



EUROPEAN COMMISSION

Legal service
IT Group

LS - IT

JURREV – General Test Case

Date: 22/08/2013

Version: 0.002

Authors:

[REDACTED]

Revised by:

[REDACTED]

Approved by:

Public:

Reference Number:

TABLE OF CONTENTS

1. INTRODUCTION	4
1.1. Purpose of this document	4
1.2. Objective.....	4
1.3. Dependencies.....	4
2. TEST APPROACH DETAILS.....	4
3. GENERAL TEST	6
3.1. STEP 1 – ACCESS THE SYSTEM	6
3.1.1. Access the home page.....	6
3.1.2. Access the application menu	7
3.1.3. Access systems security settings.....	8
3.2. STEP 2 – MANAGE REQUEST PROPERTIES	8
3.2.1. Create a new request.....	8
3.2.2. Access the File storage	10
3.2.3. Edit an existing request.....	10
3.2.4. Duplicate an existing request.....	11
3.2.5. Cancel an existing request	11
3.3. STEP 3 – MANAGE REQUEST 'MOTS-CLÉS'	12
3.3.1. Add Keywords.....	12
3.3.2. Delete an existing keyword	12
3.4. STEP 4 – MANAGE REQUEST 'RÉUNION'	13
3.4.1. Edit a meeting.....	13
3.5. STEP 5 – MANAGE LANGUAGE VERSIONS AND THEIR ATTRIBUTION	14
3.5.1. Create a language version (first creation)	14
3.5.2. Attribute a language version.....	14
3.5.3. Add and attribute a language version	15
3.5.4. Delete a language version.....	15
3.6. STEP 7 – MANAGE REQUEST COMMUNICATIONS.....	16
3.6.1. Edit and sent e-mails in the communications tab.....	16
3.7. STEP 8 – SEARCH REQUESTS	17
3.7.1. Search requests on custom criteria	17
3.7.2. Navigate in request search results.....	19
3.7.3. Print or export the request list.....	20
3.8. STEP 9 – MANAGE THE 'JURISTES-RÉVISEURS' LIST	20

3.8.1. Create a juriste-réviseur.....	20
3.8.2. Add,edit and delete a language for the juriste-réviseur	21
3.8.3. Add,edit and delete a group for the juriste-réviseur	22
3.8.4. Delete a juriste-réviseur.....	23
3.9. STEP 10 – MANAGE THE 'COMPOSITION DES SOUS-GROUPES' LIST	24
3.10. STEP 11 – MANAGE THE 'JURISTES-RÉVISEURS TO BE UPDATED' LIST	24
3.11. STEP 12 – MANAGE THE REPORTS	25
3.11.1. Create, edit and delete a report template.....	25
3.11.2. Generate reports.....	26
4. TEST THE USERS SYNCHRONIZATION TASK.....	28
4.1. Users existing in ULM (Direction K) but not in Jurrev.....	28
4.1.1. Detection of the problem	28
4.1.2. Detection that the problem has been solved	29
4.2. Users existing in Jurrev but not in ULM (Direction K).....	29
4.2.1. Detection of the problem	29
4.2.2. Detection that the problem has been solved	30
4.3. Users that belong to a different "sous-groupe" between Jurrev and ULM	31
4.3.1. Detection of the problem	31
4.3.2. Detection that the problem has been solved	32
4.4. Users that not belong to any "sous-groupe" in Jurrev	32
4.4.1. Detection of the problem	32
4.4.2. Detection that the problem has been solved	33
5. ANNEXE : FIELDS FOR 'CRÉATION D'UNE REQUÊTE' / TYPE OF DOCUMENTS.....	35

Document History

Version	Date	Comment	Modified Pages
0.001	11/07/2012	Document created by [REDACTED]	All
0.002	10/09/2013	Add chapter "Test the users synchronization task"	All

1. INTRODUCTION

1.1. Purpose of this document

This is a generic test case to be executed before any production roll-out of the software.

1.2. Objective

The rationale beyond this document is to provide a set of minimal testing patterns whose completion provides a reasonable insurance about reliability of main software functions.

Those patterns are extensive, meaning that their path covers the main functions of the application. Nevertheless, due to the infinite possibility of data and action sequence combinations within the scope of the application, it cannot be qualified as an exhaustive test.

It is the basic testing procedure to be associated to more specific ones when specific modules are undergoing evolutions.

Unless specified, it can be executed by people having reasonable computer-literacy without any prior knowledge of the software application or its business domain.

1.3. Dependencies

This has been done for a user having at least the following profile:

- Administrator.
- Belonging to IT Group is desirable as some examples require it.

2. TEST APPROACH DETAILS

The test case pattern breakdown is presented in the table hereafter. The different steps are to be executed in sequence.

Each step is itself made of unitary steps. Further to test execution, each unitary step can receive an OK (compliant result) or NOK (non-compliant result) status.

If one of the unitary steps gets a NOK status, it is required as far as possible to resume testing procedure. In case it becomes obviously impossible, the test is stopped and the project leader is to be informed without delay.

As far as possible, the test steps are to be executed with data given as example. In some situations, it will not be possible due to differences between the Test and Production environments. In this case, the step result still can be positive but it is required to keep track of this as a remark in the Result column.

