

Test Module6

Capturing and Declaring Records

Test Data Repository

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INTRODUCTION

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

Each of these documents has the same general structuring:

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

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

<i>Example</i>	<i>Explanation</i>
Class Corporate Direction	The item is a precondition for the test case. It has to be created before executing the test cases of the sub-chapters.
Class Corporate Direction	The item will be created within a test case.
[Class] [Corporate	The item will be deleted, reclassified, relocated when the test cases of the

Direction] sub chapter are being executed.

The metadata model requires metadata elements such as M163 *Identity.system_identifier* which are "populated" by the system when an agent is defined. We just use the values of these elements to have an internal linkage between our test data. These values do not have to match the existing values in the ERMS.

ON CHAPTER T6.1 - CAPTURE

1.1 Agents & Access Controls

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

1.1.1 Agents (Users, User Groups and User Roles)

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

1.1.1.1 Users

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

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO
<U02>	MM_username1			<R02>		NO	NO
<U03>	Rev_username1			<R03>		NO	NO

1.1.1.2 User Roles

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

M163 Identity.system_identifier	M167 Description.title	M168 Relation.has_user	M171 Relation.entity_agent	Remarks and comments
<R01>	CentralAdministrator	<U01>		
<R02>	Management	<U02>		
<R03>	Reviewer	<U03>		

1.1.1.3 User Groups

The values to be used for testing are arbitrary.

1.1.2 Access controls

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

1.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

1.1.2.2 Access Permissions of User Roles to Functions

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



Following roles have access to the ERMS' functions:

Function	<R01> CentralAdministrator	<R02> Management	<R03> Reviewer
Add new classes	X		
Create new files	X		X
Change file metadata	X	X	
Maintain classification scheme and files	X		
Delete files	X		
Capture records	X	X	X
Relocate a record to a different file	X		X
Search for and read records	X		X
Change content of records			
Change record metadata	X	X	
Delete records	X		
Place and remove disposal holds	X		
Retention and disposition schedule and disposition transactions	X	X	
Export and import files and records	X	X	
View audit trails	X	X	
Configure and manage audit trail	X		
Change audit trail data			



Function	<R01> CentralAdministrator	<R02> Management	<R03> Reviewer
Move audit trail data to off-line storage media	X		
Perform all transactions related to users and their access privileges	X		
Allocate access permission to local administrators	X		
Allocate own access permission also to other users	X	X	X
Set up and manage case management role	X		
Maintain database and storage	X		
Maintain other system parameters	X	X	
Define and view other system reports			

1.2 Classification Scheme(s)

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

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

Please note that:

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

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description*
<CS01>	TestClassificationScheme1	
<CS02>	TestClassificationScheme2	
<CS03>	TestClassificationScheme3	
<CS04>	TestClassificationScheme4	

* Optional

1.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012	Type	M003	M065	M066	M067	M069	M070	M184	M185	M186	M071
Description. classification.fully-qualified_classification_code		Description. title	Description. Date	Description. recipient. name	Description. copy_recipient. name	Description. author.name	Description. external_identifier. internal_References	Description. author. e_mail address	Description. copy_recipient. e_mail_address	Description. recipient. e_mail_adress	Event_history. date.captured
<CS01/001>	Class	Business Continuity									
<CS01/001/001>	Class	Strategy									
<CS01/001/001/001>	Record	Record1									
<CS01/001/001/002>	[Record]	[Record2]									
<CS01/001/001/003>	Record	Record3									
<CS01/001/001/004>	Record	Record4									
<CS01/001/001/005>	Record	Record5									
<CS01/001/001/006>	Record	Record6									
<CS01/001/001/007>	Record	Record7	<date>	<name>	<name>	<author>	<document>	<email-address>	<email-address>	<email-address>	
<CS01/001/001/008>	Record	Record8	<date>	<name>	<name>	<author>	<document>	<email-address>	<email-address>	<email-address>	
<CS01/001/001/009>	Record	Record9									<date&time>
<CS01/001/001/010>	Record	Record10				<author>					<date&time>
<CS01/001/001/011>	Record	Record11									



