**FILE CIRCULATION FOR PHYSICAL RECORDS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 4.1.1b | The system should be able to track the file and identify the officer in whose custody the file is, Including the Division/Department where the officer is based. | Login to Issue and Track designation of file and requesting officer | Has the system been able to identify the requesting officer and the department where he/she is based? | | Passed  Failed  Not met | | provide a request option by title or the code then navigate through the scheme  **Vicisoft Comments: There is already a search feature by selecting browse in Record Request Interface. Here additionally title or the code (fields in Create Record interface) has been asked for auto-populate.** | |
|  |  |  | Check to see whether the file details are displayed | Are the details of the requested file reflecting? | | Passed  Failed  Not met | | Need to amend some fields for **owner**/ present with.  **Vicisoft Comments: Present with needs to be changed to “Record Present with”. Also there needs to be a column with “Name of the Requesting Officer” under Reports generated under RMS Users.** | |
|  | 4.1.1 a | The system should provide information on the availability of a physical record before a requisition is processed. | Login to Enquire on availability file/ record before requesting | Has the information pertaining the availability of the requested physical record/file been provided on searching? | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending** | |
|  |  |  | Check if the system can search using any keyword | Does the system provide specific search criteria, such as, Title, Owner, Rack ID, Location etc.? | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending** | |
|  |  | Check if the report has been generated according to the given search criteria with all tracking details appearing | Has the system been able to fetch the information on the status of the file/records based on the search criteria | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending** | |
|  | 4.1.2 | The system should allow for the configuration of the period the files can be with the requesting officer based on departmental requirements | Login to Configure/ Assign File loan Period | Has the loan period been configured at the creation of a record type? | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending** | |
|  |  |  | Verify the configuration for loan period | Has the system allowed input of the loan period at creation of a particular record type? | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending** | |
|  |  |  |  | Has the system been able to allocate the loan period for a particular record type upon requisition | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending** | |
|  | 4.1.1 | The system should notify the registry user of the number of days remaining before the expiry of the loan period for the file/record | Login to Check if the system is able to notify the user on File loan status periodically prior to the expiry of the loan period. | Is the system able to give notice on how long the officer/department has been in possession of the file? | | Passed  Failed  Not met | | Make provision for a column to indicate how long a file is out.  **Vicisoft Comments: In reports, there is no column with number of days since the record has been out, please provide.** | |
|  |  |  | Check for the remaining period before file due date | Is the system giving the period remaining for the file to be returned to the registry? | | Passed  Failed  Not met | | System is not providing calculation of days remaining before a file is due  **Vicisoft Comments: Same as above.** | |
|  |  | Check for any notification in relation to all file activities of a requested file | Is the system able to send notification to the user pertaining any activity about the requested files? E.g. overdue, recall etc. | | Passed  Failed  Not met | | TO BE RETESTED  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  | Check if other users in this workflow receive notifications | Is the system able to send notification to other users who are part of the record request approval process? | | Passed  Failed  Not met | | TO BE RETESTED  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  |  | Check system notification on the expiry of file | Is the system able to send notifications to the users on the expiry of the loan period? | | Passed  Failed  Not met | | TO BE RETESTED  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.1.4 | The system must provide functionality to recall the document/file through a trigger recall message to the officer holding the document/file. | Login to Check for mail based notification to users for record/file recall | Is the system able to recall a requested /loaned document/file through a trigger recall message to the officer in possession document/file?  Are notifications sent to the users who are part of the approval process? | | Passed  Failed  Not met | | TO BE RETESTED  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.1.5 | The system should be able to generate a reminder on overdue files. The file shall be held by an officer for a configurable number of days after which the system will trigger a reminder to inform the officer that the files need to be returned to the registry. | Login to Check for configuration of overdue period and possible extension  -Check if the system is able to trigger reminders based on the configuration | Is the system able to generate and trigger a reminder to the user and other persons in the approval process on overdue files? | | Passed  Failed  Not met | | TO BE RETESTED  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.1.6 | The system should deny an officer holding on to the file which is overdue, from requesting for another file. The system should provide for configuration of overdue period and possible extension | Login to Check if the system is able to extend the loan period | Is the system able to provide for possible extension after the loan period? | | Passed  Failed  Not met | | The expected result was not seen during the test in spite of the configuration being present  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  |  | Login to Check if the systems is able to issue files to officers with overdue files- | **Is the system able to allow users to request for files even when they have overdue file/files?** | | Passed  Failed  Not met | | Overdue verification need to be done  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  | Login to Check if the overdue status is marked for identification. | **Does the System have a facility to automatically mark a record/file as overdue?** | | Passed  Failed  Not Tested | | This function was not demonstrated  **Vicisoft Comments: Presently manual selection of files for moving to Overdue status is present. We need to implement this automated ones.** | |
