Installation / Operational Qualification

Qualification Type: IQ

Section #	Test Case #	Title
7.1.	1	Verification of ExcelSafe Installation

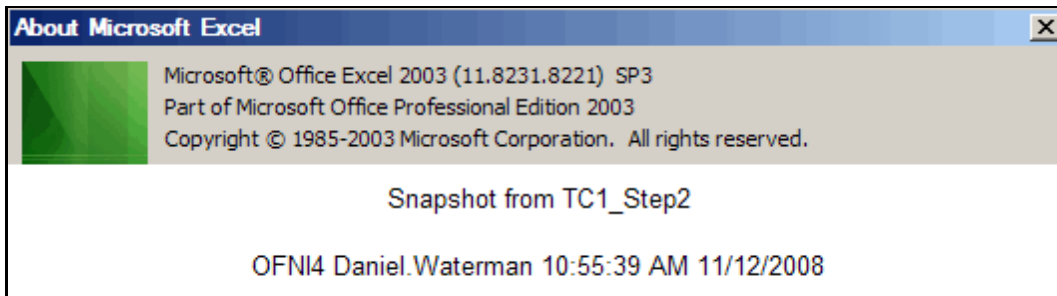**Purpose**

To verify proper installation of ExcelSafe.

Acceptance Criteria

The test case will demonstrate that:
All documentation required to operate and maintain the system is present.
Microsoft Excel, Version 2000 or higher is installed.
The operating system required for use is MS Windows 2000, MS Windows XP or MS Vista.
All required ExcelSafe files are loaded.
Microsoft Access, Version 2000 or higher is installed.
Microsoft DAO, Version 3.51 or higher is installed.
The Example Validation spreadsheet is properly loaded in ExcelSafe.
The Example Validation spreadsheet can use local or networked printers.
Will not open from outside ExcelSafe.
Opens correctly from inside ExcelSafe.

Test Case: 1. Verification of ExcelSafe Installation

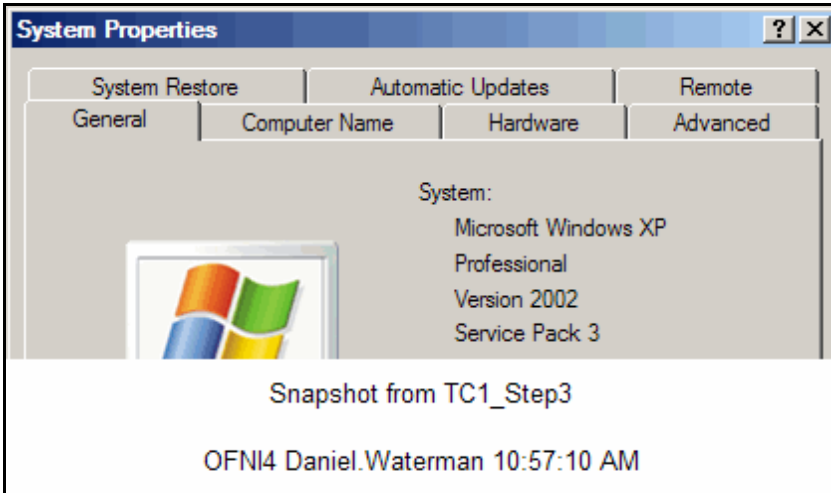| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	All documentation required to operate and maintain the system is present.					
1	Verify that all documentation required to operate and maintain the system is present.	All documentation required to operate and maintain the system is present.	All documentation required to operate and maintain the system is present. Document Title: Use of ExcelSafe; Doc ID: OS-V-100 Revision: 0	Pass	DW	12-Nov-08
	Microsoft Excel, Version 2000 or higher is installed.					
2	Open Microsoft Excel. Under the Help item on the menu, select About Microsoft Excel.... Verify the version of Microsoft Excel. Close Microsoft Excel.	Microsoft Excel is Version 2000 or higher.	Microsoft Excel is Version 2003. (11.8231.8221, SP3)	Pass	DW	12-Nov-08

Snapshot from test step #2

About Microsoft Excel

Microsoft® Office Excel 2003 (11.8231.8221) SP3
Part of Microsoft Office Professional Edition 2003
Copyright © 1985-2003 Microsoft Corporation. All rights reserved.

Snapshot from TC1_Step2

OFNI4 Daniel.Waterman 10:55:39 AM 11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	The operating system installed for use is either MS Windows 2000 or MS Windows XP or MS Vista.					
3	On the desktop, right click the MY Computer icon and select Properties from the menu. Verify the version of Microsoft Windows that is currently running. Close the Windows property screen.	The version of Microsoft Windows currently running is either Windows 2000, Windows XP or MS Vista.	The version of Microsoft Windows currently running is Windows XP.	Pass	DW	12-Nov-08

Test Case: 1. Verification of ExcelSafe Installation						
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**

Snapshot from test step #3

Snapshot from TC1_Step3

OFNI4 Daniel.Waterman 10:57:10 AM

All required ExcelSafe files are loaded.						
4	Record file location for ExcelSafe.mde program.	File location for ExcelSafe.mde program recorded.	File location for ExcelSafe.mde program recorded. File Location: C:\ExcelSafe\exe\ExcelSafe.mde	Pass	DW	12-Nov-08

Snapshot from test step #4

Snapshot from TC1_Step4

OFNI4 Daniel.Waterman 11:03:13 AM
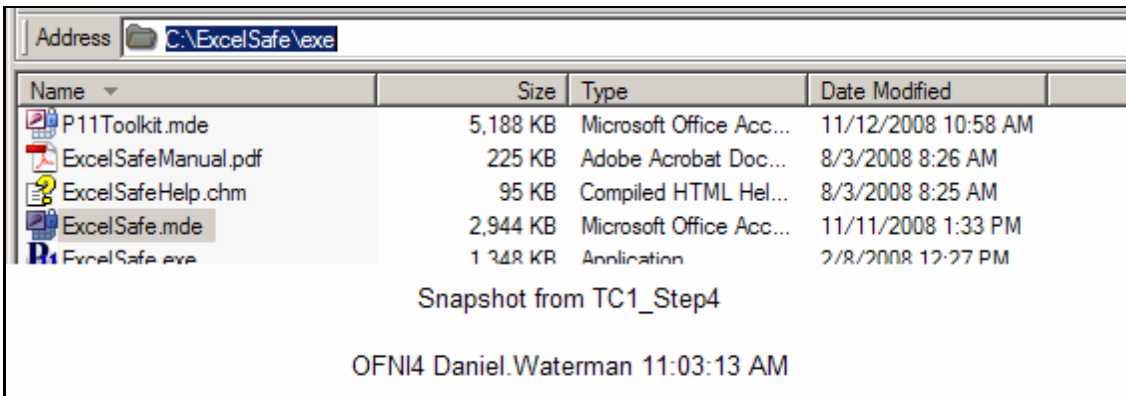
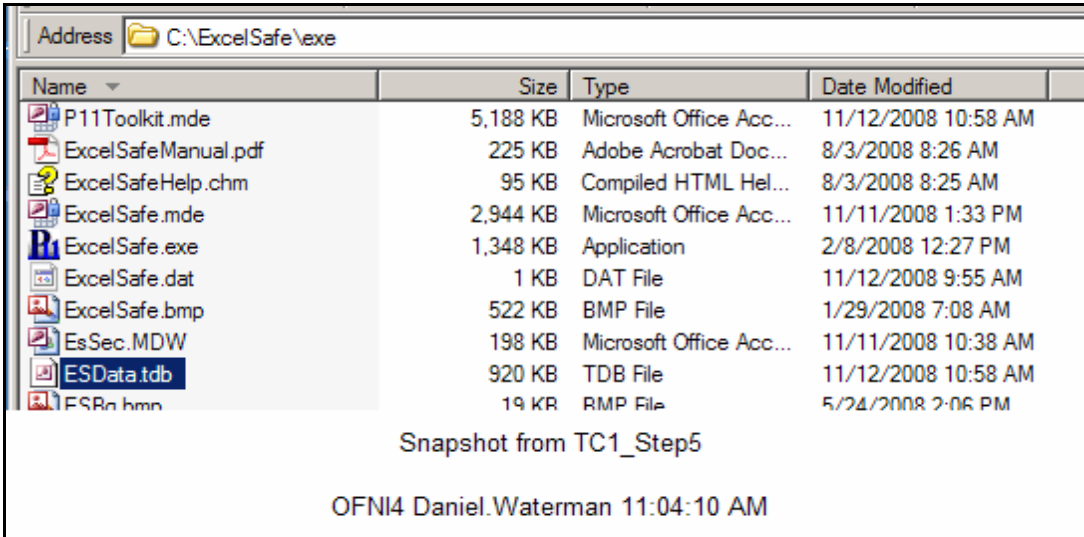|						
5	Record file location for ESData.tdb.	File location for ESData.tdb recorded.	File location for ESData.tdb recorded. File Location: C:\ExcelSafe\exe\ESData.tdb	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #5

Address	C:\ExcelSafe\exe

Name ▽	Size	Type	Date Modified
P11Toolkit.mde	5,188 KB	Microsoft Office Acc...	11/12/2008 10:58 AM
ExcelSafeManual.pdf	225 KB	Adobe Acrobat Doc...	8/3/2008 8:26 AM
ExcelSafeHelp.chm	95 KB	Compiled HTML Hel...	8/3/2008 8:25 AM
ExcelSafe.mde	2,944 KB	Microsoft Office Acc...	11/11/2008 1:33 PM
ExcelSafe.exe	1,348 KB	Application	2/8/2008 12:27 PM
ExcelSafe.dat	1 KB	DAT File	11/12/2008 9:55 AM
ExcelSafe.bmp	522 KB	BMP File	1/29/2008 7:08 AM
EsSec.MDW	198 KB	Microsoft Office Acc...	11/11/2008 10:38 AM
ESData.tdb	920 KB	TDB File	11/12/2008 10:58 AM
ESBg.bmp	19 KB	BMP File	5/24/2008 2:06 PM

Snapshot from TC1_Step5

OFNI4 Daniel.Waterman 11:04:10 AM

| 6 | Record file location for P11Toolkit.mde (P11 Toolkit). | File location for P11Toolkit.mde (P11 Toolkit) recorded. | File location for P11Toolkit.mde (P11 Toolkit) recorded. File Location: C:\ExcelSafe\exe\P11Toolkit.mde | Pass | DW | 12-Nov-08 |

Snapshot from test step #6

Address	C:\ExcelSafe\exe

Name ▽	Size	Type	Date Modified
P11Toolkit.mde	5,188 KB	Microsoft Office Acc...	11/12/2008 10:58 AM
ExcelSafeManual.pdf	225 KB	Adobe Acrobat Doc...	8/3/2008 8:26 AM

Snapshot from TC1_Step6

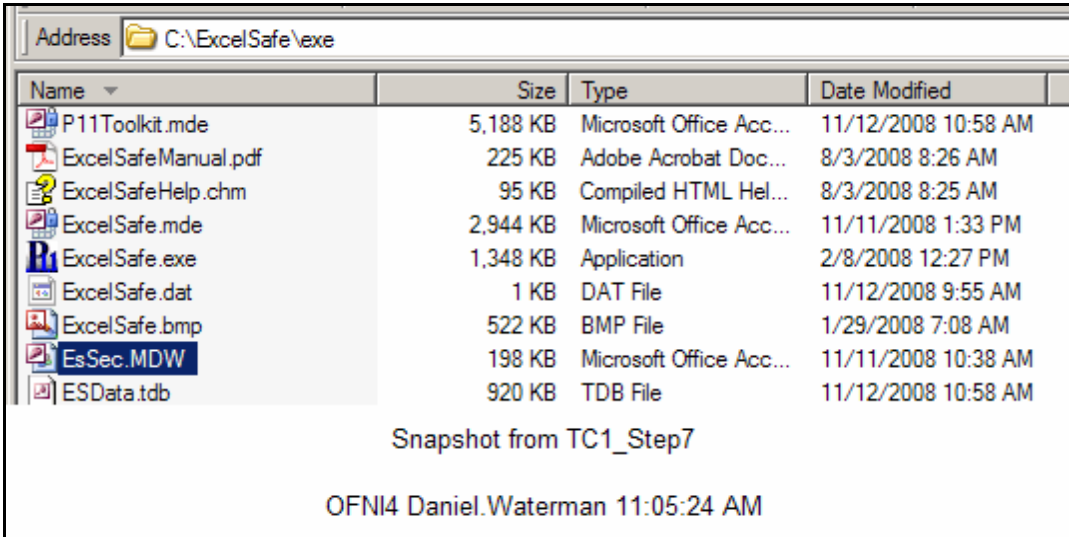OFNI4 Daniel.Waterman 11:04:55 AM 11/12/2008
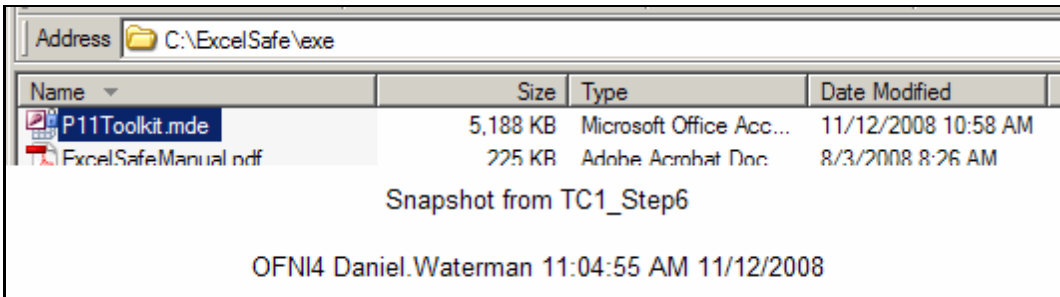
| 7 | Record file location for the ExcelSafe security workgroup (EsSec.mdw). | File location for EsSec.mdw recorded. | File location for EsSec.mdw recorded. File Location: C:\ExcelSafe\exe\EsSec.mdw | Pass | DW | 12-Nov-08 |

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #7

Address	C:\ExcelSafe\exe

Name	Size	Type	Date Modified
P11Toolkit.mde	5,188 KB	Microsoft Office Acc...	11/12/2008 10:58 AM
ExcelSafeManual.pdf	225 KB	Adobe Acrobat Doc...	8/3/2008 8:26 AM
ExcelSafeHelp.chm	95 KB	Compiled HTML Hel...	8/3/2008 8:25 AM
ExcelSafe.mde	2,944 KB	Microsoft Office Acc...	11/11/2008 1:33 PM
ExcelSafe.exe	1,348 KB	Application	2/8/2008 12:27 PM
ExcelSafe.dat	1 KB	DAT File	11/12/2008 9:55 AM
ExcelSafe.bmp	522 KB	BMP File	1/29/2008 7:08 AM
EsSec.MDW	198 KB	Microsoft Office Acc...	11/11/2008 10:38 AM
ESData.tdb	920 KB	TDB File	11/12/2008 10:58 AM

Snapshot from TC1_Step7

OFNI4 Daniel.Waterman 11:05:24 AM

Microsoft Access, Version 2000 or higher is installed.

| 8 | Open Microsoft Access directly. Under the Help item on the menu, select About Microsoft Access…. Verify the version of Microsoft Access | The version of Microsoft Access is Access 2000 or higher. | The version of Microsoft Access is Access 2003 (11.8166.8221) SP3. | Pass | DW | 12-Nov-08 |

Snapshot from test step #8

About Microsoft Office Access

Microsoft® Office Access 2003 (11.8166.8221) SP3
Part of Microsoft Office Professional Edition 2003
Copyright © 1992-2003 Microsoft Corporation. All rights reserved.

