Workshare **Professional**

Secure Document Compliance for Microsoft Office

4.5

Workshare Professional 4.5 Quality Assurance Test Scripts

WORKSHARE 4.5 STABILITY TEST CASE

Build	
Windows (Including service pack)	
Office (Including service pack)	
Email Client	
Adobe Acrobat version	
Test Engineer	
Verified by	
Date	

Smoke/Stability Test Requirements:

Req Id	***Test Requirement Description***	***Functional Area***
REQ1	Installation	INSTALL/UNINSTALL
REQ2	Workshare Pane & icons	GUI
REQ3	Send for Review	SEND
REQ4	Compare Versions	COMPARE

REQ5	Restrict Document	SECURITY
REQ6	Convert to PDF	PDF
REQ7	Hidden Data	HIDDEN DATA
REQ8	Review Sender Options	REVIEW
REQ9	Intelligent Import	IMPORT
REQ10	Manage Changes	MANAGE
REQ11	Report Wizard	HIDDEN DATA
REQ12	Configuration	CONFIG OPTIONS
REQ13	Attachment Options Dialog	SECURITY/PDF
REQ14	DeltaView Application	COMPARE
REQ15	Trace	CONTENT ALERTS
REQ16	Uninstalling the application	INSTALL/UNINSTALL

Traceability Matrix:

Req ID	***Test Requirement Description***	***Test Case ID***	***Description***
REQ1	Installation	1.0	Installing the application with a full license
REQ2	Workshare Pane & Icons	2.0	Checking Workshare office-addin functionality in Word
		2.1	Checking Workshare office-addin functionality in Excel
		2.2	Checking Workshare office-addin functionality in PowerPoint
REQ3	Send for Review	3.0	Word
REQ4	Compare Versions	4.0	Word
REQ5	Restrict Document	5.0	Word
		5.1	Excel
		5.2	PowerPoint
REQ6	Convert to PDF	6.0	Word
		6.1	Excel

		6.2	PowerPoint
REQ7	Hidden Data	7.0	Word
		7.1	Excel
		7.2	PowerPoint
REQ8	Review Sender Options	8.0	Ensure the reviewer has expected functionality
REQ9	Intelligent Import	9.0	Ensuring that a document sent for review can be correctly imported
REQ10	Manage Changes	10.0	Ensuring that imported changes can be applied.
REQ11	Report Wizard	11.0	Testing the report generation process.
REQ12	Configuration settings	12.0	Testing the configuration manager and the saving/ loading of .ini files
REQ13	Attachment handling and sending email	13.0	Checking the attached document sent through e-mail for hidden data
REQ14	DeltaView Application	14.0	Checking basic DeltaView functionality
REQ15	Un-installation of application	15.0	Ensuring application removed correctly

Test Script

Note: Before installing Workshare, open MS Word, Excel and PowerPoint once and close the documents.

<table>
<tr><th colspan="4">1.0 INSTALL AS ADMINISTRATOR (FULL LICENSE)</th></tr>
<tr><td>1.0.1</td><td>Install as Administrator and enter full license</td><td>a. Once the install finishes Word should launch, an alert will be displayed for the Workshare macro, enable it.

b. A quick reference document should be launched and a welcome dialog displayed in the same instance of word.

c. The pane should be visible and three Workshare Professional icons available in the Word toolbar (pane toggle, pdf and pdf & mail)

d. A Workshare file menu should be present containing:

• Send for review
• Manage Changes
• Compare Versions
• Show Content Risk
• Convert to PDF
• Document Restriction
• Report Wizard
• Options
• Learning Sender
• Return to Sender (grayed out)
• Show Workshare Panel</td><td></td></tr>
</table>

		e. Ensure a "Workshare send for review" entry is added under the word file menu. f. Ensure the Workshare Build version number is correct (on the options pane)	
1.0.2	Right click on word document saved on the desktop (and DMS if present)	In addition to the usual options there should be two extra Workshare specific entries: • Compare with Workshare • Convert to PDF with Workshare	
1.0.3	Right click on Excel document saved on the desktop (and DMS if present)	In addition to the usual options there should be an extra Workshare specific entry: • Convert to PDF with Workshare	
1.0.4	Right click on a PowerPoint document saved on the desktop (and DMS if present)	In addition to the usual options there should be an extra Workshare specific entry: • Convert to PDF with Workshare	
1.0.5	Log on as a restricted user and launch a saved word document	a. The Workshare welcome dialog should be displayed b. The relevant toolbar items, Workshare file menu and "Workshare send for review" entry in the word file menu should be present. c. Ensure that the pane is displayed correctly	
1.0.6	Repeat the right click options tests (for Excel and PowerPoint documents)	The results should be the same	

Pre-conditions: Execute all of the following test scripts after logging in as 'Normal' aka 'Restricted' User.