M012 Description. classification.fully-qualified_qualified_classification_code	Type	M003 Description. title	M065 Description. Date	M066 Description. recipient.name	M067 Description. copy_recipient.name	M069 Description. author.name	M070 Description. external_identifier. internal_References	M184 Description. author.e_mail address	M185 Description. copy_recipient.e_mail_address	M186 Description. recipient.e_mail_address	M071 Event_history. date.captured
<CS01/001/001/012>	[Record]	[Record12]	[<date>]			[<author>]					[<date&time>]
<CS01/001/001/013>	Record	Record13									
<CS01/001/002>	Class	Markets									
<CS01/001/002/001>	Record	Record12	<date>			<author>					<date&time>
<CS01/001/003>	Class	Policies									
<CS01/001/003/001>	Record	P1	<date>			Tester					<date&time>
<CS01/001/004>	Class	Management									
<CS01/001/004/001>	Record	Record3									

1.2.2 TestClassificationScheme2 – metadata of aggregations and records

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description. title	M004 Description.abstract. keyword
<CS02/001>	Class	Business Continuity	
<CS02/001/001>	Class	Marketing	Testkeyword1 Testkeyword2
<CS02/001/001/001>	File	Strategic planning	Testkeyword1 Testkeyword3
<CS02/001/001/001/001>	Sub-File	Business unit A	Testkeyword1 Testkeyword4
<CS02/001/001/001/001/001>	Record	Strategy	Testkeyword1 Testkeyword5
<CS02/001/001/001/002>	Sub-File	Business unit B	Testkeyword1 Testkeyword4
<CS02/001/001/001/003>	Sub-File	Business unit C	Testkeyword1 Testkeyword4
<CS02/001/001/002>	File	Planning	Testkeyword1 Testkeyword3
<CS02/001/002>	Class	Strategy	Testkeyword1 Testkeyword2

1.2.3 TestClassificationScheme3 – metadata of aggregations and records

M012 Description. classification.fully-qualified_classification_code	Type	M003 Description. title	M069 Description. author.name	M070 Description. external_identifier. internal_References	M071 Event_history. date.captured	M049 Event_history. date.modified	M051 Event_history. date.closed	M145 Use. language	M195 Description. external_identifier. external_system_reference
<CS03/001>	Class	Business Continuity							
<CS03/001 /001>	Class	Strategy							
<CS03/001/001/001>	Record	Record1		<reference>					
<CS03/002>	Class	Training							
<CS03/002/001>	File	Courses							
<CS03/002/001/001>	Record	CourseAA							
<CS03/002/001/002>	Record	CourseBB							
<CS03/003>	Class	Financial planning							
<CS03/003/001>	File	Budgeting							
<CS03/003/001/001>	Record	ProjectA							<Message-ID>
<CS03/003/001/002>	Record	ProjectB							
<CS03/003/001/003>	Record	ProjectC							

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description. title	M069 Description. author.name	M070 Description. external_ identifier. internal_ References	M071 Event_history. date.captured	M049 Event_history. date.modified	M051 Event_history. date.closed	M145 Use. language	M195 Description. external_ identifier. external_system_ reference
<CS03/004>	Class	Quality							
<CS03/004/001>	Record	Effort							<Message-ID>
<CS03/004/002>	Record	Cost allocation							
<CS03/004/003>	Record	Plan							
<CS03/005>	Class	Marketing Management							
<CS03/005/001>	File	Strategic planning							
<CS03/005/001/001>	Record	Strategy B							
<CS03/005/001/002>	Record	Plan							
<CS03/006>	Class	Management							
<CS03/006/001>	File	Strategy							
<CS03/006/001/001>	Volume	Business unit A					<date>		
<CS03/006/001/002>	Volume	Business unit B					<date>		

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description. title	M069 Description. author.name	M070 Description. external_ identifier. internal_ References	M071 Event_history. date.captured	M049 Event_history. date.modified	M051 Event_history. date.closed	M145 Use. language	M195 Description. external_identifier. external_system_ reference
<CS03/006/001/002/001>	Record	Market potential			<date>	<date>			
<CS03/007>	Class	Legal							
<CS03/007/001>	Record	Contract1						<identifier>	
<CS03/007/002>	Record	Contract2						<identifier> <identifier>	

1.2.4 TestClassificationScheme4 – metadata of aggregations and records

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description. title	M071 Event_history. date.captured
<CS04/001>	Class	Software development	
<CS04/001>	Class	Quality	
<CS04/001/001>	File	Process Improvement	
<CS04/001/001/001>	Volume	Development	
<CS01/006/001/001>	Record	Record1	<date>

