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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Periodic Review – Not Owned documents | To verify   * Ability to review documents without viewing them first is available if enabled. * Availability of Multi-sign review functionality when enabled. * Change/Don’t Change actions available when necessary. * Periodic review actions performed in the web interface are available in the audit logs. |  |  |

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| **Prerequisites** | 1. Standard System Configuration 2. The test users must have Read Write permission. 3. Create three new documents with periodic reviewers set for them. 4. Approve the documents and make it effective. 5. Go to review section and click on View document for any one of the document. 6. The user must have local or system admin rights. | | | |
| **Procedure** | 1. In the Web interface, Login as admin. 2. Navigate to Administrator> Users >Edit user. Make a note of all the groups the test user is part of.      1. For all the groups user is part of as given in Step 2: Edit Group> Documents > and uncheck “Allow periodic review without viewing document”.   **ER 1 - Allow periodic review without viewing document unchecked**     1. Logout from admin user and login with test user belongs to the above group. 2. Select the Unread Periodic review document from Prerequisite 3a.   **ER 2 - Periodic review action is unavailable for unread documents**     1. Logout from test user and Login to the admin user. 2. For any group the user is part of as given in Step 2: Edit Group> Documents > and ensure that “Allow periodic review without viewing document” is checked.   **ER 3 - Allow periodic review without viewing the document is checked.**     1. Logout of the Admin user. 2. Login to the web interface as the test user and select the Unread Periodic review document from Prerequisite 3a again.   **ER 4 – The document appears as read/ready to sign and periodic review actions are available.**     1. Click on the ‘Change’ button.   **ER 5 – Electronic signature controls to perform the periodic review appears.**     1. Sign by providing a Pin and comments. Click Confirm.   **ER 7 – The periodic review list displays and the document is no longer on the list**     1. View audit logs by clicking on top right corner menu.(Administration > Audit log)   **ER 8 – The periodic review decision (performed in Step 11) is available in the audit log**     1. Open the settings page of the Web interface. Ensure that the Multi-Sign Review option is turned off.   **ER 9 – Multi-Sign review turned off**     1. Click on the Periodic review wizard to view the list of documents awaiting periodic review   **ER 10 – Checkboxes to select multiple documents are not available.**     1. Open the settings page of the Web Interface again, then turn on the “Multi-Sign Review” option. 2. Click on the Periodic review wizard to view the list of documents awaiting periodic review again.   **ER 11 – Checkboxes to select multiple documents are available**     1. Login with the admin user, for all the groups the user is a part of, ensure that “Allow periodic review without viewing document” is not checked (Same as step 3) 2. Select a not-owned document which has not yet been viewed (the document from prerequisite 3a) along with a not-owned document which has been previously viewed (from prerequisite 3b).   **ER 12 – Periodic review actions are not available**     1. Now select only the document which has not yet been viewed and click on ‘View Document’   **ER 13 – The document displays in a new tab**     1. Close the tab, and select 2 documents which were selected in step 18 again.   **ER 14 – The periodic review actions are available**     1. Click on ‘Don’t Change’   **ER 15 – Electronic signature controls to perform the periodic review appear and lists both documents selected for the periodic review action**     1. Sign for the periodic review by providing a Pin and comments.   **ER 16 – The periodic review list displays and both documents are removed from the list**     1. View audit logs by clicking on top right corner menu.(Administration > Audit log)   **ER 17 – The periodic review decisions for both documents (performed in Step 22) are available in the audit log.** | | | |
| **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:** |