

OneLab 1.15

Operational Qualification Procedure



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1. Operational Qualification (OQ)

Document #: OQ-1.15		Revision: 1	
	Function	Name	Date
Author	Quality Engineer	Pierre Henri-Bourgain	20 June 2022
Reviewed by	Senior Software Manager	Adrien Pegaz-Blanc	20 June 2022

The **Operational Qualification (OQ)** is a test process that evaluates the proper functioning of a facility or an appliance. The Operational Qualification (OQ) may only be performed after a successfully completed Installation Qualification (IQ). The documentation for an Operational Qualification consists of:

- OQ test plan
- OQ report

1.1. OQ test plan

The **OQ test plan** contains detailed information of the tests to be performed on the respective equipment in the context of the Operation Qualification (OQ). This test plan contains detailed specifications on the course of the test itself.

After completion of the OQ test plan, the results are summarized, evaluated, and combined in an OQ report. All deviations, as well as measures taken to eliminate these, are documented. After the deviations have been eliminated, they must be tested again, documented, and evaluated in a new OQ report.

The Operational Qualification template for OneLab is reported in the next page.

OPERATION QUALIFICATION			
System name:		OneLab	
Version:		1.15	
Document #	OQ-1.14	Revision	1

1.2. Getting started

This Operational Qualification procedure is based on the execution of a set of workflows to test the correct functionality of different features of the system.

In case of an enterprise deployment, Installation Qualification must be successfully performed before starting the Operation Qualification procedure.

A) SaaS / Minor release OQ Process

In case of an OQ Process on the SaaS environment or being done for a minor release, only the [Workflow 3](#) could be executed.

In this case, requirements would be to log in with a user having one of the roles listed in the related requirements- this could be a user created in an earlier qualification workflow, one of your own configured users, or, when using an outside expert to run qualification, a user account / accounts configured specifically for this individual. All used users should be in the same lab.

B) Enterprise OQ Process

a. Requirements: about initial configuration

- The OQ performer must be allowed to access the platform administration of OneLab
- The OQ Platform administrator user must have been created or enabled (if user already existed) by an effective platform administrator and credentials must have been communicated to the OQ performer

OQ platform administrator work email:

OQ platform administrator password:

- OQ Platform administrator user must be disabled by a “real” platform administrator after the OQ Process has been performed

b. Requirements: about configuration variables

Following settings are set during the IQ Process and should be communicated to the OQ performer so that workflows can be executed properly.

- OneLab URL

- Account creation: restriction to a domain list

allowed:

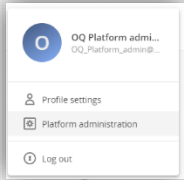
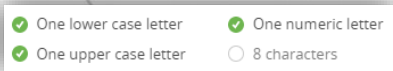
blocked:

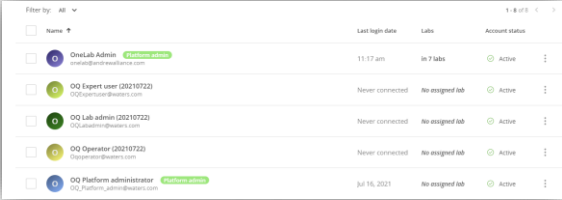

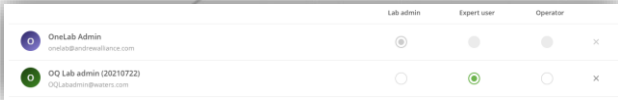
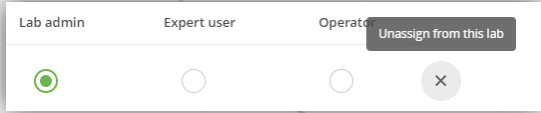
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- Password policy

<input type="checkbox"/> Workflows are based on default password policy	<input type="checkbox"/> Password policy has been customized:
<input type="radio"/> One lower case letter <input type="radio"/> One numeric letter <input type="radio"/> One upper case letter <input type="radio"/> 8 characters	

