



Constellation PowerLabs

**OneLab Training Guide
For Calibrations**



OneLab Training Guide Table of Contents

Accessing OneLab	Page 3
Calibration Main Menu	Page 4
Homepage Widgets & Settings	Pages 5-7
Equipment	Page 8
Calibrations & Certificates	Pages 9-10
Material Testing	Page 11
Shipping	Page 12
Contact (available only to the primary account holder).....	Page 13

*If you think you need access to one of these, please contact your customer service representative

Accessing OneLab

- Go to the following URL to access OneLab: <https://onelab.exelonpowerlabs.com/>
 - Enter your username and password that your Customer Service Representative provided you
 - Click the login button to enter the site

OneLab
By
PowerLabs

Complete, Quality Calibration & Testing Services For Industry

OneLab Login

Username:

Password:

Login Reset

OneLab for Information

- Real Time Status of Equipment being Calibrated
- Fleet Asset Visibility
- Online Retrieval of Certs and Reports
- Equipment Calibration History
- Inventory of Equipment Calibrated at PowerLabs
- Out of Tolerance Reporting
- Custom Reports Created to Your Specification
- Asset Tracking
- Calibration Management System

OneLab for Calibration

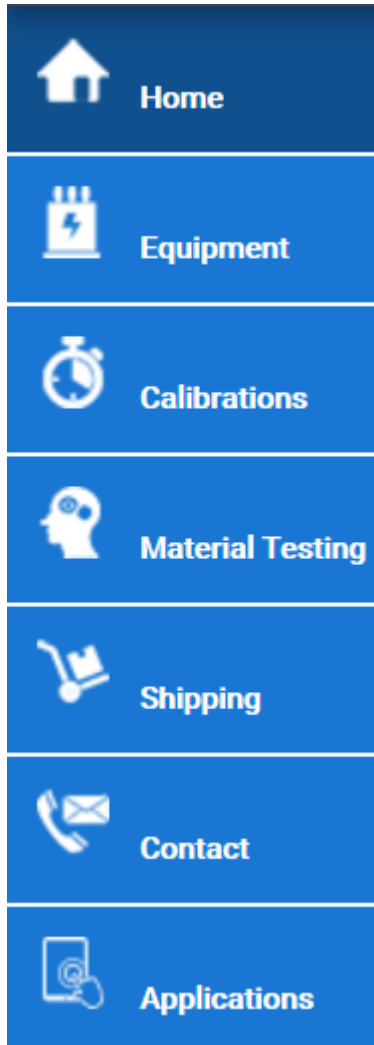
- Calibration of Measuring & Test Equipment (M&TE)
- Calibration of Portable Radiation Protection Equipment
- M&TE and Radiation Protection Equipment Repair
- Hot Lab Capabilities for Calibration and Repair
- Single Source provider with controlled approved Suppliers
- On-Site Calibrations

OneLab for Testing

- Electrical, Mechanical, Metallurgical Failure Analysis
- Commercial Grade Item Dedication Testing (CGI)
- Critical Parts Quality Testing (PQT)
- Material, Chemical, Lube Analysis
- Diesel Fuel Testing
- Hot Lab Capabilities for Failure Analysis and Testing

