	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
2	284859	User Group_Quick Reports_User Group Membership Report	1	Precondition: 1. Admin User. 2. User Group#1 having Group Type#1 with the Group Membership as below: 1. Excluded: Added User#1 to the Excluded Users section of User Group#1 2. Manually Added: Added User#2 to the Add Users Directly section of User Group#1 3. Meets Criteria: Added User#3 via Edit Group Criteria section of User Group#1 4. Suggested Excluded: Added User#4 to the Suggested Excluded Users section of User Group#1 5. Suggested Manually Added: Added User#5 to the Suggested Add Users Directly section of User Group#1 6. Suggested Meets Criteria: Added User#6 via Suggested Edit Group Criteria section of User Group#1				
3			2	Login as Admin User mentioned in the Precondition; Access User Profile; Click on Administrative View button. Click on Search for User Group#1 mentioned in the Precondition; Click on Quick Reports link in the left navigation pane; Verify new Quick Report "User Group Membership" with Description "Report allowing you to view direct, inherited and excluded members of the selected user group. Note: this report will not include suggested group membership." is displayed under "Membership Reports" Quick Report Type.	Admin User will be navigated to General Information screen of User Group#1. New Quick Report "User Group Membership" with Description "Report allowing you to view direct, inherited and excluded members of the selected user group. Note: this report will not include suggested group membership." will be displayed under "Membership Reports" Quick Report Type.			
4			3	Click on Run Icon for User Group Membership Quick Report Verify Admin User is navigated to the generated User Group Membership Quick Report with the below details are displayed in the User Group Membership Report: Report Name: User Group Membership Report Description: Report allowing you to view direct, inherited and excluded members of the selected user group. Note: This report will not include suggested group membership. Filtered By : Group Name is <Group Name> [and] Membership Type is Meets Criteria or Manually Added and Is Direct Member is True Sorted By : User [Ascending] [Hidden in the report and displayed in the Edit Drawer] Report Time Zone : Report Runner's Operative Time Zone (Ex: (UTC-05:00) Eastern Time (US & Canada)) Date/Time columns marked with this symbol (*) are not converted to the selected Report Time Zone. **DEFAULT COLUMNS:** 1. User 2. Membership Type 3. Membership Modified By 4. Membership Modified On Edit, Print and Download (PDF, CSV and Excel) options Display N Records (25, 50, 100, 250) Text displaying "Showing 1 to N of X Records" Generated On: Date and Time the report is generated based on the Report Time Zone	Admin User will be navigated to the generated User Group Membership Quick Report with the below details are displayed in the User Group Membership Report: Report Name: User Group Membership Report Description: Report allowing you to view direct, inherited and excluded members of the selected user group. Note: This report will not include suggested group membership. Filtered By : Group Name is <Group Name> [and] Membership Type is Meets Criteria or Manually Added and Is Direct Member is True Sorted By : User [Ascending] [Hidden in the report and displayed in the Edit Drawer] Report Time Zone : Report Runner's Operative Time Zone (Ex: (UTC-05:00) Eastern Time (US & Canada)) Date/Time columns marked with this symbol (*) are not converted to the selected Report Time Zone. **DEFAULT COLUMNS:** 1. User 2. Membership Type 3. Membership Modified By 4. Membership Modified On Edit, Print and Download (PDF, CSV and Excel) options Display N Records (25, 50, 100, 250) Text displaying "Showing 1 to N of X Records" Generated On: Date and Time the report is generated based on the Report Time Zone			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
5			4	Verify Records are displayed correctly based on the default Filter criteria and default Sort order. Verify Users with Membership type "Meets Criteria or Manually Added " are displayed correctly for User Group#1: 1. User#2 2. User#3	Records will be displayed correctly based on the default Filter criteria and default Sort order. Users with Membership type "Meets Criteria or Manually Added " will be displayed correctly for User Group#1: 1. User#2 2. User#3			
6			5	Verify the Users with Membership type "Manually Excluded " and Suggested Members are not displayed for User Group#1: 1. User#1 2. User#4 3. User#5 4. User#6	Users with Membership type "Manually Excluded " and Suggested Members will not be displayed for User Group#1: 1. User#1 2. User#4 3. User#5 4. User#6			
7			6	Click on any row. Verify Admin User is navigated to User Group General Information screen. Verify data is displayed correctly in the User Group General Information screen. Click on Return to Report link. Verify Admin User is navigated back to the User Group Membership Quick Report.	Admin User will be navigated to User Group General Information screen. Data will be displayed correctly in the User Group General Information screen. Admin User will be navigated back to the User Group Membership Quick Report.			