1.3.Workflow 1: Platform administration


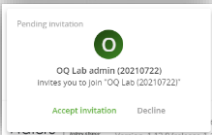
Requirements: <ul style="list-style-type: none"> • Platform installed with a license added 		
Tested features: <ul style="list-style-type: none"> • Platform administration: user creation • Platform administration: lab creation • Platform administration: lab members management • Password policy control • Audit trail with a reason 		
Go to OneLab URL Log in using OQ Platform administrator credentials	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"/>)
Platform administration dashboard is displayed		
Click on "Users" link in the left menu Click on the "Add new user" button <ul style="list-style-type: none"> • Fill "Full name" field with "OQ Lab admin (YYYYMMDD)" • Fill "Work email" field with a valid and allowed email • Fill "Password" field with "Test_User_1234" • Click on "Add new user" to submit the form 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Created user is listed in the Users table	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Click on the "Add new user" button <ul style="list-style-type: none"> • Fill "Full name" field with "OQ Expert user (YYYYMMDD)" • Fill "Work email" with a valid and allowed email 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Check that password policy conditions are instantaneously updated by filling "Password" field with "a1A23456"	 OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Click on "Add new user" to submit the form Created user is listed in the Users table	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)

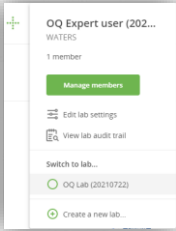
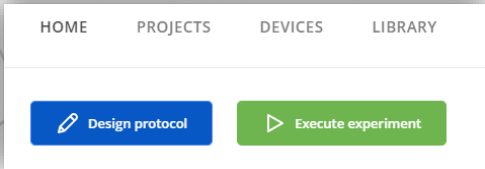
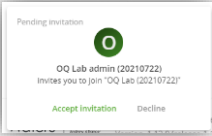
<p>Click on the "Add new user" button</p> <ul style="list-style-type: none"> • Fill "Full name" field with "OQ Operator (YYYYMMDD)" • Fill "Work email" with a valid and allowed email • Fill "Password" field with "Test_User_4321" • Click on "Add new user" to submit the form 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Created users are listed in the Users table</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "Labs" link in the left menu Click on the "Create new lab" button</p> <ul style="list-style-type: none"> • Fill "Lab name" field with "OQ Lab (YYYYMMDD)" • Fill "Company or division name" field with "Test Company" • Click on "Create new lab" to submit the form 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Created lab is listed in the Labs table</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the created lab line Check that OQ Platform administrator user is the Lab admin</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the "Add users" button at the bottom of the page In the popup, select "OQ Lab admin (YYYYMMDD)" and submit by clicking on "Add 1 user" button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>User is added and automatically designated as an expert user</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that OQ Platform administrator lab admin's role cannot be changed (buttons cannot be clicked)</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Change "OQ Lab admin (YYYYMMDD)" role to Lab admin</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that OQ Platform administrator role can now be changed (buttons can now be clicked)</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p>Comment (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Unassign him from the lab by clicking on the cross at the end of the line</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p>Comment (if none, check this checkbox <input type="checkbox"/>)</p>

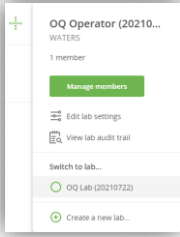

A confirmation popup is displayed, and a reason must be entered to unassign the user from the lab		
Enter "To test member unassignment" in the reason field and submit	OK <input type="checkbox"/> NOK <input type="checkbox"/>	Comment (if none, check this checkbox <input type="checkbox"/>)
Click on "platform audit trail" link in the left menu	OK <input type="checkbox"/> NOK <input type="checkbox"/>	Comment (if none, check this checkbox <input type="checkbox"/>)
A line related to the previous unassignment must be displayed	OK <input type="checkbox"/> NOK <input type="checkbox"/>	Comment (if none, check this checkbox <input type="checkbox"/>)
Click on the line Check that the reason entered before is correctly displayed	OK <input type="checkbox"/> NOK <input type="checkbox"/>	Comment (if none, check this checkbox <input type="checkbox"/>)

1.4. Workflow 2: Lab management & permissions

Requirements:		<input type="checkbox"/>
<ul style="list-style-type: none"> Workflow 1 has been validated 		
Tested features:		
<ul style="list-style-type: none"> <i>Lab management: invite a user</i> <i>Lab management: members role administration</i> <i>An expert user can design a protocol</i> <i>An operator cannot design a protocol</i> 		
Go to OneLab URL		
<ul style="list-style-type: none"> Work email: email entered for user <i>OQ Lab admin</i> (YYYYMMDD) in Workflow 1 Password: "Test_User_1234" 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Check in the top left corner that user is automatically logged in lab "OQ Lab (YYYYMMDD)"	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Click on the lab menu Click on "Manage members"		<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
	OK <input type="checkbox"/> NOK <input type="checkbox"/>	
Then, click on "Invite new member"		

