

OneLab 1.14

Installation Qualification Procedure



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About this manual

The procedure defines the general steps that should be performed to ensure that OneLab is installed and functioning properly

1. Installation Qualification (IQ)

Document #: IQ-1.14		Revision: 1	
	Function	Name	Date
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Reviewed by	Senior Software Manager	Adrien Pegaz-Blanc	10 May 2022

The **Installation Qualification (IQ)** is documented proof that software has been delivered and installed in accordance with the requirements and statutory safety regulations stipulated in the design qualification. The documentation for an Installation Qualification consists of:

- IQ test plan
- IQ report

1.1.IQ procedure

The **IQ procedure** contains detailed information of the tests to be performed on the respective equipment in the context of the Installation Qualification. The IQ procedure is composed of the following series of basic checks:

- Verification that all documents required for the correct use of OneLab are given to the customer.
- Verification of the correct installation of OneLab.

After completion of the Installation Qualification, the results are summarized, evaluated, and compiled in an IQ report.

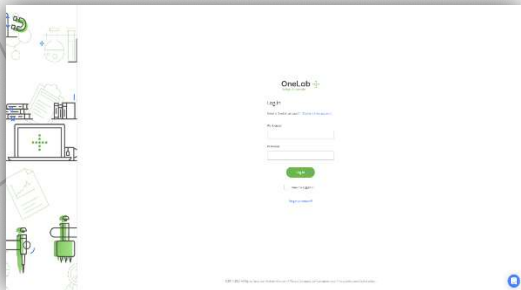
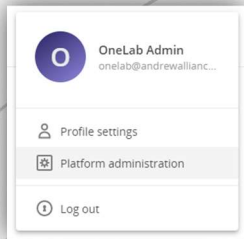
The Installation Qualification template for OneLab is reported on the next page.

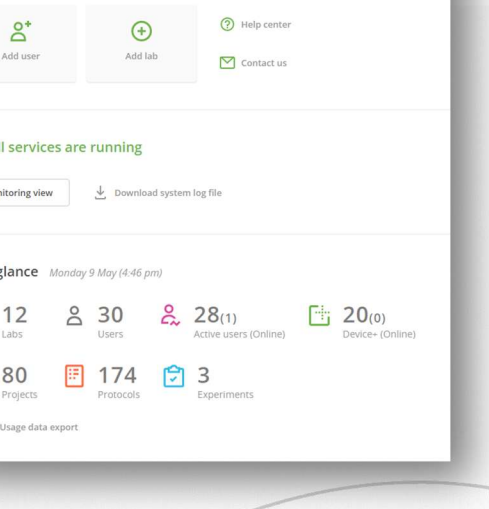
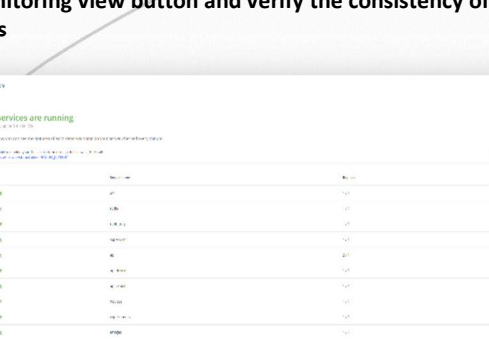
A) User manuals and documents

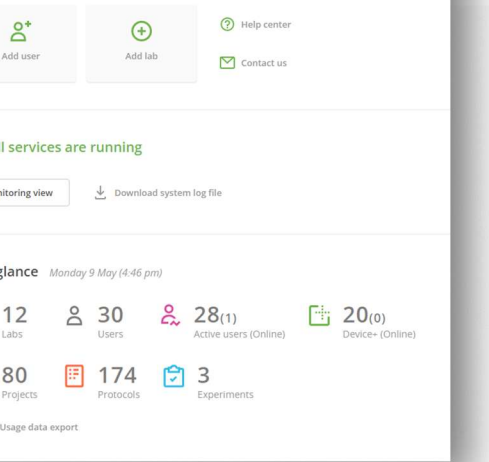
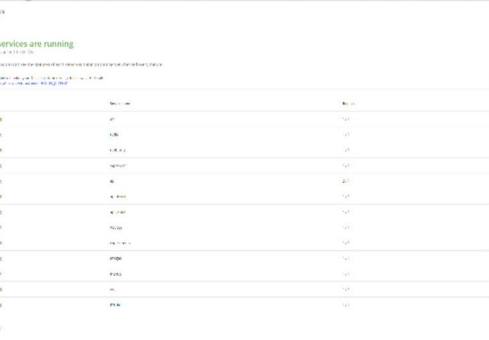
Verification that all the documentations and manuals are correctly delivered		
OneLab Installation Guide	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
OneLab Installation Qualification	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
OneLab Operational Qualification	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)

