

Test Module10.1

Management of Physical (Non-electronic) Files and Records

Test Cases

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**T10.1 *Management of Physical (Non-electronic) Files and
 Records***

REMARKS	TEST DATA:	The test data for the following tests (test module 10, chapter T10.1) can be found in the corresponding test data repository. The relevance chapter is called ' 10.1 – Management of Physical (Non-electronic) Files and Records '.
	TEST EXECUTION:	<p>step (1) We recommend to execute the test cases in the given order. However, other orders are possible, too.</p> <p>step (2) The test cases are designed in a way that enables you to skip certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies we have inserted test references into the precondition section of the test case. Careful attention should be given to the preconditions of the test cases.</p>

T10.1.1 Identification and Description of Physical Entities

Abstract: This chapter focuses on the metadata of physical classes, files, sub-files, volumes and records.

T10.1.1.1 Entering Metadata of Aggregations that Exist as Physical Containers

I. Global test case information		
<i>test case id:</i>	T10.1.1.1	
<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 of an administrative role and a non-administrative role enter and maintain metadata of aggregations that exist as physical aggregations. A check is made to confirm that both roles are allowed to enter and maintain the metadata.	
<i>Req.-ID:</i>	10.1.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Create a new class Innovation Policy (CS01/001/001) that represents a physical container. Set the following metadata: <ul style="list-style-type: none"> - physical status to "Yes" - home location = Room 101, filing cabinet 2 - custodian = <user logged in> 	The class Innovation Policy (CS01/001/001) is created; the metadata are displayed correctly.
2.	Create a new file Study1 (CS01/001/001/001) that represents a physical container. Set the following metadata: <ul style="list-style-type: none"> - physical status to "Yes" - home location = Room 101, filing cabinet 2, drawer 1 - custodian = <user logged in> 	The file Study1 (CS01/001/001/001) is created; the metadata are displayed correctly.
3.	Create a new sub-file Policies (CS01/001/001/001/001) that represents a physical container. Set the following metadata: <ul style="list-style-type: none"> - physical status to "Yes" - home location = Room 101, filing cabinet 2, drawer 1, division 1 - custodian = <user logged in> 	The sub-file Policies (CS01/001/001/001/001) is created; the metadata are displayed correctly
4.	Create a new volume P1 (CS01/001/001/001/001/001) that represents a physical container. Set the following metadata: <ul style="list-style-type: none"> - physical status to "Yes" - home location = Room 101, filing cabinet 2, drawer 1, division 1, file P1 - custodian = <user logged in> 	The volume P1 (CS01/001/001/001/001/001) is created; the metadata are displayed correctly.
5.	Change the metadata title of the class Innovation Policy (CS01/001/001) to "Innovation Policy 1"	The metadata title is changed for the class Innovation Policy (CS01/001/001) .
6.	Change the value of the metadata owner of the file Study1 (CS01/001/001/001) to "Dick Smith"	The metadata owner is changed for the file Study1 (CS01/001/001/001) .
7.	Login as user of the role MarketingManagement .	The user of the role MarketingManagement is logged in.



8.	Change the metadata home location of sub-file Policies (CS01/001/001/001/001) to "Room 101, filing cabinet 3, drawer 1, division 1, file P1".	The metadata home location is changed for the sub-file Policies (CS01/001/001/001/001) .
9.	Change the metadata custodian of volume P1 (CS01/001/001/001/001) to "<new user>".	The metadata custodian is changed for volume P1 (CS01/001/001/001/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows administrative and non-administrative roles to enter and maintain the metadata of aggregations that exist as physical aggregations. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.1.2 Entering Metadata about Physical Records

