

**BASICS-PQ-QUAL-QMS-12** | Script Title | **SDK - Security for Vault  
Admins and QA with QMS**

<b>Test Script ID</b>	BASICS-PQ-QUAL-QMS-12	<b>Title</b>	SDK - Security for Vault Admins and QA with QMS
<b>Description</b>	Verify successful execution of the user security SDK for the Vault Admin security profile and the QA system assignment while QMS is active	<b>Run Number</b>	2398
<b>Start Time</b>	18-MAR-2025 11:03:05 GMT-07:00	<b>End Time</b>	18-MAR-2025 11:54:38 GMT-07:00
<b>Pre-Test Setup</b>		<ol style="list-style-type: none"><li>1. Ensure the following Test Accounts are available and record the usernames of the accounts:<ul style="list-style-type: none"><li>• Veeva Admin (Security Profile: Veeva Admin): veeva.admin1@vaultbasics-automation.com</li><li>• Vault Admin (Security Profile: Vault Admin): Vault.Admin@vaultbasics-automation.com</li></ul></li><li>2. Ensure the following document is available in the system and record the Document Number:<ul style="list-style-type: none"><li>• Document 1: VV-QUAL-00472<ul style="list-style-type: none"><li>• Lifecycle: Draft to Approved</li><li>• Status: Draft</li><li>• Owner: Vault Admin</li></ul></li></ul></li><li>3. Ensure the following Change Control is available in the system and record the record Name:<ul style="list-style-type: none"><li>• Change Control 1: CC-000112<ul style="list-style-type: none"><li>• Lifecycle State: Define Team</li></ul></li></ul></li><li>4. Ensure the following Deviation is available in the system and record the record Name:<ul style="list-style-type: none"><li>• Deviation 1: DEV-000103<ul style="list-style-type: none"><li>• Lifecycle State: Define Team</li></ul></li></ul></li><li>5. Ensure the following Standalone CAPA is available in the system and record the record Name:<ul style="list-style-type: none"><li>• Standalone CAPA 1: SCAPA-000078<ul style="list-style-type: none"><li>• Lifecycle State: Define Team</li></ul></li></ul></li><li>6. Use the Veeva Admin account to verify the QMS Active checkbox on the Basics Customer record is checked.</li></ol>	

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
1	Log into Vault with the Vault Admin account. Navigate to Quality Admin > Users.	The Users page is displayed.	The Users page is displayed.	PASS 18-MAR-2025 11:17:27
2	Click +Create. From the Domain User dropdown, select +Create Domain User.	The Create Domain User page is displayed.	The Create Domain User page is displayed.	PASS 18-MAR-2025 11:18:24
3	Enter a First Name of Vault Admin 2 and populate the remaining required fields. Click Save.	The Domain User is created and the User Information fields are automatically populated.	The Domain User is created and the User Information fields are automatically populated.	PASS 18-MAR-2025 11:18:37
4	From the Access Details section, select a Security Profile of Vault Admin. Click Save. Verify the licenses and the status of the User.	The User is created in the Active State. The QualityDocs License is set to Full User, the Training License is set to Full User, and the QMS License is set to Full User.	The User is created in the Active State. The QualityDocs License is set to Full User, the Training License is set to Full User, and the QMS License is set to Full User.	PASS 18-MAR-2025 11:20:33
5	Navigate back to the Users page and click +Create. From the Domain user dropdown, select +Create Domain User.	The Create Domain User page is displayed.	The Create Domain User page is displayed.	PASS 18-MAR-2025 11:21:40
6	Enter a First Name of QA and populate the remaining required fields. Click Save.	The Domain User is created and the User Information fields are automatically populated.	The Domain User is created and the User Information fields are automatically populated.	PASS 18-MAR-2025 11:21:52
7	From the Access Details section, select a Security Profile of Full User and a System Assignment of QA. Click Save. Verify the licenses and the status of the User.	The User is created in the Active State with a System Assignment of QA. The QualityDocs License is set to Full User, the Training License is blank, and the QMS License is set to Full User.	The User is created in the Active State with a System Assignment of QA. The QualityDocs License is set to Full User, the Training License is blank, and the QMS License is set to Full User.	PASS 18-MAR-2025 11:22:32

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
8	Navigate to the Document Workspace tab collection and the Working Library tab. Ensure the All Working Library view is displayed.	The All Working Library page is displayed.	The All Working Library page is displayed.	PASS 18-MAR-2025 11:23:18
9	Open Document 1 from the Pre-Test Setup.	The document is displayed in the Draft state.	The document is displayed in the Draft state.	PASS 18-MAR-2025 11:23:40
10	From the document's Workflow Actions menu, select Send for Approval. Verify the QA User is available for selection from the QA Approver(s) dropdown.	The QA User is available for selection from the QA Approver(s) dropdown.	The QA User is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:23:47
11	Click Cancel. Navigate to the QMS tab collection and the Quality Events > Change Controls tab. Ensure the All Change Controls view is displayed.	The All Change Controls page is displayed.	The All Change Controls page is displayed.	PASS 18-MAR-2025 11:26:36
12	Open Change Control 1 from the Pre-Test Setup. From the Team section, click Manage Team. Verify the QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:27:39
13	Click Cancel. Navigate to Quality Events > Deviations. Ensure the All Deviations view is displayed.	The All Deviations page is displayed.	The All Deviations page is displayed.	PASS 18-MAR-2025 11:27:49
14	Open Deviation 1 from the Pre-Test Setup. From the Team section, click Manage Team. Verify the QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:28:53

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
15	Click Cancel. Navigate to Quality Events > Standalone CAPAs. Ensure the All Standalone CAPAs view is displayed.	The All Standalone CAPAs page is displayed.	The All Standalone CAPAs page is displayed.	PASS 18-MAR-2025 11:29:03
16	Open Standalone CAPA 1 from the Pre-Test Setup. From the Team section, click Manage Team. Verify the QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:30:07
17	Click cancel. Log out of Vault.	The login page is displayed.	The login page is displayed.	PASS 18-MAR-2025 11:30:15
18	Log into Vault with the QA User account. Navigate to the QMS tab collection.	The QMS tab collection is displayed.	The QMS tab collection is displayed.	PASS 18-MAR-2025 11:31:06
19	Log into Vault with the Vault Admin account. Navigate to Quality Admin > Users.	The Users page is displayed.	The Users page is displayed.	PASS 18-MAR-2025 11:33:53
20	Open the QA User account. Expand the Access Details section.	The Access Details section is displayed.	The Access Details section is displayed.	PASS 18-MAR-2025 11:34:19
21	Click the edit (pencil) icon and remove QA from the System Assignments field. Click Save. Verify the licenses.	The QualityDocs License is set to Full User, the Training License is blank, and the QMS License is blank.	The QualityDocs License is set to Full User, the Training License is blank, and the QMS License is blank.	PASS 18-MAR-2025 11:34:32
22	Navigate to the QMS tab collection and the Quality Events > Change Controls. Ensure the All Change Controls view is displayed.	The All Change Controls page is displayed.	The All Change Controls page is displayed.	PASS 18-MAR-2025 11:37:18
23	Open Change Control 1 from the Pre-Test Setup.	The change control is in the Define Team state.	The change control is in the Define Team state.	PASS 18-MAR-2025 11:37:38

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
24	From the Team section, click Manage Team. Verify the QA user is unavailable for selection from the QA Approver(s) dropdown.	The QA user is unavailable for selection from the QA Approver(s) dropdown.	The QA user is unavailable for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:37:43
25	Click Cancel. Navigate to Quality Events > Deviations. Ensure the All Deviations view is displayed.	The All Deviations page is displayed.	The All Deviations page is displayed.	PASS 18-MAR-2025 11:37:53
26	Open Deviation 1 from the Pre-Test Setup.	The deviation is in the Define Team state.	The deviation is in the Define Team state.	PASS 18-MAR-2025 11:38:14
27	From the Team section, click Manage Team. Verify the QA user is unavailable for selection from the QA Approver(s) dropdown.	The QA user is unavailable for selection from the QA Approver(s) dropdown.	The QA user is unavailable for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:38:18
28	Click Cancel. Navigate to Quality Events > Standalone CAPAs. Ensure the All Standalone CAPAs view is displayed.	The All Standalone CAPAs page is displayed.	The All Standalone CAPAs page is displayed.	PASS 18-MAR-2025 11:38:29
29	Open Standalone CAPA 1 from the Pre-Test Setup.	The Standalone CAPA is in the Define Team state.	The Standalone CAPA is in the Define Team state.	PASS 18-MAR-2025 11:38:49
30	From the Team section, click Manage Team. Verify the QA user is unavailable for selection from the QA Approver(s) dropdown.	The QA user is unavailable for selection from the QA Approver(s) dropdown.	The QA user is unavailable for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:38:53
31	Navigate to the Document Workspace tab collection and the Working Library tab. Ensure the All Working Library view is selected.	The All Working Library page is displayed.	The All Working Library page is displayed.	PASS 18-MAR-2025 11:39:39

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
32	Open Document 1 from the Pre-Test Setup.	The document is displayed in the Draft state.	The document is displayed in the Draft state.	PASS 18-MAR-2025 11:40:00
33	From the document's Workflow Actions menu, select Send for Approval. Verify the QA user is not available for selection from the QA Approver(s) dropdown.	The QA user is not available for selection from the QA Approver(s) dropdown.	The QA user is not available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:40:07
34	Click cancel. Log out of Vault.	The login page is displayed.	The login page is displayed.	PASS 18-MAR-2025 11:40:15
35	Log into Vault with the QA user account. Verify the QMS tab collection is not accessible.	The QMS tab collection is not accessible.	The QMS tab collection is not accessible.	PASS 18-MAR-2025 11:41:47
36	Log into Vault with the Vault Admin account. Navigate to Quality Admin > Users.	The Users page is displayed.	The Users page is displayed.	PASS 18-MAR-2025 11:44:33
37	Navigate back to the Users page and open the QA User account. Expand the Access Details section.	The Access Details section is displayed.	The Access Details section is displayed.	PASS 18-MAR-2025 11:44:57
38	Click the edit (pencil) icon and add QA to the System Assignments field. Click Save.	The User record is saved with the QA System Assignment. The QualityDocs License is set to Full User, the Training License is blank, and the QMS License is set to Full User.	The User record is saved with the QA System Assignment. The QualityDocs License is set to Full User, the Training License is blank, and the QMS License is set to Full User.	PASS 18-MAR-2025 11:45:24
39	Navigate to the Document Workspace tab collection and the Working Library tab. Ensure the All Working Library view is displayed.	The All Working Library page is displayed.	The All Working Library page is displayed.	PASS 18-MAR-2025 11:46:10

