

Test Module10.11

Offline and Remote Working

Test Cases

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Document History

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T10.11 Offline and Remote Working

REMARKS	TEST DATA:	The test data for the following tests (test module 10, chapter T10.11) can be found in the corresponding test data repository. The reference chapter is called ' on chapter T10.11 – Offline and Remote 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>

T10.11.1 Download and Synchronisation

Abstract: This chapter focuses on testing the download and synchronisation of aggregations and records.

T10.11.1.1 Downloading an Aggregation or a Record

I. Global test case information		
test case id:	T10.11.1.1	
test case priority:	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not testable
test case description:	A remote user wants to work offline. A check is made to ensure that the remote user can download aggregations or records for offline usage.	
Req.-ID:	10.11.2	
II. Test case		
a. precondition(s)		
<ul style="list-style-type: none"> Logged in as the role RemoteUser TestClassificationScheme1 is established 		
b. test steps		
step	action/operation	check/ expected result
1.	Download the class Strategic Planning (CS01/002/001) .	The class Strategic Planning (CS01/002/001) and the accompanying metadata have been downloaded.
2.	Download the record Record3 (CS01/001/002/001) from the ERMS.	The record Record3 (CS01/001/002/001) and the accompanying metadata have been downloaded.
3.	Disconnect from the ERMS.	The user in role RemoteUser is disconnected from the ERMS.
4.	Access the class Strategic Planning (CS01/002/001) .	The user can access the class Strategic Planning (CS01/002/001) .
5.	Access the file Combined Planning (CS01/002/001/001) .	The user can access the file Combined Planning (CS01/002/001/001) .
6.	Access the sub-file Subfile1 (CS01/002/001/001/001) .	The user can access the sub-file Subfile1 (CS01/002/001/001/001) .
7.	Access the volume Volume1 (CS01/002/001/001/001/001) .	The user can access the volume Volume1 (CS01/002/001/001/001/001) .
8.	Access the record Record5 (CS01/002/001/001/001/001/001) .	The user can access Record5 (CS01/002/001/001/001/001/001) .
9.	Access the record Record3 (CS01/001/002/001) .	The user can access Record3 (CS01/001/002/001) .
c. postcondition(s)		
<ul style="list-style-type: none"> The ERMS allows the user to download aggregations or records for offline work. 		
III. Test result		
defects / deviations		verdict
		<input type="checkbox"/> passed <input type="checkbox"/> failed
Remarks		tester
		<div style="text-align: right;"> _____ date, signature </div>

T10.11.1.2 Marking an Aggregation or Record as Downloaded

I. Global test case information		
<i>test case id:</i>	T10.11.1.2	
<i>test case priority:</i>	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	A remote user downloads a file and a record for offline work. It is checked that the ERMS notes in the metadata of the downloaded file and record that the entity has been downloaded.	
<i>Req.-ID:</i>	10.11.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role RemoteUser. TestClassificationScheme1 is created 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Download the file Billing (CS01/001/006) .	The file Billing (CS01/001/006) is downloaded. The ERMS marked the file Billing (CS01/001/006) as downloaded within its metadata.
2.	Download the Record1 (CS01/001/001/001) .	The record Record1 (CS01/001/001/001) is downloaded. The ERMS marked the record Record1 (CS01/001/001/001) as downloaded within its metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS notes in the metadata of a file or record when it has been downloaded for offline use. 		
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

T10.11.1.3 Audit Trail

I. Global test case information		
<i>test case id:</i>	T10.11.1.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	A remote user works offline and captures a document and then reconnects to the ERMS. Ensure that the ERMS automatically updates the ERMS with the information about the offline capture.	
<i>Req.-ID:</i>	10.11.3, 10.11.6	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as role RemoteUser 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Download the file Marketing (CS01/001/003) .	The file Marketing (CS01/001/003) is downloaded.
2.	Disconnect from the ERMS.	The user is disconnected from the ERMS.
3.	Change the description of the file Marketing (CS01/001/003) to "Test procedure".	The description of file Marketing (CS01/001/003) is set to "Test procedure".
4.	Change the description of the record Record8 (CS01/001/003/001) to "Test record".	The description of record Record8 (CS01/001/003/001) is set to "Test record".
5.	Reconnect to the ERMS and login as the role RemoteUser .	The connection to the ERMS is re-established and the user is logged in as the role RemoteUser .
6.	Check the audit trail of the ERMS.	The audit trail has been updated and now contains information about the change of the file description and the change of the record description.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • The ERMS logs in its audit trail activity on downloaded aggregations and records. • The ERMS automatically updates the audit trail with information on offline activity upon connection to 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

