user who has been assigned to a DAG to:
 - data they entered
 - data entered by any member of the same DAG
 - 10.11, 10.18 The system shall provide the ability to assign records to a DAG from the Record Home page or from the form dropdown list when creating a new record.
 - 10.24 The system shall provide the DAG unique group names in the data export raw CSV file and the label in the CSV labels data file.

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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	Highest level privileges: Project Design and Setup User Rights Data Access Groups	Data Exports Survey Distribution Tools Create Records Data Entry: View & Edit
3.	user1005_3	1005_3Pswd	Highest level privileges: None	Data Exports Survey Distribution Tools Create Records Data Entry: View & Edit
4.	user1005_4	1005_4Pswd	Highest level privileges: None	Data Exports Survey Distribution Tools Create Records Data Entry: View & Edit
5	user1005_5	1005_5Pswd	Highest level privileges: None	Data Exports Survey Distribution Tools Create Records Data Entry: View & Edit
6.	DAGs	n/a		No DAGs exist

Project Setup

ID	Description	Instructions
1.	Project: 10_DataAccessGroups_v1005	This project exists and was created from a copy of pre req 7
2.	Project Setup	All data deleted (Other Functionality tab) Surveys enabled Longitudinal disabled Repeatable instruments disabled (turn on and off, then save) Auto-numbering for records enabled All remaining optional modules disabled Set a custom record label (Additional customizations): [name]
3.	Data Import File Name:	N/A

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4.	Other Files: 10_DataAccessGroups_v1005_DataDictionary.csv	Will be used to setup the project from within the script steps
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Test Steps

Step #	Action Step	Expected Result	Pass / Fail	Comments
Help	<i>You must perform the actions listed in this column.</i>	<i>After performing the actions in the 'Action Step' column, you should see the following.</i>	<i>Check 'Pass', if the actual results match the 'Expected Result'; otherwise, check 'Fail'.</i>	<i>Include unexpected results, suggestions. etc.</i>
1.	Navigate to the validation website's REDCap login page Login as user1005_1	Successful login	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
2.	Go to My Projects and open 10_DataAccessGroups_v1005 project Verify the project complies with all project setup steps in the Test Requirements section of this script.	The project opens successfully Test Requirements met as written for this script.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
3.	Go to Project Setup and upload the data dictionary: 10_DataAccessGroups_v1005_DataDictionary.csv Commit changes	Changes Made Successfully!	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	See 7_Design forms using Data Dictionary and Online Designer
4.	In Project Setup: enable Designate an email field and select email ("Email") from the dropdown list. Save	The feature is enabled and shows Field currently designated: email ("Email")	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
5.	In Online Designer, enable DagTest instrument as a survey Save	Your survey settings were successfully saved!	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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6.	Click DAGs' link in left sidebar	Data Access Groups table displays. No previous groups are displayed	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
7.	Create new groups: In 'Enter new group name' prompt, type Data Access 1 Click 'Add Group'	'Data Access 1' appears in top row of table.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
8.	Assign user to a group: Assign user field: select user1005_3 To field: select Data Access 1 Click 'Assign' For 'Assign user', assign user1005_4 to 'Data Access 1' Click 'Assign'	user1005_3 and user 1005_4 appear in the 'Users in group' column for Data Access 1	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
9.	In 'Enter new group name' prompt, type Data Access 2 Click 'Add Group'	Row for 'Data Access 2' added to table	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
10.	Assign user1005_5 to Data Access 2' Click 'Assign'	user1005_5 now appears in the 'Users in group' column for Data Access 2	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
11.	Add a record: Assign record to a Data Access Group?: Assign record to Data Access 1 Last name: Record1 Email: record1@abc.com Save & Exit	Record1 is created and saved Record Home Page displays Record1 Data Access 1	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	See 14__Direct Data Entry with Data Collection Instrument
12.	Go to Survey Distribution Tools, Participant List tab. Verify the table has 8 columns: Email, Record, Participant Identifier, Responded?, Invitation Scheduled?, Invitation Sent?, Link, and Survey Access Code and QR code. Log out	The Participant List appears with the appropriate columns The email entered for Record1 appears in the table. Successful logout.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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13.	<p>Log in as user1005_5</p> <p>In 'Add/Edit Records', Choose an existing Record ID dropdown, confirm user cannot access Record1</p> <p>Add a record: Last name: Record2 Email: record2@abc.com.</p> <p>Save & Exit</p> <p>Go to Survey Distribution Tools, Participant List tab and confirm that the user can access the email for Record2</p> <p>Confirm that user cannot access participant email created for Record1</p> <p>Log out</p>	<p>Successful login</p> <p>No records available to user.</p> <p>Record2 is created and saved.</p> <p>Record Home Page displays Record2 Data Access 2</p> <p>Email from Record2 appears in participant list</p> <p>Email from Record1 does not appear in list</p> <p>Successful log out.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
14.	<p>Log in as user1005_4</p> <p>In 'Add/Edit Records', confirm user can access Record1 assigned to DAG1</p> <p>Confirm user cannot access Record2 assigned to DAG2</p> <p>Go to Survey Distribution Tools, Participant List tab and confirm that the user can access the email entered for the Record1</p> <p>Confirm that user cannot access participant email Record2</p> <p>Log out</p>	<p>Successful login</p> <p>Record1 available to user</p> <p>Record2 not available to user</p> <p>Email from Record1 appears in participant list</p> <p>Email from Record2 does not appear in list</p> <p>Successful log out.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
15.	<p>Log in as user1005_3</p> <p>In 'Add/Edit Records', confirm user can access Record1 assigned to DAG1</p> <p>Confirm user cannot access Record 2 assigned to DAG2</p>	<p>Successful login</p> <p>Record1 available to user</p> <p>Record2 not available to user</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	