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
40	Open Document 1 from the Pre-Test Setup.	The document is displayed in the Draft state.	The document is displayed in the Draft state.	PASS 18-MAR-2025 11:46:31
41	From the document's Workflow Actions menu, select Send for Approval. Verify the QA User is available for selection from the QA Approver(s) dropdown.	The QA User is available for selection from the QA Approver(s) dropdown.	The QA User is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:46:37
42	Click Cancel. Navigate to the QMS tab collection and the Quality Events > Change Controls tab. Ensure the All Change Controls view is displayed.	The All Change Controls page is displayed.	The All Change Controls page is displayed.	PASS 18-MAR-2025 11:49:25
43	Open Change Control 1 from the Pre-Test Setup. From the Team section, click Manage Team. Verify the QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:50:28
44	Click Cancel. Navigate to Quality Events > Deviations. Ensure the All Deviations view is displayed.	The All Deviations page is displayed.	The All Deviations page is displayed.	PASS 18-MAR-2025 11:50:39
45	Open Deviation 1 from the Pre-Test Setup. From the Team section, click Manage Team. Verify the QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:51:42
46	Click Cancel. Navigate to Quality Events > Standalone CAPAs. Ensure the All Standalone CAPAs view is displayed.	The All Standalone CAPAs page is displayed.	The All Standalone CAPAs page is displayed.	PASS 18-MAR-2025 11:51:53

Step #	Procedure	Expected Results	Actual Results	Pass/Fail
47	Open Standalone CAPA 1 from the Pre-Test Setup, From the Team section, click Manage Team. Verify the QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	The QA user is available for selection from the QA Approver(s) dropdown.	PASS 18-MAR-2025 11:52:58
48	Click cancel. Log out of Vault.	The login page is displayed.	The login page is displayed.	PASS 18-MAR-2025 11:53:07
49	Log into Vault with the QA user account. Navigate to the QMS tab collection.	The QMS tab collection is displayed.	The QMS tab collection is displayed.	PASS 18-MAR-2025 11:54:38

**Screenshots**

Screenshots Attached: Yes      If yes, Number of Screenshots Attached: 49

Step #1 Screenshot      Screenshot Time: 18-MAR-2025 11:17:27 GMT-07:00

Name	Status	User Name	Email	Security Profile	System Assignments
Application Owner	Active	vault_app_owner@vaultbasics-automation.com	no-reply@veeva.com	Vault Owner	
Java SDK Service Account	Active	java_sdk_service@vaultbasics-automation.com	no-reply@veeva.com	Vault Owner	
Prabahar Kuppuswamy	Active	prabahar@vaultbasics-automation.com	prabahar@spotline.com	Vault Admin	Learner, QMS User
Document Owner	Active	Document.Owner@vaultbasics-automation.com	arman.jena@spotline.com	Full User	
Document Author	Active	Document.Author@vaultbasics-automation.com	arman.jena@spotline.com	Full User	
Document Approver	Active	Document.Approver@vaultbasics-automation.com	arman.jena@spotline.com	Full User	
Vault Admin	Active	Vault.Admin@vaultbasics-automation.com	suryanshu.patnaik@spotline.com	Vault Admin	Learner, QMS User
Quality Consumer	Active	Quality.Consumer@vaultbasics-automation.com	arman.jena@spotline.com	Read-only User	Learner
Document Manager	Active	Document.Manager@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Learner
Training Admin 1	Active	Training.Admin1@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Learner, Training Admin
Training Admin 2	Active	Training.Admin2@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Learner, Training Admin
QA Approver	Active	Qa.Approver@vaultbasics-automation.com	arman.jena@spotline.com	Full User	QA
Document Control	Active	Document.control@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Document Control
Veeva Admin1	Active	veeva.admin1@vaultbasics-automation.com	arman.jena@spotline.com	Veeva Admin	Learner, QMS User
tribikram acharya	Active	tribikram.acharya@vaultbasics-automation.com	tribikram.acharya@spotline.com	Vault Admin	Learner, QMS User
Document Owner 1	Active	Document.Owner1@vaultbasics-automation.com	arman.jena@spotline.com	Full User	

Step #2 Screenshot      Screenshot Time: 18-MAR-2025 11:18:24 GMT-07:00

Vault Quality SBX

Users Search Users

QualityAdmin QualityData Loader Help

Users + Create Save + Create Save

Create User

User Details

Domain User User Information Access Details Login Information Licensing

Domain User\*

Domain User

User Information

Create Domain User

First name\* Last name\* User Name\* Email\* Language\* Locale\* Timezone\*

English United States (English) (GMT-08:00) Pacific Standard Ti...

Cancel Save

Access Details

Security Profile\* System Assignments

Login Information

Cancel Save + Create Save

## Step #3 Screenshot      Screenshot Time: 18-MAR-2025 11:18:37 GMT-07:00

Vault Quality SBX

Users Search Users + Create

QualityBasics25R1-Automation-2 (vaultba...)

Quality Admin Quality Data Users Loader Help

Create User

User Details

Domain User

Domain User\* Vault Admin 2 user

User Information

Name\* Manager

First Name\* Vault Admin 2

Last Name\* USER

Image Edit

User Name\* vaultadmin\_58300085\_98960789@vaultbasics-automation.com

Email\* qms13vbasics.spotline@gmail.com

Mobile

Language\* English

Locale\* United States (English)

Timezone\* (GMT-08:00) Pacific Standard Time (America/Los\_Angeles)

Access Details

Security Profile\* System Assignments

Login Information

Cancel Save + Create ✓ Save

This screenshot shows the 'Create User' interface in the Veeva Vault Quality SBX application. The 'User Details' tab is selected. In the 'Domain User' section, 'Vault Admin 2 user' is chosen. The 'User Information' section contains the following data:

- Name\*: Vault Admin 2
- First Name\*: Vault Admin 2
- Last Name\*: USER
- Image: A placeholder icon for a user profile.
- User Name\*: vaultadmin\_58300085\_98960789@vaultbasics-automation.com
- Email\*: qms13vbasics.spotline@gmail.com
- Mobile: (empty field)
- Language\*: English
- Locale\*: United States (English)
- Timezone\*: (GMT-08:00) Pacific Standard Time (America/Los\_Angeles)

The 'Access Details' section includes 'Security Profile\*' and 'System Assignments' dropdowns. The left sidebar shows other tabs like 'User Information', 'Access Details', and 'Login Information'. The top right has standard application controls like 'Save + Create' and 'Cancel'.

## Step #4 Screenshot    Screenshot Time: 18-MAR-2025 11:19:02 GMT-07:00

The screenshot shows the 'Vault Quality SBX' application interface. The top navigation bar includes 'Quality Admin', 'Quality Data', 'Users' (which is selected), 'Loader', and 'Help'. A success message 'Successfully created "Vault Admin 2 user"' is displayed in a green bar. The main content area shows a user profile for 'Vault Admin 2 user'. The 'User Details' section contains tabs for 'User Information', 'Access Details', 'Login Information', and 'Licensing' (which is selected). The 'Licensing' section lists three licenses: 'QualityDocs License' (Full User), 'Training License' (Full User), and 'QMS License' (Full User). The bottom left corner of the screenshot has a double arrow icon.

## Step #5 Screenshot      Screenshot Time: 18-MAR-2025 11:21:40 GMT-07:00

Vault Quality SBX

Users Search Users + Create

QualityBasics25R1-Automation-2 (vaultba...)

Cancel Save + Create ✓ Save

Create User

User Details

Domain User

User Information

Access Details

Login Information

Licensing

Domain User\*

First name\*

Last name\*

User Name\*

Email\*

Language\*

Locale\*

Timezone\*

Create Domain User

First name\*

Last name\*

User Name\*

Email\*

Language\*

Locale\*

Timezone\*

Cancel Save

Access Details

Security Profile\*

System Assignments

Login Information

The screenshot shows the 'Create User' interface in the Veeva Vault Quality SBX application. The 'User Details' tab is active. A modal dialog titled 'Create Domain User' is displayed, asking for the user's first name, last name, user name, email, language, locale, and timezone. The background shows other tabs like 'Domain User', 'User Information', 'Access Details', and 'Login Information'. The top navigation bar includes 'Vault Quality SBX', 'Users', 'Search Users', and 'Create' buttons.

## Step #6 Screenshot    Screenshot Time: 18-MAR-2025 11:21:52 GMT-07:00

Vault Quality SBX

Users Search Users + Create

QualityBasics25R1-Automation-2 (vaultba...)

Quality Admin Quality Data Users Loader Help

Create User

User Details

Domain User

Domain User\* QA USER

User Information

Name\* Manager

First Name\* QA

Last Name\* USER

Image Edit

User Name\* qmsqa\_14824164\_63806700@vaultbasics-automation.com

Email\* qms13vbasics.spotline@gmail.com

Mobile

Language\* English

Locale\* United States (English)

Timezone\* (GMT-08:00) Pacific Standard Time (America/Los\_Angeles)

Access Details

Security Profile\* System Assignments

Login Information

Cancel Save + Create ✓ Save

This screenshot shows the 'Create User' interface in the Veeva Vault Quality SBX application. The 'User Details' tab is active. In the 'Domain User' section, 'QA USER' is selected. Under 'User Information', the 'Name' field is populated with 'QA USER', 'First Name' with 'QA', and 'Last Name' with 'USER'. Other fields like 'Email' and 'Mobile' are also present. The 'Access Details' section includes 'Security Profile' and 'System Assignments' dropdowns. A sidebar on the left provides navigation links for different user-related sections.

## Step #7 Screenshot    Screenshot Time: 18-MAR-2025 11:22:31 GMT-07:00

The screenshot shows the 'Vault Quality SBX' application interface. The top navigation bar includes 'Quality Admin', 'Quality Data', 'Users' (which is selected), 'Loader', and 'Help'. A success message 'Successfully created "QA USER"' is displayed in the top right. The main content area shows a user profile for 'QA USER' with the status 'Active'. The left sidebar has sections for 'User Details' (selected), 'Additional User Information', and 'Devices'. The 'User Details' section contains tabs for 'User Information', 'Access Details', 'Login Information', and 'Licensing'. The 'Licensing' tab is active, showing three assigned licenses: 'QualityDocs License Full User', 'Training License', and 'QMS License Full User'. The bottom right corner of the screenshot has a small 'QA' watermark.

## Step #8 Screenshot    Screenshot Time: 18-MAR-2025 11:23:18 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX interface with the 'Working Library' tab selected. The left sidebar includes 'All Working Library' under 'VIEWS', and 'FILTERS' sections for 'OWNING FACILITY', 'OWNING DEPARTMENT', 'DOCUMENT TYPES', and 'STATUS'. The main area displays a list of 471 documents, with the first 1-25 shown. Each document entry includes a thumbnail, name, version, ID, category, and status (Draft or Effective). The status is indicated by a blue button-like icon.

Document Name	Version	ID	Category	Status
DraftToApprovedwhtz	(v0.1)	VV-QUAL-00472	Operations > Agreement	Draft
VT_08_testDoc_pcvz	(v1.0)	VV-QUAL-00471	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToApprovedkezi	(v0.1)	VV-QUAL-00470	Operations > Agreement	Draft
Doc2jjtwv	(v1.0)	VV-QUAL-00177	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
Doc1mrda	(v1.0)	VV-QUAL-00176	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
Doc2rupbf	(v1.0)	VV-QUAL-00086	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_qauo	(v1.0)	VV-QUAL-00096	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_gitz	(v1.0)	VV-QUAL-00114	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_hpzl	(v1.0)	VV-QUAL-00135	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_xigy	(v1.0)	VV-QUAL-00153	Governance and Procedure > Standard Operating Procedure (SOP)	Effective

## Step #9 Screenshot    Screenshot Time: 18-MAR-2025 11:23:40 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX interface. The top navigation bar includes 'Library (All Documents)', 'Search All Working Library', and a dropdown for 'QualityBasics25R1-Automation-2 (vaultba...)'. The main menu has options like 'Document Workspace', 'Home', 'Working Library' (which is selected), 'Document Change Controls', 'Reports & Dashboards', and 'Help'. A 'Create' button and user profile are also visible.