M012 Description. classification.fully-qualified_classification_code	Type	M003 Description. title	M071 Event_history. date.captured
<CS01/006/001/002>	Record	Record2	<date>
<CS01/006/001/003>	Record	Record3	<date>
<CS01/006/001/004>	Record	Record4	<date>
<CS01/006/001/005>	Record	Record5	<date>
<CS01/006/001/006>	Record	Record6	<date>
<CS01/006/001/007>	Record	Record7	<date>
<CS01/006/001/008>	Record	Record8	<date>
<CS01/006/001/009>	Record	Record9	<date>
<CS01/006/001/010>	Record	Record10	<date>
<CS04/001/002>	File	Testing	
<CS04/001/002/001>	Sub-file	Test process	
<CS04/001/002/001/001>	Record	Record1	<date>
<CS04/001/002/001/002>	Record	Record2	<date>
<CS04/001/002/001/003>	Record	Record3	<date>
<CS04/001/002/001/004>	Record	Record4	<date>
<CS04/001/002/001/005>	Record	Record5	<date>
<CS04/001/002/001/006>	Record	Record6	<date>
<CS04/001/002/001/007>	Record	Record7	<date>



M012 Description. classification.fully-qualified_classification_code	Type	M003 Description. title	M071 Event_history. date.captured
<CS04/001/002/001/008>	Record	Record8	<date>
<CS04/001/002/001/009>	Record	Record9	<date>
<CS04/001/002/001/010>	Record	Record10	<date>
<CS04/001/003>	File	Policies	
<CS04/001/003/001/001>	Record	Record1	<date>
<CS04/001/003/001/002>	Record	Record2	<date>
<CS04/001/003/001/003>	Record	Record3	<date>
<CS04/001/003/001/004>	Record	Record4	<date>
<CS04/001/003/001/005>	Record	Record5	<date>
<CS04/001/003/001/006>	Record	Record6	<date>
<CS04/001/003/001/007>	Record	Record7	<date>
<CS04/001/003/001/008>	Record	Record8	<date>
<CS04/001/003/001/009>	Record	Record9	<date>
<CS04/001/003/001/010>	Record	Record10	<date>
<CS04/002>	Class	Methods	
<CS04/002/001>	Record	Record1	<date>
<CS04/002/002>	Record	Record2	<date>
<CS04/002/003>	Record	Record3	<date>



M012 Description. classification.fully-qualified_classification_code	Type	M003 Description. title	M071 Event_history. date.captured
<CS04/002/004>	Record	Record4	<date>
<CS04/002/005>	Record	Record5	<date>
<CS04/002/006>	Record	Record6	<date>
<CS04/002/007>	Record	Record7	<date>
<CS04/002/008>	Record	Record8	<date>
<CS04/002/009>	Record	Record9	<date>
<CS04/002/010>	Record	Record10	<date>

1.3 Record Types

The values to be used for testing are arbitrary.

1.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

1.5 Content of Captured Records

The following tables list all documents and e-mails that are used within the test cases.

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

1.5.1.1 Documents

Reference Identifier	Title	Format	Version	Highlighted content	Comment
RD01	Document1	See comment			Several file formats, e.g. output from a desktop application such as offices suites or portable document formats are possible here. The Document consists of any textual content.
RD02	Document2	any			The document consists of two components a textual content and a link to another document, e.g. a spreadsheet.
RD03	Document3	any			The document consists of two components, textual content and a link to another document, e.g. a spreadsheet. The address to linked document is external to the repository.
RD05_01	Document5_v01	any	01		No comment.

Reference Identifier	Title	Format	Version	Highlighted content	Comment
RD05_02	Document5_v02	any	02		This document is another version of Document Document5_v01 (RD05_01).
RD06	Document6	any			The document is seen as word-processed letter. We assume that metadata elements document date, recipient, copy recipient, subject line, author and internal references are present. We do not state the values for these metadata elements.
RD07	Document7	any			The document is seen as word-processed letter. We assume that metadata elements document date, recipient, copy recipient, subject line, author and internal references are present. We do not state the values for these metadata elements.
RD08	Document8	any			The document belongs to the document type <i>Invoicing</i> .
RD09	Document9	any			The document includes at least an author.
RD10	Document10	any			No comment.
RD11	Document11	any			No comment.
RD12	Document12	any			No comment.
RD13	Document13	any			No comment.

1.5.1.2 E-Mails

Reference Identifier	Title	Format	Version	Highlighted content	Comment
RE01	Email1	eml			No comment.
RE02	Email2	eml			No comment.