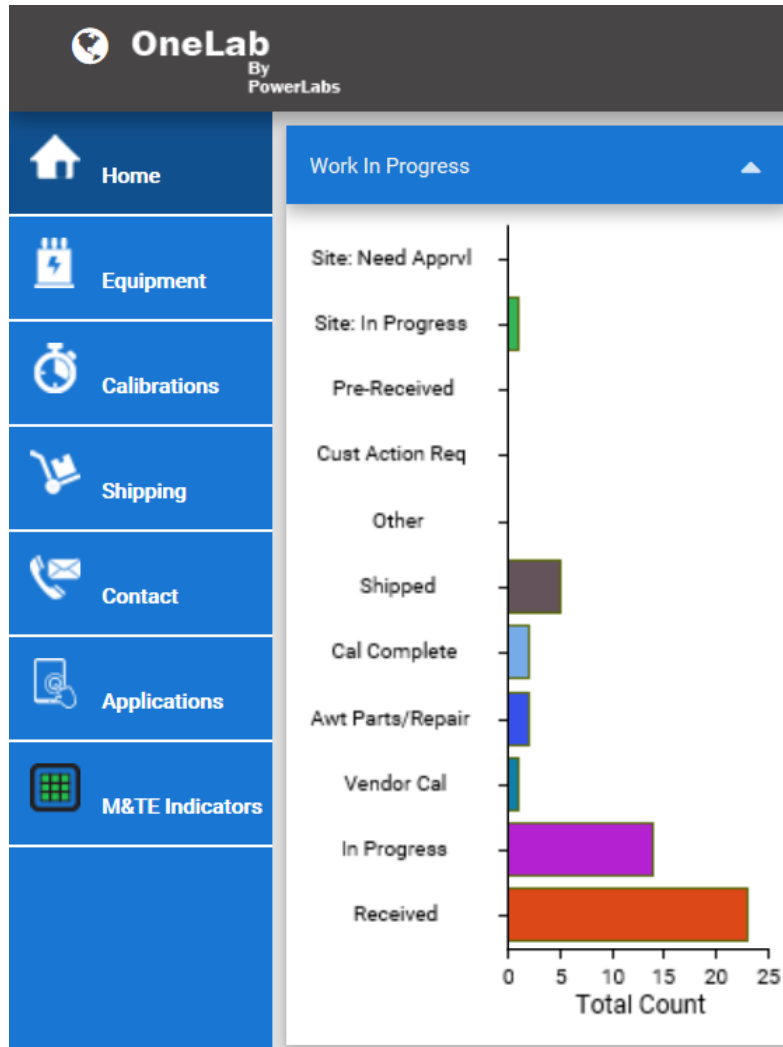
[Home](#)

OneLab Calibration Main Menu




- If you are a calibration customer, your navigation menu will look like the screenshot shown on the left.
 - **Home** – Displays a set of widgets/shortcuts that are easy to view
 - **Equipment** – You can search all your equipment as well as make requests to purchase new equipment
 - **Calibrations** – Can search all your calibrations that have been completed or may still be in progress as well as download certificates
 - **Material Testing** – For testing service customers. Can request new projects, quotes, and can search for previous requests.
 - **Shipping** – Here you can track any of the shipments for your equipment and check on delivery status. You may also download certificates here
 - **Contact** – This tab allows you to submit and update ATS tickets that you have submitted (available only to the primary account holder from your company)
 - **Applications** – Access to miscellaneous documents