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	Go to Survey Distribution Tools, Participant List tab and confirm that the user can access the email entered for the Record ID 1 Confirm that user cannot access participant email Record ID 2 Log out	Email from Record ID 1 appears in participant list Email from Record ID 2 does not appear in list Successful log out.		
16.	Login as admin1005 Add a record: Last name: Record3 Email: record3@abc.com. Save & Exit Click 'Add/Edit Records' and confirm 3 records exist in database Go to Survey Distribution Tools, Participant List tab and confirm three emails entered are listed	Successful login Record ID 3 is created with entered data. Total records:3 Three records are available Three emails are listed	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
17.	Go to 'DAGs', remove user1005_3 from Data Access 1 by assigning it to the "No assignment group" and Assign Remove user1005_4 from Data Access 1 by assigning it to the "No assignment group" and Assign	user1005_3 moved from Data Access 1 to [Not assigned to a group] user1005_4 moved from Data Access 1 to [Not assigned to a group]	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
18.	In 'Add/Edit Records', select Record3. On the Record Home Page, click Choose action for record Select 'Assign to Data Access Group' Assign record, select "Data Access 2" Assign Logout	The Record Home Page appears for Record3 The dropdown choices appear The 'Assign record to a Data Access Group?' page appears Record Home Page displays Record3 Data Access 2 Successful logout.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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19.	Login as user1005_3 Click 'Add/Edit Records' and confirm 3 records exist in database Go to Survey Distribution Tools, Participant List tab and confirm three emails entered are listed Logout	Successful login Three records are available Three emails are listed Successful logout.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
20.	Login as user1005_5 Click 'Add/Edit Records' and confirm 2 records exist in database Go to Survey Distribution Tools, Participant List tab and confirm two emails entered are listed Logout	Successful login Two records are available Two emails are listed Successful logout.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
21.	Login as admin1005 Go to DAGs page Click red X in the Data Access 2 row under 'Delete group?', and confirm Delete.	Successful login Data Access Groups table displays. Error: "The group could not be deleted because users or roles are still assigned to it..."	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
22.	Click red X in the Data Access 1 row under 'Delete group?', and confirm Delete.	Error: The group could not be deleted because one or more records are still assigned to it...	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
23.	Go to Add/Edit Records and Delete Record 1 (on the Record Home Page)	Record deleted!	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	See 14__Direct Data Entry with Data Collection Instrument
24	Go to Data Exports, Reports, and Stats and export raw values. Open with Microsoft Excel Confirm in column B (redcap_data_access_group) that Record2 and Record3 are assigned to data_access_2	CSV opens as expected. 'data_access_2' is displayed as the data access group for Record2 and Record3	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	See 21_ExportData

