

# Test Module10.5

## Casework

### Test Cases

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## Document History

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**T10.5 Casework**

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 10, chapter T10.5) can be found in the corresponding test data repository. The reference chapter is called ' <b>10.5 – Casework</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 PRECONDITIONS:	<p>The following tests (test module 10, chapter T10.5) require the following preconditions:</p> <ol style="list-style-type: none"> <li>1. The ERMS supports the work with case work files.</li> </ol>

### T10.5.1 Case Worker Roles

Abstract: This chapter focuses on testing a specific user role called Case Worker role.

#### T10.5.1.1 Creation of a Case Worker Role

I. Global test case information		
<i>test case id:</i>	T10.5.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that an administrative role can create a case worker role with the following access permissions: <ul style="list-style-type: none"> <li>the user role case worker can create case files</li> <li>the user role case worker cannot create non-case files</li> </ul>	
<i>Req.-ID:</i>	10.5.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li><b>TestClassificationScheme1</b> is created</li> <li>Logged in as role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a case worker role that has access permissions to case work classes but has no access permissions to non-case work classes.	The user role <b>CaseWorker</b> is created and has access permissions to case work classes but has no access permissions to non-case work classes.
2.	Log off as <b>CentralAdministrator</b> .	<b>CentralAdministrator</b> is logged off.
3.	Log in as role <b>CaseWorker</b> .	The role <b>CaseWorker</b> is logged in.
4.	Access the case work class <b>Strategy (CS01/001/001)</b> .	The case work class <b>Strategy (CS01/001/001)</b> is accessed.
5.	Attempt to access the non-case work class <b>Accounting (CS01/001/004)</b> .	The ERMS denies the attempt to access the non-case work class <b>Accounting (CS01/001/004)</b> .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>An administrative role can create a case worker role.</li> <li>The administrative role can assign access permissions to the role case worker so that the case worker can have different access permissions to case work classes and non-case work classes.</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

## T10.5.2 Case File Title

Abstract: This chapter focuses on testing the titling mechanism for case work files.

### T10.5.2.1 Case and File Title Mechanism

I. Global test case information		
<i>test case id:</i>	T10.5.2.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role is logged in. A check is made to ensure that the administrative role can configure an optional file titling mechanism.	
<i>Req.-ID:</i>	10.5.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check whether there is a configuration option for an optional titling mechanism.	There is a configuration option for an optional titling mechanism.
2.	Check which items the titling mechanism can include as file names.	The titling mechanism can include the following as file names: <ul style="list-style-type: none"> <li>names (e.g. persons' names)</li> <li>dates (e.g. date of birth)</li> <li>unique file identifier.</li> </ul>
3.	Check where the items included by the titling mechanism are derived and automatically validated from.	The items included by the titling mechanism are derived and automatically validated from external lists.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS supports an optional file titling mechanism that can be configured by an administrative role.</li> <li>The file titling mechanism includes names (e.g. persons' names) and/or dates (e.g. birth dates) or unique file identifiers as file names.</li> <li>The items included by the titling mechanism are derived and automatically validated from external lists.</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

### T10.5.2.2 Case-Specific File Identifier

I. Global test case information		
<i>test case id:</i>	T10.5.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A case file is stored and has a unique case id. Ensure that the file can be accessed and opened by entering the case-specific file identifier.	
<i>Req.-ID:</i>	10.5.6	
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 role <b>Reviewer</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Access the file <b>CaseFile2 (CS01/001/001/002)</b> by entering its case id <b>&lt;User1_29012006&gt;</b> .	<b>CaseFile2 (CS01/001/001/002)</b> is accessed.
2.	Open the file <b>CaseFile3 (CS01/001/001/003)</b> by entering its case id <b>&lt;User1_30012006&gt;</b> .	<b>CaseFile3 (CS01/001/001/003)</b> is opened.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows a user to access and open a case file by entering its case-specific file identifier.</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

### T10.5.3 Integration of Business Applications

Abstract: This chapter focuses on testing the integration between external business applications and the ERMS.

