SOLABS 777, de la Commune West Suite 330 Montreal, Quebec H3C 1Y1, Canada 514.287.1368 ext. 911 www.solabs.com



# FS-SOL-001 (APPENDIX A) SOLABS QM - CORE SOFTWARE DATASETS SPECIFICATIONS

Status: Approved & Effective Date: 2019-10-29 UTC-04:00

**Control Number:** FS-SOL-001 (APPENDIX A) **Version:** 10.0

# **DOCUMENT INFORMATION TABLE**

Name	FS-SOL-001 (APPENDIX A) SOLABS QM - Core Software Datasets Specifications	
Document Type	Functional Specification	
Description	Functional Specification for Core Software datasets for Core software version 10.8.0	
Unique ID	efef2c27-2ab8-49ef-978e-fdc4a5c2366d	
Control Number	FS-SOL-001 (APPENDIX A)	
Version (Internal Version)	10.0 (4.0)	
Effective Date	2019-10-29 UTC-04:00	
Next Review Date	N/A	
Reason for Change	Refer to Document History table within the document.	
Additional Information	N/A	
Legacy Number	N/A	
Area	< empty >	
ISO Reference	null	
Originator (Author)	mboire@solabs.com (Martine Boire)	
Document Owner	N/A	
Document Coordinator	N/A	

## **RELATED ITEMS**

N/A

SOLABS 777, de la Commune West Suite 330 Montreal, Quebec H3C 1Y1, Canada 514.287.1368 ext. 911 www.solabs.com



# FS-SOL-001 (APPENDIX A) SOLABS QM - CORE SOFTWARE DATASETS SPECIFICATIONS

Status: Approved & Effective Date: 2019-10-29 UTC-04:00

Control Number: FS-SOL-001 (APPENDIX A) Version: 10.0

# **APPROVAL TABLE**

Status	Order	Approver (Role)	Approver ( User)	Approved By	Meaning	Approval Date
Approved	1	FCT_Head of Engineering	any	kevin.b.langlois@solabs.com ( Kevin Byrne-Langlois)	Approver	2019-10-25 UTC -04:00
Approved	2	FCT_Head of Product & Quality Management	any	mboire@solabs.com (Martine Boire)	Originator ( Author)	2019-10-29 UTC -04:00

# SOLABS QM Core Software Datasets Specifications



**CONTROL NUMBER: FS-SOL-001 (APPENDIX A)** 

**DOCUMENT VERSION:** 10.0

**DOCUMENT OWNER (Company)**: SOLABS **DOCUMENT OWNER (Department)**: PQM **DOCUMENT AUTHOR(S)**: Martine Boire

# **Document History**

Version	Date	Authors	Changes
01	13-Jul-2016	Martine Boire	First issue
02	15-Sep-2016	Martine Boire	Removed the Process, Document, Task and Training Related Items tables. Those won't be available with the current 10.4.5 package.
03	16-Aug-2017	Martine Boire	<ul> <li>Mention "NOT for current release – Do not consider" removed for dataset Document Workflows</li> <li>"Report Name" replaced for "Dataset Name" throughout all the document</li> <li>Columns "Report Column name" removed</li> <li>Column "isCosmeticChange" added to datasets: Document_Metadata and DS_Training_Activities_Inventory</li> <li>Columns InitiatorID and Initiator added to dataset Process_Tasks</li> <li>Process Tasks: current task now includes waiting tasks</li> <li>Document Metadata and Document Workflow, column Document Status: The status of all the previous versions of an Approved Document (Approved, not Effective OR Approved &amp; Effective) must show Superseded</li> </ul>
04	01-May-2018	Martine Boire	<ul> <li>Process _Task_DS:         <ul> <li>Modified the column processTaskInitiator to</li> <li>ProcessInitiator and processTaskInitiatorID to</li> <li>processInitiatorID</li> <li>Added precision for the parameters</li> <li>processTaskRoleIDExecuted and</li> <li>processTaskRoleExecuted</li> </ul> </li> <li>Added dataset named: Document_Type_Inventory (for 10.6.)</li> <li>Added dataset named: Document_Attribute_Value (for 10.6.0)</li> <li>DOC Process attributes (columns 24 a 32) added to the Document_Metadata_DS (for 10.6.0)</li> </ul>
05	07-May-2018	Martine Boire	Document updated to include the changes for release 10.6.0

Control Number: FS-SOL-001 (APPENDIX A)

Version	Date	Authors	Changes
06	05-Jul-2018	Martine Boire	<ul> <li>Document Type Inventory DS:         Attributes 27, 28, 29, 30, 31, 32: added that if Status of System Attrribute = On Hold, will display N/A     </li> <li>Modified to include the information related to the new Retire feature in Document Metadata DS and Document Workflow DS (added statuses: To Retire and Awaiting Retire Date)</li> <li>Document Metadata DS: added status Supersesed (by another document)</li> <li>ProcessTaskInitiator and ProcessTaskInitiatorID column name modified to ProcessInitiator and ProcessInitiatorID.</li> <li>Document Attribute Value:         Added columns: majorVersionNb, minorVersionNb, attributeParentID, attributeParentType, alias.     </li> </ul>
7.0	16-May-2019	Martine Boire	<ul> <li>Modifications for release 10.8.0:</li> <li>Chages required to accommodate new Document Inventory SRS Reports, by addition of 2 fields in DOCUMENT_METADATA         <ul> <li>processStatus</li> <li>processInitiator</li> </ul> </li> <li>Addition of a new field in DOCUMENT_METADATA: Document Retire Date.</li> <li>Addition of precision for Document Effective Date field in DOCUMENT_METADATA when document is in: To Retire, Pending Retire, Awaiting Retire Date and Retired</li> </ul>

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

**System Owner: SOLABS** 

Version	Date	Authors	Changes
8.0	10-Sep-2019	Martine Boire	<ul> <li>Modifications for release 10.8.0:</li> <li>Added content of document FS-SOL-001 (Appendix I) to this appendix as section 19 – Dataset Name: Workflow, as they both contains core software datasets (merged the 2 documents together in Appendix A) (FS-SOL-001 (Appendix I) to be retired).</li> <li>Added applicable fields of FS-SOL-001 (Appendix H) in the corresponding dataset table of this document as the Appendix H was was only documenting additional columns of current existing datasets of appendix A (FS-SOL-001 (Appendix H) to be retired)</li> <li>Modify the name Appendix 1 name to Annex 1 at the end of this document.</li> <li>Modified the processInitiator to display the full name (to be in accordance with what is currently done).</li> <li>Corrected the Comment column for the Retire Date attribute in Document_Metadata as it was mentioned Effective Date instead of retire date)</li> </ul>

Control Number: FS-SOL-001 (APPENDIX A)

Version	Date	Authors	Changes
9.0	15-Oct-2019	Martine Boire	<ul> <li>Modifications for release 10.8.0:</li> <li>Corrected WORR1-5.1.04 to remove Authoring Status and remove To Retire and add Pending Retiring</li> <li>Modified WORR1-3.33 and WORR1-5.2.33 from ProcessDelayFromStart to currentProcessDelayFromStart</li> <li>Modified WORR1-3.34 and WORR1-5.2.34 from ProcessDelayFromIssue to currentProcessDelayFromIssue</li> <li>Added</li> <li>Made WORR1-3.18, WORR1-3.55, WORR1-3.56, WORR5-3.55, WORR1-5.2.18, WORR1-5.2.55, WORR1-5.2.56, WORR1-5.2.56, WORR1-5.2.60, WORR1-5.2.60, WORR1-5.2.60, WORR1-5.2.62, WORR1-5.2.63, WORR1-3.65, WORR1-5.2.62, WORR1-5.2.63, WORR1-5.2.64, WORR1-5.2.64, WORR1-5.2.65, WORR1-5.2.66, WORR1-5.2.52: Modified to add In Progress status</li> <li>Added Limitation for DateTime_Formatted</li> <li>Added the 3 following columns in DS_Process_Tasks: currentProcessDelayFromStart currentProcessDelayFromStart currentProcessDelayFromTaskStart</li> </ul>
10.0	Refer to document cover page	Martine Boire	<ul> <li>Added WORR1-3.66, WORR1-5.2.66. 2.62 and 2.63</li> <li>Added missing WORR1-5.2.64 and WORR1-5.2.65 in version 9.0</li> </ul>





Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# **TABLE OF CONTENT**

**System Owner: SOLABS** 

1.	Dataset Name: DOCUMENT_METADATA	7
2.	Dataset Name: DOCUMENT_WORKFLOWS	12
3.	Dataset Name: PROCESS_TASKS	18
4.	Dataset Name: SETUP_ROLE_INVENTORY	21
5.	Dataset Name: SETUP_USER_INVENTORY	22
6.	Dataset Name: SETUP_USER_ROLE_MAPPING	24
7.	Dataset Name: SETUP_USER_DELEGATION	26
8.	Dataset Name: TASK_END_USER_INVENTORY	
9.	Dataset Name: TRAINING_ACTIVITIES_INVENTORY	
10.	Dataset Name: TRAINING_END_USER_ACTIVITIES	37
11.	Dataset Name: TRAINING_END_USER_PROFILES	44
12.	Dataset Name: TRAINING_JOB_TITLE_PROFILES	
13.	Dataset Name: PROCESS_Related_Items	47
14.	Dataset Name: DOCUMENT_Related_Items	48
15.	Dataset Name: TRAINING_Related_Items	49
16.	Dataset Name: TASK_Related_Items	50
17.	Dataset Name: DOCUMENT_TYPE_INVENTORY	51
18.	Dataset Name: DOCUMENT_ATTRIBUTE_VALUE	55
19.	Dataset Name: WORKFLOW	56

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 1. Dataset Name: DOCUMENT\_METADATA

- The DOCUMENT\_METADATA report lists all documents with their standard attributes, document ownership parameters and document specific attributes (system attributes).
- The report includes all documents whether they are hidden or not.
- Ordering:
  - Table sorted by Document Type, alphabetical order, ascending order (primary)
    - o then regrouped by Document Unique ID
  - Table ordered by Document Name (second)
  - Table then sorted by Internal Version, descending (third)

All of the major versions are to be displayed + ALL In process versions (minor versions).

- Columns 23 and higher of this report are used for document type specific variables (system attributes) and includes the list of system attributes from all document types.
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comment
1.	documentType	Document Type	
2.	documentName	Document Name	
3.	documentDescription	Document Description	Expected: a value or blank
4.	documentVersion	Document Version (if one has been assigned)	Expected: a value or blank
5.	documentUniqueID	Document Unique Identifier System generated	
6.	documentInternalVersion	Document Version System generated	All <b>Major</b> Versions and ALL In Process Interval version are to be displayed while In process
7.	documentControlNumber	Document Control Number	Expected: a value, blank (if document is In process) or <b>N/A</b> when the attribute is not part of the document type attributes and <b>N/A</b> when life cycle is set to N/A



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comment
8.	documentStatus	Document Status	Possible values: Authoring Pending Review Pending Approval Pending Retiring Approved, Not Effective Approved & Effective Superseded To Retire Awaiting Retire Date Retired Superseded (by another document) The status of all the previous versions of an Approved & Effective) must show Superseded
9.	documentEffectiveDate	Document Effective Date	Expected value is a date (if document is effective or is In Process and has an effective date selected) blank (if document is In process and date is set to: Date of final approval, X days after final approval or Set through Document Control process)  N/A when the attribute is not part of the document type attributes  Format: Date (YYYY-MM-DD) as 2016-05-16  Field is empty when status of document is: To Retire, Pending Retire, Awaiting Retire Date and Retired
2.37	documentEffectiveDate_DateTimeFor matted	Document Effective Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Position	Field Name	Description	Comment
10.	documentNextReviewDate	Document Next Review Date System generated.	Expected value is <b>a date</b> (if document is effective) <b>blank</b> (if document is In process) <b>N/A</b> when the attribute is not part of the document type attributes  Format: Date (YYYY-MM-DD) as 2016-05-16
2.38	documentNextReviewDate_DateTimeF ormatted	Document Next Review Date System generated.	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
11.	documentRetireDate	Document Retire Date	Expected value is <b>a date</b> (if document is retired or is In Process and has a retire date selected) <b>blank</b> (if document is In process and date is set to:  Date of final approval or Set through Document  Control process)
2.39	documentRetireDate_DateTimeForma tted	Document Retire Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
12.	documentLifeCycle	Life Cycle defined for this document (months)	Expected is a value  N/A if the there is no Effective Date attribute or if there is NO life cycle (there is an effective date but life cycle is set to N/A)
13.	documentPlannedReviewTaskDuration	Planned review task Duration defined for this document (months)	Expected is a value  N/A if the there is no Effective Date attribute or if there is NO life cycle (there is an effective date but life cycle is set to N/A)
14.	documentLocation	Document Location	Format : /Root/Form/Quality/Quality Assurance/Audit
15.	documentURL	Document URL	Format : https://solabs.solabs.com/qm/