OneLab Homepage Widgets & Settings



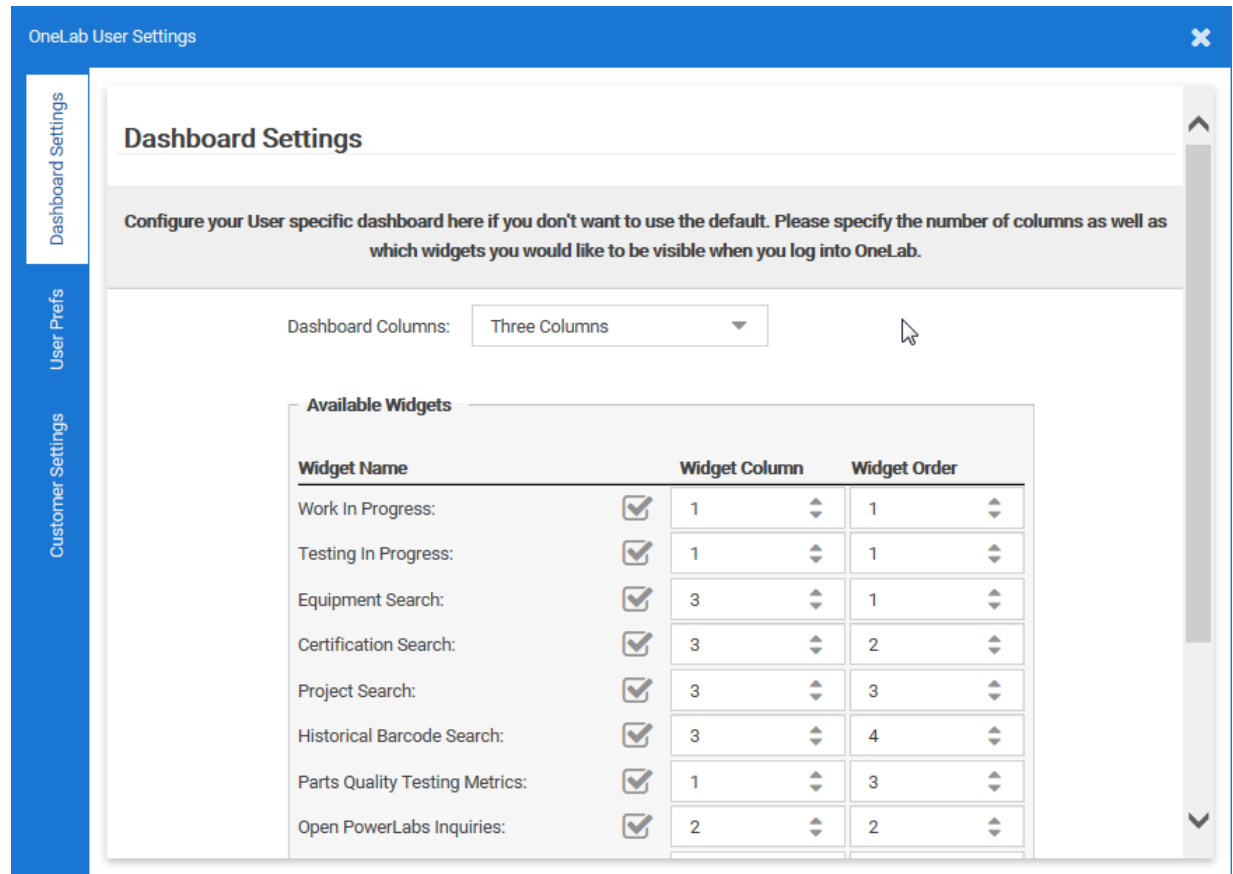
- A series of widgets on the homepage will be made available to you consisting of the following:
 - **Work in Progress** – Displays the status of equipment and allows you the ability to review the categories more in depth by clicking one of the bars within the graph
 - **Open PowerLabs Inquiries** – Allows you to review any open tickets your company made whether it be a request to have a piece expedited, questions...
 - **Equipment Search** – Search equipment to learn the status
 - **Certification Search** – A place to search Certificates
 - **Historical Barcode Search** – Can enter the current barcode to find what the prior barcode was (*this search is mainly used by internal customers within Constellation*)

OneLab Homepage Widgets & Settings: Customizing Homepage

- **User Settings** - Go to the top right of the page and click on the tool icon  which will take you to your dashboard settings where a box will appear if the following options:

Dashboard Settings

- **Dashboard Columns** – Select how many columns of widgets you would like to see on your homepage
- **Available Widgets** – Check off the widgets you would like to appear on your homepage as well as select the column you would like it to appear in and the order
- Be sure to scroll down and click the blue **Save Preferences** button



OneLab User Settings

Dashboard Settings

Configure your User specific dashboard here if you don't want to use the default. Please specify the number of columns as well as which widgets you would like to be visible when you log into OneLab.

Dashboard Columns: Three Columns

Available Widgets

Widget Name		Widget Column	Widget Order
Work In Progress:	<input checked="" type="checkbox"/>	1	1
Testing In Progress:	<input checked="" type="checkbox"/>	1	1
Equipment Search:	<input checked="" type="checkbox"/>	3	1
Certification Search:	<input checked="" type="checkbox"/>	3	2
Project Search:	<input checked="" type="checkbox"/>	3	3
Historical Barcode Search:	<input checked="" type="checkbox"/>	3	4
Parts Quality Testing Metrics:	<input checked="" type="checkbox"/>	1	3
Open PowerLabs Inquiries:	<input checked="" type="checkbox"/>	2	2

OneLab Homepage Widgets & Settings: Customizing Homepage

User Preferences

Select the **User Prefs** tab to the left of the User Settings box

- Here you can update your profile information, phone numbers and notification preferences
- **Email Notifications** – Here you can select the following options for what you would like to be notified
- Be sure to scroll down and click the blue **Submit** button

OneLab User Settings

Dashboard Settings

User Prefs

Customer Settings

Email Notifications:

- Receive Equipment Due for Calibration list via Email
- Receive Out of Tolerance Notifications via Email
- Receive Email Notifications regarding your Open PowerLabs Issues
- Receive information about our Failure Analysis and Component Testing capabilities
- Receive weekly calibration status summaries
- Receive repair and/or parts order authorization notifications (security required)
- Receive Certificates of Calibration via Email when Completed
- Receive notification of pre-approved repairs (security required)
- Receive Calibration Shipment Notification
- Receive Every Ticket Notification for your Company

Submit Reset

OneLab Equipment Page

Here you will be able to search for all your equipment.

