

# Test Module6

## Capturing and Declaring Records

### Test Cases

*Author(s): imbus AG  
MoReq2 test development team*

*Date: 15.04.2008*

*Version: 1.0*

*Status: Approved*

*Customer: Serco Consulting*

## Contents

Document History .....	5
<b>T6.1 Capture .....</b>	<b>6</b>
T6.1.1 Capturing Process .....	7
T6.1.1.1 Controls and Functionality .....	7
T6.1.1.2 Capturing Records Made up of Several Components .....	9
T6.1.1.3 Managing Records as Single Units .....	10
T6.1.2 Capturing of Metadata and the Ability to Present Records .....	11
T6.1.2.1 Changing Links to Components .....	11
T6.1.2.2 Recording all Changes on References in the Audit Trail .....	12
T6.1.2.3 Automatic Capturing of the Format and Version of Components .....	13
T6.1.2.4 Capturing Records where the Record Producing Application is not Present .....	14
T6.1.2.5 Documents with More than one Version .....	15
T6.1.2.6 Capture of an Internal Document .....	16
T6.1.2.7 Capturing the Date and Time of a Record .....	17
T6.1.2.8 Presenting On-Screen a Registry Entry .....	18
T6.1.2.9 Presenting of All Mandatory Metadata of a Record .....	19
T6.1.2.10 Assigning of a Record to at Least one Class or File .....	20
T6.1.2.11 Automatic Extraction of as Much Metadata as Possible .....	21
T6.1.3 Keywords .....	22
T6.1.3.1 Configuring the Obligation of Keywords .....	22
T6.1.3.2 Assigning Multiple Keywords to Entities .....	23
T6.1.3.3 Creating an Entity Using the Same Combination of Keywords .....	24
T6.1.3.4 Copying the Keyword Values from Another Entity .....	25
T6.1.3.5 Metadata Values Picked From, or Validated Against, Controlled Vocabulary .....	26
T6.1.4 Capturing and Validating of Metadata .....	27
T6.1.4.1 Capturing Metadata from User-Defined Fields .....	27
T6.1.4.2 Capturing all Metadata Specified at Configuration Time .....	28
T6.1.4.3 Storing Records Temporarily .....	29
T6.1.4.4 Updating the Value of a Metadata Element .....	30
T6.1.4.5 The ERMS Prompts Users to Enter Required Metadata .....	31
T6.1.4.6 Validating Metadata Values .....	32
T6.1.5 Warnings .....	33
T6.1.5.1 Object Name already Exists .....	33
T6.1.5.2 Capturing an E-mail Record in a File/Class again .....	34
T6.1.5.3 Capturing a Record with the Same Content in a File/Class .....	35
T6.1.5.4 Capturing Records with the Same Values of Identifying Metadata as Others .....	36
T6.1.5.5 Capturing of Incomplete or Inconsistent Records .....	37
T6.1.6 Others: .....	38
T6.1.6.1 Entry of Further Descriptive or Other Metadata at the Time of Capture or Later on .....	38
T6.1.6.2 Changing the Title of an Electronic Record .....	39
T6.1.6.3 Completing the Capture Process by More Than one User .....	40
T6.1.6.4 Entering One or More Languages for a Record .....	41
T6.1.6.5 Automated Support for Decisions on the Classification .....	42
T6.1.6.6 Checking and Approving of a Document by Simple Workflow Routines .....	43
T6.1.6.7 Validating Metadata Elements Using Check Digit Algorithms .....	44
T6.1.6.8 Capturing a Record to a Previously-Closed Volume .....	45
T6.1.6.9 Practical Limit on the Number of Records .....	47
T6.1.6.10 Application Programming Interface .....	48
<b>T6.2 Bulk Importing .....</b>	<b>49</b>
T6.2.1 ERMS .....	50
T6.2.1.1 Ability to Capture Transactional Records .....	50
T6.2.1.2 Managing Input Queues .....	51
T6.2.2 Metadata Elements .....	52
T6.2.2.1 Receiving All Metadata Elements during Bulk Import .....	52
T6.2.2.2 Invalid Metadata Elements .....	53
T6.2.2.3 Importing Audit Trail Records .....	54
T6.2.2.4 Storing Audit Trail Records Separately .....	55

T6.2.3	Import Settings.....	56
T6.2.3.1	Close Class Automatically .....	56
T6.2.3.2	Bulk Import in a Form Compliant to the MoReq2 XML Schema .....	57
<b>T6.3</b>	<b><i>e-Mail Management</i></b> .....	<b>58</b>
T6.3.1	Configuring the ERMS .....	59
T6.3.1.1	Configuring the Operation when Sending an e-Mail .....	59
T6.3.1.2	Configuring the Operation when Receiving an e-Mail.....	60
T6.3.2	Automated Assistance in Capture.....	61
T6.3.2.1	Extracting Metadata from E-Mails (I) .....	61
T6.3.2.2	Extracting Metadata from E-Mails (II) .....	62
T6.3.3	Handling Attachment(s) .....	63
T6.3.3.1	E-mail with Attachment(s).....	63
T6.3.3.2	Capturing an E-Mail and its Attachment(s) Separately .....	64
T6.3.4	Metadata Element.....	65
T6.3.4.1	Capturing the “subject” Field as Title Metadata .....	65
T6.3.4.2	Editing the Title Metadata .....	66
T6.3.4.3	Delivery Status Notification.....	67
T6.3.4.4	Entering the “date sent” and “date received” Metadata Manually .....	68
T6.3.4.5	Capturing of Metadata Belonging to E-Mails and their Attachments Automatically .....	69
T6.3.5	Series of E-Mails and E-Mails with Related E-Mails .....	70
T6.3.5.1	Capturing Several Manually Selected e-Mails as a Record or as a Set of Records .....	70
T6.3.5.2	Capturing All E-Mails Related to an E-Mail as a Record or a Set of Records.....	71
T6.3.6	Others:.....	72
T6.3.6.1	Capturing Address Fields .....	72
T6.3.6.2	Capture Format .....	73
T6.3.6.3	Capturing e-Mail messages in multiple formats.....	74
T6.3.6.4	Capture of an E-Mail Record by Dragging it from an E-Mail Client.....	75
T6.3.6.5	Capture of E-Mails in an Integrated Way.....	76
T6.3.6.6	Capture of Attachment as Separate Record.....	77
<b>T6.4</b>	<b><i>Record Types</i></b> .....	<b>78</b>
T6.4.1	Creating and Managing .....	79
T6.4.1.1	Creating and Maintaining Record Types .....	79
T6.4.1.2	Assigning of Exactly one Record Type to a Record .....	80
T6.4.1.3	Creating of a record type by an administrative role .....	81
T6.4.1.4	Restricting the Creation of Record Types to a User Group .....	82
T6.4.1.5	Creating a Default Record Type .....	83
<b>T6.5</b>	<b><i>Scanning and Imaging</i></b> .....	<b>84</b>
T6.5.1	Scanning Solutions .....	85
T6.5.1.1	Capability with at least one Scanning Solution .....	85
T6.5.2	The ERMS Scanning Feature .....	86
T6.5.2.1	Supporting Monochrome and Colour Scanning.....	86
T6.5.2.2	Saving Images in Standard Formats .....	87
T6.5.2.3	Saving Images at Different Resolutions.....	88
T6.5.2.4	Saving Images in Colour and Greyscale at Different Resolutions .....	89
T6.5.2.5	Handling of Standard Paper Sizes .....	90
T6.5.2.6	Recognising and Capturing Individual Documents in a Bulk Scanning Process.....	91
T6.5.2.7	Sending Images to a Queue after Scanning.....	92
T6.5.2.8	Inspection of Scanned Images .....	93
T6.5.2.9	Setting a Threshold for Image Information Content.....	94
T6.5.2.10	Storing of Scanner Set-Up Parameters for Different Document Types .....	95
T6.5.2.11	Logging of a Scanning Session.....	96
T6.5.2.12	Scanning Zoned Forms.....	97
T6.5.2.13	Interpreting Information for Automated Classification.....	98
T6.5.3	Optical Character Recognition (OCR).....	99
T6.5.3.1	Integrating of Optical Character Recognition.....	99
T6.5.3.2	Managing the Test Resulting from the OCR as a Single Record.....	100
T6.5.3.3	Full Text Search Based on OCR Text .....	101
T6.5.4	Annotating Images.....	102
T6.5.4.1	Annotating images.....	102



- T6.5.4.2 Preventing the Alteration and Removal of an Annotation ..... 103
- T6.5.4.3 Recording the Information of an Annotated Image Held as a Record ..... 104
- T6.5.5 Others:..... 105
  - T6.5.5.1 Bulk Import of Scanned Images ..... 105
  - T6.5.5.2 Capturing a Scanned Image as Record..... 106
  - T6.5.5.3 Displaying Thumbnails of a Scanned Image ..... 107

## Document History

Version	Date of Issue	Author	Comment
0.1	27/04/07	Michael Sill	Initial Draft
0.2	05/06/07	Michael Sill	Interim Release
0.3	19/11/07	Michael Sill	Revision after a new draft of the MoReq2 specification has been published.
0.4	25/02/08	Michael Sill	Complete Revision after publishing Moreq2 specification; Final draft
1.0	02/04/2008	MoReq2 test development team	Finalising after approval of the test framework

**T6.1 Capture**

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 6, chapter T6.1) can be found in the corresponding test data repository. The reference chapter is called ' <b>On Chapter T6.1 – Capture</b> '.
	TEST EXECUTION:	<p>step (1) Please read the chapter <b>Testframework – Introduction/Chapter 2</b> before starting the test execution.</p> <p>step (2) The test cases are designed in a way that enables you to skip test cases when required. This does not have immediate impact on other test cases. However, the test results of some test cases may be the precondition(s) of others. In these cases we inserted references following the precondition(s) of the test case. Please pay careful attention to the precondition(s) of each test case.</p>

## T6.1.1 Capturing Process

Abstract: The test focuses of this chapter lies on general controls and functionalities regarding to capture.

### T6.1.1.1 Controls and Functionality

I. Global test case information		
<i>test case id:</i>	T6.1.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>A check is made to confirm that the ERMS denies any attempt of capturing a record without associating it to one or more file(s) or class(es) of a classification scheme.</p> <p>Other checks are made to confirm that the ERMS allows a user role to capture records regardless of the file format, with no alteration of their content.</p> <p>Please note: The file formats of records that need to be captured within the ERMS will be diverse. The following kinds of formats are possible but not requested for testing (compare to the MoReq2 specification): e-Mails, audio, databases, videos, web pages etc.</p>	
<i>Req.-ID:</i>	6.1.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check / expected result</i>
1.	Attempt to capture <b>a document</b> as electronic record without classifying it to a class or file of a classification scheme	The ERMS requires classifying the record to one or more file(s) or class(es) of a classification scheme.
2.	Capture <b>Document1 (RD01)</b> as <b>Record1</b> in the class <b>Strategy (CS01/001/001)</b>	<b>Record1(CS01/001/001/001)</b> in the class <b>Strategy (CS01/001/001)</b>
3.	Capture a record in another file format, such as databases, videos or web pages as <b>Record2</b> in the class <b>Strategy (CS01/001/001)</b>	<b>Record2 (CS01/ 001/001/002)</b> is captured in the class <b>Strategy (CS01/001/001)</b>
4.	Check the content of <b>Record1 (CS01/001/001/001)</b> and <b>Record2 (CS01/001/001/002)</b> .	The content has not been changed during capturing.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS denies any attempt of capturing a record without associating it to one or more file(s) or class(es) of a classification scheme.</li> <li>• The ERMS allows a user role to capture records regardless of the file format, with no alteration of their content.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>



	<hr/> <p>date, signature</p>
--	------------------------------



### T6.1.1.2 Capturing Records Made up of Several Components

I. Global test case information		
<i>test case id:</i>	T6.1.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS captures all components of a record.  Description of the test data: This test captures Document2 (RD02). This document consists of two components, content and an embedded link to another document, e.g. a spreadsheet (see also the test data repository).	
<i>Req.-ID:</i>	6.1.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Capture <b>Document2 (RD_002)</b> as <b>Record3</b> in the class <b>Strategy (CS01/001/001)</b>	<b>Document2 (RD02) as Record3 (CS01/001/001/003) is captured</b> in the class <b>Strategy (CS01/001/001)</b>
2.	Check the content of <b>Record3 (CS01/001/001/003)</b> .	The ERMS captured all components of <b>Document2 (RD02)</b> in <b>Record3 (CS01/001/001/003)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• When a record that is made up of several components is captured the ERMS captures all components of that record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.1.3 Managing Records as Single Units

I. Global test case information		
<i>test case id:</i>	T6.1.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A record made up of several components was captured. Ensure that the ERMS allows managing the record as a single unit.	
<i>Req.-ID:</i>	6.1.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• <b>Document2 (RD02)</b> was captured as <b>Record3 (CS01/001/001/003)</b> (see test case T6.1.1.2)</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Access <b>Record3 (CS01/001/001/003)</b> and navigate through its content.	<b>Record3 (CS01/001/001/003)</b> is presented as a single unit. The <b>Central Administrator</b> is able to navigate through the whole content of <b>Record3 (CS01/001/001/003)</b> .
2.	Relocate <b>Record3 (CS01/001/001/003)</b> into the class <b>Management (CS01/001/004)</b>	<b>Record3</b> is relocated into the class <b>Management (CS01/001/004)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• When a record that is made up of several components is captured the ERMS allows managing the record as a single unit.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

## T6.1.2 Capturing of Metadata and the Ability to Present Records

Abstract: The following chapter mainly focuses on various aspects of capturing metadata elements and the ability of presenting them with records.

