DMS - USER MANUAL

Version 6.0.4

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1 Preface

This guide provides instructions about configuring and using QUALIS DMS.

This preface contains these topics:

- Audience
- Conventions

1.1 Audience

QUALIS DMS user manual is intended for administrators or anyone using QUALIS DMS.

1.2 Conventions

The following text conventions are used in this document:

1.2.1 Commands

When a command is referred to in the manual, the following distinctions have been made:

When menu commands are referred to, the manual will refer you to the menu bar – E.g. “Choose File from the menu bar and then Print”.

When dialog box options are referred to, the following style has been used for the text – “In the **Page Range** section of the Print dialog, click the **Current Page** option”

Dialog box buttons are shaded and boxed – “Click OK to close the Print dialog and launch the print.”

1.2.2 Keyboard

Keys are referred to throughout the manual in the following way:

[ENTER] – denotes the return or enter key, [DELETE] – denotes the Delete key and so on.

Where a command requires two keys to be pressed, the manual displays this as follows:

[CTRL][P] – this means press the letter "p" while holding down the Control key.

1.2.3 Notes

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. For example:

Note: *"Qualis DMS will not let you close a screen or window that you haven't already saved changes to without prompting you to save."*

1.2.4 Warning

Within each section, any items that need warning or extra attention devoted to them are denoted by shading in yellow. For example:

Warning! : *If you click* ***Close*** *before saving will close the FTP Configuration screen without saving the configuration.*

1.2.5 Callout

Callouts are used to denote an action or describe something in the interface.

Click here

1.2.6 Description

This style denotes the sequence that follows an action. In general, a screen shot appears under the style that denotes the result of an action. For Example: The Add User screen appears as shown in the figure.

2 Qualis DMS Core Capabilities

QUALIS DMS's rich and scalable features are the foundation for a successful clinical/lab document management system:

- Centralized Document Access
- Version Control
- Audit Trail
- Attribute & Property Linking
- Quick Publishing & Printing

2.1 Centralized Document Access

Managing and sharing documents in a workgroup, between departments or across remote sites using folders in Windows Explorer is difficult and prone to error. The process of creating, editing, sharing and storing documents is left to each individual user and the results are chaos, wasted time, costly errors and lost productivity.

Qualis DMS serves as your single source for document access and control, enabling users to find documents located anywhere while ensuring version control, an automated approval process and an audit trail for each document throughout its lifecycle. QUALIS DMS makes it easy to control access to your documents, while enabling organized, efficient document sharing and collaboration across your local or global enterprise.

2.2 Version Control

Manual methods of document version control are difficult and prone to error, and mistakes are costly. In companies without document control, it is common to find multiple versions of a document across the organization. You may have a copy of a document on the network, a copy on a user's hard drive and paper copies as well, making it virtually impossible to determine which the correct version is. If an incorrect version makes it to a client, contractor or the manufacturing floor, it can end up as an expensive and unfortunate mistake.

Qualis DMS serves as your central point for document access and automatically ensures users always access the latest version. Qualis DMS also saves previous versions and maintains the historical metadata so you can access a snapshot in time as well as the complete document history. Qualis DMS maintains an audit trail for each document throughout its lifecycle.

- Ensure all users always have access to the latest version of every document
- Automatically save as many previous versions of your files and associated metadata as you choose
- Ensure an audit trail for each document is maintained throughout its lifecycle

2.3 Audit Trail

Maintaining a complete audit trail for each document throughout its lifecycle is important not only for internal analysis and process optimization, but also for compliance with industry standards and regulations. Qualis DMS electronic Audit Trail provides your company a simple method to understand the complete history of each document. Authorized users can see the ongoing activity history of a file, including what action was taken, by whom, and the date and time the action occurred.

Complying with industry standards is important, time-consuming and expensive. Leveraging Qualis DMS's electronic information tracking capabilities dramatically reduces the time and effort it takes to gain and maintain certification, and dramatically increases your organization's chances of successfully passing audits.

