



Test Module10.3

Document Management and Collaborative Working

Test Cases

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Date: 15/04/2008

Version: 1.0

Status: Approved

Customer: Serco Consulting

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Document History

Version	Date of Issue	Author	Comment
0.1	26/06/2007	Michael Sill	Initial Draft
0.2	11/07/2007	Michael Sill	Revision after internal Review
0.3	25/01/2008	Claudia Schieber	Revision after Draft 4
0.4	27/02/2008	Claudia Schieber	Revised after publishing of the final draft of the MoReq2 specification
1.0	02/04/2008	MoReq2 test development team	Finalising after approval of the test framework

T10.3 Document Management and Collaborative Working

REMARKS	TEST DATA:	The test data for the following tests (test module 10, chapter T10.3) can be found in the corresponding test data repository. The reference chapter is called ' 10.3 – Document Management and Collaborative Working '.
	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. Careful attention should be given to the preconditions of the test cases.</p>
	GLOBAL PRECONDITION	<p>There is a global precondition that has to be valid before executing each test case in this chapter:</p> <ol style="list-style-type: none"> 1. It is assumed that the ERMS under test supports electronic document management functionality.

T10.3.1 Check in/ Check out of documents

Abstract: The following chapter focuses on testing the check-in and check-out of documents.

T10.3.1.1 Check-out of Documents

I. Global test case information		
<i>test case id:</i>	T10.3.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user role wants to check out documents. A check is made to confirm that the user role can check out documents, but only those documents for which he has appropriate access rights.	
<i>Req.-ID:</i>	10.3.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Document1 (CS01/001/001/001) and Document2 (CS01/001/001/002) are not checked out • Logged in as user of the role Reviewer 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check out the document Document1 (CS01/001/001/001) .	Document1 (CS01/001/001/001) is checked out.
2.	Attempt to check out the document Document2 (CS01/001/001/002) .	The ERMS denies check out of document Document2 (CS01/001/001/002) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to check out a document if he has appropriate access rights. 		
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



T10.3.1.2 Prevention of a Check-Out (I)

I. Global test case information		
<i>test case id:</i>	T10.3.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A document is already checked out. Another user attempts to check out this document again. Ensure that the ERMS prevents this check out and shows the identity of the user who checked out the document first.	
<i>Req.-ID:</i>	10.3.11, 10.3.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Document3 (CS01/001/001/003) is already checked out by User1 • At configuration time the option "Show the identity of user who performed a checkout" is specified as behaviour when a user tries to check out a document that has already been checked out • Logged in as User2 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to check out the document Document3 (CS01/001/001/003) .	The ERMS denies the check out of the document Document3 (CS01/001/001/003) . It informs User2 that: <ul style="list-style-type: none"> • User1 has already performed the checkout of Document3 (CS01/001/001/003)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS prevents the check out of a document which is already checked out by another user. • The ERMS shows the identity of the user. 		
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

T10.3.1.3 Prevention of a Check-Out (II)

I. Global test case information		
<i>test case id:</i>	T10.3.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A document is already checked out. Another user attempts to check out this document out. Ensure that the ERMS prevents this check out and conceals the identity of the user who checked out the document first.	
<i>Req.-ID:</i>	10.3.11, 10.3.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Document4 (CS01/001/001/004) is already checked out by User1 • At configuration time the option "Conceal the identity of user who performed a checkout" is specified as behaviour when a user tries to check out a document that has already been checked out • Logged in as User2 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to check out Document4 (CS01/001/001/004) .	The ERMS denies the check out of document Document4 (CS01/001/001/004) . It informs User2 that: <ul style="list-style-type: none"> • Another user has already performed the check out of Document4 (CS01/001/001/004)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS prevents the check out of a document which is already checked out by another user. • The ERMS conceals the identity of the user. 		
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



T10.3.1.4 Exception to an Administrative Role

I. Global test case information		
<i>test case id:</i>	T10.3.1.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A user attempts to close a volume that includes a checked-out document. A check is made to confirm that the ERMS reports this action as an exception to an administrative role and prevents the closure.	
<i>Req.-ID:</i>	10.3.15	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Document11 (CS01/001/002/001/001) is already checked out • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to close the volume Upper Management (CS01/001/002/001) .	The ERMS denies the closure of the volume Upper Management (CS01/001/002/001) .
2.	Log off as role Reviewer .	User in the role Reviewer is logged off.
3.	Log in as role CentralAdministrator .	User in the role CentralAdministrator is logged in.
4.	Check whether an exception about the closure of the volume Upper Management (CS01/001/002/001) was reported.	An exception about the closure of the volume Upper Management (CS01/001/002/001) was reported.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS reports an exception to an administrative user when a user attempts to close a volume that includes a checked out document and prevents the closure. 		
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