ID	Scenario / use case flow	Condition / data	Expected Result
1.	Access the system		The different system functions can be accessed through the menu items.
2.	Manage request properties		Add a new request or update existing request base details.
3.	Manage request 'Mots-clés'		Add new 'Mots-clés' or update existing request 'Mots-clés'.
4.	Manage request 'Réunion'		Edit the request 'Réunion' details
5.	Manage request attributions		Add a new attribution or update existing request attributions.
6.	Manage request communications		Edit and send request e-mails
7.	Search requests		A list of requests is generated, based on given criteria.
8.	Manage the 'Juristes-Réviseurs' list		'Juristes-Réviseurs' list
9.	Manage the 'Composition des sous-groupes' list		'Composition des sous-groupes' list
10.	Manage the 'Juristes-Réviseurs to be updated' list		'Juristes-Réviseurs to be updated' list
11.	Manage the Reports		Report templates list; a report is generated based on the given criteria.

3. GENERAL TEST

3.1. STEP 1 – ACCESS THE SYSTEM

3.1.1. Access the home page

Description	Result	OK/NOK
Use the URL provided by the project leader to access JurRev home page (e.g. http://sjtapps/apps/jurrev).	<p>The home page of JurRev application, containing:</p> <ul style="list-style-type: none">- Welcome text: Bienvenue, [Last Name] [First Name] (DG)- Links to request lists:<ul style="list-style-type: none">o Vos demandes de révision ouverteso Demandes de révision disponibleso Vos demandes de rédaction de requête ouverteso Toutes les demandes de révision en courso Toutes les demandes de rédaction d'une requête en courso Demandes de révision terminées ou partiellement terminéeso Demandes de rédaction de requête terminées ou partiellement terminéeso Recherche plein texteo Lien vers la documentation de l'équipeo Drafter's Assistance Package	OK

	<ul style="list-style-type: none"> ○ Communication de l'arrivée d'un nouveau Juriste-Réviseur ○ Communication du départ d'un Juriste-Réviseur 	
--	---	--

3.1.2. Access the application menu

Description	Result	OK/NOK
Use header menu to access different application functions.	<p>Application</p> <ul style="list-style-type: none"> ○ Archives Oui/Non ○ Plan du site ○ Sécurité <ul style="list-style-type: none"> Reload Parameters Mettre à jour la sécurité Infos Profil Liste des utilisateurs <p>Demandes</p> <ul style="list-style-type: none"> ○ Rechercher une demande ○ Recherche plein texte ○ Révisions en cours ○ Rédactions de requêtes en cours ○ Nouvelle demande de révision ○ Nouvelle demande de rédaction d'une requête ○ Rapports <p>Organisation</p> <ul style="list-style-type: none"> ○ Juristes-Réviseurs ○ Composition des sous-groupes ○ Validité des Juristes-réviseurs <p>Maintenance</p> <ul style="list-style-type: none"> ○ Institutions 	OK

	<ul style="list-style-type: none"> o Langues o Mots-clés o Pays o Types de documents o Sous-types de documents o Registres o Journal des courriers o Paramètres o Personnes o Modèles de rapports 	
--	---	--

3.1.3. Access systems security settings

Description	Result	OK/NOK
Use Application > Sécurité menu items to access the systems security policy settings.	Application > Sécurité menu items: <ul style="list-style-type: none"> - Reload Parameters: Initialise the application parameters; - Mettre à jour la sécurité: Update the security context; - Infos Profil: User access rights information; - Liste des utilisateurs: List of application users; 	OK

3.2. STEP 2 – MANAGE REQUEST PROPERTIES

3.2.1. Create a new request

Description	Result	OK/NOK
Access Demandes > Nouvelle demande de révision menu	The page 'Création d'une demande' is displayed	OK
Check that displayed fields are correct for each type of document (see annexe 5)	Fields are correctly displayed depending on the type of document selected Mandatory fields are identified with a red cross icon	OK

	Constraints are respected	
<p>Fill the form fields with these test values :</p> <ul style="list-style-type: none"> - Type de documents: select a document type; e.g. "<i>REC Rectificatif</i>". - Institution: select an institution from the LOV panel (press  button); e.g. "<i>COM</i>". - Référence Documents: type a reference of documents; e.g. "<i>test</i>". - Objet de la demande: type a subject for the request. - Avec réunion: check this field for attributing a meeting to the request. - Service/DG Initiatrice: select a service/DG from the LOV panel (press  button); e.g. "<i>SANCO</i>". - Correspondant Service/DG: select a correspondent service/DG from the LOV panel (press  button); e.g. "<i>Adam Herta</i>". - Correspondant SJ: select a correspondent service/DG from the LOV panel (press  button); e.g. "<i>Amato Filippo</i>". - Responsable: select a responsable from the LOV panel (press  button); e.g. "<i>Dimitriou Iro</i>". - Nombre total de pages: type the total number of pages for the request; e.g. "<i>8</i>". - Date arrivée: select a date of arrival from the date widget (press  button). - Date limite de révision: select a date limite de révision (a date in the future) from the date widget (press  button). - Date limite de réponse CIS: select a date limite de réponse CIS (a date in the future; greater than the date limite de révision) from the date widget (press  button). 	<p>The request is created. "Données de base" tab is activated; The request form is displayed (disabled); The numéro field contains the number of the request. All time fields next to the date field will contain "17:00" if that field was not filled. The creation date, time and username are displayed: Création le [date-time] par [username].</p>	OK

