

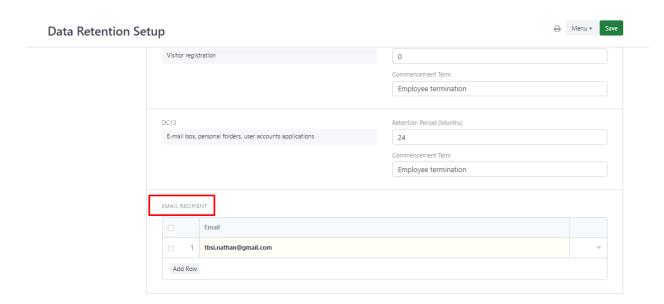
(02) 8374 1324 • (02) 8441 2895 │ ∰ www.direcbusiness.com

TEST SCRIPT - Data Retention

Issue / New Feature	Data Retention
Doc Type	Data Retention
Test Site	Test Site 32050
DBTI PIC	Nathaniel Bobadilla
Date Validated	01-08-2025
Validation Status	PASSED

Feature: Auto Email

• Data Retention Set-Up – input all the email recipients on the email recipients' table.





Data Retention Scan – Start the Scanning.



• Email Queue – Check the email queue if the email has been sent.



Recipient Email – Check the email of the recipient if its already received.

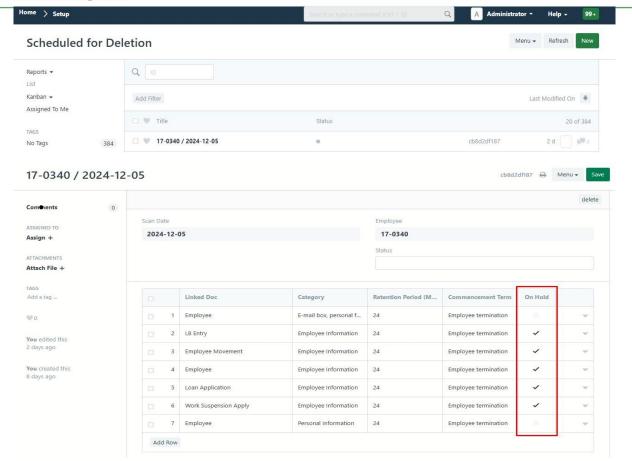


Note: The email message is only a sample.

Feature: On - Hold

 Scheduled for Deletion – After Scanning, see the on-hold feature on the table per doc type

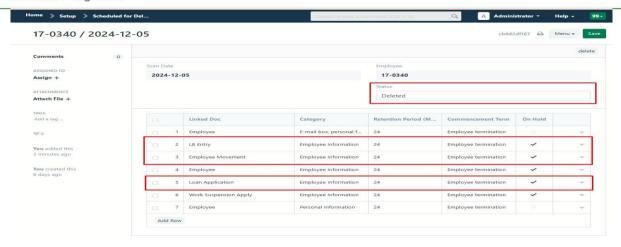




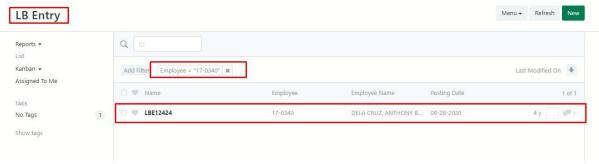
Please note that if a user applies the hold feature to a specific doctype, all doctypes with the same DC will automatically be put on hold.

• Schedule for deletion – after Deletion, Checked the on hold doctype if its not deleted after user use the hold feature.

