

Test Module5

Retention and Disposition

Test Cases

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Document History

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0.1	16/05/07	Michael Sill	Initial Draft
0.2	05/06/07	Michael Sill	Interim Release
0.3	10/12/07	Michael Sill	Complete Revision after publishing of the third draft to the Moreq2 specification
0.4	11/02/08	Claudia Schieber	Revision after final draft of MoReq2 specification
0.5	26/03/08	MoReq2 test development team	Revision after publishing of MoReq2 1.02
1.0	04/04/2008	MoReq2 test development team	Finalising after approval of the test framework

T5.1 Retention and Disposition Schedules

REMARKS	TEST DATA:	The test data for the following tests (test module 5, chapter T5.1) can be found in the corresponding test data repository. The reference chapter is called ' On Chapter T5.1 – Retention and Disposition Schedules '.
	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>
	GLOBAL PRECONDITION:	step (1) It is required for all test cases in this test module that the TestClassificationScheme1 (CS01) is created.

T5.1.1 Creating Retention and Disposition Schedules

Abstract: The focus of this chapter lies on the process of creating retention and disposition schedules as part of the disposition process.

T5.1.1.1 Administrative Role Creates and Maintains a Retention and Disposition Schedule

I. Global test case information		
<i>test case id:</i>	T5.1.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role attempts to create a retention and disposition schedule. A check is made to ensure that the ERMS denies a user role to create or maintain a retention and disposition schedule. Afterwards an administrative role creates a retention and disposition schedule. Ensure that the administrative role can create and maintain a retention and disposition schedule.	
<i>Req.-ID:</i>	5.1.1, 5.1.28	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Logged in as the role Management • The retention and disposition schedule Rds_Test1d (RDSd01) is created 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to create a retention and disposition schedule.	The ERMS denies the role Management to create a retention and disposition schedule.
2.	Attempt to maintain the retention and disposition schedule Rds_Test1d (RDSd01) .	The ERMS denies the attempt to maintain the retention and disposition schedule Rds_Test1d (RDSd01) .
3.	Logout as the role Management .	The role Management is logged out.
4.	Login as the role Central Administrator .	The role Central Administrator is logged in.
5.	Create a retention and disposition schedule.	The ERMS allows the role Central Administrator to create a retention and disposition schedule.
6.	Maintain the retention and disposition schedule Rds_Test1d (RDSd01) .	The retention and disposition schedule Rds_Test1d (RDSd01) can be maintained.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS denies a user role to create or maintain a retention and disposition schedule. • The ERMS allows an administrative role to create and maintain a 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

T5.1.1.2 Retention and Disposition Schedule Contains Retention Period or Disposition Date

I. Global test case information		
<i>test case id:</i>	T5.1.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role attempts to store retention and disposition schedules without a retention period and trigger or disposition date. A check is made to ensure that the ERMS denies this action. Afterwards another check is made to ensure that the ERMS allows an administrative role to assign to one of them a retention period and a trigger event and to the other a disposition date.	
<i>Req.-ID:</i>	5.1.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) and attempt to store them without assigning a retention period or disposition date.	The ERMS denies storing the retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) .
2.	Assign the following retention period and trigger event to the retention and disposition schedule Rds_Test1a (RDSa01) : <ul style="list-style-type: none"> retention period: one week 	The ERMS denies storing the retention and disposition schedule Rds_Test1a (RDSa01) .
3.	Assign the following retention period and trigger event to the retention and disposition schedule Rds_Test1a (RDSa01) : <ul style="list-style-type: none"> retention period: one week trigger event: opening of a class 	The retention period and the trigger event are assigned to the retention and disposition schedule Rds_Test1a (RDSa01) .
4.	Assign a disposition date to the retention and disposition schedule Rds_Test2a (RDSa02) .	A disposition date is assigned to the retention and disposition schedule Rds_Test2a (RDSa02) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denied an attempt to store a retention and disposition without having a retention period and trigger event or a disposition date. 		
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	

T5.1.1.3 Retention and Disposition Schedule Contains Disposition Action and Reason

I. Global test case information		
<i>test case id:</i>	T5.1.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>There are two retention and disposition schedules partially created (a title, a retention period and a trigger or a disposition date are assigned). An administrative role attempts to store both retention and disposition schedules without assigning a disposition action and a reason. A check is made to ensure that the ERMS denies this action. Afterwards an administrative role assigns a disposition action and a reason to both of them.</p> <p>Please note, the retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) are not stored at this testing stage.</p>	
<i>Req.-ID:</i>	5.1.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) are created and a retention period or disposition date is assigned to them (see test case T5.1.1.2). Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to store the retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) without assigning a disposition action and a reason.	The ERMS denies storing the retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) .
2.	Assign the following disposition action and reason and trigger event to retention and disposition schedules Rds_Test1a (RDSa01) : <ul style="list-style-type: none"> Disposition action: Present for review reason: Test1 	The disposition action and a reason are assigned to the retention and disposition schedule Rds_Test1a (RDSa01) .
3.	Assign the following disposition action and reason to and trigger event to retention and disposition schedules Rds_Test2a (RDSa02) : <ul style="list-style-type: none"> Disposition action: retain permanently reason: Test2 	The disposition action and a reason are assigned to the retention and disposition schedule Rds_Test2a (RDSa02) .
4.	Store the retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) .	The retention and disposition schedules Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) are stored.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies an attempt to store a retention and disposition without having assigned a disposition action and a reason. 		
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

T5.1.1.4 Unique Identifier and Unique Title

I. Global test case information		
<i>test case id:</i>	T5.1.1.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Two retention and disposition schedules are created. A check is made to ensure that the ERMS assigns a unique identifier and allows assigning a unique title to each of them.	
<i>Req.-ID:</i>	5.1.4, 5.1.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) are created (see test case T5.1.1.3) Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the metadata of the retention and disposition schedule Rds_Test1a (RDSa01) and Rds_Test2a (RDSa02) .	The ERMS automatically assigned a unique identifier to each retention and disposition schedule.
2.	Create a retention and disposition schedule with the title Rds_Test7a .	The ERMS allows to create a retention and disposition schedule with the unique title Rds_Test7a .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS assigns to each retention and disposition schedule a unique identifier. The ERMS allows to assign to each retention and disposition schedule a unique title. 		
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

T5.1.1.5 Retention and Disposition Schedules Include Description and Mandate

I. Global test case information		
<i>test case id:</i>	T5.1.1.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role creates a retention and disposition schedule. Ensure that the schedule includes a description and a mandate.	
<i>Req.-ID:</i>	5.1.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a retention and disposition schedule Rds_Test3a (RDSa03) , including following description and mandate: <ul style="list-style-type: none"> Description: Test Regime Mandate: Policy1 	The retention and disposition schedule Rds_Test3a (RDSa03) is created; it includes a description and mandate.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows creating a retention and disposition schedule including a description and a mandate. 		
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

T5.1.1.6 Inheritance of Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.1.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>A check is made to confirm that an administrative role can create a retention and disposition schedule and mark it as to be inherited down the hierarchy of the classification scheme.</p> <p>Please note that the MoReq2 specification does not state how this is achieved (see chapter 5.1). Therefore, please ask the vendor for your option.</p>	
<i>Req.-ID:</i>	5.1.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a retention and disposition schedule Rds_Test4a (RDSa04) and mark it as to be inherited down the hierarchy of the classification scheme.	The retention and disposition schedule Rds_Test4a (RDSa04) is created; it is marked as to be inherited down the hierarchy of the classification scheme.
2.	Change the retention and disposition schedule Rds_Test4a (RDSa04) and mark it as to be inherited down the hierarchy of the classification scheme.	The retention and disposition schedule Rds_Test4a (RDSa04) is changed; it is marked as to be inherited down the hierarchy of the classification scheme.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows creating a retention and disposition schedule and marking it as to be inherited down 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

T5.1.1.7 Choosing Disposition Actions

I. Global test case information		
<i>test case id:</i>	T5.1.1.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS provides all disposition actions respectively to the MoReq2 specification.	
<i>Req.-ID:</i>	5.1.24	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the retention and disposition schedule Rds_Test5a (RDSa05) and check the disposition actions provided by the ERMS.	The ERMS provides the following disposition actions: <ul style="list-style-type: none"> Retain permanently; Present for review; Destroy automatically; Destroy after authorisation from an administrative role; Transfer to an archive of another repository.
2.	Complete the creation of the retention and disposition schedule Rds_Test5a (RDSa05) by assigning "Present for review" as disposition action.	The retention and disposition schedule Rds_Test5a (RDSa05) is stored; the disposition action "Present for review" is assigned.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> ERMS provides disposition actions for each retention and disposition schedule respectively to the MoReq2 specification. 		
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

T5.1.1.8 Choosing of Combinations of Trigger Events and Retention Periods

I. Global test case information		
<i>test case id:</i>	T5.1.1.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows the combination of trigger events and retention periods respectively to the MoReq2 specification.	
<i>Req.-ID:</i>	5.1.25	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the retention and disposition schedule Rds_Test6a (RDSa06) and check the opportunities to combine trigger events and retention periods provided by the ERMS.	The ERMS provides following combinations of trigger events and retention periods: <ul style="list-style-type: none"> passage of a specified period of time after the class, file, sub-file or volume is opened; passage of a specified period of time after the class, file, sub-file or volume is closed; passage of a specified period of time since the most recent record has been classified to the class, file, sub-file or volume; passage of a specified period of time since a record has been retrieved from the class, file, sub-file or volume; passage of a specified period of time after a specified external event (which event is described in the schedule, and will be notified to the ERMS by an administrative role rather than being detected automatically by the ERMS); "permanent" to indicate long term preservation of the records
2.	Complete the creation of the retention and disposition schedule Rds_Test6a (RDSa06) by assigning the combination "one week after a file is closed".	The retention and disposition schedule Rds_Test6a (RDSa06) ; the combinations of trigger events and retention periods "one week after a file is closed" is assigned.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows to combine trigger events and retention periods for each retention and disposition schedule respectively to the MoReq2 specification. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>



