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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | |  | | --- | | **Author** | |
| Emp004 | Add new Users | To verify  1.Able to create new user  2. Validations of mandatory fields. |  |  |

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| **Prerequisites** | 1. Standard System Configuration 2. User must be logged In to the web interface. 3. The user must have administrative privileges. 4. At least one employee should be available for the selected location. 5. At least one group should be available for the selected location. | | | |
| **Procedure** | 1. Login to the web interface. 2. Click on Administration link from the top right menu. 3. Click on Users link   **ER 1 – User records Screen is displayed.**     1. Click on location drop-down and select the specific location (for eg. Dallas).   **ER 2 – Only Users of selected location are displayed.**       1. Enter the invalid data in user’s field and click on GO button.   **ER 3 – It should show validation messages as “No User Found”.**  Screenshot (254)   1. Click on “Add New” button.   **ER 4 – Add new user popup screen appears.**     1. Click on Add Button   **ER 5- It displays validation messages as “Location is required” “Full Name is required” “User Name is required” “Please select at least one group”.**    Bottom of Form   1. Select one location.(for eg: Houston)   **ER 6- “list of employees” in full name field and “groups” associated with that location should get listed.**       1. Select Location whose all employees have already been assigned a user ID   **ER 7 – It displayed validation message as “All employees have already been assigned a user ID”.**     1. Enter already existing username in username field.   **ER 8 – A validation message “Full Name already exists” and EmployeeID Already Exists” are displayed.**     1. Select one employee 2. Enter username 3. Add one group by clicking on the arrow. 4. Click on add button.   **ER 9 – It should Navigate to “Password Tab”.**       1. Click on Add Button without entering a “new password” and “confirm password”.   **ER 10 – It should display validation messages as “Password is required”, “Confirm Password is required”.**       1. Select authentication type as Title21. 2. Enter password less than 10 characters. 3. Click on check strength.   **ER 11 – It should display validation messages as “password contain at least 10 characters”.**     1. Enter password contains user Id. 2. Click on add button   **ER 12 – It should display validation messages as “Password cannot contain User Id ”.**     1. Enter valid password 2. Enter invalid data in confirm password field.   **ER 13 – It should display validation messages as “Password does not match”.**     1. Enter valid password and confirm password 2. Click on add button.   **ER 14 – A message confirming the user is successfully added is displayed.**     1. Go to user list screen 2. Click on search filter and enter the created user’s name 3. Click on Go butto   **ER 15 – User Record as per search is displayed .** | | | |
| **Pass/Fail** | Pass:  Fail: | Type of Execution | | Date: |
| Automation: | Manual: |
|  | **Date of Execution:** | | | |
| **Notes/Deviations** |  | | | |
| **Additional Remarks in case of Manual Execution** |  | | |  |
| **Name of Tester(if Manual)** |  | | |  |
| **Test Case Review/Approval** | Signature of  Reviewer/Approver: | | | **Date of Approval:** |