System Owner: SOLABS

SOlabs CM

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Position	Field Name	Description	Comment
16.	documentPublishingType	Document Publishing Type	Possible values: Publish in non-editable format (PDF) or Publish in editable format (original)
17.	documentAuthor	Document Author	Expected value is a <b>User</b> , blank (part of metadata but no value set) or <b>N/A</b> (not part of the document type attributes).  Format is: username (Full Name)
18.	documentCoordinator	Document Coordinator	Expected value is a <b>Role</b> , <b>blank</b> (part of metadata but no value set) or <b>N/A</b> (not part of the document type attributes).
19.	documentOwner	Document Owner	Expected value is a <b>Role</b> , <b>blank</b> (part of metadata but no value set) or <b>N/A</b> (not part of the document type attributes).
20.	documentReasonforChangeText	Reason for change corresponding to the latest change to the document	Expected: a value or blank
21.	isCosmeticChange	Where or not the change is cosmetic	Possible values: Yes, No
22.	isHidden	Where or not the document is hidden	Possible values: Yes, No
23.	documentCreateModifyBy	Username and Full Name of the individual that last modified (or created) the document.	Format: Username (Full Name)
24.	documentCreateModifyDate	Date the document was last modified (or created)	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.18	documentCreateModifyDate_DateTim eFormatted	Date the document was last modified (or created)	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
25.	processInstanceID	Process Instance unique identifier (character e.g. DOC-000045)	Information for all document that has the same doc process. (Info from DOC Process)
26.	companyDivision	Concerned Company Structure	Information for all document that has the same doc process. (Info from DOC Process)
27.	typeOfChange	Type of Change	Information per document (Info from DOC Process)
28.	descriptionOfChange	Description of Change	Information per document (Info from DOC Process)

System Owner: SOLABS Page 10 of 70



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comment		
29.	purposeOfChange	Purpose of Change	Information per document (Info from DOC Process)		
30.	Priority	Priority	Information for all document that has the same doc process. (Info from Doc Process)		
31.	Justification	Justification	Information for all document that has the same doc process. (Info from DOC Process)		
32.	TargetEffectiveDate	Target Effective Date	Information for all document that has the same doc process. (Info from DOC Process)		
2.40	TargetEffectiveDate	Target Effective Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23		
33.	urlDocProcess	URL Doc Process	Information for all document that has the same doc process. (Info from DOCProcess)		
34.	The system attributes that are <b>NOT</b> part of a document type will display N/A				
35.	processStatus	Process Status	Status of the associated process stated in processInstanceID Possible values: OPEN, CLOSED, CANCELLED		
36.	processInitiator	Process Initiator	Full Name of the user that initiated the process stated in processInstanceID		



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 2. Dataset Name: DOCUMENT\_WORKFLOWS

- The DOCUMENT\_WORKFLOWS report lists all documents with the definition of their Approval and Review cycles detailed to each step.
- For cycle steps that are executed, the report displays execution specific information (who did what and when). This information is left empty for cycle steps not yet executed.
- The report includes all documents whether they are hidden or not.
- Ordering:
  - Table sorted by Document Type, alphabetical order, ascending order (primary)
  - Table then sorted by Document Unique ID, alphabetical order, ascending order (secondary)
  - Table then sorted by Internal Version, descending (third)
- ALL of the major versions are to be displayed + ALL In process versions (minor versions).
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	documentType	Document Type	
2.	documentName	Document Name	
3.	documentVersion	Document Version (if one has been assigned)	
4.	documentUniqueID	Document Unique Identifier System generated.	
5.	documentInternalVersion	Document Version System generated.	
6.	documentControlNumber	Document Control Number	Expected: a value, blank or <b>N/A</b> when the attribute is not part of the document type attributes



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
			Possible values:
			Authoring
			Pending Review
			Pending Approval
			Pending Retiring
			Approved, Not Effective
		Document Status	Approved & Effective
37.	documentStatus	Displays for each document major versions	Superseded
		for the latest minor version; N/A otherwise	To Retire
			Awaiting Retire Date
			Retired
			Superseded (by another document)
			The status of all the previous versions of an
			Approved Document (Approved, not Effective OR
			Approved & Effective) must show Superseded
	documentEffectiveDate		Expected value is a <b>date</b> (if document is effective),
			blank (if document is In process) or <b>N/A</b> when the
7.		Document Effective Date	attribute is not part of the document type
			attributes
			Format: Date (YYYY-MM-DD) as 2016-05-16
	documentEffectiveDate_DateTime Formatted		Type must be DateTime
			Format for date must be YYYY-MM-DD (zeroes
2.41		Document Effective Date	must be present)
			Format for time must be HH:MM:SS, where HH
			goes from 00 to 23
			Expected value is a <b>User</b> , blank (part of metadata
8.	documentAuthor	Document Author	but no value set) or N/A (not part of the document
	documentAuthor		type attributes).
			Format is: username (Full Name)
			Expected value is a <b>Role name</b> , blank (part of
9.	documentCoordinator	Document Coordinator	metadata but no value set) or N/A (not part of the
			document type attributes).



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
10.	documentOwner	Document Owner	Expected value is a <b>Role name</b> , blank (part of metadata but no value set) or N/A (not part of the document type attributes).
11.	lisHidden	Where or not the document is hidden Possible values: Yes, No	
12.	cycleType	Cycle Type	Possible Value: Review Approval Retire Will be empty when document is in Authoring, Approved, Not Effective and Approved & Effective To Retire, Awaiting Retire Date and Retired statuses
13.	cycleLevel	Position of the step in the cycle.	Will be empty when document is in Authoring, Approved, Not Effective and Approved & Effective, To Retire, Awaiting Retire Date and Retired statuses
14.	cycleReferenceDate	Cycle Reference date or cycle start date if not set Displayed only if <b>Use due dates set on document workflow tasks</b> is selected	Format: Date (YYYY-MM-DD) as 2016-05-16 or blank if not set Displayed only when status = In Review or In Approval or In Retire
2.42	cycleReferenceDate_DateTimeFor matted	Cycle Reference date or cycle start date if not set Displayed only if <b>Use due dates set on document workflow tasks</b> is selected	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
15.	userCycleStepDueDate	Cycle step due date Displayed only if <b>Use due dates set on document workflow tasks</b> is selected	Format: Date (YYYY-MM-DD) as 2016-05-16 or <b>N/A</b> if not set Displayed only when status = In Review or In Approval or In Retire



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
2.19	userCycleStepDueDate_DateTimeF	Cycle step due date Displayed only if <b>Use due dates set on document workflow tasks</b> is selected	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
16.	userCycleStepDelay	Cycle step delay (in days) Displayed only if <b>Use due dates set on document workflow tasks</b> is selected	Expected Value: Number of days a 1, 2, 3, 4 or empty Displayed only when status = In Authoring, In Review or In Approval or In Retire
17.		Whether or not the workflow is using due dates	Possible values: Yes, No If document status = <b>Authoring</b> , is blank
18.	ICVCIELISERIASEIECTEA	Unique identifier of the user that is assigned the cycle step	"Any" is selected in the GUI
19.	ICVCIELISERNAMESEIECTED	Username of the user that is assigned the cycle step	Value is "Any" if selected as is in the GUI
20.	IcycleUserFullNameSelected	Full name of the user that is assigned the cycle step	Value is "Any" if selected as is in the GUI
21.	lcvcleRoleId	Unique id of the role of the user that is assigned the cycle step	
22.	lcycleRoleName	Name of the role of the user that is assigned the cycle step	Value is "Any" if selected as is in the GUI or N/A if set as is in the GUI (when Author is selected in the workflow first)
23.	lcvcleStartedBvFullName	Full name of the user who initiated the cycle	
24.	cycleStartedDate	Date cycle is initiated	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.20	cycleStartedDate_DateTimeForma tted	Date cycle is initiated	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
25.	ICVCIeStoppedBVUsername	Username of the user that stopped the cycle	
26.	IC VCIeStoppedBVFUIIName	Full name of the user that stopped the cycle	
27.	CycleStoppedDate	Date cycle is stopped	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.21	CycleStoppedDate_DateTimeForm atted	Date cycle is stopped	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
28.	ICVCIELISERIAEXECLITEA	Unique identifier of the user that executed the cycle step	
29.	cycleUsernameExecuted	Username of the user that executed the cycle step	
30.	lcyclel IserFullNameExecuted	Full Name of the user that executed the cycle step	
31.	cycleUserExecutedDate	Date the cycle step is executed	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.22	cycleUserExecutedDate_DateTime Formatted	Date the cycle step is executed	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
32.	cycleUserSignedonBehalf	Whether the cycle was executed on behalf or not Possible values Yes, No	



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
33.	cycleUserDecision	Decision taken at cycle step execution	Possible values:  Review Cycle: OK, no change Reviewed, see comments Stopped with comments Approval Cycle: Approved Rejected Stopped with comments
34.	cycleStepStartDate	Date at which the cycle <b>step</b> has been started (so date of each individual step in the cycle is started)	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.23	cyclestepstartDate_DateTimeForm	Date at which the cycle <b>step</b> has been started (so date of each individual step in the cycle is started)	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
35.	cycleEndDate	Date at which the cycle is completed	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.24	cycleEndDate_DateTimeFormatted	Date at which the cycle is completed	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
36.	approval Cycle User Execution Delay	Number of days between cycleStepStartDate and cycleUserExecutedDate (per user)	Expected Value: Number of days a 1, 2, 3, 4 Is empty if isCycleScheduled = No
37.		Delay from start of the cycle and user execution date	Expected Value: Number of days a 1, 2, 3, 4 Is empty if isCycleScheduled = No
38.	cycleDelay	Cycle delay (in days)	Expected Value: Number of days a 1, 2, 3, 4 Is empty if isCycleScheduled = No



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 3. Dataset Name: PROCESS\_TASKS

- The PROCESS\_TASK Report lists all processes that are ongoing or completed with their related information.
- The report will produce one record for each task pertaining to a process.
- Ordering:
  - Table sorted by process id, ascending order (primary)
  - Table sorted by process task start date, ascending (secondary)
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	processInstanceID	Process Instance unique identifier (character e.g. CAPA-000045)	
2.	processInstanceDefinitionID	Process instance unique identifier (character)	
3.	processDefinitionID	Process Definition unique identifier	
4.	processName	Process Name	
5.	processStartDate	Date the process is initiated	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.13	processStartDate_DateTimeFormatted	Date the process is initiated	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
6.	processIssueDate	Date the 1 <sup>st</sup> step has been confirmed (Initiation end date)	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.14	processIssueDate_DateTimeFormatted	Date the 1 <sup>st</sup> step has been confirmed (Initiation end date)	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
7.	processEndDate	Process End Date	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Position	Field Name	Description	Comments
2.15	processEndDate_DateTimeFormatted	Process End Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
8.	processCurrentTask	Process Current Task	Includes wainting phases
9.	processStatus	Process Status	Possible values: OPEN, CLOSED, CANCELLED
10.	processTaskID	Process Task Unique Identifier	
11.	processTaskName	Task Name	
12.	processInitiatorID	ID of the user that initiated the process	
13.	processInitiator	Full Name of the user that initiated the process	
14.	processTaskAssigneeUserID	Task Assignee unique identifier	If the current task is assigned to 'any' user in a role, there will be one entry per user in this role displaying the actual ID of each user. Is empty for waiting phases
15.	processTaskAssigneeUser	Task Assignee Full Name	If the current task is assigned to 'any' user in a role, there will be one entry per user in this role displaying the actual Full Name of each user. Is empty for waiting phases
16.	processTaskAssigneeRoleID	Task Assignee role unique identifier	When task is assigned to a specific user and 'any' role ID will be empty. Is empty for waiting phases
17.	processTaskAssigneeRole	Task Assignee role name	When task is assigned to a specific user and 'any' role, will display 'any'. Is empty for waiting phases
18.	processTaskUserIdExecuted	Unique Identifier of the user that executed the task	
19.	processTaskUsernameExecuted	Username of the user that executed the task	
20.	processTaskUserFullNameExecuted	Full name of the user that executed the task	

