

# Test Module10.4

## Workflow

## Test Data Repository

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## INTRODUCTION

The Test Data Repository is organized in several sub-chapters – one corresponding (Sub) Test Data Repository for each test module. This reduces complexity and guarantees higher readability and comprehensibility for the user.

Each of these documents has the same general structuring:

- ◆ **Agents & Access Controls:** This sub-chapter gives details about user profiles, user roles and user groups. Furthermore it will be explained which user roles have access permission to functions, aggregations and records. In addition we explain which user groups have access permission to aggregations and records.
- ◆ **Classification Scheme(s):** This sub-chapter includes all Classification Scheme(s) that are used within the corresponding sub-chapter of the test module. It lists information of the metadata of the classification scheme itself and of all aggregations and records within it.
- ◆ **Record types:** This sub-chapter gives detailed information about the records used.
- ◆ **Retention and Disposition Schedules:** This sub-chapter gives detailed information about the retention and disposition schedules used.
- ◆ **Content of captured records:** This sub-chapter gives detailed information about the content of the items that are captured as records. As these items are described before they are captured into the ERMS, no metadata elements can be used for the description.

To increase the usability of the Test Data Repository we marked the information in different colours. The blue coloured content represents the situation before test cases are executed (precondition). The red coloured content represents the situation after the test cases are executed (test result). Both situations are highlighted as far as possible. In some cases we used brackets (e.g. [ ]) to highlight which entity is being affected by the test execution. Examples:

Example	Explanation
Class Corporate Direction	The item is a precondition for the test case. It has to be created before executing the test cases of the sub-chapters.
Class Corporate Direction	The item will be created within a test case.



[ Class] [Corporate Direction]	The item will be deleted, reclassified, relocated when the test cases of the sub chapter are being executed.
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The metadata model requires metadata elements such as M163 *Identity.system\_identifier* which are "populated" by the system when an agent is defined. We just use the values of these elements to have an internal linkage between our test data. These values do not have to match the existing values in the ERMS.

## ON CHAPTER T10.4 - WORKFLOW

### 4.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

#### 4.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of agents (Users, User Groups and User Roles).

##### 4.1.1.1 Users

Following users need to be created or will be created during test execution:

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	<Active>
<U02>	CA_username2			<R01>		YES	<Active>
<U03>	User1			<R02>		NO	<Active>
<U04>	User2			<R02>		NO	<Active>
<U05>	User3			<R03>		NO	<Active>
<U06>	User4			<R04>		NO	<Active>
<U07>	User5			<R05>		NO	<Active>
<U08>	User6			<R06>		NO	<Active>
<U09>	User7			<R07>		NO	<Active>
<U10>	User8			<R02>		NO	<Active>

<b>M163</b> Identity.system_identifier	<b>M167</b> Description.title	<b>M189</b> Description.email.address	<b>M171</b> Relation.entity_agent	<b>M166</b> Relation.has_role	<b>M165</b> Relation.is_member_of	<b>M169</b> Use.administrator	<b>M170</b> Use.inactive
<U11>	User9			<R02>		NO	<Active>
<U12>	User10			<R02>		NO	<Active>

#### 4.1.1.2 User Roles

Following roles need to be created or will be created during test execution:

<b>M163</b> Identity.system_identifier	<b>M167</b> Description.title	<b>M168</b> Relation.has_user	<b>M171</b> Relation.entity_agent	Remarks and comments
<R01>	CentralAdministrator	<U01>, <U02>		
<R02>	Reviewer	<U03>, <U04>, <U10>, <U11>, <U12>		This user role is allowed to create and change workflows.
<R03>	Marketing	<U05>		This user role is not allowed to create or change workflows.
<R04>	Lawyer	<U06>		
<R05>	WorkflowAdministrator	<U07>		
<R06>	WorkflowSupervisor	<U08>		
<R07>	WorkflowUser	<U09>		

#### 4.1.1.3 User Groups

The values to be used for testing are arbitrary.

#### 4.1.1.4 Workgroups

ser. no.	workgroup	remarks and comments
1	Workgroup1	Consists of User8.

