A. **Edit Employee**
   a. **Edit employee using the name menu.**
   b. **Edit employee using the search function.**
   c. **Administrator does not have appropriate permissions.**
   d. **Administrator makes no changes.**
   e. **Database experiences error before loading employee information.**
   f. **Database experiences error on saving employee information**

a.
1. Administrator selects "Manage Employee Information" Tab
2. Screen changes to the Manage Employee information screen.
3. Administrator finds the employee's name in a menu.
4. Administrator clicks on the employee's name. The employee's information is now retrieved from the database and is populated in the various fields.
5. Administrator makes necessary changes to the fields.
6. Administrator clicks "Save" button. Data is sent back to the database server.
7. A notification appears to confirm the data is indeed saved to the database server.

b.
1. Administrator selects "Manage Employee Information" Tab
2. Screen changes to the Manage Employee information screen.
3. Administrator clicks "Find Employee"
4. A window appears showing the various searchable fields.
5. Administrator enters the necessary information.
6. Administrator selects name from a list of returned names.
7. Administrator is returned to the edit employee information screen. The screen is now populated.
8. Administrator makes necessary changes to the fields.
9. Administrator clicks "Save" button. Data is sent back to the database server.
10. A notification appears to confirm the data is indeed saved to the database server.

c.
1. User selects "Manage Employee Information" tab.
2. An error appears stating that the user does not have the necessary permissions to do this action.

d.
1. Administrator selects "Manage Employee Information".
2. Screen changes to manage employee information screen.
3. Administrator does not wish to change employee information.
4. Administrators clicks "Exit" to return to main screen.

e.
1. Administrator selects "Manager Employee Information" tab.
2. An error appears stating that employee information cannot be retrieved because there is no database connection.

f.

1. Administrator selects "Manage Employee Information" Tab
2. Screen changes to the Manage Employee information screen.
3. Administrator finds the employee's name in a menu.
4. Administrator clicks on the employee's name. The employee's information is now retrieved from the database and is populated in the various fields.
5. Administrator makes necessary changes to the fields.
6. Administrator clicks "Save".
7. An error appears displaying a database error. No information has been changed.
8. Administrator confirms error and is returned to edit employee information screen.

B. Delete Employee
   a. Administrator deletes employee by selecting from name list.
      1. Administrator selects "Manage Employee Information" tab.
      2. Administrator selects an employee from the name list.
      3. All fields are now populated.
      4. Administrator clicks "Delete user".
      5. A confirmation dialog appears.
      6. Administrator selects "Yes".
      7. Employee is now deleted from database and removed from all departments.
   b. Administrator deletes employee by searching for name.
      1. Administrator selects "Manage Employee Information" tab.
      2. Administrator clicks "Find Employee"
      3. A window appears showing the various searchable fields.
      4. Administrator enters the necessary information.
      5. Administrator selects name from a list of returned names.
      6. Administrator is returned to the edit employee information screen.
      7. The screen is now populated with employee's information.
      8. Administrator clicks "Delete user".
      9. A confirmation dialog appears.
      10. Administrator selects "Yes".
      11. Employee is now deleted from database and removed from all departments.

   c. Administrator does nothing.
      1. Administrator selects "Manage Employee Information" tab.
      2. Administrator returns to the main menu without doing anything.

   d. Administrator selects a name but does nothing.
      i. 1. Administrator populates the employee fields using one of the two methods.
      ii. 2. Administrator makes no changes and returns to main screen.
      iii.

    e. Database experiences error on retrieving information.
- i. 1. Administrator attempts to select an employee but experiences a database error.
- ii. 2. Software displays an error dialog with error code.
- iii. 3. Administrator confirms and is returned to the main screen.

    f. Administrator attempts to delete an employee but experiences a database error.
- i. 1. Administrator selects an employee.
- ii. 2. Software populates fields.
- iii. 3. Administrator clicks "Delete User".
- iv. 4. A confirmation dialog appears.
- v. 5. Administrator clicks "Yes".
- vi. 6. A window appears stating a database error has occurred and the record was not deleted. It contains the error code.
- vii. 7. The administrator acknowledges the error and is returned to edit employee information with the already populated information.

    g. Administrator attempts to delete an employee but reconsiders.
- i. 1. Administrator selects an employee.
- ii. 2. Administrator clicks "Delete User".
- iii. 3. A confirmation dialog appears asking if the user wishes the delete the record.
- iv. 4. Administrator clicks "No" and is returned to the still populated manage employee field.

