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Note: This document is considered effective as of the final approval date of this page

<b>Regression Protocol Approval</b>			
<b><i>Print Name and Title</i></b>	<b><i>Department Name</i></b>	<b><i>Signature</i></b>	<b><i>Date</i></b>
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## 1. PURPOSE

The purpose of this Regression protocol is to verify that DocuSign System continues to operate as expected after changes described in the Change Request.

After execution is completed, results will be summarized at the end of this plan and will be considered as a report.

## 2. SCOPE

The scope of this regression protocol is to ensure that the DocuSign System continues to operate as expected after changes to the system where no impact is anticipated, such as changes to the system environment. This will be accomplished by verifying that the major functionality supporting the business process are working as expected.

It is not intended as a system test or user acceptance test of the application. If it were executed in its entirety, all system components within the scope of this document will have been tested.

## 3. RESPONSIBILITIES

Role	Responsibilities
System Owner	<ul style="list-style-type: none"> <li>Reviews and approves the Regression Protocol</li> </ul>
Business Process Owner	<ul style="list-style-type: none"> <li>Reviews and approves the Regression Protocol</li> <li></li> </ul>
Quality	<ul style="list-style-type: none"> <li>Ensures compliance with D's procedures and regulatory requirements</li> <li>Pre and Post Review and approves the Regression Protocol</li> </ul>
Validation	<ul style="list-style-type: none"> <li>Authors the Regression Protocol</li> <li>Executes Regression Protocol as necessary</li> </ul>

## 4. DEFINITIONS AND ABBREVIATIONS

Additional definitions not defined in this document can be found in *IT-003 Computer Systems Validation*.

## 5. EXECUTION PROCEDURE

During the course of the execution, the executor shall:

- Perform the Regression testing per the instructions in this protocol
- Attach the printouts as instructed. Initial, date and label with corresponding section/step number, and unique page numbers (e.g. Page 1 of 12)
- Sign and date on the "Tester signature" block

After the execution of, a member of Quality (or its designee) will review the completed

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Regression Protocol and sign and date on the "Reviewer signature" block.

In addition, each individual who has entered data or signed within this protocol must enter their identity information in the signature log at *Appendix A*.

Any deviation encountered shall be documented and resolved per *IT-006, Test Deviation and Resolution*.

## 6. ACCEPTANCE CRITERIA

- Acceptance criteria of the individual test in Sections 9 is successfully met;
- Deviations are identified, documented, and resolved according to *IT-006, Test Deviation and Resolution*.

## 7. REFERENCES

- IT-003 Computer Systems Validation
- IT-006, Test Deviation and Resolution

## 8. EXECUTION ENVIRONMENT

Testing will be executed in Demo environment.

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## 9. REGRESSION TEST CASE

<b>Test Execution Preparation</b>
<ol style="list-style-type: none"> <li>1. DocuSign Demo environment</li> <li>2. Unless otherwise specified in the individual test scripts, use Google Chrome</li> </ol>

<b>TST 1 – DocuSign regression testing</b>
<p><b>Acceptance Criteria:</b> Verify the following:</p> <ol style="list-style-type: none"> <li>1. Test was executed successfully, and all issues are resolved</li> </ol>

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Test Preparation/Setup (TEP)			
1. Identify/Create valid users in DocuSign 21 CFR Part 11 module.			
User Role	User	Email	User's User Name
DS Sender/Admin	User1		
DS Signer	User2		
DS Signer	User3		
2. An envelope to be created in DocuSign <Envelope1>			
3. A word document <Document1>to be uploaded to <Envelope1>			
4. A PDF document <Document2> to be uploaded to <Envelope1>			
5. From the settings->Signing Settings set the Date format as DD-MMM-YYYY			
6. Make sure that the Audit Logs are available for the User1			

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**A. TESTING:**

Step	Step Instructions	Expected Results	Observed Results	Accept? (Y/N) Initials/Date
1.	Login to DocuSign as Sender <User1> in DocuSign demo.  Confirm that Sender <User1> can successfully login to DocuSign.	Sender <User1> successfully logged into DocuSign.	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:
2.	a. Click Start > Send an Envelope b. Click Upload > browse and select <Document1> > Open c. Click Upload > browse and select <Document2> > Open Confirm that one or more documents can be added to an envelope. <b>a) Attach screenshot(s).</b>  d. Add Signers <User2> and <User3> as recipients by adding name and e-mail address under Add Recipients to the Envelope, <Envelope1>. e. Check the box for Set signing order. <b>b) Attach screenshot(s).</b>  Confirm that serial signing order can be defined.	One or more documents can be added to an envelope.         Serial signing order can be defined.	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected  See Attachment(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:

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Step	Step Instructions	Expected Results	Observed Results	Accept? (Y/N) Initials/Date
3.	<p>Click Next</p> <p>a. Scroll to signature fields for &lt;Document1&gt; and drag and add a Signatures tags next to Signers &lt;User2&gt; and &lt;User3&gt;'s names.</p> <p>b. Scroll to signature fields for &lt;Document2&gt; and drag and add a Signatures tags next to Signers &lt;User2&gt; and &lt;User3&gt;'s names.</p> <p>Confirm that signature tags can be added to the envelope, &lt;Envelope1&gt;.</p> <p><b>a) Attach screenshot(s).</b></p> <p>Click Send.</p> <p>Confirm that &lt;Envelope1&gt; is sent successfully to Signers &lt;User2&gt; and &lt;User3&gt; for e-signature.</p> <p><b>b) Attach screenshot(s).</b></p>	<p>Signature tags can be added to the envelope, &lt;Envelope1&gt;.</p> <p>&lt;Envelope1&gt; is sent to Signers &lt;User2&gt; and &lt;User3&gt; for e- signature.</p>	<p><input type="checkbox"/> As Expected</p> <p><input type="checkbox"/> Not As Expected</p> <p>See Attachment(s):</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Initials/Date:</p>
4.	<p>Open the in-process &lt;Envelope1&gt; and click on Correct tab.</p> <p>Change the routing order for Signers &lt;User2&gt; as 2 and &lt;User3&gt; as 1.</p> <p>Click Next.</p> <p>Click Correct</p> <p>Confirm that &lt;Envelope1&gt; is corrected and re-send.</p> <p><b>Attach screenshot(s).</b></p>	<p>&lt;Envelope1&gt; is corrected and re-send.</p>	<p><input type="checkbox"/> As Expected</p> <p><input type="checkbox"/> Not As Expected</p> <p>See Attachment(s):</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Initials/Date:</p>



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Step	Step Instructions	Expected Results	Observed Results	Accept? (Y/N) Initials/Date
5.	<p>Login to DocuSign as Signer &lt;User3&gt;.</p> <p>Click on Action Required tab. Click on "Sign" for &lt;Envelope1&gt; and then authenticate as &lt;User3&gt;</p> <p>Click Continue &gt; Start &gt; Sign icon (for &lt;Document1&gt;) Select Signing Reason as "I approve this document" and click on 'Sign' button</p> <p>Click Sign (for &lt;Document2&gt;) Select Signing Reason as "I approve this document" and click on 'Sign' button <b>Attach screenshot(s).</b></p> <p>Click Finish and click Next in Authenticate to Continue.</p> <p>Enter username and password of &lt;user 3&gt;.</p>	Signer <User3> can e-sign the <Envelope1> in DocuSign.	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected  See Attachment(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:
6.	<p>As Signer &lt;User2&gt;, Go to the email and open the &lt;Envelope1&gt; email received from &lt;User1&gt;. Click on "Review Document" link and Login.</p> <p><b>a) Attach screenshot(s).</b></p>	Signer <User2> can e-sign the <Envelope1> in DocuSign.	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected  See Attachment(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:

		Regression Protocol		
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Step	Step Instructions	Expected Results	Observed Results	Accept? (Y/N) Initials/Date
	<p>Click Continue. Click Start &gt; Sign (for &lt;Document1&gt;) Select Signing Reason as "I approve this document" and click on 'Sign' button</p> <p>Click Sign (for &lt;Document2&gt;) Select Signing Reason as "I approve this document" and click on 'Sign' button</p> <p><b>b) Attach screenshot(s).</b> Click Finish and click Next in Authenticate to Continue. Enter username and password of Signer &lt;user 2&gt;.</p>			
7.	<p>Wait for few minutes, Confirm that Completed: &lt;Envelope1&gt; email is received by &lt;User1&gt; along with signed &lt;Document1&gt;, &lt;Document2&gt;.</p> <p><b>Attach screenshot(s).</b></p>	<p>The Completed: &lt;Envelope1&gt; email is received along with signed &lt;Document1&gt;, &lt;Document2&gt;.</p>	<p><input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected</p> <p>See Attachment(s):</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Initials/Date:</p>
8.	<p>Login to DocuSign as Sender &lt;User1&gt;</p> <p>Navigate to the Manage tab and click on the sent option from the Envelope section Click on the subject link of the &lt;Envelope1&gt;</p>	<p>The date format in the signatures should be in DD-MMM-YYYY</p>	<p><input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected</p> <p>See Attachment(s):</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Initials/Date:</p>