- **Search** – Under Search Type drop down option, select the appropriate option
- **Equipment Search** – This is the general search default which will have all the available criteria for you to search for your equipment
- **Due for Calibration** – Selecting this option will simplify the criteria when searching for items that are due for calibration
 - Select a *Calibration Due Date* located below the search type specifications to find which pieces will be calibrated within a certain date range (Anything that is coming due for calibration)

Request M&TE – This tab allows you to make requests on purchasing equipment. We recommend that only the primary account holder has access to this tab. If you think you need access, please contact your customer service representative

The screenshot displays the OneLab By PowerLabs web application interface. On the left is a blue navigation sidebar with icons and labels for Home, Equipment, Calibrations, Material Testing, Shipping, Contact, and Applications. The main content area is titled 'Search' and features a search bar at the top. Below the search bar, there are several input fields and dropdown menus for search criteria: Search Type (set to 'Equipment Search'), Serial Number, Asset Type (set to '--All--'), Manufacturer (set to '--All--'), Model (set to '--Select a Manufacturer--'), Description, and Equipment ID. There are two sections for date ranges: 'Calibration Date' and 'Calibration Due Date'. Each section includes 'From' and 'To' date pickers and a 'Prior' or 'Next' dropdown menu. At the bottom, there are three checkboxes: 'Include Overdue Assets', 'Exclude Out of Service', and 'Exclude Assets being calibrated'.

OneLab Calibrations Page – Pt. 1

Here, you will be able to search for individual calibration records for any piece of equipment

- **Searching** – Be sure to click the blue search bar to begin your search
- In the Search tab (Search Type), you will be able to search for the following:
 - **Calibration Search:** generalized search for any calibrations that were done for your company
 - **Out of Tolerance:** Allow you to search for anything that was found out of tolerance within the past 30 days
 - **Work in Progress:** Identifies which items are still in progress mode and have not finished being calibrated

The screenshot displays the OneLab Calibrations page. On the left is a blue sidebar with navigation options: Home, Equipment, Calibrations (highlighted), Material Testing, Shipping, Contact, and Applications. A red arrow points from the 'Calibrations' option in the sidebar to the search bar in the main content area. The main content area features a search form with the following fields and options:


- Search Type:** Calibration Search (dropdown menu)
- Serial Number:** (text input)
- CertNo:** (text input)
- Purchase Order:** (text input)
- Manufacturer:** --All-- (dropdown menu)
- Model:** --Select a Manufacturer-- (dropdown menu)
- Equipment ID:** (text input)
- Charge Number:** (text input)
- Work Status:** --All-- (dropdown menu)
- Asset Type:** --All-- (dropdown menu)
- Result:** --All-- (dropdown menu)

Below the search form are two date selection sections:

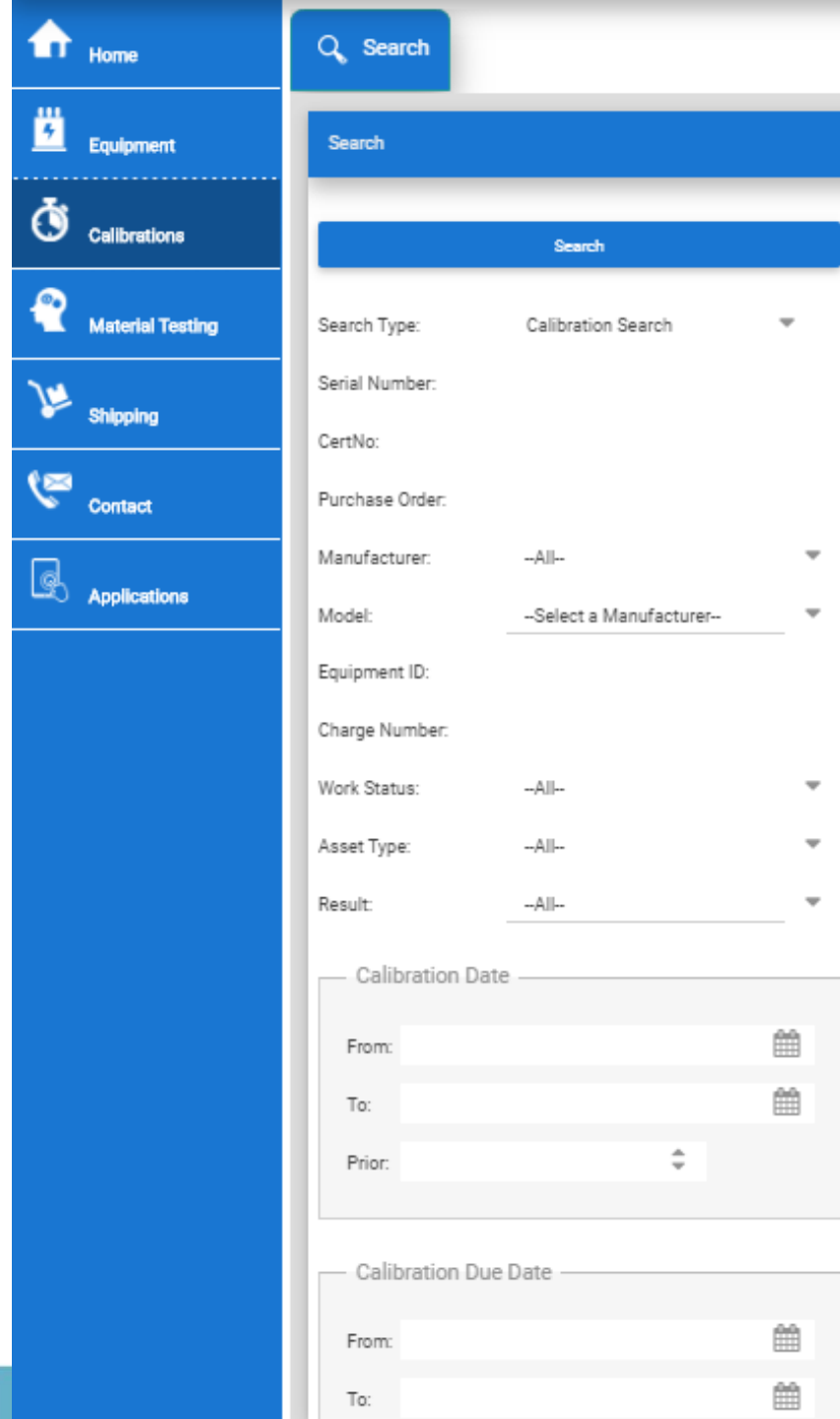
- Calibration Date:** Includes 'From:' and 'To:' date pickers and a 'Prior:' dropdown menu.
- Calibration Due Date:** Includes 'From:' and 'To:' date pickers.

OneLab Calibrations Page – Pt. 2

- **Searching Certificates** – When searching for your calibrated pieces of equipment, you can also download the certificate

- 1.) First search for the equipment and click the blue search bar
- 2.) When the equipment results appear, go to the **Actions** column
- 3.) Under the **Actions** column, you will see a magnify glass icon allows you to further inspect this piece
- 4.) Select the PDF sheet icon  next to the magnify glass.

Clicking the **icon** will take you to the certificate. Here you can view and download the certificate for the calibrated piece of equipment



Home

Equipment

Calibrations

Material Testing

Shipping

Contact

Applications

Search

Search

Search Type: Calibration Search

Serial Number:

CertNo:

Purchase Order:

Manufacturer: --All--

Model: --Select a Manufacturer--

Equipment ID:


Charge Number:


Work Status: --All--


Asset Type: --All--

Result: --All--


Calibration Date


From: 

To: 

Prior: 