- Maintain a complete record of every action that takes place to a file throughout its lifecycle
- Streamline compliance with industry quality standards and regulations
- Protect your organization in legal situations with a proven record of the actions executed on a given document
- Filter the audit trail display to search for specific activities to a document
- Limit the commands the Audit Trail stores, if desired
- Export the audit trail for archival or reporting purposes

2.4 Attribute & Property Linking

Qualis DMS has a bi-directional link to attributes or properties contained within your documents. This link ensures that important information already contained within your documents is populated into the DMS database, and that as changes are made to those documents, the database is automatically updated.

2.5 Quick Releasing & Printing

Qualis DMS enables quick release and printing documents to hard copy. In addition Qualis DMS enables:

- Print or publish any selection of documents on-demand
- Publish to Qualis DMS Library or to a network folder or ftp site
- Ensure your output is generated from the correct file version
- Provides an Audit Trail for Releasing/Printing activities
- Set permissions determine who has rights to output which file
- Set option to request /grant permissions to print and reprint

3 Getting Started

3.1 Login to Qualis DMS

To login to Qualis DMS, follow these steps:

1. Open Browser, in the address bar, type "http://209.126.8.59:8179/DMS/Qualis/Qualis.html" and then press ENTER. Qualis DMS login screen appears as shown in the figure:

FIGURE: - Qualis DMS – Log in Screen

2. In the **Login ID** field, type the login id received from your administrator.
3. In the **Password** field, type valid password.
4. In the **Login Type** box, mention the login type whether it is internal or ADS.
5. In the **Role**, select your role.
6. In the **Select Language** box, select the language, in case of multilingual, by default English will be loaded.
7. Click **Login**.

On successful login, Qualis DMS home screen appears.

3.2 The User Interface

The figure below highlights the main components of the Qualis DMS user interface.

(1) The **Explorer** pane, used for accessing commonly-used items such as menus and options. You will access menus from here.

(2) The **Workspace** area, which displays tabbed pages opened from the Explorer.

(3) **Add, Edit, Delete, Export** common options that are available for most of the masters, transactions and settings.

(4) **Search tool** that most of the tabbed pages contain, which you can use to sort and refine the information displayed.

