**Validation Details**

This validation test covers the setup of review processes of controlled documents in iPassport.

The test is designed specifically to cover the process of assigning workflows to a new draft document, authorise it and prepare it for periodic reviews.

**Changes between iPassport versions:**

Current version: v3.6.0

Previous version: A review validation test was released with v3.4.0; since then, major changes have been made in the process and this test is the first part of a series of 4 validation tests which cover the lifecycle of a controlled document.

Changes to this area of iPassport: document review workflows were introduced in v3.5.5; publishing workflows were added in v3.6.0; settings which support these features have been added as well. Both review workflows and publishing workflows include an approval step to help streamline the work of directors.

**Pre-requisites:**

Administration access is not required for this test. One user with ‘Global Editor’ permissions is required to access a draft document, adjust its settings and authorise it.

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

*Emails are not delivered from the Validation account to prevent confusion with production account emails.*

The settings option, “Disable verification step for the document reviews” should be selected for this test. To confirm this, go to

**Administration > Settings > Organisational Unit Preferences >** *Select Relevant OU (from dropdown)* **> Document Control >** *Tick checkbox next to* “**Disable verification step for the document reviews**”.

Depending on the location of the account, the document record menu tab, **Reviews**, might be named, **Feedback**; it will be referred to as **Reviews** throughout this exercise.

This process edits an existing **controlled document** in **draft** state (with no previous versions); review and publishing workflows are set in place and the document is authorised in preparation for a review. The document created in the validation test, *“Creating Controlled Documents Validation Test v1.0”* can be used. If the series of validation tests has been followed in order, this document should have review and publishing workflows in place.

