

SOLABS QM10: Revising a Document

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Introduction:

This document provides a summary of the various document statuses in **SOLABS QM10** and covers the process for revising an existing document. To revise a document in **SOLABS QM10**, you will need at least **Modify** privileges.

Document Statuses in SOLABS QM10:

The following table describes the various **Document Statuses**, as well as the visual clues that provide information to you about the status of the document you are viewing.

Document Status	Meaning
Authoring	This Document is in the process of being written or revised. At this stage, it does not yet have official Status , and, depending on your configuration, is only available, visible and/or editable to Document Coordinators (and related Roles) and/or the Author .
Pending Review	This Document is in an active Review Cycle and is Awaiting Review from one or more of the assigned Reviewers .
Pending Approval	This Document is in an active Approval Cycle and is Awaiting Approval from one or more of the assigned Approvers .
Pending Retire	This Document is in an active Retire Cycle and is Awaiting Retire Status from one or more of the assigned Retirers .

Approved, Not Effective	The Approval Cycle for this Document is complete. It is now Approved , but has not yet been made Effective . The only remaining steps for this document are for the Document Coordinator to change the status to Effective , or for a pre-determined Effective Date to be reached.
Approved & Effective	This is the current, official version of this Document — it has been put to a status of Effective by a Documentation Coordinator or has reached the pre-determined Effective Date and has automatically been made Effective .
Retired	This Document has been retired from active use and is therefore no longer Effective . It is archived and can be retrieved through the Audit Trail in case it ever needs to be re-activated and/or used partially or wholly in another Document .

Document Status Tabs – Visual Indication of Status

Document life cycle status tabs are visible at the top of a **Document** screen, whether in **View** mode or in **Modify** mode. The light grey tab indicates the status of the version you are currently viewing or working on. A dark grey tab indicates another status of the same document.

In this example, the information for the **Approved & Effective** version of this document is being viewed. The dark grey color of the **Pending Review** tab indicates that another version of this document is in progress and is in an active **Review Cycle**.

Document > View Workstation Security Best Practices

Visibility: Visible

Document File

File: WorkstationSecurityBestPractices.docx(20 KB)

Buttons: Open, Get Unmarked PDF, Get Editable File Format

Document Actions

- View
- Metadata to PDF
- Clear PDF
- Hide Document
- Get Link
- Email Link

You can toggle back and forth between the two active statuses by clicking on the light grey and dark grey tabs. NOTE: The **Approved & Effective** version is in PDF file format while the **Pending Review** version is in Word format – another visual indicator of status.

Document > View Workstation Security Best Practices

Visibility: Visible

Document File

File: WorkstationSecurityBestPractices.docx(20 KB)

Buttons: Edit, Get Unmarked PDF

Document Actions

- View
- Metadata to PDF
- Clear PDF
- Get Link
- Email Link

Revising a Document

Locating the Document

As a user with at least Modify privileges, choose **DOCUMENT** from the main menu at the **SOLABS QM10 Home** page. Click on the **Navigation** tab on the left-hand side of the screen (light blue color indicates it as the active tab). Choose the **Show All** option to display the **Treewiew**.

The screenshot shows the SOLABS QM interface. At the top, there's a header with the logo and 'PROCESS DOCUMENT TRAINING'. Below that, there are tabs for 'Views' and 'Navigation'. The 'Navigation' tab is active. Under 'Views', the 'Show All' option is circled in orange. To the right, there's a breadcrumb trail: 'Documents > Due this week / last week'. Below that, it says 'Due this week / last week' and 'No items to display...'. On the right side, there's a 'Treeview' panel showing a folder structure: 'Root' containing 'Annual Product Reviews', 'Audit Reports', 'Calibration and Maintenance', 'Clinical Documents', 'Device Master Records', and 'Finance Documents'. An orange arrow points from the 'Show All' option to the 'Treeview' panel.

Open the folder location for the document you wish to revise. Locate the document and highlight it. Double-click the listing or click **Actions > View** to get to the **Document View** screen for the document, where you will have access to all of the related metadata fields.

