Test Report

for

Highstage validation test report for SW10055-7

Test Report:	**TR12208-1**
Project number:	VALIDATION
Author:	SK
Date:	2019-10-30

Review by:	SJ
Review date:	2019-10-22

This test report is based on the following test specification:

Test specification: TS10340-12

Approval:

Date	CET	Initials	Name	Justification
2019-10-30	12:13:34	AV	Andrei Varga	Product Responsible

By signing this document I hereby declare that I have reviewed the content relevant to me and I approve the document

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Purpose of this validation

The purpose of this Test Report is to validate Highstage version 7.

Specifically, Highstage version **SW10055-7H** which will be released as the approved version **SW10055-7.**

Conclusion of validation

There are no remarks regarding the validation of Highstage as a system. The validation has covered and validated essential features of the Highstage system.

Contents:

1 Scope and Purpose

The purpose of this document is twofold (TS and TR). As TS (Test Specification) the document serves as a specification of tests to be performed. As TR (Test Report) the document serves as a template for logging the actual test results. Before the validation is performed, TS is cloned to a TR. The TR document serves as the report, where all the result from the test is recorded. The TR is placed in the "VALIDATION" workspace

2 Terms and Definitions

Meta-data Attributes of a document controlled by Highstage, e.g. author, workspace etc.

PAC Point And Click with the mouse

[XXXXXX] Text inside a closed set of brackets represents the state a document is in, E.g [Working] or [Approved]

3 References and Related Documents

[1] QD10378 Document handling process
[2] RS10341 Requirement Specification for Highstage
[3] TS10340 Test Specification for Highstage
[4] DOCU12099 User Guide for Highstage

4 Document Control

The document is identified and filed according to ref. [1].

5 Features to be tested

This test is primarily a validation of the user access to Highstage and validation of the 'Document' functionality of Highstage

- Unintended/unauthorized deletion/alteration
  - Files directly on the file server
  - Approved or previous version through Highstage
- Search functions
  - Meta-data search
  - Free text search, alone and combined with Meta-data search
  - Special characters
- Links in, out and between documents in Highstage
  - Newest issue, newest draft, new document dialog
  - Between documents
  - From document out
- Remote access
  - Login
  - Functionality
- Document generation and templates
  - Document types
  - Special characters
  - Unique document ID
  - Validation of fields with predefined selections, e.g. workspace name
  - Verify field limits, e.g. max. number of authors
  - Meta-data on template
- Document handling
  - Review / approval
  - Minor changes
  - Event log
  - Revision list
  - Obsolete and re-activation
- Login/access
  - Unauthorized login
- Response time
- PDF generation
  - Generation of PDF from Word, Excel, Power Point documents
- Browser functionality

6 Test approach

The tests are manual performed by one user with normal access rights
(FT: First tester= your personal username).
In test cases requiring one or more users (test cases 5 and 6) the following test users are included:

- First tester (Personal Account)
- Second tester (VALTEST1),
- Third tester (VALTEST2)
- Fourth tester (VALTEST3).

All tests are executed using a standard workstation. For each test, please note which test profile have been used together with the used browser and OS like:
'First Tester using Internet Explorer 9' please note it like 'FT/IE9'

If a test pass, write PASS
If a test fails write FAIL and note the behaviour or reason.

User explanations:

Username	Specification	
(FT) / Personal account	First Tester	Your own profile
VALTEST1	Seconds tester	Via FireFox
VALTEST2	Third tester	Via FireFox
VALTEST3	Fourth tester	Via FireFox

Browser explanations:

Abbreviation	Browser
IEx	Internet Explorer where x is the version number
FFx	Firefox where x is the version number
CHx	Google Chrome where x is the version number

Other Abbreviations:

Abbreviation	Browser
…	Means a button on the screen with three dots
PAC	Point And Click with the mouse
HS	Refer to the web application Highstage

Test Case 0: Preparation		
Function:	Review test documents from previous execution of this test if applicable	
Description:	1. Environment for this specific test (version/revision): 2. A description of input data: Test files from previous run of this test might be available 3. Initialising: None	

