

# Test Module8

## Searching, Retrieval and Presentation

### Test Cases

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## Document History

| Version | Date of Issue | Author                       | Comment  |
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| 0.1     | 17/08/07      | Michael Sill                 | Initial Draft  |
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| 1.0     | 07/04/2008    | MoReq2 test development team | Finalising after approval of the test framework                          |

**T8.1 Search and Retrieval**

|                |                      |  |
|----------------|----------------------|--|
| <b>REMARKS</b> | TEST DATA:           | The test data for the following tests (test module 8, chapter T8.1) can be found in the corresponding test data repository. The reference chapter is called ' <b>On Chapter T8.1 – Search and Retrieval</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> |
|                | GLOBAL PRECONDITION: | <p>step (1) It is required to create <b>TestClassificationScheme1 (CS01)</b> for all test cases in this test module.</p>   |

## T8.1.1 Searching

Abstract: The test focus of this chapter lies on the ability to search for and retrieve entities.

### T8.1.1.1 Searching for and Retrieving Entities

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.1.1.1  |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable                                 |
| <i>test case description:</i>   | Several checks are made to ensure that the ERMS allows searching for records and aggregations within the classification scheme. |   |
| <i>Req.-ID:</i>   | 8.1.2   |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |   |   |
| <i>b. test steps</i>  |   |   |
| step  | action/operation  | check/ expected result  |
| 1.  | Perform a search by entering the search term "Dick"   | The ERMS search function retrieves at least the record <b>Strategic planning (CS01/001/003/001/001)</b> |
| 2.  | Perform a search by entering the search term "Marketing"  | The ERMS search function retrieves at least the class titled <b>Marketing (CS01/001)</b>                |
| 3.  | Perform a search by entering the search term "Objectives"   | The ERMS search function retrieves at least the file titled <b>Objectives (CS01/001/002)</b>            |
| 4.  | Perform a search by entering the search term "Competitor"   | The ERMS search function retrieves at least the sub-file titled <b>Competitor A (CS01/001/003/001)</b>  |
| 5.  | Perform a search by entering the search term "weakness"   | The ERMS search function retrieves at least the volume titled <b>SWOT20 (CS01/001/003/001/001)</b>      |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to search for and retrieve a record, 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   |

### T8.1.1.2 Appearance of the Search Function

| I. Global test case information   |   |  |
|---|---|--|
| <i>test case id:</i>  | T8.1.1.2  |  |
| <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 search functionality appears in the same way independent of how a user searches for records or a specified level of aggregations within the ERMS. |  |
| <i>Req.-ID:</i>   | 8.1.5   |  |
| II. Test case   |   |  |
| <i>a. precondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>A search for a record and aggregation is performed (see test case T8.1.1.1)</li> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>        |   |  |
| <i>b. test steps</i>  |   |  |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>                    |
| 1.  | Check the appearance of the search function while performing searches (see test case T8.1.1.1)  | The ERMS search function appears in the same way |
| <i>c. postcondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>The ERMS search function appears in the same way independent of how a user searches for records or a specified level of aggregations 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                            |

### T8.1.1.3 Limitation of the Resulting Entities

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.1.1.3   |   |
| <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 search function allows an administrative role to search for a record or a specified aggregation of records. |   |
| <i>Req.-ID:</i>   | 8.1.4  |   |
| 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.  | Open the search function and check the options to specify a search   | At least following options are given: <ul style="list-style-type: none"> <li>Search on records;</li> <li>Search on a specified level of aggregations (e.g. classes, files, sub-files, volumes)</li> </ul> |
| 2.  | Perform a search by entering the search term "weakness" and limit the search to classes  | The ERMS search function retrieves only classes, at least the class <b>Marketing (CS01/001)</b> .   |
| 3.  | Perform a search by entering the search term "Martin" and limit the search to files  | The ERMS search function retrieves only files, at least the file <b>Strategic business units (CS01/001/001)</b> .   |
| 4.  | Perform a search by entering the search term "Martin" and limit the search to sub-files  | The ERMS search function retrieves only sub-files, at least the sub-file <b>Competitor A (CS01/001/003/001)</b> .   |
| 5.  | Perform a search by entering the search term "weakness" and limit the search to volumes  | The ERMS search function retrieves only sub-files, at least the volume <b>SWOT20 (CS01/001/003/001/001)</b> .   |
| 6.  | Perform a search by entering the search term "weakness" and limit the search to records  | The ERMS search function retrieves only records, at least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> .   |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows administrative roles to limit a search to a record or to a specified level of aggregation 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   |



### T8.1.1.4 Integrated and Consistent Search Function

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.1.1.4   |   |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>   | <p>An administrative role searches a record in the following ways:<br/>           a) by using a metadata element as search term<br/>           b) by using a textual content of the record as search term.</p> <p>A check is made to confirm that the interface and the behaviour of both searches are the same.</p> |   |
|   | 8.1.9  |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>• <b>Document1(RD01)</b> is captured as the record <b>Strategic planning (CS01/001/003/001/001/001)</b> (see test data repository)</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Perform a search by entering the metadata element "Miller" as search term  | At least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| 2.  | Perform a search by entering the textual content "process" and by using the same interface as in test step1.   | At least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| 3.  | Compare the display of the search results of step 1 and step 2   | Both search results are displayed in the same way                                     |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>• The ERMS allows an administrative role to search for a record by using a metadata element and textual content within the same search interface.</li> <li>• The ERMS displays the search result of the metadata element and the textual content in the same way.</li> </ul> |  |   |
| III. Test result  |  |   |
| <i>defects / deviations</i>   | <i>verdict</i>   |   |
|   | <input type="checkbox"/> passed<br><input type="checkbox"/> failed   |   |
| <i>Remarks</i>  | <i>tester</i>  |   |
|   | _____<br>date, signature   |   |

### T8.1.1.5 Boolean Operators

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.1.1.5   |   |
| <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 searches a record by using a textual content and metadata elements combined with three Boolean operators included in the search term. |   |
| <i>Req.-ID:</i>   | 8.1.13   |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |   |
| <i>b. test steps</i>  |  |   |
| <i>step</i>   | <i>action/operation</i>  | <i>check/ expected result</i>   |
| 1.  | Perform a search by entering following search term:<br>"Miller AND weakness AND NOT volume OR process"   | At least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows a user to search for a record by using a search term which consists of content and metadata elements combined with three Boolean operators.</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   |

### T8.1.1.6 Access and Security Controls

| I. Global test case information   |   |                                   |
|---|---|-----------------------------------|
| <i>test case id:</i>  | T8.1.1.6  |                                   |
| <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 search or retrieve function does not reveal any information to a user where the access controls prevent access by that user.<br><br>Please note: We assume that the ERMS provides no information about the object. Other responses on a search request are possible, too (compare 4.1.23 of chapter 4) . |                                   |
| <i>Req.-ID:</i>   | 8.1.1   |                                   |
| II. Test case   |   |                                   |
| <i>a. precondition(s)</i>   |   |                                   |
| <ul style="list-style-type: none"> <li>Logged in as the user <b>MM_user1</b></li> </ul>   |   |                                   |
| <i>b. test steps</i>  |   |                                   |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>     |
| 1.  | Perform a search by using the search term "Legal"   | There is no search result found   |
| <i>c. postcondition(s)</i>  |   |                                   |
| <ul style="list-style-type: none"> <li>The ERMS search or retrieve function does not reveal any information to a user where the access controls prevent access by that 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             |

