HIGHSTAGE

TEST SPECIFICATION FOR HIGHSTAGE ACTION MODULE VALIDATION

HIGHSTAGE

Test Report:	**TR13436-1**
Project number:	VALIDATION
Author:	IAM
Date:	2022-08-16

Review by:	SJ
Review date:	2022-08-09

This test report is based on the following test specification:

Test specification: TS12614

Approval:

Date	CET	Initials	Name	Justification
2022-08-16	11:31:31	AV	Andrei Varga	Technical Expert on behalf of SK

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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Test Report *for* Highstage Action Module - Test Report for SW10055-10	TR13436-1	SJ	SK

Authors		Reviewed date	Approved date
IAM		2022-08-09	2022-08-16

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Purpose of this validation

The purpose of this validation is to validate base functionality of the Highstage Action module. It is validated in a stand-alone mode without any reference to the QMS system it will be a part of at each customer, and the customizations it will be equipped with. Therefore, each customer using Action module as part of a certified QMS must validate the module again in their environment.

Customers are free to use this document as a template for their own validation protocols.

Conclusion of validation

Validation completed.

All test cases passed the validation process.

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Scope

The scope 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.

Terms and Definitions

Meta-data: Attributes of an action controlled by Highstage, e.g workspace etc.

PAC: Point and Click with the mouse

[XXXXX]: Text inside a closed set of brackets represents the status an action is in, E.g. [Step1] or [Step2] or a button or menu-option to click.

Document: A Document is an item created in Highstage (made available from the Document Module).

Action Action is the item with process steps and gates created in Highstage (made available from the Action Module).

Part A Part is an item created in Highstage (made available from the Part Module).

File A computer file as a collection of data stored in one unit, identified by a filename. *(Microsoft office- and text files etc.)*

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Features

This test specification for validating the *Action* module in Highstage concerns features and functionality that are associated exclusively with the *Action* module of the Highstage system.

- Test case 0: Preparation

- Test case 1: Action generation
  - o Create new Action

- Test case 2: Searching
  - o Todo search now, future, past
  - o Deadlines /Date management

- Test case 3: Process Security
  - o Resources

- Test case 4: Action Process
  - o Stage Gate
  - o Field behaviour including mandatory and min-max count and state
  - o Object behaviour including mandatory and min-max count and state
  - o Step to next

- Test case 5: Closing of Action
  - o Close action
  - o Obsolete and re-activation

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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, the following test users are included:

- First tester (HSADMIN)
- 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 Microsoft Edge 1' please note it like 'FT/ME1'.

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

User explanations:

Username	Specification	Description
(FT) / HSADMIN	First Tester	Admin profile
VALTEST1	Seconds tester	Test profile
VALTEST2	Third tester	Test profile
VALTEST3	Fourth tester	Test profile

Browser explanations:

Abbreviation	Browser
MEx	Microsoft Edge where **103.0.1264.77** is the version number
FFx	Firefox where **103.0.1** is the version number
CHx	Google Chrome where **104.0.5112.81** 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 cases

The following test cases are the complete list of specifications for the preliminary requirements, inputs, executional conditions, procedures and expected results for the validation of the *Action* module in Highstage.

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Test Case 0: Preparation			
Function:	Review test actions from previous execution of this test if applicable		
Description:	1. Environment for this specific test (version/revision): **SW10055-10N** 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**
0.1	Note the version of Highstage. The version is found in the system menu under [Setup]	**SW10055-10N**	*PASS*
0.2	Find the Tweak folder, locate the Action module xml. Note the revision number of the Tweak folder.		-
0.3	Validation Action Procedure 1 – FT to create the action Validation Action Procedure 2 – FT to create the action and assign VALTEST1 as resource to rest of the steps, close the action. (all mandatory fields are populated) Validation Action Procedure 3 – FT to create the action and assign VALTEST 1 as resource on Last Step. Step the action to the last step (all mandatory fields are populated). Validation Action Procedure 4 – FT to create the action and then Obsolete the action.	n/a	

0.4	Review test action processes from previous execution of this test by using the Highstage Change feature. The action process will be located under workspace **'Validation'**. The Search function can be used to find the listed test actions in HS	Action status:	
		Validation Action Procedure 1 [Open] in step 1	*PASS*
		Validation Action Procedure 2 [Closed]	*PASS*
		Validation Action Procedure 3 [Open] in step 6	*PASS*
		Validation Action Procedure 4 [Obsolete]	*PASS*

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Test Case 1: Action creation		
Function:	Verify the process of creating actions.	
Description:	1. Environment for this specific test (version/revision). Highstage version: **SW10055-10N** 2. A description of input data: None 3. Initialising: None	

Step	Specification	Expected	Pass/Fail
1.1	Press [Action] -> [New]	The "Create new Action" menu is shown	*PASS*
1.2	Write "General Action" as part type, "VALIDATION" as workspace, and "Action Procedure 5" as description and press "Create" Note Action Item number	A new VALIDATION action is created and the page for it is shown	*PASS*
1.3	Add VALTEST1 as resource in step 2.	VALTEST1 is added as resource under step 2.	*PASS*

