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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Reports | To verify   1. Add new report 2. “Use and Design” permission for the report 3. “Edit and Delete” report 4. List of public reports available |  |  |

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| **Prerequisites** | 1. Standard System Configuration. 2. User login exists. 3. The user is logged into the web interface. 4. The user must have local or system administrative privileges. | | | |
| **Procedure** | 1. Navigate to Dashboard 2. Click on the Reports menu from the dashboard to view a list of reports available for the user   **ER 1 – A list of reports available is displayed**     1. Go to the administration page. 2. Click on Reports. 3. Click on add new reports   **ER 2 – Add Report dialog is displayed.**     1. Click on add button   **ER 3 – “Report name is required”,“Please select report” and “Category is required” validation messages are displayed**  Top of Form  Bottom of Form     1. Enter report name. 2. Click on choose file button and Upload crystal report(.rpt extension report). 3. Enter Description. 4. Select category from the drop-down. 5. Click on add button.   **ER 4 – “Please select at least one permission” validation message is displayed.**     1. Check use and design checkboxes for one of the groups, (for eg. Admin) and only USE permissions for another group.   **ER 5 – Checkboxes are checked.**     1. Click on add button.   **ER 6 – A successful message for the newly added report is displayed.**     1. Click on close button. 2. Logout and login with the user who belongs to the group use in step (12). 3. Go to dashboard. 4. Navigate to report page. 5. Enter the report name created in step (13) in the search filter. 6. Click on the go button.   **ER 7 – The newly created report entry is displayed.**     1. Click on report link.   **ER 8 – The crystal report uploaded is displayed.**     1. Logout from the test user. 2. Log in with the user who belongs to a group with only USE permissions, but NOT design permissions in step (12) and has a system or local admin rights. 3. Go to the administration page. 4. Click on Reports. 5. Click on the edit button of the report other than report for which the use only has USE permissions (13).   **ER 9 – Validation message “User must be a member of group with design permission to access this functionality” is displayed.**     1. Click on close button 2. Edit the report created in step (13).   **ER 10 – Update Report popup screen is displayed.**     1. Click on permission tab. 2. Uncheck the group permission checkboxes use in step (12).   **ER 11 – Checkboxes are unchecked.**     1. Click on the update button.   **ER 12 – A message confirming successful update of the report is displayed.**     1. Click on close button 2. Search for a report created in step (13). 3. Click on the edit button   **ER 13 – User is not allowed to edit the report.**       1. Click on delete button.   **ER 14 – User is not allowed to delete the report.**       1. Check use and design checkboxes. 2. Click on delete button.   **ER 14 – Delete report popup screen is displayed.**     1. Click on yes button   **ER 15 – A message confirming successful delete of the report is displayed.**     1. Search for report delete in step (35).   **ER 16 – Report is no longer available in the list.** | | | |
| **Pass/Fail** | Pass:  Fail: | Type of Execution: | |  |
| Automation: | Manual: |
| **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:** |