|  | 4.1.7 | **The system should allow a requesting officer to use a bar-coded ZRA Identification card when collecting physical files to enable his/her details be captured and linked to the file/files being requested or should facilitate for the generation of a request that should manually be signed by the officer collecting the file from the registry.** | Login to Check if the system is able to generate a staff bar code | Is the system able to generate a staff barcode? | | Passed  Failed  Not tested | | To be demonstrated in the regression testing  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  | Login to Check for the configuration of staff details for the generation of bar codes  Check if the system is able to configure staff details for purposes of generating bar codes | Is the generated bar code reflecting the configured details when swiped? | | Passed  Failed  Not Tested | | To be demonstrated in the regression testing  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  |  | Check for check-in and check-out facilities | Is the system able to track a physical file by providing  check-in and check-out facilities that record:  1.the check-out location of the item  2. the dates of check-out and check-in.  3. Additional related metadata details | | Passed  Failed  Not met | | It was observed that check in/check out is meant for document review. Vendor to provide alternative words to describe file check in/check out  **Vicisoft Comments: Leave this for now as is.** | |
|  |  | The system should facilitate for the generation of a request receipt that should manually be signed by the officer collecting the file from the registry. | Login to Check if the system is able to issue a receipt/ acknowledgement for file /record collection from Registry | Is the system able to read the generated staff barcode? | | Passed  Failed  Not Tested | | TO BE CONFIGURED  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  |  | Check linkage of staff barcode details with record/file details to facilitate issuance | Are the details on the staff barcode able to be linked to the file details during the file request process? | | Passed  Failed  Not Tested | | BARCODE SWIPING  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  | Check if the system can print a file issuance receipt | Is the system able to print a receipt upon issuance of a file to the requesting officer? | | Passed  Failed  Not Tested | | TO BE TESTED LATER  **Vicisoft Comments: Need to take this up.** | |
|  |  |  | Does the system provide for the configuration of staff barcodes? | | Passed  Failed  Not Tested | | BARCODE SWIPING  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  |  | Check if the system has this function and its working | Does the system provide for the use of bar-coded ZRA identification cards to facilitate capture of user details and issuance of records? | | Passed  Failed  Not Tested | | TO BE TESTED LATER  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  | Check if the system prompts the issuing office to swipe the staff barcode on barcode reader | Does the system prompt the user to swipe the staff barcode on a barcode reader when collecting physical document/file to complete transaction? | | Passed  Failed  Not Tested | | BARCODE SWIPING  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  |  | Check if the details have been captured upon swiping | Are the personal details of the borrower captured upon swiping the staff barcode? | | Passed  Failed  Not Tested | | TO BE TESTED LATER  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  | 4.1.8 | The system should facilitate online File Requests which once approved by registry online, can be collected by the requesting officer after signing the print out of a Request File Form or having his/her bar code swiped to link file and borrowers details. | Check if the system can approve a file request as departmental supervisor  Login as Registry user and see if the registry will receive an approved request.  Login as dispatch officer to Charge out file and see if the prompt for staff barcode swipe will be triggered. | Is a Departmental supervisor able to approve file request? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending** | |
|  |  | Is the Registry dispatch officer able to check and see an approved request on the dispatch dashboard? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending** | |
|  |  | Is the registry officer able to Swipe staff barcode against the requested file details to see if the file will have a different status? E.g. requested by and other metadata file request details. | | Passed  Failed  Not Tested | | BARCODE SWIPING  TO BE TESTED LATER  **Vicisoft Comments: Need to take this up after finalizing on the Barcode Feature Document.** | |
|  |  |  | Overlook staff barcode swiping and enter staff details | Is the system prompting for a receipt print out? | | Passed  Failed  Not Tested | | **Vicisoft Comments: Need to take this up.** | |
|  | 4.1.9 | **The system should have a function for the supervisor to approve the transfer of files/records within units/departments upon which the loan period will restart and details of the new borrower will be captured. The System should provide for notification of file transfers. The user of the document can transfer a document using a request to transfer which will be approved by the supervisor.** | Check to see if the system provide for approval of file transfers between units/departments | Login as user and transfer a file to another user. Has the system allowed you to transfer a file to another user? | | Passed  Failed  Not Tested | | NOT APPLICABLE  **Vicisoft Comments: No Action pending** | |
|  |  |  | **Login as a supervisor and check if there are any files pending for approval as file transfers between officers are being done.** | **Are there any files for approval? If yes, Approve file transfers.** | | Passed  Failed  Not Tested | | NOT APPLICABLE  **Vicisoft Comments: No Action pending** | |
|  |  |  | **Login as receiving officer.** | **Are there any files transferred to you from another user?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending** | |
|  |  | Check for system notifications on file transfer activities | **Is the System able to give notification on all file transfer activities?** | | Passed  Failed  Not met | | TO BE CHECKED  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  | Check if the loan period has been restart for the new requester/receiving officer | Check if the loan period has been refreshed on the officer to whom the file has been transferred. | | Passed  Failed  Not Tested | | **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.1.10 | **The system should allow officers to request part files/volumes. The system should allow for file structure definition describing related volumes** | Request for a single volume of a file and see if the system will permit. | **Does the system allow officers to request for part files / volumes?** | | Passed  Failed  Not met | | SHOULD MAKE PROVISION FOR PART FILE REQUISITIONS  **Vicisoft Comments: Need to discuss on this.** | |
|  |  |  | Create a file structure with levels and see if the system will accept. | **Does the system allow file structure definition describing related volumes?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending.** | |
|  | 4.1.11 | **The system should limit the number of files going out to a configurable specification of files per account/user** | Configure the limit number of files that can be requested. | Does the system allow you to configure different periods for different record types | | Passed  Failed  Not met | | LOAN PERIOD TO BE CONFINGURED TO A FILE AND NOT A RECORD  **Vicisoft Comments: Need to discuss on this.** | |