#### 4.1.2 Access controls

The following tables show the Entity/Agent relation and the access of agents to functions.

##### 4.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

Following Entity/Agents describe which agent has no access to an entity of the classification scheme.

M175	M177	M176	M180	M181	M179
Identity.system_identifier	Relation.applies_to_agent	Relation.applies_to_entity	Use.rights.permission	Use.rights.end_date	Use.rights.start_date
<EA01>	<U03>	<CS01/001/011>	NO		

##### 4.1.2.2 Access permissions of user roles to functions

Please note that the access permissions of a user role to the corresponding ERMS function is indicated by 'X'. If a user role has no access permissions to a function the corresponding cell is grey.

Following roles have access to the ERMS' functions:



Function	<R01>	<R02>	<R03>
	CentralAdministrator	Reviewer	Marketing
Add new classes	X	X	X
Create new files	X	X	X
Change file metadata	X	X	X
Maintain classification scheme and files	X	X	X
Delete files	X	X	X
Capture records	X	X	X
Relocate a record to a different file	X	X	X
Search for and read records	X	X	X
Change content of records			X
Change record metadata	X	X	X
Delete records	X	X	X
Place and remove disposal holds	X	X	X
Retention and disposition schedule and disposition transactions	X	X	
Export and import files and records	X	X	
View audit trails	X	X	
Configure and manage audit trail	X		
Change audit trail data			
Move audit trail data to off-line storage media	X	X	
Perform all transactions related to users and their access privileges	X	X	
Allocate access controls to local administrator	X		





Function	<R01>	<R02>	<R03>
	CentralAdministrator	Reviewer	Marketing
Allocate own access controls also to other users	X	X	
Maintain database and storage	X	X	
Maintain other system parameters	X	X	
Define and view other system reports	X	X	
Create workflows	X	X	
Change workflows	X	X	

## 4.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

*Please note that:*

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description
<CS01>	TestClassificationScheme1	

### 4.2.1 TestClassificationScheme1– metadata of aggregations and records

M012		M003	M025	M023	M172
Description.classification.fully-qualified_classification_code	Type	Description.title	Relation.r&d_schedule	Relation.cross_referenced_to	Relation.entity_agent
<CS01/001>	Class	Business units			
<CS01/001/001>	File	Strategy			
<CS01/001/001/001>	Record	Record1			
<CS01/001/001/002>	Record	Record2			

M012		M003	M025	M023	M172
Description.classification.fully-qualified_classification_code	Type	Description.title	Relation.r&d_schedule	Relation.cross_referenced_to	Relation.entity_agent
<CS01/001/002>	File	Controlling			
<CS01/001/002/001>	Record	Record3			
<CS01/001/002/002>	Record	Record10			
<CS01/001/002/003>	Record	Record11			
<CS01/001/002/004>	Record	Record12			
<CS01/001/002/005>	Record	Record13			
<CS01/001/003>	File	Accounting		<CS01/001/004>	
<CS01/001/004>	File	Management			
<CS01/001/004/001>	Record	Record21			
<CS01/001/004/002>	Record	Record22			
<CS01/001/004/003>	Record	Record23			
<CS01/001/005>	File	Locations			
<CS01/001/005/001>	Record	Record4			
<CS01/001/006>	File	Personal			
<CS01/001/006/001>	Record	Record5			
<CS01/001/006/002>	Record	Record6			
<CS01/001/006/003>	Record	Record7		<CS01/001/007/001>	
<CS01/001/006/004>	Record	Record21			
<CS01/001/007>	File	Finance			
<CS01/001/007/001>	Record	Record8			

M012		M003	M025	M023	M172
Description.classification.fully-qualified_classification_code	Type	Description.title	Relation.r&d_schedule	Relation.cross_referenced_to	Relation.entity_agent
<CS01/001/007/002>	Record	Record9			
<CS01/001/007/003>	Record	Record14			
<CS01/001/007/004>	Record	Record15			
<CS01/001/007/005>	Record	Record16			
<CS01/001/007/006>	Record	Record17			
<CS01/001/007/007>	Record	Record18			
<CS01/001/007/008>	Record	Record19			
<CS01/001/008>	File	Billing			
<CS01/001/008/001>	Record	Record20			
<CS01/001/009>	File	Sales			
<CS01/001/010>	File	Acquisition			
<CS01/001/011>	File	Sales			<EA01>
<CS01/001/011/001>	Record	Record24	<RDS02>		
<CS01/001/011/002>	Record	Record25	<RDS03>		

### 4.3 Record Types

This section describes the content of records and the record types used.

