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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
| Emp002 | Update Employee | To verify that the User can Update Employee Successfully. |  | Saurabh Pawar |

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| **Prerequisites** | 1. Standard System Configuration 2. User must be logged In to the web interface 3. User must have local or system administrative privileges | | | |
| **Procedure** | 1. Login to the web interface. 2. Click on Administration link from the top right menu.   **ER 1 – Administration Screen is displayed.**     1. Select Employee link   **ER 2 – Employee records are listed.**     1. Click on location drop-down and select the specific location (for E.G.. Dallas).   **ER 3- Only Employees of selected location are displayed.**     1. In the text filter, enter text/data for which no employee exists and click the “GO” button.   **ER 4 – Validation message indicating that no employees found/exist is displayed.**  5   1. In the text filter, enter text/data for which at least one employee exists. (For Eg. Full name, Employee ID, User Name, Department, and Email) and click on GO button.   **ER 5 – Employee(s) are listed as per text filter criteria.**  **6**   1. Click on Edit Employee Button.   **ER 6 - Update employee dialog is displayed and the general tab is presented**       1. Edit the supervisor, Business Unit, department, state and country 2. Click on confirm button.   **ER 7 – A message confirming successful update is displayed.**     1. Again click on edit button for the same employee edited in previous steps.   **ER 8 – All changed fields are properly updated with changes made in step 8.**     1. Try to edit “Full Name” and “Employee ID” field.   **ER 9 – User should not be able to edit the Full name and Employee ID field.**     1. Edit the data from some field. 2. Click on the cancel button. 3. Click on edit for the same employee again and verify if the canceled edits from step 12.     **ER 10 – Records should be unchanged.**   1. Click on Job Codes Tab in Update Employee Screen.   **ER 11 – User should be navigated to “Job Codes” Screen and job codes list should be visible.**  **20**   1. Select one job code from “Select a Job code section”.   **ER 12 – It should get added to “selected job codes” section.**     1. Click on minus button from selected job codes section.     **ER 13 – Job code is removed and default job code is changed.**     1. Change the default job by clicking on the radio button. 2. Click on confirm 3. Again click on edit button   **ER 14 – Default job code is changed** | | | |
| **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:** | |