# ECM Library Test Steps

1. ECM Client
   1. EMAIL Search – known term “Alaska”
      1. Search Assist
      2. Preview returned email
      3. Right Mouse on Selected item
         1. Content reassignment (right mouse over selected item)
         2. Save Column Order
         3. Reset Column Order
         4. Restore Selected Item
            1. Select multiple items and insure error message displayed
      4. From Email is returned
      5. To Email is returned
      6. From name is returned
      7. To Name is returned
      8. Folder Filter
      9. Email Subject
      10. CC or BCC
      11. CC/BCC Contains Characters
      12. Library
          1. Include all libraries
          2. Limit to library
          3. Add content to library
      13. Save Search
      14. Recall Search
      15. Delete Search
      16. Is Public works
      17. My Emails
      18. All Emails
      19. My Content Only
      20. Search Email Attachments
      21. Business Meaning selected
      22. Show Weights
          1. Items with weight greater than XX
      23. Created or sent in the last XX days
      24. Show search details
      25. Search by date
          1. Create
          2. Sent
          3. Received
      26. Reset Search works
   2. ALL Search – known term “Alaska”
      1. All content
      2. Emails only
      3. Documents only
      4. Master content only
      5. My content only
      6. Show Details
      7. Show Weights
         1. Items with weight greater than XX
      8. Restore
         1. To default
         2. To Original
         3. To Selected
         4. Overwrite
      9. Go to directory
         1. Content
         2. Emails
      10. Delete Button
      11. Add to library
      12. Library Management
      13. Refresh
      14. Gen SQL
      15. Include all libraries checkbox
      16. Limit search to library checkbox
      17. Reset Search works
   3. Content – known term “Alaska”
      1. Search executes
      2. Set as master
      3. Set as public
      4. Limit to last XX days
      5. Master only
      6. My content only
      7. Business Meaning
      8. Show weights
         1. Limit to weight value of XX
      9. Show search details
      10. Limit to current list
      11. File name like
      12. File Type like
      13. Metadata like (4 occurrences, reduction search)
      14. Create date
          1. Before
          2. After
          3. Between
      15. Last write date
          1. Before
          2. After
          3. Between
      16. File Directory (wild cards)
      17. Search name drop down fills in
          1. Save
          2. Restore
          3. Delete
      18. Library
          1. Include all libraries
          2. Limit to library
          3. Add content to library
   4. Gen SQL
   5. Reset search
2. Reports
   1. Storage
   2. Dasd
3. Quick Archive
   1. Metadata
      1. Can be filled in
      2. Can be Assigned by dropdown
         1. Metadata
         2. Metadata Value
         3. Library
      3. Is recorded
   2. Quick Reference
      1. NAME is mandatory
      2. Add
      3. Delete
   3. Select one or more files by Button
   4. Quick Archive Button
   5. Update Metadata Button
      1. Metadata Updated
      2. Item count shown in status bar
   6. Remove Dir Button – Button is now invisible
   7. Re-Init Directory button – Button is now invisible
   8. Remove File – Button is now invisible
4. Quick Exchange Download
5. Send Help Request
6. History
7. Display Config Version
8. My Status
9. Login as Different user
10. Exit
11. Maintenance
    1. Libraries
       1. Library Mgt
       2. Library Items Mgt
    2. Admin
       1. Lookup tables
          1. Open each screen and check
             1. CRUD
       2. Bulk User Load Utilty
       3. License Mgt
       4. Retention Mgt
       5. File type Profile Mgt
       6. Edit App Config
       7. Super Admin Only
          1. Purge all Database Content (password only access)
          2. List all running apps
          3. ECM SQL Mgr.
          4. State of DB
          5. Test AD Functions (invisible)
          6. List all Installed Apps
       8. Validate Assembly Links
       9. Open ERROR Table
       10. FT Trouble Shooting
       11. Execution Info
           1. Current DB COnnection
    3. Groups
    4. User Runtime Parms
    5. User Startup Parms
    6. Free Space in Working Folders
    7. Users
    8. Define email rejected Senders
    9. OCR Test (MODI must be installed and Office 2007 only)
    10. Locate Current Directories
    11. Validate Connection to ECM
    12. Reset Default Login to Original
12. Tools
    1. Archive Setup
       1. Add email folder
       2. Add directory
       3. Set polling
       4. Add file type
       5. Remove file type
       6. Setup cross reference file type
       7. Archive
          1. Emails
          2. Exchange
          3. Content
          4. All
          5. Disable All
             1. Archive

Emails

Exchange

Content

All

* + - 1. Disable Content
         1. Archive

Emails

Exchange

Content

All

* + - 1. Disable Email
         1. Archive

Emails

Exchange

Content

All

* + - 1. Disable Exchange
         1. Archive

Emails

Exchange

Content

All

* 1. Startup Parms
  2. Web Crawler Setup
  3. Verify Internet Connection
  4. Verify Repository Connection
  5. List all running apps
  6. Display last archive date
  7. Test Sharepoint Lists – invisible

1. Help
   1. Index
   2. Send Help request
   3. About
   4. Active Help
   5. Repository Utilities
      1. DM FTS Parse
      2. Analyze results of word search
      3. FULL TEXT Search dynamic Management
      4. How is weight calculated
      5. SQL Server 2008 Thesaurus rules
   6. Admin Functions
   7. Application Configuration File
   8. Display ECM License