|  |  |  | Try to request for the files more than what is specified as a limit. | Is the system able to accept request? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending.** | |
|  | 4.1.12 | **The system should be able to show the user (Requester) the status of the file e.g. available, not available, nonexistent, etc.** | Login as user to see if the status of file changes when the file is in registry and does change when out. Check for any other status | Is the system able to show the user (Requester) the status of the file? E.g. available, not available, nonexistent, etc. | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending.** | |
|  | 4.1.13 | **When the file loan period is about to expire, the System shall show the status of the file and shall send mail notification stating that the file is due for renewal/return.** | Set the expiry reminder a day before the file is due for return to registry. | Has the reminder been sent to notify you that the file will be due the following day. | | Passed  Failed  Not met | | REQUIRE RETESTING  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  |  | If yes, let the period exceed | Has system sent you a reminder that the file is due or overdue? | | Passed  Failed  Not Tested | | TO BE DONE LATER  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  | If yes, let the period exceed | Make sure all your files are overdue, request another file.is the system able to issue? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending** | |
|  |  | check if the system has sent a notification for the renewal of overdue files |  | | Passed  Failed  Not Tested | | **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.1.15 | On return of files, system shall provide for verification of completeness of file content to determine whether the contents have been tempered with**.** | Check if the system has provision to check for any missing record upon return of the file to registry | Is the system able to verify and confirm completeness of file content upon being returned by the user? | | Passed  Failed  Not Tested | | CAN NOT BE DONE BY THE CONSULTANT  **Vicisoft Comments: No action pending.** | |
| REPORTS FOR FILE CIRCULATION OF PHYSICAL RECORDS | | | | | | | | | |
|  | 4.2.1 | **The System shall provide for the generation of reports based on the attributes captured during the creation of a record/file.** | **Check for report based on the attributes captured during the creation of a record/file.** | Does the System provide for the generation of reports based on the attributes captured during the creation of a record/file? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending.** | |
|  | 4.2.2 | The system shall be able to generate Overdue Files Report with information on date of last reminder, Date of return to Registry, name of user, type of file, and unit/department. | Check if the system generates Overdue Files Report with information on date of last reminder, Date of return to Registry, name of user, type of file, and unit/department. | Does the system generate an Overdue Files Report with information on date of last reminder, Date of return to Registry, name of user, type of file, and unit/department? | | Passed  Failed  Not met | | UNSATISFACTORY- REQUIRES RECONFIGURATION  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.2.3 | The system shall provide for the generation of reports on all files called back by Registry indicating the file holder, location and date of recall. | Check if the system generates reports on all files called back by Registry indicating the file holder, location and date of recall. | Does the system provide for the generation of reports on all files called back by Registry indicating the file holder, location and date of recall? | | Passed  Failed  Not met | | UNSATISFACTORY-REQUIRES RECONFIGURATION  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.2.4 | The System shall produce statistical reports based both on individual users as well as on files and subject areas. The System shall also produce reports regarding “Files Out” against “Files In” | Check if the system produce statistical reports based both on individual users as well as on files and subject areas. The System shall also produce reports regarding “Files Out” against “Files In” | Does the System produce statistical reports based both on individual users as well as on files and subject areas? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending.** | |
|  |  | Check if the system can produce reports on files issued out to users | Does the System produce reports regarding “Files Out” against “Files In”? | | Passed  Failed  Not Tested | | PROVIDES THE COUNT  STATUS TO FILE IN AGAINIST FILE OUT  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.2.5 | The system shall provide reports on status of files based on Meta data fetched from the circulation function. | Check if the systems provide reports on status of files based on Meta data fetched from the circulation function. | Does the system provide adhoc reports on status of files based on Meta data fetched from the circulation function? | | Passed  Failed  Not Tested | | **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.2.6 | The system shall generate Report on files in transfers between officers, Date of transfer to another user, Name and location of user to who file transferred | Check if the system generate Report on files in transfers between officers, Date of transfer to another user, Name and location of user to who file transferred | Does the system generate a Report on files in transfers between officers, Date of transfer to another user, Name and location of user to who file transferred? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No action pending.** | |
|  | 4.2.7 | The system shall generate Report on files/document in transit between locations, Date of transfer to another location, details of location | Check if the system generate Reports on files/document in transit between locations, Date of transfer to another location, details of location | Does the system generate a Report on files/documents in transit between locations, Date of transfer to another location, details of location? | | Passed  Failed  Not met | | SOURCE AND DESTINATION LOCATION  DATE OF RECIEPT  **Vicisoft Comments: Need to be taken up by putting above fields in the generated report.** | |
|  | 4.2.8 | **The system shall have a provision of generating ad hoc reports based on audit trails.** | **Check if the system has a provision of generating ad hoc reports based on audit trails.** | Does the system have a provision of generating ad hoc reports based on audit trails? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.4.1 | The system should provide for the configuration of the file search criteria, e.g. by Account Number, Name of file, TPIN, Tax Type, Tax Office, Date of Registration, Man Number, Order Number. | Check if the system provide for the configuration of the file search criteria, e.g. by Account Number, Name of file, TPIN, Tax Type, Tax Office, Date of Registration, Man Number, Order Number. | Is the system able to configure/ assign search criteria of different record types based on defined variables | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  | Check if the system is able to search using the O.C.R capabilities on any terms that are not defined in metadata but are on documents | Is the system able to search using the O.C.R capabilities on any terms that are not defined | | Passed  Failed  Not met | | ORIGINAL HARDCOPY TEXT SEARCH NOT DONE(A dongo for OCR has to be on a server to achieve this activity  **Vicisoft Comments: No Action pending.** | |