The screenshot shows the 'Treeview' panel with a document selected: 'DMR-001 / 1.0 (1.0) / Sterile Vials - [Approved & Effective]'. To the right, there's an 'Actions' menu with 'Open' and 'View' options. The 'View' option is highlighted in blue. Below the 'Actions' menu, there's a 'Privileges' section with a 'View' option.

You can also use the **My Documents** option on the **Views** tab on the left-hand side in the **DOCUMENT** Section or the main **Search** field at the top of the screen.

You may also have received an email **Notification** that included an embedded link to the document.

The screenshot shows the SOLABS QM interface. At the top, there's a header with the logo and 'PROCESS DOCUMENT'. Below that, there are tabs for 'Views' and 'Navigation'. The 'Views' tab is active. Under 'Views', there's a 'My Documents' section with a list of filters: 'Top 30 (last 90 days)', 'Read (last 30 days)', 'Effective (last 90 days)', 'I acted on (last 90 days)', 'I am the author or owner', and 'I am the author or owner - by next review date'. To the right, there's a breadcrumb trail: 'Documents > Due this week / last week'. Below that, it says 'Due this week / last week' and 'No items to display...'. A blue bracket on the left side of the page groups the text about 'My Documents' and 'Notification' with this screenshot.

Modifying the Document

Once you have located your document, double-click the listing or click on the **View** option to open the **Document > View** screen. The document must be in **Approved & Effective** status in order for you to initiate another version.

Authoring
Pending Review
Pending Approval
Pending Retire
Approved, Not Effective
Approved & Effective
Retired

Document > View SOP on Complaint Handling Visibility: Visible

Document File

File:

Complaint-Handling-SOP.docx(156 KB)

Open
Get Unmarked PDF
Get Editable File Format

Change Summary:

<empty>

Standard Attributes

Document Type: Standard Operating Procedure

Name: SOP on Complaint Handling

Description: <empty>

Unique ID: 2977992a-a4f9-4925-b5a1-76c94ba135f5 **Internal Version:** 1.0

Version: 1.0

Control Number: COM-001

Effective Date: 2016-11-17 **Next Review Date:** 2018-11-17

Document Life Cycle:

Life Cycle (in months): 24

Planned Review Task Duration (in months): 3

Location: /Root/SOP

Publishing Type: Publish in non-editable format (PDF)

Document Actions

- View
- Modify
- Modify Metadata Only
- Change Location
- Metadata to PDF
- Clear PDF
- Hide Document
- Get Link
- Email Link

Related Items

- Referred Document
- Reason for Change
- Modify Description
- Remove Links

Related Information

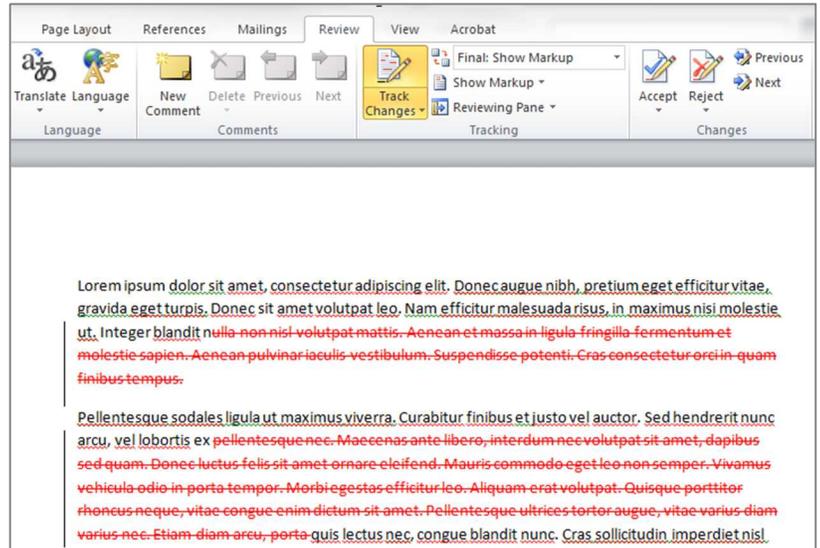
- Audit Trail

Privileges

- View

Click **Get Editable File Format** to get an editable copy of the current version. When asked if you'd like to **Open** or **Save** your document, click **Open**, and then **Save As** to your desktop or a network location intended for this purpose. You are now able to make changes to the **Document**, generating your new version.

