**Validation Details**

This validation test covers the Document Importer feature in iPassport, designed to allow importing more than one document at a time.

**Changes between iPassport versions:**

Current version: v3.6.0

Previous version: v3.5.0

Changes to this area of iPassport:

N/A – New (document)

**Pre-requisites:**

The user must have ‘create’ and ‘authorise’ permissions for the type of documents to import (e.g., ‘*SOPs:Create SOPs’* and ‘*SOPs:Authorise SOPs’*). These permissions must be available in at least one OU (we’ll call OU “A”) and not available in at least another OU (we’ll call OU “B”).

*Note: in the iPassport Validation account, members of the ‘Validation’ user group already have the permissions required.*

This process describes how to manage the Document Importer feature. Three documents and one attachment are required for the exercise. Please refer to the user guide, *Document Importer* for description, explanations and illustrations of this area.

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

PLEASE NOTE: The validation account does not currently have the ability to convert Word (.docx) files to PDF format as all other accounts do. To be able to preview documents on screen, only upload PDF files as the source document in the validation account.

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

This test starts from within iPassport, signed in as a user with the permissions described above.

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Menu | Hover over the **Laboratory Records** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Controlled Documents** sub-menu | The **Controlled Documents** item should be highlighted |  |  |  |
|  | Click the **Controlled Documents** item | The **Controlled Documents** area should open to the **Search** tab |  |  |  |
|  | Click the **Import Documents** tab | The **Import Documents** screen should be displayed. |  |  |  |
| Upload | Click inside the uploading dotted area, marked, “*Click here or drag documents to this space to upload*” | A browser ‘*search and select*’ window should appear |  |  |  |
|  | Find and select the three documents to import, then click **Open** (some browsers use a different word) | The selected documents should appear in the upload area as icons and listed below in the staging area |  |  |  |
|  | Check the **Status** column in the staging area for the 3 documents added | A warning triangle (⚠︎) should be displayed for all 3 |  |  |  |
| Staging Area | Hover over one of the warning triangles | A message should appear saying, “*The following fields have errors: OU is not set, Doc Type is not set*” |  |  |  |
|  | Tick the checkbox in the left column, in the header section of the staging area | All checkboxes in the column below should appear ticked |  |  |  |
|  | Check the header section of the staging area | It should expand to display a message of how many documents were selected and the buttons, **Update Multiple Documents, Delete** and **Import** should appear on the right |  |  |  |
| Multiple Selection | Un-tick the checkbox in the left column, in the header section of the staging area | All checkboxes in the column below should appear blank and the buttons should disappear |  |  |  |
|  | Individually tick the checkboxes in the left column of the 3 documents loaded | The 3 uploaded documents should have their checkboxes ticked and any other documents in the staging area should have them blank |  |  |  |
| Update Multiple Documents | Click the **Update Multiple Documents** button | A lightbox (pop-up window) should appear with blank fields to update the **OU, Document Type, Category** and **Section**, showing the number of documents that will be affected |  |  |  |
| Set OU in bulk | Click in the field under **OU** | A dropdown menu of all OUs should appear |  |  |  |
|  | Select OU “A” (see pre-requisites above) by clicking it | The field under **OU** should display the selected OU |  |  |  |
| Set Doc Type in bulk | Click in the field under **Document Type** | A dropdown menu of all document types should appear |  |  |  |
|  | Select *Document* by clicking it | The field under **Document Type** should display, “*Document*” |  |  |  |
| Set Category in bulk | Click in the field under **Category** | A dropdown menu of all categories should appear |  |  |  |
|  | Select any category deemed appropriate from the dropdown list (skip if none are available) | The field under **Category** should display the selected category (if one was selected) |  |  |  |
| Set Section in bulk | Click in the field under **Section** | The cursor should blink in the blank field and sections should appear listed below it |  |  |  |
|  | Click on one of the sections listed | The section should be displayed in the field with an “x” to its right (to remove it if required) |  |  |  |
|  | Click on another section listed below | Two sections should be displayed in the field |  |  |  |
|  | Click **Update** | The screen should return to the **Import Documents** tab |  |  |  |
|  | Check the column, **OU** in the staging area | The 3 documents should have the same OU (A) listed |  |  |  |
|  | Check the column, **Doc Type** in the staging area | The 3 documents should have the type, *Document* listed |  |  |  |