	<hr/> <p>date, signature</p>
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T5.1.1.9 Limitation of the Number of Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.1.9	
<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 ten retention and disposition schedules. Ensure that the ERMS allows this action. Please note, that the corresponding requirement is partially testable. Therefore, an amount of retention and disposition schedules will be created here. The test case is passed if the amount is reached. For testing purposes we set the amount to ten.	
<i>Req.-ID:</i>	5.1.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the retention and disposition schedule Rds_Test1b (RDSb01) with the following properties: <ul style="list-style-type: none"> Disposition action: Retain permanently Retention period: Permanent Event trigger: Permanent Inheritance: yes Reason: Default 	The retention and disposition schedule Rds_Test1b (RDSb01) is created.
2.	Create the retention and disposition schedule Rds_Test2b (RDSb02) with the following properties: <ul style="list-style-type: none"> Disposition action: Present for review Retention period: one day Event trigger: Opening of a class Inheritance: yes Reason: Test1 	The retention and disposition schedule Rds_Test2b (RDSb02) is created.
3.	Create the retention and disposition schedule Rds_Test3b (RDSb03) with the following properties: <ul style="list-style-type: none"> Disposition action: Present for review Retention period: three days Event trigger: Opening of a class Inheritance: yes Reason: Test2 	The retention and disposition schedule Rds_Test3b (RDSb03) is created.
4.	Create the retention and disposition schedule Rds_Test4b (RDSb04) with the following properties: <ul style="list-style-type: none"> Disposition action: Present for review Retention period: one week Event trigger: Closing of a file Inheritance: yes Reason: Test3 	The retention and disposition schedule Rds_Test4b (RDSb04) is created.
5.	Create the retention and disposition schedule Rds_Test5b (RDSb05) with the following properties: <ul style="list-style-type: none"> Disposition action: Destroy automatically Retention period: one week Event trigger: Volume has been retrieved Inheritance: yes Reason: Test4 	The retention and disposition schedule Rds_Test5b (RDSb05) is created.
6.	Create the retention and disposition schedule Rds_Test6b (RDSb06) with the following	The retention and disposition schedule Rds_Test6b (RDSb06) is created.

	properties: <ul style="list-style-type: none"> • Disposition action: Destroy automatically • Retention period: One month • Event trigger: Most recent record has been classified to a class • Inheritance: yes • Reason: Test5 	
7.	Create the retention and disposition schedule Rds_Test7b (RDSb07) with the following properties: <ul style="list-style-type: none"> • Disposition action: Destroy after authorisation by an administrator role • Retention period: 1 year • Event trigger: Specified external event • Inheritance: yes • Reason: Test6 	The retention and disposition schedule Rds_Test7b (RDSb07) is created.
8.	Create the retention and disposition schedule Rds_Test8b (RDSb08) with the following properties: <ul style="list-style-type: none"> • Disposition action: Transfer to an archive • Disposition date: <date> • Inheritance: yes • Reason: Test7 	The retention and disposition schedule Rds_Test8b (RDSb08) is created.
9.	Create the retention and disposition schedule Rds_Test9b (RDSb09) with the following properties: <ul style="list-style-type: none"> • Disposition action: Transfer to an archive • Disposition date: <date> • Inheritance: yes • Reason: Test8 	The retention and disposition schedule Rds_Test9b (RDSb09) is created.
10.	Create the retention and disposition schedule Rds_Test10b (RDSb10) with the following properties: <ul style="list-style-type: none"> • Disposition action: Transfer to an archive • Disposition date: <date> • Inheritance: yes • Reason: Test9 	The retention and disposition schedule Rds_Test10b (RDSb10) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • ERMS allows an administrative role to create ten 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

T5.1.1.10 Retention Period of Up to 100 Years

I. Global test case information		
<i>test case id:</i>	T5.1.1.10	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>A check is made to ensure that the ERMS allows creating retention and disposition schedules with a retention period of up to 100 years.</p> <p>Please note, that the corresponding requirement is partially testable. Therefore, an amount of retention and disposition schedules will be created here. The test case is passed if the amount is reached. For testing purposes we set the amount to ten.</p>	
<i>Req.-ID:</i>	5.1.27	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the retention and disposition schedule Rds_Test11b (RDS_b11) with the following properties: <ul style="list-style-type: none"> Disposition action: Destroy after authorisation by an administrative role Retention period: 100 years Event trigger: specified external event Inheritance: yes Reason: Test10 	The retention and disposition schedule Rds_Test11b (RDS_b11) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> ERMS allows an administrative role to create retention and disposition schedules with a retention period of up to 100 years. 		
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

T5.1.1.11 Retention Period Over 100 years

I. Global test case information		
<i>test case id:</i>	T5.1.1.11	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows creating retention and disposition schedules with a retention period of 101 years. Please note, that the corresponding requirement is partially testable. Therefore, a retention period of 101 years is used for testing purposes and the test case is passed if the ERMS supports a retention period of this length.	
<i>Req.-ID:</i>	5.1.26	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the retention and disposition schedule Rds_Test12b (RDSb12) with the following properties: <ul style="list-style-type: none"> Disposition action: Destroy after authorisation from an administrative role Retention period: 101 years Event trigger: specified external event Inheritance: yes Reason: Test11 	The retention and disposition schedule Rds_Test12b (RDSb12) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> ERMS allows an administrative role to create retention and disposition schedules with a retention period of up 101 years. 		
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

T5.1.2 Assigning Retention and Disposition Schedule(s)

Abstract: After retention and disposition schedule(s) have been created, their assignment to aggregations and records needs to be tested.

T5.1.2.1 Aggregations Without Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A classification scheme is created. An administrative role attempts to create a class, file, sub-file and volume without a retention and disposition schedule. Ensure that the ERMS denies creating of aggregations without retention and disposition schedule.	
<i>Req.-ID:</i>	5.1.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to create a class without a retention and disposition schedule.	The ERMS denies creating a class without a retention and disposition schedule.
2.	Attempt to create a file without a retention and disposition schedule.	The ERMS denies creating a file without a retention and disposition schedule.
3.	Attempt to create a sub-file without a retention and disposition schedule.	The ERMS denies creating a sub-file without a retention and disposition schedule.
4.	Attempt to create a volume without a retention and disposition schedule.	The ERMS denies creating a volume without a retention and disposition schedule.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies an administrative role to create a class, file, sub-file and volume without 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

T5.1.2.2 Inheriting Retention and Disposition schedules from Parent Aggregate

I. Global test case information		
<i>test case id:</i>	T5.1.2.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>A classification scheme is created. This classification scheme already includes a class (with a default retention and disposition schedule). An administrative role creates a class, file, sub-file and volume within that class.</p> <p>Ensure that the ERMS assigns by default to each aggregation a retention and disposition schedule from their parent.</p>	
<i>Req.-ID:</i>	5.1.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1b (RDSb01) is created and assigned to the class Marketing (CS01/001). Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create the class Marketing Management (CS01/001/001) within the class Marketing (CS01/001) .	The class Marketing Management (CS01/001/001) is created; the ERMS assigns by default the retention and disposition schedule Rds_Test1b (RDSb01) to it.
2.	Create the file Competitive situation (CS01/001/001/001) within the class Marketing Management (CS01/001/001) .	The file Competitive situation (CS01/001/001/001) is created; the ERMS assigns by default the retention and disposition schedule Rds_Test1b (RDSb01) to it.
3.	Create the sub-file Competitor A (CS01/001/001/001/001) within the file Competitive situation (CS01/001/001/001) .	The sub-file Competitor A (CS01/001/001/001/001) is created; the ERMS assigns by default the retention and disposition schedule Rds_Test1b (RDSb01) to it.
4.	Create the volume SWOT (CS01/001/001/001/001/001) within the sub-file Competitor A (CS01/001/001/001/001) .	The volume SWOT (CS01/001/001/001/001/001) is created; the ERMS assigns by default the retention and disposition schedule Rds_Test1b (RDSb01) to it.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS assigns by default to a new class, file, sub-file and volume a retention and disposition schedule from their parent aggregation. 		
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

T5.1.2.3 Assigning a Retention and Disposition Schedule to Record Types

I. Global test case information		
<i>test case id:</i>	T5.1.2.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role assigns a retention and disposition schedule to two record types.	
<i>Req.-ID:</i>	5.1.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1b (RDSb01) is created. The record types Policies (RT_001) and Analyses (RT_002) are created. Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Assign the retention and disposition schedule Rds_Test1b (RDS_b01) as default to the record types Policies (RT01) and Analyses (RT02) .	The retention and disposition schedule is assigned to the record types Policies (RT01) and Analyses (RT02) .
2.	Capture a record of type Policies (RT01) .	The record of type Policies (RT01) is captured. The retention and disposition schedule Rds_Test1b (RDSb01) is applied as the default retention and disposition schedule.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to assign a retention and disposition schedule as default to record types. When a record of a record type with a default retention and disposition schedule is captured, the default retention and disposition schedule is applied to the captured 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

T5.1.2.4 Replacing Retention and Disposition Schedules of Aggregations and Record Types