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	<p>Close CSV file</p> <p>Close Data export screen</p>	<p>Returns to Data Exports, Reports, and Stats page</p>		
25	<p>As admin1005, create a new record (add new record), record4 record4@abc.com save and exit</p> <p>assign record4 to Data Access 1 (from choose action for record)</p> <p>Go to DAGs screen, assign user field</p> <p>Assign user1005_5 to Data Access 1 and Data Access 2 by clicking the grid boxes for both groups under the user1005_5 column.</p> <p>Logout</p>	<p>Record4 is created and saved.</p> <p>Record4 is successfully assigned to Data Access 1.</p> <p>DAGs screen is displayed and user1005_5 appears in the select user list of the assigned user field.</p> <p>DAG switcher is set on 'Rows are DAGs' in the 'Display options:' User1005_5 is successfully assigned to both DAGs. Both DAG row tick boxes return as checked.</p> <p>Successful log out.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
26.	<p>Log in as user1005_5, open project 10_DataAccessGroups_v1005.</p> <p>Go to Record status dashboard</p> <p>Visit each record home page visible in turn to ascertain access.</p> <p>Go back to Record status dashboard</p>	<p>Successful log in as user1005_5. Project opens successfully.</p> <p>Record status dashboard successfully displayed. Current DAG should be displayed as 'Data Access 2'. Should be able to see 2 remaining records in the DAG as user1005_5. (record 2 and record 3).</p> <p>Successful selection and display of each records home page in turn from the Record Status Dashboard.</p> <p>Record status dashboard successfully displayed.</p> <p>'Switch Data Access Group' dialog box is displayed with 'Data</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	

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	<p>Click 'Switch' button in 'Current Data Access Group:Data Access 2' status display row at the top of the screen.</p> <p>click 'switch'.</p> <p>Log out</p>	<p>Access 1' pre-selected in the 'Select the Data Access Group to which you would like to switch:' field.</p> <p>'Data Access Group Successfully Switched' message is displayed. Message turns itself off if left.</p> <p>Current Data Access Group: now displays 'Data Access 1'</p> <p>Records now displayed are those which are allocated to 'Data Access 1' (Record4)</p> <p>Successful log out.</p>		
27.	<p>Login as admin1005</p> <p>Go to DAGs page</p> <p>Log out</p>	<p>Successful login</p> <p>DAGs page displays, showing user1005_5 as a member of 'Data Access 1'.</p> <p>Successful log out.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
28.	<p>Login as admin1005</p> <p>Go to DAGs page</p> <p>Remove all remaining users from the 'Data Access 1' group (Assign users to [no assignment])</p> <p>Remove each records' DAG assignment by visiting each record home page and assigning the record to [no assignment]</p> <p>Go to DAGs page</p> <p>Click red X in the Data Access 1 row under 'Delete group?', and confirm Delete.</p>	<p>Successful log in.</p> <p>DAGs page successfully displayed.</p> <p>Remaining users in Data Access 1 group successfully removed from the group.</p> <p>Each of the 3 test records remaining now have no data access group assignment.</p> <p>DAGS page is loaded and displays 0 in each 'Number of records in group' column.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	

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	Click 'Delete'	<p>Warning displays "Are you sure you wish to delete the group 'Data Access 1'?"</p> <p>Data Access Group: Data Access 1 has been deleted! Displayed in a red box.</p> <p>Row for 'Data Access 1' group no longer displays in table.</p>		
29	Click 'Log out'	Successful log out.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
	<p>THIS ENDS THE TESTING FOR THIS SCRIPT</p> <p>THIS SCRIPT IS THE [FIRST, SECOND, etc] OF SEVEN SCRIPTS MEANT TO BE DONE IN ORDER.</p>			



Validation Test Script

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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

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Date:

23/03/2021