

Test Module3

Classification Scheme and File Organisation

Test Cases

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Date: 15/04/2008

Version: 1.0

Status: Approved

Customer: Serco Consulting



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Document History

Version	Date of Issue	Author	Comment
0.1	27/04/2007	Michael Haimerl	Initial Draft;
0.2	26/05/2007	Michael Haimerl	Revision after Serco Review; Introduce a new classification scheme; Interim Release 1
0.3	08/10/2007	Michael Sill	Complete Revision after publishing of the second draft to the MoReq2 specification; Interim Release 2
0.4	31/01/2008	Michael Sill	Revised after publishing of the final draft of the MoReq2 specification
0.5	11/03/2008	MoReq2 test development team	Revised after receiving comments on final draft of testing material
1.0	02/04/2008	MoReq2 test development team	Finalising after approval of the test framework

T3.1 Configuring the Classification Scheme

REMARKS	TEST DATA:	Please take all test data from the test data repository to the test Module3/chapter T3.1 .
	TEST EXECUTION:	<p>step (1) Please read the chapter Testframework – Introduction/Chapter 2 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>

T3.1.1 General Configurations

Abstract: The following chapter focuses on the test of general configurations of the classification scheme.

T3.1.1.1 Creating a Classification Scheme at configuration time

I. Global test case information		
<i>test case id:</i>	T3.1.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is carried out to ensure that the ERMS allows an administrative role to create a classification scheme while the ERMS is being configured.	
<i>Req.-ID:</i>	3.1.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> configuration time logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Create TestclassificationScheme1	TestclassificationScheme1 is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to create a classification scheme while the ERMS is being configured. 		
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

T3.1.1.2 Defining a Titling Mechanism

I. Global test case information		
<i>test case id:</i>	T3.1.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to ensure that the ERMS allows a titling mechanism to be defined by an administrative role at configuration time. Please note, that we do not state how the titling mechanism works. For testing purposes it is enough to ensure that an administrative role is able to configure such a mechanism at configuration time. Administrative roles do not have to configure a specific titling mechanism.	
<i>Req.-ID:</i>	3.1.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Configuration time • Logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Check if the option to define a titling mechanism, which includes for example names and/or dates or unique file identifier is given	The option to define a titling mechanism is given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a titling mechanism to be defined by an administrative role at configuration time. 		
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

T3.1.1.3 Labelling a Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.1.1.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates a new classification scheme and assigns a Title and Description to it. Please note that the ERMS has to be reset before the test can be executed.	
<i>Req.-ID:</i>	3.1.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a new classification scheme and assign the following values to it: <ul style="list-style-type: none"> Title: TestClassificationScheme2 Description: Testcase 	TestClassificationScheme2 (CS02) is created; The ERMS automatically assigned an identifier to the classification scheme.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to label a classification scheme with a Title and Description. The ERMS automatically assigned an identifier to the new created classification scheme. 		
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



T3.1.1.4 Hierarchical Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.1.1.4	
<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 creates three levels of classes and a file.	
<i>Req.-ID:</i>	3.1.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created (see test case T3.1.1.3). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a class Corporate Direction	The class Corporate Direction (CS02/001) is created
2.	Create a class Business Continuity in the class Corporate Direction (CS02/001)	The class Business Continuity (CS02/001/001) is created
3.	Create a class Strategy in the class Business Continuity (CS02/001/001)	The class Strategy (CS02/001/001/001) is created
4.	Create a file Strategic Management in the class Strategy (CS02/001/001/001)	The file Strategic Management (CS02/001/001/001/001) is created
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows organising files and records in a hierarchy of a minimum of three classes. 		
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

T3.1.1.5 Limitation of the Number of Levels

I. Global test case information		
<i>test case id:</i>	T3.1.1.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates 10 levels of classes.	
<i>Req.-ID:</i>	3.1.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created (see test case T3.1.1.3). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create new class Policies & Practice	The class Policies & Practice (CS02/002) is created
2.	Create the class Information Technology within the class Policies & Practice (CS02/002)	The class Information Technology (CS02/002/001) is created
3.	Create the class Policy Development within the class Information Technology (CS02/002/001)	The class Policy Development (CS02/002/001/001) is created
4.	Create the class Policies within the class Policy Development (CS02/002/001/001)	The class Policies (CS02/002/001/001/001) is created
5.	Create the class P1 within the class Policies (CS02/002/001/001/001)	The class P1 (CS02/002/001/001/001/001) is created
6.	Create the class P2 within the class P1 (CS02/002/001/001/001/001)	The class P2 (CS02/002/001/001/001/001/001) is created
7.	Create the class P3 within the class P2 (CS02/002/001/001/001/001/001)	The class P3 (CS02/002/001/001/001/001/001/001) is created
8.	Create the class P4 within the class P3 (CS02/002/001/001/001/001/001/001)	The class P4 (CS02/002/001/001/001/001/001/001/001) is created
9.	Create the class P5 within the class P4 (CS02/002/001/001/001/001/001/001/001)	The class P5 (CS02/002/001/001/001/001/001/001/001/001) is created
10.	Create the class P6 within the class P5 (CS02/002/001/001/001/001/001/001/001/001)	The class P6 (CS02/002/001/001/001/001/001/001/001/001/001) is created
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create classes on ten levels within the hierarchy of the classification scheme. 		
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

T3.1.1.6 Textual Scope Notes

I. Global test case information		
<i>test case id:</i>	T3.1.1.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates a class, file, sub-file and volume and assigns textual scope notes to each aggregation. A check is carried out to confirm that the ERMS allows the input of textual scope notes to all of these aggregations.	
<i>Req.-ID:</i>	3.1.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created (see test case T3.1.1.3). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a new class Executive Committee and assign the following textual scope note to it: " This class is used for testing purposes "	The class Executive Committee (CS02/003) is created; the textual scope note is stored in the metadata
2.	Create a new file Business Segmentes within the class Executive Committee (CS02/003) and assign the following textual scope note: " This file is used for testing purposes "	The file Business Segmentes (CS02/003/001) is created; the textual scope note is stored in the metadata
3.	Create a new sub-file Business Segment A within the file Business Segments (CS02/003/001) and assign the following textual scope note: " This sub-files is used for testing purposes "	The sub-file Business Segment A (CS02/003/001/001) is created; the textual scope note is stored in the metadata.
4.	Create a new volume VolumeA within the sub-file Business Segment A (CS02/003/001/001) and assign the following textual scope note: " This volume is used for testing purposes "	The volume VolumeA (CS02/003/001/001/001) is created; the textual scope note is stored in the metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create a class and a file and to assign a textual scope note to each of them. 		
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

T3.1.2 The Export of All or Parts of the Classification Scheme

Abstract: The test focus of this chapter lies on the export of all or parts of the classification scheme.

Please note: The export is intended to provide another application with records from the ERMS. We cannot assume that other systems are connected for testing. Therefore it is acceptable for testing to create a target (e.g. other storage devices) outside of the ERMS where the output of the export can be stored and analysed. The ERMS cannot control this target. We are using the expression “folder .../export” to describe such a target.

T3.1.2.1 The Export of a Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.1.2.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS supports the export of a class and the whole classification scheme. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.1.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created • For testing purposes an external target folder .../export is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Export the class Corporate Direction (CS03/001) , including all its aggregations to the folder .../export	The class Corporate Direction (CS03/001) is exported. All records of the class Corporate Direction (CS03/001) are still stored in the ERMS.
2.	Export TestClassificationScheme3 to the folder .../export	TestClassificationScheme3 is exported. All records of the TestClassificationScheme3 are still stored in the ERMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to export a class or all of a classification scheme. 		
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

T3.1.2.2 The Export of the Classification Scheme by Selecting Metadata

I. Global test case information		
<i>test case id:</i>	T3.1.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role exports a classification scheme including its metadata. A check is made to confirm that the administrative role is able to select which metadata is exported.	
<i>Req.-ID:</i>	3.1.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the exporting of all or part of the classification scheme (see test case T3.1.2.1) TestClassificationScheme3 is created (see test case T3.1.2.1) For testing purposes an external target folder .../export is created. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Export TestClassificationScheme3 to the folder .../export by selecting a set of metadata (e.g. Title, Classification code, Access permissions)	TestClassificationScheme3 is exported. All records of TestClassificationScheme3 are still stored in the ERMS.
2.	Analyse the output of the export	The export includes all selected metadata
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an administrative role to select which metadata are included in the export of a classification scheme. 		
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

T3.1.2.3 The Export of a Classification Scheme and its Disposition Authorities

I. Global test case information		
<i>test case id:</i>	T3.1.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows an administrative role to export a classification scheme with its retention and disposition schedules.	
<i>Req.-ID:</i>	3.1.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the export of all or part of the classification scheme (see test case T3.1.2.1) TestClassificationScheme3 is created (see test case T3.1.2.1). For testing purposes an external target folder .../export is created. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Export classification scheme TestClassificationScheme3 including its retention and disposition schedule to the folder .../export	TestClassificationScheme3 is exported. All records of TestClassificationScheme3 are still stored in the ERMS.
2.	Analyse the output of the export	The export includes all retention and disposition schedules of TestClassificationScheme3
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an administrative role to export a classification scheme with its retention and disposition schedules. 		
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

T3.1.2.4 The Export of a Classification Scheme and Selected Audit Trail Data

I. Global test case information		
<i>test case id:</i>	T3.1.2.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role exports a classification scheme with all its audit trail data. Ensure that this export includes all audit trail data. The administrator exports the classification scheme again, just taking selected audit trail data into account.	
<i>Req.-ID:</i>	3.1.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the export of all or parts of the classification scheme (see test case T3.1.2.1) TestClassificationScheme3 is created (see test case T3.1.2.1). For testing purposes an external target folder .../export is created. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Export classification scheme TestClassificationScheme3 and all its audit trail data to the folder .../export	TestClassificationScheme3 is exported. All records of TestClassificationScheme3 are still stored in the ERMS.
2.	Analyse the output of the export	The export includes the audit trail data to TestClassificationScheme3
3.	Export classification scheme TestClassificationScheme3 and just a part of the audit trail data to the folder .../export	TestClassificationScheme3 is exported. All records of TestClassificationScheme3 are still stored in the ERMS.
4.	Analyse the output of the export	The export includes the selected part of the audit trail data to TestClassificationScheme3
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS ensures that an export of a classification scheme includes all audit trail data. The ERMS allows an administrative role to select which audit trail data are included in the export of a classification scheme. 		
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