ON CHAPTER T6.2 - BULK IMPORTING

2.1 Agents & Access Controls

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

2.1.1 Agents (Users, User Groups and User Roles)

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

2.1.1.1 Users

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

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO

2.1.1.2 User Roles

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

M163	M167	M168	M171	Remarks and comments
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	CentralAdministrator	<U01>		

2.1.1.3 User Groups

The values to be used for testing are arbitrary.

2.1.2 Access controls

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

2.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

2.1.2.2 Access Permissions of User Roles to Functions

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

Following roles have access to the ERMS' functions:

Function	<R01> CentralAdministrator
Add new classes	X
Create new files	X
Change file metadata	X
Maintain classification scheme and files	X



Function	<R01> CentralAdministrator
Delete files	X
Capture records	X
Relocate a record to a different file	X
Search for and read records	X
Change content of records	
Change record metadata	X
Delete records	X
Place and remove disposal holds	X
Retention and disposition schedule and disposition transactions	X
Export and import files and records	X
View audit trails	X
Configure and manage audit trail	X
Change audit trail data	
Move audit trail data to off-line storage media	X
Perform all transactions related to users and their access privileges	X
Allocate access permission to local administrators	X
Allocate own access permission also to other users	X
Set up and manage case management role	X
Maintain database and storage	X



Function	<R01> CentralAdministrator
Maintain other system parameters	X
Define and view other system reports	

2.2 Classification Scheme(s)

The values to be used for testing are arbitrary.

2.3 Record Types

The values to be used for testing are arbitrary.

2.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

2.5 Content of Captured Records

The values to be used for testing are arbitrary.

ON CHAPTER T6.3 - E-MAIL MANAGEMENT

3.1 Agents & Access Controls

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

3.1.1 Agents (Users, User Groups and User Roles)

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

3.1.1.1 Users

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

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username	<address>		<R01>		YES	NO
<U02>	MM_username1			<R02>		NO	NO

3.1.1.2 User Roles

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

M163	M167	M168	M171	Remarks and comments
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	CentralAdministrator	<U01>		
<R02>	Management	<U02>		

3.1.1.3 User Groups

The values to be used for testing are arbitrary.

3.1.2 Access controls

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

3.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

3.1.2.2 Access Permissions of User Roles to Functions

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

Following roles have access to the ERMS' functions:

Function	<R01>	<R02>
	CentralAdministrator	Management
Add new classes	X	
Create new files	X	
Change file metadata	X	X

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



Function	<R01> CentralAdministrator	<R02> Management
Set up and manage case management role	X	
Maintain database and storage	X	
Maintain other system parameters	X	X
Define and view other system reports		

3.2 Classification Scheme(s)

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

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

Please note that:

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

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

* Optional

3.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012	Type	M003	M023	M074	M088	M075	M077	M187	M193	M189
Description. classification.fully-qualified_classification_code		Description. title	Relation. cross_referenced_to	Event. history. date. sent	Event. history. date. received	Description. Sender. name	Use.technical_environment. Certification_service_provider	Description.sender. e_mail_address	Relation.agent. sender	Description. Email_address
<CS01/001>	Class	Business Continuity								
<CS01/001/001>	Class	Strategy								
<CS01/001/001/001>	Record	Record1								
<CS01/001/001/002>	Record	Record2		<date>		CA_username	<certificate>	<address>	<U01>	<address>
<CS01/001/001/003>	Record	Record3								
<CS01/001/001/004>	Record	Record4								
<CS01/001/001/005>	Record	Record5								
<CS01/001/001/006>	Record	Record6								
<CS01/001/001/007>	Record	Record7								
<CS01/001/001/008>	Record	Record8	<CS01 /001 /001/007>							
<CS01/001/001/009>	Record	Record9		<date>						
<CS01/001/001/010>	Record	Record10			<date>					
<CS01/001/001/011>	Record	Record11		<date>		CA_username	<certificate>	<address>	<U01>	<address>
<CS01/001/001/012>	Record	Record12								

M012 Description. classification.fully-qualified_qualified_classification_code	Type	M003 Description. title	M023 Relation. cross_referenced_to	M074 Event. history. date. sent	M088 Event. history. date. received	M075 Description. Sender. name	M077 Use.technical_environment. Certification_service_provider	M187 Description.sender. e_mail_address	M193 Relation.agent. sender	M189 Description. Email_address
<CS01/001/001/013>	Record	Record13								
<CS01/001/001/014>	Record	Record14								
<CS01/001/001/015>	Record	Record15								
<CS01/001/001/016>	Record	Record16								
<CS01/001/001/017>	Record	Record17								
<CS01/001/001/018>	Record	Record18								
<CS01/001/001/019>	Record	Record19								
<CS01/001/001/020>	Record	Record20		<date>		CA_username	<certificate>	<address>	<U01>	<address>
<CS01/001/002>	Class	Quality								
<CS01/001/002/001>	Record	Test								

3.3 Record Types

The values to be used for testing are arbitrary.

