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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Check In &  Check Out Document | **To verify**:   1. Check-out document with different user 2. Check-in document 3. Route for approval 4. Reject the document 5. Updated in My document section |  |  |

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| **Prerequisites** | 1. Standard Configuration 2. The user is logged into the web interface. 3. Index cards/documents created in the Draft Cabinet 4. Test user must have permission to create new documents. 5. Test user must have CheckIn/CheckOut permission | | | |
| **Procedure** | 1. Login to Web Application as a Test User. 2. Create a new document form and set Auto Check Out to another user (from the “Create New” document dialog).   D:\saurabh\Kent-Title21\screen shot\auto_checkout.png  **ER 1 – Document has been created successfully and a message appears: “You don't have permissions to edit form DOC”.**     1. Logout with the test user 2. Log in with the user which is set as Auto Checkout to at Step 2 3. Go to My doc 4. Click on Checked out to me link   **ER 2 – Document should get reflected in “checkout to me” section.**     1. Logout 2. Login with the test user 3. Try to check out a document to another user using Person field (from Document context menu > Check out > Check out dialog)     **ER 3 – Successfully able to check out a document to someone else.**     1. Click on “Close”. 2. Log in with the user which is set as Person to Checkout in step 9 3. Go to my doc 4. Click on Checked out to me link. 5. Search for a document which is checkout in step 2 and opens the document.   **Note:** Ensure the edit mode is on.   1. Go to Document Approval tab and add Signature route       **ER 4 – Signature Route is added successfully.**     1. Check in the document   **ER 5 – a Successful message that the document has been checked In is displayed**     1. Click on a route for approval. 2. Login as users named in Sequence 1 in step 15 3. Go to the Wizard>Approval   **ER 6 – The document is available in the approval wizard**     1. Click on the Document link 2. Navigate to document opened in next tab (i.e. next to Review tab) 3. Click on Reject button   **ER 7 – Enter your pin to reject dialog box is displayed**     1. Enter PIN, mention Comments and click on Confirm.     **ER 8 – Document rejected successfully message is displayed.**     1. Logout and Login with the user set as Person at step 9 2. Go to My Doc section 3. Click on **Rejected by others** link.   **ER 9 – The document is available in the reject by others section.** | | | |
| **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:** |