T3.1.2.5 The Format of the Export Result

I. Global test case information		
<i>test case id:</i>	T3.1.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS uses a fully-documented method to relate the entities to each other when part of or the whole classification scheme is exported.	
<i>Req.-ID:</i>	3.1.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the export of all or parts of the classification scheme (see test case T3.1.2.1) logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check the documentation of the method which relates the entities to each other when: <ul style="list-style-type: none"> all or part of the classification scheme is exported including selected metadata all or part of the classification scheme is exported including the retention and disposition schedules all or part of the classification scheme is exported including all or selected audit trail data 	The method is fully-documented.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> When the ERMS exports all or parts of the classification scheme, the ERMS uses a fully-documented method which relates the entities to each other. 		
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

T3.1.2.6 The Export of Information in XML or an Equivalent Open Standardised Format

I. Global test case information		
<i>test case id:</i>	T3.1.2.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>An administrative role exports the information of a classification scheme in XML.</p> <p>Please note, that MoReq2 permits other open standardised formats equal to XML. This test case focuses only on the XML format. If a different open standardised format is used within the environment this test case should be executed by focusing on that format.</p>	
<i>Req.-ID:</i>	3.1.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the export of all or parts of the classification scheme (see test case T3.1.2.1) TestClassificationScheme3 is created (see test case T3.1.2.1). For testing purposes an external target folder .../export is created. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Export the class Corporate Direction (CS03/001) in XML format to the folder .../export	The class Corporate Direction (CS03/001) is exported in XML format
2.	Export TestClassificationScheme3 including its retention and disposition schedules, selected metadata and all audit trail data in XML format to the folder .../export	The TestClassificationScheme3 is exported in XML format. The output of the export includes all selected metadata, retention and disposition schedules and audit trail data in XML format.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to export all or parts of the classification scheme including its retention and disposition schedule, selected metadata and audit trail data in XML format. 		
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

T3.1.3 The Importation of All or Parts of the Classification Scheme

Abstract: The test focus of this chapter lies on the importation of all or parts of the classification scheme.

Please note: For testing purposes it is necessary to reset the ERMS before the import can be executed. Reset is the process of bringing the ERMS into a status that allows the tester to create or import a classification scheme. If the ERMS does not support multiple classification schemes or where an additional classification scheme cannot be added into an existing one this would imply another set up of the EMRS (see capture 2.1). You will find a note within the test case description whenever a reset is required.

T3.1.3.1 Importing a Class and a Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.1.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows an administrative role to import all or parts of a classification scheme. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.1.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The class Corporate Direction (CS03/001) is exported to the folder .../export (see test case T3.1.2.1) logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Import the exported class Corporate Direction (CS03/001) from the folder .../export into the ERMS	The class is imported.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to import all or parts of a classification scheme into the ERMS. 		
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

T3.1.3.2 The Importing of a Classification Scheme Including Associated Information

I. Global test case information		
<i>test case id:</i>	T3.1.3.2	
<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 an administrative role imports a classification scheme and all its associated metadata, retention and disposition schedules and audit trails. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.1.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the importing of all or parts of the classification scheme (see also test case0). The TestClassificationScheme3 (CS3) and all its audit trail data is exported to the folder .../export (see test case T3.1.2.4) logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Import the exported TestclassificationScheme3 (CS3) from the folder .../export into the ERMS	The TestclassificationScheme3 is imported; All associated metadata, retention and disposition schedules and audit trails are stored in the ERMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows the importing of all associated metadata, retention and disposition schedules and audit trails of a classification scheme. 		
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

T3.1.3.3 Exception Report on the Importing of Non-Compliant Metadata Values

I. Global test case information		
<i>test case id:</i>	T3.1.3.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role imports a classification scheme into the ERMS. The classification scheme includes untitled classes (null value). A check is made to ensure that the ERMS rejects these classes and creates an exception report for the administrative role listing all rejected classes. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.1.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows the importing of metadata of a classification scheme (see test case T3.1.3.1). The TestClassificationScheme3 (CS03) and all its audit trail data is exported to the folder .../export (see test case T3.1.2.4) logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Open the exported TestClassificationScheme3 (CS03) in a Testing Tool (e.g. in a text editor) and delete the title of two classes (e.g. the title of the classes Corporate Direction (CS03/001) and Executive Committee (CS03/003)). Store the changes in the folder .../export	The changes are stored in the folder .../export
2.	Import the changed TestclassificationScheme3 (see test step 1).	TestclassificationScheme3 is imported; The ERMS creates an exception report.
3.	Check the content of the exception report.	The exception report lists two classes (e.g. the title the classes Corporate Direction (CS03/001) and Executive Committee (CS03/003) . Both classes were rejected by the ERMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS rejects untitled classes (null value) upon the import of a classification scheme and its metadata. The ERMS creates a report for the administrative role listing all rejected classes. 		
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	

T3.1.3.4 The Importing of a Non-Compliant Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.1.3.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>An administrative role imports a classification scheme into the ERMS. The classification scheme is non-compliant to MoReq2 metadata model. Ensure that the ERMS brings all errors to the attention of the administrative role by identifying the metadata involved.</p> <p>Please note that MoReq2 does not state how the ERMS brings validation errors to the attention of the administrative role performing the importation (see chapter 3 of the MoReq2 specification). Therefore several outcomes are acceptable in this test case. However, the Test Specialist executing this test case has to ensure that non-compliant data will not be imported by the ERMS.</p> <p>Furthermore MoReq2 does not state how the informing process takes place (see chapter 3 of the MoReq2 specification). Therefore this test case does not state the kind of information process that takes place either.</p> <p>Please note that the ERMS has to be reset before the test case can be executed.</p>	
<i>Req.-ID:</i>	3.1.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows the importing of metadata of a classification scheme (see test case T3.1.3.1). The TestClassificationScheme3 (CS03) and all its audit trail data is exported to the folder .../export (see test case T3.1.2.4) logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Open the exported TestClassificationScheme3 (CS03) in a Testing Tool (e.g. in a text editor) and delete mandatory metadata or change the format of metadata elements. Save the changes in the folder .../export	The changes are stored in the folder .../export
2.	Import the changed TestclassificationScheme3 (see test step 1).	The ERMS brings an outcome to the attention of the administrator.
3.	Check the content of the outcome.	The ERMS presents all metadata (mandatory metadata element is missing, format error of a metadata element) that are non-compliant with the MoReq2 metadata model.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS validates the import of classification schemes. The ERMS brings any validation errors to the attention of the administrative role performing the import. 		
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



T3.1.3.5 Assigning a Hierarchical Code of Imported Classes

I. Global test case information		
<i>test case id:</i>	T3.1.3.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	The ERMS supports the importing of the metadata of a classification scheme and uses a scheme that features hierarchical numbering. The ERMS is configured to append the original codes of an imported classification to the hierarchical code of the ERMS. An administrative role imports a classification scheme. Ensure that the ERMS appends the old code as configured. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.1.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows the importing of metadata of a classification scheme (see test case T3.1.3.1). The TestClassificationScheme3 (CS03) and all its audit trail data is exported to the folder .../export (see test case T3.1.2.4) The ERMS uses a scheme that features hierarchical numbering. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Import TestClassificationScheme3	The ERMS offers the following options: <ul style="list-style-type: none"> Following the rules for a manual creation of the classification scheme Keeping the original codes in their entirety Appending the original codes to the code in the receiving scheme.
2.	Append the original code to the classification code of the ERMS	TestClassificationScheme3 is imported; the old classification code is appended; a new classification code is assigned by the ERMS
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to assign a classification code in a way required by MoReq2. 		
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

T3.1.4 The Copying of All or Parts of the Classification Scheme

Abstract: The test focus of this chapter lies on the copying of all or parts of the classification scheme.

T3.1.4.1 The Copying of a Classification Scheme Including All Metadata

I. Global test case information		
<i>test case id:</i>	T3.1.4.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role copies parts of a classification scheme. Ensure that this copy includes all associated metadata. Please note that the ERMS has to be reset before the test can be executed.	
<i>Req.-ID:</i>	3.1.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the copying of all or parts of the classification scheme. TestClassificationScheme4 is created. logged in as as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Copy the class Strategy (CS04/001/001) into the class Business (CS04/004)	The class Strategy (CS04/001/001) is copied with all associated metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an administrative role to copy parts of a classification scheme including all associated metadata. 		
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

T3.1.4.2 The Copying of a Classification Scheme and its Disposition Authorities

I. Global test case information		
<i>test case id:</i>	T3.1.4.2	
<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 copies parts of a classification scheme including its disposition authorities.	
<i>Req.-ID:</i>	3.1.24	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports the copying of all or part of the classification scheme. TestClassificationScheme4 is created (see test case T3.1.4.1). The retention and disposition schedule RDS_a01 (RDS01) is assigned to the class Corporate Strategy (CS04/002/001) within the TestClassificationScheme4. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Copy the class Corporate Strategy (CS04/002/001) into the first class level of TestClassificationScheme4	The class Corporate Strategy (CS04/002/001) is copied including its retention and disposition schedules
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an administrative role to copy parts of a classification scheme including its retention and disposition schedule. 		
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

T3.1.5 Management of the Classification Scheme

Abstract: The test focus of this chapter lies on the management of all or parts of the classification scheme.

T3.1.5.1 Restricted to Administrative Roles

I. Global test case information		
<i>test case id:</i>	T3.1.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS denies any attempts to manage the classification scheme by a user role. Please note that the ERMS has to be reset before the test can be executed.	
<i>Req.-ID:</i>	3.1.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created. • logged in as the user role Management 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Attempt to manage (e.g. adding new classes, maintaining the classification scheme and files, deletion of files) TestClassificationScheme5	The ERMS denies managing of TestClassificationScheme5
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS restricts management of the classification scheme to an administrative role. 		
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

T3.1.5.2 Management of Individual Classes by Specified User Roles/Group of Users

I. Global test case information		
<i>test case id:</i>	T3.1.5.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Several checks are carried out to confirm that the ERMS allows management of individual classes by user roles and user groups.	
<i>Req.-ID:</i>	3.1.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created (see test case T3.2.5.1). • The user role LocalAdministrator is able to manage the class Support Functions (CS05/004) • The user group CaseWorker are able to manage the class Customer Relation Management (CS05/005) • logged in as the role Management 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Attempt to manage (e.g. reclassifying or relocating of entities) the classes Support Functions (CS05/004) or Customer Relation Management (CS05/005)	The ERMS denies managing of the classes Support Functions (CS05/004) or Customer Relation Management (CS05/005)
2.	Log out as the role Management	The role Management is logged out
3.	Log in as the role CaseWorker	The role CaseWorker is logged in
4.	Manage the class Customer Relation Management (CS05/005)	The ERMS allows managing of the class Customer Relation Management (CS05/005)
5.	Attempt to manage (e.g. reclassifying or relocating of entities) the classes Support Functions (CS05/004)	The ERMS denies managing of the classes Support Functions (CS05/004)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows management of individual classes by user roles and user groups. 		
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

T3.1.6 Other:

Abstract: The test focus of this chapter summarises all other tests which do not belong to the chapters above.