<ul style="list-style-type: none"> - Date de réponse en cas de report: select a date de réponse en cas de report (a date in the future) from the date widget (press  button). - Remarques, observations: type a remark, observation; e.g. "test" - Date de sortie des document révisés: this is a read only field that eventually contains the date the request was closed. <p>Press the Valider button.</p>		
--	--	--

3.2.2. Access the File storage

Description	Result	OK/NOK
In the request form click on the " Original " link.	Explorer opens the 'Original' folder linked to the request. \sjfiler\jurrev_nonsensitive_test\$\DocumentsJurrev\Original\yyyy\nnnnn	OK
In the request form click on the " Work " link.	Explorer opens the 'Work' folder linked to the request. \sjfiler\jurrev_nonsensitive_test\$\DocumentsJurrev\Work\yyyy\nnnnn	OK
In the request form click on the " Final " link.	Explorer opens the 'Final' folder linked to the request. \sjfiler\jurrev_nonsensitive_test\$\DocumentsJurrev\Final\yyyy\nnnnn	OK
In the request form click on the " Pool " link.	Explorer opens the 'Pool' folder linked to the request. \sjfiler\jurrev_nonsensitive_test\$\DocumentsJurrev\Pool\yyyy\nnnnn	OK

3.2.3. Edit an existing request

Description	Result	OK/NOK
In the " Données de base " tab of the request page press the Editer button	The request details form activates.	OK
Change the 'Objet de la demande' field with "this is an edited	The request form is displayed (disabled)	

request" and then press the Valider button.	The changed properties are updated. The update date, time and username are displayed: Modifié le [date-time] par [username] .	
--	--	--

3.2.4. Duplicate an existing request

Description	Result	OK/NOK
Press the Dupliquer button.	A duplicate request is displayed The contents of the fields of the request form are duplicated in a new request form. The numéro field is not completely filled as it will be filled after clicking 'valider'. The reference field is empty	OK
Presse the Cancel button	The original request is displayed	NOK
Press the Dupliquer button Fill in the 'Référence document' field with the value ' this is an duplicated request' Presse the Valider button	The new request is displayed. The field 'Objet de la demande' contains 'This is a duplicated request' The field 'Numéro' contains a new value	OK

3.2.5. Cancel an existing request

Description	Result	OK/NOK
Press the Annuler la demande button.	The "Confirmez-vous l'annulation de cette demande ?" dialog window is displayed.	OK
Press the Cancel button.	The dialog window is closed.	OK
Press the Annuler la demande button.	The "Confirmez-vous l'annulation de cette demande ?" dialog window is displayed.	OK
Press the OK button.	The request form is displayed with a message "Le folder Work a été supprimé"	OK

3.3. STEP 3 – MANAGE REQUEST 'MOTS-CLÉS'

3.3.1. Add Keywords

Description	Result	OK/NOK
Press the Mots-clés tab.	The Keywords form is displayed.	OK
Select some keywords from the 'en' LOV panel; e.g. "Annex" and "Citations" (multiple selection needs the Ctrl key to be pressed during selection).	The selected keywords are displayed in the textarea.	OK
Press the valider button.	The keywords are listed underneath the keywords form.	OK
In the filter field (in front of the LOV buttons) type "des" and select one keywords from the 'fr' LOV panel; e.g. "Ordre des considérants".	The selected keywords are displayed in the textarea.	OK
Press the valider button.	The keywords are listed underneath the keywords form.	OK

3.3.2. Delete an existing keyword

Description	Result	OK/NOK
Press the Supprimer  button in front of a keyword.	The " Confirmez-vous la suppression de l'association à ce mot clé ? " dialog window is displayed.	OK
Press the Cancel button.	The dialog window is closed.	OK
Press the Supprimer  button in front of a keyword.	The " Confirmez-vous la suppression de l'association à ce mot clé ? " dialog window is displayed.	OK
Press the OK button.	The keyword have been removed from the list	OK

3.4. STEP 4 – MANAGE REQUEST 'RÉUNION'

3.4.1. Edit a meeting

Description	Result	OK/NOK
Press the Réunion tab.	The meeting form is displayed.	OK
Press the éditer button.	The form now becomes editable.	OK
Fill the form fields: - Date de la réunion: select a date for the meeting from the date widget (press  button) and type the time in the time field next to the date field; e.g. "11:00". - Durée prevue en minutes: type the expected duration of the meeting in minutes; eg. "30". - Durée réelle en minutes: type the real duration in minutes; eg. "30". - Localisation: type the location of the meeting (field is prefilled with a default value). - Téléphone: type the telephone number (field is prefilled with a default value). - Président de la reunion: select a person from the LOV panel (press  button) (field is prefilled with a default value). - Observations du Président: type any remark about the meeting; e.g. " <i>interesting meeting</i> ". - Présence du correspondant SJ?: check this field. - Présence du correspondant de la DG?: check this field. Press the Valider button.	The meeting is created. The meeting form is back in non-edit mode. The creation date, time and username are displayed: Création le [date-time] par [username].	OK