I. Global test case information		
<i>test case id:</i>	T5.1.2.4	
<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 classification scheme is created. All aggregations within a class of the classification scheme have a default retention and disposition schedule. A retention and disposition schedule is also assigned to a record type. An administrative role replaces the retention and disposition schedules of all aggregations and the record type. Ensure that the ERMS allows this action.	
<i>Req.-ID:</i>	5.1.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedules Rds_Test1b (RDSb01) to Rds_Test9b (RDSb9) are created (see test case T5.1.1.9). The retention and disposition schedule Rds_Test1b (RDSb01) is assigned to the class Product Policies (CS01/002) and all its entities. The retention and disposition schedule Rds_Test1b (RDSb01) is assigned to the record type Analyses (RT02) (see test case T5.1.2.3). Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Assign the retention and disposition schedule Rds_Test2b (RDSb02) to the class Product Policies (CS01/002) and all its entities, by replacing the preceding one.	The preceding retention and disposition schedule of the class Product Policies (CS01/002) and all its entities is replaced by Rds_Test2b (RDSb02) .
2.	Assign the retention and disposition schedule Rds_Test2b (RDSb02) to the record type Analyses (RT02) , by replacing the preceding one.	The preceding retention and disposition schedule of the record type Analyses (RT02) and all its entities is replaced by Rds_Test2b (RDSb02) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to replace the retention and disposition schedule of a class, file, sub-file, volume and record type. 		
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

T5.1.2.5 Capturing Records Directly in a Class

I. Global test case information		
<i>test case id:</i>	T5.1.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role configured a class so that it can store records directly. A check is made to confirm that the ERMS denies capturing a record directly into that class without assigning a retention and disposition schedule.	
<i>Req.-ID:</i>	5.1.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The role Central Administrator configured the class Innovation policies (CS01/003) so that it can store records directly (see test module T3.2). Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to capture a record IP1 in the class Innovation policies (CS01/003) without retention and disposition schedule.	The ERMS denies capturing a record in the class Innovation policies (CS01/003) without retention and disposition schedule.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies an administrative role to capture a record without 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

T5.1.2.6 Assigning Retention and Disposition Schedules to Records Stored Directly in a Class

I. Global test case information		
<i>test case id:</i>	T5.1.2.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>An administrative role configured a class so that it can store records directly. Furthermore, the ERMS is configured to assign a default retention and disposition schedule to every new record stored directly in a class.</p> <p>An administrative role captures a record directly in that class. Ensure that the ERMS automatically inherits down any retention and disposition schedule from the class to the record.</p> <p>Please note, that we do not state how this will be achieved. There might be several configurations possible. This test case focuses only on the existence of a retention and disposition schedule of any record stored directly in a class.</p>	
<i>Req.-ID:</i>	5.1.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The role Central Administrator configured the class Innovation policies (CS01/003) so that it can store records directly (see test module T3.2). The ERMS is configured to assign a default retention and disposition schedule to records stored directly in a class. The retention and disposition schedule Rds_Test1b (RDSb01) is created and assigned to the class Innovation policies (CS01/003). Logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Capture a record IP1 in the class Innovation policies (CS01/003) .	The record IP1 (CS01/003/001) is captured; the ERMS automatically assigned the retention and disposition schedule Rds_Test1b (RDSb01) to the record.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS inherits by default the retention and disposition schedule from a class to a record stored 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

T5.1.2.7 Assigning Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.2.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A retention and disposition schedule has already been assigned by default to a class, file, sub-file and volume. Ensure that an administrative role can assign another retention and disposition schedule to these aggregations.	
<i>Req.-ID:</i>	5.1.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1b (RDSb01) is assigned to the class Production Policies (CS01/004) and all its entities. Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Assign the retention and disposition schedule Rds_Test3b (RDSb03) to the class Production Policies (CS01/004) and all its entities.	The retention and disposition schedules Rds_Test1b (RDSb01) and Rds_Test3b (RDSb03) are assigned to the class Production Policies (CS01/004) and all its entities.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> ERMS allows an administrative role to assign more than one a retention and disposition to a 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

T5.1.3 Initiating Disposition Decision(s)

Please note: The test focus of the following chapter lies on the initiation of a disposition decision. This initiation depends on the assigned retention period or a disposition date. For testing purposes it is not practical to wait for the *passage of a specified period of time* until the disposition action comes up. There must be a method of initiating the disposition decision within a practical period of time, e.g. by advancing the system date. Ask the ERMS vendor about your options.

If no such option is available, use a *passage of a specified period of time* which is no longer than a few days.

Whichever approach is chosen, the following test cases use the term **initiate the retention mechanism** to describe this procedure.

T5.1.3.1 Retention Period is Reached

I. Global test case information		
<i>test case id:</i>	T5.1.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A retention and disposition schedule is assigned to a record. The disposition decision requires presenting for review. The retention period of one retention and disposition schedule is reached. A check is made to ensure that the ERMS automatically initiates the processing of the disposition decision and notifies the administrative role that a review action becomes due.	
<i>Req.-ID:</i>	5.1.22, 5.1.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test2b (RDS_b02) is assigned to the class Product policies (CS01/002) and all its entities (see test case T5.1.2.4). logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Initiate the retention mechanism so that the retention period of the retention and disposition schedule Rds_Test2b (RDSb02) is reached.	The ERMS recognises that a review action to record Policy1 (CS01/002/001/001/001/001/001) becomes due.
2.	Check that there is a notification telling that the review of record Policy1 (CS01/002/001/001/001/001/001) is required.	A notification telling that the review of record Policy1 (CS01/002/001/001/001/001/001) exists.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS automatically initiates the disposition decision when the retention period reaches its end. The ERMS informs an administrative role when a review action becomes due. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed



<i>remarks</i>	<i>tester</i>
	<hr/> date, signature

T5.1.3.2 Delegating Notified Review Actions to a Reviewer Role

I. Global test case information		
<i>test case id:</i>	T5.1.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	The ERMS notified an administrative role about a review action which became due. Ensure that the administrative role can delegate this action to a reviewer role for action.	
<i>Req.-ID:</i>	5.1.31	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test2b (RDSb02) became due (see T5.1.3.1) logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Delegate the notified review action to the role Reviewer .	The notified review action is notified.
2.	Log out as the role Central Administrator .	The role Central Administrator is logged out.
3.	Log in as the role Reviewer .	The role Reviewer is logged in.
4.	Perform the review of the record Policy1 (CS01/002/001/001/001/001/001) .	The review is performed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to delegate a notified review action to a reviewer 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

T5.1.3.3 Recognising Conflicts

I. Global test case information		
<i>test case id:</i>	T5.1.3.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	There are two retention and disposition schedules in force for a class and all its entities. One of the retention and disposition schedules becomes due. Ensure that the ERMS recognises that a conflict arises and automatically informs an administrative role. The administrative role indicates which disposition decision takes precedence.	
<i>Req.-ID:</i>	5.1.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedules Rds_Test1b (RDSb01) and Rds_Test3b (RDSb03) are assigned to the class Production policies (CS01/004) logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Configure the ERMS in a way that it automatically notifies an administrative role if a conflict due to different retention and disposition schedules arises.	The ERMS is configured so that it automatically notifies an administrative role if a conflict due to different retention and disposition schedules arises.
2.	Initiate the retention mechanism so that the retention period of the retention and disposition schedule Rds_Test3b (RDSb03) is reached.	The retention period is reached. The ERMS recognises a conflicts and informs the role Central Administrator .
3.	Resolve the conflict.	The conflict is resolved.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS can be configured to automatically inform an administrative role if a conflict between retention and disposition schedule arises and the conflict is resolved by 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

T5.1.3.4 Notifying Administrative Roles About All Automatic Disposition Actions

I. Global test case information		
<i>test case id:</i>	T5.1.3.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A retention and disposition schedule became due and the ERMS processes the disposition action. Checks are made to ensure that the ERMS notifies an administrative role about the automatic disposition action and records the disposition action in the audit trail.	
<i>Req.-ID:</i>	5.1.29	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test4b (RDSb04) is created and assigned to the file Business Segments (CS01/005/001). logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Initiate the retention mechanism so that the retention period of the retention and disposition schedule Rds_Test4b (RDSb04) is reached.	The retention period is reached. The ERMS proceeds the disposition action and notifies the role Central Administrator .
2.	Check the audit trail.	The ERMS recorded that disposition action in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS notifies an administrative role of an automatic disposition action. The ERMS records an automatic disposition action 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

T5.1.4 Disposal Holds

Abstract: The test focus of this chapter lies on the placement and removal of disposal holds on aggregations.

T5.1.4.1 Placing Disposal Holds

I. Global test case information		
<i>test case id:</i>	T5.1.4.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to ensure that the ERMS allows an authorised user role to place a disposal hold on a class, file, sub-file and volume.	
<i>Req.-ID:</i>	5.1.34	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1b (RDSb01) is assigned to the class Human Resources (CS01/006). logged in as the role Local Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Place a disposal hold on the class Human Resources (CS01/006) and all its entities.	A disposal hold is placed on the class Human Resources (CS01/006) and on all its entities.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an authorised user role to place a disposal hold on a 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

T5.1.4.2 Information About the Disposal Hold in the Audit Trail

I. Global test case information		
<i>test case id:</i>	T5.1.4.2	
<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 authorised administrative role places and removes a disposal hold on a class. A check is made to ensure that the ERMS captures and stores information about the date, identity of the user and the manually entered reason in the audit trail.	
<i>Req.-ID:</i>	5.1.38	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Place a disposal hold on the class Technical Research (CS01/011) .	The disposal hold is placed on the class Technical Research (CS01/011) .
2.	Check the audit trail.	The ERMS stored the following information about the disposal hold in the audit trail: <ul style="list-style-type: none"> Date: <date> User: CA_username Reason: <reason>
3.	Remove the disposal hold from the class Technical Research (CS01/011)	The disposal hold is removed from the class Technical Research (CS01/011) .
4.	Check the audit trail.	The ERMS stored the following information about the removal of the disposal hold in the audit trail: <ul style="list-style-type: none"> Date: <date> User: CA_username Reason: <reason>
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where a disposal hold is placed or removed the ERMS automatically captures and stores information about the date, user and the reason for the hold 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