T10.3.1.5 Check In of Checked Out Versions

I. Global test case information		
<i>test case id:</i>	T10.3.1.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A document is checked out by a user. A check is made to confirm that the user can check in the document as a new version or not.	
<i>Req.-ID:</i>	10.3.9	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as user User1 • A simple sequential version numbering that increments the version number by 1 is defined • Document9 (CS01/001/001/009) version 1 and Document8 (CS01/001/001/008) version 1 are checked out by User1 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check in the document Document9 (CS01/001/001/009) .	The ERMS offers the user two options: <ul style="list-style-type: none"> • Check in Document9 (CS01/001/001/009) as a new version • Check in Document9 (CS01/001/001/009) as no new version
2.	Choose the option to check in Document9 as a new version.	The check in is completed and Document9(CS01/001/001/009) is checked in as a new version with version number 2.
3.	Check in the document Document8 (CS01/001/001/008) .	The ERMS offers the user two options: <ul style="list-style-type: none"> • Check in Document8 (CS01/001/001/008) as new version • Check in Document8 (CS01/001/001/008) as no new version
4.	Choose the option to check in Document8 as no new version.	The check in is completed and Document8 (CS01/001/001/008) is checked in as version 1.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user to check in a document that he has checked out giving him the option of checking it in as a new version or not. 		
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

T10.3.1.6 Incrementing the Version Number of a Document

I. Global test case information		
<i>test case id:</i>	T10.3.1.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS automatically increments the document version number when a document is checked in as a new version.	
<i>Req.-ID:</i>	10.3.20	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as User1 • A simple sequential version numbering has been configured at configuration time • Document5 (CS01/001/001/005) version 1 exists in the ERMS and is checked out by User1 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check in Document5 (CS01/001/001/005) in the ERMS as a new version.	The document is checked in as new version Document5 (CS01/001/001/005) .
2.	Check the version number of Document5 (CS01/001/001/005) .	The latest version number of Document5 (CS01/001/001/005) is 2.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS automatically increments the document version number when a document is checked in as a new version. 		
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

T10.3.1.7 Textual Explanation of Changes

I. Global test case information		
<i>test case id:</i>	T10.3.1.7	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS allows a user to enter (optionally) in a document textual explanations of all the changes made while the document was checked out.	
<i>Req.-ID:</i>	10.3.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Document6 (CS01/001/001/006) is checked out by User1 and changes are made in this document • Logged in as User1 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check in the document Document6 (CS01/001/001/006) .	The ERMS provides the option to enter textual explanations of changes.
2.	Enter "Testing purposes" as an explanation and finish the check in process.	The check in process is finished and the document Document6 (CS01/001/001/006) is checked in. "Testing purposes" is stored as the explanation.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows users to enter (optionally) explanations of changes made while the document was checked 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

T10.3.1.8 Cancellation of a Check Out

I. Global test case information		
<i>test case id:</i>	T10.3.1.8	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A document is checked out. A check is made to confirm whether an administrative role is allowed to cancel the check out.	
<i>Req.-ID:</i>	10.3.13	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as role CentralAdministrator • Document7 (CS01/001/001/007) is checked out 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Cancel the check out of Document7 (CS01/001/001/007) .	The check out of Document7 (CS01/001/001/007) is cancelled.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to cancel a 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

T10.3.1.9 Check in of Cancelled Versions

I. Global test case information		
<i>test case id:</i>	T10.3.1.9	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A document has been checked out by a user and the check out has been cancelled. A check is made to confirm whether a user can check in a version of this document as the same document.	
<i>Req.-ID:</i>	10.3.14	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created. • Logged in as role Reviewer • Document7 (CS01/001/001/007) has been checked out • The check out of Document7 (CS01/001/001/007) has been cancelled (see test case T10.3.1.8) 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to check in a version of Document7 (CS01/001/001/007) as the same document.	The ERMS denies the check in of document Document7 (CS01/001/001/007) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS does not allow a user to check in a version of a document whose check out was cancelled as the same document. 		
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

T10.3.2 Capture and Declaration of Documents

Abstract: The following chapter focuses on testing the capture and declaration of documents in the ERMS.

T10.3.2.1 Capture and declaration in one process

I. Global test case information		
<i>test case id:</i>	T10.3.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	Test whether the ERMS allows an administrative user to capture an electronic document and declare it as a record later or to capture and declare an electronic document as a record in one process.	
<i>Req.-ID:</i>	10.3.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture the electronic document Document12 (CS01/001/003/001) .	The electronic document Document12 (CS01/001/003/001) is captured.
2.	Store the electronic document Document12 (CS01/001/003/001) in the file Controlling (CS01/001/003) and finish the capture process.	The capture process is finished and the electronic document Document12 (CS01/001/003/001) is stored in the file Controlling (CS01/001/003) .
3.	Capture the electronic document Document10 (CS01/001/001/010) .	The electronic document Document10 is captured.
4.	Declare the electronic document Document10 as the record Record1 (CS01/001/001/011) and finish the capture process.	The capture process is finished and the electronic document Document10 is declared as the record Record1 (CS01/001/001/011) .
5.	Log off as user in the role Reviewer .	User in the role Reviewer is logged off.
6.	Log in as user in the role Reviewer .	User in the role Reviewer is logged in.
7.	Access the file Controlling (CS01/001/003) .	The file Controlling (CS01/001/003) is accessed.
8.	Declare the electronic document Document12 (CS01/001/003/001) as Record3 (CS01/001/003/002) in the file Controlling (CS01/001/003) .	The electronic document Document12 (CS01/001/003/001) is declared as Record3 (CS01/001/003/002) in the file Controlling (CS01/001/003) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user to capture an electronic record and declare it as a record in one process. • The ERMS allows a user to capture an electronic record and declare it later as a record. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
	<input type="checkbox"/> passed	
	<input type="checkbox"/> failed	
<i>remarks</i>		<i>tester</i>
		_____ date, signature



