

**Script Name** Add New View-Only User  
**Description** The purpose of these script is to test ED admin ability to Add new View Only user  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** Must be logged in as an ED Admin user (mphief01)  
**Use Cases Covered** UC\_01 Manage Users

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Add New User</b>					
1	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Ext., and Fax. Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval.  The Role Section displays the following roles: <ul style="list-style-type: none"> <li>• ED Administrator</li> <li>• Case Team Administrator</li> <li>• Screener</li> <li>• Pre-Screener</li> <li>• Audit Specialist</li> <li>• Financial Analyst</li> <li>• Case Assignment</li> <li>• Case Approval</li> <li>• ED View-Only w/check box for Access to Reports</li> <li>• Institution Administrator</li> <li>• Data Entry (only)</li> <li>• Submitter</li> </ul> In addition the following buttons are available to the user: Save, Reset			
2	Enter new User information: <first name - Joe>, <last name - Jones>, <email address - melaniebgreiner@yahoo.com>, retype email address, <office phone 202-222-5555>; scroll down to Role section and select <ED View Only> and select the check box for access to reports	Fields accept values			
3	Click the "Add User" button	System returns user to their Home Page and generates email to new user			

<b>Script Name</b>	<b>View-Only Functionality</b>
<b>Description</b>	The purpose of these script is to test View-Only functionality
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	Must have received system generated email containing new user information and password
<b>Use Cases Covered</b>	UC_01 Manage Users

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	<b>Log in</b>				
1	Enter <user name> and <password>, click "Log In"	System returns the "Update My Profile" page which contains a User Information section with user info pre-populated and a Change Password section			
2	Enter "New Password" <> and "Re-Type New Password" <>	Fields accept values			
3	Scroll down page, click "Save" button	System returns the "Search Institutions" page (their home page). Page displays notification that "Your profile information and password have been changed."			
	<b>Search</b>				
4	Enter OPEID to search <200000003>	Field accepts value			
5	Click "Search" button	System returns results related to that institution at the bottom of the page			
	<b>View pages</b>				
6	Select the first <School Name - Non Profit School> link	System returns <Non-Profit School> "Submission Summary" page			
7	Select the "Financial Statements" link in the left nav	System returns Financial Statement page			
8	View page	Fields are not editable			
9	Continue selecting all links in the left nav - confirm that fields are not editable	Fields are not editable			
10	Select "Reports" link in top nav - confirm access to reports	Reports window opens, user has access to reports			
11	Select the "Score Calculation" link in the left nav	System returns "Select Type of Worksheet" page			
12	Select the first link "Non-Profit Financial Statements Worksheet in Accordance with 34 CFR 668.171"	System returns the Non-Profit Financial Statements worksheet			
13	View page	Fields are not editable			
14	Click "Logout" button in the top nav	Logout page displays			



**Script Name** Add New School User - Required Fields  
**Description** The purpose of these script is to test ED admin ability to add a new school user (Institution Administrator, Data Entry, or Submitter) and required fields  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** Must be logged in as an ED Admin user  
**Use Cases Covered** UC\_01 Manage Users

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Add New Institution Administrator User</b>					
1	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Ext., and Fax. Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval.  The Role Section displays the following roles: <ul style="list-style-type: none"> <li>• ED Administrator</li> <li>• Case Team Administrator</li> <li>• Screener</li> <li>• Pre-Screener</li> <li>• Audit Specialist</li> <li>• Financial Analyst</li> <li>• Case Assignment</li> <li>• Case Approval</li> <li>• ED View-Only w/check box for Access to Reports</li> <li>• Institution Administrator</li> <li>• Data Entry (only)</li> <li>• Submitter</li> </ul> In addition the following buttons are available to the user: Add User, Reset			
<b>User leaves OPEID (required) blank</b>					
2	Enter new School User information: <first name - Sam>, <last name - Boyd>, <email address - melaniebgreiner@yahoo.com>, re-type email address, <office phone 202-222-5555>, and <role Institution Administrator>	Fields accept values			
3	Click "Add User" button	System returns error message "Field: OPEID is required and cannot be left blank"			
<b>User enters OPEID</b>					
4	Enter <OPEID - 20000003>	Field accepts value			
5	Click "Add User" button	System returns user to their Home Page and generates email to new user			
<b>Add New Data Entry User</b>					

6	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
7	Enter new School User information: <first name - Mark>, <last name - Smith>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Data Entry>	Fields accept values			
8	Click "Add User" button	System returns error message "Field: OPEID is required and cannot be left blank"			
9	Enter <OPEID - 20000003>	Field accepts value			
10	Click "Add User" button	System returns user to their Home Page and generates email to new user			
	<b>Add New Submitter User</b>				
11	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
12	Enter new School User information: <first name - Jane>, <last name - Brown>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Submitter>	Fields accept values			
13	Click "Add User" button	System returns error message "Field: OPEID is required and cannot be left blank"			
14	Enter <OPEID - 20000003>	Field accepts value			
15	Click "Add User" button	System returns user to their Home Page and generates email to new user			

