**Validation Details**

This validation test covers limiting visibility of personal information in staff profiles within iPassport.

**Changes between iPassport versions:**

Current version: v3.3.5

Previous version: N/A

Changes to this are of iPassport: No changes, this is new to v3.3.5 of iPassport

**Pre-requisites:**

Administration access IS required for this test. Access to the **Personnel Management** main menu is also required.

This process edits an existing **staff profile**; to complete the validation test you need to have multiple user accounts to ensure that the restriction is in place correctly.

Your primary user should have access to the **Personnel Management** area of the system.

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.

There are 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 **Noticeboard.**

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | Log into iPassport (as the alternate user) | - - - - - - |  |  |  |
| Menu | Click the **Profile** option in the header | The User Details tab should load |  |  |  |
|  | Click the **View My Staff Profile** link  | The staff profile should load for the logged in user on the **General** tab |  |  |  |
|  | Check the information message in the middle of the screen | You should see “You have control over who can view certain personal information stored about you in iPassport…” |  |  |  |
|  | Check under the information message | There should be a field called **Restrict visibility of these fields to** field |  |  |  |
|  | Click the pencil edit icon for the**Restrict visibility of these fields to** field | The field should expand |  |  |  |
|  | Check the items in the drop down | There should be four items |  |  |  |
|  | Select the **Only you** option | The **Only you** option should be displayed in the field |  |  |  |
|  | Click the **Save** button | **Only you** should be displayed |  |  |  |
|  | Click the Logout button | You should be logged out |  |  |  |
|  | Login in as your primary user | - - - - - - |  |  |  |
|  | Hover over the **Personnel Management** menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Staff Profiles** sub-menu | The **Staff Profiles** sub-menu should be highlighted |  |  |  |
|  | Click the **Staff Profiles** sub-menu | The **Search Staff** tab should be displayed |  |  |  |
|  | Start to type the name of your secondary user (the one you adjust the setting for) in the **Search** field | iPassport should start to filter down the results and show you your secondary user (depends on how many characters you entered) |  |  |  |
|  | Click the magnifying glass in the **Actions** column for your secondary user | You should be taken to the **General** tab of the staff record for your secondary user |  |  |  |
|  | Check the notice | It should read **Visibility of some of this Staff Member’s details has been restricted by the staff member. There are additional fields for this record that you cannot view**. |  |  |  |
| Administration | Hover over the **Administration** main menu. | The **Administration** sub-menu should be displayed |  |  |  |
|  | Hover over the **Organisational Units** sub-menu item | The **Organisational Units** sub-menu item should be highlighted |  |  |  |
|  | Click the **Organisational Units** sub-menu | The **Search OUs** tab should open |  |  |  |
|  | Select the OU you are working with/ an OU to use | - - - - - -  |  |  |  |
|  | Click the row for the OU | The OU record should open on the **General** tab |  |  |  |
| OU Contacts | Check the OU Contacts field | Should see either list of users of **No items selected** |  |  |  |
|  | If you (primary user) are listed in the **OU contacts** then skip ahead, if not click the pencil edit icon | The **OU Contacts** field should open |  |  |  |
|  | Start to type your name (primary user) into the **Filter** field | The list should start to filer down |  |  |  |
|  | Select your primary user | The primary user should be selected |  |  |  |
|  | Click the **Save** button | The field should close and your primary user should be listed under **OU Contacts** |  |  |  |
| Administration | Hover over the **Administration** main menu. | The **Administration** sub-menu should be displayed |  |  |  |
|  | Hover over the **Users** sub-menu item | The **Users** sub-menu item should be highlighted |  |  |  |
|  | Click the magnifying glass icon in the **Actions** column for your secondary user | The user record should load on the **General** tab |  |  |  |
|  | Click the pencil edit icon for the **Default OU** field | The **Default OU** field should open |  |  |  |
|  | Select the OU you just added your primary user to for **OU Contacts** | The OU should be displayed |  |  |  |
|  | Click the **Save** button | The OU should be displayed in the **Default OU** field |  |  |  |
|  | Click **Logout** | You should be logged out |  |  |  |
|  | Login as your secondary user | You should be logged in |  |  |  |
| (Staff) Profile | Click the **Profile** option | The **Profile** should load on the **User Details** tab |  |  |  |
|  | Click the **View My Staff Profile** link | The **Staff Profile** should load on the **General** tab |  |  |  |
|  | Click the pencil edit icon for the **Restrict visibility of these fields to** field | The field should open |  |  |  |
|  | Select **Site Administrators and Key users in my OU** | The text should be visible |  |  |  |
|  | Click **Save** | The field should close and the **Site Administrators and Key users in my OU** option should be displayed |  |  |  |
|  | Click **Logout** | You should be logged out |  |  |  |
|  | Login as the primary user | - - - - - -  |  |  |  |
|  | Hover over the **Personnel Management** menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Staff Profiles** sub-menu | The **Staff Profiles** sub-menu should be highlighted |  |  |  |
|  | Click the **Staff Profiles** sub-menu | The **Search Staff** tab should be displayed |  |  |  |
|  | Start to type the name of your secondary user (the one you adjust the setting for) in the **Search** field | iPassport should start to filter down the results and show you your secondary user (depends on how many characters you entered) |  |  |  |
|  | Click the magnifying glass in the **Actions** column for your secondary user | You should be taken to the **General** tab of the staff record for your secondary user |  |  |  |
|  | Check the staff profile | The **Address Information** (amongst other items) should now be visible  |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 10th May 2018 | Document created |