**Validation Details**

This validation test covers the creation of a document review workflow and a document publishing workflow in ***iPassport***.

The test is designed specifically to cover the creation of document workflows in the administration area and assigning them to a draft document.

**Changes between iPassport versions:**

Current version: v3.6.0

Previous version: n/a

Changes to this area of iPassport: No changes - this is new to iPassport.

**Pre-requisites:**

One user with administration access is required for this test. The role, *‘Administration Editor’* provides access to the whole administration area but the role, *‘Controlled Document Workflow Editor’* which only gives access to the **Administration > Workflows** area will suffice. ‘Global Editor’ permissions are required by the user and by two alternate users who can be nominated as *reviewers, authorisers* and *approvers*. The term, *‘approver’* is intended to refer to users with high status (such as the lab director) whose name is required to show compliance with regulatory requirements.

*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.*

A new draft document which hasn’t had review or publishing settings adjusted is required for this test and the permissions above must apply in the OU where the document resides.

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 **Administration** main menu item | The sub-menu should appear |  |  |  |
|  | Hover over the **Workflows** sub-menu item | The **Workflows** sub-menu item should be highlighted |  |  |  |
|  | Click the **Workflows** sub-menu item | The **List Workflows** tab should be loaded |  |  |  |
| Create a Document Review Workflow | Click the **Create Workflow** tab | The **Create Workflow** tab should load |  |  |  |
|  | Click the **Workflow Type** field | A dropdown menu should appear |  |  |  |
|  | Select the option, *‘Document Review Workflow’* | The selected option should display in the field |  |  |  |
|  | Click the **Organisational Unit** field | A dropdown menu of OUs available to the user should appear |  |  |  |
|  | Select the OU in which the draft document for this test resides | The selected option should display in the field |  |  |  |
| NOTE: Users who only have permission to create controlled documents in one OU won’t see the **Organisational Unit** field. | | | | | |
|  | Click the field, **Name** | The cursor should blink inside it |  |  |  |
|  | Enter a name for the document review workflow | The text entered should display in the field |  |  |  |
|  | A comment can be entered in the **Description** field | Any text entered should display in the field |  |  |  |
|  | Click the **Create** button | The screen should refresh to display the **General** tab of the new workflow |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Click the field, *‘Review round tasks due date in # days’* | 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 field, *‘Approval round tasks due date in # days’* | 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’ |  |  |  |
|  | Enter the number “12” in the field | The number should display in the field |  |  |  |
|  | Click **Save** | The buttons should disappear and the number “12” should show next to the pencil icon |  |  |  |
|  | 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 titled, **‘Document to be reviewed by:’** | 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 |  |  |  |
|  | Check the values under **‘Proceed to the next step when:’** | Two options should be available with radio buttons next to them |  |  |  |
|  | Select the option, *‘at least one user completed their task’* | The radio button should appear selected |  |  |  |
|  | 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 |  |  |  |
|  | Check the values under **‘Proceed to the next step when:’** | Two options should be available with radio buttons next to them |  |  |  |
|  | Select the option, *‘at least one user completed their task’* | The radio button should appear selected |  |  |  |
|  | Click the **Save** button under the Review Workflow area | The Review Workflow builder area should refresh to remove buttons and only leave the information entered in each box |  |  |  |
|  | Click the pencil icon under, *‘Review round tasks due date in # days’* | A field with Save/Cancel buttons should replace the text, ‘Not Set’ |  |  |  |
|  | 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 **Save** | The buttons should disappear and the number “7” should show next to the pencil icon |  |  |  |
|  | Click the pencil icon under, *‘Approval round tasks due date in # days’* | A field with Save/Cancel buttons should replace the text, ‘Not Set’ |  |  |  |
|  | 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 **Save** | The buttons should disappear and the number “7” should show next to the pencil icon |  |  |  |
| §§§ End of document review workflow creation |  |  |  |  |  |
|  |  |  |  |  |  |
| Assigning a Review Workflow to a document (from within the workflow) | Click the **Documents** tab | The **‘Documents (0)’** tab should load; the “(0)” indicates no documents have been added |  |  |  |
|  | Click **[+] Add Document** | A lightbox titled, **‘Select a document to assign this workflow to’** should appear |  |  |  |
|  | Click the **Organisational Unit** field | A dropdown list of OUs available to the user will appear |  |  |  |
|  | Select the OU where the draft document for this test resides | The selected OU should display in the field and only documents from that OU should be listed below |  |  |  |
|  | Click the **Search** field | The cursor should blink inside the field |  |  |  |
|  | Start typing the title or index of the document | The list below should filter down to match the search criteria |  |  |  |
|  | When the document becomes visible, click its plus **(+)** sign in the **Actions** column | The document should disappear from the list and be added in the background |  |  |  |
|  | Click the “X” in the top right corner of the lightbox to close it | The lightbox should disappear and the document selected should appear listed in the now branded, **‘Documents (1)’** tab |  |  |  |
| §§§ End Assigning a review workflow to a document |  |  |  |  |  |
|  |  |  |  |  |  |
| Create a document Publishing Workflow | Click the **Create Workflow** tab | The **Create Workflow** tab should load |  |  |  |
|  | Click the **Workflow Type** field | A dropdown menu should appear |  |  |  |
|  | Select the option, *‘Document Publishing Workflow’* | The selected option should display in the field |  |  |  |
|  | Click the **Organisational Unit** field | A dropdown menu of OUs available to the user should appear |  |  |  |
