**Validation Details**

This validation test covers document version control in iPassport.

**Changes between iPassport versions:**

Current version: v3.6.0

Previous version: v3.5.3

Changes to this area of iPassport:

The review and publishing processes have been overhauled, resulting in some changes in the way information is displayed and accessed. In particular, the Review Settings area has evolved to incorporate the new processes.

**Pre-requisites:**

Any user with the role, *Global Editor (excluding admin) or Global Editor (excluding admin and personnel records)* can perform this validation test. *Note: in the iPassport Validation account, members of the ‘Validation’ user group already have the permissions required.*

A controlled document in an initial draft state is required, you need to know the details of this document prior to starting. In this exercise a draft version shall be authorised for the first time, the information shall be tracked. The user being used for the test should be the document owner for the document being used for this test, if this is not the case simply add them as the document owner prior to starting.

The document should not have any review or publishing workflows configured. If the draft document already exists, the absence of a review workflow can be easily established by confirming that the ‘Review Settings’ button displays a yellow warning triangle over it.

You should have access to an alternative user for the skilled aspect of the validation, your alternative user must have access to the document type and OU used in the validation test. The alternative user must only have basic viewer permissions.

Your alternative user should not have any outstanding tasks.

The time logged in iPassport should match your computer.

This validation document uses GMT if your account is set to a different time then please make the required time adjustments.

USING THE VALIDATION ACCOUNT:

*Note: If uploading a new controlled document this should be in the form of a PDF as Word documents do not display on the validation account.*

If new documents will be added, 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.**  Please note that menu names might have been changed in some accounts; their location and functionality will not have changed.

This test starts from within iPassport, signed in with the permissions described above.