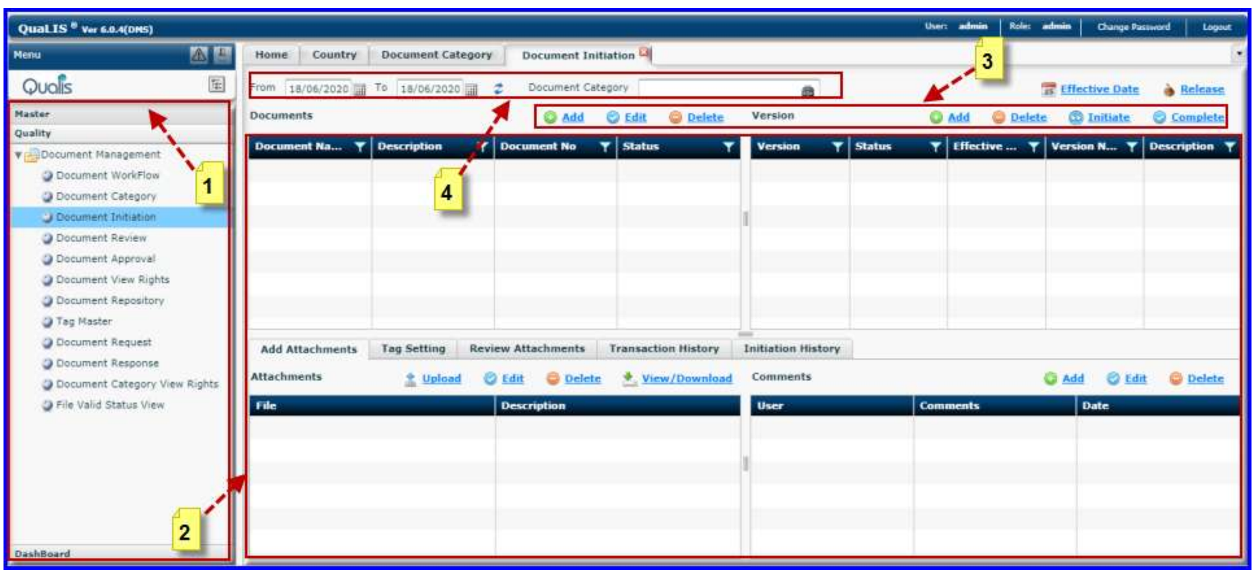

FIGURE: - User Interface Components

3.2.1 The Explorer

At the left of the user interface, the Explorer provides quick and easy access to commonly used tools.