### T8.1.1.7 Limitation of the Scope of the Search

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.1.1.7   |   |
| <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 limiting the scope of a search to an aggregation (e.g. classes, files, sub-files and volumes.) |   |
| <i>Req.-ID:</i>  | 8.1.23   |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |  |   |
| <i>b. test steps</i>   |  |   |
| step   | action/operation   | check/ expected result  |
| 1.   | Perform a search by entering the search term " <i>weakness</i> " and limit the scope to the class <b>Marketing (CS01/001)</b>                  | The ERMS retrieves only items below of the class <b>Marketing (CS01/001)</b> , at least the class <b>Marketing (CS01/001)</b> itself, the volume <b>SWOT20 (CS01/001/003/001/001)</b> and the record <b>Strategic planning (CS01/001/003/001/001/001)</b> |
| 2.   | Perform a search by entering the search term " <i>Martin</i> " and limit the scope to the file <b>Strategic business units (CS01/001/001)</b>  | The ERMS retrieves only items below of the file <b>Strategic business units (CS01/001/001)</b> , at least the file <b>Strategic business units (CS01/001/001)</b> and the sub-file <b>Competitor A (CS01/001/003/001)</b>                                 |
| 3.   | Perform a search by entering the search term " <i>Smith</i> " and limit the scope to the sub-file <b>Competitor A (CS01/001/003/001)</b>       | The ERMS retrieves only items below of the sub-file <b>Competitor A (CS01/001/003/001)</b> , at least the sub-file <b>Competitor A (CS01/001/003/001)</b> itself  |
| 4.   | Perform a search by entering the search term " <i>weakness</i> " and limit the scope to the volume <b>SWOT20 (CS01/001/003/001/001)</b>        | The ERMS retrieves only items below of the volume <b>SWOT20 (CS01/001/003/001/001)</b> , at least the volume <b>SWOT20 (CS01/001/003/001/001)</b> itself and the record <b>Strategic planning (CS01/001/003/001/001/001)</b>                              |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to perform a search by limiting the scope to a class, file, sub-file and/or volume.</li> </ul> |  |   |
| III. Test result   |  |   |
| <i>defects / deviations</i>  | <i>verdict</i>   |   |
|  | <input type="checkbox"/> passed<br><input type="checkbox"/> failed   |   |
| <i>Remarks</i>   | <i>tester</i>  |   |
|  | _____<br>date, signature   |   |

### T8.1.2 Search Terms

Abstract: The following chapter deals with the usage of different search terms.

#### T8.1.2.1 Searching for Metadata Elements

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.1.2.1  |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable |
| <i>test case description:</i>   | A search is performed. A check is made to confirm that the ERMS retrieves a result for search terms, which is a combination of two different metadata elements.<br><br>Please note: The applied search term "Smith Strength" is a combination of the metadata elements Author and Keyword (see test data repository). |   |
| <i>Req.-ID:</i>   | 8.1.3   |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |   |   |
| <i>b. test steps</i>  |   |   |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>   |
| 1.  | Perform a search by entering the following search term "Smith Strength"   | The file <b>Objectives (CS01/001/002)</b> is retrieved                  |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The ERMS allows performing a search for a file by using a combination of two metadata elements as search terms.</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   |

### T8.1.2.2 Searching for Textual Record Contents

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.1.2.2   |  |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory  | <input type="checkbox"/> Optional  |
| <i>test case description:</i>  | A search is performed. A check is made to confirm that the ERMS retrieves a search result for a textual content as search term.<br><br>Please note: The applied search term <i>process</i> is the content of Document1 (RD01). This document was captured as the record Strategic planning (see test data repository). |  |
| <i>Req.-ID:</i>  | 8.1.6  |  |
| II. Test case  |  |  |
| <i>a. precondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>Document1 (RD01) is captured as the record <b>Strategic planning (CS01/001/003/001/001)</b> (see test data repository).</li> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul> |  |  |
| <i>b. test steps</i>   |  |  |
| <i>step</i>  | <i>action/operation</i>  | <i>check/ expected result</i>  |
| 1.   | Perform a search by entering the search term "process"   | The record <b>Strategic planning (CS01/001/003/001/001)</b> is retrieved |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to search for a record by using a textual content as search term.</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  |

### T8.1.2.3 Searching by Combinations of Metadata Elements and Textual Record content

| I. Global test case information   |   |  |
|---|---|--|
| <i>test case id:</i>  | T8.1.2.3  |  |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional  |
| <i>test case description:</i>   | <p>An administrative role searches a record by using a combination of a metadata element and textual record content as search term.<br/>           A check is made to confirm that the ERMS retrieves a search result for that search term.</p> <p>Please note: The applied search term is a value of the metadata element Author ("Miller") and a textual content ("process") of the record Strategic planning (see test data repository).</p> |  |
| <i>Req.-ID:</i>   | 8.1.8   |  |
| II. Test case   |   |  |
| <i>a. precondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>• <b>Document1 (RD01)</b> is captured as the record <b>Strategic planning (CS01/001/003/001/001/001)</b> (see test data repository).</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> </ul> |   |  |
| <i>b. test steps</i>  |   |  |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>  |
| 1.  | Perform a search by entering the search term:<br>"Miller process"   | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| <i>c. postcondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>• The ERMS allows an administrative role to search for a record by using a combination of metadata elements and textual content as search term.</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  |

### T8.1.2.4 Searching by Keywords

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.1.2.4  |  |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional  |
| <i>test case description:</i>  | An administrative role performs a search by using a keyword as search term.<br>A check is made to confirm that the ERMS retrieves a search result for that search term. |  |
| <i>Req.-ID:</i>  | 8.1.14  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |   |  |
| <i>b. test steps</i>   |   |  |
| <i>step</i>  | <i>action/operation</i>   | <i>check/ expected result</i>  |
| 1.   | Perform a search by entering the keyword "threats"  | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to search for a record by using a keyword as search term.</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  |



### T8.1.2.5 Searching by Keywords Selected from Controlled Vocabulary

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.1.2.5  |  |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional  |
| <i>test case description:</i>  | An administrative role performs a search for a record by using a keyword as search term which is offered by controlled vocabularies or by lists of permitted terms.<br>A check is made to confirm that the ERMS retrieves a search result for that search term. |  |
| <i>Req.-ID:</i>  | 8.1.15  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• The controlled vocabularies or lists of permitted terms which can be used for keyword searching contains the string "threats"</li> </ul> |   |  |
| <i>b. test steps</i>   |   |  |
| <i>step</i>  | <i>action/operation</i>   | <i>check/ expected result</i>  |
| 1.   | Search for the keyword "threats" by selecting it from controlled vocabularies or lists of permitted terms   | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>• The ERMS allows a user to search for a record by using a keyword selected from controlled vocabularies or lists of permitted terms as search term.</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  |

### T8.1.2.6 Saving Search Terms for Re-Use

| I. Global test case information   |   |  |
|---|---|--|
| <i>test case id:</i>  | T8.1.2.6  |  |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional                                 |
| <i>test case description:</i>   | An administrative role performs a search and saves the search term for re-use. A check is made to confirm that the ERMS allows to save and re-use search terms to perform a search. |  |
| <i>Req.-ID:</i>   | 8.1.26  |  |
| II. Test case   |   |  |
| <i>a. precondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>Logged in as the user <b>CentralAdministrator</b></li> </ul>                       |   |  |
| <i>b. test steps</i>  |   |  |
| step  | action/operation  | check/ expected result   |
| 1.  | Perform a search by entering and saving the search term "Miller threats"  | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| 2.  | Perform a search by re-using the saved search term "Miller threats"   | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved |
| <i>c. postcondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to save search terms for re-use.</li> </ul> |   |  |
| III. Test result  |   |  |
| <i>defects / deviations</i>   |   | <i>verdict</i>   |
|   |   | <input type="checkbox"/> passed<br><input type="checkbox"/> failed           |
| <i>Remarks</i>  |   | <i>tester</i>  |
|   |   | _____<br>date, signature   |