<p>In the "Work mail" field, enter email used for "OQ Expert user (YYYYMMDD)"</p> <p>Check that the role is automatically set to "Expert user"</p> <p>Submit by clicking on "Send invitation"</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "Invite new member" button again</p> <p>In the "Work mail" field, enter email used for "OQ Operator (YYYYMMDD)"</p> <p>Check that the role is automatically set to "Expert user"</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Change the role to "Operator"</p> <p>Submit by clicking on "Send invitation"</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A green feedback is displayed to confirm that the invitation has been sent</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that members table is automatically displaying the "Invites" tab instead of the "Active" tab</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that both invited users are listed</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Log out from OneLab</p> <p>Log in OneLab with "OQ Expert user" credentials</p> <ul style="list-style-type: none"> • Work email: email entered for "OQ Expert user (YYYYMMDD)" • Password: "a1A23456" 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Depending on the lab creation policy:</p> <p>If "none":</p> <ul style="list-style-type: none"> • A welcome to OneLab screen is displayed • A message displays that user does not have access to any labs <p>If "many" or "one":</p> <ul style="list-style-type: none"> • A welcome to OneLab screen is displayed • A name must be given to the user's lab and is prefilled with "OQ Expert user (YYYYMMDD)'s Lab" • Select one of the applications displayed • Click on "Go to OneLab!" button in the top right corner • User is directed to the homepage of OQ Expert user (YYYYMMDD)'s lab 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>In the bottom left corner, an invitation card from OQ Lab admin to join OQ Lab is displayed</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "Accept invitation"</p> <p>A green feedback is displayed</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Depending on the lab creation policy:</p> <p>If "none":</p> <ul style="list-style-type: none"> • Check in the top left corner that user is now in "OQ Lab (YYYYMMDD)" 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

<p>If "many" or "one":</p> <ul style="list-style-type: none"> Click on the lab menu Click on "OQ Lab (YYYYMMDD)" in the "switch to lab..." section  <ul style="list-style-type: none"> Check in the top left corner that user is now in "OQ Lab (YYYYMMDD)" 		
<p>Check that the "Design protocol" button can be clicked</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Log out from OneLab Log in OneLab with "OQ Operator" credentials</p> <ul style="list-style-type: none"> Work email: email entered for "OQ Operator (YYYYMMDD)" Password: "Test_User_4321" 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Depending on the lab creation policy: If "none":</p> <ul style="list-style-type: none"> A welcome to OneLab screen is displayed A message displays that user does not have access to any labs <p>If "many" or "one":</p> <ul style="list-style-type: none"> A welcome to OneLab screen is displayed A name must be given to the user's lab and is prefilled with "OQ Expert user (YYYYMMDD)'s Lab" Select one of the applications displayed Click on "Go to OneLab!" button in the top right corner User is directed to the homepage of OQ Operator (YYYYMMDD)'s lab 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>In the bottom left corner, an invitation card from OQ Lab admin to join OQ Lab is displayed</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "Accept invitation" A green feedback is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Depending on the lab creation policy: If "none":</p> <ul style="list-style-type: none"> Check in the top left corner that user is now in "OQ Lab (YYYYMMDD)" 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>



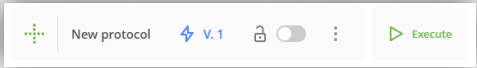
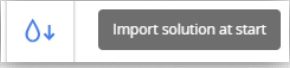
<p>If "many" or "one":</p> <ul style="list-style-type: none"> • Click on the lab menu • Click on "OQ Lab (YYYYMMDD)" in the "switch to lab..." section  <ul style="list-style-type: none"> • Check in the top left corner that user is now in "OQ Lab (YYYYMMDD)" 		
<p>Check that the "Design protocol" button is disabled</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Log out from OneLab</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