The central area displays a single document titled 'DraftToApprovedwhtz (v0.1)' in 'Draft' status. The document content is labeled 'Test Document'. To the right, the document's lifecycle stages are shown: Draft, Authoring, Approval, and Approved. The 'Approval' stage is currently active.

The right panel provides detailed information about the document:

- INFORMATION** section:
  - General**:
    - Name: DraftToApprovedwhtz
    - Additional Information: Document Number VV-QUAL-00472, Type Operations, Subtype Agreement, Reclassify
    - Document Category: Quality
    - Created By: Vault Admin on 18 Mar 2025 11:11 AM PDT
    - Last Modified By: Vault Admin on 18 Mar 2025 11:11 AM PDT
    - Status: Draft
    - Version: 0.1
    - Lifecycle: Draft to Approved Lifecycle
  - Applicability**, **Training**, **Status Dates**, **File Info**, and **System Details** sections are also listed.

## Step #10 Screenshot    Screenshot Time: 18-MAR-2025 11:23:47 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes 'Library (All Documents)', 'Search All Working Library', and 'QualityBasics25R1-Automation-2 (vaultba...'. The main menu has options like 'Document Workspace', 'Home', 'Working Library' (which is selected), 'Document Change Controls', 'Reports & Dashboards', and 'Help'. A 'Create' button is also visible.

The central area displays a document titled 'DraftToApprovedwhtz (v0.1)' in 'Draft' status. The document content is labeled 'Test Document'. To the right of the document, a 'Start Workflow' dialog box is open, prompting for approvers and due date. It shows two dropdown menus: 'Approver(s)\*' and 'QA Approver(s)\*'. The 'Approver(s)\*' dropdown is set to 'Assigned to every user'. The 'QA Approver(s)\*' dropdown lists several users:

- QA Approver: Qa.Approver@vaultbasics-automation.com
- Global-Available QA
- Qms Qa: Qms.Qa@vaultbasics-automation.com
- Qms Qa1: Qms.Qa1@vaultbasics-automation.com
- QMS QA22: qms.qa22@vaultbasics-automation.com
- Euler Santi: euler.santi@veeva.com
- Qa User: Qa.User@vaultbasics-automation.com
- QA USER: qmsqa\_98048816\_51522172@vaultbasics-automation.com
- QA USER: qmsqa\_43834669\_52445451@vaultbasics-automation.com
- QA USER: qmsqa\_14824164\_63806700@vaultbasics-automation.com

To the right of the dialog, the document's properties are shown in a sidebar under 'INFORMATION'. The document details are as follows:

- Name:** DraftToApprovedwhtz
- Additional Information:** Document Number: VV-QUAL-00472, Type: Operations, Subtype: Agreement, Reclassify
- Document Category:** Quality
- Created By:** Vault Admin on 18 Mar 2025 11:11 AM PDT
- Last Modified By:** Vault Admin on 18 Mar 2025 11:11 AM PDT
- Status:** Draft
- Version:** 0.1
- Lifecycle:** Draft to Approved Lifecycle

Below the properties, there are sections for 'Applicability', 'Training', 'Status Dates', 'File Info', and 'System Details'.

## Step #11 Screenshot    Screenshot Time: 18-MAR-2025 11:26:36 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar at the top right is set to "Search All Change Controls". The main content area is titled "All Change Controls" and displays a grid of 19 rows of data. The columns are: Record Number, Title, Category, Change Classification, Owning Department, Owner, Lifecycle State, and Current Due Date. The data includes various change controls such as "Change Control 1" and "Change Control 2" across different categories like Equipment and IT, with owners like "Basics" and "Qms Owner1", and lifecycle states ranging from "Define Team" to "Cancelled".

Record Number	Title	Category	Change Classification	Owning Department	Owner	Lifecycle State	Current Due Date
★ CC-000001	Change Control 1	Equipment	Routine	Basics		Define Team	25 Feb 2025
★ CC-000002	Change Control 1	IT	Routine	Basics		Define Team	26 Feb 2025
★ CC-000003	Change Control 1	IT	Routine	Basics		Define Team	26 Feb 2025
★ CC-000004	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000005	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000006	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000007	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000008	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000009	Change Control 2	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000010	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000011	Change Control 1_dqbu	IT	Routine	Basics	Qms Owner1	In Change Execution	28 Feb 2025
★ CC-000012	Change Control 1	IT	Routine	Basics	Qms Owner1	In Final Approval	09 Mar 2025
★ CC-000013	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000014	Change Control 2	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000015	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Planning	01 Mar 2025
★ CC-000016	Change Control 1_fxyn	IT	Routine	Basics	Qms Owner1	Closed	01 Mar 2025
★ CC-000017	Change Control 1	IT	Routine	Basics	Qms Owner1	Closed	09 Mar 2025
★ CC-000018	Change Control 1	IT	Routine	Basics		Cancelled	01 Mar 2025
★ CC-000019	Change Control 2	IT	Routine	Basics	Qms Owner1	Cancelled	01 Mar 2025

## Step #12 Screenshot    Screenshot Time: 18-MAR-2025 11:27:39 GMT-07:00

The screenshot shows the 'Change Controls' page in the 'Vault Quality SBX' application. The navigation bar includes 'QMS', 'Home', 'Quality Events' (selected), 'Audits & Supplier Management', 'Actions', 'Reports & Dashboards', and 'Help'. A search bar at the top right contains 'Search Change Controls' with a magnifying glass icon.

The main content area displays a 'Change Control' record for 'CC-000112'. The record title is 'Change Control 1', the current due date is '19 Mar 2025', the category is 'IT', and the change classification routine is 'Owning Department Basics'. The status bar indicates '1 of 1 records in this list'.

The workflow steps shown are: Initiation, Change Planning, Plan Approval, Change Execution, Final Approval, and Closed. The 'Initiation' step is currently active.

The 'Change Control Details' section includes:

- Helpful Hint:** A note: "Populate the Team section with the record participants to progress the change control."
- Team:** A dropdown menu for selecting approvers. The 'QA Approver(s)\*' dropdown is open, showing a list of users:
  - QA Approver (qms.qa@vaultbasics-automation.com)
  - Qms Qa (qms.qa@vaultbasics-automation.com)
  - Qms Qa1 (qms.qa1@vaultbasics-automation.com)
  - QMS QA22 (qms.qa22@vaultbasics-automation.com)
  - Euler Santi (veeva.com) (euler.santi@veeva.com)

The 'Related Records & Resources' section lists:

- Attachments (0)
- System Details
- Sharing Settings

The 'Additional Details' section includes:

- Record Number:** CC-000112
- Title:** Change Control 1
- Description:** Testing Workflow
- Justification:** Testing Workflow
- Category:** IT
- Change Classification Routine:** Owning Department Basics
- Temporary Change?** No
- Owning Facility:** Euler Santi (veeva.com)
- Owning Department:** Basic Qa User
- Current Due Date:** 19 Mar 2025
- QA USER:** qmsqa\_98048816\_51522172@vaultbasics-automation.com
- QA USER:** qmsqa\_43834669\_52445451@vaultbasics-automation.com
- QA USER:** qmsqa\_14824164\_63806700@vaultbasics-automation.com
- QA User1:** Qa.User1@vaultbasics-automation.com

## Step #13 Screenshot    Screenshot Time: 18-MAR-2025 11:27:49 GMT-07:00

The screenshot shows the 'All Deviations' list in the Vault Quality SBX application. The interface includes a top navigation bar with links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar at the top right contains the text 'Search All Deviations'. On the left, there's a sidebar with 'VIEWS' and 'FILTERS' sections, and a main content area titled 'All Deviations' with a 'Save View As' button. The main table has columns for Record Number, Title, Rating, Category, Internal/External, CAPA Required?, Owner, Lifecycle State, and Current Due Date. The table lists 21 rows of deviation records, each with a unique ID (e.g., DEV-000001 to DEV-000021) and details like 'IT' rating, 'Internal' category, and various due dates ranging from '26 Mar 2025' to '05 Apr 2025'. The 'Owner' column consistently shows 'Qms Owner1'.

Record Number	Title	Rating	Category	Internal/External	CAPA Required?	Owner	Lifecycle State	Current Due Date
★ DEV-000001	Deviation 1	IT	Internal			Define Team	26 Mar 2025	
★ DEV-000002	Deviation 1	IT	Internal			Define Team	28 Mar 2025	
★ DEV-000003	Deviation 1	IT	Internal			Define Team	28 Mar 2025	
★ DEV-000004	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000005	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	28 Mar 2025
★ DEV-000006	Deviation 1		IT	Internal		Define Team	29 Mar 2025	
★ DEV-000007	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	29 Mar 2025
★ DEV-000008	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000009	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	30 Mar 2025
★ DEV-000010	Deviation 1	IT	Internal			Cancelled	29 Mar 2025	
★ DEV-000011	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	29 Mar 2025
★ DEV-000012	Deviation 1_wjrr	Major	IT	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000013	Deviation 1	Major	IT	Internal		Qms Owner1	Cancelled	29 Mar 2025
★ DEV-000014	Deviation 1_fwpy	Major	IT	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000015	Deviation 1		IT	Internal		Define Team	02 Apr 2025	
★ DEV-000016	Deviation 1		IT	Internal		Define Team	02 Apr 2025	
★ DEV-000017	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	05 Apr 2025
★ DEV-000018	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	04 Apr 2025
★ DEV-000019	Deviation 1_rppb	Major	IT	Internal	Yes	Qms Owner1	Closed	04 Apr 2025
★ DEV-000020	Deviation 1		IT	Internal		Define Team	04 Apr 2025	
★ DEV-000021	Deviation 1	Minor	Clinical Manufacturing	Internal	No	Qms Owner1	Closed	05 Apr 2025

## Step #14 Screenshot    Screenshot Time: 18-MAR-2025 11:28:53 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. The main content area displays a deviation record titled "Deviation: DEV-000103". The record details include:

- Title: Deviation 1
- Current Due Date: 16 Apr 2025
- Rating: Not specified
- Category: IT
- Internal/External: Internal
- CAPA Required?: No

The workflow steps shown are Initiation, Assessment, Approval, Investigation, Final Approval, and Closed.

