**Validation Details**

This validation test covers Non Compliance Impact management within iPassport.

**Changes between iPassport versions:**

N/A – New for v3.4.1

Changes to this area of iPassport:

N/A

**Pre-requisites:**

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

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 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** |
| --- | --- | --- | --- | --- | --- |
| Create a new 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 **add** (“+”) icon, next to the **Non-Compliances** option | 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 |  |  |  |
|  | Scroll down to **Non Compliance Impact** | A list with a search filter at the top should be visible under **Non Compliance Impact** |  |  |  |
|  | Click the spanner icon below the list | This should open the **Non Compliance Impacts** screen |  |  |  |
|  | Click the **Add Non Compliance Impact** 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 Impact** | You should be returned to the **Non Compliance Impacts** lightbox and the new ‘impact’ should be visible |  |  |  |
|  | Click the **close** (“X”) icon on the top right of the lightbox | You should be returned to the **New Non Compliance** window and the new impact type should be displayed in the list |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 23d October 2018 | Document was created |