2.0 WORKSHARE PANE & ICONS (WORD)			
2.0.1	Open a saved word document	The Workshare pane should be visible with the following icons available: • Send • Manage • Compare • Content Risk • Convert to PDF • Restrictions	
2.0.2	Select the "Send" icon	The send for review pane should be displayed	
2.0.3	Press "back"	The user should be returned to the home page	
2.0.4	Repeat for the other icons	Each should launch the relevant pane and pressing "back" should then return the user to the home pane	
2.0.5	Select the "toggle Workshare" icon in the toolbar	The Workshare pane should be closed. Pressing the icon again should restore it	
2.0.6	Select all the individual options under the Workshare file menu.	All should display the expected pane (except for the report wizard and convert to PDF options which should launch a dialog). Ensure that the "Workshare Configuration Manager" can be launched from the options pane.	
2.1 WORKSHARE PANE & ICONS (EXCEL)			
2.1.1	Open a saved Excel document	The Workshare pane should be visible with the following icons available: • Content Risk • Convert to PDF • Restrictions	

<table>
<tr><td></td><td></td><td>Three options should be available in the word toolbar:
Toggle panel
Convert to PDF
Convert to PDF and mail
There should not be a Workshare file menu.</td><td></td></tr>
<tr><td>2.1.2</td><td>Select the Content Risk icon</td><td>A document risk report should be displayed identifying all hidden data in the spreadsheet. This dialog is modal – it should not be possible to return the focus to excel without closing it.</td><td></td></tr>
<tr><td>2.1.3</td><td>Select the cancel button</td><td>Focus should return to excel.</td><td></td></tr>
<tr><td>2.1.4</td><td>Select the “Convert to PDF” option</td><td>A modal convert to PDF dialog should be displayed.</td><td></td></tr>
<tr><td>2.1.5</td><td>Cancel the dialog</td><td>Focus should be returned to the home page</td><td></td></tr>
<tr><td>2.1.6</td><td>Select the Restrictions icon</td><td>The “document restrictions” pane should be displayed</td><td></td></tr>
<tr><td>2.1.7</td><td>Select “back”</td><td>The home page should be displayed</td><td></td></tr>
<tr><td colspan="4">2.2 WORKSHARE PANE & ICONS(POWERPOINT)</td></tr>
<tr><td>2.2.1</td><td>Open a saved PowerPoint document</td><td>The Workshare pane should be visible with the following icons available:
Content Risk
Convert to PDF
Restrictions
Three options should be available in the word toolbar:
Toggle panel
Convert to PDF
Convert to PDF and mail
There should not be a Workshare file menu.</td><td></td></tr>
</table>

2.2.2	Select the Content Risk icon	A document risk report should be displayed identifying all hidden data in the spreadsheet. This dialog is modal – it should not be possible to return the focus to excel without closing it.	
2.2.3	Select the cancel button	Focus should return to excel.	
2.2.4	Select the “Convert to PDF” option	A modal convert to PDF dialog should be displayed.	
2.2.5	Cancel the dialog	Focus should be returned to the home page	
2.2.6	Select the Restrictions icon	The “document restrictions” pane should be displayed	
2.2.7	Select “back”	The home page should be displayed	
3.0 SEND FOR REVIEW			
3.0.1	Launch a saved word document from the DMS/LFS. From the Workshare panel select Send.	The Workshare send for review pane should be displayed. The following options should be presented.	
3.0.2	Select “create email”	A processing dialog should be displayed and after an interval an email generated (the email will briefly flash on screen before being generated properly) The email should contain: • A subject • Body text • The email attachment • A compare attachments icon should exist at the bottom of the email window	