Step	Specification	Expected	Pass/Fail
	Note the version of HighStage. The version is found in the system menu under [Setup]	SW10055-7(H)	*Pass*
1	Review test files from previous execution of this test by using the Highstage Change feature. The files will be located under workspace **'Validation'**. The Search function can be used to find the listed test documents in HS	Documents status:	
		TestDoc1 [Approved] authored by VALTEST1	*Pass*
		TestDoc2 In [Working] authored by VALTEST1	*Pass*
		TestDoc3 In [Review] authored by VALTEST1	*Pass*
		TestDoc4 In [Working] authored by VALTEST1	*Pass*
		TestDoc5 in [Working] authored by FT	*Pass*
		TestDoc6 in [Approved authored] by FT	*Pass*
		TestDoc7 in [Approved] authored by FT	*Pass*

Test Case 1: Deletion/alteration		
Function:	Verified that files in Highstage are adequately protected against unintended deletion or alternation i.e.: Only files in "Working" state can be deleted or changed, and it can only be done by the author(s)	
Description:	1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: Test documents in Approved and Review state must exist Test documents in Working state must exist both with the tester as author and with other author. 3. Initialising: None	

Step	Specification	Expected	Pass/Fail
1.1	Click folder icon to open TestDoc2, owner VALTEST1.Document in create! As FT user, edit and save approved document for which you are *not* author from it's directory on the Highstage server. Use t.ex VALTESTx user to generate document. Logon as VALTESTx and make doc. Using TestDoc2, Owned by VALTEST1, Status Approved	Not possible to save the changed document in the same directory. Folder is read only	*Pass*
1.2	Delete approved document for which you are *not* author from its directory on the Highstage server. Using TestDoc1, Owned by VALTEST1, Status: Approved	Deletion prohibited. Deletion denied	*Pass*
1.3	Open, edit and save draft document (in review state) for which you are *not* author from its directory on the Highstage server Using TestDoc3, Owned by VALTEST1, Status: Review	Not possible to save the changed document in the same directory. Saving denied	*Pass*
1.4	Delete draft document (in review state) for which you are *not* author from its directory on the Highstage server Using TestDoc3, Owned by VALTEST1, Status: Review	Deletion prohibited. Deletion denied	*Pass*
1.5	Open, edit and save working document for which you are *not* author from its directory on the Highstage server Using TestDoc4, Owned by VALTEST1, Status: Working	Not possible to save the changed document in the same directory. Saving denied	*Pass*

1.6	Delete working document for which you are *not* author from its directory on the Highstage server Using TestDoc2, Owned by VALTEST1, Status, Working	Deletion prohibited. Deletion denied	*Pass*
1.7	Open, edit and save working document (in working state) for which you *are* author from its directory on the Highstage server. Use 'EDIT' Button Using TestDoc5, Owned by FT, Status Working	Changes can be saved in the same file. Changes saved	*Pass*
1.8	Delete working document for which you *are* author from its directory on the Highstage server	Document is deleted	*Pass*
1.9	Open, edit and save approved document from its folder in Highstage Using TestDoc6, Owned by FT, Status APPROVED	Not possible to save the changed document in the same directory. Saving denied	*Pass*
1.10	Delete approved document from its folder in Highstage Using TestDoc6, Owned by FT, Status: APPROVED	Deletion prohibited. Deletion denied	*Pass*
1.11	Open, edit and save document in Review state from its folder in Highstage Using TestDoc7, Owned by FT, Status: REVIEW	Not possible to save the changed document in the same directory. Saving denied	*Pass*
1.12	Delete document in review state (not draft document) from its folder in Highstage Using TestDoc7, Owned by FT, Status: REVIEW	Deletion prohibited. Deletion denied	*Pass*

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Test Case 2: Search functions

Function:	Verify that the right documents are found using the different search functions and that the search functions can handle special characters adequately.

