



# Test Script TS-X01

Scope:

Fileplan Hierarchy

Metadata

Version 1.0  
Consultation Draft  
XML Schema Project

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# Test Script TS-X01

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## 1. Test Script TS-X01 Preparation

### 1.1. Coverage

This Test Script:

- creates a section of the test fileplan hierarchy
- allocates some metadata values
- checks for metadata inheritance where appropriate
- identifies eGMS Metadata Standard (v. 3+) elements

This Test Script is primarily intended to ensure that the fileplan structure is created in a consistent manner, with metadata expectations clear and confirmed.

All of the steps in this Test Script should be performed in a single day - i.e. the system clock should not be changed, and will not cross over into another day.

### 1.2. Assumptions

It is assumed that the tester(s)

- will be familiar with the ERMS functionality (or will be given appropriate guidance as required)
- will be familiar with the fileplan hierarchy model supported by both the source ERMS and the destination ERMS (or will be given appropriate guidance as required)
- will be familiar with metadata management within the ERMS
- will provide test comments in the text box provided at the bottom of each page as and when required.

**Test Comments**

### 1.3. Checksheets and worksheets

Various metadata checksheets and worksheets should be completed and referenced as appropriate throughout the testing process:

- Checksheets to be completed by the tester(s) before Test Scripts are run.
- Checksheets to be completed by the tester(s) while a Test Script is being run.
- Worksheets to be referenced by the tester(s) while a Test Script is being run.

Checksheets and worksheets are available in the following files:

- Pre-Test Script Metadata Mapping Checksheets.xls
- Test Script TS-X01 Checksheets and Worksheets.xls

It is strongly recommended that the checksheets will be completed by directly editing the spreadsheet file within MS Excel or compatible software application. Of course, there is nothing to prevent testers completing the checksheets in hard copy, but it is likely to be more beneficial to retain the details in electronic format.

#### 1.3.1. *Before running the Test Scripts*

Before the running any of the Test Scripts, there is a general assumption that the tester(s) will be familiar with the ERMS functionality and also have an awareness of metadata management within the ERMS environment.

Testers will be aware that many of the metadata labels displayed via the user interface, and also at the underlying database level, will often be similar to the core metadata element and sub-elements names. However, there may also be instances where the field names are quite different. In order to avoid confusion at any point of the test process, checksheets are provided so that field labels (and database fields if necessary) for the source and destination ERMS under test can be clearly identified by the tester(s) alongside their corresponding core metadata names.

This approach ensures that the tester knows exactly which ERMS fields correspond to the core metadata, and will also identify any core fields that are not currently supported by the ERMS. Furthermore, the information held in these checksheets may aid the resolution of metadata issues that may arise when later running the Test Scripts.

In addition to the checksheets for core metadata, there are also checksheets for custom metadata. While the main focus of the Phase 1 testing is core metadata, it is acknowledged that some systems may automatically include system-specific custom metadata for one or more fileplan object, which is included when fileplan objects are exported. In order to ensure that the tester is aware of all export and import metadata fields, custom metadata details should be provided where applicable.

#### **Test Comments**



### **1.3.2. During the Test Script**

Throughout this Test Script, the tester(s) should take note of the actual metadata values in either "TS-X01 Checksheet 1A" or "TS-X01 Checksheet 1B" (the only difference is the preferred sort order of the metadata fields).

The corresponding worksheets ("TS-X01 Worksheet 1A" or "TS-X01 Worksheet 1B") contain example metadata values, as specified in the test steps of the Script. As such, the worksheets effectively provide a baseline reference point for the expected core metadata values at the end of the Test Script.

Many of the actual metadata values will vary from the example metadata values but there should also be an acceptable similarity in evidence.

For example:

- datestamp values should present the same date (e.g. 2008-02-01), but may apply different times depending on when the test step was completed
- ERMS terms for aggregation levels may not be an exact match for "class", "folder", "part", "record" and "component"; instead they may be similar strings, such as "Class object", "Folder object", "Part object", "Record object" and "Component object".

By monitoring and logging the actual metadata values in one of the checksheets during the Test Script, testers will be able to readily compare the actual values with the example values in the last step of the Test Script. This comparison will allow testers to check factors such as, whether or not :

- metadata has been populated in the expected manner during the Test Script
- actual metadata values match or demonstrate an acceptable similarity to the corresponding example metadata values
- additional data conversion functionality may be required from the ERMS for export and import actions.

In order to facilitate the completion of the checksheets, some common, fixed values have already been entered. If the actual values do not match these pre-entered values, the tester should update the checksheet accordingly and an appropriate note should be made.

