

# Test Module10.3

## Document Management and Collaborative Working

### Test Data Repository

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## INTRODUCTION

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

Each of these documents has the same general structuring:

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

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

| Example                   | Explanation   |
|---------------------------|---|
| Class Corporate Direction | The item is a precondition for the test case. It has to be created before executing the test cases of the sub-chapters. |
| Class Corporate Direction | The item will be created within a test case.  |



|                                   |  |
|-----------------------------------|--|
| [ Class] [Corporate<br>Direction] | The item will be deleted, reclassified, relocated when the test cases of the sub chapter are being executed. |
|-----------------------------------|--|

## ON CHAPTER T10.3 - DOCUMENT MANAGEMENT AND COLLABORATIVE WORKING

### 3.1 Agents & Access Controls

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

#### 3.1.1 Agents (Users, User Groups and User Roles)

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

##### 3.1.1.1 Users

| M163                       | M167              | M189                      | M171                  | M166              | M165                  | M169              | M170         |
|----------------------------|-------------------|---------------------------|-----------------------|-------------------|-----------------------|-------------------|--------------|
| Identity.system_identifier | Description.title | Description.email.address | Relation.entity_agent | Relation.has_role | Relation.is_member_of | Use.administrator | Use.inactive |
| <U01>                      | CA_username       |                           |                       | <R01>             |                       | YES               | <Active>     |
| <U02>                      | User3             |                           |                       | <R02>             |                       | NO                | <Active>     |
| <U03>                      | User4             |                           |                       | <R02>             |                       | NO                | <Active>     |
| <U04>                      | User1             |                           |                       | <R02>             |                       | NO                | <Active>     |
| <U05>                      | User2             |                           |                       | <R02>             |                       | NO                | <Active>     |

##### 3.1.1.2 User roles

| M163 | M167 | M168 | M171 | Remarks and comments |
|------|------|------|------|----------------------|
|------|------|------|------|----------------------|

| Identity.system_identifier | Description.title    | Relation.has_user          | Relation.entity_agent  |  |
|----------------------------|----------------------|----------------------------|------------------------|--|
| <R01>                      | CentralAdministrator | <U01>                      |                        |  |
| <R02>                      | Reviewer             | <U02>, <U03>, <U04>, <U05> | <EA01>, <EA02>, <EA03> |  |

### 3.1.1.3 User groups

The values to be used for testing are arbitrary.

## 3.1.2 Access controls

### 3.1.2.1 Access permissions of user roles to functions

No access permissions required.

### 3.1.2.2 Entity/Agents

| M175                       | M177                      | M176                       | M180                  | M181                | M179                  |
|----------------------------|---------------------------|----------------------------|-----------------------|---------------------|-----------------------|
| Identity.system_identifier | Relation.applies_to_agent | Relation.applies_to_entity | Use.rights.permission | Use.rights.end_date | Use.rights.start_date |
| <EA01>                     | <R02>                     | <CS01/001/001/002>         | NO                    |                     |                       |
| <EA02>                     | <R02>                     | <CS04/001/007/002>         | NO                    |                     |                       |
| <EA03>                     | <R02>                     | <CS04/001/007/004>         | NO                    |                     |                       |

## 3.2 Classification Scheme(s)

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

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

*Please note that:*

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

### 3.2.1 Metadata to the classification scheme

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

### 3.2.2 TestClassificationScheme1 – metadata of aggregations and records

| M012   |          | M003              | M124                        | M172                  |
|--|----------|-------------------|-----------------------------|-----------------------|
| Description.classification.fully-qualified_classification_code | Type     | Description.title | Use.offline.status_download | Relation.Entity_agent |
| <CS01/001>   | Class    | Business units    |                             |                       |
| <CS01/001/001>   | File     | Strategy          |                             |                       |
| <CS01/001/001/001>   | Document | Document1         | YES                         |                       |
| <CS01/001/001/002>   | Document | Document2         | NO                          | <EA01>                |
| <CS01/001/001/003>   | Document | Document3         | YES                         |                       |
| <CS01/001/001/004>   | Document | Document4         | YES                         |                       |
| <CS01/001/001/005>   | Document | Document5         | NO                          |                       |
| <CS01/001/001/006>   | Document | Document6         | NO                          |                       |
| <CS01/001/001/007>   | Document | Document7         | NO                          |                       |
| <CS01/001/001/008>   | Document | Document8         | NO                          |                       |
| <CS01/001/001/009>   | Document | Document9         | NO                          |                       |
| <CS01/001/001/010>   | Document | Document10        | NO                          |                       |
| <CS01/001/001/011>   | Record   | Record1           | NO                          |                       |
| <CS01/001/002>   | File     | Management        |                             |                       |
| <CS01/001/002/001>   | Volume   | Upper Management  |                             |                       |
| <CS01/001/002/001/001>   | Document | Document11        | YES                         |                       |
| <CS01/001/003>   | File     | Controlling       | NO                          |                       |
| <CS01/001/003/001>   | Document | Document12        | NO                          |                       |



