

New User Request Guide (Single Record Test Team)

When a new member of the test team joins the project, prior to their individual start date we should look to follow the below process:

New User Request to ServiceDesk

To request new user equipment and accounts, please create the below email request to the [DHCW Local Service desk](#).

Morning,

I would like to request new user accounts and equipment for the following new starter please?

Name:

Department:

Job Role:

Start Date:

Can you please also ensure the following for the user?

VPN Access:

NWIS-Software Group

Laptop OU Group:

cymru.nhs.uk/NHS Wales Organisations/Velindre NHS Trust (VEL-RQF)/NHS Wales Informatics Service (NWI-RQF)/NWIS_Offices/Cardiff/Computers/Software Development/Laptop

Nadex Access:

Nattd_Test_Team

WCP_MobileTestUsers

NWI_Test_SQL

NWI_TEST Training

NWI_Portal Access

NWIS Test Team

GIGNWI_CANISC_XenApp_Canisc_Users_Test

NWI_Developers_User

NWI_Developers

NATTD Access:

NWI_Software Developer Local Admin Rights (AD)

NatTD_WCP_Admins (AD)

NWIS_Test_Team

Nattd_Test_Team

IHD_NWIS_WCP_Users

Many thanks in advance.

Please also ensure to complete and attached the following User Request Form to the email:



DHCW New User
Request - SRTT Tem

New Starter first day

On any new user's first day, we should look to ensure they come into the Cardiff office, to take ownership of the laptop. This will also allow for a meet and greet with the new starter, and to assist with the setup of account, hardware and any required software (please see below).

Required Software

- Postman
- SQL Server Management Studio (SSMS)
- Visual Studio - Including .Net Framework 4.7.2 > .Net Core 8 - Specflow and Nunit extensions
- Corresponding .NET SDK from <https://dotnet.microsoft.com/en-us/download/visual-studio-sdks>

Where this is not possible, the Test Team Principal/Lead Tests Analysts will look to gain access of the new starter account and equipment, with the aim of pre-logging and installing any necessary software or account access. This will include:

- Taking ownership of new user account details and laptop by visiting the office.
- Accessing the new starter accounts while in the office, to ensure any account/hardware grouping is locally cached.
- Installing any required software.
- Ensuring any VPN software is installed.
- Laptop is handed over for delivery to New Starter (ensuring the laptop delivery is prior to the individual's start date), this is usually handled by Client Services.