



Validation Test Script

2_Add/Manage Users

System Setup

REDCap Version	LTS 10.0.5	Application URL	https://www.mc.vanderbilt.edu/victr/dc/redcap/demos/
Browser Version	Chrome 85.0	OS Version	Windows 10
Actual Execution Time	15 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: Tests user access to the REDCap system within the Control Center

Functional Requirements:

Control Center – Users

- 2.5 The system shall support the ability to create a single user with username, first name, last name, primary email, expiration date, and allow the user to create/copy projects.
- 2.13 The system shall support the ability to suspend/unsuspend individual user.
- 2.21 The system shall support the ability to search for individual users and view/edit user information for username, first name, last name and/or primary email.
- 2.23 The system shall support the ability to delete a user.
- 2.29 The system shall support the ability to view all users in tabular form.

Control Center – System Configuration, Security & Authentication

- 2.37 The system shall support the number of failed login attempts before user is locked out for a specific amount of time.
- 2.37 The system shall support the amount of time user will be locked out after having failed login attempts.

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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		Created during script
3.	user1005_2	n/a		Created and deleted during script with upload file
4.	user1005_3	1005_3Pswd		Created during script with upload file
5.	user1005_4	1005_4Pswd		Created during script with upload file
6.	user1005_5	1005_5Pswd		Created manually during script

Project Setup Steps

ID	Description	Instructions
1.	Project: n/a	
2.	Project Setup: n/a	
3.	Data Import File Name: 2_AddManageUsersv1005_userbulkupload.csv	Download this file for validation step: Create users with bulk upload feature. 1) Verify the usernames have been updated to current version number. If not, update the file. 2) Replace existing <u>validation@test.com</u> email address with address of person running the validation.
4.	Other Files: n/a	