NOTE: To ensure your revisions are visible to later Reviewers, you can turn on **Review > Track Changes** (a **Word** function; not a unique **SOLABS QM10** capability). However, a **Compare** file will automatically be created to compare the current version to the new version, alleviating the need to use Track Changes.



Document Actions

- View
- Modify**
- Modify Metadata Only
- Change Location
- Metadata to PDF
- Clear PDF
- Get Link
- Email Link

On the **Document View** page in **SOLABS QM10**, click the **Modify** option on the right-hand **Document Actions** menu.

The **Document File Modify (Document > Main Page > Modify)** screen appears.

NOTE two important things at this point:

- 1) The metadata fields are for the next version of the document (Version 2 in this example) that you are modifying and that you will shortly upload. **You will need to change the Version field manually** from 1.0 to 2.0 (in this example) but the greyed out **Internal Version** and **Current Version** fields are recognizing the versioning of the document.
- 2) The **Authoring** Status Tab at the top of the page is **pale grey** to indicate this latest status.

Authoring
Pending Review
Pending Approval
Pending Retire
Approved, Not Effective
Approved & Effective
Retired

Document > Main Page > Modify Visibility: Visible

Document File

There is no file for this document

SOLABS QM10 Revising a Document.docx (565 KB)

Remove

+ Add Change Summary

Standard Attributes

Document Type: Knowledge Base User Guides

* Name: Revising a Document

Description:

Unique ID: cad09d74-fa37-4196-b0fc-b7cf44499639

Version: 1.0

Internal Version: 1.1

Current Version: 1.0

Document Actions

- View
- Modify
- Modify Metadata Only
- Change Location
- Metadata to PDF
- Clear PDF
- Get Link
- Email Link

Document Workflow

Retire

Related Items

- Referred Document
- Reason for Change
- Modify Description
- Remove Links

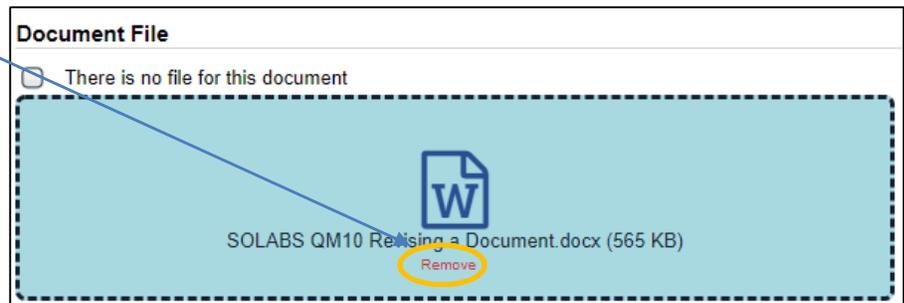
Related Information

Audit Trail

Replacing the Current Document with your New Version

Click the **Remove** option under the title to remove the file associated with the existing version. You can then drag/drop your file from the location you saved it to earlier.

Starting with Release 10.9 you will see a check box labeled **There is no file for this document**.



If you do not plan to include a file with this version (metadata only will be captured and approved), be sure to check that box. Doing so will hide the **Document File** section and allow you to Submit/Confirm the Authoring page without a linked file.

Entering the Document Metadata

The following table provides information regarding the metadata fields associated with document Standard Attributes in **SOLABS QM10**.

- Required fields will be identified with asterisks.
- Additional Standard Attribute and System Attribute fields may have been created by your **System Administrator** for each **Document Type**. Those will be unique to your workplace so are not included in the table below.

Field	Requirement	Notes
Document Type	This field will default to the Document Type of the current, effective version of the document and will usually not be changed.	You do have flexibility to change this field should the Document Type change for some reason in the future.
Name	This field will default to the Name of the current, effective version of the document but can be changed if necessary.	You may already have naming conventions at your place of work that you follow as part of the workplace compliance standards.
Description	This field will default to include the same information as the current, effective version of the document but can be changed is necessary.	This field is not mandatory but can be helpful to provide context for those viewing the document.
Version	This field must be edited manually to the next highest version.	The Unique ID , Internal Version and Current Version fields are read-only and are maintained by the system.
Control Number	This field will default to the Control Number of the current, effective	You may already have document numbering conventions at your place of work that you follow as