In the "Team" section of the deviation record, the "QA Approver(s)" field is open, displaying a dropdown menu of user options. The menu includes:

- QA Approver (selected)
- Qms.Qa (qms.Qa@vaultbasics-automation.com)
- Qms.Qa1 (qms.Qa1@vaultbasics-automation.com)
- Qms.Qa2 (qms.Qa2@vaultbasics-automation.com)
- Euler Santi (veeva.com) (euler.santi@veeva.com)
- QA USER (qmsqa\_98048816\_51522172@vaultbasics-automation.com)
- QA USER (qmsqa\_43834669\_52445451@vaultbasics-automation.com)
- QA USER (qmsqa\_14824164\_63806700@vaultbasics-automation.com)
- Qa.User1 (Qa.User1@vaultbasics-automation.com)

Other sections visible in the deviation record include:

- Deviation Details: Helpful Hint (Populate the Team section with the record participants to progress the deviation.)
- Related Records & Resources: Attachments (0)
- Additional Details: System Details
- Sharing Settings

## Step #15 Screenshot    Screenshot Time: 18-MAR-2025 11:29:03 GMT-07:00

The screenshot shows the 'All Standalone CAPAs' view in the Veeva Vault Quality SBX application. The table displays the following columns: Record Number, Title, Source, Owning Department, Owner, Lifecycle State, and Current Due Date. The data is as follows:

Record Number	Title	Source	Owning Department	Owner	Lifecycle State	Current Due Date
SCAPA-000001	Standalone CAPA 1	Complaint	Basics		Define Team	26 Feb 2025
SCAPA-000002	Standalone CAPA 1	Complaint	Basics		Define Team	28 Feb 2025
SCAPA-000003	Standalone CAPA 1	Complaint	Basics		Define Team	05 Mar 2025
SCAPA-000004	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	05 Mar 2025
SCAPA-000005	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	05 Mar 2025
SCAPA-000006	Standalone CAPA 1	Complaint	Basics		Define Team	05 Mar 2025
SCAPA-000007	Standalone CAPA 1	Complaint	Basics		Cancelled	05 Mar 2025
SCAPA-000008	Standalone CAPA 2	Complaint	Basics	QMS Owner3	Cancelled	05 Mar 2025
SCAPA-000009	Standalone CAPA 1	Complaint	Basics		Define Team	07 Mar 2025
SCAPA-000010	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	07 Mar 2025
SCAPA-000011	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000012	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000013	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000014	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000015	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000016	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000017	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000018	Standalone CAPA 2	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000019	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000020	Standalone CAPA 2	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000021	Standalone CAPA 1	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000022	Standalone CAPA 2	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000023	Standalone CAPA 1	Complaint	Basics		Define Team	11 Mar 2025

## Step #16 Screenshot    Screenshot Time: 18-MAR-2025 11:30:07 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar for 'Standalone CAPAs' is present, along with a shopping cart icon and user profile.

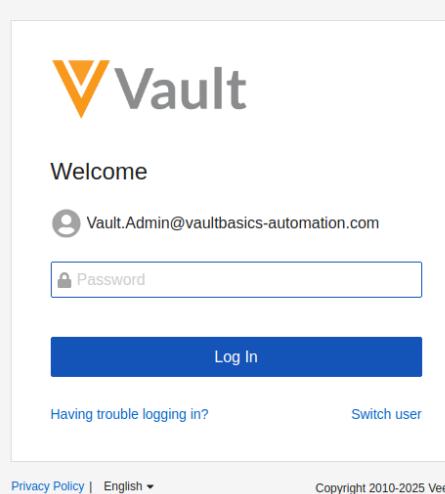
The main content area displays a 'Standalone CAPA: SCAPA-000078'. The page has tabs for 'Title', 'Current Due Date', 'Source Complaint', and 'Owning Department Basics'. Below these tabs is a progress bar with five stages: Initiation, CAPA Planning, Plan Approval, CAPA Implementation, and Closed.

The 'Standalone CAPA Details' section contains a 'Helpful Hint' about populating the Team section and a 'Team' section where users can define approvers. The 'Team' section is currently active, showing a dropdown menu for 'QA Approver(s)' with the following options:

- QA Approver (highlighted)
- Qms.Qa (Qms.Qa@vaultbasics-automation.com)
- Qms.Qa1 (Qms.Qa1@vaultbasics-automation.com)
- Qms.Qa2 (Qms.Qa2@vaultbasics-automation.com)
- Euler Santi (veeva.com) (euler.santi@veeva.com)
- QA USER (qmsqa\_98048816\_51522172@vaultbasics-automation.com)
- QA USER (qmsqa\_43834669\_52445451@vaultbasics-automation.com)
- QA USER (qmsqa\_14824164\_63806700@vaultbasics-automation.com)
- QA User1 (Qa.User1@vaultbasics-automation.com)
- QA User1 (Qa.User1@vaultbasics-automation.com)

The 'Standalone CAPA Details' section also includes fields for Record Number (SCAPA-000078), Title (Standalone CAPA 1), Description (Testing Workflow), Justification (Testing Workflow), Source (Complaint), Owning Facility (Example), Owning Department (Basic), and Current Due Date (19 Mar).

Step #17 Screenshot    Screenshot Time: 18-MAR-2025 11:30:14 GMT-07:00



## Step #18 Screenshot    Screenshot Time: 18-MAR-2025 11:31:01 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX QMS application. The top navigation bar includes links for Home, Quality Events, Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar at the top right allows users to search for documents. On the left, a sidebar for 'QA USER' displays 'VIEWS' and 'FILTERS' sections. Under 'VIEWS', 'All Tasks' is selected, showing 0 tasks assigned to the user. Other options include 'My Tasks', 'Available Tasks', and 'Active Workflows'. Under 'FILTERS', options like 'CONTENT TYPE', 'TASK OWNER', 'TASK DUE DATE', 'TASK ASSIGNMENT DATE', 'WORKFLOW', and 'CONTENT COUNT' are listed. The main content area is titled 'All Tasks' and shows a message: 'No tasks are currently assigned to you.' At the bottom left, there is a 'Vault' logo with the text 'Complete tasks on Vault Mobile Learn more'.

## Step #19 Screenshot    Screenshot Time: 18-MAR-2025 11:33:53 GMT-07:00

The screenshot shows the 'All Users' list in the Vault Quality SBX application. The interface includes a navigation bar with 'Users' selected, a search bar, and a toolbar with various icons. The main area displays a table of users with columns for Name, Status, User Name, Email, Security Profile, and System Assignments. The table lists 147 users, with the current page being 1 of 3.

Name	Status	User Name	Email	Security Profile	System Assignments
Application Owner	Active	vault_app_owner@vaultbasics-automation.com	no-reply@veeva.com	Vault Owner	
Java SDK Service Account	Active	java_sdk_service@vaultbasics-automation.com	no-reply@veeva.com	Vault Owner	
Prabhar Kuppuswamy	Active	prabhar@vaultbasics-automation.com	prabhar@spotline.com	Vault Admin	Learner, QMS User
Document Owner	Active	Document.Owner@vaultbasics-automation.com	arman.jena@spotline.com	Full User	
Document Author	Active	Document.Author@vaultbasics-automation.com	arman.jena@spotline.com	Full User	
Document Approver	Active	Document.Approver@vaultbasics-automation.com	arman.jena@spotline.com	Full User	
Vault Admin	Active	Vault.Admin@vaultbasics-automation.com	suryanshu.patnaik@spotline.com	Vault Admin	Learner, QMS User
Quality Consumer	Active	Quality.Consumer@vaultbasics-automation.com	arman.jena@spotline.com	Read-only User	Learner
Document Manager	Active	Document.Manager@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Learner
Training Admin 1	Active	Training.Admin1@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Learner, Training Admin
Training Admin 2	Active	Training.Admin2@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Learner, Training Admin
QA Approver	Active	Qa.Approver@vaultbasics-automation.com	arman.jena@spotline.com	Full User	QA
Document Control	Active	Document.control@vaultbasics-automation.com	arman.jena@spotline.com	Full User	Document Control
Veeva Admin1	Active	veeva.admin1@vaultbasics-automation.com	arman.jena@spotline.com	Veeva Admin	Learner, QMS User
tribikram acharya	Active	tribikram.acharya@vaultbasics-automation.com	tribikram.acharya@spotline.com	Vault Admin	Learner, QMS User
Document Owner 1	Active	Document.Owner1@vaultbasics-automation.com	arman.jena@spotline.com	Full User	

## Step #20 Screenshot    Screenshot Time: 18-MAR-2025 11:34:19 GMT-07:00

The screenshot shows the 'Vault Quality SBX' application interface. The top navigation bar includes 'Users' (selected), 'Quality Admin', 'Quality Data', 'Loader', and 'Help'. A search bar and a notification bell icon are also present. The main content area displays a single user record for 'QA USER' (Active). The left sidebar contains sections for 'User Details' (User Information, Access Details, Login Information, **Licensing** - selected), 'Additional User Information' (Veeva Support, Devices), and a 'File' menu. The 'Licensing' section lists three assigned licenses: 'QualityDocs License Full User', 'Training License', and 'QMS License Full User'. A message at the bottom right indicates '1 of 1 records in this list'.

## Step #21 Screenshot    Screenshot Time: 18-MAR-2025 11:34:32 GMT-07:00

Vault Quality SBX

Users

Successfully edited "QA USER"

QualityBasics25R1-Automation-2 (vaultba...)

User: QA USER Active

User Details

- User Information
- Access Details**
- Login Information
- Licensing

Additional User Information

- Veeva Support
- Devices

Access Details

Security Profile Full User

System Assignments

Login Information

Licensing

QualityDocs License Full User

Training License

QMS License

## Step #22 Screenshot    Screenshot Time: 18-MAR-2025 11:37:18 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar at the top right is set to "Search All Change Controls". The main content area is titled "All Change Controls" and displays a grid of 19 rows of data. The columns are: Record Number, Title, Category, Change Classification, Owning Department, Owner, Lifecycle State, and Current Due Date. The data includes various change controls such as "Change Control 1" and "Change Control 2" across different categories like Equipment and IT, with owners like "Basics" and "Qms Owner1", and lifecycle states ranging from "Define Team" to "Cancelled".

Record Number	Title	Category	Change Classification	Owning Department	Owner	Lifecycle State	Current Due Date
★ CC-000001	Change Control 1	Equipment	Routine	Basics		Define Team	25 Feb 2025
★ CC-000002	Change Control 1	IT	Routine	Basics		Define Team	26 Feb 2025
★ CC-000003	Change Control 1	IT	Routine	Basics		Define Team	26 Feb 2025
★ CC-000004	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000005	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000006	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000007	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000008	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000009	Change Control 2	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000010	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000011	Change Control 1_dqbu	IT	Routine	Basics	Qms Owner1	In Change Execution	28 Feb 2025
★ CC-000012	Change Control 1	IT	Routine	Basics	Qms Owner1	In Final Approval	09 Mar 2025
★ CC-000013	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000014	Change Control 2	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000015	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Planning	01 Mar 2025
★ CC-000016	Change Control 1_fxyn	IT	Routine	Basics	Qms Owner1	Closed	01 Mar 2025
★ CC-000017	Change Control 1	IT	Routine	Basics	Qms Owner1	Closed	09 Mar 2025
★ CC-000018	Change Control 1	IT	Routine	Basics		Cancelled	01 Mar 2025
★ CC-000019	Change Control 2	IT	Routine	Basics	Qms Owner1	Cancelled	01 Mar 2025

## Step #23 Screenshot    Screenshot Time: 18-MAR-2025 11:37:38 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. The search bar at the top right contains the text "Search Change Controls". The main title of the page is "Change Control: CC-000112".

