**Validation Details**

This validation test covers the immediate action process within 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.

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.

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 |  |  |  |
| Creating a new NC | Click the **New Non-Compliances** tab | The **New Non Compliance** screen should be displayed |  |  |  |
|  | Click the **Name** field | The cursor should be visible in the field |  |  |  |
|  | Type in a name for your NC | The text should be visible in the field |  |  |  |
|  | Click the spanner icon against the **Category** field | This should open the **Non Compliance Categories** screen |  |  |  |
|  | Click the **Add Non Compliance Categories** option | A new **Name** field should be visible |  |  |  |
|  | Click in the **Name** field | The cursor should be visible in the field |  |  |  |
|  | Add a new name | The text should be visible in the field |  |  |  |
|  | Click **Create Non Compliance Categories** | You should be returned to the **New Non Compliance** screen and the new category should be visible in the field |  |  |  |
|  | Click the **Discovery Date** field | The calendar item should be displayed |  |  |  |
|  | Select todays date | The date should be entered into the field |  |  |  |
|  | Click the **Resolve By Date** field | The calendar item should be displayed |  |  |  |
|  | Click the date one week from today | The date should be entered into the field |  |  |  |
|  | Click the spanner icon to the right of the **Origin** field | The **Non Compliance Origins** screen should be displayed |  |  |  |
|  | Click the **Add Non Compliances Origin** option | The **Name** field should be visible |  |  |  |
|  | Enter a name for the new origin in the **Name** field | The text should be visible in the field |  |  |  |
|  | Click the **Create Non Compliance Origin** button | You should be returned to the **New Non Compliance** screen and the new origin should be shown in the field |  |  |  |
|  | Click in the **Observation** field | The cursor should be visible in the field |  |  |  |
|  | Enter an observation | The text should be visible in the field |  |  |  |
| Immediate action | Tick/ select the **Immediate or Corrective Action Taken?** | The area should expand |  |  |  |
|  | Check the area | You should see **Action Taken By** and **Action Description** fields |  |  |  |
|  | Click the **Action Taken By** field | The field should expand and show a selectable list |  |  |  |
|  | Select yourself from the list | Your name should be displayed in the field |  |  |  |
|  | Click in the **Action Description** field | The cursor should be visible in the field |  |  |  |
|  | Add a description of the immediate action taken | The text should be visible in the field |  |  |  |
|  | Click the **Create** button | A new non compliance should be created and open on the **General** tab |  |  |  |
|  | Check the **Name** field | This should display the name you entered |  |  |  |
|  | Check the **Category** field | This should show your newly created category |  |  |  |
|  | Check the **Origin** field | This should show your newly created origin |  |  |  |
|  | Click the **Actions** tab | The **Actions** tab should open and show one action in the list |  |  |  |
|  | Click the **Expand** icon for the action | The action should expand to show further details |  |  |  |
|  | Check the **Assigned to:** field | This should show your name |  |  |  |
|  | Check the **Description** field | This should show the description of the action entered earlier |  |  |  |
| Searching for NCs | Click the **Search Non-Compliances** tab | The **Search Non-Compliances** tab should open |  |  |  |
|  | Click the **Origin** option | The list should expand and you should see your newly created origin |  |  |  |
|  | Click your origin option | The search results should filter down to show only those with the selected origin |  |  |  |

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