

SOLABS QM10: Initiating a Document Control Process

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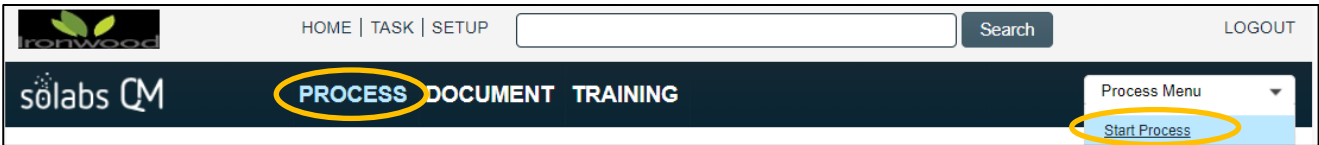
Document Control Process Step 1: Change Request for Creation, Revision or Retire of Document 1


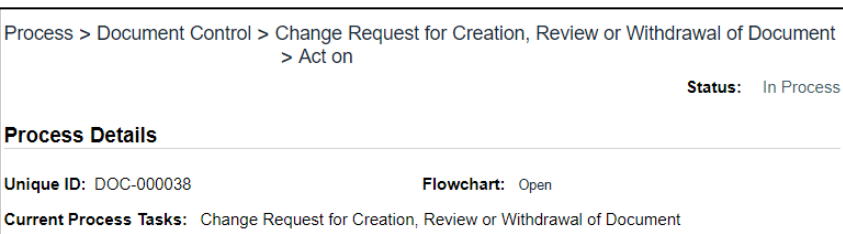

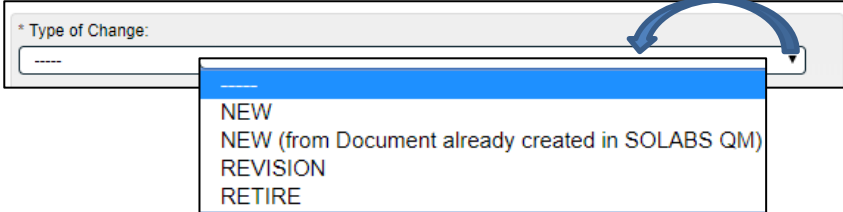
Introduction



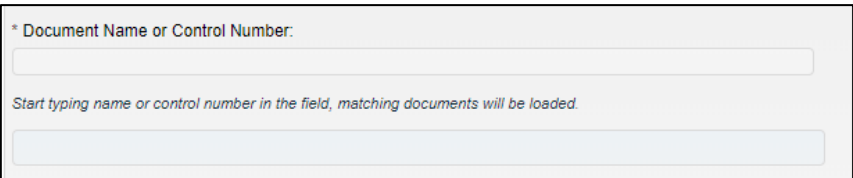


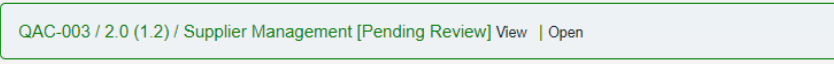
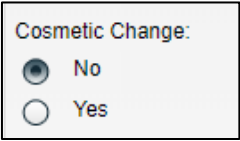
Any User in SOLABS QM10 can initiate a Document Control Process to request a new document, revision of an existing document or retirement of a document. More than one document can be included in a Document Control Process. Initiators will **START** the Document Control Process and complete **Step 1 – Change Request for Creation, Revision or Retire of Document**. For clients on versions before 10.8, this Step is named “Change Request for Creation, Review or Withdrawal of Document”.


