

SOLABS QM10 PROCESS Section: Summary Report

Overview

SOLABS QM APPs include the option to print a **Process Summary Report**. The report includes all process details in PDF format.

Accessing the Summary Report

The Summary Report is a menu option in the **Related Information** section of the right-hand menus for any In Process or Completed SOLABS QM Process.

Summary Report Print Out Options

After choosing the Summary Report option from the right-hand side menu, the Summary Report screen will be displayed, providing **Print Out Options** for the report. Process Details are provided by default, but other options include:

- Process Values Table – Step 1 Only or All Steps
- Process Secondary Tasks
- Dependent Processes
- Process Relationships (Other Related Items)

Process Actions

- View
- Reassign Tasks
- Cancel
- Get Link
- Email Link
- Move Out of Waiting

Related Items

- Link Documents
- Link Processes
- Modify Description
- Remove Links

Related Information

- Audit Trail
- Summary Report**

After selecting the Print Out Options, click on **Generate Report**. A PDF Report including the requested options will be generated. It will include a header with the Print Logo, Company name, address and phone, as configured in the SETUP section of the application. The Summary Report will also have a footer containing Printed By information.

Process > CAPA > Summary Report

Not Logged in Audit Trail

Status: Completed

Process Details

Name: CAPA	Date Initiated: 25-Jul-2017 09:30:07
Unique ID: CAPA-000010	Initiated by: rgonzales (Ronald Gonzales)
Day(s) opened: 0	Date Closed: 25-Jul-2017 11:29:28
Secondary Tasks Completion (%): 100 (1/1)	Dependent Processes Completion (%) : 100 (1/1)
Current Process Tasks N/A	Currently with N/A
Flowchart: Open	

Print Out Options

- Process Details
- Process Values Table – Step 1 Only
- Process Values Table – All Steps
- Process Secondary Tasks
- Dependent Processes
- Process Relationships (Other Related Items)

Generate Report
Cancel

1 GDP Boulevard
Belington, VT
05601
USA
1-800-224-4367
1-800-224-4367
www.gdppm.com



CAPA-000010

Name: CAPA	Date Initiated: 25-Jul-2017 09:30:07
Unique ID: CAPA-000010	Initiated by: rgonzales (Ronald Gonzales)
Days opened: 0	Date Closed: 25-Jul-2017 11:29:28
Secondary Tasks Completion (%): 100 (1/1)	Dependent Processes Completion (%) : 100 (1/1)
Current Process Tasks: N/A	Currently with: N/A

Process Values

Name: Initiation and CAPA Definition	Last Confirmation Date: 25-Jul-2017 09:49:24
CAPA No.: CAPA-000010	
Type: Corrective Action	
Title: Controller Upgrade	
Description of CAPA: Software upgrade to address issues with "success tones" at completion of dosing.	
Implement Site(s): Manufacturing Site 1	
Source Record Number: Complaint 009	
CAPA Due Date: 31-Aug-2017	
CAPA Classification: Major	
CAPA Owner: griffin (Emily Griffin)	
Reviewer(s): cblake (Evan Blake)	
QA CAPA Approver: rennold (Dolores Rennold)	
Identify Probable Root Cause: Software issue requires new coding	
Root Cause Categories: Machine	
Machine Category: Equipment Malfunction	
Sign-off by: rgonzales (Ronald Gonzales)	

Name: CAPA Plan Acceptance_1 **Last Confirmation Date:** 25-Jul-2017 09:58:47

CAPA Approval Comments: N/A
CAPA Plan Acceptance Decision: Approve
Sign-off by: cblake (Evan Blake)

Name: CAPA Plan QA Evaluation and Acceptance **Last Confirmation Date:** 25-Jul-2017 09:59:57

Printed By: Genesis Dixon on 16-Aug-2017 16:02:24 © SOLABS 2016 Page 1 of 3