C. Create Employee
    a. Administrator adds a new user with all necessary fields.
- i. 1. Administrator selects "Mange employee Information".
- ii. 2. Administrator clicks "Add new record".
- iii. 3. A window appears with all fields for that record. Certain fields are required.
- iv. 4. Administrator enters all necessary information.
- v. 5. Administrator clicks save.
- vi. 6. The record is now saved. A confirmation window appears to confirm the success of the save.
- vii. 7. Administrator is returned to the manage employee information screen.

    b. Administrator adds a new user without all necessary fields.
- i. 1. Administrator selects "Manage employee Information".
- ii. 2. Administrator clicks "Add new record".
- iii. 3. A window appears with all fields for that record. Certain fields are required.
- iv. 4. Administrator does not enter all necessary information.
- v. 5. Administrator clicks save.
- vi. 6. An error window appears stating what required fields are not filled.

   vii. 7. Administrator confirms the error.

   viii. 8. Administrator is returned to the "create new record" screen.

   ix.

  c. Administrator attempts a new user but experiences a database error on save.

   i. 1. Administrator follows necessary steps to create a user.

   ii. 2. Upon clicking save, a database error occurs.

   iii. 3. A error window appears with the error code.

   iv. 4. Administrator confirms the error and is returned to the "create new record screen".

  d. Administrator cancels new user creation

   i. 1. Administrator follows necessary steps to create a user.

   ii. 2. Administrator attempts to exit without saving.

   iii. 3. A window appears to confirm closing the "create new record" screen without saving.

  e. Administrator cancels a new user creation without entering any fields.

   i. 1. Administrator clicks "create new record".

   ii. 2. The "create new record" screen appears.

   iii. 3. Administrator does not enter any information and clicks exit.

   iv. 4. The "create new record" window is closed. The administrator is returned to the new window.

D. Edit Department

  a. Administrator edits department by selecting from list of existing departments.

   i. 1. Administrator selects a department from the list of departments.

   ii. 2. All fields are populated.

   iii. 3. Administrator adds and removes employees from departments.

   iv. 4. Administrator clicks "Save".

   v. 5. The changes are now saved and a confirmation dialog appears.

   vi. 6. Administrator confirms and is returned to the "Manage Departments Screen".

  b. Administrator edits department by searching for a department by name.

   i. 3. Administrator clicks "Find Employee"

   ii. 4. A window appears showing the various searchable fields.

   iii. 5. Administrator enters the necessary information.

   iv. 6. Administrator selects name from a list of returned departments.

   v. 7. Administrator is returned to the edit department information screen. The screen is now populated.

   vi. 3. Administrator adds and removes employees from departments.

   vii. 4. Administrator clicks "Save".

   viii. 5. The changes are now saved and a confirmation dialog appears.

   ix. 6. Administrator confirms and is returned to the "Manage Departments Screen".

   x.

  c. Administrator adds name(s) to a department.

   i. 1. Administrator clicks "Find User".

      ii. 2. Administrator populates the necessary search fields and clicks search.

      iii.   3. A list of possible matches is displayed.

      iv.   4. Administrator selects a name.

      v. 5. The name is added to the department list.

      vi.   6. A confirmation appears stating that the use was added to the department.

      vii.   7. Administrator continues to add names.

      viii.   8. When finished, administrator clicks "Done" and is returned to the "Manage Departments Screen" with the previously selected department in view.

      ix.   9. Administrator then clicks "Save" and the changes are saved to the database.

  d. Administrator removes names from a department.

      i. 1. Administrator selects names in the current department.

      ii. 2. Administrator clicks "Delete".

      iii.   3. The names are removed from the list.

      iv.   4. Administrator clicks "Save" and the changes are saved to the database. A dialog appears to confirm the changes have been made.

  e. Administrator cancels editing a department after changes are made

      i. 1. Administrator makes changes to the department.

      ii. 2. Administrator attempts to exit the "Manage Department" screen.

      iii.   3. A dialog appears to confirm the disposal of unsaved changes.

      iv.   4. Administrator selects yes.

      v. 5. Administrator is returned to the main screen

  f. Administrator experiences a database error after changes are made.

  g. Administrator experiences a database error when attempting to find a department.

  h. Administrator attempts to add a user in a department to the department again.

  i. Administrator attempts to change the active department after making but not saving changes.

      i. 1. Administrator makes changes to the active department.

      ii. 2. Administrator attempts to activate a different department.

      iii.   3. A dialog appears to confirm the removal of unsaved changes.

      iv.   4. Administrator selects yes and the active department is switched to the newly selected option.

E. Create Department

  a. Administrator creates a new department and uses all necessary fields.

  b. Administrator creates a new department and does not use all necessary fields.

  c. Administrator creates a new department and adds employees to the department.

  d. Administrator creates a new department and does not add employees to department.

  e. Administrator experiences a database error on saving a department.

  f. Administrator creates a new department but does not save.

F. Delete Department
   a. Administrator finds a department to delete using the list of departments.
   b. Administrator finds a department to delete by searching for a department.
   c. Administrator cancels a deletion of a department.
   d. Administrator experiences a database error.
G. Create Report
   a. User creates a new report and uses necessary fields.
   b. User creates a new report and does not use necessary fields.
   c. User experiences a database error when saving a report.

H. Edit Report
   a. User selects a report by name and edits report.
   b. User searches for a report by name and edits report.
   c. User adds metrics and/dimensions to report.
   d. User changes filter(s) on a report.
   e. User changes date(s) on a report.
   f. User experiences a database error.
I. Delete Report
   a. User selects a report by name.
   b. User searches for a report.
   c. User deletes a report.
   d. User cancels a deletion of a report.
   e. User experiences a database error.
J. Send Report
   a. User selects report(s) to send.
   b. User selects department(s) to send report to.
   c. User selects additional user(s) to send report to.
   d. User enters ad-hoc emails to send report to.
   e. User experiences a database error.
   f. User experiences an SMTP error.
   g. User cancels a job.