### T8.1.2.7 Making Saved Search Terms Available for Others

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.1.2.7  |  |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional                                     |
| <i>test case description:</i>  | A search term is saved. An administrative role, that saved the search term, makes it available to a user role.<br>A check is made to confirm that the user role is able to perform a search by using the saved search term. |  |
| <i>Req.-ID:</i>  | 8.1.27  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>A search term is saved (see test case T8.1.2.6).</li> <li>Logged in as user of the role <b>CA_user</b></li> </ul> |   |  |
| <i>b. test steps</i>   |   |  |
| step   | action/operation  | check/ expected result   |
| 1.   | Make the saved search term "Miller threats" available for the user <b>MM_user1</b>  | The saved search term "Miller threats" is available for the user <b>MM_user1</b> |
| 2.   | Log out as the user <b>CA_user</b>  | The user <b>CA_user</b> is logged out  |
| 3.   | Login as the user <b>MM_user1</b>   | The user <b>MM_user1</b> is logged in.   |
| 4.   | Perform a search by using the save search term "Miller threats"   | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved     |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>The ERMS allows saving a search term and making it available to another 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  |

### T8.1.2.8 Providing Time Intervals in Search Requests

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.1.2.8  |  |
| <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 allows specifying a time interval either by using calendar dates or the number of days as search terms when performing a search. |  |
| <i>Req.-ID:</i>  | 8.1.28  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>        |   |  |
| <i>b. test steps</i>   |   |  |
| step   | action/operation  | Check/ expected result   |
| 1.   | Check the option to search for a record using a time interval as search term. (e.g. calendar dates, number of days)   | The option to perform a search by specifying the time intervals, e.g. .g. calendar dates, number of days, is given |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>The ERMS allows specifying a time interval for a search request.</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  |

### T8.1.2.9 Using Time Intervals in Search Terms

| I. Global test case information   |  |  |
|---|--|--|
| <i>test case id:</i>  | T8.1.2.9   |  |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional                               |
| <i>test case description:</i>   | An administrative role performs a search for records within time intervals using<br>a) natural language and<br>b) dates<br>as search terms.<br>Several checks are made to confirm that the ERMS allows to specify a time interval using<br>at least natural language or dates as search term when performing a search. |  |
| <i>Req.-ID:</i>   | 8.1.29   |  |
| II. Test case   |  |  |
| <i>a. precondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                                   |  |  |
| <i>b. test steps</i>  |  |  |
| step  | action/operation   | check/ expected result   |
| 1.  | Perform a search by using the search term "last week" (e.g. all records created last week)   | User is able to define a search term for the time interval "last week".    |
| 2.  | Perform a search by using the search term "this month" (e.g. all records created this month)   | User is able to define a search term for the time interval "this month".   |
| 3.  | Perform a search by using the search term "next quarter" (e.g. all components where a disposition process has to be initiated next quarter)  | User is able to define a search term for the time interval "next quarter". |
| 4.  | Perform a search by using the search term "last year" (e.g. all records created last year)   | User is able to define a search term for the time interval "last year".    |
| 5.  | Perform a search by using the search term "Monday" (e.g. all records created on Monday)  | User is able to define a search term for the time interval "Monday".       |
| 6.  | Perform a search by using the search term "July" (e.g. all records created in July)  | User is able to define a search term for the time interval "July".         |
| 7.  | Perform a search by using the search term "24 Dec 2007 - 5 Jan 2008" (e.g. all records created between 24-Dec-2006 and 5 Jan 2007)   | User is able to define a search term for the time interval with dates.     |
| <i>c. postcondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows specifying search terms for time intervals in natural language or as dates.</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  |

### T8.1.3 Total Number of Items/ Search Result

Abstract: The test focus of this chapter lies on the displaying and refining of search results.

#### T8.1.3.1 Display the Resulting Items and Total Number of Items as Search Result

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.1.3.1   |  |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory  | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable                |
| <i>test case description:</i>  | An administrative role performs a search for a number of records by using textual content as search term.<br>A check is made to confirm that the ERMS :<br>a) displays the number of items found,<br>b).displays (or allow the user to request display of) all search results (the "hit list") |  |
| <i>Req.-ID:</i>  | 8.1.10   |  |
| II. Test case  |  |  |
| <i>a. precondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |  |  |
| <i>b. test steps</i>   |  |  |
| step   | action/operation   | check/ expected result   |
| 1.   | Perform a search by entering the string "process"  | The ERMS displays the total number of items found.                                     |
| 2.   | If the search result is not displayed automatically request the display of it.   | The search result is either displayed automatically or the displayed can be requested. |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>The ERMS displays the total number of items found in a search and either displays the search result (the "hit list") automatically or allows to request display of 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  |

### T8.1.3.2 Refining a Search Without Re-Entering the Search Criteria

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.1.3.2   |   |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>  | <p>An administrative role performs a search for a number of records by using textual content as search term.<br/>           A check is made to confirm that the ERMS displays all search results and the number of items found.<br/>           Furthermore the administrative role refines the search without re-entering the search criteria.</p> |   |
| <i>Req.-ID:</i>  | 8.1.11   |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>• Test case T8.1.3.1 was executed</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> </ul> |  |   |
| <i>b. test steps</i>   |  |   |
| <i>step</i>  | <i>action/operation</i>  | <i>check/ expected result</i>   |
| 1.   | Refine the search from test case T8.1.3.1 by searching <b>additionally</b> for "Smith" <b>without</b> re-entering the former search term again   | The search term is refined.<br>No search result is displayed now after having narrowed the search term. |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>• The ERMS allows refining a search term without re-entering the former search term.</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   |

### T8.1.3.3 Relevance Ranking

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.1.3.3  |  |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional                   |
| <i>test case description:</i>  | <p>An administrative role performs a search. Ensure that the ERMS provides a relevance ranking of the search results.<br/>           A check is made to confirm that the ERMS provides an implicit or explicit relevance ranking.</p> <p>Please note: we understand 'implicit' and 'explicit ranking' as the following:</p> <ul style="list-style-type: none"> <li>a) implicit: the search results are displayed descending depending of relevance</li> <li>b) explicit: the search results are displayed with explicit percentage score</li> </ul> |  |
| <i>Req.-ID:</i>  | 8.1.31  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                              |   |  |
| <i>b. test steps</i>   |   |  |
| <i>step</i>  | <i>action/operation</i>   | <i>check/ expected result</i>                                  |
| 1.   | Search for "process"  | The search results are ranked either implicitly or explicitly. |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>• The ERMS provides either implicit or explicit relevance ranking for the search result.</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  |



### T8.1.4 Use of a Thesaurus for a Concept Search

Abstract: This chapter deals with the usage of a thesaurus for searching.

