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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Creation of New Document | To verify:   * whether the user is able to create a new document and also able to add the main file into it. * PDF version of the documents is displayed on attaching the main file. * Various permissions required to create document * Validation messages. * Check-In document * Check-Out document |  |  |

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| **Prerequisites** | 1. Standard Configuration 2. The user is logged into the web interface. 3. One or more index cards/documents created in the Draft Cabinet and not launched. 4. Test user should have permission to create New documents | | | |
| **Procedure** | **Create a new document:**   1. From the Main menu click on Newand select Document   **ER 1 – New document dialog appears.**     1. Click on Search by location drop-down and select one Location for Eg: Pittsburgh   Ensure the document type selected does not have a template associated with it  **ER 2 – Document type of selected location is displayed.**  **D:\saurabh\Kent-Title21\screen shot\DocType.png**   1. Click on create a button without entering document title and Document Change Summary.   **ER 3 – It should show validation message as “Document title is required”& “Document**  **Change Summary is required”.**  D:\saurabh\Kent-Title21\screen shot\doc_error.png   1. Click on “document no” fields edit button. 2. Click on create button.   **ER 5 – Application should display the validation message as “Please enter a Document Appendix”**     1. Edit the “document no” field 2. Select number from the number drop-down field. 3. Enter appendix in appendix field.   **ER 6 – Document number displayed changes as per number and appendix selected by the user.**  **D:\saurabh\Kent-Title21\screen shot\Document_no.png**   1. Enter all mandatory fields and click on create button.   **ER 7 - Document should save to ‘Draft’ cabinet.**    **ADD the MAIN FILE TO DOCUMENT:**   1. Turn edit mode to ON 2. Click on add main file (+) button. 3. Add file with size more than 50 MB and click on Add button   **ER 8 – It should show validation message as “File size must be less than 50 MB”.**  **D:\saurabh\Kent-Title21\screen shot\50mb_error.png**   1. Attached main file to the document(for eg. Any doc or pdf file) 2. Click on native button under the main file     **ER 9 – It should download the main file document in its native form.**     1. Click on pdf button under the main file.   **ER 10– Document is converted to pdf form and open in new tab.**     1. Click on doc option context menu.      1. Go to Action section and click on Check-In.   **ER 11 – Check In popup screen is displayed.**    **ER 12 – A Successful message that the document has been checked In is displayed.**     1. Click on close button.   **ER 13 – Document Edit mode is disabled.**     1. Again click on doc option context menu. 2. Click on checkout link.   **ER 14 – Check Out popup screen is displayed.**     1. Check the open document after checkout checkbox 2. Click on confirm button   **ER 15 – Minor revision of the document incremented changed (for eg, doc number is changed from 001.398:0.1 to 001.398:0.2 )**    **ER 16 – Document Edit mode gets enabled.** | | | |
| **Pass/Fail** | Pass:  Fail: | Type of Execution | | Date: |
| Automation: | Manual: |
|  | Date of Execution: | | | |
| **Notes/Deviations** |  | | | |
| **Additional Remarks in case of Manual Execution** |  | | |  |
| **Name of Tester(if Manual)** |  | | |  |
| **Test Case Review/Approval** | Signature of  Reviewer/Approver: | | | **Date of Approval:** |