

13_My Projects

System Setup

REDCap Version	LTS 10.0.5	Application URL	https://redcapsvc.app.vumc.org/
Browser Version	Google Version 89.0.4389.90 (Official Build) (64-bit)	OS Version	Windows 10
Actual Execution Time	48mins (16:18 – 17:06)		
Instructions	Reference User Guide for Community User		

Test Summary

Feature Category Description: Project Level Management - *Control center and user interface features that allow the ability to create project and field metadata. Ability to open a project and move the project between statuses.*

Test Purpose Details: This test script validates the My Project dashboard and showing/hiding archived projects from the My Projects list is working appropriately.

Functional Requirements:

- My Projects
 - The system shall support a My Project dashboard page containing the following information:
 - 13.1 Project Title (only projects the user has access to will be displayed)
 - 13.2, 13.10, 13.11 Records (number of records currently in the database for a project)
 - 13.3, 13.12, 13.13 Fields (number of fields currently in the database for a project)
 - 13.4, 13.14, 13.15 Instruments (forms and/or surveys)
 - 13.5, 13.6 Type (classic, longitudinal)
 - 13.7, 13.16 - 13.21 Status (Development, Production, Inactive or Archived)
 - 13.16 - 13.18 The system shall support the ability to show or hide archived projects on the My Projects page.

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Test Requirements

Test Users

ID	Username	Password	Minimum User's Rights	DAGs and Other Settings
1.	admin1005	Pswd_1103	Administrator	Pre-existing administrator user
2.	User1005_1	1005_1Pswd	Normal user can create projects. User has project design, setup rights and access to delete records.	
3.				
4.				

Project Setup

ID	Description	Instructions
1.	Projects: 13_MyProjects_v1005	Projects created during script 7
2.	Project Setup:	<ul style="list-style-type: none"> Project is in development Longitudinal Data Collection is enabled
3.	Data Import File Name	
4.	Other Files: Create file	Control Center: <ul style="list-style-type: none"> Document the projects appearing for user1005_1 Do not include archived projects

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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.	Log in as user1005_1 If not already on the My Projects page, click 'My Projects'	User is able to log in. The My Projects page is displayed. User can see the projects documented in the file created in the project setup section. The My Projects dashboard displays six columns: Project Title; Records; Fields; Instruments; Type; Status.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
2.	Click on the '13_MyProjects_v1005' project. Click 'Record Status Dashboard' Obtain the total number of records and click 'My Projects'	The project opens. The Record Status Dashboard displays. The total number of records (1) should match the number that is displayed in the Records column on the My Projects dashboard.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
3.	Click on the '13_MyProjects_v1005' project. Click 'Online Designer' Count the total number of fields in each instrument and count the total number of instruments. Click 'My Projects' and review the counts.	The project opens. The Online Designer opens. The total number of fields is 21. The total number of instruments is 4. The total number of fields + the total number of instruments = 25 The total number of fields should match the total number of fields + the total number of instruments.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
4.	Click on the '13_MyProjects_v1005' project.	The project opens. The Online Designer opens.	<input checked="" type="checkbox"/> Pass	