T5.1.4.3 Affecting the Retention Period

I. Global test case information		
<i>test case id:</i>	T5.1.4.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>Test case description:</i>	A disposal hold is placed on a class. A check is made to ensure that the ERMS does not prevent the retention period from running and completing.	
<i>Req.-ID:</i>	5.1.35	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test5b (RDSb05) is assigned to the volume 1st Quarter (CS01/006/001/001/001). A disposal hold is placed on the class Human Resources (CS01/006) (see test case T5.1.4.1). logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Initiate the retention mechanism in a way that the retention and disposition schedule Rds_Test5b (RDSb05) is reached.	The retention period is reached and completed. The disposition action is not executed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS does not prevent the retention period from running and completing. 		
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

T5.1.4.4 Deletion and Disposition Decisions

I. Global test case information		
<i>test case id:</i>	T5.1.4.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>A disposal hold is placed on a class. An administrative role attempts to delete entities within that class. Ensure that the ERMS denies any attempt to delete entities that are subject to a disposal hold.</p> <p>Beside that, the disposition period is reached. Ensure that the disposal hold prevents executing the disposition decision.</p>	
<i>Req.-ID:</i>	5.1.36	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test5b (RDSb05) is assigned to the volume 1st Quarter (CS01/006/001/001/001). A disposal hold is placed on the class Human Resources (CS01/006); (see Test case T5.1.4.1). logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to delete the class Human Resources (CS01/006) and all its entities.	The ERMS denies deleting the class Human Resources (CS01/006) and all its entities.
2.	Initiate the retention mechanism in a way that the retention and disposition schedule Rds_Test5b (RDSb05) is reached.	The retention period is reached; the disposition action is not executed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS denies any attempts to delete entities which are subject to a disposal hold. The disposal hold prevents a disposition decision from being executed. 		
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

T5.1.4.5 Information about Disposal Holds in the Metadata

I. Global test case information		
<i>test case id:</i>	T5.1.4.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A disposal hold is placed on a file and afterwards removed. Ensure that the ERMS stores information about the date, identity of the user and the manually entered reason in the metadata.	
<i>Req.-ID:</i>	5.1.38	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1b (RDSb01) is assigned to the file Workforce Planning (CS01/006/001). A disposal hold is placed on the file Workforce Planning (CS01/006/001). logged in as user CA_user 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Place a disposal hold on the file Workforce Planning (CS01/006/001) .	The disposal hold is placed.
2.	Check the metadata of the file Workforce Planning (CS01/006/001) .	The metadata of the file Workforce Planning contain at least the following information: <ul style="list-style-type: none"> Date of removing: <date> User removed: CA_user Reason for placing: <reason>
3.	Remove the disposal hold on the file Workforce Planning (CS01/006/001) and enter the reason " Removing1 ".	The disposal hold is removed.
4.	Check the metadata of the file Workforce Planning (CS01/006/001) .	The ERMS stored the following information in the metadata elements: <ul style="list-style-type: none"> Date of removing: <date> User removed: CA_user Reason for removing: Removing1
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where a disposal hold is removed the ERMS automatically captures and stores information about the date, user and the reason for removing in the metadata elements. 		
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

T5.1.4.6 Placing Disposal Holds as a Bulk Operation

I. Global test case information		
<i>test case id:</i>	T5.1.4.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Ensure that an authorised user role can place a disposal hold to a group of classes, files, sub-files or volumes in a bulk operation. Please note that we do not state how this will be reached.	
<i>Req.-ID:</i>	5.1.39	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role Local Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Place the disposal hold Dh_Test1 (DH01) as a bulk operation to the class Market research (CS01/007) and all its entities by entering the reason PBO1.	The disposal hold Dh_Test1 (DH01) is placed to the class Market research (CS01/007) and all its entities.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an authorised user role to place disposal holds, each specifying the same reason, to all high-level classes, files, sub-files and volumes in the classification scheme as a bulk operation. 		
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

T5.1.4.7 Removing Disposal Holds as a Bulk Operation

I. Global test case information		
<i>test case id:</i>	T5.1.4.7	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not Testable	
<i>test case description:</i>	There are several disposal holds, each specifying the same reason, to classes, files, sub-files and volumes. Ensure that an authorised user role can remove all disposal holds to these aggregations in a bulk operation.	
<i>Req.-ID:</i>	5.1.40	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Several disposal holds are placed on the class Market research (CS01/007) and all its entities (see test case T5.1.4.6) logged in as the role Local Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Remove the disposal holds in a bulk operation to the class Market research (CS01/007) and all its entities by entering the reason RBO1.	The disposal holds are removed to the class Market research (CS01/007) and all its entities.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an authorised user role to remove disposal holds, each specifying the same reason, to all high-level classes, files, sub-files and volumes in the Classification Scheme as a bulk operation. 		
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

T5.1.4.8 Affecting Aggregations by Multiple Disposal Holds

I. Global test case information		
<i>test case id:</i>	T5.1.4.8	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	<p>The ERMS allows placing multiple disposal holds to classes, files, sub-files and volumes. A disposal hold is placed on a file. Another disposal hold is placed on the parent class and affects the rendition of the file as well. Ensure that the hold on the disposition remains in place until all disposal holds affecting the file are removed.</p>	
<i>Req.-ID:</i>	5.1.41	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> A disposal hold, each specifying a separate reason, is placed on the class Sales (CS01/008) and on the file Strategy (CS01/008/001). logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Remove the disposal hold from the file Strategy (CS01/008/001) .	The disposal hold is removed.
2.	Initiate the retention mechanism in a way that the retention and disposition schedule Rds_Test2b (RDS_b04) is reached.	The retention period is reached; no disposition action takes place.
3.	Remove the disposal hold from the class Sales (CS01/008) .	The disposition action "present for review" takes place
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where multiple disposal holds are placed on a file and its parent class, the hold remains in place until the last disposal hold affecting the file is removed. 		
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

T5.1.4.9 Searching and Reporting on Specified Disposal Holds

I. Global test case information		
<i>test case id:</i>	T5.1.4.9	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	There is a disposal hold placed on an area of the classification scheme. A check is made to ensure that the ERMS allows an authorised user to search and report on all entities subject to this specified disposal hold.	
<i>Req.-ID:</i>	5.1.42	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The disposal hold Dh_Test1 (DH01) is placed on the class Market research (CS01/007) and all its entities (see test case T5.1.4.6) logged in as the role Local Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Search for all entities subject to the disposal hold Dh_Test1 (DH01) .	The ERMS reports at least class Market research (CS01/007) and all its entities.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an authorised user to search and report on entities that are subject to a specified disposal hold. 		
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

T5.1.4.10 Setting, Changing and Deleting “Reminders”

I. Global test case information		
<i>test case id:</i>	T5.1.4.10	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Ensure that an authorised user can set, change and delete a reminder that notifies the user of the existence of a specified disposal hold on a specified date.	
<i>Req.-ID:</i>	5.1.43	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role Local Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a reminder for a specified date to a disposal hold.	The reminder is created.
2.	Change the date of the reminder.	The date is changed.
3.	Delete the reminder.	The reminder is changed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an authorised user to create, change and delete a reminder of a disposal hold. 		
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

T5.1.5 Changing and Deleting Retention and Disposition Schedules

Abstract: The test focus of this chapter lies on the repositioning of objects within the classification scheme and the effect this action has on disposition authorities. In addition, the implementation of an amendment to a retention and disposition schedule will be tested.

T5.1.5.1 The Ability to Change of Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role changes a retention and disposition schedule (apart from the unique identifier). Ensure that the ERMS allows this action.	
<i>Req.-ID:</i>	5.1.32	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Change a retention and disposition schedule (apart from its unique identifier).	The ability to change retention and disposition schedule is given (apart from its unique identifier).
2.	Attempt to change the unique identifier of a retention and disposition schedule.	The ERMS denies the attempt to change the unique identifier of a retention and disposition schedule.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an administrative role to change retention and disposition schedules (apart from the unique identifier). 		
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

T5.1.5.2 Changing and Deleting Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.5.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role changes a retention and disposition schedule. Ensure that the ERMS requires entering a reason and stores that reason in the audit trail.	
<i>Req.-ID:</i>	5.1.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test1c (RDSc01) and Rds_Test2c (RDSc02) are created. logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Change the retention and disposition schedule Rds_Test1c (RDSc01) to the following attributes: <ul style="list-style-type: none"> Disposition action: Present for review Retention period: none Event trigger: none Disposition date: <date> Inheritance: no Reason: Test Regime 	The ERMS requires entering a reason.
2.	Enter the reason "Changing RDS" and store all changes.	All changes to the retention and disposition schedule Rds_Test1c (RDSc01) are stored.
3.	Delete the retention and disposition schedule Rds_Test2c (RDSc02) .	The ERMS requires entering a reason.
4.	Enter the reason "Deletion of RDS".	The retention and disposition schedule Rds_Test2c (RDSc02) is deleted.
5.	Check the audit trail.	The reason for changing and deletion of the retention and disposition schedule Rds_Test1c (RDSc01) and Rds_Test2c (RDSc02) are stored in the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS requires entering a reason when a retention and disposition schedule is changed or deleted. 		
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

T5.1.5.3 Assigning Changes to Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.5.3	
<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 retention and disposition schedule is assigned to a class. The retention and disposition schedule is changed by an administrative role. Ensure that the ERMS immediately assigns all changes to the class and file.	
<i>Req.-ID:</i>	5.1.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test3c (RDSc03) is created and assigned to the class Business Continuity (CS01/009) and all its entities. logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Change the retention and disposition schedule Rds_Test3c (RDSc03) to the following attributes: <ul style="list-style-type: none"> Title: Rds_Test3c_new Disposition action: Destroy after authorisation from an administrative role Retention period: 1 year Event trigger: Specified external event Inheritance: yes Reason: Assigning of changes and enter as reason "Changing RDS". 	All changes to the retention and disposition schedule are stored; all changes are immediately assigned to the class Business Continuity (CS01/009) and all its entities.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS immediately assigns all changes made to the retention and disposition schedule to the subjected class and 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

