CorrIT

Installation Qualification Validation 23.1.2

CorrIT

SPORIFY

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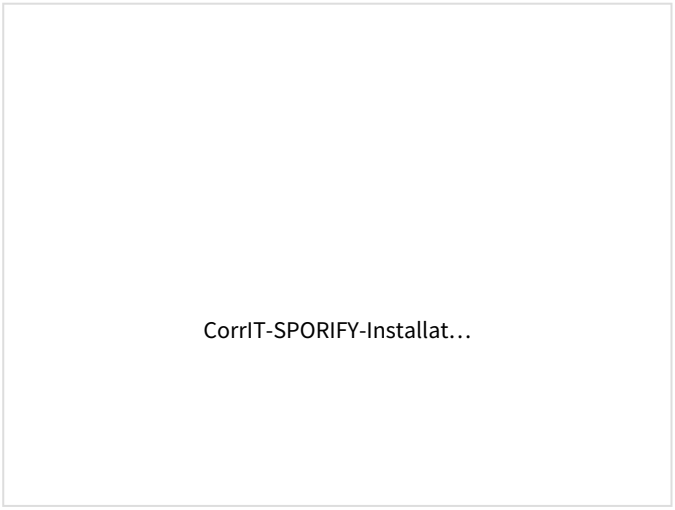


(see page 5)

1 Procedure

1.1 How to use this document

This document is based on a template which is designed to be applied to a wide variety of scenarios, including external customer validation. The template and scenarios included can be easily adapted for use in various situations. The following section contains additional definitions of terms used in this document as well as a Process Flow describing how the template is to be used during system validation.

1.2 Process Flow

The Installation Qualification document is created to provide the steps required to successfully deploy the Software. The Executor fills in the required information about the environment on the overview page. The validation test cases are executed, and the results are noted down in the “Results” column of the Test Case Table (Pass/Fail/Not Applicable), followed by comments if needed. In case of FAIL, findings shall be tracked within the comments section, all failures need to be resolved and this document needs to be executed again. Whether a FAIL is preventing from continuing the validation process and going into Production or not, will be determined by the System Owner. Once the script is fully executed, the overall result is recorded on the Validation Summary Page and the script is saved, printed as PDF, electronically signed, and securely stored.

1.3 Prerequisites

- The primary actor must have an AWS IAM account set up.
- The primary actor must have access to the relevant SQL scripts.
- The primary actor must have a Visual Studio account linked with CorrIT set up.

1.4 Software Release (YY.V): 23.1.2

1.5 Software Installation Qualification for Environment

- [ ] Development (DEV)
- [x] Quality Assurance (QA)
- [ ] Production (PRO)

1.6 Server Host Name: Production AWS Beanstalk

1.7 Installation Date (YYYY-MM-DD): 2024-01-07

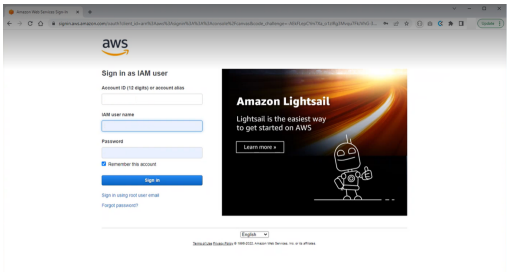
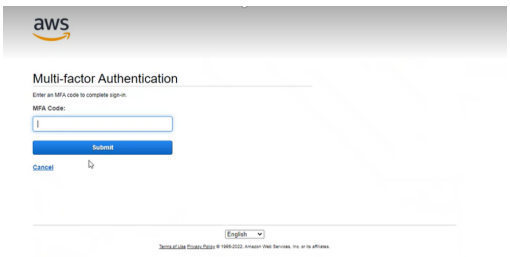
1.8 Master Signatures

The Master Signatures section identifies each individual present and involved in the documented installation process. Each individual shall be identified by hand-written last name, first name, company and department/role as well as their signature in the following tabular overview. The Signature ID column shall be used as a unique identifier for the resource to allow easy references within subsequent parts of this documentation. Using personal initials as Signature ID is suggested.

