

## SOLABS QM10 PROCESS Section: Parent/Child Process Relationships

### Overview

With SOLABS QM it is possible to start one or more processes from within another process. The process from which the new process was started, is considered the **Parent Process**. The one being started is considered a **Child Process**. This helps avoid initiating multiple related processes and then needing to Modify one or more of them to Link Processes through the right-hand menus.

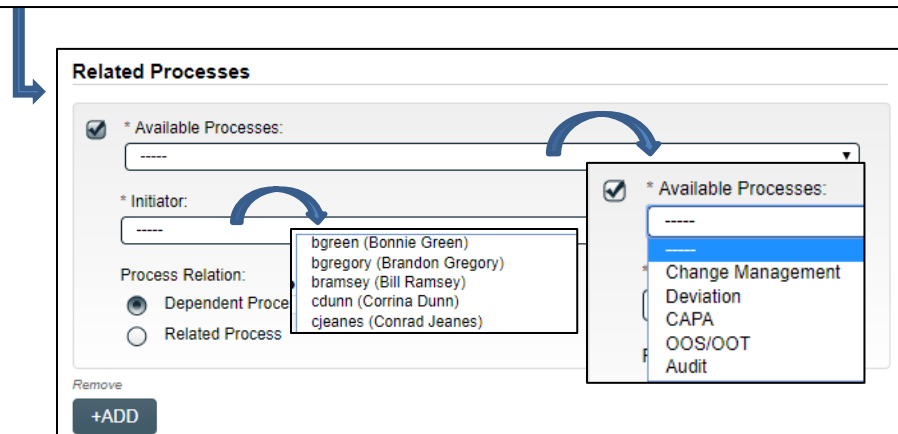
### Starting a Related Process from Within a Parent Process

To start a new process from within another process, the **Related Processes** section is used.



Check the box next to **Available Processes** to start another process.

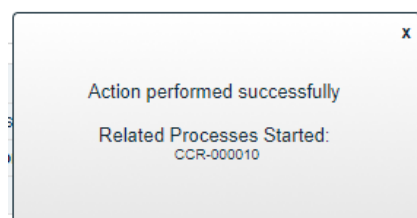
The **Available Processes** field will then be enabled. It is a single-select drop-down list populated with the list of SOLABS QM Processes deployed in this instance.



The **Initiator** field is also enabled and is a single-select drop-down list of all active SOLABS QM Users in this instance. The user selected in this field will then be assigned the Initiation step of the related process.

The **Process Relation** must be chosen as either a **Dependent Process** or a **Related Process**. A Dependent Process may need to be completed before the Parent Process can be completed, depending on the particular Parent Process specifications.

Multiple Dependent or Related Processes can be started from within the Parent Process by using the **+ADD** button. When the Parent Process Step is then **Submitted** and **Confirmed**, a message will be displayed confirming that the Related Process(es) have been initiated, and their Unique IDs assigned. The person who was chosen as the Initiator of a Related Process will receive a Notification to Act on that Process.



## Dependent Processes

Related Items	
<b>Secondary Tasks</b>	
Name: Secondary Task 1 Unique ID: Task-00000007 Due: 31-Aug-2017 Status: Not Started	<a href="#">View</a>
<a href="#">Expand all</a>	
<b>Dependent Processes</b>	
Unique ID: CAPA-000014 Date Initiated: 16-Aug-2017 Status: In Process	<a href="#">View</a>
Current Process Task: Initiation and CAPA Definition	
<a href="#">Expand all</a>	

If a **Process Relation of Dependent Process** is selected, that process will be listed as a **Dependent Process** in the **Related Items** section of the Parent Process.

The View option can be used to view the Dependent Process.

Related Items	
<b>Dependent Process Of</b>	
Unique ID: CM-000002 Date Initiated: 19-Jul-2017 Status: In Process	<a href="#">View</a>
Current Process Task: Functional Area Manager (FAM) Approval	

The Related Items section of the Dependent Process will list the Parent Process as the one that it is a **Dependent Process Of**.