8			7	Click on Print. Verify Admin User is able to Print the User Group Membership Quick Report and data is displayed correctly matching with the UI.	Admin User will be able to Print the User Group Membership Quick Report and data will be displayed correctly matching with the UI.			
9			8	Click on Close, and Click on Edit. Verify Default Selected Columns, Filters, Group, and Sort By are displayed correctly in respective sections in Edit modal. Verify the below options are available in all the sections of the Edit Drawer: 1. Save as New Quick Report 2. Run Report Without Saving Verify that filters for the User Group Category are not available in the Filters section of the User Group Membership Quick Report.	Default Selected Columns, Filters, Group and Sort By will be displayed correctly in respective sections in Edit modal. Below options will be available in all the sections of Edit Drawer: 1. Save as New Quick Report 2. Run Report Without Saving Filters for User Group Category will not be available in the Filters section of User Group Membership Quick Report.			
10			9	Perform any of the below actions in the respective sections, click on "Run Report without Saving" button. 1. Select/De-Select the available columns 2. Update/Remove Filters by applying additional filters either Standard and/or AFL 3. Apply Group and Sort By for the selected columns 4. Update the Report Time Zone	Report will be generated with updated Report Criteria and Records will be displayed correctly based on the applied filter criteria.			
11			10	Click on Edit. Verify the below options are available in all the sections of Edit Drawer: 1. Save as New Quick Report 2. Run Report Without Saving	Below options will be available in all the sections of Edit Drawer: 1. Save as New Quick Report 2. Run Report Without Saving			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
12			11	Perform any of the below actions in the respective sections, Click on "Save as New Quick Report" button. Enter the Report Name and Report Description and click on Save. 1. Select/De-Select the available columns 2. Update/Remove Filters by applying additional filters either Standard and/or AFL 3. Apply Group and Sort By for the selected columns 4. Update the Report Time Zone	Report will be generated with updated Report Criteria and Records will be displayed correctly based on the applied filter criteria.			
13			12	Click on Edit. Verify the options below are available in all the sections of the Edit Drawer: 1. Save as New Quick Report 2. Save Report 3. Run Report Without Saving	Below options will be available in all the sections of Edit Drawer: 1. Save as New Quick Report 2. Save Report 3. Run Report Without Saving			
14			13	Close the Edit Drawer. Navigate back to the Quick Report section. Verify that the Saved New Quick Report is displayed in the grid with the correct report name and description. Also, verify that the following icons are displayed for the Saved New Quick Report. 1. Run 2. Edit 3. Delete	Saved New Quick Report will be displayed in the grid of the Quick Report section with the correct report name and report description and also the following icons. 1. Run 2. Edit 3. Delete			
15			14	Click on the Edit icon for User Group Membership Quick Report; Verify Admin User is navigated to User Group Memberships Quick Report and report is not generated.	Admin User will be navigated to User Group Memberships Quick Report and report will not be generated.			
16			15	Click on Quick Reports in the Breadcrumb; Click on the Disable Icon for User Group Membership Quick Report and the following Details are displayed in the Disable System Quick Report popup: 1. Pop-up tile: Disable System Quick Report 2. Warning icon: ! symbol within Orange triangle shape 3. Report Type: Membership Reports 4. Report Name: User Group Membership 5. Message: Disabling this System Quick Report will disable it for the entire company.(in orange color) 6. Cancel button 7. Disable button 8.. X/Close icon	Disable System Quick Report popup will be opened and the following Details will be displayed in the Disable System Quick Report popup: 1. Pop-up tile: Disable System Quick Report 2. Warning icon: ! symbol within Orange triangle shape 3. Report Type: Membership Reports 4. Report Name: User Group Membership 5. Message: Disabling this System Quick Report will disable it for the entire company.(in orange color) 6. Cancel button 7. Disable button 8. X/Close icon			
17			16	Click on the Disable button; Change the Status Dropdown to Disabled in the grid of the Quick Report section; Verify User Group Membership Quick Report is displayed in the grid.	User Group Membership Quick Report will be disabled and it will be displayed in the disabled Section.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
18			17	Click on the Enable Icon for User Group Membership Quick Report and the following Details are displayed in the Enable System Quick Report popup: 1. Pop-up tile: Enable System Quick Report 2. Warning icon: ! symbol within Orange triangle shape 3. Report Type: Membership Reports 4. Report Name: User Group Membership 5. Message: Enabling this System Quick Report will enable it for the entire company. (in orange color) 6. Cancel button 7. Enable button 8. X/Close icon	Enable System Quick Report popup will be opened and the following Details will be displayed in the Enable System Quick Report popup: 1. Pop-up tile: Enable System Quick Report 2. Warning icon: ! symbol within Orange triangle shape 3. Report Type: Membership Reports 4. Report Name: User Group Membership 5. Message: Enabling this System Quick Report will enable it for the entire company. (in orange color) 6. Cancel button 7. Enable button 8. X/Close icon			
19			18	Click on the Enable button; Verify User Group Membership Quick Report is Enabled.	User Group Membership Quick Report will be Enabled.			