**Script Name** Add New Case User - Required Fields  
**Description** The purpose of these script is to test ED admin ability to add a new case user (Audit Specialist, Financial Analyst, Case Assignment, Case Approval, or Case Team Admin) and required fields  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** Must be logged in as an ED Admin user  
**Use Cases Covered** UC\_01 Manage Users

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Add New Case - Audit Specialist User</b>					
1	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Ext., and Fax. Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval.  The Role Section displays the following roles: <ul style="list-style-type: none"> <li>• ED Administrator</li> <li>• Case Team Administrator</li> <li>• Screener</li> <li>• Pre-Screener</li> <li>• Audit Specialist</li> <li>• Financial Analyst</li> <li>• Case Assignment</li> <li>• Case Approval</li> <li>• ED View-Only w/check box for Access to Reports</li> <li>• Institution Administrator</li> <li>• Data Entry (only)</li> <li>• Submitter</li> </ul> In addition the following buttons are available to the user: Save, Reset			
<b>User leaves Case Team (required) blank</b>					
2	Enter new School User information: <first name - Bob>, <last name - Smith>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Audit Specialist>	Fields accept values			
3	Click "Add User" button	System returns error message "Field: Case Team is required and cannot be left blank"			
<b>User enters Case Team</b>					
4	Enter <Case Team - 01>	Field accepts value			
5	Click "Add User" button	System returns user to their Home Page and generates email to new user			
<b>Add New Financial Analyst user</b>					

6	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
7	Enter new School User information: <first name - Sally>, <last name - Jones>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Financial Analyst>	Fields accept values			
8	Click "Add User" button	System returns error message "Field: Case Team is required and cannot be left blank"			
9	Enter <Case Team - 01>	Field accepts value			
10	Click "Add User" button	System returns user to their Home Page and generates email to new user			
<b>Add New Case Assignment user</b>					
11	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
12	Enter new School User information: <first name - Tommy>, <last name - Toms>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Case Assignment>	Fields accept values			
13	Click "Add User" button	System returns error message "Field: Case Team is required and cannot be left blank"			
14	Enter <Case Team - 01>	Field accepts value			
15	Click "Add User" button	System returns user to their Home Page and generates email to new user			
<b>Add New Case Approval user</b>					
16	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
17	Enter new School User information: <first name - Charlie>, <last name - Brown>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Case Approval>	Fields accept values			
18	Click "Add User" button	System returns error message "Field: Case Team is required and cannot be left blank"			

19	Enter <Case Team - 01>	Field accepts value			
20	Click "Add User" button	System returns user to their Home Page and generates email to new user			
<b>Add New Case Team Administrator user</b>					
21	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
22	Enter new School User information: <first name - Lisa>, <last name - Loeb>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Case Team Administrator>	Fields accept values			
23	Click "Add User" button	System returns error message "Field: Case Team is required and cannot be left blank"			
24	Enter <Case Team - 01>	Field accepts value			
25	Click "Add User" button	System returns user to their Home Page and generates email to new user			

**Script Name** Add New FSA General User - Required Fields  
**Description** The purpose of these script is to test ED admin ability to add a new FSA General (Pre-Screener, Screener, Ed Admin, View Only, or QC) user and required fields  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** Must be logged in as an ED Admin user  
**Use Cases Covered** UC\_01 Manage Users

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Add New FSA - Pre-Screener user</b>					
1	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Ext., and Fax. Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval.  The Role Section displays the following roles: <ul style="list-style-type: none"> <li>• ED Administrator</li> <li>• Case Team Administrator</li> <li>• Screener</li> <li>• Pre-Screener</li> <li>• Audit Specialist</li> <li>• Financial Analyst</li> <li>• Case Assignment</li> <li>• Case Approval</li> <li>• ED View-Only w/check box for Access to Reports</li> <li>• Institution Administrator</li> <li>• Data Entry (only)</li> <li>• Submitter</li> </ul> In addition the following buttons are available to the user: Save, Reset			
<b>User leaves Case Team and OPEID blank</b>					
2	Enter new School User information: <first name - Woody>, <last name - Woodpecker>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Pre-Screener>	Fields accept values			
3	Click "Add User" button	System returns user to their Home Page and generates email to new user			
<b>Add New Screener user</b>					

4	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
5	Enter new School User information: <first name - Road>, <last name - Runner>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Screener>	Fields accept values			
6	Click "Add User" button	System returns user to their Home Page and generates email to new user			
	<b>ED Administrator adds a new FSA - Ed Admin user</b>				
7	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and Role* Fields wi			
8	Enter new School User information: <first name - Bugs>, <last name - Bunny>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - Ed Admin>	Fields accept values			
9	Click "Add User" button	System returns user to their Home Page and generates email to new user			
	<b>Add New View-Only user</b>				
10	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
11	Enter new School User information: <first name - Tweety>, <last name - Bird>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - ED View Only>	Fields accept values			
12	Click "Add User" button	System returns user to their Home Page and generates email to new user			
	<b>Add New QC user</b>				

13	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and list of Roles* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
14	Enter new School User information: <first name - Mr>, <last name - Magoo>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - QC>	Fields accept values			
15	Click "Add User" button	System returns user to their Home Page and generates email to new user			