



Constellation PowerLabs

OneLab Training Guide For PQI

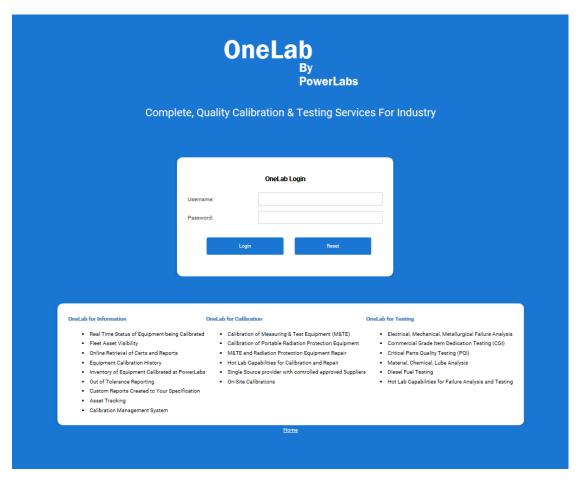


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*If you think you need access to one of these, please contact your customer service representative

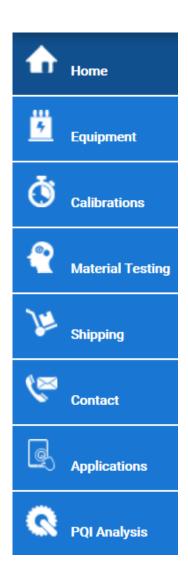
Accessing OneLab

- 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 Technical Services Main Menu



- If you are a Technical Service 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
 - Calibrations Can search for any of your calibrations if you are a calibration customer
 - Material Testing Can request new projects and quotes, search for current projects as well as search for previous requests
 - **Shipping** Here you can track any of the shipments for your equipment and check on delivery status
 - Contact A place to submit and update ATS tickets that you have submitted (available only to the primary account holder from your company)
 - Applications A place where you can review files and download catalogs
 - PQI Analysis Contains data trends for PQI customers, requests new projects for PQI testing (available only for customers enrolled in the PQI program)



OneLab Homepage Widgets

Testing In Progress								
Туре	Number							
Requested	0	-						
Received	0							
In Progress	0							
On Hold	1							
Completed	0							
Shipped	0	1						

Year to Date Projects								
	Fle	eet	Community					
Project Type	Project	Sam	Project	Sam				
Material Identific	25	46	31	52				
Oil Analysis	155	283	176	316				
Consulting	16	0	52	0				
Special Test	82	393	108	446				
Chemical Analysis	106	180	150	283				

- Testing in Progress Displays the status of equipment and allows you the ability to review the categories more in depth
- Year to Date Projects Easy access to view your company's project types
- Open PowerLabs Inquiries Allows you to review any open tickets your company made whether it be a request to have a piece expedited, questions, etc
- **Project Search** Search projects to learn the status
- Parts Quality Testing Metrics— Can enter the current barcode to find what the prior barcode was (this search is only available to customers enrolled in PQI)



OneLab Homepage Widgets & Settings: Customizing Homepage

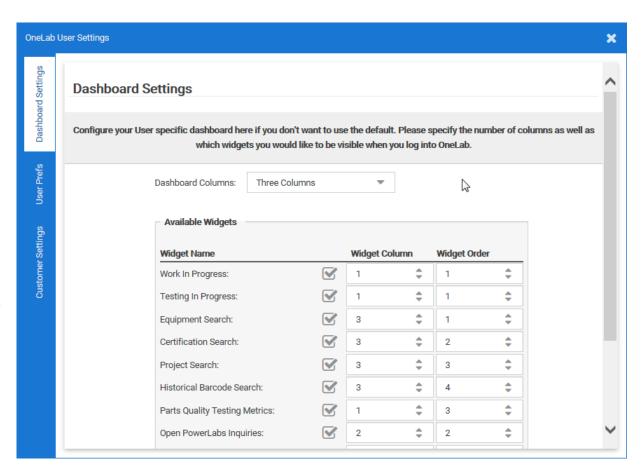
• **User Settings** - Go to the top right of the page and click on the tool icon dashboard settings where a box will appear if the following options:



which will take you to your

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



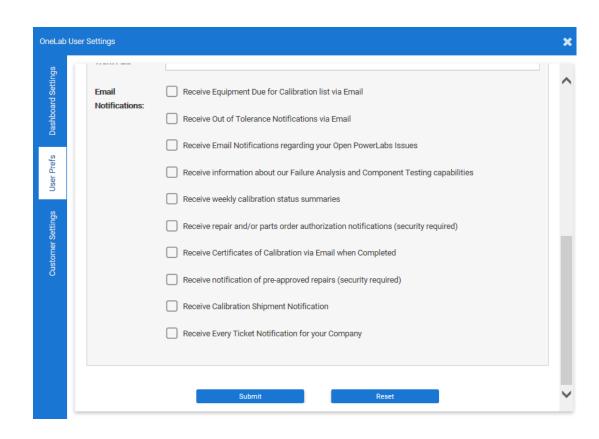


OneLab Homepage Widgets & Settings: Customizing Homepage

User Preferences

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

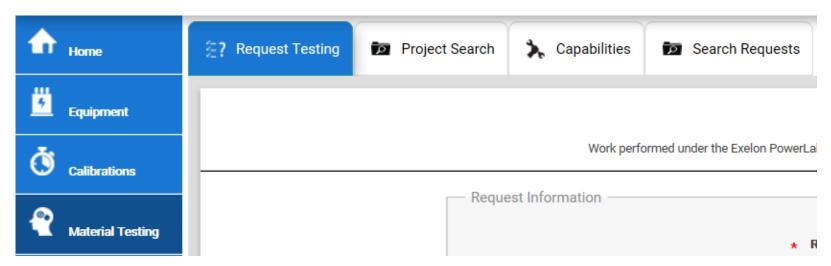
- Here you can update your profile information, phone numbers and notification preferences
- Email Notifications Here you can select the following options for what you would like to be notified
- Be sure to scroll down and click the blue **Submit** button





OneLab 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 PQI Analysis Page

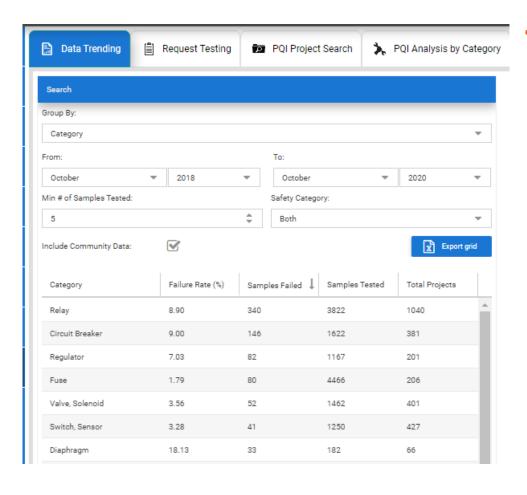


- Select PQI Analysis on the left side of the navigation menu. Once you have arrived at the PQI Analysis Page, you should see 7 Tabs across the top of your page
 - Data Trending: Trend data on parts that have been tested from the last 5 years based on category, manufacturer or model number
 - Request Testing: Can request PQI through the form provided
 - PQI Project Search: Examine data by project, manufacturer, model, current and past testing projects
 - PQI Analysis by Category: Explore component failure rates in-depth
 - PQI Inclusion List: Contains the most up-to-date list of component categories that PowerLabs currently tests within the PQI program
 - PQI Documents: Historical documents that provide justification for when a component category is added or removed from the inclusion list as well as PowerLabs' PQI Quarterly Newsletters
 - Fleet Metrics: Contains data within your fleet as well as the general community data



PQI: Data Trending - Pt. 1

On the first tab under PQI contains data trends on failures Contains data on category components, manufacturers and models based on the following criteria selected



