Test Module9

Administrative Functions

Test Data Repository

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Contents

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	The item will be deleted, reclassified, relocated when the test cases of the

Direction**]**   sub chapter are being executed.

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

ON CHAPTER T9.1 -   GENERAL ADMINISTRATION

1.1 Agents & Access Controls

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

1.1.1 Agents (Users, User Groups and User Roles)

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

1.1.1.1 Users

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

M163 Identity.system_identifier	M167 Description.title	M189 Description.email.address	M171 Relation.entity_agent	M166 Relation.has_role	M165 Relation.is_member_of	M169 Use.administrator	M170 Use.inactive
<U01>	CA_user			<R01>		YES	NO
<U02>	LA_user1			<R02>		YES	NO
<U03>	LA_user2			<R02>		YES	NO
<U04>	MM_user1			<R03>, <R02>		NO	NO

1.1.1.2 User Roles

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

M163 Identity.system_identifier	M167 Description.title	M168 Relation.has_user	M171 Relation.entity_agent	Remarks and comments
<R01>	CentralAdministrator	<U01>		
<R02>	LocalAdministrator	**[<U02>]**,<U03>,<U04>		
<R03>	Board of Directors	<U04>,<U02>		

1.1.1.3 User Groups

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

M163 Identity.system_identifier	M167 Descripton.title	M168 Relation.has_user	M171 Relation.entity_agent
<G01>	CentralAdministration	<U01>	
<G02>	LocalAdministration	<U02>, **[<U03>]**	
<G03>	Management	<U04>, <U03>	

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

1.1.2.1 Entity/Agents
 The values to be used for testing are arbitrary.

1.1.2.2 Access permissions of user roles to functions

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

Following roles have access to the ERMS' functions:

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

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

1.2 Classification Scheme(s)

The values to be used for testing are arbitrary.

1.3 Record Types

The values to be used for testing are arbitrary.

1.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

1.5 Content of Captured Records

The values to be used for testing are arbitrary.

ON CHAPTER T9.2 -   REPORTING

2.1 Agents & Access Controls

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

2.1.1 Agents (Users, User Groups and User Roles)

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

2.1.1.1 Users

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

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

2.1.1.2 User Roles

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

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

2.1.1.3 User Groups

The values to be used for testing are arbitrary.

2.1.2   Access controls

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

2.1.2.1 Entity/Agents

 The values to be used for testing are arbitrary.

2.1.2.2 Access permissions of user roles to functions

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

Following roles have access to the ERMS' functions:

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

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

2.2 Classification Scheme(s)

The values to be used for testing are arbitrary.

2.3 Record Types

The values to be used for testing are arbitrary.

2.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

2.5 Content of Captured Records

The values to be used for testing are arbitrary.

ON CHAPTER T9.3 -   CHANGING, DELETING AND REDACTING RECORDS

3.1 Agents & Access Controls

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

3.1.1 Agents (Users, User Groups and User Roles)

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

3.1.1.1 Users

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

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

3.1.1.2 User Roles

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

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

3.1.1.3 User Groups

The values to be used for testing are arbitrary.

3.1.2 Access controls

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

3.1.2.1 Entity/Agents

The values to be used for testing are arbitrary.

3.1.2.2 Access permissions of user roles to functions

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

Following roles have access to the ERMS' functions:

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

Function	<R01> CentralAdministrator	<R02> Management
Perform all transactions related to users and their access privileges	X	
Allocate access permission to local administrators	X	
Allocate own access permission also to other users	X	
Set up and manage case management role	X	
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

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 <u>CS01</u> indicates the classification scheme as specified above (M044)

♦ we only take metadata into account which are needed for testing. A full approach is not intended here.

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

* Optional

3.2.1 TestClassificationScheme1 – metadata of aggregations and records

M012 Description. classification.fully- qualified_ classification_code	Type	M003 Description.title	M155 Use.status. Deleted_or_ moved	M156 Event_history. date.relocated	M157 Description. classification. new_fully-qualified_ classification_code	M159 Event_history. date.relocated	M160 Event_history. date.deleted	M161 Relation.agent. deleted	M162 Relation.agent. relocated
<CS01/001>	Class	Marketing							
<CS01/001/001>	[Record]	[Analyses1]	DELETED				<date>	CA_user	
<CS01/001/002>	[Record]	[Analyses2]	MOVED	<date>		<date>			CA_user
<CS01/001/003>	Record	Analyses3							
<CS01/002>	Class	Product policies							
<CS01/002/001>	Record	Analyses2							
<CS01/003>	Class	Information Technology							
<CS01/003/001>	[Record]	[Policy1]							
<CS01/003/002>	[Record]	[Policy2]		<date>					CA_user
<CS01/004>	Class	Innovation policies							
	Record	Policy2			<CS01/004/001>				
<CS01/005>	Class	Production policies							
<CS01/005/001>	File	Policy Development							
<CS01/005/001/001>	Sub-File	Policies							