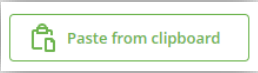
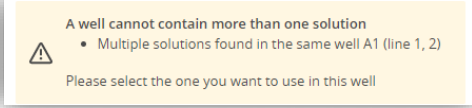
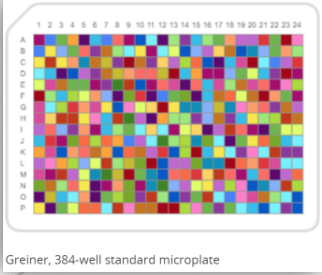
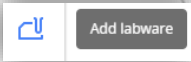
1.5. Workflow 3: Design & Execute (SaaS / Minor release OQ Process)


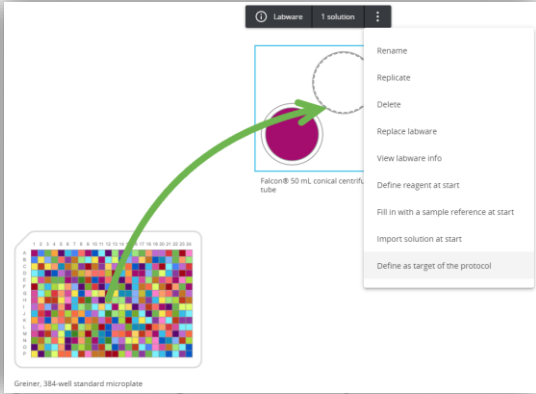
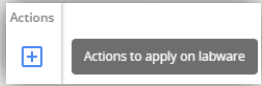
<p>Requirements:</p> <ul style="list-style-type: none"> • Full OQ Process: Workflow 2 has been validated • SaaS / Minor release OQ Process: <ul style="list-style-type: none"> ○ For each workflow, log in with a user having one of the roles listed in the related requirements- this could be a user created in an earlier qualification workflow, one of your own configured users, or, when using an outside expert to run qualification, a user account / accounts configured specifically for this individual ○ All used users should be in the same lab

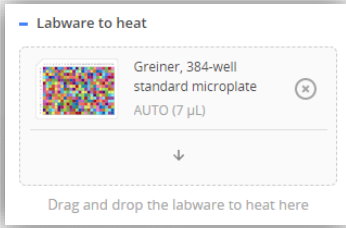
A) Design a protocol

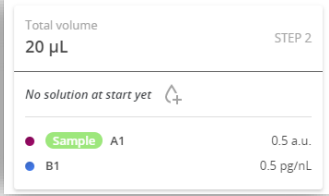
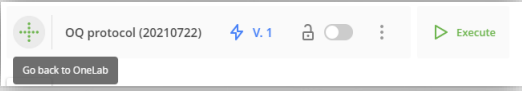
<p>Requirements:</p> <ul style="list-style-type: none"> • SaaS / Minor release OQ Process: Log in with a user being a lab admin or an expert user 	<p><input type="checkbox"/></p>
<p>Tested features:</p> <ul style="list-style-type: none"> • Create a project • Import a protocol • Design a protocol • Import reagents from a data table into a labware 	
<p>Go to OneLab URL</p> <ul style="list-style-type: none"> • Work email: email entered for "OQ Expert user (YYYYMMDD)" • Password: Test_User_1234 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p> <p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check in the top left corner that user is in "OQ Lab (YYYYMMDD)"</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p> <p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "PROJECTS" tab at the top center of the screen Click on the card "New project" The form to create a new project is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p> <p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

<p>Fill "Project name" field with "OQ Project (YYYYMMDD)" Let the "Description" field empty Select a project color Check that "Initials" field is automatically filled with "OQ" Click on "Create project" button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A green feedback is displayed to confirm project creation The new created project is automatically opened The selected color is correct, and initials are OQ</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the link "Import protocol file (.onp)..."</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Select the dedicated OQ protocol furnished with the OQ process</p>		
<p>A green feedback is displayed to confirm the successful import</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The protocol is listed in the project</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the "Design new" button</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The designer opens on a New protocol The version of the protocol is V.1</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>An onboarding message asking to "add a labware to the bench" is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the protocol name Protocol information screen is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Change protocol title to "OQ protocol (YYYYMMDD)" Click on update button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Bench is displayed again Protocol title has been correctly updated</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the "Import solution at start" icon in the toolbar</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The dedicated screen is displayed</p>		
<p>Copy the dedicated sheet "OQ Import Solution (Workflow3)" to your clipboard (ctrl+c)</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Paste from clipboard using the dedicated button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