T10.3.2.2 Capture of a Document from within the EDMS

I. Global test case information		
<i>test case id:</i>	T10.3.2.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	A check is made to ensure that a user can capture a document from within the EDMS.	
<i>Req.-ID:</i>	10.3.16	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as role Reviewer 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Capture the document Document15 (CS01/001/003/007) as the record Record4 from within the EDMS.	The document Document15 (CS01/001/003/007) is captured as the record Record4 (CS01/001/003/004) in the ERMS from within the EDMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • A user is able to capture a document from within the EDMS as a record in the ERMS. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.3.2.3 Multiple Versions of a Document (I)

I. Global test case information		
<i>test case id:</i>	T10.3.2.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that the ERMS provides at configuration time the 4 options to store different versions of a document.	
<i>Req.-ID:</i>	10.3.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The option “the current, most recent, version” is configured as the default option when capturing a multi version document Logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the configuration options for the storage of different versions of documents.	The ERMS provides the following options for the storage of different versions of documents: <ul style="list-style-type: none"> the current, most recent, version one version that is specified by the user all versions stored, held as a single record all versions stored, held as separate but linked records.
2.	Select the first option as default option.	The first option is stored as default option.
<i>c. postcondition(s)</i>		
The ERMS provides at configuration time the following options to capture multiple versions of documents as a record: <ul style="list-style-type: none"> the current, most recent version one version that is specified by the user all versions stored, held as a single record all versions stored, held as separate but linked 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

T10.3.2.4 Multiple Versions of a Document (II)

I. Global test case information		
<i>test case id:</i>	T10.3.2.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	Capture a document with multiple versions; The ERMS provides the 4 options to capture the document, one of which is set as the default option at configuration time. The user then selects an option other than the default option.	
<i>Req.-ID:</i>	10.3.18	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • The option “the current, most recent, version” is configured as the default option when capturing a multiple version of a document (see test case T10.3.2.3) • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture Document14 (CS01/001/003/005) version 1, Document14 version 2 and Document14 version 3.	The ERMS shows the default configuration: <ul style="list-style-type: none"> • the current, most recent, version Beside the default configuration the user has additional options: <ul style="list-style-type: none"> • one version that is specified by the user • all versions stored, held as a single record • all versions stored, held as separate but linked records.
2.	Select the option “One version that is specified by the user” and choose the document Document14 version 2.	The document Document14 version 2 is chosen.
3.	Finish the capture process in an appropriate way.	The document Document14 version 2 is captured as the record Record5 (CS01/001/003/006).
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS provides the right options to capture multiple versioned documents as a record. • The ERMS captures one version specified by the user as a record. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature



T10.3.3 Configuration of Document Version Storage

Abstract: This chapter focuses on testing the configuration possibilities for document version storage.

T10.3.3.1 Configuration of a Default for the Storage of Document Versions

I. Global test case information		
<i>test case id:</i>	T10.3.3.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	An administrative role configures as default option that all versions of all documents are stored in a class or file within the classification scheme.	
<i>Req.-ID:</i>	10.3.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Configuration time or any time • TestClassificationScheme2 is created • Logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Select the configuration options for the storage of different versions of documents of the class Accounting (CS02/001/004) and define the option: <ul style="list-style-type: none"> • all versions of all documents are stored in the class Accounting (CS02/001/004) as default. 	The option is defined as default.
2.	Select the configuration options for the storage of different versions of documents of the file Longterm Planning (CS02/001/002/001) and define the option: <ul style="list-style-type: none"> • all versions of all documents are stored in the file Longterm Planning (CS02/001/002/001) as default. 	The option is defined as default.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows configuring a default for document version storage for a class and file at configuration time. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.3.3.2 Storage of All Document Versions

I. Global test case information		
<i>test case id:</i>	T10.3.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A test user role stores different version of two documents in the ERMS. A default is already defined.	
<i>Req.-ID:</i>	10.3.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Default configuration: All versions are stored in the file Longterm Planning (CS02/001/002/001) (see test case 10.3.3.1) • Default configuration: All versions are stored in the class Accounting (CS02/001/004) (see test case 10.3.3.1) • Logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Store the documents Document1 (CS02/001/002/001/001) and Document2 (CS02/001/002/001/002) and confirm the default option: <ul style="list-style-type: none"> • all versions are stored in the file Longterm Planning (CS02/001/002/001) 	All versions of Document1 and Document2 are stored in the file Longterm Planning (CS02/001/002/001) .
2.	Store the documents Document11 (CS02/001/004/001) and Document12 (CS02/001/005/001) and confirm the default option: <ul style="list-style-type: none"> • all versions are stored in the class Accounting (CS02/001/004) 	All versions of Document11 and Document12 are stored in the class Accounting (CS02/001/004) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables a user role to store all versions of a document in a file or class by confirming the default option. 		
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