|  | 4.4.2 | The system should provide an option to either request for the physical file or view the digital format. | Check if the systems provide an option to either request for the physical file or view the digital format. | Does the system provide an option to either request for the physical file or view the digital format? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| **4. REPORTS ON ENQUIRY** | | | | | | | | | |
|  | 4.5.1 | The System shall generate a report with the search criteria requiring information on the entire classification scheme and part of the classification scheme as defined by the user. | Check if the system can generate a report with the search criteria requiring information on the entire classification scheme and part of the classification scheme as defined by the user. | Does the System generate a report with the search criteria requiring information on the entire classification scheme and part of the classification scheme as defined by the user? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.5.2 | **The System shall be able to give a** status **report on a specific entry (e.g. active, semi active, not available, requested, Available) when queried** | **Check if the System is able to give a** status **report on a specific entry (e.g. active, semi active, not available, requested, Available) when queried** | Does the System produce a status report on a specific entry (e.g. active, semi active, not available, requested, Available) when queried? | | Passed  Failed  Not met | | DOES NOT HAVE A REPORT ON SEMI-ACTIVE  **Vicisoft Comments: This needs to be re-tested by Test Team.** | |
|  | 4.5.3 | The System shall be able to provide the user with a report of all active files for a defined file category. | Check if the System shall be able to provide the user with a report of all active files for a defined file category. | Does the System provide the user with a report of all active files for a defined file category? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| **5. FILE REQUEST** | | | | | | | | | |
|  | 4.6.1 | The System should allow officers to request for physical files electronically and must also provide access to digital files | If the System can allow officers to request for physical files electronically and must also provide access to digital files | Does the System allow officers to request for physical files electronically? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** |
|  |  |  |  | Does the system provide access to digital files? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  |  | Does the system provide standard workflows to be defined and maintained by a System Administrator under file request process? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.2 | The System should indicate the status of the file to requesting officer i.e. in registry or out and with whom. | Check if the System indicates the status of the file to requesting officer i.e. in registry or out and with whom. | Does the system indicate the status of the file to requesting officer i.e. in registry or out and with whom? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.3 | When the status of the file is ‘In Registry’, the system should allow the user to request for the file. | Check if the status of the file is ‘In Registry’, the system should allow the user to request for the file. | Does the system allow the requesting officer to request for a file whose status is ‘In Registry’? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.4 | **Where the status of a file is ‘Out’ the System should provide for reservation of the file through a queuing system Is the status of the file ‘out’?** | **Check if the status of a file is ‘Out’ the System should provide for reservation of the file through a queuing system Is the status of the file ‘out’?** | Upon requesting the file with ‘out’ status, does the system provide for reservation of the file through a queuing system? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.5 | **When a file is returned, the system must notify the next person in the queue of the file’s availability.** | **Check if the file has been returned, the system must notify the next person in the queue of the file’s availability.** | When a file is returned, Does the system notify the next person in the queue of the file’s availability? | | Passed  Failed  Not Tested | | NOT VERIFIRD  **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  |  | Is the system able to prioritize items in queues | | Passed  Failed  Not met | | TO BE VERIFIED **Vicisoft Comments: Will be demonstrated in the re-testing phase.** | |
|  | 4.6.6 | **The System must ensure that all requests for physical files are approved by the supervisor of the user before sending the request to the registry** | **Check if the System ensures that all requests for physical files are approved by the supervisor of the user before sending the request to the registry** | Does the System provide that, all requests for physical files are approved by the supervisor of the user before sending the request to the registry? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  |  | Does the system support workflows that consist of a number of procedural steps? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.7 | The System should be able to allocate approved files to available officers in Registry for issuance | Check if the system is able to allocate approved files to available officers in Registry for issuance | Does the System allocate approved files to available officers in Registry for issuance? | | Passed  Failed  Not Tested | | ALLOCATION AND RE-ALLOCATION TO BE CONFIGURED(ALLOCATE JOBS TO DISPATCH EQUALLY AND RE-ALLOCATE WHEN OFFICER IS ABSENT)  **Vicisoft Comments: Need to discuss on this.** | |
| **1. FILE MANAGEMENT FOR ACTIVE RECORDS** | | | | | | | | | |
|  | 4.6.1 | **The System must provide for the configuration and definition of the Classification Scheme.** | Check whether the System provide for the configuration and definition of the Classification Scheme. | Does the System provide for the configuration and definition of the Classification Scheme? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  | Check whether the System allows upload/digitization of records according to the defined levels of Classification Scheme. | Does the system accept records to be inputted/uploaded in ERMS in accordance with the defined organization’s records classification scheme. | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |
|  | 4.6.2 | **The System should be flexible to allow new changes to administrative structures or the Classification Scheme.** | Check whether the System is be flexible to allow new changes to administrative structures or the Classification Scheme. | Is the System flexible to allow new changes to administrative structures or the Classification Scheme? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.3 | **The System should allow for centralized management of the Classification Scheme by the System Administrator or other authorized user.** | Check whether the System allows for centralized management of the Classification Scheme by the System Administrator or other authorized user. | Does the System allow for centralized management of the Classification Scheme by the System Administrator or other authorized user? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.6 | **The System should restrict the definition and maintenance of records classification to a System Administrator or authorized user.** | Check whether the System restricts the definition and maintenance of records classification to a System Administrator or authorized user. | Does the System restrict the definition and maintenance of records classification to a System Administrator or authorized user? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.4 | **The System should support the development and use of more than one Classification scheme.** |  | Does the System support the development and use of more than one Classification scheme? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.5 | **The System should allow for the definition of levels and the allocation of unique identifiers for business functions, activities and transactions in the file classification system.** |  | Does the System allow for the definition of levels and the allocation of unique identifiers for business functions, activities and transactions in the file classification system? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  | Is the system flexible to allow new terms to be allocated to newly defined levels in the record scheme? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | **4.6.7** | **The System should be able to create barcodes for all files registered in the system.** | **Check whether the System is able to create barcodes for all files registered in the system.** | **Is the System able to create barcodes for all files registered in the system 6.7** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.8 | **The system should be able to generate barcodes for each particular volume** | Check whether the system is able to generate barcodes for each particular volume | **Is the system able to generate barcodes for each particular volume?** | | Passed  Failed  Not Tested | | TO BE DEMOSTRATED  **Vicisoft Comments: No action pending.** | |
|  | 4.6.9 | The System should allow for the transfer of files according to a configurable user defined criteria. | Check whether the System allows the transfer of files according to a configurable user defined criteria. | Does the System allow for the transfer of files according to a configurable user defined criteria? | | Passed  Failed  Not met | | RECORD FUNCTION TO BE RENAMED AS FILE CREATION FUNCTION  **Vicisoft Comments: In create record interface, change CREATE RECORD to CREATE FILE.** | |
|  | 4.6.9 | **The System shall provide for a function for the transfer of records from one location to another. Once the transfer process is activated, the system shall indicate ‘In Transit’ until the file is received. Once the recipient confirms receipt, the system shall confirm availability of the file in the new location.** | Check whether the System provide for a function for the transfer of records from one location to another. Once the transfer process is activated, the system shall indicate ‘In Transit’ until the file is received. Once the recipient confirms receipt, the system shall confirm availability of the file in the new location. | **Does the System provide for a function for the transfer of records from one location to another?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  |  | | |  | |
|  |  |  | **Once the file transfer process is activated, does the system indicate ‘In Transit’ until the file is received in a new location?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  | **Once the recipient in a new location confirms receipt, does the system confirm availability of the file in that new location?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.10 | **The System should allow a folder or group of folders, and their attached records, to be moved and reclassified within the system by a System Administrator or other authorized user.** | Check whether the System allow a folder or group of folders, and their attached records, to be moved and reclassified within the system by a System Administrator or other authorized user. | **Does the System allow a folder or group of folders, and their attached records, to be moved and reclassified within the system by a System Administrator or other authorized user?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  | Does the system allow for the transfer/re-assignment of records from one folder to another by a  System Administrator or other authorized user? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.11 | **The System shall provide for the configuration or definition of the period that a record/file can be active based on defined document type.** | Check whether the System provides for the configuration or definition of the period that a record/file can be active based on defined document type. | **Does the System provide for the configuration or definition of the period that a record/file can be active based on defined document type?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.6.12 | **After the expiry, that particular class of documents will be moved to Semi-Active stage basing on the metadata assigned to those particular classes of documents.** | Check whether after the expiry, that particular class of documents will be moved to Semi-Active stage basing on the metadata assigned to those particular classes of documents. | **After the expiry, does the system move defined classes of documents from Active to Semi-Active stage with its metadata?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| 1. **REPORTS IN FILE MANAGEMENT FOR ACTIVE RECORDS** | | | | | | | | | |
|  | 4.6.12 | **The System shall have a function to produce reports on file transfer between locations** | Check whether the System has a function to produce reports on file transfer between locations | **Does the System have a function to produce reports on file transfer between locations?.** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.7.2 | **The System shall have an Audit trail reporting function on the activities on the entire classification scheme or part of it depending on the enquiry provided.** | The System shall have an Audit trail reporting function on the activities on the entire classification scheme or part of it depending on the enquiry provided. | **Does the System have an Audit trail reporting function on the activities on the entire classification scheme or part of it depending on the enquiry provided?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.7.3 | **The system shall be able to produce reports listing such as all files created or registered within the records classifications scheme structured according to the hierarchy of the Record Plan** | Check whether the system is able to produce reports listing such as all files created or registered within the records classifications scheme structured according to the hierarchy of the Record Plan | **Is the system able to produce reports listing such as all files created or registered within the records classifications scheme structured according to the hierarchy of the Record Plan?