I. Global test case information		
<i>test case id:</i>	T10.1.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	<p>Metadata are configured at configuration time. An administrative role captures a physical record. Ensure that the ERMS allows capturing all metadata elements and links these metadata with the physical record.</p> <p>Please note: We do not state which metadata elements have to be configured. You can freely specify a set of metadata at configuration time. We do not state how the linkage between the metadata and the record is achieved either. Please ask the vendor how the linkage is achieved. See also test case "T6.1.4.2 Capturing all Metadata Specified at Configuration Time" of chapter 6 "Capturing Records"</p>	
<i>Req.-ID:</i>	10.1.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • A set of metadata elements is configured • Logged in user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Capture Document1 as the physical record Policy1 (CS01/001/001/001/001/001) within the volume P1 (CS01/001/001/001/001/001) .	Document1 is captured as the physical record Policy1 (CS01/001/001/001/001/001) within the volume P1 (CS01/001/001/001/001/001) ; all specified metadata elements are stored for the physical record Policy1 (CS01/001/001/001/001/001) .
2.	Change the metadata title of the record Policy1 (CS01/001/001/001/001/001) to "Policy2".	The metadata title of the record Policy1 (CS01/001/001/001/001/001) is changed.
3.	Add the following metadata to the record Policy2 (CS01/001/001/001/001/001) : <ul style="list-style-type: none"> - physical status to "Yes" - home location = Room 101, filing cabinet 2, drawer 1, division 1, file P1, register Policy2 - custodian = <user logged in> 	All metadata of the record Policy2 (CS01/001/001/001/001/001) are displayed correctly.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows capturing of all metadata elements specified at configuration time. • The ERMS allows changing metadata elements of physical records. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.1.3 Different Metadata Sets for Physical and Electronic Entities

I. Global test case information		
<i>test case id:</i>	T10.1.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role defines some metadata elements for a physical file and some other metadata elements for electronic aggregations. A check is made to confirm that only defined metadata elements are displayed for physical and electronic files.	
<i>Req.-ID:</i>	10.1.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Open the metadata elements for the file Policy Development (CS02/002/001) .	Check whether the metadata elements for the physical format and home location are defined for the file Policy Development (CS02/002/001) .
2.	Open the metadata elements for the file Workforce planning (CS02/002/002) .	Check whether the metadata elements for the physical format and home location are NOT defined for file Workforce planning (CS02/002/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS differs between metadata elements configured for physical and electronic files. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.1.4 Retrieval of Metadata for both Electronic and Physical Entities in a Single Operation

I. Global test case information		
<i>test case id:</i>	T10.1.1.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	An administrative role searches and retrieves electronic and physical classes, files, sub-files and volumes. Ensure that the ERMS retrieves the content and contextual metadata of these objects in a single retrieval process.	
<i>Req.-ID:</i>	10.1.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a search by entering the search term "Miller"	All entities where the owner is "Miller" are retrieved.
1.	Select the physical class Marketing (CS02/001) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
2.	Select the electronic class Information Technology (CS02/002) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
3.	Select the physical file Policy Development (CS02/002/001) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
4.	Select the physical file Workforce Planning (CS02/002/002) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
5.	Select the physical sub-file 2006 (CS02/002/002/001) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
6.	Select the electronic sub-file 2007 (CS02/002/002/002) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
7.	Select the physical volume 1st quarter (CS02/002/002/002/001) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
8.	Select the electronic volume 2nd quarter (CS02/002/002/002/002) from the retrieval result list.	Check whether all metadata can be retrieved in a single operation.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS retrieves all metadata of electronic and physical entities in a single 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

T10.1.1.5 Identifying Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.1.1.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A check is made to ensure that an administrative role can identify classes, files, sub-files and volumes that exist as physical containers.	
<i>Req.-ID:</i>	10.1.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Perform a search for aggregations that exist as physical containers.	The ERMS retrieves all aggregations that exist as physical containers.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to identify all aggregations that exist as physical containers. 		
III. Test result		
<i>defects / deviations</i>		<i>Verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.1.6 Indication of the Presence of Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.1.1.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user role navigates through a classification scheme or rather retrieves search results after having performed a search. A check is made to confirm that the aggregations that exist as physical containers are indicated transparently.	
<i>Req.-ID:</i>	10.1.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Navigate through the classification scheme TestClassificationScheme2 .	All aggregations that exist as physical containers are indicated by an indicator of any nature transparently.
2.	Perform a search by entering the search term "2006".	At least the sub-file 2006 (CS02/002/002/001) is retrieved. Check whether the sub-file 2006 (CS02/002/002/001) is indicated as a physical container by an indicator of any nature transparently.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS indicates the existence of physical aggregations in an appropriate way where a user role browses the classification scheme or rather views the retrieved results. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.1.7 Metadata of Checked-Out Physical Entities Visible for Users