T10.3.3.3 Storage of the Most Recent Version of Each Document

I. Global test case information		
<i>test case id:</i>	T10.3.3.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A test user role stores different versions of two documents in the ERMS. A default is already defined. The ERMS just stores the most recent version of each document.	
<i>Req.-ID:</i>	10.3.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Default configuration: Just the most recent version is stored in the file Shortterm Planning (CS02/001/002/002) • Default configuration: Just the most recent version is stored in the class Personal (CS02/001/005) • logged in as role CentralAdministrator • Document3 (CS02/001/002/002/001) has two versions; version 2 is the most recent version • Document4 (CS02/001/002/002/002) has two versions; version 3 is the most recent version • Document12 (CS02/001/005/001) has two versions; version 2 is the most recent version • Document13 (CS02/001/005/002) has two versions; version 3 is the most recent version 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Store the document Document3 (CS02/001/002/002/001) and Document4 (CS02/001/002/002/002) and confirm the default option: <ul style="list-style-type: none"> • Just the most recent version is stored in the file Shortterm Planning (CS02/001/002/002) 	Version 2 of document Document3 and version 3 of Document4 are stored in the file Shortterm Planning (CS02/001/002/002) .
2.	Store the documents Document12 (CS02/001/005/001) and Document13 (CS02/001/005/002) and confirm the default option: <ul style="list-style-type: none"> • Just the most recent version is stored in the class Personal (CS02/001/005) 	Version 2 of the documents Document12 and version 3 of Document13 are stored in the class Personal (CS02/001/005) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables a user role to store just the most recent version of each document in a file or class by confirming the default option. 		
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



T10.3.3.4 Storage of a Number of Versions of Each Document

I. Global test case information		
<i>test case id:</i>	T10.3.3.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	An administrative role configures as default option that a number of versions of each document is stored in a class or file within the classification scheme. For testing purposes a file as storage is used.	
<i>Req.-ID:</i>	10.3.22	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Default configuration: 2 versions of each document are stored in the file Strategic Planning (CS02/001/002/003) • Logged in as role CentralAdministrator • Document5 (CS02/001/002/003/001) has three versions • Document6 (CS02/001/002/003/002) has four versions • Document14 (CS02/001/006/001) has four versions • Document15 (CS02/001/006/002) has four versions 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Store the documents Document5 (CS02/001/002/003/001) and Document6 (CS02/001/002/003/001) and confirm the default option: <ul style="list-style-type: none"> • 2 versions of each document are stored in the file Shortterm Planning (CS02/001/002/002) 	Two versions of Document5 (CS02/001/002/003/001) and two versions of Document6 (CS02/001/002/003/002) are stored in the file Shortterm Planning (CS02/001/002/002) .
2.	Store the document Document14 (CS02/001/006/001) and Document15 (CS02/001/006/002) and confirm the default option: <ul style="list-style-type: none"> • 2 versions of each document is stored in the class Marketing (CS02/001/006) 	Two versions of Document14 (CS02/001/006/001) and two versions of Document15 (CS02/001/006/002) are stored in the class Marketing (CS02/001/006) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables a user role to store a number of versions of each document in a file or a class by confirming the default. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature

T10.3.3.5 Overriding the Default

I. Global test case information		
<i>test case id:</i>	T10.3.3.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Ensure that a test user role can override the default to store more versions of a document in the ERMS even if a default is already defined.	
<i>Req.-ID:</i>	10.3.23	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • The TestClassificationScheme2 is created • Default configuration: 2 versions of each document are stored in the file Marketing Planning (CS02/001/002/004) • Logged in as role Reviewer • Document7 (CS02/001/002/004/001) has three versions • Document8 (CS02/001/002/004/002) has four versions 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Store the document Document7 (CS02/001/002/004/001) and override the default option with the new option: <ul style="list-style-type: none"> • 3 versions of each document are stored in the file Marketing Planning (CS02/001/002/004) 	Three versions of Document7 are stored in the file Marketing Planning (CS02/001/002/004) .
2.	Store the document Document8 (CS02/001/002/004/002) and do not override the default option.	Two versions of Document8 are stored in the file Marketing Planning (CS02/001/002/004) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables a user role to override the default value for the number of versions of a document to be stored for that document. 		
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

T10.3.3.6 Managing Different Versions as a Single Entity

I. Global test case information		
<i>test case id:</i>	T10.3.3.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	The ERMS supports EDMS functionality. A check is made to confirm that the ERMS is capable of managing different versions of an electronic document as a single entity.	
<i>Req.-ID:</i>	10.3.29	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created. • Logged in as role Reviewer • Document9 (CS02/001/002/004/003) version 1 is established • Document9 (CS02/001/002/004/003) is checked out and was changed • At configuration time the option "all versions stored, held as a single record" has been selected for dealing with multiple versions of a document 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Check in Document9 (CS02/001/002/004/003) .	A new version of Document9 (CS02/001/002/004/003) is checked in.
2.	Check whether the different versions of Document9 (CS02/001/002/004/003) are managed as a single entity.	The different versions of Document9 (CS02/001/002/004/003) are managed as a single entity.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS is capable of managing different versions of an electronic document as a single 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

T10.3.4 Numbering Scheme for Document Versions

Abstract: Here, the test focus lies on the version numbering scheme for documents. Furthermore, clear and instant showing of the version number for documents when they are retrieved or searched in the ERMS will be tested.

