SOLABS QM10: DOCUMENT Section: Compare File

Overview

A **Compare** file is automatically created within the **Change Summary** section when a document is being revised.   The file is a PDF file, showing the differences between the two files, and includes a DO NOT DISTRIBUTE watermark.
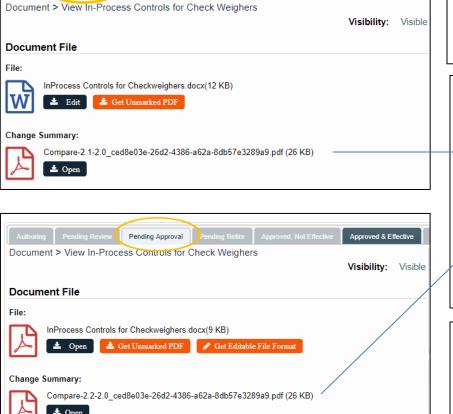
For a **Review Cycle**, the Compare file is generated at **Start Review Cycle**. It compares the current file to the last approved document file.   If multiple review cycles are initiated for a document revision (versions x.1, x.2, x.3, etc.), the Compare file will compare the current file to the one in the last review cycle performed.

For an **Approval Cycle**, the Compare File is generated at **Start Approval Cycle**.   It compares the current file to the last approved file (previous major internal version).

If the author chooses instead to upload another file into the Change Summary section, the Compare file will not be generated. In that case the Change Summary section will include the file uploaded by the author, in the original format, with no watermark.

Compare File

Reviewers will have a link to the Compare file on either the Document View or Document Workflow screens.

Approvers will have a link to the Compare file on the Document View screen only. They can choose the Approve/Reject option to access the Document Workflow.