

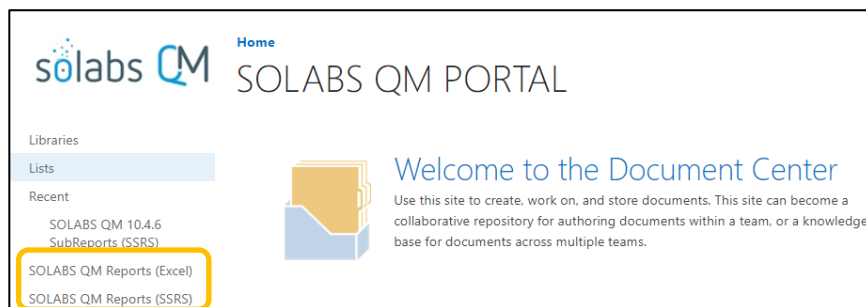
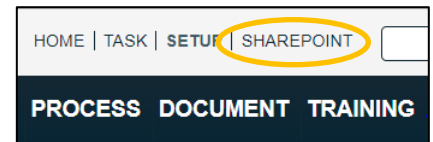
# SOLABS QM 10: SSRS Document Inventory Reports

## Overview

With SOLABS QM Version 10.8.1, SSRS Reports are available for the Document Section. There is also a new Excel Dataset called Workflow that provides status information for all activities currently in progress for a user, in any section of SOLABS QM 10.

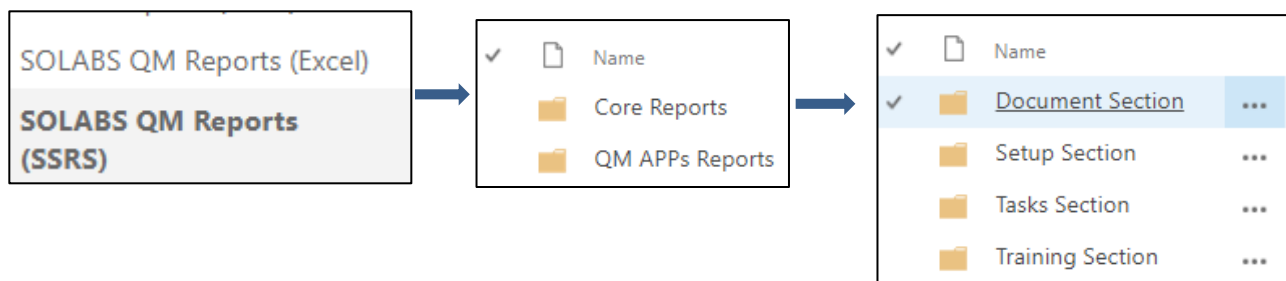
## Accessing the SSRS Document Inventory Reports

All reports are accessed through the SHAREPOINT option on the top menu, which brings up the SOLABS QM PORTAL.

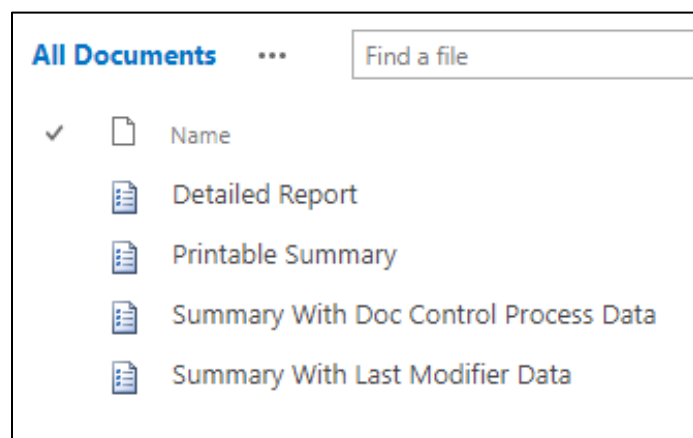


As with earlier versions of SOLABS QM 10, reports are available as either Excel or SSRS. However, in earlier versions, no reports were available in SSRS for the Document Section.

Click on **SOLABS QM Reports (SSRS)**, then **Core Reports**, then **Document Section**.



The four **Document Inventory Reports** are listed:



These reports provide a listing of documents in SOLABS QM and can be filtered by various **Parameters**.

See Page 2 for the differences between the four reports.

See Page 3 for Filter Parameters.