Description:	1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: Test Documents for which you know a given word exists, including special characters e.g. @,!,",#,&,$,£,?,* or % 3. Initialising: Highstage search page is active

Step	**Specification**	**Expected**	**Pass/Fail**
2.1	Navigate to [DOCUMENTS -> Search] In the search field in the top of the frame, Write "Buksetrold", in the first dropdown box choose [File content] and pick [Latest Approved]" in the revision filter, Then press the 'Search' button.	The following documents should at least be the result of the search: Testdoc7	*Pass*
2.2	Verify that the document has "Buksetrold" somewhere in the document	The text "Buksetrold" found in 2 documents	*Pass*
2.1a	Navigate to [DOCUMENTS -> Search] Select [File content] in the first drop-down . Select [Filter: Latest] in the third drop-down menu. Write "*Buksetrold*" in the empty search field. Click [Search].	A series of ducuments, at least: This document TestDoc7	*Pass*
2.2a	Verify that 2 of the other documents has "Buksetrold" somewhere in the document	The text "Buksetrold" found in 2 documents	*Pass*
2.3	In the [item] field write UG and press return	UG10370-1 is shown. If others are shown verify that they are of Type UG and holds the text Highstage	*Pass*
2.4	Enter the email address "VALTEST1@HighStage.com"from test document in the search field, and make sure [File content] have been chosen in the first dropdown box then press return.	The test document is found	*Pass*
2.5	Enter other special character "words" from the test document in the search field and make sure [File content] have been chosen in the first dropdown box, then press return	The test document is found	*Pass*

Test Case 3: Links in, out and between documents in Highstage		
Function:	Verify that links can be made in, out and between documents in Highstage, referring to specific issue, newest draft/working copy or newest approved version. Verify also that the new document dialog can be linked to from outside Highstage selecting a specific document type.	
Description:	1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: Test document (#1) with approved version 1, a newer draft version 2a and a even newer version 2b in Working mode Test document (#2) with only a version 1a in working mode Instruction on how to make the links into Highstage is found in ref.[4]. 3. Initialising: None	

Step	Specification	Expected	Pass/Fail
3.1	Create a record of the link to newest approved version of testdoc #1 from the browser. Remove revision prefix from the URI to the site.	Newest approved version (1) of the document should be shown.	*Pass*
3.2	Create a record of the link to newest draft version of testdoc #1 and PAC it. Remove revisions from link, add **&latest=1** to the URI. and browse the resource.	Newest draft version (2b) opened	*Pass*
3.3	Create a record of the link to newest approved version of testdoc #2 and access it with the browser.	No document found since testdoc #2 has not been approved yet	*Pass*
3.4	Create a record of the link to newest draft version of testdoc #2 access it with the browser.	Newest draft version (1a) opened	*Pass*
3.5	Click on [Documents] -> [New] add **&itemtype=GD** to the URL, and press enter. Copy the URL and make a record of it. Paste the URL into a browser request it.	The site to create a new document is shown on the screen when accessing it with the browser, Type is already filled with the property (GD).	*Pass*
3.6	Copy the link to newest approved version of testdoc #1 add &approved=1 to the URI and save it into testdoc2. Save the document and reopen testdoc #2. PAC the link	Newest approved version (1) opens in the browser	*Pass*
3.7	In testdoc. #2 create a link to newest draft version of testdoc #1, using the	Newest draft version (1) opened	*Pass*

	URI concadinated with **&latest=1**. save the document and reopen testdoc #2 then PAC the link		

Test Case 4: Remote access

Function:

Description:	1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** A PC with ~~a MS Internet explorer (>= ver. 5.5)~~ Firefox using remote access to the Highstage server 2. A description of input data: None 3. Initialising: None

Step	**Specification**	**Expected**	**Pass/Fail**
4.1	Log on to Highstage	The Highstage Main page is shown	*Pass*
4.2	Create new test document	A document is created	*Pass*
4.3	Open, edit and save the new test document	Author and Document ID is correct	*Pass*
4.4	Close document and Approve it	Document is approved and pdf version is generated	*Pass*

Test Case 5: Document generation and templates			

Function:	• Document generation and templates
	    o Document types
	    o Special characters
	    o Unique document ID
	    o Validation of fields with predefined selections, e.g. workspace name
	    o Meta-data on template		