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Menu | Hover over the **Laboratory Records** main menu | The sub-menu should be displayed |  |  |  |
|  | Click the Controlled Documents option | The controlled documents are should load on the **Search** tab |  |  |  |
|  | Click in the **Search** field | The cursor should appear in the **Search** field |  |  |  |
|  | Type the name of the document in the **Search** field | The name should be visible in the **Search** field. |  |  |  |
|  | Check the search results list | You should not be able to see the document in question |  |  |  |
|  | Check the **Status** field | This should show that **Authorised** is selected |  |  |  |
|  | Click the **Status** field | The other menu items should be visible |  |  |  |
|  | Click the **Draft** option | A new search should be triggered |  |  |  |
|  | Check the search results list | It should be possible to see the controlled document being used |  |  |  |
|  | Click on the title of the controlled document | The controlled document record should open on the **General** tab |  |  |  |
|  | Check the header area | It should show This is a **DRAFT/unauthorised (***document type***) – DO NOT USE** |  |  |  |
|  | Check the **Document Owner** field | This should show your name/ your users name |  |  |  |
| Actions menu | Click the **Actions** drop down menu | The options should be displayed |  |  |  |
|  | Click **Authorise** | **Authorise** should be selected and visible in the **Actions** menu |  |  |  |
|  | Click the **Go** button | The authorisation lightbox should be displayed |  |  |  |
| Authorisation | Check the **Initial Version** field | This should be defaulted to 1.0 |  |  |  |
|  | Click in the **Initial Version** field | The cursor should be visible in the field |  |  |  |
|  | Change the version to 1.3 | The version number should show as 1.3 in the **Initial Version** field |  |  |  |
|  | Check the **Effective Date** field | This should be empty |  |  |  |
|  | Click/ select the **Add Authorisation Comments** field | The **Add Authorisation Comments** field should be selected and expand to show a text area |  |  |  |
|  | Click in the text area | The cursor should be visible in the text area |  |  |  |
|  | Add the comment “This is the first version in iPassport” | The comment should be visible in the text area |  |  |  |
|  | Check the time on your computer and make a note | - - - - - |  |  |  |
|  | Click the **Authorise** button in the lower right corner of the lightbox | The authorisation lightbox should be removed, and you should be returned to the **General** tab of the controlled document. |  |  |  |
| Document history | Check the header area | You should see **This is an Authorised/ Controlled (***document type***)** |  |  |  |
|  | Check the version number displayed in the header area | The version displayed should be **(version 1.3)** |  |  |  |
|  | Click the **History** tab in the controlled document | The top entry should show **Document Published** |  |  |  |
|  | Check the **Authorised** entry | Comments should display “**Authorised version 1.3 - …”** |  |  |  |
|  | Check the user recorded against this history entry (in the title bar of the **Authorised** entry) | This should display as you/ your user |  |  |  |
|  | Check the date record in the history entry (in the title bar of the **Authorised** entry) | This should show the date the validation test was performed |  |  |  |
|  | Check the time record in the history entry (in the title bar of the **Authorised** entry) | This should show the time noted earlier  *Note: depending on the time taken to record the note and go back to the validation test this might differ by a few minutes, this is fine.* |  |  |  |
|  | Make a note of the date and time | - - - - - |  |  |  |
|  | Click on the **Log** tab | The **Log** tab should be displayed |  |  |  |
|  | Check the top entry | This should be an **Update** **(1)** entry |  |  |  |
|  | Check the **Time** area for the top log entry | This should show the same date and time as noted previously from the **History** tab entry |  |  |  |
|  | Check the **User** in the top log entry | This should show you/ your user |  |  |  |
|  | Check the **Authorised At** entry | This should show the date and time of authorisation |  |  |  |
| NOTE: In locations with daylight saving time adjustments, the recorded time in this field might be one hour earlier during the summer period. This is because the recorded time is a static field which the system cannot adjust to current time settings. | | | | | |
|  | Check the **Version Major** entry | This should show 1 |  |  |  |
|  | Check the **Version Minor** entry | This should show 3 |  |  |  |
|  | Check the State entry | This should show **… changed from draft to authorised** |  |  |  |
|  | Click in the **Search** field in the **Log** tab | The cursor should be visible in the **Search** field |  |  |  |
|  | Type ‘authorised’ into the **Search** field | The text should be visible in the **Search** field and the log entries should filter down to one item |  |  |  |
| Reverting to Draft | Click the **Actions** drop down menu | The possible actions should be displayed |  |  |  |
|  | Select **Unpublish** (**Revert to Draft)** | The revert to draft text should be displayed in the **Actions** |  |  |  |
|  | Click the **Go** button | The revert to draft lightbox should be displayed |  |  |  |
|  | Make a note of the time | - - - - - |  |  |  |
