**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 |  |  |  |
|  | 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 |  |  |  |
| Navigation **(1)** | Hover over the **Quality Management** main menu item | The sub-menu should be displayed |  |  |  |
|  | Check the options | You should be able to see **Inspection Prep** |  |  |  |
| 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  Workflow summary box should display **Actions Round 1**, with the name of the alternative user displayed in a blue box, indicating a pending task |  |  |  |
|  | Click on the name of the alternative user in the **Actions Round 1** box | Lightbox opens displaying details of the action task |  |  |  |
|  | Check the General tab | You should see a blue box displaying your task |  |  |  |
|  | Close the lightbox | Return to the General tab |  |  |  |
|  | Click on the **OK** button in the blue action task box | Lightbox opens asking for task completion notes. |  |  |  |
|  | Enter the text “Action completed” and click the **OK** button | Lightbox closes  Blue task box disappears  The workflow summary box displays Actions Round 1 in green |  |  |  |
|  | Click on the **Actions** tab | Actions tab opens |  |  |  |
|  | Check the line item for the action | **Is Completed** column displays as Action is Completed |  |  |  |

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| --- | --- | --- |
| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 19th December 2017 | Document was created |
| v1.1 | 24th June 2020 | Added two new Navigation areas **(1)** & **(2)** |
| V1.2 | 20th August 2021 | Incorporated the new Action workflow box |