		
<p>A warning message is displayed "A well cannot contain more than one solution"</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the first checkbox for A1 position Check that related warning message is no more displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the "Select your labware" button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that only 384 microplates can be selected in the catalog (filter should be automatically applied on 384 number of wells)</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Select "Greiner, 384-well standard microplate" by clicking on the dedicated button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "Create and fill labware" button Bench with the microplate is displayed again, filled with solutions previously imported</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the "Add labware" icon in the toolbar</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>In the well capacity filter, click on "50 mL - 250 mL"</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that only related labware are displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Select "Falcon 50mL conical centrifuge tube" by clicking the "Add" button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

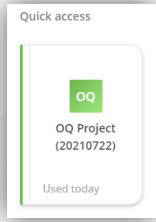
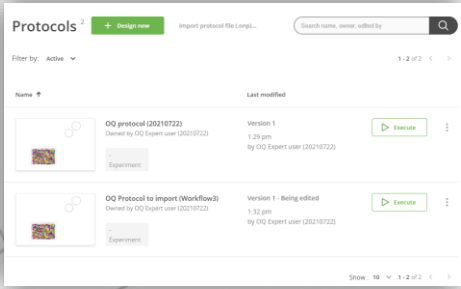
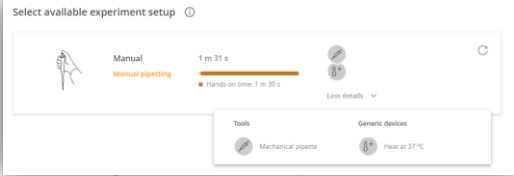
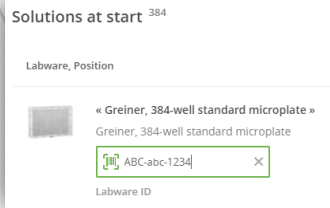
		
<p>Click the "Add to bench" button</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Back on the bench, click on the microplate and drag the cursor to the 50mL tube</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>On the screen dedicated to select sources, click on A1 and B1 Click on Save selection</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>In the volume field, enter 10 and check that the button to "Save" the step turns from disabled to enabled Click on Save step</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Back to the bench, the created step is listed, and an arrow is displayed from the microplate to the tube</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the tube In the labware menu, click on the three dots then on "Define as target of the protocol"</p> 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>On the bench, the tube should have a "Target" label</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the "Actions" icon in the toolbar</p> 	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the Heat/cool action icon</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the microplate and drag it to the dedicated zone "Labware to heat"</p>	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

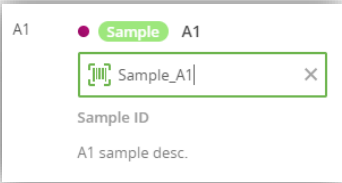

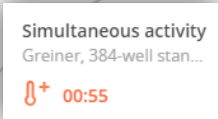
		
<p>Select the temperature of 37 °C</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the advanced option to place the labware only once the device reached the desired temperature is checked</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the advanced option to remove the labware from the device once the protocol has been done is checked</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Save the step Back to the bench, the “Heat/cool” icon should be displayed above the microplate and should be orange</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Above the steps list, click the Reorder button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Drag the Start heating step from position 2 to position 1, so that the pipetting gets in between the start and the stop</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Above the steps list, click the Done button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

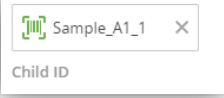

<p>Click the pipetting step (position 2) Click the tube on the bench In the labware menu, check that "2 solutions" is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "2 solutions" Check that A1 well is flagged as a sample Check that B1 is not flagged as a sample</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the "Execute button"</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The setup page should display a line dedicated to a Manual execution An estimation time should be displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on cancel and check that the designer is displayed again</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the OneLab icon to exit the designer</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The protocols list of "OQ Project (YYYYMMDD)" is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Log out from OneLab</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

B) Execute a protocol

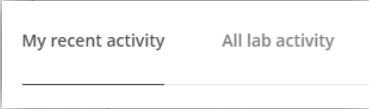
<p>Requirements:</p> <ul style="list-style-type: none"> SaaS / Minor release OQ Process: Log in with a user being an operator, or an expert user or a lab admin 		<p><input type="checkbox"/></p>
<p>Tested features:</p> <ul style="list-style-type: none"> Execute a protocol: bar code scanning for labware & samples Execute a protocol: manual execution Experiment report: electronic signature Experiment report: release & sign a report 		
<p>Log in OneLab with "OQ Operator" credentials</p> <ul style="list-style-type: none"> Work email: email entered for "OQ Operator (YYYYMMDD)" Password: "Test_User_4321" 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The "OQ Project (YYYYMMDD)" card is displayed in the Quick access area</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>