The page displays a timeline of six stages: Initiation, Change Planning, Plan Approval, Change Execution, Final Approval, and Closed. The "Initiation" stage is currently active. Below the timeline, there are several sections:

- Change Control Details:**
  - Helpful Hint:** A note stating "Populate the Team section with the record participants to progress the change control."
  - Team:** A section for managing team members, with a "Manage Team" button.
- Related Records & Resources:** Shows 0 attachments.
- Additional Details:** Shows 0 system details.
- Sharing Settings:** A collapsed section.
- Change Details:** A collapsed section.

On the right side of the page, there are various status indicators and links:

- Change Classification: Routine
- Temporary Change?: No
- Owning Facility: Example Facility
- Owning Department: Basics
- Current Due Date: 19 Mar 2025

## Step #24 Screenshot    Screenshot Time: 18-MAR-2025 11:37:43 GMT-07:00

The screenshot shows the 'Change Control' page for record CC-000112. The top navigation bar includes 'QMS', 'Home', 'Quality Events' (selected), 'Audits & Supplier Management', 'Actions', 'Reports & Dashboards', and 'Help'. The title bar displays 'Vault Quality SBX' and 'QualityBasics25R1-Automation-2 (vaultba...)'.

The main content area shows the following fields:

- Change Control Details**:
  - Helpful Hint**: Populate the Team section with the record participants to progress the change control.
  - Team**: A dropdown menu is open, showing options like 'QA Approver', 'Qms Qa', 'Qms Qa1', 'QMS QA2', 'Euler Santi (veeva.com)', 'QA USER', 'Qmsqa\_98048816\_51522172@vaultbasics-automation.com', 'Qmsqa\_43834669\_52445451@vaultbasics-automation.com', 'Qa User', and 'Qa.User1@vaultbasics-automation.com'. A 'Save' button is visible.
- Related Records & Resources**: Shows 'Attachments (0)'.
- Additional Details**: Shows 'System Details'.
- Sharing Settings**: Shows 'Change Details'.

Below these sections, specific change details are listed:

- Record Number**: CC-000112
- Title**: Change Control 1
- Description**: Testing Workflow
- Justification**: Testing Workflow
- Category**: IT
- Change Classification Routine**: QA USER
- Temporary Change?**: No
- Owning Facility**: Euler Santi (veeva.com)
- Owning Department**: Basic QA User1
- Current Due Date**: 19 Mar 2025

## Step #25 Screenshot    Screenshot Time: 18-MAR-2025 11:37:53 GMT-07:00

Record Number	Title	Rating	Category	Internal/External	CAPA Required?	Owner	Lifecycle State	Current Due Date
★ DEV-000001	Deviation 1	IT	Internal			Define Team	26 Mar 2025	
★ DEV-000002	Deviation 1	IT	Internal			Define Team	28 Mar 2025	
★ DEV-000003	Deviation 1	IT	Internal			Define Team	28 Mar 2025	
★ DEV-000004	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000005	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	28 Mar 2025
★ DEV-000006	Deviation 1		IT	Internal		Define Team	29 Mar 2025	
★ DEV-000007	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	29 Mar 2025
★ DEV-000008	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000009	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	30 Mar 2025
★ DEV-000010	Deviation 1	IT	Internal			Cancelled	29 Mar 2025	
★ DEV-000011	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	29 Mar 2025
★ DEV-000012	Deviation 1_wjrr	Major	IT	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000013	Deviation 1	Major	IT	Internal		Qms Owner1	Cancelled	29 Mar 2025
★ DEV-000014	Deviation 1_fwpy	Major	IT	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000015	Deviation 1		IT	Internal		Define Team	02 Apr 2025	
★ DEV-000016	Deviation 1		IT	Internal		Define Team	02 Apr 2025	
★ DEV-000017	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	05 Apr 2025
★ DEV-000018	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	04 Apr 2025
★ DEV-000019	Deviation 1_rppb	Major	IT	Internal	Yes	Qms Owner1	Closed	04 Apr 2025
★ DEV-000020	Deviation 1		IT	Internal		Define Team	04 Apr 2025	
★ DEV-000021	Deviation 1	Minor	Clinical Manufacturing	Internal	No	Qms Owner1	Closed	05 Apr 2025

## Step #26 Screenshot    Screenshot Time: 18-MAR-2025 11:38:14 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. The search bar displays "Deviations" and "Search Deviations". The top right corner shows the user "QualityBasics25R1-Automation-2 (vaultba...)" and various icons.

The main content area displays a deviation record titled "Deviation: DEV-000103". The record details are as follows:

- Title:** Deviation 1
- Current Due Date:** 16 Apr 2025
- Rating:** Not specified
- Category:** IT
- Internal/External:** Internal
- CAPA Required?**: No

The workflow steps shown are Initiation, Assessment, Approval, Investigation, Final Approval, and Closed. The "Initiation" step is currently active.

**Deviation Details:**

- Helpful Hint:** Populate the Team section with the record participants to progress the deviation.
- Team:** Owner: [Empty], QA Approver(s): [Empty]. Manage Team button available.

**Related Records & Resources:** Attachments (0)

**Additional Details:** System Details

**Sharing Settings:** [Empty]

**Details:**

- Record Number:** DEV-000103
- Owning Facility:** Example Facility
- Owning Department:** Basics
- Study:** [Empty]
- Current Due Date:** 16 Apr 2025
- Corrections & Immediate Actions Taken:** [Empty]
- Rating:** [Empty]

Other fields visible include:

- Description:** Testing Workflow
- Category:** IT
- Occurrence Date:** 17 Mar 2025
- Awareness Date:** 17 Mar 2025
- Internal/External:** Internal

## Step #27 Screenshot    Screenshot Time: 18-MAR-2025 11:38:18 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. The main content area displays a deviation record titled "Deviation: DEV-000103". The record details include:

- Title:** Deviation 1
- Current Due Date:** 16 Apr 2025
- Rating:** Not specified
- Category:** IT
- Internal/External:** Internal
- CAPA Required?**: No

The workflow steps shown are Initiation, Assessment, Approval, Investigation, Final Approval, and Closed.

**Deviation Details** section:

- Helpful Hint:** Populate the Team section with the record participants to progress the deviation.
- Team:** A dropdown menu is open, showing a list of users for selection. The list includes:
  - QA Approver: Qa.Approver@vaultbasics-automation.com
  - Qms Qa: Qms.Qa@vaultbasics-automation.com
  - Qms Qa1: Qms.Qa1@vaultbasics-automation.com
  - QMS QA22: qms.qa22@vaultbasics-automation.com
  - Euler Santi (veeva.com): euler.santi@veeva.com
  - QA USER: qmsqa\_98048816\_51522172@vaultbasics-automation.com
  - QA USER: qmsqa\_43834669\_52445451@vaultbasics-automation.com
  - Qa User: Qa.User@vaultbasics-automation.com
  - Qa User1: Qa.User1@vaultbasics-automation.com

**Related Records & Resources** section:

- Attachments (0)

**Additional Details** section:

- System Details

**Sharing Settings** section:

**Details** section (Record Number: DEV-000103):

- Title:** Deviation 1
- Description:** Testing Workflow
- Category:** IT
- Occurrence Date:** 17 Mar 2025
- Awareness Date:** 17 Mar 2025
- Internal/External:** Internal
- Owning Facility:** Example
- Owning Department:** Basic
- Study:** Not specified
- Current Due Date:** 16 Apr 2025
- QA Approver(s):** Not specified
- Rating:** Not specified

## Step #28 Screenshot    Screenshot Time: 18-MAR-2025 11:38:29 GMT-07:00

Record Number	Title	Source	Owning Department	Owner	Lifecycle State	Current Due Date
SCAPA-000001	Standalone CAPA 1	Complaint	Basics		Define Team	26 Feb 2025
SCAPA-000002	Standalone CAPA 1	Complaint	Basics		Define Team	28 Feb 2025
SCAPA-000003	Standalone CAPA 1	Complaint	Basics		Define Team	05 Mar 2025
SCAPA-000004	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	05 Mar 2025
SCAPA-000005	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	05 Mar 2025
SCAPA-000006	Standalone CAPA 1	Complaint	Basics		Define Team	05 Mar 2025
SCAPA-000007	Standalone CAPA 1	Complaint	Basics		Cancelled	05 Mar 2025
SCAPA-000008	Standalone CAPA 2	Complaint	Basics	QMS Owner3	Cancelled	05 Mar 2025
SCAPA-000009	Standalone CAPA 1	Complaint	Basics		Define Team	07 Mar 2025
SCAPA-000010	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	07 Mar 2025
SCAPA-000011	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000012	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000013	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000014	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000015	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000016	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000017	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000018	Standalone CAPA 2	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000019	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000020	Standalone CAPA 2	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000021	Standalone CAPA 1	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000022	Standalone CAPA 2	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000023	Standalone CAPA 1	Complaint	Basics		Define Team	11 Mar 2025

## Step #29 Screenshot    Screenshot Time: 18-MAR-2025 11:38:49 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar for "Standalone CAPAs" is present, along with a user icon and a shopping cart icon.

The main content area displays a "Standalone CAPA: SCAPA-000078" record. The title is "Standalone CAPA 1", the source is "Complaint", and the owning department is "Basics". The current due date is "19 Mar 2025".

The workflow status is shown as a sequence of steps: Initiation (blue bar), CAPA Planning, Plan Approval, CAPA Implementation, and Closed. The "Initiation" step is currently active.

On the left, a sidebar lists sections: Standalone CAPA Details (Helpful Hint, Team), Related Records & Resources (Attachments 0), Additional Details (System Details), and Sharing Settings.

The "Standalone CAPA Details" section contains the following fields:

Record Number	SCAPA-000078	Source	Complaint
Title	Standalone CAPA 1	Owning Facility	Example Facility
Description	Testing Workflow	Owning Department	Basics
Justification	Testing Workflow	Current Due Date	19 Mar 2025

## Step #30 Screenshot    Screenshot Time: 18-MAR-2025 11:38:53 GMT-07:00

Vault Quality SBX

Standalone CAPAs | Search Standalone CAPAs

QualityBasics25R1-Automation-2 (vaultba...)

1 of 1 records in this list

Standalone CAPA: SCAPA-000078

Define Team

Initiation → CAPA Planning → Plan Approval → CAPA Implementation → Closed

Standalone CAPA Details

Helpful Hint: Populate the Team section with the record participants to progress the standalone CAPA.