T3.1.6.1 Internal Integrity

I. Global test case information		
<i>test case id:</i>	T3.1.6.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A search is performed on the classification scheme. In a next step classes of the classification scheme will be copied and relocated. A check is made to confirm that the search result of the first search fits the result after the relocation and copying of classes. Please note that the ERMS has to be reset before the test can be executed.	
<i>Req.-ID:</i>	3.1.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a search by using the term "Strategy"	The ERMS shows two results: the class Strategy (CS06/001/001) and Strategy (CS06/002/001)
2.	Copy the class Strategy (CS06/001/001) into the class Business (CS06/004)	The class Strategy (CS06/001/001) is copied into the class Business (CS06/004)
3.	Relocate the class Strategy (CS06/002/001) into the class Management (CS06/003)	The class Strategy (CS06/002/001) is relocated into the class Management (CS06/003)
4.	Perform a search by using the term "**Strategy"	The ERMS shows three results: <ul style="list-style-type: none"> • the class Strategy (CS06/001/001) and the copy of the class Strategy (CS06/004/001) and • the relocated class Strategy (CS06/003/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS seems to maintain the internal integrity after the relocation and copying of two classes. 		
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

T3.1.6.2 Existence of Classes and Files on Different Levels

I. Global test case information		
<i>test case id:</i>	T3.1.6.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS denies any attempt to create a class in a class where a file or record exists already. Please note that the ERMS has to be reset before the test can be executed.	
<i>Req.-ID:</i>	3.1.25	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme7 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Attempt to create a class within the class Resourcing (CS07/004/002/001)	The ERMS denies creating a class within the class Resourcing (CS07/004/002/001) .
2.	Attempt to create a class within the class Policies & Practice (CS07/002)	The ERMS denies the creation of a class within the class Policies & Practice (CS07/002)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS denies an attempt to create a class on the same level of files and records. 		
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

T3.1.6.3 Multiple Classification Schemes

I. Global test case information		
<i>test case id:</i>	T3.1.6.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>A classification scheme exists within the ERMS already. An administrative role creates another classification scheme. Ensure that the creation and simultaneous use of multiple classification schemes are supported by the ERMS.</p> <p>Please note that a simultaneous use of multiple classification schemes is given by executing several actions on these schemes. We do not state which actions are especially suitable. However, searching and retrieval is for instance an acceptable action here. Other actions are possible, too.</p>	
<i>Req.-ID:</i>	3.1.26	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme7 is created (see test case T3.1.6.2) • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	Action/operation	Check/ expected result
1.	Create TestclassificationScheme8 in addition to TestclassificationScheme7	In addition to TestClassificationScheme7 TestclassificationScheme8 is created.
2.	Search for the term " <i>Business</i> "	The ERMS shows at least the file Business Segments (CS07/003/001) and the volume Business Units (CS08/001/001/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create multiple classification schemes within the ERMS. • The ERMS allows the use of multiple classification schemes by searching. 		
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



T3.1.6.4 Importing and Exporting with Regard to the MoReq2 XML Schema

I. Global test case information		
<i>test case id:</i>	T3.1.6.4	
<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 importing and exporting of records in a form compliant to the MoReq2 XML schema. Please note that the ERMS has to be reset before the <u>import</u> can be executed.	
<i>Req.-ID:</i>	3.1.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme7 is created (see test case T3.1.6.2) • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Export the records of TestClassificationScheme7 in a form that is compliant to the MoReq2 XML schema into the folder .../export	The records are exported. The output of the export is compliant to the MoReq2 XML schema
2.	Import the exported records of test step 1 into TestClassificationScheme7 in a form which is compliant to the MoReq2 XML schema	The records are imported.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows the import and export of records in a form compliant to the MoReq2 XML schema. 		
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



T3.1.6.5 Compatibility with the Organisation's Business Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.1.6.5	
<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>	3.1.1	
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



T3.2 Classes and Files

REMARKS	TEST DATA:	Please take all test data from the test data repository to the test Module3/chapter T3.2.
	TEST EXECUTION:	<p>step (1) We recommend to execute the test cases in the given order. However, other orders are possible, too.</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>

T3.2.1 Configuration

Abstract: The test focus of this chapter lies on the general configurations of classes.

T3.2.1.1 Configuration of Classes (I)

I. Global test case information		
<i>test case id:</i>	T3.2.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role configures a class so that it can store a record directly. The administrator stores a record in that class. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.2.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Configure the class Legal (CS01/001) so that the ERMS allows the capturing of records in it.	The class Legal (CS01/001) is configured
2.	Capture a record Contract1 in the class Legal (CS01/001)	The record is captured
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to configure a class so that it can store records in it. • The ERMS allows an administrative role to store a record in a class directly. 		
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

T3.2.1.2 Configuration of Classes (II)

I. Global test case information		
<i>test case id:</i>	T3.2.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role configures a class so that it cannot store a record directly. The administrator attempts to store a record in that class.	
<i>Req.-ID:</i>	3.2.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.2.1.1) • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Configure the class IT and Communication (CS01/002) so that the ERMS does not allow the capturing of records in it.	The class IT and Communication (CS01/002) is configured
2.	Attempt to capture a record in the class IT and Communication (CS01/002)	The ERMS denies capturing a record in the class IT and Communication (CS01/002)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to configure a class so that it cannot store records in it. • The ERMS denies any attempt of capturing records directly in that class. 		
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

T3.2.2 Metadata

Abstract: The test focus of this chapter lies on the handling of metadata elements and their values.

T3.2.2.1 Capturing, Maintenance and Presentation of Metadata

I. Global test case information		
<i>test case id:</i>	T3.2.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS supports presentation and maintenance of metadata of files and classes in the classification scheme compliant with the MoReq2 metadata model. Please note that used metadata values are spot checks only. The use of other values is possible too. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.2.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Retention and disposition schedules will be inherited within the classification scheme. Logged in as CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Present the the metadata to the class Human Resources (CS03/001)	The metadata are presented
2.	Assign the retention and disposition schedule RDS_02 (RDS02) to the class Market research (CS03/002)	Retention and disposition schedule RDS_02 (RDS02) is assigned to the class Market research (CS03/002)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports presentation and maintenance of metadata of files and classes in the classification scheme compliant with the MoReq2 metadata model. 		
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



T3.2.2.2 Ability to Add to File and Class Metadata

I. Global test case information		
<i>test case id:</i>	T3.2.2.2	
<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>	3.2.2	
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

T3.2.3 Classification Code and Assignment of Titles

Abstract: The test focus of this chapter lies on the configuration and assignment (hierachical-) classification code to entities.

T3.2.3.1 Automatic Assignment of a Hierarchical Classification Code

I. Global test case information		
<i>test case id:</i>	T3.2.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role creates a class, file, sub-file and volume in a classification scheme. Ensure that the ERMS automatically assigns a hierarchical classification code to each aggregation. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.2.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • logged in as the user role Management 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a class Buy	The class Buy (CS01/003) is created; a hierarchical classification code (003) is assigned to that class.
2.	Create a file Provision of Software within the class Buy (CS01/003)	The file Provision of Software (CS01/003/001) is created in the class Buy (CS01/003) ; a hierarchical classification code (001) is assigned to that file.
3.	Create a sub-file Standardized Software within the file Provision of Software (CS01/003/001)	The sub-file Standardized Software (CS01/003/001/001) is created in the file; a hierarchical classification code (001) is assigned to that sub-file.
4.	Create a volume Year2008 within the sub-file Standardized Software (CS01/003/001/001)	The volume Year2008 (CS01/003/001/001/001) is created in the sub-file; a hierarchical classification code (001) is assigned to that volume.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically assigns a hierarchical classification code to each newly created class, file, sub-file and volume. 		
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

T3.2.3.2 Assigning a Title to an Aggregation

I. Global test case information		
<i>test case id:</i>	T3.2.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role creates a class, file, sub-file and volume in a classification scheme. A check is made to confirm that the user role is able to assign a textual title to each aggregation.	
<i>Req.-ID:</i>	3.2.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.2.3.1). • logged in as the user role Management 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a class with the textual title Finance	The class Finance (CS01/004) is created
2.	Create a file within the class Finance (CS01/004) and assign to it the title Budgeting	The file Budgeting (CS01/004/001/001) is created.
3.	Create a sub-file within the file Budgeting (CS01/004/001/001) and assign to it the title Project1	The sub-file Project1 (CS01/004/001/001/001) is created.
4.	Create a volume within the sub-file Project1 (CS01/004/001/001/001) and assign to it the title Testing	The volume Testing (CS01/001/001/001/001/001) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to assign a title to each class, file, sub-file and volume. 		
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

T3.2.3.3 Usage of the Classification Code and Textual File Title

I. Global test case information		
<i>test case id:</i>	T3.2.3.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>A file with a textual file title is created. The ERMS automatically assigned a classification code to it. A check is made to confirm that a user role is able to execute a search by using the classification code and textual file title separately or together.</p> <p>Please note that this test focuses on the performing of a search by the use of the classification code and/or textual file title. Other actions are possible, too.</p>	
<i>Req.-ID:</i>	3.2.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.2.3.1). • The class Finance is created (see test case T3.2.3.2). • logged in as the user role Management 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Perform a search by entering the search term "Budgeting"	The ERMS search function retrieves at least the file Budgeting (CS01/004/001/001)
2.	Perform a search by entering the classification code of the file Budgeting (CS01/004/001/001)	The ERMS search function retrieves at least the file Budgeting (CS01/004/001/001)
3.	Perform a search by entering "Budgeting" and the classification code of the file Budgeting (CS01/004/001/001) as search terms	The ERMS search function retrieves at least the file Budgeting (CS01/004/001/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to use the classification code and textual file title separately or together when performing a search. 		
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

T3.2.3.4 The Ability to Configure the Classification Code

I. Global test case information		
<i>test case id:</i>	T3.2.3.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Ensure that the ERMS enables an administrative role to configure the classification code. Please note, that this test case confirms whether an administrative role is able to configure the classification code or not. Test module 7 contains more detailed test cases of the classification code.	
<i>Req.-ID:</i>	3.2.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check the option to configure the classification code at configuration time or later	The ERMS provides several options to configure a classification code at configuration time or later.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to configure the classification scheme at configuration time or later. 		
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

T3.2.3.5 Configuring the Classification Code

I. Global test case information		
<i>test case id:</i>	T3.2.3.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS enables an administrative role to configure the classification code compliant to MoReq2.	
<i>Req.-ID:</i>	3.2.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check the option to configure the classification code	The ERMS provides following options to configure a classification code: <ul style="list-style-type: none"> the format of the identifier associated with each level of the hierarchy, e.g. numeric, alphabetic; the first value of this identifier at each class, e.g. 1, 1000; the interval to be used between successive classes, e.g. 1, 10; the presence or absence of leading zeroes; any global prefix, e.g. "corporate/"; any global extension, e.g. country suffix; the separator between each identifier, e.g. "/", "-".
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to configure the classification scheme compliant to MoReq2. 		
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	

T3.2.4 Opening and Closing

Abstract: The test focus of this chapter lies on the opening and closing of entities within the classification scheme.