Process Details	
Name: Change Management	Date Initiated: 19-Jul-2017 14:50:37
Unique ID: CM-000002	Initiated by: gdixson (Gretchen Dixon)
Day(s) opened: 28	Date Closed : <empty>
Secondary Tasks Completion (%): 0 (0/1)	<b>Dependent Processes Completion (%): 0 (0/1)</b>

The **Dependent Processes Completion (%)** will be tracked under the **Process Details** section of the Parent Process and be visible at any step of that Process.

When the Child Process is a Dependent Process, it may need to be completed before the Parent Process can be completed, depending on the particular Parent Process specifications.

Process Values	
<b>Process Tasks</b>	
Name: Initiation and CAPA Definition Last Confirmation Date: 28-Jul-2017 10:49:12	
Name: CAPA Plan Acceptance_1	
<a href="#">Expand all</a> <a href="#">Print all</a>	
<b>Related Items</b>	
<b>Secondary Tasks</b>	
Name: Secondary Task 1 Unique ID: Task-00000004 Due: 31-Jul-2017 Status: Not Started	<a href="#">View</a>
<a href="#">Expand all</a>	
<b>Dependent Processes</b>	
Unique ID: DOC-000000 Date Initiated: 28-Jul-2017 Status: In Process	<a href="#">View</a>
Current Process Task: <b>Awaiting Confirmation from Parent Process</b>	
<a href="#">Expand all</a>	

If the Parent Process is at a stage where it still requires any acceptance or approval to proceed, the Dependent Process will be listed as **Awaiting Confirmation from Parent Process**, until that acceptance or approval is granted. This is similar to Secondary Tasks not being released until acceptance or approval.

## Related Processes

**Related Items**

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**Related Processes**

Unique ID: AUD-000001 Date Initiated: 16-Aug-2017 Status: In Process View

Current Process Task: Audit Planning

Expand all

If a **Process Relation** of **Related Process** is selected, that process will be listed as a **Related Process** in the **Related Items** section of the Parent Process. The **View** option can be used to view the Related Process.

**Related Items**

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**Linked in the Following Processes**

Unique ID: CAPA-000013 Date Initiated: 31-Jul-2017 Status: In Process View

Current Process Task: CAPA Plan Acceptance\_1

Expand all

The **Related Items** section of the Related (Child) Process will list the Parent Process as **Linked in the Following Processes**.

**Process Details**

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Name: CAPA	Date Initiated: 31-Jul-2017 19:16:00
Unique ID: CAPA-000013	Initiated by: emoore (Ericka Moore)
Day(s) opened: 16	Date Closed : <empty>
Secondary Tasks Completion (%): 0 (0/0)	Dependent Processes Completion (%): 0 (0/0)

In this case the **Process Details** section of the Parent Process will not list any Dependent Processes Completion %. The Parent Process can go to a Completed status prior to completion of the Child Process.

## Starting a Document Control Process from Within a Parent Process

A Document Control Process can also be initiated as a Child Process from within another Process. This is helpful if it is known that one or more documents will need to be revised to support the Process event.

**Document Control / Impacted Documents**

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Document Control process required?:

Yes

No

Document Control Process Relation:

Dependent Process

Related Process

To initiate a Document Control Process, choose the **Yes** option.

The buttons for **Document Control Process Relation** will then be enabled. Choose whether the Document Control Process will be a **Dependent Process** or a **Related Process**. A Dependent Process may need to be completed before the Parent Process can be completed, depending on the particular Parent Process specifications.

When the Parent Process is then Submitted and Confirmed, Step 1 of the new Document Control Process will immediately open, allowing the option for the initiator to enter information at that time. If the initiator does not want to enter information for the Document Control Process, they can either:

- Return to the Parent Process by clicking View next to it in the Related Items section of the Document Control Process screen.

**Related Items**

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**Dependent Process Of**

Unique ID: CAPA-000007 Date Initiated: 2017-10-26 Status: In Process View

- Return to the Home Page where it will be waiting in the PROCESSES Section to Act on.

Home > Views	
<b>PROCESSES</b>	
Received this week / last week	
Unique ID: CCR-000010 Date Initiated: 2017-11-08 Status: In Process	<a href="#">View</a>   <a href="#">Act on</a>
Current Process Task: Step 1 - Change Control Request	