System Owner: SOLABS



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
		Unique identifier of the role of the	
21.	processTaskRoleIDExecuted	user that executed the task (role	
		selected in the esignature action)	
		Name of the role of the user that	
22.	processTaskRoleExecuted	executed the task (role selected in the	
		esignature action)	
23.	processTaskStartDate_DateTimeFormatted	Task Start date	A
			Type must be DateTime
			Format for date must be YYYY-MM-DD (zeroes
2.16	processTaskStartDate	Task Start date	must be present)
			Format for time must be HH:MM:SS, where HH
			goes from 00 to 23
24.	processTaskEndDate_DateTimeFormatted	Task End date	
			Type must be DateTime
			Format for date must be YYYY-MM-DD (zeroes
2.17	processTaskEndDate	Task End date	must be present)
			Format for time must be HH:MM:SS, where HH
			goes from 00 to 23
25.	processDelayFromStart	Task End date - process Start Date	Will be empty for current process tasks
26.	processDelayFromIssue	Task End Date - process Issue Date	Will be empty for current process tasks
27.	currentProcessDelayFromStart	Today's Date - process Start Date	Will be empty for completed process tasks (tasks
27.	currentriocessbelayrionistart	Today's Date - process Start Date	having an End Date)
28.	current Process Delay From Issue	Today's Date - process Start Date	Will be empty for completed process tasks (tasks
20.	carrent rocessbeidyrronnissue	roday 3 Date process start Date	having an End Date)
29.	   currentProcessDelayFromTaskStart	Today's Date - process <b>task</b> Start Date	Will be empty for completed process tasks (tasks
25.	Currenti rocesspelayi romraskotart	roddy 5 Date process task start bate	having an End Date)
30.	initiator	User that initiated the process	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 4. Dataset Name: SETUP\_ROLE\_INVENTORY

- The SETUP\_ROLE\_INVENTORY report lists all Function, Security, System and Process roles defined in the system along with their attributes.
- Ordering:
  - Table sorted by Role Type in the following order: FCT, SEC, SYS, PR (primary)
  - Table then sorted by Role Name, alphabetical order, ascending order (secondary)
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	roleID	Role Unique identifier	
			Possible values:
			FCT = Function
2.	roleType	Role type	SYS = System
			SEC = Security
			PR = Process
3.	isRoleEditable	Whether the role can be modified or not	Possible values: Yes, No
4.	roleName	Name of the role	
5.	roleDescription	Role Description	
6.	roleOrganizationType	<ul> <li>For role Type = SYS or PR, will display "N/A"</li> <li>For role Type = FCT, will display "JOB_TITLE"</li> <li>For role Type = SEC, will display the Company Structure name</li> </ul>	Company Structure will be displayed as: ORGANIZATION DIVISION DEPARTMENT SUB_DEPARTMENT
7.	roleOrganization	Leave blank when role Type = SYS or PR	
8.	roleOrganizationAbbr	For role Type = FCT, will display the <b>Job Title Abbreviation</b> For role Type = SEC, will display the <b>Abbreviation</b> .  Leave blank when role Type = SYS or PR	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

## 5. Dataset Name: SETUP\_USER\_INVENTORY

- The SETUP\_USER\_INVENTORY report lists all users (Active or Deactivated) along with their account information
- Ordering: Table sorted by username, alphabetical order, ascending order (primary)
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	userld	User Unique Identifier	
2.	userStatus	User Status	Possible values: Active, Locked, Deactivated When status is <i>Locked</i> AND <i>Deactivated</i> at same time, Deactivated will be displayed
3.	userDeactivateDate	Date the user is Deactivated BLANK for Activate user	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.09	userDeactivateDate_DateTimeFormatted	Date the user is Deactivated BLANK for Activate user	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
4.	UserCreateDate	Date the user is created in the system	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.10	UserCreateDate_DateTimeFormatted	Date the user is created in the system	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
5.	UserLastModifyDate	Date of latest modification to the user	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.11	UserLastModifyDate_DateTimeFormatted	Date of latest modification to the user	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
6.	username	Username	



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
7.	userLanguage	User language	Will display the full value as English
8.	userAlias	User alias	
9.	userFullName	User Full Name	
10.	userEmail	User email address	Value or blank
11.	employeeld	User Employee Id	Value or blank
12.	userManagerId	User Manager Unique identifier	
13.	userManagerUsername	User Manager Username	
14.	userManagerFullName	User Manager Full Name	
15.	userDeptHeadId	User Department Head Unique Identifier	Value or blank
16.	userDeptHeadUsername	User Department Head Username	Value or blank
17.	userDeptHeadFullName	User Department Head Full Name	Value or blank
18.	userAccountType	User Account Type Possible values: Standard, External, Train ID	Possible values: Standard, External, Train ID
19.	userLoginType	User Login Type	Possible values: Database On-Premises AD OKTA



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 6. Dataset Name: SETUP\_USER\_ROLE\_MAPPING

- The SETUP\_USER\_ROLE\_MAPPING report lists all users (ACTIVATED or DEACTIVATED) with their assigned roles. There will be one line per user per role assigned.
- The report produces one record per role assigned to user.
- Ordering:
  - Table sorted by username, alphabetical order, ascending order (primary)
  - Table sorted by role name, alphabetical order, ascending order (second)
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Positio			Comments
n	Field Name	Description	
1.	userId	User Unique identifier	
2.	userStatus	User status	Possible values: Active, Locked, Deactivated When status is <i>Locked</i> AND <i>Deactivated</i> at same time, Deactivated will be displayed
3.	username	Username	
4.	userFullName	User Full Name	
5.	userEmail	User email address	Value or blank
6.	roleId	Role unique identifier	
7.	roleType	Role Type	Possible values: FCT = Function PR = Process SEC = Security SYS = System
8.	roleName	Role name	
9.	roleOrganizationType	For roleType = SYS or PR, will display "N/A" For roleType = FCT, will display "JOB TITLE"  • For roleType = SEC, will display the Company Structure name	Company Structure will be displayed as: ORGANIZATION DIVISION DEPARTMENT SUB_DEPARTMENT

System Owner: SOLABS

SOLABS

Control Number: FS-SOL-001 (APPENDIX A)

Positio			Comments
n	Field Name	Description	
10	rala Organization	Name or Job Title	
10.	roleOrganization	Leave blank when role Type = SYS or PR	
		For role Type = FCT, will display the <b>Job Title</b>	
		Abbreviation	
11.	roleOrganizationAbbr	For role Type = SEC, will display the	
		Abbreviation.	
		Leave blank when role Type = SYS or PR	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 7. Dataset Name: SETUP\_USER\_DELEGATION

# **NOT** for current release – Do not consider

- The SETUP\_USER\_DELEGATION report lists all users (ACTIVATED or DEACTIVATED) with their delegation information i.e. whether or not delegation is enabled for them and with the list of their delegates (if any).
- The report produces one record per user delegate
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	userId	User Unique identifier	
2.	userStatus	User status Possible values: Activated, Locked, Deactivated A user that is Locked and Deactivated will show as Deactivated	
3.	userName	Username	
4.	userFullName	User Full Name	
5.	delegationStatus	Whether the user delegation is enabled or not. Possible values: Active, Not Active	
6.	delegationEndDate	Delegation period end date. Will display only when delegation end date is not in the past AND when delegation is Active, will display NULL otherwise	
7.	delegateUsername	Delegate User Name	
8.	delegateFullName	Delegate Full Name	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 8. Dataset Name: TASK\_END\_USER\_INVENTORY

- The TASK\_END\_USER\_INVENTORY report lists all tasks with their related tasks information.
- The report will produce one record for each task.
- Ordering:
  - Ordered by processInstanceID (same processID grouped together) (displayed first) (primary)
  - If there is no processInstanceID, ordered by TaskGroup (displayed after ones grouped by processID)
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Positio n	Field Name	Description	
1.	AHTAssigneeUserId	Task Assignee Unique Identifier NULL if user is set to "Any".	If the current task is assigned to 'any' user in a role, there will be one entry per user in this role displaying the actual ID of each user
2.	AHTAssigneeUserName	Task Assignee username. Can be set to "Any".	If the current task is assigned to 'any' user in a role, there will be one entry per user in this role displaying the actual username of each user
3.	AHTAssigneeUserFullName	Task Assignee user Full Name. Can be set to "Any".	If the current task is assigned to 'any' user in a role, there will be one entry per user in this role displaying the actual Full Name of each user
4.	AHTAssigneeRoleId	Task Assignee Role Unique Identifier	When task is assigned to a specific user and 'any' role ID will be empty
5.	AHTAssigneeRoleName	Task Assignee Role Name	When task is assigned to a specific user and 'any' role, will display 'any'
6.	AHTOriginatorUser	Full Name of the Task Originator	
7.	TaskDatabaseId	Task Unique Identifier (numeric)	
8.	AHTCreateDate	Task create date	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.04	AHTCreateDate_DateTimeFormatted	Task create date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23

System Owner: SOLABS

Page 27 of 70

Control Number: FS-SOL-001 (APPENDIX A)

Positio n	Field Name	Description	
9.	AHTLastModifyDate	Date of latest modification for the task NULL if there is no Audit Trail entry.	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.05	AHTLastModifyDate_DateTimeForm atted	Date of latest modification for the task NULL if there is no Audit Trail entry.	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
10.	AHTId	Task Unique identifier (character)	
11.	AHTName		
12.	AHTDescription	Task Description	Value or blank
13.	AHTComment	Task Comment	Value or blank
14.	AHTType	Task Type as displayed in the GUI.	
15.	AHTStatus	Task Status	Possible values: NOT_STARTED IN_PROGRESS PENDING COMPLETED RETURN_TO_ORIGINATOR
16.	AHTEstStartDate	Task Estimated Start Date	Value or blank If Value, format is Date (YYYY-MM-DD))
2.32	AHTEstStartDate_DateTimeFormatte d	Task Estimated Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
17.	AHTStartDate	Task Actual Start Date (Set by user)	Value or blank If Value, format is Date (YYYY-MM-DD)



Control Number: FS-SOL-001 (APPENDIX A)

Positio n	Field Name	Description	
2.33	AHTStartDate_DateTimeFormatted	Task Actual Start Date (Set by user)	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
18.	AHTDueDate	Task Due Date (= Estimated End Date)	Value or blank If Value, format is Date (YYYY-MM-DD)
2.34	AHTDueDate_DateTimeFormatted	Task Due Date (= Estimated End Date)	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
19.	AHTEndDate	Task Actual End Date (Set by user)	Value or blank If Value, format is Date (YYYY-MM-DD)
2.35	AHTEndDate_DateTimeFormatted	Task Actual End Date (Set by user)	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
20.	AHTEstEndDateORStart	Will display AHTDueDate or AHTEstStartDate if AHTDueDate is NULL.	Value or blank If Value, format is Date (YYYY-MM-DD)
2.36	AHTEstEndDateORStart_DateTimeFormatted	Will display AHTDueDate or AHTEstStartDate if AHTDueDate is NULL.	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
21.	TGParentId	Parent Task Group Unique Identifier Will show as empty for root tasks.	
22.	TGParentName	Parent Task Group Name Will show as empty for root tasks.	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Positio n	Field Name	Description	
23.	TGParentAccParameter	Parent Task Group Accessibility	Possible values: Active, On Hold, Under Construction, Closed
24.	TGId	Task Group Unique Identifier	
25.	TGName	Task Group Name	
26.	TGRefDate	Task Group Reference Date	Value or blank If Value, format is Date (YYYY-MM-DD)
2.06	TGRefDate_DateTimeFormatted	Task Group Reference Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
27.	TGAccParameter	Task Group Accessibility	Possible values: ACTIVE, ON_HOLD, UNDER_CONSTRUCTION, CLOSED
28.	TGCreateBy	Full Name of the user that created the Task Group	
29.	TGCreateDate	Date the Task Group is created	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.07	TGCreateDate_DateTimeFormatted	Date the Task Group is created	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
30.	TGLastModifiedDate	Date of latest modification to the Task Group	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.08	TGLastModifiedDate_DateTimeForm atted	Date of latest modification to the Task Group	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
31.	processInstanceID	Process Instance unique identifier (character e.g. CAPA-000045)	