### T6.1.2.1 Changing Links to Components

I. Global test case information		
<i>test case id:</i>	T6.1.2.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>A document is captured as a record that includes a link to a document, such as a spreadsheet that is external to the repository.                      A check is made to confirm that the ERMS changes the link to preserve the ability to present it.</p> <p>Please note: Document3 (RD03) consists of two components, a textual content and a link to another document, e.g. a spreadsheet. The address to the linked document is external to the repository.</p>	
<i>Req.-ID:</i>	6.1.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check / expected result</i>
1.	Capture <b>Document3 (RD03)</b> as <b>Record4</b>	<b>Document3 (RD03) is captured as Record4(CS01/001/001/004)</b>
2.	Access <b>Record4 (CS01/001/001/004)</b> and click on the link to the spreadsheet	The spreadsheet is presented.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• During capture the ERMS changed the link to the spreadsheet according to the new repository.</li> <li>• The ERMS is able to modify links within records to preserve the ability to present them.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.2 Recording all Changes on References in the Audit Trail

I. Global test case information		
<i>test case id:</i>	T6.1.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A document that includes a link to a spreadsheet (external repository) is captured as record. The ERMS changed the link within the record during capture. Ensure that the ERMS stores all details of the change within the audit trail.	
<i>Req.-ID:</i>	6.1.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• <b>Document3 (RD03)</b> was captured as <b>Record4 (CS01/001/001/004)</b> (see test case T6.1.2.1)</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check / expected result</i>
1.	Check the audit trail to <b>Record4 (001/001/004)</b>	All details about the change of the references within the record are stored in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS stores all details of a change made on a record during capture in the audit trail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.3 Automatic Capturing of the Format and Version of Components

I. Global test case information		
<i>test case id:</i>	T6.1.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A record consisting of two components is captured. Ensure that the ERMS automatically stores the format and version of each component in the metadata of the component.	
<i>Req.-ID:</i>	6.1.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• <b>Document3 (RD03)</b> was captured as <b>Record4 (CS01/001/001/004)</b> (see test case T6.1.2.1)</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check / expected result</i>
1.	Check the metadata of <b>Record4 (CS01/001/001/004)</b>	The ERMS automatically stored the format and version of each component in the metadata of the component.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• When a record consisting of two components is captured the ERMS automatically captured the format and version of each component in the metadata of the component.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.4 Capturing Records where the Record Producing Application is not Present

I. Global test case information		
<i>test case id:</i>	T6.1.2.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	Ensure that the ERMS allows capturing a record even if the application used to produce the record is not present within the ERMS.	
<i>Req.-ID:</i>	6.1.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check / expected result</i>
1.	Capture a record where the application that produced it is not present in the ERMS as <b>Record5</b> in the class <b>Strategy (CS01/001/001)</b>	<b>Record5 (CS01/001/001/005)</b> is captured in the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows capturing a record even if the application used to produce that record is not present in the ERMS.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.5 Documents with More than one Version

I. Global test case information		
<i>test case id:</i>	T6.1.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrative role captures two versions of one document. Ensure that the ERMS recognises this and provides the following options: <ul style="list-style-type: none"> <li>• declare all versions as one record</li> <li>• declare one specified version as a record</li> <li>• declare each version as a record</li> </ul>	
<i>Req.-ID:</i>	6.1.32	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Capture <b>Document5_v01(RD05_01)</b> and <b>Document5_v02(RD05_02)</b>	The ERMS recognises that the documents differ in their version numbers. The ERMS offers the following options: <ul style="list-style-type: none"> <li>• declare all version as one record;</li> <li>• declare one specified version as a record;</li> <li>• declare each version as an individual record</li> </ul>
2.	Declare all versions of Document5 as <b>Record6 (CS01/001/001/006)</b> within the file <b>Strategy (CS01/001/001)</b> .	All versions are declared as <b>Record6 (CS01/001/001/006)</b> within the file <b>Strategy (CS01/001/001)</b> .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS recognises different versions of a document and offers the following options:                             <ul style="list-style-type: none"> <li>- declare all version as one record;</li> <li>- declare one specified version as a record;</li> <li>- declare each version as an individual record .</li> </ul> </li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.6 Capture of an Internal Document

I. Global test case information		
<i>test case id:</i>	T6.1.2.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>An outgoing and internal document is captured as record.            Ensure that the ERMS supports the capture by automatically extracting the values of the following metadata elements: document date, recipient, copy recipient, subject line (title), author(s) and internal reference.</p> <p>Please note, that Document6 and Document7 are seen as word-processed letters. We assume that the following metadata elements: document date, recipient, copy recipient, subject line, author and internal references are present. We do not state the values for these metadata elements. The test data repository states abstract values only. Further, MoReq2 does not state how the extraction is achieved. Several ways are possible here.</p>	
<i>Req.-ID:</i>	6.1.18, 6.1.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Captured the internal <b>Document6 (RD06)</b> as <b>Record7</b> in the class <b>Strategy (CS01/001/001)</b>	The ERMS supports the capture of <b>Document6 (RD06)</b> by automated extracting of the following metadata: document date, recipient, copy recipient, subject line, author and internal references
2.	Complete the capturing process	<b>Document7 (RD_007)</b> is captured as <b>Record7 (CS01/001/001/007)</b> in the class <b>Strategy (CS01/001/001)</b>
3.	Capture the outgoing <b>Document7 (RD07)</b> as <b>Record8</b> in the class <b>Strategy (CS01/001/001)</b>	The ERMS supports the capture of <b>Document7 (RD07)</b> by extracting the following metadata: document date, recipient, copy recipient, subject line, author and internal references.
4.	Complete the capturing process	<b>Document7 (RD07)</b> is captured as <b>Record8 (CS01/001/001/008)</b> in the class <b>Strategy (CS01/001/001)</b>
<i>c. expected results</i>		
<ul style="list-style-type: none"> <li>• The ERMS supports the capture of an outgoing and internal document by automatically extracting the values of the following metadata elements: document date; recipient, copy recipient, subject line (title), author(s), internal reference.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T6.1.2.7 Capturing the Date and Time of a Record

I. Global test case information		
<i>test case id:</i>	T6.1.2.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A record is captured. Ensure that the ERMS records the capture date and time in the metadata and in the audit trail.	
<i>Req.-ID:</i>	6.1.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• Date and time is <u>not part</u> of the unique identifier of the record.</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Capture a <b>Record9</b> in the class <b>Strategy (CS01/001/001)</b>	<b>Record9(CS01/001/001/009)</b> is captured in the class <b>Strategy (CS01/001/001)</b> .
2.	Check the metadata of <b>Record9(CS01/001/001/009)</b>	The capture date and time is stored in the metadata of <b>Record9(CS01/001/001/009)</b> .
3.	Check the audit trail of <b>Record9(CS01/001/001/009)</b>	The capture date and time is stored in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• When a record is captured, the ERMS records the capture time and date in the metadata and the audit trail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.8 Presenting On-Screen a Registry Entry

I. Global test case information		
<i>test case id:</i>	T6.1.2.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>A record was captured. An administrative role accesses that record. Ensure that the ERMS is able to present on screen a registry entry, including all specified metadata.</p> <p>Please note: The MoReq2 specification states that the ERMS must be able to present on screen a registry entry. Therefore it might be necessary to activate that functionality first.</p>	
<i>Req.-ID:</i>	6.1.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• <b>Record9 (CS01/001/001/009)</b> is captured (see test case T6.1.2.7)</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Access <b>Record9 (CS09/001/001/009)</b>	<b>Record9 (CS01/001/001/009)</b> is accessed; the ERMS presents all specified metadata on screen.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS is able to present on screen a registry, including any specified metadata element of every captured record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.9 Presenting of All Mandatory Metadata of a Record

I. Global test case information		
<i>test case id:</i>	T6.1.2.9	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>A check is made if the ERMS presents all mandatory metadata for a record.</p> <p>Please note: The MoReq2 does not state how the presenting is achieved. The ERMS might present it in a report or on-screen. However, we recommend to create a report to check that.</p>	
<i>Req.-ID:</i>	6.1.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created.</li> <li>• The following mandatory metadata elements are at least configured: title of the entity (M003), author(s) (M069), capture date (M071)</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Capture a <b>Record10</b> within the class <b>Strategy (CS01/001/001)</b>	<b>Record10 (CS01/001/001/010)</b> is captured within the class <b>Strategy (CS01/001/001)</b>
2.	Create a report on <b>Record10 (CS01/001/001/010)</b>	The report on <b>Record10 (CS01/001/001/010)</b> is created; the ERMS presents at least all <u>mandatory</u> metadata, as configured, title of the entity (M003), author(s) (M069) and capturing date (M071) for that record within the report.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS ensures that all mandatory metadata are present in a report for a record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
	<input type="checkbox"/> passed	
	<input type="checkbox"/> failed	
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.10 Assigning of a Record to at Least one Class or File

I. Global test case information		
<i>test case id:</i>	T6.1.2.10	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS does not allow to capture a record without assigning it to at least one class or file.	
<i>Req.-ID:</i>	6.1.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to capture a record without assigning it to a class and/or file	The ERMS denies to capture a record without assigning it to a class
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS denies an attempt to capture a record without assigning it to at least one class or file.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.2.11 Automatic Extraction of as Much Metadata as Possible

I. Global test case information		
<i>test case id:</i>	T6.1.2.11	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input checked="" type="checkbox"/> Not testable
<i>test case description:</i>	The corresponding requirement is not testable.	
<i>Req.-ID:</i>	6.1.17	
II. Test case		
<i>a. precondition(s)</i>		
•		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.		
<i>c. postcondition(s)</i>		
•		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.3 Keywords

Abstract: The following chapter focuses on the handling of keywords.