## Comparison of the Four Document Inventory Reports

The following table compares the four **Document Inventory Reports**:

<b>Data Field</b>	<b>Detailed Report</b>	<b>Printable Summary</b>	<b>Summary With Doc Control Process Data</b>	<b>Summary With Last Modifier Data</b>
Type	√	√	√	√
Name	√	√	√	√
Control Number	√	√	√	√
Status	√	√	√	√
Originator (Author)	√			
Owner	√			
Coordinator	√			
Document Control Process Number	√		√	
Document Control Process Status	√		√	
Document Control Process Initiator	√		√	
Effective Date	√	√	√	√
Next Review Date	√	√	√	√
Retie Date	√	√	√	√
Version (Internal Version)	√	√	√	√
Reason For Change	√	√	√	
Document Process Purpose of Change	√		√	
Document Process Description of Change	√		√	
Cosmetic Change	√	√	√	
Last Modification By				√
Last Modification Date				√
Location	√			
Link (must be clickable)	√	On-Screen only	√	√
<b>Other Requirements</b>	<b>Detailed Report</b>	<b>Printable Summary</b>	<b>Summary With Doc Control Process Data</b>	<b>Summary With Last Modifier Data</b>
Printable (8.5"x11")		√		
On-Screen Version	√	√	√	√
Results are grouped by Document Type	√	√	√	√
Page break between each Document Type reported (i.e. one Document Type per page)	√	√	√	√
For a specific document, only these versions should appear in the report: - Last major version: "x.0" - Last work-in-progress version: "x.y" (last internal)	√	√	√	√

## Filter Parameters for the Document Inventory Reports

### Detailed Report

**Parameters**

Document Location

Document Type

Name

Document Control Number

Status

Originator (Author)

Document Owner

Document Coordinator

Effective Date - From  
  NULL

Effective Date - To  
  NULL

Next Review Date -From  
  NULL

Next Review Date - To  
  NULL

Cosmetic Change

Publishing Type

Document Hidden

Search System Attribute

Search for  
  NULL

### Printable Summary

#### Summary with Doc Control Process Data

#### Summary with Last Modifier Data

**Parameters**

Document Type

Name

Document Control Number

Status

Effective Date - From  
  NULL

Effective Date - To  
  NULL

Next Review Date -From  
  NULL

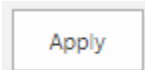
Next Review Date - To  
  NULL

Cosmetic Change

Publishing Type

Document Hidden

After choosing the desired parameters, click the



button to run the report.

## Report Layout

The reports are in table format, with a page break between each **Document Type**. The last column in the report includes a **Link** to the document.

Example: Printable Summary, Document Type = Standard Operating Procedures

Type	Name	Control Number	Status	Effective Date	Next Review Date	Retire Date	Version (Internal Version)	Reason For Change	Comestic Change	Link
Standard Operating Procedure	Line Clearance and Purge	MFG-001	Approved & Effective	2019-11-12	2021-11-12	N/A	2.0 (2.0)	Add reference to use of Line Clearance and Purge C...	No	<a href="https://trial.solabs.com/qm123/viewDocument.action?selectedDocumentId=11">https://trial.solabs.com/qm123/viewDocument.action?selectedDocumentId=11</a>
Standard Operating Procedure	Training Program	QA-001	Approved & Effective	2019-11-11	2021-11-11	N/A	1.0 (1.0)	New	No	<a href="https://trial.solabs.com/qm123/viewDocument.action?selectedDocumentId=10">https://trial.solabs.com/qm123/viewDocument.action?selectedDocumentId=10</a>

The second to last page of each report summarizes the number of documents for each **Document Type**.

<b>Document Inventory</b>	
<b>Document Information</b>	
Computer System User Guide	9
Form	1
Standard Operating Procedure	2
<b>Total</b>	<b>12</b>

The last page of each report displays the Filter Parameters selected for the report.

<b>Document Inventory</b>	
<u>List of Parameters and Filters used For Generating the report</u>	
Document Type:	ALL
Name:	Not Specified
Control Number:	ALL
Status:	ALL
Effective Date - From:	Not Specified
Effective Date - To:	Not Specified
Next Review Date - From:	Not Specified
Next Review Date - To:	Not Specified
Only Comestic Changes:	ALL
Publishing Type:	ALL
Document Hidden:	ALL