OneLab 1.15 Operational Qualification Procedure





Execute experiments



1. O	perational Qualification (OQ)	3
1.1.	OQ test plan	3
1.2.	Getting started	4
A	SaaS / Minor release OQ Process	4
B) Enterprise OQ Process	4
a.	Requirements: about initial configuration	4
b.	Requirements: about configuration variables	4
1.3.	Workflow 1: Platform administration	5
	Platform administration: user creation	
	Platform administration: lab creation	5
	Platform administration: lab members management	5
	Password policy control	5
	Audit trail with a reason	5
1.4.	Workflow 2: Lab management & permissions	7
	Lab management: invite a user	7
	Lab management: members role administration	
	An expert user can design a protocol	7
	An operator cannot design a protocol	7
15	Workflow 3: Design & Execute (SagS / Minor release OO Process)	10
1.0.) Design a protocol	10
/	Create a project	10
	Import a protocol	
/	Design a protocol	
/	Import reagents from a data table into a labware	
B) Execute a protocol	
,	Execute a protocol: bar code scanning for labware & samples	
	Execute a protocol: manual execution	
	Experiment report: electronic signature	
	Experiment report: release & sign a report	
C)	Review and archive a protocol	
,	Experiment report: review a report	
	Archive a protocol	
1.6.	Workflow 4 (optional): Signup & email	
	Create an account	
	Emails	
. /		
1.7.	Workflow 5: Reset	
	Platform administration: archive a lab	
	Platform administration: disable a user	
1.8.	OQ test report	24
2 0	ontact	24
2. U	UIILALL	



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 #	0Q-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:





Password policy

□ Workflows are based on default password policy		□ Password policy has been customized:
 One lower case letter One upper case letter 	 One numeric letter 8 characters 	

1.3. Workflow 1: Platform administration

		1
 Requirements: Platform installed with a license added 		
Tested features:		
• 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	au T	Comment (if none, check this
Log in using OQ Platform administrator credentials		checkbox 🗆)
Click on the user's suctory in the terr wight compar		Commont lifnana, shaek this
Click on the Platform administration link	/	$\frac{\text{Comment}}{(1)}$ (If none, check this checkbox \Box)
	/	
OQ Platform_admin. OQ_Platform_admin0_	ок 🗆	
& Profile settings	NOK 🗆	
	/	/
Ulogout	/	/
Distform administration dashboard is displayed	/	/
Click on "Users" link in the left menu		Comment (if none, check this
Click on the "Add new user" button		checkbox 🗆)
• Fill "Full name" field with "OQ Lab admin (YYYYMMDD)"	ок 🗆	
Fill "Work email" field with a valid and allowed email Fill "Decemend" field with "Text, User, 1224"	NOK 🗆	
Click on "Add new user" to submit the form		
Created user is listed in the Users table		Comment (if none, check this
		checkbox 🗆)
Click on the "Add new user" button		Comment (if none check this
Fill "Full name" field with "OQ Expert user (YYYYMMDD)"	ОК 🗆	$\frac{\text{comment}}{\text{checkbox}}$ ()
• Fill "Work email" with a valid and allowed email	NOK 🗆	
Check that password policy conditions are instantaneously		<u>Comment</u> (if none, check this
updated by filling "Password" field with "a1A23456"		checkbox 🗆)
One upper case letter S characters	NUK	
	/	
Click on "Add new user" to submit the form	ок 🗆	Comment (if none, check this
Created user is listed in the Users table	NOK 🗆	checkbox 🗆)

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5/24

Click on the "Add new user" button		Comment (if none, check this
• Fill "Full name" field with "OQ Operator (YYYYMMDD)"		checkbox 🗆)
 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		
Created users are listed in the Users table		<u>Comment</u> (if none, check this checkbox □)
Fiterby: All 🗸 1-Burt C 🔿		/
News * Lastingin data Lalas Account station		/
O O Expert user (20220722) Non-consecutive Research Consecutive Research Re	ОК 🗆	/
OQLegenzee@www.com receiv.com wereagges.ww ow contracted wereagges.ww contracted wereagges.ww contracted wereagges.ww contracted wereagges.ww contracted	NOK 🗆	/
		/
Opperaturd/waters.com Network Contraction Network Contraction Network Contraction Network Contraction Network Contraction Network Contraction Network Contraction Network Contraction Network Contraction Contraction Contraction		/
↓ 16.020 Reining all relations and the second seco		/
Click on "Labs" link in the left menu		Comment (if none, check this
Click on the "Create new lab" button		checkbox 🗆)
Fill "Lab name" field with "OQ Lab (YYYYMMDD)"	ок 🗆	/
Fill "Company or division name" field with "Test	NOK 🗆	/
Company"		/
Click on "Create new lab" to submit the form		
Created lab is listed in the Labs table	/	Comment (if none, check this
		$\frac{1}{1}$
	ок 🗆	,
UQ Lab (act/07/22) Test Company 11:35 am 11:35 am 11:35 am	NOK 🗆	/
	/	
Click on the created lab line		Comment (if none, check this
Check that OQ Platform administrator user is the Lab admin		checkbox 🗆)
Click on the "Add users" button at the bottom of the page		Comment (if none, check this
In the popup, select " OQ Lab admin (YYYYMMDD)" and submit by		checkbox 🗆)
clicking on "Add 1 user" button		/
User is added and automatically designated as an expert user	/	Comment (if none, check this
	/	checkbox 🗆)
Lab admin Expert user Operator		/
OneLab Admin (B) ×		/
O QLub admin (20219722) O (Lub admini favora com		
		/ /
Check that OQ Platform administrator lab admin's role cannot be	ок 🗆	<u>Comment</u> (if none, check this
changed (buttons cannot be clicked)	NOK 🗆	checkbox 🗆)
Change " OQ Lab admin (YYYYMMDD)" role to Lab admin	ок 🗆	<u>Comment</u> (if none, check this
	NOK 🗆	checkbox □)
Check that OQ Platform administrator role can now be changed	ок 🗆	Comment (if none, check this
(buttons can now be clicked)	NOK 🗆	cneckbox 凵)
Increasing him from the lab by elicities on the surger of the surd of		Compant (if page sheet) this
Unassign nim from the lab by clicking on the cross at the end of		comment (if none, check this
the line		
Lab admin Expert user Operator	OK 🗆	
Undaligh from this lab	NOK 🗆	
	/	