20			19	Click on the Delete Icon for Saved New Quick Report and the following Details are displayed in the Delete Quick Report popup: 1. Pop-up tile: Delete Quick Report 2. Warning icon: ! symbol within Orange triangle shape 3. Report Type: Membership Reports 4. Report Name: XXXX(Saved Report Name) 5. Message: Deleting this Quick Report will delete it for the entire company and cannot be undone. (in orange color) 6. Cancel button 7. Remove button 8. X/Close icon	Enable System Quick Report popup will be opened and the following Details will be displayed in the Delete Quick Report popup: 1. Pop-up tile: Delete Quick Report 2. Warning icon: ! symbol within Orange triangle shape 3. Report Type: Membership Reports 4. Report Name: XXXX(Saved Report Name) 5. Message: Deleting this Quick Report will delete it for the entire company and cannot be undone. (in orange color) 6. Cancel button 7. Remove button 8. X/Close icon			
21			20	Click on Remove button; Verify Saved New Quick Report is removed.	Saved New Quick Report will be removed.			
22			21	Click on the Reports; Generate the Event Log Report; Apply necessary filters if required to see the following events are logged Correctly in the generated Event Log Report for User Group Membership Quick Report and Saved New Quick Report ; 1. Disable System Quick Report 2. Enable System Quick Report 3. Delete Quick Report	The following events will be logged Correctly in the generated Event Log Report for User Group Membership Quick Report and Saved New Quick Report ; 1. Disable System Quick Report 2. Enable System Quick Report 3. Delete Quick Report			
23			22	Verify Affected Entity is displayed as Base Report name + Name of System Quick Report (Ex: Membership Quick Report by User Group - User Group Membership) for Disable System Quick Report, Enable System Quick Report and Delete Quick Report events.	Affected Entity will be displayed as Base Report name + Name of System Quick Report (Ex: Membership Quick Report by User Group - User Group Membership) for Disable System Quick Report, Enable System Quick Report and Delete Quick Report events.			
24	285047	Reports_User Group Membership Report_New filter "Group Membership" category	1	Precondition: 1. Admin User. 2. System Default User Group Membership Report for above Admin User. 3. User Group#1 having Group Type#1 with the Group Membership as below: - Excluded: Added User#1 to the Excluded Users section of User Group#1 - Manually Added: Added User#2 to the Add Users Directly section of User Group#1 - Meets Criteria: Added User#3 via Edit Group Criteria section of User Group#1 4. User Group#2 having Group Type#2 with the Group Membership as below: - Manually Added: Added User#1 to the Add Users Directly section of User Group#2 - Meets Criteria: Added User#2 via Edit Group Criteria section of User Group#2 - Excluded: Added User#3 to the Excluded Users section of User Group#2 5. User Group#1 is added as Parent Group to User Group#2.				

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
25			2	Login as Admin User; navigate to Admin Home. Click on Reports tab. Click on User Group membership report.	User will be navigated to the User Group membership report page.			
26			3	Click on Run Report button; Verify records are displayed correctly based on the default Filter criteria and Sort order in the generated report.	Records will be displayed correctly based on the default Filter criteria and Sort order in the generated report.			