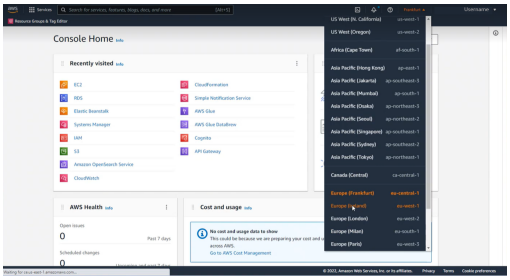
Name	Company	Department/Role
@ Conor Corr	CorrIT Ltd.	Development / Executor
@ Gary Wilson	CorrIT Ltd.	Development / Observer

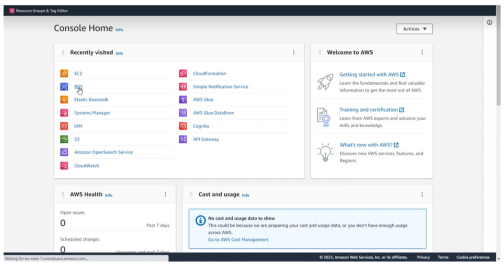
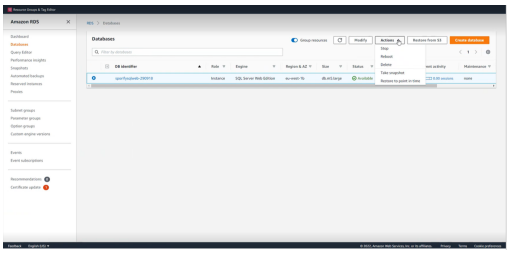
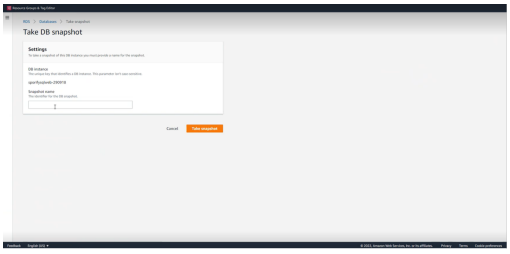
1.9 Steps

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments

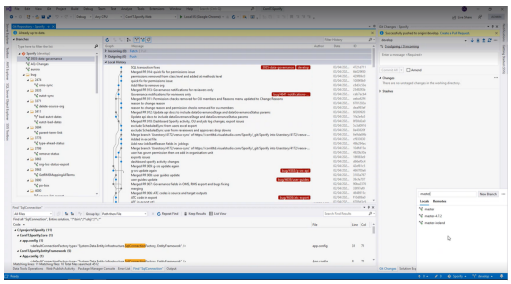
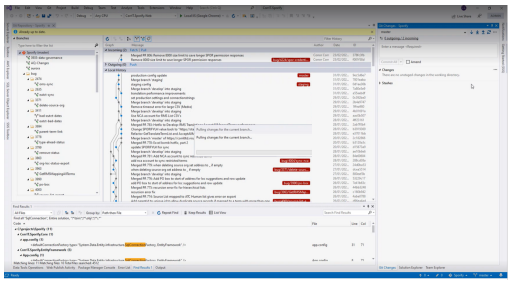
1	• Go to signin.aws.amazon.com[1].
	• Fill in the following fields:
	  • Account ID (12 digits) or account alias
	  • IAM user name
	  • Password
	• Click the Sign in button.
	 
