**Validation Details**

This validation test covers limiting visibility of personal information in Contacts within iPassport.

**Changes between iPassport versions:**

Current version: v3.5.1

Previous version: v3.4.1

Changes to this area of iPassport: This document has been updated to reflect current user interface.

**Pre-requisites:**

Administration access IS required for this test. Access to the **Personnel Management** main menu is also required.

This process edits an existing **staff profile**; to complete the validation test you need to have multiple user accounts to ensure that the restriction is correctly in place.

IMPORTANT General Data Protection Regulation UPDATE (v3.5.1):

Your primary user must have the role, *Administration Editor* in the OU of the secondary user to be able to view their personal details when they allow it. The secondary user can have basic viewer access to the system.

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 to be logged in for longer than the 15 minutes’ default period.

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 (as the secondary user) | - - - - - - |  |  |  |
| Sidebar | Click **My Profile** on the left Sidebar | The page should refresh to display The User Details tab |  |  |  |
|  | Click **View My Staff Profile** | Your Staff Profile should open |  |  |  |
|  | Check the information message in the middle of the screen | You should see “You have control over who can view certain personal information stored about you in iPassport…” |  |  |  |
|  | Check under the information message | There should be a field called **Restrict visibility of these fields to** field |  |  |  |
|  | Click the pencil edit icon for the**Restrict visibility of these fields to** field | The field should expand |  |  |  |
|  | Check the items in the drop down | There should be four items |  |  |  |
|  | Select the **Only you** option | The **Only you** option should be displayed in the field |  |  |  |
|  | Click the **Save** button | **Only you** should be displayed |  |  |  |
|  | Click the Logout button | You should be logged out |  |  |  |
|  | Login in as your primary user | - - - - - - |  |  |  |
|  | Hover over the **Laboratory Management** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Contacts** sub-menu | The **Contacts** item should be highlighted |  |  |  |
|  | Click the **Contacts** item | The Search **Contacts** tab should be displayed |  |  |  |
|  | Start to type the name of your secondary user in the **Search** field | iPassport should start to filter down the results and show you your secondary user (depends on how many characters you entered) |  |  |  |
|  | Click the magnifying glass in the **Actions** column or anywhere in the row of your secondary user | You should be taken to the **General** tab of the staff record for your secondary user |  |  |  |
|  | Check the notice | It should read **Visibility of some of this Contact's**  **details has been restricted by the staff member. There are additional fields for this record that you cannot view**. |  |  |  |
|  | Click **Logout** | You should be logged out |  |  |  |
|  | Login as your secondary user | You should be logged in |  |  |  |
| (Staff) Profile | Click **My Profile** on the left Sidebar | The **Profile** should load on the **User Details** tab |  |  |  |
|  | Click the **View My Staff Profile** link | The **Staff Profile** should load on the **General** tab |  |  |  |
|  | Click the pencil edit icon for the **Restrict visibility of these fields to** field | The field should open |  |  |  |
|  | Select **Site Administrators and Key users in my OU** | The text should be visible |  |  |  |
|  | Click **Save** | The field should close and the **Site Administrators and Key users in my OU** option should be displayed |  |  |  |
|  | Click **Logout** | You should be logged out |  |  |  |
|  | Login as the primary user | - - - - - - |  |  |  |
| Contacts | Hover over the **Laboratory Management** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Contacts** sub-menu | The **Contacts** item should be highlighted |  |  |  |
|  | Click the **Contacts** item | The Search **Contacts** tab should be displayed |  |  |  |
|  | Start to type the name of your secondary user in the **Search** field | iPassport should start to filter down the results and show you your secondary user (depends on how many characters you entered) |  |  |  |
|  | Click the magnifying glass in the **Actions** column for your secondary user | You should be taken to the **General** tab of the staff record for your secondary user |  |  |  |
|  | Check the staff profile | The **Address Information** (amongst other items) should now be visible |  |  |  |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 22th Oct 2018 | Document created |
| V1.1 | 24th Feb 2020 | Document updated to reflect v3.5.1 |