*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.*

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 | - - - - - - | |  | |  | |  | |
| **Menu** | Hover over the **Laboratory Records** main menu item | The sub-menu should appear | |  | |  | |  | |
|  | Hover over the **Controlled Documents** sub-menu item | The **Controlled Documents** sub-menu item should be highlighted | |  | |  | |  | |
|  | Click the **Controlled Documents** sub-menu item | The controlled documents **Search** tab should be loaded | |  | |  | |  | |
|  | Click in the **Search** field | The cursor should be available in the **Search** field | |  | |  | |  | |
|  | Click the **OU** search filter field | A dropdown list of OUs available to the user should appear | |  | |  | |  | |
|  | Select the OU where the draft document and workflows for this test reside | The dropdown list should disappear and the selected OU should display in the field | |  | |  | |  | |
|  | Type the name of the draft controlled document | The search results should filter but not show your controlled document | |  | |  | |  | |
| Info. The reason for this is that the Status field is defaulted to Authorised and the document used in the test is a Draft document. If the document is displayed then it is either at Authorised status or the filter has already been adjusted. | | | | | | | | | |
|  | Click the **Status** drop down field | The status options should be displayed | |  | |  | |  | |
|  | Select **Draft** from the list | The status displayed in the **Status** field should show **Draft** and the search results should be adjusted. | |  | |  | |  | |
|  | Click the line in the search results for your controlled document | The controlled document should load on the **General** tab | |  | |  | |  | |
| **Document control/ management** | Check the details under the **General** tab | You should see the **Document Owner(s)** field. | |  | |  | |  | |
|  | If the ‘**Document Owner(s)**’ field is not visible, click the light grey ribbon marked, **‘Click to view document details’** | When the document details area is expanded, all the metadata fields should be listed, including the ‘**Document Owner(s)**’ field | |  | |  | |  | |
|  | Click the pencil icon for the **Document Owner(s)** field | The field should open and display a multiple select list | |  | |  | |  | |
|  | Click in the **Filter** area | The cursor should be visible in the **Filter** field | |  | |  | |  | |
|  | Start to type your name | The list should filter down and show your name | |  | |  | |  | |
|  | Select your name (if not already selected) | A tick should appear against your name | |  | |  | |  | |
|  | Click the **Save** button | The multi-select box should close and your name should be displayed in the **Document Owner(s)** list | |  | |  | |  | |
| NOTE: Being the document owner will ensure the primary user can complete the review cycle in the following tests. | | | | | | | | | |
| **Review Settings** | Click the **Review Settings** button | The ‘Manage Review Settings’ lightbox should be displayed | |  | |  | |  | |
|  | Check that the checkbox for **‘Require periodic review of this document’** is ticked | If not ticked, select it so that all the workflow details are displayed below | |  | |  | |  | |
|  | Check the **‘Review Workflow:’** field | It should display the document review workflow assigned in a previous test | |  | |  | |  | |
| NOTE: If the field displays, ‘Custom Workflow’ and there are no other options, the following section provides steps to create a custom workflow within this test. Whether a custom workflow or a pre-existing general workflow is used, please ensure you have access to the accounts of the users involved. | | | | | | | | | |
|  |  |  | |  | |  | |  | |
| **§§ Optional Section: Create a custom Workflow** | Select the option, *‘Custom Workflow’* in the **‘Review Workflow:’** field | The option should be displayed in the field | |  | |  | |  | |
|  | Click the pencil icon under, *‘Review round tasks due date in # days’* | | A field with Save/Cancel buttons should replace the text, ‘Not Set’ and the cursor should blink inside it | |  | |  | |  |
|  | Enter the value “7” in the field | | The number should display in the field; the system uses this value to calculate the deadline of review feedback tasks | |  | |  | |  |
|  | Click the pencil icon under, *‘Approval round tasks due date in # days’* | | A field with Save/Cancel buttons should replace the text, ‘Not Set’ and the cursor should blink inside it | |  | |  | |  |
|  | Enter the value “7” in the field | | The number should display in the field; the system uses this value to calculate the deadline of review approval tasks | |  | |  | |  |
|  | Click the pencil icon under the field, **Review Frequency (months)** | | A field with Save/Cancel buttons should replace the text, ‘Not Set’ and the cursor should blink inside it | |  | |  | |  |
|  | Enter the number “12” in the field | | The number should display in the field; the system uses this value to calculate the next review date | |  | |  | |  |
| NOTE: All fields have a **Save** button and any of them will save all changes and auto-close the lightbox; if you click any before finishing this section, click the **Review Settings** button to return to these settings. | | | | | | | | | |
|  | Click the pencil icon under the field, **Next Review Date Calculation Rule** | | The area should expand to display two options and Save/Cancel buttons | |  | |  | |  |
|  | Ensure the option, *“The next review date should be based on the date that the previous review was completed”* is selected | | The radio button of the selected option should show a dot inside it | |  | |  | |  |
|  | Click **Save** | | The area should collapse and the chosen option should show next to the pencil icon | |  | |  | |  |
|  | Leave the default option, *“No”*, in the field, **Re-Issue Skilled/Reading Tasks after review?** | | The option should show next to the pencil icon | |  | |  | |  |
| NOTE: Skill confirmation tasks can be set to be assigned periodically but it’s also possible through this option to issue skilled tasks when a document is reviewed and no changes are made to it. | | | | | | | | | |
|  | Click the **Edit Workflow** button | | The Review Workflow builder area should expand and show more elements | |  | |  | |  |
|  | Click the button, **(+) Review Round** | | A box titled **‘Round 1’** should appear before the button | |  | |  | |  |
|  | Click the search-and-select field in the ‘Round 1’ box | | A dropdown menu of users should unfold | |  | |  | |  |
