



SherpaPharma

Short Manual





SherpaPharma

The Sherpas are known to help climbers reach the top. Thanks to them, the most important landmarks of climbing have been achieved.

SherpaPharma pursues this same philosophy and is developed to help pharmaceutical companies to successfully carry out environmental monitoring processes easily and safely.



SherpaPharma

SherpaPharma uses an application and a mobile device with barcode reader that are in continuous synchronization.

Through the web application the plant and the users are configured, samples are planned and tracked. Reports and trend graphs can be generated.

The mobile device works inside the clean rooms and laboratories and collects all information from sampling, incubation and reading of samples.

Access to the system

Access to the web application is done through Google Chrome. SherpaPharma has two environments, Pre-production, used for testing and training, and Production.

The application is accessed through the following links:

Pre-Production > <https://dev.sherpapharma.com>

Production > <https://app.sherpapharma.com>

Support pages

Access to the User's Manual with explanations of the fundamental aspects of each of the SherpaPharma sections can be found in the upper right corner of the screen.

<User name> ▶  **User Manual**

There is also a page with interactive videos that define, step by step, the most common processes and actions within the SherpaPharma software. It is accessed through the menu mentioned above.

<User name> ▶  **Training videos**

For any technical question, you can send an email to our support team: support@sherpapharma.com

Register users

Users can be registered from the User management section accessible with the Supervisor profile.

ADMINISTRATION ▶  **User Management**

Activate your account

Users will receive an email from SherpaPharma with a link that will redirect them to the SherpaPharma home page to define their access password. In SherpaPharma, your username is your email address.



Dear: User 1

This is an automatic message from SherpaPharma.

Click on the link below to reset your password.

[Reset password](#)

Best regards

Your Sherpas team

User settings

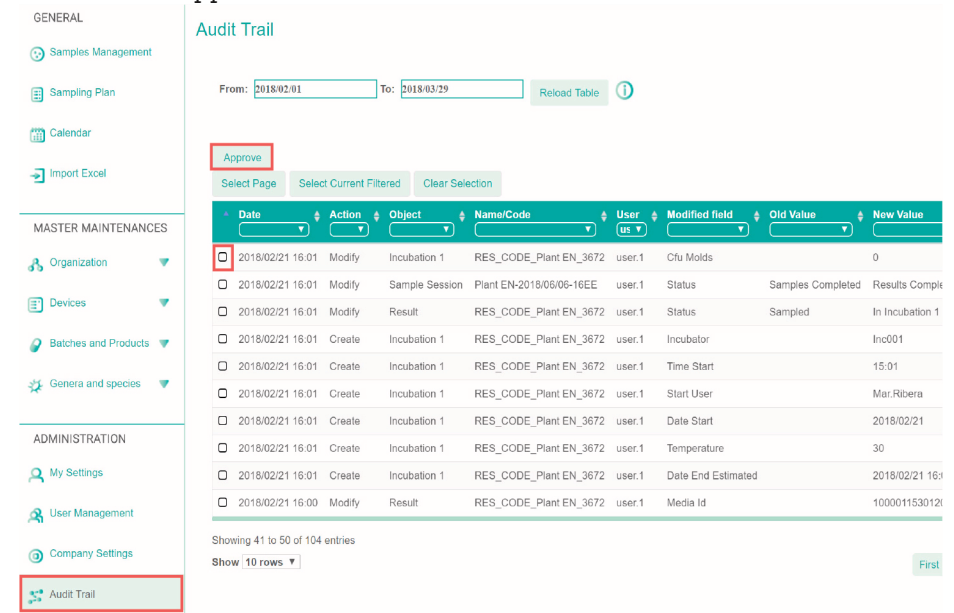
User settings such as changing the language of the application or updating the password can be found in the Settings tab within the Administration section.

ADMINISTRATION ▶  **My settings**

Audit Trail review

From the moment of sampling, until its incubation and reading, the system maintains the complete traceability of the process.

To approve a specific Audit Trail action, check the box to the left of the row and click on approve. *



GENERAL

- Samples Management
- Sampling Plan
- Calendar
- Import Excel

MASTER MAINTENANCES

- Organization
- Devices
- Batches and Products
- Genera and species

ADMINISTRATION

- My Settings
- User Management
- Company Settings
- Audit Trail**

Audit Trail

From: 2018/02/01 To: 2018/03/29 [Reload Table](#) ⓘ

[Approve](#)

[Select Page](#) [Select Current Filtered](#) [Clear Selection](#)

