**Validation Details**

This validation test covers creating a new Internal Audit within ***iPassport***. The test also includes adjusting preferences in the Settings area, performing an imaginary internal audit, generating a non-compliance in the process and scheduling the next audit.

**Changes between iPassport versions:**

Current version: v3.6.0

Previous version: n/a

Changes to this area of *iPassport*: recent changes include improved search filters, the ability to produce CSV exports, add links to checklist items, re-open closed audits and prevent closure if there are outstanding noncompliances, add a verifier, add an audit frequency and schedule the new cloned audit. Also, when a noncompliance is raised during an audit, information about the audit step is displayed and linked in the NC.

**Pre-requisites:**

Administration access and ‘Global Editor’ privileges are required by the user running this test. No additional users are required.

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

A ‘Checklist’ should be available for use prior to performing this test. In the validation account, the checklist, *“Validation Test Checklist”* has been added for this test. If working in a different account, the checklist should have at least one section with 3 steps, one to be approved, one to mark as not applicable and one to mark as non-compliant.

This procedure should be performed within a test or training account so that unwanted records are not stored within a live 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 structure | Hover over the **Administration** menu | The sub-menus should be displayed |  |  |  |
|  | Hover over the **Settings** option | This should be highlighted |  |  |  |
|  | Click the **Settings** sub-menu | This should open the **System Preferences** tab |  |  |  |
| Organisational Unit Preferences | Click the **Organisational Unit Preferences** tab | The screen should refresh to display the **Organisational Unit Preferences** tab |  |  |  |
|  | Click the **Organisational Unit** field | A dropdown list of available OUs should appear |  |  |  |
|  | Select an OU where the internal audit will be created | The selected OU should be displayed in the field |  |  | Using Healthcare in Validation account  And SAM-REC-UK in enterprise-test |
|  | Hover over the **Internal Audit Settings** row | The row should be highlighted |  |  |  |
|  | Click anywhere in the **Internal Audit Settings** row | The ‘Internal Audit Settings for the selected OU’ should open |  |  |  |
|  | Ensure the checkbox for the preference, *“Allow closing Internal Audits with open non compliances”,* is unticked | The checkbox for this preference should be empty |  |  |  |
|  | Click **Save** | The screen should return to the **Organisational Unit Preferences** tab |  |  |  |
| §§§ End of Settings adjustment section |  |  |  |  |  |
| Create an Internal Audit | Hover over the **Quality Management** main menu item | The sub-menu should be displayed |  |  |  |
|  | Click the plus **[+]** sign next to the sub-menu, **Internal Audits** | The **New Internal Audit** tab should open |  |  |  |
|  | Click the **Organisational Unit** field | A dropdown list of available OUs should appear |  |  |  |
|  | Select the same OU as above, where the internal audit settings were adjusted | The selected OU should be displayed in the field |  |  |  |
|  | Click the **Name** field and enter a name for the internal audit | The text entered should display in the field |  |  |  |
|  | Click the cog icon next to the **Index** field | The text, *‘Auto Generate’* should disappear leaving the field blank so a custom index can be entered |  |  |  |
|  | Click the cog icon next to the **Index** field again | The text, *‘Auto Generate’* should reappear to let the system generate the index |  |  |  |
|  | Click the **Schedule On** field | A calendar should pop up |  |  |  |
|  | Select the current date (today) | The selected date should display in the field |  |  |  |
|  | Click the **Completion Due On** field | A calendar should pop up |  |  |  |
|  | Select a day later than the current date (tomorrow) | The selected date should display in the field |  |  |  |
|  | Click the **Frequency** field and enter the value “1” | The number “1” should display in the field |  |  |  |
|  | Click the **Auditor** field | The cursor should be visible |  |  |  |
|  | Start typing the name of the currently logged in user | No dropdown list of suggested users should appear; this is a free-text field which allows nominating external agents |  |  |  |
|  | Click the **Verifier** field | A dropdown list of users will appear |  |  |  |
|  | Start typing the name of the currently logged in user | The list should filter down to the desired name |  |  |  |
|  | Select the name from the dropdown list | The list should disappear and the logged in user’s name should display in the field |  |  |  |
| NOTE: Some fields on the form have been ignored as they are not required for this test; they can be added/edited later, while the audit is still open. | | | | | |
|  | Click **Next Page** | The page, **New Internal Audit Step 2 of 3** should load |  |  |  |
|  | Click **Next Page** again | The page, **New Internal Audit Step 3 of 3** should load |  |  |  |
|  | Locate and select a checklist for the audit in the field, Available Checklists  NOTE: if in the Validation account, select, *‘Validation Test Checklist’* | The checkbox by the selected checklist should appear ticked |  |  |  |
| §§§ End of Audit creation | Click **Create Audit** | The screen should refresh to show the **General** tab of new internal audit record |  |  |  |
| Perform Audit | Click the **Checklists** tab | The screen should refresh to show the **Checklists** tab |  |  |  |
|  | Hover over the first section in the list below | The row should appear highlighted |  |  |  |
| NOTE: The validation account checklist, *‘Validation Test Checklist’* only has one section (called, ‘Requirements’) with 3 steps in it so only one row will be listed on this page. | | | | | |
|  | Click the section row | The steps for the selected checklist section should load |  |  |  |
| Compliant checklist step | Click the checkmark (**✓**) of the first step in the **Actions** column | A lightbox should appear |  |  |  |
|  | Click inside the **Observation** field | The cursor should be visible inside the box, where comments can be optionally entered |  |  |  |
|  | Click inside the dotted box marked, **‘Click here to attach evidence’** | A browser search-and-select window should open to allow uploading files |  |  |  |
