

General User check-list for a new DSpace site

Test Case / Confidence check written by Massey University

Requirements: This test requires a DSpace administrator signon and 2 email addresses

| No | Item | Steps | TOK (Y/N) | Comment/Results |
|----|--|---|-----------|---|
| 1 | Main page displays | Enter the URL in the default browser | Y | Postgres and TOMCAT working, DSN accessible, firewall functioning correctly |
| 2 | Check Header, trailer, index, layout for colour, titles, hovering | | Y | Customisable features are in jsp/local/layout/*.jsp are correct and styles.css is correct |
| 3 | Advanced Search and Subject Search features are working from main menu | Select "Advanced Search" and "Subject Search" features from main menu | Y | Controlled vocabulary is correctly installed |
| 4 | Select RSS feed to get XML displayed for adding to browser | | Y | XML displayed and? |
| 5 | Inspect text displayed, greetings, sidebar | | Y | All text configurable by the DSpace Administrator |
| 6 | Logon to DSpace Administrator /dspace-admin | | Y | Refer to the DSpace administrators check list as per the document |

| | | | | “Check list for DSpace administrators” |
|---|---|---|---|--|
| 7 | Check main menu items | Select: <ul style="list-style-type: none"> • Communities and Collections (drill down to a collection) • Titles • Authors • Subjects • By Date | Y | Pages can be displayed and display contents in correct order. Titles are displayed in ascending alphabetical order, similarly for Authors and Subjects, “by Date” is in ascending date order |
| 8 | Subscribe to a collection | 1/ Signon as the test user from the navbar 2/ Select an arbitrary collection and subscribe to it 3/ then check your subscriptions by clicking on “See Subscriptions?” 4/ Subscribe to Multiple collections | Y | Can Subscribe to a collection(s) |
| 9 | “My Dspace” Still signed on, from the nav | | Y | Can create a new collection |

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| | bar, select “My Dspace” and check that you start a new collection, and you have the option as to what collection you can submit too, enter the minimal data to create a new collection and the completion of the creation, check “your subscription” | | | and it is checked. |
| 10 | Edit Profile | Still signed on, select “Edit Profile” and update a detail for the Test user. | Y | Can view and edit users details |
| 11 | Help facility | <p>1/ From the navbar, select the “Help”</p> <p>2 check the contents for customisations, in this case DSpace changed to MUIR.</p> <p>3/ Check the end of the help facility has links back to DSPace, in this case “Contents, Browse, Search, ...subscribe to Email alerts</p> <p>4/Verify all links function and update the “Policies for Bundle Text”, bitstream #, Policies for Bundle ORIGINAL, bitstream #</p> | Y | Help displays and is customised |
| 12 | Timeouts | After waiting 30 minutes, you will be prompted to re- | Y | Time value set |

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| | | enter your password (default) | | |
| 13 | Feedback | From the navbar, select Feedback and send email to yourself as administrator | Y | Feedback emails correctly and format of email is correct with contact details, name, and phone number |
| 14 | Logout | Logout as test user | Y | Can logout |
| 15 | As an anonymous user select all items from the navbar | Select from the navbar 1/ Communities and collections 2/ Titles 3/ Authors 4/ Subjects 5/ By date | Y | Check can access and display the data in the correct order, ascending for alphabetic and descending for date |
| 16 | Repeat test 15 but as a signed in user "Test" | | Y | No problems with authorisation |
| 17 | Metadata displayed correctly | As an anonymous user, select the test item added earlier and check the metadata items added | Y | Meta data stored |
| 18 | Recommendation | 1/ Logon as the test user 2/ Select any collection | Y | Recommendation function works |

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| | | <p>3/ Select the “Recommendation” link and fill in the details</p> <p>4/ Send the email to another email address</p> <p>5/ check the recommendation was received</p> | | |
| 19 | New Submission | <p>1/ logon as the test user</p> <p>2/ select “My DSpace” from the navbar</p> <p>3/ Click on ‘Start a new submission’</p> <p>4/ Select the “Collection” to be used (Journals)</p> <p>5/ do steps Describe, Upload, Verify, License and Complete”</p> <p>6/ Check email has arrived confirming acceptance and can view item. [Refer to the next step to accept the item]</p> | Y | Submission process works |
| 20 | Workflow | In dspace-admin, set yourself up as the supervisor for the collection “Test”. | Y | Check that a submitted item can be verified, accepted and made available for public viewing and that the |

submitter will receive the notification email

1/ Select “communities and collections”,
select the “Test” collection under the “Test” community
Select the “Edit” button.
2/ add yourself in the by selecting the Create button, in the
“Accept/Reject” step,
“Accept/Reject/Edit metadata” step,
“Edit Metadata” step,
“Collection Administrator”
3/ As the user “Test”, submit the journal/Article/these whatever
4 /check that you as the supervisor has received notification of the submitted item
5/ Check that the item shows up on the “Workflow” in the /dspace-admin navbar

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| | | <p>6/ and review and accept the item (twice)</p> <p>7/ Check that the “Test” user receives notification that the item has being accepted.</p> <p>8/ As an anonymous user, look under the navbar item “Authors” that the new item is now listed, that under “Title” is now listed and that you can drill down via the “Collections and Communities” navbar selection</p> | | |
| 21 | Harvester is running | <p>In the browser type</p> <p>http://rubricdev1.massey.ac.nz/dspace-oai/request?verb=Identify</p> <p>It will return a self description of the site, rubricdev1 in this case</p> | Y | Check that OAI-PMH is running |



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DSpace General User test produced September 2007



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