27			4	Click on Edit, select below columns: o Membership Modified By o Membership Modified By First Name o Membership Modified By Last Name o Membership Modified By User ID o Membership Modified On Click on Filters, remove existing saved filters, select "Is Direct Member" as filter type, select any of the below operator(s), select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button. Operator(s): 1. is Value dropdown: 1. True 2. False	Below columns will be selected: o Membership Modified By o Membership Modified By First Name o Membership Modified By Last Name o Membership Modified By User ID o Membership Modified On Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
28			5	Click on Edit, click on Filters, remove existing saved filters, select "Membership Modified By" as filter type, select the 'is' operator, select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button.	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
29			6	Click on Edit, click on Filters, remove existing saved filters, select "Membership Modified By First Name" as filter type, select any of the below operator(s), select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button. Operator(s): 1. is 2. contains	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
30			7	Click on Edit, click on Filters, remove existing saved filters, select "Membership Modified By Last Name" as filter type, select any of the below operator(s), select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button. Operator(s): 1. is 2. contains	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
31			8	Click on Edit, click on Filters, remove existing saved filters, select "Membership Modified By User ID" as filter type, select the 'is' operator, select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button.	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
32			9	Click on Edit, click on Filters, remove existing saved filters, select "Membership Modified On" as filter type, select any of the below operator(s), select any date value; click on "+Set Filter" ; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button. Operator(s): 1. is 2. greater than 3. greater than or equal to 4. less than 5. less than or equal to 6. is between 7. is within Last N Days 8. is within Last N Weeks 9. is within Last N Months 10. is within Last N Quarters 11. is within Last N Years	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
33			10	Click on Edit, click on Filters, remove existing saved filters, select "Membership Source" as filter type, select any of the below operator(s), select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button. Operator(s): 1. is 2. contains 3. begins with 4. ends with	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
34			11	Click on Edit, click on Filters, remove existing saved filters, select "Membership Type" as filter type, select any of the below operator(s), select any value in the value drop down; click on "+Set Filter"; Apply additional filter for the User Group(s) mentioned in the Precondition; click on "Set as My Default" button. Operator(s): 1. is Value dropdown: 1. Excluded 2. Manually Added 3. Meets Criteria	Filter(s) with value will be added to the workbench under correct Category. Records will be displayed as per the applied filter criteria in the generated report.			
35			12	Click on any row in the generated User Group Membership Report; Verify Admin User will be navigated to the Group Information page.	Admin User will be navigated to the Group Information page.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
36			13	Click on Membership History from left Navigation under 'History and Reports'; Verify the below details displayed in the Group Membership History is matching with the Group Membership Report: 1. Action (Group Membership History) matches with MEMBERSHIP TYPE (Group Membership Report) 2. Modified By (Group Membership History) matches with MEMBERSHIP MODIFIED BY (Group Membership Report) 3. Modified On (Group Membership History) matches with MEMBERSHIP MODIFIED ON (Group Membership Report)	Below details will be displayed in the Group Membership History is matching with the Group Membership Report: 1. Action (Group Membership History) matches with MEMBERSHIP TYPE (Group Membership Report) 2. Modified By (Group Membership History) matches with MEMBERSHIP MODIFIED BY (Group Membership Report) 3. Modified On (Group Membership History) matches with MEMBERSHIP MODIFIED ON (Group Membership Report)			
37			14	Click on Return to Report button; Verify Admin User will be navigated to the User Group Membership Report	Admin User will be navigated to the User Group Membership Report.			
38	285518	User Group Membership Report - New filter category_Security for Shared Report with User with Single Security Role	1	Precondition 1. Admin User#1 in top level organization 2. Admin User#2 in Middle level organization level. 3. Security Role with 'View users" security bit selected and "View User Groups' security bits not selected in top organization level and Test User#1 assigned with this security role. 4. User Group#1 homed at Top Level organization having Group Membership with Users added Directly, Excluded and Meets Criteria 5. User Group#2 homed at Middle Level organization having Group Membership with Users added Directly, Excluded and Meets Criteria 6. User Group#3 homed at Low Level organization having Group Membership with Users added Directly, Excluded and Meets Criteria 7. User Group Membership Report with the below additional columns selected by Admin User#1. o Membership Modified By o Membership Modified By First Name o Membership Modified By Last Name o Membership Modified By User ID o Membership Modified On 8. Saved User Group Membership Report#1 shared by Admin User#1 to Admin User#2, Test User#1 with 'Sharer's (My) Security' security option selected 9. Saved User Group Membership Report#2 shared by Admin User#1 to Admin User#2, Test User#1 with 'Recipient's Security' security option selected				
39			2	Login in as Admin User#2 as mentioned in the precondition. Click on "Reports"' and click on 'Shared Reports' link.	Shared User Group Membership Reports will be displayed under 'Shared Reports' in Reports tab of Admin User#2.			
40			3	Verify Saved User Group Membership Report#1 is displayed with "Sharer's (FirstName's) data security permission applied" security displayed. Note: The "FirstName's" displayed in the "Sharer's (FirstName's) data security permission applied", displays the FirstName's with a "'s" of the user who shared the report	Saved User Group Membership Report#1 will be displayed with "Sharer's (FirstName's) data security permission applied" security displayed			
41			4	Verify Saved User Group Membership Report#2 is displayed with "My (FirstName's) data security permission applied" security displayed. Note: The "FirstName's" displayed in the "My (FirstName's) data security permission applied", displays the FirstName's with a "'s" of the logged user.	Saved User Group Membership Report#2 will be displayed with "My (FirstName's) data security permission applied" security displayed.			