3.5. STEP 5 – MANAGE LANGUAGE VERSIONS AND THEIR ATTRIBUTION

3.5.1. Create a language version (first creation)

Description	Result	OK/NOK
Click on the "Attributions" tab.	The "Attributions" page is displayed.	OK
Check the ES, EL, FR and HU languages For ES check 'Original' For EL check 'Faisant foi' For FR check Non révisable' Press the Valider button	The 'Communication' tab is activated, ready to send the message : 'Premier E-mail à envoyer aux juristes-réviseurs pour un texte avec réunion : préparation et envoi'	OK
Press the Editer button.	The form is editable.	OK
Replace the Destinataire field by your own email address. Press the Envoyer button	A confirmation is displayed : " Le courrier a été envoyé."	OK

3.5.2. Attribute a language version

Description	Result	OK/NOK
Click on the "Attributions" tab.	The "Attributions" page is displayed.	OK
In the attribution list click on the arrow in front of an existing language version which the "Etat" column contains "Non attribuée".	The version form is displayed.	OK
Press the Editer button.	The version form is editable.	OK
Fill the form fields: - Attribuée à: select a person from the LOV panel (press  button); e.g. "Dumitrache Mihai". Press the Valider button.	The attribution is updated. "Attributions" tab is activated; The list of attributions is displayed with the new values in the columns 'Révisée par' and 'Etat'.	OK

3.5.3. Add and attribute a language version

Description	Result	OK/NOK
Click on the "Attributions" tab.	The "Attributions" page is displayed.	OK
Press the créer un nouvel enregistrement link	The version form is displayed.	OK
Fill the form fields: - Code : select a language code from the LOV panel (press  button); e.g. "FR". - Originale : check this field to indicate that it is an original version. - Faisant foi : check this field to indicate that it is a 'faisant foi' version. - Non révisable : check this button to indicate that it is a 'non révisable' version. - Attribuée à : select a person from the LOV panel (press  button); e.g. "Dumitrache Mihai". Press the Valider button.	The attribution is created. "Attributions" tab is activated; The list of attributions is displayed with the newly created attribution in the list.	OK

3.5.4. Delete a language version

Description	Result	OK/NOK
In the attribution list click on the arrow in front of the attribution you want to delete.	The version form is displayed.	OK
Press the Supprimer button.	The "Confirmez-vous la suppression?" dialog window is displayed.	OK
Then press the Cancel button	The dialog window closes.	OK
Or press the OK button	The version and its attribution is deleted and the browser is redirected to the "Attributions" page.	OK

3.6. STEP 7 – MANAGE REQUEST COMMUNICATIONS

3.6.1. Edit and sent e-mails in the communications tab

Description	Result	OK/NOK
Click on the "Communications" tab.	The "Communications" page is displayed; The list of communications is displayed.	OK
Click on the first link in the list of communications.	The e-mail form linked to the type of communication that was clicked opens.	OK
Press the edit button.	The form becomes editable.	OK
These fields are present in the e-mail form: - Envoyé par: This is not actually a field but displays the e-mail address of the person sending the e-mail. - Destinataire: field that holds the recipients of the e-mail. E-mail addresses can be added or/and removed from this field. Add your own e-mail address to this field. - Copie à: field that holds the carbon copy recipients. E-mail addresses can be added or/and removed from this field. Add your own e-mail address to this field. - Fichier(s): Clicking on the button joindre un fichier allows you to browse to a file that will be attached to the e-mail. Click a second time on the button to attach another attachment. - Contenu: field that holds the content of the e-mail. Change the content of this field. Press the Envoyer button.	The e-mail form is send. The message 'Le courier a été envoyé.' Is displayed. (For DEV and TST instances the e-mail is send to a person defined in the parameters.xml file).	OK

3.7. STEP 8 – SEARCH REQUESTS

3.7.1. *Search requests on custom criteria*

Description	Result	OK/NOK
Access Demandes > Rechercher une demande menu	Rechercher une demande: Search request query form is displayed	OK
Fill the form fields with custom criteria and press the Chercher button.	The Liste des demandes de révision page is displayed. E.g. xxx enregistrements ont été trouvés. Voici les enregistrements 1 - 100. Modifier la requête. Version imprimable. The table contains detailed list of requests matching the criteria The result set is paginated with 100 results per page.	OK
Navigate through pages pressing the 1, 2, 3... links	The selected page records are displayed.	OK
Press the " Modifier la requête " link	Return to the request query form to change the previously entered criteria.	OK

Note: all the criteria fields in the request query form are optional and cumulative.