3.2.1.1 To open an item from the Explorer:

1. Click the item. The relevant information is displayed on a tabbed page in the Workspace as shown in the figure:

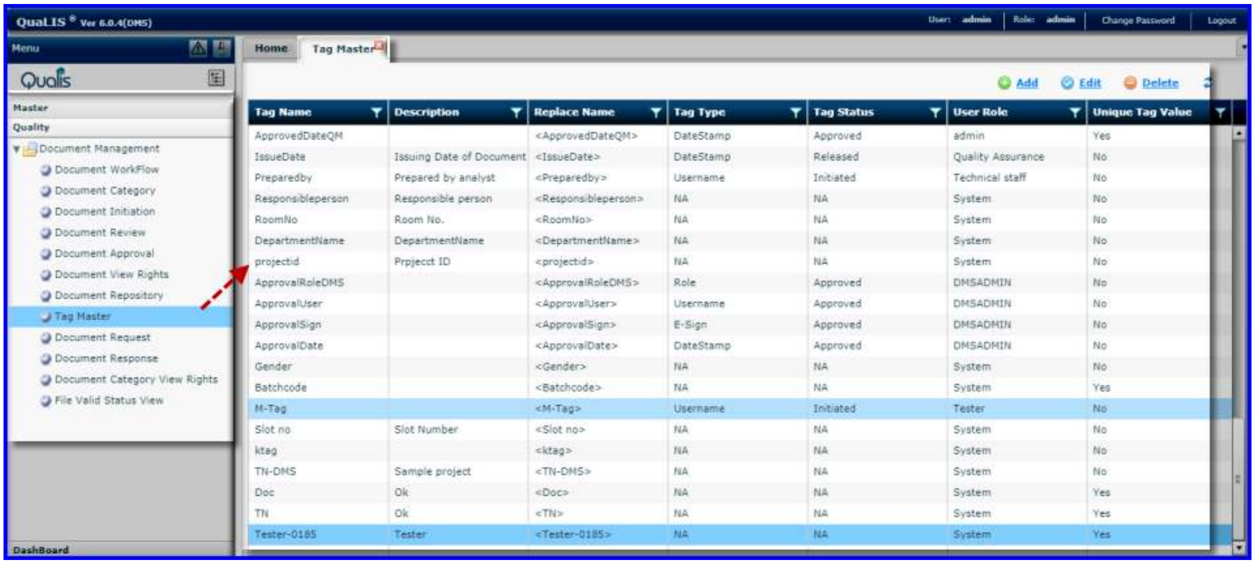

FIGURE: - Opening an item from the Explorer

3.2.1.2 To hide the Explorer:

1. Click that appears on the top of the Explorer.

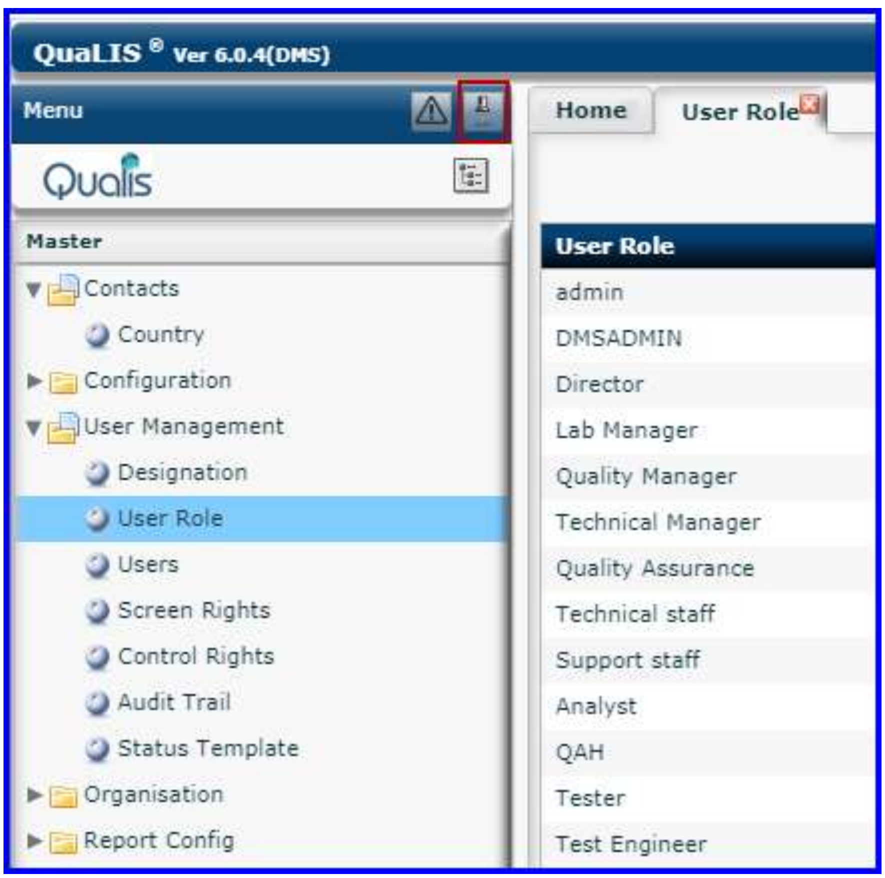

FIGURE: - Hiding Explorer Pane

3.2.2 The Workspace

The Workspace is the center of activity in Qualis DMS. Here, you can work with masters, manage documents and search for and display information. Items displayed in the Workspace open on tabbed pages.

When you first open Qualis DMS, the Home tabbed page is displayed.