Description:	1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: None 3. Initialising: None		
Step	**Specification**	**Expected**	**Pass/Fail**
5.1	Press [Documents] -> [New]	The "Create new document" menu is shown	*Pass*
5.2	Press the […] button left to the input field "Type"	You get the list of document types you have used previously. (Resent types)	*Pass*
5.3	Press [All Subtypes] in the dialog box	You get the full list of document types	*Pass*
5.4	Press the […] button left to the input field "Workspace"	You get the list of workspaces you have used previously. (Resent workspaces)	*Pass*
5.5	Press [All workspaces] tab on the "Workspace" line	You get the full list of workspaces	*Pass*
5.6	Write "!#¤%&/()=?@£$" as document type, ",.-;:_*^¨"`´" as workspace, "test" as description and press "Create"	An error message is shown	*Pass*
5.7	Write "GD" as document type, VALIDATION as workspace, !"#¤%&/(/)=)=?@£$ as description and press "Create" Note Document number	A new document is created and the document page for it is shown	*Pass*
5.8	Click the input field belonging to "Workspace"	A dialog box is shown, with a warning regarding moving files is shown	*Pass*
5.9	Press [All workspaces] on the workspace line	A list of all workspaces is shown, together with the warning	*Pass*
5.10	Select workspace TEST, and press [OK]	Workspace now shown as TEST	*Pass*
5.11	Use e.g. windows explorer to check the files are moved in the Highstage	Files now exist under workspace TEST and not	*Pass*

	server file structure Files found in: TEST\GD{docnumber}	under workspace VALIDATION	
5.12	Change workspace back to VALIDATION Files found in: VALIDATION\GD{docnumber}	Files now exist under workspace VALIDATION and not under workspace TEST	Pass
5.13	Write false user eg. "BBB" in Author and click on 'Review'	An error message is shown	*Pass*
5.14	Press "...", add Second tester, Third tester, Fourth tester as Authors and click on 'Review'	No error message is shown	*Pass*
5.15	Change and write "BBB" in 'ReviewBy' and click on Approve	An error message is shown	*Pass*
5.16	Press "...", add Second tester, Third tester and Fourth tester as Reviewers and click on Approve	No error message is shown	*Pass*
5.17	Change and write "BBB" in 'ApproveBy' and click on **'Review'**	An error message is shown	*Pass*
5.18	Press "...", add Second tester, Third tester and Fourth tester to 'ApproveBy' ~~and click on **'Review'** And click 'OK'~~	No error message is shown	*Pass*
5.19	Write something in the alias field, press edit and open	Field on the frontpage are updated with relevant data	*Pass*
5.20	Write the name of your second tester (VALTEST2) in the Review and Approve fields, remove the person from the Author list and press 'Review'	Status is changed to review	*Pass*
5.21	Press delete on the document	The document cannot be deleted	*Pass*
5.22	Press the eventlog	The entries of the log equals the steps performed in this test case	*Pass*
5.23	Press [Documents] -> [Search] in the revision filter choose [Latest revisions] in the drop-down box.	The search page is shown with document in various states	*Pass*
5.24	Enter the number of document you created in the Item field and press "enter"	The document you created is shown and no other documents are shown	*Pass*
5.25	Try with 10 other numbers between 10001 and the number of you current test doc.	Only one document is shown at each search	*Pass*

<table>
<tbody>
<tr><td colspan="3" align="center">Test Case 6: Document handling</td></tr>
</tbody>
</table>

Function:	o Review / approval o Eventlog o Revision list o Obsolete and re-activation	

Description:	1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: Test Case 5 output is input for this test case 3. Initialising: None	

Step	Specification	Expected	Pass/Fail
6.1	VALTEST2: Open the Highstage main page	The document is shown in the "My reviews and Approvals"	*Pass*
6.2	VALTEST2: Open the test document created in test case 5	The document is in review state and waits for VALTEST2	*Pass*
6.3	VALTEST2: Reject the review with a comment	VALTEST2 is asked to enter ID and password. The document is shown as rejected	*Pass*
6.4	VALTEST1: Update the document page	The document is shown as rejected	*Pass*
6.5	VALTEST1: Press advanced and change	Status is changed to Working	*Pass*
6.6	VALTEST1: Open the document, make some changes, close document and press review	The document is in review state and waits for second tester	*Pass*
6.7	VALTEST2: Accept the review with a comment	VALTEST2 is asked to enter ID and password. The document is shown as reviewed and ready for approval	*Pass*
6.8	VALTEST2: Approve the document	VALTEST2 is asked to enter ID, password and a justification. The document is shown as in approval	*Pass*
6.9	VALTEST2: Approve document on behalf of FT, VALTEST1 and VALTEST3;	VALTEST2 is asked to enter ID, password and a justification The document is shown as approved	*Pass*