T5.1.5.4 Storing Information to Changes and Deletions

I. Global test case information		
<i>test case id:</i>	T5.1.5.4	
<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 changed and deleted a retention and disposition schedule. Ensure that the ERMS maintains an unalterable history of these actions including the date of the action and the user executing the action.	
<i>Req.-ID:</i>	5.1.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention period of retention and disposition schedule Rds_Test1c (RDSc01) was changed into a disposition date by the user CA_user The retention and disposition schedule Rds_Test2c (RDSc02) was deleted by the user CA_user logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the information about the change of the retention and disposition schedule Rds_Test1c (RDSc01) .	The audit trail stored at least the following information: <ul style="list-style-type: none"> the date of the change of the retention and the user CA_user who performed the change.
2.	Check the information about the deletion of the retention and disposition schedule Rds_Test2c (RDSc02) .	The audit trail stored at least the following information: <ul style="list-style-type: none"> the date of the deletion of the retention and the user CA_user who performed the change.
3.	Attempt to change the audit trail.	The ERMS denies the attempt to alter the audit trail.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS stored information about the change and deletion of a retention and disposition schedule including the date and the user who performed the change in the audit trail. The audit trail is unalterable. 		
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

T5.1.6 Others:

Abstract: The following chapter summarises all other test cases of this chapter.

T5.1.6.1 Importing and Exporting Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.6.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>An administrative role imports and exports retention and disposition schedules. Ensure that the ERMS is capable of doing so.</p> <p>Please note, that the MoReq2 specification does not state which metadata will be imported and exported. Therefore this test case focuses on the import and export capability of the ERMS only.</p>	
<i>Req.-ID:</i>	5.1.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Retention and disposition schedules are created. logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export retention and disposition schedules.	The capability of exporting retention and disposition schedules is given.
2.	Import retention and disposition schedules.	The capability of importing retention and disposition schedules is given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables an administrative role to import and export 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

T5.1.6.2 Moving Files and Records Between Classes

I. Global test case information		
<i>test case id:</i>	T5.1.6.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role moves files and records between classes. Ensure that the ERMS offers options for the handling of retention and disposition schedules.	
<i>Req.-ID:</i>	5.1.33	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule Rds_Test7b (RDS_b07) is assigned to the class Market research (CS01/007) The retention and disposition schedule Rds_Test4b (RDS_b04) is assigned to the class Executive Committee (CS01/005) logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Move the file Customer Behaviour (CS01/010/001) to the class Market research (CS01/007) .	The ERMS offers one of the following options: <ul style="list-style-type: none"> Replace the existing retention and disposition schedule by the retention and disposition schedule of the destination class. Select the appropriate retention and disposition schedule
2.	Choose the first option and replace the existing retention and disposition schedule by the retention and disposition schedule of the destination class.	The file Customer Behaviour (CS01/010/001) is moved to the class Market research (CS01/007) ; the retention and disposition schedule Rds_Test7b (RDSb07) is assigned to the file.
3.	Move the record Business plan (CS01/010/002) to the class Executive Committee (CS01/005) .	The ERMS offers one of the following options: <ul style="list-style-type: none"> Replace the existing retention and disposition schedule by the retention and disposition schedule of the destination class. Select the appropriate retention and disposition schedule
4.	Choose the second option and select Rds_Test1b (RDSb01) as the appropriate retention and disposition schedule.	The record Business plan (CS01/010/002) is moved to the class Executive Committee (CS01/005) ; the retention and disposition schedule Rds_Test1b (RDSb01) is assigned to the file.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> When an administrative role moves a file or a record between classes, the ERMS offers options that enable the administrative role to assign an appropriate 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

T5.1.6.3 Hierarchical Structuring of Retention and Disposition Schedules

I. Global test case information		
<i>test case id:</i>	T5.1.6.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input checked="" type="checkbox"/> Not Testable
<i>test case description:</i>	The corresponding requirement is not testable.	
<i>Req.-ID:</i>	5.1.3	
II. Test case		
<i>a. precondition(s)</i>		
•		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.		
<i>c. postcondition(s)</i>		
•		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T5.1.6.4 Retention and Disposition of Records Governed by the Retention and Disposition Schedule(s) of Parent and Record Type

I. Global test case information		
<i>test case id:</i>	T5.1.6.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The user documentation is checked to find out if the retention and disposition schedule of a record is governed by the retention and disposition schedule of the parent and of the record type.	
<i>Req.-ID:</i>	5.1.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> User documentation available 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the user documentation to ensure that the retention and disposition schedule of a record is governed by the retention and disposition schedule(s) of its parent and of the record type and by applicable disposal holds.	The user documentation tells that the retention and disposition schedule of a record is governed by the retention and disposition schedule(s) of its parent and of the record type and by applicable disposal holds.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The retention and disposition schedule of a record is governed by the retention and disposition schedule (s) associated with the parent of the record and the record type and by applicable disposal holds. 		
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

T5.1.6.5 Restriction of the Removal of Disposal Holds to Authorised Users

I. Global test case information		
<i>test case id:</i>	T5.1.6.5	
<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 unauthorised user and an authorised user attempt to remove a disposal hold from a class. Ensure that only the authorised user succeeds.	
<i>Req.-ID:</i>	5.1.37	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> A disposal hold is placed on the class Technical Infrastructure (CS01/012) Logged in as user role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to remove the disposal hold from class Technical Infrastructure (CS01/012) .	The ERMS denies the attempt to remove the disposal hold.
2.	Log off as user role Reviewer .	The user role Reviewer is logged off.
3.	Log in as user role Local Administrator .	The user role Local Administrator is logged in.
4.	Remove the disposal hold from the class Technical Infrastructure (CS01/012) .	The disposal hold is removed from class Technical Infrastructure (CS01/012) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an authorised user to remove a disposal hold. The ERMS does not allow an unauthorised user to remove a disposal hold. 		
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

T5.2 Review of Disposition Actions

REMARKS	TEST DATA:	The test data for the following tests (test module 5, chapter T5.2) can be found in the corresponding test data repository. The reference chapter is called 'on chapter T5.2 – Review of Disposition Actions '.
	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>
	GLOBAL PRECONDITION:	<p>step (1) It is required for all test cases in this test module that the TestClassificationScheme1 (CS01) is created.</p>

T5.2.1 Notifications and Alerts

Abstract: The test focus of this chapter lies on notifications and alerts that should be generated by the ERMS.

T5.2.1.1 Automatic Notification

I. Global test case information		
<i>test case id:</i>	T5.2.1.1	
<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 automatically notifies an administrative role which retention and disposition schedules come into force in a specified period of time. Please note that MoReq2 does not specify the phrase "specified period of time". Therefore several time intervals are possible. Ask the vendor for your options.	
<i>Req.-ID:</i>	5.2.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Several retention and disposition schedules are created and assigned to the classification scheme. logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Configure the notification time interval for retention and disposition schedules to the minimal period possible	The notification time interval is configured and the ERMS notifies that retention and disposition schedules come into force.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS automatically notifies an administrative role of a retention and disposition schedule which comes into force in a specified period of 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

T5.2.1.2 Supporting the Review Process

I. Global test case information		
<i>test case id:</i>	T5.2.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS presents the aggregation to be reviewed together with its metadata and retention and disposition schedule information.	
<i>Req.-ID:</i>	5.2.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The disposition date of the retention and disposition schedule Rds_Test2b (RDSb02) is reached; the class Marketing (CS01/001) and all its entities needs to be reviewed. logged in as the role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Navigate within and between the entities of the class Marketing (CS01/001) and check the presented information.	The ERMS presents each entity of the class Marketing (CS01/001) together with its metadata and retention and disposition schedule information.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where a review is executed the ERMS presents the aggregation to be reviewed together with its metadata and 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

T5.2.1.3 Taking Actions on Aggregations

I. Global test case information		
<i>test case id:</i>	T5.2.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS enables a reviewer to take actions on aggregations during review.	
<i>Req.-ID:</i>	5.2.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The class Marketing (CS01/001) and all its entities needs to be reviewed (see test case T5.2.1.2). logged in as the role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Mark the volume SWOT (CS01/001/001/001/001) for immediate destruction.	The volume SWOT (CS01/001/001/001/001) is marked for immediate destruction.
2.	Mark the sub-file Competitor A (CS01/001/001/001/001) for destruction at a future date.	The sub-file Competitor A (CS01/001/001/001/001) is marked for destruction at a future date.
3.	Mark the sub-file Competitor B (CS01/001/001/001/002) for immediate review.	The sub-file Competitor B (CS01/001/001/001/002) is marked for immediate review.
4.	Mark the sub-file Competitor C (CS01/001/001/001/003) for transfer at a future date.	The sub-file Competitor C (CS01/001/001/001/003) is marked for transfer at a future date.
5.	Mark the file Competitive Situation (CS01/001/001/001) for immediate transfer.	The file Competitive Situation (CS01/001/001/001) is marked for immediate transfer.
6.	Mark the class Marketing Management (CS01/001/001) for a further review at a future date.	The class Marketing Management (CS01/001/001) is marked for a further review at a future date.
7.	Mark the class Marketing (CS01/001) for indefinite retention.	The class Marketing (CS01/001) is marked for indefinite retention.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where a review is executed the ERMS enables a reviewer to mark the aggregation for further actions to be taken. 		
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	