<table>
<tr><td colspan="4" align="center">Test Case 2: Searching</td></tr>
<tr><td>Function:</td><td colspan="3">Verify that actions can be searched for including searching for todo in future, past and now, portraying the actions with correct resources in the correct steps.</td></tr>
<tr><td>Description:</td><td colspan="3">1. Environment for this specific test (version/revision). Highstage version: SW10055-10N
2. A description of input data:
3. Initialising: None</td></tr>
<tr><td>Step</td><td>Specification</td><td>Expected</td><td>Pass/Fail</td></tr>
<tr><td>2.1</td><td>Click [Actions] → [Search] in the sidemenu</td><td>A list of all actions visible for the user appears. The Action created in 1.2 is shown at the top of the list.</td><td>PASS</td></tr>
<tr><td>2.2</td><td>Note the ID number of the Action created in 1.2 and search for it in global search.</td><td>The Action created in 1.2 is shown as the only search result.</td><td>PASS</td></tr>
<tr><td>2.3</td><td>Filter on [Open] Actions</td><td>The list of actions now shows only open actions.</td><td>PASS</td></tr>
<tr><td>2.4</td><td>Click [Options] to expand the options menu and in the field [ToDo by Person(s)] enter FT initials.</td><td>A list of all actions where FT is a resource in any of the steps are visible.</td><td>PASS</td></tr>
<tr><td>2.5</td><td>Click [Options] again and add initials for VALTEST1 in addition to FT in the field for [ToDo by Person(s)].</td><td>A list of all actions where FT or VALTEST1 (or both) are resources in any of the steps is visible.</td><td>PASS</td></tr>
<tr><td>2.6</td><td>Click [Options] again and remove VALTEST1 intials. Leave FT initials and in the dropdown menu for [ToDo] choose "Now"</td><td>A list of all actions where FT is a resource in the current step is visible.</td><td>PASS</td></tr>
<tr><td>2.7</td><td>Click [Options] and choose "future" in the dropdown menu for [ToDo]</td><td>A list of all actions where FT is a resource in a future step of the action is visible.</td><td>PASS</td></tr>
<tr><td>2.8</td><td>Click [Options] and choose "now+future" in the dropdown menu for [ToDo]</td><td>A list of all actions where FT is a resource either in a current step or future step is visible.</td><td>PASS</td></tr>
</table>

2.9	Click [Options] and choose "past" in the dropdown menu for [ToDo]	A list of all actions where FT was a resource in a past step of the actions is visible.	*PASS*
2.10	In the Action process Outline, in "Objects", add yesterdays date in the date field. Click the [refresh] button.	The date is added, and it shows with the colour red.	*PASS*
2.11	In the Action process Outline, in "Step 4", add tomorrows date in the date field. Click the [refresh] button.	The date is added, and it shows with the colour yellow.	*PASS*
2.12	In the Action process Outline in "Step 6", add the date 1 month from now. Click the [refresh] button.	The date is added and it shows with no colour.	*PASS*

Test Case 3: Process Security		
Function:	Verified that the action processes are adequately protected against unintended access and that changes and obsoletion can only be done by resources with access.	
Description:	1. Environment for this specific test (version/revision). Highstage version: **SW10055-10N** 2. A description of input data: *FT has admin rights and is the creator of the action* *VALTEST 2 is Superuser* 3. Initialising: None	

Step	Specification	Expected	Pass/Fail
3.1	Open the Action created in 1.2 as FT (admin). Add VALTEST1 as resource on Step 2.	VALTEST 1 is added as resource to the action.	*PASS*
3.2	As VALTEST 1 open the Action created in 1.2	Fields are available to be modified by user	*PASS*
3.3	As FT, remove VALTEST1 as resource. As VALTEST 1 open the action created in 1.2.	Fields are not available to be modified by user.	*PASS*
3.4	As FT Assign VALTEST1 as Workspace manager. As VALTEST1 open the action created in 1.2	Fields are available to be modified by user due to workspace manager privileges even though user is not added as resource to the action.	*PASS*
3.5	As FT Remove VALTEST1 as Workspace manager and instead add VALTEST1 as Team member. As VALTEST1 open the action created in 1.2	Fields are available to be modified by user due to Team member privileges even though user is not added as resource to the action.	*PASS*
3.6	As VALTEST2 with User level: Superuser, open the action created in 1.2	Fields are available to be modified by user due to SuperUser rights.	*PASS*
3.7	As VALTEST2 change user level to Advanced User and open the action created in 1.2	Fields are not available to be modified by user.	*PASS*

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Test Case 4: Action Process			
Function:	Verify the Action Process with Stage Gates and Field/Object behavior. Verify that step to next functionality is working including mandatory and min-max count and state of parts and documents.		
Description:	1. Environment for this specific test (version/revision). Highstage version: **SW10055-10N** 2. A description of input data: *FT is a resource on the action* 3. Initialising: None		

