1. **Admin Creates Group, Creates User, Assign User to Group** 
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on User & Groups sub-menu from LHN
   4. Click on New Group
   5. Provide necessary details
   6. Click on Create Group button
   7. Click on New User link from the LHN
   8. Provide necessary details
   9. Click on Create User button
   10. Click on Groups link from the LHN
   11. Select the particular Group you want to add Users
   12. Under List of Users under this Group area, select the User whom you want to add to Group in the Non-assigned Users drop-down and Click on Add button
   13. Logout from application
2. **Admin Creates Group, Grant Permission to Group**
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on User & Groups sub-menu from LHN
   4. Click on New Group
   5. Provide necessary details
   6. Click on Create Group button
   7. Click on Group Permissions tab
   8. Add all the permissions required for the Sales Executive using ‘+’
      1. Point of Sale –All
      2. Products - All
      3. Proposal – All
      4. Third Parties - All
      5. Contracts – All
      6. Customer Orders – All
      7. Stock – Read Only
      8. Services – All
      9. Invoices – All
      10. Shipments –Read Only
      11. Standing Orders - All
   9. Logout from application
3. **Admin creating a Group** 
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on Users & Groups sub-menu
   4. Click on New Group link from the LHN
   5. Provide necessary details
   6. Click on Create Group button
   7. Logout from application
4. **Admin creating a User and disabling the user**
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on User & Groups sub-menu from LHN
   4. Click on New User link from the LHN
   5. Provide necessary details
   6. Click on Create User button
   7. Click on Users link from the LHN
   8. Select the particular user you want to modify status
   9. Click on Disable button
   10. Click on Yes button
   11. Logout from application
5. **Admin Re-activates the disabled user**
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on User & Groups sub-menu from LHN
   4. Click on Users link from the LHN
   5. Select the particular user you want to modify status as Enabled
   6. Click on Re-activate button
   7. Click on Yes button
   8. Logout from application
6. **Admin Creates Group, Grant Permission to Group and deleting a group**
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on User & Groups sub-menu from LHN
   4. Click on New Group
   5. Provide necessary details
   6. Click on Create Group button
   7. Click on Group Permissions tab
   8. Add all the permissions required for the Sales Executive using ‘+’
      1. Point of Sale –All
      2. Products - All
      3. Proposal – All
      4. Third Parties - All
      5. Contracts – All
      6. Customer Orders – All
      7. Stock – Read Only
      8. Services – All
      9. Invoices – All
      10. Shipments –Read Only
      11. Standing Orders – All
   9. Click on Groups link from the LHN
   10. Select the particular Group you want to delete
   11. Click on Delete button
   12. Click on Yes button
   13. Logout from application
7. **Admin Removing Group from User and Deletes the user**
   1. Login to application as Admin
   2. Click on Home Module
   3. Click on Users & Groups sub-menu
   4. Click on Users link from the LHN
   5. Select the particular User you want to add Group
   6. Under List of Groups for this User area, against the Group Click on Remove icon
   7. Click on Users link from the LHN
   8. Select the particular user you want to Delete
   9. Click on Delete button
   10. Click on Yes button
   11. Logout from application
8. **Sales Executive creating a New Customer**
   1. Login to application as Sales Executive
   2. Click on Third Parties Module
   3. Click on New Customer link
   4. Provide necessary details and click on Add third party button
   5. Logout from application
9. **Sales Executive creating a New Customer , creating a POC and deleting Customer details, Customer details deleted from List of Customers page**
   1. Login to application as Sales Executive
   2. Click on Third Parties Module
   3. Click on New Customer link
   4. Provide necessary details and click on Add third party button
   5. Click on List of Customers link
   6. Click on particular Customer you want to add POC
   7. Under Contacts/Addresses for this Third Party Area, Click on Add Contact/Address
   8. Provide necessary details and click on Add button
   9. Click on List of Customers link
   10. Click on particular Customer you want to delete
   11. Click on Delete button
   12. Click on Yes button
   13. Logout from application
10. **Sales Executive modifying POC details such as Name, Position, Prof.Phone, Mobile, Fax and E-Mail**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to add POC
    5. Under Contacts/Addresses for this Third Party Area
    6. Contact/Address card page should be displayed
    7. Logout from application
11. **Sales Executive adds a proposal, adds Product details in proposal**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to add Proposal
    5. Click on Customer Tab
    6. Click on Add Proposal button
    7. Provide necessary details and click on Create Draft button
    8. Under Add new line – free text area, Select Type as Product and provide necessary details, Click on Add button
    9. Logout from application
12. **Sales Executive modifies Status of proposal , Closes proposal marking it Signed**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to Validate Proposal
    5. Click on Customer Tab
    6. In Summary area under Last Proposals click on particular Proposal you want to Validate
    7. Click on Validate Button
    8. Click on Close button
    9. Logout from application
13. **Sales Executive adds a proposal, adds Product details in proposal modifies Status of proposal , Closes proposal marking it Signed Re-opens Closed (Signed (needs billing) ) proposal marking it Validated**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to add Proposal
    5. Click on Customer Tab
    6. Click on Add Proposal button
    7. Provide necessary details and click on Create Draft button
    8. Under Add new line – free text area, Select Type as Product and provide necessary details, Click on Add button
    9. Click on Validate Button
    10. Click on Close button
    11. Click on Re-open button
    12. click Yes on confirmation pop-up
    13. Logout from application
14. **Sales Executive Clones proposal to other Customer**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to Clone Proposal from
    5. Click on Customer Tab
    6. Click on Clone button
    7. click Yes on other Company details in the pop-up
    8. Logout from application
15. **Sales Executive adds a proposal, adds Product details in proposal, Deletes a proposal**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to add Proposal
    5. Click on Customer Tab
    6. Click on Add Proposal button
    7. Provide necessary details and click on Create Draft button
    8. Under Add new line – free text area, Select Type as Product and provide necessary details, Click on Add button
    9. Click on Delete button
    10. on confirmation pop-up click Yes
    11. Logout from application
16. **Sales Executive adds a Contract, the Contract is displayed in Third Party Customer page Summary**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to add Contract
    5. Click on Customer Tab
    6. Click on Add Contract button
    7. Provide necessary details and click on Create button
    8. Under Add new line – Services Recorded area, provide necessary details, Click on Add button
    9. Logout from application
17. **Sales Executive modifies Status of Services and Deletes Services**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to Activate Contract
    5. Click on Customer Tab
    6. In Summary area under Last Contracts click on particular Contract you want to Activate
    7. Click on Activate Button
    8. Click on Delete button
    9. Click on Yes button
    10. Logout from application
18. **Sales Executive Close All Services, Deletes Contract** 
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to Close All Contract Lines
    5. Click on Customer Tab
    6. In Summary area under Last Contracts click on particular Contract you want to Close All Contract Lines
    7. Click on Close All Button
    8. Click on Delete button
    9. Click on Yes button
    10. Logout from application
19. **Sales Executive Deletes Contract** 
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to Delete Contract
    5. Click on Customer Tab
    6. In Summary area under Last Contracts click on particular Contract you want to Delete Contract
    7. Click on Delete button
    8. Click on Yes button
    9. Logout from application
20. **Sales Executive Deletes Services**
    1. Login to application as Sales Executive
    2. Click on Third Parties Module
    3. Click on List of Customers link
    4. Click on particular Customer you want to Delete Services
    5. Click on Customer Tab
    6. In Summary area under Last Contracts click on particular Contract you want to Delete Services
    7. Click on Delete button
    8. Click on Yes button
    9. Logout from application