

How to Work with VERA Approval Queue

Using qTest Test Runs in VERA

qTest includes the ability to integrate with VERA, which is an e-signature tool used for validation testing within a Life Sciences FDA regulated environment.

Route Test Runs to VERA for Approval: Now that the integration is enabled, you are able to route Test Runs to VERA for approval.

User Permissions Needed:

- Edit Test Run
- Edit Test Case

Route Test Run

1. In the VERA integrated project, a **Route for Approval** button is available on the Test Run **after** the Test Run has been executed.
2. Select Route for Approval and qTest will send the Test Run to VERA for Approval.
3. A dialog opens to verify you want to lock the Test Run. This means that no changes can be made on the Test Run and cannot be further executed.
4. Select Proceed and the Test Run is routed for Approval. The following VERA fields will populate:
 - VERA Approval Status=Routing
 - VERA Approval Route=details on the Approval Tasks, Status, Reviewer, Date, and Level for completed or pending Test Run approval
 - VERA Pending Tasks=shows Approvers with a Pending status
 - VERA ID=populates with the ID of the Approval Record
5. After routing the Test Run for Approval to VERA, the Test Run is locked and you will receive a red, banner notification.
Approve a Routed Test Run.
User Permissions Needed: Edit Test Run

Approve a Test Run

1. VERA Login: <https://abbv-vera.tx3helios.com/login>
2. Enter your **User Name**: 511 ID
3. **Password**: AbbVie Password
4. Open the Test Run that has been routed for Approval.
5. Alternately, In the VERA Approval Route field, select the **hyperlink associated with your Reviewer title**.

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6. The hyperlink redirects you to VERA and you will enter your **login information** and select Continue.

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7. Enter your password and select Login.

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8. After reading through the relevant details in VERA, approve the Test Run. There are two ways to do this:
 - Select Approve to the right of the "Approval Task" within the "Approval Route" OR
 - Select Approve in the blue banner at the bottom of the window

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9. After selecting Approve, the Approve Selected Entity dialog opens. You will apply your Electronic Signature, by typing in your username and password and selecting Submit.

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Under Title 21 CFR Part 11 of the Code of Federal Regulations, this is considered your "electronic signature" and therefore validates your approval.
10. In qTest, select the Reload **icon** on the Test Run and the browser will refresh.

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11. VERA fields will reflect the status of the current Approval process.
 - VERA Approval Route

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 - VERA Pending Tasks

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12. This same Approval process will continue until all Reviewers have applied their e-signature.
13. Once the VERA Approval process is completed the Test Run Properties display the following:
 - VERA Approval Status=Approved

- VERA Approval Route=details on the Approval Tasks, Status, Reviewer, Date, and Level for completed Test Run approvals
 - VERA Pending Tasks=emptied
 - VERAID=ID of the Approval Record
- When post-execution is enabled in Integration Settings, Test Runs that have been approved in VERA cannot be deleted from qTest even if you have Delete Test Run permissions.