System Owner: SOLABS Solabs CM

Control Number: FS-SOL-001 (APPENDIX A)

Positio n	Field Name	Description	
32.	processInstanceDefinitionID	Process instance unique database identifier for one specific Process Definition (character)	
33.	processDefinitionID	Process Definition unique database identifier (P0007)	
34.	processName	Process Name Can be empty if task not related to a process	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 9. Dataset Name: TRAINING\_ACTIVITIES\_INVENTORY

- The TRAINING\_ACTIVITIES\_INVENTORY report lists all curriculums, of all possible status along with their relative training activities (of any status) specifics.
- The report will produce one record for each training activity pertaining to a curriculum.
- Ordering:
  - Results are grouped by Document Unique ID (identical ID regrouped together), latest version (primary)
  - For Curriculum where Recurrence Type = No recurrence, regrouped by CurriculumID (second)

The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	curriculumId	Curriculum Unique Identifier	There will be one Curriculum per document internal version linked to a Curriculum.  If there is more than one document internal version linked to a curriculum, there will be one line per version.
2.	curriculumName	Curriculum Name	
3.	curriculumStatus	Curriculum Status	Possible Values: Open, Closed
4.	CurriculumDescription	Curriculum Description	
5.	curriculumStartDate	Curriculum Start Date	Format: Date (YYYY-MM-DD)
2.43	curriculumStartDate_DateTime Formatted	Curriculum Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
6.	curriculumEndDate	Curriculum End Date	Format: Date (YYYY-MM-DD)
2.44	curriculumEndDate_DateTimeF ormatted	Curriculum End Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Position	Field Name	Description	Comments
7.	curriculumCreateBy	Full Name of the user that created the curriculum	
8.	curriculumCreateDate	Date the Curriculum was created	Format: Date (YYYY-MM-DD)
2.45	curriculumCreateDate_DateTi meFormatted	Date the Curriculum was created	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
9.	curriculumRecurrenceType	Curriculum Recurrence Type	Possible values: None, Document
10.	masterCurriculumDocumentNa me	Name of the Curriculum Document	
11.	masterCurriculumControlNumb er	Control Number of the Curriculum Document	Value or blank
12.	masterCurriculumDocumentVe rsion	End-user managed document version.	Value or blank To display as in the application, no decimal restriction
13.	isCosmeticChange	Where or not the change is cosmetic	Possible values: Yes, No
14.	masterCurriculumDocumentInte rnalVersion	Internal (system generated) document version.	Format: Y,Y
15.	masterCurriculumDocumentUn iqueld	Unique Identifier of the Curriculum Document	
16.	masterCurriculumDocumentEffe ctiveDate	Effective Date of the Curriculum Document	Format: Date (YYYY-MM-DD)
2.46	masterCurriculumDocumentEffe ctiveDate_DateTimeFormatted	Effective Date of the Curriculum Document	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
17.	curriculumNumberCompletedTo BeTrained	Number/Percentage of activities to be considered trained on this curriculum. Or <b>N/A</b> if Number or Percent not selected	Possible values: a number or N/A

System Owner: SOLABS

SOLABS

Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
18.	curriculumNumberCompletedTo BeTrainedUnit	Unit selected for the option Number of Activities to Complete to be Trained	Possible values: N/A Number Percent
19.	activityId	Training Activity Unique Identifier	if there is more than one (1) Training Activity per Curriculum, there will be one line <i>per activity</i> .
20.	activityName	Training Activity Name	
21.	activityStatus	Training Activity Status	Possible values: ACTIVE CLOSED NOT_STARTED ON_HOLD
22.	activityCategory	Training Activity Category	Value or blank
23.	activityDescription	Training Activity Description	Value or blank
24.	activityPurpose	Training Activity Purpose	Value or blank
25.	activityMethodOfInstruction	Training Activity Method of Instruction	Value or blank
26.	ActivityMethodOfEvaluation	Training Activity Method of Evaluation	Value or blank
27.	activityEstimatedDuration	Training Activity Estimated Duration in hours	Value or blank If value, format is Y.YY
28.	activityFixedCost	Training Activity Cost	Value or blank
29.	activityEstStartDate	Training Activity Estimated Start Date	Format: Date (YYYY-MM-DD)
2.47	activityEstStartDate_DateTime Formatted	Training Activity Estimated Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
30.	activityEstEndDate	Training Activity Estimated End Date	Value or blank If there is a value: Format: Date (YYYY-MM-DD)



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
2.57	activityEstEndDate_DateTimeF ormatted	Training Activity Estimated End Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
31.	activityEstEndDateORStart	Will display the Training Activity Estimated End Date if defined otherwise will display the Training Activity Estimated Start Date	Format: Date (YYYY-MM-DD)
2.58	activityEstEndDateORStart_Dat eTimeFormatted	Will display the Training Activity Estimated End Date if defined otherwise will display the Training Activity Estimated Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
32.	activityCreateBy	Full Name of the user that created the Training Activity	
33.	activityCreateDate	Date the Training Activity is created	Format: Date (YYYY-MM-DD)
2.48	activityCreateDate_DateTimeF ormatted	Date the Training Activity is created	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
34.	activityCompletionRequiremen tEU	Training Activity Completion Requirement Possible Values: End User, End User with Pass Rate, End User and Second Confirmation, End User with Pass Rate and Second Confirmation	End User is when <i>End User Confirmation</i> option is selected
35.	activityPassRate	Training Activity Pass Rate Format is : YYY.YY	Possible Value A number (up to 100.00) N/A (if no Pass Rate)
36.	isSecondConfirmationAllowedB yDeptHead	Applies to Training Activity requiring Second Confirmation, assesses whether or not the Department Head can provide a second confirmation	Possible values: Yes, No Will display <b>N/A</b> when Second Confirmation is NOT part of the Completion Requirement



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments	
37.	isSecondConfirmationAllowedB yManager	Applies to Training Activity requiring Second Confirmation, assesses whether or not the Manager can provide a second confirmation	Possible values: Yes, No Will display <b>N/A</b> when Second Confirmation is NOT part of the Completion Requirement	
38.	isSecondConfirmationAllowedB yTrainer	Applies to Training Activity requiring Second Confirmation, assesses whether or not the Trainer can provide a second confirmation	Possible values: Yes, No Will display <b>N/A</b> when Second Confirmation is NOT part of the Completion Requirement	
39.	activityCompletionRequiremen tTrainer	For Training Activities requiring Trainer Second Confirmation; assesses which confirmation is required.	Possible Values: Trainer, Trainer and Training Administrator Will display <b>N/A</b> if Trainer not selected for second confirmation or if no second confirmation for the Completion Requirement	
40.	activityEUCanNotAttend	Whether it is possible to dismiss a Training Activity	Possible values: Yes, No	
41.	activityCurrentCompletionPerc entage	Percentage of Training Activity that is completed	Format is : YYY.Y	
42.	activityTrainer	Training Activity Assigned Trainer "Full Name (username)".	Value or blank If there is a values and If there is more than one (1), separate multiple values by ";" on one line	
43.	activityURL	Hyperlink to the activity in SOLABS	Format : https://solabs.solabs.com/qm/	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 10. Dataset Name: TRAINING\_END\_USER\_ACTIVITIES

- The TRAINING\_END\_USER\_ACTIVITIES report lists all users training records along.
- The report includes all past and ongoing training activities.
- Users with no training records are excluded from this report.
- The report will produce one record for each training included in the user training record.
- Ordering:
  - Table sorted by username, alphabetical, ascending order (primary)
    - o Results are Results are grouped by document ID, latest version on top
    - o For curriculum where Recurrence Type = No recurrence, regrouped by Curriculum ID
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	userID	User Unique identifier	
2.	username	Username	
3.	userStatus	User Status	Possible values: Active, Deactivated, Locked When status is <b>Locked</b> AND <b>Deactivated</b> at same time, Deactivated will be displayed
4.	userAccountType	User Account Type	Possible values: Standard, External, Train ID
5.	userFullName	User Full Name	
6.	userManagerID	User Manager Unique identifier	
7.	userManagerUsername	User Manager Username	
8.	userManagerFullName	User Manager Full Name	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Position	Field Name	Description	Comments
			All Training Activities where user is/was assigned
			For Document Review:
			-if there are activities linked to more than one
9.	activityId	Training Activity Unique Identifier	document internal versions where user was
J.	detivityid	Training / territy offique facilities	assigned, all internal versions will be displayed on a different line
			For one internal version, if there are more than
		7	one training activity where user was assigned, all
			activities will be displayed on a different line
10.	activityName	Training Activity Name	, ,
			Possible values:
			ACTIVE
11.	activityStatus	Training Activity Status	CLOSED,
			NOT_STARTED
			ON_HOLD
12.	activityCategory	Training Activity Category	Value or blank
13.	activityIsInJobTitleProfile	Value = Yes or No	
	endUserAssignedAsEndUser	Value = Yes or No	If user is assigned to confirm as end user and as
14.			<u>trainer</u> on one activity, there will be 2 lines for this
			activity
4.5			If user is assigned to confirm as end user and as
15.	endUserAssignedAsTrainer	Value = Yes or No	trainer on one activity, there will be 2 lines for this
			activity Possible Values:
			N/A
16.	automaticRecordfor	Exceptions (Automatic records) allowed	Author only
10.	automaticnecoruror	for who on the activity	Author and Approvers
			Empty if document recurrence = No recurrence
		If the and was is the south as after	Possible Values:
17.	EndUserIsAuthor	If the end user is the author of the	Yes or No
		curriculum document	Empty if document recurrence = No recurrence

**System Owner: SOLABS** 



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
18.	EndUserIsApprover	If the end user is an approved of the curriculum document	Possible Values: Yes or No Empty if document recurrence = No recurrence
19.	activityAttemptNumber	Number of time the user attempted this training activity, starting at 1. As soon as an activity is assigned to a user, this field shows 1 whether or not the user confirmed their training. This number will be incremented by 1 each time the end user obtains a failing grade.	Display as 1, 2 3, etc
20.	curriculumName	Training Activity Parent Curriculum Name	
21.	masterCurriculumDocumentName	Name of the Curriculum Document	
22.	masterCurriculumDocumentContr olNumber	Control Number of the Curriculum Document	Value or blank
23.	masterCurriculumDocumentVersio n	End-user managed document version.	
24.	masterCurriculumDocumentIntern alVersion	Internal (system generated) document version.	Format YY.Y
25.	masterCurriculumDocumentUniqu eID	Unique Identifier of the Curriculum Document	
26.	masterCurriculumDocumentEffecti veDate	Effective Date of the Curriculum  Document	Format: Date (YYYY-MM-DD)
2.25	masterCurriculumDocumentEffecti veDate_DateTimeFormatted	Effective Date of the Curriculum Document	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
27.	activityEstStartDate	Training Activity Estimated Start Date	Format: Date (YYYY-MM-DD)



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
2.26	activityEstStartDate_DateTimeFor matted	Training Activity Estimated Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
28.	activityEstEndDate	Training Activity Estimated End Date	Format: Date (YYYY-MM-DD)
2.27	activityEstEndDate_DateTimeFor matted	Training Activity Estimated End Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
29.	activityEstActivityEndDateORStart	Will display the Training Activity Estimated End Date if defined otherwise will display the Training Activity Estimated Start Date	Format: Date (YYYY-MM-DD)
2.28	activityEstActivityEndDateORStart _DateTimeFormatted	Will display the Training Activity Estimated End Date if defined otherwise will display the Training Activity Estimated Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
30.	endUserEstActivityStartDate	Training Activities Estimated Start date Scheduled for this user	Format: Date (YYYY-MM-DD)
2.29	endUserEstActivityStartDate_Date TimeFormatted	Training Activities Estimated Start date Scheduled for this user	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
31.	endUserEstActivityEndDate	Training Activities Estimated Start date Scheduled for this user	Format: Date (YYYY-MM-DD)