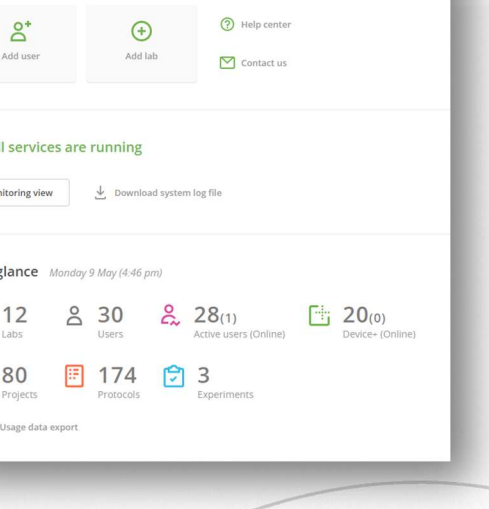
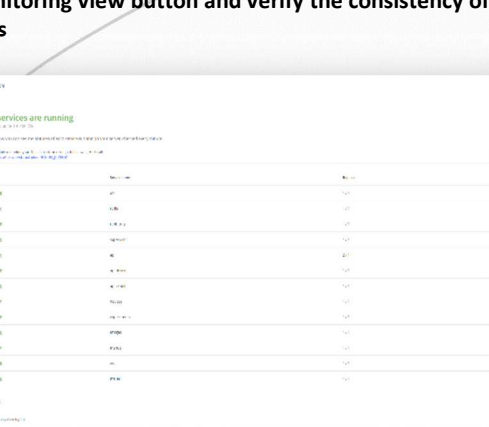
INSTALLATION QUALIFICATION			
System name:		OneLab	
Version:		1.14	
Document #	IQ-1.14	Revision	1

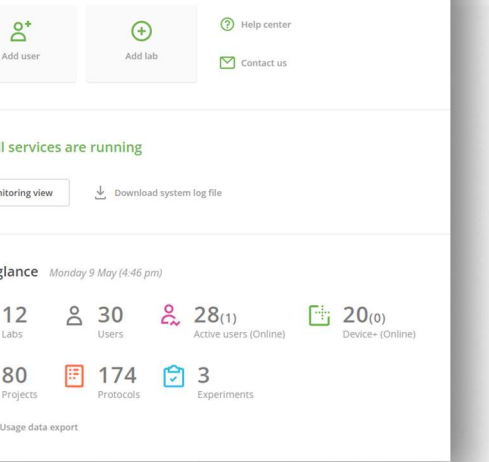
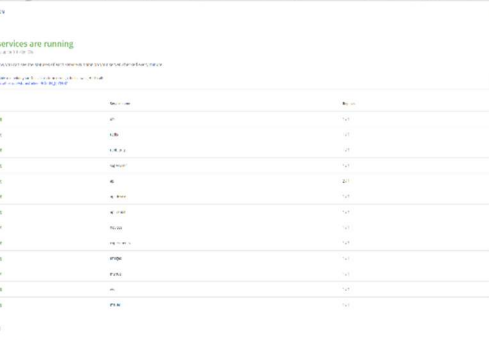
B) Installation & monitoring check