	version of the document and will usually not be changed.	part of the workplace compliance standards. During SETUP of each Document Type , your Document Administrator will have established whether the Control Number will be auto-generated or not, unique or not and whether the previous number will be displayed for reference.
Effective Date	The Effective Date option will default to that of the current, effective version of the document but can be changed for each revision if appropriate. The options may vary by Document Type and will have been established when setting up that Document Type .	You may have Effective Date conventions for each Document Type at your place of work. During SETUP of each Document Type , Document Administrator will have established the Effective Date options such as the date of approval, a set number of days after approval (perhaps for a training period), option for a specific date or option to have it set through the Document Control Process .
Periodic Review Cycle	The Periodic Review Cycle options/fields will default to those of the current, effective version of the document but can be changed if appropriate. The Period Review Cycle (“Life Cycle” in versions 10.7 and lower) is the time (in months) after which a document should undergo a Periodic Review. The Planned Review Task Duration (in months) is the time ahead of life cycle at which that activity will start.	During SETUP of each Document Type , your Document Administrator will have established whether there will be a Periodic Cycle . If it is not required, this field can be set as “N/A”. Starting with Release 10.9, email Notifications will be triggered at the beginning of the Planned Review Task Duration period.
Location	The Location will default to that of the current, effective version of the document. It usually won’t change but is editable.	To change the Location , click on “Available Folders” under the field. Search criteria will then be displayed to search for folders by Treeview Level .
Publishing Type	The Publishing Type will default to that of the current, effective version of the document and usually won’t change.	The options are Publish in non-editable format (PDF) or Publish in editable format (original) . When uploading PDF Fillable Forms, be sure to set to Publish in editable format.
Reason for Change	Include any information that would be helpful later to those reviewing the document.	This is an optional field but is useful, especially if you are not using the SOLABS QM10 Document Control Process to more formally include change control information. It will appear on the SOLABS Cover Page.
Document Ownership	The Document Ownership fields – Originator (Author) , Document Owner and Document Coordinator	These fields are again set up for each Document Type during SETUP by your System Administrator or Document Administrator . If they are established as

	can be populated with appropriate Users/Roles. If you are the Author of this revision, choose yourself for that field.	required for that Document Type, they will be enabled for entry of information. If they are established as not required for that Document Type, they will be grayed out and do not need to be used. People in these roles, if defined for the document, will receive Periodic Review Notifications if applicable.
Due Dates on Workflow	The Due Dates on Workflow checkbox is usually not checked, but must be checked if you plan to use the Delay to review/approve option when establishing Review and Approval Cycle workflows.	If you will not be the person managing the Review and Approval workflows, check with your Document Coordinator to know if they plan to use Due Dates when establishing the Review and Approval Cycle workflows.

As mentioned above, there may be additional **Standard Attribute** and **System Attribute** fields that you need to enter information for if they have been established for this **Document Type** by your **Document Administrator**.

Attaching Related Items

While authoring a document, a Related Items section is available on the right-hand side that allows the linking of other documents within SOLABS QM10 as a **Referred Document**, **Superseded Document** or **Reason for Change** (a Process). There are also menu options available to **Modify Description** of the related documents or to **Remove Links** to the related documents. The Modify Description and Remove Links options will also apply to other Related Items such as a related Document Control Process.

Related Items

- [Referred Document](#)
- [Superseded Document](#)
- [Reason for Change](#)
- [Modify Description](#)
- [Remove Links](#)

When choosing Referred Document or Superseded **Filter by** options will be displayed to allow you to search for the document that you'd like to link. The document must exist in SOLABS QM10 and can be found by **Document Name and/or Control Number** or by **Location** in the Document Treeview.

Related Items

Filter by:

Document Name and/or Control Number

Location

Available:
<empty>

Linked:
<empty>

After searching for and selecting the document, it will be linked as a **Related Document**. There will be an option to Discard the document if the wrong one was attached.

References:

Related Documents			
Name: Audit Checklist	No.: QA-0002	Due: <empty>	Status: Approved & Effective Discard
Expand all		Discard all	

After attaching the document, click Submit and then Confirm. The document will now be included in the Related Items section as either a **References** or **Supersedes**.