|  | Click in the **Comments** field | The cursor should be visible in the Comments field |  |  |  |
|  | Type “authorised in error” | The text should be visible in the **Comments** field |  |  |  |
|  | Click the **Revert to Draft** button | The revert to draft lightbox should go and you should be returned to the controlled document **General** tab |  |  |  |
|  | Check the header area | It should show This is a **DRAFT/unauthorised (***document type***) – DO NOT USE** |  |  |  |
|  | Click the **History** tab | The **History** tab should load |  |  |  |
|  | Check the top entry in the history list | This should be **Reverted to Draft** |  |  |  |
|  | Check the time recorded in the header area of the top entry | This should show the time previously recorded  *Note: depending on the time taken to record the note and go back to the validation test this might differ by a few minutes, this is fine.* |  |  |  |
|  | Make a note of the time recorded in the history entry | - - - - - |  |  |  |
|  | Check the user recorded against the **Reverted To Draft** entry | This should show you/ your user |  |  |  |
|  | Check the entry below the **Reverted To Draft** entry | This should show the **Document Published** entry |  |  |  |
|  | Click in the **Search** field | The cursor should be visible in the search field |  |  |  |
|  | Type ‘error’ in the search field | The text should be visible in the **Search** field and the history list should filter down |  |  |  |
|  | Check the entry in the history list | This should be the **Reverted to Draft** entry |  |  |  |
|  | Expand the entry using the chevron on the right | The entry should expand |  |  |  |
|  | Check the **Description** area | You should be able to see the comment entered when reverting to draft |  |  |  |
|  | Click the **Log** tab | The log tab should open |  |  |  |
|  | Check the top entry in the log tab | This should show an **Update** |  |  |  |
|  | Check the date and time recorded against this entry | This should show the date the validation test was completed, and the time logged in the history entry. |  |  |  |
|  | Check the user recorded against the log entry | This should show you/ your user |  |  |  |
|  | Click the **Actions** drop down | The **Actions** drop down menu should expand and show the options |  |  |  |
|  | Click the **Authorise** option | The **Authorise** option should be selected and visible in the actions area |  |  |  |
|  | Click the **Go** button | The initial authorisation lightbox should be displayed |  |  |  |
| Authorisation | Check the **Initial Version** field | This should be defaulted to 1.0 |  |  |  |
|  | Click in the **Initial Version** field | The cursor should be visible in the field |  |  |  |
|  | Change the version to 1.5 | The version number should show as 1.5 in the **Initial Version** field |  |  |  |
|  | Check the **Effective Date** field | This should be empty |  |  |  |
|  | Click/ select the **Add Authorisation Comments** field | The **Add Authorisation Comments** field should be selected and expand to show a text area |  |  |  |
|  | Click in the text area | The cursor should be visible in the text area |  |  |  |
|  | Add the comment “This is the first corrected version in iPassport” | The comment should be visible in the text area |  |  |  |
|  | Check the time on your computer and make a note | - - - - - |  |  |  |
|  | Click the **Authorise** button in the lower right corner of the lightbox | The authorisation lightbox should be removed, and you should be returned to the **General** tab of the controlled document. |  |  |  |
| Document history | Check the header area of the record | This should show **(version 1.5)** |  |  |  |
|  | Click the **History** tab | The history tab should load |  |  |  |
|  | Check the top entry | This should show as **Document Published** |  |  |  |
|  | Check the date associated with this entry | This should be the date the authorisation was completed |  |  |  |
|  | Check the user recorded against this entry | This should be you/ your user |  |  |  |
|  | Check the time recorded against this entry | This should be the time of authorisation/ time noted earlier  *Note: depending on the time taken to record the note and go back to the validation test this might differ by a few minutes, this is fine.* |  |  |  |
|  | Click the Search field | The cursor should be visible |  |  |  |
|  | Type ‘corrected’ into the **Search** field | The history log should filter down to one entry |  |  |  |
|  | Click the chevron icon on the right of the field | The history entry should expand |  |  |  |
|  | Check the version recorded here | This should be “version 1.5 –“ |  |  |  |
|  | Check the text | This should show the corrected text entered earlier |  |  |  |
|  | Click the **Search** field | The cursor should be visible in the **Search** field |  |  |  |
|  | Type “authorised’ into the field | The text should be visible in the field and the history log should filter down to three items |  |  |  |
| Configure Review Settings | Navigate to the document’s **General** tab | Review settings button should display a warning triangle, indicating the document does not have a compulsory review set |  |  |  |
|  | Click the **Review Settings** button | Manage Review Settings lightbox should open.  **Require periodic review of this document** checkbox should be unchecked |  |  |  |
|  | Check the **Require periodic review of this document** checkbox | Lightbox should expand to display **Set next review date** options |  |  |  |