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
2.30	endUserEstActivityEndDate_DateT imeFormatted	Training Activities Estimated Start date Scheduled for this user	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
32.	endUserEstActivityEndDateORStar t	Will display the Training End-User Activity Estimated End Date if defined otherwise will display the End User Training Activity Estimated Start Date	Format: Date (YYYY-MM-DD)
2.31	endUserEstActivityEndDateORStar t_DateTimeFormatted	Will display the Training End-User Activity Estimated End Date if defined otherwise will display the End User Training Activity Estimated Start Date	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
33.	endUserTrainingRecordStatus	Training Record Status  Possible Values: refer to Appendix 1	If Activity <b>Status</b> is <b>NOT_STARTED</b> , this column is empty For <u>Failing Attempts</u> , Status will display <b>Failed Training</b>
34.	endUserTrainingConfirmationId	Confirmation Unique Identifier	
35.	endUserTrainingRecordDate	Date the user confirmed the training	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.01	endUserTrainingRecordDate_Date TimeFormatted	Date the user confirmed the training	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
36.	endUserHoursSpentOnTraining	Number of hours spent on training as entered by the user	Format: YYY
37.	endUserMinutesSpentOnTraining	Number of minutes spent on training as entered by the user	Format: YYY
38.	endUserNotApplicableJustification OnTraining	Justification provided by the user for not attending the training	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Position	Field Name	Description	Comments
39.	isSecondConfirmationRequired	Whether or not Second confirmation is required to complete this training activity	Possible values: Yes, No
40.	isSecondConfirmationAllowedByM anager	Whether or not a manager confirmation can be provided for this training activity	Possible values: Yes, No is <i>empty</i> when Second Confirmation is NOT part of the Completion Requirement
41.	isSecondConfirmationAllowedByD eptHead	Whether or not a Department Head confirmation can be provided for this training activity	Possible values: Yes, No is <i>empty</i> when Second Confirmation is NOT part of the Completion Requirement
42.	isSecondConfirmationAllowedByTr ainer	Whether or not a Trainer confirmation can be provided for this training activity	Possible values: Yes, No is <i>empty</i> when Second Confirmation is NOT part of the Completion Requirement
43.	activitySecondConfirmationId	Second Confirmation Unique Identifier	
44.	activitySecondConfirmationDate	Date the Second Confirmation is provided	
2.02	activitySecondConfirmationDate_ DateTimeFormatted	Date the Second Confirmation is provided	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
45.	activitySecondConfirmationProvid edById	Unique Identifier of the user providing the second confirmation	
46.	activitySecondConfirmationProvide dByUsername	Username of the user providing the second confirmation	
47.	activitySecondConfirmationProvide dByFullName	Full name of the user providing the second confirmation	
48.	activityGradeId	Grade Unique Identifier	
49.	isGradeRequired	Whether or not a grade is required to complete this training activity	Possible values: Yes, No is <i>empty</i> when Grade is NOT part of the Completion Requirement
50.	activityPassRate	Pass rate for the activity	Format: YYY.YY

System Owner: SOLABS Page 42 of 70



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
51.	activityGradeDate	Date the grade is provided	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016-05-16 18:23
2.03	activityGradeDate_DateTimeForm atted	Date the grade is provided	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
52.	activityGrade	Grade	Format: YYY.YY
53.	activityGradeProvidedByUserId	Unique Identifier of the user that provided the grade	
54.	activityGradeProvidedByUsernam e	User name of the user that provided the grade	
55.	activityGradeProvidedByFullName	Full name of the user that provided the grade	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 11. Dataset Name: TRAINING\_END\_USER\_PROFILES

- The TRAINING\_END\_USER\_PROFILES report lists all users with training activities assigned to one of their roles.
- The report will produce one record for each training assigned to the user's roles, for **Approved, Not Effective** and **Approved & Effective** version only.
- In the case a user has several job titles, the report will produce one record for each job title.
- In the case a user has several job titles, one activity could be presented twice (or more) for the same user if it is linked to 2 job titles or more.
- Ordering:
  - Table sorted by username, alphabetical, ascending order (primary)
  - Table sorted by Job Title, alphabetical, ascending order (secondary)
    - Results are grouped by document ID, latest version on top
    - o For curriculum where Recurrence Type = No recurrence, regrouped by Curriculum ID
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field Name	Description	Comments
1.	userId	User Unique Identifier	
2.	Username	User Name	
3.	userStatus	User Status	Possible values: Active, Deactivated, Locked When status is <b>Locked</b> AND <b>Deactivated</b> at same time, Deactivated will be displayed
4.	userAccountType	User Account Type	Possible values: Standard, External, Train ID
5.	userFullName	User Full Name	
6.	userFCTRoleId	User Function Role Unique Identifier	If the is more than 1 (1) FCT Role assigned to the user, there will be one line per FCT Role
7.	userFCTRoleName	User Function Role	
8.	userJobTitle	User Job Title	
9.	userJobTitleAlias	User Job Title Abbreviation	
10.	activityId	Training Activity Unique Identifier	Per each FCT role (Job Title), there will be one line per activity assigned to this Job Title for this user
11.	activityName	Training Activity Name	

System Owner: SOLABS

SOLABS

Control Number: FS-SOL-001 (APPENDIX A)

Position	Field Name	Description	Comments
12.	activityStatus	Training Activity Status	Possible values: Active, Closed, Not Started, On Hold
13.	activityCurrentCompletionPercentage	Training Activity Completion Percentage	Format is: YYY.Y
14.	isAssignedAs	Type of assignment for this training activity	Possible Value: End User or Trainer
15.	endUserTrainingRecordStatus	Training Record Status  Possible Values: Refer to Appendix 1	If user is not Assigned to the activity, will display Not Assigned
16.	curriculumStatus	Curriculum Status	Possible Values: Open, Closed



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 12. Dataset Name: TRAINING\_JOB\_TITLE\_PROFILES

- The TRAINING\_JOB\_TITLE\_PROFILES report lists all job titles with the training activities to which they are assigned. Job titles that are not assigned to any training activities are excluded.
- Only Job title profiles linked to **Approved, Not Effective** and **Approved & Effective** document versions are displayed.
- The report produces one line for each training activity to which each role is assigned.
- Ordering:
  - Table sorted by Job Title, alphabetical, ascending order (primary)
    - o Results are grouped by document ID, latest version on top (second)
    - o For curriculum where Recurrence Type = No recurrence, regrouped by Curriculum ID (third)
- The list of fields present in the report along with their position and field specific information is detailed in the table below:

Position	Field name	Description	Comments
1.	FCTRoleId	Role unique identifier	
2.	FCTRoleName	Role name	
3.	jobTitle	Corresponding job title name	
4.	jobTitleAlias	Corresponding job title abbreviation	
5.	curriculumId	Curriculum unique identifier	
6.	curriculumName	Curriculum name	
7.	activityId	Training Activity unique identifier	Per each FCT role (Job Title), there will be one line per activity assigned to this Job Title
8.	activityName	Training Activity Name	
9.	activityStatus	Training Activity Status	Possible values: NOT_STARTED ACTIVE ON_HOLD CLOSED
10.	activityCurrentCompletionPercentage	Training Activity Completion percentage	Format is : YYY.Y
11.	curriculumStatus	Curriculum Status	Possible Values: Open, Closed

System Owner: SOLABS

Page 46 of 70

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 13. Dataset Name: PROCESS\_Related\_Items

# NOT for current release – Do not consider

- The PROCESS\_Related\_Items report lists all processes and the document linked as Related items and the dependent processes linked. Processes that do not have related items are excluded.
- There will be one line per process for each related item.

Position	Field name	Description	Comments
1.	processInstanceDefinitionID	Process instance unique identifier (character)	
2.	processInstanceID	Process Instance unique identifier (character e.g. CAPA-000045)	
3.	dependentProcessInstanceDefinitionID	Dependent Process instance unique identifier (character)	
4.	dependent Process Instance ID	Process Instance unique identifier (character e.g. CAPA-000045)	
5.	dependentProcessEndDate	Close date of the dependent process	Format: Date (YYYY-MM-DD) and Time (HH: MM) as: 2016- 05-16 18:23
6.	relatedDocumentId	Database ID of the document that is linked to the process as a Related Item	
7.	relatedDocumentName	Name of the document that is linked to the process as a Related Item	
8.	relatedDocumentControlNumber	Control Number of the document that is linked to the process as a Related Item	
9.	relatedDocumentInternalVersion	Internal version of the document that is linked to the process as a Related Item	
10.	linkedProcessInstanceDefinitionID	Related Process instance unique identifier (character)	
11.	linkedProcessInstanceID	Related Process Instance unique identifier (character e.g. CAPA-000045)	

System Owner: SOLABS

Page 47 of 70

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 14. Dataset Name: DOCUMENT\_Related\_Items

# NOT for current release – Do not consider

- The DOCUMENT\_Related\_Items report lists all documents that have processes linked as reason for Change and documents linked as references and Supersded. Document that do not have related items are excluded.
- There will be one line per document for each related item.

Position	Field name	Description	Comments
1.	documentId	Database ID of the document	
2.	documentName	Name of the document	
3.	documentControlNumber	Control Number of the document	Expected: value or blank
4.	documentInternalVersion	Internal Version of the document	
5.	documentUniqueID	Unique ID of the document	
6.	reasonForChangeProcessInstanceDefinitionID	Process instance unique identifier (character) of the process that is linked to the document as a Reason for Change	
7.	reasonForChangeProcessInstanceID	Process Instance unique identifier (character e.g. CAPA-000045) of the process that is linked as a reason for change	
8.	supersededDocumentId	Database ID of the document that is linked as a Superseded	
9.	supersededDocumentName	Name of the document that is linked as a Superseded	
10.	supersededDocumentControlNumber	Control Number ID of the document that is linked as a Superseded	Expected: value or blank
11.	supersededDocumentInternalVersion	Internal Version ID of the document that is linked as a Superseded	
12.	referenceDocumentId	Database ID of the document that is linked as a Reference	
13.	referenceDocumenName	Name of the document that is linked as a Reference	
14.	referenceDocumentControlNumber	Control Number ID of the document that is linked as a Reference	Expected: value or blank
15.	referenceDocumentInternalVersion	Internal Version ID of the document that is linked as a Reference	

System Owner: SOLABS

Page 48 of 70

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 15. Dataset Name: TRAINING\_Related\_Items

# **NOT** for current release – Do not consider

- The TRAINING\_Related\_Items report lists all training activities that have processes and documents linked as related items. Training Activities that do not have related items are excluded.
- There will be one line per training activity for each related item.

Position	Field name	Description	Comments
1.	curriculumId	Curriculum Unique Identifier	
2.	curriculumName	Name of the curriculum	
3.	activityId	Activity Unique Identifier	
4.	activityName	Name of the Activity	
5.	relatedDocumentId	Unique ID of the document linked as a related item	
6.	relatedDocumentName	Name of the document linked as a related item	
7.	relatedDocumentControlNumber	Control Number of the document linked as a related item	Expected: Value or blank
8.	relatedDocumentInternalVersion	Internal Version of the document linked as a related item	
9.	linkedProcessInstanceDefinitionID	Process instance unique identifier (character) of the process that is linked to the document as a related item	
10.	linkedProcessInstanceID	Process Instance unique identifier (character e.g. CAPA-000045) of the process that is linked as a related item	



Control Number: FS-SOL-001 (APPENDIX A)

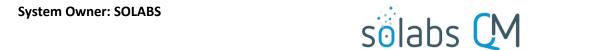
**Document Version: 10.0** 

# 16. Dataset Name: TASK\_Related\_Items

# *NOT for current release – Do not consider*

- The TASK\_Related\_Items report lists all tasks that have processes and documents linked related items. Tasks that do not have related items are excluded.
- There will be one line per task for each related item.