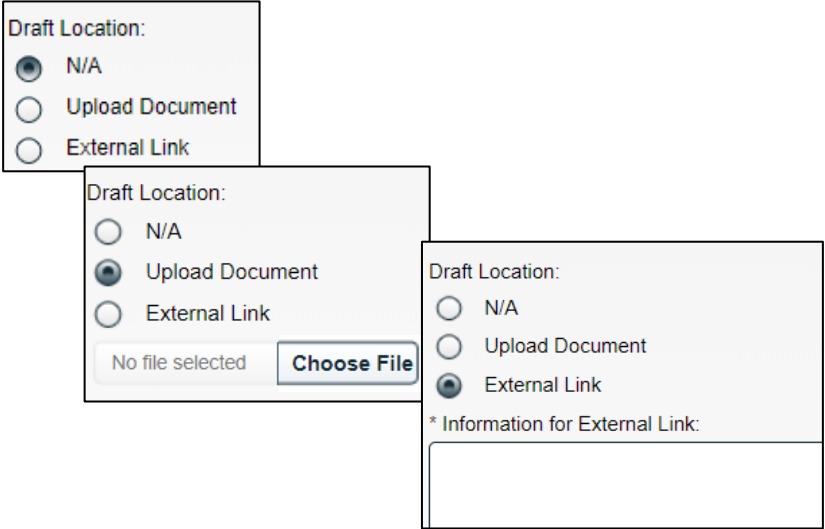
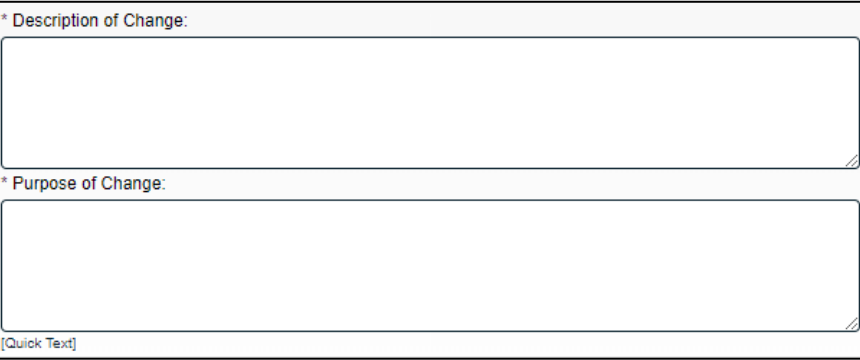
If there is a need to restrict some users from being able to initiate a Document Control Process, a System Administrator can use Manage Privileges in the Process Section to replace the SOLABS General User Role with Function Roles and/or Security Roles associated with the users who WILL have the ability to initiate a Document Control Process. That said, one of the advantages of the Document Control Process is the ability to centralize processing of documents to Document Administrators while allowing all users to request changes to documents and obtain approval from the document owners.

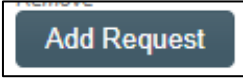
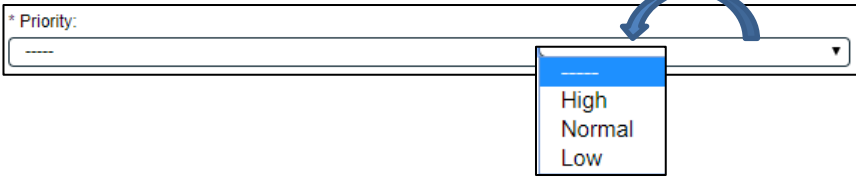
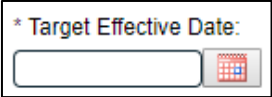

Document Control Process Step 1: Change Request for Creation, Revision or Retire of Document