Step	Specification	Expected	Pass/Fail
4.1	Open the Action created in 1.2	The Action form is shown with the correct number of steps and gates for action type VALIDATION (7)	*PASS*
4.2	In Step 1, Click [Step to Step2] without filling out any of the fields.	An error message appears saying: mandatory field has no value.	*PASS*
4.3	In Step 1, Click [Step to Step 2] with all the mandatory fields populated	The Action steps to the next step. and today's date appears in the Process outline under Step 2.	*PASS*
4.4	In Step 2, Click [Step to Step 3] without any documents in the object	The Action steps to the next step. FT user initials appears in the Process outline under step 3.	*PASS*
4.5	In Step 3, Click [Step to Step 4] without any documents in the object	An error message appears saying that 'the minimum number of doc is not met. Required: 1.	*PASS*

4.6	In step 3, Click [Step to Step 4] with the object containing one document in working status (1).	An error message appears saying that 'the minimum number of doc is not met. Required: 1.' This means that the document needs to be approved (Status 5).	*PASS*
4.7	In step 3, Click [Step to Step 4] with the object containing one document in approved status (5)	The Action steps to the next step and today's date appears in the Process outline under Step 4.	*PASS*
4.8	In Step 4, Click [Step to Step 5] with the object containing one document in approved status (5)	An error message appears saying that 'the minimum number of doc is not met. Required: 2.'	*PASS*
4.9	In Step 4, Click [Step to Step 5] with the object containing three documents in approved status (5)	An error message appears saying that 'The maximum number of doc is exceeded. Allowed: 2'	*PASS*
4.10	In Step 4, Click [Step to Step 5] with the object containing two documents in approved status (5) and one document in either Working/Freeze/Review/Approval Status (1-4)	An error message appears saying that 'There are 1 doc which require work. The maximum number of doc is exceeded. Allowed: 2'	*PASS*
4.11	In Step 4, Click [Step to Step 5] with the object containing two documents in approved status (5)	The Action steps to the next step and FT user initials appears in the Process outline under Step 5.	*PASS*
4.12	In Step 5, Click [Step to Step 6] without any actions in the object	The Action steps to the next step and today's date appears in the Process outline under Step 6.	*PASS*
4.13	Go back to step 5, click [Step to Step 6] with an action in 'open' state.	The Action steps to the next step and today's date appears in the Process outline under Step 6.	*PASS*

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4.14	In Step 6, Click [Step to Step 7] without any actions in the object	An error message appears saying that 'the minimum number of actions is not met. Required: 1. '	*PASS*
4.15	In step 6, Click [Step to Step 7] with the object containing one action in 'open' state in step 1.	An error message appears saying that 'the minimum number of actions is not met. Required: 1' This means that the action is not in the required step yet (minimum step 3).	*PASS*
4.16	In step 6, Click [Step to Step 7] with the object containing one action in 'open' state in step 3.	An error message appears saying that 'there are 1 action which require work".	*SKIPPED: Duplicate of step 4.18*
4.17	In step 6, Click [Step to Step 7] with the object containing one action in 'open' state in step 1 and one action in 'open' state in step 3.	An error message appears saying that 'there are 1 action which require work".	*PASS*
4.18	In Step 6, Click [Step to Step 7] with the object containing one action in 'open' state in step 3.	The Action steps to the next step and today's date appears in the Process outline under Step 8 .	*PASS*
4.19	Press [Eventlog]	The entries of the log are equal to the steps performed in this test case	*PASS*

Test Case 5: Close Action and Obsolete			
Function:	Verify the process of Closing of Action including making an action Obsolete and re-activation.		
Description:	1. Environment for this specific test (version/revision). Highstage version: **SW10055-10N** 2. A description of input data: 3. Initialising: None		
Step	**Specification**	**Expected**	**Pass/Fail**
5.1	In Step 7, Click the [Close] checkbox with the object containing one action in 'open' state in step 3.	An error message appears saying 'There are 1 open child action(s).	*PASS*
5.2	In Step 7, Click the [Close] checkbox with the object containing one action in 'open' state in step 3 and one action in 'closed' state.	An error message appears saying 'There are 1 open child action(s).	*PASS*
5.3	In Step 7, Click the [Close] checkbox with the object containing one action in 'closed' state.	The Action is closed, and a box appears in the title/header on top of the page with today's date, user initials and 'Closed'.	*PASS*
5.4	Expand the [Advanced] tab and click [Obsolete], give it a free text rationale and click [Submit].	The action is shown as obsolete with a box in the title/header on top of the page with today's date, user initials and 'obsoleted'	PASS
5.5	Go to the top menu search and search for the action number from 5.4.	The action is not shown in the search results.	*PASS*
5.6	In the filter, choose [Obsolete] and search again	The action is found	*PASS*

5.7	Open the action page, under [Advanced] press the input field [obsolete] and unclick the [Obsolete] check box, write a reason in the note, and press [OK]	The action is not obsoleted any longer and the box showing the message about obsolete is not shown.	*PASS*
5.8	Press [Eventlog]	The entries of the log are equal to the steps performed.	*PASS*

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