Snapshot from TC1_Step8

OFNI4 Daniel.Waterman 11:06:08 AM
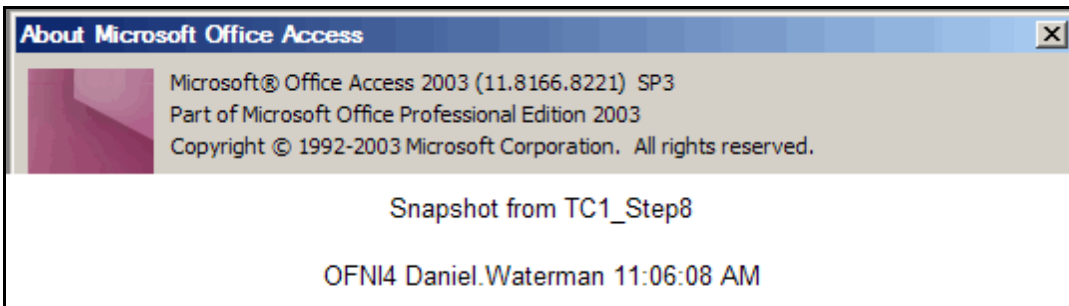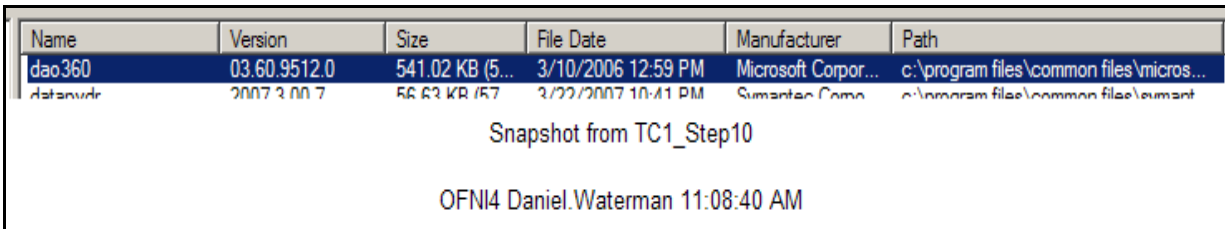
Microsoft DAO, Version 3.51 or higher is installed.

| 9 | On the About Microsoft Access screen, click System Info … button. | The System Information screen opens without error. | The System Information screen opens without error. | Pass | DW | 12-Nov-08 |
| 10 | Enter DAO in the Find what control and click Find. Close the System Information screen. | The version of DAO loaded is Version 3.51 or higher. | The version of DAO loaded is Version 3.60 (03.60.9512.0). | Pass | DW | 12-Nov-08 |

Snapshot from test step #10

Name	Version	Size	File Date	Manufacturer	Path
dao360	03.60.9512.0	541.02 KB (5...	3/10/2006 12:59 PM	Microsoft Corpor...	c:\program files\common files\micros...
datapvdr	2007.3.00.7	56.63 KB (57	3/22/2007 10:41 PM	Symantec Comp...	c:\program files\common files\symant

Snapshot from TC1_Step10

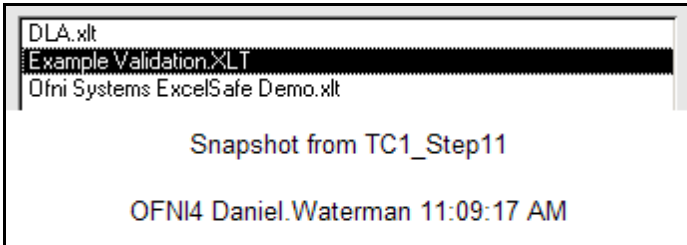OFNI4 Daniel.Waterman 11:08:40 AM

The spreadsheet is properly loaded in ExcelSafe.

| 11 | Open ExcelSafe. Verify that the template undergoing validation appears in the list of available templates. | The template undergoing validation appears in the list of available templates. | The template undergoing validation appears in the list of available templates. | Pass | DW | 12-Nov-08 |

Test Case:	1. Verification of ExcelSafe Installation					
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**

Snapshot from test step #11

DLA.xlt
Example Validation.XLT
Ofni Systems ExcelSafe Demo.xlt

Snapshot from TC1_Step11

OFNI4 Daniel.Waterman 11:09:17 AM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	The spreadsheet can use local or networked printers.					
12	Select an appropriate worksheet. Print the worksheet (PDF is acceptable). Verify that the spreadsheet can use local and network printers.	The spreadsheet can use local and network printers.	The spreadsheet can use local and network printers.	Pass	DW	12-Nov-08
	The spreadsheet will not open from outside ExcelSafe.					
13	Attempt to open the Example Validation.xlt from outside of ExcelSafe.	The template does not open.	The template does not open.	Pass	DW	12-Nov-08
	The spreadsheet opens correctly from inside ExcelSafe.					
14	On the ExcelSafe main menu, select Add New Spreadsheets. Select the template and click Create New Spreadsheet from Template. Save the spreadsheet when prompted.	An instance of the spreadsheet opens without error. The instance of the spreadsheet is saved.	An instance of the spreadsheet opens without error. The instance of the spreadsheet is saved. (Note: Spreadsheet named 6dot1-Step14.xls)	Pass	DW	12-Nov-08

Snapshot from test step #14

Snapshot from TC1_Step14

OFNI4 Daniel.Waterman 11:13:42 AM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
15	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	If deviations exist, they are documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

<u>Section #</u>   <u>Test Case #</u> <u>Title</u>

8.1.   2   Test Case: Calculation Worksheet and the Plotting Mass vs. Volume Chart

Purpose

To demonstrate functionality of the Calculation Worksheet and the Plotting Mass vs. Volume chart.

Acceptance Criteria

The Calculation Worksheet:
Allows users to enter appropriate values for Sample, Mass and Volume.
Calculates Maximum(Volume), Minimum(Volume) and Average(Volume).
Calculates Volume^2.
Allows users to secure and unsecure data by adding or removing electronic signatures.
Is properly formatted for printing.
Records changes in user data to the ExcelSafe audit trail.

The Plotting Mass vs. Volume Chart:
Plots Mass (X-axis) vs. Volume (Y-axis).
Plots Volume and Volume^2.

Test Case: 2. Test Case: Calculation Worksheet and the Plotting Mass vs. Volume Chart

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
The Calculation Worksheet allows users to enter appropriate values for Sample, Mass and Volume.						
1	Open the Example Validation spreadsheet through ExcelSafe. Navigate to the Calculation worksheet.	The Example Validation spreadsheet opens without error. The Calculation worksheet opens without error.	The Example Validation spreadsheet opens without error. The Calculation worksheet opens without error. (Note: Created instance of Example Validation spreadsheet Case7dot1.xls for this case.	Pass	DW	12-Nov-08
2	Navigate to cell range A6:A36, Sample. Verify that the cell range accepts data entry.	Cell range A6:A36 accepts data entry.	Cell range A6:A36 accepts data entry.	Pass	DW	12-Nov-08

Snapshot from test step #2

Snapshot from TC2_Step2

OFNI4 Daniel.Waterman 11:23:23 AM 11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
3	Navigate to cell range B6:B36, Mass. Verify that the cell range accepts data entry.	Cell range B6:B36 accepts data entry.	Cell range B6:B36 accepts data entry.	Pass	DW	12-Nov-08

Test Case: 2. Test Case: Calculation Worksheet and the Plotting Mass vs. Volume Chart						
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**

Snapshot from test step #3

Snapshot from TC2_Step3

OFNI4 Daniel.Waterman 11:25:11 AM 11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
4	Navigate to cell range C6:C36, Volume. Verify that the cell range accepts data entry.	Cell range C6:C36 accepts data entry.	Cell range C6:C36 accepts data entry.	Pass	DW	12-Nov-08
The Calculation Worksheet calculates Maximum(Volume), Minimum(Volume) and Average(Volume).						
5	Navigate to the cell G6, Max(Volume). Record the calculation cell G6 should perform.	Calculation in cell G6 recorded.	Calculation in cell G6 recorded. Calculation: Computes the maximum value of volume.	Pass	DW	12-Nov-08
6	Record the formula in cell G6. Verify that the formula correctly models the intended calculation.	Formula in cell G6 recorded. The formula correctly models the intended calculation.	Calculation recorded. Calculation: =MAX(C6:C36) The formula correctly models the intended calculation.	Pass	DW	12-Nov-08
7	Manually perform the calculation in cell G6. Verify that the manual calculation matches the spreadsheet calculation.	The manual calculation matches the spreadsheet calculation.	The manual calculation matches the spreadsheet calculation. Manual Calculation: 4 (4 is the maximum value of 0.5, 1, 1.5, 2, 2.5, 3, 3.5 and 4. See screen shot in Step 4.) Spreadsheet Calculation: 4	Pass	DW	12-Nov-08

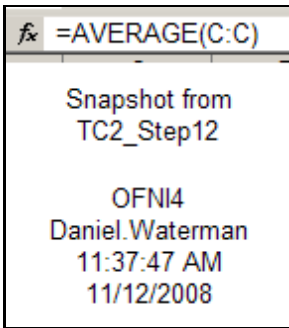Snapshot from test step #7

Max(Volume) = 4

Snapshot from TC2_Step7

OFNI4 Daniel.Waterman
11:35:05 AM 11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
8	Navigate to the cell G8, Min(Volume). Record the calculation cell G8 should perform.	Calculation in cell G8 recorded.	Calculation in cell G8 recorded. Calculation: Computes the minimum value of volume.	Pass	DW	12-Nov-08
9	Record the formula in cell G8. Verify that the formula correctly models the intended calculation.	Formula in cell G8 recorded. The formula correctly models the intended calculation.	Calculation recorded. Calculation: =MIN(C6:C36) The formula correctly models the intended calculation.	Pass	DW	12-Nov-08
10	Manually perform the calculation in cell G8. Verify that the manual calculation matches the spreadsheet calculation.	The manual calculation matches the spreadsheet calculation.	The manual calculation matches the spreadsheet calculation. Manual Calculation: 0.5 (0.5	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
			is the minimum value of 0.5, 1, 1.5, 2, 2.5, 3, 3.5 and 4. See screen shot in Step 4.) Spreadsheet Calculation: 0.5			
11	Navigate to the cell G10, Average(Volume). Record the calculation cell G10 should perform.	Calculation in cell G10 recorded.	Calculation in cell G10 recorded. Calculation: Computes the average value of all volume data. Average(Volume) = Sum(Volume)/Count(Volume)	Pass	DW	12-Nov-08
12	Record the formula in cell G10. Verify that the formula correctly models the intended calculation.	Formula in cell G10 recorded. The formula correctly models the intended calculation.	Calculation recorded. Calculation: =AVERAGE(C6:C36) The formula correctly models the intended calculation.	Pass	DW	12-Nov-08

Snapshot from test step #12

f_x =AVERAGE(C:C)

Snapshot from
TC2_Step12

OFNI4
Daniel.Waterman
11:37:47 AM
11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
13	Manually perform the calculation in cell G10. Verify that the manual calculation matches the spreadsheet calculation.	The manual calculation matches the spreadsheet calculation.	The manual calculation matches the spreadsheet calculation. Manual Calculation: 2.25 (0.5 + 1 + 1.5 + 2 + 2.5 + 3 + 3.5 + 4 = 18. 18/8 = 2.25.) Spreadsheet Calculation: 2.25	Pass	DW	12-Nov-08

Snapshot from test step #13

Average(Volume) = [2.25]

Snapshot from TC2_Step13

OFNI4 Daniel.Waterman
11:40:34 AM 11/12/2008

The Calculation Worksheet calculates Volume^2.

