**Validation Details**

This validation test covers the online editor tool found within draft controlled documents (with a source document) within iPassport.

**Changes between iPassport versions:**

N/A – New for v3.3.1

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 controlled documents at least an editor level. The test assume the online editor preference has been activated already within the settings area.

Full administration access is not required for this test.

You need to have a draft-controlled document; the draft-controlled document should contain a source Word document. Please note the test and editor do not work with Excel documents.

This test uses two different users to demonstrate procedure saving, therefore it is important to have access to two user accounts.

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.

The account and user records should both be in your local time zone for an accurate recording of the edit and save time.

There maybe repetitions in this validation document; these are necessary as there are multiple pathways that can be used to record and obtain information.

This validation test only covers a small proportion of the functions available within the editor.

All names such as menu items and sub-menu items will be displayed in bold, for example **Users.**

**From within iPassport (login) and your controlled document:**

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Navigation | Check the General tab of the draft controlled document | The **Edit Document** button should be visible |  |  |  |
| The Editor | Click the **Edit Document** button | The editor should open |  |  |  |
|  | Click the cross (x) in the top right of the edit area | The editor should close and you should be returned to the **General** tab |  |  |  |
|  | Click the **Edit Document** button | The editor should open |  |  |  |
| Editing a document | Click in the editable field (the document) | The cursor should be visible |  |  |  |
|  | Add the text “Editor Test” to the top of the editable area (not the header space) | The text should be visible |  |  |  |
|  | Click the **Save Changes** button | Once saved check the **Last Saved at:** details (under the **Save Changes** button), this should show the time the changes were last saved. |  |  |  |
|  | Select the text you have just entered | The text should appear highlighted |  |  |  |
|  | Click the B option (for bold) | The text should appear bolded. |  |  |  |
|  | Click the cross (x) in the top right of the edit area | A message should be displayed informing you that **You have unsaved changes, would you like to go back and save them?** |  |  |  |
|  | Click the **Back To Document** button | You should be returned to the editor |  |  |  |
|  | Check the text you entered | This should still be highlighted |  |  |  |
|  | Select the text you entered | The text should appear highlighted |  |  |  |
|  | Click the U button (underline) | A drop down should appear for underline options |  |  |  |
|  | Select **Single** | The text should have a single underline |  |  |  |
|  | Click the **Save Changes** button | **Saving…** should appear in the button text, wait for **Save Changes** to appear again. |  |  |  |
|  | Click the cross (x) in the top right of the edit area | The editor should close and you should be taken back to the **General** tab |  |  |  |
|  | Check the onscreen preview | You should see the text **Editor Test** displayed |  |  |  |
|  | Make a note of the document | - - - - - - |  |  |  |
|  | Log out of iPassport | You should be logged out |  |  |  |
|  | Log into iPassport as your alternative user | You should be logged in |  |  |  |
|  | Navigate to your document and enter this | - - - - - - |  |  |  |
|  | From the General tab check the screen | You should be able to see the **Edit Document** button |  |  |  |
|  | Click the **Edit Document** button | The editor should open |  |  |  |
|  | Select the previously entered text | The text should be highlighted |  |  |  |
|  | Click the **Center Text** alignment button | The text should be aligned centre |  |  |  |
|  | Click the **Save Changes** button | **Saving…** should appear in the button text, wait for **Save Changes** to appear again. |  |  |  |
|  | Click the cross (x) in the top right of the edit area | The editor should close and you should be taken back to the **General** tab |  |  |  |
|  | Check the onscreen preview | You should see the text **Editor Test** centred in the preview |  |  |  |
|  | Click the **Log** tab | The **Log** tab should open |  |  |  |
|  | Expand the top entry | The entry should expand and show the details |  |  |  |
|  | Check the details | It should read **- - - checked document back in** |  |  |  |
|  | Click the **Procedure** tab | The **Procedure** tab should open |  |  |  |
|  | Check the top entry in the **Past procedures (not controlled)** area | This should show you (primary user) in the **Updated By** column |  |  |  |
|  | Click the download cloud icon in the **Download** column | The document should download. Note: depending on your own browser setting the document may open, be saved, open in the browser etc. |  |  |  |
|  | Open the document in Word or your main text editor | - - - - - - |  |  |  |
|  | Check the document | The **Editor Test** text should be left aligned |  |  |  |
|  | Close the Word document | - - - - - - |  |  |  |
|  | Return to iPassport (assumes you are still logged in) and to your document | - - - - - - |  |  |  |
|  | Click the **Procedure** tab | The **Procedure** tab should load |  |  |  |
|  | Click the pencil edit icon for the main source document (to the right of the document name, under the **Please note that documents….** text) | The **Choose file** option (may differ on browsers) should appear |  |  |  |
|  | Select the previously downloaded document  | The file name should be visible in the field |  |  |  |
|  | Click the **Upload** button | The document should upload |  |  |  |
|  | Click the **General** tab | The **General** tab should be displayed |  |  |  |
|  | Check the onscreen preview | The text should now show **Editor Test** and this should not be centred |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 17th November 2017 | Document was created |