T10.3.4.1 Version Numbering

I. Global test case information		
<i>test case id:</i>	T10.3.4.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS allows the configuration of the version numbering scheme allowing at least the following options: <ul style="list-style-type: none"> • simple sequential version numbering; • major and minor version numbering. 	
<i>Req.-ID:</i>	10.3.21	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Configuration time • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Configure the version numbering scheme.	The ERMS provides at least the following options: <ul style="list-style-type: none"> • Simple sequential version numbering (e.g. of the form 1, 2, 3,...) • Major and minor version numbering (User will be able to decide whether to increment the major or the minor version. If user increments the major version the minor version automatically will be reset to 0)
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows configuring the version numbering scheme both as simple sequential version numbering or a major and minor version numbering. 		
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

T10.3.4.2 Retrieval of and Search for a Document

I. Global test case information		
<i>test case id:</i>	T10.3.4.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A document and different versions of it are stored in a file. A check is made to ensure that the ERMS allows user roles to search for and retrieve this document and that in both cases the version number of the document is clearly visible.	
<i>Req.-ID:</i>	10.3.19	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • The document Document10 (CS02/001/002/005/001) has two versions and is stored in a file • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Retrieve the document Document10 (CS02/001/002/005/001) .	The ERMS shows all versions of the document Document10 (CS02/001/002/005/001) . The version number of each document is visible.
2.	Search for the document with the title "Document10".	The ERMS shows at least all versions of the document Document10 (CS02/001/002/005/001) . The version number of each document is visible.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS clearly shows the version number of a document when it is retrieved or searched for. 		
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

T10.3.5 Metadata

Abstract: This chapter focuses on special metadata issues.

T10.3.5.1 Insertion of Metadata Values

I. Global test case information		
<i>test case id:</i>	T10.3.5.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	A user captures a record. A check is made to ensure that the user can insert metadata elements.	
<i>Req.-ID:</i>	10.3.24	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme2 is created • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture Document_a (D01) as Record1 in the class Controlling (CS02/001/003) .	The capture process is started.
2.	Enter "Test procedure" as value for the title and finish the capture process.	The title is changed to "Test procedure" and Document_a (D01) is stored as the record Test procedure (CS02/001/003/001) in the class Controlling (CS02/001/003) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user to enter metadata values for a record at the time of capture. 		
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



T10.3.5.2 Accordance with the Metadata Standard

I. Global test case information		
<i>test case id:</i>	T10.3.5.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	Ensure that any metadata that is captured is in accordance with the MoReq2 metadata model.	
<i>Req.-ID:</i>	10.3.25	
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 find out if any metadata that is captured is managed in accordance with the MoReq2 standard.	The user documentation tells that any metadata that is captured is managed in accordance with the MoReq2 standard.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The user documentation tells that any metadata that is captured is managed in accordance with the MoReq2 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

T10.3.5.3 Conflicts in the Metadata

I. Global test case information		
<i>test case id:</i>	T10.3.5.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	The ERMS captures a document from an external document-generating system. Ensure that the ERMS alerts the user if there is any conflict in the metadata between the ERMS and the document-generating system.	
<i>Req.-ID:</i>	10.3.27	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role Reviewer The ERMS is configured to store all dates in a specified format (e.g. dd/mm/yyyy) 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Capture a document from an external document-generating system that stores its date in a format different to the format specified in the ERMS (e.g. yyyy/mm/dd).	The ERMS notifies the user that there is a conflict in the metadata between the ERMS and the document-generating system.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS alerts the user if there is any conflict in the metadata between the ERMS and the document-generating 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



T10.3.5.4 Mapping of Metadata Elements from EDMS to ERMS

I. Global test case information		
<i>test case id:</i>	T10.3.5.4	
<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 be testable.	
<i>Req.-ID:</i>	10.3.26	
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



T10.3.6 Management of Documents and Records in an ERMS

Abstract: Here, general issues of managing documents and records within the ERMS will be tested.

T10.3.6.1 Clear Indication

I. Global test case information		
<i>test case id:</i>	T10.3.6.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	The ERMS manages both documents and records within the same classification scheme. The ERMS clearly indicates which items are documents and which items are records. Please note that MoReq2 does not state how this is achieved.	
<i>Req.-ID:</i>	10.3.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created • Logged in as role Reviewer • The ERMS manages both records and documents within TestClassificationScheme3 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Access the class Strategy (CS03/001/002) .	The class Strategy (CS03/001/002) is accessed. The ERMS clearly indicates that the class Strategy includes the record Record1 (CS03/001/002/002) and clearly indicates that Record1 is a record.
2.	Access the file Marketing (CS03/001/001) .	The file Marketing (CS03/001/001) is accessed. The ERMS clearly indicates that the file Marketing includes the document Document1 (CS03/001/001/001) and clearly indicates that Document1 is a document.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • Where the ERMS manages both records and documents within a classification scheme, the ERMS clearly indicates which items on the classification scheme are documents and which are 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

