**Validation Details**

This validation test covers adding an image 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 have been made to the process between the above versions, there are some changes to the document listed at the back 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This process edits an existing **Test Template**; therefore please ensure you have an unpublished **Test Template**.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 multiple images available to upload.

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 **Add Question** button | A new question should be opened |  |  |  |
|  | Check the question | Should be defaulted to the **Question Type** of **Checkbox**. There should be a **You can upload images here** area. |  |  |  |
|  | Click the **You can upload images here** area. | A select/ browse item should open and allow you to choose an image to upload |  |  |  |
|  | Select your image and load (double click item or select and load) | The image should be loaded to the area. |  |  |  |
|  | Open your computer browser/ folder where the images are stored | - - - - - -  |  |  |  |
|  | Drag the image file to the image area in the question. | The file should be added |  |  |  |
|  | Click the main question area | The cursor should be visible in the text area |  |  |  |
|  | Enter your question text | The text should be visible |  |  |  |
|  | Click **Save Question** | The question should be added with the two images. |  |  |  |
|  | Enter an answer in the **Answer Text** area | The text should be visible |  |  |  |
|  | Click **Add Answer** | The answer should be added |  |  |  |
|  | Enter another answer and mark as correct | - - - - - -  |  |  |  |
|  | Click **Add Answer** | The answer should be added |  |  |  |
|  | Click **Finish** | The question and answers should be added to the test template |  |  |  |
|  | Publish the test template (you need to complete a Pass Score) | - - - - - -  |  |  |  |
|  | Assign the test to yourself | - - - - - -  |  |  |  |
|  | Hover over the **Competency** menu item | The sub-menu should appear |  |  |  |
|  | Click the **Test** item | The **List Tests** page should load |  |  |  |
|  | Click the **Take Test** button for your test | The test should be displayed |  |  |  |
|  | Check the question with the image | There should be two images visible |  |  |  |
|  | Click one of the images | The image should be magnified |  |  |  |
|  | Click the left or right arrow (this depends which image you click first) | The next image should load |  |  |  |
|  | Click the x option in the top right | You should be returned to the quiz. |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 25th August 2017 | Document created |
| v1.1 | 1st September 2017 | Added “Enter your question text” |
| v1.2 | 9th March 2018 | 1 - Added Default question type of checkbox to add question area2 – Added complete Pass Score |