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.7.4 | **The system shall be able to generate reports comprising the entire classification scheme and or part of the classification scheme as defined by the user** | Check whether the system is able to generate reports comprising the entire classification scheme and or part of the classification scheme as defined by the user | **Is the system able to generate reports comprising the entire classification scheme and or part of the classification scheme as defined by the user?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.7.5 | **The System shall a function of producing reports by a defined period on the files that have turned semi active.** | Check whether the System has a function of producing reports by a defined period on the files that have turned semi active. | **Does the System have a function of producing reports by a configured period on the files that have turned semi active?** | | Passed  Failed  Not Tested | | TO BE DONE LATER  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.7.6 | **The System shall provide for viewing of all the records whose ‘Active’ periods have expired and are pending purging/removal from the Active repository to Semi-active or from Semi-active to Archive.** | Check whether the System provide for viewing of all the records whose ‘Active’ periods have expired and are pending purging/removal from the Active repository to Semi-active or from Semi-active to Archive. | **Does the System provide for viewing of all the records whose ‘Active’ periods have expired and are pending purging/removal from the Active repository to Semi-active or from Semi-active to Archive?** | | Passed  Failed  Not met | | TO BE DONE LATER  WE NEED TO SEE THE ARCHIVED  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.7.7 | **The System shall produce a report of documents purged or moved from an active file to a semi active file.** | Check whether the System is able to produce a report of documents purged or moved from an active file to a semi active file. | **Does the System produce a report of documents purged or moved from an active file to a semi active file?** | | Passed  Failed  Not Tested | | TO BE RETESTED  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.7.8 | **The System shall have defined report access parameters for different user groups.** | Check whether the System has defined report access parameters for different user groups. | **Does the System has defined report access parameters for different user groups?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.7.9 | **The system shall provide a detailed report for Active Records** | Check whether the system provide a detailed report for Active Records | **Does the system provide a detailed report on all Active Records?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| **2.FILE MANAGEMENTFOR SEMI-ACTIVE RECORDS** | | | | | | | | | |
|  | 4.8.1 | **The System shall provide for the configuration and definition of the Classification Schemes** | Check whether the System provide for the configuration and definition of the Classification Schemes | **Does the System provide for the configuration and definition of the Classification Schemes?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.8.2 | The System shall allow the Systems Administrator to set the disposal criteria | Check whether the System allows the Systems Administrator to set the disposal criteria | Does the System allow the Systems Administrator to set the disposal criteria? | | Passed  Failed  Not met | | TO BE RECONFIGURED BASSED ON DOCUMENT TYPE  **Vicisoft Comments: Will be demonstrated in Re-testing phase.** | |
|  | **4.8.3** | **The System shall be able to display all files contained in a particular box/rack.** | **Check whether the System is able to display all files contained in a particular box/rack.** | **Is the System able to display all files contained in a particular box/rack?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  |  |  | |  |  |  | |
|  | 4.8.4 | **The System shall provide for a review/change of the records destruction date.** | Check whether the System provide for a review/change of the records destruction date. | **Does the System provide for a review/change of the records destruction date?** | | Passed  Failed  Not met | | SHOULD PROVIDE NOTIFICATION  **Vicisoft Comments: Need to be taken up.** | |
|  | **4.8.5** | **The System has an in-built functionality to show the content of a file location at any point of time.** | **Check whether the System has an in-built functionality to show the content of a file location at any point of time.** | **Does the System have an in-built functionality to show the content of a file location at any point of time?** | | Passed  Failed  Not met | | **ENABLE FOLDER SEARCH ALSO**  **Vicisoft Comments: Need to take this up as they created folder names with TPIN Numbers. Almost there are 4,00,000 TPIN numbers and a search needs to be facilitated.** | |
|  | 4.8.6 | **The System shall provide for the assignment of an Identification Code to the storage location and allow the System Administrator to move files between storage locations.** | Check whether theSystem provides for the assignment of an Identification Code to the storage location and allow the System Administrator to move files between storage locations. | **Does the System provide for the assignment of an Identification Code to the storage location and allow the System Administrator to move files between storage locations?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.8.7 | **The System shall give reminders for the files which are due for destruction.** | Check whether the System gives reminders for the files which are due for destruction. | **Does the System give reminders for the files which are due for destruction?** | | Passed  Failed  Not met | | TOO BE VERIFIED  **Vicisoft Comments: Need to be taken up.** | |
|  | 4.8.8 | **The System shall provide for the transfer of physical files from active range (Registry) to semi active (Record Center)** | Check whether the System provide for the transfer of physical files from active range (Registry) to semi active (Record Center) | **Does the System provide for the transfer of physical files from active range (Registry) to semi active (Record Center)?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  | Is the system able to detect records in any folder due for export or transfer based on change of status, and notify the authorized user? | | Passed  Failed  Not Tested | | IDENTIFY RECORDS AND PROVIDE NOTIFICATION ON THOSE DUE FOR TRANSFER  **Vicisoft Comments: No Action pending.** | |
| **2.REPORTS IN FILE MANAGEMENT FOR SEMI-ACTIVE RECORDS** | | | | | | | | | |
|  | 4.9.1 | **The System shall produce reports on all disposal activities undertaken by the system.** | Check if the System is able to produce reports on all disposal activities undertaken by the system. | **Does the System produce reports on all disposal activities undertaken by the system?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.9.2 | **The System shall produce a report with details on the outcome of a disposal process.** | Check if the System is able to a report with details on the outcome of a disposal process. | **Does the System produce a report with details on the outcome of a disposal process?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.9.2 | **The System shall be able to produce reports to support file transfer processes between locations.** | Check if the System is able to produce reports to support file transfer processes between locations. | **Does the System produce reports to support file transfer processes between locations?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.9.4 | **The System should be able to report on the volume and types of files that are due for disposal. .** | Check if the System is able to produce reports on the volume and types of files that are due for disposal. . | **Is the System able to report on the volume and types of files that are due for disposal?**  **.** | | Passed  Failed  Not met | | TO BE OBSERVED AT A L  ATER STAGE  **Vicisoft Comments: No Action pending.** | |