|  | Enter a **Next Review Date** one year from now and click **Save** | The contents of the lightbox should change to display all review settings. |  |  |  |
| NOTE: The pop-up calendar allows easy selection of dates but if manual entry is preferred, it must be in the format, ‘DD-MMM-YYYY’, using dashes, for example, ‘27-Oct-2021’. | | | | | |
|  | Check the **Review Workflow** field | It should display, *‘Custom Workflow’* since this document should not have a workflow pre-assigned; the fields below should have edit (pencil) icons |  |  |  |
|  | Enter a value of 13 into the **Review Frequency (months)** then scroll to the bottom of the lightbox and clickthe **Save** button | Review settings lightbox should close. |  |  |  |
|  | Use the **History** tool in the left menu to reload the document (it will be the option at the top of the History list) | Document should refresh. The header should indicate that this is an authorised document due for review one year from today. |  |  |  |
| Completing a compulsory review | We have decided that we want to perform a compulsory review before the due date, one year from now | | | | |
|  | Click the **Actions** drop down | The **Actions** drop down menu should expand and show the options |  |  |  |
|  | Click the **Review Document** option | The **Review Document** option should be selected and visible in the actions area |  |  |  |
|  | Click the **Go** button | The **Complete Compulsory Review** lightbox should be displayed |  |  |  |
|  | Check the **Comments** field | This should be **(Required)** |  |  |  |
|  | Check the **Next Review Date** field | This should show 13 months from the date of the validation test |  |  |  |
|  | Scroll down in the lightbox to the end | You should be able to see the **Complete Document Review** button |  |  |  |
|  | Click the **Complete Document Review** button | An error message should display asking you to complete the comments field.  *Note: The message and style of the message can vary between browsers* |  |  |  |
|  | Check the **Comments** field | The cursor should be visible in the **Comments** field |  |  |  |
|  | Enter ‘Extending the review date’ into the **Comments** field | The text should be visible in the **Comments** field |  |  |  |
|  | Change the **Next Review Date** field to a date one year from today and click the **Complete Document Review** button | The lightbox should close and you should be returned to the **General** tab of the controlled document |  |  |  |
|  | Check the header area **“…review on**” | The date should show the same date as reviewed in the **Next Review Date** field, one year from today |  |  |  |
| Document history | Click the **History** tab | The history tab should load |  |  |  |
|  | Check the top entry in the history log | This should show **Compulsory Review Completed** |  |  |  |
|  | Check the date recorded against this entry | This should show today’s date |  |  |  |
|  | Check the user recorded against the entry | This should show as you/ your user |  |  |  |
|  | Click the **Search** field | The cursor should be visible in the **Search** field |  |  |  |
|  | Type ‘extending’ into the **Search** field | The text should be visible in the **Search** field and the history log should filter down to one entry |  |  |  |
|  | Click the chevron on the right of the entry | The history log entry should expand |  |  |  |
|  | Check the text | You should be able to see “**Extending…**” in the history log entry |  |  |  |
|  | Click the **Log** tab | The log tab should open |  |  |  |
|  | Check the top entry in the log list | The top entry should be an **Update** action |  |  |  |
|  | Find the item, **‘Review On…’** near the top of the log entries | This should show **Review on** was changed from <old date> to <new date>; there might be two **‘Review On…’** entries, one for each date |  |  |  |
|  | Check the **Date** in the header of the log entry | This should show the date of the validation test |  |  |  |
| Creating a new version | Click the **Actions** drop down | The **Actions** drop down menu should expand and show the options |  |  |  |
|  | Click the **Create new version** option | The **Create new version** option should be selected and visible in the actions area |  |  |  |
|  | Click the **Go** button | The **Create new Version** lightbox should be displayed with a text field visible |  |  |  |
|  | Click in the text field | The cursor should be visible in the text field |  |  |  |
|  | Type “small change needed” into the text field | The text should be visible in the text field |  |  |  |
|  | Click the **Create New Version** button | The lightbox should close and you should be on the **General** tab of the controlled document |  |  |  |
|  | Check the header area | This should show **“…a DRAFT/unauthorised…**” |  |  |  |
|  | Check the area just below this | There should be a paddle on the left of the screen showing **v1.5 (Under Review)** |  |  |  |
|  | Click this paddle | You should be taken to version 1.5 on the **General** tab |  |  |  |
|  | Check the header area | This should show **“…Authorised/Controlled** (*document type*) – **currently Under Review…”** |  |  |  |
|  | Check the version in the header area | This should show **(version 1.5)** |  |  |  |
|  | Check the right of the screen in the header area | There should be a paddle on the right of the screen showing **v1.5 (Draft)** |  |  |  |