T10.11.1.4 Synchronisation upon Connection to the System

I. Global test case information		
<i>test case id:</i>	T10.11.1.4	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	<p>A file and a record have been downloaded for offline use. A check is made to confirm that they are synchronised upon connection to the system.</p> <p>Please note that we do not test the synchronisation of documents as this would require the ERMS to support document management functionality which cannot be assumed for all ERMS.</p>	
<i>Req.-ID:</i>	10.11.5	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role RemoteUser. TestClassificationScheme1 is created 		
<i>b. test steps</i>		
step	action/operation	Check
1.	Download the file Acquisition (CS01/001/007) .	The file Acquisition (CS01/001/007) is downloaded.
2.	Download the record Record9 (CS01/002/001/003/002) .	The record Record9 (CS01/002/001/003/002) is downloaded.
3.	Disconnect from the ERMS.	The user is no longer connected to the ERMS.
4.	Reconnect to the ERMS.	The connection to the ERMS is re-established. The file Acquisition (CS01/001/007) and the record Record9 (CS01/002/001/003/002) are synchronised with the ERMS.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS enables the synchronisation of downloaded aggregations and records upon connection to the 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

T10.11.1.5 Offline Capture of Documents/Records

I. Global test case information		
<i>test case id:</i>	T10.11.1.5	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	A user works offline with the ERMS. A check is made to confirm that he can capture a document and upon connection to the ERMS can capture it as a record.	
<i>Req.-ID:</i>	10.11.7	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • Logged in as role RemoteUser. • TestClassificationScheme1 is created • The connection to the ERMS is closed 		
<i>b. test steps</i>		
step	action/operation	Check
1.	Capture Document_01 (D01) as Document8 (CS01/001/001/008) .	Document Document_01 (D01) is captured as Document8 (CS01/001/001/008) .
2.	Reconnect to the ERMS.	The connection to the ERMS is re-established.
3.	Capture Document8 (CS01/001/001/008) as record.	Document Document8 (CS01/001/001/008) is captured as record Record7 (CS01/001/001/009) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • A user can capture a document offline. • A document that was captured offline can be captured as a record when connected to 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

T10.11.2 Security

Abstract: This chapter focuses on testing security aspects of remote working with an ERMS.

T10.11.2.1 Specifying Classes that cannot be Downloaded

I. Global test case information		
test case id:	T10.11.2.1	
test case priority:	<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional <input type="checkbox"/> Not testable	
test case description:	A checks is made to confirm that an administrative role is able to specify a class as a container of information that cannot be downloaded.	
Req.-ID:	10.11.1	
II. Test case		
a. precondition(s)		
<ul style="list-style-type: none"> Logged in as role CentralAdministrator TestClassificationScheme1 is created 		
b. test steps		
step	action/operation	check/ expected result
1.	Specify the class Infrastructure Planning (CS01/002/002) as not downloadable.	The class Infrastructure Planning (CS01/002/002) is specified as not downloadable.
2.	Log of user role CentralAdministrator .	User role CentralAdministrator is logged off.
3.	Log in as role Reviewer .	Logged in as role Reviewer .
4.	Attempt to download the class Infrastructure Planning (CS01/002/002) .	The ERMS denies downloading of the class Infrastructure Planning (CS01/002/002)
5.	Attempt to download the file Telecommunication (CS01/002/002/001) .	The ERMS denies downloading of the file Telecommunication (CS01/002/002/001)
6.	Attempt to download the Record Record10(CS01/002/002/001/001/001/001) .	The ERMS denies downloading of the record Record10 (CS01/002/002/001/001/001/001) .
c. postcondition(s)		
<ul style="list-style-type: none"> The ERMS allows an administrative role to specify a class as a container of information that cannot be downloaded. 		
III. Test result		
defects / deviations		verdict
		<input type="checkbox"/> passed <input type="checkbox"/> failed
Remarks		tester
		_____ date, signature

T10.11.2.2 Access and Security Controls

I. Global test case information		
<i>test case id:</i>	T10.11.2.2	
<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 remote user that has the permission to create new files but does not have the permission to create new classes remotely logs into the ERMS. A check is made to ensure that the ERMS applies the access and security controls to remotely connected devices.	
<i>Req.-ID:</i>	10.11.8	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as RU_username on a device that is not remote TestClassificationScheme1 is created 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Attempt to add a new Class Capacity Planning to the class Marketing Management (CS01/002) .	The ERMS denies the creation of the new class Capacity Planning .
2.	Add a new file Technical Infrastructure to the class Business Units (CS01/001) .	The file Technical Infrastructure (CS01/001/004) is stored in the class Business Units (CS01/001) .
3.	Log off RU_username .	RU_username is logged off.
4.	Log in RU_username on a remotely connected device.	RU_username is logged in from a remotely connected device.
5.	Attempt to add a new class Capacity Planning to the class Marketing Management (CS01/002) .	The ERMS denies creation of the new class Capacity Planning .
6.	Add a new file Organisational Infrastructure to the class Business Units (CS01/001) .	The file Organisational Infrastructure (CS01/001/005) is stored in the class Business Units (CS01/001) .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS applies access controls to remotely connected devices, too. 		
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

T10.11.3 EDMS

Abstract: The following chapter focuses on testing of ERMS systems that include EDMS functionality.