#### **Test Comments**

The file "Test Script TS-X01 Checksheets and Worksheets.xls" includes 2 checksheets and 2 worksheets:

<b>Checksheet</b>	<b>Details</b>
TS-X01 Checksheet 1A	At least one of these checksheets should be completed by the tester(s) as Test Script TS-X01 is run.
TS-X01 Checksheet 1B	
<i>Note: The only difference between the two checksheets is the preferred sort order of metadata fields.</i>	

<b>Worksheet</b>	<b>Details</b>
TS-X01 Worksheet 1A	At least one of these worksheets should be referenced by the tester(s) in Test Script TS-X01.
TS-X01 Worksheet 1B	
<i>Note: The only difference between the two worksheets is the preferred sort order of metadata fields.</i>	

#### 1.4. Test preconditions

<b>No.</b>	<b>Precondition</b>
1	System must be ready to create new classification hierarchy from main root point.
2	The ERMS must be able to support the complete revised eGMS core metadata shell. All record_types used in this Test Script must provide the full metadata shell.
3	Must be able to change the system date and time during the test period.

#### 1.5. Hierarchy model - Start

N/A

#### 1.6. Metadata values - Start

N/A

<p><b>Test Comments</b></p>
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### 1.7. Test data

The following record content file is involved in this Test Script:

<b>Record</b>	<b>Source Filename</b>	<b>Date Created</b>	<b>Creator</b>
Record 1	Record 1.doc	2008-01-31T14:59:14	Ramona Black

Record content source files are held in the file: "Test Case A Record Content Files.zip". It is recommended that testers create a new directory structure on their desktop: "c:\TNA\source", and copy this zip file into the new directory. The standard Microsoft extraction tool should be evoked either by double-clicking or right-clicking the zip file in order to extract all of the source files into the current directory.

The extracted source files can then be captured and declared into the ERMS in the standard manner.

#### 1.7.1. Test data - Format

<b>Record</b>	<b>Source Filename</b>	<b>Format</b>			
		<b>Application</b>	<b>Extent</b>	<b>Medium</b>	<b>Operating System</b>
Record 1	Record 1.doc	Microsoft Office Word 2003	19,456 bytes	CD-ROM	Microsoft Windows XP

Each record content file has been configured in such a way that custom property fields hold the specified values for Application, Extent, Medium and Operating System.

If the ERMS is capable of automatically determining one or more of the Format metadata sub-element values from the custom metadata properties, appropriate checks should be made as directed during the Test Script.

If the ERMS is capable of automatically determining one or more of the Format metadata sub-element values without using the custom metadata properties, appropriate checks should be made to ensure the values are as expected.

If the ERMS is not capable of automatically determining the Format metadata sub-element values, the values provided in the table should be manually entered as directed during the Test Script.

The National Archives recommend the use of bytes (as opposed to kiloBytes or MegaBytes, etc.) when providing details of the file size in the "Extent" sub-element. This approach ensures that the value will always remain accurate.

#### Test Comments

### 1.8. Individual user profiles

The following users are involved in this Test Script:

<b>Name</b>	<b>Password</b>	<b>Role</b>	<b>Protective Marking</b>	<b>Descriptor - Informative</b>	<b>Descriptor - Functional</b>
RecMgr	RecMgr\$	ERMS Records Manager	TBC	TBC	TBC
SysAdmin	SysAdmin\$	ERMS System Administrator	TBC	TBC	TBC

*Note: The ERMS System Administrator may be given "super user" permissions, allowing full access rights to the ERMS fileplan.*

### 1.9. Access control groups

No access control groups are actively involved in this Test Script:

### 1.10. Disposal schedules

Some systems require a disposal schedule to be applied upon object creation. Therefore the following global disposal schedules definitions are actively involved in this Test Script:

<b>ID</b>	<b>Name</b>	<b>Disposal Action</b>	<b>Disposal Event</b>	<b>Retention Period</b>
DSR1	Schedule R1 - Global class review	review	Class opened	immediate
DSR1a	Schedule R1 - Global folder review	review	Folder opened	immediate

It is expected that disposal schedule entitled "Schedule R1 - Global class review" will be allocated to a high level class and then inherited by default down through the entire test fileplan hierarchy.

If the ERMS is not capable of basing disposal schedules on class events, the disposal schedule entitled "Schedule R1 - Global folder review" (which uses a folder event) should be allocated instead of "Schedule R1 - Global class review".

<b>Test Comments</b>	
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In addition, the following export disposal schedule may be actively involved in this Test Script:

<b>ID</b>	<b>Name</b>	<b>Disposal Action</b>	<b>Disposal Event</b>	<b>Retention Period</b>
DSE4	Schedule E4 - Export record 1 month after record declaration	export	Record declared	0 years 1 month

It is anticipated that default record\_type records will implicitly inherit the disposal settings from the parent hierarchy rather than via the record\_type configuration.

In order to avoid potential record\_type definition management issues (in particular, where systems may not support the retrospective application of updated disposal schedules), the export disposal schedule entitled "Schedule E4 - Export record 1 month after record declaration" will be immediately allocated to any non-default record\_type record in this Test Script (as opposed to a review as per "Schedule R1 - Global class review " and "Schedule R1 - Global folder review " for container objects).