T10.3.6.2 Declaration of Documents in a Specified Class or File

I. Global test case information		
<i>test case id:</i>	T10.3.6.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	The ERMS manages both documents and records within the same classification scheme. Ensure that the ERMS allows a user role to declare all documents in a specified class or file as records.	
<i>Req.-ID:</i>	10.3.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created • The ERMS manages documents and records within TestClassificationScheme3 • Logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Declare all documents in the class Controlling (CS03/001/003) as records.	The document Document3 is declared as the record Record2 (CS03/001/003/002) and the document Document4 is declared as the record Record3 (CS03/001/003/004) in the class Controlling (CS03/001/003) .
2.	Declare all documents in the file EMEA (CS03/002/001) as records.	The document Document23 is declared as the record Record13 (CS03/002/001/002) and the document Document24 is declared as the record Record14 (CS03/002/001/004) in the file EMEA (CS03/002/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user role to declare all documents in a specified class or file as 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



T10.3.6.3 Deletion of Documents in a Specified Class or File

Please note: Moreq2 does not state how the deletion is carried out. The following test case is designed as a manual deletion. An automatic deletion may be configurable, too. Please ask your vendor for your options.

I. Global test case information		
<i>test case id:</i>	T10.3.6.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	The ERMS manages both documents and records within the same classification scheme. The ERMS allows a user role to delete all documents in a specified class or file, leaving only the records.	
<i>Req.-ID:</i>	10.3.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created • The ERMS manages documents and records within TestClassificationScheme3 • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Mark all documents of the class Planning (CS03/001/004) .	The documents Document5 (CS03/001/004/001) , Document6 (CS03/001/004/002) , Document7 (CS03/001/004/003) are marked.
2.	Delete all marked documents.	The documents Document5, Document6, Document7 are deleted. Only the records remain.
3.	Mark all documents of the file India (CS03/002/002) .	The documents Document8 (CS03/002/002/001) , Document9 (CS03/002/002/002) , Document10 (CS03/002/002/003) are marked.
4.	Delete all marked documents.	The documents Document8, Document9, Document10 are deleted. Only the records remain.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows the deletion of all documents in a specified class or file, leaving only the 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



T10.3.6.4 Deletion of Documents in a Class or File that are Older than a Specified Period of Time

Please note: Moreq2 does not state how the deletion is carried out. The following test case is designed as a manual deletion. An automatic deletion may be configurable, too. Please ask your vendor for your options.

I. Global test case information		
<i>test case id:</i>	T10.3.6.4	
<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 manages both documents and records within the same classification scheme. The ERMS allows a user role to delete the documents in a class or file, which are older than a specified period of time, e.g. a week or three years.	
<i>Req.-ID:</i>	10.3.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created • The ERMS manages documents and records within TestClassificationScheme3 • The documents Document11 (CS03/002/003/001) and Document12 (CS03/002/003/002) are older than a specified period of time (e.g. a week or three years) • The documents Document14 (CS03/001/005/001) and Document15 (CS03/001/005/002) are older than a specified period of time (e.g. one week or three years) • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Mark all documents that are older than a specified period of time (e.g. one week or three years) in the class Personal (CS03/001/005) .	The documents Document14 (CS03/001/005/001) and Document15 (CS03/001/005/002) are marked.
2.	Delete all marked documents.	The documents Document14 and Document15 are deleted.
3.	Mark all documents that are older than a specified period of time (e.g. a week or three years) in the file Africa (CS03/002/003) .	The documents Document11 (CS03/002/003/001) and Document12 (CS03/002/003/002) are marked.
4.	Delete all marked documents.	The documents Document11 and Document12 are deleted.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows the deletion of documents in a class or file, which are older than 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

T10.3.6.5 Export of a Class that Includes Documents

I. Global test case information		
<i>test case id:</i>	T10.3.6.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	The ERMS manages both documents and records within the same classification scheme. The ERMS notifies an administrative role if documents exist within a class being exported and provides the options to delete the documents, capture them as records or export them with the records.	
<i>Req.-ID:</i>	10.3.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme3 is created • The ERMS manages documents and records within TestClassificationScheme3 • Logged in as role Reviewer 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Export the class Accounting (CS03/001/006) .	The class Accounting (CS03/001/006) is selected and the export process starts
2.	Log off user in the role Reviewer .	User in the role Reviewer is logged off.
3.	Log in user in the role CentralAdministrator .	User in the role CentralAdministrator is logged in.
4.	Check whether there is a notification about the export of the class Accounting (CS03/001/006) .	The ERMS notifies the administrative role that documents exist within the class Accounting (CS03/001/006) providing the following options: <ul style="list-style-type: none"> • enable the documents to be deleted; • capture them as records; • export them with the records.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS notifies an administrative role if documents exist within a class being exported and provides options as mentioned above 		
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

T10.3.6.6 Export of a File that Includes Documents

I. Global test case information		
<i>test case id:</i>	T10.3.6.6	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
<i>test case description:</i>	The ERMS manages both documents and records within the same classification scheme. The ERMS notifies an administrative role if documents exist within a file being exported and provides the options to delete the documents, capture them as records or export them with the records.	
<i>Req.-ID:</i>	10.3.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS manages documents and records within TestClassificationScheme3 TestClassificationScheme3 is created The documents Document20 (CS03/002/004/001), Document21 (CS03/002/004/002), Document22 (CS03/002/004/003) and the record Record12 (CS03/002/004/004) are already captured in file Asia (CS03/002/004) Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export file Asia (CS03/002/004) .	File Asia (CS03/002/004) is selected and the export process starts.
2.	Log off user in the role Reviewer .	User in the role Reviewer is logged off.
3.	Log in as CentralAdministrator .	User in the role CentralAdministrator is logged in.
4.	Check whether there is any notification about the export of Asia (002/004) .	The ERMS notified the administrative role that documents exist within the file Asia (002/004) providing the following options: <ul style="list-style-type: none"> enable the documents to be deleted; capture them as records; export them with the records.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS notifies an administrative role if documents exist within a file being exported and provides options as mentioned above. 		
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	

T10.3.7 Restricted Viewing of Document Versions

Abstract: This chapter focuses on restricting users the viewing of document versions.