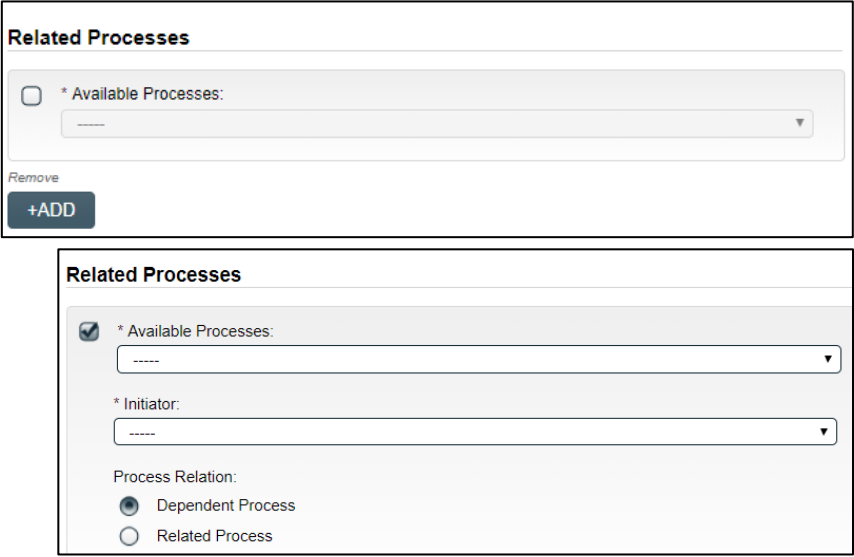
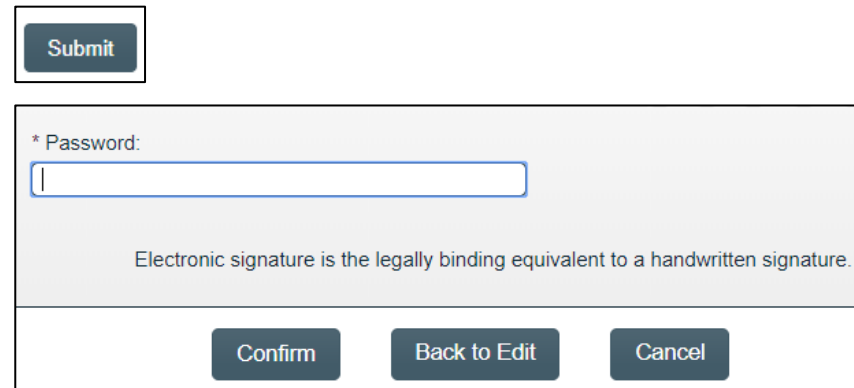
Step Description	Visual Guide
<p>1. Requestor chooses PROCESS from the main menu, then Start Process from the Quick Access Process Menu on the right-hand side.</p>	 <p>The screenshot shows the top navigation bar of the SOLABS QM10 system. On the left is the Ironwood logo. In the center, there are navigation links for 'HOME TASK SETUP' and a search box. On the right is a 'LOGOUT' button. Below the navigation bar is a dark blue main menu. The 'PROCESS' menu item is circled in yellow. A dropdown menu is open for 'PROCESS', and the 'Start Process' option is also circled in yellow.</p>

Step Description	Visual Guide
<p>2. Requestor clicks the START button to the right of the listing for Document Control and then clicks Confirm.</p> <p>NOTE: The abbreviation/prefix is DOC but something different can be requested by clients during initial configuration. DCR is another example. Screenshots in this User Guide will include different ones.</p> <p>The process is initiated and a Unique ID is assigned. The Document Control Process Status is now “In Process”.</p>	 
<p>3. The Author completes the following fields in the Process Task Form:</p>	
<ul style="list-style-type: none"> Concerned Company Structure: This is a list of any Organizational Security (SEC) Roles established for your company, along with an option for “All”. If your company uses Organizational Roles to differentiate between parts of the company, choose the applicable one, especially if there may be different Document Coordinators for each one. Otherwise choose “All”. 	
<ul style="list-style-type: none"> Type of Change: Choose NEW for <i>new</i> documents that will be imported from outside SOLABS QM. Choose NEW (from Document already created in SOLABS QM) if you have already initiated the Authoring process in SOLABS QM. Choose REVISION for revisions to existing SOLABS QM documents. Choose RETIRE to request retirement of a document. 	 <div data-bbox="766 1608 1458 1780" style="border: 1px solid black; padding: 5px;"> <p>NOTE: For SOLABS QM versions prior to 10.8 the choices were</p> <ul style="list-style-type: none"> • NEW • NEW (from Document already created in SOLABS QM) • REVIEW • WITHDRAWAL </div>