|  | 4.9.5 | **The System shall generate Reports on files/volumes destroyed within a defined period.** | Check if the System is able to generate Reports on files/volumes destroyed within a defined period. | **Does the System generate Reports on files/volumes destroyed within a defined period?.** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.9.6 | **The System shall generate the Semi Active Records Report.** | Check if the System is able to generate the Semi Active Records Report. | **Does the System generate the Semi Active Records Report?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: Need to be taken up.** | |
|  | 4.9.7 | **The system shall generate a report on records earmarked for disposal.** | Check if the System is able to generate a report on records earmarked for disposal. | **Does the system generate a report on records earmarked for disposal?** | | Passed  Failed  Not met | | UNSATISFACTORY  **Vicisoft Comments: Need to be taken up.** | |
| **MAIL MANAGEMENT** | | | | | | | | | |
|  | 4.10.1 | The System shall provide functionality for users to make a request for their physical mail to be sent / posted by registry via registered mail courier. | Check if the System provides functionality for users to make a request for their physical mail to be sent / posted by registry via registered mail courier. Check also that a system allows configuration of workflow steps. | Does the System provide functionality for uers to make a request for their physical mail to be sent / posted by registry via registered mail courier? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  | Does the system support workflows that consist of a number of procedural steps? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.10.2 | The System must provide functionality for the supervisor to approve the request for registered mail to be posted by Registry. | Check if the System provides functionality for the supervisor to approve the request for registered mail to be posted by Registry. | Does the System provide functionality for the supervisor to approve the request for registered mail to be posted by Registry? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.10.3 | The System should be able to generate a notification of approval of request for postage of mail to mail room function. | Check if the System is able to generate a notification of approval of request for postage of mail to mail room function. | Does the System send a notification of approval of request for postage of mail to the mail room? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.10.4 | The System shall provide functionality for registry to accept the request by confirmation of receipt and indication of dispatch details. | Check if the System provides functionality for registry to accept the request by confirmation of receipt and indication of dispatch details. | Does the System provide functionality for registry to accept the request by confirmation of receipt and indication of dispatch details? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.10.5 | The System shall have functionality to capture/enter incoming registered mail and notifying relevant recipients of mail received in the Registry | Check if the System has functionality to capture/enter incoming registered mail and notifying relevant recipients of mail received in the Registry | Does the System have functionality to capture/enter incoming registered mail? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  |  |  | Does the system notify relevant recipients of mail received in the Registry? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| Does the system alert a user when a digital record has been captured and  Sent to their in-tray for attention, and specify the attention required. | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| **REPORTS IN MAIL MANAGEMENT** | | | | | | | | | |
|  | 4.11.1 | **The System shall generate reports based on the Request and Receipt Forms which are run through the workflow.** | Check if the System generates reports based on the Request and Receipt Forms which are run through the workflow. | **Does the System generate reports based on the Request and Receipt Forms which are run through the workflow?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.11.2 | **The System shall generate reports based on the Request and Receipt Forms which are run through the workflow.** | Check if the System generates reports based on the Request and Receipt Forms which are run through the workflow. | **Does the System generate reports based on the Request and Receipt Forms which are run through the workflow?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.11.3 | **The System shall provide a report of all official registered and ordinary mails confirmed receipt and posted by registry.** |  | **Does the System provide a report of all official registered and ordinary mails confirmed receipt and posted by registry?** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.11.5 | The System shall produce reports of the relevant activities of the metadata concerning the receipt and dispatch of incoming and outgoing mail | Check if the System produce reports of the relevant activities of the metadata concerning the receipt and dispatch of incoming and outgoing mail | **4.** Does the System produce reports of the relevant activities of the metadata concerning the receipt and dispatch of incoming and outgoing mail? | | Passed  Failed  Not Tested | | TO BE DEMOSTRATED  **Vicisoft Comments: No Action pending.** | |
|  | 4.11.6 | The System shall produce statistics on the number of mail received and dispatched for the period defined by the user. | Check if the System produce statistics on the number of mail received and dispatched for the period defined by the user. | Does the System produce statistics on the number of mail received and dispatched for the period defined by the user? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.11.7 | The System shall generate the registered outgoing and incoming mails report. | Check if the System generates the registered outgoing and incoming mails report. | Does the System generate the registered outgoing and incoming mails report? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.11.8 | The System shall be able to generate the Pending Registered Mail collection reports. | Check if the System is able to generate the Pending Registered Mail collection reports. | Does the System generate the Pending Registered Mail collection reports | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| **3.RECORDS CAPTURE** | | | | | | | | | |