T5.2.1.4 Entering a Reason for the Review Decision

I. Global test case information		
<i>test case id:</i>	T5.2.1.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS presents the aggregation to be reviewed together with its metadata and retention and disposition schedule information.	
<i>Req.-ID:</i>	5.2.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The disposition date of the retention and disposition schedule Rds_Test2b (RDSb02) is reached; the class Product policies (CS01/002) and all its entities need to be reviewed. logged in as the role Reviewer 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Mark all aggregations of the class Product policies (CS01/002) for a further review at a future date.	The class Product policies (CS01/002) is marked for a further review at a future date.
2.	Enter the comment "Test1" into the aggregation's metadata as a reason for the review decision.	A reason for the review decision is stored in the aggregation's metadata.
3.	Complete the review.	The review is completed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables a reviewer to enter a reason for the review decision into the class, file, sub-file or volume'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

T5.2.1.5 Date of a Review

I. Global test case information		
<i>test case id:</i>	T5.2.1.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS records the date of a review.	
<i>Req.-ID:</i>	5.2.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The review of the class Product policies (CS01/002) and all its entities is completed (see test case T5.2.1.4). logged in as the role Reviewer 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the metadata of the class Product policies (CS01/002) .	The ERMS recorded the date of the review in the aggregation's metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS automatically records the date of a review in the aggregation'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

T5.2.1.6 Unalterable History of Decisions Taken by a Reviewer

I. Global test case information		
<i>test case id:</i>	T5.2.1.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS maintains an unalterable history of all decisions taken by a reviewer during a review, including reasons.	
<i>Req.-ID:</i>	5.2.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The review of the class Product policies (CS01/002) and all its entities is completed (see test case T5.2.1.4). logged in as the role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the unalterable history (stored as metadata but possibly also in the audit trail) of the review of the class Product policies (CS01/002) .	The ERMS maintains an unalterable history of the review; it can be clearly seen which decision was taken and its reason.
2.	Attempt to change the history of the review.	The ERMS denies the attempt to change the history of the review.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS maintains a history of all decisions taken by a reviewer during a review, including reasons. The history of the review is unalterable. 		
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

T5.2.1.7 Resolving Conflicts

I. Global test case information		
<i>test case id:</i>	T5.2.1.7	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A file is referenced in a link of another file. The file becomes due for destruction. Ensure that the ERMS recognises this conflict by alerting an administrative role and pausing the destruction. Furthermore it needs to be ensured that the ERMS enables the administrative role to resolve the conflict.	
<i>Req.-ID:</i>	5.2.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The file IP1 (CS01/003/001) is referenced in a link from the file Policy Development (CS01/004/001). The retention and disposition schedule Rds_Test5b (RDSb05) is assigned to the file IP1 (CS01/003/001). logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Initiate the disposition mechanism in a way that the disposition date of the retention and disposition schedule Rds_Test5b (RDSb05) is reached.	The ERMS recognises a conflict and alerts the role Central Administrator . The destruction process (according to the disposition action of the retention and disposition schedule) is paused. The ERMS allows the following remedial actions to be taken: <ul style="list-style-type: none"> - Confirmation by Central Administrator to proceed with or cancel the process; - Generation of a report detailing the files or record(s) concerned and all references or links for which it is a destination.
2.	Generate a report detailing the files or records concerned and all references or links for which it is a destination.	The report is generated.
3.	Confirm the destruction process.	The destruction process is confirmed and continued.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where a file that is due for destruction is referred to in a link from another file, the ERMS recognises a conflict by alerting an administrative role and pausing the destruction process. Where this conflict arises the ERMS enables an administrative role to resolve it by offering remedial 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

T5.2.1.8 Maintaining the Linkage Between Different Renditions

I. Global test case information		
<i>test case id:</i>	T5.2.1.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A record exists for which there are two renditions. Ensure that the ERMS is able to maintain links between the different renditions and to enable disposition actions to be carried out on them simultaneously.	
<i>Req.-ID:</i>	5.2.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Initiate the disposition mechanism in a way that the disposition date of the retention and disposition schedule of Resource1 (CS01/005/001) is reached.	The disposition action is executed simultaneously on Resource1 (CS01/005/001) and its renditions. The links between the different renditions are maintained.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS is able to maintain links between different renditions of the same record. The ERMS enables disposition actions to be carried out simultaneously on different renditions of the same 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

T5.3 Transfer, Export and Destruction

REMARKS	TEST DATA:	The test data for the following tests (test module 5, chapter T5.3) can be found in the corresponding test data repository. The relevance chapter is called ' to the chapter T5.3 – Transfer, Export and Destruction '.
	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 certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies we have inserted test references into the precondition section of the test case. Attention should be given to the preconditions of the test cases carefully.</p>
	GLOBAL PRECONDITION:	<p>step (1) It is required for all test cases in this test module that the TestClassificationScheme1 (CS01) is created.</p>

T5.3.1 Exporting and Transferring Aggregations and Records

Abstract: The test focus of this chapter lies on the transfer of objects.

Please note: The export is indented 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.

T5.3.1.1 Process of Transferring Records

I. Global test case information		
<i>test case id:</i>	T5.3.1.1	
<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 intends to transfer records. A check is made to ensure that the process is well defined.	
<i>Req.-ID:</i>	5.3.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Transfer a set of records to another system.	The process of transferring records is well described; The process allows to mark records for transfer together with their metadata and audit trail information.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS provides a well described process to transfer records. An administrative role is able to mark records and transfer them together with their metadata and audit trail information to another system. 		
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

T5.3.1.2 Transferring and Exporting Aggregations and Records

I. Global test case information		
<i>test case id:</i>	T5.3.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role transfers a class that includes several aggregations and records together with their metadata and audit trail information. Ensure that the transferred output includes all selected information.	
<i>Req.-ID:</i>	5.3.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output and a folder .../Exported output is created Process of transferring and exporting records is well defined (see test case T5.3.1.1) logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the class Marketing (CS01/001) and its entities together with all associated metadata and audit trail information to the folder .../Exported output .	The class Marketing (CS01/001) and its entities are transferred to the folder .../Exported output .
2.	Check the output of the export.	The export includes all entities of the class Marketing (CS01/001) and all associated metadata information and audit trail information.
3.	Transfer the class Marketing (CS01/001) and its entities together with all associated metadata and audit trail information to the folder .../Transferred output .	The class Marketing (CS01/001) and its entities are transferred to the folder .../Transferred output .
4.	Check the output of the transfer.	The transfer includes all entities of the class Marketing (CS01/001) and all associated metadata information and audit trail information.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS transfers a class and all its entities together with their metadata and audit trail information. 		
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

T5.3.1.3 Exporting and Transferring Records (Retention and Disposition Schedules)

I. Global test case information		
<i>test case id:</i>	T5.3.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that an administrative role exports and transfers a set of records together with their associated retention and disposition schedules and that the administrative role can print a report that shows the retention and disposition schedule of each entity and the characteristics of these schedules.	
<i>Req.-ID:</i>	5.3.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created within the test environment. For testing purposes the folder .../Exported output is created within the test environment. logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the records in the file General Policies (CS01/003/001) and create a report that shows the retention and disposition schedules and its characteristics of each record during the export.	The report is created and shows all retention and disposition schedules and its characteristics of the records.
2.	Export the records in the file General Policies (CS01/003/001) together with their retention and disposition schedules to the file .../ Exported output .	The records are exported together with their retention and disposition schedules.
3.	Transfer the records in the file General Policies (CS01/003/001) and create a report that shows the retention and disposition schedules and its characteristics of each record during the export.	The report is created and shows all retention and disposition schedules and its characteristics of the records.
4.	Transfer the records in the file Innovation Policies (CS01/003/002) together with their retention and disposition schedules to the file .../ Transferred output .	The records are transferred together with their retention and disposition schedules.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows creating a report that shows the retention and disposition schedule and its characteristics during the export and transfer of records. The ERMS exports and transfers a class and all its entities together with their 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	

T5.3.1.4 Exporting and Transferring Records (Access Controls)

I. Global test case information		
<i>test case id:</i>	T5.3.1.4	
<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 an administrative role can export and transfer a set of records together with their access controls and that the administrative role can print a report that shows the access controls of each entity and the characteristics of the schedules.	
<i>Req.-ID:</i>	5.3.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created within the test environment. For testing purposes the folder .../Exported output is created within the test environment. logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the records in the file Policy Development (CS01/004/001) and create a report that shows the access controls and its characteristics of each record during the export.	The report is created and shows all access controls and its characteristics of the records.
2.	Export the records in the file Policy Development (CS01/004/001) together with their access controls to the file .../ Exported output .	The records are exported together with their access controls.
3.	Transfer the records in the file Policy Development (CS01/004/001) and create a report that shows the access controls and its characteristics of each record during the export.	The report is created and shows all access controls and its characteristics of the records.
4.	Transfer the records in the file Policy Controlling (CS01/004/002) together with their access controls to the file .../ Transferred output .	The records are transferred together with their access controls.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows to create a report that shows the access controls and its characteristics during the export and transfer of records. The ERMS exports and transfers a class and all its entities together with their access controls. 		
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