Position	Field name	Description	Comments
1.	AHTId	Task Unique Identifier	
2.	AHTName	Name of the task	
3.	relatedDocumentId	Unique ID of the document linked as a related item	
4.	relatedDocumentName	Name of the document linked as a related item	
5.	related Document Internal Version	Control Number of the document linked as a related item	Expected: Value or blank
6.	relatedDocumentControlNumber	Internal Version of the document linked as a related item	
7.	masterProcessInstanceDefinitionID	Master Process instance unique identifier (character) of the process that is the master process in which the secondary task has been created	
8.	masterProcessInstanceID	Process Instance unique identifier (character e.g. CAPA-000045) of the process that is the master process in which the secondary task has been created	
9.	linkedProcessInstanceDefinitionID	Process instance unique identifier (character) of the process that is linked to the document as a related item	
10.	linkedProcessInstanceID	Process Instance unique identifier (character e.g. CAPA-000045) of the process that is linked as a related item	
11.	Due Date	Task Due Date	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 17. Dataset Name: DOCUMENT\_TYPE\_INVENTORY

• The DOCUMENT\_TYPE\_INVENTORY report lists all the document types that are present tin the system.

• There will be one line per document type.

Position	Field name	Description	Comments
1.	documentTypeID		
2.	documentTypeName	Name of the Document Type	
3.	dosumentTypeStatus		Possible values: Active or Deactivated
4.	DocumentTypeDescription	Document Type Description	Expected: Value or blank
5.	IstrainingRequiredForThisDocum entType	Training required for this document type parameter	Expected: If selected displays <b>Yes</b> If NOT selected displays <b>No</b>
6.	IsownerManagerApprovalRequir edForThisDocumentType	Owner-Manager approval required for this document type parameter	Expected: If selected displays <b>Yes</b> If NOT selected displays <b>No</b>
7.	defaultLocation	The default Location for this document type	
8.	controlNumber	Is there a Control Number for that document type	Expected: If selected displays: <b>Yes</b> If NOT selected displays: <b>No</b>
9.	IsAutoGeneratedByDocumentTy pe	Is the Control Number Autogenerated	If Control Number attribute is selected, will display Yes or No If Control Number attribute is NOT selected, will display N/A
10.	IsUniqueByDocumentTtype	Is the Control Number unique for this document type	If Control Number attribute is selected, will display Yes or No If Control Number attribute is NOT selected, will display N/A
11.	IsShowLastAssigned	Is the last Control Number assigned for that document type displayed	If Control Number attribute is selected, will display Yes or No If Control Number attribute is NOT selected, will display N/A

System Owner: SOLABS

SOLABS

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

**System Owner: SOLABS** 

Position	Field name	Description	Comments
		Is there an Effective Date for that document	Expected:
12.	effectiveDate	type	If selected displays: <b>Yes</b>
		-71:-	If NOT selected displays: <b>No</b>
		The default life cycle for that document	If Effective Date attribute is selected, will display the value
13.	defaultLifeCycle(months)	type if there is one	set (in months) (can be N/A)
		type in there is one	If Effective Date attribute is NOT selected, will display N/A
	plannedReviewTaskDefaultDurat	The planned review task duration for that	If Effective Date attribute is selected, will display the value
14.	ion(months)	document type if there is one	set (in months) (can be N/A)
	Ton(months)	document type if there is one	If Effective Date attribute is NOT selected, will display N/A
		The default effective date delay for that	If Effective Date attribute is selected, will display the value
15.	defaultEffectiveDateDelay(days)	document type if there is one	set (in days) (can be N/A)
		document type if there is one	If Effective Date attribute is NOT selected, will display N/A
			If Effective Date attribute is selected, expected values are:
16.	effectiveDateValidation	Is there an Effective Date validation for that	Can't be set in the past
10.		document type	Allow to set in the past
			If Effective Date attribute is NOT selected, will display N/A
			If Effective Date attribute is selected, expected values are:
	behaviorOnFinalDocumentAppr oval(if date set in the past)		Set to date of final approval (when Can't be set in the
17.			past is selected)
17.			Leave date as set (when Allow to set in the past is
			selected)
			If Effective Date attribute is NOT selected, will display N/A
		lathana an Originatan (Author) for that	Expected:
18.	originator(Author)	Is there an Originator (Author) for that	If selected displays <b>Yes</b>
		document type	If NOT selected displays <b>No</b>
			Expected:
		Is the Originator (Author) Mandatory	If selected displays <b>Yes</b>
19.	IsOriginator(Author)Mandatory		If NOT selected displays <b>No</b>
			If Originator (Author) attribute is NOT selected, will
			display N/A



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

**System Owner: SOLABS** 

Position	Field name	Description	Comments
20.	originator(Author)DefaultValue	Is there a default value for the Originator (Author)	Expected: If selected displays <b>a value</b> If NOT selected displays <b>No</b> If <i>Originator (Author)</i> attribute is NOT selected, will display <b>N/A</b>
21.	documenOwner	Is there a Document Owner for that document type	Expected: If selected displays <b>Yes</b> If NOT selected displays <b>No</b>
22.	IsDocumenOwnerMandatory	Is the Document Owner Mandatory	Expected: If selected displays <b>Yes</b> If NOT selected displays <b>No</b> If <i>Document Owner</i> attribute is NOT selected, will display <b>N/A</b>
23.	documentOwnerDefautIValue	Is there a default value for the Document Owner	Expected: If selected displays <b>a value</b> If NOT selected displays <b>No</b> If Document Owner attribute is NOT selected, will display <b>N/A</b>
24.	documentCoordinator	Is there a Document Coordinator for that document type	Expected: If selected displays <b>Yes</b> If NOT selected displays <b>No</b>
25.	IsDocumentCoordinatorMandat ory	Is the Document Coordinator Mandatory	Expected: If selected displays <b>Yes</b> If NOT selected displays <b>No</b> If Document Coordinator attribute is NOT selected, will display <b>N/A</b>
26.	documentCoordinatorDefautIval ue	Is there a default value for the Document Coordinator	Expected: If selected displays a value If NOT selected displays No If Document Coordinator attribute is NOT selected, will display N/A



Control Number: FS-SOL-001 (APPENDIX A)

Position	Field name	Description	Comments
			Expected:
27	additionalInformation		If selected displays Yes
27.	additionalimormation		If NOT selected displays <b>No</b>
			If System Attribute Status = On Hold, displays N/A
			Expected:
			If selected displays <b>Yes</b>
28.	changeRequestNumber		If NOT selected displays <b>No</b>
		4	If System Attribute Status = On Hold, displays N/A
			If System Attribute Status = On Hold, displays N/A
			Expected:
20	SOLABSONAD data dibasasas		If selected displays <b>Yes</b>
29.	SOLABSQMRelatedProcess		If NOT selected displays <b>No</b>
			If System Attribute Status = On Hold, displays N/A
			Expected:
20	Client Customs Attnibute 1	Will display the name of the first system	If selected displays <b>Yes</b>
30.	Client System Attribute 1	attribute in the list	If NOT selected displays <b>No</b>
			If System Attribute Status = On Hold, displays N/A
			Expected:
24	Client System Attribute 2	Will display the name of the second system	If selected displays <b>Yes</b>
31.		attribute in the list	If NOT selected displays <b>No</b>
			If System Attribute Status = On Hold, displays N/A
			Expected:
22	Client Costone Attribute 3	Will display the name of the third system	If selected displays <b>Yes</b>
32.	Client System Attribute 3	attribute in the list	If NOT selected displays <b>No</b>
			If System Attribute Status = On Hold, displays N/A
22		Will display the name of the 'n' system	
33.		attribute in the list	



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 18. Dataset Name: DOCUMENT\_ATTRIBUTE\_VALUE

• The DOCUMENT\_ATTRIBUTE\_VALUE report lists all the document attributes values that are present in the system.

• There will be one line per document per attribute value.

Position	Field name	Description	Comments
1.	documentID	Will display the database generated document Unique ID	Value
2.	majorVersionNB	Will display the document major version number	Value
3.	minorVersionNb	Will display the document minor version number	Value
4.	attributeId	Will display the database generated attribute unique ID	Value or blank
5.	attributeParrentId	Will display the parent attribute unique ID	Value or blank
6.	attributeParentType	Will display attribute parent type	Value
7.	name	Will display the attribute name	Value or blank
8.	type	Will display the attribute type	Value or blank If value: Text field or Text field with quick text or Text area or Text area with quick text or Date or Numeric or Single item selection or Multiple items selection
9.	alias	Will display the attribute alias	Value or blank
10.	value	Will display the attribute value	Value or blank
11.	category	Will display attribute category	Value or blank



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

#### 19. Dataset Name: WORKFLOW

# 1- Overview and High-Level Requirements

#### 1.1 Purpose of this Report

This report is to provide process owners with an overview of all workflows currently ongoing in the system. The intent of the report is to clearly display all workflow activities that are associated to a specific user. The report allows for filtering of the data based on divisions, departments, managers and users. The report can also filter on only specified types of workflows, such as documents, process tasks, etc.

By being able to access this information, it becomes easier to assess the workload for each user, to assess the impact of a user going on leave and to facilitate the transfer of tasks when a user is planning to go on leave.

# 1.2 Example of Use Cases

- Getting an overview of all the workflow activities going on in a department
- Assessing the workload of each user within a department
- Evaluating the impact of having a specific user go on leave, and plan the reallocation of workflow activities prior to this user going on leave

#### 1.3 Access to Report

The report could potentially display metrics that are not meant to be viewed by just anyone. For this reason, a discussion should be had with the client's point of contact responsible of managing accesses and privileges prior to deploying this report, in order to identify which users should have access.

#### 1.4 Availability

This report can be generated at any time upon request. The data displayed in the report will be from the latest data extraction and transfer into the report databases.

#### 2- Data Source Definition

The data source table below describes the data that should be used to generate the report and where to find it.

For more information on what the possible values are for a certain field under certain conditions, or to know how a certain field should handle missing or null values, please refer to the section Report Population Workflow and Range of Possible Values.

System Owner: SOLABS



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Req#	Subject Area	Source Column Name	Column Name for this Dataset
WORR1-3.01	DS_Setup_User_Inventory	userId	userId
WORR1-3.60	DS_Setup_User_Inventory	userName	userName
WORR1-3.61	DS_Setup_User_Inventory	userFullName	userFullName
WORR1-3.02	DS_Setup_User_Inventory	userStatus	userStatus
WORR1-3.03	DS_Setup_User_Inventory	userManagerId	userManagerId
WORR1-3.04	DS_Setup_User_Inventory	userManagerFullName	userManagerFullName
WORR1-3.05	DS_Setup_User_Inventory	userDeptHeadId	userDeptHeadId
WORR1-3.06	DS_Setup_User_Inventory	userDeptHeadFullName	userDeptHeadFullName
WORR1-3.07	DS_Setup_User_Role_Mapping	userld	userId_RoleMap
WORR1-3.08	DS_Setup_User_Role_Mapping	userStatus	userStatus_RoleMap
WORR1-3.09	DS_Setup_User_Role_Mapping	roleOrganizationType	roleOrganizationType
WORR1-3.10	DS_Setup_User_Role_Mapping	roleOrganization	roleOrganization
WORR1-3.11	DS_DOCUMENT_Workflows	documentType	documentType
WORR1-3.12	DS_DOCUMENT_Workflows	documentInternalVersion	documentInternalVersion
WORR1-3.13	DS_DOCUMENT_Workflows	documentControlNumber	documentControlNumber
WORR1-3.14	DS_DOCUMENT_Workflows	documentName	documentName
WORR1-3.15	DS_DOCUMENT_Workflows	documentStatus	documentStatus
WORR1-3.16	DS_DOCUMENT_Workflows	isHidden	isHidden
WORR1-3.17	DS_DOCUMENT_Workflows	userCycleStepDueDate	userCycleStepDueDate
2.49	DS_DOCUMENT_Workflows	userCycleStepDueDate_DateTimeFor matted	userCycleStepDueDate_DateTimeFormatted
WORR1-3.18	DS_DOCUMENT_Workflows	userCycleStepDelay	<del>userCycleStepDelay</del>
OBSOLETE	<b>Y</b>		
WORR1-3.19	DS_DOCUMENT_Workflows	cycleUserIdSelected	cycleUserIdSelected
WORR1-3.20	DS_DOCUMENT_Workflows	cycleUserFullNameSelected	cycleUserFullNameSelected
WORR1-3.22	DS_PROCESS_Tasks	processInstanceID	processInstanceID_ProcessTask
WORR1-3.23	DS_PROCESS_Tasks	processName	processName_ProcessTask
WORR1-3.24	DS_PROCESS_Tasks	processStatus	processStatus
WORR1-3.25	DS_PROCESS_Tasks	processStartDate	processStartDate
2.51	DS_PROCESS_Tasks	processStartDate_DateTimeFormatte d	processStartDate_DateTimeFormatted
WORR1-3.26	DS_PROCESS_Tasks	processIssueDate	processIssueDate