#### T6.1.3.1 Configuring the Obligation of Keywords

I. Global test case information		
<i>test case id:</i>	T6.1.3.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS allows an administrative role to configure keywords as optional or mandatory at configuration time.	
<i>Req.-ID:</i>	6.1.24	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Configure the keyword "Testing" as mandatory for each class, file and sub-file	The keyword "Testing" is configured as mandatory for each class, file and sub-file
2.	Configure the keywords "Compliance Testing" and "TestRegime" as optional for each class, file and sub-file	The keyword "Compliance Testing" and "TestRegime" are configured as optional for each class, file and sub-file
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows an administrative role to configure keywords as mandatory or optional for each class, file, sub-file at configuration time.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.3.2 Assigning Multiple Keywords to Entities

I. Global test case information		
<i>test case id:</i>	T6.1.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows an administrative role to assign multiple keywords to a class, file, sub-file and record.  Please note: The MoReq2 specification does not require the ability to assign keywords to volumes.	
<i>Req.-ID:</i>	6.1.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme2</b> is created.</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Assign the keywords <b>Testkeyword1</b> and <b>Testkeyword2</b> to the class <b>Marketing (CS02/001001)</b>	The keywords <b>Testkeyword1</b> and <b>Testkeyword2</b> are assigned to the class <b>Marketing (CS02/001/001)</b>
2.	Assign the keywords <b>Testkeyword1</b> and <b>Testkeyword3</b> to the file <b>Strategic planning (CS02/001001/001)</b>	The keywords <b>Testkeyword1</b> and <b>Testkeyword3</b> are assigned to the file <b>Strategic planning (CS02/001/001/001)</b>
3.	Assign the keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> to the sub-file <b>Business unit A (CS02/001001/001/001)</b>	The keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> are assigned to the sub-file <b>Business unit A (CS02/001/001/001/001)</b>
4.	Assign the keywords <b>Testkeyword1</b> and <b>Testkeyword5</b> to the record <b>Strategy (CS02/001001/001/001/001)</b>	The keywords <b>Testkeyword1</b> and <b>Testkeyword5</b> are assigned to the record <b>Strategy (CS02/001/001/001/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows an administrative role to assign multiple keywords to a class, file, sub-file and record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.3.3 Creating an Entity Using the Same Combination of Keywords

I. Global test case information		
<i>test case id:</i>	T6.1.3.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to ensure that the ERMS allows the creation of more than one class, file and sub-file using the same combination of keywords.	
<i>Req.-ID:</i>	6.1.25	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme2</b> is created.</li> <li>• The keywords <b>Testkeyword1</b> and <b>Testkeyword2</b> are assigned to the class <b>Marketing (CS02/001/001)</b> (see test case T6.1.3.1)</li> <li>• The keywords <b>Testkeyword1</b> and <b>Testkeyword3</b> are assigned to the file <b>Strategic planning (CS02/001/001/001)</b> (see test case T6.1.3.1)</li> <li>• The keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> are assigned to the sub-file <b>Business unit A (CS02/001/001/001/001)</b> (see test case T6.1.3.1)</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the sub-file <b>Business unit B</b> within the file <b>Strategic planning (CS02/001/001/001)</b> and assign the keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> to it	The sub-file <b>Business unit B (CS02/001/001/001/002)</b> is created and the keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> are assigned to it.
2.	Create the file <b>Planning</b> within the class <b>Marketing (CS02/001/001)</b> and assign the keywords <b>Testkeyword1</b> and <b>Testkeyword3</b> to it.	The file <b>Planning (CS02/001/001/002)</b> is created. <b>Testkeyword1</b> and <b>Testkeyword3</b> are assigned to it.
3.	Create the class <b>Strategy</b> within the class <b>Business Continuity (CS01/001)</b> and assign the <b>Testkeyword1</b> and <b>Testkeyword3</b> to it.	The class <b>Strategy (CS02/001/002)</b> is created. <b>Testkeyword1</b> and <b>Testkeyword3</b> are assigned to it.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows an administrative role to create more than one class, file and sub-file using the same combination of keywords.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T6.1.3.4 Copying the Keyword Values from Another Entity

I. Global test case information		
<i>test case id:</i>	T6.1.3.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows creating a sub-file and populating its keyword values by copying them from another sub-file in one action.	
<i>Req.-ID:</i>	6.1.26	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme2</b> is created.</li> <li>• The keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> are assigned to the sub-file <b>Business unit A (CS02/001/001/001)</b> (see test case T6.1.3.1)</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Create the sub-file <b>Business unit C (CS02/001/001/001)</b> and assign in <u>one action</u> the keywords from the sub-file <b>Business unit A (CS02/001/001/001)</b> to it	The sub-file <b>Business unit C (CS02/001/001/003)</b> is created. The keywords <b>Testkeyword1</b> and <b>Testkeyword4</b> are assigned to it.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows an administrative role creating a sub-file and assigning the keyword values from another sub-file in one action.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.3.5 Metadata Values Picked From, or Validated Against, Controlled Vocabulary

I. Global test case information		
<i>test case id:</i>	T6.1.3.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS provides the capability for keyword values and other metadata element values to be picked from, or validated against, controlled vocabulary.	
<i>Req.-ID:</i>	6.1.28	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the capability to configure the ERMS in a way that allows for keywords and other metadata element values to: <ul style="list-style-type: none"> <li>be picked from</li> </ul> OR <ul style="list-style-type: none"> <li>be validated against controlled vocabulary.</li> </ul>	The capability to configure the ERMS is given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS provides the capability for keywords and other metadata element values to be picked from, or validated against, controlled vocabulary.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.4 Capturing and Validating of Metadata

Abstract: The testing focus of the following chapter lies on the capture of metadata element values and the validation of them.

#### T6.1.4.1 Capturing Metadata from User-Defined Fields

I. Global test case information		
<i>test case id:</i>	T6.1.4.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>The ERMS is configured to capture automatically metadata values from a specified document type (document template). An administrative role captures a document that belongs to such a document type.                      Ensure that the ERMS automatically captures the the metadata values from that document as configured.</p> <p>Please note: We use <b>Invoicing</b> as the example document type here. <b>Document8</b>, used in the test case, is seen as the document that belongs to the document type <b>Invoicing</b>. We do not state the metadata that needs to be captured; possibilities are tested within test case T6.1.2.6.</p>	
<i>Req.-ID:</i>	6.1.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme1</b> is created.</li> <li>• The document type <b>Invoicing</b> exists.</li> <li>• The ERMS is configured to capture metadata values of the document that belongs to the document type <b>Invoicing</b> (see also test case T6.1.2.6 )</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture <b>Document8 (RD08)</b> as <b>Record11</b> within the class <b>Strategy (CS01/001/001)</b>	<b>Record11 (CS01/001/001/011)</b> is captured within the class <b>Strategy (CS01/001/001)</b> . The ERMS automatically captured the values of <b>Document8</b> using them to populate metadata elements of <b>Record11 (CS01/001/001/011)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS is able to capture automatically values from specified fields of documents using them for populating a record's metadata elements .</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.4.2 Capturing all Metadata Specified at Configuration Time

I. Global test case information		
<i>test case id:</i>	T6.1.4.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A set of metadata is configured at configuration time. An administrative role captures a record. Ensure that the ERMS allows capturing all metadata elements and links of the metadata with the record.  Please note: We do not state how the linkage between the metadata and the record is achieved. The title of a record and all other metadata element values can be chosen freely.	
<i>Req.-ID:</i>	6.1.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme1</b> is created.</li> <li>• At least the following set of metadata element is configured for capturing of records: <b>title of the entity; document date; author; capturing date.</b></li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Capture a <b>Record12</b> within the class <b>Strategy (CS01/001/001)</b>	<b>Document12</b> is captured as <b>Record12 (CS01/001/001/012)</b> within the class <b>Strategy (CS01/001/001)</b> ; Metadata elements' values are captured to: <ul style="list-style-type: none"> <li>• <b>title of the entity;</b></li> <li>• <b>document date;</b></li> <li>• <b>author</b></li> <li>• <b>capturing date</b></li> </ul> All metadata elements are linked to <b>Record12</b>
2.	Relocate <b>Record12 (CS01/001/001/012)</b> to the class <b>Markets(CS01/001/002)</b>	The Record12 is relocated. The metadata elements: <ul style="list-style-type: none"> <li>• <b>title of the entity;</b></li> <li>• <b>document date;</b></li> <li>• <b>author</b></li> <li>• <b>capturing date</b></li> </ul> are still linked to <b>Record12</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows capturing of all metadata elements specified at configuration time.</li> <li>• The ERMS links to and retains with the captured metadata of the record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
	<input type="checkbox"/> passed	
	<input type="checkbox"/> failed	
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.4.3 Storing Records Temporarily

I. Global test case information		
<i>test case id:</i>	T6.1.4.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows a user who is unable to provide all mandatory metadata values to store records temporarily within the ERMS.  Please note: MoReq2 does not state how a temporary storage of records is achieved.	
<i>Req.-ID:</i>	6.1.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme1</b> is created.</li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Capture a <b>Record13</b> and store <b>Record13</b> temporarily without completing the capturing process within the ERMS	<b>Record13</b> is temporarily stored within the ERMS. The capturing process is not completed.
2.	Complete the capturing of <b>Record13</b> and declare it to the class <b>Strategy (CS01/001/001)</b>	<b>Record13 (CS01/001/001/013)</b> is captured.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows a user who is unable to provide all mandatory metadata values to store a record temporarily within the ERMS.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.4.4 Updating the Value of a Metadata Element

I. Global test case information		
<i>test case id:</i>	T6.1.4.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	Several checks are made to confirm that the ERMS allows changing of a record's metadata values by authorised user roles and administrative roles only, consistent with the rules of the MoReq2 metadata model.  Please note: Regarding the MoReq2 metadata model the capturing date of a record cannot be modified.	
<i>Req.-ID:</i>	6.1.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme1</b> is created.</li> <li>• The record <b>P1 (CS01/001/003/001)</b> is captured in the class <b>Policies (CS01/001/003)</b>.</li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to change the capturing date of the record <b>P1 (CS01/001/003/001)</b>	The ERMS denies changing the title of the record <b>P1 (CS01/001/003/001)</b>
2.	Change the author of the record <b>P1 (CS01/001/003/001)</b> into <i>Tester1</i>	The author of the record <b>P1 (CS01/001/003/001)</b> is changed into <i>Tester1</i> .
3.	Log out as the role <b>Management</b>	The role <b>Management</b> is logged out
4.	Log in as the role <b>Central Administrator</b>	The role <b>Central Administrator</b> is logged in
5.	Change the author of the record <b>P1 (CS01/001/003/001)</b> into <i>Tester2</i>	The author of the record <b>P1 (CS01/001/003/001)</b> is changed into <i>Tester2</i> .
6.	Log out as the role <b>Central Administrator</b>	The role <b>Central Administrator</b> is logged out
7.	Log in as the role <b>Reviewer</b>	The role <b>Reviewer</b> is logged in
8.	Attempt to change the author of the record <b>P1 (CS01/001/003/001)</b>	The ERMS denies changing the author of the record <b>P1 (CS01/001/003/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows changing of a record's metadata values by authorised user roles and administrative roles only, consistent with the rules of the MoReq2 metadata model</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.4.5 The ERMS Prompts Users to Enter Required Metadata

I. Global test case information		
<i>test case id:</i>	T6.1.4.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The ERMS is configured to require entering a mandatory metadata element manually. An administrative role captures a record. A check is made to confirm that the ERMS prompts the user to enter the metadata element manually.	
<i>Req.-ID:</i>	6.1.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme3</b> is created.</li> <li>• The ERMS is configured to enter a value of the metadata element <b>internal reference</b> manually.</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Capture a <b>Record1</b> within the class <b>Strategy(CS03/001/001)</b>	The ERMS starts capturing metadata values; the ERMS prompts the role <b>Central Administrator</b> to enter a reference value for the metadata element <b>internal reference</b>
2.	Enter a reference and complete the capturing process	<b>Record1 (CS03001/001/001)</b> is captured within the class <b>Strategy(CS03/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS prompts the user to enter a required metadata value.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.4.6 Validating Metadata Values

I. Global test case information		
<i>test case id:</i>	T6.1.4.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>An administrative role captures a record. During capture entering manually the signature date is required. The administrative role enters an invalid date format. Ensure that the ERMS does not allow capturing this record with an invalid date.</p> <p>Please note: We use a metadata element called signature date for testing purposes here.</p>	
<i>Req.-ID:</i>	6.1.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme3</b> is created.</li> <li>• The metadata element <b>signature date</b> is configured; this metadata element is mandatory and has to be entered manually.</li> <li>• The required format of the metadata element <b>signature date</b> is yymmdd.</li> <li>• Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/expected result</i>
1.	Capture a <b>Record2</b>	The capturing process starts; the ERMS prompts the <b>Central Administrator</b> to enter a value for the metadata element <b>signature date</b>
2.	Enter an invalid signature date, such as '102040'	The ERMS denies storing the signature date
3.	Complete the capturing process by entering a valid signature date.	<b>Record2 (CS03/001/001/001)</b> within the file <b>Strategy (CS03/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS validates manually entered metadata values according to the rules of the MoReq2 metadata model.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



## T6.1.5 Warnings

Abstract: The following tests verify warnings that arise in the ERMS if the user attempts inappropriate activities during capture.