It is not normally envisaged that disposal schedule "Schedule E4 - Export record 1 month after record declaration" will be used in this Test Script. However, if the system being tested requires all record\_types to have a specific disposal schedule allocation, "Schedule E4 - Export record 1 month after record declaration" should be applied.

## 1.11. General Test Script notes

### 1.11.1. Fileplan hierarchy

The Test Script generally assumes that the ERMS is capable of supporting the fileplan model presented in TNA's 2002 functional requirements - i.e.

- a class may contain one or more child classes OR one or more folders
- a folder is segmented into one or more parts
- a record is declared into the most recent part of a folder

Where the ERMS deviates from this model, the test steps may still be run but users must actively monitor any variations and understand that additional manual effort may be required during export and import processes.

In particular if parts are not supported, when a folder is exported it may be feasible to export a "virtual" part, where the majority of metadata values are copied from the "parent" folder, and the part title is given the default value "Part 1". This approach may make import into another system much simpler.

### Test Comments

### **1.11.2. Metadata shell**

Source and destination systems may support different metadata shells - i.e. the metadata fields used by one system may be different to another. It is recommended that the complete core metadata set is always present. If a core metadata element is related to a non-mandatory function that is not available within the system, it is recommended that the field still be present in readiness to hold potential imported data values for information purposes.

If a system under test does not support the complete metadata shell, appropriate test notes should be taken and the impact on the test as a whole should be monitored.

Also see section [1.3 Checksheets and worksheets](#).

### **1.11.3. Date and time**

Metadata fields for dates are expected to hold both date and time details. While it may be the case that only the date is displayed at the user interface, the full date and time details will normally be recorded at the underlying database level and held within the audit log.

All the actual date values (e.g. 2008-02-01) should be as directed by the Test Script. The actual time values associated with Test Script actions may vary depending on the actual time each action is performed, with the exception of the "Date.Created" metadata. The full datestamp associated with "Date.Created" record metadata is fixed and should match the value given in the Test Script.

There may be occasions when the user is required to manually enter date and time metadata. Date details should be applied as directed in the test step. Where the user is able to enter time details, the hour and minutes should closely match the current time, while the seconds may be set as "00" unless otherwise directed.

The way in which the date fields are managed may vary between systems. However, it must be possible to export and import values in the exact form: YYYY-MM-DDThh:mm:ss.

Upon export, it may be feasible to automatically include a static time of 00:00:00 in order to provide the expected data type.

When an exported XML file is validated, all date metadata values are expected to follow the YYYY-MM-DDThh:mm:ss format. Values that are not in this format will return a validation error, and additional manual effort may be required before later importing the data.

### **1.11.4. Inheritance**

By default, there is an expectation that all child objects held at lower levels of the hierarchy line will inherit many of the metadata field values either upon creation or retrospectively.

#### **Test Comments**

### **1.11.5. Disposal**

Disposal schedules are often allocated at high levels of the fileplan and then inherited down in order to quickly and efficiently manage a fileplan and its contents. This is how the Test Script expects the ERMS to manage disposal schedules.

It is, however, acknowledged that some systems require specific disposal allocations and / or have limited inheritance rules (particularly for retrospective inheritance). Where this is the case appropriate notes should be made in the Test Comments, so that potential impact on disposal management can be properly considered.

### **1.11.6. Language**

The way in which the language options are displayed at the ERMS user interface may vary. However, it must be possible to export and import values using the format presented by ISO 639. For example, English is represented by the value: ISO 639-2/B [Eng].

**Test Comments**

## 2. Test Script TS-XS01 Steps

### 2.1. Test execution formal details - Start

<b>Start Date</b>	
<b>Start Time</b>	
<b>Tester(s)</b>	
<b>Pre-Test Note(s)</b>	

<b>Test Comments</b>
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## 2.2. Test steps

The following test steps must be performed in the specified order.

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>PREPARATION</b>				
010	Login as <b>SysAdmin</b> .	User login details are recognised and authenticated.		
020	Confirm that the <b>system date and time</b> is: <b>2008-02-01T09:00:00</b> i.e. 9:00am on 1st February 2008	System datestamp details are set and verified.		
030	Confirm that Section 1: Test Script TS-X01 Preparation has been read.	Confirm that the Test Script preparation details have been read by the tester(s).		
040	Confirm that all of the specified test data files are available. <a href="#">See section 1.7. Test data.</a>	Confirm that the Test Script preparation details have been applied.		
050	Confirm that all individual user profiles and access control groups have been created as specified. See sections <a href="#">1.8. Individual user profiles</a> and <a href="#">1.9. Access control groups</a> .	Otherwise, manually perform checks and definition tasks now.		
060	Confirm that all disposal schedules have been created as specified. See <a href="#">1.10. Disposal schedules</a> .			
070	<b>*** CONDITIONAL STEP ***</b> If any of the test data files, access and disposal settings have not been prepared, do so now.			