#### T8.1.4.1 Use of a Thesaurus for Searching

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.1.4.1  |   |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional                      |
| <i>test case description:</i>   | The ERMS supports a thesaurus for concept searching.<br>An administrative role uses a thesaurus for searching a term. |   |
| <i>Req.-ID:</i>   | 8.1.16  |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>       |   |   |
| <i>b. test steps</i>  |   |   |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>                                     |
| 1.  | Search for a term in your domain of knowledge by using a thesaurus  | The search function of the ERMS supports the use of the thesaurus |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The administrative role can search for terms using a thesaurus.</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   |

### T8.1.4.2 Compliance of a Thesaurus with ISO-Standards

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.1.4.2   |  |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional           |
| <i>test case description:</i>  | Ensure that this concepts complies with the standard ISO 2788 and/or ISO 5964.                           |  |
| <i>Req.-ID:</i>  | 8.1.17   |  |
| II. Test case  |  |  |
| <i>a. precondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>The use of a thesaurus is incorporated (see test case T8.1.4.1)</li> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>               |  |  |
| <i>b. test steps</i>   |  |  |
| <i>step</i>  | <i>action/operation</i>  | <i>check/ expected result</i>                          |
| 1.   | Check the documentation of the ERMS if the concept searching is compliant with ISO 2788 and/or ISO 5964. | The ERMS concept searching complies with the standard. |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>Where the ERMS supports the use of a thesaurus for concept searching, concept searching is compliant with the standard ISO 2788 and/or ISO 5964.</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                                  |

### T8.1.4.3 Use a Thesaurus for Finding Narrower, Broader and Related Terms

| I. Global test case information  |   |   |
|--|---|---|
| <i>test case id:</i>   | T8.1.4.3  |   |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>  | An administrative role performs a search for a term that is not found in the classification scheme.<br>A check is made to confirm that the thesaurus proposes narrower, broader or related terms and synonyms for the term entered. |   |
| <i>Req.-ID:</i>  | 8.1.18  |   |
| II. Test case  |   |   |
| <i>a. precondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The use of a thesaurus is incorporated (see test case T8.1.4.1)</li> <li>The thesaurus used is compliant with ISO 2788 or ISO 5964 (see test case T8.1.4.2)</li> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul> |   |   |
| <i>b. test steps</i>   |   |   |
| step   | action/operation  | check/ expected result  |
| 1.   | Search for a term in your classification scheme that is not in the scheme's controlled vocabulary.  | No results are retrieved.   |
| 2.   | Use the thesaurus to find narrower, broader or related terms for the term entered.  | The thesaurus can be used to find other appropriate and preferred related terms in the classification scheme. |
| <i>c. postcondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>The ERMS supports the full features of a thesaurus by proposing broader, narrower and related terms and synonyms.</li> </ul>  |   |   |
| III. Test result   |   |   |
| <i>defects / deviations</i>  | <i>verdict</i>  |   |
|  | <input type="checkbox"/> passed<br><input type="checkbox"/> failed  |   |
| <i>Remarks</i>   | <i>tester</i>   |   |
|  | _____<br>date, signature  |   |

### T8.1.4.4 Maintenance of the Thesaurus

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.1.4.4.  |   |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory            | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable |
| <i>test case description:</i>  | An administrative role adds a new term to the thesaurus. |   |
| <i>Req.-ID:</i>  | 8.1.19   |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The use of a thesaurus is incorporated (see test case T8.1.4.1)</li> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul> |  |   |
| <i>b. test steps</i>   |  |   |
| <i>step</i>  | <i>action/operation</i>                                  | <i>check/ expected result</i>   |
| 1.   | Maintain the thesaurus by adding any new term            | A new term is added to the thesaurus                                    |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to maintain the thesaurus e.g. by adding a new term.</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   |

### T8.1.5 Other Searching Concepts

Abstract: This chapter deals with other search concepts, such as “wild card” and word proximity search.

#### T8.1.5.1 Partial match and “wild card” search

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.1.5.1   |   |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>   | An administrative role performs a search for records by using a forward, backward and embedded expansion for metadata and text content.<br><br>Please note: We use "*" as wildcard - the user might have to use another one. |   |
| <i>Req.-ID:</i>   | 8.1.21   |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Search for text content "pro*"   | The ERMS retrieves at least the record <b>Strategic planning (CS01/001/003/001/001)</b> |
| 2.  | Search for metadata "thr*s"  | The ERMS retrieves at least the record <b>Strategic planning (CS01/001/003/001/001)</b> |
| 3.  | Search for text content "*ion"   | The ERMS retrieves at least the record <b>Strategic planning (CS01/001/003/001/001)</b> |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to search for records by using forward, backward and embedded expansion as search terms.</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   |

### T8.1.5.2 Word Proximity Searching

| I. Global test case information   |   |  |
|---|---|--|
| <i>test case id:</i>  | T8.1.5.2  |  |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional |
| <i>test case description:</i>   | An administrative role performs a search for a record by using a proximity search term.               |  |
| <i>Req.-ID:</i>   | 8.1.22  |  |
| II. Test case   |   |  |
| <i>a. precondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• The number of separated words between two search terms is known when using proximity searching</li> </ul> |   |  |
| <i>b. test steps</i>  |   |  |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>                |
| 1.  | Search for a record by using two search terms separated by a known number of words (see precondition) | The ERMS retrieves at least one result.      |
| <i>c. postcondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>• The ERMS allows an administrative role to search records by using word proximity 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                        |

### T8.1.6 Others

Abstract: This chapter summarises all other test cases.

#### T8.1.6.1 Searching on-line, near-line and off-line

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.1.6.1  |  |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable  |
| <i>test case description:</i>  | An administrative role checks the documentation on whether the search behaves in the same manner regardless of whether the objects are stored on-line, near-line or off-line. |  |
| <i>Req.-ID:</i>  | 8.1.25  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |   |  |
| <i>b. test steps</i>   |   |  |
| step   | action/operation  | check/ expected result   |
| 1.   | Read the ERMS's documentation carefully with regard to the behaviour of search functionality when looking for objects stored on-line, near-line or off-line.                  | The documentation contains information that proves that the ERMS behaves in the same manner regardless of whether the objects are stored on-line, near-line or off-line. |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>According to the ERMS documentation, the search behaves in the same manner when looking for on-line, near-line or off-line stored objects.</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  |

### T8.1.6.2 Determination of the Hit List Format

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.1.6.2   |   |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>  | An administrative role and a user of a non-administrative role configure the display of the search results.<br>A check is made to confirm that the configuration of the display of search results is possible for both user roles. |   |
| <i>Req.-ID:</i>  | 8.1.30   |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |  |   |
| <i>b. test steps</i>   |  |   |
| step   | action/operation   | check/ expected result  |
| 1.   | Configure the display of search results  | The following aspects can be configured: <ul style="list-style-type: none"> <li>the order of search results</li> <li>the number of hits displayed</li> <li>the maximum number of hits</li> <li>the metadata elements displayed</li> </ul> |
| 2.   | Log out as the role <b>CentralAdministrator</b>  | The role <b>CentralAdministrator</b> is logged out  |
| 3.   | Log in as the role <b>MarketingManagement</b>  | The role <b>MarketingManagement</b> is logged in  |
| 4.   | Configure the display of search results  | The following aspects can be configured: <ul style="list-style-type: none"> <li>the order of search results</li> <li>the number of hits displayed</li> <li>the maximum number of hits</li> <li>the metadata elements displayed</li> </ul> |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role and a user role to configure the display of the search results.</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   |



### T8.1.6.3 A Hit List Contains Extracts

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.1.6.3  |   |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>   | A search on a record is performed to which a redaction exists.<br>A check is made to confirm that the ERMS shows the existence and allows retrieval of the redaction. |   |
| <i>Req.-ID:</i>   | 8.1.32  |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>The record <b>Performance (CS01/001/003/001/001/002)</b> is a redaction of the record <b>Strategic planning (CS01/001/003/001/001/001)</b></li> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul> |   |   |
| <i>b. test steps</i>  |   |   |
| step  | action/operation  | check/ expected result  |
| 1.  | Perform a search by using the search term "Strategic planning"  | The ERMS retrieves at least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> and shows the existence of a redaction of this record |
| 2.  | Retrieve the redaction of the record <b>Strategic planning (CS01/001/003/001/001/001)</b>   | The redaction is retrieved.   |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>When a search result consists of a record to which a redaction exists, the ERMS shows the existence and allows to retrieve the record redaction.</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   |