T3.2.4.1 Opening and Closing Date

I. Global test case information		
<i>test case id:</i>	T3.2.4.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role opens and closes a class and a file. Ensure that the ERMS stores the opening and closing date within the metadata.	
<i>Req.-ID:</i>	3.2.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.2.3.1).. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Open the class Communication (CS01/005)	The class Communication (CS01/005) is open; the date of opening is stored in the metadata of the class.
2.	Open the file Annual Report (CS01/005/001)	The file Annual Report (CS01/005/001) is open; the date of opening is stored in the metadata of the file.
3.	Close the file Guideline (CS01/006/001)	The file Guideline (CS01/006/001) is closed; the date of closing is stored in the metadata of the file.
4.	Close the class Authorisation (CS01/006)	The class Authorisation (CS01/006) is closed; the date of closing is stored in the metadata of the class.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS stores the opening and closing date of the class and file in its metadata. 		
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

T3.2.4.2 Date of Creation

I. Global test case information		
<i>test case id:</i>	T3.2.4.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A class, a file, a sub-file and a volume is created within the classification scheme. A check is made to ensure that the ERMS stores the date of creation within its metadata.	
<i>Req.-ID:</i>	3.2.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.2.3.1).. • The class Finance is created (see test case T3.2.3.2). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Check the metadata of the class Finance (CS01/004) with regard to to the creation date	The date of creation is stored in the metadata of the class or file.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS stores the date of creation of a class, file, sub-file or volume in the metadata of the class or file. 		
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

T3.2.4.3 Inheritance of Hierarchical Path Information

I. Global test case information		
<i>test case id:</i>	T3.2.4.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role opens a file within the classification scheme. A check is made to confirm that the ERMS inherits hierarchical path information about its position in the metadata. Please note that inherited metadata does not have to be stored explicitly. It is possible that these metadata are implicit, too. In the latter case the vendor has to explain how retrieval takes place.	
<i>Req.-ID:</i>	3.2.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.2.3.1).. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Open a file Software Development (CS01/007/002)	The file Software Development (CS01/007/002) is open; The ERMS stored the hierarchical path informations of the title in its metadata (Development/Software Development).
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically entails all hierarchical path information in the metadata of a newly opened file. 		
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

T3.2.5 Changes to Inherited Metadata

Abstract: The test focus of this chapter lies on the changing of inherited metadata values.

T3.2.5.1 Changing Inherited Metadata Values

I. Global test case information		
<i>test case id:</i>	T3.2.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows changing of inherited metadata values, to the extent of the MoReq2 metadata model. Please note that used metadata values are spot checks only. The use of other values is possible too.	
<i>Req.-ID:</i>	3.2.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created. • Retention and disposition schedules will be inherited within the classification scheme. • A disposal hold was lifted from the class Management (CS03/003) by the user CA_username • Logged in as CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Assign the retention and disposition schedule RDS_02 (RDS02) to the class Market research (CS03/002)	Retention and disposition schedule RDS_02 (RDS02) is assigned to the class Market research (CS03/002)
2.	Attempt to change the system identifier of a user who lifted a disposal hold.	The ERMS denies changing
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows changing of inherited metadata values, to the extent of the MoReq2 metadata model. 		
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

T3.2.5.2 Adding to Inherited Metadata

I. Global test case information		
<i>test case id:</i>	T3.2.5.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Inherited metadata values are assigned to a newly opened class. A check is made to confirm that the ERMS applies any addition to the inherited metadata by all its child classes and files by default.	
<i>Req.-ID:</i>	3.2.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • The class Training (CS01/008) is open. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check the inherited metadata for the class Module2 (CS01/008/002)	The ERMS inherited following inherited path information for the title: <i>Training/Module2</i>
2.	Check the inherited metadata for the file Syllabus (CS01/008/002/001)	The ERMS inherited following inherited path information for the title: <i>Training/Module2/Syllabus</i>
3.	Change the title of the class Training (CS01/008) into Training 2008	The title of the class is changed into Training 2008 (CS01/008)
4.	Check the inherited metadata for the class Module2 (CS01/008/002) and file Syllabus (CS01/008/002/001) for the title again	The inherited path information for the class have been changed into <i>Training 2008/Module2</i> and for the file into <i>Training 2008/Module2/Syllabus</i> .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS applies any addition to the inherited metadata of a class by all its child classes and files by default. 		
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

T3.2.6 Assignment of Controlled Vocabulary Terms

Abstract: The test focus of this chapter lies on the assignment of entities' keywords by using controlled vocabulary terms.

T3.2.6.1 Compliance to the ISO 2788

I. Global test case information		
<i>test case id:</i>	T3.1.6.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows the assignment of keywords to a class and file by using a monolingual thesaurus.	
<i>Req.-ID:</i>	3.2.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • The ERMS supports monolingual thesaurus. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Assign a keyword to the class Module1 (CS01/008/001) by taking it from the monolingual thesaurus	A keyword is assigned to the class Module1 (CS01/008/001)
2.	Assign a keyword to the file Syllabus (CS01/008/002/001) by taking it from the monolingual thesaurus	A keyword is assigned to the file Syllabus (CS01/008/002/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to assign a keyword to a class and a file by taking it from the monolingual thesaurus. 		
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

T3.2.6.2 Compliance to the ISO 5964

I. Global test case information		
<i>test case id:</i>	T3.1.6.2	
<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 the ERMS allows the assignment of keywords to a class and file by using a multilingual thesaurus.	
<i>Req.-ID:</i>	3.2.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • The ERMS supports a multilingual thesaurus. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
3.	Assign a keyword to the class Module1 (CS01/008/001) by taking it from the multilingual thesaurus	A keyword is assigned to the class Module1 (CS01/008/001)
4.	Assign a keyword to the file Syllabus (CS01/008/002/001) by taking it from the multilingual thesaurus	A keyword is assigned to the file Syllabus (CS01/008/002/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to assign a keyword to a class and a file by taking it from the multilingual thesaurus. 		
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

T3.2.7 Others:

Abstract: This chapter summarises all other test cases of module 3.

T3.2.7.1 Exporting a File in XML-Format

I. Global test case information		
<i>test case id:</i>	T3.2.7.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that an administrative role exports a list of all files and a list of files that are classified against a specific class. Please note: This test case focuses on the use of the XML format. Other human-readable formats are possible, too.	
<i>Req.-ID:</i>	3.2.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • For testing purposes an external target folder .../export is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Export a list of all files of the TestClassificationScheme1 in XML-format to .../export	The list is exported.
2.	Export all files that are classified against the class IT and Communication (CS01/002) in XML-format to .../export	The list is exported.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to export a list of all files and a list of files that are classified against a class in XML-format. 		
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

T3.2.7.2 Number of Classes and Files

I. Global test case information		
<i>test case id:</i>	T3.2.7.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates ten classes and ten files within a class of a classification scheme.	
<i>Req.-ID:</i>	3.2.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create ten classes as shown in TestClassificationScheme2 of the Test Data Repository	Ten classes are created.
2.	Create ten files within a class as shown in the TestClassificationScheme2 of the Test Data Repository	Ten files are created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create ten classes and files within a classification scheme. 		
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

T3.3 Volumes and Sub-Files

REMARKS	TEST DATA:	Please take all test data from the test data repository to the test Module3/chapter T3.3 .
	TEST EXECUTION:	<p>step (1) We recommend to execute the test cases in the given order. However, other orders are possible, too.</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>

T3.3.1 Creation of Volumes and Sub-Files

Abstract: The test focus of this chapter lies on the creation of volumes and sub-files within the classification scheme.

T3.3.1.1 The Ability to Create Volumes and Sub-Files

I. Global test case information		
<i>test case id:</i>	T3.3.1.1	
<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 configures the ERMS so that the ability to create sub-files and or volumes is removed within files across the classification scheme. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.3.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Configure the ERMS so that the creation of sub-files is disabled across the TestClassificationScheme1	The ERMS is configured.
2.	Attempt to create a sub-file within the TestClassificationScheme1	The ERMS denies the creation of sub-files within the TestClassificationScheme1 .
3.	Create the volume Plan (CS01/001/001/001/001/001/001)	The volume Plan (CS01/001/001/001/001/001/001) is created.
4.	Configure the ERMS so that the creation of volumes is disabled across the TestClassificationScheme1	The ERMS is configured.
5.	Attempt to create a volume within the TestClassificationScheme1	The ERMS denies the creation of a volume within the TestClassificationScheme1 .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to disable the ability to create sub-files and/or volumes within files across the classification scheme. 		
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

T3.3.1.2 The Creation of Sub-Files within an Area of the Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.3.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role configures the ERMS to allow the creation of sub-files in a file within a specified class of the classification scheme. A check is made to ensure that the ERMS denies all attempts to create a volume in this class.	
<i>Req.-ID:</i>	3.3.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Configure the ERMS so that the creation of sub-files is just possible within the class Training (CS01/002) of TestClassificationScheme1	The ERMS is configured
2.	Create sub-file Module1 within the file ERP-System (CS01/002/001) of the classification scheme	The sub-file Module1 (CS01/002/001/001) is created.
3.	Attempt to create a volume within the file Software (CS01/002/002) of TestClassificationScheme1	The ERMS denies the creation of sub-files within the file Software (CS01/002/002) of TestClassificationScheme1 .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to configure the ERMS so that the creation of sub-files is just possible within a specified class of the classification scheme. • The ERMS denies any attempts to create a volume within that specified class of the classification scheme. 		
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

T3.3.1.3 The Creation of Volumes within an Area of the Classification Scheme

I. Global test case information		
<i>test case id:</i>	T3.3.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role configures the ERMS in a way that the creation of volumes is just possible within a specified class of the classification scheme. A check is made to ensure that the ERMS denies all attempts to create a sub-file in this class.	
<i>Req.-ID:</i>	3.3.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Configure the ERMS in a way that the creation of volumes is just possible within the files of the class Configuration Management (CS01/003)	The ERMS is configured
2.	Attempt to create a sub-file within the file System I (CS01/003/001)	The ERMS denies the creation of a sub-file within the file System I (CS01/003/001) .
3.	Create a volume Tools within the file System I (CS01/003/001)	The volume Tools (CS01/003/001/001) is created within the file System I (CS01/003/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to configure the ERMS in a way that the creation of volumes is only possible within a specified class of the classification scheme. • The ERMS denies any attempts to create a sub-file in that specified class of the classification scheme. 		
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

T3.3.2 Opening and Closing

Abstract: The test focus of this chapter lies on the opening and closing of volumes and sub-files within the classification scheme.