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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	Successfully logs into REDCap	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
2	Go to Control Center Click 'User Settings' in System Configuration group	Control Center page is displayed. System-level User Settings page displayed.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
3	Set the following user settings: Allow normal users to create new projects = No, only administrators can create new projects. By default, allow new users to create projects or request that projects be created for them? = No Save changes.	System Configurations are saved.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
4	'Click Add Users (Table-based Only)' in User group	'User Management for Table-based Authentication' page displayed.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
5	Create the following account: Username: user1005_1 First Name: User1 Last Name: 1005_1 Primary Email: enter your email account No expiration date Mark the checkbox next to 'Allow this user to request that projects be created for them by a REDCap administrator' Save the user record	User has been successfully added and an email was sent to designated email address. Only Primary Email includes link to testing platform, username and password.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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		Popup appears that 'User has been successfully saved...'		
6	Log out as admin1005	Successfully logged off	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
7	From the email sent, click the login link for user1005_1 . Enter new password: 1005_1Pswd Log out as user 1005_1	user1005_1 is prompted to set a new password. Successful login. User is navigated to <u>Home</u> page. User does not have access to <u>Control Center</u> . User has access to <u>Create New Project</u> . User successfully logged off	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
8	Login as admin1005	Successfully logged in	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
9	In Control Center, click 'Add Users (Table-based Only)' Select 'Create Users (bulk upload)' tab. REMINDER: modify the '2_userbulkupload.csv' file by adding your email address. See Project Setup Steps above. Browse and select the '2_userbulkupload.csv' file and upload. Click 'Upload File' button	The User Management for Table-based Authentication page is displayed. The Create users tab is displayed. The selected file appears next to the Browse button. The checkbox to 'Allow ALL users...' is <u>not</u> checked. Popup messages "User was successfully added..." appears. Emails sent to designated email addresses for: user1005_2 user1005_3 user1005_4	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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10	Select the Create single user tab.	The Create single user form is displayed.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
11	Create a new table-based user by entering the same username user1005_1 , with different first name, last name and email address and click Save.	Message displayed: 'Error: The user could not be added! A user already exists named " user1005_1 ".	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
12	Go to Browse Users Enter 'user[x]**' in the View/Edit Individual... search box. Select user1005_1 .	The Browse Users page is displayed. The User Information for user1005_1 section is displayed on the Browse Users page.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	**NOTICE: where [x] represents the version number of the user. Example for v1005, search for user.
13	Suspend user1005_1 account. Cancel the confirmation	Pop-up box displayed 'Do you wish to suspend this user's REDCap account?...' The user account is not suspended.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
14	Suspend user1005_1 account. Confirm the suspend.	Pop-up box displayed 'Do you wish to suspend this user's REDCap account?...' Pop-up box displayed "Success!..." Time of suspension field updated to current day and time.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
15	Log out as admin1005 Attempt to log into the system with the suspended user1005_1 user.	Admin1005 is successfully logged out. Suspended user is unable to log in. Message displayed "The following REDCap user account has been	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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		suspended: user1005_1..."		
16	Log in as admin1005 Go to Control Center/Browse Users In 'View Users By Criteria' dropdown, select 'Suspended Users' and display. View Users	Admin1005 is successfully logged in and can navigate to Browse Users page. Suspended users list displays user1005_1	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
17	Click username user1005_1 Unsuspend user Cancel the confirmation	The User information section for user1005_1 appears on the Browse Users page. Pop-up box displayed 'Do you wish to unsuspend this user's REDCap account...' User account remains suspended.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
18	Click 'unsuspend user' Confirm the unsuspend Close pop-up	Pop-up box displayed 'Do you wish to unsuspend this user's REDCap account...' Pop-up box displayed "Success!..." Users account is unsuspended. Button to 'Suspend user account' displayed.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
19	Log out as admin1005	Admin1005 successfully logged off	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
20	Log into the system with the unsuspended user1005_1 Log out as user1005_1	The user is able to log in successfully. User successfully logged off	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
21	Log in as admin1005 Go to Control Center/Browse Users	Admin1005 is successfully logged in and can navigate to Browse Users page.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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	Enter first name 'User2' in the search box. Select user1005_2 .	The User information section for user1005_2 appears on the Browse Users page		
22	Enter user's email address in the search box. Select user1005_2 .	The User information section for user1005_2 appears on the Browse Users page.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
23	Enter last name '1005_2' in the search box. Select user1005_2 . Click 'Delete user from system'. Cancel the confirmation	User information for user1005_2 is displayed. Pop-up box displayed "DELETE USER..." User is not deleted from the system.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
24	Click 'Delete user from system'. Confirm the delete user.	Pop-up box displayed "DELETE USER..." Pop-up box displayed 'The user user1005_2 has now been removed...'	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
25	Enter user1005_2 in the search box and Search.	User does not exist! Message appears.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
26	Click 'Log out' Log into the system with deleted user1005_2 account	Message displayed 'ERROR: You entered an invalid username or password!'	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
27	From email message, log in to user1005_3 account	user1005_3 is prompted to set a new password.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
28	Enter new password:	Successful login. User is navigated to <u>Home</u> page.	<input checked="" type="checkbox"/> Pass	