Criteria field	Description / Result	OK/NOK
Demande	Request base properties search fields	
- Registres	Type of Registres E.g. ' <i>R Revision</i> ' – search all requests with register type R Revision.	OK
- Sensible	Sensitivity level of the requests to search for. E.g. <i>Textes sensible</i> – search all requests that are marked as sensitive.	OK
- Demandes avec révisions ultérieures	Indicate if the search should be limited to requests with external revision.	OK
- Numéro (année, numéro)	Request number (year and number). E.g. '2012' – search all requests created in the year 2012	OK
- Etat de la demande	Status of the requests. E.g. ' <i>Clôturée</i> ' – search all requests that are closed.	OK
- Type de documents	Document type. E.g. ' <i>COD Codification</i> ' – search all requests of document type COD.	OK
- Sous-type	Sub type of documents to search for. E.g. ' <i>DIR Directe</i> ' – search for all request of sub type DIR.	OK
Autres critères	Request: other criteria	
- Institutions	Institutions (multiple LOV select – press  button)	OK
- Référence des Documents	Document reference.	OK
- Remarques, observations	Remarks, observations	OK
- Contenant chacun des mots-clés	Requests contain each of the specified keywords (multiple LOV select – press  button)	OK
- Réunion	Indicate requests to search for have a meeting or not.	OK
- Services & DGs Initiateurs	Initiating services and DGs (multiple LOV select – press  button)	OK
- Correspondant Service/DG	Correspondent service/DG (multiple LOV select – press  button)	OK

- Correspondant SJ	Correspondent SJ (multiple LOV select – press  button)	OK
- Coordinateur	Coordinator (multiple LOV select – press  button)	OK
- Juriste-réviseur ou juristes-réviseurs en co-attribution	Jurist(s)-reviser(s) in co-attribution (multiple LOV select – press  button)	OK
Dates, délais	Dates, deadlines	
- Date d'arrivée	Date of arrival of the requests must be as specified in the criteria (using the selectboxes and the calendar widgets). E.g. 'après le 11/07/2012' et 'avant le 18/07/2012'	OK
- Date limite de réponse	Date limite de réponse of the request must be as specified in the criteria.	OK
- Date de sortie	Date de sortie of the request must be as specified in the criteria.	OK
- Date de la réunion	Date de la réunion of the request must be as specified in the criteria.	OK

3.7.2. Navigate in request search results

Description	Result	OK/NOK
Access Demandes > Rechercher une demande menu and search requests with a custom criteria. E.g. Sensible = Textes sensibles	The Liste des demandes de révision page is displayed.	OK
Click the link of 2 nd request in the list	The request page is displayed. (2nd request in the list) The "Données de base" tab is activated.	OK
Click the " Attributions " tab.	The " Attributions " tab is activated.	OK
Click the " Retourner à la liste " link in the request header.	The Liste des demandes de révision page is displayed.	OK

3.7.3. Print or export the request list

Description	Result	OK/NOK
Access Demandes > Rechercher une demande menu and search requests with a custom criteria. E.g. Sensible = Textes sensibles	The Liste des demandes de révision page is displayed.	OK
Click on the Help  icon	The Help panel is displayed containing guiding information.	OK
Click on the "Version imprimable" link	The printable version of the Liste des demandes de révision page is displayed in a new window.	OK
Click on the "Liste des demandes de révision" header string.	The header string becomes editable	OK
Type "Liste des demandes" in place of "Liste des demandes de révision"	The header string is changed.	OK
In the IE browser access File > Print Preview menu	The print preview of the Liste des demandes de révision page is displayed.	OK
Press the "Landscape" button ("paysage")	The printed page orientation is changed to Landscape	OK
Press the "Headers and footers off" button.	The printed page headers and footers are hidden.	OK
Press the "Print" button and select the "P-PDF-SJ-01" printer.	The PDF file is received by email.	OK

3.8. STEP 9 – MANAGE THE 'JURISTES-RÉVISEURS' LIST

3.8.1. Create a juriste-réviseur

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed. Table columns: Login, Nom, Prénom, Actif	OK

Click on the 'créer un nouvel enregistrement' link	The Juristes-Réviseurs form is displayed.	OK
Fill the form fields: - Login: type the login of the juriste-réviseur; e.g. '████████'. - Nom: type the name of the juriste-réviseur; e.g. '████████'. - Prenom: type the first name of the juriste-réviseur; e.g. '████████'. Press the Valider button.	If it is a new juriste-réviseur the mail edit page ' Communication de l'arrivée d'un nouveau Juriste-Réviseur : préparation et envoi ' opens. The e-mail form can be edited and send. If the login of the juriste-réviseur exists already, the message ' Cette valeur existe déjà. Veuillez en choisir une autre. ' is displayed.	OK
Press the Envoyer button	An email is sent to the support mailbox (sj-si-support-dev or sj-si-support-tst, depending of the environement being tested)	OK
Access Organisation > Juristes-Réviseurs menu.	In the list ' Liste des Juristes-Réviseurs ' the newly created juriste-réviseur can be found.	OK

3.8.2. Add,edit and delete a language for the juriste-réviseur

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Find the juriste-réviseur you created and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " Langues " tab	The list " Liste des langues " is displayed.	OK
Click on the 'créer un nouvel enregistrement' link	The " Langue " form is displayed.	OK
Fill the form fields: - Code: select a language code from the LOV panel (press  button); e.g. "EN". - Langue maternelle: Indicate if it is the mother tongue of the juriste-réviseur. Press the Valider button.	The " Langue " form is displayed (disabled) with the form fields filled. The creation date, time and username are displayed: Création le [date-time] par [username] .	OK