I. Global test case information		
<i>test case id:</i>	T10.1.1.7	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Ensure that a user with adequate access control rights can see following metadata of a checked-out physical entity: a) current location b) custodian c) date of check-out	
<i>Req.-ID:</i>	10.1.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement • The aggregations and records below of the class Product policies (CS01/001) are checked out 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Open the metadata of the class Innovation Policy 1 (CS01/001/001) .	The following metadata of the class are displayed: a) current location b) custodian c) check-out date
2.	Open the metadata of the file Study1 (CS01/001/001/001) .	The following metadata of the file are displayed: a) current location b) custodian c) check-out date
3.	Open the metadata of the sub-file Policies (CS01/001/001/001/001) .	The following metadata of the sub-file are displayed: a) current location b) custodian c) check-out date
4.	Open the metadata of the volume P1 (CS01/001/001/001/001/001) .	The following metadata of the volume are displayed: a) current location b) custodian c) check-out date
5.	Open the metadata of the record Policy2 (CS01/001/001/001/001/001/001) .	The following metadata of the record are displayed: a) current location b) custodian c) check-out date
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows users with adequate access control rights to see the metadata's current location, custodian and check-out date of a checked-out physical entity. 		

III. Test result	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>	<i>tester</i>
	_____ date, signature

T10.1.2 Tracking of Physical Aggregations and Records

Abstract: This chapter focuses on testing the tracking of physical aggregations and records.

T10.1.2.1 Tracking of Information when Checking-In and -Out Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.1.2.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user role checks-in and checks-out physical containers and a record. A check is made to confirm that the ERMS tracks the actions by logging location, custodian and the date of check-in/check-out.	
<i>Req.-ID:</i>	10.1.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check-out and check-in the physical class Innovation policy 1 (CS01/001/001) .	At least the following values can be logged for both actions: <ul style="list-style-type: none"> • home location • current location • custodian • check-out date • check-in date
2.	Check-out and check-in the physical file Study1 (CS01/001/001/001) .	At least the following values can be logged for both actions: <ul style="list-style-type: none"> • home location • current location • custodian • check-out date • check-in date
3.	Check-out and check-in the physical sub-file Policies (CS01/001/001/001/001) .	At least the following values can be logged for both actions: <ul style="list-style-type: none"> • home location • current location • custodian • check-out date • check-in date
4.	Check-out and check-in the physical volume P1 (CS01/001/001/001/001/001) .	At least the following values can be logged for both actions: <ul style="list-style-type: none"> • home location • current location • custodian • check-out date • check-in date
5.	Check-out and check-in the physical record Policy2 (CS01/001/001/001/001/001/001) .	At least the following values can be logged for both actions: <ul style="list-style-type: none"> • home location • current location • custodian • check-out date • check-in date



<i>c. postcondition(s)</i>	
<ul style="list-style-type: none"> The ERMS supports the tracking of physical aggregations and records by logging the location, custodian and the date of check-in /check-out. 	
III. Test result	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>	<i>tester</i>
	_____ date, signature

T10.1.2.2 Provision of a Tracking Function

I. Global test case information		
<i>test case id:</i>	T10.1.2.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user role moves a physical file. A check is made to confirm that the ERMS provides a tracking function to log information about the location of the physical file.	
<i>Req.-ID:</i>	10.1.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Move the physical entity that is represented by the file Policy Development (CS01/002/001) to the location "Room 101, filing cabinet 2, drawer 1, division 1, file Policy Development".	Check whether the ERMS provides a tracking function to log information about the location of the physical file.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS provides a tracking function to log information about the location of physical aggregations. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.2.3 Tracking Information when Moving Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.1.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role moves physical aggregations. A check is made to confirm that the ERMS logs information about the location and movements of the physical aggregations.	
<i>Req.-ID:</i>	10.1.17	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Move the physical entity that is represented by the class Innovation Policy 1 (CS01/001/001) to the location "Room 102".	Check whether the following information is logged: <ul style="list-style-type: none"> • unique identifier • home location • current location • specified number of previous locations • date moved from location • date received at location • user responsible for movement
2.	Move the physical entity that is represented by the file Study1 (CS01/001/001/001) to the location "Room 102, filing cabinet 2, drawer1".	Check whether the following information is logged: <ul style="list-style-type: none"> • unique identifier • home location • current location • specified number of previous locations • date moved from location • date received at location • user responsible for movement
3.	Move the physical entity that is represented by the sub-file Policies (CS01/001/001/001/001) to the location "Room 102, filing cabinet 2, drawer1, division 1".	Check whether the following information is logged: <ul style="list-style-type: none"> • unique identifier • home location • current location • specified number of previous locations • date moved from location • date received at location • user responsible for movement
4.	Move the physical entity that is represented by the volume P1 (CS01/001/001/001/001/001) to the location "Room 102, filing cabinet 2, drawer1 , division 1, file P1".	Check whether the following information is logged: <ul style="list-style-type: none"> • unique identifier • home location • current location • specified number of previous locations • date moved from location • date received at location • user responsible for movement
5.	Move the physical entity that is represented by the record Policy2 (CS01/001/001/001/001/001/001) to	Check whether the following information is logged:

	the location "Room 102, filing cabinet 2, drawer1 , division 1, file P1, register Policy2".	<ul style="list-style-type: none"> • unique identifier • home location • current location • specified number of previous locations • date moved from location • date received at location • user responsible for movement
<i>c. postcondition(s)</i>		
<p>The ERMS provides a tracking function to log information about the movement of physical entities which includes:</p> <ul style="list-style-type: none"> • unique identifier • current location • an administrative role-defined number of previous locations (the number to be defined at configuration time) • data moved from location • date received at location • user responsible for the move (where appropriate) 		
III. Test result		
<i>defects / deviations</i>	<i>verdict</i>	
	<input type="checkbox"/> passed <input type="checkbox"/> failed	
<i>remarks</i>	<i>tester</i>	
	_____ date, signature	

T10.1.2.4 Selecting Locations from a List

I. Global test case information		
<i>test case id:</i>	T10.1.2.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user role moves a physical aggregation or record. A check is made to confirm that the ERMS either supports a) a list to select the location from or b) a free text field which is validated against a list (e.g. pull-down list) c) a non-validated free text field.	
<i>Req.-ID:</i>	10.1.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Move the physical entity that is represented by the class Innovation Policy 2 (CS01/003/001) to the location "Room 103, filing cabinet 2".	The new location can be either a) selected from a list b) entered in a text field which is validated against a list c) entered in a non-validated text field
2.	Move the physical entity that is represented by the file Study2 (CS01/003/001/001) to the location "Room 103, filing cabinet 2, drawer 1".	The new location can be either a) selected from a list b) entered in a text field which is validated against a list c) entered in a non-validated text field
3.	Move the physical entity that is represented by the sub-file Policies 2 (CS01/003/001/001/001) to the location "Room 103, filing cabinet 2, drawer 1, division 1".	The new location can be either a) selected from a list b) entered in a text field which is validated against a list c) entered in a non-validated text field
4.	Move the physical entity that is represented by the volume P2 (CS01/003/001/001/001/001) to the location "Room 103, filing cabinet 2, drawer 1, division 1, file P2".	The new location can be either a) selected from a list b) entered in a text field which is validated against a list c) entered in a non-validated text field
5.	Move the physical entity that is represented by the record Policy3 (CS01/003/001/001/001/001/001) to the location "Room 103, filing cabinet 2, drawer 1, division 1, file P2, register Policy3".	The new location can be either a) selected from a list b) entered in a text field which is validated against a list c) entered in a non-validated text field
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS provides either a list to select locations from or a free text field which is validated against a list or a non-validated text field to enter the location of a physical entity 		

III. Test result	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>	<i>tester</i>
	_____ date, signature

T10.1.2.5 Checking Out and In of Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.1.2.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role checks out and in a physical entity. A check is made to confirm that the ERMS provides a tracking function to log whether a physical entity is checked out or in by defining either the current location or home location anew.	
<i>Req.-ID:</i>	10.1.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check-out the class Innovation Policy 1 (CS01/001/001) .	The ERMS provides a function to log, that the class has been checked out by defining the current location.
2.	Check-in the class Innovation Policy 1 (CS01/001/001) .	The ERMS provides a function to log, that the class has been checked in by defining the home location.
3.	Check-out the file Study1 (CS01/001/001/001) .	The ERMS provides a function to log, that the class has been checked out by defining the current location.
4.	Check-in the class Study1 (CS01/001/001/001) .	The ERMS provides a function to log, that the class has been checked in by defining the home location.
5.	Check-out the sub-file Policies (CS01/001/001/001/001) .	The ERMS provides a function to log, that the class has been checked out by defining the current location.
6.	Check-in the sub-file Policies (CS01/001/001/001/001) .	The ERMS provides a function to log, that the class has been checked in by defining the home location.
7.	Check-out the volume P1 (CS01/001/001/001/001/001) .	The ERMS provides a function to log, that the class has been checked out by defining the current location.
8.	Check-in the volume P1 (CS01/001/001/001/001/001) .	The ERMS provides a function to log, that the class has been checked in by defining the home location.
9.	Check-out the record Policy2 (CS01/001/001/001/001/001/001) .	The ERMS provides a function to log, that the class has been checked out by defining the current location.
10.	Check-in the record Policy2 (CS01/001/001/001/001/001/001) .	The ERMS provides a function to log, that the class has been checked in by defining the home location.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS provides a tracking function which allows to define whether a physical entity has been checked out or is in its home location. 		