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	1005_3Pswd	User does not has access to <u>Control Center</u> .	Fail <input type="checkbox"/>	
	Log out as user1005_3	User does not have access to <u>Create New Project</u> .		
29	Log into the system as admin1005	Admin1005 is successfully logged in and can navigate to Browse Users page.		
	Go to Control Center/Browse Users			
	Click 'View User List By Criteria and display'	All users appear in tabular format.		
	Select user1005_4 to view user information	Pop-up box displayed "RESET PASSWORD FOR USER..."		
	Reset password	Password not reset. No email sent.	<input checked="" type="checkbox"/> Pass	
	Cancel password reset confirmation		Fail <input type="checkbox"/>	
30	Reset password	Pop-up box displayed "RESET PASSWORD FOR USER..."		
	Confirm password reset			
	Close pop-up	Pop-up box displayed 'An email has been sent to ...with a new temporary password.'	<input checked="" type="checkbox"/> Pass	
			Fail <input type="checkbox"/>	
31	Click 'Log out'	Admin1005 successfully logged off		
	Log into the system with the user1005_4 account	Message displayed "ERROR: You entered an invalid username or password!"	<input checked="" type="checkbox"/> Pass	
	Enter password 1005_4Pswd		Fail <input type="checkbox"/>	
32	From the email sent, click the login link for user1005_4 .	user1005_4 is prompted to set a new password.		
	Enter new password:	Successful login. User is navigated to <u>Home</u> page.	<input checked="" type="checkbox"/> Pass	
	1005_4Pswd		Fail <input type="checkbox"/>	

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	Log out as user 1005_4	<p>User does not have access to <u>Control Center</u>.</p> <p>User does not have access to <u>Create New Project</u>.</p> <p>User successfully logged off</p>		
33	<p>Login as admin1005</p> <p>Go to control Center/Browse Users</p> <p>Search by username, first name, last name, or email address, and select user1005_4</p> <p>Edit user info: Enter new primary email address: tester@test.edu.</p> <p>Click 'Save'</p>	<p>Admin1005 is successfully logged in and can navigate to Browse Users page.</p> <p>Message displayed 'The user's primary email was changed...' and email address is updated on screen.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	<p>An email change notification is also sent to the previous email.</p> <p>However, testing receipts of emails is out of scope.</p> <p>Ignore any subsystem-type error that may be generated by the script's test email.</p>
34	<p>Go to User Settings in the System Configuration section and update the following user settings:</p> <p>'Allow normal users to create new projects' = Yes, normal users can create new projects.</p> <p>'By default, allow new users to create projects or request that projects be created for them?' = Yes</p> <p>Save changes.</p>	<p>System Configurations are saved.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
35	<p>Click 'Add Users (Table-based Only)' and create the following account:</p> <p>Username: user1005_5</p> <p>First Name: User5</p> <p>Last Name: 1005_5</p> <p>Primary Email: enter your email account</p> <p>Check "Allow this user to create or copy projects"</p> <p>Save the user record</p>	<p>User has been successfully added and an email was sent to designated email address.</p>		

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		Popup appears that 'User has been successfully saved...'	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
36	<p>From the email sent, click the login link for user1005_5.</p> <p>Enter new password:</p> <p>1005_5Pswd</p> <p>Log out as user 1005_5</p>	<p>user1005_5 is prompted to set a new password.</p> <p>Successful login. User is navigated to <u>Home</u> page.</p> <p>User does not have access to <u>Control Center</u>.</p> <p>User has access to <u>Create New Project</u>.</p> <p>User successfully logged off</p>	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
37	<p>Login as admin1005</p> <p>In Control Center, click Security and Authentication</p> <p>Change/verify the following settings:</p> <p>Number of failed login attempts before user is locked out for a specified amount of time, which is set below. = 1</p> <p>Amount of time user will be locked out after having failed login attempts exceeding the limit set above. = 1</p> <p>Save changes.</p> <p>Logout as admin1005</p>	<p>Admin1005 is successfully logged in and can navigate to Security & Authentication Configuration page.</p> <p>Security & Authentication settings saved</p> <p>Admin1005 successfully logged out</p>	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
38	<p>Log in user1005_5 with password 'test'</p>	Error message "You entered an invalid user name or password!"	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
39	<p>Login user1005_5 with password 1005_5Pswd</p>	"ACCESS DENIED! For security purposes, your REDCap user account has been temporarily disabled..."	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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40	Wait 1 minute then login user1005_5 again Log out user1005_5	User is successfully logged in 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 SECOND OF SEVEN SCRIPTS MEANT TO BE DONE IN ORDER.			

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

[Signature]

Date:

20DEC20