|  | Click **Cancel** | The browser search-and-select window should close |  |  |  |
|  | Click the field marked, **‘Create New Link To:’** | A dropdown list of objects should appear |  |  |  |
|  | Scroll down the dropdown list and select, *‘Link to Contact’* | The selection should display in the field |  |  |  |
|  | Click **Go** | A lightbox with a list of account contacts should appear |  |  |  |
|  | Click the field marked, **‘People containing:’** and start typing the name of the currently logged in user | The list should start narrowing down to names which match the text entered |  |  |  |
|  | Click the row of the intended name when it appears in the list | The name should disappear from the list |  |  |  |
|  | Click the **‘X’** in the top right of the lightbox to close it | The lightbox should disappear and the name selected should be displayed in the **Links** section |  |  |  |
|  | Scroll up and click the button, **Mark As Compliant** | The lightbox should disappear and the screen should refresh to show that the first step was marked as *‘Compliant’* in the **Status** column |  |  |  |
| Not applicable checklist step | Click the dash mark (–) of the second step in the **Actions** column | A lightbox should appear |  |  |  |
|  | Click the button, **Mark As Not Applicable** | The lightbox should disappear and the screen should refresh to show that the second step was marked as *‘N/A’* in the **Status** column |  |  |  |
| Non Compliant checklist step | Click the ‘**X**’ mark of the third step in the **Actions** column | A lightbox should appear with fields to generate a Non-Compliance record |  |  |  |
|  | Click the **‘Filter:’** field of the **‘Non-Compliance Responsibility’** search box | The word, *‘Filter’* should be replaced by the cursor |  |  |  |
|  | Start typing the name of the currently logged in user | The list should start narrowing down to names which match the text entered |  |  |  |
|  | Tick the checkbox by the desired name when it appears | The user’s name should have a ticked checkbox |  |  |  |
|  | Click the **Create** button | The lightbox should disappear and the screen should refresh to show that the third step was marked as *‘Non Compliant’* in the **Status** column |  |  |  |
|  | Click the **Actions** field above, to the right of the internal audit title | A dropdown list of options should appear |  |  |  |
|  | Select the option, *‘Set as Completed’* | The list should disappear and the selected option should show in the field |  |  |  |
|  | Click **Go** | A lightbox should appear with the warning,*‘There is 1 unresolved noncompliance linked to this audit Resolve the noncompliances before closing the audit.’* |  |  |  |
|  | Click the **Cancel** button | The lightbox should disappear and you should be returned to the **Checklists** tab of the internal audit |  |  |  |
|  | Click the magnifying glass icon in the **Actions** column of the Non Compliant step | A ‘non-compliant’ lightbox should open |  |  |  |
|  | Click the underlined (link) to the noncompliance created above | The non-compliance should load to its **General** tab |  |  |  |
|  | Click the **Actions** field, to the right of the non-compliance title | A dropdown list of options should appear |  |  |  |
|  | Select the option, *‘Set as Compliant’* | The list should disappear and the selected option should show in the field |  |  |  |
|  | Click **Go** | A lightbox titled, **‘Confirm Action’** should appear |  |  |  |
|  | Click the **Set as Corrected** button | The lightbox should disappear and you should be returned to the **General** tab of the non-compliance; the title should display the label, *‘Corrected’* |  |  |  |
|  | Scroll to the bottom of the page | A box marked, *‘Raised from Internal Audit’* should be visible |  |  |  |
|  | Click the field marked, **Audit** within the box; it should contain the title of the audit created above | The internal audit should load to its **General** tab |  |  |  |
|  | Click the **Actions** field above, to the right of the internal audit title | A dropdown list of options should appear |  |  |  |
|  | Select the option, *‘Set as Completed’* | The list should disappear and the selected option should show in the field |  |  |  |
|  | Click **Go** | A lightbox should appear with the warning,*‘* *Before this audit can be closed it needs to be verified by <name>’* |  |  |  |
|  | Check the dates in the fields, **‘Schedule the next audit on’** and **‘Next audit's Completion due date’** | The dates should be one month away from the original dates, according to the ‘Frequency’ set |  |  |  |
|  | Click the **Request Verification** button | The page should refresh and the audit title should display the label, *‘Awaiting Verification’* |  |  |  |
| Verify | Check the area below the grey bar which has all the record tabs | Because the verifier is logged in, there should be a light blue task box titled, **‘Please Verify’** with a button, **Verify Audit**. |  |  |  |
|  | Click the **Verify Audit** button | A lightbox should open containing the same two dates in the fields, **‘Schedule the next audit on’** and **‘Next audit's Completion due date’**; an additional date field should be visible – **‘Verified On’** |  |  |  |
|  | Click the button, **Verify** | The page should refresh and the audit title should display the label, *‘Completed’* |  |  |  |
| CSV Export | Click the **Search Internal Audits** tab | The page should refresh to display the search area and list of internal audits below |  |  |  |
|  | Click the **OU** field | A dropdown list of available OUs should appear |  |  |  |
|  | Select the same OU which has been used throughout this test | The OU’s name should display in the field and the list of internal audits below should reduce to those which belong in the selected OU |  |  |  |
|  | Click the **Search** field and start typing the name which was given to the internal audit created above | Both the audit which was completed and one with the next audit date added to the name should appear in the results below |  |  |  |
|  | Click **Export CSV** in the top right corner of the results area | A light box with the message, *‘Generating export, please be patient’* should appear |  |  |  |
| CSV Export | When visible, click the down arrow above the message, *‘Export is ready, please click the icon above to download the file.’* | A CSV file should be downloaded locally; it should list the two audits just searched for, with the same metadata as appears in their records on screen |  |  |  |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 5th February 2021 | Document created |