	A	B	C	D	E	F	G	H
1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
42			5	Click on Go to Report Button of Saved User Group Membership Report#1, Click on 'Run Report' button Verify below User Groups are displayed in the shared report: 1. User Group#1 2. User Group#2 3. User Group#3	Below User Groups will be displayed in the shared report: 1. User Group#1 2. User Group#2 3. User Group#3			
43			6	Click on any row in the report; Verify the links are not enabled and Admin User#2 will not be able to access the User Group Information.	Links will not be enabled, and Admin User#2 will not be able to access the User Group Information.			
44			7	Click on Knowledge Center from user profile; Click on Reports; Click on Shared Reports and click on Go to Report Button of Saved User Group Membership Report#2, click on 'Run the Report'. Verify below User Groups are displayed in the shared report. 1. User Group#2 2. User Group#3 Verify below User Group is not displayed in the shared report. 1. User Group#1	Below User Groups will be displayed in the shared report. 1. User Group#2 2. User Group#3 Below User Group will not be displayed in the shared report. 1. User Group#1			
45			8	Sign Out and login in as Test User#1 as mentioned in the precondition. Click on 'Reports' tab and click on 'Shared Reports' link.	Shared User Group Membership Reports will be displayed under 'Shared Reports' in Reports tab of Test User#1.			
46			9	Verify Saved User Group Membership Report#1 is displayed with "Sharer's (FirstName's) data security permission applied" security displayed. Note: The "FirstName's" displayed in the "Sharer's (FirstName's) data security permission applied", displays the FirstName's with a "'s" of the user who shared the report	Saved User Group Membership Report#1 will be displayed with "Sharer's (FirstName's) data security permission applied" security displayed			
47			10	Verify Saved User Group Membership Report#2 is displayed with "My (FirstName's) data security permission applied" security displayed. Note: The "FirstName's" displayed in the "My (FirstName's) data security permission applied", displays the FirstName's with a "'s" of the logged user.	Saved User Group Membership Report#2 will be displayed with "My (FirstName's) data security permission applied" security displayed.			
48			11	Click on Go to Report Button of Saved User Group Membership Report#1, Click on 'Run Report' button Verify below User Groups are displayed in the shared report. 1. User Group#1 2. User Group#2 3. User Group#3	Below User Groups will be displayed in the shared report. 1. User Group#1 2. User Group#2 3. User Group#3			
49			12	Click on Knowledge Center from user profile, Click on Reports tab; Click on Shared Reports and Click on Go to Report Button of Saved User Group Membership Report#2, Click on 'Run Report' button. Verify no records are displayed in it.	No records will be displayed in the shared report.			

	A	B	C	D	E	F	G	H
1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
50	284010	Site Configuration_Manage E-mail Translations_Scheduled Report - No Records found_Standard E-mail Template	1	Precondition: 1. Admin User with Preferred language set to English. 2. Scheduled Report - No Records found email template set to Standard format.				
51			2	Login as Admin user. Navigate to Administrative View> Site Configuration and click on Manage E-mail Translations.	Admin user will be able to login and navigate to Manage E-mail translations page			
52			3	Verify for new template 'Scheduled Report - No Records found' is available in the Manage E-mail Translations page	New template 'Scheduled Report - No Records found' will be available in the Manage E-mail Translations page			
53			4	Verify that the below columns are displayed with below data for the new template in the Manage E-mail Translations page. 1. Template Name: Scheduled Report - No Records found 2. Description: E-mail that the scheduled report recipient receives when no records found. 3. Status: Standard 4. Organization: Top Level Organization Name 5. Last Modified By: "BLANK" 6. Last Modified Date: "BLANK"	Below columns will be displayed with below data for the new template in the Manage E-mail Translations page. 1. Template Name: Scheduled Report - No Records found 2. Description: E-mail that the scheduled report recipient receives when no records found. 3. Status: Standard 4. Organization: Top Level Organization Name 5. Last Modified By: "BLANK" 6. Last Modified Date: "BLANK"			
54			5	Click on the 'Scheduled Report - No Records found' template and verify Admin User is navigated to the Scheduled Report - No Records found template screen.	Admin User will be navigated to the Scheduled Report - No Records found template screen.			