T3.3.2.1 Concept of Open and Closed Electronic Volumes

I. Global test case information		
<i>test case id:</i>	T3.3.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role creates three volumes in a sub-file. A check is made to ensure that the ERMS allows the administrative role to open only the most recently created volume where all other volumes within that sub-file are closed. Please note that the volume AM3 (see test step 3) represents the most recently created volume.	
<i>Req.-ID:</i>	3.3.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a volume AM1 within the sub-file Asset management (CS01/004/001/001)	The volume AM1 (CS01/004/001/001) is created.
2.	Create a volume AM2 in the sub-file Asset management (CS01/004/001/001)	The volume AM2 (CS01/004/001/001/002) is created.
3.	Create a volume AM3 in the sub-file Asset management (CS01/004/001/001)	The volume AM3 (CS01/004/001/001/003) is created
4.	Attempt to open the volume AM1 (CS01/004/001/001/001)	The ERMS denies opening of the volume AM1 (CS01/004/001/001/001)
5.	Open the volume AM3 (CS01/004/001/001/003)	The volume AM3 (CS01/004/001/001/003) is opened; the volumes AM1 (CS01/004/001/001/001) and AM2 (CS01/004/001/001/002) are closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS denies an attempt to open a volume out of three which was not recently created. • The ERMS allows an administrative role to open the most recently created volume where all other volumes are closed. 		
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

T3.3.2.2 Presentation of the Most Recently Created Volume

I. Global test case information		
<i>test case id:</i>	T3.3.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>A user role classifies a record in a volume of a sub-file.</p> <p>A check is made to confirm that the ERMS presents the user with the most recently created volume in the sub-file by default.</p> <p>Please note that the volume AM3 represents the most recently created volume in this test case.</p>	
<i>Req.-ID:</i>	3.3.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role Management 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Classify a record in the sub-file Asset management (CS01/004/001/001)	The ERMS presents the volume AM3 (CS01/004/001/001/003) by default.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When a user role classifies a record in a sub-file, the ERMS presents the user with the most recently created volume in that sub-file by default. 		
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

T3.3.2.3 Adding of an Electronic Volume to a Sub-File

I. Global test case information		
<i>test case id:</i>	T3.3.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role attempts to create a new volume in a closed sub-file. Further the administrator creates a volume in another sub-file. A check is made to confirm that the ERMS <ul style="list-style-type: none"> denies an attempt to create a new volume in a closed sub-file and allows to create a new volume in any other sub-file. 	
<i>Req.-ID:</i>	3.3.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme1 is created (see test case T3.3.1.1). logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Attempt to create a new volume M1-Syllabus 1 in the closed sub-file Module1(CS01/005/001/001)	The ERMS denies creating of volume within the closed sub-file Module1 (CS01/005/001/001) .
2.	Create the volume M1-Syllabus 1 within the sub-file Module2(CS01/005/001/002)	The volume M2-Syllabus 1 (CS01/005/001/002/001) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to create a volume in a sub-file which is not closed. 		
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

T3.3.2.4 Adding of an Electronic Sub-File to a File

I. Global test case information		
<i>test case id:</i>	T3.3.2.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS allows an administrative role to create a sub-file in a file which is not closed.	
<i>Req.-ID:</i>	3.3.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Create a new sub-file Technical in the file Accounting System (CS01/005/002)	The sub-file Technical (CS01/005/002/001) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create a sub-file in a file which is not closed. 		
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

T3.3.2.5 Closing a Sub-File

I. Global test case information		
<i>test case id:</i>	T3.3.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows a user role to close a sub-file at any time.	
<i>Req.-ID:</i>	3.3.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • The sub-file Technical (CS01/005/002/001) is created (see test case T3.3.2.4) • logged in as the role Management 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Close the sub-file Technical in the file Accounting System (CS01/005/002)	The sub-file Technical (CS01/005/002/001) is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to close a sub-file in a file at any time. 		
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

T3.3.2.6 Assignment of a Unique Identifier to a Volume

I. Global test case information		
<i>test case id:</i>	T3.3.2.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates three open volumes in a sub-file. A check is made to confirm that the ERMS assigns a unique identifier to each volume within its parent sub-file.	
<i>Req.-ID:</i>	3.3.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Create a new open volume Tool1 in the sub-file Tools (CS01/006/001/001)	The volume Tool1 (CS01/006/001/001/001) is created and open; the ERMS automatically assigned an identifier to this volume within its parent sub-file Tools (CS01/006/001/001) .
2.	Create a new open volume Tool2 in the sub-file Tools (CS01/006/001/001)	The volume Tool2 (CS01/006/001/001/002) is created and open; the ERMS automatically assigned an identifier to this volume within its parent sub-file Tools (CS01/006/001/001) .
3.	Create a new open volume Tool3 in the sub-file Tools (CS01/006/001/001)	The volume Tool3 (CS01/006/001/001/003) is created and open; the ERMS automatically assigned an identifier to this volume within its parent sub-file Tools (CS01/006/001/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically assigns a unique identifier to each new open volume within its parent sub-file. 		
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

T3.3.2.7 Multiple Concurrent Open Sub-Files in a File

I. Global test case information		
<i>test case id:</i>	T3.3.2.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role creates three open sub-files in a file.	
<i>Req.-ID:</i>	3.3.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a new open sub-file HW-1 in the file Hardware(CS01/006/002)	The sub-file HW-1 (CS01/006/002/001) is created and open
2.	Create a new open sub-file HW-2 in the file Hardware(CS01/006/002)	The sub-file HW-2 (CS01/006/002/002) is created and open
3.	Create a new open sub-file HW-3 in the file Hardware(CS01/006/002)	The sub-file HW-3 (CS01/006/002/003) is created and open
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create new three open sub-files within a file. 		
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

T3.3.2.8 Including Metadata Attributes after Opening a Sub-File and Volume

I. Global test case information		
<i>test case id:</i>	T3.3.2.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A volume and a sub-file is opened. A check is made to confirm that the ERMS stored in the metadata of the sub-file and volume the retention and disposition schedule from their parent file's metadata.	
<i>Req.-ID:</i>	3.3.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • The sub-file HW-1 (CS01/006/002/001) is opened (see test case T3.3.2.7). • The volume Tool1 (CS01/006/001/001/001) is opened (see test case T3.3.2.6). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check the metadata of the sub-file HW-1 (CS01/006/002/001)	The retention and disposition schedule RDS_02 (RDS02) is applied to the sub-file HW-1 (CS01/006/002/001) from its parent file's metadata
2.	Check the metadata of the volume Tool1 (CS01/006/001/001/001)	The retention and disposition schedule RDS_02 (RDS02) is applied to the volume Tool1 (CS01/006/001/001/001) from its parent file's metadata
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When a sub-file or volume is opened, the ERMS stores in the metadata of the sub-file and volume the retention and disposition schedule from their parent file's metadata. 		
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

T3.3.2.9 The Recording of the Opening and Closing Date

I. Global test case information		
<i>test case id:</i>	T3.3.2.9	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role opens and closes a sub-file and a volume. A check is made to ensure that the ERMS records the opening and closing date in its metadata.	
<i>Req.-ID:</i>	3.3.12, 3.3.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Open and close the volume Service 1(CS01/006/004/001)	The volume Service 1(CS01/006/004/001) is closed; the ERMS stored the date of opening and closing in its metadata.
2.	Open and close the sub-file CC1(CS01/006/003/001)	The file CC1(CS01/006/003/001) is closed; the ERMS stored the date of opening and closing in its metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS records the date of opening and closing of a sub-file and volume in its metadata. 		
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

T3.3.2.10 Adding Records to a Closed Volume

I. Global test case information		
<i>test case id:</i>	T3.3.2.10	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role attempts to add a record to a closed volume. A check is made to ensure that the ERMS denies this action.	
<i>Req.-ID:</i>	3.3.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • The volume Service 1(CS01/006/004/001) is closed (see test case T3.3.2.9) • logged in as the role Management 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Attempt to add a record to the volume Service 1(CS01/006/004/001)	The ERMS denies adding a record to the volume Service 1(CS01/006/004/001) –the volume is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS denied a user role's attempt to add a record to a closed volume. 		
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

T3.3.2.11 Deletion of an Empty Volume

I. Global test case information		
<i>test case id:</i>	T3.3.2.11	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role deletes an empty volume.	
<i>Req.-ID:</i>	3.3.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • The volume Tools (CS01/003/001/001) is empty. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Delete the volume Tools (CS01/003/001/001)	The volume Tools (CS01/003/001/001) is deleted.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to delete an empty volume. 		
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

T3.3.2.12 Deleting an Empty and Re-Opening the Previous Volume

I. Global test case information		
<i>test case id:</i>	T3.3.2.12	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Checks are made to ensure that the ERMS: <ul style="list-style-type: none"> allows an administrative role to delete an empty volume and re-open the previous volume of a sub-file in a single action; and records this action in the audit trail. 	
<i>Req.-ID:</i>	3.3.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme1 is created (see test case T3.3.1.1). The volume ProjectPlan02 (CS01/008/001/001/002) is closed. The volume ProjectPlan02 (CS01/008/001/001/002) is empty. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Delete the empty volume ProjectPlan02 (CS01/008/001/001/002) and re-open the previous volume ProjectPlan01 (CS01/008/001/001/001) in a single action	The empty volume ProjectPlan02 (CS01/008/001/001/002) is deleted and ProjectPlan01 (CS01/008/001/001/001) is open.
2.	Check the audit trail	The ERMS records the action in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to delete an empty volume and re-open the previous volume within a sub-file in a single action. The action is recorded in the audit trail. 		
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

T3.3.2.13 Creating a Template of Sub-Files

I. Global test case information		
<i>test case id:</i>	T3.3.2.13	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates a template of sub-files for a class. The administrator creates a file within that class. Ensure that the ERMS automatically creates the template of sub-files within that file.	
<i>Req.-ID:</i>	3.3.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Create a template with four sub-files Plan , Specification , Results and Tools that is created automatically for every new file within the class Testing (CS01/007)	A template of four sub-files is created and specified within the class Testing (CS01/007)
2.	Create a new file Project 1 within the class Testing (CS01/007)	The file Project 1 (CS01/007/001) is created; the ERMS automatically creates the sub-files Plan (CS01/007/001/001) , Specification (CS01/007/001/002) , Results (CS01/007/001/003) and Tools (CS01/007/001/004) within that file.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrator to specify a template of four sub-files to be created within a specified class. • The ERMS automatically creates the specified template of sub-files in a newly created file within a specified class. 		
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

T3.3.2.14 Closing of a File and its Sub-File

I. Global test case information		
<i>test case id:</i>	T3.3.2.14	
<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 file contains three sub-files. An administrative role closes the file. A check is made to confirm that the ERMS closes all sub-files within the file as well.	
<i>Req.-ID:</i>	3.3.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Close the file Hardware(CS01/006/002)	The file Hardware (CS01/006/002) is closed. The ERMS automatically closed all sub-files within that file as well.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS closes all sub-files when their parent file is closed. 		
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

T3.3.2.15 Individual Closing of Volumes by Users

I. Global test case information		
<i>test case id:</i>	T3.3.2.15	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role closes two volumes within two sub-files.	
<i>Req.-ID:</i>	3.3.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.3.1.1). • The volume Tool1 (CS01/006/001/001/001) is created (see test case T3.3.2.6) • logged in as the role Management 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Close the volume Tool1 (CS01/006/001/001/001) within the sub-file Tools (CS01/006/001/001)	The volume Tool1 (CS01/006/001/001/001) is closed
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to close volumes individually. 		
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

T3.4 Maintaining the Classification Scheme

REMARKS	TEST DATA:	Please take all test data from the test data repository to the test Module3/chapter T3.4 .
	TEST EXECUTION:	<p>step (1) We recommend to execute the test cases in the given order. However, other orders are possible, too.</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>

T3.4.1 Relocating, Combining, Deviding and Copying of Classes

Abstract: The test focus of this chapter lies on the ability to relocate, combine, devide and copy classes within the classification scheme as a maintenance action of administrative roles.