|  | Select any name from the list | | The name should appear in the field with an “X” next to the name | |  | |  | |  |
|  | Click the “X” next to the reviewer’s name | | The name should disappear from the field | |  | |  | |  |
|  | Check the cursor is still blinking inside the field | | The cursor should be visible | |  | |  | |  |
|  | Start typing the name of a user who will provide feedback on the document (called a *reviewer* in this context) | | The results in the dropdown should start to narrow to match the search criteria | |  | |  | |  |
|  | Find and select the name of the *reviewer* in the dropdown list | | The reviewer’s name should appear in the field with an “X” next to the name | |  | |  | |  |
|  | Search and select the name of another *reviewer* | | Two names should appear in the field | |  | |  | |  |
|  | Click the field titled, **‘Proceed to the next step when:’** | | A dropdown menu of two options should appear | |  | |  | |  |
|  | Select the option, *‘at least one user completed their task’* | | The option should display in the field | |  | |  | |  |
|  | Click the button, **(+) Review Round** | | A box titled **‘Round 2’** should appear before the button | |  | |  | |  |
|  | Click the bin/trash icon in the top right corner of the **‘Round 2’** box | | The box should disappear | |  | |  | |  |
|  | Check that the option, *‘Require manual intervention to complete the review cycle’* is selected in the box, **Complete Review Cycle** | | The option should be highlighted and have its radio button selected | |  | |  | |  |
|  | Click the button, **(+) Approval Step** | | A box titled **‘Approval Step’** should replace the button | |  | |  | |  |
|  | Click the search-and-select field in the ‘Approval Step’ box | | A dropdown menu of users should unfold | |  | |  | |  |
|  | Start typing the name of a user who will sign off the document review (called an *approver* in this context) | | The results in the dropdown should start to narrow to match the search criteria | |  | |  | |  |
|  | Find and select the name of the *approver* in the dropdown list | | The approver’s name should appear in the field with an “X” next to the name | |  | |  | |  |
|  | Click the field under **‘Proceed to the next step when:’** | | A dropdown menu of two options should appear | |  | |  | |  |
|  | Select the option, *‘at least one user completed their task’* | | The option should display in the field | |  | |  | |  |
|  | Click the **Save** button under the Review Workflow area | | The lightbox should close and all the information entered should be saved | |  | |  | |  |
| **§§§ End of custom review workflow creation** | Click the **‘Review Settings’** button, check the information in the lightbox which appears | | The custom workflow should be displayed as it was created above | |  | |  | |  |
|  | | | | | | | | | |
| **§§§ Continue test** | Close the **‘Manage Review Settings’** lightbox by clicking the **“X”** in the top right corner | The lightbox should disappear to display the document’s **General** tab | |  | |  | |  | |
| **§§§ Publishing Settings** | Click the **‘Publishing Settings’** button | A lightbox should open to display the publishing workflow assigned in a previous validation test | |  | |  | |  | |
| NOTE: For the purpose of this test and to explore the options available, no publishing workflow will be used; a publishing workflow will be reinstated for further validation tests. It isn’t necessary for the document used in this test to have a publishing workflow already assigned. | | | | | | | | | |
|  | Click the **‘Publishing Workflow:’** field | A dropdown list should unfold with at least the values, *‘None (manual authorisation)’* and *‘Custom Workflow’* | |  | |  | |  | |
|  | Select the option, *‘None (manual authorisation)’* | The dropdown list should disappear and the value, *‘None (manual authorisation)’* should display in the field | |  | |  | |  | |
|  | Click **Save** | The lightbox should close and if there was a publishing workflow in place, the button, **‘Start Publishing Workflow’** should be replaced with the buttons, **‘Authorise Document’** and **‘Request Authorisation’** | |  | |  | |  | |
| **§§§ Authorise Document** | Click the button, **‘Authorise Document’** | The **Authorise** lightbox should open | |  | |  | |  | |
|  | Click the **‘Initial Version’** field | Depending on settings, a value like *“1.0”* should be displayed and the cursor should blink next to it | |  | |  | |  | |
| NOTE: This field allows bringing in pre-existing documents which had already undergone revisions outside of ***iPassport***. It’s not a requirement to edit it in this test. | | | | | | | | | |
|  | Click the **‘Next Review Date’** field | A pop-up calendar should appear; the date displayed should be one year from today if the value, “*12”* was used to define the review frequency | |  | |  | |  | |
| NOTE: This field allows adjusting the next review date if the calculated date isn’t appropriate. For example, a new SOP might normally require reviews every two years but the first review is required after 6 months to check its effectiveness/accuracy. The next review date doesn’t need to be adjusted for this test. | | | | | | | | | |
|  | Ensure the **‘Effective Date’** field is empty | When this field is empty, the authorisation takes immediate effect and the document is released for use; dates in the future will leave the document in a pending state | |  | |  | |  | |
|  | Click the **Authorise** button | The lightbox should close and the record should refresh; the legend under the document title should state that the document is authorised | |  | |  | |  | |
|  | Click the **‘Publishing Settings’** button | A lightbox should open with only the field **‘Publishing Workflow’** in display; it should read, *‘None (manual authorisation)’* | |  | |  | |  | |
|  | Click the **‘Publishing Workflow’** field | A dropdown list of options should appear | |  | |  | |  | |
|  | Select the publishing workflow created in a previous validation test (*Doc Workflows Creation validation v1.0*) | The dropdown list should disappear and the selected workflow should display in the field; the lightbox should expand to show the workflow details | |  | |  | |  | |
|  | Click **Save** | The lightbox should close and return you to the authorised document. | |  | |  | |  | |
| NOTE: At this point, the document is set up for use and it will automatically trigger a review cycle when the posted review date approaches. Please reserve it for the following tests. | | | | | | | | | |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 17th August 2021 | Document created |