55			6	Verify 'Scheduled Report - No Records found' template by default displays the below: i. Subject: ComplianceWire Scheduled Report - No Records found ii. Header: Hello |FIRSTNAME|, iii. Body: Your scheduled report has Resulted in no records found. iv. Footer: This e-mail has been sent to |USERNAME| |LASTNAME|, |FIRSTNAME| |USERNAME| - |COMPANYNAME| (|COMPANYCODE|) This e-mail has been sent from an automated service. v. Footer Link: ComplianceWire Login	Scheduled Report - No Records found' template by default will display the below: i. Subject: ComplianceWire Scheduled Report - No Records found ii. Header: Hello |FIRSTNAME|, iii. Body: Your scheduled report has Resulted in no records found. iv. Footer: This e-mail has been sent to |USERNAME| |LASTNAME|, |FIRSTNAME| |USERNAME| - |COMPANYNAME| (|COMPANYCODE|) This e-mail has been sent from an automated service. v. Footer Link: ComplianceWire Login			
56			7	Click on Preview Button and verify, 'Preview: Scheduled Report - No Records found' pop-up window is displayed with below details. 1. Subject 2. Header 3. Body 4. Footer 5. Footer Link	'Preview: Scheduled Report - No Records found' pop-up window will be displayed with below details. 1. Subject 2. Header 3. Body 4. Footer 5. Footer Link			
57			8	Verify Subject of the Scheduled Report - No Records found is displayed as ' ComplianceWire Scheduled Report - No Records found'.	Subject of the Scheduled Report - No Records found will be displayed as 'ComplianceWire Scheduled Report - No Records found'			
58			9	Verify Header section content is displayed as 'Hello |FIRSTNAME|,' of the logged in User.	Header section will be displayed as 'Hello |FIRSTNAME|,' of the logged in User.			
59			10	Verify, Body section content is displayed as 'Your scheduled report has Resulted in no records found.'.	Body section content will be displayed as 'Your scheduled report has Resulted in no records found.'.			

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1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
60			11	Verify Grid section is displayed as ''[Grid Displayed Here]'.	Grid section will be displayed as '[Grid Displayed Here]'.			
61			12	Verify Footer section content is displayed as below: This e-mail has been sent to |USERNAME| |LASTNAME|, |FIRSTNAME| |USERNAME| - |COMPANYNAME| (|COMPANYCODE|) This e-mail has been sent from an automated service.	Footer section content will be displayed as below: This e-mail has been sent to |USERNAME| |LASTNAME|, |FIRSTNAME| |USERNAME| - |COMPANYNAME| (|COMPANYCODE|) This e-mail has been sent from an automated service.			
62			13	Verify 'ComplianceWire Login' link is displayed.	'ComplianceWire Login' link will be displayed.			
63			14	Click on 'ComplianceWire Login' link and verify User is redirected to 'ComplianceWire Login' Page.	Admin User will be redirected to 'ComplianceWire Login' Page.			
64	284011	Site Configuration_Manage E-mail Translations_Scheduled Report - No Records found_Customized E-mail Template	1	Precondition: 1. Admin User with Preferred language set to English. 2. Scheduled Report - No Records found email template set to Standard format.				
65			2	Login as Admin user. Navigate to Administrative > Site Configuration and click on Manage E-mail Translations.	Admin user will be able to login and navigate to Manage E-mail translations page			
66			3	Verify for new template "Scheduled Report - No Records found" is available in the Manage E-mail Translations page	New template "Scheduled Report - No Records found" will be available in the Manage E-mail Translations page			
67			4	Verify that the below columns are displayed with the below data for the new template in the Manage E-mail Translations page. 1. Template Name: Scheduled Report - No Records found 2. Description: E-mail that the scheduled report recipient receives when no records found. 3. Status: Standard 4. Organization: Top Level Organization Name 5. Last Modified By: "BLANK" 6. Last Modified Date: "BLANK"	Below columns will be displayed with below data for the new template in the Manage E-mail Translations page. 1. Template Name: Scheduled Report - No Records found 2. Description: E-mail that the scheduled report recipient receives when no records found. 3. Status: Standard 4. Organization: Top Level Organization Name 5. Last Modified By: "BLANK" 6. Last Modified Date: "BLANK"			
68			5	Click on the 'Scheduled Report - No Records found' template and verify Admin User is navigated to the Scheduled Report - No Records found template screen.	Admin User will be navigated to the Scheduled Report - No Records found template screen.			
69			6	Customize few fields. Verify the success message is displayed on customizing each field. Close the success message box and verify the updated field text gets saved.	Success message will be displayed, and the Selected fields of the Template will be customized in English Language.			
70			7	Verify 'Edit' link is now displayed for the fields just customized.	Edit' link will now be displayed for the fields just customized.			
