Update: 18-MAR-2020 (new information in green)

Dear clients,

There are multiple things you need to know with respect to your SOLABS QM 10.8 upgrade:

- Usernames will now be in the format of "email address". Passwords will not change.
- System Administrators will now have control over assigning and removing access to the SOLABS Reports Portal from within the Setup section.
- Another change you will notice with 10.8 is the ability to set your local Time Zone (per user). At the time of upgrade it will be set to all users to the Time Zone of you Head Office.

Please also note this important change for the Validation environment:

- The Validation instance will not have access to the SOLABS Identity authentication type anymore, only account type Database are available – *once the intervention is completed in the Production environment*.

In order to help us prepare for the above changes in access, please anticipate the following reports from us in your eRoom, as you approach your scheduled upgrade date:

- A SOLABS QM User Login Report (REPORT-SOLABSINSTANCEADUSERS) will list all users in your Production instance and will suggest a new Username based on the related user email address.

  Action Required: Review the report by examining the following tabs: Unique Emails, Duplicate Emails, Users with no email & Users Not Unique. If no changes are required, notify SOLABS that it is fine. If any modifications are required, create a new version & highlighting the changes. Include the version as part of the file name and save it to your eRoom. Notify SOLABS Support that a revised version is available. This version will be used to update your system during the upgrade process.

  Note: The tabs Deactivated users and database are there for informational purposes, those users will not be modified during the update process.

- A SharePoint User Report (REPORT-SPUSERACCESS) will list the users who currently have access to the SOLABS Reports Portal.

  Action Required: Save this report. You will need it after your upgrade to reinstate SOLABS Reports Portal access for your users, since access will have been removed as part of the upgrade. You will be able to modify those

User Accounts to reinstate their access as well as provide access to additional Users. Instructions will be provided at that time and are also available in current User Guides on the SOLABS Documentation Portal.

Please contact Thomas Guillaume or myself Philippe with any questions regarding this information.

Best regards,

Philippe Gaudreau
CEO and acting Head of Client Success
Philippe.gaudreau@solabs.com

Thomas Guillaume
System Integrator
thomas.guillaume@solabs.com