**Validation Details**

This validation test covers Simple View management in iPassport.

**Changes between iPassport versions:**

Current version: v3.5.0

Previous version: v3.4.2

Changes to this area of iPassport:

N/A – New (document)

**Pre-requisites:**

Administration access is required for this test to adjust global settings.

This process describes how to manage the Simple View feature.

You require access to two users during this test, one as administrator and the other as a simple viewer.

This procedure should be performed within a test or training account so that unwanted records are not stored within a live account.

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

This test starts from within iPassport, signed in as an administrator.

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Menu | Hover over the **Administration** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Settings** sub-menu  | The **Settings** item should be highlighted  |  |  |  |
|  | Click the **Settings** item | The **Settings** (*System Preferences*) tab should be displayed |  |  |  |
|  | Click in the **Miscellaneous Settings** row | The **Miscellaneous Settings** screen should be displayed. |  |  |  |
|  | If the option, **Enable Simple View** is ticked, untick it  | The option, **Enable Simple View** should be unselected  |  |  |  |
|  | Click **Save** | The screen should return to the **Settings** (*System Preferences*) tab |  |  |  |
|  | Log out of iPassport by clicking the **Logout** button near the bottom left corner | The **Log in** page should be displayed |  |  |  |
|  | Log back into iPassport as an administrator | The program should open to the default page set by the user |  |  |  |
|  | Check for the presence of the **Simple View** icon at the bottom of the left sidebar menu | The icon should not be visible |  |  |  |
|  | Hover over the **Administration** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Settings** sub-menu  | The **Settings** item should be highlighted  |  |  |  |
|  | Click the **Settings** item | The **Settings** (*System Preferences*) tab should be displayed |  |  |  |
|  | Click in the **Miscellaneous Settings** row | The **Miscellaneous Settings** screen should be displayed. |  |  |  |
|  | Tick the checkbox next to **Enable Simple View**  | The option, **Enable Simple View** should be ticked  |  |  |  |
|  | Click **Save** | The screen should return to the **Settings** (*System Preferences*) tab |  |  |  |
|  | Log out of iPassport by clicking the **Logout** button near the bottom left corner | The **Log in** page should be displayed |  |  |  |
|  | Log back into iPassport as an Administrator | The program should open to the default page set by the user |  |  |  |
| Simple View | Check for the presence of the **Simple View** icon at the bottom of the left sidebar menu | The icon should be visible |  |  |  |
|  | Hover over the **Simple View** button | A red line should appear on the left to highlight it |  |  |  |
|  | Click the **Simple View** button | The screen should update automatically; the global menu and main menu should disappear, only leaving any tabs that were visible on the current page. The **Simple View** button should change to, **Detailed View** |  |  |  |
|  | Click the **Home** button | The screen should refresh to display the Simple View home page; it should include a *Search* area, *Important Notices*, *My Tasks* and the *Need Help?* link |  |  |  |
|  | Click the **Detailed View** button | The screen should update automatically; the global menu and main menu should appear - the traditional view. The **Detailed View** button should change back to, **Simple View** |  |  |  |
|  | Hover over the **Administration** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Users** sub-menu  | The **Users** item should be highlighted  |  |  |  |
|  | Click the **Users** item | The **Users** (*Search Users*) tab should be displayed |  |  |  |
|  | Start entering the alternate user’s name in the **Search Users** field | The results area below should start filtering down until the alternate user’s name is in view |  |  |  |
|  | Click the row of the alternate user  | The user’s record should open to the **General** tab |  |  |  |
|  | Locate the field, **Limit User to Simple View**? near the bottom of the left column | The field should be visible. |  |  |  |
|  | Click the **edit** (pencil) icon under **Limit User to Simple View**? | The area should expand to open a checkbox with *Save* and *Cancel* buttons |  |  |  |
|  | Click inside the checkbox | A checkmark should appear in it |  |  |  |
|  | Click **Save** | The text box should disappear, leaving the word “Yes” with the pencil icon next to it |  |  |  |
|  | Click the **Logout** icon | You should be logged out and the **Log in** page should be displayed |  |  |  |
|  | Log in as the alternate user | The Simple View home page should be displayed |  |  |  |
|  | Confirm the lack of a **Simple View**/ **Detailed View** button | The *Simple View/Detailed View* button should be absent |  |  |  |
|  | Click the **Logout** icon | You should be logged out and the **Log in** page should be displayed |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.1 | 27th Nov 2019 | Current view field was removed – updated document |
| v1.0 | 20th Feb 2019 | Document created |