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A confir to unass	mation popup is displa sign the user from the l	yed, and a reason musi ab	t be entered		
Enter "T submit	o test member unassig	gnment" in the reason f	ield and	OK □ NOK □	Comment (if none, check this checkbox 🗆)
Click on	"platform audit trail"	link in the left menu		OK □ NOK □	Comment (if none, check this checkbox □)
A line re	lated to the previous u	unassignment must be o	displayed	OK □ NOK □	Comment (if none, check this checkbox □)
Check th	Conclab Admin (User ID: WPZpLZM) Jul 22, 2021, 11:801 AM OneLab Admin Reason: To test member unassignm Previous value user: "OneLab Admin" lab: "OQ Lab (20216722)"	before is correctly disp n) unassigned user from lab ent New value None	×	OK □ NOK □	checkbox 🗆)
/	role: "LAB_ADMIN" startDate: "2021-07-22T09:35:	20.9362"	_	7	

1.4. Workflow 2: Lab management & permissions

Requi	rements:		
• v	Vorkflow 1 has been validated		
Testeo	d features:		
•	Lab management: invite a user		
•	Lab management: members role administration		
•	An expert user can design a protocol		
•	An operator cannot design a protocol		
Go to • V (1 • P	OneLab URL Vork email: email entered for user <i>OQ Lab admin</i> YYYYMMDD) in Workflow 1 Password: " <i>Test User 1234</i> "	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Check lab "O	in the top left corner that user is automatically logged in OQ Lab (YYYYMMDD)"	0K □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Click a Click a	on the lab menu on "Manage members"		<u>Comment</u> (if none, check this checkbox □)
	1 member Manage members	ОК □ NOК □	
Then,	Create a new lab		

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lr (1 C S	n the "Work mail" field, enter email used for "OQ Expert user (YYYMMDD)" heck that the role is automatically set to "Expert user" ubmit by clicking on "Send invitation"	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
C Ir () C	lick on "Invite new member" button again the "Work mail" field, enter email used for <i>"OQ Operator</i> <i>(YYYYMMDD)</i> " heck that the role is automatically set to "Expert user"	ОК	<u>Comment</u> (if none, check this checkbox □)
C S	hange the role to "Operator" ubmit by clicking on "Send invitation"	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
A b	green feedback is displayed to confirm that the invitation has een sent	ОК □ NOK □	$\frac{\text{Comment}}{\text{check box}} (if none, check this checkbox} \Box)$
C "	heck that members table is automatically displaying the nvites" tab instead of the "Active" tab	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
С	heck that both invited users are listed		Comment (if none, check this checkbox □)
	Email address * Invitation sender Invitation date O Op@epertuser@waters.com OQ Lab admin (20210722) Jul 22, 2021 : O Opperstor@waters.com OQ Lab admin (20210722) Jul 22, 2021 :		
2		/	
L. L.	og out from OneLab og in OneLab with "OQ Expert user" credentials Work email: email entered for " <i>OQ</i> Expert user	ок 🗆	<u>Comment</u> (if none, check this checkbox □)
/.	(YYYYMMDD)" Password: "a1A23456"	NOK 🗆	
D If If	 epending on the lab creation policy: "none": A welcome to OneLab screen is displayed A message displays that user does not have access to any labs "many" or "one": 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 the bottom left corner, an invitation card from OQ Lab admin 	ОК 🗆 NOК 🗆	<u>Comment</u> (if none, check this checkbox □) <u>Comment</u> (if none, check this
to	o join OQ Lab is displayed	ОК □ NOK □	checkbox 🗆)
C A	lick on "Accept invitation" green feedback is displayed		<u>Comment</u> (if none, check this checkbox □)
D If	epending on the lab creation policy: <i>"none"</i> : • Check in the top left corner that user is now in " <i>OQ Lab</i> <i>(YYYYMMDD)</i> "	ОК □ NOК □	Comment (if none, check this checkbox □)