3.0.3	Address the email and send	The email should be sent. Check the outbox to ensure a copy of the email has not been left behind.	
4.0 COMPARE VERSIONS			
4.0.1	Launch a saved word document and select the “Compare” option from the pane.	The compare versions pane should be displayed.	
4.0.2	Select “browse” and search for a comparison document in the DMS/LFS. Select compare once a document to compare against has been selected.	The comparison should open in the DeltaView application and have used the standard rendering set. The comparison should be an accurate representation of the differences between the two documents.	
4.0.3	Close DeltaView	Focus should be returned to word. The compare versions pane and the selected document should still be visible	
4.0.4	De-select the “Open in DeltaView” option on the main compare pane.	A rendering set selection dialog should be displayed	
4.0.5	Select the “compare” button	The comparison should be generated inside word. Ensure the redline is accurate.	
5.0 RESTRICT DOCUMENT (WORD)			

5.0.1	Launch a saved word document from the DMS/LFS. From the Workshare panel select the restrictions option.	The document restriction pane should be displayed. Three security levels should be displayed: • None • External • Full Restriction	
5.0.2	Select the external security option	A hyperlink should be created on the dialog prompting for password protection	
5.0.3	Click the password protection hyperlink and enter a password. OK the prompt dialog. Select the “apply” button on the restrict document pane.	The home pane should be displayed	
5.0.4	Save (use quick save “ctrl+s”) and close the document.	Word should close correctly	
5.0.5	Right click on the document and select send to mail recipient	The document should be added to an email	
5.0.6	Address the email to an external recipient and send the message.	After an interval a warning dialog should be displayed: “This email contains a restricted attachment. All external recipients will be removed. This email cannot be sent as there are no internal recipients.”	
5.0.7	Select “OK”	The message should clear and focus be returned to the email	
5.1 RESTRICT DOCUMENT (EXCEL)			

5.1.1	Launch a saved Excel document from the LFS/DMS. From the Workshare panel select the “restrictions” icon	The Document restriction pane should be displayed. Three options should be presented: • None • External • Full Restriction	
5.1.2	Select “full restriction”	A password protection should be displayed	
5.1.3	Select apply	The Workshare pane should be displayed	
5.1.4	Save the document “ctrl+s”. From the excel file menu select send to> mail recipient (as attachment)	An email should be created with the spreadsheet attached.	
5.1.5	Address the email to an internal recipient and send	A Workshare warning dialog should be displayed: “This email contains a restricted attachment. This email cannot be sent.”	
5.1.6	Select the “OK” button	Focus should be returned to the email	
5.2 RESTRICT DOCUMENT (POWERPOINT)			

5.2.1	Launch a saved PowerPoint document from the DMS/LFS. Select the “restrictions” option from the Workshare pane.	The Document restriction pane should be displayed. Three options should be presented: • None • External • Full Restriction	
5.2.2	Select the external restriction	The password protection link should be displayed	
5.2.3	Select “apply” from the restriction pane	The Workshare home page should be displayed	
5.2.4	Save the document (ctrl+s) and close.	PowerPoint should close correctly	
5.2.5	Launch the email client and attach the saved PowerPoint presentation to the email. Address the email to an external and internal recipient and send.	After a short interval a Workshare dialog will be presented; “this email contains a restricted attachment. Any external recipients will be removed. Would you like to continue?”	
5.2.6	Select “yes”	The email will be sent. Ensure that the external recipient was removed from the message.	
6.0 CONVERT TO PDF FROM OPEN WORD DOCUMENT			
6.0.1	Launch a saved word document. From the Workshare pane select the convert to PDF icon.	The Create PDF dialog should be displayed. The appearance of the dialog will vary depending on the environment: In the LFS environment the dialog will have the following	

		options: • PDF security options (a hyperlink) • Page range options within a frame (the all radio button should be selected by default) The DMS environment the dialog will have the following options: • PDF security options (a hyperlink) • Save as a new document- selected by default • Save as a related document (only available if the document exists in the DMS) • Save to my computer • Page range options within a frame (the all radio button should be selected by default) In all environments the following buttons should be visible: • Preview • OK • Cancel • Help	
6.0.2	a) In the DMS environments select to save to the DMS and press “OK”. The expected DMS profile dialog should be displayed, the document type filename should be defaulted to PDF. Save the document. b) In LFS environments selecting the “OK” button will produce a standard windows browser window. Choose a location for the PDF and save the document	After the save has completed a dialog should be displayed asking if the user would like to preview the PDF.	
6.0.3	Select “yes”	The PDF document should be launched in the installed Adobe application.	