T3.4.1.1 Relocating Classes

I. Global test case information		
<i>test case id:</i>	T3.4.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that ERMS allows an administrative role to relocate a class within the classification scheme in a single transaction.	
<i>Req.-ID:</i>	3.4.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestclassificationScheme1 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Relocate the class Corporate Strategy (CS01/002/001) into the class Corporate Direction (CS01/001) in a single transaction	The class Corporate Strategy (CS01/002/001) is relocated.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to relocate a class in the classification scheme in a single transaction. 		
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



T3.4.1.2 Combining Classes

I. Global test case information		
<i>test case id:</i>	T3.4.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that ERMS allows an administrative role to combine two classes in a single transaction.	
<i>Req.-ID:</i>	3.4.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestclassificationScheme1 is created (see test case T3.4.1.2). • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Combine the class Market (CS01/003/002) with the class Business (CS01/003/001) in a single transaction	The classes are combined. The files Business A and Business B of the former class Market (CS01/003/002) are relocated and became children in the class Business (CS01/003/001) . The class Market (CS01/003/002) is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to combine two classes of the classification scheme in a single transaction. 		
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

T3.4.1.3 Dividing Classes

I. Global test case information		
<i>test case id:</i>	T3.4.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that ERMS allows an administrative role to divide a class into two classes in a single transaction.	
<i>Req.-ID:</i>	3.4.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestclassificationScheme1 is created (see test case T3.4.1.2).. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Divide the class Marketing Management (CS01/004/001) between the record Study2 (CS01/004/001/001/002) and the record Study3 (CS01/004/001/001/003) in a single transaction	The class is divided into the class Marketing Management (CS01/004/001) and the class Marketing Management 2 (CS01/004/002) are divided. The records Study3 (CS01/004/001/001/003) and Study4 (CS01/004/001/001/004) are relocated into the class Marketing Management 2 (CS01/004/002).
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to divide a class of the classification scheme in a single transaction. 		
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

T3.4.1.4 Copying a Class

I. Global test case information		
<i>test case id:</i>	T3.4.1.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows an administrative role to copy a class to another point within the classification scheme.	
<i>Req.-ID:</i>	3.4.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestclassificationScheme1 is created (see test case T3.4.1.2).. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Copy the class Annual Reporting (CS01/005/001) to the class Planing & Reporting (CS01/006)	The class Annual Reporting (CS01/005/001) is copied.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to copy a class to another class within the classification scheme. 		
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

T3.4.1.5 No Requirement for Performing Separate Export or Import Actions

I. Global test case information		
<i>test case id:</i>	T3.4.1.5	
<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 does not require an administrative role to perform separate export and import actions when relocating, dividing, combining or copying classes.	
<i>Req.-ID:</i>	3.4.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created (see test case T3.4.1.2).. • Classes are relocated (see test case T3.4.1.1), combined (see test case T3.4.1.2), divided (see test case T3.4.1.3) and copied (see test case T3.4.1.4) by an administrative role. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Check the functionality for relocating, combining, deviding and copying classes.	The ERMS does not require any separate import or export actions to each function
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS does not require an administrative role to perform separate export and import actions when relocating, dividing, combining or copying classes. 		
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

T3.4.2 Relocation and Copying of Entities

Abstract: The test focus of this chapter lies on specific relocation and copying actions within the classification scheme.

T3.4.2.1 Assigning a Classification Code

I. Global test case information		
<i>test case id:</i>	T3.4.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role relocates and copies a class, file, sub-file, volume and record. A check is made to confirm that the ERMS assigns to each relocated and copied entity a classification code and fully-qualified classification code for their new location. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.4.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Relocate the class Strategy (CS02/001/001) and all its entities to the class Management (CS02/003) in a single transaction	The class Strategy (CS02/001/001) and all its entities are relocated. The ERMS assigned to each relocated entity a new classification code and fully-qualified classification code
2.	Copy the class Corporate Strategy (CS02/002/001) and all its entities to the class Business (CS02/004)	The class Corporate Strategy (CS02/002/001) and all its entities are copied. The ERMS assigned to each relocated entity a new classification code and fully-qualified classification code
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When an administrative role relocates and copies a class, file, sub-file, volume and record the ERMS assigns to each relocated and copied entity a classification code and fully-qualified classification code for their new location. 		
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

T3.4.2.2 Preventing a Contrary Data Structure (I)

I. Global test case information		
<i>test case id:</i>	T3.4.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A class is configured to allow just sub-files and another configured to allow volumes. Checks are made to confirm that the ERMS denies any attempt: <ul style="list-style-type: none"> to relocate a sub-file into a class that allows volumes only and to copy a volume into a class that allows sub-files only. 	
<i>Req.-ID:</i>	3.4.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme2 is created (see test case T3.4.2.1). The class Market A (CS02/005/001) is configured to allow sub-files only. The class Market B (CS02/005/002) is configured to allow volumes only. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Attempt to relocate the sub-file Turnover Q1 (CS02/005/001/001/001) into the class Market B (CS02/005/002)	The ERMS denies relocation of sub-file Turnover Q1 (CS02/005/001/001/001) into the class Market B (CS02/005/002)
2.	Attempt to copy the sub-file Turnover Q1 (CS02/005/001/001/001) into the class Market B (CS02/005/002)	The ERMS denies copying of sub-file Turnover Q1 (CS02/005/001/001/001) into the class Market B (CS02/005/002)
3.	Attempt to relocate the volume Turnover Q2 (CS02/005/002/001/001) into the class Market A (CS02/005/001)	The ERMS denies relocating of sub-file Turnover Q2 (CS02/005/002/001/001) into the class Market A (CS02/005/001)
4.	Attempt to copy the volume Turnover Q2 (CS02/005/002/001/001) into the class Market A (CS02/005/001)	The ERMS denies copying of sub-file Turnover Q2 (CS02/005/002/001/001) into the class Market A (CS02/005/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies any attempt to relocate or copy a sub-file into a class that allows volumes only. The ERMS denies any attempt to relocate or copy a volume into a class that allows sub-files only. 		
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

T3.4.2.3 Preventing a Contrary Data Structure (II)

I. Global test case information		
<i>test case id:</i>	T3.4.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Checks are made to confirm that the ERMS denies any attempt: <ul style="list-style-type: none"> to relocate or copy a record into a class that already contains a file. to relocate or copy a file into a class that already contains a record. 	
<i>Req.-ID:</i>	3.4.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme2 is created (see test case T3.4.2.1). logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Attempt to relocate the record Study1 (CS02/006/001) into the class Marketing Management (CS02/007)	The ERMS denies relocating the record Study1 (CS02/006/001) into the class Marketing Management (CS02/007)
2.	Attempt to copy the record Study1 (CS02/006/001) into the class Marketing Management (CS02/007)	The ERMS denies copying the record Study1 (CS01/006/001) into the class Marketing Management (CS02/007)
3.	Attempt to relocate the file Customer Behaviour (CS02/007/001) into the class Marketing (CS02/006)	The ERMS denies relocating the file Customer Behaviour (CS01/007/001) into the class Marketing (CS02/006)
4.	Attempt to copy the file Customer Behaviour (CS02/007/001) into the class Marketing (CS02/006)	The ERMS denies copying the file Customer Behaviour (CS02/007/001) into the class Marketing (CS02/006)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies any attempt to relocate or copy a record into a class that already contains a file. The ERMS denies any attempt to relocate or copy a file into a class that already contains a record. 		
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

T3.4.2.4 Preventing a Contrary Data Structure (III)

I. Global test case information		
<i>test case id:</i>	T3.4.2.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Checks are made to confirm that the ERMS denies any attempt: <ul style="list-style-type: none"> to relocate or copy a file into a class that already contains a class. to relocate or copy a class into a class that already contains a file. 	
<i>Req.-ID:</i>	3.4.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme2 is created (see test case T3.4.2.1). logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Attempt to relocate the file Reports (CS02/009/001) into the class Management (CS02/008)	The ERMS denies relocating the file Report (CS02/009/001) into the class Management (CS02/008)
2.	Attempt to copy the file Reports (CS02/009/001) into the class Management (CS02/008)	The ERMS denies copying the file Report (CS02/009/001) into the class Management (CS02/008)
3.	Attempt to relocate the class Annual Reporting (CS02/008/001) into the class Planning and Reporting (CS02/009)	The ERMS denies relocating the class Annual Reporting (CS02/008/001) into the class Planning and Reporting (CS02/009)
4.	Attempt to copy the class Annual Reporting (CS02/008/001) into the class Planning and Reporting (CS02/009)	The ERMS denies copying the class Annual Reporting (CS02/008/001) into the class Planning and Reporting (CS02/009)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies any attempt to relocate or copy a file into a class that already contains a class. The ERMS denies any attempt to relocate or copy a class into a class that already contains a file. 		
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

T3.4.3 Retaining a Correct Allocation During the Relocation or Copying

Abstract: The test focus of this chapter lies on aspects of relocating or copying classes within the classification scheme.