### Test Comments

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>FILEPLAN HIERARCHY</b>				
080	Create a new classification scheme hierarchy from the main root point in the ERMS, beginning with a class entitled: <b><u>Class 1</u></b> Accept all default settings on creation.	A top-level class entitled "Class 1" is created, with default metadata accepted on creation.		
<b>Note</b>	<ul style="list-style-type: none"> <li>The top-level class may not specify a root parent object.</li> </ul>			
090	In the metadata sub-element: <b><u>Disposal.Disposal Schedule Title</u></b> for the class: <b><u>Class 1</u></b> manually allocate the schedule: <b>Schedule R1 - Global class review</b> (or "Schedule R1 - Global folder review" if the former cannot be allocated.)	Disposal.Disposal Schedule Title metadata is manually allocated to the class entitled "Class 1". <i>DISPOSAL SETTINGS</i> <i>Title: Schedule R1 - Global class review</i> <i>Action: review</i> <i>External Event: N/A</i> <i>Internal Event: Class opened.</i> <i>Retention Period: immediate</i> <i>Due: 2008-02-01T00:00:01</i>		
<b>Note</b>	<ul style="list-style-type: none"> <li>The ERMS should identify the class as being due for a disposal action on 1st February 2008. The actual time of the action may vary.</li> </ul>			
100	Create a new class: <b><u>Class 1 \ Class 2</u></b> Accept all default settings on creation.	A child class entitled "Class 2" is created under "Class 1", with default metadata accepted on creation.		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
110	Create a new class: <b>Class 1 \ Class 2 \ <u>Class 3</u></b> Accept all default settings on creation.	A child class entitled "Class 3" is created under "Class 1 \ Class 2", with default metadata accepted on creation.		
120	Create a new folder: <b>Class 1 \ Class 2 \ Class 3 \ <u>Folder 1</u></b> Accept all default settings on creation.	A folder entitled "Folder 1" is created under "Class 1 \ Class 2 \ Class 3", with default metadata accepted on creation.		
130	It is normally expected that when a folder is created, the first part will be automatically created at the same time: <b>Class 1 \ Class 2 \ Class 3 \ <u>Folder 1.Part 1</u></b> Accept all default settings on creation. If this is not done, go to next step.	"Class 1 \ Class 2 \ Class 3 \ Folder 1" is segmented by a single part.		
140	<b>*** CONDITIONAL STEP ***</b> If the ERMS does not automatically create the first segmenting part upon folder creation, create the new part: <b>Class 1 \ Class 2 \ Class 3 \ <u>Folder 1.Part 1</u></b> Accept all default settings on creation.			
<b>Note</b>	<ul style="list-style-type: none"> <li>• <i>It may not be possible to manually assign names to part objects. Where this is the case, take note of the naming convention and monitor throughout.</i></li> <li>• <i>If parts are not supported, take note and determine the export capabilities of the source system.</i></li> </ul>			

**Test Comments**



Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>FOLDER METADATA</b>				
<b>Note</b>	<ul style="list-style-type: none"> <li>This section of the Test Script covers metadata for the folder: <b>Class 1 \ Class 2 \ Class 3 \ <u>Folder 1</u></b></li> <li>By default, there is an expectation that where folder metadata properties are specifically allocated, the values will be inherited by all segmented parts and records held within the folder upon creation (whether explicitly or implicitly).</li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 1. Identifier.			
180	In the metadata sub-element: <b>Identifier.Case ID</b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ <u>Folder 1</u></b> manually enter the value: <b>Case XYZ</b>	Identifier.Case ID metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li>The user allocated "Title" metadata upon folder creation; no other edit is performed for eGMS Metadata Standard (v. 3+) element: 2. Title.</li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 3. Subject.			
190	In the metadata element: <b><u>Subject</u></b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ <u>Folder 1</u></b> manually enter the value: <b>Policy</b>	Subject metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 4. Description.			
200	In the metadata element: <b><u>Description</u></b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b> manually enter the value: <b>Test Case A - Folder 1 and Parts.</b>	Description metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li>eGMS Metadata Standard (v. 3+) element: 5. Creator does not apply to folders.</li> <li>All relevant sub-elements of the eGMS Metadata Standard (v. 3+) element: 6. Date (Opened, Closed, and Cut-Off) are either automatically populated by the system or default values (including "null") are applied.</li> <li>eGMS Metadata Standard (v. 3+) element: 7. Correspondence Data does not apply to folders.</li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 8. Type.			
210	In the metadata sub-element: <b><u>Type.Folder type</u></b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b> manually check that the default value is set as: <b>default</b> If the name of the default folder_type is not "default", note the value accordingly.	Type.Folder_type metadata is manually confirmed for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Note</b>	<ul style="list-style-type: none"> <li>All relevant sub-elements of the eGMS Metadata Standard (v. 3+) element: 9. Relation are automatically populated by the ERMS or have default values (including "null") applied.</li> <li>Values for eGMS Metadata Standard (v. 3+) element: 10. Aggregation are allocated upon folder creation.</li> <li>eGMS Metadata Standard (v. 3+) element: 11. Language does not apply to folders.</li> <li>All sub-elements of the eGMS Metadata Standard (v. 3+) element: 12. Location have default values ("null") applied.</li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 13. Rights.			
220	In the metadata sub-element: <b>Rights.Copyright</b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b> manually enter the value: <b>RMAS Copyright</b>	Rights.Copyright metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
230	In the metadata sub-element: <b>Rights.Custodian</b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b> manually enter or select the value: <b>RecMgr</b>	Rights.Custodian metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li>The Custodian metadata should be set in such a way that SysAdmin still has management permissions for the folder.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
240	<p><b>*** CONDITIONAL STEP ***</b></p> <p>If the ERMS supports functional descriptors, perform this step. Otherwise, continue to next step.</p> <p>In the metadata sub-element:  <b><u>Rights.Descriptor - Functional</u></b>                      for the folder:  <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b>                      manually enter or select the value:  <b>RMAS Test Project</b></p>	Rights.Descriptor - Functional metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li><i>It may not be possible to use functional descriptors. Where this is the case, consider the potential impact on access control management accordingly.</i></li> </ul>			
250	<p>In the metadata sub-element:  <b><u>Rights.Descriptor - Informative</u></b>                      for the folder:  <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b>                      manually enter or select the value:  <b>Staff Only</b></p>	Rights.Descriptor - Informative metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		