Select from the Following Filter Options

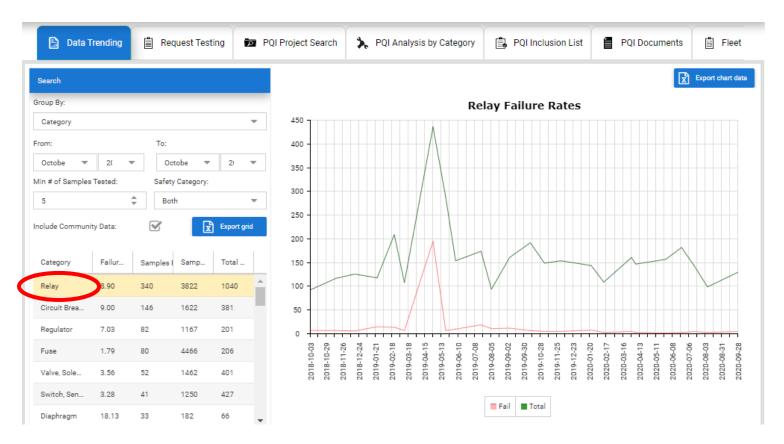
- Group: Manufacturer, Category or Model
- **Date Range**: Month & Year
- Minimum # of Samples Tested
- Safety Category: Both / Non-Safety /
 Safety
- Include Community Data (checkbox):
 Check the box if you would like to include all data outside of your community testing data (includes all Constellation fleet data). Uncheck if you would like to only see your testing data.



PQI: Data Trending – Pt. 2

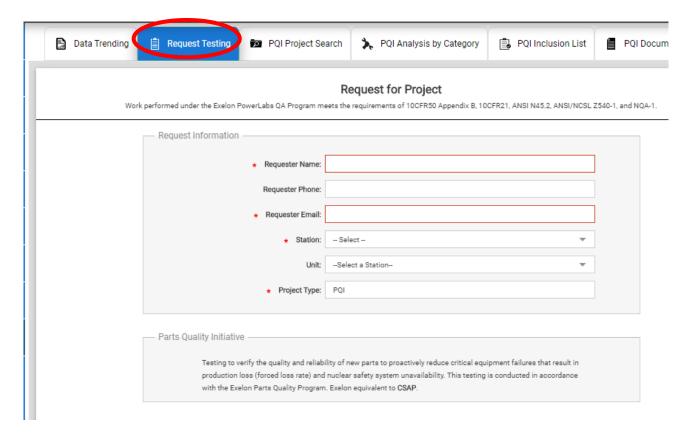
Based on what you filtered, **hover** your mouse over a specific *category, manufacturer or model,* and a graph will appear on the right side of your page.

• The graph will display the date range and the total number of samples tested vs what failed for that specific category component, manufacturer or model you selected





PQI: Request Testing-Pt. 1



The Request Testing tab works the same as the Material Testing page, except this is solely used for requesting PQI testing

Fill Out the Following Info

Request Information:

- Name
- Email
- Station Name
- Project Type PQI

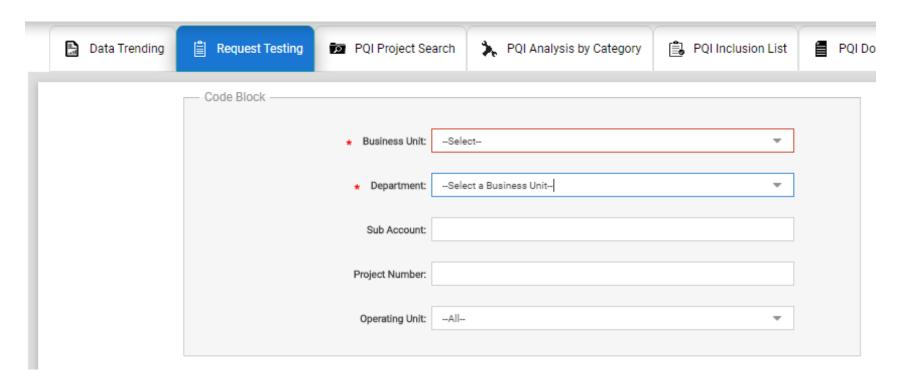


PQI: Request Testing-Pt. 2

Fill Out the Following Info

Code Block:

- Business Unit Select your Company's business name from the drop-down option
- Department Select the appropriate department from the drop-down option
- Project Number Enter project number if you already have one. If you do not, leave blank

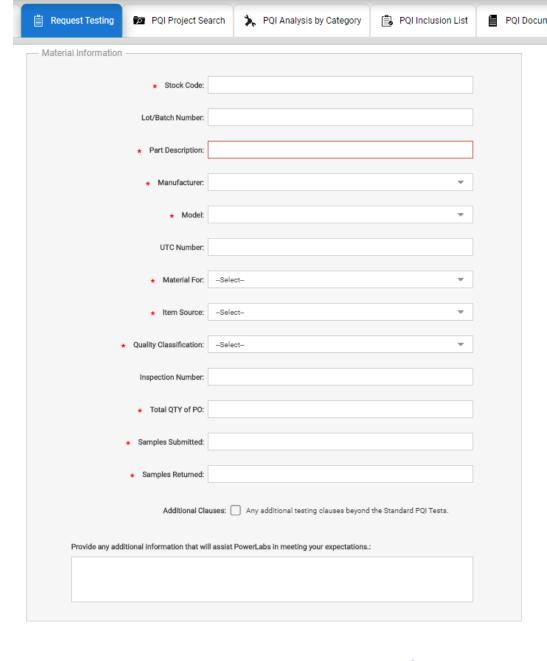




PQI: Request Testing—Pt. 3

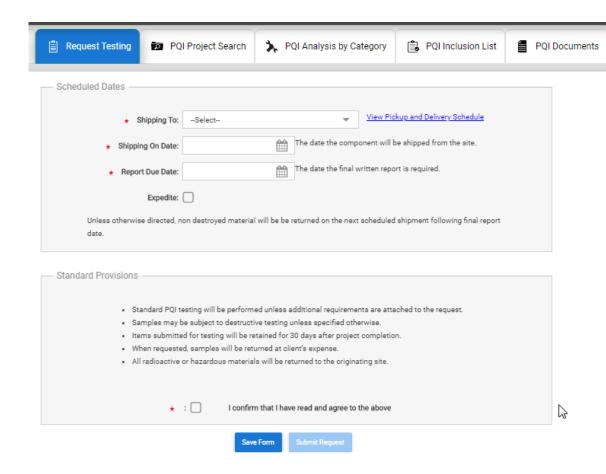
Fill Out the Following Info

- Material Information:
- Stock Code
- Part Description
- Manufacturer
- Model
- Material For Select the following drop-down options
- Item Source Select the following drop-down options
- Quality Classification Select the following dropdown options
- Total QTY of PO Include the total number of parts you would like tested for that specific component
- Samples Submitted Enter the number of samples you will be submitting (Same as Total QTY of PO)
- Samples Returned Enter the number of samples you would like to be returned
- Additional Information Add any additional information you would like PowerLabs to know
- and you will be assigned one





PQI: Request Testing-Pt. 4



Fill Out the Following Info

Scheduled Dates:

- Shipping To Select the lab you will be shipping your items to
 - If you are not sure, contact your customer service representative
- Shipping Date Enter the date the component will be shipped from your site
- Report Due Date
 — Enter the date the final report is required

Standard Provisions:

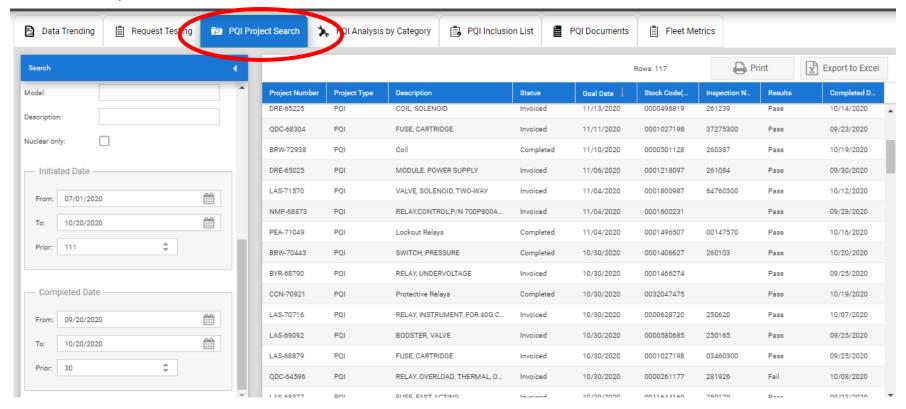
Check the box to confirm that you have read and agreed to the content above in the standard provisions section

Click Submit Request to Send



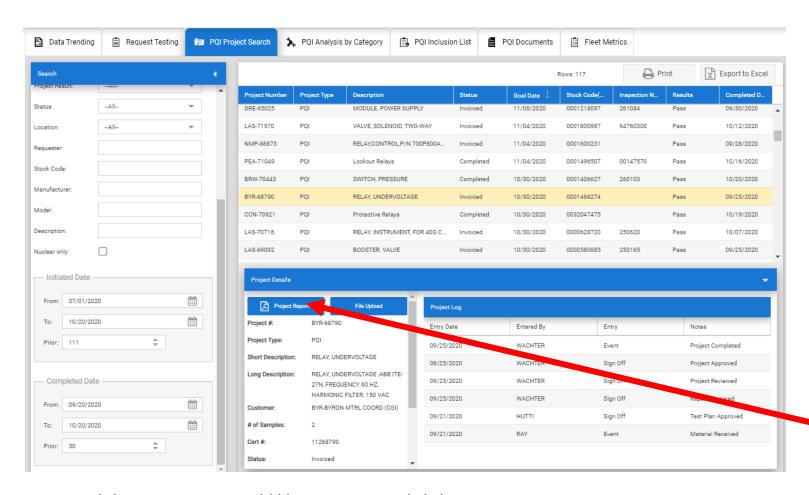
PQI: PQI Project Search – Pt. 1

- The PQI Project Search page allows you to search for past and current projects, project status and results. You can also search for a project based on manufacturer or model number
 - To help you with your search, you can filter by either the initiated or completed date range
 - Once you have selected your options under the search bar, click the blue <u>Search Bar</u> at the top





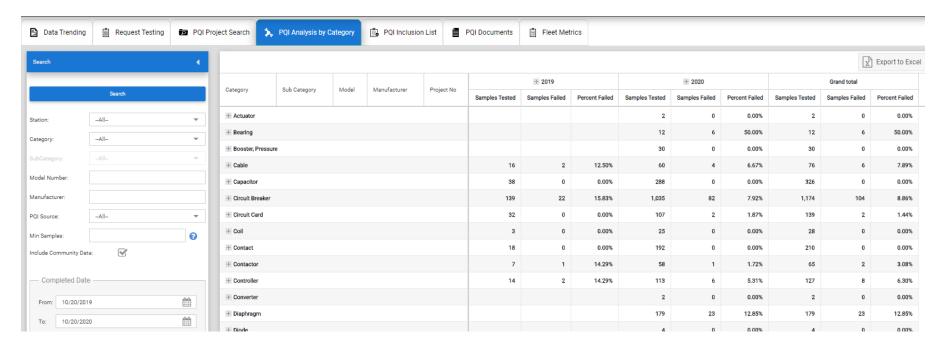
PQI: PQI Project Search – Pt. 2



- Find the project you would like to review and click on it.
 - The project details will then populate at the bottom as shown. Here, you can review the project report more in-depth.
 - Clicking the <u>Project Report</u> button will allow you to download the Project Report.