|  | Check the column, **Status** in the staging area | The 3 documents should have a ‘thumbs up’ (👍) icon, indicating they are ready for importing |  |  |  |
| Set parameters on individual docs | Click the row of one of the 3 new documents | A lightbox should appear, stating the title of the document and with fields below to adjust parameters |  |  |  |
|  | Click in the field under **OU** | A dropdown menu of all OUs should appear |  |  |  |
|  | Change your selection from OU, “A” to OU “B” (see pre-requisites above) | The field under **OU** should display the selected OU (B) |  |  |  |
|  | Click **Save** | The screen should return to the **Import Documents** tab |  |  |  |
| Import to wrong OU | Tick the checkbox in the left column of the document with OU, “B” | Only this document should have its checkbox ticked |  |  |  |
|  | Click the **Import** button | A lightbox should appear saying the record could not be imported with reasons: (*You do not have permission to Create or Authorise documents in this OU*) |  |  |  |
|  | Click **Close** | The screen should return to the **Import Documents** tab |  |  |  |
|  | Click in the row of the document with OU, “B” | A lightbox should appear, stating the title of the document and with fields below to adjust parameters |  |  |  |
|  | Click in the field under **OU** | A dropdown menu of all OUs should appear |  |  |  |
|  | Change your selection from OU, “B” to OU “A” | The field under **OU** should display the selected OU (A) |  |  |  |
| Set as Authorised | Click in the field under **Controlled Document State** | A dropdown menu with the options, *Draft* and *Authorised* should appear |  |  |  |
|  | Select *Authorised* | The word, “*Authorised”* should display in the text box and 3 additional fields should appear below |  |  |  |
|  | Click **Save** | The screen should return to the **Import Documents** tab |  |  |  |
|  | Check the column, **Status** in the staging area | The ‘thumbs up’ (👍) icon should have been replaced with a warning triangle (⚠︎) for the document set as authorised |  |  |  |
|  | Hover over the warning triangle | A message should appear saying, “*Authoriser(s) are not set*” |  |  |  |
| Set Authoriser | Click in the row of the authorised document | A lightbox should appear, stating the title of the document and with fields below to adjust parameters |  |  |  |
|  | Select an authoriser under **Document Authoriser(s)** by typing their name (even partially) in the *Filter* field | The list below should filter down to the intended name as you type |  |  |  |
|  | Click the name of the authoriser | The authoriser’s name should appear in the text field with an “X” next to it |  |  |  |
|  | Click **Save** | The screen should return to the **Import Documents** tab |  |  |  |
| Add Attachment | Click in the row of another of the documents uploaded | A lightbox should appear, stating the title of the document and with fields below to adjust parameters |  |  |  |
|  | Scroll down to the **Attachments** area and click inside the uploading dotted area, marked, “*Click here or drag attachments to this space*” | A browser ‘*search and select*’ window should appear |  |  |  |
|  | Find and select the attachment to import, then click **Open** (some browsers use a different word) | The selected file should appear listed in the Attachment section |  |  |  |
|  | Confirm the document is still in draft state and click **Save** | The screen should return to the **Import Documents** tab |  |  |  |
|  | Check the number in the attachments column (**Atch**) of the staging area for the document just edited | A number “1” should display to indicate one attachment was added |  |  |  |
|  | Click in the row of the third document uploaded | A lightbox should appear, stating the title of the document and with fields below to adjust parameters |  |  |  |
|  | Click in the field under **Controlled Document State** | A dropdown menu with the options, *Draft* and *Authorised* should appear |  |  |  |
|  | Select *Authorised* | The word, *Authorised* should display in the text box |  |  |  |
|  | Select an author under **Document Author(s)** by typing their name (even partially) in the *Filter* field | The list below should filter down to the intended name as you type |  |  |  |
|  | Click the name of the author | The author’s name should appear in the text field with an “X” next to it |  |  |  |
|  | Select an owner under **Document Owner(s)** by typing their name (even partially) in the *Filter* field | The list below should filter down to the intended name as you type |  |  |  |
|  | Click the name of the owner | The owner’s name should appear in the text field with an “X” next to it |  |  |  |
|  | Select an authoriser under **Document Authoriser(s)** by typing their name (even partially) in the *Filter* field | The list below should filter down to the intended name as you type |  |  |  |
|  | Click the name of the authoriser | The authoriser’s name should appear in the text field with an “X” next to it |  |  |  |
|  | Click in the field under **Next Review Date** and select a date in the future from the pop-up calendar | The chosen date should be displayed in the field |  |  |  |
| Set Date Authorised in the past | Click in the field under **Date Authorised** and select a date in the past from the pop-up calendar | The chosen date should be displayed in the field |  |  |  |