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
14	Navigate to cell range D6:D36, (C6:C)^2. Record the calculation cell range D6:D36 should perform in absolute terms and in relative terms.	Calculation recorded.	Calculation recorded. Absolute Calculation: Square the value of the volume cell Relative Calculation: =(C-1)^2	Pass	DW	12-Nov-08
15	Record the formula in cell range D6:D36. Verify that the formulas correctly models the intended calculation.	Calculation recorded. The formulas in cell range D6:D36 correctly models the intended calculation.	Calculation recorded. Calculation: =C6^2 The formulas in cell range D6:D36 correctly models the intended calculation.	Pass	DW	12-Nov-08
16	Verify that all the formulas used by cells in cell range D6:D36 use the same formulas in relative terms.	The formulas used by cells in cell range D6:D36 use the same formulas in relative terms.	The formulas used by cells in cell range D6:D36 use the same formulas in relative terms. (Note: See Step 4 for screen shot. Note that all	Pass	DW	12-Nov-08

Test Case:	2. Test Case: Calculation Worksheet and the Plotting Mass vs. Volume Chart					
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
			values in column D is the square of the value in column C.)			
The Plotting Mass vs. Volume Chart plots Mass (X-axis) vs. Volume (Y-axis).						
17	Verify that the Plotting Mass vs. Volume Chart plots Mass (X-axis) vs. Volume (Y-axis).	The Plotting Mass vs. Volume Chart plots Mass on the x-axis and Volume on the Y-axis.	The Plotting Mass vs. Volume Chart plots Mass on the x-axis and Volume on the Y-axis.	Pass	DW	12-Nov-08

Snapshot from test step #17

Plotting Mass vs. Volume

Snapshot from TC2_Step17

OFNI4 Daniel.Waterman 11:46:17 AM 11/12/2008
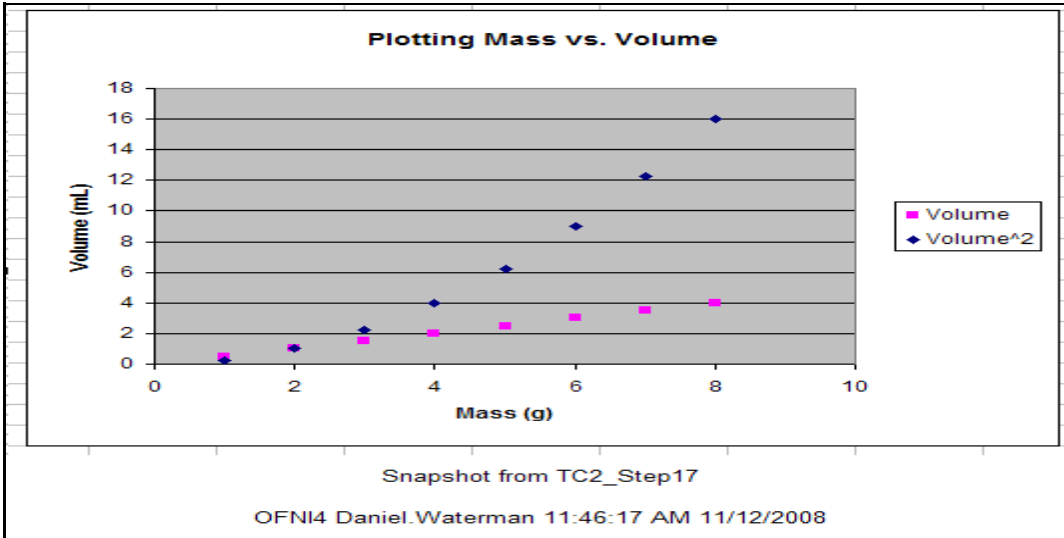
The Plotting Mass vs. Volume Chart plots Volume and Volume^2.						
18	Verify that Volume uses x values from the range B6:B36 and y values from the range C6:C36.	Volume uses x values from the range B6:B36 and y values from the range C6:C36.	Volume uses x values from the range B6:B36 and y values from the range C6:C36.	Pass	DW	12-Nov-08

Snapshot from test step #18

Snapshot from TC2_Step18

OFNI4 Daniel.Waterman 11:46:42 AM 11/12/2008

19	Verify that Volume^2 uses x values from the range B6:B and y values from the range D6:D36.	Volume^2 uses x values from the range B6:B36 and y values from the range D6:D36.	Volume^2 uses x values from the range B6:B36 and y values from the range D6:D36.	Pass	DW	12-Nov-08
The Calculation Worksheet allows users to secure and unsecure data by adding or removing electronic signatures.						
20	Apply an electronic signature to an appropriate cell. Verify that the electronic signature includes the users name and the time/date the signature was applied. Verify that the user cannot edit data in the spreadsheet with the electronic signature applied.	The electronic signature is applied to the spreadsheet. The electronic signature includes the users name and the time/date the signature was applied. The user	The electronic signature is applied to the spreadsheet. The electronic signature includes the users name and the time/date the signature was applied. The user cannot	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
		cannot edit data in the spreadsheet.	edit data in the spreadsheet.			

Snapshot from test step #20

Snapshot from TC2_Step20

OFNI4 Daniel.Waterman 11:47:18 AM 11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
21	Remove the electronic signature. Verify that the user can edit data in the spreadsheet with the electronic signature removed.	The electronic signature is removed from the spreadsheet. The user can edit data in the spreadsheet.	The electronic signature is removed from the spreadsheet. The user can edit data in the spreadsheet.	Pass	DW	12-Nov-08
The Calculation Worksheet is properly formatted for printing.						
22	Print the Calculation worksheet (PDF is acceptable). Verify that the sheet is properly formatted when printed.	The sheet is properly formatted when printed.	The sheet is properly formatted when printed.	Pass	DW	12-Nov-08

Snapshot from test step #22

Snapshot from TC2_Step22

OFNI4 Daniel.Waterman 12:00:54 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
23	Close the Example Validation spreadsheet.	The Example Validation spreadsheet closes without error.	The Example Validation spreadsheet closes without error.	Pass	DW	12-Nov-08
The Calculation Worksheet records changes in user data to the ExcelSafe audit trail.						
24	Review the ExcelSafe audit trail. Verify that the audit trail recorded the appropriate times the workbook was opened and closed. Verify the audit trail recorded data entry in the cells.	The audit trail recorded the appropriate times the workbook was opened and closed. The audit trail recorded data entry.	The audit trail recorded the appropriate times the workbook was opened and closed. The audit trail recorded data entry.	Pass	DW	12-Nov-08

Test Case: 2. Test Case: Calculation Worksheet and the Plotting Mass vs. Volume Chart

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #24

ExcelSafe Audit Trail								
Book or Sheet	Action or Range	Edit Type	Original Value	New Value	Changed By (ID)	Date	Reason	
Calculation	B12	Added		7	Daniel.Waterman (Daniel.Waterman)	11/12/2008 11:22:48 AM		
Calculation	B11	Added		6	Daniel.Waterman (Daniel.Waterman)	11/12/2008 11:22:46 AM		
Calculation	B10	Added		5	Daniel.Waterman (Daniel.Waterman)	11/12/2008 11:22:45 AM		
Calculation	B9	Added		4	Daniel.Waterman (Daniel.Waterman)	11/12/2008 11:22:45 AM		

Snapshot from TC2_Step24

OFNI4 Daniel.Waterman 12:02:34 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
25	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	If deviations exist, they are documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

<u>Section #</u>　　　<u>Test Case #</u>　<u>Title</u>
8.2.　　　　　　　　3　　　Test Case: Accurate Record Generation

<u>Purpose</u>

To demonstrate Example Spreadsheet compliance with accurate record generation requirements.

<u>Acceptance Criteria</u>
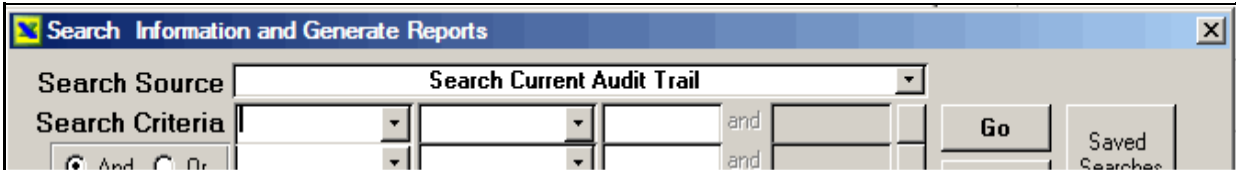
Test for the following requirements:
ExcelSafe and the Example Validation spreadsheet have the ability to generate accurate and complete copies of records in both human readable and electronic form suitable for inspection, review and copying by regulatory agencies.
The functionality meets the following requirement of 21 CFR 11:
11.10.b The ability to generate accurate and complete copies of records in both human readable and electronic form suitable for inspection, review, and copying by the agency. Persons should contact the agency if there are any questions regarding the ability of the agency to perform review and copying of the electronic records.
The Example Validation spreadsheet will meet the following requirements:

Test Case: 3. Test Case: Accurate Record Generation

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
Users are able select search queries.						
1	Open the program using a general user login. On the main menu of the program, select the Search Engine from the Tools menu.	The Search Information and Generate Reports screen opens without error. The Search Source dropdown opens and the first query on the list is selected.	The Search Information and Generate Reports screen opens without error. The Search Source dropdown is and the first query on the list is selected.	Pass	DW	12-Nov-08

Snapshot from test step #1

Snapshot from TC3_Step1

OFNI4 Daniel.Waterman 12:04:20 PM

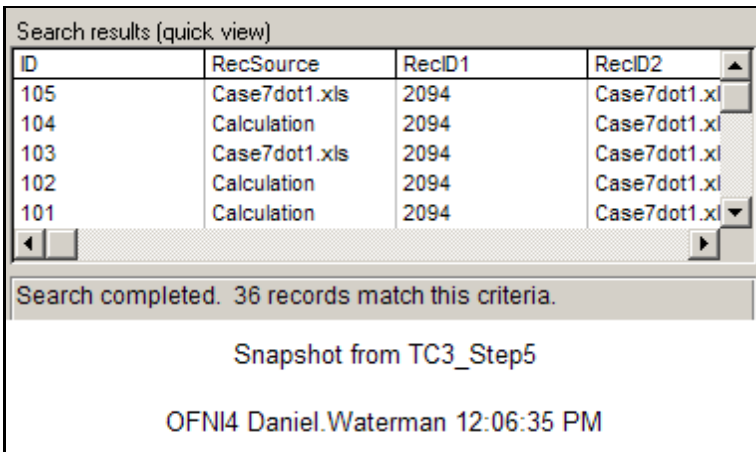| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
2	Select the Search Current Audit Trail query.	The Search Source dropdown closes without error. The first Search Criteria - Field dropdown opens and a list of available fields from the query are visible.	The Search Source dropdown closes without error. The first Search Criteria - Field dropdown opens and a list of available fields from the query are visible.	Pass	DW	12-Nov-08
3	Select the Source field.	The first Search Criteria - Field dropdown closes without error. The first Search Criteria – Comparison Operator dropdown opens and a list of available comparison operators are visible.	The first Search Criteria - Field dropdown closes without error. The first Search Criteria – Comparison Operator dropdown opens and a list of available comparison operators are visible.	Pass	DW	12-Nov-08
Users are able to customize the criteria used to view data from the search.						
4	Select the IS NOT NULL comparison operator.	The first Search Criteria – Comparison Operator dropdown closes without error. The first Search Criteria edit box is locked.	The first Search Criteria – Comparison Operator dropdown closes without error. The first Search Criteria edit box is locked.	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #4

Search Criteria | Source | IS NOT NULL | | and |

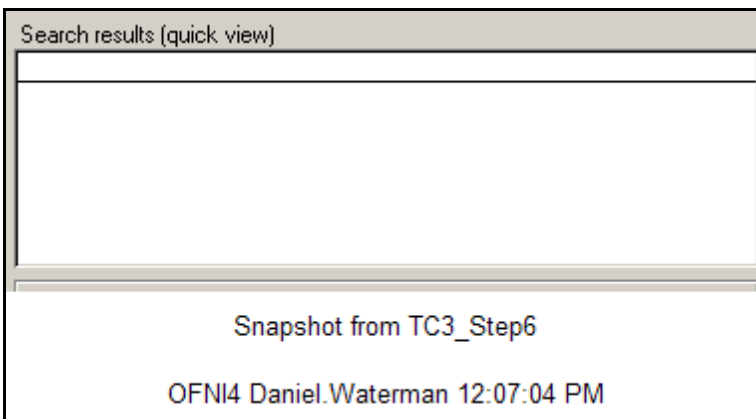Snapshot from TC3_Step4

OFNI4 Daniel.Waterman 12:06:08 PM

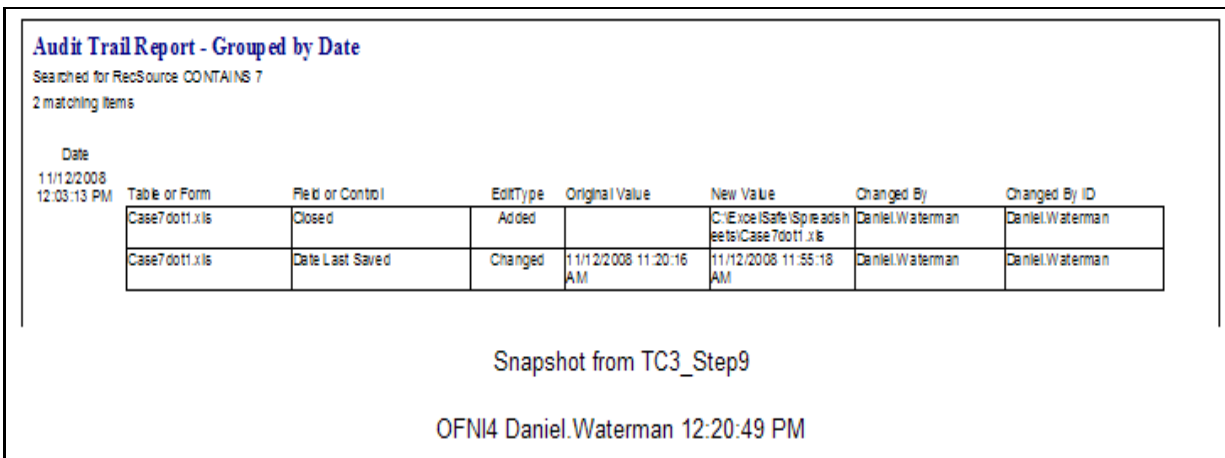| 5 | Click Go. Record screen shot of the search results. | The Search results (quick view) list box displays all items from the Search Current Audit Trail query that match the search criteria. A comment appears below the list box that contains the record number meeting the selection criteria. | The Search results (quick view) list box displays all items from the Search All Audit Trails query that match the search criteria. A comment appears below the list box that contains the record number meeting the selection criteria. | Pass | DW | 12-Nov-08 |

Snapshot from test step #5

Search results (quick view)

ID	RecSource	RecID1	RecID2
105	Case7dot1.xls	2094	Case7dot1.xl
104	Calculation	2094	Case7dot1.xl
103	Case7dot1.xls	2094	Case7dot1.xl
102	Calculation	2094	Case7dot1.xl
101	Calculation	2094	Case7dot1.xl

Search completed. 36 records match this criteria.