### T6.1.5.1 Object Name already Exists

I. Global test case information		
<i>test case id:</i>	T6.1.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A user role attempts to capture a record with a title which already exists in a file. A user role attempts to rename a record into a title which already exists in a file. Ensure that the ERMS warns in both cases.	
<i>Req.-ID:</i>	6.1.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme3</b> is created.</li> <li>• The record <b>CourseAA (CS03/002/001/001)</b> is captured in the file <b>Courses (CS03/002/001)</b>.</li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Attempt to capture a record <b>CourseAA</b> within the file <b>Courses (CS03/002/001)</b>	The ERMS warns of capturing the document as the record <b>CourseAA</b> within the file <b>Courses (CS03/002/001)</b>
2.	Capture a record <b>CourseBB</b> within the file <b>Courses (CS03/002/001)</b>	The record <b>CourseBB (CS03/002/001/002)</b> is captured
3.	Attempt to rename the record <b>CourseBB</b> into <b>CourseAA</b>	The ERMS warns of renaming the record <b>CourseBB</b> into <b>CourseAA</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS warns if an attempt is made to capture a record with a title which already exists in the entity.</li> <li>• The ERMS warns if an attempt is made to rename a record into a title which already exists in the entity.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.5.2 Capturing an E-mail Record in a File/Class again

I. Global test case information		
<i>test case id:</i>	T6.1.5.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	E-Mails are captured as record in a file and a class. A user role attempts to capture these e-Mails as record in the file and class again. A check is made if the ERMS warns the user about that.	
<i>Req.-ID:</i>	6.1.37	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme3</b> is created.</li> <li>• The <b>E-Mail1 (RE01)</b> is captured as the record <b>ProjectA (CS03/003/001/001)</b> in the file <b>Budgeting(CS03/003/001)</b></li> <li>• The <b>E-Mail2 (RE02)</b> is captured as the record <b>Efforts (CS03/004/001)</b> in the class <b>Quality(CS03/004)</b></li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to capture <b>E-Mail1 (RE01)</b> as record in file <b>Budgeting (CS03/003/001)</b>	The ERMS warns the role Management that <b>E-Mail1 (RE01)</b> is already captured in the file <b>Budgeting(CS03/003/001)</b>
2.	Attempt to capture <b>E-Mail2 (RE02)</b> as record in the class <b>Quality(CS03/004)</b>	The ERMS warns the role Management that <b>E-Mail2 (RE02)</b> is already captured in the class <b>Quality(CS03/004)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS warns a user role if an attempt is made to capture an e-Mail as record into a file and class where that e-Mail record already exists.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.5.3 Capturing a Record with the Same Content in a File/Class

I. Global test case information		
<i>test case id:</i>	T6.1.5.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Documents are captured as record in a file and a class. A user role attempts to capture these documents as record in the file and class again. A check is made if the ERMS warns the user about that.	
<i>Req.-ID:</i>	6.1.38	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme3</b> is created.</li> <li>• <b>Document10(RD10)</b> is captured as record <b>ProjectB (CS03/003/001/002)</b> in the file <b>Budgeting(CS03/003/001)</b></li> <li>• <b>Document11(RD11)</b> is captured as record <b>Cost allocation (CS03/004/002)</b> in the class <b>Quality(CS03/004)</b></li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to capture <b>Document10(RD10)</b> as record in file <b>Budgeting(CS03/003/001)</b>	The ERMS warns the role Management that <b>Document10(RD10)</b> is already captured in the file <b>Budgeting(CS03/003/001)</b>
2.	Attempt to capture <b>Document11(RD11)</b> as record in class <b>Quality(CS03/004)</b>	The ERMS warns the role Management that <b>Document11(RD11)</b> is already captured in the class <b>Quality(CS03/004)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS warns a user role if an attempt is made to capture a document as record into a file and class where a record with the same content already exists.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.5.4 Capturing Records with the Same Values of Identifying Metadata as Others

I. Global test case information		
<i>test case id:</i>	T6.1.5.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>Documents are captured as records in a file and class. A user role attempts to capture these documents as records in the file and class again. A check is made whether the ERMS warns the user about that.</p> <p>Please note: The identifying meta data are the title, date, author and addressees. The values for these metadata elements are arbitrary.</p>	
<i>Req.-ID:</i>	6.1.39	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestclassificationScheme3</b> is created.</li> <li>• <b>Document12(RD12)</b> is captured as the record <b>ProjectC (CS03/003/001/003)</b> in the file <b>Budgeting(CS03/003/001)</b></li> <li>• <b>Document13(RD13)</b> is captured as the record <b>Plan (CS03/004/003)</b> in the class <b>Quality(CS03/004)</b></li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to capture <b>Document12(RD12)</b> as record in the file <b>Budgeting(CS03/003/001)</b>	The ERMS warns the role Management that <b>Document12(RD12)</b> is already captured in the file <b>Budgeting(CS03/003/001)</b>
2.	Attempt to capture <b>Document13(RD13)</b> as record in the class <b>Quality(CS03/004)</b>	The ERMS warns the role Management that <b>Document13(RD13)</b> is already captured in the class <b>Quality(CS03/004)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS warns a user role if an attempt is made to capture a document as record into a file and class where a record with the same identifying metadata exists.</li> </ul>		
III. Test result		
<i>defects / deviations</i>	<i>verdict</i>	
	<input type="checkbox"/> passed <input type="checkbox"/> failed	
<i>Remarks</i>	<i>tester</i>	
	_____ date, signature	

### T6.1.5.5 Capturing of Incomplete or Inconsistent Records

I. Global test case information		
<i>test case id:</i>	T6.1.5.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input checked="" type="checkbox"/> Not testable
<i>test case description:</i>	The corresponding requirement is not testable.	
<i>Req.-ID:</i>	6.1.40	
II. Test case		
<i>a. precondition(s)</i>		
•		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.		
<i>c. postcondition(s)</i>		
•		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

**T6.1.6 Others:**

Abstract: This chapter focuses on all other aspects of capture.

**T6.1.6.1 Entry of Further Descriptive or Other Metadata at the Time of Capture or Later on**

I. Global test case information		
<i>test case id:</i>	T6.1.6.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows entry of further descriptive or other metadata at the time of capture or at a later stage of processing	
<i>Req.-ID:</i>	6.1.29	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/expected result
1.	Check the capability of entering further descriptive metadata at the time of capture	The capability of entering further descriptive metadata at the time of capture is given
2.	Check the capability of entering further descriptive metadata at a later stage of processing	The capability of entering further descriptive metadata at a later stage of processing
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows entry of further descriptive or other metadata at the time of capture or at a later stage of processing.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.6.2 Changing the Title of an Electronic Record

I. Global test case information		
<i>test case id:</i>	T6.1.6.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An unauthorised user attempts to change the title of an electronic record. A check is made whether the ERMS denies this action. Ensure that the ERMS allows an authorised user and an administrative role to change the title of an electronic record.	
<i>Req.-ID:</i>	6.1.31	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme3</b> is created.</li> <li>• Logged in as the role <b>Reviewer</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to change the title of the record <b>Strategy (CS03/005/001/001)</b>	The ERMS denies changing the title of the record <b>Strategy (CS03/005/001/001)</b>
2.	Log out as the role <b>Reviewer</b>	The role <b>Reviewer</b> is logged out
3.	Log in as the role <b>Management</b>	The role <b>Management</b> is logged in
4.	Change the title of the record <b>Strategy (CS03/005/001/001)</b> to <b>Strategy A</b>	The title of the record <b>Strategy (CS03/005/001/001)</b> is changed into <b>Strategy A</b>
5.	Log out as the role <b>Management</b>	The role <b>Management</b> is logged out
6.	Log in as the role <b>Central Administrator</b>	The role <b>Central Administrator</b> is logged in
7.	Change to the title of the record <b>Strategy A (CS03/005/001/001)</b> to <b>Strategy B</b>	The title of the record <b>Strategy A (CS03/005/001/001)</b> is changed to <b>Strategy B</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS denies changing of the title of an electronic record by an unauthorised user.</li> <li>• The ERMS allows an authorised user and an administrative role to change the title of an electronic record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.6.3 Completing the Capture Process by More Than one User

I. Global test case information		
<i>test case id:</i>	T6.1.6.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	A user role captures some metadata of a record and passes the electronic record to another user. The other user completes capturing and classifies the record. Ensure that the ERMS allows this action.	
<i>Req.-ID:</i>	6.1.34	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme3</b> is created.</li> <li>• Logged in as the user <b>MM_username1</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture a record <b>Plan</b> and pass this record to the user <b>Rev_username1</b> for completing	Some metadata of a record are captured; the electronic record <b>Plan</b> is passed to the user <b>Rev_username1</b>
2.	Log out as the user <b>MM_username1</b>	The user <b>MM_username1</b> is logged out
3.	Log in as the user <b>Rev_username1</b>	The role <b>Rev_username1</b> is logged in
4.	Complete capturing of the record <b>Plan</b> and classify it to the file <b>Strategic planning (CS03/005/001)</b>	The record <b>Plan (CS03/005/001/002)</b> is captured in the file <b>Strategic planning (CS03/005/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows to complete the capturing of an electronic record by more than one user.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature



### T6.1.6.4 Entering One or More Languages for a Record

I. Global test case information		
<i>test case id:</i>	T6.1.6.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	A user role captures two records. A check is made to ensure that the ERMS allows assigning one or more language identifiers for these records.  Please note: We do not state the identifier of the languages. Ask the vendor for your option.	
<i>Req.-ID:</i>	6.1.27	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme3</b> is created.</li> <li>• Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture a record <b>Contract1</b> into the class <b>Legal (CS03/007)</b> and assign a language identifier to it	The record <b>Contract1 (CS03/007/001)</b> is captured into the class <b>Legal (CS03/007)</b> A language identifier is assigned to the record.
2.	Capture a record <b>Contract2</b> into the class <b>Legal (CS03/007)</b> and assign two language identifiers to it	The record <b>Contract2 (CS03/007/002)</b> is captured into the class <b>Legal (CS03/007)</b> Two language identifiers are assigned to the record.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows assigning of one or more language identifiers for records.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed  <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.6.5 Automated Support for Decisions on the Classification

I. Global test case information		
<i>test case id:</i>	T6.1.6.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS provides automated support by means of at least one option specified by MoReq2.	
<i>Req.-ID:</i>	6.1.33	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check / expected result
1.	Check the capability of the ERMS to provide automated support for decisions on the classification of records.	The ERMS provides automated support for decisions on the classification by means of <u>at least one</u> of the following: <ul style="list-style-type: none"> <li>making only a subset of a classification scheme accessible to a user or role;</li> <li>suggesting the classes or files used most recently by that user;</li> <li>suggesting the classes or files used most frequently by that user;</li> <li>suggesting classes or files by inferences drawn from record metadata elements (for example, significant words used in the title or e-mail subject line);</li> <li>suggesting classes or files by inferences drawn from the record contents.</li> </ul>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS provides automated support for decisions on the classification of records.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.6.6 Checking and Approving of a Document by Simple Workflow Routines

I. Global test case information		
<i>test case id:</i>	T6.1.6.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>Ensure that the ERMS provides a workflow facility to enable simple routing for checking and approving documents before capture.            A check is made if this facility is able to record decisions taken, the user who took the decisions and to allow entering reasons.</p>	
<i>Req.-ID:</i>	6.1.35	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Open the facility which allows routing of document	The facility is open
2.	Check if the facility records decisions taken, who took them and allows entering reasons	The facility records decisions taken, who took them and allows entering reasons
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS provides workflow facilities which enable routing of document.</li> <li>The workflow facilities recording decisions taken, who took them and allows entering reasons.</li> </ul>		
III. Test result		
<i>defects / deviations</i>	<i>verdict</i>	
	<input type="checkbox"/> passed <input type="checkbox"/> failed	
<i>Remarks</i>	<i>tester</i>	
	_____ date, signature	

### T6.1.6.7 Validating Metadata Elements Using Check Digit Algorithms

I. Global test case information		
<i>test case id:</i>	T6.1.6.7	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check on the user documentation is made to confirm that the ERMS supports validation of metadata elements using check digit algorithms.	
<i>Req.-ID:</i>	6.1.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>User documentation is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the user documentation regarding the support of the validation of metadata elements by using digit check algorithms	The ERMS supports digit check algorithms for validating metadata elements.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>According to the user documentation the ERMS uses digit check algorithms for validating metadata elements.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.6.8 Capturing a Record to a Previously-Closed Volume