Team ▲

Owner\* [dropdown]

QA Approver(s)\* [dropdown]

Cancel Save

Related Records & Resources

Attachments (0)

Additional Details

System Details

Sharing Settings

Standalone CAPA Details

Record Number: SCAPA-000078

Title: Standalone CAPA 1

Description: Testing Workflow

Justification: Testing Workflow

Source: Comp

QA APPROVER: Euler.Santi@veeva.com

QA APPROVER: qmsqa\_98048816\_51522172@vaultbasics-automation.com

QA APPROVER: qmsqa\_43834669\_52445451@vaultbasics-automation.com

QA APPROVER: Qa.User@vaultbasics-automation.com

QA APPROVER: Qa.User1@vaultbasics-automation.com

Owning Facility: Exam

Owning Department: Basic

Current Due Date: 19 M

## Step #31 Screenshot    Screenshot Time: 18-MAR-2025 11:39:39 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX interface with the 'Working Library' tab selected. The left sidebar includes 'VIEWS' (All Working Library, Recent Working Library, My Working Library, Favorites), 'FILTERS' (OWNING FACILITY, OWNING DEPARTMENT, DOCUMENT TYPES, STATUS), and a search bar. The main area displays a list of 471 documents, with the first 1-25 shown. Each document entry includes a thumbnail, name, version, ID, category, and status (Draft or Effective). The status is indicated by a blue button with white text.

Document Name	Version	ID	Category	Status
DraftToApprovedwhtz	(v0.1)	VV-QUAL-00472	Operations > Agreement	Draft
VT_08_testDoc_pcvz	(v1.0)	VV-QUAL-00471	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToApprovedkezi	(v0.1)	VV-QUAL-00470	Operations > Agreement	Draft
Doc2jijtwv	(v1.0)	VV-QUAL-00177	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
Doc1mrda	(v1.0)	VV-QUAL-00176	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
Doc2rupbf	(v1.0)	VV-QUAL-00086	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_qauo	(v1.0)	VV-QUAL-00096	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_gitz	(v1.0)	VV-QUAL-00114	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_hpzl	(v1.0)	VV-QUAL-00135	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_xigy	(v1.0)	VV-QUAL-00153	Governance and Procedure > Standard Operating Procedure (SOP)	Effective

## Step #32 Screenshot    Screenshot Time: 18-MAR-2025 11:40:00 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes 'Library (All Documents)', 'Search All Working Library', and a dropdown for 'QualityBasics25R1-Automation-2 (vaultba...)'. The main menu has options like 'Document Workspace', 'Home', 'Working Library' (which is selected), 'Document Change Controls', 'Reports & Dashboards', and 'Help'. A 'Create' button and user profile icons are also present.

The central area displays a document titled 'DraftToApprovedwhtz (v0.1)' in 'Draft' status. The document content is labeled 'Test Document'. To the right, the document's properties are shown in a detailed view:

INFORMATION	
General	
Name	DraftToApprovedwhtz
Additional Information	
Document Number	VV-QUAL-00472
Type	Operations
Subtype	Agreement
Reclassify	
Document Category	Quality
Created By	Vault Admin on 18 Mar 2025 11:11 AM PDT
Last Modified By	Vault Admin on 18 Mar 2025 11:11 AM PDT
Status	Draft
Version	0.1
Lifecycle Draft to Approved Lifecycle	
Applicability	
Training	
Status Dates	
File Info	
System Details	

## Step #33 Screenshot    Screenshot Time: 18-MAR-2025 11:40:07 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes 'Library (All Documents)', 'Search All Working Library', and 'QualityBasics25R1-Automation-2 (vaultba...)'.

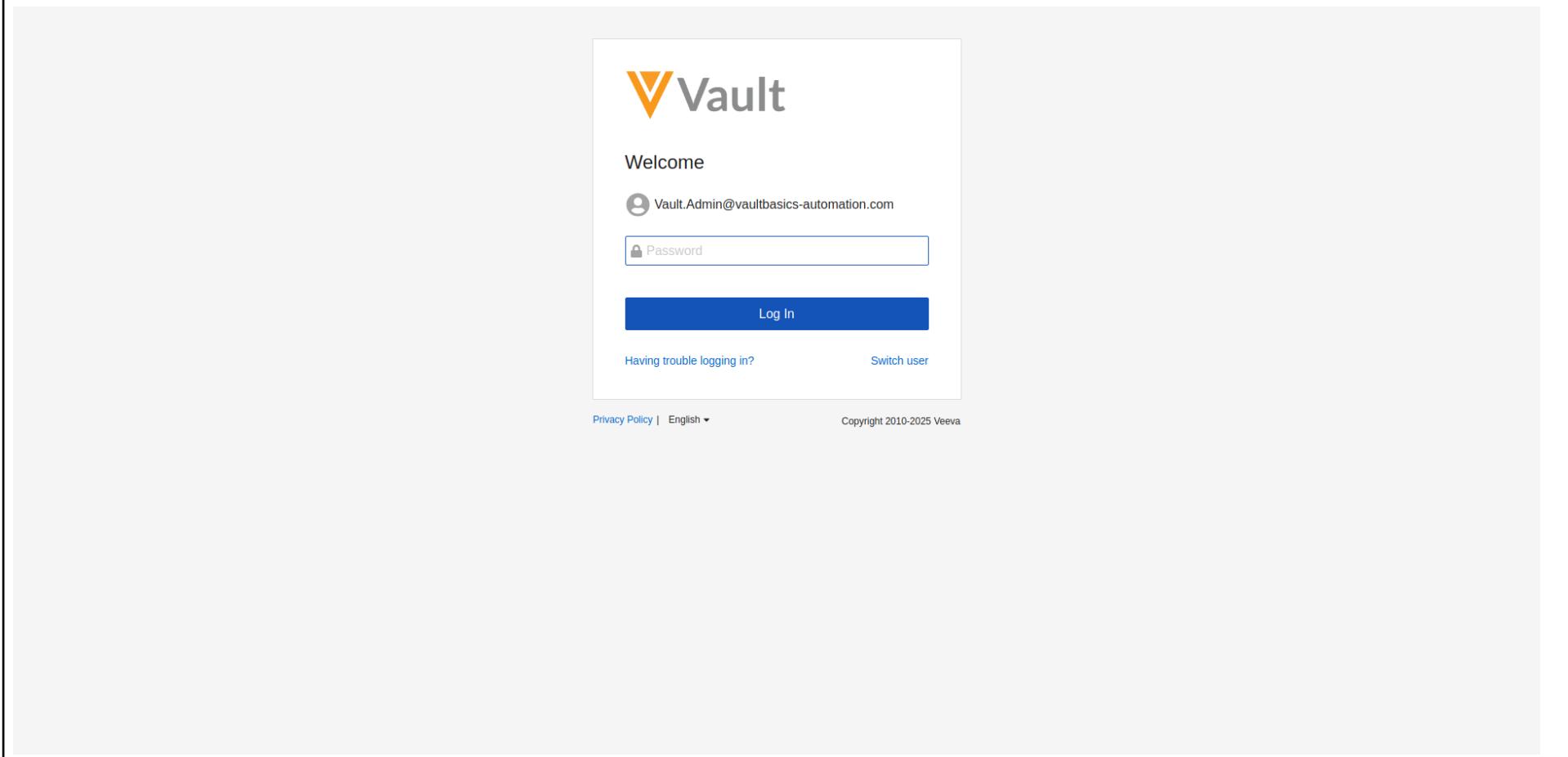
The main area displays a document titled 'DraftToApprovedwhtz (v0.1) [Draft]'. The document status is 'Draft' on the left and 'Approved' on the right. The document content is labeled 'Test Document'.

A modal dialog titled 'Start Workflow' is open, prompting for approvers and due date. It contains fields for 'Approver(s)\*' and 'QA Approver(s)\*'. The 'Approver(s)\*' field shows a dropdown menu with the option 'Assigned to every user' selected. The 'QA Approver(s)\*' field shows a dropdown menu listing several users:

- QA Approver Qa.Approver@vaultbasics-automation.com
- Global-Available QA
- Qms Qa Qms.Qa@vaultbasics-automation.com
- Qms Qa1 Qms.Qa1@vaultbasics-automation.com
- QMS QA22 qms.qa22@vaultbasics-automation.com
- Euler Santi euler.santi@veeva.com
- Qa User Qa.User@vaultbasics-automation.com
- QA USER qmsqa\_98048816\_51522172@vaultbasics-automation.com
- QA USER qmsqa\_43834669\_52445451@vaultbasics-automation.com
- Qa User1 Qa.User1@vaultbasics-automation.com

To the right of the modal, the document's 'INFORMATION' panel is visible, containing details such as Name (DraftToApprovedwhtz), Document Number (VV-QUAL-00472), Type (Operations), Subtype (Agreement), and Reclassify options. The document is categorized under Quality.

Step #34 Screenshot    Screenshot Time: 18-MAR-2025 11:40:14 GMT-07:00



## Step #35 Screenshot    Screenshot Time: 18-MAR-2025 11:41:42 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes tabs for Document Workspace, Tab Collections (which is selected), Working Library, Document Change Controls, Reports & Dashboards, and Help. A search bar is located at the top right. On the left, a sidebar titled 'QA USER' contains sections for 'VIEWS' (All Tasks, My Tasks, Available Tasks, Active Workflows) and 'FILTERS' (Content Type, Task Owner, Task Due Date, Task Assignment Date, Workflow, Content Count). The main content area is titled 'All Tasks' and displays a message: 'No tasks are currently assigned to you.' There is also a 'Save View As' button. At the bottom left, there is a 'Vault' logo with the text 'Complete tasks on Vault Mobile Learn more'.

## Step #36 Screenshot    Screenshot Time: 18-MAR-2025 11:44:33 GMT-07:00

The screenshot shows the 'Vault Quality SBX' application interface. The top navigation bar includes 'Users', a search bar ('Search All Users'), and a dropdown for 'QualityBasics25R1-Automation-2 (vaultba...'. The main content area displays a table titled 'All Users' with the following columns: Name, Status, User Name, Email, Security Profile, and System Assignments. The table lists 147 users, with the first few rows shown below:

Name	Status	User Name	Email	Security Profile	System Assignments
Application Owner	Active	vault_app_owner@vaultbasics-automation.com	no-reply@veeva.com	Vault Owner	
Java SDK Service Account	Active	java_sdk_service@vaultbasics-automation.com	no-reply@veeva.com	Vault Owner	
Prabhar Kuppuswamy	Active	prabhar@vaulthasics-automation.com	prabhar@spotline.com	Vault Admin	Learner, QMS User
Document Owner	Active	Document.Owner@vaulthasics-automation.com	arman.jena@spotline.com	Full User	
Document Author	Active	Document.Author@vaulthasics-automation.com	arman.jena@spotline.com	Full User	
Document Approver	Active	Document.Approver@vaulthasics-automation.com	arman.jena@spotline.com	Full User	
Vault Admin	Active	Vault.Admin@vaulthasics-automation.com	suryanshu.patnaik@spotline.com	Vault Admin	Learner, QMS User
Quality Consumer	Active	Quality.Consumer@vaulthasics-automation.com	arman.jena@spotline.com	Read-only User	Learner
Document Manager	Active	Document.Manager@vaulthasics-automation.com	arman.jena@spotline.com	Full User	Learner
Training Admin 1	Active	Training.Admin1@vaulthasics-automation.com	arman.jena@spotline.com	Full User	Learner, Training Admin
Training Admin 2	Active	Training.Admin2@vaulthasics-automation.com	arman.jena@spotline.com	Full User	Learner, Training Admin
QA Approver	Active	Qa.Approver@vaulthasics-automation.com	arman.jena@spotline.com	Full User	QA
Document Control	Active	Document.control@vaulthasics-automation.com	arman.jena@spotline.com	Full User	Document Control
Veeva Admin1	Active	veeva.admin1@vaulthasics-automation.com	arman.jena@spotline.com	Veeva Admin	Learner, QMS User
tribikram acharya	Active	tribikram.acharya@vaulthasics-automation.com	tribikram.acharya@spotline.com	Vault Admin	Learner, QMS User
Document Owner 1	Active	Document.Owner1@vaulthasics-automation.com	arman.jena@spotline.com	Full User	

## Step #37 Screenshot    Screenshot Time: 18-MAR-2025 11:44:57 GMT-07:00

The screenshot shows the 'Vault Quality SBX' application interface. The top navigation bar includes 'Users' (selected), 'Quality Admin', 'Quality Data', 'Loader', and 'Help'. A search bar and a shopping cart icon are also present. The main content area displays a single user record for 'QA USER' (Active). The left sidebar contains sections for 'User Details' (selected), 'Additional User Information', and 'Devices'. The 'Licensing' section is expanded, showing three assigned licenses: 'QualityDocs License Full User', 'Training License', and 'QMS License'.