Snapshot from TC3_Step5

OFNI4 Daniel.Waterman 12:06:35 PM

| 6 | Click Reset. | All information in the Search Criteria controls and the Search results (quick view) list box are cleared. The Search Source displays the Search Current Audit Trail query selected. | All information in the Search Criteria controls and the Search results (quick view) list box are cleared. The Search Source displays the Search Current Audit Trail query selected. | Pass | DW | 12-Nov-08 |

Snapshot from test step #6

Search results (quick view)

Snapshot from TC3_Step6

OFNI4 Daniel.Waterman 12:07:04 PM

Test Case: 3. Test Case: Accurate Record Generation

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
7	Using the first Search Criteria controls, select the Source data field and the CONTAINS comparison operator.	The first Search Criteria edit box allows editing.	The first Search Criteria edit box allows editing.	Pass	DW	12-Nov-08
8	In the first Search Criteria edit box, type the number 7. Click Go. Record screen shot of the search results.	The Search results (quick view) list box displays all items from the Search Current Audit Trail query that match the search criteria. A comment appears below the list box that contains the record number meeting the selection criteria.	The Search results (quick view) list box displays all items from the Search All Audit Trails query that match the search criteria. A comment appears below the list box that contains the record number meeting the selection criteria.	Pass	DW	12-Nov-08

Snapshot from test step #8

Search results (quick view)

ID	RecSource	RecID1	RecID2
105	Case7dot1.xls	2094	Case7dot1.xls
103	Case7dot1.xls	2094	Case7dot1.xls

Search completed. 2 records match this criteria.

Snapshot from TC3_Step8

OFNI4 Daniel.Waterman 12:08:42 PM
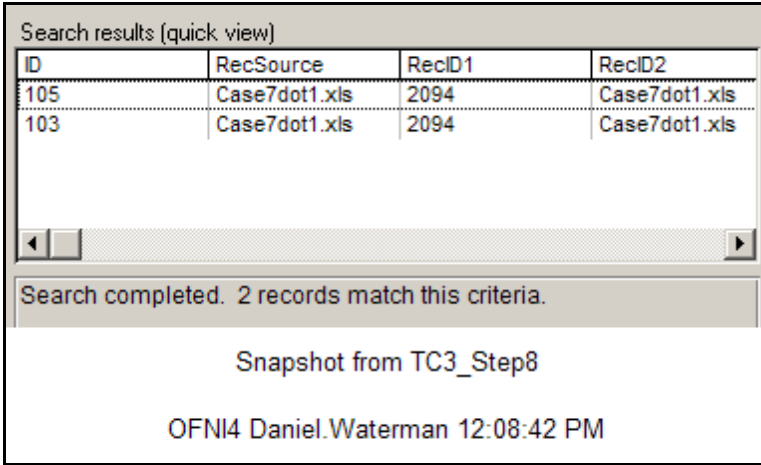
Users are able to export data to previously defined reports.

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
9	In the Search Source, select Search Current Audit Trail. Enter valid search criteria. In the Select a Report list box, highlight the report named Search Current Audit Trail - Grouped by Date. Click Preview Report. Record screen shot of the report.	The Search Current Audit Trail - Grouped by Date report opens in preview mode. The report contains the same records that were visible in the Search results (quick view) list box. The report contains a comment in the header that shows the selection criteria.	The Search All Audit Trails - Grouped by Date report opens in preview mode. The report contains the same records that were visible in the Search results (quick view) list box. The report contains a comment in the header that shows the selection criteria.	Pass	DW	12-Nov-08

Snapshot from test step #9

Audit Trail Report - Grouped by Date

Searched for RecSource CONTAINS 7

2 matching items

Date
11/12/2008
12:03:13 PM

Table or Form	Field or Control	EditType	Original Value	New Value	Changed By	Changed By ID
Case7dot1.xls	Closed	Added		C:\ExcelSafe\Spreadsheets\Case7dot1.xls	Daniel.Waterman	Daniel.Waterman
Case7dot1.xls	Date Last Saved	Changed	11/12/2008 11:20:16 AM	11/12/2008 11:55:18 AM	Daniel.Waterman	Daniel.Waterman

Snapshot from TC3_Step9

OFNI4 Daniel.Waterman 12:20:49 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
10	In the Search Source, select Search Current Audit Trail. Enter valid search criteria. In the Select a Report list box, highlight the report named Search Current Audit Trail -	The Search Current Audit Trail - Grouped by Table or Form report opens in	The Search All Audit Trails - Grouped by Table or Form report opens in preview	Pass	DW	12-Nov-08

Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
	Grouped by Date. Click Preview Report. Record screen shot of the report.	preview mode. The report contains the same records that were visible in the Search results (quick view) list box. The report contains a comment in the header that shows the selection criteria.	mode. The report contains the same records that were visible in the Search results (quick view) list box. The report contains a comment in the header that shows the selection criteria.			

Snapshot from test step #10

Audit Trail Report - Grouped by Table or Fo

Searched for RecSource CONTAINS 7

2 matching items

Table or Form	Field or Control	EditType	Original Value	New Value	Changed By	Changed By ID	Date
Case7dot1.xls							
	Closed	Added		C:\ExcelSafe\Spreadsheets\Case7dot1.xls	Daniel.Waterman	Daniel.Waterman	11/12/2008 12:03:13 PM
	Date Last Saved	Changed	11/12/2008 11:20:16 AM	11/12/2008 11:55:18 AM	Daniel.Waterman	Daniel.Waterman	11/12/2008 12:00:26 PM

Snapshot from TC3_Step10

OFNI4 Daniel.Waterman 12:21:17 PM

Users are able to export data to MS Excel.

| 11 | Click Excel. Record screen shot of the Excel file | MS Excel opens. A new workbook is created containing the same records that were visible in the Search results (quick view) list box. A header line appears on the spreadsheet with the individual field names. | MS Excel opens. A new workbook is created containing the same records that were visible in the Search results (quick view) list box. A header line appears on the spreadsheet with the individual field names. | Pass | DW | 12-Nov-08 |

Snapshot from test step #11

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

A1   fx ID

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ID	RecSourc	RecID1	RecID2	RecID3	FromFiel	EditType	OrigValu	NewValu	ChangedE	ChangedE	DtTime	Reason
2	105	Case7dot1		2094	Case7dot1.xls	Closed	Added		C:\ExcelS;	Daniel.Wa	Daniel.Wa	11/12/2008 12:03	
3	103	Case7dot1		2094	Case7dot1.xls	Date Last	Changed	#######	#######	Daniel.Wa	Daniel.Wa	11/12/2008 12:00	Demonsti
4													

Snapshot from TC3_Step11

OFNI4 Daniel.Waterman 12:21:43 PM 11/12/2008

| 12 | Close MS Excel. Do not save the workbook. Make sure all deviations are documented, including any screen shots of failed test steps or error messages. | If deviations exist, they are documented. | No Deviations exist. | Pass | DW | 12-Nov-08 |

Qualification Type: OQ

Section #	Test Case #	Title
8.3.	4	Test Case: Program Timeouts

Purpose

To demonstrate Example Spreadsheet compliance with program timeout requirements.

Acceptance Criteria

Test for the following requirements:

ExcelSafe provides the Example Validation spreadsheet with will automatically time-out after 10 minutes of non-activity.

The functionality meets the following requirements of 21 CFR 11:

11.10.d Limiting system access to authorized individuals.

11.300.d Use of transaction safeguards to prevent unauthorized use of passwords and/or identification codes, and to detect and report in an immediate and urgent manner any attempts at their unauthorized use to the system security unit, and, as appropriate, to organizational management.

The Example Validation spreadsheet Program Timeouts meets the following requirements:

Test Case: 4. Test Case: Program Timeouts
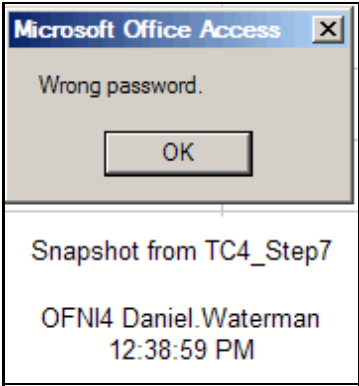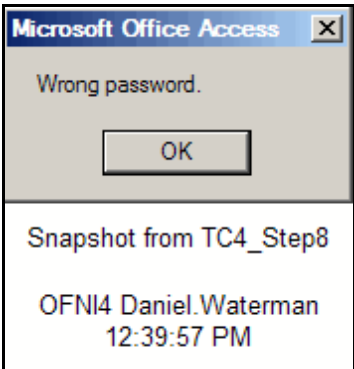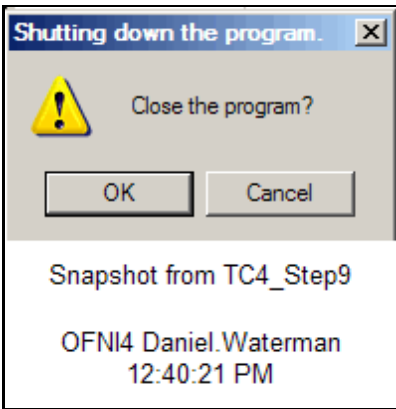
Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	The application locks after a predetermined period of inactivity.					
1	Record the Timeout interval. (NOTE: Unless otherwise specifically configured, the ExcelSafe will Time-out after 10 minutes.)	Timeout interval recorded.	Timeout interval recorded. Timeout interval: 10 minutes	Pass	DW	12-Nov-08
2	Open the program using a general user login. Once the main menu of the program has opened, record the time.	The current time is recorded.	The current time is recorded. Current Time: 12.22 PM	Pass	DW	12-Nov-08
3	Do not touch the mouse or the keyboard until the Program Secured screen opens.	The Program Secured screen opens after period of inactivity between the timeout interval and the timeout interval + the timer interval. The current time is recorded.	The Program Secured screen opens after period of inactivity between the timeout interval and the timeout interval + the timer interval. The current time is recorded. Current Time: 12:35	Pass	DW	12-Nov-08

Snapshot from test step #3

I am acknowledging that I am an authorized employee or have been authorized by this company to view or alter the contents of this program, and that I can be held accountable for any changes that I may make or electronic files I generate.

This program has been locked or been inactive for 10 minutes. Please re-enter your password:

Cancel   OK

Current User: Daniel.Waterman

Snapshot from TC4_Step3
OFNI4 Daniel.Waterman 12:35:35 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
4	Attempt to add information to the Excel spreadsheet.	The program does not allow the user to add information to the Excel spreadsheet.	The program does not allow the user to add information to the Excel spreadsheet.	Pass	DW	12-Nov-08
5	Attempt to alter information in the Excel spreadsheet.	The program does not allow the user to alter information in the Excel spreadsheet.	The program does not allow the user to alter information in the Excel spreadsheet.	Pass	DW	12-Nov-08
6	Use the top level menus and bring the Main Menu to the front.	The menus do not respond and the Main Menu does	The menus do not respond and the Main Menu does not	Pass	DW	12-Nov-08

Test Case:	4. Test Case: Program Timeouts					
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
		not respond.	respond.			
7	On the Program Secured screen, leave the password NULL and click OK.	A message box appears informing the user they entered an incorrect password.	A message box appears informing the user they entered an incorrect password.	Pass	DW	12-Nov-08

Snapshot from test step #7

Microsoft Office Access
Wrong password.
OK
Snapshot from TC4_Step7
OFNI4 Daniel.Waterman
12:38:59 PM

8	Close the message box. On the Program Secured screen, enter an incorrect password and click OK.	A message box appears informing the user they entered an incorrect password.	A message box appears informing the user they entered an incorrect password.	Pass	DW	12-Nov-08

Snapshot from test step #8

Microsoft Office Access
Wrong password.
OK
Snapshot from TC4_Step8
OFNI4 Daniel.Waterman
12:39:57 PM

9	Close the message box. On the Program Secured screen, click Cancel.	A message box appears requesting confirmation to close the program.	A message box appears requesting confirmation to close the program.	Pass	DW	12-Nov-08

Snapshot from test step #9

Shutting down the program.
Close the program?
OK   Cancel
Snapshot from TC4_Step9
OFNI4 Daniel.Waterman
12:40:21 PM

10	On the message box, click Cancel. Use the top level menus	The menus do not respond	The menus do not respond	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	and bring the Main Menu to the front.	and the Main Menu does not respond.	and the Main Menu does not respond.			
The user can unlock the application by providing the password used to originally log in.						
11	On the Program Secured screen, enter the correct password and click OK.	The Program Secured screen closes without error.	The Program Secured screen closes without error.	Pass	DW	12-Nov-08
12	Verify that the Example Validation spreadsheet can be used normally.	The Example Validation spreadsheet can be used normally.	The Example Validation spreadsheet can be used normally.	Pass	DW	12-Nov-08
The user can close the application without unlocking.						
13	Do not touch the mouse or the keyboard until the Program Secured screen opens. On the Program Secured screen, click Cancel. When the message box appears requesting confirmation to close the program, click OK.	The program closes without error.	The program closes without error.	Pass	DW	12-Nov-08
14	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	If deviations exist, they are documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

Section #	Test Case #	Title
8.4.	5	Test Case: Audit Trails

Purpose

To demonstrate Example Spreadsheet compliance with audit trail requirements.

Acceptance Criteria

The Example Validation spreadsheet audit trail will meet the following requirements:
Audit Trail records are computer generated.
Audit Trail records are secure (read-only access).
Audit Trail records have an accurate Time/Date stamp.
Audit Trail performs a journal function and records the Time/Date of operator entries and actions that create, modify and delete electronic records.
The Audit Trail is unalterable and changes to Audit Trail records do not obscure previously recorded information.