If "many" or "one":		
 Click on the lab menu Click on "OQ Lab (YYYYMMDD)" in the "switch to lab" section 		
-1- OQ Expert user (202 WATER5 1 member Marge members 至 Edit ub settings [2] [2] [2] [2] [2]		
 Check in the top left corner that user is now in "OQ Lab (YYYYMMDD)" 		
Check that the "Design protocol" button can be clicked		$\frac{\text{Comment}}{\text{check box }\Box} (if none, check this)$
HOME PROJECTS DEVICES LIBRARY		
.og out from OneLab	/	Comment (if none, check this
og in OneLab with "OQ Operator" credentials	OK 🗆	checkbox 🗆)
Password: "Test User 4321"		
Depending on the lab creation policy: f "none": • A welcome to OneLab screen is displayed	/ /	Comment (if none, check this checkbox □)
A message displays that user does not have access to		
any labs f <i>"many</i> " or <i>"one</i> ":	/	/
 A welcome to OneLab screen is displayed A name must be given to the user's lab and is prefilled 	ОК □ NOК □	
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 		
n the bottom left corner, an invitation card from OQ Lab admin o join OQ Lab is displayed		$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
Pending invitation OQ Lab admini (2021/0722) Invites you to join "OQ Lab (2021/0722)" Accept invitation Decline	ОК □ NOК □	
Click on "Accept invitation"		Comment (if none, check this
A green feedback is displayed		checkbox 🗆)
Depending on the lab creation policy: f <i>"none"</i> :	ок 🗆	<u>Comment</u> (if none, check this checkbox □)
• Check in the top left corner that user is now in "OQ Lab (YYYYMMDD)"	NOK 🗆	



If "many" or "one Click on Click on section	": the lab menu "OQ Lab (YYYYMMDD)" in the "switch to lab	."	
Check in (YYYYM)	the top left corner that user is now in "OQ La	Ь	
Check that the "D	esign protocol" button is disabled		<u>Comment</u> (if none, check this checkbox □)
You do not	Participation to design a protocol Design protocol Execute experiment		. /
Log out from One	ab	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)

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

Requirements:

- Full OQ Process: Workflow 2 has been validated
- SaaS / Minor release OQ Process:
 - For each workflow, log in with a user having one of the roles listed in the related requirementsthis 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

Requirements:		
 SaaS / Minor release OQ Process: Log in with a user being a lab a expert user 		
Tested features:		
Create a project		
Import a protocol		
Design a protocol		
• Import reagents from a data table into a labware		
Go to OneLab URL Work email: email entered for "OQ Expert user (YYYYMMDD)" Password: Test_User_1234 	Comment (if none, check this checkbox □)	
Check in the top left corner that user is in "OQ Lab (YYYYMMDD)"	Comment (if none, check this checkbox □)	
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	Comment (if none, check this checkbox □)	



	Fill "Project name" field with " <i>OQ Project (YYYYMMDD)</i> " Let the "Description" field empty		$\frac{\text{Comment}}{\text{check box }\Box}$
	Select a project color	ок 🗆	,
	Check that "Initials" field is automatically filled with "OQ"	NOK 🗆	
	Click on "Create project" button		
1	A green feedback is displayed to confirm project creation		Comment (if none, check this
5	The new created project is automatically opened	ок 🗆	checkbox 🗆)
	The selected color is correct, and initials are OQ	NOK 🗆	
	Click on the link "Import protocol file (.onp)"		Comment (if none, check this
			checkbox 🗆)
		ок П	/
	Protocols + Design new Import protocol file (.onp)		/
		non E	/
	Select the dedicated OQ protocol furnished with the OQ process		
	A green feedback is displayed to confirm the successful import		Comment (if none, check this
			checkbox 🗆)
	The protocol is listed in the project	ок 🗆	Comment (if none, check this
			checkbox 🗆)
	Click on the "Design new" button		<u>Comment</u> (if none, check this
			checkbox 🗆)
	Protocols Process Protocol in the comparison		/
		/	
	The designer opens on a New protocol	/	Comment (if none, check this
	The version of the protocol is V.1	/	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
-		NOK	
		/	
		/	
	An onboarding message asking to "dad d labware to the bench" is	ок 🗆	<u>Comment</u> (If none, check this
	displayed	NOK 🗆	спескох Ц)
	Click on the protocol name	/	Comment (if none check this
	Protocol information screen is displayed	ок 🗆	$\frac{\text{comment}}{\text{checkbox}}$
	riotocor information screen is displayed	NOK 🗆	
	Change protocol title to "OQ protocol (YYYYMMDD)"		Comment (if none, check this
	Click on update button	ОК 🗆	checkbox 🗆)
	Bench is displayed again		Comment (if none, check this
	Protocol title has been correctly updated		checkbox 🗆)
	Click the "Import solution at start" icon in the toolbar		Comment (if none, check this
			checkbox 🗆)
2	A L Import solution at start	ок 🗆	
		NOK 🗆	
	The dedicated screen is displayed		/
	Copy the dedicated sheet "OQ Import Solution (Workflow3)" to		Comment (if none. check this
	your clipboard (ctrl+c)	ок 🗆	$checkbox \square$)
108		NOK 🗆	······································
	Paste from clipboard using the dedicated button		Comment (if none, check this
			checkbox \Box)
		NOK 🗆	

