

Administrator 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	Logon to DSpace Administrator /dspace-admin	In the default browser, enter the URL/dspace-admin	Y	Prompted to logon Logon correct (otherwise run dspace/bin/create-administrator to add a new administrator)
2	Navbar displayed correctly		Y	Communities/collections, E-people, Groups, Items, Metatdata Registry, Bistream Format Registry, Workflow, Authorisation, Edit news, Edit default License, Supervisors, Statistics, Researcher, Help, Log out
3	Select Communities and collections and create "Test" collection, a collection and sub-community,	Follow prompts	Y	Creation of a new Community, sub-community and collection
4	Add an eperson	1/ using a spare email address, apply to join	Y	Adding new people to DSpace

		<p>DSpace, check the log entry created, and receipt of the email with password</p> <p>2/ check the email sent</p> <p>3/ Use the URL and supply user details to DSpace to register</p> <p>4/ logon with new details</p> <p>5/ From dspace-admin, select E-people, that the new person is added</p>		<p>(bug: 8080 being appended to URL)</p>
5	Add to a Group	<p>1/ Select Groups from the menu</p> <p>2/ Select a new collection "Test" and add the new user to it as a submitter.</p> <p>3/ logon as the new user and submit a paper/journal to the new group [refer to checklist for a new "DSpace site general user.doc" item #19 for details]</p> <p>4/ check you receive the</p>	Y	<p>Updating an existing Group</p> <p>Can submit a paper/journal</p> <p>Do receive the email notification</p> <p>[check the meta data input process too]</p>

		email confirming acceptance of the submission		
6	Create a new Group	1/ Create a new Group called test 2/ add the new user to the new group	Y	Creation of a new Group
7	Items test	From the navbar select Items and check the find function 1/ Handle select /200 2/ Select a field, say Title and make a change, select update. 3/ Change it back	Y	Check the find function with the item displayed and can be edited Note: from the filter-media, check if that a .txt file has been created in the Primary Bitstream at the bottom of the page
8	Repeat for an Internal ID:		N	
9	Metadata Registry	From the navbar select Metadata Registry	Y	Check the Metadata Registry NOTE: Not checking the functionality of this as in a production environment this is seldom altered. (ie: you have time to check it out)
10	Workflow	From the navbar select	Y	Check it displays OK, no

		Workflow		http://www.rubric.edu.au/ entries in this case
11	Authorisation	<p>From the navbar select Authorization</p> <p>1/ select “Manage a communities Policies”</p> <p>2/ Select the “Test” community added previously</p> <p>3/ Select Add new Policy</p> <p>4/ Select from the Group, the new “Test Group” and give them WRITE access and SAVE.</p> <p>5/ repeat for a “Collection”</p> <p>6/ Repeat for an item, use 123456789/200 in this case and update the “Polices for Bundle Text”, bitstream #, Polices for Bundle ORIGINAL, bitstream #</p>	Y	<p>Can save a new Policy to the Community, Collection, item.</p> <p>NOTE: not testing “Advanced Policy Manager” –</p>
12	News Editor	1/ update the “Top News” and “Sidebar News”	Y	News functions
13	Edit Default License	From the navbar, select the	Y	Check the correct license is

		“Default License Editor” and update		
14	Adding Supervision Orders	<p>From the navbar, select ‘Administer Supervision Orders.</p> <p>1/ Add a Supervision order</p> <p>Add the “Test Group” as an Editor and Submit supervision order</p> <p>2/ view a current Supervision Order</p> <p>3/ Clean supervision Order Database</p>	Y	<p>Supervision Order function</p> <p>[if no Workspace to be Supervised is selected DSpace abends and sends an error message to the DSpace administrator]</p>
15	Statistics	<p>1/ ensure the batch jobs have run, from Dspace/bin.</p> <p>Stat initial, stat-general, stat-report-general, stat-report-monthly</p> <p>2/ From the navbar, select Statistics and check the results</p>	Y	<p>Check display of statistics page, the title, and totals displayed (If this is all new, all totals will probably be zero), check the linkages in the page</p>
16	Help facility	<p>Select Help from the navbar and look for correct editing, check the title and last entry</p>	Y	<p>Help exists and usable</p>

		(Edit Default Licence)		
17	Clean up the site	<p>After the “test” user has submitted an item and all those steps have being checked off,</p> <p>1/ remove the “test” user</p> <p>2/ remove the “test” collection</p> <p>3/ remove the “test sub collection”</p> <p>4/ remove the “Test” community</p>		

DSpace Administrator test produced September 2007



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