T3.4.3.1 During copying

I. Global test case information		
<i>test case id:</i>	T3.4.3.1	
<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 copies a class and all its entities into another class. Checks are made to confirm that during copying: <ul style="list-style-type: none"> all copies of records remain correctly assigned to the new copies of class(es) and file(s) and that all copies of sub-file(s), volume(s) and file(s) remain correctly related. <p>Please note that the ERMS has to be reset before the test case can be executed.</p>	
<i>Req.-ID:</i>	3.4.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme3 is created. logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Copy the class Business Continuity (CS03/001/001) and all its entities into the class Management (CS03/003)	The class Business Continuity (CS03/001/001) and all its entities are copied into the class Management (CS03/003) . The copies of records are correctly assigned. The copies of sub-file(s), volume(s) and file(s) are correctly related (see test data repository)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> During copying the ERMS ensures that all copies of records remain correctly assigned to the new copies of class(es) and file(s). During copying the ERMS ensures that all copies of sub-file(s), volume(s) and file(s) remain correctly related. 		
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

T3.4.3.2 During Relocation

I. Global test case information		
<i>test case id:</i>	T3.4.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role relocates a class and all its entities into another class. Checks are made to confirm that during relocation: <ul style="list-style-type: none"> all records remain correctly assigned to the class(s) and file(s) being relocated and that all sub-file(s), volume(s) and file(s) remain correctly related. 	
<i>Req.-ID:</i>	3.4.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> TestClassificationScheme3 is created (see test case T3.4.3.1). logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Relocate the class Business Continuity (CS03/001/001) and all its entities into the class Management (CS03/003)	The class Business Continuity (CS03/001/001) and all its entities are relocated into the class Management (CS03/003) . The records are correctly assigned. The sub-file(s), volume(s) and file(s) are correctly related (see test data repository)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> During relocation the ERMS ensures that all copies of records remain correctly assigned to the class(es) and file(s) being relocated. During relocation the ERMS ensures that all sub-file(s), volume(s) and file(s) remain correctly related. 		
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

T3.4.4 Retaining of References

Abstract: The test focus of this chapter lies on the retaining of references after maintenance activities such as relocation or reclassification within the classification scheme.

T3.4.4.1 Closed Files during Relocation and Reclassification

I. Global test case information		
<i>test case id:</i>	T3.4.4.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role relocates and reclassifies a class that contains a closed file into another class. Checks are made to confirm that the ERMS: <ul style="list-style-type: none"> • keeps all files closed and • retains their references to the classification scheme before the change. Please note that the ERMS has to be reset before the test case can be executed.	
<i>Req.-ID:</i>	3.4.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created. • The file Strategic Planning (CS04/002/001/001) is closed. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Reclassify the class Strategy (CS04/001/001) and all its entities into the class Business (CS04/004)	The class Strategy (CS04/001/001) and all its entities is reclassified into the class Business (CS04/004) . The file Strategic Planning (CS04/001/001/001) is closed. The ERMS retained the references to the classification scheme before the change.
2.	Relocate the class Coporate Strategy (CS04/002/001) and all its entities into the class Management (CS04/003)	The class Coporate Strategy (CS04/002/001) and all its entities is relocated into the class Management (CS04/003) . The file Strategic Planning (CS04/002/001/001) is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When an administrative role relocates a class that contains a closed file, the ERMS keeps the file closed and retains their references to the classification scheme before the change. 		
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

T3.4.4.2 Open Files during Relocation and Reclassification

I. Global test case information

<i>test case id:</i>	T3.4.4.2		
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional	<input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role relocates and reclassifies a class that contains any open files into another class. A check is made to confirm that the ERMS offers the following options for the open files: <ul style="list-style-type: none"> • be closed, retaining their references to the classification scheme before the change, and cross-referenced to the new file in the change scheme in metadata; • be referenced to the changed scheme, but clearly retaining all prior references to the classification scheme before the change in metadata. 		
<i>Req.-ID:</i>	3.4.11		
II. Test case			
<i>a. precondition(s)</i>			
<ul style="list-style-type: none"> • TestClassificationScheme4 is created (see test case T3.4.4.1) . • The file Business unit A (CS04/005/001/001) is open. • logged in as the role CentralAdministrator 			
<i>b. test steps</i>			
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>	
1.	Reclassify or relocate the class Markets (CS04/005)	The ERMS offers following options to any open files: <ul style="list-style-type: none"> • closing the open file(s) (retaining their references to the classification scheme before the change, and cross-referenced to the new file in the change scheme in metadata) • reference the open file(s) to the changed scheme, but clearly retaining all prior references to the classification scheme before the change in metadata 	
<i>c. postcondition(s)</i>			
<ul style="list-style-type: none"> • When an administrative role reclassifies or relocates a class that contains an open file, the ERMS offers the option that this file will be: <ul style="list-style-type: none"> - closed, retaining their references to the classification scheme before the change, and cross-referenced to the new fil in the change scheme in metadata; or - referenced to the changed scheme, but clearly retaining all prior references to the classification scheme before the change in metadata. 			
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	

T3.4.4.3 Logging the Status of Entities in the Audit Trail

I. Global test case information		
<i>test case id:</i>	T3.4.4.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS logs the status of a class, file and record being relocated or copied in the audit trail.	
<i>Req.-ID:</i>	3.4.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Check and note the status of the class Corporate Strategy (CS05/002/001) and all its entities.	The status is noted.
2.	Copy the class Corporate Strategy (CS05/002/001) and all its entities to the class Management (CS05/003)	The class Corporate Strategy (CS05/002/001) and all its entities are copied .
3.	Relocate the class Corporate Strategy (CS05/002/001) and all its entities to the class Strategy (CS05/001/001)	The class Corporate Strategy (CS05/002/001) and all its entities are relocated
4.	Check the audit trail	The ERMS logged the status of the class Corporate Strategy (CS05/002/001) and all its entities in the audit trail before the copying and relocation took place (compare with the result of step1).
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS logs the status of a class, file and record prior to the copying and relocation in the audit trail. 		
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	

T3.4.4.4 Logging the Metadata of a Class Prior to Relocation

I. Global test case information		
<i>test case id:</i>	T3.4.4.4	
<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 logs the values of the metadata of a class prior its relocation.	
<i>Req.-ID:</i>	3.4.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created (see test case T3.4.4.3). • The class Corporate Strategy (CS05/002/001) was relocated into the class Strategy (CS05/001/001) • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Check the log with regard to the relocation of the class Corporate Strategy (CS05/002/001)	The values of the class Corporate Strategy (CS05/002/001) is logged prior to the change
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS logs the values of a class prior to its relocation. 		
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

T3.4.4.5 Entering a Reason

I. Global test case information		
<i>test case id:</i>	T3.4.4.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role copies and relocates classes. A check is made to ensure that the ERMS requires the administrator to enter a reason for these actions.	
<i>Req.-ID:</i>	3.4.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created (see test case T3.4.4.3). • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Copy the class Markets (CS05/004/001) to the class Marketing Management (CS05/005)	The ERMS requires entering a reason for copying. The class Markets (CS05/004/001) is copied.
2.	Enter "Testing purposes"	The reason is stored within the metadata.
3.	Relocate the class Markets (CS05/004/001) to the class Reporting (CS05/006)	The ERMS requires entering a reason for the classification.
4.	Enter "A relocation just for testing purposes"	The reason is stored within the metadata. The class Markets (CS05/004/001) is relocated.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When an administrative role copies or relocates a class, the ERMS requires entering a reason for these actions. 		
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

T3.4.4.6 The Optional Inheritance of Defined Metadata

I. Global test case information		
<i>test case id:</i>	T3.4.4.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to confirm that the ERMS enables the optional inheritance of metadata when classes are relocated or reclassified.	
<i>Req.-ID:</i>	3.4.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme7 is created. • The user role ProductManagement has no access to the class Business (CS07/004) and Management (CS07/003) (see entity/agent relation of the test data repository) • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Copy the class Strategy (CS07/001/001) and all its entities into the class Business (CS07/004)	The class Strategy (CS07/001/001) and all its entities are copied into the class Business (CS07/004) .
2.	Relocate the class Coporate Strategy (CS07/002/001) and all its entities into the class Management (CS07/003)	The class Coporate Strategy (CS07/002/001) and all its entities are relocated into the class Management (CS07/003) .
3.	Log out as the role CentralAdministrator	The role CentralAdministrator is logged out
4.	Log in as the role CentralAdministrator	The role CentralAdministrator is logged in
5.	Attempt to access the copy of the class Strategy (CS07/001/001) within the class Business (CS07/004)	The ERMS inherited the access permission after the copying of the class Strategy (CS07/001/001) from its new parent class Business (CS07/004) . The ERMS denies access to the class Strategy (CS07/004/001) within the class Business (CS07/004)
6.	Attempt to access the relocated class Coporate Strategy (CS07/003/001) within the class Management (CS07/003)	The ERMS inherited the access permission after the relocation of the class Strategy (CS07/001/001) from its new parent class Business (CS07/004) . The ERMS denies access to the class Strategy (CS07/004/001) within the class Management (CS07/003)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When classes are relocated or copied by an administrative role the ERMS enables the inheritance of metadata such as access permissions from the new parent class. 		
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

T3.4.4.7 Recording of Metadata Values

I. Global test case information		
<i>test case id:</i>	T3.4.4.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>An administrative role copies and relocates classes to other classes. The retention and disposition schedule of the classes are different.</p> <p>A check is made to confirm that the ERMS is able to apply any inheritable retention and disposition schedules from the new parent class to the copies or relocated classes and their entities.</p> <p>Please note that this test focusses on the ability to apply inheritable retention and disposition schedules. So we assume that the ERMS recognises different retention and disposition schedules through inheritance from the parents and offers several options for appropriate actions.</p> <p>We do not test which retention and disposition schedule is assigned finally. This will be tested within chapter T5.1.</p>	
<i>Req.-ID:</i>	3.4.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme8 is created. • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Copy the class Strategy (CS08/001/001) and all its entities into the class Business (CS08/004)	The ERMS recognises different retention and disposition schedules (through inheritance from the parent class) and offers options for appropriate actions.
2.	Relocate the class Coporate Strategy (CS08/002/001) and all its entities into the class Management (CS08/003)	The ERMS recognises different retention and disposition schedules (through inheritance from the parent class) and offers options for appropriate acting.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS applied any inheritable retention and disposition schedules from the new parent class to the copies or relocated classes and their entities. 		
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

T3.4.5 Deactivation and Deletion

Abstract: The test focus of this chapter lies on the deactivation and deletion of entities within the classification scheme.