11/24



Paste from clipboard		
A warning message is displayed "A well cannot contain more than one solution" A well cannot contain more than one solution • Multiple solutions found in the same well A1 (line 1, 2) Please select the one you want to use in this well	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Click the first checkbox for A1 position Check that related warning message is no more displayed	ОК 🗆 NOК 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox})$
Click the "Select your labware" button	ОК 🗆 NOК 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox})$
Check that only 384 microplates can be selected in the catalog (filter should be automatically applied on 384 number of wells)	ОК 🗆 NOК 🗆	Comment (if none, check this checkbox □)
Select " <i>Greiner, 384-well standard microplate</i> " by clicking on the dedicated button	ОК 🗆 NOК 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} (\Box)$
Click on "Create and fill labware" button Bench with the microplate is displayed again, filled with solutions previously imported		<u>Comment</u> (if none, check this checkbox □)
Greiner, 384-well standard microplate		
Click on the "Add labware" icon in the toolbar	ОК 🗆 NOK 🗆	<u>Comment</u> (if none, check this checkbox □)
Click on the "Add labware" icon in the toolbar	OK NOK NOK	<u>Comment</u> (if none, check this checkbox □) <u>Comment</u> (if none, check this checkbox □)
Click on the "Add labware" icon in the toolbar	OK NOK NOK NOK	Comment (if none, check this checkbox □) Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)



Falcon® 50 mL conical centrifuge tube		
Click the " <i>Add to bench"</i> button	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
3ack on the bench, click on the microplate and drag the cursor to the 50mL tube	ОК □ NOK □	$\frac{Comment}{Comment}$ (if none, check this checkbox \Box)
On the screen dedicated to select sources, click on A1 and B1 Click on Save selection	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox})$
n the volume field, enter 10 and check that the button to " <i>Save"</i> the step turns from disabled to enabled Click on Save step	ОК □ NOК □	$\frac{\text{Comment}}{\text{checkbox}}$
Back to the bench, the created step is listed, and an arrow is displayed from the microplate to the tube	ОК □ NOК □	$\frac{Comment}{Comment}$ (if none, check this checkbox \Box)
Click on the tube n the labware menu, click on the three dots then on " <i>Define as</i> carget of the protocol"		Comment (if none, check this checkbox □)
Figure 35 off. constants Image: Stants Image: Stants <tr< td=""><td></td><td></td></tr<>		
On the bench, the tube should have a " <i>Target</i> " label		$\frac{Comment}{Comment}$ (if none, check this checkbox \Box)
Click on the "Actions" icon in the toolbar		Comment (if none, check this
Actions Actions to apply on labware	ОК □ NOK □	checkbox 🗆)
Actions Actions to apply on labware Click the Heat/cool action icon	ОК 🗆 NOК 🗆 ОК 🗆 NOК 🗆	checkbox □) <u>Comment</u> (if none, check this checkbox □)



- Labware to heat		
Greiner, 384-well		
stahoard micropiate (χ) AUTO (7 μL)		
ų		
Drag and drop the labware to heat here		
Select the temperature of 37 °C		Comment (if none, check th
물건 없다. 전 전 전 전 문 것 것 같 것 것 같은 것 같		checkbox 🗆)
Check that the advanced option to place the labware only once the		Comment (if none check th
device reached the desired temperature is checked		$\frac{\text{comment}}{\text{checkbox}}$ (i) none, check th
		. /
Advanced	ок 🗆	/
Cabware must be placed in the device once it reaches the desired remonerature	NOK 🗆	/
Laborare must be removed from the		/
neat/cool device arter protocol step		/
Check that the advanced action to remove the laborate from the		Commont lif non a charleth
device once the protocol has been done is checked	ОК 🗆	$\frac{\text{comment}}{\text{checkbox}}$ (j) none, check th
	NOK 🗆	
Save the step	ок 🗆	Comment (if none, check th
the microplate and should be orange	NOK 🗆	спескоох 🗆)
Above the steps list, click the Reorder button	/ /	Comment (if none, check th
		checkbox \Box)
STEPS LABWARE INFO		
	UKL	
Reorder		
Reorder	NOK 🗆	
Reorder 0. Start	NOК □	
Reorder Image: Drag the Start heating step from position 2 to position 1, so that the start heating step from position 2 to position 1.		Comment (if none, check th
Drag the Start heating step from position 2 to position 1, so that th pipetting gets in between the start and the stop		<u>Comment</u> (if none, check th checkbox □)
Reorder Image: 0. Start	NOK 🗆	<u>Comment</u> (if none, check th checkbox □)
Reorder Image: Drag the Start heating step from position 2 to position 1, so that the pipetting gets in between the start and the stop Image: Drag the Start heating step from position 2 to position 1, so that the pipetting gets in between the start and the stop Image: Drag the Start heating step from position 2 to position 1, so that the pipetting gets in between the start and the stop Image: Drag the Start heating step from position 2 to position 1, so that the pipetting gets in between the start and the stop	NOK 🗆	<u>Comment</u> (if none, check th checkbox □)
Reorder • 0. Start • 0. Start	NOK 🗆	<u>Comment</u> (if none, check th checkbox □)
Reorder • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 1. Start heating Greiner, 384-	NOK 🗆	Comment (if none, check th checkbox □)
Reorder • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start • 0. Start	NOK 🗆	<u>Comment</u> (if none, check th checkbox □)
Reorder • 0. Start Drag the Start heating step from position 2 to position 1, so that th pipetting gets in between the start and the stop • 0. Start • 0. Start 0. Start		Comment (if none, check th checkbox □)
Reorder • 0. Start • 1. Start heating Greiner, 384.	NOK □ ne OK □ NOK □	<u>Comment</u> (if none, check th checkbox □)
Reorder • 0. Start		Comment (if none, check the checkbox □)
Reorder ● 0. Start Drag the Start heating step from position 2 to position 1, so that th pipetting gets in between the start and the stop ● 0. Start ● 0. Start ● 1. Start heating Greiner, 384. ● 1. Start heating Greiner, 384. ● 1. Start heating Greiner, 384. ● 2. Dispense 10 µL from Greiner, 384.well standard to Falcon® 50 mL conical centrifuge tube ● 3. Stop heating Greiner, 384. well standard microplate at 37 • C • C • Start • C • C • C • C • C • C • C • C		<u>Comment</u> (if none, check the checkbox □)
Reorder • 0. Start		Comment (if none, check the checkbox □)
Reorder ● 0. Start Drag the Start heating step from position 2 to position 1, so that th pipetting gets in between the start and the stop ● 0. Start ● 0. Start ● 1. Start heating Greiner, 384. ● 1. Start heating Greiner, 384. ● 1. Start heating Greiner, 384. ● 2. Dispense 10 µL from Greiner, 384.well standard to Falcon® 50 mL conical centrifuge tube ● 3. Stop heating Greiner, 384. • well standard microplate at 37 • c after 1 minutes ● 3. Stop heating Greiner, 384. • well standard microplate at 37 • c after 1 minutes		<u>Comment</u> (if none, check the checkbox □)
Reorder • 0. Start		Comment (if none, check th checkbox □)
Reorder 0. Start		<u>Comment</u> (if none, check th checkbox □)
Reorder • 0. Start • 1. Start heating Greiner, 384. • 0. Start • 1. Start heating Greiner, 384. • 0. Start •		Comment (if none, check the checkbox □)