<b>Test Comments</b>	
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Step	Action	Expected Result	Actual Outcome	
			OK	Other
260	<p>In the metadata sub-element:  <b>Rights.Protective Marking</b>                      for the folder:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b>                      manually check that the default value is set as:  <b>Unclassified</b>                      If the name of the default Protective Marking is not "Unclassified", note the value accordingly.</p>	<p>Rights.Protective Marking metadata is manually confirmed for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".</p>		
<b>Note</b>	<ul style="list-style-type: none"> <li><i>The way in which the protective marking levels is displayed at the user interface may vary. However, it must be possible to export and import values in the exact form: Unclassified, Restricted, Confidential, Secret and Top Secret.</i></li> </ul>			
270 audit	<p><b>AUDIT STEP</b>                      Take note of the date and time associated with the following DPA disclosability review.                      The example datestamp used for in the Test Script (steps 280 and 290) is:  <b>2008-02-01T11:10:00</b>                      While the actual time may vary, the date will always be the same.</p>	<p>Noted details can be used to verify ERMS audit logs and metadata settings (see step 540). The date and time should be noted as accurately as possible; "00" may be used for the number of seconds.</p>		

<p><b>Test Comments</b></p>
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Step	Action	Expected Result	Actual Outcome	
			OK	Other
280 audit	In the metadata sub-element: <b><u>Rights.DPA Disclosability to Data Subject</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> manually enter or select the value: <b>no</b>	Rights.DPA Disclosability to Data Subject metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
290 audit	In the metadata sub-element: <b><u>Rights.DPA Data Subject Access Exemption</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> manually enter the value: <b>Data Protection Act 1998 (c. 29), s. 29(1)(a) - Crime and Taxation</b>	Rights.DPA Data Subject Access Exemption metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
300	In the metadata sub-element: <b><u>Rights.DPA Date of Last Disclosability Review</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> if the ERMS functionality automatically populates this metadata field, manually check that the date and time details match the value noted in step 270.	Rights.DPA Date of Last Disclosability Review metadata is manually checked or updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1". The metadata value is expected to comprise of a date and time. When following the Test Script, the date value will always be the same (i.e. 2008-02-01). However, the time details will vary.		
310	<b>*** CONDITIONAL STEP ***</b> If not, manually apply the date and time details to match the value noted in step 270.			
320	In the metadata sub-element: <b><u>Rights.DPA Sensitive Personal Data Category</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> manually enter the value: <b>Political opinion.</b>	Rights.DPA Sensitive Personal Data Category metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li>By default, all sub-elements of the eGMS Metadata Standard (v. 3+) element: 14. Disposal are inherited (implicit or explicit) from the parent object hierarchy.</li> <li>eGMS Metadata Standard (v. 3+) element: 15. Digital Signatures does not apply to folders.</li> <li>eGMS Metadata Standard (v. 3+) element: 16. Preservation does not apply to folders.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 17. Mandate.			
330	In the metadata sub-element: <b><u>Mandate.Authorising Statute</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> manually enter the value: <b>Freedom of Information Act 2000 (c. 36)</b>	Mandate.Authorising Statute metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
340	In the metadata sub-element: <b><u>Mandate.Data Protection Exempt Category</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> manually enter the value: <b>Public Interest Disclosure Act 1998 (c. 23)</b>	Mandate.Data Protection Exempt Category metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
350	In the metadata sub-element: <b><u>Mandate.Personal Data Acquisition Purpose</u></b> for the folder: <b><u>Class 1 \ Class 2 \ Class 3 \ Folder 1</u></b> manually enter the value: <b>Data Protection Act 1998 (c. 29), s. 29(1)(a) - Crime and Taxation</b>	Mandate.Personal Data Acquisition Purpose metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li>eGMS Metadata Standard (v. 3+) element: 18. Format does not apply to folders.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 19. Function.			
360	In the metadata element: <b><u>Function</u></b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b> manually enter the value: <b>TNA Testing</b>	Function metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 20. Coverage.			
370	In the metadata sub-element: <b><u>Coverage.Spatial</u></b> for the folder: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1</b> manually enter the value: <b>London Borough of Richmond Upon Thames</b>	Coverage.Spatial metadata is manually updated for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1".		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>PART METADATA</b>				
<b>Note</b>	<ul style="list-style-type: none"> <li>This section of the Test Script covers metadata for the part: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1</b></li> <li>As stated previously, most part metadata will be inherited from the parent folder but some metadata is allocated or set at the individual part level.</li> </ul>			
380	<p><b>*** CONDITIONAL STEP ***</b></p> <p>If the ERMS supports cut-off functionality, perform this step. Otherwise, continue to next step.</p> <p>In the metadata sub-element: <b>Date.Cut-off</b> for the part: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1</b> manually enter the value: <b>2008-02-02T00:00:01</b></p>	<p>Date.Cut-off metadata is manually updated for the part "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1".</p> <p>The cut-off metadata is set so that Part 1 will automatically be closed at the start of the next day.</p>		