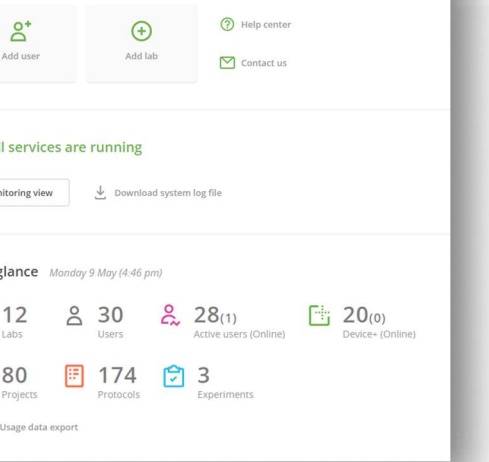
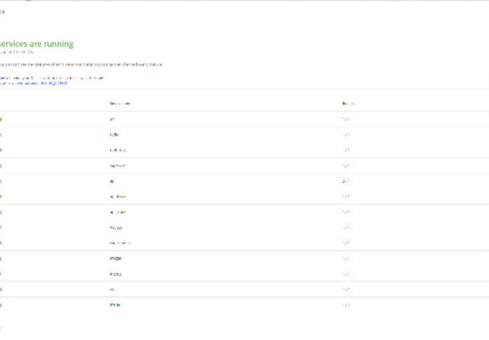
Requirements: <ul style="list-style-type: none"> OneLab installation/update should have been completed without errors 		
Go to OneLab URL	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
OneLab login page is displayed 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Log in using Platform administrator credentials By default: <ul style="list-style-type: none"> Username: onelab@andrewalliance.com Password: onelab@1Lab 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Click on the user's avatar in the top right corner Click on the Platform administration link 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)

<p>Platform administration dashboard is displayed Check that services global status is displayed</p>  <p>The screenshot shows the 'Dashboard' for Platform Administration. At the top, there are buttons for 'Add user', 'Add lab', 'Help center', and 'Contact us'. Below this, a green status bar indicates 'All services are running'. There are buttons for 'Monitoring view' and 'Download system log file'. A section titled 'At a glance' for 'Monday 9 May (4:46 pm)' displays various metrics: 12 Labs, 30 Users, 28(1) Active users (Online), 20(0) Device+ (Online), 80 Projects, 174 Protocols, and 3 Experiments. A 'Usage data export' button is at the bottom.</p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>
<p>Click the monitoring view button and verify the consistency of each service status</p>  <p>The screenshot shows the 'Monitoring view' of the Platform Administration Dashboard. It displays a table of services with columns for 'Service name', 'Status', and 'Last update'. The status for all services is 'Running'. The table lists various services like 'Lab 1', 'Lab 2', 'Lab 3', etc., along with their respective status and last update times.</p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>

<p>Platform administration dashboard is displayed</p> <p>Check that services global status is displayed</p> 	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>
<p>Click the monitoring view button and verify the consistency of each service status</p> 	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>

<p>Platform administration dashboard is displayed Check that services global status is displayed</p>  <p>The screenshot shows the 'Dashboard' for Platform Administration. At the top, there are buttons for 'Add user', 'Add lab', 'Help center', and 'Contact us'. Below this, a green status bar indicates 'All services are running'. There are buttons for 'Monitoring view' and 'Download system log file'. A section titled 'At a glance' for 'Monday 9 May (4:46 pm)' displays various metrics: 12 Labs, 30 Users, 28(1) Active users (Online), 20(0) Device+ (Online), 80 Projects, 174 Protocols, and 3 Experiments. A 'Usage data export' button is at the bottom.</p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>
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<p>Platform administration dashboard is displayed</p> <p>Check that services global status is displayed</p> 	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>
<p>Click the monitoring view button and verify the consistency of each service status</p> 	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>

<p>Platform administration dashboard is displayed</p> <p>Check that services global status is displayed</p> 	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>
<p>Click the monitoring view button and verify the consistency of each service status</p> 	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p> <p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>

1.2.IQ test report

Below, Installation Qualification Report is shown.

INSTALLATION QUALIFICATION REPORT		
	RESULT	COMMENT (if none, bar the cell)
	OK <input type="checkbox"/> NOK <input type="checkbox"/>	

	Function	Name	Date	Signature
Performed by				
Approved by				

2. Contact

For any questions or information, do not hesitate to:

- Visit our website www.andrewalliance.com
- Contact us through our Intercom messenger.
- Send us an email to aa_support@waters.com
- Visit us:
 - Andrew Alliance S.A. (Headquarters)
Chemin Grenet 21
1214 Vernier (Genève), Switzerland