3.2.2.1 To open an item in the Workspace:

1. Click an item in the Explorer.

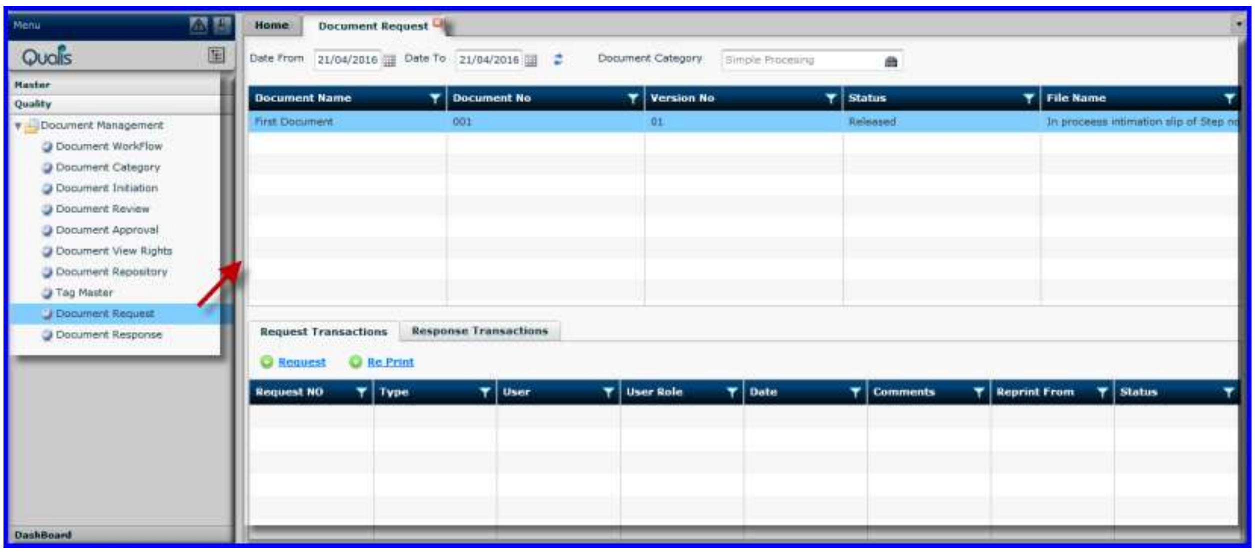

FIGURE: - Opening an item in the Workspace

4 Masters

4.1 Overview

Masters in Qualis DMS are used to store and maintain data outside a process and refer it in process using "Master" field type in the form. For example when you store a sample, you may want to look up the storage data such as organization, department, lab, site, section etc. In this example storage location data can be created and managed as a master. Also user data can be created and managed as a master.

In Qualis DMS you can add/create masters, edit master details and delete existing masters.

Qualis DMS allows you to create and manage following masters:

Contact Management

Country is created and managed as master.

Configuration Management

FTP Configurations, Password Policy, E-Sign Control are configured and managed.

User Management

Users, Role, Control, Designation, and Approval Configuration are created and managed as masters.

Organization Management

Organization, Department, Site, Lab, and Section etc are created and managed as masters.

5 Contacts

5.1 Country Master

Country master is used to add and manage countries. Country details are used in user master.

5.1.1 Adding a New Country

To create a new country, follow these steps:

1. On the Explorer, click **Master**, **Contacts** and then click **Country**. The **Country** master screen appears as shown in the figure:

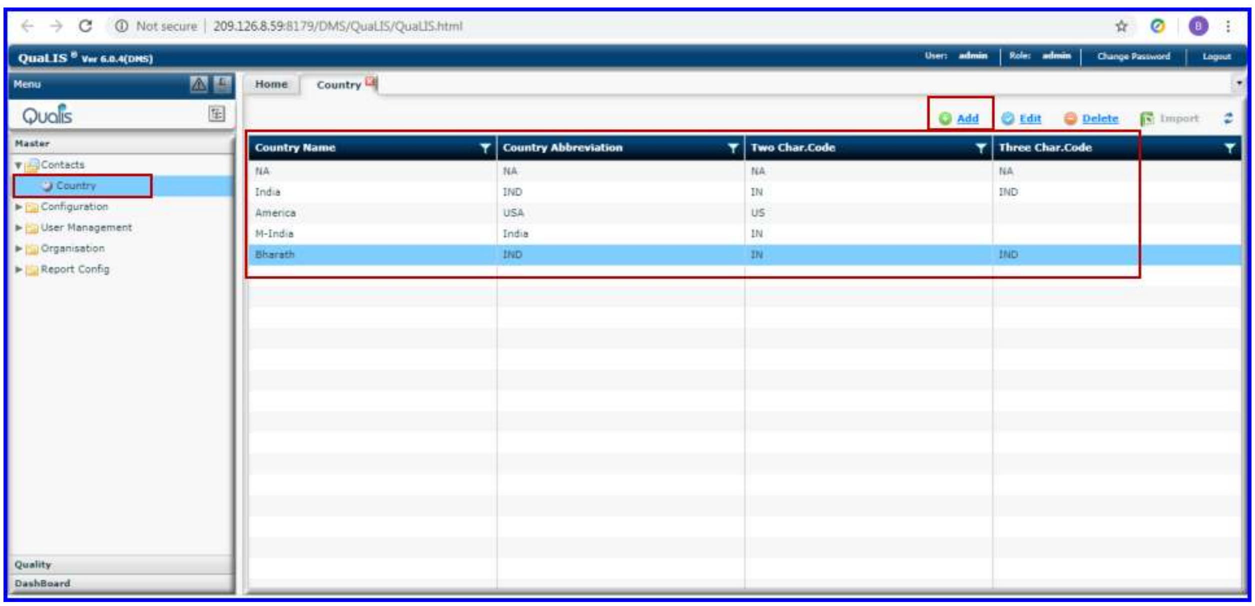

FIGURE: - Country Master Screen

In the country master screen you can see the list of countries created. Also options to add, edit and delete countries appear as shown in the above figure.