	
	1 AWS Login Page
	• Enter your multi-factor authentication code into the presented MFA Code field.
	• Click Submit.
	 
	
	2 AWS MFA Authentication
		User is signed in with according permissions.	☐ N/A
			☑ Pass
			☐ Fail	

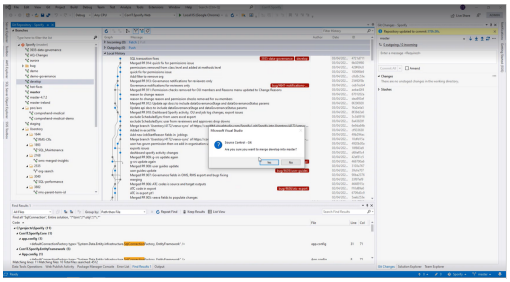
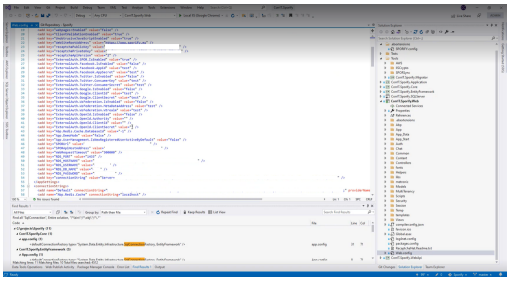
1 http://signin.aws.amazon.com

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
2	• Click the region menu at the top right-hand side of the screen. • Select Europe (Ireland).  **3 Region Select**	The according region is selected.	☐ N/A ☑ Pass ☐ Fail	

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
3	• Select RDS.  **4 Amazon Relational Databases** • Select Databases on the left-hand navigation menu. • Check the relevant database. • Select Actions. • Click Take Snapshot.  **5 AWS RDS Snapshot** • Insert the snapshot's name in the Snapshot name field. • Click the Take Snapshot button.  **6 AWS Snapshot Creation** • Note down the File Name of the Snapshot in the comment column.	Database snapshot is created.	☐ N/A ☑ Pass ☐ Fail	Validation Database was selected. Snapshot name: sporify-demo-validation-pre-23-1-2-release[2]

2 https://eu-central-1.console.aws.amazon.com/rds/home?region=eu-central-1#db-snapshot:engine=sqlserver-web;id=sporify-demo-validation-pre-23-1-2-release-encrypted

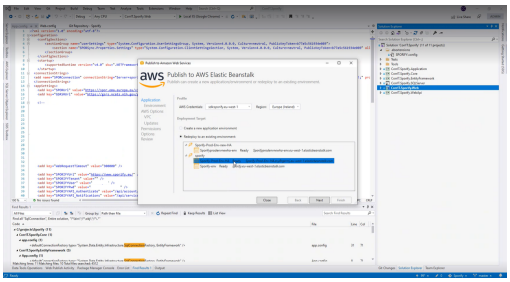
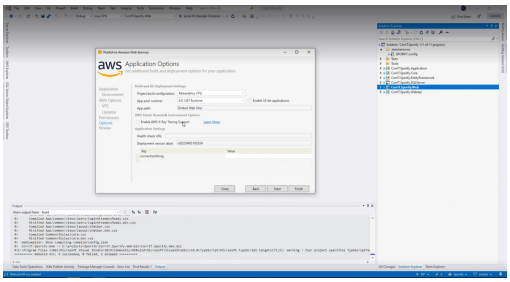
	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
4	• Open Visual Studio. • Navigate to the relevant code in Visual Studio. • Click develop at the bottom right-hand corner of the screen. • Select the validation-frankfurt option.  • Select the outgoing/incoming option on the right-hand panel. • Click the Pull icon. 	Local Git Checkout in Visual Studio is up to date.	☐ N/A ☑ Pass ☐ Fail	

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
5	• Select the develop branch on the left-hand menu. • Select Merge 'develop' into 'validation-frankfurt'. • Click the Yes button on the Source Control - Git modal. 	Ensure the Master Branch is not missing relevant changes. In case of deviation, refer to the merge actions in SOP SOP - DEV-009/00 - Product Deploy[3].	☐ N/A ☑ Pass ☐ Fail	
6	• Select CorrIT.Sporify.Web[4] on the Solution Explorer. • Select Webconfig File.  **7 Web Configuration** • Ensure that all configurations are pointing to the stage specific database. • Note down stage specific database configuration in the comment column.	All configurations are pointing to the stage specific database.	☐ N/A ☑ Pass ☐ Fail	Used validation environment configuration

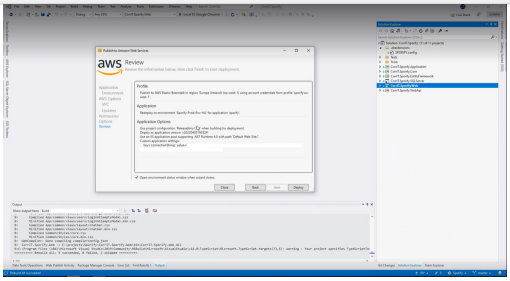
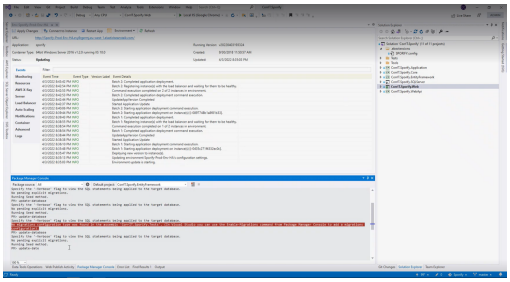
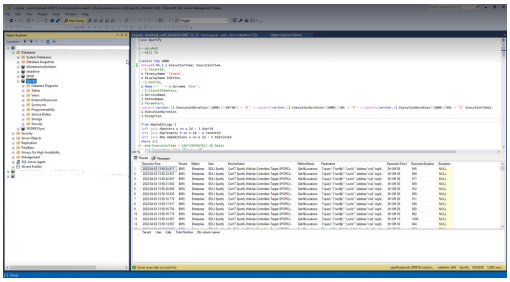
3 https://corrit.atlassian.net/wiki/spaces/PROC/pages/501252104
4 http://CorrIT.Sporify.Web

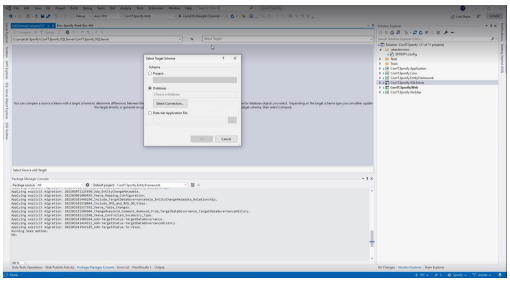
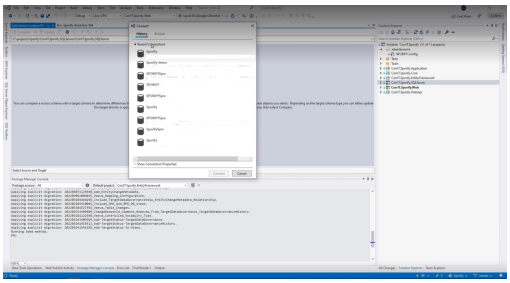
	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
7	• Select the SPORSync folder on the Solution Explorer. • Select SPORSync. • Select App.config. • Ensure that all configurations are pointing to the stage specific database. • Note down the stage specific database configuration in the comment column.	All configurations are pointing to the stage specific database.	☐ N/A ☑ Pass ☐ Fail	Used validation environment configuration
8	• Click Build on the navigation bar. • Select Rebuild Solution. • Ensure that no issues are present.	No issues in the build process are displayed.	☐ N/A ☑ Pass ☐ Fail	

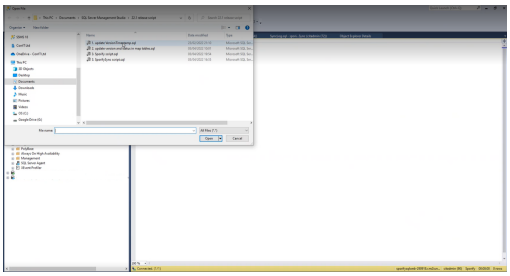
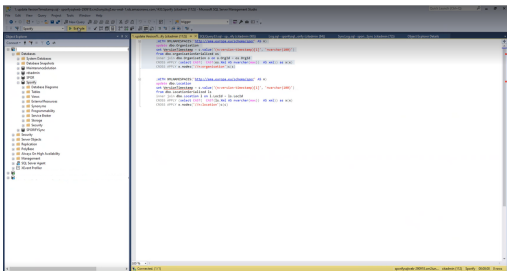
	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments

9	• Right-click on CorrIT.Sporify.Web[5].
	• Select Publish to AWS Elastic Beanstalk…
	• On the Publish to AWS Elastic Beanstalk modal, fill in the following fields:
	  • AWS Credentials
	  • Region
	• Select Redeploy to an existing environment.
	• Select the relevant stage environment.
	• Click Next.
	 
	8 AWS Elastic Beanstalk Modal
	• On the Application Options modal, click the Project build configuration drop-down menu.
	• Select “ReleaseIAny” CPU.
	• Click Next.
	 
	9 Application Options Modal
	• Click Deploy.
		CorrIT.Sporify.Web[6] is published without any errors.	☐ N/A
			☑ Pass
			☐ Fail
				Used validation environment configuration

5 http://CorrIT.Sporify.Web
6 http://CorrIT.Sporify.Web

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
	 **10 Review Modal**			
10	• On the Package Manager Console, click on the Default project drop-down menu. • Select CorrIT.Sporify.EntityFramework.  **11 Package Manager Console** • Update the database code.  **12 Code Updates**	Database code is updated without any errors.	☐ N/A ☑ Pass ☐ Fail	

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
11	• Right-click CorrIT.Sporify.SQLServer. • Click Schema Compare. • Use the second drop-down menu and choose Select Target. • Click Select Connection.  **13 Schema Compare** • Select Sporify. • Click the Connect button.  **14 Schema Compare Connection Options** • Click Ok. • Create new queries as necessary if any differences are present.	No schema differences are displayed. When differences appear, execute the specific SQL update scripts as defined in the next step.	☐ N/A ☑ Pass ☐ Fail	

	Steps to perform	Expected Results	Not Applicable (N/A) / Pass / Fail	Comments
12	• Navigate to SQL Scripts. • On the Object Explorer, select Databases. • Select Sporify. • Click New Query. • Click Open File. • Select the script for the specific release. • Click Open.  **15 SQL Script Selection** • Click Execute.  **16 Execute script** • Repeat the process as required with any other relevant scripts. • Note down the File Name of each executed script in the comment column	Each script is updated without any errors.	☑ N/A ☐ Pass ☐ Fail	SQL script name:
13	• Login to SPORIFY and complete a sanity check. • Please note down the **Beanstalk Version** in comments column	The version number is updated to the software version, all features and documentation pages are available.	☐ N/A ☑ Pass ☐ Fail	

2 Validation Summary

Summary / Results	Please provide a short summary of the results (e.g., script passed/failed without/with findings)
☐ N/A ☑ Pass ☐ Fail	The steps was executed with a pass result

3 Definition Of Terms

- Release: The distribution of the final or newest version of a software application.
- Snapshot: The state of a system at a specific point in time.
- Deployment: All of the steps, processes, and activities required to make a software system or update available to users.
- Schema Compare: A comparison of two database definitions.

4 Abbreviation

- SOP: Standard Operating Procedure
- AWS: Amazon Web Services

5 Reference Documents

SOP - DEV-009/00 - Product Deploy[7]

7 https://corrit.atlassian.net/wiki/spaces/PROC/pages/501252104