#### T10.5.3.1 Application Programming Interface (API)

I. Global test case information		
<i>test case id:</i>	T10.5.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Ensure that a documentation for the Application Programming Interface (API) exists. This documentation describes the required functionality.	
<i>Req.-ID:</i>	10.5.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the API is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the documentation of the API.	At least the following functionalities are described: <ul style="list-style-type: none"> <li>other business applications are able to create, open and close ERMS case files via the API;</li> <li>other business applications are able to provide the ERMS case file title;</li> <li>the classification code of a newly-created case file to be passed to the other business application;</li> <li>business applications are able to pass records to be declared into the ERMS case files;</li> <li>other business applications are able to apply a retention and disposition schedule to an existing closed file;</li> <li>error handling in case either system initiates an action which is considered invalid by the other system.</li> </ul>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS documentation describes an Application Programming Interface which supports the required functionality.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T10.5.3.2 Limit for Other Application's Actions

I. Global test case information		
<i>test case id:</i>	T10.5.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The documentation of the ERMS is checked to ensure that an administrative role can limit the application's action to one ore more specified classes of the ERMS classification scheme.	
<i>Req.-ID:</i>	10.5.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Read the chapter(s) describing the possibilities of administrative roles to limit the actions of another business application to specified classes.	The documentation tells that an administrative role can limit the actions of another business application to one or more specified classes of the ERMS classification scheme.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The documentation of the ERMS tells that an administrative role can limit the actions of an application to specified classes.</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

### T10.5.3.3 Receiving Records with Structured Content

I. Global test case information		
<i>test case id:</i>	T10.5.3.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The documentation of the ERMS is checked to ensure that the ERMS is able to extract metadata automatically from records when the ERMS receives records with structured content from another business application.	
<i>Req.-ID:</i>	10.5.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the documentation of the ERMS on the behaviour of the ERMS upon the receipt of records with structured content from another business application.	The documentation of the ERMS tells that the ERMS is able to extract metadata automatically from records when the ERMS receives records with structured content from another business application.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS documentation tells that when the ERMS receives records with structured content from another business application, the ERMS is able to extract metadata automatically from them.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T10.5.3.4 Automatic Declaration of Records

I. Global test case information		
<i>test case id:</i>	T10.5.3.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The user documentation is checked to ensure that when the ERMS receives records with structured content from another business application it is able to use the extracted metadata to declare the records into the appropriate file.	
<i>Req.-ID:</i>	10.5.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the documentation of the ERMS upon the behaviour of the ERMS when it receives records with structured content from another business application.	The documentation of the ERMS tells that when the ERMS receives records with structured content from another business application it is able to use the extracted metadata to declare the records into the appropriate file.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The documentation of the ERMS tells that when the ERMS receives records with structured content from another business application, the ERMS is able to use the extracted metadata to declare records into the appropriate file.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

### T10.5.4 Metadata

Abstract: This chapter focuses on testing the metadata of aggregations and records in the context of case files.

#### T10.5.4.1 Receiving Metadata from Another Application

I. Global test case information		
<i>test case id:</i>	T10.5.4.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>The documentation of the ERMS is checked to ensure that where the ERMS allows another business application to create case files the ERMS receives all relevant metadata from the other business application.</p> <p>Please note, that we do not specify which metadata are “relevant” as this can vary for different systems.</p>	
<i>Req.-ID:</i>	10.5.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>The documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the chapter of the documentation of the ERMS that describes the interaction of the ERMS with another business application.	The user documentation tells that when the ERMS allows another business application to create case files the ERMS receives all relevant metadata from the other business application.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The documentation of the ERMS tells that when the ERMS allows another business application to create case files it is able to receive relevant file metadata from the other business application.</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

### T10.5.4.2 Configuration of Metadata

I. Global test case information		
<i>test case id:</i>	T10.5.4.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Ensure that the ERMS allows to configure a case file with metadata elements that are specific to case files.	
<i>Req.-ID:</i>	10.5.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Logged in as role <b>Reviewer</b></li> <li>• <b>TestClassificationScheme1</b> is created</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Configure the case file <b>CaseFile13 (CS01/001/001/013)</b> .	The case file <b>CaseFile13</b> can be configured with metadata elements that are specific to case files.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows a case file to be configured with metadata elements that are specific to case files.</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

### T10.5.5 Usage of Case Identifiers Instead of a Classification Code

Abstract: This chapter focuses on testing the usage of unique case identifiers instead of a classification code to identify case files.