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	Click 'Online Designer'	The number of each type of instrument should match the Instruments column on the My Projects dashboard (4).	Fail <input type="checkbox"/>	
	Review the number of data entry forms and the number of surveys. Click 'My Projects'			
5.	Click on the '13_MyProjects_v1005' project. Review the 'Main project settings' and confirm that 'Use longitudinal data collection with defined events' is enabled. Click 'My Projects'	The project opens. An icon that resembles multiple pages should be displayed in the Type column on the My Projects dashboard.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
6.	Click on the '13_MyProjects_v1005' project. Go to the 'Main project settings' and click 'Disable' next to 'Use longitudinal data collection with defined events' and confirm. Click 'My Projects'	The project opens. Longitudinal data collection is disabled. An icon that resembles a single page should be displayed in the Type column on the My Projects dashboard.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
7.	Click on the '13_MyProjects_v1005' project Review the project status and confirm project is in development. Click 'My Projects'	The project opens. A wrench icon should appear in the Status column on the My Projects dashboard.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
8.	Click on the '13_MyProjects_v1005' project. Click 'Modify project title, purpose, etc.' At the end of the project title, add 'ABCDEFGHJKLMNOPQRSTUVWXYZ0123456789Validation' and click 'Save'. Click My Projects.	The project opens. The 'Modify Project Settings' window opens. Review the Project Title column on the My Projects dashboard and ensure no truncation occurs.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
9.	Click on the '13_MyProjects_v1005' project. Click 'Modify project title, purpose, etc.' At the end of the project title, remove 'ABCDEFGHJKLMNOPQRSTUVWXYZ0123456789Validation' and click 'Save'. Click My Projects.	The project opens. The 'Modify Project Settings' window opens. Review the Project Title column on the My Projects dashboard and ensure title displays correctly.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
10.	Click on the '13_MyProjects_v1005' project.	The project opens	<input checked="" type="checkbox"/> Pass	

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	<p>Click 'Add / Edit Records'</p> <p>Click 'Add new record'</p> <p>Click the gray icon next to the Text Validation instrument.</p> <p>Fill out the instrument and click 'Save & Exit Form'</p> <p>Click 'My Projects'</p>	<p>The Add / Edit Records page displays.</p> <p>The Record Home Page displays.</p> <p>Instrument opens</p> <p>The Record Home Page displays and the gray icon next to the Text Validation instrument is now red.</p> <p>Review the Records column on the My Projects dashboard and ensure the record count went up by 1.</p>	<p>Fail <input type="checkbox"/></p>	
11.	<p>Click on the '13_MyProjects_v1005' project.</p> <p>Click 'Record Status Dashboard'</p> <p>Click the last record id in the list</p> <p>Click 'Choose action for record' and select 'Delete record (all forms/events)'</p> <p>Click 'Delete Record', click Close and click 'My Projects'</p>	<p>The project opens</p> <p>The Record Status Dashboard displays.</p> <p>The Record Home Page displays.</p> <p>A message will appear that states "Are you sure you wish to PERMANENTLY delete this record..."</p> <p>Review the Records column on the My Projects dashboard and ensure the record count went down by 1.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
12.	<p>Click on the '13_MyProjects_v1005' project.</p> <p>Click 'Online Designer'</p> <p>Click on the 'Text Validation' instrument and add one field of any type.</p> <p>Click 'My Projects'</p>	<p>The project opens</p> <p>The Online Designer page opens.</p> <p>Instrument opens and field is added.</p> <p>Review the Fields column on the My Projects dashboard and ensure the field count went up by 1.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
13.	<p>Click on the '13_MyProjects_v1005' project.</p>	<p>The project opens</p> <p>The Online Designer page opens.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	