71			8	Click on 'Edit' link next to a customized field and click on 'Reset to Standard'. Click on 'Continue' and click 'OK' and verify the default CW text is reset for the selected field.	The default CW text will be reset for the selected field.			
72			9	Customize all the fields of the 'Scheduled Report - No Records found' template.	All fields of the 'Scheduled Report - No Records found' template will be customized.			
73			10	Click on 'Preview' and verify the updated text is displayed correctly for all the changes made in the Preview window.	Preview window will display the updated text correctly for all the changes made.			
74			11	Click on "Manage E-mail Translations" link in the breadcrumb.	Admin user will be navigated back to the Manage E-mail Translations screen.			

	A	B	C	D	E	F	G	H
1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
75			12	Verify that the below columns are displayed with the below data for the new template in the Manage E-mail Translations page. 1. Template Name: Scheduled Report - No Records found 2. Description: E-mail that the scheduled report recipient receives when no records found. 3. Status : Customized 4. Organization: Top-Level Organization 5. Last Modified By: "User who modified the field content" 6. Last Modified Date: "The Date on which it was recently modified."	The below columns will be displayed with the below data for the new template in the Manage E-mail Translations page. 1. Template Name: Scheduled Report - No Records found 2. Description: E-mail that the scheduled report recipient receives when no records found. 3. Status : Customized 4. Organization: Top-Level Organization 5. Last Modified By: "User who modified the field content" 6. Last Modified Date: "The Date on which it was recently modified."			
76	284014	Email_Scheduled Report - No Records found_Customised	1	**Preconditions**: 1. Company Preference "Link Expiry for Scheduled Report In Days." set as X days. 2. Company Preference "Allow sending schedule reports to external recipient" is turned ON. 3. Company Preference " Allow reports to be dropped on FTP/SFTP" is turned ON. 4. Company Preference " FTP Subfolder Name" is set to EDU/EDUQA. 5. Admin User#1 with a valid email address 6. Admin User#2 with a valid email address and Preferred Language set to other than English. 7. Customized Email Template for "Scheduled Report - No Records found" with Status is set to Customized. 8. Scheduled Saved Report#1 that results in No Records (Curriculum Qualification Report) with Delivery Type selected as "Email with an Attachment" for any Report for Admin User#1 and preferred file type. 9. Scheduled Saved Report#2 that results in No Records (Any tabular report) with Delivery Type selected as "File Drop to SFTP/FTP" for any Report for Admin User#1 and preferred file type. 10. Scheduled Saved Report#3 that results in No Records with Delivery Type selected as "Email with Link", "Email with an Attachment " and "File Drop to SFTP/FTP" for any Report for Admin User#2 and preferred file type.				
77			2	Login as Admin User#1 on the date and time the report schedule as mentioned in the precondition; Navigate to My Notifications page; Apply filter for Email Type "Scheduled Report - No Records found"; Click on the eMail for the Scheduled Report#1 and verify email pop-up window is displayed with the customized details. 1. Email type in the header: Scheduled Report - No Records found 2. Sent On 3. Subject : ComplianceWire Scheduled Report - No Records found 4. Email Body: Hello <Firstname>, Your scheduled report has run and no records found. Report Name<Report Name>Base Report Name<Report Type>Report Description<Description of the Saved Report> This e-mail has been sent to <Username> <Lastname>, <Firstname><Username>- Organization Name (Company Code) This e-mail has been sent from an automated service. ComplianceWire Login 6. x CLOSE button 7. X icon on the top.	An email pop-up window will be displayed with all customized details correctly.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
78			3	Verify that report with the selected file type is not attached to the email. Also Scheduled Report - No Records found Email for the scheduled saved report will not display the row "Link Expiry" and "X day(s)" in the tabular grid.	Report with the selected file type will not be attached to the email. Also Email for the scheduled saved report will not display the row "Link Expiry" and "X day(s)" in the tabular grid.			
79			4	Close the eMail; Search the eMail for the Scheduled Saved Report#2 and verify that eMail is not listed and Report is dropped for the Scheduled Saved Report having Delivery Type selected as "File Drop to FTP".	An email will not be listed for the Scheduled Saved Report#2 having the Delivery Type selected as "File Drop to FTP". Report will be dropped at FTP and/or SFTP site.			