### T8.1.6.4 Configuration of Another Search Engine

| I. Global test case information |  |                                   |
|---------------------------------|--|-----------------------------------|
| <i>test case id:</i>            | T8.1.6.4                                       |                                   |
| <i>test case priority:</i>      | <input type="checkbox"/> Mandatory             | <input type="checkbox"/> Optional |
| <i>test case description:</i>   | The corresponding requirement is not testable. |                                   |
| <i>Req.-ID:</i>                 | 8.1.33   |                                   |
| 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             |

### T8.1.6.5 Change of Default Search Metadata Fields

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.1.6.5   |  |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory  | <input type="checkbox"/> Optional                            |
| <i>test case description:</i>  | An administrative role changes the default metadata search field.<br>A check is made to confirm that the default metadata search field can be configured.                            |  |
| <i>Req.-ID:</i>  | 8.1.12   |  |
| II. Test case  |  |  |
| <i>a. precondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                            |  |  |
| <i>b. test steps</i>   |  |  |
| step   | action/operation   | check/ expected result                                       |
| 1.   | Check if the option to change the metadata fields displayed for default search for<br>a) any element of record, volume, sub-file, file and class<br>b) optionally: text<br>is given. | Displayed metadata fields for default search can be changed. |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to change the default metadata search fields.</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>  |
|  |  | _____<br>date, signature                                     |

### T8.1.6.6 Change Keywords Associated with a File

| I. Global test case information  |   |   |
|--|---|---|
| <i>test case id:</i>   | T8.1.6.6  |   |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable |
| <i>test case description:</i>  | An administrative role and a non-administrative user change the keyword associated with a file.<br>A check is made to confirm that a non-administrative user cannot change the keyword. |   |
| <i>Req.-ID:</i>  | 8.1.20  |   |
| II. Test case  |   |   |
| <i>a. precondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>MarketingManagement</b></li> </ul>                         |   |   |
| <i>b. test steps</i>   |   |   |
| step   | action/operation  | check/ expected result  |
| 1.   | Attempt to change the keyword of the file <b>Objectives (CS01/001/002)</b>  | The ERMS denies changing the keyword of the file.                       |
| 2.   | Log out as the role MarketingManagement   | The role MarketingManagement is logged out                              |
| 3.   | Log in as the role CentralAdministrator   | The role CentralAdministrator is logged in                              |
| 4.   | Change the keyword of the file <b>Objectives (CS01/001/002)</b> from "strength" to "test"   | The keyword of the file <b>Objectives (CS01/001/002)</b> is changed     |
| <i>c. postcondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>The ERMS allows authorised administrative role to change the keywords of a 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>   |
|  |   | _____<br>date, signature  |

### T8.1.6.7 Single Retrieval Process

| I. Global test case information  |   |   |
|--|---|---|
| <i>test case id:</i>   | T8.1.6.7  |   |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional   |
| <i>test case description:</i>  | An administrative role searches and retrieves an electronic file, sub-file and volume. Ensure that the ERMS retrieves the content and contextual metadata of these objects in a single retrieval process. |   |
| <i>Req.-ID:</i>  | 8.1.24  |   |
| II. Test case  |   |   |
| <i>a. precondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |   |   |
| <i>b. test steps</i>   |   |   |
| step   | action/operation  | check/ expected result  |
| 1.   | Search for the file <b>Strategic business units (CS01/001/001)</b>  | The ERMS retrieves the content and contextual metadata of the file <b>Strategic business units (CS01/001/001)</b> in a list. The list can be copied and/or printed. |
| 2.   | Search for the sub-file <b>Competitor A (CS01/001/003/001)</b>  | The ERMS retrieves the content and contextual metadata of the sub-file <b>Competitor A (CS01/001/003/001)</b> in a list. The list can be copied and/or printed.     |
| 3.   | Search for the volume <b>SWOT20 (CS01/001/003/001/001)</b>  | The ERMS retrieves the content and contextual metadata of the volume <b>SWOT20 (CS01/001/003/001/001)</b> in a list. The list can be copied and/or printed.         |
| <i>c. postcondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>The ERMS allows a user to search and retrieve a file, sub-file and volume in a single retrieval process.</li> <li>The ERMS retrieves the content and contextual metadata of all of these electronic objects in a list.</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   |

### T8.1.6.8 Search as part of declaration process

| I. Global test case information  |   |   |
|--|---|---|
| <i>test case id:</i>   | T8.1.6.8  |   |
| <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 searches for a record location during a capturing process.   |   |
| <i>Req.-ID:</i>  | 8.1.7   |   |
| II. Test case  |   |   |
| <i>a. precondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                          |   |   |
| <i>b. test steps</i>   |   |   |
| step   | action/operation  | check/ expected result  |
| 1.   | Capture the document <b>Document2 (RD02)</b>  | The capturing process started.  |
| 2.   | Search for "Objectives"   | The file <b>Objectives (CS01/001/002)</b> is retrieved.   |
| 3.   | Continue the capturing process and capture the document above as record <b>Sales (CS01/001/001/002)</b> in the file <b>Objectives (CS01/001/002)</b> .                | The document <b>Document2 (RD02)</b> is captured as record <b>Sales (CS01/001/001/002)</b> in the file <b>Objectives (CS01/001/002)</b> . The capturing process was not quitted for initiating the search.                  |
| 4.   | Capture the document <b>Document3 (RD03)</b>  | The capturing process started.  |
| 5.   | Search for "Legal"  | The class <b>Legal (CS01/003)</b> is retrieved.   |
| 6.   | Continue the capturing process and capture the document above as record <b>Contract1 (CS01/003/001)</b> in the class <b>Legal (CS01/003)</b>                          | The document <b>Document3 (RD03)</b> is captured as record <b>Contract1 (CS01/003/001)</b> in class <b>Legal (CS01/003)</b> . The capturing process was not quitted for initiating the search.                              |
| 7.   | Capture the document <b>Document4 (RD04)</b>  | The capturing process started.  |
| 8.   | Search for "Quarter1"   | The sub-file <b>Quarter1 (CS01/004/001/001)</b> is retrieved.   |
| 9.   | Continue the capturing process and capture the document above as record <b>ReportQ1 (CS01/004/001/001/001)</b> in the sub-file <b>Quarter1 (CS01/004/001/001)</b>     | The document <b>Document4 (RD04)</b> is captured as record <b>ReportQ1 (CS01/004/001/001/001)</b> in the sub-file <b>Quarter1 (CS01/004/001/001)</b> . The capturing process was not quitted for initiating the search.     |
| 10.  | Capture the document <b>Document5 (RD05)</b>  | The capturing process started.  |
| 11.  | Search for "Cluster analysis"   | The volume <b>Cluster analysis (CS01/002/001/001)</b> is retrieved.   |
| 12.  | Continue the capturing process and capture the document above as record <b>Result (CS01/002/001/001/001)</b> in the volume <b>Cluster analysis (CS01/002/001/001)</b> | The document <b>Document5 (RD05)</b> is captured as record <b>Result (CS01/002/001/001/001)</b> in the volume <b>Cluster analysis (CS01/002/001/001)</b> . The capturing process was not quitted for initiating the search. |
| <i>c. postcondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>The user can initiate a search for a record location during the capturing 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>            |
|----------------|--------------------------|
|                | <hr/><br>date, signature |

***T8.2Presentation: Displaying Records***

|                |                      |   |
|----------------|----------------------|---|
| <b>REMARKS</b> | TEST DATA:           | The test data for the following tests (test module 8, chapter T8.2) can be found in the corresponding test data repository. The reference chapter is called <b>'on chapter T8.2 – Presentation: Displaying Records'</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 the test cases.</p> |
|                | GLOBAL PRECONDITION: | step (1) It is required to create <b>TestClassificationScheme1 (CS01)</b> for all test cases in this test module.   |



## T8.2.1 Presentation of Records

Abstract: The test focus of this chapter lies on the ability to present records within the ERMS.