PQI: PQI Analysis by Category - Pt. 1



- This page allows you to search more in-depth on the components that were PQI tested.
 - Can filter search by: Station, Category, Model Number, Manufacturer, PQI Source, Minimum Number of Samples Tested, Include All Community Data as well as by date range completed.
 - As shown below, you can view the number of samples tested, samples failed and percentage that failed.



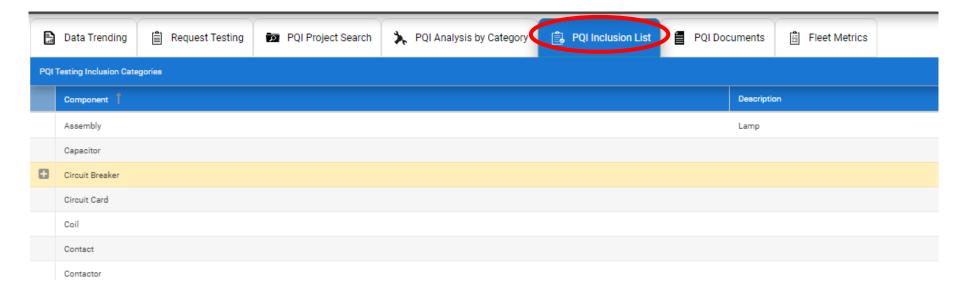
PQI: PQI Analysis by Category – Pt. 2

0-1	Storm Mall Marfaran Bri		Decises No.		+ 2019		+ 2020			Grand total			
Category	egory Sub Category Model Manufac	Manuracturer	Manufacturer Project No	Samples Tested	Samples Failed	Percent Failed	Samples Tested	Samples Failed	Percent Failed	Samples Tested	Samples Failed	Percent Failed	
Circuit Breaker					139	22	15.83%	1,035	82	7.92%	1,174	104	8.86%
	- Thermal Magnet	ic			115	15	13.04%	766	53	6.92%	881	68	7.72%
		- ED62B0	015					25	25	100.00%	25	25	100.00%
			- Siemens					25	25	100.00%	25	25	100.00%
FAR-29279							25	25	100.00%	25	25	100.00%	

- Select the plus button next to the desired category and keep selecting the options until you get to the project.
- If the project is shows up as a blue link (meaning it belongs to your company), you can select it to review the project report more in-depth
- If the project does not show up as a blue link as shown in the <u>example above</u>, you do not have access to the project report
 - If you would like more information on the project report and do not have access, please contact your customer service representative to request that information on your behalf



PQI: PQI Inclusion List

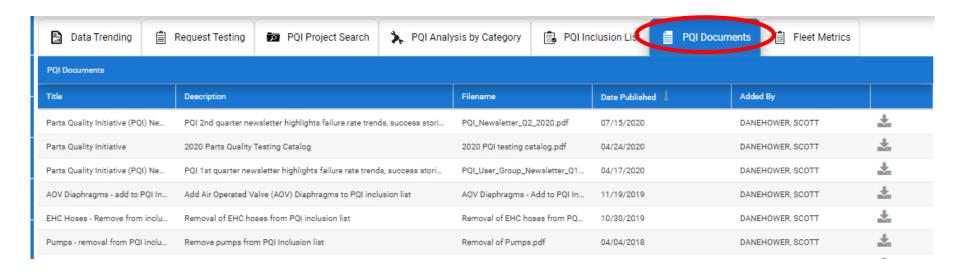


- The PQI Inclusion List page contains the most up-to-date list of component categories that Constellation currently tests in the PQI program
 - This list is made up of components categories with high failure rates and is always evolving as PowerLabs continues to PQI tests new components



PQI: PQI Inclusion List

- The PQI Documents page contains:
 - Documents that provide justification for when a component category is added or removed from the inclusion list.
 - Quarterly PQI Newsletters that contain valuable information on the top failure rate trends, procurement tips, vendor performance updates, general PQI tips





PQI: PQI Fleet Metrics

• The PQI Fleet Metrics contains data within your fleet and the general community data.

