

# Test Module10.11

## Offline and Remote Working

### 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.

## TO THE CHAPTER T10.11 -OFFLINE AND REMOTE WORKING

### 11.1 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.

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

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

##### 11.1.1.1 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>	RU_username			<R02>		NO	<Active>

##### 11.1.1.2 User Roles

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

M163	M167	M168	M171	Remarks and comments
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	CentralAdministrator	<U01>		
<R02>	RemoteUser	<U02>		Users in this role are connected to the ERMS via remotely connected devices.

### 11.1.1.3 User Groups

The values to be used for testing are arbitrary.

### 11.1.2 Access controls

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

#### 11.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

#### 11.1.2.2 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>
	CentralAdministrator	RemoteUser
Add new classes	X	
Create new files	X	X
Change file metadata	X	X
Maintain classification scheme and files	X	
Delete files	X	
Capture records	X	X
Relocate a record to a different file	X	X
Search for and read records	X	X
Change content of records		X
Change record metadata	X	X



Function	<R01>	<R02>
	CentralAdministrator	RemoteUser
Delete records	X	X
Place and remove disposal holds	X	
Retention and disposition schedule and disposition transactions	X	
Export and import files and records	X	
View audit trails	X	
Configure and manage audit trail	X	
Change audit trail data		
Move audit trail data to off-line storage media	X	
Perform all transactions related to users and their access privileges	X	
Allocate access controls to local administrator	X	
Allocate own access controls also to other users	X	
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

## 11.2 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	

\* Optional

### 11.2.1 TestClassificationScheme1 - metadata of aggregations and records

M012		M003	M124	M047
Description.classification.fully-qualified_classification_code	Type	Description.title	Use.status.offline_download	Description.abstract.description
<CS01/001>	Class	Business units		
<CS01/001/001>	File	Strategy		
<CS01/001/001/001>	Record	Record1	TRUE	
<CS01/001/001/002>	Document	Document5		



M012		M003	M124	M047
Description.classification.fully-qualified_classification_code	Type	Description.title	Use.status.offline_download	Description.abstract.description
<CS01/001/001/003>	Document	Document1	TRUE	
<CS01/001/001/004>	Document	Document2		
<CS01/001/001/005>	Document	Document3		
<CS01/001/001/006>	Document	Document4		
<CS01/001/001/007>	Document	Document7		
<CS01/001/001/008>	Document	Document8		
<CS01/001/001/009>	Record	Record7		
<CS01/001/002>	File	Controlling		
<CS01/001/002/001>	Record	Record3	TRUE	
<CS01/001/003>	File	Marketing		Test procedure
<CS01/001/003/001>	Record	Record8		Test record
<CS01/001/004>	File	Technical Infrastructure		
<CS01/001/005>	File	Organisational Infrastructure		
<CS01/001/006>	File	Billing	TRUE	
<CS01/001/007>	File	Acquisition	TRUE	
<CS01/002>	Class	Marketing Management		
<CS01/002/001>	Class	Strategic Planning	TRUE	
<CS01/002/001/001>	File	Combined	TRUE	

M012		M003	M124	M047
Description.classification.fully-qualified_classification_code	Type	Description.title	Use.status.offline_download	Description.abstract.description
		Planning		
<CS01/002/001/001/001>	Sub-file	Subfile1	TRUE	
<CS01/002/001/001/001/001>	Volume	Volume1	TRUE	
<CS01/002/001/001/001/001/001>	Record	Record5	TRUE	
<CS01/002/001/002>	File	Longterm Planning		
<CS01/002/001/002/001>	Record	Record6		
<CS01/002/001/003>	File	Shortterm Planning		
<CS01/002/001/003/001>	Record	Record4		
<CS01/002/001/003/002>	Record	Record9	TRUE	
<CS01/002/002>	Class	Infrastructure Planning	FALSE	
<CS01/002/002/001>	File	Telecommunication	FALSE	
<CS01/002/002/001/001>	Sub-File	Phones	FALSE	
<CS01/002/002/001/001/001>	Volume	1 <sup>st</sup> quarter	FALSE	
<CS01/002/002/001/001/001/001>	Record	Record10	FALSE	

### 11.3 Record Types

The values to be used for testing are arbitrary.

## 11.4 Retention and Disposition Schedules

The retention and disposition schedule RDS\_a01 should be applied as default if required.

<b>M008</b>	<b>M024</b>	<b>M014</b>	<b>M013</b>	<b>M052</b>	<b>M015</b>	<b>M030</b>
Identity.system_identifier. retention_and_disposition_ schedule	Description.title	Event_plan.event_type. disposition_action	Event_plan.period	Event_plan.event_trigger	Reason	Mandate*
<RDS01>	RDS_a01	Retain indefinitely	Indefinite	No	Test	Testing Regime

\* Optional

## 11.5 Content of Captured Records

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

### 11.5.1 Documents

<b>Reference Identifier</b>	<b>Title</b>	<b>Format</b>	<b>Version</b>	<b>Highlighted content</b>	<b>Comment</b>
<D01>	Document_01				