

	A	B	C	D	E	F	G	H
	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
1	264536	Users_Mega menu header_Search for Users_Hide disabled Users_CP "Include disabled users" is OFF	1	<p>Preconditions:</p> <ol style="list-style-type: none"> <li>1. Company preference "Include Disabled Users" is set to False.</li> <li>2. Admin User.</li> <li>3. User#1, User#2, User#3 and User#4 having common characters in User ID</li> <li>4. User#1 &amp; User#3 is enabled user and User#2 &amp; User#4 is disabled user</li> <li>5. User#5, User#6, User#7 and User#8 having common characters in Last Name or First Name</li> <li>6. User#5 &amp; User#7 is enabled user and User#6 &amp; User#8 is disabled user</li> </ol>				
2			2	<p>Login as Admin User, Navigate to Admin Home. Select 'Users' from Select drop down in the Header, enter a valid search keyword which is common for User#1, User#2, User#3 and User#4 and click on "Search".</p> <p>Verify "Search for User" modal popup is displayed with below options and with search results:</p> <ol style="list-style-type: none"> <li>1. Search by Last Name, First Name or User ID with Search link</li> <li>2. Last Name field</li> <li>3. First Name field</li> <li>4. User ID text field</li> <li>5. Search link</li> <li>6. Include disabled users with a checkbox</li> </ol> <p>Verify search returns User#1 and User#3 that has common characters in their UserID.</p> <p>Verify User#2 and User#4 are not displayed in the search results.</p>	<p>"Search for Users" modal popup will be displayed with below options and with search results:</p> <ol style="list-style-type: none"> <li>1. Search by Last Name, First Name or User ID with Search link</li> <li>2. Last Name field</li> <li>3. First Name field</li> <li>4. User ID text field</li> <li>5. Search link</li> <li>6. Include disabled users with a checkbox</li> </ol> <p>Search will return User#1 and User#3 that has common characters in their Last Name or First Name or User ID.</p> <p>User#2 and User#4 will not be displayed in the search results.</p>			
3			3	<p>Enter any search keyword which is not matching with any User in the "Last Name , First Name or User ID" text field; Select the "Include disabled users" check box and click on Search.</p> <p>Verify "No Users Found" message is displayed on Search for Users modal popup.</p>	<p>Include disabled users' checkbox is selected and</p> <p>"No Users Found" message is displayed on Search for Users modal popup.</p>			
4			4	<p>Enter a valid search keyword which is common for User#1, User#2, User#3 and User#4 in the "Search by Last Name, First Name or User ID" text field; Unselect the Include disabled users' checkbox and click on Search.</p> <p>Verify User#1 and User#3 is listed in the Search for Users popup.</p> <p>Verify User#2 and User#4 are not displayed in the search results of Search for Users popup.</p>	<p>User#1 and User#3 will be listed in the Search for Users popup.</p> <p>User#2 and User#4 will not be displayed in the search results.</p>			
5			5	<p>Click on any one of the Last Name or First Name or User ID and verify Admin User is navigated to User General Information of selected User.</p>	<p>Admin User will be navigated to User General Information of selected User.</p>			
6			6	<p>Click on Admin Home; Select 'Users' from Select drop down in the Header, enter a valid search keyword which is common for User#5, User#6, User#7 and User#8 in the "Last Name, First Name or User ID" text field; click on Search.</p>	<p>User#5 and User#7 will be listed in the Search for Users popup.</p> <p>User#6 and User#8 will not be displayed in the search results.</p>			
7			7	<p>Enter a valid search keyword which is common for User#5, User#6, User#7 and User#8 in the "Search by Last Name, First Name or User ID" text field; Select the "Include disabled users" check box and click on Search.</p> <p>Verify search returns both enabled Users (User#5 and User#7) and disabled Users (User#6 and User#7) that has common characters in their Last Name, First Name or User ID.</p>	<p>Search will return User#5, User#6, User#7 and User#8 that has common characters in their Last Name, First Name or User ID.</p>			
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9			8	Enter UserID of User#8 in the "User ID" text field; Select the "Include disabled users" check box and click on Search. Verify Admin User is navigated to User#8 General Information as search results in single record.	Admin User will be navigated to User#8 General Information as search results in single record.			
10			9	Click on Admin Home; Select 'Users' from Select drop down in the Header; enter search keyword which is not matching Last Name or First Name or User ID of User; Click on search.	"No Users found" message will be displayed on Search for Users modal popup.			
11			10	Enter search keyword, which is matching Last Name, First Name, User ID of User in "Last Name", "First Name", "User ID" text fields respectively; Select the "Include disabled users" check box and click on Search.  Verify search results are displayed in the Search for Users modal popup if multiple Users are matching the criteria.  Note: User will be automatically navigated to the User General Information screen if single search result is returned.	Search results are displayed in the Search for Users modal popup if multiple Users are matching the criteria.  Note: User will be automatically navigated to the User General Information screen if single search result is returned.			
12	318252	Report_Company Preference Report_Include Disabled Users	1	<b>PRECONDITION:</b> 1. Company Preference " Include Disabled Users" is turned ON. 2. Admin User				
13			2	Login as Admin User; Navigate to Admin Home; Click on Reports tab, Run Company Preferences Report.  Verify below details are displayed for the 'Include Disabled Users' company preference in the Company Preferences Report: 1.Category: Users and user groups 2.Sub-category: User Profile 3.Preference: Include disabled users 4.Preference Description: Allow search option to include disabled users while searching for a user. 5.Preference Value: True 6.Is Editable: False 7.Organization: Top-Level Organization	Below details will be displayed for the 'Include Disabled Users' company preference in the Company Preferences Report: 1.Category: Users and user groups 2.Sub-category: User Profile 3.Preference: Include Disabled Users 4.Preference Description: Allow search option to include disabled users while searching for a user. 5.Preference Value: True 6.Is Editable: False 7.Organization: Top-Level Organization			
14			3	Click on Print, verify 'Include Disabled Users' Company Preference details in the UI are matching with Printed Report.	The 'Include Disabled Users' Company Preference details in the UI will be matching with printed Report.			
15			4	Click on Download (PDF/CSV/XLSX), Verify the 'Include Disabled Users' Company Preference details in the UI are matching with the downloaded report.	The 'Include Disabled Users' Company Preference details in the UI will be matching with the downloaded Report.			