## Step #38 Screenshot    Screenshot Time: 18-MAR-2025 11:45:24 GMT-07:00

The screenshot shows the 'Vault Quality SBX' application interface. The top navigation bar includes 'Users' and a success message 'Successfully edited "QA USER"'. The main content area displays the details for a user named 'QA USER'. The left sidebar has sections for 'User Details' (selected), 'Access Details' (highlighted in orange), 'Login Information', and 'Licensing'. The right panel shows 'Access Details' with a 'Security Profile' of 'Full User' and 'System Assignments' set to 'QA'. Under 'Licensing', there are three entries: 'QualityDocs License' (Full User), 'Training License', and 'QMS License' (Full User). A status bar at the bottom indicates '1 of 1 record' and 'All Actions'.

## Step #39 Screenshot    Screenshot Time: 18-MAR-2025 11:46:10 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX interface with the 'Working Library' tab selected. The left sidebar includes 'All Working Library' under 'VIEWS', and 'OWNING FACILITY', 'OWNING DEPARTMENT', 'DOCUMENT TYPES', and 'STATUS' under 'FILTERS'. The main area displays a list of 471 documents, with the first 10 shown in detail:

Document	Version	Category	Status
DraftToApprovedwhtz (v0.1)	VV-QUAL-00472	Operations > Agreement	Draft
VT_08_testDoc_pcvz (v1.0)	VV-QUAL-00471	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToApprovedkezi (v0.1)	VV-QUAL-00470	Operations > Agreement	Draft
Doc2jijtwv (v1.0)	VV-QUAL-00177	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
Doc1mrda (v1.0)	VV-QUAL-00176	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
Doc2rupbf (v1.0)	VV-QUAL-00086	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_qauo (v1.0)	VV-QUAL-00096	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_gitz (v1.0)	VV-QUAL-00114	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_hpzl (v1.0)	VV-QUAL-00135	Governance and Procedure > Standard Operating Procedure (SOP)	Effective
DraftToEffectiveQd_06_xigy (v1.0)	VV-QUAL-00153	Governance and Procedure > Standard Operating Procedure (SOP)	Effective

## Step #40 Screenshot    Screenshot Time: 18-MAR-2025 11:46:31 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes 'Library (All Documents)', 'Search All Working Library', and a dropdown for 'QualityBasics25R1-Automation-2 (vaultba...)'. The main menu has options like 'Document Workspace', 'Home', 'Working Library' (which is selected), 'Document Change Controls', 'Reports & Dashboards', and 'Help'. A notification bar at the top right shows '0' notifications and a user profile icon.

The central area displays a document titled 'DraftToApprovedwhtz (v0.1)' in 'Draft' status. The document content area contains the text 'Test Document'. To the right of the document, there is a detailed view pane under the heading 'INFORMATION'. This pane is divided into sections: 'General', 'Additional Information', 'Document Category', and 'Lifecycle'. The 'General' section shows the document's name as 'DraftToApprovedwhtz', document number as 'VV-QUAL-00472', type as 'Operations', subtype as 'Agreement', and a 'Reclassify' link. The 'Additional Information' section shows it was created by 'Vault Admin' on 18 Mar 2025 11:11 AM PDT and last modified by 'Vault Admin' on the same date. The 'Document Category' section shows it belongs to the 'Quality' category. The 'Lifecycle' section indicates it is in the 'Draft to Approved' lifecycle. Other collapsed sections include 'Applicability', 'Training', 'Status Dates', 'File Info', and 'System Details'.

## Step #41 Screenshot    Screenshot Time: 18-MAR-2025 11:46:37 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes 'Library (All Documents)', 'Search All Working Library', and 'QualityBasics25R1-Automation-2 (vaultba...)'.

The main workspace displays a document titled 'DraftToApprovedwhtz (v0.1) [Draft]'. The document status is 'Draft' on the left and 'Approved' on the right. A modal window titled 'Start Workflow' is open, prompting for approvers and due date. It contains two dropdown menus: 'Approver(s)\*' and 'QA Approver(s)\*'. The 'Approver(s)\*' dropdown is set to 'Assigned to every user'. The 'QA Approver(s)\*' dropdown lists several users:

- QA Approver Qa.Approver@vaultbasics-automation.com
- Global-Available QA
- Qms Qa Qms.Qa@vaultbasics-automation.com
- Qms Qa1 Qms.Qa1@vaultbasics-automation.com
- QMS QA22 qms.qa22@vaultbasics-automation.com
- Euler Santi euler.santi@veeva.com
- Qa User Qa.User@vaultbasics-automation.com
- QA USER qmsqa\_98048816\_51522172@vaultbasics-automation.com
- QA USER qmsqa\_43834669\_52445451@vaultbasics-automation.com
- QA USER qmsqa\_14824164\_63806700@vaultbasics-automation.com

The right side of the screen shows the document's properties under the 'INFORMATION' tab, including:

- General**: Name: DraftToApprovedwhtz, Document Number: VV-QUAL-00472, Type: Operations, Subtype: Agreement, Reclassify.
- Additional Information**: Document Category: Quality, Created By: Vault Admin on 18 Mar 2025 11:11 AM PDT, Last Modified By: Vault Admin on 18 Mar 2025 11:11 AM PDT.
- Status**: Draft, Version: 0.1, Lifecycle: Draft to Approved Lifecycle.

## Step #42 Screenshot    Screenshot Time: 18-MAR-2025 11:49:25 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar at the top right is set to "Search All Change Controls". The main content area is titled "All Change Controls" and displays a grid of 19 rows of data. The columns are: Record Number, Title, Category, Change Classification, Owning Department, Owner, Lifecycle State, and Current Due Date. The data includes various change controls such as "Change Control 1" and "Change Control 2" across different categories like Equipment and IT, with owners like "Basics" and "Qms Owner1", and lifecycle states ranging from "Define Team" to "Cancelled".

Record Number	Title	Category	Change Classification	Owning Department	Owner	Lifecycle State	Current Due Date
★ CC-000001	Change Control 1	Equipment	Routine	Basics		Define Team	25 Feb 2025
★ CC-000002	Change Control 1	IT	Routine	Basics		Define Team	26 Feb 2025
★ CC-000003	Change Control 1	IT	Routine	Basics		Define Team	26 Feb 2025
★ CC-000004	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000005	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000006	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000007	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Execution	09 Mar 2025
★ CC-000008	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000009	Change Control 2	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000010	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000011	Change Control 1_dqbu	IT	Routine	Basics	Qms Owner1	In Change Execution	28 Feb 2025
★ CC-000012	Change Control 1	IT	Routine	Basics	Qms Owner1	In Final Approval	09 Mar 2025
★ CC-000013	Change Control 1	IT	Routine	Basics		Define Team	28 Feb 2025
★ CC-000014	Change Control 2	IT	Routine	Basics	Qms Owner1	In Change Planning	28 Feb 2025
★ CC-000015	Change Control 1	IT	Routine	Basics	Qms Owner1	In Change Planning	01 Mar 2025
★ CC-000016	Change Control 1_fxyn	IT	Routine	Basics	Qms Owner1	Closed	01 Mar 2025
★ CC-000017	Change Control 1	IT	Routine	Basics	Qms Owner1	Closed	09 Mar 2025
★ CC-000018	Change Control 1	IT	Routine	Basics		Cancelled	01 Mar 2025
★ CC-000019	Change Control 2	IT	Routine	Basics	Qms Owner1	Cancelled	01 Mar 2025

## Step #43 Screenshot    Screenshot Time: 18-MAR-2025 11:50:28 GMT-07:00

The screenshot shows the 'Change Controls' page in the 'Vault Quality SBX' application. The navigation bar includes 'QMS', 'Home', 'Quality Events' (selected), 'Audits & Supplier Management', 'Actions', 'Reports & Dashboards', and 'Help'. A search bar at the top right contains 'Search Change Controls' with a magnifying glass icon.

The main content area displays a 'Change Control' record for 'CC-000112'. The record title is 'Change Control 1', the current due date is '19 Mar 2025', the category is 'IT', and the owning department is 'Basics'. The status bar indicates '1 of 1 records in this list'.

The workflow steps shown are: Initiation, Change Planning, Plan Approval, Change Execution, Final Approval, and Closed. The 'Initiation' step is currently active.

The 'Change Control Details' section includes:

- Helpful Hint:** A note: "Populate the Team section with the record participants to progress the change control."
- Team:** A dropdown menu for selecting approvers. The 'QA Approver(s)\*' field is open, showing a list of users:
  - QA Approver (q\_approver@vaultbasics-automation.com)
  - Qms Qa (qms\_qa@vaultbasics-automation.com)
  - Qms Qa1 (qms\_qa1@vaultbasics-automation.com)
  - QMS QA22 (qms\_qa22@vaultbasics-automation.com)
  - Euler Santi (veeva.com) (euler.santi@veeva.com)

The 'Change Details' section contains the following fields:

Field	Value
Record Number	CC-000112
Title	Change Control 1
Description	Testing Workflow
Justification	Testing Workflow
Category	IT
Change Classification Routine	QA USER
Temporary Change?	No
Owning Facility	Example
Owning Department	Basics
Current Due Date	19 Mar 2025