T5.3.1.5 Exporting Files/Volumes that Include Pointers

I. Global test case information		
<i>test case id:</i>	T5.3.1.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A file, sub-file and a volume include pointers to records stored in another file. An administrative role exports the file and the volume. A check is made to ensure that the ERMS exports the file, sub-file and volume together with the complete record.	
<i>Req.-ID:</i>	5.3.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Exported output is created For testing purposes the folder .../Transferred output is created The file Customer Behaviour (CS01/005/002) includes a pointer to the record Policy1 (CS01/002/001/001/001/001) The sub-file Knowledge (CS01/005/003/001) includes a pointer to the record Policy1 (CS01/002/001/001/001/001) The volume Analyses (CS01/005/001/001/001) includes a pointer to the record Policy1 (CS01/002/001/001/001/001) logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the file Customer Behaviour (CS01/005/002) to the folder .../ Exported output .	The file Customer Behaviour (CS01/005/002) is exported together with the record Policy1 (CS01/002/001/001/001/001) .
2.	Export the volume Analyses (CS01/005/001/001/001) to the folder .../ Exported output .	The volume Analyses (CS01/005/001/001/001) is exported together with the record Policy1 (CS01/002/001/001/001/001) .
3.	Export the sub-file Knowledge (CS01/005/003/001) to the folder .../ Exported output .	The sub-file Knowledge (CS01/005/003/001) is exported together with the record Policy1 (CS01/002/001/001/001/001) .
4.	Transfer the file Customer Behaviour (CS01/005/002) to the folder .../ Transferred output .	The file Customer Behaviour (CS01/005/002) is transferred together with the record Policy1 (CS01/002/001/001/001/001) .
5.	Transfer the volume Analyses (CS01/005/001/001/001) to the folder .../ Transferred output .	The volume Analyses (CS01/005/001/001/001) is transferred together with the record Policy1 (CS01/002/001/001/001/001) .
6.	Transfer the sub-file Knowledge (CS01/005/003/001) to the folder .../ Transferred output .	The sub-file Knowledge (CS01/005/003/001) is transferred together with the record Policy1 (CS01/002/001/001/001/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where a file, sub-file or a volume that includes pointers is exported or transferred to a record stored in another file, the ERMS transfers or exports the file, sub-file or the volume together with the record (not the pointer). 		
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

T5.3.1.6 Checking the Format of Exported and Transferred Records (I)

I. Global test case information		
<i>test case id:</i>	T5.3.1.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that the ERMS is able to export and transfer records in the format in which the record was captured.	
<i>Req.-ID:</i>	5.3.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created For testing purposes the folder .../Exported output is created logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the record Cluster analyses (CS01/005/001/001/001/001) to the folder .../ Exported output .	The record Cluster analyses (CS01/005/001/001/001/001) is exported; the format of the record matches with the captured format.
2.	Transfer the record Cluster analyses (CS01/005/001/001/001/001) to the folder .../ Transferred output .	The record Cluster analyses (CS01/005/001/001/001/001) is transferred; the format of the record matches with the captured format.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS is able to export and transfer records in the format in which the record was captured. 		
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

T5.3.1.7 Checking the Format of Exported and Transferred Records (II)

I. Global test case information		
<i>test case id:</i>	T5.3.1.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A record is rendered into another format. A check is made to confirm that the ERMS is able to export and transfer the record in the rendered format, too.	
<i>Req.-ID:</i>	5.3.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created For testing purposes the folder .../Exported output is created The record Regression analyses (CS01/005/001/001/001/002) is rendered into another format. logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Export the rendered record Regression analyses (CS01/005/001/001/001/002) to the folder .../ Exported output .	The rendered record Regression analyses (CS01/005/001/001/001/002) is exported.
2.	Transfer the rendered record Regression analyses (CS01/005/001/001/001/002) to the folder .../ Transferred output .	The rendered record Regression analyses (CS01/005/001/001/001/002) is transferred.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS is able to export and transfer a rendered 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

T5.3.1.8 Migrating Records into a Specified Format

I. Global test case information		
<i>test case id:</i>	T5.3.1.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>An administrative role marks a record for exports and transfers. Ensure that the ERMS can migrate the record into a specified transfer format (e.g. an approved XML format).</p> <p>Please note that MoReq2 does not specify the transfer format. For testing it suffices that an opportunity is given to do so.</p>	
<i>Req.-ID:</i>	5.3.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Mark the record Involvement (CS01/005/002/001) for export.	The record Involvement (CS01/005/002/001) is marked for export.
2.	Migrate the record Involvement (CS01/005/002/001) into a specified transfer format (e.g. an approved XML format).	The record Involvement (CS01/005/002/001) is migrated into the specified transfer format.
3.	Mark the record Involvement (CS01/005/002/001) for transfer.	The record Involvement (CS01/005/002/001) is marked for transfer.
4.	Migrate the record Involvement (CS01/005/002/001) into a specified transfer format (e.g. an approved XML format).	The record Involvement (CS01/005/002/001) is migrated into the specified transfer format.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS is able to migrate records marked for transfer or export into specified transfer format(s). 		
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

T5.3.1.9 Transferring Records without Confirmation of a Successful Transfer Process

I. Global test case information		
<i>test case id:</i>	T5.3.1.9	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role transfers a class. A check is made to ensure that the ERMS retains all information until a confirmation of a successful transfer process is received.	
<i>Req.-ID:</i>	5.3.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Transfer the class Management (CS01/006) to the folder .../Transferred output.	The record Management (CS01/006) is transferred but no confirmation of a successful transfer process is received.
2.	Check the class Management (CS01/006) .	The ERMS retains all information about the class Management (CS01/006) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS retains all information about the transferred class until a confirmation of a successful transfer process is received. 		
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

T5.3.1.10 Transferring Records with Confirmation of a Successful Transfer Process

I. Global test case information		
<i>test case id:</i>	T5.3.1.10	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	<p>A class was transferred. The transfer process was confirmed successfully. A check is made to ensure that the ERMS destroyed the class and its entities, save for metadata that is retained as a stub.</p> <p>Please note that we do not state how the confirmation of a successful transfer process takes place. This may depend on the test environment. Ask the vendor for your options.</p>	
<i>Req.-ID:</i>	5.3.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The class Management (CS01/006) was transferred (see test case T5.3.1.9). logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check if there is a confirmation of the successful transfer of the class Management (CS01/006) .	The successful transfer has been confirmed by the recipient.
2.	Check the metadata of the class Management (CS01/006) .	The ERMS destroyed the class Management (CS01/006) ; a metadata stub is retained.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS destroys a class after a confirmation of the successful transfer of that class. The ERMS retains a metadata stub after the destruction. 		
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

T5.3.1.11 Content of a Metadata Stub

I. Global test case information		
<i>test case id:</i>	T5.3.1.11	
<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 class was transferred successfully. Ensure that the ERMS retains a metadata stub according to the metadata model of the MoReq2 specification for the following elements:</p> <ul style="list-style-type: none"> • classes • files • sub-files • volumes • records stored directly in a class. <p>Another check is made to ensure that the metadata stub includes at least:</p> <ul style="list-style-type: none"> • Date destroyed or transferred • Fully qualified classification code • Title • Description • User responsible for destruction or transfer • Reason for destruction or transfer 	
<i>Req.-ID:</i>	5.3.20; 5.3.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • The class Management (CS01/006) was transferred successfully (see test case T5.3.1.10). • logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the element of the metadata stub of the class Management (CS01/006) .	<p>The metadata stub includes the following:</p> <ul style="list-style-type: none"> • Date destroyed or transferred • Fully qualified classification code • Title • Description • User responsible for destruction or transfer • Reason for destruction or transfer
2.	Check the element of the metadata stub of the file Business Continuity (CS01/006/001) .	<p>The metadata stub includes the following:</p> <ul style="list-style-type: none"> • Date destroyed or transferred • Fully qualified classification code • Title • Description • User responsible for destruction or transfer • Reason for destruction or transfer
3.	Check the element of the metadata stub of the sub-file Strategy (CS01/006/001/001) .	<p>The metadata stub includes the following:</p> <ul style="list-style-type: none"> • Date destroyed or transferred • Fully qualified classification code • Title • Description • User responsible for destruction or transfer • Reason for destruction or transfer
4.	Check the element of the metadata stub of the volume Strategic Management (CS01/006/001/001/001) .	<p>The metadata stub includes the following:</p> <ul style="list-style-type: none"> • Date destroyed or transferred • Fully qualified classification code • Title • Description • User responsible for destruction or

		<ul style="list-style-type: none"> transfer Reason for destruction or transfer
5.	Check the element of the metadata stub of the record Report (CS01/006/002) .	The metadata stub includes the following: <ul style="list-style-type: none"> Date destroyed or transferred Fully qualified classification code Title Description User responsible for destruction or transfer Reason for destruction or transfer
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The metadata stub includes the metadata according to the MoReq2 specification. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		<hr/> date, signature

T5.3.1.12 Add User-Defined Metadata Elements to Electronic Files

I. Global test case information		
<i>test case id:</i>	T5.3.1.12	
<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 a user to add user-defined metadata elements to electronic files selected for transfer.	
<i>Req.-ID:</i>	5.3.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select a file for transfer.	A file is selected.
2.	Check the capability to add user-defined metadata elements to the file selected for transfer.	A capability to add user-defined metadata elements is given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows adding of user-defined fields to electronic files selected for transfer. 		
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

T5.3.1.13 Specifying a Subset of Additional Metadata Elements for Metadata Stubs

I. Global test case information		
<i>test case id:</i>	T5.3.1.13	
<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 specify additional metadata elements which will be retained as metadata stub.	
<i>Req.-ID:</i>	5.3.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the capability to specify additional metadata elements which will be retained as metadata stubs.	A capability to specify additional metadata elements is given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to specify additional metadata to be retained as metadata stubs. 		
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