80			5	Signout and Log in as Admin User#2 on the date and time the report schedule is mentioned in the precondition; navigate to the My Notifications page; apply the filter for Email Type "Scheduled Report—No Records found"; click on the email for Scheduled Report#3 and verify that an email pop-up window is displayed with the below details based on the User's Preferred Language. 1. Email type in the header: Scheduled Report - No Records found 2. Sent On 3. Subject: ComplianceWire Scheduled Report - No Records found 4. Email Body Hello <Firstname>, Your scheduled report has run and no records found. Report Name <Report Name>Base Report Name<Report Type>Report Description <Description of the Saved Report> This e-mail has been sent to <Username> <Lastname>, <Firstname><Username>- Organization Name (Company Code) This e-mail has been sent from an automated service. ComplianceWire Login 6. X Close button 7. X icon on the top.	An email pop-up window will be displayed with all customized details correctly based on the User's Preferred Language.			
81			6	Verify Report is dropped at FTP and/or SFTP site.	Report will be dropped at FTP and/or SFTP site.			
82	283585	Knowledge Center_Reports_Offline Queued Report Requests	1	**Precondition**: 1. Admin User				
83			2	Login as Admin User, Click on User Profile, Click on Administrative View, click on Reports > Base Reports, Select any of the report.	Selected report page will be displayed.			
84			3	Click on "Queue Report" button, the report will be Queued and displayed as "Your report has been queued and will be available from the Reports tab on the Knowledge Center"	The report will be queued.			
85			4	Click on the link displayed as "Your report has been queued and will be available from the Reports tab on the Knowledge Center". Verify that Admin user navigates to Offline Queued Report Requests	Admin User will be navigated to Offline Queued Report Requests			
86			5	Verify that in Offline Queued Reports the report is listed and showing status as "Queued'.	The Reports will be displayed under Offline Report Requests as status "Queued".			

	A	B	C	D	E	F	G	H
1	**Id**	**Title**	**Test Step #**	**Test Step Description**	**Test Step Expected Result**	**Test Case Pass/ fail**	**Tester Name /Signature**	**Approval signature**
87			6	Verify that the Offline Queued Report Requests grid displays below details: 1. Report Name 2. Base Report Name 3. Requested On 4. Request Status	Offline Queued Report Requests will be displayed with below details: 1. Report Name 2. Base Report Name 3. Requested On 4. Request Status			
88			7	Sign Out and Login as Admin User, Click on Reports > Offline Queued Report Requests. Verify that Offline Queued Report Requests grid displays below details: 1. Report Name 2. Base Report Name 3. Requested On 4. Request Status 5. "Download" option shows next to request status "Completed"	Offline Queued Report Requests will be displayed with below details for Admin User: 1. Report Name 2. Base Report Name 3. Requested On 4. Request Status 5. "Download" option will display next to request status "Completed"			
89			8	Click on "Download", verify the report is downloaded	Admin User will be able to download the report and view the details correctly.			
90	283588	Knowledge Center_Reports_Shared Reports	1	**Precondition**: 1. Saved Report#1 2. Saved Report#2 3. User#1 4. User Group#1 with Learner 5. Share Saved Report#1 to User#1 with Security Setting as Sharer's (My) Security 6. Share Saved Report#2 to User Group#1 with Security Setting as Recipient's Security				
91			2	Login as User#1, Navigate to Reports, Click on Shared Reports	My Reports > Shared Report will be displayed.			
92			3	Verify that Shared Reports grid displays below details: 1. Report Name 2. Base Report Name 3. Shared By 4. Security 5. Go to Report button Verify that Security for Shared Report#1 is displayed as "Sharer's (User's First name) data security permission applied"	Shared Reports will be displayed with below details: 1. Report Name 2. Base Report Name 3. Shared By 4. Security 5. Go to Report button Security will be displayed as "Sharer's (User's First name) data security permission applied"			
93			4	Click on Go to Report. Verify that User#1 is able to run the report and view the data.	User#1 will be able to Go to Report. User#1 will be able to run the report and view the data.			

	A	B	C	D	E	F	G	H
1	Id	Title	Test Step #	Test Step Description	Test Step Expected Result	Test Case Pass/ fail	Tester Name /Signature	Approval signature
94			5	Sign Out and Login as Learner, Navigate to Reports, Click on Shared Reports Verify that Shared Reports grid displays below details: 1. Report Name 2. Base Report Name 3. Shared By 4. Security 5. Go to Report button Verify that Security for Shared Report#2 is displayed as "My (User's First name) data security permission applied"	Shared Reports will be displayed with below details: 1. Report Name 2. Base Report Name 3. Shared By 4. Security 5. Go to Report button Security will be displayed as "My (User's First name) data security permission applied"			
95			6	Click on Go to Report. Verify that the Learner is able to run the report and no records are displayed.	Learner will be able to Go to Report. Learner will be able to run the report and no records will be displayed.			