### T8.2.1.1 Presentation of Content and/or Metadata by a Single Click

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.2.1.1   |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory  | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable |
| <i>test case description:</i>   | Several checks are made to confirm that the ERMS allows displaying the content and/or metadata of a record or its aggregations by one single mouse click or keystroke.                             |   |
| <i>Req.-ID:</i>   | 8.2.1  |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Search for "opportunities"   | At least the class <b>Marketing (CS01/001)</b> is retrieved.            |
| 2.  | Present the metadata of the class <b>Marketing (CS01/001)</b> in the hit list by one single mouse click  | The ERMS shows the metadata of the selected hit                         |
| 3.  | Navigate through the classification scheme <b>TestClassificationScheme1</b> and present the metadata of the file <b>Strategic business units (CS01/001/001)</b> by one keystroke.                  | The ERMS shows the metadata of the selected hit                         |
| 4.  | Navigate through the classification scheme <b>TestClassificationScheme1</b> and present the metadata of the sub-file <b>Competitor A (CS01/001/003/001)</b> by one keystroke.                      | The ERMS shows the metadata of the selected hit                         |
| 5.  | Navigate through the classification scheme <b>TestClassificationScheme1</b> and present the metadata of the volume <b>SWOT20 (CS01/001/003/001/001)</b> by one single mouse click.                 | The ERMS shows the metadata of the selected hit                         |
| 6.  | Navigate through the classification scheme <b>TestClassificationScheme1</b> and present the metadata of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> by one single mouse click. | The ERMS shows the metadata of the selected hit                         |
| 7.  | Navigate through the classification scheme <b>TestClassificationScheme1</b> and present the content of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> by one keystroke.           | The ERMS shows the content of the selected hit                          |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS presents the content and the metadata of a record and its aggregations by a single click or keystroke of the 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   |

### T8.2.1.2 Presentation of Record without Associated Application Software

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.2.1.2   |   |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>   | An administrative role searches a record. The record content can be displayed without loading additional software. |   |
| <i>Req.-ID:</i>   | 8.2.2  |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                             |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Search for "strategy"  | At least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved                   |
| 2.  | Click on the record <b>Strategic planning (CS01/001/003/001/001/001)</b>   | The textual record content is presented in a viewer without loading the associated application software |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS presents the record content without loading associated application software.</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   |

### T8.2.1.3 All Types of Records Specified by the Organisation

| I. Global test case information |  |                                   |
|---------------------------------|--|-----------------------------------|
| <i>test case id:</i>            | T8.2.1.3                                       |                                   |
| <i>test case priority:</i>      | <input type="checkbox"/> Mandatory             | <input type="checkbox"/> Optional |
| <i>test case description:</i>   | The corresponding requirement is not testable. |                                   |
| <i>Req.-ID:</i>                 | 8.2.3  |                                   |
| 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                          |                                   |

**T8.3Presentation: Printing**

|                |                      |   |
|----------------|----------------------|---|
| <b>REMARKS</b> | TEST DATA:           | The test data for the following tests (test module 8, chapter T8.3) can be found in the corresponding test data repository. The reference chapter is called ' <b>on chapter T8.3 – Presentation: Printing.</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 the test cases.</p> |
|                | GLOBAL PRECONDITION: | <p>step (1) It is required to create <b>TestClassificationScheme1 (CS01)</b> for all test cases in this test module.</p>  |

### T8.3.1 Content and Metadata

Abstract: The test focus of this chapter lies on the printing of content and metadata of specified entities.

#### T8.3.1.1 Content and Specified Metadata of Records

| I. Global test case information   |  |  |
|---|--|--|
| <i>test case id:</i>  | T8.3.1.1   |  |
| <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 prints the content of a record and specified metadata of it. A check is made to confirm that the record content and specified data are printed. |  |
| <i>Req.-ID:</i>   | 8.3.1  |  |
| II. Test case   |  |  |
| <i>a. precondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                             |  |  |
| <i>b. test steps</i>  |  |  |
| <i>step</i>   | <i>action/operation</i>  | <i>check/ expected result</i>  |
| 1.  | Start the printing process of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> . Print both the content and some of the available metadata.             | The content and the selected metadata of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> are printed |
| <i>c. postcondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows the user to print the content and specified elements of its 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  |

### T8.3.1.2 All Metadata of an Electronic Object

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.3.1.2   |   |
| <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 administrative role prints selected or rather all metadata of a class, file, sub-file volume and record.<br>A check is made to confirm, that all selected metadata are printed. |   |
| <i>Req.-ID:</i>  | 8.3.2  |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |  |   |
| <i>b. test steps</i>   |  |   |
| step   | action/operation   | check/ expected result  |
| 1.   | Print all metadata of the class <b>Marketing (CS01/001)</b>  | All metadata of the class <b>Marketing (CS01/001)</b> are printed   |
| 2.   | Print metadata "keywords" of the class <b>Marketing (CS01/001)</b>   | Selected metadata "keywords" of the class <b>Marketing (CS01/001)</b> are printed                           |
| 3.   | Print all metadata of the file <b>Strategic business unit (CS01/001/001)</b>   | All metadata of the file <b>Strategic business unit (CS01/001/001)</b> are printed                          |
| 4.   | Print metadata "author" of the file <b>Strategic business unit (CS01/001/001)</b>  | Selected metadata "author" of the file <b>Strategic business unit (CS01/001/001)</b> are printed            |
| 5.   | Print all metadata of the sub-file <b>Competitor A (CS01/001/003/001)</b>  | All metadata of the sub-file <b>Competitor A (CS01/001/003/001)</b> are printed                             |
| 6.   | Print metadata "keywords" of the sub-file <b>Competitor A (CS01/001/003/001)</b>   | Selected metadata "keywords" of the sub-file <b>Competitor A (CS01/001/003/001)</b> are printed             |
| 7.   | Print all metadata of the volume <b>SWOT20 (CS01/001/003/001/001)</b>  | All metadata of the volume <b>SWOT20 (CS01/001/003/001/001)</b> are printed                                 |
| 8.   | Print metadata "author" of the volume <b>SWOT20 (CS01/001/003/001/001)</b>   | Selected metadata "author" of the volume <b>SWOT20 (CS01/001/003/001/001)</b> are printed                   |
| 9.   | Print all metadata of the record <b>Strategic planning (CS01/001/003/001/001/001)</b>  | All metadata of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> are printed                 |
| 10.  | Print metadata "keywords" of the record <b>Strategic planning (CS01/001/003/001/001/001)</b>   | Selected metadata "keywords" of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> are printed |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print either all or specified metadata of a class, file, sub-file, volume or 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   |