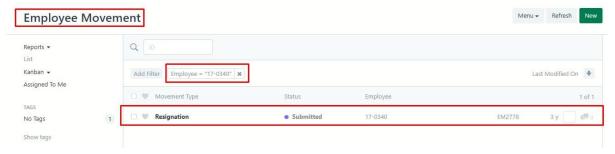




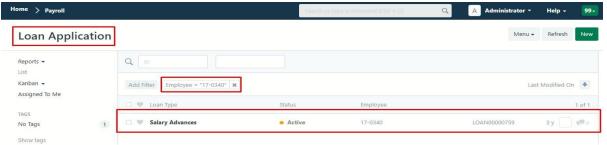
- LB Entry



- Employee Movement

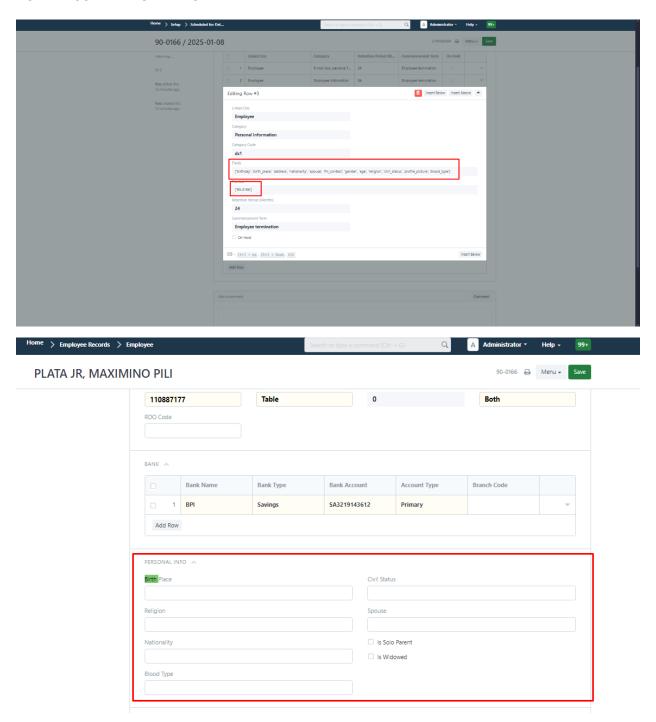


- Loan Application



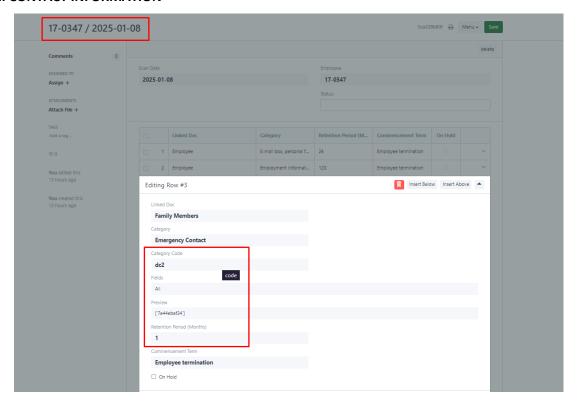


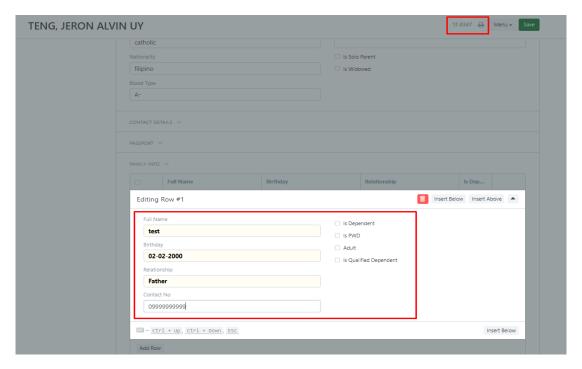
DC 1: PERSONAL INFORMATION





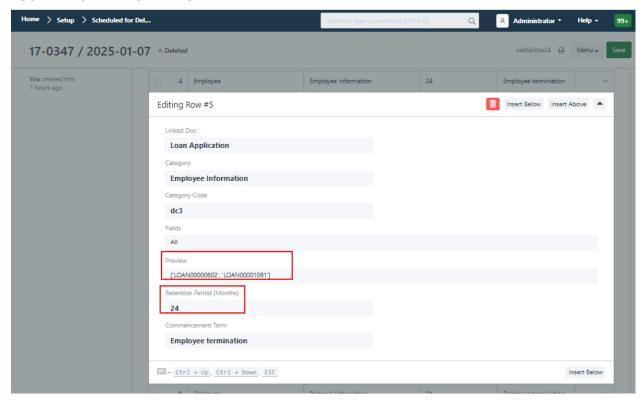
DC2: CONTACT INFORMATION

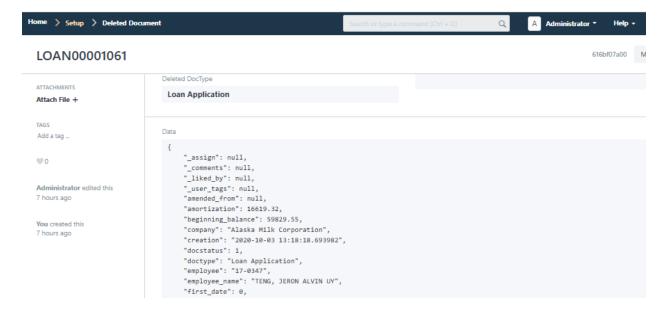






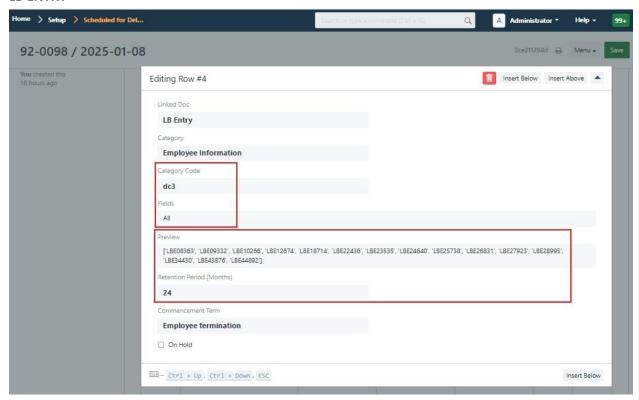
DC 3: EMPLOYEE INFORMATION



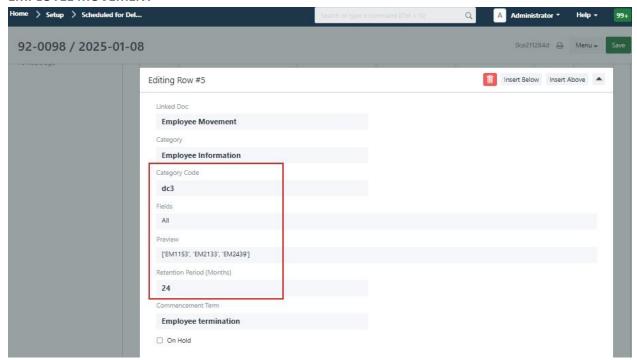