|  | 4.12.1 | The System shall provide for the creation of new master files. | Check if the System provide for the creation of new master files. | Does the System provide for the creation of new master files? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.2 | The System shall provide for the appending of files in the master files in any ZRA recommended format, e.g. PDF | Check if the System provide for the appending of files in the master files in any ZRA recommended format, e.g. PDF | Does the System provide for the appending of files in the master files in any ZRA recommended format, e.g. PDF? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| Check also if the system provide for the review of metadata by system administrator. | Does the system allow capture, review and maintenance of metadata relating to any  classification scheme | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.3 | The System shall be able to receive new registrations from secondary systems via the interface and the system shall provide functionality to confirm receipt and activation of such registrations. | Check if the System is able to receive new registrations from secondary systems via the interface and the system shall provide functionality to confirm receipt and activation of such registrations. | Is the System able to receive new registrations from secondary systems via the interface? | | Passed  Failed  Not Tested | | TO BE DONE THROUGH INTERFACE  **Vicisoft Comments: No Action pending.** | |
|  |  | Is the system able to automatically capture digital documents and pass them into the ERMS registration process | | Passed  Failed  Not Tested | | INTERFACE  **Vicisoft Comments: No Action pending.** | |
|  |  | Does the system provide functionality to confirm receipt and activation of such registrations? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.4 | The System shall provide for integration between the physical files and the digital files. | Check if the System provide for integration between the physical files and the digital files. | Does the System allow the management of digital documents using the same  Classification tools as those applied to physical records? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  |  | Does the system make a clear and obvious  Distinction between digital documents and physical records to enable access? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.5 | The System shall be centralized to allow access from any point on the ZRA network. | Check if the System is centralized to allow access from any point on the ZRA network. | Is the System centralized to allow access from any point on the ZRA network?  **.** | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.6 | The System shall allow a System Administrator or other authorized user to close a folder, ensuring that no new records can be added to that folder | Check if the System allow a System Administrator or other authorized user to close a folder, ensuring that no new records can be added to that folder | Does the System allow a System Administrator or other authorized user to close folder/folders, ensuring that no new records can be added to that folder? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.7 | The System shall ensure that closed folders and their contents are still accessible for retrieval and viewing purposes. | Check if the System ensures that closed folders and their contents are still accessible for retrieval and viewing purposes. | Does the System permit closed folders and their contents to be accessible for retrieval and viewing purposes? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.12.8 | The System shall allow a System Administrator or other authorized user to open a previously closed folder for the addition of records, and subsequently close the folder again. | Check if the System allows a System Administrator or other authorized user to open a previously closed folder for the addition of records, and subsequently close the folder again. | Does the System allow a System Administrator or other authorized user to open a previously closed folder for the addition of records, and subsequently close the folder again? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
| **3.RECORDS CAPTURE REPORTS** | | | | | | | | | |
|  | 4.13.1 | The System shall generate a report on digital records or categories of digital records, transferred within the classification system according to user defined metadata elements. | Check if the System generates a report on digital records or categories of digital records, transferred within the classification system according to user defined metadata elements. | Does the System generate a report on digital records or categories of digital records, transferred within the classification system according to user defined metadata elements? | | Passed  Failed  Not met | | CREATE A DISTINGUISHING NOTE “TRANSFER UNDER ACTION ALONGSIDE MODIFIED  **Vicisoft Comments: Already there is a provision under Reports under RMS Users for Transfer Records Status.** | |
|  | 4.13.2 | The system shall produce statistics for the number of digital records viewed by a user or group of users within a defined period | Check if the System produce statistics for the number of digital records viewed by a user or group of users within a defined period | Does the system produce statistics for the number of digital records viewed by a user or group of users within a defined period? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.13.3 | The System shall produce a report on the records scanned and newly registered physical files by a user or group of users on the system for a defined period of time with relevant file/record details. | Check if the System produce a report on the records scanned and newly registered physical files by a user or group of users on the system for a defined period of time with relevant file/record details. | Does the System produce a report on the records scanned and newly registered physical files by a user or group of users on the system for a defined period of time with relevant file/record details? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.13.4 | The System shall be able to report on the size and remaining capacity of its digital record stores and repositories. | Check if the System is able to report on the size and remaining capacity of its digital record stores and repositories. | Does the System report on the size and remaining capacity of its digital record stores and repositories? | | Passed  Failed  Not Tested | | **Vicisoft Comments: No Action pending.** | |
|  | 4.13.6 | During disposal the system shall give details on all digital records successfully destroyed and identifying those records which were not successfully destroyed. | Check if during disposal the system provide details on all digital records successfully destroyed and identifying those records which were not successfully destroyed. | During disposal, does the system give details on all digital records successfully destroyed? | | Passed  Failed  Not met | | WE NEED TO FINE TUNE PURGED RECORDS REPORT.  **Vicisoft Comments: Need to fine tune DocMgrTools in aspect of displaying output results.** | |
|  |  |  |  | During disposal, does the system identify those records which were not successfully destroyed? | | Passed  Failed  Not met | | **Vicisoft Comments: No Action pending.** | |

NOTE: All the interface functions were not tested.