3.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

3.5 Content of Captured Records

The following table list all e-mails that are used within the test cases.

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

3.5.1.1 E-Mails

Reference Identifier	Title	Format	Version	Highlighted content	Comment
RE01	e-Mail1				This e-Mail has an attachment.
RE02	e-Mail2				No comment.
RE03	e-Mail3				This e-Mail has an attachment.
RE04	e-Mail4				This e-Mail has an attachment.
RE05	e-Mail5			"Subject" is Test	No comment.
RE06	e-Mail6				No comment.
RE07	e-Mail7				This e-Mail is a delivery status notification report from the e-Mail6.
RE08	e-Mail8				No comment.

Reference Identifier	Title	Format	Version	Highlighted content	Comment
RE09	e-Mail9				This e-Mail has an attachment.
RE10	e-Mail10				There exist one related e-Mails to the e-Mail10.
RE11	e-Mail11				There exist two related e-Mails to the e-Mail11.
RE12	e-Mail12				No comment.

ON CHAPTER T6.4 - RECORD TYPES

4.1 Agents & Access Controls

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

4.1.1 Agents (Users, User Groups and User Roles)

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

4.1.1.1 Users

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

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_username			<R01>		YES	NO
<U02>	MM_username1			<R02>		NO	NO
<U03>	Rev_username1			<R03>	<G01>	NO	NO

4.1.1.2 User Roles

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

M163 Identity.system_identifier	M167 Description.title	M168 Relation.has_user	M171 Relation.entity_agent	Remarks and comments
<R01>	CentralAdministrator	<U01>		
<R02>	Management	<U02>		
<R03>	Reviewer	<U03>		

4.1.1.3 User Groups

Following user groups need to be created or will be created during test execution:

M163 Identity.system_identifier	M167 Description.title	M168 Relation.has_user	M171 Relation.entity_agent
<G01>	EMEA	<U03>	

4.1.2 Access controls

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

4.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

4.1.2.2 Access Permissions of User Roles to Functions

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

Following roles have access to the ERMS' functions:

Function	<R01> CentralAdministrator	<R02> Management	<R03> Reviewer
Add new classes	X		
Create new files	X		X
Change file metadata	X	X	
Maintain classification scheme and files	X		
Delete files	X		
Capture records	X	X	X
Relocate a record to a different file	X		X
Search for and read records	X		X
Change content of records			
Change record metadata	X	X	
Delete records	X		
Place and remove disposal holds	X		
Retention and disposition schedule and disposition transactions	X	X	
Export and import files and records	X	X	



Function	<R01> CentralAdministrator	<R02> Management	<R03> Reviewer
View audit trails	X	X	
Configure and manage audit trail	X		
Change audit trail data			
Move audit trail data to off-line storage media	X		
Perform all transactions related to users and their access privileges	X		
Allocate access permission to local administrators	X		
Allocate own access permission also to other users	X	X	X
Set up and manage case management role	X		
Maintain database and storage	X		
Maintain other system parameters	X	X	
Define and view other system reports			

4.2 Classification Scheme(s)

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

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

Please note that:

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

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

* Optional

4.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012 Description.classification.fully-qualified_classification_code	Type	M003 Description.	M026 Description.Record_type
<CS01/001>	Class	Business Continuity	
<CS01/001/001>	Class	Strategy	
<CS01/001/001/001>	Record	Record1	Testing1
<CS01/001/001/002>	Record	Record2	Testing2
<CS01/001/001/003>	Record	Record3	Testdefault

4.3 Record Types

M027	M028	M029	M087
Identiy.system_identifier	Description.title	Description.abstract*	Relation.r&d_schedule*
<RT01>	Testing1		
<RT02>	Testing2		
<RT03>	Testdefault		

4.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

4.5 Content of Captured Records

The values to be used for testing are arbitrary.



ON CHAPTER T6.5 - SCANNING AND IMAGING

All values to be used for testing are arbitrary in this section.