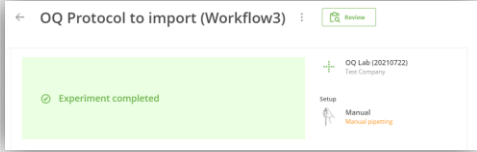

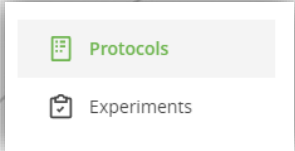
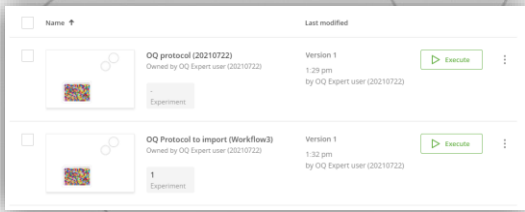
 <p>Click the card</p>		
<p>The protocols list is displayed The previously imported protocol is listed</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the Execute button of the previously imported protocol</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The setup page should display a line dedicated to a Manual execution</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>An estimation time should be displayed</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the line The Material list screen is displayed Check that a generic device to heat at 37°C is requested</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Scroll down to find the "Solutions at start" section, and click on the button Labware ID</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>If a bar code reader is available, scan a bar code in the field If no bar code reader is available, enter "ABC-abc-1234" in the field</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

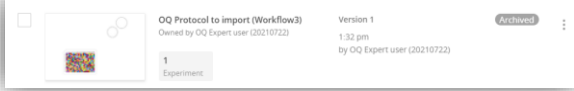
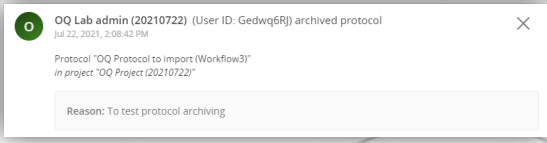
<p>Check that a Sample ID button is available for all wells on the A line and enter "Sample_A1" in A1 field</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that no "sample ID" button is available for all wells on the B line</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Scroll down to find the "Other materials" section, and click on the button Labware ID of the targeted tube Enter "Targeted tube" in the field</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Scroll up to the top of the material list and click the Start experiment button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>First step of the execution asks to check that the heating device is at 37°C Click on the next step button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A start button is available to start the timer Click on the start button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The heating timer is displayed on a dedicated card, in the "simultaneous activity" section of the runner</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>During the heating, the pipetting step from A1, B1 to the tube is displayed A sample tag is displayed under the microplate Click on the continue button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Wait until the "end of heating" step is displayed Once timer is finished, continue button switches from disabled to enabled Click on the continue button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Last step asks the user to remove the microplate from the device Click on "End experiment" button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Experiment report is displayed</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Scroll down to the Target labware section Check that Labware ID is "Targeted tube" Check that Sample ID is "Sample_A1"</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

<p>Click the “Autofill all of child IDs” button</p> <p>Check that Sample_A1 child ID is automatically filled, and its value is “Sample_A1_1”</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the “Export sample information” button is not available</p> <p>Check that the “Print” button at the top of the screen is not available</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the “Release report” button at the top of the screen</p> <p>In the reason field, enter “To test Report releasing”</p> <p>In the credential fields, enter:</p> <ul style="list-style-type: none"> • Work email: email entered for “OQ Operator (YYYYMMDD)” • Password: Test_User_4321 <p>Click the “Sign experiment report” button</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the report is correctly released and signed by “OQ Operator (YYYYMMDD)”</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the Print button at the top of the screen is now available</p> <p>Check that the Export sample information is now available</p> <p>Click on “Go to OneLab home”</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Log out from OneLab</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