6.1 CONVERT TO PDF FROM OPEN EXCEL WORKSHEET

6.1.1	Launch a saved Excel document. From the icon in the toolbar menu select the convert to PDF icon.	The Create PDF dialog should be displayed. The appearance of the dialog will vary depending on the environment: In the LFS environment the dialog will have the following options: • PDF security options (a hyperlink) • Page range options within a frame (the all radio button should be selected by default) The DMS environment the dialog will have the following options: • PDF security options (a hyperlink) • Save as a new document- selected by default • Save as a related document (only available if the document exists in the DMS) • Save to my computer • Page range options within a frame (the all radio button should be selected by default) In all environments the following buttons should be visible: • Preview • OK • Cancel • Help	
6.1.2	Select the “Preview” button	The document should be converted to PDF and launched by Adobe. The conversion should be accurate.	
6.1.3	Close the Adobe application	Focus should be returned to Excel, the create PDF dialog should be visible.	
6.2 CONVERT TO PDF FROM OPEN POWERPOINT PRESENTATION			

6.2.1	Launch a saved PowerPoint document. From the icon in the pane select the “convert to PDF” option	The Create PDF dialog should be displayed. The appearance of the dialog will vary depending on the environment: In the LFS environment the dialog will have the following options: • PDF security options (a hyperlink) • Page range options within a frame (the all radio button should be selected by default) The DMS environment the dialog will have the following options: • PDF security options (a hyperlink) • Save as a new document- selected by default • Save as a related document (only available if the document exists in the DMS) • Save to my computer • Page range options within a frame (the all radio button should be selected by default) In all environments the following buttons should be visible: • Preview • OK • Cancel • Help	
6.2.2	Select the PDF security options	A new dialog should be displayed with the following options: • Full security (selecting this should select all the sub options) • Prohibit printing • Prohibit modification of text • Prohibit text or graphics being copied • Prohibit comments being added 2 password request and confirmation fields should be visible.	

6.2.3	Enable full security and enter a password. "OK" the dialog.	Focus should return to the create PDF pane	
6.2.4	Select the page range option, select a number of pages and press "OK". When prompted select an appropriate save location for the PDF document.	A confirmation dialog should be displayed prompting the user to view the newly generated PDF document.	
6.2.5	Select "yes" to view the PDF	The PDF should be launched, ensure that the correct page selections were printed and the security options were set correctly (ctrl+d in Adobe)	
7.0 HIDDEN DATA CLEANING FROM WORD ADD-IN			
7.0.1	Launch a saved word document. Select the "Content Risk" option from the Workshare menu.	The Content Risk panel should be displayed and after an interval the hidden risk data in the document should be displayed accordingly and **the content (profanity, identity information, Authority information, etc,) present in the document should also be displayed accordingly**.	
7.0.2	Select "Report"	The create report wizard should be displayed with "risk report" pre-populated in the dropdown.	
7.0.3	Select "Next". On the next dialog select "Workshare Standard HTML report" (the default option)	A process bar should be displayed and after a short interval the dialog will change and the user will be presented with a "finish" button.	

7.0.4	Select “finish”	The risk report should be generated in the internet browser (Internet Explorer). Ensure the report is accurate.	
7.0.5	From the IE file menu select file>save as. Save the document to the local files system in html format. Close the current report and re-launch it from the save location	The report should look identical to the one generated by Workshare.	
7.1 HIDDEN DATA CLEANING FROM EXCEL ADDIN			
7.1.1	Launch a saved Excel document. Select the “Content Risk” option from the Workshare pane.	An “Analyzing document” progress dialog should be displayed, and after a short interval a report should be displayed showing all metadata within the document:	
7.1.2	Select the “remove” option	An “Advanced Options” dialog should be displayed. When the default settings are used all options should be selected by default. Ensure that selecting the high/medium/low risk elements check boxes causes all of the sub options to be selected and de-selecting causes the sub options to be switched off. High Risk Elements • Accept all changes and turn off track changes • Delete all comments • Remove links Medium Risk Elements • Delete Routing Slip • Delete All Custom Properties • Convert Field Codes to Text Low Risk Elements • Clear All Built In Properties • Remove Headers • Remove Footers	

