**Validation Details**

This validation test covers the final NC sign off/ validation within iPassport.

**Changes between iPassport versions:**

Created for v3.3.2, updated for v3.6.0 (see comments)

Changes to this are of iPassport: Change Summary –

Added “Actions…” drop down entry and replaced validation message text (see comments)

**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 for the NC being used, if there are you may see a different close screen.

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 |  |  |  |
|  | Check the details/ fields | You should be able to see a **Validation on Close By** field |  |  |  |
|  | Click the pencil/ edit icon for the **Validation on Close By** field | The field should open and present you with an expandable list. |  |  |  |
|  | Scroll down the list until you locate your alternative user | The alternative user should be highlighted |  |  |  |
|  | Click the name of the alternative user | The user should appear in the **Validation on Close By** field |  |  |  |
|  | Click the **Save** button | The field should close and display the alternative users name |  |  |  |
| Closing an NC | Expand the **Actions (1)** drop down menu in the header area | A list should be displayed |  |  |  |
|  | Hover over the **Set as Compliant** option | The **Set as Compliant** option should be highlighted |  |  |  |
|  | Click the **Set as Compliant** option | The option should now be displayed in the drop down menu |  |  |  |
|  | Click the **Go** button | The **Confirm Action** screen should be displayed |  |  |  |
|  | Check the **Closed On** field | The date should be todays date |  |  |  |
|  | Click the **Closed On** field | The calendar option should be displayed |  |  |  |
|  | Click the **Observation** field | The cursor should appear in the field |  |  |  |
|  | Enter an observation | The text should be visible |  |  |  |
|  | Check the **Request Validation From:** field | This should show your alternative user |  |  |  |
|  | Click the **Request Verification** button | You should be returned to the **General** tab for the NC |  |  |  |
|  | Check the heading/ header area of the NC | This should now show **Pending Verification** |  |  |  |
|  | Check the **Close Request** in the heading/ header area of the NC | This should show your primary user (logged in as) asked your alternative user to verify |  |  |  |
|  | Click the **Logout** button | You should be logged out |  |  |  |
|  | Login as your alternative user | You should be logged in |  |  |  |
| Completing the validation | Click the **My Tasks** sidebar | The sidebar should open |  |  |  |
|  | Check the task list | You should see a **Verify Close NC** task |  |  |  |
|  | Click the task | You should be taken to the **General** tab of the NC and the sidebar should remain open |  |  |  |
|  | Check the **General** tab | You should see a **Please Verify (2)** message |  |  |  |
|  | Click the **Close NC** button | The **Confirm Action** screen should be displayed |  |  |  |
|  | Check the **Observation** field | It should display the comment you entered previously |  |  |  |
|  | Click the **Set as Corrected** button | You should be returned to the **General** tab of the NC |  |  |  |
|  | Check the heading/ header area | The status should be **Corrected** |  |  |  |

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| --- | --- | --- |
| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 19th December 2017 | Document was created |
| v1.1 | 16th August 2021 | 1 – Added “**Actions**”  2 – Replaced “**You have the following tasks……**” with “**Please Verify**” |