I. Global test case information		
<i>test case id:</i>	T6.1.6.8	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>A user role attempts to capture a record into a closed volume. A check is made to confirm that the ERMS denies this attempt.</p> <p>Further, an administrative role closes a volume and captures a record into that volume. Several checks are made to confirm that the ERMS:</p> <ul style="list-style-type: none"> <li>allows the administrative role to capture a record into a previously-closed volume.</li> <li>requires an administrative role to enter a reason in the metadata of the volume and the record.</li> <li>automatically logs that action in the audit trail</li> <li>does not update the date of closure stored in the metadata.</li> </ul>	
<i>Req.-ID:</i>	6.1.41	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li><b>TestClassificationScheme3</b> is created.</li> <li>The volume <b>Business unit A (CS03/006/001/001)</b> is closed.</li> <li>Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to capture a record into the volume <b>Business unit A (CS03/006/001/001)</b>	The ERMS denies capturing of a record into the closed volume <b>Business unit A (CS03/006/001/001)</b>
2.	Log out as the role <b>Management</b>	The role <b>Management</b> is logged out
3.	Log in as the role <b>CentralAdministrator</b>	The role <b>CentralAdministrator</b> is logged in
4.	Close the volume <b>Business unit B (CS03/006/001/002)</b>	The volume <b>Business unit B (CS03/006/001/002)</b> is closed
5.	Capture the record <b>Market potential</b> into the volume <b>Business unit B (CS03/006/001/002)</b>	The ERMS requires entering a reason
6.	Enter the reason "Testing"	The record <b>Market potential (CS03/006/001/002/001)</b> is captured into the volume <b>Business unit B (CS03/006/001/002/001)</b>
7.	Check the metadata of the record <b>Market potential (CS03/006/001/002/001)</b> and the volume <b>Business unit B (CS03/006/001/002)</b>	The reason is stored in the metadata of record <b>Market potential (CS03/006/001/002/001)</b> and the volume <b>Business unit B (CS03/006/001/002)</b> The closure date of the volume <b>Business unit B (CS03/006/001/002)</b> is not updated.
8.	Check the audit trail	The ERMS logs the fact that a record <b>Market potential (CS03/006/001/002/001)</b> was captured into the closed volume <b>Business unit B (CS03/006/001/002)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS denied an attempt of capturing a record into a closed volume.</li> <li>The ERMS allows an administrative role to capture a record into a previously-closed volume.</li> <li>Where an administrative role captures a record into a previously-closed volume, the ERMS requires the administrative role to enter a reason and stores it in the metadata of the volume and the record.</li> </ul>		

<ul style="list-style-type: none"> <li>• Where an administrative role captures a record into a previously-closed volume , the ERMS automatically logs this information in the audit trail</li> <li>• Where an administrative role captures a record into a previously-closed volume, the ERMS does not update the date of closure stored in the metadata</li> </ul>	
<b>III. Test result</b>	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>	<i>tester</i>
	_____ date, signature

### T6.1.6.9 Practical Limit on the Number of Records

I. Global test case information		
<i>test case id:</i>	T6.1.6.9	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrative role captures ten records in a class, file, sub-file and volume. Ensure that the ERMS allows doing this.	
<i>Req.-ID:</i>	6.1.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme4</b> is created.</li> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture ten records in the volume <b>Development (CS04/001/001/001)</b>	Ten records are captured in the volume <b>Development (CS04/001/001/001)</b>
2.	Capture ten records in the sub-file <b>Test process (CS04/001/002/001)</b>	Ten records are captured in the sub-file <b>Test process (CS04/001/002/001)</b>
3.	Capture ten records in the file <b>Policies (CS04/001/003)</b>	Ten records are captured in the file <b>Policies (CS04/001/003)</b>
4.	Capture ten records in the class <b>Methods (CS04/002)</b>	Ten records are captured in the class <b>Methods (CS04/002)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows to capture ten records in a class, file, sub-file and volume.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.1.6.10 Application Programming Interface

I. Global test case information		
<i>test case id:</i>	T6.1.6.10	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input checked="" type="checkbox"/> Not testable	
<i>test case description:</i>	The corresponding requirement is not testable.	
<i>Req.-ID:</i>	6.1.36	
II. Test case		
<i>a. precondition(s)</i>		
•		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
2.		
<i>c. postcondition(s)</i>		
•		
III. Test result		
<i>defects / deviations</i>	<i>verdict</i>	
	<input type="checkbox"/> passed <input type="checkbox"/> failed	
<i>Remarks</i>	<i>tester</i>	
	_____ date, signature	



**T6.2 Bulk Importing**

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 6, chapter T6.2) can be found in the corresponding test data repository. The reference chapter is called ' <b>ON CHAPTER T6.2 – BULK IMPORTING</b> '.
	TEST EXECUTION:	<p>step (1) Please read the chapter <b>Testframework – Introduction/Chapter 2</b> before starting the test execution.</p> <p>step (2) The test cases are designed in a way that enables you to skip certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies we have inserted test references into the precondition section of the test case. Careful attention should be given to the preconditions of each test case.</p>

## T6.2.1 ERMS

Abstract: The test focus of this section lies on general issues which apply to ERMS.

### T6.2.1.1 Ability to Capture Transactional Records

I. Global test case information		
<i>test case id:</i>	T6.2.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Check bulk importing in the ERMS documentation.	
<i>Req.-ID:</i>	6.2.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>ERMS documentation is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Review the chapter(s) on bulk importing	<ul style="list-style-type: none"> <li>The ERMS supports predefined batch file transaction imports</li> <li>The ERMS provides editable rules to customise automatic registration</li> <li>The ERMS maintains data integrity</li> </ul>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>According to the documentation, the ERMS provides the ability to capture transactional records.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.2.1.2 Managing Input Queues

I. Global test case information		
<i>test case id:</i>	T6.2.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS provides facilities to manage input queues.  Please note that MoReq2 expects the following facilities: <ul style="list-style-type: none"> <li>• view the queues;</li> <li>• pause any or all queues;</li> <li>• re-start any or all queues;</li> <li>• delete a queue.</li> </ul>	
<i>Req.-ID:</i>	6.2.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the facilities for managing input queues	The ERMS provides several facilities
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS provides facilities to manage input queues.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

## T6.2.2 Metadata Elements

Abstract: Here, test focus lies on the capture of metadata elements during bulk import.

### T6.2.2.1 Receiving All Metadata Elements during Bulk Import

I. Global test case information		
<i>test case id:</i>	T6.2.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>A bulk import is performed. The imported test data include some missing metadata.</p> <p>Two checks are made to confirm that the ERMS:</p> <ul style="list-style-type: none"> <li>• automatically captures the metadata of the records and</li> <li>• allows the manual input of missing or incorrect metadata.</li> </ul> <p>Please note: The test data are arbitrary here. However, the import must be performed by using records that miss metadata from the ERMS' perspective.</p>	
<i>Req.-ID:</i>	6.2.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Import records into the ERMS	The import is performed; the ERMS automatically captures the metadata of the records and allows to manually input the missing metadata.
2.	Enter the missing the metadata manually and complete the import.	The import is completed. All records including their metadata are stored within the ERMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS automatically captures all metadata and allows the manual input of missing metadata during bulk importing.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.2.2.2 Invalid Metadata Elements

I. Global test case information		
<i>test case id:</i>	T6.2.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>A bulk import is performed. The imported records include an invalid metadata element (error during import).</p> <p>Two checks are made to ensure that the ERMS:</p> <ul style="list-style-type: none"> <li>• brings the error to the attention of the user who performs the import, including the metadata involved;</li> <li>• records the error and actions in the audit trails.</li> </ul> <p>Please note: The test data are arbitrary here. However, the import must result in an error, such as absences of a mandatory metadata or format error. The test case assumes a format error. Further, MoReq2 does not mandate any one outcome of the error. Several outcomes are possible here.</p>	
<i>Req.-ID:</i>	6.2.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS requires for a mandatory metadata element a specific format, e.g. the date format yymmdd.</li> <li>• logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Import several records	The ERMS captures the records and its metadata; the error occurs. The format of the metadata element date is invalid.
2.	Solve the error, e.g. by entering a valid format for all records.	The error is solved; all records are imported.
3.	Check the audit trail	The error and the action, which is performed to resolve the error are recorded in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS validates all imported metadata of records.</li> <li>• The ERMS brings all errors from the validation to the attention of the user who performed the importation.</li> <li>• The ERMS records all errors and actions in the audit trail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.2.2.3 Importing Audit Trail Records

I. Global test case information		
<i>test case id:</i>	T6.2.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows an administrative role to import audit trail records.  Please note: The audit trail records used are arbitrary here.	
<i>Req.-ID:</i>	6.2.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in the as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Import audit trail records	Audit trail records are imported.
2.	Check the imported records	The history of the imported records is shown.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows an administrative role to import audit trail records.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed  <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.2.2.4 Storing Audit Trail Records Separately

I. Global test case information		
<i>test case id:</i>	T6.2.2.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Audit trail records are imported. A check is made if the ERMS stores these audit trail records separately.	
<i>Req.-ID:</i>	6.2.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Audit trail records are imported (see test case T6.2.2.3)</li> <li>Logged in the as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the store of audit trail records.	The audit trail records are stored separately.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS stores audit trail records from the audit trail separately.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.2.3 Import Settings

Abstract: The focus of the following tests lies on the import settings for an ERMS.

#### T6.2.3.1 Close Class Automatically

I. Global test case information		
<i>test case id:</i>	T6.2.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that an administrative role is able to configure the ERMS to close classes, files and volumes after they have been imported.	
<i>Req.-ID:</i>	6.2.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Configure the import so that classes, files and volumes will be closed after the importation	The import is configured
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows an administrative role to configure the ERMS to close automatically classes, files and volumes after their importation.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature



### T6.2.3.2 Bulk Import in a Form Compliant to the MoReq2 XML Schema

I. Global test case information		
<i>test case id:</i>	T6.2.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The MoReq2 XML schema has been published. Ensure that the ERMS is able to perform a bulk import of records in a form compliant with this schema.	
<i>Req.-ID:</i>	6.2.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the capability of import a bulk of records in a form compliant with the published MoReq2 XML schema.	Records can be imported in a form compliant with the published MoReq2 XML schema.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>If a formal MoReq2 XML schema has been published the ERMS is able to import a bulk of records in a form compliant with this schema.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

**T6.3e-Mail Management**

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 6, chapter T6.3) can be found in the corresponding test data repository. The reference chapter is called ' <b>on the chapter T6.3 – e-Mail Management</b> '.
	TEST EXECUTION:	<p>step (1) Please read the chapter <b>Testframework – Introduction/Chapter 2</b> before starting the test execution.</p> <p>step (2) The test cases are designed in a way that enables you to skip certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies we have inserted test references into the precondition section of the test case. Careful attention should be given to the preconditions of each test case.</p>
	GLOBAL PRECONDITION:	<p>step (1) It is required to create <b>TestClassificationScheme1 (CS01)</b> for all test cases in this test module.</p>

### T6.3.1 Configuring the ERMS

Abstract: The test focus of this chapter lies on general configurations of the ERMS in capturing of sent and received e-Mails.

#### T6.3.1.1 Configuring the Operation when Sending an e-Mail

I. Global test case information		
<i>test case id:</i>	T6.3.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrative role checks the options to configure operations when sending an e-mail.	
<i>Req.-ID:</i>	6.3.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the configuration of operation when a user sends e-mails	The ERMS provides several configurations to operate in <u>one</u> of the following ways: <ul style="list-style-type: none"> <li>it automatically captures the e-mail;</li> <li>it determines whether to capture the e-mail according to pre-defined rules;</li> <li>it automatically prompts the user, giving the user an option to capture the e-mail;</li> <li>it takes no action (and thus relies on the user to initiate a capture if appropriate)</li> </ul>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS meets the required configuration when a user sends an e-Mail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.1.2 Configuring the Operation when Receiving an e-Mail

I. Global test case information		
<i>test case id:</i>	T6.3.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrator role checks the options to configure operations when receiving an e-mail.	
<i>Req.-ID:</i>	6.3.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the configuration of operation when a user receives an e-mails	The following configurations are possible: <ul style="list-style-type: none"> <li>it automatically captures the message, unless it has already been captured;</li> <li>it determines whether to capture the e-mail according to pre-defined rules;</li> <li>if the e-mail has not already been captured it automatically prompts the user, giving the user an option to capture it;</li> <li>it takes no action (and thus relies on the user to initiate a capture if appropriate).</li> </ul>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS meets the required configuration when the user receives an e-Mail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.2 Automated Assistance in Capture

Abstract: This chapter focuses on the automated assistance in the capture of e-Mails by the ERMS.