Date	Action	Object	Name/Code	User	Modified field	Old Value	New Value
<input checked="" type="checkbox"/>	2018/02/21 16:01	Modify	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Cfu Molds	0
<input type="checkbox"/>	2018/02/21 16:01	Modify	Sample Session	Plant EN-2018/06-06-16EE	user.1	Status	Samples Completed Results Comple
<input type="checkbox"/>	2018/02/21 16:01	Modify	Result	RES_CODE_Plant_EN_3672	user.1	Status	Sampled In Incubation 1
<input type="checkbox"/>	2018/02/21 16:01	Create	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Incubator	Inc001
<input type="checkbox"/>	2018/02/21 16:01	Create	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Time Start	15:01
<input type="checkbox"/>	2018/02/21 16:01	Create	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Start User	Mar.Ribera
<input type="checkbox"/>	2018/02/21 16:01	Create	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Date Start	2018/02/21
<input type="checkbox"/>	2018/02/21 16:01	Create	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Temperature	30
<input type="checkbox"/>	2018/02/21 16:01	Create	Incubation 1	RES_CODE_Plant_EN_3672	user.1	Date End Estimated	2018/02/21 16:01
<input type="checkbox"/>	2018/02/21 16:00	Modify	Result	RES_CODE_Plant_EN_3672	user.1	Media Id	1000011530120

Showing 41 to 50 of 104 entries

Show 10 rows [First](#)

* Audit Trail elements can only be approved from the Supervisor or Approval profile.

Types of sampling points

The following types of samples are compatible with the system:

- Air (settle plates and dynamic samples)
- Surfaces (contact plates and swabs)
- Water
- Gas
- Personnel
- Product (raw materials, intermediate product, finished product)

Modification, approval and deletion of elements

The following commands are located at the top of each table: edition, approval and deletion of items. Select an item using the selection boxes and click on the desired action.

GENERAL

- Samples Management
- Sampling Plan
- Calendar
- Import Excel

MASTER MAINTENANCES

- Organization
- Plants
- Departments
- Areas
- Rooms
- Units

Areas

New Approve Delete Show Deleted

Select Page Select Current Filtered Clear Selection

▲	Name	Description	Approve
<input checked="" type="checkbox"/>	Zone A-B		Approve
<input type="checkbox"/>	Zone B		Approve
<input type="checkbox"/>	Zone C		Approve
<input type="checkbox"/>	Zone D		Approve
<input type="checkbox"/>	Personal		Approve

Showing 1 to 5 of 5 entries

Show 10 rows

Filters, reports and trends

Any of the filters in the sample table can be used for sample analysis.

Samples

Plan Sample Media Incubation Result Identification Products

From: 2018/04/17 To: 2018/06/01 Reload Table

New Approve Delete Show Deleted

Select Page Select Current Filtered Clear Selection

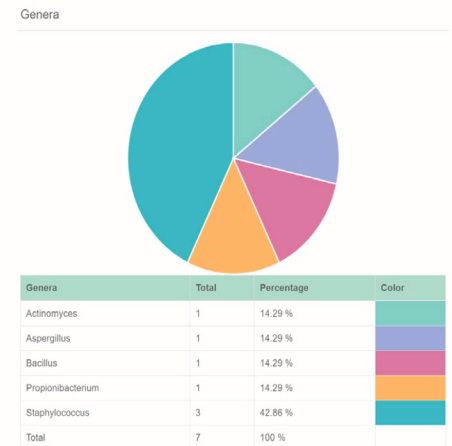
Data Analysis Reports

Result	Sample Type	State	Sample Session	Planned Date	Point	Alert	Action	Class	Room	Department	Area	Plant
<input type="checkbox"/>	Settle	IN INCUBATION 1	Plant EN-2018/04/03-NRIP	2018/04/03 09:00	F. Iso. - TA3	1	1	A	Pack. Iso.	Production	Zone A-B	Plant EN
<input type="checkbox"/>	Settle	PLANNED	Plant EN-2018/04/17-NRIP	2018/04/17 09:00	F. Iso. - TA3	1	1	A	Pack. Iso.	Production	Zone A-B	Plant EN

Trends per point



Identification graphs

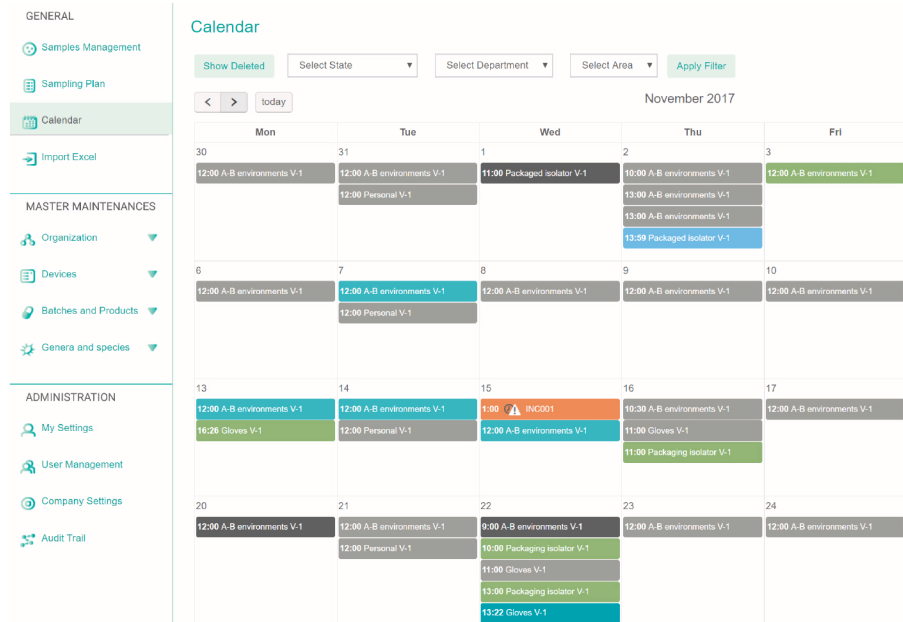


Sampling Plans

A sampling plan is a set of sampling points that a company wishes to group to sample periodically. You can access the sampling plans from the menu on the left of the screen.