#### T10.5.5.1 Using a Case Identifier for Valid Actions

I. Global test case information		
<i>test case id:</i>	T10.5.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Ensure that a user can retrieve, open, close and declare records into a case file by using a case identifier.	
<i>Req.-ID:</i>	10.5.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created</li> <li>• Logged in as role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Retrieve the case file <b>CaseFile7 (CS01/001/001/007)</b> by using the identifier <b>&lt;User1_12082007&gt;</b> .	The case file <b>CaseFile7 (CS01/001/001/007)</b> is retrieved.
2.	Open the case file <b>CaseFile8 (CS01/001/001/008)</b> by using the identifier <b>&lt;User1_12062007&gt;</b> .	The case file <b>CaseFile8 (CS01/001/001/008)</b> is opened.
3.	Declare a record into the case file <b>CaseFile9 (CS01/001/001/009)</b> by using the identifier <b>&lt;User1_24082007&gt;</b> .	A record is declared as <b>Record1 (CS01/001/001/009/001)</b> in the case file <b>CaseFile9 (CS01/001/001/009)</b> .
4.	Close the case file <b>CaseFile8 (CS01/001/001/008)</b> by using the identifier <b>&lt;User1_12062007&gt;</b> .	The case file <b>CaseFile8 (CS01/001/001/008)</b> is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS allows to retrieve, open, close and declare records into a case file and by using a case identifier instead of the classification code.</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

## T10.5.6 Reporting

Abstract: This chapter focuses on testing the reporting facilities concerning case files.

### T10.5.6.1 Report on a Valid Action Performed by an Authorised User

I. Global test case information		
<i>test case id:</i>	T10.5.6.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>Ensure that the ERMS is capable of producing reports on all actions performed on any specified file(s), whether by an authorised user.</p> <p>Please note, that we do not test the reporting of actions performed by another business application as we cannot be sure that for testing purposes the ERMS is interfaced with another business application.</p>	
<i>Req.-ID:</i>	10.5.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as role <b>Reviewer</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform different actions (e.g. open, close) on the file <b>CaseFile12 (CS01/001/001/012)</b> .	The actions are performed on file <b>CaseFile12 (CS01/001/001/012)</b> .
2.	Generate a report on the file <b>CaseFile12 (CS01/001/001/012)</b> .	A report is generated. The report shows the actions performed by the user role <b>Reviewer</b> .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS is capable of producing reports on all actions performed on any specified file(s).</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T10.5.6.2 Report on a Valid Action Performed by Another Business Application

I. Global test case information		
<i>test case id:</i>	T10.5.6.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The documentation of the ERMS is checked to ensure that the ERMS is capable of producing reports on all actions performed on any specified file(s), whether by an authorised user or by another business application.	
<i>Req.-ID:</i>	10.5.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Read the chapter of the documentation of the ERMS concerning the reporting facilities.	The documentation of the ERMS tells that the ERMS is capable of producing reports containing all actions performed on any specified file(s) whether by an authorised user or by another business application.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The documentation of the ERMS tells that the ERMS is capable of producing reports on all actions performed on any specified file(s), whether by an authorised user or by another business application.</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