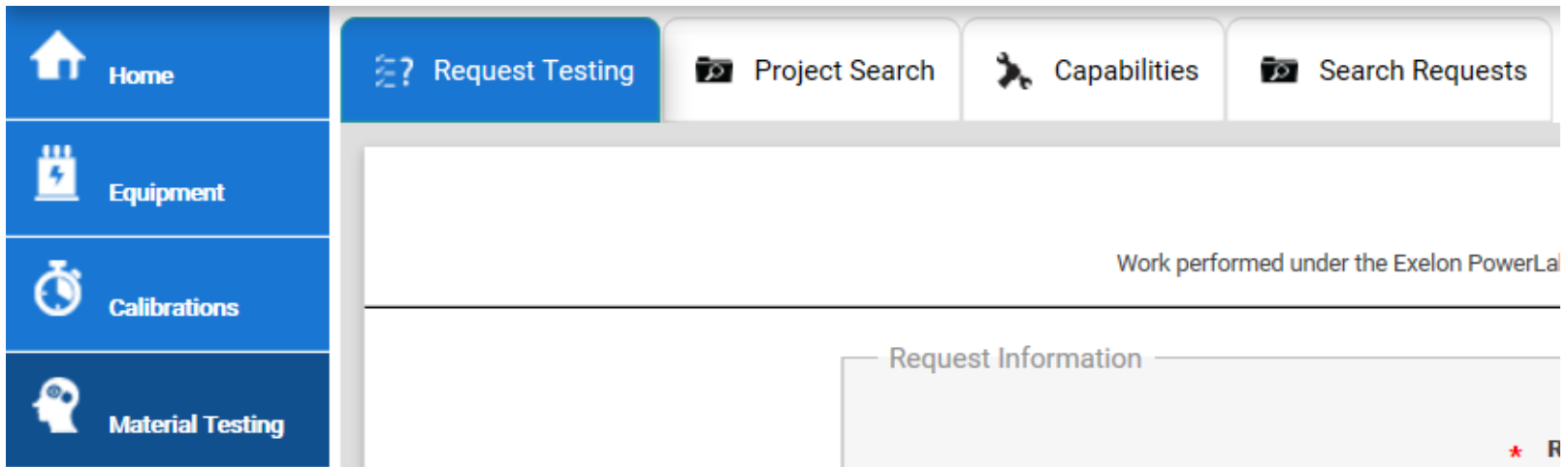
Calibration Due Date

From: 

To: 

OneLab Material Testing Page

- There are four tabs on the top within the material testing page
 - **Request for Project** - Here you can request a new project for testing or analysis. Fill in information including your name, station, unit and project type. After you submit, you will need to enter further information
 - In order to **Request a Quote**, you would need to select **Quote Only** in place of the PO number in the purchase order section
 - **Project Search** – This is a tab where you can search for any in-progress or historical projects
 - **Capabilities** – This tab is filled with PowerLabs’ service brochures
 - **Search Request** – This tab is where you can search for your requested project you created/saved or submitted



OneLab Shipping Page

The screenshot shows the OneLab Shipping Page interface. On the left is a blue sidebar with navigation icons and labels: Home, Equipment, Calibrations, Material Testing, Shipping, Contact, and Applications. The main content area is titled 'Shipment Search' and contains a search bar, a 'Search' button, a 'Shipment Number' input field, and a 'Shipped Date' section with 'From' (10/02/2019), 'To' (11/01/2019), and 'Prior' (30) fields.

On the Shipping Page, you will be able to gain general shipping information such as:

- Shipping Dates
 - Shipment Number
 - Tracking Number
 - Delivery Address
 - PO Number Associated with the Shipment
 - Identify Which Equipment Items Were Shipped Out
- **Certificates** – You can download certificates for the pieces of equipment that we're shipped by clicking the **Download Certs** button on a specific shipment

OneLab Contact Page

Contact us here by placing an ATS ticket (action tracking system) by filling out the necessary information

- **Priority** - Select from one of the following colors based on priority when making your ticket
 - **Green** – Low priority
 - **Yellow** – Medium Priority
 - **Red** – High Priority

The screenshot shows the 'Contact PowerLabs' form. The form is titled 'Contact PowerLabs' and is part of a web application with a sidebar menu. The sidebar menu includes: Home, Equipment, Calibrations, Material Testing, Shipping, Contact, and Applications. The 'Contact PowerLabs' tab is active, and a 'Help Desk Tickets' tab is also visible. The form fields are: Email Address (text input), Subject (dropdown menu with '-Select-' selected), Message (text area), and Priority (dropdown menu with 'Green' selected). Below the form is a link for 'Additional Contact Numbers' and two buttons: 'Submit' and 'Reset'.

- **Additional Contact Number** – is a link to the contact info page on the PowerLabs site
- **Help Desk** – The second tab labeled Help Desk will allow you to see any open or closed ticket. Can re-open a ticket from here