6.10	FT (First tester): Press Change	The document is in Working state ready to be edited	*Pass*
6.11	Edit the document, Clear reviewer, enter FT as approver, enter a change note and press approve.	The document is in approval state	*Pass*
6.12	Approve the document	The document is shown approved in a new version	*Pass*
6.13	Open **'Advanced'** section, Press **'Minor Change'**	The document revision would not change after after 'Minor Change' Note that the minor edition is shown as [.x] are shown after the document number.	*Pass*
6.14	In the 'Documents->Search'	See that the minor edition is shown as [.x] after the Item number	*Pass*
6.15	Open the **'Advanced'** section.	There is no **'Minor Change'**	*Pass*
6.16	Press **'Approval'**	The document is in approval state. The Minor edition is shown as [.x] after the item number	*Pass*
6.17	Press **'Change'**	The document revision is increased with one. Document in Working state	*Pass*
6.18	Press **'Approval'**	The document is in approval state.	*Pass*
6.19	Press **'Obsolete'** under the Advanced tab	The document is shown as obsolete in the status field	*Pass*
6.20	Press search and search for the document number	The document is not shown	*Pass*
6.21	In the Revision filter choose [All revisions] and search again	The document is not found	*Pass*
6.22	In the Revision filter choose [Obsolete] and search again	The document is found	*Pass*
6.23	Open the document page, under [Advanced] press the input field [obsolete] and unclick the [Obsolete] check box, write a reason in the note, and press [OK]	FT is asked to enter ID ´, password and Note The document is shown as approved	*Pass*
6.24	In the Revision filter choose [List all revisions]	The correct revision story is shown	*Pass*
6.25	Press [Eventlog]	The entries of the log equals the steps performed in this test case	*Pass*

Test Case 7: Login		
Function: o Unauthorized login		
Description: 1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: 3. Initialising: None		

Step	Specification	Expected	Pass/Fail
7.1	Enter illegal name and password	You are not logged in	*Pass*
7.2	Repeat with several other names and passwords	An ~~Internet Explorer~~ error page is shown	*Pass*
7.3	Open Highstage using correct username and password	Highstage is opened	*Pass*

Test Case 8: Response time			
Function:			
Description: 1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7** 2. A description of input data: 3. Initialising: None			
Step	**Specification**	**Expected**	**Pass/Fail**
8.1	Open Internet Explorer and type Highstage	Main page shown in less than 5 sec.	*Pass*
8.2	Open a document page	Page shown in less than 5 sec.	*Pass*
8.3	Open 10 different document pages	At least 9 of the 10 pages are pages shown in less than 1 sec.	*Pass*
8.4	Open the search page	Search page shown in less than 1 sec.	*Pass*
8.5	Try 10 different searches	At least 9 of the 10 searches takes less than 2 sec.	*Pass*

Test Case 9: PDF generation		

Function:	• PDF generation o Word, Excel, Power Point		

Description: 1. Environment for this specific test (version/revision). Highstage version: **Highstage validation test report for SW10055-7**
2. A description of input data: None
3. Initialising: None

Step	Specification	Expected	Pass/Fail
9.1	Create word document with different fonts as well as figure & table which expands outside page size (i.e. should be clipped by the pdf printer).		*Pass*
9.2	Send it for review	A pdf version is generated	*Pass*
9.3	Verify that the pdf version is correct	The pdf version is similar to the word version	*Pass*
9.4	Press Change and replace the word file with an excel workbook with multiple sheets, e.g. system test sheet. Press update to get Highstage to rename file to the correct filename		*Pass*
9.5	Send it for review	A pdf version is generated	*Pass*
9.6	Verify that the pdf version is correct	The pdf version is similar to the excel version	*Pass*
9.7	Press Change and replace the excel file with a PowerPoint file with multiple pages. Press update to get Highstage to rename file to the correct filename		*Pass*
9.8	Send it for review	A pdf version is generated	*Pass*
9.9	Verify that the pdf version is correct	The pdf version is similar to the PowerPoint version	*Pass*