GENERAL ▶  Sampling plans

Sampling plans can be defined in the system according to their NTPs and planned in the calendar through sampling sessions. From then on, you can follow the complete life cycle of the samples (sampling, incubation, reading, identification, review and approval).



BCR buttons

1

It is used to lock or unlock the screen in case it is off.

2


They are used interchangeably to read the barcode. The barcode reader will be active when ACTIVE SCANNER is displayed on the BCR screen.

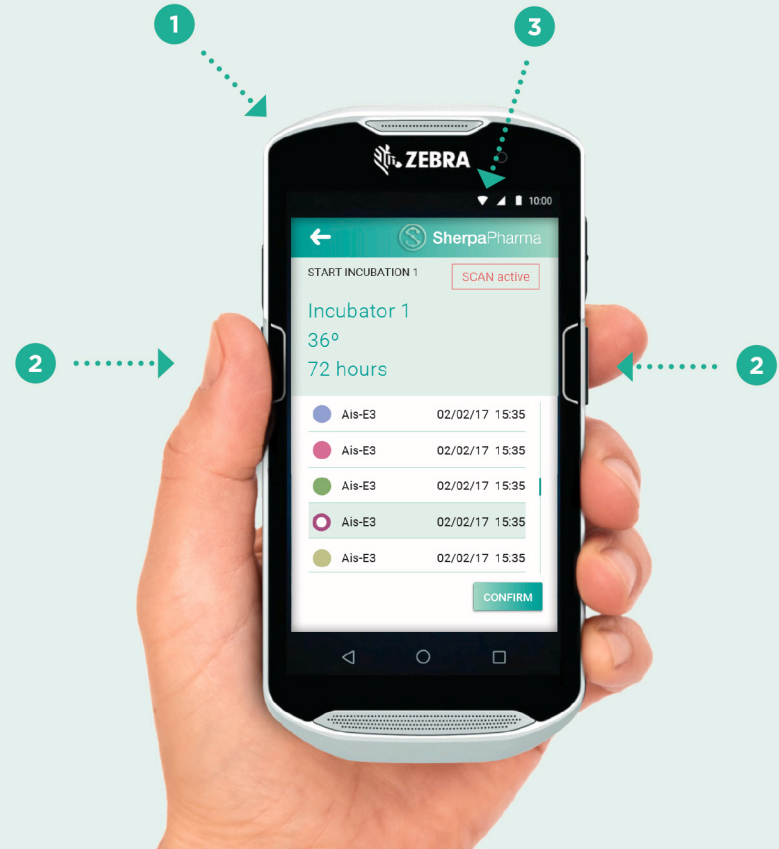
ACTIVE SCANNER

3

For the SherpaPharma software to work properly, the Wi-Fi signal must appear active. If the Wi-Fi is inactive, access to the software will not be possible.

 Active Wi-fi

 Inactive Wi-fi



BCR disinfection

The cleaning agent you select for BCR disinfection must contain one of the active ingredients approved in the following table:

ACTIVE INGREDIENTS OF CLEANING AGENTS

APPROVED

- ✓ Isopropyl alcohol
- ✓ Bleach/sodium hypochlorite
- ✓ Hydrogen peroxide
- ✓ Mild dish soap
- ✓ Ammonium Chloride

NON-APPROVED

- ✗ Ammonia solutions
- ✗ Compounds of amines or ammonia
- ✗ Acetone
- ✗ Ketones
- ✗ Ethers
- ✗ Aromatic and chlorinated hydrocarbons
- ✗ Aqueous or alcoholic alkaline solutions
- ✗ Ethanolamine
- ✗ Toluene
- ✗ Trichloroethylene
- ✗ Benzene
- ✗ Carboic acid
- ✗ TB-lysoform

The cleaning of the BCR is done daily and follows the following steps:

- 1 Dampen a soft cloth with one of the approved cleaning agents listed above or use pre-moistened wipes:
 - Never apply liquid directly to the BCR device.
 - Do not let liquid pool around the display window or any other area on the device.
- 2 Gently wipe all surfaces, including the front, back, sides, top and bottom - do not wrap the device in the cloth or pre-moistened wipe.
 - Special instructions when cleaning the front of the device:
 - Be sure to clean the keys and between the keys (use a cotton-tipped applicator to reach between the keys).
 - After cleaning, immediately dry the display with a soft non-abrasive cloth to prevent streaking.
- 3 Allow the unit to air dry before use.