#### T6.3.2.1 Extracting Metadata from E-Mails (I)

I. Global test case information		
<i>test case id:</i>	T6.3.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An incoming e-Mail with attachment is captured as record. A check is made whether the ERMS supports automated assistance in the capture by extracting the following metadata: e-Mail date sent (and in some settings, time); recipient(s); any copy recipient(s); subject line (title); sender; embedded electronic signature; certification service provider.  Please note: The metadata element values to be used are arbitrary. However, the test data repository shows the minimum metadata elements of which a value is expected.	
<i>Req.-ID:</i>	6.3.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Receive the <b>e-Mail1 (RE01)</b>	The ERMS automatically extracts the following metadata: <ul style="list-style-type: none"> <li>e-Mail date sent (and in some settings, time);</li> <li>recipient(s);</li> <li>any copy recipient(s);</li> <li>subject line (title);</li> <li>sender;</li> <li>embedded electronic signature;</li> <li>certification service provider</li> </ul>
2.	Capture <b>e-Mail1 (RE01)</b> as Record1 within the class <b>Strategy (CS01/001/001)</b>	<b>e-Mail1 (RE01)</b> is captured as <b>Record1 (CS01/001/001/001)</b> within the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS supports automated assistance in the capture of incoming e-Mails with attachments by extracting the following metadata: e-Mail date sent (and in some settings, time), recipient(s), any copy recipient(s), subject line (title), sender, embedded electronic signature, certification service provider.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed  <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.2.2 Extracting Metadata from E-Mails (II)

I. Global test case information		
<i>test case id:</i>	T6.3.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>An outgoing e-Mail without attachment is captured as record. A check is made whether the ERMS supports automated assistance in the capture by extracting the following metadata: e-Mail date sent (and in some settings, time); recipient(s); any copy recipient(s); subject line (title); sender; embedded electronic signature; certification service provider.</p> <p>Please note: The metadata element values to be used are arbitrary. However, the test data repository shows the minimum metadata elements of which a value is expected.</p>	
<i>Req.-ID:</i>	6.3.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Send and capture <b>e-Mail2 (RE02)</b>	<p>The ERMS automatically extracts the following metadata:</p> <ul style="list-style-type: none"> <li>e-Mail date sent (and in some settings, time);</li> <li>recipient(s);</li> <li>any copy recipient(s);</li> <li>subject line (title);</li> <li>sender;</li> <li>embedded electronic signature;</li> <li>certification service provider</li> </ul>
2.	Capture <b>e-Mail2 (RE02)</b> as <b>Record2</b> within the class <b>Strategy (CS01/001/001)</b>	<b>e-Mail2 (RE02)</b> is captured in multiple formats as <b>Record2 (CS01/001/001/002)</b> within the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS supports automated assistance in the capture of outgoing e-Mails by extracting the following metadata: e-Mail date sent (and in some settings, time); recipient(s); any copy recipient(s); subject line (title); sender; embedded electronic signature; certification service provider.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.3 Handling Attachment(s)

Abstract: The test focus of this chapter lies on the capture of an e-Mail with attachment as one record or separate records.

#### T6.3.3.1 E-mail with Attachment(s)

I. Global test case information		
<i>test case id:</i>	T6.3.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows a user role to capture e-Mails with attachments as specified by MoReq2.	
<i>Req.-ID:</i>	6.3.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture an <b>e-Mail3 (RE03)</b> with attachment as <b>Record2</b>	The ERMS allows the role <b>Management</b> to choose one of the following options: <ul style="list-style-type: none"> <li>the e-mail message only, without attachment(s);</li> <li>the e-mail with its attachment(s), as one record made of linked components;</li> <li>the attachment(s) only, each or any as individual records.</li> </ul>
2.	Complete the capturing of <b>e-Mail3 (RE03)</b> as <b>Record3</b> into the class <b>Strategy (CS01/001/001)</b> by choosing the first option (the e-mail message only, without attachment(s))	<b>Record3 (CS01/001/001/003)</b> is captured into the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows user roles to capture an e-Mail with attachment(s) by choosing the options as specified by MoReq2.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.3.2 Capturing an E-Mail and its Attachment(s) Separately

I. Global test case information		
<i>test case id:</i>	T6.3.3.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made whether the ERMS links the resultant records as separate records when the user captures an e-Mail and its attachment.	
<i>Req.-ID:</i>	6.3.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture <b>e-Mail4 (RE04)</b> and its attachment separately as <b>Record4</b> and <b>Record5</b> within the class <b>Strategy (CS01/001/001)</b>	<b>e-Mail4 (RE04)</b> is captured as <b>Record4 (CS01/001/001/004)</b> and <b>Record5(CS01/001/001/005)</b> within the class <b>Strategy (CS01/001/001)</b>
2.	Check the linkage of the resultant <b>Record4 (CS01/001/001/004)</b> and <b>Record5(CS01/001/001/005)</b>	The resultant <b>Record4 (CS01/001/001/004)</b> and <b>Record5(CS01/001/001/005)</b> are linked
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>ERMS links resultant records when a user captures an e-Mail and its attachment(s) separately.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature



### T6.3.4 Metadata Element

Abstract: The following chapter deals with the capture of metadata from e-Mail records.

#### T6.3.4.1 Capturing the “subject” Field as Title Metadata

I. Global test case information		
<i>test case id:</i>	T6.3.4.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrative role captures an e-Mail. A check is made to confirm that the ERMS captures by default the “subject” field of an e-Mail as the metadata element <b>title</b> .	
<i>Req.-ID:</i>	6.3.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The “subject” of <b>e-Mail5 (RE05)</b> is Test.</li> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture <b>e-Mail5 (RE05)</b> as record in the class <b>Quality(CS01/001/002)</b>	The ERMS automatically used the “subject” field of <b>e-Mail5</b> to populate the title of the record with Test.
2.	Complete capture process	<b>e-Mail5 (RE05)</b> is captured as <b>Test (CS01/001/002/001)</b> in the class <b>Quality(CS01/001/002)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>By default, the ERMS captures the “subject” field of an e-Mail to populate the metadata element title.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.4.2 Editing the Title Metadata

I. Global test case information		
<i>test case id:</i>	T6.3.4.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An e-Mail is captured. The ERMS populated by default the metadata element title. A check is made to ensure that the ERMS allows editing the metadata element <b>title</b> .	
<i>Req.-ID:</i>	6.3.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The "subject" of <b>e-Mail5 (RE05)</b> is Test.</li> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture <b>e-Mail5 (RE05)</b> as record in the class <b>Strategy (CS01/001/001)</b>	The ERMS automatically used the "subject" field of <b>e-Mail5</b> to populate the title of the record with Test.
2.	Editing the title metadata to <b>Record6</b> and capture <b>e-Mail5 (RE05)</b> within the class <b>Strategy (CS01/001/001)</b>	<b>e-Mail5 (RE05)</b> is captured as <b>Record6 (CS01/001/001/006)</b> within the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>For e-Mails, the ERMS allows the user to edit the title metadata of an e-Mail, which was suggested by default.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.4.3 Delivery Status Notification

I. Global test case information		
<i>test case id:</i>	T6.3.4.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	An administrative role captures an e-Mail. In a further step the administrator captures the delivery status notification report on that e-Mail as record. A check is made whether the ERMS is able to link two records automatically.	
<i>Req.-ID:</i>	6.3.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS supports delivery status notification reports</li> <li><b>e-Mail7 (RE07)</b> is a delivery status notification report from <b>e-Mail6 (RE06)</b>.</li> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check
1.	Capture <b>e-Mail6 (RE06)</b> as <b>Record7</b> within the class <b>Strategy (CS01/001/001)</b>	<b>e-Mail6 (RE06)</b> is captured as <b>Record7 (CS01/001/001/007)</b> within the class <b>Strategy (CS01/001/001)</b>
2.	Capture the delivery status notification report <b>e-Mail7 (RE07)</b> as <b>Record8</b> within the class <b>Strategy (CS01/001/001)</b>	The delivery status notification report <b>e-Mail7 (RE07)</b> is captured as <b>Record8</b> within the class <b>Strategy (CS01/001/001)</b> ; the ERMS linked <b>Record7</b> and <b>Record8</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>When users capture the delivery status notification report of an e-Mail which has been captured as a record, the ERMS links the resulting records.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.4.4 Entering the “date sent” and “date received” Metadata Manually

I. Global test case information		
<i>test case id:</i>	T6.3.4.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows entering “date sent” and “date received” metadata manually during the capture of emails.	
<i>Req.-ID:</i>	6.3.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check
1.	Capture <b>e-Mail8 (RE08)</b> as Record9 in the <b>class Strategy (CS01/001/001)</b> by entering “date received” metadata manually	<b>e-Mail8 (RE08)</b> is captured as <b>Record9 (CS01/001/001/009)</b> within the <b>class Strategy (001/001)</b>
2.	Send an e-Mail and capture it as Record10 in the <b>class Strategy (CS01/001/001)</b> by entering “date sent” metadata manually	<b>Record10(CS01/001/001/010)</b> is captured within the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows entering “date sent” and “date received” metadata manually during the capture of emails.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.4.5 Capturing of Metadata Belonging to E-Mails and their Attachments Automatically

I. Global test case information		
<i>test case id:</i>	T6.3.4.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An e-Mail with attachment is captured. A check is made whether the ERMS automatically captures metadata of this e-Mail and its attachment according to the MoReq2 metadata model.	
<i>Req.-ID:</i>	6.3.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check
1.	Capture <b>e-Mail9 (RE09)</b>	The ERMS automatically captured the following metadata: <ul style="list-style-type: none"> <li>title</li> <li>date</li> <li>recipient</li> <li>copy recipient</li> <li>author</li> <li>sender</li> </ul>
2.	Capture <b>e-Mail9 (RE09)</b> as <b>Record11</b> in the class <b>Strategy (CS01001/001)</b>	<b>e-Mail9 (RE_009)</b> is captured as <b>Record11 (CS01/001/001/011)</b> within the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS automatically captures metadata of an e-Mail and its attachment according to the MoReq2 metadata model.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.5 Series of E-Mails and E-Mails with Related E-Mails

Abstract: The test focus of this chapter lies on the capture of e-Mail series and e-Mails with related e-Mails

#### T6.3.5.1 Capturing Several Manually Selected e-Mails as a Record or as a Set of Records

I. Global test case information		
<i>test case id:</i>	T6.3.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	Several checks are made to confirm that the ERMS allows the user to capture, in a single operation, several manually selected e-Mails as a record or a set of records, one per e-Mail.	
<i>Req.-ID:</i>	6.3.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select three e-Mails and capture them, in a single operation, into the ERMS	The ERMS provides the option to capture the selected e-Mails as: <ul style="list-style-type: none"> <li>one record;</li> </ul> or as <ul style="list-style-type: none"> <li>a set of records, one per e-Mail</li> </ul>
2.	Choose the first option (capturing as one record) and capture the e-Mails as <b>Record12</b> into the class <b>Strategy (CS01001/001)</b>	<b>Record12 (CS01001/001/012)</b> is captured into the class <b>Strategy (CS01001/001)</b>
3.	Select three e-Mails and capture them, in a single operation, into the ERMS	The ERMS provides the option to capture the selected e-Mails as: <ul style="list-style-type: none"> <li>one record;</li> </ul> or as <ul style="list-style-type: none"> <li>a set of records, one per e-Mail</li> </ul>
4.	Choose the second option (capturing a set of record, one per e-Mail) and capture the three e-Mails as <b>Record13, Record14 and Record15</b> into the class <b>Strategy (CS01001/001)</b>	<b>Record13 (CS01001/001/013), Record14 (CS01001/001/014) and Record15 (CS01001/001/015)</b> are captured into the class <b>Strategy (CS01001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS enables user roles to capture, in a single operation, several manually selected e-Mails into the ERMS as a record or a set of records, one per e-Mail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.5.2 Capturing All E-Mails Related to an E-Mail as a Record or a Set of Records