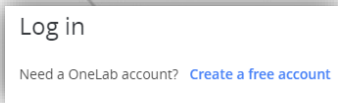
C) Review and archive a protocol

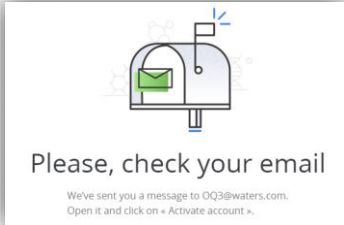
<p>Requirements:</p> <ul style="list-style-type: none"> • SaaS / Minor release OQ Process: Log in with a user being a lab admin 		<p><input type="checkbox"/></p>
<p>Tested features:</p> <ul style="list-style-type: none"> • <i>Experiment report: review a report</i> • <i>Archive a protocol</i> 		
<p>Log in OneLab with “OQ Lab admin” credentials</p> <ul style="list-style-type: none"> • Work email: email entered for “OQ Lab admin (YYYYMMDD)” • Password: “Test_User_1234” 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>On the homepage, click the “All lab activity” link</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A line dedicated to the previous experiment report release is displayed</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

 <p>Click on the experiment report link on this line</p>		
<p>The experiment report is displayed, and a “review” button is available</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the “Review” button at the top of the screen In the reason field, enter "To test Report reviewing" In the credential fields, enter:</p> <ul style="list-style-type: none"> • Work email: email entered for "OQ Lab admin (YYYYMMDD)" • Password: Test_User_1234 <p>Click the “Review experiment report” button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the report is correctly reviewed by "OQ Lab admin (YYYYMMDD)"</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the Protocols link on the left of the screen</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The protocols list is displayed The previously imported protocol is listed</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>In the protocols list, click on the three dots at the end of the line related to the protocol "OQ Protocol to import (Workflow3)"</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the Archive button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

In the dedicated pop up, enter the reason "To test protocol archiving"	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Check that the protocol is no longer listed in the protocols list, under the "filter by: Active" which is selected by default	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Change the filter value to select "Archived" and check that "OQ Protocol to import (Workflow3)" is listed with an archived tag and that it cannot be executed anymore	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
		
Click the lab menu in the top left corner	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Click the "View lab audit trail entry"	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
A line related to the previous experiment report review must be displayed	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
A line related to the previous protocol archived must be displayed Click on the line	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Check that the reason entered before is correctly displayed	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
		
Log out from OneLab	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)

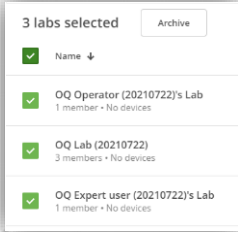
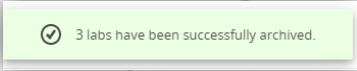
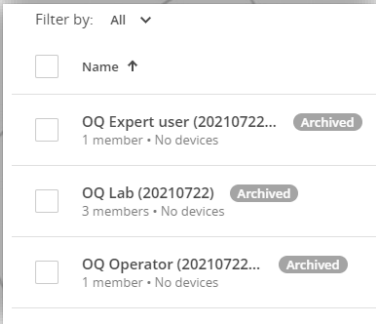
1.6. Workflow 4 (optional): Signup & email

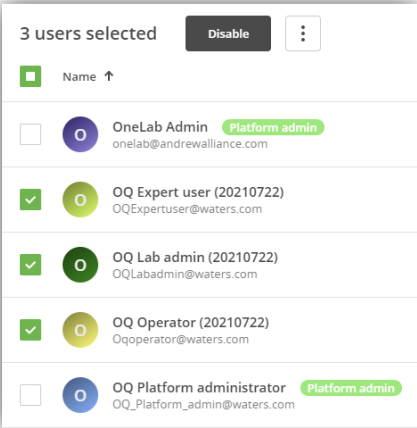
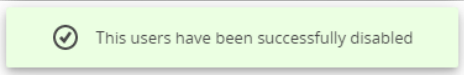
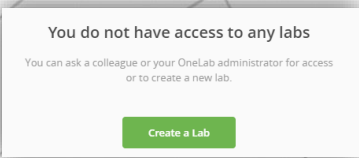
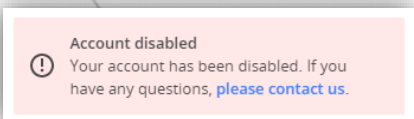
Requirements:		<input type="checkbox"/>
<ul style="list-style-type: none"> • Signup is activated (cf. Installation guide) • Emails are activated, either via smtp or logs (cf. Installation guide) 		
Tested features:		
<ul style="list-style-type: none"> • <i>Create an account</i> • <i>Emails</i> 		
Go to OneLab URL	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
Click on the link "Create a free account"	OK <input type="checkbox"/> NOK <input type="checkbox"/>	<u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)
		