T10.3.7.1 Latest Version of a Document

I. Global test case information		
<i>test case id:</i>	T10.3.7.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS enables an administrative role to restrict users to viewing only the latest version of a document.	
<i>Req.-ID:</i>	10.3.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created • The document Document1 (CS04/001/001/001) in the file Marketing (CS04/001/001) has more than one version • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Restrict User2 to viewing only the latest version of a document.	Restriction is set.
2.	Log out.	CentralAdministrator is logged out.
3.	Log in as User2 .	User2 is logged in
4.	Access file Marketing (CS04/001/001) .	File Marketing (CS04/001/001) is accessed.
5.	Open the latest version of the document Document1 (CS04/001/001/001) in the file Marketing (CS04/001/001) .	The latest version of the document Document1 (CS04/001/001/001) is opened.
6.	Attempt to open another version of the document Document1 (CS04/001/001/001) .	The ERMS denies opening of another version of the document Document1 (CS04/001/001/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows an administrative role to restrict users to viewing only the latest version of a document. 		
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



T10.3.7.2 Selected Versions of a Document

I. Global test case information		
<i>test case id:</i>	T10.3.7.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS enables an administrative role to restrict users to viewing selected versions of a document.	
<i>Req.-ID:</i>	10.3.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created • The document Document2 (CS04/001/002/001) in file Controlling (CS04/001/002) has more than one version. • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Restrict User3 to viewing only version1 and version2 of a document.	The restriction is set.
2.	Log out.	User in the role of CentralAdministrator is logged out.
3.	Log in as User3 .	User3 is logged in.
4.	Open version1 and version2 of Document2 (CS04/001/002/001) in the file Controlling (CS04/001/002) .	Version1 and version2 of the document Document2 (CS04/001/002/001) is opened.
5.	Attempt to view another version of the document Document2 (CS04/001/002/001) .	The ERMS denies opening another version of the document Document2 (CS04/001/002/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables an administrative role to restrict users to viewing selected versions of a document. 		
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



T10.3.7.3 All Versions of a Document

I. Global test case information		
<i>test case id:</i>	T10.3.7.3	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	The ERMS enables an administrative role to restrict users to viewing all versions of a document.	
<i>Req.-ID:</i>	10.3.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created • There are more than two versions of Document3 (CS04/001/003/001) within the file Personal (CS04/001/003) • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Allow User3 to viewing all versions of a document.	The settings are assigned to User3 .
2.	Log off.	User in the role of CentralAdministrator is logged off.
3.	Log in as User3 .	User3 is logged in.
4.	Access file Personal (CS04/001/003) .	File Personal (CS04/001/003) is accessed.
5.	Open all versions of Document3 in the file Personal (CS04/001/003) .	All version of Document3 are open.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables an administrative role to restrict users to viewing all versions of a document. 		
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

T10.3.7.4 Versions that have been Captured as Records

I. Global test case information		
<i>test case id:</i>	T10.3.7.4	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Test whether the ERMS enables an administrative role to restrict users to viewing versions of a document that have been captured as records.	
<i>Req.-ID:</i>	10.3.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created • The document Document4 (CS04/001/004/001) in the file Locations (CS04/001/004) has more than one version; version1 and version2 are already captured as records • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Restrict User4 to viewing only a version of a document that has been captured as record.	The restriction is set.
2.	Log off.	User in the role of CentralAdministrator is logged off.
3.	Log in as User4 .	User4 is logged in.
4.	Access Locations (CS04/001/004) .	File Locations (CS04/001/004) is accessed.
5.	Open version1 and version2 of the document Document4 (CS04/001/004/001) in Locations (CS04/001/004) .	Version1 and version2 of the document Document4 (CS04/001/004/001) are open.
6.	Attempt to open another version of the document Document4 (CS04/001/004/001) (that has not been recorded).	The ERMS denies opening of another version of the document Document4 (CS04/001/004/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables an administrative role to restrict users to viewing versions of a document that have been captured as 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

T10.3.7.5 Configuration Time

I. Global test case information		
<i>test case id:</i>	T10.3.7.5	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	Check the options to restrict users to viewing specific versions of a document at configuration time or later. The ERMS provides such a option.	
<i>Req.-ID:</i>	10.3.30	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Configuration time or later • logged in as role CentralAdministrator 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the options to restrict users to viewing: <ul style="list-style-type: none"> - only the latest version of a document; - selected versions of a document; - any version of a document; - versions that have been captured or registered as records. 	Options are given.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS enables an administrator to set viewing restrictions for a document at configuration time. 		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>Remarks</i>		<i>tester</i>
		_____ date, signature



T10.3.8 User Workspaces

Abstract: The following chapter focuses testing the topic of user workspaces within the ERMS.