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description.title	M155 Use.status. Deleted_or_ moved	M156 Event_history. date.relocated	M157 Description. classification. new_fully-qualified_ classification_code	M159 Event_history. date.relocated	M160 Event_history. date.deleted	M161 Relation.agent. deleted	M162 Relation.agent. relocated
<CS01/005/001 /001/001>	Volume	P1							
<CS01/005/001 /001/001/001>	Record	Testing							
<CS01/006>	Class	Executive Committee							
<CS01/006/001>	Record	Business plan A							

3.2.2 TestClassificationScheme2 – metadata of aggregations and records

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description.title	M060 Identity. system_identifier	M079 Relation. agent.creator	M080 Description. abstract.reason _for_redaction	M081 Event_history. date.created	M082 Relation. has_redaction	M083 Relation.is_ redaction_of
<CS02/001>	Class	IT and Communication						
<CS02/001/001>	Class	Release management						
<CS02/001 /001/001>	File	Change						
<CS02/001 /001/001/001>	Record	Asset management						
<CS02/001 /001/001/002>	Redaction	Asset management	<ID>	CA_user	Testing	<date>		

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description.title	M060 Identity. system_identifier	M079 Relation. agent.creator	M080 Description. abstract.reason _for_redaction	M081 Event_history. date.created	M082 Relation. has_redaction	M083 Relation.is_ redaction_of
<CS02/001/002>	Class	Training						
<CS02/001/002/001>	File	ERP-System						
<CS02/001/002/001 /001>	Sub-file	Modul1						
<CS02/001/002/001 /001/001>	Record	M1Syllabus 1						
<CS02/001/002/001 /001/001/001>	Redaction	M1Syllabus 1						
<CS02/001/002/001 /001/001/002>	Redaction	M1Syllabus 1						
<CS02/002>	Class	Testing						
<CS02/002/001>	Record	Project A						
<CS02/002/002>	Redaction	Project A						
<CS02/003>	Class	Configuration Management						
<CS02/003/001>	File	Hardware delivery						
<CS02/003/001 /001>	Sub-file	Delivery						
<CS02/003/001 /001/001>	Record	Checklist					<CS02/003/001 /001/002>	
<CS02/003/001 /001/002>	Redaction	Checklist						<CS02/003/001 /001/001>
<CS02/004>	Class	Production						

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description.title	M060 Identity. system_identifier	M079 Relation. agent.creator	M080 Description. abstract.reason _for_redaction	M081 Event_history. date.created	M082 Relation. has_redaction	M083 Relation.is_ redaction_of
		policies						
<CS02/004/001>	File	Policy Development						
<CS02/004/001 /001>	Volume	Policies						
<CS02/004/001 /001/001>	Record	P1					<CS02/003/001 /001/002>	
<CS02/004/001 /001/001/002>	Redaction	P1						<CS02/003/001 /001/001>

3.2.3 TestClassificationScheme3 – metadata of aggregations and records

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description.title	M023 Relation.cross _referenced_to	M155 Use.status. Deleted_or_ moved	M160 Event_history. date.deleted	M161 Relation.agent. deleted
<CS03/001>	[Class]	[IT and Communication]				
<CS03/001/001>	[Class]	[Release management]				
<CS03/001/001/001>	[File]	[Change]				
<CS03/001 /001/001/001>	[Record]	[Asset management]				

M012 Description. classification.fully-qualified_ classification_code	Type	M003 Description.title	M023 Relation.cross _referenced_to	M155 Use.status. Deleted_or_ moved	M160 Event_history. date.deleted	M161 Relation.agent. deleted
<CS03/001/002>	[Class]	[Training]				
<CS03/001/002/001>	[File]	[ERP-System]				
<CS03/001/002/001 /001>	[Sub-file]	[Modul1]				
<CS03/001/002/001 /001/001>	[Record]	[M1Syllabus 1]				
<CS03/002>	Class	Testing				
<CS03/002/001>	Record	Project A	[<CS03/001/002/001 /001/001>]			
<CS03/002/002>	Record	Project B	[<CS02/004/001 /001/001>]			
<CS03/003>	Class	Configuration Management				
<CS03/003/001>	File	Hardware	[<CS03/001 /001/001>]			
<CS02/003/001/001>	Sub-file	Delivery				
<CS02/003/001 /001/001>	Record	Checklist				
<CS03/003/002>	File	Software	[<CS02/004/001>]			
<CS02/004>	[Class]	[Production policies]				
<CS02/004/001>	[File]	[Policy Development]				
<CS02/004/001/001>	[Volume]	[Policies]				
<CS02/004/001/001/001>	[Record]	[P1]		DELETED	<date>	CA_user

3.3 Record Types

The values to be used for testing are arbitrary.

3.4 Retention and Disposition Schedules

The values to be used for testing are arbitrary.

3.5 Content of Captured Records

The values to be used for testing are arbitrary.