## Step #44 Screenshot    Screenshot Time: 18-MAR-2025 11:50:39 GMT-07:00

Record Number	Title	Rating	Category	Internal/External	CAPA Required?	Owner	Lifecycle State	Current Due Date
★ DEV-000001	Deviation 1	IT	Internal			Define Team	26 Mar 2025	
★ DEV-000002	Deviation 1	IT	Internal			Define Team	28 Mar 2025	
★ DEV-000003	Deviation 1	IT	Internal			Define Team	28 Mar 2025	
★ DEV-000004	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000005	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	28 Mar 2025
★ DEV-000006	Deviation 1		IT	Internal		Define Team	29 Mar 2025	
★ DEV-000007	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	29 Mar 2025
★ DEV-000008	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000009	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	30 Mar 2025
★ DEV-000010	Deviation 1	IT	Internal			Cancelled	29 Mar 2025	
★ DEV-000011	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	29 Mar 2025
★ DEV-000012	Deviation 1_wjrr	Major	IT	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000013	Deviation 1	Major	IT	Internal		Qms Owner1	Cancelled	29 Mar 2025
★ DEV-000014	Deviation 1_fwpy	Major	IT	Internal	Yes	Qms Owner1	Closed	29 Mar 2025
★ DEV-000015	Deviation 1		IT	Internal		Define Team	02 Apr 2025	
★ DEV-000016	Deviation 1		IT	Internal		Define Team	02 Apr 2025	
★ DEV-000017	Deviation 1	Minor	Clinical Manufacturing	Internal	Yes	Qms Owner1	Closed	05 Apr 2025
★ DEV-000018	Deviation 1	Major	IT	Internal	No	Qms Owner1	Closed	04 Apr 2025
★ DEV-000019	Deviation 1_rppb	Major	IT	Internal	Yes	Qms Owner1	Closed	04 Apr 2025
★ DEV-000020	Deviation 1		IT	Internal		Define Team	04 Apr 2025	
★ DEV-000021	Deviation 1	Minor	Clinical Manufacturing	Internal	No	Qms Owner1	Closed	05 Apr 2025

## Step #45 Screenshot    Screenshot Time: 18-MAR-2025 11:51:42 GMT-07:00

The screenshot shows the Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. The main content area displays a deviation record titled "Deviation: DEV-000103". The record details include:

- Title:** Deviation 1
- Current Due Date:** 16 Apr 2025
- Rating:** Not specified
- Category:** IT
- Internal/External:** Internal
- CAPA Required?** Not specified

The workflow steps are shown as a horizontal timeline: Initiation, Assessment, Approval, Investigation, Final Approval, and Closed. The "Initiation" step is currently active.

A modal dialog is open for the "Team" section of the deviation. It contains the following fields:

- Owner:** [Placeholder]
- QA Approver(s):** [Placeholder] (dropdown menu open)

The dropdown menu lists several users:

- QA Approver (qms\_qa@vaultbasics-automation.com)
- Qms Qa (qms.qa@vaultbasics-automation.com)
- Qms Qa1 (qms.qa1@vaultbasics-automation.com)
- QMS QA22 (qms.qa22@vaultbasics-automation.com)
- Euler Santi (veeva.com) (euler.santi@veeva.com)
- QA USER (qmsqa\_98048816\_51522172@vaultbasics-automation.com)
- QA USER (qmsqa\_43834669\_52445451@vaultbasics-automation.com)
- QA USER (qmsqa\_14824164\_63806700@vaultbasics-automation.com)
- Qa User1 (qa.user1@vaultbasics-automation.com)

At the bottom right of the modal, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a checkmark.

## Step #46 Screenshot    Screenshot Time: 18-MAR-2025 11:51:53 GMT-07:00

Record Number	Title	Source	Owning Department	Owner	Lifecycle State	Current Due Date
SCAPA-000001	Standalone CAPA 1	Complaint	Basics		Define Team	26 Feb 2025
SCAPA-000002	Standalone CAPA 1	Complaint	Basics		Define Team	28 Feb 2025
SCAPA-000003	Standalone CAPA 1	Complaint	Basics		Define Team	05 Mar 2025
SCAPA-000004	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	05 Mar 2025
SCAPA-000005	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	05 Mar 2025
SCAPA-000006	Standalone CAPA 1	Complaint	Basics		Define Team	05 Mar 2025
SCAPA-000007	Standalone CAPA 1	Complaint	Basics		Cancelled	05 Mar 2025
SCAPA-000008	Standalone CAPA 2	Complaint	Basics	QMS Owner3	Cancelled	05 Mar 2025
SCAPA-000009	Standalone CAPA 1	Complaint	Basics		Define Team	07 Mar 2025
SCAPA-000010	Standalone CAPA 1	Complaint	Basics	Qms Owner1	Closed	07 Mar 2025
SCAPA-000011	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000012	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000013	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000014	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000015	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000016	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000017	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000018	Standalone CAPA 2	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000019	Standalone CAPA 1	Complaint	Basics		Define Team	09 Mar 2025
SCAPA-000020	Standalone CAPA 2	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000021	Standalone CAPA 1	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000022	Standalone CAPA 2	Complaint	Basics		Define Team	10 Mar 2025
SCAPA-000023	Standalone CAPA 1	Complaint	Basics		Define Team	11 Mar 2025

## Step #47 Screenshot    Screenshot Time: 18-MAR-2025 11:52:58 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX application interface. The top navigation bar includes links for QMS, Home, Quality Events (selected), Audits & Supplier Management, Actions, Reports & Dashboards, and Help. A search bar for 'Standalone CAPAs' is present, along with a shopping cart icon and user profile.

The main content area displays a Standalone CAPA record titled 'Standalone CAPA: SCAPA-000078'. The record details include:

- Title:** Standalone CAPA 1
- Current Due Date:** 19 Mar 2025
- Source:** Complaint
- Owning Department:** Basics

The process flow steps shown are Initiation, CAPA Planning, Plan Approval, CAPA Implementation, and Closed.

The 'Standalone CAPA Details' section contains:

- Helpful Hint:** Populate the Team section with the record participants to progress the standalone CAPA.
- Team:** A dropdown menu for selecting QA Approver(s) is open, listing several users:

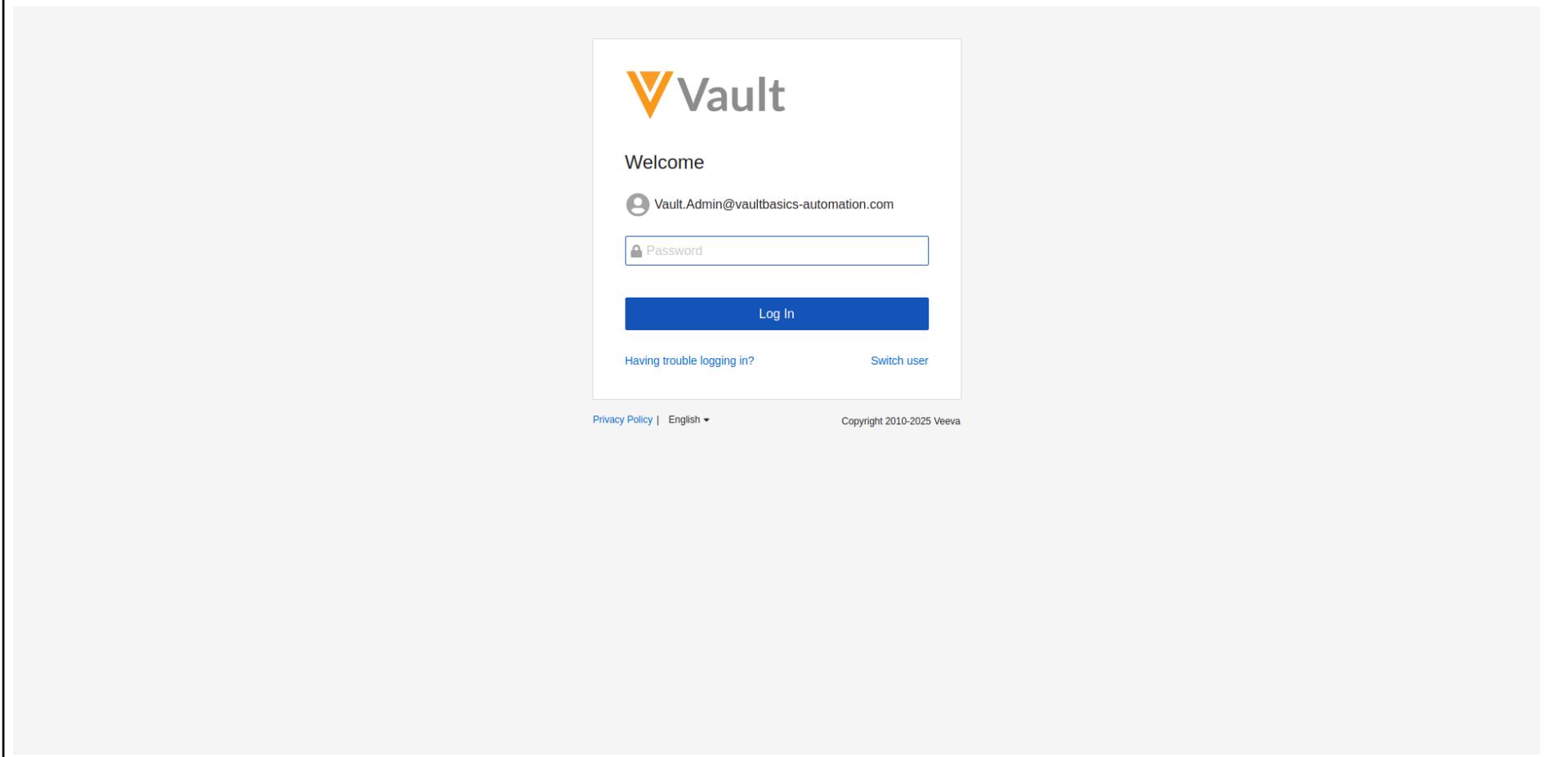
QA Approver
QA.Approver@vaultbasics-automation.com
Qms.Qa@vaultbasics-automation.com
Qms.Qa1@vaultbasics-automation.com
QMS.QA22@vaultbasics-automation.com
Euler Santi (veeva.com) euler.santi@veeva.com
QA.USER qmsqa_98048816_51522172@vaultbasics-automation.com
QA.USER qmsqa_43834669_52445451@vaultbasics-automation.com
QA.USER qmsqa_14824164_63806700@vaultbasics-automation.com
QA.User1 Qa.User1@vaultbasics-automation.com

**Related Records & Resources:** Attachments (0)

**Additional Details:** System Details

**Sharing Settings:**

Step #48 Screenshot    Screenshot Time: 18-MAR-2025 11:53:05 GMT-07:00



## Step #49 Screenshot    Screenshot Time: 18-MAR-2025 11:54:33 GMT-07:00

The screenshot shows the Veeva Vault Quality SBX QMS application. The top navigation bar includes links for Library (All Documents), Search documents, and various system icons. The main menu bar has options like Home, Quality Events, Audits & Supplier Management, Actions, Reports & Dashboards, and Help. On the left, a sidebar for 'QA USER' displays 'VIEWS' and 'FILTERS' sections. Under 'VIEWS', 'All Tasks' is selected, showing 0 tasks assigned to the user. Other options include My Tasks (0), Available Tasks (0), and Active Workflows (0). Under 'FILTERS', options like Content Type, Task Owner, Task Due Date, Task Assignment Date, Workflow, and Content Count are listed. A message in the center states 'No tasks are currently assigned to you.' At the bottom left, there's a 'Vault' logo with the text 'Complete tasks on Vault Mobile Learn more'.



Script Execution Approval	
Status Pass/Fail:	PASS
Executed by	<i>Executed through automation</i>
Validation Specialist	Molly Baechler <i>Approval by Electronic Signature in EDMS</i>
Approver	Madison Schubert <i>Approval by Electronic Signature in EDMS</i>
Quality Approver	Madhavi Sathe <i>Approval by Electronic Signature in EDMS</i>