<p>Fill "Full name" field with "OQ New User (YYYYMMDD)" Fill "Work email" field with a valid and allowed email Fill "Password" field with "Test_User_0" Click the continue button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A screen asking to check your email is displayed</p> 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the email has correctly been received</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>In the email, click the link to activate the account</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The login page of OneLab opens</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>The work email field is automatically filled with the email entered during the account creation</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Fill the "Password" field with "Test_User_0" Click on the Login button</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Depending on the lab creation policy: If "none":</p> <ul style="list-style-type: none"> • A welcome to OneLab screen is displayed • A message displays that user does not have access to any labs <p>If "many" or "one":</p> <ul style="list-style-type: none"> • A welcome to OneLab screen is displayed • A name must be given to the user's lab and is prefilled with "OQ new User (YYYYMMDD)'s Lab" • Select one of the applications displayed • Click on "Go to OneLab!" button in the top right corner • User is directed on the homepage of OQ New User (YYYYMMDD)'s lab 	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

1.7. Workflow 5: Reset

<p>Requirements:</p> <ul style="list-style-type: none"> • This workflow is dedicated to purge the data that have been created during this OQ process. Therefore, it should be used applied to all records created during the OQ execution. 	<p><input type="checkbox"/></p>	
<p>Tested features:</p> <ul style="list-style-type: none"> • Platform administration: archive a lab • Platform administration: disable a user 		
<p>Go to OneLab URL Log in using OQ Platform administrator credentials</p>	<p>OK <input type="checkbox"/> NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

<p>Click on the user's avatar in the top right corner</p> <p>Click on the Platform administration link</p> <p>Platform administration dashboard is displayed</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "Labs" link in the left menu</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Use the search field to filter results on YYYYMMDD</p> <p>All labs created during this OQ process should be listed</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the select all checkbox</p> <p>An archive button is displayed</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click the archive button</p> <p>A confirmation pop up is displayed and a reason must be entered to unassign the user from the lab</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Enter a "To test lab archiving" and submit</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A green feedback indicates that the lab is now archived</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check that the labs are tagged as archived</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on "users" link in the left menu</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Check all the checkboxes for all users created during this OQ process:</p> <ul style="list-style-type: none"> • OQ Lab admin (YYYYMMDD) • OQ Expert user (YYYYMMDD) 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

<ul style="list-style-type: none"> • OQ Operator (YYYYMMDD) • OQ New User (YYYYMMDD) [if workflow 4 was done] 		
<p>Click the “Disable” button</p>  <p>A confirmation pop up is displayed and a reason must be entered to unassign the user from the lab</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Enter “To test users deactivation” and submit</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A green feedback indicates that the users are now disabled</p>  <p>Account status for these users is “Disabled”</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Quit the platform administration by clicking on the arrow on the top left of the screen</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>A message indicates that user does not have access to any labs</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>Click on the user’s avatar in the top right corner Log out from OneLab</p>	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>
<p>On login screen, try to log in with the email and password that were set for “OQ Lab admin (YYYYMMDD)” An error message indicates that account has been disabled</p> 	<p>OK <input type="checkbox"/></p> <p>NOK <input type="checkbox"/></p>	<p><u>Comment</u> (if none, check this checkbox <input type="checkbox"/>)</p>

1.8.OQ test report

Below Operation Qualification Report is shown. The Operation Qualification is successful if all executed workflows passed **ALL** the tests.

OPERATION QUALIFICATION REPORT		
OQ test	RESULT	COMMENT (if none, bar the cell)
WORKFLOW 1	OK <input type="checkbox"/> NOK <input type="checkbox"/>	
WORKFLOW 2	OK <input type="checkbox"/> NOK <input type="checkbox"/>	
WORKFLOW 3	OK <input type="checkbox"/> NOK <input type="checkbox"/>	
WORKFLOW 4	OK <input type="checkbox"/> NOK <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
WORKFLOW 5	OK <input type="checkbox"/> NOK <input type="checkbox"/>	
Reminder	As specified in Requirements : OQ Platform administrator user must be disabled by an effective platform administrator after the OQ Process has been performed 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