7.1.3	Select “OK”	A progress dialog should be displayed and after a short interval the “Document Risk Report” should be brought into focus. Ensure that the expected metadata has been cleaned.	
7.2 HIDDEN DATA CLEANING FROM POWERPOINT ADDIN			
7.2.1	Launch a saved PowerPoint document. Select the “Content Risk” option from the Workshare pane.	An “Analyzing document” progress dialog should be displayed, and after a short interval a report should be displayed showing all metadata within the document:	
7.2.2	Select the “Print” option	The standard windows printer selection dialog should be displayed.	
7.2.3	Print the report to a relevant printer	Focus should be returned to the report dialog. Ensure the printed report is accurate.	
7.2.4	Select the “Remove” button	An “Advanced Options” dialog should be displayed. When the default settings are used all options should be selected by default. Ensure that selecting the high/medium/low risk elements check boxes causes all of the sub options to be selected and de-selecting causes the sub options to be switched off. High Risk Elements • Delete All Comments • Remove Hidden Slides Medium Risk Elements • Delete All Custom Properties • Convert Field codes To Text • Delete Speaker Notes Low Risk Elements	

		• Clear All Built in Properties • Remove Headers • Remove Footers	
7.2.5	Select to clean High risk elements only and select the “OK” button.	A progress dialog should be displayed and after a short interval the “Document Risk Report” should be brought into focus. Ensure that the expected metadata has been cleaned.	
8.0 REVIEW SENDER OPTIONS			
8.0.1	Locate the document sent for review in step 3 and launch it from the email.	The document should open in word and a Workshare review pane should be visible. The following options should be presented: • Click here to remove this information (a hyperlink) • Return • Hidden data • Click here to incorporate changes into the master document (a hyperlink)	
8.0.2	Modify the document and select “return”	The return to sender pane should be displayed; the following options should be presented: • Reply to sender (a radio button – selected by default) • Reply to all • Your email comments (a field) • A “back” button • A “Send” button	
8.0.3	Enter comments and select “Send”	A progress dialog should be displayed, and after a short interval an email generated. Ensure that the email is launched in focus, that the document is attached, it is correctly addressed and that the comments are entered correctly. The email should also have the message thread displayed (any comments added to the email when it was sent for review should be visible)	

8.0.4	Send the email	The email should be sent and focus should return to the word document.	
8.0.5	Close the word document (do not save).		
9.0 INTELLIGENT IMPORT			
9.0.1	Launch the email that was "returned to sender" in step 8. Double click on the attached document.	After a short interval the "Modified Copy" dialog should be displayed. Three options will be available: • Open modified copy (a radio button and hyperlink) • Compare documents(a radio button and hyperlink) • Open original and manage changes (a radio button and hyperlink) A check box should also be visible (by default unchecked): • Always "<currently selected option>"	
9.0.2	Select the "open original and manage changes "radio button and press "OK". Please note that if you select the hyperlink the action will occur without having to press the "OK" button.	A progress dialog should appear. After an interval the original document should open. The manage changes pane should be automatically brought into focus. The inserted and deleted changes made by the reviewer should be presented and the name of the reviewer displayed. The modified document should be visible but grayed out in a pane beneath the word document .	
10.0 MANAGE CHANGES			
10.0.1	Select one of the changes	Three option buttons should be presented to the user: • Apply • Reject • Follow Up A blue arrow should point to the place in the document where the change is to be applied and the cursor should be moved to the same location. The modified document should synchronise to the same location.	

10.0.2	Select “Apply”	The text should apply in the selected location. The change should be marked with a green tick in the changes pane and in the grayed out modified document. The apply button should change to an “undo” button	
10.0.3	Apply/reject/follow up some other changes	Rejected text should be marked with a red “X” and follow up text marked with a “flag” symbol in the change pane and modified document.	
10.0.4	Save the changes in word and close. Re-open the document.	The applied changes should have persisted and the changes should be marked correctly in the manage changes pane.	
11.0 REPORT WIZARD			
11.0.1	Launch the word document used above. From the Workshare file menu select the “report wizard” option.	A dialog should be displayed with a dropdown, the following options should be available: • Audit Report • History Report • Review Report • Risk Report	
11.0.2	Select the “Audit Report” and press “Next”	The user should be presented with an new dialog and a dropdown field with 2 options: • Workshare Standard HTML Report • Raw XML Data	
11.0.3	Select the html report and select “Next”	The dialog should refresh and the user be presented with the option to launch the report.	
11.0.4	Select “Finish”	The Document Audit Report (DAR) should be launched in the default internet browser (Internet Explorer). The report should contain a summary of the send for review actions: • Number of times the document was sent for review • Total responses imported	