((Click the pipetting step (position 2) Click the tube on the bench n the labware menu, check that " <i>2 solutions</i> " is displayed	ОК 🗆 NOК 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
	Click on " <i>2 solutions</i> " Check that A1 well is flagged as a sample Check that B1 is not flagged as a sample		$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} (\Box)$
	Total volume 20 µL STEP 2 No solution at start yet (+ Sample A1 0.5 a.u. B1 0.5 pg/nL	ОК □ NOK □	
C	Click on the <i>"Execute button</i> "	ОК □ NOK □	$\frac{\text{Comment}}{\text{check box}} (if none, check this checkbox} \Box)$
1 6 4	The setup page should display a line dedicated to a Manual execution An estimation time should be displayed	ОК □ NOK □	Comment (if none, check this checkbox □)
(Click on cancel and check that the designer is displayed again	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \square)$
C	Click the OneLab icon to exit the designer	ОК □ NOK □	Comment (if none, check this checkbox □)
1	The protocols list of "OQ Project (YYYYMMDD)" is displayed	ОК 🗆 NOК 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
L	Log out from OneLab	ОК 🗆 NOК 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$

B) Execute a protocol

Requirements:			
•	SaaS / Minor release OQ Process: Log in with a user being an op	erator, or an	
	expert user of a lab autility		
Tes	ted features:		
•	Execute a protocol: bar code scanning for labware & sample	?S	
•	• Execute a protocol: manual execution		
•	Experiment report: electronic signature		
•	Experiment report: release & sign a report		
Log	in OneLab with "OQ Operator" credentials		Comment (if none, check this
•	Work email: email entered for "00 Operator (VVVVMMDD)"	ОК 🗆	checkbox [])
		NOK 🗆	
•	Password: "Test_User_4321"		
The	The "OQ Project (YYYYMMDD)" card is displayed in the Quick		Comment (if none, check this
acc	ess area		checkbox \Box)
		/	



QQ OQ Project (20210722) Used today Click the card		
The protocols list is displayed		<u>Comment</u> (if none, check t
היה היפאוסמצוא וווואסרנכע ארסנטנטרוא וואנפע		
Protocols • Wanterson meant previous of the (areg.)	ОК □ NOK □	
Devertig 00 beent war 020/0720 132 pin Ig 00 beent war 020/0720 132 pin Ig 00 beent war 020/0720 19 00 beent war 020/0720 Ig 00 beent war 020/0720 19 00 beent war 020/0720 Ig 00 beent war 020/0720 19 00 beent war 020/0720 Ig 00 beent war 020/0720 19 00 beent war 020/0720 Ig 00 beent war 020/0720 19 00 beent war 020/0720		
Click on the Execute button of the previously imported protocol	ок 🗆	$\frac{\text{Comment}}{\text{checkbox}} (if none, check t)$
	NOK 🗆	/
The setup page should display a line dedicated to a Manual execution	ОК □ NOK □	<pre>/Comment (if none, check t checkbox □)</pre>
An estimation time should be displayed		<u>Comment</u> (if none, check t checkbox □)
Manual pipeting 1 m 31 s Manual pipeting 1 m 31 s Finds on time 1 m 32 s Tools General area Tools General devices W Manual appents Tools General devices W Manual appents Tools General devices W Manual appents Tools General devices W Manual appents Tools General devices	ОК □ NOK □	/
		/
Click on the line The Material list screen is displayed		Comment lif none checks
Check that a generic device to heat at 37°C is requested	OK □ NOK □	checkbox [])
Scroll down to find the "Solutions at start" section, and click on the button Labware ID	ок 🗆	<u>Comment</u> (if none, check t
	NOK 🗆	
If a bar code reader is available, scan a bar code in the field If no bar code reader is available, enter " <i>ABC-abc-1234</i> " in the field		Comment (if none, check t checkbox □)
Solutions at start ³⁸⁴		
Labware, Position	ок 🗆	/
« Greiner, 384-well standard microplate »	NOK 🗆	
Greiner, 384-well standard microplate	/	



