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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | |  | | --- | | **Author** | |
|  | Documents Routes | To verify:   * Approval routes created for documents are available in the web interface * Individual/groups named as approvers for document can be listed * Signature routes can be added * Sequence of approvers are followed when routed. |  |  |

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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. 4. Test user should have permission to create New documents 5. The group which test user belongs should have “Read Write” permission to the cabinet sections of the chosen document type | | | |
| **Procedure** | 1. Create a new document form. 2. Open the document form (in edit mode) and add a main file. 3. Navigate to the approval tab. 4. Click on the add approver link.   **ER 1 – Add new approver popup screen is open**     1. Select Role (for eg: Approver)   **Note:** Only role: Approver for individual approver should be chosen here   1. Click on add button   **ER 2 – Validation messages “Name is required” , “Sequence is required” , “ Allotted days are required” are displayed.**     1. Enter all mandatory fields.      1. Click on add button   **ER 3 – Individual approver is added**     1. Click on the add approver link and add a Group approver (E.g. sp tester) as Sequence 2     Note: Ensure that there is at least one user in the group, and that no other individual  approvers named in the approval sequence for this document belong to the group  **ER 4 - Group approver is added**     1. Click on add a signature route link   **ER 5 – Signature route dialog appears.**     1. Select the route (for ex. “test routeneo”) and click on add button.   Note: Ensure that individual approvers in the route do not belong to the group added previously.  Remove them from the group if necessary.  **ER 6 – Route is added**     1. Click on doc option context menu.      1. Check in the document and route it for approval.   **ER 7 – Successful message that the document has been checked In and routed is displayed.**     1. Click on close button. 2. Login as one of the users named in Sequence 1. 3. Go to the approval wizard.   **ER 8 – The document is available in the approval wizard**     1. Logout and login as the individual approver in Sequence 2 2. Navigate to the approval wizard   **ER 9 – The document is not available in the approval wizard**     1. Logout. 2. Login as each individual approver listed in Sequence 1, and approve the document through the   Web interface.   1. Login as a member of the group named in Sequence 2 again and navigate to the approval wizard.   **ER 10 – The document is available in the approval wizard, and the status for both of the**  **Sequence 1 individual approvals are updated.** | | | |
| **Pass/Fail** | Pass:  Fail: | Type of Execution: | |  |
| 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:** |