III. Test result	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>	<i>Tester</i>
	_____ date, signature

T10.1.2.6 Specifying the Return Date of a Physical Entity

I. Global test case information		
<i>test case id:</i>	T10.1.2.6	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user role checks out a physical entity. A check is made to confirm that the user can define the date by which it is due to be returned.	
<i>Req.-ID:</i>	10.1.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check-out the physical class Innovation Policy 1 (CS01/001/001) .	The class is checked out. The user can log information about the date by which the class is due to be returned.
2.	Check-out the physical file Study1 (CS01/001/001/001) .	The file is checked out. The user can log information about the date by which the file is due to be returned.
3.	Check-out the physical sub-file Policies (CS01/001/001/001/001) .	The sub-file is checked out. The user can log information about the date by which the sub-file is due to be returned.
4.	Check-out the physical volume P1 (CS01/001/001/001/001/001) .	The volume is checked out. The user can log information about the date by which the volume is due to be returned.
5.	Check-out the physical record Policy2 (CS01/001/001/001/001/001) .	The record is checked out. The user can log information about the date by which the record is due to be returned.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS provides the option to log information about the date by which a physical entity is due to be returned after check-out. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.2.7 Report when the Return Date is Approaching or Overdue

I. Global test case information		
<i>test case id:</i>	T10.1.2.7	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS informs the user when the return date of a physical aggregation is approaching or overdue.	
<i>Req.-ID:</i>	10.1.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator • The ERMS is configured with regard to the report which is sent when the return date of a physical entity is approaching or overdue: <ul style="list-style-type: none"> - when is the report sent (e.g. 2 days before defined return date)? - who gets the report? (e.g. the custodian?) 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Set the return date of the physical class Innovation Policy 1 (CS01/001/001) to the current date and the system time to a date in the past (e.g. 2 days ago)	The return date is set to the current date, the system date is changed to a date in the past. The ERMS informs a specified user that the return date of the class is overdue.
2.	Set the return date of the physical class Innovation Policy 1 (CS01/001/001) to an approaching date (e.g. in 2 days) and the system date back to the current date.	The return date is set to a date in the future. The ERMS informs a specified user that the return date of the class is approaching.
3.	Set the return date of the physical file Study1 (CS01/001/001/001) to the current date and the system time to a date in the past (e.g. 2 days ago)	The return date is set to the current date, the system date is changed to a date in the past. The ERMS informs a specified user that the return date of the class is overdue.
4.	Set the return date of the physical file Study1 (CS01/001/001/001) to an approaching date (e.g. in 2 days) and the system date back to the current date.	The return date is set to a date in the future. The ERMS informs a specified user that the return date of the file is approaching.
5.	Set the return date of the physical sub-file Policies (CS01/001/001/001/001) to the current date and the system time to a date in the past (e.g. 2 days ago)	The return date is set to the current date, the system date is changed to a date in the past. The ERMS informs a specified user that the return date of the class is overdue.
6.	Set the return date of the physical sub-file Policies (CS01/001/001/001/001) to an approaching date (e.g. in 2 days) and the system date back to the current date.	The return date is set to a date in the future. The ERMS informs a specified user that the return date of the sub-file is approaching.
7.	Set the return date of the physical volume P1 (CS01/001/001/001/001/001) to the current date and the system time to a date in the past (e.g. 2 days ago)	The return date is set to the current date, the system date is changed to a date in the past. The ERMS informs a specified user that the return date of the class is overdue.
8.	Set the return date of the physical volume P1 (CS01/001/001/001/001/001) to an approaching date (e.g. in 2 days) and the system date back to the current date.	The return date is set to a date in the future. The ERMS informs a specified user that the return date of the volume is approaching.
9.	Set the return date of the physical record Policy2 (CS01/001/001/001/001/001/001) to the current date and the system time to a date in the past (e.g. 2 days ago)	The return date is set to the current date, the system date is changed to a date in the past. The ERMS informs a specified user that the return date of the class is overdue.
10.	Set the return date of the physical record Policy2 (CS01/001/001/001/001/001/001) to an approaching date (e.g. in 2 days) and the system date back to the current date.	The return date is set to a date in the future. The ERMS informs a specified user that the return date of the record is approaching.