|  | Click this paddle | You should be taken to version 1.5 on the **General** tab |  |  |  |
|  | Check the header area | This should show **“…a DRAFT/unauthorised…**” |  |  |  |
| Document history | Click the **History** tab | The history tab should be displayed |  |  |  |
|  | Check the top entry in the history log | The top entry should show as **Draft Created** |  |  |  |
|  | Check the date recorded against this entry | It should be the date of the validation test |  |  |  |
|  | Check the user recorded against this entry | It should be you/ your user |  |  |  |
|  | Click the **Search** field | The cursor should be visible in the **Search** field |  |  |  |
|  | Type ‘small’ into the field | The text should be visible in the **Search** field and the history log should filter down to one entry |  |  |  |
|  | Click the **Log** tab | The log tab should load |  |  |  |
|  | Check the details | There should be one entry |  |  |  |
|  | Check the Time recorded against this entry | This should show the date of the validation test and time of the creation  *Note: This was not recorded as part of the validation test* |  |  |  |
|  | Check the **User** recorded against this entry | This should be you/ your user |  |  |  |
|  | Check the  Description | This should include the message **State was set to Draft** |  |  |  |
| Adding a skilled staff member | Click the **Skilled** tab | The skilled tab should load |  |  |  |
|  | Click the **Add Untrained Staff** button | The **Add Untrained Staff …** lightbox should be displayed |  |  |  |
|  | Click the **Filter** field at the top of the **Users to send this task to** field. | The cursor should be visible in the field  *Note: If you click the filter field and come to the validation document you may need to click the field again if it loses focus. This is acceptable.* |  |  |  |
|  | Start to type your name in the field | The field should filter down to your name |  |  |  |
|  | Select your name | Your name should appear as selected |  |  |  |
|  | Clear the **Filter** field and start to type the name of your alternative user | The field should filter down to your alternative user |  |  |  |
|  | Select your alternative user | Your alternative user should appear as selected |  |  |  |
|  | Scroll down in the lightbox | The **Create Task** button should be visible |  |  |  |
|  | Click the **Create Task** button | You should be returned to the **Skilled** tab |  |  |  |
|  | Take a note of the time | - - - - - |  |  |  |
|  | Check the skilled staff list | You should be able to see yourself/ your user and your alternative user |  |  |  |
|  | Check the **Status** column | All should appear as **Unconfirmed** |  |  |  |
|  | Click the **Log** tab | The log tab should open |  |  |  |
|  | Check the top entry | This should be a **Create** entry |  |  |  |
|  | Check the **Time** record against the entry | This should show the date of validation test |  |  |  |
|  | Check the time record against the entry | This should show the time noted earlier when creating the task |  |  |  |
|  | Check the **User** recorded against the entry | This should show as you / your user |  |  |  |
|  | Check the details | This should show **… was added as a skilled staff member** |  |  |  |
|  | Click the **Tasks** tab | The task tab should load |  |  |  |
|  | Check the tasks tab area | There should be no tasks visible |  |  |  |
| NOTE: Skill confirmation tasks are not released on draft documents and will be issued when the document is authorised. | | | | | |
| Authorising a new version | Click the **Actions** drop down menu | The available actions should be displayed |  |  |  |
|  | Click the **Authorise** option | This should be visible in the field |  |  |  |
|  | Click the **Go** button | The **Authorise** lightbox should be displayed |  |  |  |
|  | Check the **Document Revision** field | This should be empty |  |  |  |
|  | Click the **Document Revision** field | The available options should be displayed |  |  |  |
|  | Select the **Minor Revision** option | The field should show this as selected |  |  |  |
|  | Check the comment underneath the **Document Revision** field | This should show “…will increment the version number to 1.6” |  |  |  |
|  | Click the **Document Revision** field | The available options should be displayed |  |  |  |
|  | Select the **Major Revision** option | The field should show this as selected |  |  |  |
|  | Check the comment underneath the **Document Revision** field | This should show “…version number to 2.0” |  |  |  |
|  | Check the Next review Date field | This should be 13 months from the validation test date |  |  |  |
|  | Scroll down to the bottom of the lightbox | You should be able to see the **Authorise** button |  |  |  |
|  | Click the **Authorise** button | The authorisation lightbox should close and you should be returned to the **General** tab of the controlled document |  |  |  |
|  | Check the header area | You should see **(version 2.0)** displayed |  |  |  |
|  | Check the next review date in the header area | This should be 13 months from the validation test |  |  |  |
|  | Click the **History** tab | The history tab should load |  |  |  |
|  | Check the second entry | This should be **Document Published (**the first entry should be, **Superseded)** |  |  |  |
|  | Check the date recorded against this entry | This should be the date of the validation test |  |  |  |
|  | Click the chevron icon to the right for the entry | The log entry should expand |  |  |  |