I. Global test case information		
<i>test case id:</i>	T6.3.5.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>A check is made whether the ERMS is able to identify and capture all related e-Mails to an e-Mail specified by a user, in a single operation, capturing them as a record or a set of records, one per e-Mail.</p> <p>Please note: It is required to select an e-Mail. However, e-Mails related to that e-Mail exist (see test data repository).</p>	
<i>Req.-ID:</i>	6.3.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select <b>e-Mail10 (RE10)</b> and capture it, in a single operation, into the ERMS	The ERMS automatically recognises that related e-Mails exist for <b>e-Mail10(RE10)</b> and provides the following options to capture the e-Mails as: <ul style="list-style-type: none"> <li>one record;</li> </ul> or as <ul style="list-style-type: none"> <li>a set of records, one per e-Mail</li> </ul>
2.	Choose the second option (capturing a set of records, one per e-Mail) and capture the two e-Mails as <b>Record16</b> and <b>Record17</b> into the class <b>Strategy (CS01001/001)</b>	<b>Record16 (CS01/001/001/016)</b> and <b>Record17 (CS01/001/001/017)</b> are captured into the class <b>Strategy (CS01/001/001)</b>
3.	Select <b>e-Mail11 (RE11)</b> and capture it, in a single operation, into the ERMS	The ERMS automatically recognises that two related e-Mails exists for <b>e-Mail11(RE11)</b> and provides following options to capture the e-Mails as: <ul style="list-style-type: none"> <li>one record;</li> </ul> or as <ul style="list-style-type: none"> <li>a set of records, one per e-Mail</li> </ul>
4.	Choose the first option (capturing as one record) and capture the e-Mails as <b>Record18</b> into the class <b>Strategy (CS01/001/001)</b>	<b>Record18 (CS01001/001/018)</b> is captured into the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS is able to identify and capture an e-Mail and all its related e-Mails, in a single operation, by providing the options to capture them as a record or a set of records, one per e-Mail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.6 Others:

Abstract: This chapter focuses on all the other aspects of the capture of e-Mails.

#### T6.3.6.1 Capturing Address Fields

I. Global test case information		
<i>test case id:</i>	T6.3.6.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to ensure that the ERMS captures the optional "display name" of the mailbox listed as well as the "address-spec" address.	
<i>Req.-ID:</i>	6.3.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The "display name" is presented.</li> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture an e-Mail as <b>Record19</b> into the class <b>Strategy (CS01/001/001)</b>	<b>Record19 (CS01/001/001/019)</b> is captured within the class <b>Strategy (CS01/001/001)</b> ; the ERMS captured the "display name" of the mailbox listed as well as the "address-spec" address.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS captures the "display name" of an e-Mail record when the address field of an e-Mail record is captured.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature



### T6.3.6.2 Capture Format

I. Global test case information		
<i>test case id:</i>	T6.3.6.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An e-Mail is captured as record. A check is made to ensure that the ERMS captures by default the e-Mail in a format that retains all its header information.	
<i>Req.-ID:</i>	6.3.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture <b>e-Mail12 (RE12)</b> as <b>Record20</b> within the class <b>Strategy (CS01/001/001)</b>	<b>e-Mail12 (RE12)</b> is captured as <b>Record20 (CS01/001/001/020)</b> within the class <b>Strategy (CS01/001/001)</b> ; The ERMS captures the record in a format that retains the header information of the e-Mail, by default.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS captures by default an e-Mail in a format that retains the header information.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.6.3 Capturing e-Mail messages in multiple formats

I. Global test case information		
<i>test case id:</i>	T6.3.6.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that a user role is able to capture an e-Mail in multiple formats.	
<i>Req.-ID:</i>	6.3.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the option to capture an e-Mail in multiple, including open, formats	The option to capture an e-Mail in multiple, including open, formats is given by the ERMS
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows a user role to capture an e-Mail in multiple formats.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.6.4 Capture of an E-Mail Record by Dragging it from an E-Mail Client

I. Global test case information		
<i>test case id:</i>	T6.3.6.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows capturing of e-Mails by dragging them from the e-Mail client to a specified sub-file, file or class in the ERMS.	
<i>Req.-ID:</i>	6.3.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Logged in as the role <b>Management</b></li> <li>• Access to an e-Mail client.</li> </ul>		
<i>b. test steps</i>		
step	Action/operation	check/ expected result
1.	Open the e-Mail client and drag an e-Mail to a sub-file, file or class of the ERMS	The option to drag an e-Mail into a sub-file, file or class of the ERMS is given
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• A user is able to capture of an e-Mail by dragging it from the e-Mail client into a sub-file, file or class of the ERMS.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.6.5 Capture of E-Mails in an Integrated Way

I. Global test case information		
<i>test case id:</i>	T6.3.6.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows capturing of e-Mails from the e-Mail application without the need to switch to the ERMS.	
<i>Req.-ID:</i>	6.3.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to an e-Mail client.</li> </ul>		
<i>b. test steps</i>		
step	Action/operation	check/ expected result
1.	Open the e-Mail client and check the option to capture e-Mails into the ERMS without needing to switch to it	The option to capture e-Mails from the e-Mail client without needing to switch to it is given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>A user is able to capture an e-Mail from the e-Mail client into the ERMS without needing to switch to it.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.3.6.6 Capture of Attachment as Separate Record

I. Global test case information		
<i>test case id:</i>	T6.3.6.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS requires appropriate record metadata values to be captured or entered for it.	
<i>Req.-ID:</i>	6.3.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Management</b>.</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>Action/operation</i>	<i>check/ expected result</i>
1.	Capture an attachment of an e-Mail as a separate record	The ERMS requires appropriate metadata values to be captured or entered by the user
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>When a user captures an attachment of an e-Mail as a separate record, the ERMS requires appropriate record metadata values to be captured or entered for it.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

**T6.4 Record Types**

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 6, chapter T6.4) can be found in the corresponding test data repository. The reference chapter is called <b>'on chapter T6.4 – Record Types.</b>
	TEST EXECUTION:	<p>step (1) Please read the chapter <b>Testframework – Introduction/Chapter 2</b> before starting the test execution.</p> <p>step (2) The test cases are designed in a way that enables you to skip certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies, we have inserted test references into the precondition section of the test case. Careful attention should be given to the preconditions of each test case.</p>
	GLOBAL PRECONDITION:	step (1) It is required to create <b>TestClassificationScheme1 (CS01)</b> for all test cases in this test module.

## T6.4.1 Creating and Managing

Abstract: The test focus of this chapter lies on the creation of record types and the ability to manage them.

### T6.4.1.1 Creating and Maintaining Record Types

I. Global test case information		
<i>test case id:</i>	T6.4.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS supports creating and maintaining record types.	
<i>Req.-ID:</i>	6.4.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a record type <b>Testing1</b>	The record type <b>Testing1 (RT01)</b> is created.
2.	Create a record type <b>Testing2</b>	The record type <b>Testing2 (RT02)</b> is created.
3.	Check the capability to maintain the record type(s)	The capability to maintain the record type(s) is given
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS supports creating and maintenance of record type(s).</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.4.1.2 Assigning of Exactly one Record Type to a Record

I. Global test case information		
<i>test case id:</i>	T6.4.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrative role attempts to capture a record without a record type. A check is made whether the ERMS denies this action. Further, the administrative role attempts to assign more than one record type. Ensure that the ERMS denies assigning more than one record type to a record.	
<i>Req.-ID:</i>	6.4.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The record types <b>Testing1 (RT01)</b> and <b>Testing2 (RT02)</b> are created (see test case T6.4.1.1).</li> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to capture <b>Record1</b> in the class <b>Strategy (CS01/001/001)</b> without assigning a record type	The ERMS denies to capture a record without record type
2.	Attempt to assign record type <b>Testing1</b> and <b>Testing2</b> to <b>Record1</b>	The ERMS denies assigning two record types to an record.
3.	Assign the record types <b>Testing1</b> to <b>Record1</b> and capture it into the class <b>Strategy (CS01/001/001)</b>	<b>Record1 (CS01/001/001/001)</b> is captured into the class <b>Strategy (CS01/001/001)</b>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS ensures that a record has exactly one record type.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T6.4.1.3 Creating of a record type by an administrative role

I. Global test case information		
<i>test case id:</i>	T6.4.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An unauthorised user attempts to create and maintain a record type. A check is made whether the ERMS denies the user this action.	
<i>Req.-ID:</i>	6.4.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Management</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to create a record type	The ERMS denies the user role <b>Management</b> to create a record type
2.	Attempt to maintain a record type	The ERMS denies the user role <b>Management</b> to maintain a record type
3.	Log out as the role <b>Management</b>	The role <b>Management</b> is logged out.
4.	Log in as the role <b>Central Administrator</b>	The role <b>Central Administrator</b> is logged in
5.	Create a record type	The ERMS allows the administrative role <b>Central Management</b> to create a record type
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS does not allow a user role to create a record type.</li> <li>The ERMS allows an administrative role to create a record type.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.4.1.4 Restricting the Creation of Record Types to a User Group

I. Global test case information		
<i>test case id:</i>	T6.4.1.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to ensure that the ERMS allows an administrative role to restrict the creation of records of specified record types to a specified user group.	
<i>Req.-ID:</i>	6.4.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The record types <b>Testing1 (RT01)</b> and <b>Testing2 (RT02)</b> are created (see test case T6.4.1.1).</li> <li>logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Restrict the ability to create records with the record type <b>Testing2</b> to the user group <b>EMEA</b>	The function of creating record types is assigned to the user group <b>EMEA</b>
2.	Log out as the role <b>Central Administrator</b>	The role <b>Central Administrator</b> is logged out
3.	Log in as the user <b>Rev_username1</b>	The user <b>Rev_username</b> is logged in
4.	Attempt to capture a record with the record type <b>Testing1</b>	The ERMS denies this action
5.	Capture <b>Record2</b> into the class <b>Strategy (CS01/001/001)</b> and assign to it the record type <b>Testing2</b>	The <b>Record2(CS01/001/001/002)</b> is captured into the class <b>Strategy (CS01/001/001/002)</b>
6.	Log out as the role <b>Rev_username1</b>	The role <b>Rev_username1</b> is logged out
7.	Log in as the user <b>MM_username1</b>	The user <b>MM_username1</b> is logged in
8.	Attempt to capture a record with the record type <b>Testing2</b>	The ERMS denies this action
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows an administrative role to restrict the creation of records of specified record types to a specified user group.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.4.1.5 Creating a Default Record Type

I. Global test case information		
<i>test case id:</i>	T6.4.1.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates a default record type. Ensure that the ERMS allows doing this. A further check is made whether the ERMS allows users to capture a record by using the default record type.	
<i>Req.-ID:</i>	6.4.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as the role <b>Central Administrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a record type <b>Testdefault</b> and mark it as default	The record type <b>Testdefault (RT03)</b> is created and marked as default
2.	Log out as the role <b>Central Administrator</b>	The role <b>Central Administrator</b> is logged out
3.	Log in as the role <b>Management</b>	The role <b>Management</b> is logged in
4.	Capture <b>Record3</b> by using the default record type <b>Testdefault</b> in the class <b>Strategy (CS01/001/001)</b>	The <b>Record3 (CS01/001/001/003)</b> is captured in the class <b>Strategy (CS01/001/001)</b> and the record type <b>Testdefault</b> is assigned to it.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows an administrative role to create a default record type, which can be used by a user who is allowed to capture records.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

***T6.5 Scanning and Imaging***

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 6, chapter T6.5) can be found in the corresponding test data repository. The relevance chapter is called ' <b>on chapter T6.5 – Scanning</b> '.
	TEST EXECUTION:	<p>step (1) Please read the chapter <b>Testframework – Introduction/Chapter 2</b> before starting the test execution.</p> <p>step (2) The test cases are designed in a way that enables you to skip certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies we have inserted test references into the precondition section of the test case. Careful attention should be given to the preconditions of each test case.</p>

### T6.5.1 Scanning Solutions

Abstract: The following test case focuses on the capability of the ERMS to integrate scanning solutions.