| M012   |          | M003              | M124                        | M172                  |
|--|----------|-------------------|-----------------------------|-----------------------|
| Description.classification.fully-qualified_classification_code | Type     | Description.title | Use.offline.status_download | Relation.Entity_agent |
| <CS01/001/003/002>   | Record   | Record3           | NO                          |                       |
| <CS01/001/003/003>   | Document | Document13        |                             |                       |
| <CS01/001/003/004>   | Record   | Record4           |                             |                       |
| <CS01/001/003/005>   | Document | Document14        |                             |                       |
| <CS01/001/003/006>   | Record   | Record5           |                             |                       |
| <CS01/001/003/007>   | Document | Document15        |                             |                       |

### 3.2.3 TestClassificationScheme2 – metadata of aggregations and records

| M012   |          | M003              |
|--|----------|-------------------|
| Description.classification.fully-qualified_classification_code | Type     | Description.title |
| <CS02/001>   | Class    | Business units    |
| <CS02/001/001>   | Class    | Strategy          |
| <CS02/001/001/001>   | Document | Document1         |
| <CS02/001/002>   | Class    | Planning          |
| <CS02/001/002/001>   | File     | Longterm Planning |
| <CS02/001/002/001/001>   | Document | Document1         |
| <CS02/001/002/001/002>   | Document | Document2         |

| M012   |          | M003               |
|--|----------|--------------------|
| Description.classification.fully-qualified_classification_code | Type     | Description.title  |
| <CS02/001/002/002>   | File     | Shortterm Planning |
| <CS02/001/002/002/001>   | Document | Document3          |
| <CS02/001/002/002/002>   | Document | Document4          |
| <CS02/001/002/003>   | File     | Strategic Planning |
| <CS02/001/002/003/001>   | Document | Document5          |
| <CS02/001/002/003/002>   | Document | Document6          |
| <CS02/001/002/004>   | File     | Marketing Planning |
| <CS02/001/002/004/001>   | Document | Document7          |
| <CS02/001/002/004/002>   | Document | Document8          |
| <CS02/001/002/004/003>   | Document | Document9          |
| <CS02/001/002/005>   | File     | Personal Planning  |
| <CS02/001/002/005/001>   | Document | Document10         |
| <CS02/001/003>   | Class    | Controlling        |
| <CS02/001/003/001>   | Record   | Test procedure     |
| <CS02/001/004>   | Class    | Accounting         |
| <CS02/001/004/001>   | Document | Document11         |
| <CS02/001/005>   | Class    | Personal           |
| <CS02/001/005/001>   | Document | Document12         |
| <CS02/001/005/002>   | Document | Document13         |
| <CS02/001/006>   | Class    | Marketing          |

| M012   |          | M003              |
|--|----------|-------------------|
| Description.classification.fully-qualified_classification_code | Type     | Description.title |
| <CS02/001/006/001>   | Document | Document14        |
| <CS02/001/006/002>   | Document | Document15        |

### 3.2.4 TestClassificationScheme3 - metadata of aggregations and records

| M012   |            | M003              |
|--|------------|-------------------|
| Description.classification.fully-qualified_classification_code | Type       | Description.title |
| <CS03/001>   | Class      | Business units    |
| <CS03/001/001>   | Class      | Marketing         |
| <CS03/001/001/001>   | Document   | Document1         |
| <CS03/001/002>   | Class      | Strategy          |
| <CS03/001/002/001>   | Document   | Document2         |
| <CS03/001/002/002>   | Record     | Record1           |
| <CS03/001/003>   | Class      | Controlling       |
| <CS03/001/003/001>   | Document   | Document3         |
| <CS03/001/003/002>   | Record     | Record2           |
| <CS03/001/003/003>   | Document   | Document4         |
| <CS03/001/003/004>   | Record     | Record3           |
| <CS03/001/004>   | Class      | Planning          |
| <CS03/001/004/001>   | [Document] | [Document5]       |

| M012   |            | M003              |
|--|------------|-------------------|
| Description.classification.fully-qualified_classification_code | Type       | Description.title |
| <CS03/001/004/002>   | [Document] | [Document6]       |
| <CS03/001/004/003>   | [Document] | [Document7]       |
| <CS03/001/004/004>   | Record     | Record3           |
| <CS03/001/004/005>   | Record     | Record4           |
| <CS03/001/004/006>   | Record     | Record5           |
| <CS03/001/005>   | Class      | Personal          |
| <CS03/001/005/001>   | [Document] | [Document14]      |
| <CS03/001/005/002>   | [Document] | [Document15]      |
| <CS03/001/005/003>   | Document   | Document16        |
| <CS03/001/006>   | Class      | Accounting        |
| <CS03/001/006/001>   | Document   | Document17        |
| <CS03/001/006/002>   | Document   | Document18        |
| <CS03/001/006/003>   | Document   | Document19        |
| <CS03/001/006/004>   | Record     | Record6           |
| <CS03/002>   | Class      | Locations         |
| <CS03/002/001>   | File       | EMEA              |
| <CS03/002/001/001>   | Document   | Document23        |
| <CS03/002/001/002>   | Record     | Record13          |
| <CS03/002/001/003>   | Document   | Document24        |
| <CS03/002/001/004>   | Record     | Record14          |



