

## 11\_Project Status

### System Setup

REDCap Version	LTS 10.0.5	Application URL	<a href="https://redcaprsvc.app.vumc.org/">https://redcaprsvc.app.vumc.org/</a>
Browser Version	Google Version 89.0.4389.90 (Official Build) (64-bit)	OS Version	Windows 10
Actual Execution Time	53mins (11:00 – 11:53)		
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 that a project can be moved between different statuses and identifies the status changes that can only be done by administrators.

#### Functional Requirements:

- Project status
  - Control Center
    - 11.3 - The system shall support limiting the ability to move projects to production to administrators.
  - User Interface
    - The system shall support the ability for a user to change the following project statuses through the user interface.
      - 11.8 - From Development to Production and keep collected data
      - 11.13 - From Development to Production delete all record data, record logging, survey responses, and file uploads
      - 11.17 - From Development to Mark as Complete
      - 11.24 - From Production to Analysis/Cleanup or Mark as Complete
      - 11.27 - From Analysis/Cleanup to Production or Mark as Complete
    - The system shall support the ability for an admin to change the following additional project statuses through the user interface.
      - 11.11 - From Production to Development
      - 11.30 - From Analysis/Cleanup to Production
      - 11.32 - Restore project from Marked as Complete to Production

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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_5	1005_5Pswd	Highest level privileges: Project Design and Setup	Control Center, User Settings: Allow normal users to move projects to production = <b>No</b> , <b>only administrators can move projects to production</b>
3.	user1005_1	1005_1Pswd		Remove from this project
4.				

### Project Setup

ID	Description	Instructions
1.	Project: 11_ProjectStatus_v1005	This project exists and was created from a copy of pre req 7
2.	Project Setup	No project setup changes are required. This project is in development.
3.	Data Import File Name: N/A	
4.	Other Files: N/A	

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### Test Steps

Step #	Action Step	Expected Result	Pass / Fail	Comments
<i>Help</i>	<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_5	Successful login	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
2.	Go to My Projects and open 11_ProjectStatus_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"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
3.	Go to Project Setup  Move project to production     Cancel	Project Setup options display  Request Admin to Move to Production Status? page displays a note: Since only REDCap administrators can move a project...  User cannot move a project to production but requires administrator approval.  Returns to Project Setup tab	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
4.	Logout as user1005_5  Login as admin1005	Successful logout  Successful login	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
5.	Go to Control Center, User Settings  Allow normal users to move projects to production? = Yes, normal users can move projects to production.	System-level User Settings page displays		

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	Save	Your system configuration values have now been changed!	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
6.	Logout as admin1005  Login as user1005_5	Successful logout  Successful login	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
7.	Go to My Projects and open 11_ProjectStatus_v1005 project	The project opens successfully	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
8.	Go to Project Setup  Move project to production  Select: Keep ALL data saved so far.  Confirm Move to production  Go to Add/Edit Records, Arm 1  Verify a record exists	Project Setup options display  Move Project To Production Status? page displays  <b>Success!</b> The project is now in production.  Record 1 exists in the dropdown	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
9.	Go to Project Setup, Other Functionality tab	No option for moving the project back to development exists in the Project Management section of the Other Functionality tab	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
10.	Logout as user1005_5  Login as admin1005	Successful logout  Successful login	<input type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
11.	In Other Functionality tab  Move back to development status  Confirm	Are you sure...?  <b>Success!</b> The project is now back in development status.	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
12.	Logout as admin1005  Login as user1005_5	Successful logout  Successful login	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	