		• Total changes received • Total applied changes • Total rejected changes • Total flagged changes A summary of the sender and recipients of the document when it was sent for review. The changes imported – with the status of the change.	
11.0.5	Print the report, then close the DAR.	Focus should be returned to the word document. Ensure the print-out is an accurate representation of the DAR	
11.0.6	Select the “Report Wizard” option again and select the “History Report”. Generate the report in html format.	The Document History Report (DHR) should be launched in the standard internet browser (Internet Explorer). It should contain the following information: • Send for review event with time, date and recipient • Received Response event with time, date, number of changes and reviewer	
11.0.7	Save the report to the desktop, close internet explorer and re-open the saved document.	The focus should return to Word when the report is closed. Ensure that when the DHR is re-opened that it is an accurate copy of the original.	
11.0.8	Select the “Report Wizard” option again and select the “Review Report.	A new “Create Reports” dialog should be displayed. It should display a list of all the reviewers of the document and the versions (if any) into which the changes were imported. It will also display a checkbox option “Only display pages into which changes were imported”	
11.0.9	Select a reviewer(s) and press “Next”	A status bar will be displayed and after the report generation is complete the user will be presented with a “Finish” button.	
11.0.10	Select “Finish”	A PDF Document Review Report (DRR) will be launched, it should summarise the changes suggested to the document (the location and the reviewer). Ensure the	

		report is accurate.	
11.0.11	Save the DRR to the desktop and close Adobe. Re-launch the saved document.	Ensure that the DRR is an accurate copy of the original report.	
12.0 CONFIGURATION OPTIONS			
12.0.1	Launch a saved word document and browse to the Configuration Manager ("alt+k+o" and select the Workshare Configuration hyperlink)	The configuration Manager dialog should be displayed. The following sub-options should be visible in the left pane: • Saving/Loading Configurations • Workshare UI Configuration • Document Management • Administration • Registration • External Hidden Data Removal • Internal Hidden Data Removal • Email Settings • Document Rendering • Hidden Data Exclusions • Security • Document Alerts	
12.0.2	Configure several options, "OK" the config manager dialog. Close word and re-open.	Ensure that the changes are retained by the Workshare.	
12.0.3	Launch DeltaView. Select F4 to view the configuration manager.	Ensure the settings applied above are displayed in DeltaView.	
12.0.4	Launch Word. Open the configuration manager dialog. Make changes to the configuration and then select "Saving /Loading Configurations" option.	The right pane should refresh and two buttons presented. • Load Configuration File • Save Configuration File	

12.0.5	Select to “Save a Configuration File”	A standard windows explorer dialog should be displayed.	
12.0.6	Save the configuration (in .ini) format to a local file location.	A confirmation dialog should be generated	
12.0.7	Select “OK” on the confirmation dialog. Change some more options in the Workshare Configuration manager. Apply the changes and close Word. Re-launch a word document and launch the configuration manager. From the “Saving/Loading Configurations” option select to “Load a Configuration File”	A standard windows explorer dialog should be displayed.	
12.0.8	Browse to the saved .ini file and open it.	The Workshare Configuration dialog should close. Ensure that Workshare is configured according to the settings in the ini file (re-launch the config manager if necessary)	
13.0 ATTACHMENTS OPTIONS DIALOG			
13.0.1	Send documents to an external user which has content present in the document. (Profanity, Identity information, Authority information etc,.) (rtf, doc, xls, ppt, dot and pdf)	An attachments options dialog should be displayed: **a. Ensure that the all the content alerts are displayed in the first tab of the attachment options dialog box.** b. Ensure that all documents are displayed in the left pane and are selected (the pdf should be displayed as an unsupported file type). c. Ensure the dialog appears with the options as shown in the attached file. attachoptions.rtf	
13.0.2	Select a single document and generate a “risk report”	An accurate report should be generated and launched in a viewer application.	