<b>Note</b>	<ul style="list-style-type: none"> <li>It may be possible to apply cut-off functionality at the folder level rather than the part level. Do not use this alternative approach at this time.</li> <li>If the ERMS cut-off functionality will not accept the value as given, but can provide the same outcome, make an appropriate note and monitor the outcome.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>RECORD METADATA</b>				
<b>Note</b>	<ul style="list-style-type: none"> <li>This section of the Test Script covers metadata for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b></li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 1. Identifier.			
390	In the metadata sub-element: <b>Identifier.Case ID</b> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b> manually check that the following value has been inherited from the parent folder: <b>Case XYZ</b>	Identifier.Case ID metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1". For folder level metadata, see step 180.		
<b>Note</b>	<ul style="list-style-type: none"> <li>In the paper environment, related casework records are held within the same folder(s). It is very unlikely that a folder would hold mixed casework records. In the electronic environment, it is therefore expected that records will inherit their "Case ID" value from the parent folder by default. It should be noted however, that the use of pointers or controlled copies might sometimes result in the presence of one casework record in different folders of the ERMS fileplan hierarchy.</li> <li>The user allocated (or accepted) "Title" metadata upon record declaration; no other edit is performed for eGMS Metadata Standard (v. 3+) element: 2. Title at this point.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 3. Subject.			
400	In the metadata element: <u><b>Subject</b></u> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b> manually check that the following value has been inherited from the parent folder: <b>Policy</b>	Subject metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1". For folder level metadata, see step 190.		
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 4. Description.			
410	In the metadata element: <u><b>Description</b></u> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b> manually enter the value: <b>Test Case A - Record 1.</b>	Description metadata is manually updated for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 5. Creator.			
420	<p>In the metadata element:  <u><b>Creator</b></u>                      for the record:  <u><b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b></u>                      manually check that the following value has been applied from the source file properties:  <b>Ramona Black</b></p>	<p>Creator metadata is manually confirmed (or entered) for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".</p>		
430	<p><b>*** CONDITIONAL STEP ***</b>                      If the ERMS cannot extract appropriate metadata values from the source file properties, manually enter the Creator details:  <b>Ramona Black</b></p>			
<b>Note</b>	<ul style="list-style-type: none"> <li>With regards to eGMS Metadata Standard (v. 3+) element: 6. Date, only the Acquired, Created and Declared sub-elements apply to records; the first of these only applies to records that are identified as correspondence (e.g. emails).</li> <li>eGMS Metadata Standard (v. 3+) element: 7. Correspondence Data is not populated for records that are not identified as correspondence (e.g. emails).</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 8. Type.			
440	<p>In the metadata sub-element:  <b>Type.Record type</b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the default value is set as:  <b>default</b>                      If the name of the default record_type is not "default", note the value accordingly.</p>	<p>Type.Record_type metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      At step 150, Record 1 was declared using the default record_type. This is normally named "default" but other names may be applied.</p>		
<b>Note</b>	<ul style="list-style-type: none"> <li>All relevant sub-elements of the eGMS Metadata Standard (v. 3+) element: 9. Relation are automatically populated by the ERMS or have default values (including "null") applied.</li> <li>eGMS Metadata Standard (v. 3+) element: 10. Aggregation details are assigned during record declaration.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 11. Language.			
450	In the metadata element: <b>Language</b> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b> manually check that the following value has been applied from the source file properties (or defaulted to): <b>ISO 639-2/B [Eng]</b>	Language metadata is manually confirmed (or entered) for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".		
460	<b>*** CONDITIONAL STEP ***</b> If not, manually enter the value: <b>ISO 639-2/B [Eng]</b>			
<b>Note</b>	<ul style="list-style-type: none"> <li>All sub-elements of the eGMS Metadata Standard (v. 3+) element: 12. Location have default values ("null") applied.</li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 13. Rights.			
470	In the metadata sub-element: <b>Rights.Copyright</b> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b> manually check that the following value has been inherited from the parent folder: <b>RMAS Copyright</b>	Rights.Copyright metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1". For folder level metadata, see step 220.		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
480	<p>In the metadata sub-element:  <b><u>Rights.Custodian</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>RecMgr</b></p>	<p>Rights.Custodian metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 230.</p>		
490	<p><b>*** CONDITIONAL STEP ***</b>                      If the ERMS supports functional descriptors, perform this step. Otherwise, continue to the next step.</p> <p>In the metadata sub-element:  <b><u>Rights.Descriptor - Functional</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>RMAS Test Project</b></p>	<p>Rights.Descriptor - Functional metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 240.</p>		
<b>Note</b>	<ul style="list-style-type: none"> <li><i>It may not be possible to use functional descriptors. Where this is the case, consider the potential impact on access control management accordingly.</i></li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