#### T6.5.1.1 Capability with at least one Scanning Solution

I. Global test case information		
<i>test case id:</i>	T6.5.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made whether the ERMS is capable of integration with at least one scanning solution.	
<i>Req.-ID:</i>	6.5.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged into the ERMS</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the capability of the ERMS to integrate scanning solutions	A scanning solution is or can be integrated into the ERMS
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS is capable of integration with at least one scanning solution.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

## T6.5.2 The ERMS Scanning Feature

Abstract: The test focus of this chapter lies on the general functioning of the ERMS scanning feature.

### T6.5.2.1 Supporting Monochrome and Colour Scanning

I. Global test case information		
<i>test case id:</i>	T6.5.2.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature supports monochrome and colour scanning.	
<i>Req.-ID:</i>	6.5.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Perform a monochrome scan	The monochrome scan is performed
2.	Perform a colour scan	The colour scan is performed
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature supports monochrome and colour scanning.</li> </ul>		
III. Test result		
<i>defects / deviations</i>	<i>verdict</i>	
	<input type="checkbox"/> passed <input type="checkbox"/> failed	
<i>remarks</i>	<i>tester</i>	
	_____ date, signature	

### T6.5.2.2 Saving Images in Standard Formats

I. Global test case information		
<i>test case id:</i>	T6.5.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature is capable of saving images in standard formats, including TIFF, JPEG and PDF/A.	
<i>Req.-ID:</i>	6.5.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Scan an image and save it in TIFF format	The image is saved in TIFF format
2.	Scan an image and save it in JPEG format	The image is saved in JPEG format
3.	Scan an image and save it in PDF/A format	The image is saved in PDF/A format
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature is capable of saving images in TIFF, JPEG and PDF/A format.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.3 Saving Images at Different Resolutions

I. Global test case information		
<i>test case id:</i>	T6.5.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature is capable of saving images at different resolutions.	
<i>Req.-ID:</i>	6.5.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Scan and save images at different resolutions	The images are saved at different resolutions
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature is capable of saving images at different resolutions.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T6.5.2.4 Saving Images in Colour and Greyscale at Different Resolutions

I. Global test case information		
<i>test case id:</i>	T6.5.2.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature is capable of saving images in colour or greyscale and at different resolutions.	
<i>Req.-ID:</i>	6.5.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Scan and save images in colour at different resolutions	The images are saved in colour at different resolutions
2.	Scan and save images in greyscale at different resolutions	The images are saved in greyscale at different resolutions
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature is capable of saving images in colour and greyscale at different resolutions.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.5 Handling of Standard Paper Sizes

I. Global test case information		
<i>test case id:</i>	T6.5.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature is capable of handling standard paper sizes, including A4 and A3.	
<i>Req.-ID:</i>	6.5.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Scan an A4 paper	The paper is scanned
2.	Scan an A3 paper	The paper is scanned
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature is capable of handling standard paper sizes, including A4 and A3.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.6 Recognising and Capturing Individual Documents in a Bulk Scanning Process

I. Global test case information		
<i>test case id:</i>	T6.5.2.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A bulk scanning process is performed. A check is made whether the ERMS scanning feature is recognising and capturing individual documents in that bulk scanning process.  Please note: MoReq2 does not state how this should be done. There are many solutions possible such as recognition of patch sheets, blank sheet inserts etc.	
<i>Req.-ID:</i>	6.5.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• There is an individual document signed for recognition and capturing.</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a bulk scanning process	The bulk scanning process is performed; the ERMS scanning feature recognised and captured the individual documents.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS scanning feature is capable of recognising and capturing individual documents in a bulk scanning process.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.7 Sending Images to a Queue after Scanning

I. Global test case information		
<i>test case id:</i>	T6.5.2.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>An image is scanned and a check is made to confirm that the ERMS scanning feature is capable of sending that image to a queue.</p> <p>Please note: This test case only focuses on the capability of sending images to a queue. We do not state to which queue. Examples might be indexing or quality assurances.</p>	
<i>Req.-ID:</i>	6.5.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Scan an image and send it to a queue	The image is scanned and sent to a queue.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature is capable of sending images to a queue.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.8 Inspection of Scanned Images

I. Global test case information		
<i>test case id:</i>	T6.5.2.8	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS includes a facility for the inspection of scanned images.	
<i>Req.-ID:</i>	6.5.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check some images over the inspection facility (the check should include the accepting and rejecting of scanned images to the request of re-scan)	Checks over an inspection facility are possible
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS is includes a facility for the inspection of scanned images.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.9 Setting a Threshold for Image Information Content

I. Global test case information		
<i>test case id:</i>	T6.5.2.9	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature allows configuring of a threshold for image information content.	
<i>Req.-ID:</i>	6.5.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature.</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Configure a threshold for image information content	The threshold is configured
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature allows configuring of a threshold for image information content.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.10 Storing of Scanner Set-Up Parameters for Different Document Types

I. Global test case information		
<i>test case id:</i>	T6.5.2.10	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature allows storing scanner set-up parameters for different document types.	
<i>Req.-ID:</i>	6.5.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Store scanner set-up parameters for different record types	Scanner set-up parameters are stored for different record types
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature allows storing scanner set-up parameters for different document types.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.11 Logging of a Scanning Session

I. Global test case information		
<i>test case id:</i>	T6.5.2.11	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A scanning session is performed. A check is made to confirm that the ERMS scanning feature logs details of the scanning session according to the MoReq2 specification.	
<i>Req.-ID:</i>	6.5.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a scanning session	The scanning session is performed. Following details are logged: <ul style="list-style-type: none"> <li>user login;</li> <li>workstation identifier;</li> <li>time and duration;</li> <li>session identifier;</li> <li>batch identifier(s);</li> <li>number of documents (if applicable);</li> <li>number of images scanned;</li> <li>number of images after removal of blank pages (if blank pages are removed automatically).</li> </ul>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature logs details of a scanning session according to the MoReq2 specification.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T6.5.2.12 Scanning Zoned Forms

I. Global test case information		
<i>test case id:</i>	T6.5.2.12	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A scan is performed by using zoned forms. A check is made to confirm that the ERMS scanning feature is able automatically to scan zoned forms and to capture these values as metadata.	
<i>Req.-ID:</i>	6.5.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• Scanning zoned forms are defined for a document type</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a scan by using zoned forms of a document type	The scan is performed; the ERMS automatically captured the values of metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS scanning feature is able automatically to scan zoned forms and to capture these values as metadata.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.2.13 Interpreting Information for Automated Classification

I. Global test case information		
<i>test case id:</i>	T6.5.2.13	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS scanning feature includes automatic capture of metadata. A check is made to confirm that the ERMS scanning feature is able to interpret this information for automated classification.	
<i>Req.-ID:</i>	6.5.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• The ERMS scanning feature includes automatic capture of metadata.</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a scan of a paper record whose metadata , e.g. an identifier, references to a predefined aggregation of the ERMS	The scan is performed; the scanning feature interprets metadata and automatically captured the scanned record into a predefined aggregation of the ERMS
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS scanning feature is able to interpret metadata information for automated classification.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.3 Optical Character Recognition (OCR)

Abstract: This chapter focuses on the test of OCR functionality provided by the ERMS scanning feature.

#### T6.5.3.1 Integrating of Optical Character Recognition

I. Global test case information		
<i>test case id:</i>	T6.5.3.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS scanning feature has Optical Character Recognition (OCR) functionality.	
<i>Req.-ID:</i>	6.5.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Produce a text by scanning an image using Optical Character Recognition	The text is produced
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS scanning feature has Optical Character Recognition (OCR) functionality.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.3.2 Managing the Test Resulting from the OCR as a Single Record

I. Global test case information		
<i>test case id:</i>	T6.5.3.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS scanning feature has OCR functionality. A check is made to confirm that the text resulting from the OCR can be used to populate a single metadata element.	
<i>Req.-ID:</i>	6.5.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• The ERMS scanning feature has OCR functionality (see test case T6.5.3.1)</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Scan an image and capture it as a record by using Optical Character Recognition functionality to populate a single metadata elements	The record is captured; the tests resulting from the OCR was used to populate a single metadata elements
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The text resulting from the OCR can be used to populate a single metadata element of a record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.3.3 Full Text Search Based on OCR Text

I. Global test case information		
<i>test case id:</i>	T6.5.3.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS scanning feature has OCR functionality. A check is made to confirm that the text resulting from the OCR can be used for full text searching.	
<i>Req.-ID:</i>	6.5.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• The ERMS scanning feature has OCR functionality (see test case T6.5.3.1)</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Scan an image and capture it as a record by using Optical Character Recognition functionality to populate a single metadata element	The record is captured; the tests resulting from the OCR was used to populate a single metadata element
2.	Perform a full text search based on the OCR text (see test step1)	The full text search is performed and shows at least one record (from test step 1)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The text resulting from the OCR can be used to perform a full text search.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.4 Annotating Images

Abstract: This chapter focuses on the annotation of images and their handling.

#### T6.5.4.1 Annotating images

I. Global test case information		
<i>test case id:</i>	T6.5.4.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows annotating an image.	
<i>Req.-ID:</i>	6.5.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Access to the ERMS scanning feature</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Annotate an image	The image is annotated.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows annotating an image.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.4.2 Preventing the Alteration and Removal of an Annotation

I. Global test case information		
<i>test case id:</i>	T6.5.4.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An annotated image is stored as a record. An attempt is made to change and remove the annotation of the image. Ensure that the ERMS prevents any attempt to do so.	
<i>Req.-ID:</i>	6.5.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• The ERMS allows to annotate images (see test case T6.5.4.1)</li> <li>• An annotated image is stored as a record.</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Access the annotated image which is stored as a record and attempt to change the annotation	The ERMS denies to change the annotation of an annotated image held as a record
2.	Access the annotated image which is stored as a record and attempt to remove the annotation	The ERMS denies to remove the annotation of an annotated image held as a record
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS denies any attempt to change or remove the annotation of an annotated image held as a record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.4.3 Recording the Information of an Annotated Image Held as a Record

I. Global test case information		
<i>test case id:</i>	T6.5.4.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An annotated image is stored as a record. A check is made to confirm that the ERMS records with the annotation the identity of the user making it, the time and the date, in an unalterable way.  Please note: MoReq2 requires that the information are stored in an unalterable way. This test case includes an attempt to change the information.	
<i>Req.-ID:</i>	6.5.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Access to the ERMS scanning feature</li> <li>• The ERMS allows annotating images (see test case T6.5.4.1)</li> <li>• An annotated image is stored as record.</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Access the annotated image which is stored as a record and check the recorded information of it	The ERMS recorded the following information of the annotated image held as a record: <ul style="list-style-type: none"> <li>• the user making the annotation,</li> <li>• the time and date.</li> </ul>
2.	Attempt to change the information	The ERMS denies to change the information
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS records with the annotation the identity of the user making it, the time and the date, in an unalterable way.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



**T6.5.5 Others:**

Abstract: This chapter summarises all other test cases.

**T6.5.5.1 Bulk Import of Scanned Images**

I. Global test case information		
<i>test case id:</i>	T6.5.5.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS is capable of importing a bulk of scanned images with their Metadata.	
<i>Req.-ID:</i>	6.5.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>A bulk of scanned images including their metadata is available.</li> <li>Logged into the ERMS</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Perform a bulk import of scanned images including their metadata	The bulk import of scanned images is performed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS is capable of performing a bulk import of scanned images including their Metadata.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.5.2 Capturing a Scanned Image as Record

I. Global test case information		
<i>test case id:</i>	T6.5.5.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows capturing a scanned image as a record.	
<i>Req.-ID:</i>	6.5.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged into the ERMS</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Capture a scanned image as record	The image is scanned as record.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows capturing a scanned image as a record.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T6.5.5.3 Displaying Thumbnails of a Scanned Image

I. Global test case information		
<i>test case id:</i>	T6.5.5.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm whether the ERMS allows displaying thumbnails of a scanned image.	
<i>Req.-ID:</i>	6.5.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged into the ERMS</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Display a thumbnail of a scanned image	The thumbnail of the scanned image is displayed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows displaying thumbnails of scanned images.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature