

Using the Train ID Account Type to Provide Read Only Access for External Auditors

The Train ID Account Type is for users who will only need Read Only access to SOLABS QM, for the purposes of completing their training. Therefore, it is an appropriate Account Type to also use for auditors who you'd like to limit to just Read Only permissions on documents they may request to view ahead of a scheduled audit or during an audit.

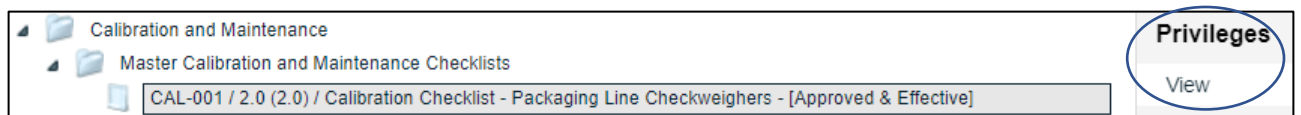
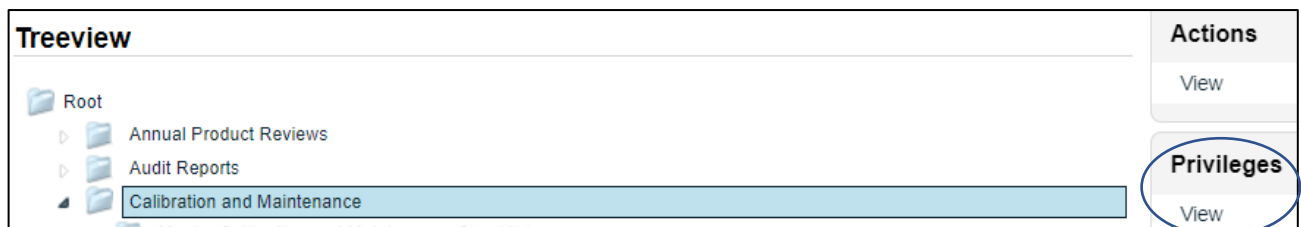
Read Only access is provided initially to all users, no matter which Account Type, via the **SOLABS General User** role. This role is provided for "start-up" purposes only. It is recommended that it be replaced by appropriate internal roles as you build your Document Treeview folder structure. This helps you intentionally decide who needs to see which documents and facilitates a periodic review of that access level.

You can remove the **SOLABS General User** role from all folders by clicking the **Remove** option next to it.



Permissions can also be granted by Function RolesPermissions can also be granted by Function Roles if you need more differentiaion in access than you can accomplish using Security Roles. For Auditors, you can create specific Function Roles – such as FCT_External Auditor – and use them to grant Ready Only access to the folders or documents they need to see.

1. Create user account(s) for the auditor(s) with a unique Function Role not used by of your internal users.
 - The accounts can be named users that are deactivated after use, or general names such as Auditor1 or Auditor2 that can be deactivated after use but reactivated for the next audit need.
 - Account Type = Train ID
 - Login Type = Database
 - Email Address = blank
 - Manager = myself
 - Set a Password for the account and keep it in a secure location.
2. Identify the folders or documents that the auditors have asked to review ahead of the audit. Access the Privileges for the folder or for the individual document.



Using the Train ID Account Type to Provide Read Only Access for External Auditors

- On the next screen choose Modify Privileges. If this option is not listed, you must first select Remove Inheritance.

Status: Custom

Folder Details

Name: Clinical Documents

Description: <empty>

Location: /Root

Current Privileges

Role	Read Only	Review/Approve	Modify	Administer
SOLABS Document Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOLABS System Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FCT_Associate Director Quality Assurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEC_Clinical Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FCT_Director Regulatory Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FCT_Manager Regulatory Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Actions

View

Privileges

View

Modify Privileges

Set Inheritance

- The selection boxes next to all Roles at your organization will be enabled. Check Read Only permissions for Auditors by selecting the Function Role you created for that purpose on all folders and/or documents that the auditors have asked to see.

Change Privileges

FCT_Equipment Calibration Technician

FCT_External Auditor

FCT_External Consultant

3. Send an email to the Auditors with the URL to your SOLABS QM instance, along with instructions on:

- How to log into SOLABS QM with their assigned username and password. (We do not recommend sharing the password by email except in the form of an image pasted into the email.)
- How to navigate to the documents they have requested to review. There are options here as well.
 - Navigation through the Treeview folder structure

Treeview

- Root
 - ▶ Annual Product Reviews
 - ▶ Audit Reports
 - ▶ Calibration and Maintenance
 - ▶ Clinical Documents
 - ▶ Corporate Policies

- Use of the Search field to type in the Document Control Number or Name

Public Search Queries

Document Control Number

Process ID

Document Name

Using the Train ID Account Type to Provide Read Only Access for External Auditors

- Create some Saved Search Queries for the account(s) that will bring up the requested documents. For instructions on creating and saving search queries refer to Page 4 of this document or Page 8 of *SOLABS QM 10: Guide to the document Section for General Users*.

The screenshot displays the SOLABS QM web application interface. The top navigation bar includes the SOLABS QM logo, the text 'PROCESS DOCUMENT TRAINING', and a 'Quick Access Menu' dropdown. Below the navigation bar, there are tabs for 'Dashboard' and 'Search'. A 'Saved Queries' dropdown menu is open, showing 'SOP and Forms' as the selected query. The main content area shows search results for 'SOP and Forms' under the heading 'DOCUMENTS'. The results are listed in a table with columns for Name, No., Due, Status, and a View link.

Search results for : SOP and Forms				
Name: Raw Material Testing	No.: QCC-001	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Microbial Control Program	No.: QCM-004	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Control of Entries in Manufact[...]	No.: MNF-003	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Process Validation - General P[...]	No.: VAL-002	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Handling of Raw Material	No.: MNF-002	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Raw Material Testing	No.: QCC-001	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Reception and Handling of Dama[...]	No.: QA-004	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				

- Any length of time they have to review the documents before their account will be deactivated.
4. After the allotted time has passed – or perhaps after confirming with the auditor(s) that the document review is complete:
 - For generic accounts such as Auditor1 or Auditor2, log into the account(s) and deactivate them until you need them again.
 - For named accounts, log into the account(s) and deactivate them.
 - Go to the Folders or Documents where you had enabled Read Only access for the auditor's Function Role and uncheck that listing. If this is a folder that you often need to provide auditor access for, you can leave it enabled to save time the next time you assign that Function Role to an auditor account.

Using the Train ID Account Type to Provide Read Only Access for External Auditors Setting up Saved Searches on outside TrainID accounts:

Before sending the account information to your outside user, log into that account and create some Saved Searches that will bring up just the Documents you are allowing access to this will help them easily locate the documents.

The screenshot shows the solabs QM interface. The top navigation bar includes the logo, 'PROCESS DOCUMENT TRAINING', and a 'Quick Access Menu'. The user is logged in as 'Auditor One'. The main content area displays search results for 'SOP and Forms'. A sidebar on the left contains 'Saved Queries' and 'Document Search' filters. A red arrow points to the 'Remember Search Query' option in the 'Saved Queries' section.

DOCUMENTS

Search results for : SOP and Forms

Name: Raw Material Testing	No.: QCC-001	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Microbial Control Program	No.: QCM-004	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Control of Entries in Manufact[...]	No.: MNF-003	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Process Validation - General P[...]	No.: VAL-002	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Handling of Raw Material	No.: MNF-002	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Raw Material Testing	No.: QCC-001	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				
Name: Reception and Handling of Dama[...]	No.: QA-004	Due: <empty>	Status: Approved & Effective	View
Searched Entry:				

Saved Queries

- SOP and Forms x
- Remember Search Query

Refine Results

Document Search

Originator (Author)

Status

Type

- All
- Basic Document
- Form
- Manufacturing Instructions
- Master Batch Records
- Packaging Instructions
- QA Form
- QC Form
- Specification
- Standard
- Operating

Procedure

- Support Document for Process
- Support Document for TA
- Support Document for Task
- Test
- Test Method

Effective Date

To set Saved Queries on Document Type, click on **Refine Results/Document Search/Type**.

Choose the Document Type(s) you are allowing access to.

Click **Remember Search Query**. A field will be displayed to allow you to give the Search Query a name – “SOP and Forms” for example.

Click on Save.