13.0.3	Highlight a single document and preview it (double click)	The document should be launched in its native application with the metadata cleaned according to the settings. Close the document.	
13.0.4	Select all the documents, check to the option to produce a confirmation report and press “clean and send”	a. All the attachments should be cleaned according to the default settings. b. A confirmation cleaning report should be generated showing all the operations carried out on the document	
13.0.5	Launch the documents from the email in the inbox of the recipient	Ensure that the metadata was cleaned according to the settings.	
13.0.6	Right click send a document by email, address to an internal recipient	The attachment options dialog should not be displayed and no metadata should be cleaned (default settings)	
14.0 DELTAVIEW APPLICATION			
14.0.1	Launch the DeltaView Application from the shortcut on the desktop.	The DeltaView Application should load, the document selection dialog should be displayed.	
14.0.2	Select the original document “browse” button on the selection dialog.	a. In LFS environments a windows explorer browser should be displayed b. In DMS environments the relevant DMS browser should be loaded	
14.0.3	Select an original document and repeat for a modified document. Select the “OK” button.	A progress dialog should be displayed; the current task should be displayed. After a short interval a redline document should be generated. It should display an accurate redline (summary of differences) between the two documents.	
14.0.4	Select the “swap documents” icon from the toolbar.	The original and modified documents should be swapped, text that was rendered blue initially should now be rendered in red.	

14.0.5	Select the “Print” button from the left pane.	A standard Windows printer dialog should be displayed.	
14.0.6	Select a printer and press “OK”	The print dialog should close and a document printed. Ensure the printed document is an accurate copy of the on screen redline	
14.0.7	Select “Save” from the DeltaView pane.	a. In LFS environments a windows explorer browser should be displayed b. In DMS environments the relevant DMS browser should be loaded	
14.0.8	Save the document as a WDF and close down DeltaView. Browse to the document in the DMS/LFS and double click to launch it.	The redline should be launched and be identical to the document as it was saved.	
14.0.9	Right Click – Edit Redline on the WDF document	Ensure that the redline document is launched as an RTF into Word and that any editing changes are reloaded back into Deltaview when Word is closed down and options to Save is clicked.	
14.0.10	Saving the redline document	Ensure that the redline document can be saved as expected. The redline document is stored in .RTF format and ensure that the information present in the document is same as the one which has been saved from the redline document.	
14.0.11	Printing the redline document	While printing the redline document ensure that the document is printed as expected.	
14.0.12	Email the redline document as a RTF	Ensure and email is generated with the RTF document attached.	
15.0.1	Open a saved word document	Ensure that the Trace icon changes according to the type of risk elements present in the document. (Green	

		for Low risk elements, Yellow for Medium risk elements and Red for High risk elements)	
15.0.2	Double click on the trace icon in the sys tray	Ensure that a report is generated with accordingly, all the high, medium and low risk elements are reported as expected. Also ensure that the Content is discovered as expected. (If present)	
15.1.1	Open a saved Excel document	Ensure that the Trace icon changes according to the type of risk elements present in the document. (Green for Low risk elements, Yellow for Medium risk elements and Red for High risk elements)	
15.0.2	Double click on the trace icon in the sys tray	Ensure that a report is generated with accordingly, all the high, medium and low risk elements are reported as expected. Also ensure that the Content is discovered as expected. (If present)	
15.1.1	Open a saved PowerPoint document	Ensure that the Trace icon changes according to the type of risk elements present in the document. (Green for Low risk elements, Yellow for Medium risk elements and Red for High risk elements)	
15.0.2	Double click on the trace icon in the sys tray	Ensure that a report is generated with accordingly, all the high, medium and low risk elements are reported as expected. Also ensure that the Content is discovered as expected. (If present)	
16.0 UNINSTALLATION OF WORKSHARE			
16.0.1	From the “add remove programs” dialog select to “remove” Workshare.	After a “yes” “no” confirmation dialog the un-installation should proceed and a notification presented when it is completed. Only the following should be left behind after the uninstallation has completed:	

		a. Installation directory “C:\Program Files\Workshare\modules” containing • workshare.lic • Install.txt b. Any shortcuts created by the user c. The options and settings xml files in the following locations: • C:\documents and settings\<users>\application data\Workshare\Workshare d. The following files in the “C\documents and settings\All Users\Application Data\Workshare” directory: • Metadatasecurityratings.xml • Metadtasecurityratings.xsd • Settings.xml	