Step Description	Visual Guide
<ul style="list-style-type: none"> Document Type: Choose the applicable Document Type from the drop-down list of Document Types created for your company. 	
<ul style="list-style-type: none"> Document Name: If the Request is for a New document enter the proposed name (title) of the new document. For all other Change Types start typing the existing Document Name or Control number. Documents matching the entered text will appear for selection. Select the desired document by clicking on the title. Verify that it is then listed below and note the color of listing text and box. maroon = requested document is now linked to this DCR Process and is at the Authoring status for further processing. orange = there is already a revision of this document at the Authoring status. A new request should not be started. green = there is already a revision of this document at the Review or Approval status. A new request should not be started. 	    
<ul style="list-style-type: none"> Cosmetic Change: The default selection is No. Check with your Document Coordinator regarding business practices for this section. 	

Step Description	Visual Guide
<ul style="list-style-type: none"> Suggested Document Workflow: This is a drop-down list of available Document Workflow Templates created at your company. If you know the one that is applicable for your request, select it from the list. You can use the “Preview” option if you’re not sure and want to view it. Otherwise, it can be left blank for the Document Coordinator to complete. 	
<ul style="list-style-type: none"> Draft Location: If you have already linked a document from within SOLABS QM, leave this as N/A. If you are importing a new document that was created outside SOLABS QM, choose Upload Document to bring up a Choose File button. A choice of External Link brings up a text box for you to provide information regarding an external link to the document. 	
<ul style="list-style-type: none"> Description of Change: Describe WHAT is being changed, in sufficient detail for an objective person to understand the changes being proposed. Purpose of Change: Describe WHY this change is required, in sufficient detail for an objective person to understand why these changes are being proposed. If the request is to Retire a document, clearly explain why this is needed. 	

Step Description	Visual Guide
<ul style="list-style-type: none"> Add Request button: Click the Add Request button to add additional document(s) to the same Document Change Request. This brings up another set of fields for requesting another new/revised/retired document. The Description and Reason for Change fields will be pre-populated with the values from the initial Request but can be edited as needed. 	
<ul style="list-style-type: none"> Priority: Choose a priority for document processing, adhering to any applicable business practices for your company. 	
<ul style="list-style-type: none"> Target Effective Date: Choose a Target Effective Date for the new/revised/retired document(s). The Target Effective Date should be in line with the priority given above. 	
<ul style="list-style-type: none"> Owner-Manager Assignment: For Document Types that require Owner-Manager Approval, this drop-down list will be enabled and will be populated with a list of users who are assigned the Process Role PR_DOC_Business Owner. Contact your System Administrator if the Owner-Manager for your document is not listed. For Document Types that do not require Owner-Manager Approval, this field will be grayed out. 	

Step Description	Visual Guide
<ul style="list-style-type: none"> Related Processes: This section allows initiation a Related Process. Selecting this option will bring up a list of other SOLABS QM Apps deployed at your company. You can choose one and link it as a Dependent Process (to be completed before this Document Control Process can be completed) or a Related Process. You can choose who to assign it to from the Initiator drop-down list, which includes all SOLABS QM users. 	 <p>The visual guide shows two screenshots of the 'Related Processes' interface. The top screenshot shows an unchecked checkbox for '* Available Processes:' and a '+ADD' button. The bottom screenshot shows the checkbox checked, with a dropdown menu for '* Available Processes:', a dropdown for '* Initiator:', and radio buttons for 'Process Relation' (selected as 'Dependent Process').</p>
<ul style="list-style-type: none"> Submit and Confirm. Click the Submit button when all of the above fields are complete. Enter your Password and then click the Confirm button. Clicking Confirm sends the Process to the Owner-Manager for documents requiring approval or to the Document Coordinator for those that don't. The Related Items section will list the linked document(s), which is/are now at the Authoring stage. 	 <p>The visual guide shows a 'Submit' button, a password field with the label '* Password:', a disclaimer 'Electronic signature is the legally binding equivalent to a handwritten signature.', and three buttons: 'Confirm', 'Back to Edit', and 'Cancel'.</p>