500	<p>In the metadata sub-element:  <b><u>Rights.Descriptor - Informative</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>Staff Only</b></p>	<p>Rights.Descriptor - Informative metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 250.</p>		
510	<p>In the metadata sub-element:  <b><u>Rights.Protective Marking</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the default value is set as:  <b>Unclassified</b>                      If the name of the default Protective Marking is not "Unclassified", note the value accordingly.</p>	<p>Rights.Protective Marking metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".</p>		
520	<p>In the metadata sub-element:  <b><u>Rights.DPA Disclosability to Data Subject</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>no</b></p>	<p>Rights.DPA Disclosability to Data Subject metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 280.</p>		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
530	<p>In the metadata sub-element:  <b><u>Rights.DPA Data Subject Access Exemption</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>Data Protection Act 1998(c. 29), s. 29(1)(a) - Crime and Taxation</b></p>	<p>Rights.DPA Data Subject Access Exemption metadata is manually confirmed for the folder "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 290.</p>		
540	<p>In the metadata sub-element:  <b><u>Rights.DPA Date of Last Disclosability Review</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>2008-02-01T11:10:00</b></p>	<p>Rights.DPA Date of Last Disclosability Review metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see steps 300 and 310.                      Also see audit step 270.</p>		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
550	In the metadata sub-element: <b><u>Rights.DPA Sensitive Personal Data Category</u></b> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b> manually check that the following value has been inherited (implicit or explicit) from the parent folder: <b>Political opinion.</b>	Rights.DPA Sensitive Personal Data Category metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1". For folder level metadata, see step 320.		
<b>Note</b>	<ul style="list-style-type: none"> <li>• <i>By default, all sub-elements of the eGMS Metadata Standard (v. 3+) element: 14. Disposal are inherited (often implicit for records) from the parent object hierarchy.</i></li> <li>• <i>Metadata management issues for eGMS Metadata Standard (v. 3+) element: 15. Digital Signature have yet to be confirmed.</i></li> <li>• <i>For this Test Script, no values are specified for any of the sub-elements of the eGMS Metadata Standard (v. 3+) element: 16. Preservation. The ERMS should ensure that the core metadata shell includes these fields but they may contain a range of default, null or system-extracted values.</i></li> </ul>			
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 17. Mandate.			
560	In the metadata sub-element: <b><u>Mandate.Authorising Statute</u></b> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b> manually check that the following value has been inherited (implicit or explicit) from the parent folder: <b>Freedom of Information Act 2000 (c. 36)</b>	Mandate.Authorising Statute metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1". For folder level metadata, see step 330.		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
570	<p>In the metadata sub-element:  <b><u>Mandate.Data Protection Exempt Category</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>Public Interest Disclosure Act 1998 (c. 23)</b></p>	<p>Mandate.Data Protection Exempt Category metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 340.</p>		
580	<p>In the metadata sub-element:  <b><u>Mandate.Personal Data Acquisition Purpose</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the following value has been inherited (implicit or explicit) from the parent folder:  <b>Data Protection Act 1998 (c. 29), s. 29(1)(a) - Crime and Taxation</b></p>	<p>Mandate.Personal Data Acquisition Purpose metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      For folder level metadata, see step 350.</p>		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
Meta	eGMS Metadata Standard (v. 3+) element: 18. Format.			
	<ul style="list-style-type: none"> <li>See section <a href="#">1.7.1. Test data - Format</a> for Format metadata notes.</li> </ul>			
590	<p>In the metadata sub-element:  <b>Format.Application</b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the following value has been applied from the source file properties:  <b>Microsoft Office Word 2003</b>                      If the ERMS cannot extract appropriate metadata values from the source file properties, go to conditional step 630.</p>	<p>Format.Application metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      Otherwise, conditional step is executed.</p>		
600	<p>In the metadata sub-element:  <b>Format.Extent</b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1</b>                      manually check that the following value has been applied from the source file properties:  <b>19,456 bytes</b>                      If the ERMS cannot extract appropriate metadata values from the source file properties, go to conditional step 630.</p>	<p>Format.Extent metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      Otherwise, conditional step is executed.</p>		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
610	<p>In the metadata sub-element:  <b><u>Format.Medium</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the following value has been applied from the source file properties:  <b>CD-ROM</b>                      If the ERMS cannot extract appropriate metadata values from the source file properties, go to conditional step 630.</p>	<p>Format.Medium metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      Otherwise, conditional step is executed.</p>		
620	<p>In the metadata sub-element:  <b><u>Format.Operating System</u></b>                      for the record:  <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b>                      manually check that the following value has been applied from the source file properties:  <b>Microsoft Windows XP</b>                      If the ERMS cannot extract appropriate metadata values from the source file properties, go to conditional step 630.</p>	<p>Format.Operating System metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".                      Otherwise, conditional step is executed.</p>		