T3.4.5.1 Marking a Class or File as Inactive

I. Global test case information		
<i>test case id:</i>	T3.4.5.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role marks a class and a file as inactive to prevent the addition of any new file. Checks are made to ensure that the ERMS prevents any attempt to add a new file to a deactivated class and to add records to that file.	
<i>Req.-ID:</i>	3.4.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created. • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Mark the class Marketing (CS05/007) as inactive to prevent the addition of a new file	The class Marketing (CS05/007) is deactivated.
2.	Attempt to add a new file within the class Marketing (CS05/007)	The ERMS denies the addition of a new file within the class Marketing (CS05/007)
3.	Mark the file Customer Behaviour (CS05/008/001) as inactive to prevent the addition of new records	The file Customer Behaviour (CS05/008/001) is deactivated.
4.	Attempt to add new records to the class file Customer Behaviour (CS05/008/001)	The ERMS denies the addition of a new record within the file Customer Behaviour (CS05/008/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to mark a class or file as inactive. • The ERMS denies an attempt of adding a new file to a class which is marked as inactive. • The ERMS denies an attempt of adding a new record to a file which is marked as inactive. 		
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

T3.4.5.2 Deleting an Empty Class

I. Global test case information		
<i>test case id:</i>	T3.4.5.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS allows an administrative role to delete an empty class.	
<i>Req.-ID:</i>	3.4.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created. • The class Annual Reporting (CS05/009) is empty. • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
<i>Step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Delete the class Annual Reporting (CS05/009)	The class Annual Reporting (CS05/009) is deleted.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to delete an empty class. 		
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

T3.4.5.3 Deleting Files

I. Global test case information		
<i>test case id:</i>	T3.4.5.3	
<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 denies any attempt to delete an electronic file or any part of it.	
<i>Req.-ID:</i>	3.4.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme5 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Attempt to delete the record Report (CS05/010/001/001)	The ERMS denies the deletion of the record Report (CS05/010/001/001)
2.	Attempt to delete the file Quartal1 (CS05/010/001)	The ERMS denies the deletion of the file Quartal1 (CS05/010/001)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS denies an administrative role to delete an electronic file or any part of it.. 		
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

T3.4.6 Closing Aggregations

Abstract: The test focus of this chapter lies on the closing of aggregations within the classification scheme.

T3.4.6.1 Automatic Closing of Files and Volumes (I)

I. Global test case information		
<i>test case id:</i>	T3.4.6.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not Testable	
<i>test case description:</i>	<p>The ERMS is configured to close automatically a volume delineated by an annual cut off-date, e.g. the end of the calendar year or financial year. The specified annual cut off-date has been reached. Ensure that the ERMS automatically closes the specified volume.</p> <p>Please note, that several annual cycles are possible here. The way how the ERMS reaches that date depends on the test environment. There must be a way to bring the ERMS to such a date or to initiate it for testing purposes. We use the phrase <u>Initiate the cut-off date</u> to express this circumstance.</p>	
<i>Req.-ID:</i>	3.4.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • The ERMS is configured to close the volume BUA (CS06/001/001/001/001/001) at an annual cut-off date. • logged in as the role CentralAmdinistrator 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Initiate the cut-off date	The cut-off date is reached.
2.	Check the status of the volume BUA (CS06/001/001/001/001/001)	The volume BUA (CS06/001/001/001/001/001) is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically closes a volume if a configured cut-off date has been reached. 		
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

T3.4.6.2 Automatic Closing of Files and Volumes (II)

I. Global test case information		
<i>test case id:</i>	T3.4.6.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not Testable	
<i>test case description:</i>	<p>The ERMS is configured to close automatically a volume within a period of time after a record is added. An administrative role captures a record into that volume.</p> <p>A check is made to confirm that the ERMS closes the volume within a period of time after a record has been captured in it.</p> <p>Please note that it would be useful if it was possible to reach system dates/times. It might not be practical to wait for a period of time until an action takes place. Ask the vendor for your options. We use the phrase Initiate the event date to express this circumstance.</p>	
<i>Req.-ID:</i>	3.4.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • The ERMS is configured to close the volume Plan (CS06/002/001/001/001) within a period of time, e.g. a day after a record is captured in it. • logged in as the role CentralAmdinistrator 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Capture the record EMEA in the volume Plan (CS06/002/001/001/001)	The record EMEA (CS06/002/001/001/001/001) is captured within the volume Plan (CS06/002/001/001/001)
2.	Initiate the event date	The event date is reached; the ERMS automatically closed the volume Plan (CS06/002/001/001/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically closes a volume within a period of time after a record is captured within that volume as configured. 		
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

T3.4.6.3 Automatic Closing of Files and Volumes (III)

I. Global test case information		
<i>test case id:</i>	T3.4.6.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The capacity of a volume is configured. A check is made to confirm that the ERMS closes that volume after its capacity exceeds the maximum number of electronic records.	
<i>Req.-ID:</i>	3.4.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • The capacity of the volume Customer Behaviour (CS06/003/001/001) is configured to three records. • logged in as the role CentralAmdinistrator 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Capture the record Study3 in the volume Customer Behaviour (CS06/003/001/001)	The record Study3 (CS06/003/001/001/003) in the volume Customer Behaviour (CS06/003/001/001) is captured.
2.	Check the status of the volume Customer Behaviour (CS06/003/001/001)	The volume Customer Behaviour (CS06/003/001/001) is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically closes a volume when its maximum capacity is reached. 		
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

T3.4.6.4 Closing of a File by User Roles

I. Global test case information		
<i>test case id:</i>	T3.4.6.4	
<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 user roles to close a file.	
<i>Req.-ID:</i>	3.4.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role Management 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Close the file Business unit A (CS06/003/002)	The file Business unit A (CS06/003/002) is closed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows user roles to close an electronic file. 		
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

T3.4.7 Others:

Abstract: This chapter summarises all other test cases.

T3.4.7.1 Viewing the Content of Open and Closed Files

I. Global test case information		
<i>test case id:</i>	T3.4.7.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role views the content of open and closed classes, files, sub-files and volumes. Ensure that the ERMS presents the content without making any differentiation between open and closed.	
<i>Req.-ID:</i>	3.4.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • The volume Customer Behaviour (CS06/003/001/001) is closed (see test case T3.4.6.3). • The file Business unit A (CS06/003/002) is closed (see test case T3.4.6.4). • logged in as the role Management 		
<i>b. test steps</i>		
<i>Step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Search for and browse through the content of the class Management (CS06/003) and all its entities	The content of the aggregates is shown
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS presents a user role the content of a class, file, sub-file and volume without making any differentiation between open and closed. 		
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



T3.4.7.2 Cross-References between Related Files

I. Global test case information		
<i>test case id:</i>	T3.4.7.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user role creates a cross-reference (that is, "see also"-type links) between two related files.	
<i>Req.-ID:</i>	3.4.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role Management 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Create a cross-reference from the file Strategic Planning (CS06/001/001/001) to the file Marketing Management (CS06/003/001)	The cross-reference is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to create a cross-reference form one file to another. 		
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

T3.4.7.3 Multiple Entries for Records in Several Aggregates

I. Global test case information		
<i>test case id:</i>	T3.4.7.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
	<input type="checkbox"/> Not Testable	
<i>test case description:</i>	A check is made whether the ERMS allows to create multiple entries for a record in a class, file, sub-file and volume. Ensure that this action takes place without the record being duplicated. Please note that we do not state how this is exactly achieved. Several ways are possible here.	
<i>Req.-ID:</i>	3.4.24	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>Step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Create a multiple entry of the record Report (CS06/005/001/001) in the class Annual Reporting (CS06/004) , sub-file Quartal1 (CS06/006/001/001) , and volume Quartal1 (CS06/007/001/001)	Multiple entries for the record Report (CS06/005/001/001) are created. The record Report (CS06/005/001/001) is not duplicated.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to create a cross-reference from one file to another. 		
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

T3.4.7.4 Creating Reports

I. Global test case information		
<i>test case id:</i>	T3.4.7.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Several checks are made to confirm that the ERMS allows an administrative role to create reports on: <ul style="list-style-type: none"> - the numbers and sizes of classes, files, volumes and sub-files created within a period of time. - the number of records captured within a period of time - all closed and deleted aggregations within a period of time 	
<i>Req.-ID:</i>	3.4.25	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Create a report on the numbers and sizes of classes, files, volumes and sub-files created within a period of time (e.g. the last month)	The report is created
2.	Create a report on the number of records captured within a period of time (e.g. the last year)	The report is created
3.	Create a report on all closed and deleted aggregations within a period of time (e.g. the last year)	The report is created
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS provides reporting tools for administrative roles to create specified reports for the provision of statistics. 		
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

T3.4.7.5 Ad hoc Reporting

I. Global test case information	
<i>test case id:</i>	T3.4.7.5
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role creates an ad hoc report on all opening activities of aggregations within the classification scheme. Please note that creating ad hoc reports on other actions is possible, too.
<i>Req.-ID:</i>	3.4.26
II. Test case	
<i>a. precondition(s)</i>	
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role CentralAdministrator 	
<i>b. test steps</i>	
<i>Step</i>	<i>action/operation</i> <i>Check/ expected result</i>
1.	Create an ad hoc report on all open aggregates within the classification scheme The report is created
<i>c. postcondition(s)</i>	
<ul style="list-style-type: none"> • The ERMS allows an administrative role to create an ad hoc report on all opening activities within the classification scheme. 	
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

T3.4.7.6 Discovering Content

I. Global test case information		
<i>test case id:</i>	T3.4.7.6	
<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 allows any user role working with a record, file or class to discover the metadata from their parents from the record, file or class.	
<i>Req.-ID:</i>	3.4.27	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role Management 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Access the record Report (CS06/005/001/001) and discover the metadata of its parent	The metadata of the record Report (CS06/005/001/001) are discovered
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows any user role working with a record to discover the metadata from its parents. 		
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

T3.4.7.7 Changing the Keyword of a File

I. Global test case information		
<i>test case id:</i>	T3.4.7.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role changes the keyword of a file. A check is made to confirm that the ERMS requires the administrative role to enter a reason for the change.	
<i>Req.-ID:</i>	3.4.28	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
Step	action/operation	Check/ expected result
1.	Change the keyword of the file Intranet (CS06/007/001) into <i>Internal Communication</i>	The ERMS requires a reason for the change
2.	Enter the reason "Testing" for the change	The reason for the change is entered. The keyword of the file Intranet (CS06/007/001) is changed
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When an administrative role changes the keyword for a file, the ERMS requires a reason for the change. 		
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

T3.4.7.8 History of Changed Keywords

I. Global test case information		
<i>test case id:</i>	T3.4.7.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A keyword of a file was changed. A check is made to confirm that the ERMS keeps a clear trace of the status from the file prior to the change.	
<i>Req.-ID:</i>	3.4.29	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme6 is created. • The keyword for the file Intranet (CS06/007/001) is changed from <i>Staff</i> to <i>Internal Communication</i> (see test case T3.4.7.7) • logged in as the role CentralAdministrator 		
<i>b. test steps</i>		
<i>Step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Check the history of the file Intranet (CS06/007/001) to <i>Internal Communication</i>	The ERMS stored the status prior to the change. It is shown that the keyword of the file Intranet (CS06/007/001) was changed from <i>Staff</i> to <i>Internal Communication</i>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When an administrative role changes the keyword for a file, the ERMS stores a clear trace to its status prior to the change. 		
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