<i>c. postcondition(s)</i>	
<ul style="list-style-type: none"> The ERMS informs a specified user as soon as the return date of a physical aggregation is approaching or overdue. 	
III. Test result	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>	<i>tester</i>
	_____ date, signature

T10.1.2.8 Changing the Return Date

I. Global test case information		
<i>test case id:</i>	T10.1.2.8	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A user with suitable access control rights changes the return date of several physical aggregations in a single operation.	
<i>Req.-ID:</i>	10.1.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Change the return date of the following aggregations in one single operation: <ul style="list-style-type: none"> - class Innovation Policy 1 (CS01/001/001) - file Study1 (CS01/001/001/001) - sub-file Policies (CS01/001/001/001/001) - volume P1 (CS01/001/001/001/001/001) - record Policy2 (CS01/001/001/001/001/001/001) 	The return date of the physical aggregations and the record is changed accordingly.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • A user with suitable access control rights can change the return date of several different physical aggregations in one single 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

T10.1.3 Audit Trail

Abstract: This chapter focuses on the logging of activities and dates within the audit trail.

T10.1.3.1 Audit Trail for Check-In and Check-Out Activities

I. Global test case information		
<i>test case id:</i>	T10.1.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Different check-in and check-out activities have been performed. Ensure that the ERMS logs all check-in and check-out activities and dates within the audit trail.	
<i>Req.-ID:</i>	10.1.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator • The test cases concerning the check-in and check-out of physical entities (at least testcases T10.1.2.5 and T10.1.2.6) have been executed before 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select the audit trail for the class Innovation Policy 1 (CS01/001/001)	Check whether the check-out and check-in actions done before are logged. At least the following information are necessary - depending on the actions performed: <ul style="list-style-type: none"> - check-out date - check-in date - home location - current location
2.	Select the audit trail for the file Study1 (CS01/001/001/001)	Check whether the check-out and check-in actions done before are logged. At least the following information are necessary - depending on the actions performed: <ul style="list-style-type: none"> - check-out date - check-in date - home location - current location
3.	Select the audit trail for the sub-file Policies (CS01/001/001/001/001)	Check whether the check-out and check-in actions done before are logged. At least the following information are necessary - depending on the actions performed: <ul style="list-style-type: none"> - check-out date - check-in date - home location - current location
4.	Select the audit trail for the volume P1 (CS01/001/001/001/001/001) .	Check whether the check-out and check-in actions done before are logged. At least the following information are necessary - depending on the actions performed: <ul style="list-style-type: none"> - check-out date - check-in date - home location - current location
5.	Select the audit trail for the record Policy2 (CS01/001/001/001/001/001/001)	Check whether the check-out and check-in actions done before are logged. At least following information are necessary - depending on the actions performed: <ul style="list-style-type: none"> - check-out date



		<ul style="list-style-type: none"> - check-in date - home location - current location
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS logs all check-in and check-out activities and dates within 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

T10.1.3.2 Audit Trail for Changed Metadata of Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.1.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Changes were made in the metadata values of physical entities. Ensure that the ERMS logs all of these changes within the audit trail.	
<i>Req.-ID:</i>	10.1.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator • The test cases concerning the change of metadata values of physical entities (at least testcases T10.1.1.1 and T10.1.1.2) have been executed before 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select the audit trail of the class InnovationPolicy 1 (CS01/001/001) .	Check whether the change of metadata values (at least those made in the test cases T10.1.1.1 and T10.1.1.2) are logged.
2.	Select the audit trail of the file Study1 (CS01/001/001/001) .	Check whether the change of metadata values (at least those made in the test cases T10.1.1.1 and T10.1.1.2) are logged.
3.	Select the audit trail of the sub-file Policies (CS01/001/001/001/001) .	Check whether the change of metadata values (at least those made in the test cases T10.1.1.1 and T10.1.1.2) are logged.
4.	Select the audit trail of the volume P1 (CS01/001/001/001/001/001) .	Check whether the change of metadata values (at least those made in the test cases T10.1.1.1 and T10.1.1.2) are logged.
5.	Select the audit trail of the record Policy2 (CS01/001/001/001/001/001/001) .	Check whether the change of metadata values (at least those made in the test cases T10.1.1.1 and T10.1.1.2) are logged.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS logs all changes of metadata values of physical entities within 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

T10.1.4 Printing and Recognition

Abstract: This chapter tests the ability of the ERMS to print barcodes and labels. Furthermore the recognition of barcodes will be tested.