LB ENTRY

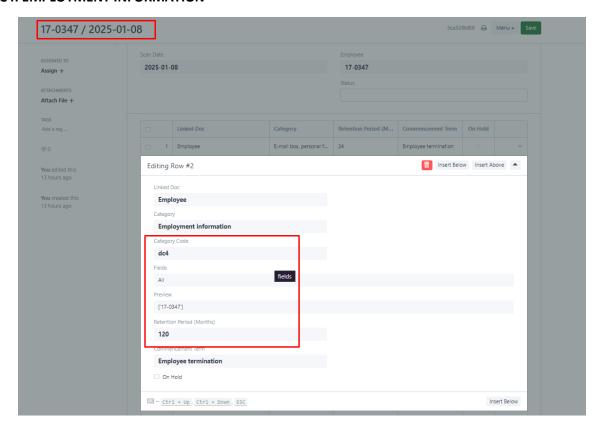


EMPLOYEE MOVEMENT





DC4: EMPLOYMENT INFORMATION

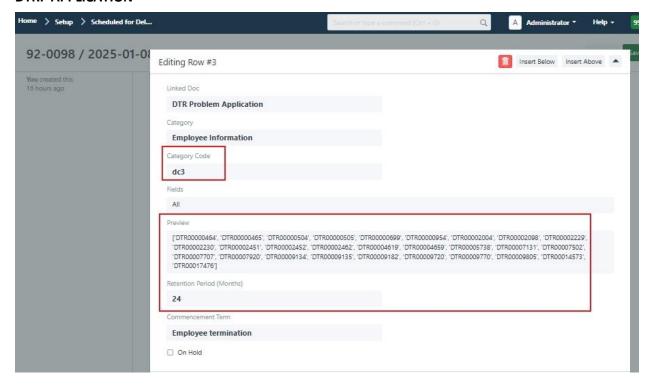


17-0347 🖨 Menu → Save TENG, JERON ALVIN UY Comments Middle Name UY Gender Assign + Full Name Other TENG, JERON ALVIN UY ATTACHMENTS Birthday Attach File + 01-01-1001 Age 1024 **9**0 Biometrics ID 170347 You edited this Global ID You created this 4 years ago Email Timekeeper Applications



(02) 8374 1324 • (02) 8441 2895 │ ∰ www.direcbusiness.com

DTRP APPLICATION



DC13: E-mail Box