| Set Effective Date in the past | Click in the field under **Effective** **Date** and select a date in the past but after the **Date Authorised** from the pop-up calendar | The chosen date should be displayed in the field |  |  |  |
|  | Click **Save** | The screen should return to the **Import Documents** tab |  |  |  |
|  | Check the Status of the 3 documents uploaded | A thumbs-up icon should display for all of them |  |  |  |
| Import in Bulk | Tick the checkbox of the 3 documents just marked as authorised | The 3 documents should have their checkbox ticked and the buttons, **Update Multiple Documents, Delete** and **Import** should appear |  |  |  |
|  | Click **Import** | A message should pop up indicating how many documents were imported. |  |  |  |
|  | Click in the field under the search filter, **Status** | A dropdown menu should display |  |  |  |
|  | Select *Imported* by clicking it | The word, *Imported* should display in the text box and the staging area should refresh to show imported documents (including the 3 just done) |  |  |  |
| §§§ |  |  |  |  |  |
| Import using Metadata CSV | Click inside the uploading dotted area, marked, “*Click here or drag documents to this space to upload*” | A browser ‘*search and select*’ window should appear |  |  |  |
|  | Find and select again the three documents to import, then click **Open** (some browsers use a different word) | The selected documents should appear in the upload area as icons and listed below in the staging area |  |  |  |
|  | Check the **Status** column in the staging area for the 3 documents added | A warning triangle (⚠︎) should be displayed for all 3 |  |  |  |
|  | Click **Import Metadata**, on the right side of the *Import Queue* header area | The **Upload Document Metadata CSV** lightbox should appear |  |  |  |
|  | Click the word, “*Here*” in the message, “*Click* [*Here*](file:////labdoc/controlled_documents/create_import_metadata_csv) *to download a template pre-populated with information from the files in the queue*.” | An export should be generated and the message, “*Export is ready, please click the icon above to download the file.*” should appear when it’s done. |  |  |  |
|  | Click the down-arrow icon to download the CSV | The file should be downloaded locally. |  |  |  |
|  | Click the “X” at the top right of the lightbox to close it | The screen should return to the *Import Documents* tab |  |  |  |
| External spreadsheet manipulation | Find and open the downloaded CSV file. It can be opened in Excel, Numbers or other spreadsheet software. | The CSV should open to show an example row and below that, a row for each document in the staged area |  |  |  |
|  | Delete any rows that don’t correspond to the 3 documents just uploaded (NOTE: It’s not a requirement to remove the example row or blank rows) | Only the header row and rows for the 3 documents to import (again) should be left; empty rows can be ignored |  |  |  |
|  | Under the column, **document title**, change the names of all 3 documents so they don’t match those of the previous upload | Edited names should be in place for all 3 documents; the files can be repeated as long as the *document title* is different |  |  |  |
|  | Add an **OU** and a **Type** under the appropriate columns for each document; use exact spelling for short name of OU and type (e.g., “SOP”) | The spreadsheet’s first 6 columns should be populated; the **index** column should have “*Auto Generate*” and the **state** column should have “*draft*” in every row |  |  |  |
|  | Replace the **state** of the first document from “draft” to “authorised” | The word “authorised” should appear in the corresponding cell; this is case sensitive |  |  |  |
|  | Add the current user’s name under the **authoriser 1** column of the same row, just marked authorised; spell the name as it appears in the user record | The row of the first document should have the user’s name under the column, **authoriser 1** |  |  |  |
|  | Export the spreadsheet to CSV (ideally, Unicode(UTF-8) format) | A new CSV copy of the metadata sheet should become available |  |  |  |
| Uploading Metadata CSV | Back in iPassport, click **Import Metadata** in the header section of the *Import Queue* | The **Upload Document Metadata CSV** lightbox should appear |  |  |  |
|  | Click inside the uploading dotted area, marked, “*Click here or drag in metadata .csv to upload*” | A browser ‘*search and select*’ window should appear |  |  |  |
|  | Find and select the metadata CSV just edited, then click **Open** (some browsers use a different word) | The system should process the data and present a report in the lightbox, stating how many records were successfully edited and how many had errors |  |  |  |
|  | Click **Close** | The screen should return to the *Import Documents* tab |  |  |  |
|  | Click any rows in the Import Queue to inspect the metadata | The metadata for each document should match that of the CSV if no errors were reported |  |  |  |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.2 | 21st Jan 2021 | Document updated to iPassport v3.6.0 |
| v1.1 | 20th Nov 2019 | Document updated to iPassport v3.5.0 |
| v1.0 | 20th Feb 2019 | Document created |