Please note, that all test cases in this chapter have the precondition that the ERMS supports electronic document management functionality (as defined in section 10.3 of the MoReq2 specification). If an ERMS does not support electronic document management functionality the test cases of this chapter will be ignored for the compliance test.

T10.11.3.1 Download of Documents

I. Global test case information		
test case id:	T10.11.3.1	
test case priority:	<input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input type="checkbox"/> Not testable	
test case description:	The ERMS supports electronic document management functionality. A check is made to confirm that a user role is able to download documents for offline usage.	
Req.-ID:	10.11.9	
II. Test case		
a. precondition(s)		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as role RemoteUser from a remotely connected device 		
b. test steps		
step	action/operation	check/ expected result
1.	Download the document Document1 (CS01/001/001/003) .	Document1 (CS01/001/001/003) and accompanying metadata is downloaded.
2.	Disconnect the remote device from the ERMS.	The remote device is disconnected from the ERMS.
3.	Access Document1 (CS01/001/001/003) .	Document1 (CS01/001/001/003) can be accessed.
c. postcondition(s)		
<ul style="list-style-type: none"> • The ERMS allows a user role to download documents for offline work. 		
III. Test result		
defects / deviations		verdict
		<input type="checkbox"/> passed <input type="checkbox"/> failed
Remarks		tester
		_____ date, signature

T10.11.3.2 Checking out Documents

I. Global test case information		
<i>test case id:</i>	T10.11.3.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	The ERMS supports document management functionality and a remote user downloads a document for offline work. It is checked whether the ERMS allows the user the option of checking the document out.	
<i>Req.-ID:</i>	10.11.10	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> • TestClassificationScheme1 is created • Logged in as role RemoteUser 		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Download the document Document2 (CS01/001/001/004) .	The ERMS offers the option to check out Document2 (CS01/001/001/004) .
2.	Select the option that Document2 (CS01/001/001/004) is checked out and finish the download process.	Document2 (CS01/001/001/004) is downloaded and checked out.
3.	Download the document Document7 (CS01/001/001/007) .	The ERMS offers the option to check out Document7 (CS01/001/001/007) .
4.	Select the option that Document7 (CS01/001/001/007) is not checked out and finish the download process.	Document7 (CS01/001/001/007) is downloaded but not checked out.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> • When downloading a document for offline use, the ERMS offers a user role the option of checking the document 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

T10.11.3.3 Application of Version Numbering to Documents

I. Global test case information		
<i>test case id:</i>	T10.11.3.3	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Optional <input type="checkbox"/> Not testable	
<i>test case description:</i>	The ERMS supports document management functionality and a remote user works offline with a checked out document. It is checked whether version numbering can be applied.	
<i>Req.-ID:</i>	10.11.11	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role RemoteUser TestClassificationScheme1 is created 		
<i>b. test steps</i>		
step	action/operation	Check
1.	Download and check out Document3 (CS01/001/001/005) .	Document3 (CS01/001/001/005) is downloaded and checked out.
2.	Disconnect from the ERMS.	The connection to the ERMS is closed.
3.	Change offline the content of Document3 (CS01/001/001/005) .	The ERMS allows version numbering to be applied to Document3 (CS01/001/001/005) . The content of Document3 (CS01/001/001/005) is changed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> The ERMS allows the user to apply version numbering to checked out 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

T10.11.3.4 Automatic Check-In of Documents

I. Global test case information		
<i>test case id:</i>	T10.11.4.4	
<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 supports document management functionality and a remote user works offline with a checked out document and changes its version numbering. A check is made to ensure that the user can upload the revised document and it is automatically checked in.	
<i>Req.-ID:</i>	10.11.12	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> Logged in as role RemoteUser TestClassificationScheme1 is created 		
<i>b. test steps</i>		
step	action/operation	Check
1.	Download and check out Document4 (CS01/001/001/006) .	Document4 (CS01/001/001/006) is downloaded and checked out.
2.	Disconnect from the ERMS.	The connection to the ERMS is closed.
3.	Change offline the content and version number of Document4 (CS01/001/001/006) .	The content and version number of Document4 (CS01/001/001/006) is changed.
4.	Reconnect to the ERMS.	The connection to the ERMS is re-established.
5.	Upload the revised Document4 (CS01/001/001/006) .	Document4 (CS01/001/001/006) is uploaded and the ERMS takes the following actions: <ul style="list-style-type: none"> automatically checks in Document4 (CS01/001/001/006); records the changes in Document4 (CS01/001/001/006); records the new version number of Document4 (CS01/001/001/006).
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> When the ERMS supports document management functionality, the ERMS automatically checks in revised documents that previously have been checked out and records the changes and the new version number. 		
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