Test Case: 5. Test Case: Audit Trails

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
Audit Trail records are computer generated.					
1	Open the Example Validation spreadsheet through ExcelSafe. Navigate to the Calculation worksheet.	The Example Validation spreadsheet opens without error. The Calculation worksheet opens without error.	The Example Validation spreadsheet opens without error. The Calculation worksheet opens without error. (Note: New instance of Example Validation, Case7dot4 created for this test case to provide clean audit trail record.)	Pass	DW	12-Nov-08
2	Navigate to a blank cell in the spreadsheet. Record a value and the location that will be entered onto the spreadsheet.	Value and location recorded.	Value and location recorded. Value: B6 Location: 1	Pass	DW	12-Nov-08
3	Once recorded, enter this value to the spreadsheet.	Value added to the spreadsheet.	Value entered to the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #3

Snapshot from TC5_Step3

OFNI4 Daniel.Waterman 12:50:49 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
4	Open the audit trail by clicking Audit Trail. Record a screen shot of the audit trail entry for the previous step. Review the information contained in the audit trail entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct.	Pass	DW	12-Nov-08

Test Case:	5. Test Case: Audit Trails					
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**

Snapshot from test step #4

Snapshot from TC5_Step4

OFNI4 Daniel.Waterman 12:51:16 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
5	Close the audit trail. Navigate to a blank cell in the spreadsheet. Record a formula and the location it will be entered onto the spreadsheet.	Formula and location recorded.	Formula and location recorded. Formula: =B6^2 Location: C6	Pass	DW	12-Nov-08
6	Once recorded, enter this formula to the spreadsheet.	Formula added to the spreadsheet.	Formula added to the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #6

Snapshot from TC5_Step6

OFNI4 Daniel.Waterman 12:53:17 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
7	Open the audit trail by clicking Audit Trail. Record a screen shot of the audit trail entry for the previous step. Review the information contained in the audit trail entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct.	Pass	DW	12-Nov-08

Snapshot from test step #7

Snapshot from TC5_Step7

OFNI4 Daniel.Waterman 12:53:40 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
8	Close the audit trail. Navigate to a cell in the spreadsheet that has data or a formula. Record the current value and the location of the spreadsheet value.	Value and location recorded.	Value and location recorded. Value: B6 Location: 1	Pass	DW	12-Nov-08
9	Record the new spreadsheet value and location.	Value and location recorded.	Value and location recorded.	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
			Value: B6 Location: 2			
10	Once recorded, enter this value to the spreadsheet.	Value added to the spreadsheet.	Value added to the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #10

Snapshot from TC5_Step10

OFNI4 Daniel.Waterman
12:55:21 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
11	Open the audit trail by clicking Audit Trail. Record a screen shot of the audit trail entry for the previous step. Review the information contained in the audit trail entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct.	Pass	DW	12-Nov-08

Snapshot from test step #11

Snapshot from TC5_Step11

OFNI4 Daniel.Waterman 12:55:43 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
12	Close the audit trail. Navigate to a cell in the spreadsheet that has data previously entered. Record the current value and the location of the spreadsheet value.	Value and location recorded.	Value and location recorded. Value: B6 Location: 2	Pass	DW	12-Nov-08
13	Delete the value from the spreadsheet.	Value deleted from the spreadsheet.	Value deleted from the spreadsheet.	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #13

Snapshot from TC5_Step13

OFNI4 Daniel.Waterman 12:57:44 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
14	Open the audit trail by clicking Audit Trail. Record a screen shot of the audit trail entry for the previous step. Review the information contained in the audit trail entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct.	Pass	DW	12-Nov-08

Snapshot from test step #14

ExcelSafe Audit Trail

Book or Sheet	Action or Range	Edit Type	Original Value	New Value	Changed By (ID)	Date	Reason
Calculation	B6	Deleted	2		Daniel.Waterman (Daniel.Waterman)	11/12/2008 12:57:17 PM	7.4, Step 13
Calculation	B6	Changed	1	2	Daniel.Waterman (Daniel.Waterman)	11/12/2008 12:54:56 PM	7.4, Step 10
Calculation	C6	Added		=B6^2	Daniel.Waterman (Daniel.Waterman)	11/12/2008 12:52:04 PM	
Calculation	B6	Added		1	Daniel.Waterman (Daniel.Waterman)	11/12/2008 12:50:35 PM	

Snapshot from TC5_Step14

OFNI4 Daniel.Waterman 12:58:07 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
15	Close the audit trail. Navigate to a cell in the spreadsheet that has a formula previously entered. Record the current formula and the location of the spreadsheet value.	Formula and location recorded.	Formula and location recorded. Formula: =B6^2 Location: C6	Pass	DW	12-Nov-08
16	Delete the formula from the spreadsheet.	Formula deleted from the spreadsheet.	Formula deleted from the spreadsheet.	Pass	DW	12-Nov-08
17	Open the audit trail by clicking Audit Trail. Record a screen shot of the audit trail entry for the previous step. Review the information contained in the audit trail entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct.	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #17

Snapshot from TC5_Step17

OFNI4 Daniel.Waterman 1:00:39 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Audit Trail records are secure (read-only access).					
18	Attempt to alter data in the audit trail by deleting a line item.	ExcelSafe does not allow users to delete lines from the audit trail.	ExcelSafe does not allow users to delete lines from the audit trail.	Pass	DW	12-Nov-08
19	Attempt to alter data by changing a value in the audit trail.	ExcelSafe does not allow users to change values in the audit trail.	ExcelSafe does not allow users to change values in the audit trail.	Pass	DW	12-Nov-08
20	Attempt to alter data by deleting a value in the audit trail.	ExcelSafe does not allow users to delete values in the audit trail.	ExcelSafe does not allow users to delete values in the audit trail.	Pass	DW	12-Nov-08
21	Attempt to alter data by adding information to the audit trail.	ExcelSafe does not allow users to add information to the audit trail.	ExcelSafe does not allow users to add information to the audit trail.	Pass	DW	12-Nov-08
22	Close the audit trail screen.	Audit trail screen closes.	Audit trail screen closes.	Pass	DW	12-Nov-08
	Audit Trail records have an accurate Time/Date stamp.					
23	Record the current data/time.	Date/Time recorded.	Date/Time recorded. Date: 11/12/08 Time: 1:02 PM	Pass	DW	12-Nov-08
24	Make an entry in the spreadsheet.	Entry recorded.	Entry recorded. (Cell B7, Value = 5)	Pass	DW	12-Nov-08
25	Open the audit trail. Verify that the audit trail recorded the appropriate date/time for the change.	The audit trail recorded the appropriate date/time for the change.	The audit trail recorded the appropriate date/time for the change.	Pass	DW	12-Nov-08

Snapshot from test step #25

Snapshot from TC5_Step25

OFNI4 Daniel.Waterman 1:03:21 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Audit Trail performs a journal function and records the Time/Date of operator entries and actions that create, modify and delete electronic records.					
26	Close the audit trail. Create a new worksheet. Open the audit trail. Take a screen shot of the appropriate entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct. (Note:	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
			Sheet1 created.)			

Snapshot from test step #26

| 27 | Close the audit trail. Change the name of a worksheet. Open the audit trail. Take a screen shot of the appropriate entry. | Screen shot recorded. All aspects of the audit trail entry are correct. | Screen shot recorded. All aspects of the audit trail entry are correct. (Note: Sheet1 renamed to NameChange.) | Pass | DW | 12-Nov-08 |

Snapshot from test step #27

| 28 | Close the audit trail. Delete an existing worksheet. Open the audit trail. Take a screen shot of the appropriate entry. | Screen shot recorded. All aspects of the audit trail entry are correct. | Screen shot recorded. All aspects of the audit trail entry are correct. (Note: Deleted NameChange.) | Pass | DW | 12-Nov-08 |

Snapshot from test step #28

| 29 | Close the audit trail. Apply an electronic signature to the worksheet. Open the audit trail. Take a screen shot of the appropriate entry. | Screen shot recorded. All aspects of the audit trail entry are correct. | Screen shot recorded. All aspects of the audit trail entry are correct. (Note: Esig added to Cell F36.) | Pass | DW | 12-Nov-08 |

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #29

Snapshot from TC5_Step29

OFNI4 Daniel.Waterman 1:08:11 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
30	Close the audit trail. Remove an electronic signature from the worksheet. Open the audit trail. Take a screen shot of the appropriate entry.	Screen shot recorded. All aspects of the audit trail entry are correct.	Screen shot recorded. All aspects of the audit trail entry are correct.	Pass	DW	12-Nov-08

Snapshot from test step #30

Snapshot from TC5_Step30

OFNI4 Daniel.Waterman 1:11:59 PM

The Audit Trail is unalterable and changes to Audit Trail records do not obscure previously recorded information.

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
31	Close the audit trail. Navigate to a cell in the spreadsheet that has data or a formula. Record the current value and the location of the spreadsheet value.	Value and location recorded.	Value and location recorded. Value: B6 Location: 3	Pass	DW	12-Nov-08
32	Change the same cell. Record the new value and the location of the spreadsheet value.	Value recorded.	Value recorded. Value: 4	Pass	DW	12-Nov-08
33	Change the same cell. Record the new value and the location of the spreadsheet value.	Value recorded.	Value recorded. Value: 5	Pass	DW	12-Nov-08
34	Open the audit trail by clicking Audit Trail. Record a screen shot of the audit trail entry for the previous step. Review the information contained in the audit trail entry.	Screen shot recorded. Multiple entries do not obscure previously recorded information in the audit trail.	Screen shot recorded. Multiple entries do not obscure previously recorded information in the audit trail.	Pass	DW	12-Nov-08

Snapshot from test step #34

Snapshot from TC5_Step34

OFNI4 Daniel.Waterman 1:14:04 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
35	Attempt to change values within the audit trail.	The user cannot change values within the audit trail.	The user cannot change values within the audit trail.	Pass	DW	12-Nov-08

Test Case: 5. Test Case: Audit Trails						
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
36	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	If deviations exist, they are documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

Section #	Test Case #	Title
8.5.	6	Test Case: Electronic Signature Manifestations

Purpose

To demonstrate Example Spreadsheet compliance with electronic signature requirements.

Acceptance Criteria

The Example Validation spreadsheet electronic signatures will meet the following requirements:

Application of an electronic signature requires use of the User ID and password.

Data secured with an electronic signature cannot be edited or deleted unless the electronic signature is removed.

Multiple electronic signatures can be applied to a single workbook page.

Electronic signatures include the printed name of the user applying the electronic signature.

Electronic signatures include the Date/Tune when the electronic signature was applied.

Electronic signatures include the Meaning of the electronic signature.

The Electronic signature is human-readable.

Test Case: 6. Test Case: Electronic Signature Manifestations

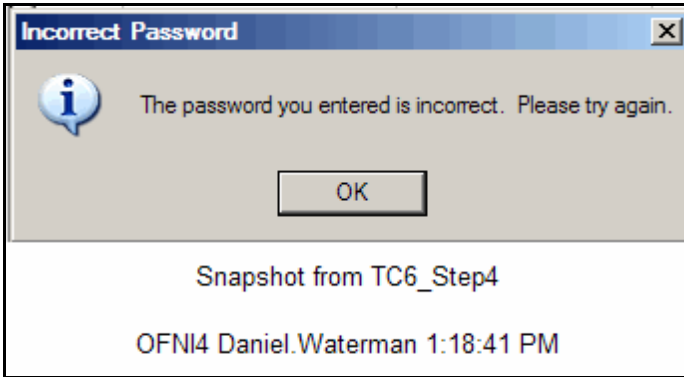| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
Application of an electronic signature requires use of the User ID and password.						
1	Open ExcelSafe. Open an instance of the Example Validation worksheet.	The spreadsheet opens without error.	The spreadsheet opens without error. (Note: New instance of the spreadsheet created, titled Case7dot5.)	Pass	DW	12-Nov-08
2	Navigate to the Active Sheet Tools screen. Click in the Sign Active Sheet field.	The Apply Electronic Signature screen opens without error.	The Apply Electronic Signature screen opens without error.	Pass	DW	12-Nov-08

Snapshot from test step #2

Snapshot from TC6_Step2

OFNI4 Daniel.Waterman 1:17:44 PM
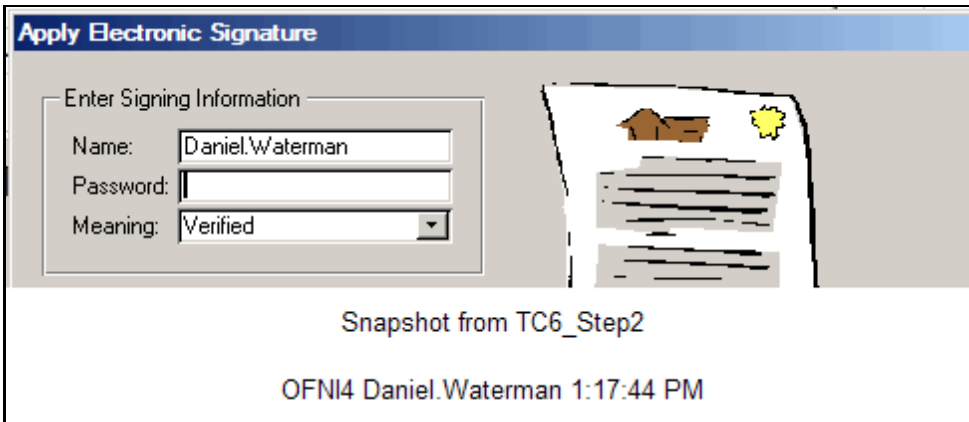
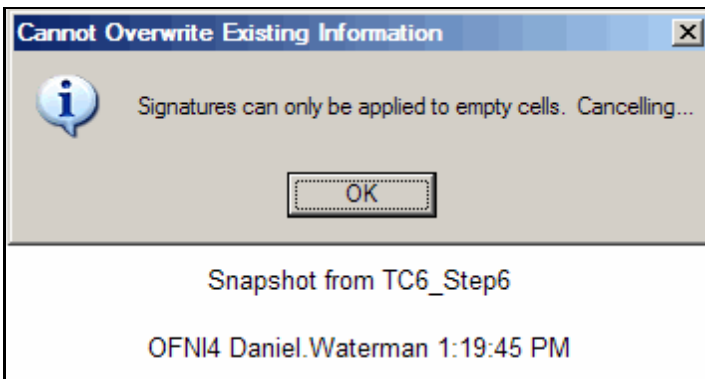| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
3	Verify the name field displays the correct username.	The name field displays the correct username.	The name field displays the correct username. (Note: See screen shot in Step 2.)	Pass	DW	12-Nov-08
4	Enter the incorrect password in the password field. Click Apply Signature.	The password field accepts data. The Incorrect Password screen opens without error.	The password field accepts data. The Incorrect Password screen opens without error.	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #4

| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
5	Click OK.	The Incorrect Password screen closes without error.	The Incorrect Password screen closes without error.	Pass	DW	12-Nov-08
6	Select a specific cell containing data. Enter the correct password in the Sign Active Sheet field.	A message box appears, stating that signatures can only be applied to empty cells.	A message box appears, stating that signatures can only be applied to empty cells.	Pass	DW	12-Nov-08