| M012   |            | M003              |
|--|------------|-------------------|
| Description.classification.fully-qualified_classification_code | Type       | Description.title |
| <CS03/002/002>   | File       | India             |
| <CS03/002/002/001>   | [Document] | [Document8]       |
| <CS03/002/002/002>   | [Document] | [Document9]       |
| <CS03/002/002/003>   | [Document] | [Document10]      |
| <CS03/002/002/004>   | Record     | Record6           |
| <CS03/002/002/005>   | Record     | Record7           |
| <CS03/002/002/006>   | Record     | Record8           |
| <CS03/002/003>   | File       | Africa            |
| <CS03/002/003/001>   | [Document] | [Document11]      |
| <CS03/002/003/002>   | [Document] | [Document12]      |
| <CS03/002/003/003>   | Document   | Document13        |
| <CS03/002/003/004>   | Record     | Record9           |
| <CS03/002/003/005>   | Record     | Record10          |
| <CS03/002/003/006>   | Record     | Record11          |
| <CS03/002/004>   | File       | Asia              |
| <CS03/002/004/001>   | Document   | Document20        |
| <CS03/002/004/002>   | Document   | Document21        |
| <CS03/002/004/003>   | Document   | Document22        |
| <CS03/002/004/004>   | Record     | Record12          |

### 3.2.5 TestClassificationScheme4 - metadata of aggregations and records

| M012   |          | M003              | M172                  | M025                  |
|--|----------|-------------------|-----------------------|-----------------------|
| Description.classification.fully-qualified_classification_code | Type     | Description.title | Relation.entity_agent | Relation.r&d_schedule |
| <CS04/001>   | Class    | Business units    |                       |                       |
| <CS04/001/001>   | File     | Marketing         |                       |                       |
| <CS04/001/001/001>   | Document | Document1         |                       |                       |
| <CS04/001/002>   | File     | Controlling       |                       |                       |
| <CS04/001/002/001>   | Document | Document2         |                       |                       |
| <CS04/001/003>   | File     | Personal          |                       |                       |
| <CS04/001/003/001>   | Document | Document3         |                       |                       |
| <CS04/001/004>   | File     | Locations         |                       |                       |
| <CS04/001/004/001>   | Document | Document4         |                       |                       |
| <CS04/001/005>   | File     | Strategy          |                       |                       |
| <CS04/001/005/001>   | Document | Document5         |                       |                       |
| <CS04/001/006>   | File     | Planning          |                       |                       |
| <CS04/001/006/001>   | Document | Document6         |                       |                       |
| <CS04/001/006/002>   | Record   | Record1           |                       | <RDS01>               |
| <CS04/001/007>   | File     | Accounting        |                       |                       |
| <CS04/001/007/001>   | Document | Document7         |                       |                       |
| <CS04/001/007/002>   | Document | Document8         | <EA02>                |                       |



| M012   |        | M003              | M172                  | M025                  |
|--|--------|-------------------|-----------------------|-----------------------|
| Description.classification.fully-qualified_classification_code | Type   | Description.title | Relation.entity_agent | Relation.r&d_schedule |
| <CS04/001/007/003>   | Record | Record2           |                       |                       |
| <CS04/001/007/004>   | Record | Record3           | <EA03>                |                       |

### 3.3 Record Types

The values to be used for testing are arbitrary.

### 3.4 Retention and Disposition Schedules

The retention and disposition schedule <RDS\_01> should be applied as default if required.

| M008  | M024               | M014                                     | M013               | M052                     | M133                   | M015   | M030                 |
|---|--------------------|--|--------------------|--------------------------|------------------------|--------|----------------------|
| Identity.system_identifier.retention_and_disposition_schedule | Description.title* | Event_plan.event_type.disposition_action | Event_plan.period* | Event_plan.event_trigger | Use.status.inheritance | Reason | Description.Mandate* |
| <RDS01>   | RDS_Test01         | Retain indefinitely                      | Indefinite         | No                       |                        | Test   | Testing Regime       |

\* Optional

### 3.5 Content of Captured Records

The following tables list all components, documents, document sets, fax and e-mails that are used within the test cases.

#### 3.5.1 Documents

| Reference Identifier | Title      | Format | Version | Comment                   |
|----------------------|------------|--------|---------|---------------------------|
| <D01>                | Document_a |        |         | Contains textual content. |
| <D02>                | Document_b |        |         |                           |
| <D03>                | Document_c |        |         |                           |
| <D04>                | Document_d |        |         |                           |