### T10.5.6.3 Reports with a Minimum Level of Information

I. Global test case information		
<i>test case id:</i>	T10.5.6.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS is able to produce reports for administrative roles, showing at a minimum: <ul style="list-style-type: none"> <li>the numbers of records declared into case files automatically from other business systems per time period;</li> <li>the numbers of records declared into case files manually per time period;</li> <li>the numbers of case files opened and closed automatically by other business systems per time period;</li> <li>the numbers of case files opened and closed manually per time period;</li> </ul>	
<i>Req.-ID:</i>	10.5.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Produce a report.	A report is produced and contains at least the following: <ul style="list-style-type: none"> <li>the numbers of records declared into case files automatically from other business systems per time period;</li> <li>the numbers of records declared into case files manually per time period;</li> <li>the numbers of case files opened and closed automatically by other business systems per time period;</li> <li>the numbers of case files opened and closed manually per time period;</li> </ul>
<i>c. postcondition(s)</i>		
The ERMS is able to produce reports for administrative roles, showing at a minimum: <ul style="list-style-type: none"> <li>the numbers of records declared into case files automatically from other business systems per time period;</li> <li>the numbers of records declared into case files manually per time period;</li> <li>the numbers of case files opened and closed automatically by other business systems per time period;</li> <li>the numbers of case files opened and closed manually per time period;</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

### T10.5.7 Others

Abstract: This chapter focuses on testing various aspects of case files that have not been tested in the previous chapters.

#### T10.5.7.1 Switching Between Both Applications

I. Global test case information		
<i>test case id:</i>	T10.5.7.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input checked="" type="checkbox"/> Not Testable
<i>test case description:</i>	The corresponding requirement is not be testable.	
<i>Req.-ID:</i>	10.5.11	
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

### T10.5.7.2 Audit Trail (I)

I. Global test case information		
<i>test case id:</i>	T10.5.7.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>Actions have already been performed on a class, a file and a record by an authorised user. Ensure that the ERMS recorded all actions in the audit trail.</p> <p>Please note, that we do not test the recording of actions performed by another business application as we cannot be sure that for testing purposes the ERMS is interfaced with another business application.</p>	
<i>Req.-ID:</i>	10.5.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform an action (e.g. open, close) on the class <b>Acquisition (CS01/001/006)</b> , the file <b>CaseFile12 (CS01/001/001/012)</b> and the record <b>Record5 (CS01/001/006/001)</b> .	An action (e.g. open, close) is performed on a class, file and record.
2.	Check the audit trail.	The audit trail is checked. The actions performed on the classes <b>Personal (CS01/001/005)</b> and <b>Acquisition (CS01/001/006)</b> , the files <b>CaseFile11 (CS01/001/001/011)</b> and <b>CaseFile12 (CS01/001/001/012)</b> and the records <b>Record4 (CS01/001/005/001)</b> and <b>Record5 (CS01/001/006/001)</b> are recorded.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS records actions performed by an authorised user on a class, file or record in the audit trail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

**T10.5.7.3 Audit trail (II)**

I. Global test case information		
<i>test case id:</i>	T10.5.7.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The documentation of the ERMS is checked to ensure that the ERMS records all actions performed on a class, a file and a record by an authorised user or by another business application in the audit trail.	
<i>Req.-ID:</i>	10.5.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Read the chapter of the documentation of the ERMS concerning the recording of actions in the audit trail.	The documentation of the ERMS tells that the ERMS is capable of recording all actions performed on any file(s), whether by an authorised user or by another business application in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The documentation of the ERMS tells that the ERMS is able of recording all actions performed on any specified file(s) whether by an authorised user or by another business application in the audit trail.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T10.5.7.4 Creation of case files by users authorised as case workers

I. Global test case information		
<i>test case id:</i>	T10.5.7.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Ensure that a user in the role case worker can create a case file.	
<i>Req.-ID:</i>	10.5.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created</li> <li>• Logged in as <b>User1</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Create the case file <b>CaseFile4</b> .	The case file <b>CaseFile4 (CS01/001/001/004)</b> is created.
2.	Log off <b>User1</b> .	<b>User1</b> is logged off.
3.	Log in <b>User3</b> .	<b>User3</b> is logged in.
4.	Create the case file <b>CaseFile5</b> .	The case file <b>CaseFile5 (CS01/001/001/005)</b> is created.
5.	Log off <b>User3</b> .	<b>User3</b> is logged off.
6.	Log in <b>User4</b> .	<b>User4</b> is logged in .
7.	Create the case file <b>CaseFile6</b> .	The case file <b>CaseFile6 (CS01/001/001/006)</b> is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• Users authorised as case workers are able to create case files.</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	