Snapshot from test step #6

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
7	Select a specific cell which does not contain data. Record the cell. Enter the correct password in the Sign Active Sheet field.	Cell recorded. A message box appears asking confirmation to apply the electronic signature to the cell and to lock the sheet.	Cell recorded. (Note: Cell F36) A message box appears asking confirmation to apply the electronic signature to the cell and to lock the sheet.	Pass	DW	12-Nov-08

Snapshot from test step #7
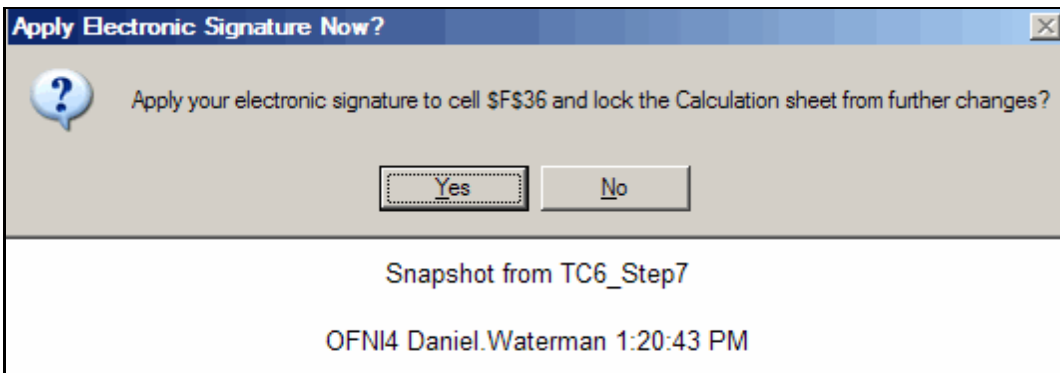
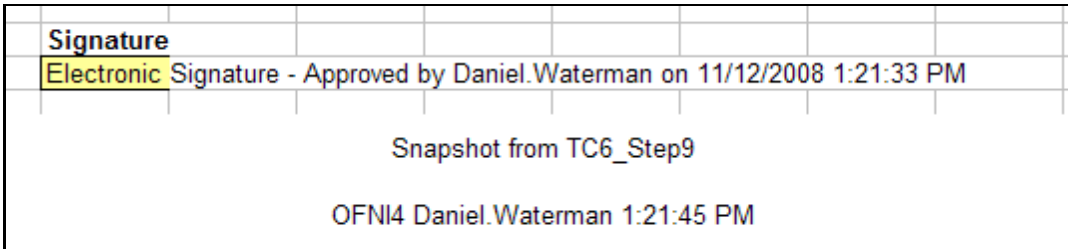| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
8	Click No.	The message box closes without error. The electronic signature does not get applied to the worksheet.	The message box closes without error. The electronic signature does not get applied to the worksheet.	Pass	DW	12-Nov-08

Test Case:	6. Test Case: Electronic Signature Manifestations					
Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
9	Select a specific cell which does not contain data. Enter the correct password in the Sign Active Sheet field. When the confirmation message box appears, click Yes.	The message box closes. The electronic signature does get applied to the worksheet.	The message box closes. The electronic signature does get applied to the worksheet.	Pass	DW	12-Nov-08

Snapshot from test step #9

Signature
Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:21:33 PM

Snapshot from TC6_Step9

OFNI4 Daniel.Waterman 1:21:45 PM

Data secured with an electronic signature cannot be edited or deleted unless the electronic signature is removed.						
10	Attempt to alter data on the page with the electronic signature.	A message box appears informing the user that the cell or chart is protected.	A message box appears informing the user that the cell or chart is protected.	Pass	DW	12-Nov-08

Snapshot from test step #10

Microsoft Excel

The cell or chart you are trying to change is protected and therefore read-only.

To modify a protected cell or chart, first remove protection using the Unprotect Sheet command (Tools menu, Protection submenu). You may be prompted for a password.

OK

Snapshot from TC6_Step10

OFNI4 Daniel.Waterman 1:22:09 PM

| 11 | Click Remove Electronic Signatures from the active sheet. | A message box appears, confirming that the user wants to remove the electronic signature. | A message box appears, confirming that the user wants to remove the electronic signature. | Pass | DW | 12-Nov-08 |

Snapshot from test step #11

Confirm Removing Signatures

This will remove signatures from the active sheet. Continue?

Yes   No

Snapshot from TC6_Step11
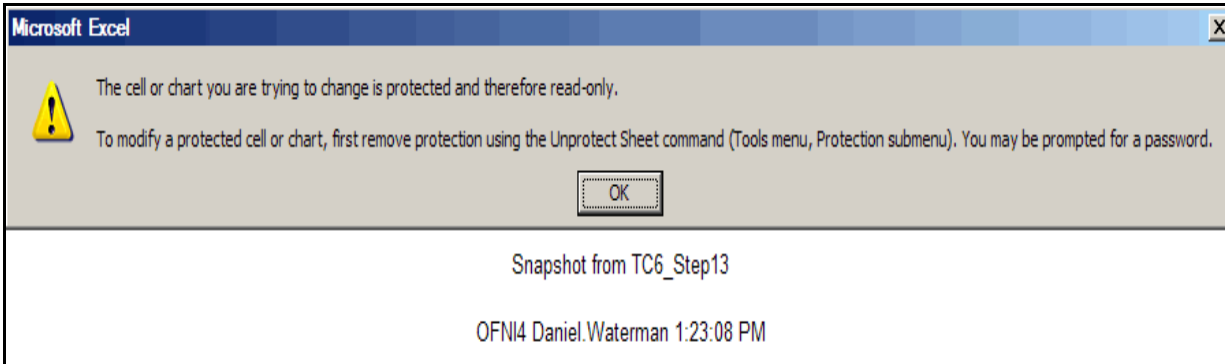
OFNI4 Daniel.Waterman 1:22:39 PM
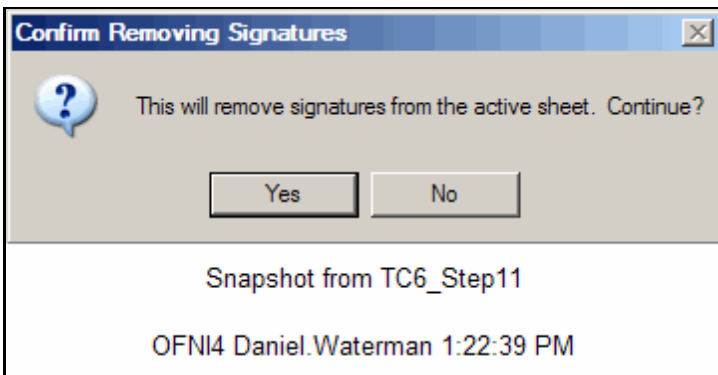
| 12 | Click No. | Electronic signature remains on the worksheet. | Electronic signature remains on the worksheet. | Pass | DW | 12-Nov-08 |
| 13 | Attempt to alter data on the page with the electronic signature. | A message box appears informing the user that the cell or chart is protected. | A message box appears informing the user that the cell or chart is protected. | Pass | DW | 12-Nov-08 |

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #13

Microsoft Excel

The cell or chart you are trying to change is protected and therefore read-only.

To modify a protected cell or chart, first remove protection using the Unprotect Sheet command (Tools menu, Protection submenu). You may be prompted for a password.

OK

Snapshot from TC6_Step13

OFNI4 Daniel.Waterman 1:23:08 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
14	Click Remove Electronic Signatures. On the message box to confirm the removal of the electronic signatures, click Yes. When the Reason for Removing Signature message box appears, enter a value.	Field accepts data.	Field accepts data.	Pass	DW	12-Nov-08
15	Click OK.	The electronic signature is removed from the worksheet.	The electronic signature is removed from the worksheet.	Pass	DW	12-Nov-08
16	Alter data on the worksheet.	Data can be altered on the worksheet.	Data can be on the worksheet.	Pass	DW	12-Nov-08
17	Open the audit trail. Verify an entry exists for applying the electronic signature.	An entry exists in the audit trail, representing the application of the electronic signature.	An entry exists in the audit trail, representing the application of the electronic signature.	Pass	DW	12-Nov-08

Snapshot from test step #17

| Case7dot5.xls | Closed | Added | | C:\ExcelSafe\Spreadsheets\Case7dot5.xls | Daniel.Waterman (Daniel.Waterman) | 11/12/2008 1:23:30 PM | |

Snapshot from TC6_Step17

OFNI4 Daniel.Waterman 1:27:14 PM
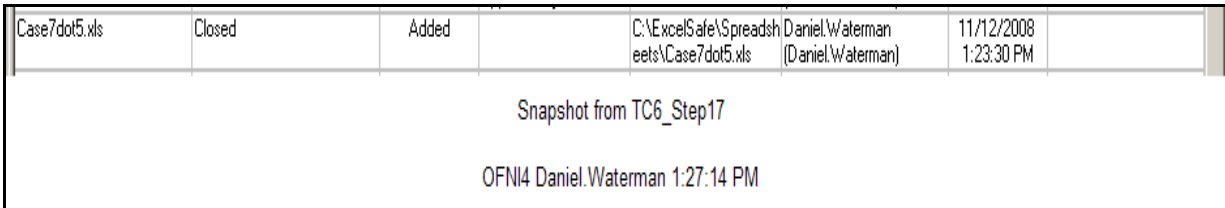
Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
18	Verify an entry exists for removing the electronic signature.	An entry exists in the audit trail, representing the removal of the electronic signature.	An entry exists in the audit trail, representing the removal of the electronic signature.	Pass	DW	12-Nov-08

Snapshot from test step #18

| Calculation | F36 | Deleted | Electronic Signature - Approved by | | Daniel.Waterman (Daniel.Waterman) | 11/12/2008 1:24:46 PM | 7.5, Step 14 |

Snapshot from TC6_Step18

OFNI4 Daniel.Waterman 1:27:28 PM 11/12/2008

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
19	Verify that the entry for removing the electronic signature includes the reason for removing the electronic signature.	The entry for removing the electronic signature includes the reason for removing the electronic signature.	The entry for removing the electronic signature includes the reason for removing the electronic signature. (Note: See screen shot in Step 18.)	Pass	DW	12-Nov-08
Multiple electronic signatures can be applied to a single workbook page.						
20	Selecting an appropriate cell, apply an electronic signature to the worksheet.	The electronic signature can be applied to the worksheet.	The electronic signature can be applied to the worksheet.	Pass	DW	12-Nov-08

Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**

Snapshot from test step #20

Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:31:22 PM

Snapshot from TC6_Step20

OFNI4 Daniel.Waterman 1:31:54 PM

Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
21	Select a second appropriate cell. Apply a second electronic signature to the worksheet.	A second electronic signature can be applied to the worksheet.	A second electronic signature can be applied to the worksheet.	Pass	DW	12-Nov-08

Snapshot from test step #21

Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:31:22 PM
Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:32:01 PM

Snapshot from TC6_Step21

OFNI4 Daniel.Waterman 1:32:12 PM

Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
22	Select a third appropriate cell. Apply a third electronic signature to the worksheet.	A third electronic signature can be applied to the worksheet.	A third electronic signature can be applied to the worksheet.	Pass	DW	12-Nov-08

Snapshot from test step #22

Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:31:22 PM
Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:32:01 PM
Electronic Signature - Approved by Daniel.Waterman on 11/12/2008 1:32:18 PM

Snapshot from TC6_Step22

OFNI4 Daniel.Waterman 1:32:34 PM

Step #	**Procedure**	**Expected Result**	**Actual Result**	**P / F**	**Init.**	**Date**
Electronic signatures include the printed name of the user applying the electronic signature.						
23	Verify that the electronic signature includes the printed name of the user applying the electronic signature.	The electronic signature includes the printed name of the user applying the electronic signature.	The electronic signature includes the printed name of the user applying the electronic signature. (Note: See any previous screen shot of electronic signature. Step 22, for example.)	Pass	DW	12-Nov-08
Electronic signatures include the Date/Tune when the electronic signature was applied.						
24	Verify that the electronic signature includes the Date/Time when the electronic signature was applied.	The electronic signature includes the Date/Time when the electronic signature was applied.	The electronic signature includes the Date/Time when the electronic signature was applied. (Note: See any previous screen shot of electronic signature. Step 22, for example.)	Pass	DW	12-Nov-08
Electronic signatures include the Meaning of the electronic signature.						
25	Verify that the electronic signature includes the meaning of the electronic signature.	The electronic signature includes the meaning of the	The electronic signature includes the meaning of the	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
		electronic signature.	electronic signature. (Note: See any previous screen shot of electronic signature. Step 22, for example.)			
The Electronic signature is human-readable.						
26	Verify that the electronic signature is human-readable.	The electronic signature is human-readable.	The electronic signature is human-readable.	Pass	DW	12-Nov-08
27	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	If deviations exist, they are documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

Section #   **Test Case #** **Title**

8.6.   7   Test Case: GenUsers

Purpose

To demonstrate proper functionality of the GenUser security group in the Example Validation spreadsheet.

