****FUNCTIONAL TEST SCRIPT FOR**** USEM

| **STEP #** | **TEST**  **TYPE** | **Scenario description** | **EXPECTED**  **RESULT** | **ACTUAL**  **RESULT** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
|  | Inquire | Access the USEM screen by entering USEM using Quick Navigation from any screen, or by selecting ACTV from the Menu Bar. (Only the System Administrator and authorized users will have access to USEM.) | A blank USEM screen is displayed with the cursor in the User ID field. |  |  |
|  | Inquire | Enter a valid User ID,  (worker0001) | All the information associated with the entered User ID will be displayed. The Primary Information tab is displayed by default. |  |  |
|  | Inquire | Click New to enter another user ID, select a value from the Office lookup field. Click find or press enter. | A popup will be displayed listing all the user ID’s associated with the selected office. |  |  |
|  | Inquire | Select a user ID from the popup. | The screen will be populated with the information about the selected user. |  |  |
|  | Add | Access the USEM screen and select Add a User Profile from the screen functions. | A blank USEM screen is displayed. The required fields are tan, the optional fields white and non-editable are gray. |  |  |
|  | Add | Enter valid values in all the required fields, click the Add icon | The user information is added and the message “Add Successful” is displayed. |  |  |
|  | Add | Next, click on the Profile tab. | The screen will populate with the User name only and no other information. |  |  |
|  | Add | Enter the required fields on the Profile tab, click the Add icon. | The user profile is added and the message “Add Successful” is displayed. |  |  |
|  | Modify | Access the USEM screen and select Modify a User Profile from the Screen Functions. | A blank USEM screen is displayed with the cursor in the User ID field. |  |  |
|  | Modify | Enter a valid User ID | The user information is displayed in both the Primary Information and Profiles tab. |  |  |
|  | Modify | Modify any of the information and click the Save icon. | The user information is updated and the message “Update Successful” is displayed. |  |  |
|  | Modify | Access the USEM screen and select the View Users Associated with Supr/Mngr from the Screen Functions. | A blank screen is displayed with the cursor in the Office field. The Office and Role are required fields for this screen. |  |  |
|  | Inquire | Select an Office and Role using the lookup. Press enter or click Find | All the workers and supervisors associated with the selected Office and Role will be displayed in the grid. |  |  |
|  | Inquire | Click the New icon to begin a different search. Next, select an Office and Role then select a Supv/Mngr using the lookup. Press enter or click Find. | The screen will display the workers associated with the selected Office, Role and Supv/Mngr. |  |  |
|  | Modify | Access the USEM screen and select Reassign User Associated with Supv/Mngr. | A blank screen is displayed, the Office and Role fields are required. |  |  |
|  | Modify | Select an Office and Role using the lookup, press enter or click on Find. | All the users associated with the office and role selected will be displayed. The first column in the grid is Reassign. |  |  |
|  | Modify | Select a row in the grid, and click the box in the Reassign column. | A Reassigned to New Supervisor/Manager field is displayed. |  |  |
|  | Modify | Select a value from the lookup and click the Save icon | The worker selected is not reassigned to the selected supervisor/manager and the message “Update Successful” is displayed. |  |  |