**Validation Details**

This validation test covers adding a controlled document link to a competency quiz within iPassport.

**Changes between iPassport versions:**

Current version: v3.3.4

Previous version: v3.2.1

Changes to this are of iPassport: No changes to the underlying process between above versions. The document text has been changed with the changes listed at the end of the document.

**Pre-requisites:**

Administration access is NOT required for this test, there are no permissions associated with it. But access to the **Competency** main menu is required as well as **Test Template**.

This process edits an existing **Test Template**; therefore please ensure you have an unpublished **Test Template**. The test template should have the other components completed and ready to publish.

You need to have an authorised controlled document available for use.

It is recommended that you check the automatic log out time for the account (this can be obtained from iPassport support) before commencing validation as some steps may require you are you to be logged in for longer than the 15 minutes’ default period.

This procedure should be performed within a test or training account so that unwanted records are not stored within a live account.

There are repetitions in this validation document; these are necessary as there are multiple pathways that can be used to record and obtain information.

All names such as menu items and sub-menu items will be displayed in bold, for example **Noticeboard.**

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | Log into iPassport. | - - - - - - |  |  |  |
| Menu | Hover over the **Competency** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Test Templates** sub-menu | The **Test Templates** item should be highlighted |  |  |  |
|  | Click the **Test Templates** item | The **List Templates** tab (for test templates) should be displayed |  |  |  |
|  | Open your test template | The test template should open |  |  |  |
|  | Click the **Reference Documents** option under **Advanced Settings** | The reference documents area should expand and you should see the **Add link to document** button |  |  |  |
|  | Click the **Add link to document** button | A controlled document search lightbox should open |  |  |  |
|  | Search for your controlled document | The document should be listed |  |  |  |
|  | Select the document | The lightbox should close and a referenced document should be visible |  |  |  |
|  | Publish the test (You shall need to add **Pass Score**) | - - - - - - |  |  |  |
|  | Assign the test to yourself, close the test assignment confirmation field | - - - - - - |  |  |  |
|  | Hover over the **Competency** main menu item | The sub-menu should be visible |  |  |  |
|  | Click the **Tests** item | The **List Test** tab should be displayed |  |  |  |
|  | Click your test | Your test should open |  |  |  |
|  | Check the **Reference Documents** link at the top of the test | The document details should be displayed (this may take some time on the validation system) |  |  |  |
|  | Click the link | The document should be displayed |  |  |  |
|  | Click the x option in the top right | The document should be closed and you returned back to the test |  |  |  |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 25th August 2017 | Document created |
| v1.1 | 9th March 2018 | 1 - Added the Reference Documents expansion item  2 - Added Pass Score text  3 - Added close assignment notification message |