Acceptance Criteria

Members of the GenUsers group:
Can open the spreadsheet.
Cannot add spreadsheet data.
Cannot edit spreadsheet data.
Cannot delete spreadsheet data.
Cannot sign pages within the spreadsheet.
Cannot remove electronic signatures from the spreadsheet.

Test Case: 7. Test Case: GenUsers
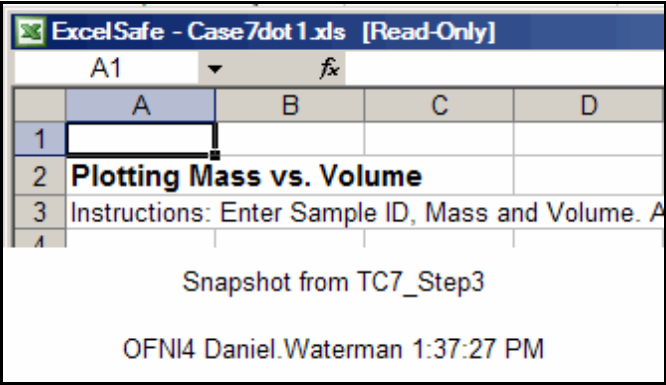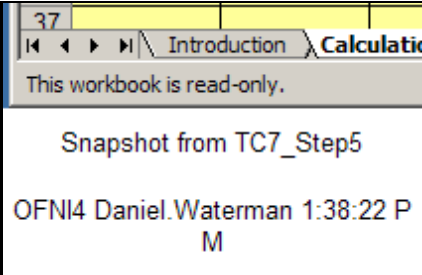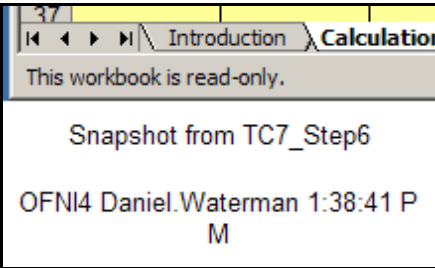
Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Members of the GenUser group can open the spreadsheet.					
1	Open ExcelSafe as an Administrative user. Open the User Administration screen. Select a user who is a member of the GenUser (and only a member of the GenUser) user group.	The selected user is a member of the GenUser (and only a member of the GenUser) user group.	The selected user is a member of the GenUser (and only a member of the GenUser) user group. User: usr1	Pass	DW	12-Nov-08

Snapshot from test step #1

Snapshot from TC7_Step1

OFNI4 Daniel.Waterman 1:35:09 PM

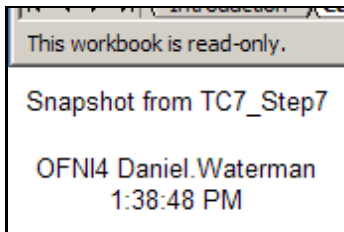| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
2	Login to the spreadsheet as the user selected in the previous step.	The user successfully logs into ExcelSafe.	The user successfully logs into ExcelSafe.	Pass	DW	12-Nov-08
3	Select the spreadsheet. Verify that members of the GenUser group can open existing instances of the spreadsheet.	Members of the GenUser group can open existing instances of the spreadsheet.	Members of the GenUser group can open existing instances of the spreadsheet. (Note: Selected Case7dot1.xls, created previously.)	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #3

| 4 | Verify that spreadsheets opened by members of the GenUser group are identified as Read-Only. | Spreadsheets opened by members of the GenUser group are identified as Read-Only. | Spreadsheets opened by members of the GenUser group are identified as Read-Only. (See screen shot in Step 3.) | Pass | DW | 12-Nov-08 |

Members of the GenUser group cannot add spreadsheet data.

| 5 | Attempt to add data to the spreadsheet. | The user cannot add data to the spreadsheet. A message appears on the lower left corner of the spreadsheet informing the user that the workbook is read-only. | The user cannot add data to the spreadsheet. A message appears on the lower left corner of the spreadsheet informing the user that the workbook is read-only. | Pass | DW | 12-Nov-08 |

Snapshot from test step #5

Members of the GenUser group cannot edit spreadsheet data.

| 6 | Attempt to edit data within the spreadsheet. | The user cannot edit data in the spreadsheet. A message appears on the lower left corner of the spreadsheet informing the user that the workbook is read-only. | The user cannot edit data in the spreadsheet. A message appears on the lower left corner of the spreadsheet informing the user that the workbook is read-only. | Pass | DW | 12-Nov-08 |

Snapshot from test step #6

Members of the GenUser group cannot delete spreadsheet data.

| 7 | Attempt to delete data from the spreadsheet. | The user cannot delete data from the spreadsheet. A | The user cannot delete data from the spreadsheet. A | Pass | DW | 12-Nov-08 |

Wednesday, November 12, 2008

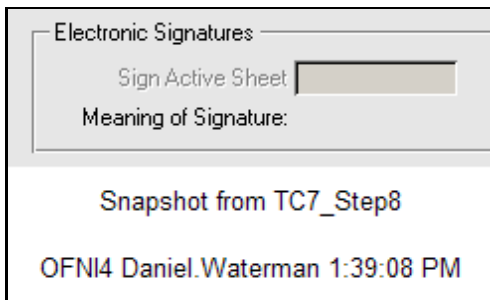| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
		message appears on the lower left corner of the spreadsheet informing the user that the workbook is read-only.	message appears on the lower left corner of the spreadsheet informing the user that the workbook is read-only.			

Snapshot from test step #7

This workbook is read-only.

Snapshot from TC7_Step7

OFNI4 Daniel.Waterman
1:38:48 PM

Members of the GenUser group cannot sign pages within the spreadsheet.						
8	Navigate to the Active Sheets Utility screen. Verify that the Sign Active Sheet field is inactive.	The Sign Active Sheet field is inactive. Members of the GenUser group cannot sign pages within the spreadsheet.	The Sign Active Sheet field is inactive. Members of the GenUser group cannot sign pages within the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #8

Electronic Signatures

Sign Active Sheet

Meaning of Signature:

Snapshot from TC7_Step8

OFNI4 Daniel.Waterman 1:39:08 PM

Members of the GenUser group cannot remove electronic signatures from the spreadsheet.						
9	Navigate to a spreadsheet with a previously applied electronic signature. Click Remove Electronic Signatures.	A message box appears informing the user that the security settings does not allow the user to remove an electronic signature. Members of the GenUser group cannot remove electronic signatures from the spreadsheet.	A message box appears informing the user that the security settings does not allow the user to remove an electronic signature. Members of the GenUser group cannot remove electronic signatures from the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #9

Not Allowed

Your security settings do not allow you to remove signatures.

OK

Snapshot from TC7_Step9

OFNI4 Daniel.Waterman 1:39:27 PM

10	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	All deviations have been documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

Section #	Test Case #	Title
8.7.	8	Test Case: DataEntry

Purpose

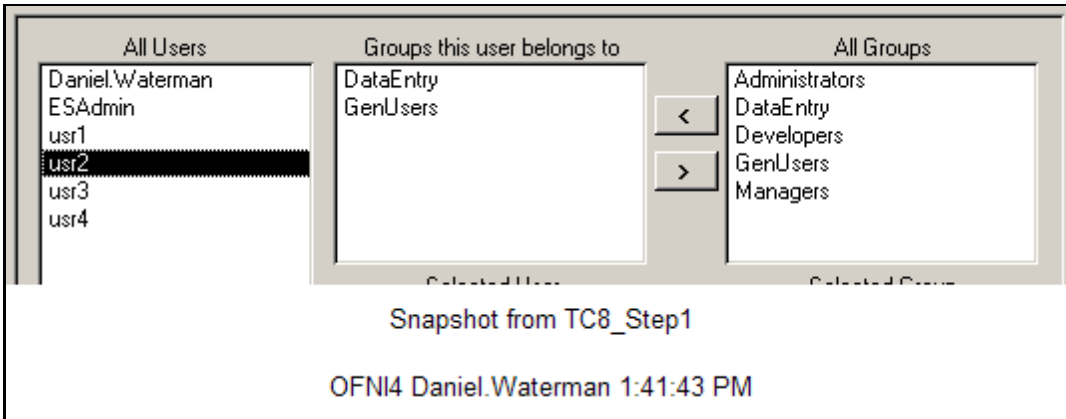To demonstrate proper functionality of the DataEntry security group in the Example Validation spreadsheet.

Acceptance Criteria

Members of the DataEntry group:
Can open the spreadsheet.
Can add spreadsheet data.
Can edit spreadsheet data.
Can delete spreadsheet data.
Cannot sign pages within the spreadsheet.
Cannot remove electronic signatures from the spreadsheet.

Test Case: 8. Test Case: DataEntry

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Members of the DataEntry group can open the spreadsheet.					
1	Open ExcelSafe as an Administrative user. Open the User Administration screen. Select a user who is a member of the DataEntry (and a member of the GenUser) user group.	The selected user is a member of the DataEntry (and a member of the GenUser) user group.	The selected user is a member of the DataEntry (and a member of the GenUser) user group. User: usr2	Pass	DW	12-Nov-08

Snapshot from test step #1

Snapshot from TC8_Step1

OFNI4 Daniel.Waterman 1:41:43 PM

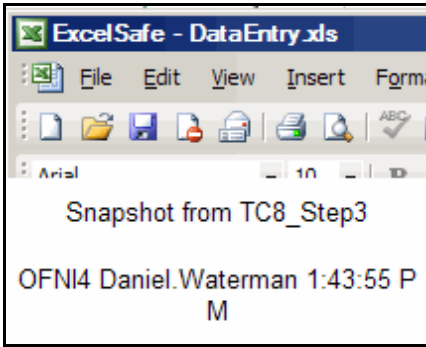| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
2	Login to the spreadsheet as the user selected in the previous step.	The user successfully logs into ExcelSafe.	The user successfully logs into ExcelSafe.	Pass	DW	12-Nov-08
3	Select the spreadsheet. Verify that members of the DataEntry group can create new instances of the Example Validation spreadsheet.	Members of the DataEntry group can create new instances of the Example Validation spreadsheet.	Members of the DataEntry group can create new instances of the Example Validation spreadsheet. (Note: Created instance titled DataEntry)	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #3

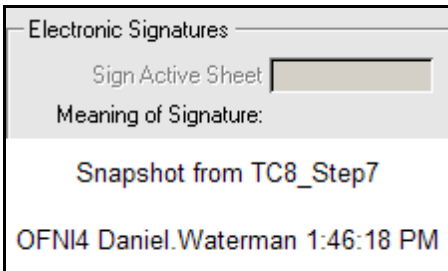| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Members of the DataEntry group can add spreadsheet data.					
4	Add data to the spreadsheet.	The user can add data to the spreadsheet.	The user can add data to the spreadsheet.	Pass	DW	12-Nov-08
	Members of the DataEntry group can edit spreadsheet data.					
5	Edit data within the spreadsheet.	The user can edit data in the spreadsheet.	The user can edit data in the spreadsheet.	Pass	DW	12-Nov-08
	Members of the DataEntry group can delete spreadsheet data.					
6	Delete data from the spreadsheet.	The user can delete data from the spreadsheet.	The user can delete data from the spreadsheet.	Pass	DW	12-Nov-08
	Members of the DataEntry group cannot sign pages within the spreadsheet.					
7	Navigate to the Active Sheets Utility screen. Verify that the Sign Active Sheet field is inactive.	The Sign Active Sheet field is inactive. Members of the DataEntry group cannot sign pages within the spreadsheet.	The Sign Active Sheet field is inactive. Members of the DataEntry group cannot sign pages within the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #7

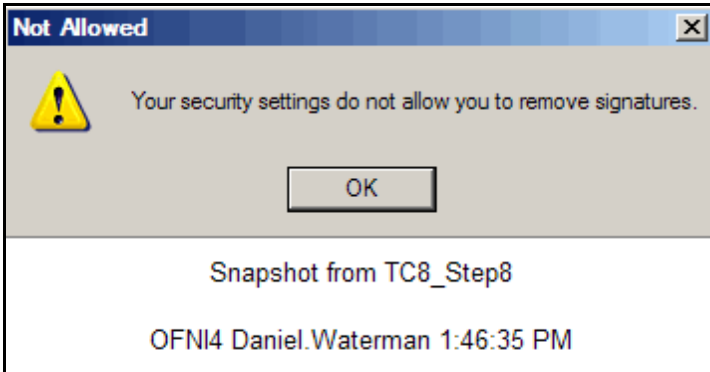| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Members of the DataEntry group cannot remove electronic signatures from the spreadsheet.					
8	Navigate to a spreadsheet with a previously applied electronic signature. Click Remove Electronic Signatures.	A message box appears informing the user that the security settings does not allow the user to remove an electronic signature. Members of the DataEntry group cannot remove electronic signatures from the spreadsheet.	A message box appears informing the user that the security settings does not allow the user to remove an electronic signature. Members of the DataEntry group cannot remove electronic signatures from the spreadsheet.	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #8

Not Allowed

⚠ Your security settings do not allow you to remove signatures.

