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| **Protocol #** | **Description** | **Purpose** | **Reqt/Spec** | Author |
| WI-0020 | eBinders | To verify   1. e-Binders available for the user 2. Add e- Binder through the admin 3. Group permission to use e-Binder 4. Add document for e-Binder 5. Events identified as Favorites from eBinders are available in the user’s Favorites list. |  |  |

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| **Prerequisites** | 1. Standard System Configuration 2. User login exists 3. The user is logged into the web interface | | | |
| **Procedure** | 1. Click on the eBinders tab 2. Click to expand them   **ER 1 – List of binders available are displayed and available branches are visible on expanding**     1. Click on one of the organizers to view a list of documents available within it   **ER 2 – A list of the document available within the organizer is displayed**     1. Logout from the test user 2. Login with admin user 3. Go to administration page 4. Click on e-Binder   **ER 3 – A List of eBinders available are displayed**     1. Click on add eBinder button   **ER 4 – Add eBinder popup screen is displayed.**     1. Enter name 2. Enter group 3. Click on add button   **ER 5 – A message confirming eBinder successful added is displayed.**     1. Click on close button 2. Click on the newly added binder and click on add root folder.   **ER 6 – Add Root Folder popup screen is displayed.**     1. Enter the name and click on add button.   **ER 7 – A message confirming Root folder successful added is displayed**     1. Click on close.   **ER 8 – The created eBinder record is displayed**     1. Click on ebinder(for ex: power user test)   **ER 9 – The permission page for selected ebinder is displayed**     1. Select location from location drop-down.(For ex: san Francisco) 2. Select the group whom you want to give permission. 3. Check the “use” checkbox      1. Click on the root folder 2. Enter a query in the select query text box      1. Click on verify. 2. Logout with admin user 3. Login with test user belongs to the group from step 18 4. Go to eBinder   **ER 10 – EBinder is present in the eBinder section.**     1. click on the star icon for any of the documents/events listed within the organizer   **ER 11 – The star icon is highlighted to indicate that the event has been added to favorites**     1. Click on the Favorites tab.   **ER 12 – The document/event added to Favorites from the binder is available in the Favorites list** | | | |
| **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:** |