M027	M028	M029	M087
Identiy.system_identifier	Description.title	Description.abstract*	Relation.r&d_schedule*
<RT01>	Fax		<RDS01>

### 4.4 Retention and Disposition Schedules

The retention and disposition schedule <RDS01> should be applied as default if required.

M008	M024	M014	M013	M052	M133	M015	M030
Identity.system_identifier.retention_and_disposition_schedule	Description.title*	Event_plan.event_type.disposition_action	Event_plan.period*	Event_plan.event_trigger	Use.status.inheritance	Reason	Description.Mandate*
<RDS01>	RDS_Test01	Retain indefinitely	Indefinite	No		Test	Testing Regime
<RDS02>	RDS_Review	Present for review	One month	<action>		Test	
<RDS03>	RDS_Transfer	Transfer	One month	<action>		Test	

\* Optional

### 4.5 Content of Captured Records

The following tables list all components, documents, document sets, fax and e-mails that are used within the test cases.

*Please note that the table(s) summarise(s) just the metadata elements which are necessary for testing.*

#### 4.5.1.1 Documents

Reference Identifier	Title	Format	Version	Highlighted content	Comment
<D01>	Document_a				Contains textual content.

#### 4.5.1.2 Workflows

Reference Identifier	Title	Version	Highlighted content	Comment
<W01>	Workflow1			Pre-programmed workflow.
<W02>	Workflow2			Pre-programmed workflow.
<W03>	Workflow3			Pre-programmed workflow.
<W04>	Workflow4			Pre-programmed workflow.
<W05>	Workflow5			
<W06>	Workflow6			
<W07>	Workflow7			Pre-programmed workflow.
<W08>	Workflow8			
<W09>	Workflow9			Cannot be created because of missing permissions.
<W10>	Workflow10			
<W11>	Workflow11			Title will be changed to "Workflow1 1a"
<W12>	Workflow12			

Reference Identifier	Title	Version	Highlighted content	Comment
<W13>	Workflow13			Is an ad-hoc workflow.
<W14>	Workflow14			
<W15>	Workflow15			Workflow contains more than three steps.
<W16>	Workflow16			Workflow contains more than three steps.
<W17>	Workflow17			
<W18>	Workflow18			Requires the interaction of User1 in step2.
<W19>	Workflow19			
<W20>	Workflow20			
<W21>	Workflow21			
<W22>	Workflow22			Consists of at least two steps.
<W23>	Workflow23			Is automatically triggered by record type Fax (RT01).
<W24>	Workflow24			
<W25>	Workflow25			
<W26>	Workflow26			Consists of three steps.
<W27>	Workflow27			
<W28>	Workflow28			
<W29>	Workflow29			Recent version is version 2.
<W30>	Workflow30			Recent version is version 2.
<W31>	Workflow31			

Reference Identifier	Title	Version	Highlighted content	Comment
<W32>	Workflow32			Conditional workflow that consists of three steps. Depending on the record type that is assigned in step three different users have to deal with the record in step three.
<W33>	Workflow33			Conditional workflow that consists of three steps. Depending on the record type that is assigned in step three different users have to deal with the record in step three.
<W34>	Workflow34			
<W35>	Workflow35			
<W36>	Workflow36			Workflow is automatically triggered by the reception of records of type "Fax" (RT01).
<W37>	Workflow37			Title will be changed to "Workflow37a".
<W38>	Workflow38			
<W39>	Workflow39			
<W40>	Workflow40			
<W41>	Workflow41			
<W42>	Workflow42			