[OK]

Snapshot from TC8_Step8

OFNI4 Daniel.Waterman 1:46:35 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
9	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	All deviations have been documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

Section # **Test Case #** **Title**

8.8. 9 Test Case: Managers

Purpose

To demonstrate proper functionality of the Managers security group in the Example Validation spreadsheet.
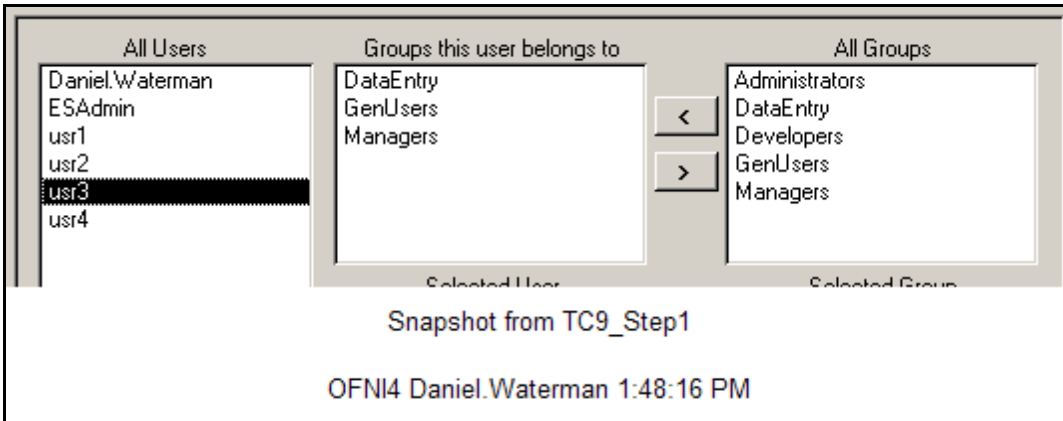
Acceptance Criteria

Members of the Managers group:
Can open the spreadsheet.
Can add spreadsheet data.
Can edit spreadsheet data.
Can delete spreadsheet data.
Can sign pages within the spreadsheet.
Cannot remove electronic signatures from the spreadsheet.
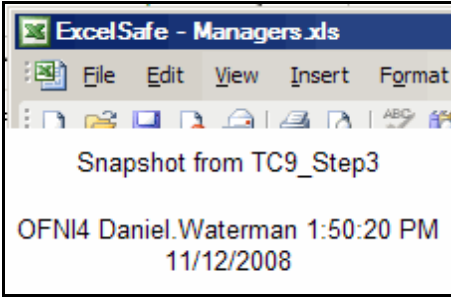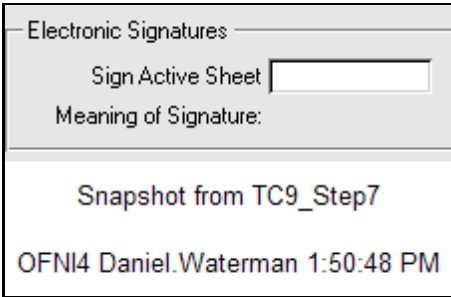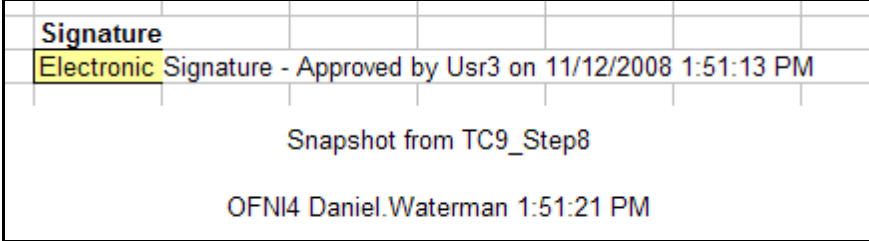
Test Case: 9. Test Case: Managers

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
Members of the Managers group can open the spreadsheet.						
1	Open ExcelSafe as an Administrative user. Open the User Administration screen. Select a user who is a member of the Managers (and a member of the DataEntry and GenUser) user group.	The selected user is a member of the Managers (and a member of the DataEntry and GenUser) user group.	The selected user is a member of the Managers (and a member of the DataEntry and GenUser) user group. User: usr3	Pass	DW	12-Nov-08

Snapshot from test step #1

Snapshot from TC9_Step1

OFNI4 Daniel.Waterman 1:48:16 PM

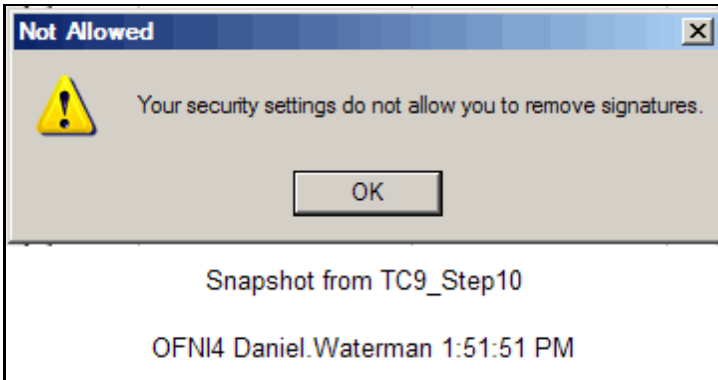| Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
2	Login to the spreadsheet as the user selected in the previous step.	The user successfully logs into the database.	The user successfully logs into the database.	Pass	DW	12-Nov-08
3	Select the spreadsheet. Verify that members of the Managers group can create new instances of the Example Validation spreadsheet.	Members of the Managers group can create new instances of the Example Validation spreadsheet.	Members of the Managers group can create new instances of the Example Validation spreadsheet. (Note: Created instance titled Managers)	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date

Snapshot from test step #3

Members of the Managers group can add spreadsheet data.					
4	Add data to the spreadsheet.	The user can add data to the spreadsheet.	The user can add data to the spreadsheet.	Pass	DW	12-Nov-08
	Members of the Managers group can edit spreadsheet data.					
5	Edit data within the spreadsheet.	The user can edit data in the spreadsheet.	The user can edit data in the spreadsheet.	Pass	DW	12-Nov-08
	Members of the Managers group can delete spreadsheet data.					
6	Delete data from the spreadsheet.	The user can delete data from the spreadsheet.	The user can delete data from the spreadsheet.	Pass	DW	12-Nov-08
	Members of the Managers group can sign pages within the spreadsheet.					
7	Select an appropriate sheet to apply an electronic signature. Navigate to the Active Sheets Utility screen.	The Sign Active Sheet field is active.	The Sign Active Sheet field is active.	Pass	DW	12-Nov-08

Snapshot from test step #7

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
8	Select an appropriate cell to apply the electronic signature. Enter the user password to apply the electronic signature.	The Electronic Signature is applied to the spreadsheet.	The Electronic Signature is applied to the spreadsheet.	Pass	DW	12-Nov-08

Snapshot from test step #8

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
9	Verify that the spreadsheet with the applied electronic signature cannot be edited.	The spreadsheet with the applied electronic signature cannot be edited. Members of the Managers group can sign pages within spreadsheets.	The spreadsheet with the applied electronic signature cannot be edited. Members of the Managers group can sign pages within spreadsheets.	Pass	DW	12-Nov-08
	Members of the Managers group cannot remove electronic signatures from the spreadsheet.					
10	Navigate to a spreadsheet with a previously applied electronic signature. Click Remove Electronic Signatures.	A message box appears informing the user that the security settings does not allow the user to remove an	A message box appears informing the user that the security settings does not allow the user to remove an	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
		electronic signature. Members of the Managers group cannot remove electronic signatures from the spreadsheet.	electronic signature. Members of the Managers group cannot remove electronic signatures from the spreadsheet.			

Snapshot from test step #10

Not Allowed ✕

⚠ Your security settings do not allow you to remove signatures.

OK

Snapshot from TC9_Step10

OFNI4 Daniel.Waterman 1:51:51 PM

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
11	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	All deviations have been documented.	No Deviations exist.	Pass	DW	12-Nov-08

Qualification Type: OQ

Section #   **Test Case #** **Title**

8.9.   10   Test Case: Administrators

Purpose

To demonstrate proper functionality of the Administrators security group in the Example Validation spreadsheet.
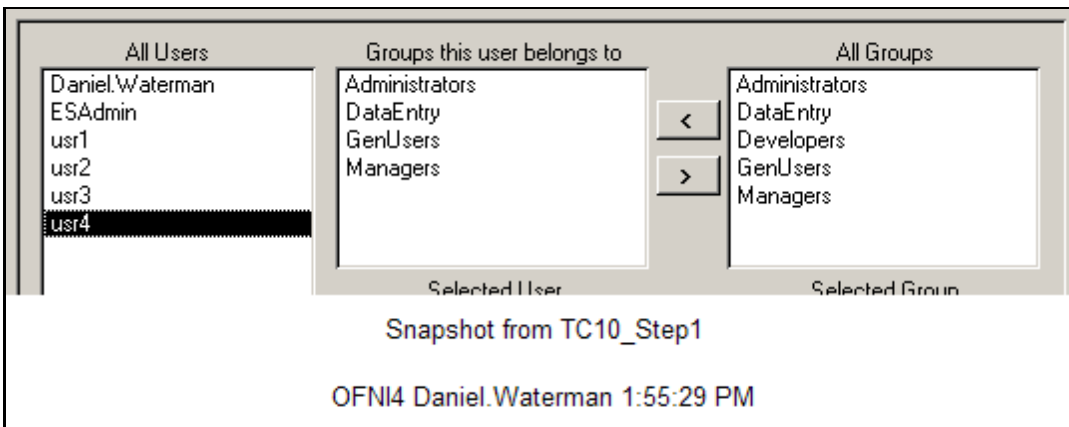
Acceptance Criteria

Members of the Administrators group:
Can open the spreadsheet.
Can add spreadsheet data.
Can edit spreadsheet data.
Can delete spreadsheet data.
Can sign pages within the spreadsheet.
Can remove electronic signatures from the spreadsheet.
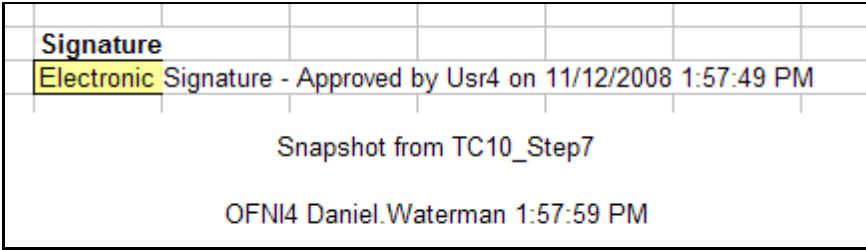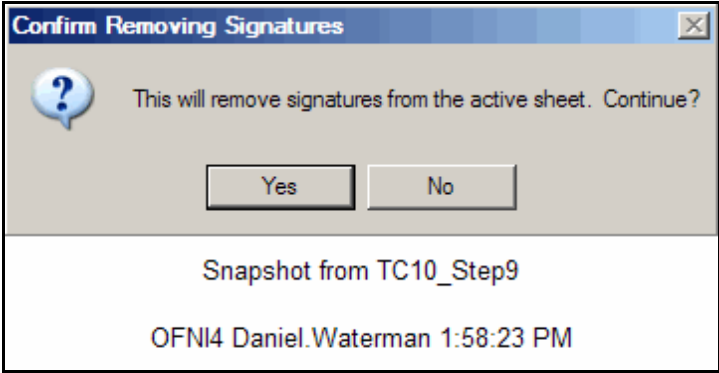
Test Case: 10. Test Case: Administrators

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
— Members of the Administrators group can open the spreadsheet.						
1	Open ExcelSafe as an Administrative user. Open the User Administration screen. Select a user who is a member of the Administrators (and a member of the Managers, DataEntry and GenUser) user group.	The selected user is a member of the Administrators (and a member of the Managers, DataEntry and GenUser) user group.	The selected user is a member of the Administrators (and a member of the Managers, DataEntry and GenUser) user group. User: usr4	Pass	DW	12-Nov-08

Snapshot from test step #1

Snapshot from TC10_Step1

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Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
2	Log into ExcelSafe as the user selected in the previous step. Open the Example Validation spreadsheet.	The user successfully logs into ExcelSafe. The Example Validation spreadsheet opens without error.	The user successfully logs into ExcelSafe. The Example Validation spreadsheet opens without error.	Pass	DW	12-Nov-08
Members of the Administrators group can add spreadsheet data.						
3	Add data to the spreadsheet.	The user can add data to the spreadsheet.	The user can add data to the spreadsheet.	Pass	DW	12-Nov-08
Members of the Administrators group can edit spreadsheet data.						
4	Edit data within the spreadsheet.	The user can edit data in the spreadsheet.	The user can edit data in the spreadsheet.	Pass	DW	12-Nov-08
Members of the Administrators group can delete spreadsheet data.						
5	Delete data from the spreadsheet.	The user can delete data from the spreadsheet.	The user can delete data from the spreadsheet.	Pass	DW	12-Nov-08
Members of the Administrators group can sign pages within the spreadsheet.						
6	Select an appropriate sheet to apply an electronic signature. Navigate to the Active Sheets Utility screen.	The Sign Active Sheet field is active.	The Sign Active Sheet field is active.	Pass	DW	12-Nov-08
7	Select an appropriate cell to apply the electronic signature.	The Electronic Signature is	The Electronic Signature is	Pass	DW	12-Nov-08

Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
	Enter the user password to apply the electronic signature.	applied to the spreadsheet.	applied to the spreadsheet.			

Snapshot from test step #7

Signature
Electronic Signature - Approved by Usr4 on 11/12/2008 1:57:49 PM

Snapshot from TC10_Step7

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Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
8	Verify that the spreadsheet with the applied electronic signature cannot be edited.	The spreadsheet with the applied electronic signature cannot be edited. Members of the Administrators group can sign pages within spreadsheets.	The spreadsheet with the applied electronic signature cannot be edited. Members of the Administrators group can sign pages within spreadsheets.	Pass	DW	12-Nov-08
Members of the Administrators group can remove electronic signatures from the spreadsheet.						
9	Navigate to a spreadsheet with a previously applied electronic signature. Click Remove Electronic Signatures.	A message box appears requesting confirmation to remove the electronic signature.	A message box appears requesting confirmation to remove the electronic signature.	Pass	DW	12-Nov-08

Snapshot from test step #9

Confirm Removing Signatures

This will remove signatures from the active sheet. Continue?

Yes   No

Snapshot from TC10_Step9

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Step #	Procedure	Expected Result	Actual Result	P / F	Init.	Date
10	Click Yes. Enter a reason to remove the electronic signature.	All electronic signatures are removed from the spreadsheet.	All electronic signatures are removed from the spreadsheet.	Pass	DW	12-Nov-08
11	Verify that the spreadsheet with the removed electronic signature can be edited.	The spreadsheet with the removed electronic signature can be edited.	The spreadsheet with the removed electronic signature can be edited.	Pass	DW	12-Nov-08
12	Make sure all deviations are documented, including any screen shots of failed test steps or error messages.	All deviations have been documented.	No Deviations exist.	Pass	DW	12-Nov-08