

## Tool Setup

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Q-DROP Installer is in the form of an executable. Please follow below steps to setup and execute the tool:

Steps to setup the tool:

- Save the attached zip file to any location on your secure domain-based machine
  - Unzip the file
  - Open the unzipped folder and go to the folder `Q-DROP_Tool\Q-DROPToolInstaller`
  - Double click on the setup.exe file(screenshot)
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- Provide system username and password if prompted to start the installation.
  - Install it to any desired directory or leave it to default

On successful installation of the tool, following pop up window will appear

Go to the installed Machine Desktop, you should see “Q-DROP” shortcut on the desktop created. You have successfully installed the tool on the installed machine.

## Pre-requisites For Tool UI

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- Ensure that all the following fields provided by the user on the user interface of the tool are correct
  - Project
  - Reviewer Name

- Work Rrquest Number
  - Review Date
- **Project** and **Reviewer Name** values should be entered selected by the end user
- **Work Request Number** should be manually selected by the user
- Make sure you are on ED Domain VM before running the tool
- While the tool execution is in progress, the controls on tool UI (*buttons – Validate Checks, Reset*) will be disabled.

## Tool Execution

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- Navigate to the path where the tool shortcut is installed (**C:\Users\[username]\Desktop**) and double click on the Q-DROP icon
- Provide the user details in validation section (**Project and Reviewer Name**)

- Provide **Work request** as input in **Work Request number name** field

**Note:** The Work Request number should be associated with the mentioned project)

- Click on **Validate Checks** button
- Progress bar indicates the completion % of tool execution. The passed checks are highlighted in green color and failed checks are highlighted in red.

## Tool Results

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- Post tool execution is completed close the Widget and go to tool location
- Folders are created for each Project executed using the tool. In the Project folder you will find Master checklist created and updated with the tool results with naming convention as “**ProjectName**\_Master-Project\_Setup-Checklist-Ecapture\_v20\_**Iteration1**.xlsx”.

**Note:** If the tool is rerun, new excel sheet are created with iteration changed to 2, 3, 4 and so on.

- In the Excel sheet across each check Pass or Fail status is updated and appropriate comments are placed in the master excel sheet across failed checks. (screenshot)

## Log File

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Log file is placed at **Toollocation\\Logs** where Log entry is created for each day, example for date 5/14/2021 the log file created is “14-05-2021\_Q-DROPTool.log”.