Edit the code form field by selecting another language from the LOV; e.g. "FR" Press the Valider button.	The " Langue " form is displayed (disabled) with the form fields filled.	OK
Press the " Langues " tab	The list of languages of the juriste-réviseur is displayed. The language that has just been created can be found in the list.	OK
Click on the arrow icon in front of the newly created language.	The " Langue " form is displayed.	OK
Press the " supprimer " button	The " Confirmez-vous la suppression? " dialog window is displayed.	OK
Press the OK button	The list of languages of the juriste-réviseur is displayed. The language you choose to delete is removed from the list.	OK

3.8.3. Add,edit and delete a group for the juriste-réviseur

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Find the juriste-réviseur you created and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " Groupes " tab	The list " Liste des groupes " is displayed.	OK
Click on the ' créer un nouvel enregistrement ' link	The " Groupe " form is displayed.	OK
Fill the form fields: - Groupe : select a group from the LOV panel (press  button); e.g. "1". - Date début : Select a starting date using the calendar widget (press  button); e.g. "16/07/2012". - Date fin : Select a end date using the calendar widget	The " Groupe " form is displayed (disabled) with the form fields filled. The creation date, time and username are displayed: Création le [date-time] par [username] .	OK

(press button); e.g. "18/07/2012". - Rôle : select a role; e.g. "Membre". Press the Valider button.		
Edit the groupe form field by selecting another group. Press the Valider button.	The "Groupe" form is displayed (disabled) with the form fields filled.	OK
Press the " Groupes " tab	The list of groupes of the juriste-réviseur is displayed. The groupe that has just been created can be found in the list.	OK
Click on the arrow icon in front of the newly created group.	The "Groupe" form is displayed.	OK
Press the " supprimer " button	The " Confirmez-vous la suppression? " dialog window is displayed.	OK
Press the OK button	The list of groups of the juriste-réviseur is displayed. The groupe you choose to delete is removed from the list.	OK

3.8.4. Delete a juriste-réviseur

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Find the juriste-réviseur you created and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " supprimer " button	The " Confirmez-vous la suppression? " dialog window is displayed.	OK
Then press the Cancel button	The dialog window closes.	OK
Or press the OK button	The juriste-réviseur is deleted and the browser is redirected to the Liste des Juristes-Réviseurs page.	NOK Grant DELETE Manquant en Test

		OK après ajout du GRANT
--	--	--------------------------------

3.9. STEP 10 – MANAGE THE 'COMPOSITION DES SOUS-GROUPES' LIST

Description	Result	OK/NOK
Access Organisation > Composition des sous-groupes menu.	The list " Composition des sous-groupes " is displayed Table columns: Sous-Groupe, Nom, Date Début, Date Fin, Rôle	OK
Navigate through pages pressing the 1, 2, 3... links	The selected page records are displayed.	OK
Click on the " Version imprimable " link	The printable version of the member state list page is displayed in a new window.	OK

Note: This is the list of juristes-réviseurs but displayed differently (by sous-groupe). So the management is identical as described in step 8.

3.10. STEP 11 – MANAGE THE 'JURISTES-RÉVISEURS TO BE UPDATED' LIST

Description	Result	OK/NOK
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; Table columns: Login, Problème, Nom, Prénom, Sous-groupe, Date Début, Date Fin, Date système, Avertissement The users in the list with an arrow in front are also in the juristes-réviseurs list; other users in the list need to be added to the jurists-réviseurs list or need to be removed from the Liste des utilisateurs (depending on the message in the "Problème" column).	OK
Press the " Ne plus afficher " button of a user in the list.	The list is displayed without the user where you clicked the button.	OK
Access Application > Archives Oui/Non	The list is displayed with all users. The users that have been previously marked as "Ne plus afficher" are now in the list with the button "Activer".	OK

Press the "Activer" button of a user in the list	The list is displayed and the user where you clicked the activer button now has the button "Ne plus afficher".	OK
--	--	----

3.11. STEP 12 – MANAGE THE REPORTS

3.11.1. Create, edit and delete a report template.

Description	Result	OK/NOK
Access Maintenance > Modèles de rapports menu.	The list "Modèles de rapports" is displayed; Table columns: Titre, Tableau ou liste, Actif	OK
Click on the 'créer un nouvel enregistrement' link	The Report template detail form is displayed.	OK
Fill the form fields. Please note that not all fields listed here are visible at the same time: - Titre: type a title; e.g. "Test Report" - Tableau ou liste: select the type of report; e.g. "Tableau". - Sensible: select if the report should display sensitive request or not or all; e.g. "Textes non sensibles". - Registre: select the register type of the requests in the report from the LOV panel (press  button); e.g. "R". - Affectation: this field is present if the 'liste' type was chosen. Check this field for requests with an attribution. - List of years: select years from the LOV panel (press  button); e.g. "2007,2008,2009" - List of statuses: select the statuses of the requests displayed in the report from the LOV panel (press  button); e.g. "Clôturée". - List of natdocs: select the types of documents of the requests displayed in the report from the LOV panel (press  button); e.g. "CIS".	The Détail du modèle de rapport form is displayed (disabled). The creation date, time and username are displayed: Création le [date-time] par [username].	