T10.1.4.1 Printing and Recognition of Barcodes

I. Global test case information		
<i>test case id:</i>	T10.1.4.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS supports the printing and recognition of barcodes or Radio Frequency Identification (RFID) for files, sub-files, volumes and records for tracking the location and movement of the physical entities.	
<i>Req.-ID:</i>	10.1.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select the file Study1 (CS01/001/001/001) and do the following: <ul style="list-style-type: none"> - print the barcode of the file - recognize the barcode of the file or <ul style="list-style-type: none"> - alternatively use RFID for tracking the location and movements of the file 	The ERMS supports the printing and recognizing of barcodes or alternatively supports RFID to track the location and movements of the physical file.
2.	Select the sub-file Policies (CS01/001/001/001/001) and do the following: <ul style="list-style-type: none"> - print the barcode of the sub-file - recognize the barcode of the sub-file or <ul style="list-style-type: none"> - alternatively use RFID for tracking the location and movements of the sub-file 	The ERMS supports the printing and recognizing of barcodes or alternatively supports RFID to track the location and movements of the physical sub-file.
3.	Select the volume P1 (CS01/001/001/001/001/001) and do the following: <ul style="list-style-type: none"> - print the barcode of the volume - recognize the barcode of the volume or <ul style="list-style-type: none"> - alternatively use RFID for tracking the location and movements of the volume 	The ERMS supports the printing and recognizing of barcodes or alternatively supports RFID to track the location and movements of the physical volume.
4.	Select the record Policy2 (CS01/001/001/001/001/001/001) and do the following: <ul style="list-style-type: none"> - print the barcode of the record - recognize the barcode of the record or <ul style="list-style-type: none"> - alternatively use RFID for tracking the location and movements of the record 	The ERMS supports the printing and recognizing of barcodes or alternatively supports RFID to track the location and movements of the physical record.

<i>c. postcondition(s)</i>	
<ul style="list-style-type: none"> The ERMS supports either the printing and recognizing of barcodes or RFID to track the location and movements of a file, sub-file, volume or 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

T10.1.4.2 Printing of Labels

I. Global test case information		
<i>test case id:</i>	T10.1.4.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS supports the printing of labels for physical files, sub-files and volumes.	
<i>Req.-ID:</i>	10.1.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role CentralAdministrator • The label might but need not to include following metadata: title, system identifier, classification code, date of opening, normal storage location 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Print the label of the file Study1 (CS01/001/001/001) .	The label of the file is printed with specified metadata information.
2.	Print the label of the sub-file Policies (CS01/001/001/001/001) .	The label of the sub-file is printed with specified metadata information.
3.	Print the label of the volume P1 (CS01/001/001/001/001) .	The label of the volume is printed with specified metadata information.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS supports the printing of labels for physical files, sub-files and volumes. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.5 Others

Abstract: This chapter tests some further basic functionalities which are supported for physical entities.

T10.1.5.1 Differences when Displaying Retrieval Results of Physical and Electronic Records

I. Global test case information		
<i>test case id:</i>	T10.1.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	The ERMS supports the search for electronic and physical records but a) content of physical records cannot be displayed b) different metadata may be shown	
<i>Req.-ID:</i>	10.1.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user of the role MarketingManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Perform a search by entering the search term "Policy4".	The ERMS retrieves at least the electronic record Policy4 (CS01/001/001/001/001/002) .
2.	Open the content of the record Policy4 (CS01/001/001/001/001/002) .	The content of the electronic record is displayed.
3.	Display the metadata of the record Policy4 (CS01/001/001/001/001/002) .	All defined metadata are displayed for the electronic record.
4.	Perform a search by entering the search term "Policy2".	The ERMS retrieves at least the physical record Policy2 (CS01/001/001/001/001/001) . The display of this search result is identical to the display of the search above.
5.	Open the content of the record Policy2 (CS01/001/001/001/001/001) .	Instead of displaying the content of the physical record the defined metadata are displayed.
6.	Display the metadata of the record Policy2 (CS01/001/001/001/001/001) .	All defined metadata are displayed for the physical record. The metadata might differ from the metadata displayed for the electronic record.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS supports the search for electronic and physical records. The content of physical records cannot be displayed instead the metadata are displayed. The metadata of electronic and physical records might be different. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.5.2 Storage of Both Electronic and Physical Records in One Aggregation