### T8.3.1.3 Printing of All Records in One Operation

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.3.1.3  |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional   |
| <i>test case description:</i>   | An administrative role prints all records of a class, file, sub-file and volume.          |   |
| <i>Req.-ID:</i>   | 8.3.3   |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |   |   |
| <i>b. test steps</i>  |   |   |
| step  | action/operation  | check/ expected result  |
| 1.  | Print all records of the class <b>Marketing (CS01/001)</b> in one operation               | All records of the class <b>Marketing (CS01/001)</b> are printed in one operation                   |
| 2.  | Print all records of the <b>Strategic business units (CS01/001/001)</b> in one operation  | All records of the file <b>Strategic business units (CS01/001/001)</b> are printed in one operation |
| 3.  | Print all records of the sub-file <b>Competitor A (CS01/001/003/001)</b> in one operation | All records of the sub-file <b>Competitor A (CS01/001/003/001)</b> are printed in one operation     |
| 4.  | Print all records of the volume <b>SWOT20 (CS01/001/003/001/001)</b> in one operation     | All records of the volume <b>SWOT20 (CS01/001/003/001/001)</b> are printed in one operation         |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The ERMS allows a user to print all records of a class, file, sub-file and volume in one operation.</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   |

### T8.3.1.4 Summary List of Selected Records

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.3.1.4   |   |
| <i>test case priority:</i>   | <input checked="" type="checkbox"/> Mandatory  | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable   |
| <i>test case description:</i>  | An administrative role selects a subset of metadata elements and prints it out as a summary list for selected aggregations.<br>A check is made to confirm that the selected subset of metadata is printed in a summary list. |   |
| <i>Req.-ID:</i>  | 8.3.4  |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>  |  |   |
| <i>b. test steps</i>   |  |   |
| step   | action/operation   | check/ expected result  |
| 1.   | Select the metadata elements Title, Author and Creation date and print a summary list for the class <b>Marketing (CS01/001)</b> and the file <b>Market potentials (CS01/002/001)</b>   | The summary list with Title, Author and Creation date is printed for the class <b>Marketing (CS01/001)</b> and the file <b>Market potentials (CS01/002/001)</b> |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows printing of a summary of records, which consists of a user-specified subset of 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   |



### T8.3.1.5 Amending Default Metadata Appended to Printouts

| I. Global test case information   |   |  |
|---|---|--|
| <i>test case id:</i>  | T8.3.1.5  |  |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional   |
| <i>test case description:</i>   | An administrative role changes the default metadata elements that are appended automatically when printing out record contents. |  |
| <i>Req.-ID:</i>   | 8.3.6   |  |
| II. Test case   |   |  |
| <i>a. precondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |   |  |
| <i>b. test steps</i>  |   |  |
| <i>step</i>   | <i>action/operation</i>   | <i>check/ expected result</i>  |
| 1.  | Start printing of the record <b>Strategic planning (CS01/001/003/001/001/001)</b> and select metadata different to the default  | The record <b>Strategic planning (CS01/001/003/001/001/001)</b> and its content is printed out with the selected metadata. |
| <i>c. postcondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to change the default metadata that are appended automatically to the printout 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  |

### T8.3.1.6 Printing a Hit List

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.3.1.6                                      |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable                             |
| <i>test case description:</i>   | An administrative role prints a hit list.     |   |
| <i>Req.-ID:</i>   | 8.3.7   |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>               |   |   |
| <i>b. test steps</i>  |   |   |
| <i>step</i>   | <i>action/operation</i>                       | <i>check/ expected result</i>   |
| 1.  | Search for "weakness"                         | At least the record <b>Strategic planning (CS01/001/003/001/001/001)</b> is retrieved in a hit list |
| 2.  | Print the hit list                            | The hit list is printed   |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The administrative role can print the hit list resulting from a 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   |

### T8.3.1.7 Printing of the Formats Specified by the Organisation

| I. Global test case information   |   |  |
|---|---|--|
| <i>test case id:</i>  | T8.3.1.7  |  |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional  |
| <i>test case description:</i>   | An administrative role prints some components of different formats specified by the organisation. |  |
| <i>Req.-ID:</i>   | 8.3.19  |  |
| II. Test case   |   |  |
| <i>a. precondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• <b>Document1 (RD01)</b> was captured as <b>Report (CS01/001/003/001/001/002)</b></li> </ul> |   |  |
| <i>b. test steps</i>  |   |  |
| step  | action/operation  | check/ expected result   |
| 1.  | Select the record <b>Report (CS01/001/003/001/001/002)</b>  | The record is selected   |
| 2.  | Print the record  | The printed components preserve the layout produced by the generating application packages.<br>All printable components (at least two) of the record were printed. |
| <i>c. postcondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>• The ERMS prints components of a record while preserving the layout.</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  |

### T8.3.2 Administrative Actions

Abstract: The following chapter deals with configurations of printing made by administrative roles.

#### T8.3.2.1 Specification of Default Metadata Elements for Printout

| I. Global test case information   |  |  |
|---|--|--|
| <i>test case id:</i>  | T8.3.2.1   |  |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional                     |
| <i>test case description:</i>   | An administrative role checks the options during configuration time if default metadata can be defined which are to be appended automatically when printing out record contents. |  |
| <i>Req.-ID:</i>   | 8.3.5  |  |
| II. Test case   |  |  |
| <i>a. precondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |  |
| <i>b. test steps</i>  |  |  |
| <i>step</i>   | <i>action/operation</i>  | <i>check/ expected result</i>                                    |
| 1.  | During configuration time: check the option to define default metadata which are appended to record contents when printing them out.   | The option to define metadata for printouts of records is given. |
| <i>c. postcondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>The administrative role can define during configuration time which metadata are appended automatically to printouts of record contents.</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  |

### T8.3.2.2 Printing of Administrative Parameters

| I. Global test case information   |   |   |
|---|---|---|
| <i>test case id:</i>  | T8.3.2.2  |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory   | <input type="checkbox"/> Optional <input type="checkbox"/> Not Testable |
| <i>test case description:</i>   | An administrative role selects both, some administrative parameters and all administrative parameters, and prints them out. |   |
| <i>Req.-ID:</i>   | 8.3.8   |   |
| II. Test case   |   |   |
| <i>a. precondition(s)</i>   |   |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                                     |   |   |
| <i>b. test steps</i>  |   |   |
| step  | action/operation  | check/ expected result  |
| 1.  | Select a set of administrative parameters (e.g. all users with a specific security category) and print them out.            | The selected parameters are printed                                     |
| 2.  | Print all administrative parameters   | All administrative parameters are printed                               |
| <i>c. postcondition(s)</i>  |   |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print some or rather all administrative parameters.</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   |

### T8.3.2.3 Printing Retention and Disposition Schedules

| I. Global test case information   |  |  |
|---|--|--|
| <i>test case id:</i>  | T8.3.2.3   |  |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory                      | <input type="checkbox"/> Optional  |
| <i>test case description:</i>   | An administrative role prints retention and disposition schedules. |  |
| <i>Req.-ID:</i>   | 8.3.9  |  |
| II. Test case   |  |  |
| <i>a. precondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                             |  |  |
| <i>b. test steps</i>  |  |  |
| <i>step</i>   | <i>action/operation</i>  | <i>check/ expected result</i>  |
| 1.  | Print the retention and disposition schedule <b>Test (RDS01)</b>   | The retention and disposition schedule of the record <b>Test (RDS01)</b> is printed. |
| <i>c. postcondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a retention and disposition schedule.</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  |