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
630	<p><b>*** CONDITIONAL STEP ***</b></p> <p>If the ERMS cannot extract appropriate metadata values from the source file properties for the record:</p> <p><b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b></p> <p>manually enter values for:</p> <p><b><u>Format.Application:</u></b>  <b>Microsoft Office Word 2003</b></p> <p><b><u>Format.Extent:</u></b>  <b>19,456 bytes</b></p> <p><b><u>Format.Medium:</u></b>  <b>CD-ROM</b></p> <p><b><u>Format.Operating System:</u></b>  <b>Microsoft Windows XP</b></p>	Where necessary, Format.Application, Format.Extent, Format.Medium and / or Format.Operating System metadata is manually updated for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1".		
<b>Note</b>	<ul style="list-style-type: none"> <li>• eGMS Metadata Standard (v. 3+) element: 19. Function does not apply to records.</li> </ul>			

**Test Comments**

Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>Meta</b>	eGMS Metadata Standard (v. 3+) element: 20. Coverage.			
640	In the metadata sub-element: <b>Coverage.Spatial</b> for the record: <b>Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ <u>Record 1</u></b> manually check that the following value has been inherited (implicit or explicit) from the parent folder: <b>London Borough of Richmond Upon Thames</b>	Coverage.Spatial metadata is manually confirmed for the record "Class 1 \ Class 2 \ Class 3 \ Folder 1.Part 1 \ Record 1". For folder level metadata, see step 370.		

**Test Comments**

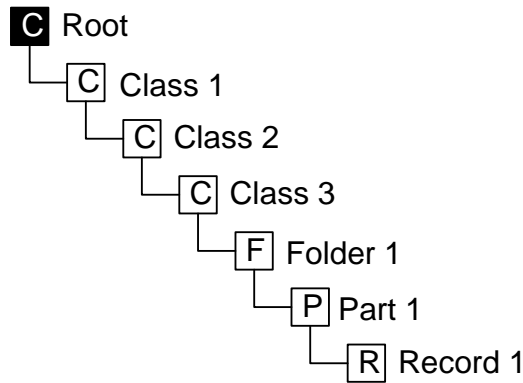
Step	Action	Expected Result	Actual Outcome	
			OK	Other
<b>FINAL METADATA CHECKS</b>				
650	<p>In order to confirm that the metadata settings have been applied as expected throughout, and also confirm any known issues, checksheets and example worksheets in the file:</p> <p style="text-align: center;"><b>Test Script TS-X01 Checksheets and Worksheets.xls</b></p> <p>should be compared.</p> <p>The actual metadata values entered by the tester(s) in either:</p> <p style="text-align: center;"><b>TS-X01 Checksheet 1A</b></p> <p>or</p> <p style="text-align: center;"><b>TS-X01 Checksheet 1B</b></p> <p>should be compared against the values in the corresponding example worksheet:</p> <p style="text-align: center;"><b>TS-X01 Worksheet 1A</b></p> <p>or</p> <p style="text-align: center;"><b>TS-X01 Worksheet 1B</b></p> <p>The metadata values should generally match or demonstrate an acceptable similarity. If there are distinct differences, these should correspond to Test Comments made during the Test Script.</p> <p>The tester(s) may also compare actual values via the ERMS interface.</p>	<p>All metadata values are manually confirmed for all of the fileplan objects (class, folder, part, record and component) in this Test Script.</p>		
<b>END OF TEST SCRIPT TS-X01</b>				

<b>Test Comments</b>
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**2.3. Test execution formal details - End**

<b>End Date</b>	
<b>End Time</b>	
<b>Post-Test Note(s)</b>	

**2.4. Hierarchy model - End**



Note: The "root" is not normally included as part of the fileplan path details.

**2.5. Metadata values - End**

Example metadata values are provided in the worksheets in the file: Test Script TS-X01 Checksheets and Worksheets.xls". This file also contains template checksheets, which the tester(s) should have completed with actual metadata values throughout this Test Script.

**END OF TEST SCRIPT TS-X01**

<b>Test Comments</b>
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