|  | Check the **Description** | This should show **The document was published and is ready to be used** |  |  |  |
|  | Click the **General** tab | The general tab should load |  |  |  |
| Completing a skilled task | Check the button area on the **General** tab | There should be a blue box visible with a **Confirm** button on the right of it asking you to confirm that you have read the document |  |  |  |
|  | Click the **Confirm** button | The **Complete task …** lightbox should open |  |  |  |
|  | Add “read and understood” to the text field | The text should be visible in the text field |  |  |  |
|  | Click the **Complete Task** button | The lightbox should close and you should be returned to the **General** tab |  |  |  |
|  | Click the **Skilled** tab | The skilled tab should load |  |  |  |
|  | Check the **Status** for your entry | This should show as **Confirmed** |  |  |  |
|  | Check the **Completion Date** for your entry | This should show the date of the validation test |  |  |  |
|  | Check the **Status** for your alternative user | This should show as **Unconfirmed** |  |  |  |
| Skilled history | Click the **Tasks** tab | The task tab should open |  |  |  |
|  | Check the task assigned to you | This should show as **Completed** |  |  |  |
|  | Click the chevron icon for your task entry | The task entry should expand |  |  |  |
|  | Check the **Completed On** date | This should be the date of the validation test |  |  |  |
|  | Make a note of the **Task Reference** | - - - - - |  |  |  |
|  | Click the **Log** tab | The log tab should open |  |  |  |
|  | Click the Search field | The cursor should be visible in the **Search** field |  |  |  |
|  | Enter the Task Reference number exactly | The text should be visible in the Search field and the log list should filter down to one item |  |  |  |
|  | Check the details | The task reference should show in bold characters |  |  |  |
|  | Check the **User** recorded against the log entry | This should be you/ your user |  |  |  |
| Superseded version | Check the header area of the record | The should be a paddle on the left side of the screen showing **v1.5 (Superseded)** |  |  |  |
|  | Click the superseded paddle | You should be taken to the now superseded record |  |  |  |
|  | Check the header of the record | You should be able to see **… was superseded on** (*date of validation test*) **– DO NOT USE** |  |  |  |
|  | Hover over the **Laboratory Records** main menu | The sub-menu should be displayed |  |  |  |
|  | Click the **Controlled Document** sub-menu item | The controlled document **Search** tab should load |  |  |  |
|  | Click in the **Search** field | The cursor should be visible in the **Search** field |  |  |  |
|  | Type the name of the document in the Search field | The search results should filter down to show the document |  |  |  |
|  | Check the **Status** column and the row for your controlled document | The status should be **Authorised** |  |  |  |
|  | Expand the **Status** field in the search area | The other status options should be visible |  |  |  |
|  | Select the blank/ empty option at the top of the list | The search results should filter down and show two entries for your controlled document |  |  |  |
|  | Check the **Status** column and the two rows | There should be one **Authorised** and one **Superseded** entry |  |  |  |
|  | Click the **Logout** button | You should be logged out of iPassport |  |  |  |
|  | Log into iPassport as your alternative user | You should be logged into iPassport |  |  |  |
|  | Click **My Tasks** in the left menu | The **My Tasks** area should expand and should include a **Read t**ask relating to your document |  |  |  |
|  | Click the **Read** task associated with the document for this test | You should be taken to your record. There should be a skilled task visible in a blue box |  |  |  |
|  | Click the **Confirm** button | The **Completed task** lightbox should open |  |  |  |
|  | Click the **Complete task** button | You should be returned to the **General** tab of the record |  |  |  |
|  | Check the header area | There should be no superseded paddle visible as this user does not have permission to view superseded documents |  |  |  |
|  | Hover over the **Laboratory Records** main menu | The sub-menu should be displayed |  |  |  |
|  | Click the **Controlled Document** sub-menu item | The controlled document **Search** tab should load |  |  |  |
|  | Click in the **Search** field | The cursor should be visible in the **Search** field |  |  |  |
|  | Type the name of the document in the Search field | The search results should filter down to show the document |  |  |  |
|  | Check the **Status** column and the row for your controlled document | The status should be **Authorised** |  |  |  |
|  | Expand the **Status** field and select the blank option | Only the authorised version of the document should be listed. The user should not see the superseded version |  |  |  |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 4th June 2020 | Document created |
| v1.1 | 23rd June 2020 | Corrected the entry (page 8 **(1)** ) from “This should be a **Create** entry” to “This should be a **Update** entry” |
| V1.2 | 20th August 2021 | Changes to incorporate new document review process and removal of chevrons in the Log tab. |
| V1.3 | 29th September 2021 | Minor corrections and notes added |
| V1.4 | 27th October 2021 | Minor corrections and explanatory notes added |