Office for National Statistics

***Library and Records Management BDB on FA1APP003***

Public

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Title: EDRMS Test Plan 1

Categorisation
Records Management\ERMS / BDB
Refresh\40 Testing

Originator: ████████████ on 24/03/2015
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Link to test EDRMS - 📦

Things to be aware of at this stage - there are **NO** categories! For that reason, it's worth starting your documents titles with your name so that you know which ones are yours.

Use the New button on the toolbar to select either a new document or response and you'll get a very basic form pop up. Put something in the subject (starting with your name, remember) and then try and do a couple of things:

Save it.

Don't save it.

Declare it once it's been saved (using the EDRMS button on the toolbar)

Undeclare something that you've previously declared.

Try re-declaring something you undeclared.

Try declaring something that's already declared.

If you get any error messages while you're doing these things, let's capture them as we go along.

Similarly if you see something that's a bit odd - an error message that doesn't make sense or is misspelt - let's log it when we find it.

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