Check that a Sample ID button is available for all wells on the A line and enter " <i>Sample_A1</i> " in A1 field		<u>Comment</u> (if none, check th checkbox □)
A1 • Sample A1	ОК □ NOK □	
A1 sample desc.		
Check that no <i>"sample ID"</i> button is available for all wells on the B line	ОК □ NOK □	<u>Comment</u> (if none, check th checkbox □)
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		$\frac{\text{Comment}}{\text{checkbox}}$ (if none, check the checkbox \Box)
Other materials 1 Laboure Labol to write	ОК □ NOК □	
Falcone 50 mL conical centrifuge tube Centrifuge tube *		
Scroll up to the top of the material list and click the Start experiment button	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}}$ (if none, check th
First step of the execution asks to check that the heating device is at 37°C Click on the next step button	ОК □ NOK □	$\frac{Comment}{checkbox} (if none, check the checkbox \Box)$
A start button is available to start the timer Click on the start button	ОК □ NOK □	<u>Comment</u> (if none, check th checkbox □)
The heating timer is displayed on a dedicated card, in the "simultaneous activity" section of the runner		<u>Comment</u> (if none, check th checkbox □)
Simultaneous activity Greiner, 384-well stan 10:55	ок □ Nok □	
During the heating, the pipetting step from A1, B1 to the tube is	011 🗖	<u>Comment</u> (if none, check th
A sample tag is displayed under the microplate Click on the continue button		
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	ОК □ NOK □	<u>Comment</u> (if none, check th checkbox □)
Last step asks the user to remove the microplate from the device Click on "End experiment" button	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}} (if none, check the checkbox})$
Experiment report is displayed	ОК □ NOK □	$\frac{Comment}{Comment}$ (if none, check th checkbox \Box)
Scroll down to the Target labware section Check that Labware ID is " <i>Targeted tube</i> " Check that Sample ID is " <i>Sample A1</i> "	ОК 🗆 NOК 🗆	<u>Comment</u> (if none, check the checkbox □)



Click the "Autofill all of child IDs" button Check that Sample_A1 child ID is automatically filled, and its value is "Sample_A1_1"		$\frac{Comment}{Comment}$ (if none, check this checkbox \Box)
[III] Sample_A1_1 ×	ОК 🗆 NOК 🗆	
Child ID		
Check that the " <i>Export sample information</i> " button is not available Check that the " <i>Print</i> " button at the top of the screen is not available	ОК 🗆 NOК 🗆	Comment (if none, check this checkbox □)
Click the "Release report" button at the top of the screen In the reason field, enter "To test Report releasing"		$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
 Work email: email entered for "OQ Operator (YYYYMMDD)" Password: Test_User_4321 	ОК □ NOК □	
Click the "Sign experiment report" button		
Check that the report is correctly released and signed by "OQ Operator (YYYYMMDD)"		<u>Comment</u> (if none, check this checkbox □)
C Released and signed by		
OQ Operator (20210722) Oqoperator@waters.com Jul 22, 2021 at 1:55:23 PM		
« To test Report releasing »		
Check that the Print button at the top of the screen is now available Check that the Export sample information is now available	ОК 🗆 NOК 🗆	<u>Comment</u> (if none, check this checkbox □)
Click on "Go to OneLab home"	/	Comment (if name, shock this
Log out from OneLab	ОК 🗆 NOК 🗆	checkbox [])
C) Review and archive a protocol	/	
Requirements: • SaaS / Minor release OO Process: Log in with a user being a lab.	admin	
Tested features:		

Experiment report: review a report • Archive a protocol • Log in OneLab with "OQ Lab admin" credentials Comment (if none, check this ок 🗆 Work email: email entered for "OQ Lab admin (YYYYMMDD)" checkbox \Box) ٠ NOК □ Password: "Test_User_1234" ٠ On the homepage, click the "All lab activity" link Comment (if none, check this checkbox \Box) ок 🗆 My recent activity All lab activity NOК □ A line dedicated to the previous experiment report release is Comment (if none, check this ок 🗆 displayed checkbox \Box) NOК □



