DDAS Test Procedures

# Login

Enter user name and password in the respective fields and sign in.

Username: user

Password: Password123

Response:

* user will be redirected to the home screen

Username: user

Password: word123

Response:

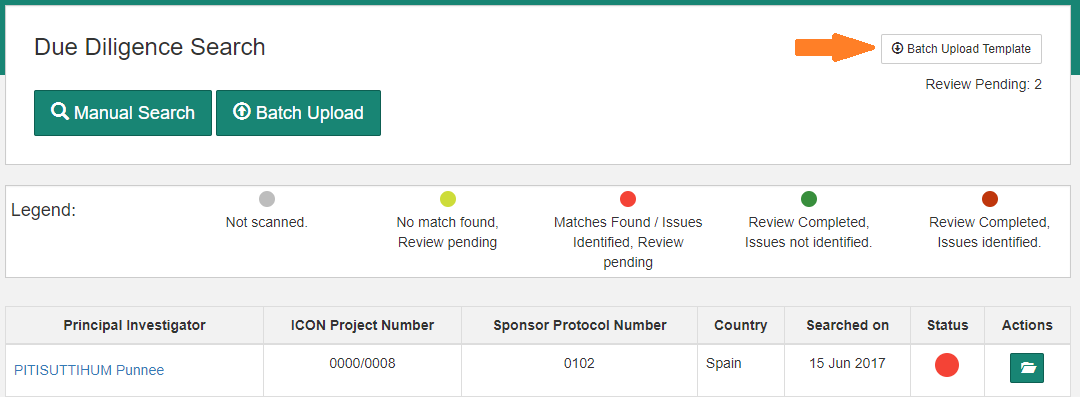
* Message “The user name or password is incorrect.” Will be displayed at the bottom

# Download Batch Upload Template

Download the ‘Batch Upload Template’ from the home screen

Response:

An Excel file with columns for entering investigator details should be downloaded by the name ‘DDAS\_Upload\_Template.xlsx’

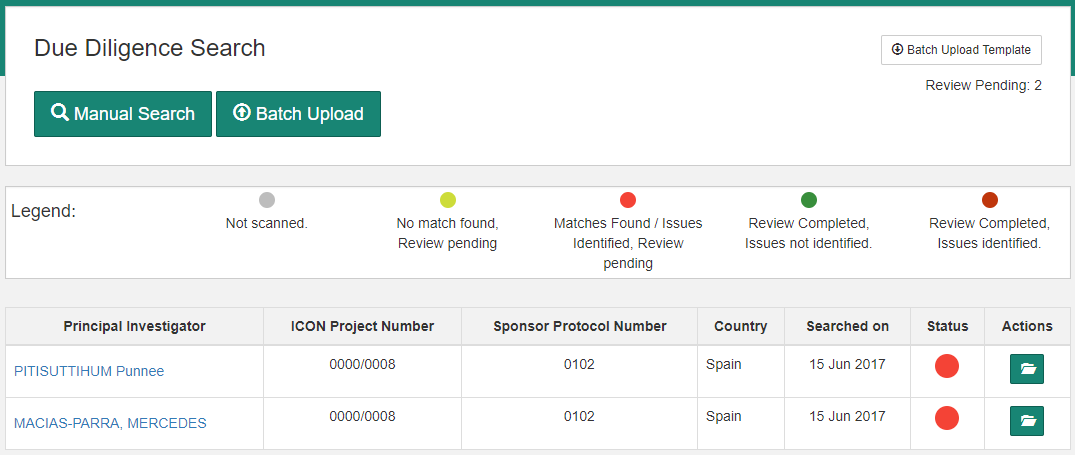


# Batch Upload

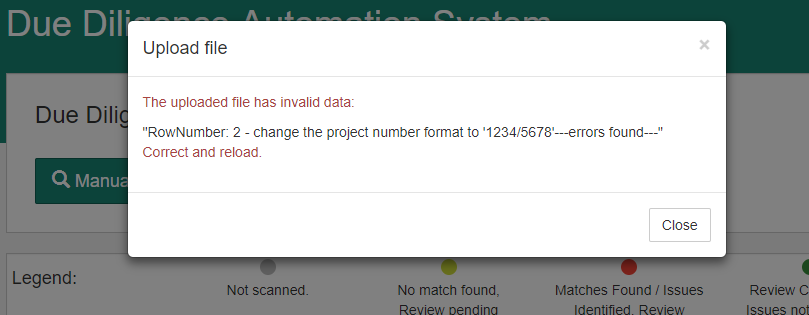
Upload the template downloaded in the previous step with the required data

Response:

On upload successful



On upload unsuccessful



# Reset Password

Navigate to the ‘Users’ tab. ‘Reset Password’ for any user.

Response:

* Message ‘Password Reset. Mail sent to the user - username’ should be displayed at the bottom

# App Admin

Navigate to the ‘App Admin’ section which can only be accessed by App Admin. This section provides options to inspect data extraction details, whether data is being extracted for all sites on a daily basis. In case of an error during extraction, error will be captured as an image and will be available for the app admin to inspect.

Login with the user name - AppAdmin1 and password - Password123