System Owner: SOLABS

SOLABS

Control Number: FS-SOL-001 (APPENDIX A)

Req#	Subject Area	Source Column Name	Column Name for this Dataset
2.52	DS_PROCESS_Tasks	processIssueDate_DateTimeFormatt ed	processIssueDate_DateTimeFormatted
WORR1-3.27	DS_PROCESS_Tasks	processTaskName	processTaskName
WORR1-3.28	DS_PROCESS_Tasks	processInitiatorID	processInitiatorID
WORR1-3.29	DS_PROCESS_Tasks	processInitiator	processInitiator
WORR1-3.30	DS_PROCESS_Tasks	processTaskAssigneeUserID	processTaskAssigneeUserID
WORR1-3.31	DS_PROCESS_Tasks	processTaskAssigneeUser	processTaskAssigneeUser
WORR1-3.32	DS_PROCESS_Tasks	processTaskStartDate	processTaskStartDate
2.53	DS_PROCESS_Tasks	processTaskStartDate_DateTimeFor matted	processTaskStartDate_DateTimeFormatted
WORR1-3.33	DS_PROCESS_Tasks	currentProcessDelayFromStart	currentProcessDelayFromStart
WORR1-3.34	DS_PROCESS_Tasks	currentProcessDelayFromIssue	currentProcessDelayFromIssue
WORR1-3.63	DS_PROCESS_Tasks	currentProcessDelayFromTaskStart	currentProcessDelayFromTaskStart
WORR1-3.35	DS_Training_End_User_Activities	userld	userId_Training
WORR1-3.36	DS_Training_End_User_Activities	activityId	activityId
WORR1-3.37	DS_Training_End_User_Activities	activityName	activityName
WORR1-3.38	DS_Training_End_User_Activities	activityStatus	activityStatus
WORR1-3.39	DS_Training_End_User_Activities	activityCategory	activityCategory
WORR1-3.40	DS_Training_End_User_Activities	masterCurriculumDocumentName	masterCurriculumDocumentName
WORR1-3.41	DS_Training_End_User_Activities	masterCurriculumDocumentControl Number	masterCurriculumDocumentControlNumber
WORR1-3.64	DS_Training_End_User_Activities	endUserEstActivityEndDate	endUserEstActivityEndDate
2.59	DS_Training_End_User_Activities	endUserEstActivityEndDate_DateTim eFormatted	endUserEstActivityEndDate_DateTimeFormat ted
WORR1-3.42	DS_Training_End_User_Activities	endUserTrainingRecordStatus	endUserTrainingRecordStatus
WORR1-3.65	DS_Training_End_User_Activities	endUserTrainingRecordDate	endUserTrainingRecordDate
2.61	DS_Training_End_User_Activities	endUserTrainingRecordDate_DateTi meFormatted	endUserTrainingRecordDate_DateTimeForma tted
WORR1-3.66	DS_Training_End_User_Activities	endUserExternalTrainingRecordDate	endUserExternalTrainingRecordDate
2.62	DS_Training_End_User_Activities	endUserExternalTrainingRecordDate _DateTimeFormatted	endUserExternalTrainingRecordDate_DateTi meFormatted
WORR1-3.43	DS_Training_End_User_Activities	is Second Confirmation Required	isSecondConfirmationRequired



Control Number: FS-SOL-001 (APPENDIX A)

Req #	Subject Area	Source Column Name	Column Name for this Dataset
WORR1-3.44	DS_Training_End_User_Activities	activitySecondConfirmationDate	activitySecondConfirmationDate
2.54	DS_Training_End_User_Activities	activitySecondConfirmationDate_Dat	activitySecondConfirmationDate_DateTimeFo
		eTimeFormatted	rmatted
WORR1-3.45	DS_TASK_End_User_Inventory	AHTAssigneeUserId	AHTAssigneeUserId
WORR1-3.46	DS_TASK_End_User_Inventory	AHTAssigneeUserName	AHTAssigneeUserName
WORR1-3.47	DS_TASK_End_User_Inventory	AHTAssigneeUserFullName	AHTAssigneeUserFullName
WORR1-3.48	DS_TASK_End_User_Inventory	AHTId	AHTId
WORR1-3.49	DS_TASK_End_User_Inventory	AHTName	AHTName
WORR1-3.50	DS_TASK_End_User_Inventory	AHTDescription	AHTDescription
WORR1-3.51	DS_TASK_End_User_Inventory	AHTComment	AHTComment
WORR1-3.52	DS_TASK_End_User_Inventory	AHTStatus	AHTStatus
WORR1-3.53	DS_TASK_End_User_Inventory	AHTStartDate	AHTStartDate
2.55	DS_TASK_End_User_Inventory	AHTStartDate_DateTimeFormatted	AHTStartDate_DateTimeFormatted
WORR1-3.54	DS_TASK_End_User_Inventory	AHTDueDate	AHTDueDate
2.56	DS_TASK_End_User_Inventory	AHTDueDate_DateTimeFormatted	AHTDueDate_DateTimeFormatted
WORR1-3.55	DS_TASK_End_User_Inventory	TGParentId	TGParentId
OBSOLETE			
WORR1-3.56	DS_TASK_End_User_Inventory	TGParentName	<del>TGParentName</del>
OBSOLETE	DC TACK Food Hoose Inventors	nun constitue o	nun anna Nama
WORR1-3.57	DS_TASK_End_User_Inventory	processName	processName
WORR1-3.58	DS_TASK_End_User_Inventory	processInstanceID	processInstanceID_Task
WORR1-3.59	<calculated and="" data="" for="" generated="" table="" this=""></calculated>	N/A	workflowType
WORR1-3.62	N/A	N/A	URL



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 3- Report Population Workflow and Range of Possible Values

# 3.1 Report data population workflow

The data table for this report is meant to contain all ongoing transactions, for all active users, related to documents, process tasks, training activities or secondary tasks (AHT). Therefore, the data table behind this report should be populated by:

- (WORR1-5.1.01): Collect every active user (userId)
- (WORR1-5.1.02): For each active user collected, collect document workflow data for which they are selected on a step (cycleUserIdSelected). For a given document:
  - (WORR1-5.1.03): Only the last version (highest documentInternalVersion value) should be considered.
  - (WORR1-5.1.04): Only consider the document if its status (documentStatus) is amongst the following:
    - PENDING REVIEW
    - PENDING APPROVAL
    - PENDING RETIRING
- (WORR1-5.1.05): For each active user collected, collect all process task data to which they are assigned (processTaskAssigneeUserID). For a given process task:
  - (WORR1-5.1.06): Only consider the process task if the process has a status (processStatus) of OPEN.
- (WORR1-5.1.07): For each active user collected, collect all training activities assigned to them (userId). For a given training activity:
  - (WORR1-5.1.08): Only consider the training activity if its status (activityStatus) is ACTIVE.
  - (WORR1-5.1.09): Only consider the training activity if its endUserTrainingRecordStatus has a value amongst the following:
    - Awaiting End-User Confirmation
    - Awaiting Grade
    - Awaiting Second Confirmation
    - Awaiting End-User Confirmation and Grade
    - waiting End-User and Second Confirmation
    - Awaiting End-User and Grade
    - Awaiting End User, Second Confirmation and Grade
    - Awaiting Second Confirmation and Grade
    - <Blank>
    - (WORR1-5.1.10): Only consider the training activity if its activitySecondConfirmationDate is <br/>blank>-OBSOLETE
  - (WORR1-5.1.11): For each active user collected, collect all secondary tasks (AHT) to which they are assigned (AHTAssignedUserId). For a given secondary task:

System Owner: SOLABS



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

- (WORR1-5.1.12): Only consider the secondary task if its status (AHTStatus) that are amongst the following:
  - NOT\_STARTED
  - PENDING
  - IN PROGRESS
- (WORR1-5.1.16): Only consider the secondary tasks under a **Task Group** for which the **TGParentAccParameter** is the following:
  - ACTIVE

(WORR1-5.1.13): If a workflow entry of any type states it is assigned to "any" user under a specified role, then a row should be generated for every user that has this role assigned.

(WORR1-5.1.14): If a workflow entry of any type states it is assigned to "any" user, under "any" role, then a row should be generated for every active user. OBSOLETE

(WORR1-5.1.15): For each row populated, a value should be given to the calculated field workflowType. See section 4.2 Range of possible values; handling missing or null for possible values. The purpose of this calculated field is to allow the report end user to filter the data by type of workflow.

System Owner: SOLABS



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 3.2 Range of possible values; handling missing or null values

The table below describes how each report field should handle missing or null values from the data. In the event a field can display only a certain range of values, these values are specified.

Req#	Subject Area	Column Name	Notes on handling missing data (blanks, N/As, etc.) and on possible values
WORR1-5.2.01	DS_Setup_User_Inventory	userId	Value must be present (no blank, null or N/A values)
WORR1-5.2.60	DS_Setup_User_Inventory	userName	Value must be present (no blank, null or N/A values)
WORR1-5.2.61	DS_Setup_User_Inventory	userFullName	Value must be present (no blank, null or N/A values)
WORR1-5.2.02	DS_Setup_User_Inventory	userStatus	Range of possible values:  - Active - Locked Value must be present (no blank, null or N/A values)
WORR1-5.2.03	DS_Setup_User_Inventory	userManagerId	Value must be present (no blank, null or N/A values)
WORR1-5.2.04	DS_Setup_User_Inventory	userManagerFullName	Value must be present (no blank, null or N/A values)
WORR1-5.2.05	DS_Setup_User_Inventory	userDeptHeadId	
WORR1-5.2.06	DS_Setup_User_Inventory	userDeptHeadFullName	
WORR1-5.2.07	DS_Setup_User_Role_Mapping	userId_RoleMap	Value must be present (no blank, null or N/A values) If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.08	DS_Setup_User_Role_Mapping	userStatus_RoleMap	Range of possible values: - Active Value must be present (no blank, null or N/A values)
WORR1-5.2.09	DS_Setup_User_Role_Mapping	roleOrganizationType	Department only
WORR1-5.2.10	DS_Setup_User_Role_Mapping	roleOrganization	Department only
WORR1-5.2.11	DS_DOCUMENT_Workflows	documentType	If workflowType = "Document", value must be present (no blank, null or N/A values)
WORR1-5.2.12	DS_DOCUMENT_Workflows	documentInternalVersion	For a given document, only the highest value should be kept
WORR1-5.2.13	DS_DOCUMENT_Workflows	documentControlNumber	
WORR1-5.2.14	DS_DOCUMENT_Workflows	documentName	If workflowType = "Document", value must be present (no blank, null or N/A values)



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Req#	Subject Area	Column Name	Notes on handling missing data (blanks, N/As, etc.) and on possible values
WORR1-5.2.15	DS_DOCUMENT_Workflows	documentStatus	Range of possible values:
			- PENDING REVIEW
			- PENDING APPROVAL
			- PENDING RETIRING
			If workflowType = "Document", value must be present (no
			blank, null or N/A values)
WORR1-5.2.16	DS_DOCUMENT_Workflows	isHidden	Value will be Yes or No
WORR1-5.2.17	DS_DOCUMENT_Workflows	userCycleStepDueDate	
2.49	DS_DOCUMENT_Workflows	userCycleStepDueDate	Type must be DateTime
			Format for date must be YYYY-MM-DD (zeroes must be
			present)
			Format for time must be HH:MM:SS, where HH goes from
			00 to 23
WORR1-5.2.18	DS_DOCUMENT_Workflows	<del>userCycleStepDelay</del>	
OBSOLETE			
WORR1-5.2.19	DS_DOCUMENT_Workflows	cycleUserIdSelected	If workflowType = "Document", value must be present (no
			blank, null or N/A values)
			If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.20	DS_DOCUMENT_Workflows	cycleUserFullNameSelected	If workflowType = "Document", value must be present (no
			blank, null or N/A values)
WODD4 5 2 22	DC DDOCESS Table		If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.22	DS_PROCESS_Tasks	processInstanceID_ProcessTask	Value must be present (no blank, null or N/A values)
WORR1-5.2.23	DS_PROCESS_Tasks	processName_ProcessTask	Value must be present (no blank, null or N/A values)
WORR1-5.2.24	DS_PROCESS_Tasks	processStatus	Range of possible values:
			- OPEN
			If workflowType = "Process Tasks", value must be present
14/0004 5 0 05	DC DD00555 T. I	6. 15.	(no blank, null or N/A values)
WORR1-5.2.25	DS_PROCESS_Tasks	processStartDate	
2.51	DS_PROCESS_Tasks	processStartDate	Type must be DateTime
			Format for date must be YYYY-MM-DD (zeroes must be
			present)
			Format for time must be HH:MM:SS, where HH goes from
WODD4 5 2 25	DC DDOCECC T. I	<u> </u>	00 to 23
WORR1-5.2.26	DS_PROCESS_Tasks	processIssueDate	