<ul style="list-style-type: none"> Subtype: (only present if type of document 'CIS' is selected). Select a sub type; e.g. "N". Group ou DGs: this field is present if the 'liste' type was chosen. Select if you want to filter on group or DG. DGs: select the initiating DGs from the LOV panel (press button); e.g. "SG" <p>Press the Valider button.</p>		
Press the " Afficher le rapport " button.	The report is generated.	OK
Click on the " Back to the report template form " link.	The Détail du modèle de rapport form is displayed (disabled)	OK
Press the edit button.	The Détail du modèle de rapport form is displayed (enabled)	OK
Clear the DGs field and press the Valider button.	The Détail du modèle de rapport form is displayed (disabled)	OK
Press the " Afficher le rapport " button.	The report is generated.	OK
Click on the " Back to the report template form " link.	The Détail du modèle de rapport detail form is displayed (disabled)	OK
Press the Supprimer button.	The " Confirmez-vous la suppression? " dialog window is displayed.	OK
Then press the Cancel button	The dialog window closes.	OK
Or press the OK button	The report template is deleted and the browser is redirected to the Reports templates page.	OK

3.11.2. Generate reports.

Description	Result	OK/NOK
Access Demandes > Rapports menu.	The Rapports form is displayed.	OK
Select a template in the form field " Modèle du rapport "; e.g. "Révisions en cours".	The form fields get filled with the values of the template.	OK
Press the " Afficher le rapport " button.	The report is generated.	OK

4. TEST THE USERS SYNCHRONIZATION TASK

The integrity of the Jurrev users database is controled by a scheduled task that populate the list displayed in 'Organisation > Validité des Juristes-Réviseurs'. This is done by comparing the users list between the Active Directory, the ULM database (which is synchronized with the HR COMREF reference) and the Jurrev database.

Five types of controls are done:

1. Search for actives users existing in ULM (Direction K) but not in Jurrev
They will be displayed in the list as "*Réviseur absent de Jurrev*"
2. Search for actives users existing in Jurrev but not in ULM (Direction K)
They will be displayed in the list as "*Réviseur à supprimer*"
3. Search for users that belong to a different "sous-groupe" between Jurrev and ULM
They will be displayed in the list as "*Sous-groupe incorrect*"
4. Search for users that not belong to any "sous-groupe" in Jurrev
They will be displayed in the list as "*Ce réviseur n'appartient à aucun sous-groupe*"
5. Search for users existing in AD but not in ULM (Direction K)
They will be displayed in the list as "*N'est pas membre de SJ.DDG.K*"

4.1. Users existing in ULM (Direction K) but not in Jurrev

4.1.1. Detection of the problem

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Choose any juriste-réviseur and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Click on the Editer button, modify the login (e.g. add "test"	The login of the user has been changed	OK

to the existing login) Click on the Valider button		
Run the update action by calling the fuseaction : <code>/?fa=jurrev_update.update</code>	The update is done without errors	OK
Access Organisation > Validité des juristes-réviseurs menu.	The list "Liste des utilisateurs à mettre à jour" is displayed; The user which login has been modified should appear in the list with this warning message : "Réviseur absent de Jurrev"	OK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Click on the arrow icon in front of the previously modified login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Click on the Editer button, modify the login back to its previous value (e.g. remove "test") Click on the Valider button	The login of the user has been changed	OK

4.1.2. Detection that the problem has been solved

No test is possible.

4.2. Users existing in Jurrev but not in ULM (Direction K)

4.2.1. Detection of the problem

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed. Table columns: Login, Nom, Prénom, Actif	OK
Click on the 'créer un nouvel enregistrement' link	The Juristes-Réviseurs form is displayed.	OK

Fill the form fields: - Login : type the login of the juriste-réviseur; e.g. "20130909". - Nom : type the name of the juriste-réviseur; e.g. "test". - Prenom : type the first name of the juriste-réviseur; e.g. "test" Press the Valider button.	If it is a new juriste-réviseur the mail edit page ' Communication de l'arrivée d'un nouveau Juriste-Réviseur : préparation et envoi ' opens. The e-mail form can be edited and send. If the login of the juriste-réviseur exists already, the message ' Cette valeur existe déjà. Veuillez en choisir une autre. ' is displayed.	OK
Press the Envoyer button	An email is sent to the support mailbox (sj-si-support-dev or sj-si-support-tst, depending of the environement being tested)	OK
Run the update action by calling the fuseaction : <code>/?fa=jurrev_update.update</code>	The update is done without errors	OK
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; The new user should appear in the list with this warning message : "Réviseur à supprimer"	OK

4.2.2. Detection that the problem has been solved

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Find the juriste-réviseur you created and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the "supprimer" button	The " Confirmez-vous la suppression? " dialog window is displayed.	OK
Press the OK button	The juriste-réviseur is deleted and the browser is redirected to the Liste des Juristes-Réviseurs page.	OK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK

Run the update action by calling the fuseaction : /?fa=jurrev_update.update	The update is done without errors	OK
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; The deleted user should have disappeared from the list.	OK