T10.3.8.1 Personal workspace for documents

I. Global test case information		
<i>test case id:</i>	T10.3.8.1	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not Testable	
<i>test case description:</i>	Ensure that it is possible to create a user workspace for documents.	
<i>Req.-ID:</i>	10.3.31	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Logged in as role CentralAdministrator • Personal workspace for users has been created 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Create within the ERMS a user personal workspace for documents.	Workspace is created.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows the creation of a user workspace for documents. 		
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

T10.3.8.2 Limitation of the Personal Workspace Size

I. Global test case information		
<i>test case id:</i>	T10.3.8.2	
<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 supports personal workspace. A check is made to confirm that an administrative role is able to restrict the size of the personal workspace on a per user basis.	
<i>Req.-ID:</i>	10.3.32	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports personal workspace (see test case T10.3.8.1) Logged in as role CentralAdministrator 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Restrict the size of a personal workspace on a per user basis, e.g. 10 Gigabyte per user.	The personal workspace is restricted on a per user basis.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> Where the ERMS supports personal workspace an administrative role is able to restrict the size of the personal workspace on a per user basis. 		
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



T10.3.8.3 Access Restriction to the Personal Workspace

I. Global test case information		
<i>test case id:</i>	T10.3.8.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional
<i>test case description:</i>	A user has a personal workspace. A check is made to confirm that other users cannot access this workspace.	
<i>Req.-ID:</i>	10.3.33	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> The ERMS supports personal workspace User3 is owner of a personal workspace Logged in as role User2 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Attempt to access the personal workspace of User3 .	The ERMS denies access to the personal workspace of User3 .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS restricts the access of a personal workspace to the owner of the personal workspace. 		
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

T10.3.9 Electronic Documents

Abstract: Here, general issues in connection with electronic documents will be tested.

T10.3.9.1 Creation of Documents by Copying the Content of Records

I. Global test case information		
<i>test case id:</i>	T10.3.9.1	
<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 user opens a record and copies the contents of a record in order to create a new and separate electronic document, while retaining the original record.	
<i>Req.-ID:</i>	10.3.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created • Record1 (CS04/001/006/002) has the retention schedule RDS_Test01 (RDS01) • Logged in as role Reviewer 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Copy the content of Record1 (CS04/001/006/002) and create a new document with this content.	The content is copied and a new and separate document is created.
2.	Check whether Record1 (CS04/001/006/002) still exists.	Record1 (CS04/001/006/002) still exists.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS allows a user to copy the contents of a record in order to create a new and separate electronic document, while retaining the original record. • The original record still exists. 		
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



T10.3.10 Others

Abstract: Issues that do not match one of the previous chapters are summarised in this chapter.

T10.3.10.1 Integration of New EDMS Versions

I. Global test case information		
<i>test case id:</i>	T10.3.10.1	
<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 be testable.	
<i>Req.-ID:</i>	10.3.28	
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



T10.3.10.2 Access control mechanism

I. Global test case information		
<i>test case id:</i>	T10.3.10.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Optional
<i>test case description:</i>	It is checked if the ERMS is able to manage electronic documents and records within the same classification scheme, using the same access control mechanisms.	
<i>Req.-ID:</i>	10.3.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme4 is created • Logged in as role Reviewer • Users of the role Reviewer can access Record2 (CS04/001/007/003) and Document7 (CS04/001/007/001) but have no access rights to Record3 (CS04/001/007/004) or Document8 (CS04/001/007/002) 		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>check/ expected result</i>
1.	Access Record2 (CS04/001/007/003) .	Record2 (CS04/001/007/003) is accessed.
2.	Attempt to access Record3 (CS04/001/007/004) .	The ERMS denies access to Record3 (CS04/001/007/004) .
3.	Access Document7 (CS04/001/007/001) .	Document7 (CS04/001/007/001) is accessed.
4.	Attempt to access Document8 (CS04/001/007/002) .	The ERMS denies access to Document8(CS04/001/007/002) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS is able to manage electronic documents and records in the context of the same classification scheme using the same access control mechanisms. 		
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	



T10.3.10.3 Declaration of a Document from within the EDMS

I. Global test case information		
<i>test case id:</i>	T10.3.10.3	
<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>	10.3.17	
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

T10.3.10.4 Automatic Passing of Documents to the ERMS Declaration Process

I. Global test case information		
<i>test case id:</i>	T10.3.10.4	
<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 user documentation is checked if the EDMS is able to pass automatically electronic records arising in the course of business to the ERMS for automatic capture as records.	
<i>Req.-ID:</i>	10.3.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> An EDMS is part of the ERMS or is tightly integrated with the ERMS User documentation is available 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the user documentation to find out if the EDMS is able to pass automatically electronic records arising in the course of business to the ERMS for automatic capture as records.	The user documentation tells that the EDMS is able to pass automatically electronic records arising in the course of business to the ERMS for automatic capture as records.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The user documentation tells that the EDMS is able to pass automatically electronic records arising in the course of business to the ERMS for automatic capture as 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