|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Link Control | To verify Link Control of Document. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prerequisites** | 1. Standard System Configuration. 2. User login exists. 3. The user is logged into the web interface. 4. The user must have “Read and Write” document permission. | | | |
| **Procedure** | 1. Create a new document and add a main file to it. 2. Open the document in edit mode and navigate to the link control frame. 3. Click on “Add New” link.   **ER 1 - Dialog to add linked documents/forms appears.**     1. Select Status: Open, created between (Select dates for eg: 2/22/2018 and 3/28/2018), and Type: Document.   **ER 2 –The Open documents list appears.**     1. Check the checkbox of any document from the list. 2. Click on “OK” button.   **ER 3 - Ensure the linked document is in the Links frame.**       1. Go to searches 2. Search for document created in step(1) 3. Expand the document.   **ER 4 – The linked draft document is not available in the grid.**     1. In the link control, click on “Add New” link. 2. Select Status: Archived, Created between (Select dates for eg: 1/1/2018 and 3/28/2018) and Type: Document.   **ER 5 – The Archived documents list appears.**     1. Click on ‘OK’ button. 2. In the link control, click on “Add New” link. 3. Select Status: Both, Created between (Select dates for eg: 2/28/2018 and 3/28/2018) and Type: Document.   **ER 6 – The Open and Archived documents list appears.**     1. Select location from location dropdown (for eg-Antioch)   **ER 7 – The Open and Archived documents list as per the selected location appears.**     1. Click on OK button 2. Click on Remove Link   **ER 8 – The Remove Linked Document screen appears.**     1. Click on “Yes”.   **ER 9 – The Linked document is deleted successfully.**     1. Again click on add new links. 2. Link one document and note down the number of linked document(for eg: doc no. 001.406: 0.0)      1. Click on ok. 2. Go to searches 3. Click on [Search on Document Number](https://quantumdev.title21.com/Search/SelectSearch/?searchName=Search%20on%20Document%20Number&baseSearchName=Search%20on%20Document%20Number&isSavedSearch=False). 4. Enter the document number which is noted in step (20). 5. Click on go button 6. Open the document and go to the links control section. 7. Verify the document created in step (1) is present in the link control of document links in step (20).   **ER 10 – The document is available in the link control.**     1. Link one effective document. 2. Note the effective version of the document (for eg:2.0)   **ER 11 – The Effective document is linked and available in the link control.**     1. Search the effective document linked in step (28) through searches. 2. Checkout the document. 3. Add approvers to the document 4. Checked In and route it for approval. 5. Approve the document 6. Move the document to effective document.   **ER 12 – The document is moved to effective cabinet and major revision is updated.**     1. Open the document used in step (20). 2. Go to link control.   **ER 13 – The major revision document is available in the link control.**     1. Go to searches 2. Search for document used in step (20). 3. Expand the document grid   **ER 14 – The linked effective document is available in the grid.** | | | |
| **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:** |