References			
Name: Audit Checklist	No.: QA-0002	Due: <empty>	Status: Approved & Effective Open View
Expand all			
Supersedes			
Name: Audit of Clinical Sites	No.: COP-004	Due: <empty>	Status: Approved & Effective Open View
Expand all			

When choosing **Reason for Change** the **Filter by** options will allow you to search for the **Unique ID** of the process you would like to link.

Related Items
Filter by:
<input checked="" type="radio"/> Unique ID
<input type="text"/>
Filter
<i>Available:</i> <empty>
<i>Linked:</i> <empty>

After searching for and selecting the process, it will be linked as a **Reason for Change**. There will be an option to Discard the document if the wrong one was attached.

Reason for Change	
Unique ID: CAPA-000035 Date Initiated: 10-Oct-2018 Status: Completed	Discard
Current Process Task: N/A	
Expand all	Discard all

After attaching the process, click Submit and then Confirm. The process will now be included in the **Related Items** section as a **Reason for Change**.

Related Items	
Reason for Change	
Unique ID: CAPA-000035 Date Initiated: 10-Oct-2018 Status: Completed	View
Current Process Task: N/A	

For either linked documents or processes, the **Modify Description** option allows you to modify the description of the attached document or process. All Related Items will be listed with a **Modify** option.

For either linked documents or processes, the **Remove Links** option allows you to modify the description of the attached document or process. All Related Items will be listed with a **Remove** option.

After all required information is entered, click **Submit**, check your work, and then click **Confirm**. The document is now saved as the next version and will be ready for the **Author** or the **Document Coordinator** to initiate **Review/Approval Cycles**.

Verifying your Document Status & Viewing the Audit Trail or Authoring History

Related Information
Audit Trail
Authoring History

After the new version of your **Document** is saved, click the **Related Information > Audit Trail** link on the right-hand side of the page. The information for the past and the current, effective versions will be displayed but there is nothing in the trail for your new version because it is a brand new. That will be in the **Authoring History**.

Click the **Related Information > Authoring History** link to see information on any incremental **Internal Versions** you may have created/saved before finishing and Submitting your work.

To access your document at any time from within the **DOCUMENT Section** click the **Navigation tab** on the left-hand menu and then choose **Show All**. The **Treeview** hierarchical document folder structure will be displayed. Go to the folder location for your document and you should see the new version with **(Authoring)** after it.

Document > Folders > View	
<p>Treeview</p> <ul style="list-style-type: none"> Root <ul style="list-style-type: none"> Form <ul style="list-style-type: none"> Engineering <ul style="list-style-type: none"> Calibration and Instrumentation Maintenance <ul style="list-style-type: none"> MNT-FORM-001 / 1.0 (1.0) / Temperature Monitoring Form - [Approved & Effective] MNT-FORM-001 / 2.0 (1.3) / Temperature Monitoring Form - [Authoring] Validation 	<p>Actions</p> <p>View</p> <p>Privileges</p> <p>View</p>

Highlight your version then either double-click the title or choose **Actions > View** to open the **Document File > View** screen. From there you can view the **Audit Trail** or **Authoring History** under **Related Information**, as described above.

The **Audit Trail** and the **Authoring History** displays include an **Expand all/Collapse all** toggle option. Clicking on **Expand all** will display all the metadata associated with each of the listed versions.

When multiple versions are listed, you can view the metadata for just one version by simply clicking on the listing.

There are also options to **Print all** and to **Print** individual document information. Choosing these options opens a Print to PDF dialog box, allowing you to save the printout to an external location.

Document > Temperature Monitoring Form > Audit Trail

Temperature Monitoring Form	
Internal Version: 1.0 Action Details: Document Approved & Effective Date: 2016-08-31 13:36:22 Username (Full Name): solabssupport (Default Admin) Reason for Change: N/A	Print
Expand all Print all View 1	

Document > Temperature Monitoring Form > Authoring History

Temperature Monitoring Form	
Internal Version: 1.3 Action Details: Document Modified	Print
Internal Version: 1.2 Action Details: Document Modified	Print
Internal Version: 1.1 Action Details: Document Modified	Print
Expand all Print all View	