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Step	Step Instructions	Expected Results	Observed Results	Accept? (Y/N) Initials/Date
	Open the document Verify that the date format of the signatures.  <b>Attach screenshot(s).</b>			
9.	Navigate back to the sent folder and click on the Download dropdown of the <Envelope1> and click History option  Verify that the pop up window displays the Envelope History Verify under the Activities section application displays the following 1. User name 2. User API 3. Signature ID Adopted Signature ID  <b>Attach screenshot(s).</b>  Close the popup window	In the Envelope History application should display the following 1. User name 2. User API 3. Signature ID 4. Adopted Signature ID	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected  See Attachment(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:
10.	Navigate to the Reports tab and click on the Envelope option from the left navigation  Click on the View button for the 'Envelope Report' and Run the report and download the report  Verify that the download report has the Date and time columns separately.	The downloaded report should show the date and the time columns separately	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected  See Attachment(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:

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Step	Step Instructions	Expected Results	Observed Results	Accept? (Y/N) Initials/Date
	<b>Attach screenshot(s).</b>			
11.	<p>From the application navigate to the settings page and click on the Audit Logs option present under Auditing section</p> <p>Click on the Filters and select custom option to input From and To date ranges and apply.</p> <p>Verify that the application displays the audit logs for the specified date range</p> <p><b>Attach screenshot(s).</b></p>	Application should display only the audit logs only in the specified date range	<input type="checkbox"/> As Expected <input type="checkbox"/> Not As Expected  See Attachment(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No  Initials/Date:

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<b>Test Result</b>	<b>Comments</b>
<input type="checkbox"/> <b>Pass</b> <input type="checkbox"/> <b>Fail</b>	

<b>Tester Signature</b>	<b>Date Executed</b>

<b>Reviewer Signature</b>	<b>Date Reviewed</b>

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## Appendix A: Signature Log

By signing below, you are attesting to having read and understood the contents of this Smoke Test Plan, that you are familiar with the associated business process and how DocuSign System supports the procedures relevant to your testing responsibilities, and that you will seek additional guidance and/or training where required.

	Printed Name	Signature	Initials	Date signed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Note: additional copies of this page may be made and paginated as needed. Page \_\_ of \_\_

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## 10. TEST REPORT

### 10.1 TEST RESULTS

- ☐ **Testing passed**, meeting the acceptance criteria specified in section 6 of this document.
- ☐ **Testing failed**, not meeting the acceptance criteria specified in section 6 of this document.

Were there any deviations encountered?

☐ Yes (describe in section below)      ☐ No

### 10.2 SUMMARY OF DEVIATIONS

POST-EXECUTION APPROVALS		
Quality		<i>Sign &amp; Date</i>

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## REVISION HISTORY

Rev.	Author	Description of Changes	Justification for Changes
03	Raghu Sharma	<ol style="list-style-type: none"> <li>Updated the Test Set up, Test Step1 and Step3</li> <li>Added Step8, Step9, Step10 and Step11</li> <li>Updated the Document ID from the Header.</li> </ol>	<ol style="list-style-type: none"> <li>Regression Protocol for DocuSign. Refer to Change Request CC-2022-003</li> </ol>
02	Raghuraj Sharma	<ol style="list-style-type: none"> <li>Updated Header, Step-1 to Step-6 in Section 9-A</li> </ol>	<ol style="list-style-type: none"> <li>Regression Protocol for DocuSign. Refer to Change Request CC-2021-003</li> </ol>
01	Raghuraj Sharma	<ol style="list-style-type: none"> <li>Updated Step-2, Step-5 and Step-6 in Section 9-A</li> </ol>	<ol style="list-style-type: none"> <li>Regression Protocol for DocuSign is updated as per Deviation D01 of Change Request CC-2020-002</li> </ol>
00	Raghuraj Sharma	<ol style="list-style-type: none"> <li>New.</li> </ol>	<ol style="list-style-type: none"> <li>Regression Protocol for DocuSign. Refer to Change Request CC-2020-002</li> </ol>