Coday OQ Operator (20210722) released and signed the experiment report 1.55 PM OQ Protocol to import (Workflow3)		
Click on the experiment report link on this line		
The experiment report is displayed, and a "review" button is available		$\frac{\text{Comment}}{\text{check box}} (if none, check this checkbox} \Box)$
← OQ Protocol to import (Workflow3) : िि *****	ОК 🗆	
Experiment completed	NOK 🗆	
Click the " <i>Review</i> " button at the top of the screen		Comment (if none, check this
In the reason field, enter "To test <i>Report reviewing</i> In the credential fields, enter: • Work email: email entered for " <i>OQ Lab admin (YYYYMMDD)</i> "	ОК 🗆 NOК 🗆	спесквох 🗆)
Password: Test_User_1234 Click the "Review experiment report" button		
Check that the report is correctly reviewed by "OQ Lab admin (YYYYMMDD)"		<u>Comment</u> (if none, check this checkbox □)
Reviewed by	ок 🗆	
OQLabadmin@waters.com Jul 22, 2021 at 2:05:57 PM	NOK 🗆	
Click on the Protocols link on the left of the screen		$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox})$
Protocols	ОК 🗆 NOК 🗆	
Experiments		
The protocols list is displayed The previously imported protocol is listed		<u>Comment</u> (if none, check this checkbox □)
Name ↑ Last modified Op protocol (20210722) Oversity 000 Expert saw (20210722) 1/2 9 pm Version 1	ок 🗆	
Experiment by OQ Oppert (Workflow) Version 1 Owned by OQ Oppert out (02210722) 1:32 pm i	NOK 🗆	
t py 00 Dipert (uer (33219722))		
In the protocols list, click on the three dots at the end of the line related to the protocol "OQ Protocol to import (Workflow3)"		<u>Comment</u> (if none, check this checkbox □)
Click the Archive button		$\frac{\text{Comment}}{\text{check box}} (if none, check this checkbox} \square)$



In the dedicated pop up, enter the reason "To t <i>est protocol archiving</i> "	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
Check that the protocol is no longer listed in the protocols list, under the "filter by: Active" which is selected by default	ОК □ NOK □	Comment (if none, check this checkbox □)
Change the filter value to select "Archived" and check that "OQ Protocol to import (Workflow3)" is listed with an archived tag an that it cannot be executed anymore	d	$\frac{\text{Comment}}{\text{checkbox}} (if none, check this checkbox} \Box)$
OQ Protocol to import (Workflew3) Owned by 00 Expert user (32010722) 1 32 pm by OQ Expert user (30210722) 1 Department	OK □ NOK □	
Click the lab menu in the top left corner	ОК □ NOК □	<u>Comment</u> (if none, check this checkbox □)
Click the " View lab audit trail entry	ОК □ NOK □	Comment (if none, check this checkbox □)
A line related to the previous experiment report review must be displayed	ОК □ NOK □	$\frac{\text{Comment}}{\text{checkbox}}$
A line related to the previous protocol archived must be displayed Click on the line	d ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Check that the reason entered before is correctly displayed		$\frac{\text{Comment}}{\text{checkbox}}$ (if none, check this checkbox \Box)
Government of the control of th	ОК [] NOK []	
Log out from OneLab	ОК 🗆 NOК 🗆	<u>Comment</u> (if none, check this checkbox □)

1.6. Workflow 4 (optional): Signup & email

Requirements:		
• Signup is activated (cf. Installation guide)		
• Emails are activated, either via smtp or logs (cf. Inst	allation guide)	
Tested features:		
Create an account		
• Emails		
Go to OneLab URL	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Click on the link "Create a free account"		$\frac{\text{Comment}}{\text{checkbox}}$ (if none, check this
Log in	ОК 🗆	
Need a OneLab account? Create a free account	NOK 🗆	



Fill "Full name" field with "OQ New User (YYYYMMDD)"		Comment (if none, check this
Fill "Work email" field with a valid and allowed email	ОК 🗆	checkbox 🗆)
Fill "Password" field with " <i>Test_User_0</i> "	NOK 🗆	
Click the continue button		
A screen asking to check your email is displayed		<u>Comment</u> (if none, check this checkbox □)
Please, check your email We've sent you a message to 003@waters.com. Open it and click on + Activate account +.	0K □ NOK □	
Check that the email has correctly been received	OK □ NOK □	<u>Comment</u> (if none, check this checkbox □)
In the email, click the link to activate the account	OK □ NOK □	<u>Comment</u> (if none, check this checkbox □)
The login page of OneLab opens	OK □ NOK □	<u>Comment</u> (if none, check this checkbox □)
The work email field is automatically filled with the email entered during the account creation	0K □ N0K □	<u>Comment</u> (if none, check this checkbox □)
Fill the "Password" field with "Test_User_0" Click on the Login button	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Depending on the lab creation policy: If "none": • A welcome to OneLab screen is displayed • A message displays that user does not have access to any labs If "many" or "one":	OK E	<u>Comment</u> (if none, check this checkbox □)
 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 		

1.7. Workflow 5: Reset

Requirements:	
• 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.	
Tested features:	
Platform administration: archive a lab	
Platform administration: disable a user	
Go to OneLab URL OK □ Log in using OQ Platform administrator credentials NOK □	Comment (if none, check this checkbox □)