T5.3.1.14 Export of Files or Classes in one Sequence of Operations

I. Global test case information		
<i>test case id:</i>	T5.3.1.14	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>A class and a file are exported. Ensure that the ERMS is able to perform the export in one sequence of operations, such that:</p> <ul style="list-style-type: none"> the content and structure of its electronic records are not changed; all components of an electronic record, (when the record consists of more than one component) are exported as one unit all links between the record and its metadata and audit trails are retained; all links between classes, files, sub-files, volumes and records are retained so that they can be reconstituted in the receiving ERMS; 	
<i>Req.-ID:</i>	5.3.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the file Telecommunication (CS01/008/001) .	<p>The file is exported in a sequence of operations such that:</p> <ul style="list-style-type: none"> the content and structure of its electronic records are not changed; all components of an electronic record, (when the record consists of more than one component) are exported as one unit all links between the record and its metadata and audit trails are retained; all links between classes, files, sub-files, volumes and records are retained so that they can be reconstituted in the receiving ERMS;
2.	Export the class Human Resources (CS01/007) .	<p>The file is exported in a sequence of operations such that:</p> <ul style="list-style-type: none"> the content and structure of its electronic records are not changed; all components of an electronic record, (when the record consists of more than one component) are exported as one unit all links between the record and its metadata and audit trails are retained; all links between classes, files, sub-files, volumes and records are retained so that they can be reconstituted in the receiving ERMS;
<i>c. postcondition(s)</i>		
<p>The ERMS is able to export a file or the contents of a class in one sequence of operations, such that:</p> <ul style="list-style-type: none"> The content and structure of its electronic records are not changed; All components of an electronic record, (when the record consists of more than one component) are exported as one unit; All links between the record and its metadata and audit trails are retained; All links between classes, files, sub-files , volumes and records are retained so that they can be reconstituted in the receiving 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

T5.3.1.15 Transfer of Files or Classes in One Sequence of Operations

I. Global test case information		
<i>test case id:</i>	T5.3.1.15	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>A class and a file are transferred. Ensure that the ERMS is able to perform the transfer in one sequence of operations, such that:</p> <ul style="list-style-type: none"> the content and structure of its electronic records are not changed; all components of an electronic record, (when the record consists of more than one component) are exported as one unit all links between the record and its metadata and audit trails are retained; all links between classes, files, sub-files, volumes and records are retained so that they can be reconstituted in the receiving ERMS; 	
<i>Req.-ID:</i>	5.3.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Transfer the file Telecommunication (CS01/008/001) .	<p>The file is transferred in a sequence of operations such that:</p> <ul style="list-style-type: none"> the content and structure of its electronic records are not changed; all components of an electronic record, (when the record consists of more than one component) are exported as one unit all links between the record and its metadata and audit trails are retained; all links between classes, files, sub-files, volumes and records are retained so that they can be reconstituted in the receiving ERMS;
2.	Transfer the class Human Resources (CS01/007) .	<p>The file is transferred in a sequence of operations such that:</p> <ul style="list-style-type: none"> the content and structure of its electronic records are not changed; all components of an electronic record, (when the record consists of more than one component) are exported as one unit all links between the record and its metadata and audit trails are retained; all links between classes, files, sub-files, volumes and records are retained so that they can be reconstituted in the receiving ERMS;
<i>c. postcondition(s)</i>		
<p>The ERMS is able to transfer a file or the contents of a class in one sequence of operations, such that:</p> <ul style="list-style-type: none"> The content and structure of its electronic records are not changed; All components of an electronic record, (when the record consists of more than one component) are exported as one unit; All links between the record and its metadata and audit trails are retained; All links between classes, files, sub-files , volumes and records are retained so that they can be reconstituted in the receiving 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

T5.3.1.16 Export and Transfer of Implicit Metadata in Explicit Form

I. Global test case information		
<i>test case id:</i>	T5.3.1.16	
<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 record containing implicit metadata is exported and transferred. Ensure that the implicit metadata are exported in explicit form.</p> <p>Please note that we assume for this test case that the ERMS uses implicit storage of metadata. If the ERMS stores information only explicitly the test case can be executed with records containing only explicit metadata.</p>	
<i>Req.-ID:</i>	5.3.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Logged in as the role Central Administrator • The ERMS supports implicit storage of metadata • At least one metadata element of record PC (CS01/008/002/001) is stored implicitly 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Export the record PC (CS01/008/002/001) .	The ERMS exports the record PC (CS01/008/002/001) and exports any implicit metadata in explicit form.
2.	Transfer the record PC (CS01/008/002/001) .	The ERMS transfers the record PC (CS01/008/002/001) and transfers any implicit metadata in explicit form.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When the ERMS exports or transfers a record with its metadata, it includes any implicit metadata in explicit form. 		
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

T5.3.1.17 Report Listing the Records Exported or Transferred According to Security Categories

I. Global test case information		
<i>test case id:</i>	T5.3.1.17	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	An administrative role exports and transfers a class containing three records. Ensure that the ERMS is able to produce a report listing the records exported or transferred according to their security categories.	
<i>Req.-ID:</i>	5.3.24	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the class Infrastructure (CS01/009) .	The class Infrastructure is exported.
2.	Generate a report listing the records exported.	A report listing the records exported according to their security categories is created.
3.	Transfer the class Infrastructure (CS01/009) .	The class Infrastructure is transferred.
4.	Generate a report listing the records exported.	A report listing the records exported according to their security categories is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> When the ERMS exports or transfers records, it is able to produce a report listing the records exported or transferred according to their security categories. 		
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

T5.3.1.18 Export and Transfer of Records Containing Components

I. Global test case information		
<i>test case id:</i>	T5.3.1.18	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A record consisting of several components is exported or transferred. Ensure that the ERMS exports or transfers all its components and that it preserves the correct relationship between them.	
<i>Req.-ID:</i>	5.3.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as the role Central Administrator The record Phone (CS01/008/002/002) consists of several components. 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the record Phone (CS01/008/002/002) .	The record Phone (CS01/008/002/002) is exported. All components of the record are exported and the correct relationship between them is preserved.
2.	Transfer the record Phone (CS01/008/002/002) .	The record Phone (CS01/008/002/002) is exported. All components of the record are exported and the correct relationship between them is preserved.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> When the ERMS exports or transfers a record, it exports or transfers all its components and preserves the correct relationships between 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

T5.3.2 Export

Abstract: The test focus of this chapter lies on the export of objects.

T5.3.2.1 Export an Entire Class of the Classification Scheme

I. Global test case information		
<i>test case id:</i>	T5.3.2.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to confirm that the ERMS allows a user to export an entire class of the classification scheme, ensuring that: <ul style="list-style-type: none"> The relative location of each file in the classification scheme is maintained, so that the file structure can be reconstructed Sufficient metadata to rebuild the whole parent class branch is retained and moved with the content of the class. 	
<i>Req.-ID:</i>	5.3.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created logged in as the role Central Administrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the class Product policies (CS01/002) in one sequence of operation (e.g. right mouse click) into the folder .../ Transferred output .	The class Product policies (CS01/002) is exported.
2.	Check the export result.	The export ensured that: <ul style="list-style-type: none"> The relative location of each file in the classification scheme is maintained, so that the file structure can be reconstructed Sufficient metadata to rebuild the whole parent class branch is retained and moved with the content of the class.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> ERMS allows the export of entire contents of a class of the classification scheme in one sequence of operation, ensuring that: <ul style="list-style-type: none"> The relative location of each file in the classification scheme is maintained, so that the file structure can be reconstructed Sufficient metadata to rebuild the whole parent class branch is retained and moved with the content of the 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

T5.3.2.2 Export Information More than Once

I. Global test case information		
<i>test case id:</i>	T5.3.2.3	
<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 allows the export of information more than once.	
<i>Req.-ID:</i>	5.3.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> For testing purposes the folder .../Transferred output is created The class Product policies (CS01/002) is exported (see test case T5.3.2.1). Logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Export the class Product policies (CS01/002) again.	The class Product policies (CS01/002) is exported.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows an administrative role to export information more than once. 		
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

T5.3.2.3 Export of Records in Form of Submission Information Package

I. Global test case information		
<i>test case id:</i>	T5.3.2.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check of the user documentation is made to ensure that records and their metadata can be exported in the form of a submission information package as defined by the OAIS standard.	
<i>Req.-ID:</i>	5.3.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> User documentation available 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the user documentation to ensure that records and their metadata can be exported in the form of a submission information package as defined by the OAIS standard.	The user documentation tells that the ERMS is able to export records and their metadata in the form of a submission information package as defined by the OAIS standard.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS is able to export records and their metadata in the form of a submission information package as defined by the OAIS standard. 		
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

T5.3.2.4 Export of Metadata Stubs

I. Global test case information		
<i>test case id:</i>	T5.3.2.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	The ERMS exports a record. Ensure that the ERMS is able to export metadata stubs.	
<i>Req.-ID:</i>	5.3.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Export the records of the class Controlling (CS01/010) .	The records of the class Controlling (CS01/010) are exported and the ERMS is able to export metadata stubs.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> When records are exported the ERMS is able to export metadata stubs. 		
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

T5.3.2.5 Export of Records in a Form Compliant to the MoReq2 XML Schema

I. Global test case information		
<i>test case id:</i>	T5.3.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The MoReq2 XML schema has been published. Ensure that the ERMS is able to export records in a form compliant with this schema.	
<i>Req.-ID:</i>	5.3.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check the capability of exporting a record in a form compliant with the published MoReq2 XML schema.	Records can be exported in a form compliant with the published MoReq2 XML schema.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> If a formal MoReq2 XML schema has been published the ERMS must be able to export records in a form compliant with this 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

T5.3.3 Destruction

Abstract: The test focus of this chapter lies on the destruction of objects.

T5.3.3.1 Renditions of Records

I. Global test case information		
<i>test case id:</i>	T5.3.3.1	
<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 record is rendered into another format. A check is made to confirm that the ERMS destroys all renditions of that record marked for destruction.	
<i>Req.-ID:</i>	5.3.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The record Motivation (CS01/005/002/002) is rendered into another format. logged in as the role Central Administrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Mark the record Motivation (CS01/005/002/002) for destruction.	The record Motivation (CS01/005/002/002) is marked for destruction.
2.	Destroy the record Motivation (CS01/005/002/002) .	The Motivation (CS01/005/002/002) and all its renditions are destroyed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS destroys all renditions of a record marked for destruction. 		
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