**Validation Details**

This validation test covers the NC notification upon login 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.

Full administration access is not required for this test.

You need to have a closed NC.

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

Please Note: This validation test assumes there are no existing NCs within the date range to be used, if you do please make allowances for the numbers.

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** |
| --- | --- | --- | --- | --- | --- |
| Navigation/ preference | Click the **Profile** option | This should open the **User Details** tab |  |  |  |
|  | Click the **Preferences** tab | The preferences list should be displayed |  |  |  |
|  | Click the **Non Compliance Notification** row | The **Non Compliance Notification** preferences should be displayed |  |  |  |
|  | Select an OU to display notifications for | The OU should be selected |  |  |  |
|  | Click the cursor in the **Number of days before NC due date to include them in the Login Summary** field | The cursory should appear in the field |  |  |  |
|  | Delete the text in the field | The field should be empty |  |  |  |
|  | Enter 20 | The details should be displayed |  |  |  |
|  | Click the **Save** button | You should be returned to the **Preference** tab |  |  |  |
|  | Click the **Logout** button | You should be logged out. |  |  |  |
|  | Login as your second user | - - - - - - |  |  |  |
|  | Repeat the above process for the second user (select the same OU and stay logged in) | - - - - - - |  |  |  |
| Creating 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 **Non-Compliances** option | The **Search Non-Compliances** tab should be displayed |  |  |  |
|  | Click the **New Non-Compliance** tab | The **New Non Compliance** screen should be displayed |  |  |  |
|  | Click in the **Name** field | The cursor should appear in the field |  |  |  |
|  | Enter a name for your NC | The name should appear in the field |  |  |  |
|  | Select the Organisational Unit you selected for the notifications from the **Organisational Unit** drop down | The organisational unit should be displayed in the field |  |  |  |
|  | Click in the **Discovery Date** field | The calendar should appear |  |  |  |
|  | Select the previous day from the calendar | The date should be displayed in the field |  |  |  |
|  | Click in the **Resolve By Date** field | The calendar should appear |  |  |  |
|  | Select a date two weeks from the test | The date should be displayed in the field |  |  |  |
|  | Click in the **Observation** field | The cursor should be displayed |  |  |  |
|  | Add a short description | The text should be visible in the field |  |  |  |
|  | Click the **Create** button | The NC should be created and open on the General tab |  |  |  |
|  | Check the **Name** field | This should show the details you entered. |  |  |  |
|  | Check the **Due:** field in the header | This should show **(14 days)** – this depends when you are performing/ checking the test |  |  |  |
|  | Click the **Logout** button | You should be logged out of iPassport |  |  |  |
| Notification/ popup | Login as the alternative user | You should be logged in and the **New Non Compliances created since last login** popup should be displayed |  |  |  |
|  | Check the **Name** column | You should see your NC name listed here |  |  |  |
|  | Click the name of your NC | You should be taken to the **General** tab of your newly created NC |  |  |  |

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| --- | --- | --- |
| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 18th December 2017 | Document was created |