### T10.5.7.5 Actions upon Receipt of an Invalid Request

I. Global test case information		
<i>test case id:</i>	T10.5.7.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>Check the documentation of the ERMS to ensure that the ERMS does not complete an invalid action upon the receipt of an apparently invalid request from an external business application and that the receipt does not result in a software failure in the ERMS.</p> <p>Please note, that we do not test if an apparently invalid request results in a software failure in the external application as this would exceed the scope of this test framework.</p>	
<i>Req.-ID:</i>	10.5.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the chapter of the documentation of the ERMS describing the behaviour of the ERMS upon receipt of an apparently invalid request.	The documentation of the ERMS tells that the ERMS does not complete any invalid action and that the receipt of an apparently invalid request does not result in a software failure in the ERMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The user documentation tells that the ERMS does not complete any invalid action upon the receipt of an apparently invalid request from an external business application and that such a receipt does not result in a software failure in the ERMS.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

### T10.5.7.6 Notification upon an Invalid Request from an External Application

I. Global test case information		
<i>test case id:</i>	T10.5.7.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The documentation of the ERMS is checked to ensure that, upon receipt of an apparently invalid request the ERMS alerts an authorised user so that corrective action can be taken.	
<i>Req.-ID:</i>	10.5.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Documentation of the ERMS is available</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Read the chapter(s) describing the behaviour of the ERMS upon receipt of an apparently invalid request from an external business application.	The user documentation tells that the ERMS notifies an authorised user upon receipt of an apparently invalid request from an external business application so that corrective action can be taken.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The user documentation tells that the ERMS notifies an authorised user upon receipt of an apparently invalid request from an external business application so that corrective action can be taken.</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

### T10.5.7.7 Metadata for an Automatic File Titling Mechanism (I)

I. Global test case information		
<i>test case id:</i>	T10.5.7.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The ERMS supports an optional file titling mechanism. Ensure that the used metadata are mandatory metadata or that suitable defaults are provided when the titling mechanism is defined.	
<i>Req.-ID:</i>	10.5.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Logged in as role <b>CentralAdministrator</b></li> <li>• The ERMS supports an optional file titling mechanism</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the configuration options for the automatic file titling mechanism.	The metadata used for automatically constructing file titles are mandatory metadata or suitable defaults are provided.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS requires the metadata used for the optional file titling mechanism to be mandatory metadata or suitable defaults are provided.</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



### T10.5.7.8 Metadata for an Automatic File Titling Mechanism (II)

I. Global test case information		
<i>test case id:</i>	T10.5.7.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The ERMS supports an optional file titling mechanism. Ensure that the ERMS does not automatically update a file's title if the underlying metadata values which have been used to create the file title are modified.	
<i>Req.-ID:</i>	10.5.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• Logged in as role <b>CentralAdministrator</b></li> <li>• The ERMS supports an optional file titling mechanism</li> <li>• An automatic titling mechanism has been used to create the file title of file <b>CaseFile10 (CS01/001/001/010)</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Change the metadata values that have been used to create the file title of file <b>CaseFile10 (CS01/001/001/010)</b> .	The metadata values are changed.
2.	Check the file title of file <b>CaseFile10 (CS01/001/001/010)</b> .	The file title of file <b>CaseFile10 (CS01/001/001/010)</b> has not been changed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS does not automatically update a file's title if the underlying metadata values which have been used to create the file title are modified.</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

### T10.5.7.9 Creation of Case Files within the ERMS

I. Global test case information		
<i>test case id:</i>	T10.5.7.9	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An optional file titling mechanism exists. Ensure that it is possible to configure the rules for automatically constructing file titles to be different for different classes.	
<i>Req.-ID:</i>	10.5.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>Logged in as role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Configure the file titling mechanism so that it is different for different classes.	It is possible to configure the file titling mechanism so that it is different for different classes.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>The ERMS allows the rules for automatically constructing file titles to be configurable to be different for different classes.</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