4.3. Users that belong to a different "sous-groupe" between Jurrev and ULM

4.3.1. Detection of the problem

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Select any juriste-réviseur and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " Groupes " tab	The list " Liste des groupes " is displayed.	OK
Click on the arrow icon in front of the first Groupe	The " Groupe " form is displayed.	OK
Note down the group number, the start date and the role. Click on the Supprimer button	The " Confirmez-vous la suppression? " dialog window is displayed	OK
Press the OK button	The list of groups of the juriste-réviseur is displayed. The groupe you choose to delete is removed from the list.	OK
Run the update action by calling the fuseaction : /?fa=jurrev_update.update	The update is done without errors	OK
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; The modified user should appear in the list with this warning message : "Sous-groupe incorrect"	OK

4.3.2. Detection that the problem has been solved

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Find the juriste-réviseur you've modified and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " Groupes " tab	The list " Liste des groupes " is displayed.	OK
Click on the ' créer un nouvel enregistrement ' link	The " Groupe " form is displayed.	OK
Fill the form fields with the values before deletion. Press the Valider button.	The " Groupe " form is displayed (disabled) with the form fields filled. The creation date, time and username are displayed: Création le [date-time] par [username] .	OK
Run the update action by calling the fuseaction : /?fa=jurrev_update.update	The update is done without errors	OK
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; The modified user should have disappeared from the list.	OK

4.4. Users that not belong to any "sous-groupe" in Jurrev

4.4.1. Detection of the problem

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Select any juriste-réviseur and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " Groupes " tab	The list " Liste des groupes " is displayed.	OK

Click on the arrow icon in front of the first Groupe	The "Groupe" form is displayed.	OK
Note down the group number, the start date and the role. Click on the Supprimer button	The "Confirmez-vous la suppression?" dialog window is displayed	OK
Press the OK button	The list of groups of the juriste-réviseur is displayed. The groupe you choose to delete is removed from the list.	OK
Repeat previous steps until all groups have been deleted	The jurist-réviseur is no associated with any sous-groupe.	OK
Run the update action by calling the fuseaction : <code>/?fa=jurrev_update.update</code>	The update is done without errors	OK
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; The modified user should appear in the list with this warning message : "Ce réviseur n'appartient à aucun sous-groupe"	OK

4.4.2. *Detection that the problem has been solved*

Description	Result	OK/NOK
Access Organisation > Juristes-Réviseurs menu.	Liste des Juristes-Réviseurs is displayed.	OK
Find the juriste-réviseur you've modified and click on the arrow icon in front of the login.	The Jurists-Réviseurs form is displayed. The ' Données de base ' tab is selected.	OK
Press the " Groupes " tab	The list " Liste des groupes " is displayed.	OK
Click on the ' créer un nouvel enregistrement ' link	The " Groupe " form is displayed.	OK
Fill the form fields with the values before deletion. Press the Valider button.	The " Groupe " form is displayed (disabled) with the form fields filled. The creation date, time and username are displayed: Création le [date-time] par [username] .	OK
Repeat previous steps until all groups have been created	The groups list is back to normal.	OK
Run the update action by calling the fuseaction :	The update is done without errors	OK

/?fa=jurrev_update.update		
Access Organisation > Validité des juristes-réviseurs menu.	The list " Liste des utilisateurs à mettre à jour " is displayed; The modified user should have disappeared from the list.	OK

5. ANNEXE : FIELDS FOR 'CRÉATION D'UNE REQUÊTE' / TYPE OF DOCUMENTS

- X : Field is visible, writing is optional
 M : Field is visible, writing is mandatory
 R : Field is visible and read-only

Field	Constraints	AI	CIS	CN	COD	OT	PE	PH	PO	REC
Numéro		R	R	R	R	R	R	R	R	R
Sensible		X	X	X	X	X	X	X	X	X
Type de documents		M	M	M	M	M	M	M	M	M
Institution		X	X	X	X	X	X	X	X	X
Sous-type de document			M							
Pays		X								
Référence Documents		M	M	M	M	M	M	M	M	M
Objet de la demande		M	M	M		M	M	M	M	M
Avec réunion ?			X	X		X	X	X	X	X
Révision ultérieur prevue			X							
Service/DG Initiatrice		M	M	M	M	M	M	M	M	M
Correspondant Service/DG		M	M	M	M	M	M	M	M	M
Correspondant SJ		X	X	X		X	X	X	X	M
Responsable		M		M	M	M	M	M	M	X
Coordinateur			M							
Nombre total de pages		M	M	M	M	M	M	M	M	M
Date arrivée		M	M	M	M	M	M	M	M	M
Date limite de révision		M	M	M	M	M	M	M	M	M
Date limite de révision 2		X		X						
Date limite de réponse CIS	Must be in the future Greater then the date limite de revision		M							M
Date de finalisation	Must be in the future Greater then the date limite de revision				M	M	M	M	M	
Date de réponse en cas de report	Must be in the future	X	X	X	X	X	X	X	X	X
Numéro JURL										
Remarques, observations		X	X	X	X	X	X	X	X	X
Date de sortie des documents révisés		X	X	X	X	X	X	X	X	X