I. Global test case information		
<i>test case id:</i>	T10.1.5.2	
<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 must be able to contain both an electronic and physical record in a class, file, sub-file or volume.	
<i>Req.-ID:</i>	10.1.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestclassificationScheme2 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture a new electronic record Record1 in the class Marketing (CS02/001) .	The electronic record Record1 (CS02/001/001) is created.
2.	Capture a new physical record Record2 in the class Marketing (CS01/001) .	The physical record Record2 (CS02/001/002) is created.
3.	Capture a new electronic record Record3 in the file Policy Development (CS02/002/001) .	The electronic record Record3 (CS02/002/001/001) is created.
4.	Capture a new physical record Record4 in the file Policy Development (CS02/002/001) .	The physical record Record4 (CS02/002/001/002) is created.
5.	Capture a new electronic record Record5 in the sub-file 2006 (CS02/002/002/001) .	The electronic record Record5 (CS02/002/002/001/001) is created.
6.	Capture a new physical record Record6 in the sub-file 2006 (CS02/002/002/001) .	The physical record Record6 (CS02/002/002/001/002) is created.
7.	Capture a new electronic record Record7 in the volume 1st quarter (CS02/002/002/002/001) .	The electronic record Record7 (CS02/002/002/002/001/001) is created.
8.	Capture a new physical record Record8 in the volume 1st quarter (CS02/002/002/002/001) .	The physical record Record8 (CS02/002/002/002/001/002) is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an aggregation to contain both electronic and physical records. 		
III. Test result		
<i>defects / deviations</i>		<i>Verdict</i>
	<input type="checkbox"/> passed	
	<input type="checkbox"/> failed	
<i>remarks</i>		<i>Tester</i>
		_____ date, signature

T10.1.5.3 Management of Physical and Electronic Records

I. Global test case information		
<i>test case id:</i>	T10.1.5.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>To check whether the management of physical and electronic records is working in the same way, execute the following two functions:</p> <p style="margin-left: 40px;">a) an administrative role performs a search for a physical record</p> <p style="margin-left: 40px;">b) an administrative role moves a physical record</p> <p>A check is made to confirm that the search and movement of a physical record work in the same way as for electronic records.</p>	
<i>Req.-ID:</i>	10.1.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Logged in as user of the role CentralAdministrator 		
<i>b. test steps</i>		
step	Action/operation	check/ expected result
1.	Perform a search by entering the search term " Record3 ".	The electronic record Record3 (CS02/002/001/001) is retrieved.
2.	Perform a search by entering the search term " Record4 ".	The physical record Record4 (CS02/002/001/002) is retrieved.
3.	Compare both retrieval results.	Both search functionality and display of results work in the same way for electronic and physical records.
4.	Relocate the physical record Record4 (CS02/002/001/002) below of class Marketing (CS02/001) .	The classification code for the physical Record4 is adapted. Record4 inherited the retention and disposition schedule Rds_Test1a .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows physical records to be managed in the same way as electronic records. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.5.4 Access Controls

I. Global test case information		
<i>test case id:</i>	T10.1.5.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user has access control rights to a single class that contains both electronic and physical entities. The user navigates through the different branches. A check is made to confirm that the user has access to all metadata of both electronic and physical entities.	
<i>Req.-ID:</i>	10.1.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Logged in as user of the role ITManagement 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Navigate through the class Information Technology (CS02/002) and display the metadata of the selected entities.	The user has access to the metadata of both electronic and physical entities.
2.	Try to access the class Marketing (CS02/001) .	The ERMS denies the attempt to access the class Marketing (CS02/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • A user with restricted rights to a class has access to metadata of both electronic and physical entities. • A user cannot access a physical class to which he does not have access permissions. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.1.5.5 Notification of Any Events in the Retention and Disposition Schedule

I. Global test case information		
<i>test case id:</i>	T10.1.5.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
	<input type="checkbox"/> Not Testable	
<i>test case description:</i>	The user documentation is checked if the ERMS is able to notify administrative roles of events in the retention and disposition schedule relating to non-electronic records and aggregations scheduled since a restore was executed.	
<i>Req.-ID:</i>	10.1.24	
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.	Read the chapter(s) describing the notification of administrative roles of any events in the retention and disposition schedule of non-electronic records.	The chapter(s) are well described.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS notifies administrative roles of events in the retention and disposition schedule relating to non-electronic records and aggregations scheduled since a restore was 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