Click on the user's avatar in the top right corner Click on the Platform administration link		<u>Comment</u> (if none, check this checkbox □)
Platform administration dashboard is displayed Click on " <i>Labs</i> " link in the left menu		<u>Comment</u> (if none, check this checkbox □)
Use the search field to filter results on YYYYMMDD All labs created during this OQ process should be listed	ОК 🗆 NOK 🗆	<u>Comment</u> (if none, check this checkbox □)
Click the select all checkbox An archive button is displayed	ок 🗆 NOK 🗆	<u>Comment</u> (if none, check this checkbox □)
OQ Expert user (20210722)'s Lab 1 member - No devices		
Click the archive button A confirmation pop up is displayed and a reason must be entered to unassign the user from the lab	ОК □ NOK □	<u>Comment</u> (if none, check this checkbox □)
Enter a "To t <i>est lab archiving"</i> and submit	ОК □ NOК □	<u>Comment</u> (if none, check this checkbox □)
A green feedback indicates that the lab is now archived		<u>Comment</u> (if none, check this checkbox □)
Check that the labs are tagged as archived Filter by: All × Name ↑ OQ Expert user (20210722 Archived 1 member • No devices OQ Lab (20210722) Archived 3 members • No devices OQ Operator (20210722 Archived 1 member • No devices	ок 🗆 NOK 🗆	<u>Comment</u> (if none, check this checkbox □)
Click on "users" link in the left menu	ОК □ NOК □	<u>Comment</u> (if none, check this checkbox □)
Check all the checkboxes for all users created during this OQ process: OQ Lab admin (YYYYMMDD) OQ Expert user (YYYYMMDD)	ОК □ NOК □	<u>Comment</u> (if none, check this checkbox □)



Click the "Disable" button		$\frac{Comment}{checkbox} (if none, check this)$
3 users selected Disable		
■ Name ↑		
OneLab Admin Platform admin onelab@andrewalliance.com		
OQ Expert user (20210722) OQExpertuser@waters.com	ок 🗆	/
OQ Lab admin (20210722) OQLabadmin@waters.com	NOK 🗆	
OQ Operator (20210722) Oqoperator@waters.com		
OQ Platform administrator Platform admin OQ_Platform_admin@waters.com		/
		/
A confirmation pop up is displayed and a reason must be entered		/
to unassign the user from the lab		Commont lifnana shaek this
Enter To test users deactivation" and submit	ОКП	$\frac{\text{comment}}{\text{checkbox}}$
		,
A green feedback indicates that the users are now disabled	/	Comment (if none, check this
		checkbox 🗆)
This users have been successfully disabled	ок 🗆	
		/
	NORE	
Account status for these users is "Disabled"	Nok	
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the		<u>Comment</u> (if none, check this
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen		<u>Comment</u> (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen		<u>Comment</u> (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs		<u>Comment</u> (if none, check this checkbox □) <u>Comment</u> (if none, check this
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs You do not have access to any labs		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs You do not have access to any labs		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou can ask a colleague or your OneLab administrator for access or to create a new lab.		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou can ask a colleague or your OneLab administrator for access or to create a new lab. Create a Lab		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □) Comment (if none, check this
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs You do not have access to any labs You can ask a collegue or your OneLab administrator for access or to create a new lab. Click on the user's avatar in the top right corner Log out from OneLab		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou can ask a colleague or your OneLab administrator for access or to create a new lab. Click on the user's avatar in the top right corner Log out from OneLab		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou can ask a colleague or your OneLab administrator for access Click on the user's avatar in the top right corner Log out from OneLab On login screen, try to log in with the email and password that		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou can ask a colleague or your OneLab administrator for access or to create a new lab. Click on the user's avatar in the top right corner Log out from OneLab On login screen, try to log in with the email and password that were set for "OQ Lab admin (YYYYMMDD)"		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou can ask a colleague or your OneLab administrator for access or to create a new lab. Click on the user's avatar in the top right corner Log out from OneLab 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		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou do not have access to any labs User as a college or your OneLab administrator for access To create a new lab. Click on the user's avatar in the top right corner Log out from OneLab On login screen, try to log in with the email and password that were set for "OQ Lab admin (YYYYIMINDD)" An error message indicates that account has been disabled		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs Vou do not have access to any labs Vou do not have access to any labs Vou an ask a collegue or your OneLab administrator for access or to reate a new lab. To create a new lab. Click on the user's avatar in the top right corner Log out from OneLab 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		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)
Account status for these users is "Disabled" Quit the platform administration by clicking on the arrow on the top left of the screen A message indicates that user does not have access to any labs User as a colleague or your Orelab administrator for access or to create a new lab. To u do not have access to any labs Click on the user's avatar in the top right corner Log out from OneLab 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 In the count disabled Marcount the been disabled. If you have any questions, please contact us.		Comment (if none, check this checkbox □) Comment (if none, check this checkbox □)



1.8.0Q test report

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

	OPERATION QUALIFIC	CATION REPORT
OQ test	RESULT	COMMENT (if none, bar the cell)
WORKFLOW 1	ОК 🗆 NOК 🗆	
WORKFLOW 2	ОК 🗆 NOК 🗆	
WORKFLOW 3	ОК 🗆 NOК 🗆	
WORKFLOW 4	OK 🗆 NOK 🗆 NOT APPLICABLE 🗆	
WORKFLOW 5	ОК 🗆 NOК 🗆	
Reminder	As specified in <u>Requirements</u> : OQ Platform administrator us administrator after the OQ P	ser must be disabled by an effective platform rocess has been performed OK 🔲 NOK 🗆

	Function	Name	Date	Signature
Performed by				/
Approved by			/	

2. Contact

For any questions or information, do not hesitate to:

- Visit our website <u>www.andrewalliance.com</u>
- 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