### T8.3.2.4 Printing a Thesaurus

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.3.2.4                                   |  |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory         | <input checked="" type="checkbox"/> Optional |
| <i>test case description:</i>  | An administrative role prints a thesaurus. |  |
| <i>Req.-ID:</i>  | 8.3.10                                     |  |
| II. Test case  |  |  |
| <i>a. precondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>The use of a thesaurus is incorporated (see test case T8.1.4.1)</li> <li>Logged in as user of the role <b>CentralAdministrator</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 print the thesaurus    | The option to print the thesaurus is given   |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a thesaurus.</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                        |

### T8.3.2.5 Printing a List of Controlled Vocabulary

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.3.2.5   |   |
| <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 prints a list of controlled vocabulary. |   |
| <i>Req.-ID:</i>   | 8.3.11   |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</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 print each controlled vocabulary           | The option to print controlled vocabulary is given                      |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a list of 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   |



### T8.3.2.6 Exporting a List of Controlled Vocabulary

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.3.2.6   |   |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory                             | <input checked="" type="checkbox"/> Optional        |
| <i>test case description:</i>  | An administrative role exports a list of controlled vocabulary |   |
| <i>Req.-ID:</i>  | 8.3.12   |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</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 export controlled vocabulary               | The option to export controlled vocabulary is given |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to export 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                               |

### T8.3.2.7 Printing a Thesaurus Showing All Terms and their Relationship

| I. Global test case information  |   |  |
|--|---|--|
| <i>test case id:</i>   | T8.3.2.7  |  |
| <i>test case priority:</i>   | <input type="checkbox"/> Mandatory  | <input checked="" type="checkbox"/> Optional   |
| <i>test case description:</i>  | A administrative role prints a thesaurus showing all terms and their relationship |  |
| <i>Req.-ID:</i>  | 8.3.13  |  |
| II. Test case  |   |  |
| <i>a. precondition(s)</i>  |   |  |
| <ul style="list-style-type: none"> <li>The use of a thesaurus is incorporated (see test case T8.1.4.1)</li> <li>The controlled vocabulary of keywords takes the form of an ISO compliant thesaurus (see test T8.1.4.2)</li> <li>Logged in as user of the role <b>CentralAdministrator</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 print the thesaurus   | The option to print out the thesaurus showing all terms and their relationship is given. |
| <i>c. postcondition(s)</i>   |   |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print the thesaurus showing all terms and their relationship</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  |

### T8.3.2.8 Printing the classification scheme

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.3.2.8   |   |
| <i>test case priority:</i>  | <input checked="" type="checkbox"/> Mandatory  | <input type="checkbox"/> Optional   |
| <i>test case description:</i>   | A check is made to ensure that the ERMS allows an administrative role to print both a part of a classification scheme and a whole classification scheme. |   |
| <i>Req.-ID:</i>   | 8.3.14   |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>                                   |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Print the class <b>Marketing Management (CS01/002)</b>   | The class <b>Marketing Management (CS01/002)</b> is printed                 |
| 2.  | Print the whole classification scheme <b>TestClassificationScheme1</b>   | The whole classification scheme <b>TestClassificationScheme1</b> is printed |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a classification scheme partly or entirely.</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   |

### T8.3.2.9 Specifying the Content and Format of the Resulting Printed Output

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.3.2.9   |   |
| <i>test case priority:</i>  | <input type="checkbox"/> Mandatory   | <input checked="" type="checkbox"/> Optional  |
| <i>test case description:</i>   | A check is made to ensure that the ERMS allows an administrative role to print a classification scheme and allows specifying the content and format of the resulting output. |   |
| <i>Req.-ID:</i>   | 8.3.15   |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Check the option to print the whole classification scheme <b>TestClassificationScheme1</b>   | The option to print the whole classification scheme <b>TestClassificationScheme1</b> is given |
| 2.  | Check the option to specify the content and format   | The option to specify the content and format is given   |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a classification scheme and allows specifying the content and format of the resulting output.</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   |

### T8.3.2.10 Printing a File List

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.3.2.10  |  |
| <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 print a list of files or of files classified against a specific class. |  |
| <i>Req.-ID:</i>  | 8.3.16   |  |
| 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 user of the role <b>CentralAdministrator</b></li> </ul> |  |  |
| <i>b. test steps</i>   |  |  |
| step   | action/operation   | check/ expected result                 |
| 1.   | Check the option to print a list of files or files classified against a specific class of <b>TestClassificationScheme1</b> .                     | The option to print the list is given. |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>• The ERMS allows an administrative role to print a list of files or files classified against a specific class.</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                  |

### T8.3.2.11 Specifying the Sequence, Content and Format of a File List

| I. Global test case information   |  |   |
|---|--|---|
| <i>test case id:</i>  | T8.3.2.11  |   |
| <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 an administrative role to print a list of files or files classified against a specific class and allows specifying the sequence, content and format of the list. |   |
| <i>Req.-ID:</i>   | 8.3.17   |   |
| II. Test case   |  |   |
| <i>a. precondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</b></li> </ul>   |  |   |
| <i>b. test steps</i>  |  |   |
| step  | action/operation   | check/ expected result  |
| 1.  | Check the option to print a list of files or files classified against a specific class of <b>TestClassificationScheme1</b> .   | The option to print the list is given.  |
| 2.  | Check the option to specify the sequence, content and file format of the list (test step1)   | The option to specify the sequence, content and file format of the list is given. |
| <i>c. postcondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a list of files or files classified against a specific class and allows specifying the sequence, content and format of that list.</li> </ul> |  |   |
| III. Test result  |  |   |
| <i>defects / deviations</i>   | <i>verdict</i>   |   |
|   | <input type="checkbox"/> passed<br><input type="checkbox"/> failed   |   |
| <i>Remarks</i>  | <i>tester</i>  |   |
|   | _____<br>date, signature   |   |

### T8.3.2.12 Printing the Audit Trail

| I. Global test case information  |  |  |
|--|--|--|
| <i>test case id:</i>   | T8.3.2.12  |  |
| <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 print a part or the whole audit trail. |  |
| <i>Req.-ID:</i>  | 8.3.18   |  |
| II. Test case  |  |  |
| <i>a. precondition(s)</i>  |  |  |
| <ul style="list-style-type: none"> <li>Logged in as user of the role <b>CentralAdministrator</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 print all or parts of the audit trail  | The option to print all or parts of the audit trail is given |
| <i>c. postcondition(s)</i>   |  |  |
| <ul style="list-style-type: none"> <li>The ERMS allows an administrative role to print a part or the whole 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  |

***T8.4 Presentation: Other***

|         |                 |  |
|---------|-----------------|--|
| REMARKS | TEST DATA:      | The values to be used for testing are arbitrary. |
|         | TEST EXECUTION: | No remarks.                                      |



### T8.4.1 Features for Presenting and Outputting

Abstract: The following test case deals with the present and outputting to media records.

#### T8.4.1.1 Media records

| I. Global test case information  |  |   |
|--|--|---|
| <i>test case id:</i>   | T8.4.1.1   |   |
| <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 activates a media record.<br>A check is made to confirm that the media record is presented by the ERMS. |   |
| <i>Req.-ID:</i>  | 8.4.1  |   |
| II. Test case  |  |   |
| <i>a. precondition(s)</i>  |  |   |
| <ul style="list-style-type: none"> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• In the classification scheme at least one media record (e.g. audio, video, some websites) is captured</li> </ul> |  |   |
| <i>b. test steps</i>   |  |   |
| <i>step</i>  | <i>action/operation</i>  | <i>check/ expected result</i>   |
| 1.   | Select a media record  | The media record is presented/outputted by the ERMS                     |
| <i>c. postcondition(s)</i>   |  |   |
| <ul style="list-style-type: none"> <li>• The ERMS allows presenting and outputting of a media 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   |