|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
|  | Recently viewed and favorites | To verify if:   * Recently viewed documents are available in the web interface dashboard * Documents and reports added to the Favorites are available on the dashboard * Documents removed from Favorites are no longer available * Favorite document(s) revisions are updated on revising the documents |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prerequisites** | 1. Standard System Configuration 2. Users login exists 3. The user must be logged into the web interface 4. There is at least 1 effective document in Test User 1’s dashboard. | | | |
| **Procedure** | 1. Click on the Dashboard tab.   **ER1 – Existing list of recently viewed documents and Favorites are displayed.**     1. Click on the e-Binders tab. Open an existing e-Binder which has documents. 2. Select an existing Document in the grid to view it. 3. Click on the star (favorite) icon to add it to Favorites.   **ER 2 – The icon is highlighted indicating that the document is added to Favorites**     1. Click on the Dashboard tab.   **ER 3 – The document is available in the Recently Viewed list.**    **ER 4 – The document is available in the Favorites list.**     1. Click on the Reports tab 2. Add an available report to the Favorites by clicking on the star icon   **ER 5 – The star icon is highlighted**     1. Click on the Favorites tab.     **ER 6 – The report added is available in the Favorites list**     1. Click on the delete icon to remove the document added in Step 7 from the list of Favorites.   **ER 7 – The document is removed from the Favorites list**     1. Click on Dashboard tab again.   **ER 8 – The document is removed from the Favorites list in the user’s Dashboard**     1. Click on the Searches tab. Open an existing effective document which has not been checked out. 2. Click on the star (favorite) icon to add it to Favorites. 3. Click on the Dashboard tab. 4. Verify the document from step (11) is available in the Recently Viewed list and the Favorites list.   **ER 9 – The document appears in both lists.**     1. Check out the document from step (11). 2. Add the Target Release date (E.g. Either a day before or current date) 3. Click on Document Approvals and add Test User 2 as the approver. 4. Check in the document and route it for approval. 5. Log out of Test User 1. 6. Log in as Test User 2 and approve the document which was routed in the step (18). 7. Log out of Test User 2. 8. Run Jobs from the database. 9. Login as Test User 1 and navigate to the dashboard   **ER 10 – The major revision of document which was added to favorites in the previous steps is updated to the latest Effective version in favorites.** | | | |
| **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:** | |