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13.	Go to Project Setup  Move project to production  Select: Delete ALL data, calendar events...  Confirm Move to production  Confirm delete  Go to Add/Edit Records, Arm 1  Verify record 1 no longer exists	Project Setup options display  Move Project To Production Status? page displays  Delete all data? <b>Success!</b> The project is now in production.  Record 1 does not appear in the dropdown	<input checked="" type="checkbox"/> <b>Pass</b> Fail <input type="checkbox"/>	
14.	Logout as user1005_5  Login as admin1005	Successful logout  Successful login	<input checked="" type="checkbox"/> <b>Pass</b> Fail <input type="checkbox"/>	
15.	In Other Functionality tab  Move back to development status  Confirm	Are you sure...?  <b>Success!</b> The project is now back in development status.	<input checked="" type="checkbox"/> <b>Pass</b> Fail <input type="checkbox"/>	
16.	Logout as admin1005  Login as user1005_5	Successful logout  Successful login	<input checked="" type="checkbox"/> <b>Pass</b> Fail <input type="checkbox"/>	
17.	In Other Functionality tab  Mark project as Completed  Confirm Mark project as Completed  Close	Are you sure you wish to mark this project as 'Completed'?  Popup: The project has now been marked as COMPLETED.  The archived project is no longer in the My Projects list	<input checked="" type="checkbox"/> <b>Pass</b> Fail <input type="checkbox"/>	
18.	Show completed projects  Open 11_ProjectStatus_v1005	The completed project appears in the My Projects list  NOTICE: Project was marked as Completed		

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		No option exists to restore the project	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
19.	Click Return to My Projects page	My Projects page	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
20.	Logout as user1005_5 Login as admin1005	Successful logout Successful login	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
21.	Show completed projects  Open 11_ProjectStatus_v1005  Restore Project Close	The completed project appears in the My Projects list  NOTICE: Project was marked as Completed  Project Restored! Project Home page	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
22.	Logout as admin1005 Login as user1005_5	Successful logout Successful login	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
23.	Go to Project Setup Move project to production Select: Keep ALL data saved so far. Confirm Move to production	Project Setup options display Move Project To Production Status? page displays  <b>Success!</b> The project is now in production.	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	
24.	Go to Other Functionality Move to Analysis/Cleanup status Confirm move to Analysis/Cleanup Close	Move Project To Analysis/Cleanup Status  Popup: The project has now been set to Analysis/Cleanup status	<input checked="" type="checkbox"/> <b>Pass</b> <b>Fail</b> <input type="checkbox"/>	

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		Message appears: "This project is currently in <b>Analysis/Cleanup status</b> , so it is assumed that formal data collection has ended..."		
25.	Click "Modify" in Yellow banner message  Click Lock entire record	"Modify data locking mode?"  The data in this project is currently: Read-only/Locked	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
26.	Click "Modify" in Yellow banner message  Click Set to Editable	"Modify data locking mode?"  The data in this project is currently: Editable	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
27.	Click "Move back to Production status"  Click "Yes, Move to Production Status"  OK	"Move Project to Production Status?"  The project has now been moved back to Production status.  No option for moving the project back to development exists in the Project Management section of the Other Functionality tab	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
28.	Logout as user1005_5  Login as admin1005	Successful logout  Successful login	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
29.	Go to Other Functionality  Move to Analysis/Cleanup status  Confirm move to Analysis/Cleanup  Close	Move Project To Analysis/Cleanup Status  Popup: The project has now been set to Analysis/Cleanup status  Message appears: "This project is currently in <b>Analysis/Cleanup status</b> , so it is assumed that formal data collection has ended..."	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	

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30.	Move project to production  Select: Keep ALL data saved so far.  Confirm Move to production	Move Project To Production Status? page displays  <b>Success!</b> The project is now in production.	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
31.	Mark project as Completed  Confirm Mark project as Completed  Close	Are you sure you wish to mark this project as 'Completed'?  Popup: The project has now been marked as COMPLETED.  The archived project is no longer in the My Projects list	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
32.	Show completed projects  Open 11_ProjectStatus_v1005  Restore Project  Close	The completed project appears in the My Projects list  NOTICE: Project was marked as Completed  Project Restored!  Project Home page	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
33.	Logout admin1005	Successful logout	<input checked="" type="checkbox"/> <b>Pass</b>  <b>Fail</b> <input type="checkbox"/>	
34.	THIS ENDS THE TESTING FOR THIS SCRIPT			





# 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:

25Mar2021