System Owner: SOLABS Page 63 of 70



Control Number: FS-SOL-001 (APPENDIX A)

Req #	Subject Area	Column Name	Notes on handling missing data (blanks, N/As, etc.) and on possible values
2.52	DS_PROCESS_Tasks	processIssueDate	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
WORR1-5.2.27	DS_PROCESS_Tasks	processTaskName	
WORR1-5.2.28	DS_PROCESS_Tasks	processInitiatorID	
WORR1-5.2.29	DS_PROCESS_Tasks	processInitiator	
WORR1-5.2.30	DS_PROCESS_Tasks	processTaskAssigneeUserID	If workflowType = "Process Tasks", value must be present (no blank, null or N/A values)  If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.31	DS_PROCESS_Tasks	processTaskAssigneeUser	If workflowType = "Process Tasks", value must be present (no blank, null or N/A values) If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.32	DS_PROCESS_Tasks	processTaskStartDate	
2.53			Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
WORR1-5.2.33	DS_PROCESS_Tasks	currentProcessDelayFromStart	TODAY - process Start Date
WORR1-5.2.34	DS_PROCESS_Tasks	currentProcessDelayFromIssue	TODAY - process Issue Date
WORR1-5.2.63	DS_PROCESS_Tasks	currentProcessDelayFromTaskS tart	TODAY – task start Date
WORR1-5.2.35	DS_Training_End_User_Activities	userId_Training	If workflowType = "Training", value must be present (no blank, null or N/A values) If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.36	DS_Training_End_User_Activities	activityId	If workflowType = "Training", value must be present (no blank, null or N/A values)
WORR1-5.2.37	DS_Training_End_User_Activities	activityName	If workflowType = "Training", value must be present (no blank, null or N/A values)



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Req#	Subject Area	Column Name	Notes on handling missing data (blanks, N/As, etc.) and on possible values
WORR1-5.2.38	DS_Training_End_User_Activities	activityStatus	Range of possible values: - Active If workflowType = "Training", value must be present (no blank, null or N/A values)
WORR1-5.2.39	DS_Training_End_User_Activities	activityCategory	, ,
WORR1-5.2.40	DS_Training_End_User_Activities	masterCurriculumDocumentNa me	
WORR1-5.2.41	DS_Training_End_User_Activities	masterCurriculumDocumentCo ntrolNumber	
WORR1-5.2.64	DS_Training_End_User_Activities	endUserEstActivityEndDate	/
2.61	DS_Training_End_User_Activities	endUserEstActivityEndDate_ DateTimeFormatted	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
WORR1-5.2.42	DS_Training_End_User_Activities	endUserTrainingRecordStatus	Range of possible values:  - Awaiting End-User Confirmation - Awaiting Grade - Awaiting Second Confirmation - Awaiting End-User Confirmation and Grade - Awaiting End-User and Second Confirmation - Awaiting End-User and Grade - Awaiting End User, Second Confirmation and Grade - Awaiting Second Confirmation and Grade - Awaiting Second Confirmation and Grade - <blank></blank>
WORR1-5.2.65	DS_Training_End_User_Activities	endUserTrainingRecordDate	
2.60	DS_Training_End_User_Activities	endUserTrainingRecordDate_D ateTimeFormatted	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
WORR1-5.2.66	DS_Training_End_User_Activities	endUserExternalTrainingRecord Date	

System Owner: SOLABS Page 65 of 70



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

Req#	Subject Area	Column Name	Notes on handling missing data (blanks, N/As, etc.) and on possible values
2.63	DS_Training_End_User_Activities	endUserExternalTrainingRecord	Type must be DateTime
		Date_DateTimeFormatted	Format for date must be YYYY-MM-DD (zeroes must be
			present)
			Format for time must be HH:MM:SS, where HH goes from
			00 to 23
WORR1-5.2.43	DS_Training_End_User_Activities	isSecondConfirmationRequired	
WORR1-5.2.44	DS_Training_End_User_Activities	activitySecondConfirmationDat e	
2.54	DS_Training_End_User_Activities	activitySecondConfirmationDat	Type must be DateTime
		e_ DateTimeFormatted	Format for date must be YYYY-MM-DD (zeroes must be
			present)
			Format for time must be HH:MM:SS, where HH goes from
			00 to 23
WORR1-5.2.45	DS_TASK_End_User_Inventory	AHTAssignedUserId	If workflowType = "Secondary / Ad Hoc Task", value must
			be present (no blank, null or N/A values)
			If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.46	DS_TASK_End_User_Inventory	AHTAssignedUserName	If workflowType = "Secondary / Ad Hoc Task", value must
			be present (no blank, null or N/A values)
			If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.47	DS_TASK_End_User_Inventory	AHTAssignedUserFullName	If workflowType = "Secondary / Ad Hoc Task", value must
			be present (no blank, null or N/A values)
WODD4 5 2 40	DC TACK 5 1 11 1 1 1	ALITAL	If "any", see requirements WOR1R1-5.1.(13-14)
WORR1-5.2.48	DS_TASK_End_User_Inventory	AHTId	If workflowType = "Secondary / Ad Hoc Task", value must
WODD4 5 2 40	DC TACK 5 1 11	ALITAL	be present (no blank, null or N/A values)
WORR1-5.2.49	DS_TASK_End_User_Inventory	AHTName	If workflowType = "Secondary / Ad Hoc Task", value must
WODD1 F 2 F0	DC TACK End User Inventory	ALITDosserintian	be present (no blank, null or N/A values)
WORR1-5.2.50	DS_TASK_End_User_Inventory	AHTDescription	
WORR1-5.2.51	DS_TASK_End_User_Inventory	AHTComment	
WORR1-5.2.52	DS_TASK_End_User_Inventory	AHTStatus	Range of possible values:
			- NOT_STARTED
			- PENDING
			- IN_PROGRESS
			If workflowType = "Secondary / Ad Hoc Task", value must
			be present (no blank, null or N/A values)

System Owner: SOLABS Page 66 of 70



Control Number: FS-SOL-001 (APPENDIX A)

Req#	Subject Area	Column Name	Notes on handling missing data (blanks, N/As, etc.) and on possible values
WORR1-5.2.53	DS_TASK_End_User_Inventory	AHTStartDate	
2.55			Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
WORR1-5.2.54	DS_TASK_End_User_Inventory	AHTDueDate	
2.56	DS_TASK_End_User_Inventory	AHTDueDate	Type must be DateTime Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23
WORR1-5.2.55 OBSOLETE	DS_TASK_End_User_Inventory	TGParentId	
WORR1-5.2.56 OBSOLETE	DS_TASK_End_User_Inventory	TGParentName	
WORR1-5.2.57	DS_TASK_End_User_Inventory	processName	
WORR1-5.2.58	DS_TASK_End_User_Inventory	processInstanceID_Task	
WORR1-5.2.59	<calculated and="" data="" for="" generated="" table="" this=""> see (WORR1-5.1.15)</calculated>	workflowType	Range of possible values:  - Document - Process Task - Training - Secondary / Ad Hoc Task Value must be present (no blank, null or N/A values)
WORR1-5.2.62	N/A	URL	Hyperlink to the activity in SOLABS Format: https://solabs.solabs.com/qm/



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# 4- Glossary & Definitions

None specified.

### 5- Requirements Checklist

Below is a checklist that should be executed when reviewing this document, to ensure that the specifications are consistent throughout the document and that the business needs are met.

- ☐ The report answers the Business Question, the purpose of the report, high-level requirements and could be used in the mentioned examples of use cases (see section 1)
- ☐ The definitions of the source data and their associated report fields, search parameter and filters are consistent throughout the document
- □ Each requirement in this document can be translated into a test step that can be executed as part of a test or validation protocol
- □ If the report requires a change in the DTSX packages, these changes were communicated in the specifications and carried over to the DTSX design specifications.
- Relevant test data has been generated and sufficient report prototyping was conducted in order to attest that sufficient possible cases were tested and reviewed, and that the report specifications cover a wide enough range of possible situations
- Metrics definition and their resulting behavior in the report were tested and validated with relevant test data
- ☐ If the report will require training to the user, creation of training material prior to its release in client environments has been planned

**LIMITATION:** For the Date and Time Formatted

For the DateTimeFormatted columns, the format in the Dataset is set to: Format for date must be YYYY-MM-DD (zeroes must be present)
Format for time must be HH:MM:SS, where HH goes from 00 to 23

However, the format presented in the Excel reports generated using the Datasets will not display the Date/Time in that format. The Date/Time values will be displayed according with the Excel formatting but will still display the correct date and time and will be filterable.

System Owner: SOLABS



Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

# Annex 1

The training record status is based on the following rules:

CASE 1: completion requirement = End User Confirmation

<b>End User Confirmation</b>	Status
Not provided yet	Awaiting End-User Confirmation
Marked as N/A	Marked as Not Applicable By End-User
Confirm	TRAINED

# CASE 2: completion requirement = End User with Pass Rate

End user		
Confirmation	Grade	Status
	Grade not provided	Awaiting End User Confirmation and Grade
	Grade < Pass Rate	N/A
Not provided yet		The User Interface does not permit this case.
	Grade >= Pass Rate	N/A
		The User Interface does not permit this case.
Marked as NA	N/A	Marked as Not Applicable by End user
	Grade not provided	Awaiting Grade
Confirm	Grade < Pass Rate	Awaiting End User Confirmation and Grade
	Grade >= Pass Rate	Trained

# CASE 3: completion requirement = End User with Second Confirmation

End user		
Confirmation	Second Confirmation	Status
Not provided yet	Provided	Awaiting End-User Confirmation
Not provided yet	Not Provided	Awaiting End-User and Second Confirmation
Marked as NA	N/A	Marked as Not Applicable by End user
Confirm	Not Provided	Awaiting Second Confirmation
	Provided	Trained

System Owner: SOLABS

Page 69 of 70

Control Number: FS-SOL-001 (APPENDIX A)

**Document Version: 10.0** 

CASE 4: completion requirement = End User with Pass Rate and Second Confirmation

End user	Second		
Confirmation	Confirmation	Grade	Status
		Not Provided	Awaiting End User and Grade
		Grade < Pass Rate	N/A
			The User Interface does not permit
	Provided		this case.
		Grade >= Pass Rate	N/A
			The User Interface does not permit
Not provided			this case.
yet		Not Provided	Awaiting End User, Second
yet			Confirmation and Grade
		Grade < Pass Rate	N/A
	Not Provided		The User Interface does not permit
	Not Provided		this case.
		Grade >= Pass Rate	N/A
			The User Interface does not permit
			this case.
Marked as NA	N/A	N/A	Marked as Not Application by End
Warked as TV			user
	Provided	Not Provided	Awaiting Grade
		Grade < Pass Rate	Awaiting End User, Second
			Confirmation and Grade
		Grade >= Pass Rate	TRAINED
	Not Provided	Not Provided	Awaiting Second Confirmation and
Confirm			Grade
		Grade < Pass Rate	N/A
		7	The User Interface does not permit
		ę.	this case.
		Grade >= Pass Rate	N/A
			The User Interface does not permit
			this case.

# **LIMITATION:**

For the DateTimeFormatted columns, the format in the Dataset is set to:

Format for date must be YYYY-MM-DD (zeroes must be present) Format for time must be HH:MM:SS, where HH goes from 00 to 23

However, the format presented in the Excel reports generated using the Datasets will not display the Date/Time in that format. The Date/Time values will be displayed according with the Excel formatting but will still display the correct date and time and will be filterable.

System Owner: SOLABS

Page 70 of 70