**145858: AHOBPR > Clinical Portal > Action Tracking > Search Users**



State:Draft

Originator:Yager, Leslie P. (ASMR) Owner:Unassigned Type:Manual

Test Data:Unassigned Description:

**Summary**

**Categories**

AHOBPR: Unassigned Test: Unassigned

**Formal Review**

General Comments

**Manual Steps**

**Step 1**

**Execution Step**

Description

Log into the Clinical Portal Role: Registry Manager

Expected Results

The Registry Search page is displayed

Comments Validates

Attachments

**Step 2**

**Execution Step**

Description

Click the Administration menu item

Expected Results

Administration > Users page is displayed

Comments

Validates Attachments

**Step 3**

**Execution Step**

Description

Click Action Tracking menu item

Expected Results

Administration > Action Tracking page is displayed with the following:

User Search Criteria:

* Last Name - textbox
* First Name - textbox
* Role – Dropdown

Action Search Criteria:

* Action Type – Dropdown
* From Date (mm/dd/yyyy) – textbox
* To Date (mm/dd/yyyy) – textbox

<Search> button

<Clear> button

Comments Validates Attachments

**Step 4**

**Execution Step**

Description

Enter User search criteria: Your Last Name

Click <Clear> button

Expected Results Filters are cleared

Comments Validates

Attachments

**Step 5**

**Execution Step**

Description

Enter User search criteria: Your Last Name Click <Search> button

Expected Results

Administration > Action Tracking page is refreshed with the following: Search Results section:

* Total Number of Results Found: #

• Items Per Page (10,25,50,100)

* Results table:
  + <Select> button
  + ID
  + User Name
* Role
* Username

Comments Validates Attachments

**Step 6**

**Execution Step**

Description

Click <Clear> button

Expected Results

Administration > Action Tracking page is refreshes Clearing search criteria and results

Comments Validates

Attachments

**Step 7**

**Execution Step**

Description

Enter User search criteria: Your First Name Click <Search> button

Expected Results

Administration > Action Tracking page is refreshed with the following: Search Results section:

* Total Number of Results Found: #

• Items Per Page (10,25,50,100)

* Results table:
  + <Select> button
  + ID
  + User Name
  + Role
  + Username

Comments Validates Attachments

**Step 8**

**Execution Step**

Description

Click <Clear> button

Expected Results

Administration > Action Tracking page is refreshes Clearing search criteria and results

Comments Validates Attachments

**Step 9**

**Execution Step**

Description

Select User search criteria Click <Search> button

Expected Results

Administration > Action Tracking page is refreshed with the following: Search Results section:

* Total Number of Results Found: #

• Items Per Page (10,25,50,100)

* Results table:
  + <Select> button
  + ID
  + User Name
  + Role
  + Username

Comments Validates Attachments

**Step 10**

**Execution Step**

Description

Click <Clear> button

Expected Results

Administration > Action Tracking page is refreshes Clearing search criteria and results

Comments Validates

Attachments

**Step 11**

**Execution Step**

Description

Enter User search criteria: Your Last Name Click <Search> button

Expected Results

Administration > Action Tracking page is refreshed with the following: Search Results section:

* Total Number of Results Found: #

• Items Per Page (10,25,50,100)

* Results table:
  + <Select> button
  + ID
  + User Name
  + Role
  + Username

Comments Validates Attachments

**Step 12**

**Execution Step**

Description

Click <Select> button next to user name

Expected Results

Administration > User Action Tracking page is displays with the following:

<Back to Action Tracking> button User Information

* Name
* Role

Filter

* From Date (mm/dd/yyyy)
* To Date (mm/dd/yyyy)
* <Filter> button
* <Clear> button

Search Results section:

* Total Number of Results Found: #

• Items Per Page (10,25,50,100)

* Results table:
  + Date Time - sortable
  + Action - sortable
  + Details
  + # or Registrants

Comments Validates Attachments

**Step 13**

**Execution Step**

Description

Click Date Time in results table

Expected Results

Table refreshes to display date in reverse order.

Comments Validates Attachments

**Step 14**

**Execution Step**

Description

Click Action in results table

Expected Results

Table refreshes to display Action is alpha order

Comments Validates

Attachments

**Step 15**

**Execution Step**

Description

Select Items per page: 25

Expected Results

Table refreshes to display 25 actions.

Comments Validates

Attachments

**Step 16**

**Execution Step**

Description

Enter From Date: One week ago Click <Filter> button

Expected Results

Administration > User Action Tracking page is refreshes with the following: Search Results with Actions from the date range.

Comments

Validates

Attachments

**Step 17**

**Execution Step**

Description

Click <Back to Action Tracking> button

Expected Results

Administration > Action Tracking page is displayed

Comments

Validates Attachments

**Associated E-Signatures**

**Signed Action Signer Comment Additional Information**