|  | Select the OU in which the draft document for this test resides | The selected option should display in the field |  |  |  |
| NOTE: Users who only have permission to create controlled documents in one OU won’t see the **Organisational Unit** field. | | | | | |
|  | Click the field, **Name** | The cursor should blink inside it |  |  |  |
|  | Enter a name for the document publishing workflow | The text entered should display in the field |  |  |  |
|  | A comment can be entered in the **Description** field | Any text entered should display in the field |  |  |  |
|  | Click the **Create** button | The screen should refresh to display the **General** tab of the new workflow |  |  |  |
|  | Click the **Edit Workflow** button | The Publishing Workflow builder area should expand and show more elements |  |  |  |
|  | Click the button, **(+) Publishing Round** | A box titled **‘Round 1’** should appear before the button |  |  |  |
|  | Click the search-and-select field titled, **‘Document to be authorised by:’** | 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 authoriser’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 authorise the document (called an *authoriser* in this context) | The results in the dropdown should start to narrow to match the search criteria |  |  |  |
|  | Find and select the name of the *authoriser* in the dropdown list | The authoriser’s name should appear in the field with an “X” next to the name |  |  |  |
|  | Search and select the name of another *authoriser* | Two names should appear in the field |  |  |  |
|  | Check the values under **‘Proceed to the next step when:’** | Two options should be available with radio buttons next to them |  |  |  |
|  | Select the option, *‘all users completed their tasks’* | The radio button should appear selected |  |  |  |
|  | Click the button, **(+) Publishing 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 |  |  |  |
|  | 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 for publishing (also 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 |  |  |  |
|  | Check the values under **‘Proceed to the next step when:’** | Two options should be available with radio buttons next to them |  |  |  |
|  | Select the option, *‘at least one user completed their task’* | The radio button should appear selected; this option is only relevant when multiple users are selected |  |  |  |
|  | Click the **Save** button under the Publishing Workflow area | The Publishing Workflow builder area should refresh to remove buttons and only leave the information entered in each box |  |  |  |
|  | Click the pencil icon under, *‘Publishing round tasks due date in # days’* | A field with Save/Cancel buttons should replace the text, ‘Not Set’ |  |  |  |
|  | Enter the value “7” in the field | The number should display in the field; the system uses this value to calculate the deadline of authorisation requests |  |  |  |
|  | Click **Save** | The buttons should disappear and the number “7” should show next to the pencil icon |  |  |  |
|  | Click the pencil icon under, *‘Approval round tasks due date in # days’* | A field with Save/Cancel buttons should replace the text, ‘Not Set’ |  |  |  |
|  | Enter the value “7” in the field | The number should display in the field; the system uses this value to calculate the deadline of publishing approval tasks |  |  |  |
|  | Click **Save** | The buttons should disappear and the number “7” should show next to the pencil icon |  |  |  |
| §§§ End of document publishing workflow creation |  |  |  |  |  |
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| Assigning a Publishing Workflow to a document (from within the document) | 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** sub-menu item | The controlled documents **Search** tab should load |  |  |  |
|  | Click the **Organisational Unit** field | A dropdown list of OUs available to the user will appear |  |  |  |
|  | Select the OU where the draft document for this test resides | The selected OU should display in the field and only documents from that OU should be listed below |  |  |  |
|  | Click the **Status** field | A dropdown list of document statuses available to the user will appear |  |  |  |
|  | Select the status, *‘Draft’* | The selected status should display in the field and only documents in that state should be listed below |  |  |  |
|  | Click the **Search** field | The cursor should blink inside the field |  |  |  |
|  | Start typing the title or index of the document | The list below should filter down to match the search criteria |  |  |  |
|  | When the document becomes visible, click its row to open it | The document record should open to its **General** tab |  |  |  |
|  | Check the buttons available under the grey tab ribbon | 6 blue round buttons should show |  |  |  |
|  | Click the **Publishing Settings** button | A lightbox should appear |  |  |  |
| NOTE: If no publishing workflows have been assigned, the lightbox will only display the field, **Publishing Workflow** and it should contain the value, *‘None (manual authorisation)’*. | | | | | |
|  | Click the **Publishing Workflow** field | A dropdown list of available workflows should appear (including *‘Custom Workflow’* and the publishing workflow created above) |  |  |  |
| NOTE: Custom workflows can be created in the same way as described above; they can only be used within the document where they are created. | | | | | |
|  | Select the publishing workflow created above | The new workflow’s name should show in the field and its details should appear below |  |  |  |
| §§§ End assigning a publishing workflow to a document | Click **Save** | The lightbox should disappear; two of the round buttons should be automatically removed (**‘Authorise Document’** and **‘Request Authorisation’**) and one called, **‘Start Publishing Workflow’** should appear in their place |  |  |  |
|  |  |  |  |  |  |
| Check Review Settings | Click the **Review Settings** button | A ‘**Manage Review Settings…’** lightbox should appear |  |  |  |
|  | Check the **Review Workflow** field | The review workflow created above should show in the field and its details should be displayed below |  |  |  |
|  | Click the **“X”** in the top right corner of the lightbox | The lightbox should close and return you to the **General** tab of the draft document |  |  |  |
| NOTE: Please reserve this document for the next validation test in the series – ‘Performing a Document Review’ | | | | | |

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| --- | --- | --- |
| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 26th July 2021 | Document created |
| v1.1 | 8th September 2021 | Updated to reflect new functionality |
| v1.2 | 29th September 2021 | Updated to reflect change in functionality |