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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Document attachment to the traveler | To verify :   * Create a new package. * Adding documents to package. * Attach existing Draft documents to the Traveler. * Attach existing Effective documents to the Traveler. * Attach existing Archived documents to the Traveler. |  |  |

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| **Prerequisites** | 1. Standard System Configuration. 2. User’s logins exist. 3. Test users must have Allow index card permission. 4. Test users must have read and write permission. | | | |
| **Procedure** | 1. Login to the web interface. 2. Disable permission for “Prohibit user attaching Archived Document”. 3. Disable permission for “Prohibit user attaching Released Document”.   (Note: Set permission for Step 2 and 3 through the database.)   1. Click on the new and select package.   **ER 1 – Create new Package screen will appear.**     1. Select Cabinet and Section from the dropdown list. 2. Add Package Name. 3. Click on “Create”.   **ER 2 – Package screen will appear.**     1. Ensure the Package is open in edit mode. 2. Add an Author and Reason for change (if not already added). 3. Navigate to My Docs > Packages.   **ER 3 – Newly created package is present.**     1. Open Package 2. Ensure the Package is open in edit mode.      1. Click on “Add/Remove” link available in documents frame.   **ER 4 - Attach documents screen will appear.**     1. Select Status: Open, Created between (e.g. a month before current date and current date), Type: Document and Location: ALL 2. Select one or more Draft documents. 3. Click on “OK”.   **ER 5 –Selected documents appear in the document frame.**     1. On Package screen add a “Target Release Date”.   **ER 6 – Update attached document(s) (non-obsoleted only) to this Release Date? Pop up message is displayed.**     1. Click on “Yes”.   **ER 7 – “No obsolete documents to update” Pop up message appears.**     1. Click on “Close”. 2. In the web interface, click on “Add/Remove” link available in the document's frame. 3. Select Status: Open, Created between (e.g. a month before current date and current date), Type: Document and Location: ALL 4. Enter effective in the search field and click on go button 5. Select Effective documents. 6. Click on “OK”.   **ER 8 –Added documents appear in the document frame.**     1. Mark the document to be obsolete from the context menu.   **ER 9 –Document is marked Obsolete Message is displayed.**     1. Click on “Close”. 2. Repeat Step 23 for all attached Effective documents. 3. On Package screen add an “Obsolete Date”.   **ER 10 - Update attached document(s) (obsoleted only) to this Obsolete Date? Pop up message is appeared.**     1. Click on “Yes”.   **ER 11 – Successful message for updation of the document is displayed.**     1. Click on “Close”.   **ER 12 – Target Obsolete Date of the package is updated.**     1. Take any one of the attached Effective documents names and go to the searches 2. Search for that document. 3. Open the document.   **ER 13 – Obsolete Date of Package and the added document is same.**     1. Click on “Add/Remove” link available in documents frame.   **ER 14 – Dialog to add documents will appear.**     1. Select Status: Archived, Created between (e.g. a month before current date and current date) and Type: Document and Location: ALL 2. Select any two archived documents. 3. Click on “OK”.   **ER 15 –The added Archived documents appear in the Documents frame.**     1. Enable permission for “Prohibit user attaching Archived Document”. 2. Enable permission for “Prohibit user attaching Released Document”.   (Note: Set permission for Step 38 and 39 through the database.)   1. Click on “OK”. 2. Logout of the desktop interface and login to the Web Interface. 3. In the web interface, open the Package/Traveler created in Step 5 and click on “Add/Remove” link available in documents frame.   **ER 16 - Attach Documents screen will appear.**     1. Select Status: Open, Created between (e.g. a month before current date and current date), Type: Document and Location: ALL 2. Enter effective in the search field and click on go button.   **ER 17 – All the Effective documents are greyed out.**     1. Select Status: Archived, Created between (e.g. a month before current date and current date) and Type: Document.   **ER 18 – All the Archived documents are greyed out.**     1. Select Status: Both, Created between (e.g. a month before current date and current date) and Type: Document   **ER 19 – All Effective and Archived documents are greyed out.**     1. Click on “OK”. | | | |
| **Pass/Fail** | Pass:  Fail: | Type of Execution: | |  |
| Automation: | Manual: |
| **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:** |