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	Click 'Online Designer' Delete the field you just created in step 12 and click 'My Projects'	Review the Fields column on the My Projects dashboard and ensure the field count went down by 1.		
14.	Click on the '13_MyProjects_v1005' project. Click 'Online Designer' Click 'Create' and add a new instrument anywhere in the list. Enter 'Test' as the new instrument name and click 'Create'. Click 'My Projects'	The project opens The Online Designer page opens. Add new instrument here button appears after each existing instrument. New instrument created. Review the Instrument column on the My Projects dashboard and ensure the form count went up by 1.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
15.	Click on the '13_MyProjects_v1005' project. Click 'Online Designer' Delete the instrument you just created in step 14 and click 'My Projects'	The project opens The Online Designer page opens. Review the instrument column on the My Projects dashboard and ensure the form count went down by 1.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
16.	Click on the '13_MyProjects_v1005' project. Move project to production, select 'keep all data saved so far' and click "YES, Move to Production Status". Click the 'Other Functionality' tab. Scroll down and click 'Mark project as completed' Click 'Mark project as completed' Click 'OK'	The project opens. Project is moved to production. The Other Functionality page is displayed. A confirmation message will appear. A message displays that states "The project has now been marked as completed." (You will now be redirected back to the Home page.) You are taken back to the My Projects page and the '13_MyProjects_v1005' project no	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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		longer appears in the My Projects dashboard.		
17.	Scroll down and click 'Show completed projects'	<p>The '13_MyProjects_v1005' project appears in the list of project in the My Projects dashboard.</p> <p>The status column displays a archive icon.</p>	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
18.	Scroll down and click 'Hide completed projects'	The '13_MyProjects_v1005' project no longer appears in the list of project in the My Projects dashboard.	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
19.	<p>Log in as admin1005</p> <p>Scroll down and click 'Show completed projects' and click on the '13_MyProjects_v1005' project.</p> <p>Click Restore</p> <p>Click Close</p> <p>.</p> <p>Click 'My Projects'</p>	<p>The project opens and a message appears that states "Please note that because this project is either in Inactive or Archived status..."</p> <p>Message closes.</p> <p>A message displays that states "lease note that this project has been marked as 'Completed' and is no longer accessible. If the project was marked Completed by mistake or needs to be restored for some other reason, it may be returned back to its previous state by a REDCap administrator."</p> <p>A message is displayed that states The project has now been restored. The page will now reload to reflect the changes.</p> <p>Project homepage is displayed. Project is moved back to production status.</p> <p>The status column displays a green checkmark icon.</p>	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	

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20.	<p>Log in as user1005_1</p> <p>Click on the '13_MyProjects_v1005' project</p> <p>Click the 'Other Functionality' tab.</p> <p>Scroll down and click 'Move to analysis/clean up status'</p> <p>Click 'Yes, Move to analysis/cleanup Status'</p> <p>Click OK</p> <p>Click 'My Projects'</p>	<p>The project opens.</p> <p>The Other Functionality page is displayed.</p> <p>A message displays that states "Do you wish to set the status of the project to analysis/clean up status? You and other users will NOT be able to access the project while it is inactive."</p> <p>A message displays that states "The project has now been moved to analysis/clean up status.</p> <p>(The page will now be reloaded to reflect the change.)"</p> <p>A message displays at the top of the page ' This project is currently in Analysis/Cleanup status, so it is assumed that formal data collection has ended, except for cleaning and analyzing the data already collected. While in this status, many features are disabled, such as surveys, Alerts & Notifications, Automated Survey Invitations, and other features typically used during data collection. Also, no new records can be created while in this status. Are you done cleaning and analyzing your data? ..."</p> <p>The '13_MyProjects_1005' project should now display a red circle icon with a white dash in the Status column on the My Projects dashboard.</p>	<p><input checked="" type="checkbox"/> Pass</p> <p>Fail <input type="checkbox"/></p>	
21.	<p>Click on the '13_MyProjects_v1005' project.</p> <p>Click Close</p>	<p>Project opens and a message displays that states "This project is currently in Analysis/Cleanup status, so it is assumed that formal data collection has ended,</p>		

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	<p>Click the 'Other Functionality' tab.</p> <p>Scroll down and click 'Move to production status'.</p> <p>Click 'YES, Move to back Production Status'</p> <p>Click 'OK'</p> <p>Click 'My Projects'</p>	<p>except for cleaning and analyzing the data already collected. While in this status, many features are disabled, such as surveys, Alerts & Notifications, Automated Survey Invitations, and other features typically used during data collection. Also, no new records can be created while in this status. Are you done cleaning and analyzing your data?...</p> <p>The Other Functionality page is displayed.</p> <p>A message is displayed that states "Bring the project back online so that data collection may continue."</p> <p>The '13_MyProjects_1005' project should now display a green checkmark icon in the Status column on the My Projects dashboard.</p>	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
22.	<p>Enter 'Project' in the 'Filter projects by title' box.</p> <p>Log out</p>	<p>The list of projects is narrowed down to projects that contain the word 'project' in the title.</p>	<input checked="" type="checkbox"/> Pass Fail <input type="checkbox"/>	
	THIS ENDS THE TESTING FOR THIS SCRIPT.			

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:

23Mar2021



Validation Test Script

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