**Validation Details**

This validation test covers Inspection Prep, Active NC Actions area of iPassport.

**Changes between iPassport versions:**

N/A – New for v3.3.2

Changes to this are of iPassport: Change Summary –

N/A

**Pre-requisites:**

Prior to starting this test you need to have a login to iPassport, access to the noncompliance (NC) area at least an editor level and the ability to close them.

Full administration access is not required for this test.

You need to have an open NC and know the name of this.

You need two user logins to the system, they should both have access to the same OUs and have the same set of permissions.

If you have the NC popup notification active just close then when you log in, it is not covered here.

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

Please Note: This test assumes your second user has few tasks on the system as we use the **My Tasks** sidebar, if you have more than ten your task might not be visible. In this instance simply navigate to your NC and access it as you normally would and pick up the test at the **General** tab again.

The test also assumes there are no outstanding actions/ tasks, if there are you will see different results in the Active NC Actions area. This is acceptable, simply count the items that are there.

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

There could be 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 **Users.**

**From within iPassport (login first):**

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Searching for the NC | Hover over the **Quality Management** main menu | The sub menu should be displayed |  |  |  |
|  | Hover over the **Non-Compliances** sub menu item | The **Non-Compliances** sub menu item should be highlighted |  |  |  |
|  | Click the **Non-Compliances** option | The **Search Non-Compliances** tab should be displayed |  |  |  |
|  | Click the **Search** field | The cursor should be visible in the field |  |  |  |
|  | Type the first 4 (or so) characters of the NC title | The system should filter down and display (possibly amongst others) your NC |  |  |  |
|  | Click the name of your NC in the **Name** column | The NC should open on the **General** tab |  |  |  |
| Creating an Action | Click the **Actions** tab | The **Actions** tab should open |  |  |  |
|  | Click the **Add Action** button | The **Add Action** screen should display |  |  |  |
|  | Click the **Assign Action To** field | The drop down list should be displayed |  |  |  |
|  | Locate your alternative user | The alternative user should be highlighted |  |  |  |
|  | Click the alternative user | The alternative user should appear in the **Assign Action To** field |  |  |  |
|  | Click in the **Complete(ed) By Date** field | The calendar option should be displayed |  |  |  |
|  | Select one week from today | The calendar should close and the date added to the field |  |  |  |
|  | Click in the **Description** field | The cursor should appear within the field |  |  |  |
|  | Add a description | The text should be visible within the **Description** field |  |  |  |
|  | Click the **Create Action** button | You should be returned to the **Actions** tab and the action should be visible in the list |  |  |  |
| Inspection Prep | Click the **Inspection Prep** option | The **Controlled Prints** tab should be displayed |  |  |  |
|  | Click the **Active NC Actions** tab | The **Active NC Actions** tab should open |  |  |  |
|  | Click in the **Search** field | The cursor should be visible in the cursor field |  |  |  |
|  | Start to type the first 4 characters of your NC title | The results should filter down to your NC |  |  |  |
|  | Click the **Action Description** column for your NC | The **Non Compliance Summary** screen should be displayed |  |  |  |
|  | Check the **Description** field | This should show the description you entered previously |  |  |  |
|  | Check the **Due On:** field | This should show the date you selected (a week from today) |  |  |  |
|  | Click the cross in the top right of the **Non Compliance Summary** screen | You should be returned to the Active NC Actions tab with the previously used search criteria still active |  |  |  |
|  | Click the **Logout** button | You should be logged out |  |  |  |
|  | Login as your alternative user | You should be logged in |  |  |  |
| My Tasks | Click the **My Task** sidebar | The sidebar should open |  |  |  |
|  | Check the tasks | There should be a **Non-Compliance** task for you (alternative user) due a week from today |  |  |  |
|  | Click the task | You should be taken to the general tab of the NC |  |  |  |
|  | Check the General tab | You should see a **You have the following tasks for this Non Compliance** message and task |  |  |  |
| Inspection Prep | Click the **Inspection Prep** option | You should be taken to the **Controlled Prints** tab |  |  |  |
|  | Click the **Active NC Actions** tab | The **Active NC Actions** tab should open |  |  |  |
|  | Click the **Action Assigned To** field | The field should expand and display a select list |  |  |  |
|  | Click yourself (alternative user) | The results should filter down to actions assigned to the user |  |  |  |
|  | Click the select box for your action | A tick should appear in the field to show it is selected |  |  |  |
|  | Click the **Complete Action(s)** button | The **Complete Selected……** screen should open |  |  |  |
|  | Click the **Action Completed On** field | The calendar item should appear |  |  |  |
|  | Click todays date | The date should be added to the **Action Completed On** field |  |  |  |
|  | Click the **Action Completed By** field | The drop down select list should appear |  |  |  |
|  | Click your name (alternative user) | The list should close and the name should be displayed in the field |  |  |  |
|  | Click the **Completion Details** field | The cursor should be visible in the field |  |  |  |
|  | Enter completion notes | The text should be visible in the field |  |  |  |
|  | Click the **Complete Actions** button | You should be returned to the **Active NC Actions** tab |  |  |  |
|  | Check the **Action Assigned To** field | You (alternative user) should still be selected here |  |  |  |
|  | Click the **Action Statuses** field | The action statuses list should be displayed |  |  |  |
|  | Select the **Completed** option | The option should be shown in the field and the list be closed. The search results should show only completed actions |  |  |  |
|  | Check the list for your recently completed action | The action should be identifiable |  |  |  |
|  | Click the NC name/ link in the **Non Compliance** column | You should be taken to the **General** tab of the NC |  |  |  |
|  | Check the **General** tab | There should be no task item visible |  |  |  |
|  | Click the **Tasks** tab | The **Tasks** tab should open |  |  |  |
|  | Expand the task detail | The task should expand and show further information |  |  |  |
|  | Check the **Completed By** field | This should show you (alternative user) |  |  |  |
|  | Check the **Completed On** field | This should show todays date (the date you completed the action) |  |  |  |
|  | Check the **Completion Notes** | This should show the notes you entered when completing the action |  |  |  |

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| --- | --- | --- |
| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 19th December 2017 | Document was created |