# ECM Library Testing Procedure

1. Database Installation
   1. Drop Database if exists
   2. Create ECM Library Database
      1. Populate Data
   3. Create ECM Thesaurus Database
      1. Populate Data
   4. Add ADMIN user
2. Install Application
   1. Set up license
      1. Email
      2. File
      3. Over the web
   2. Setup Users
      1. Admin
      2. Super Admin
      3. Three Users
   3. Define Archives
      1. Outlook Email
      2. Exchange Email
      3. Directories
   4. Execute Archives
      1. Email
      2. Content
      3. Exchange
      4. Content
      5. Quick Archive
   5. Perform Searches
      1. Content
      2. Email
   6. Create Libraries
   7. Create Groups
      1. Assign Group Users
   8. Assign Library Users
   9. Assign Library Groups
3. Searches on all three screens
   1. Execute Searches
   2. Save Search
   3. Change column Order
   4. Change column width
   5. Save column changes
      1. Go out and come back in
      2. Execute search
      3. Verify columns were as expected
   6. Recall search
   7. Verify recall screen
4. Look up tables
   1. Go to each one
      1. Verify CRUD
5. Users
   1. Verify CRUD
6. Search Assistant
   1. Verify all screen functions
   2. Execute prepared search
7. Metadata
   1. Verify all three tabs
   2. Verify all functions
8. Set up a load of 1000 documents
9. Set up a load of 1000 emails
10. Set up a load of 1000 Exchange Emails
11. Archive and get associated run times
12. Verify the capture of:
    1. All searches
    2. All queries
    3. Archive times
    4. Reassign content ownership
       1. Change in user ownership of content is tracked
13. Scheduling
    1. Set up archive schedule
       1. Verify execution
       2. Verify disable of separate archives works correctly