2. Click Add. The **Add Country** dialog appears as shown in the figure:

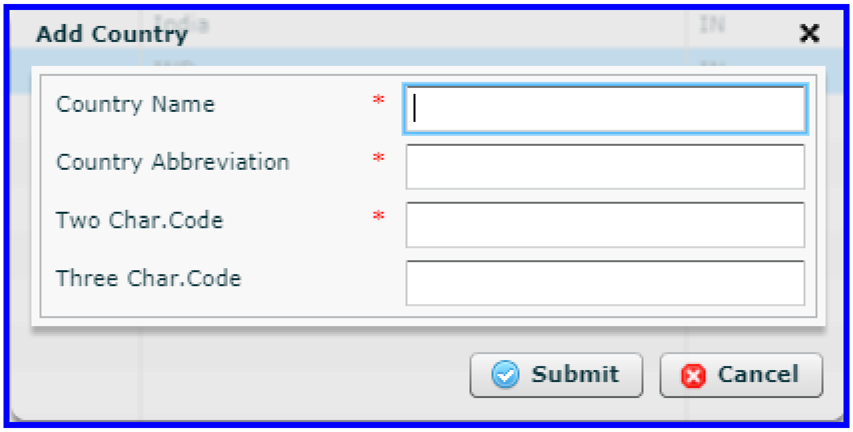

FIGURE: - Add Country Dialog

3. In the **Country Name** box, type the country name.
4. In the **Country Abbreviation** box, type the short name of the country.
5. In the **Two Char.Code** box, type the two character code of the country.
6. In the **Three Char.Code** box, type the three character code of the country.
7. Click **Submit**.

You can see the country you just created listed in the country master.

5.1.2 Editing and Deleting Country

1. To edit a country, in the Country master screen, select the country and then click Edit . In the **Edit Country dialog**, do required changes and then click **Submit**.

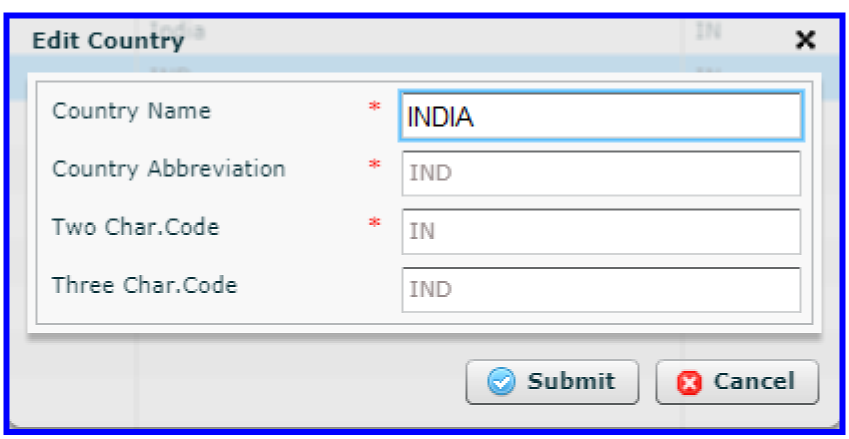

FIGURE: - Edit Country Dialog

2. To delete a country, in the Country master screen, select the country you want to delete and then click Delete .

6 Configuration

6.1 FTP Config

FTP Config master is used to create and manage FTP Configurations that are used for file upload.

6.1.1 Creating a FTP Config

To create a new FTP Config, follow these steps:

1. On the Explorer, click **Masters**, **Configuration** and then click **FTP Config**. The **FTP Config** master screen appears as shown in the figure:

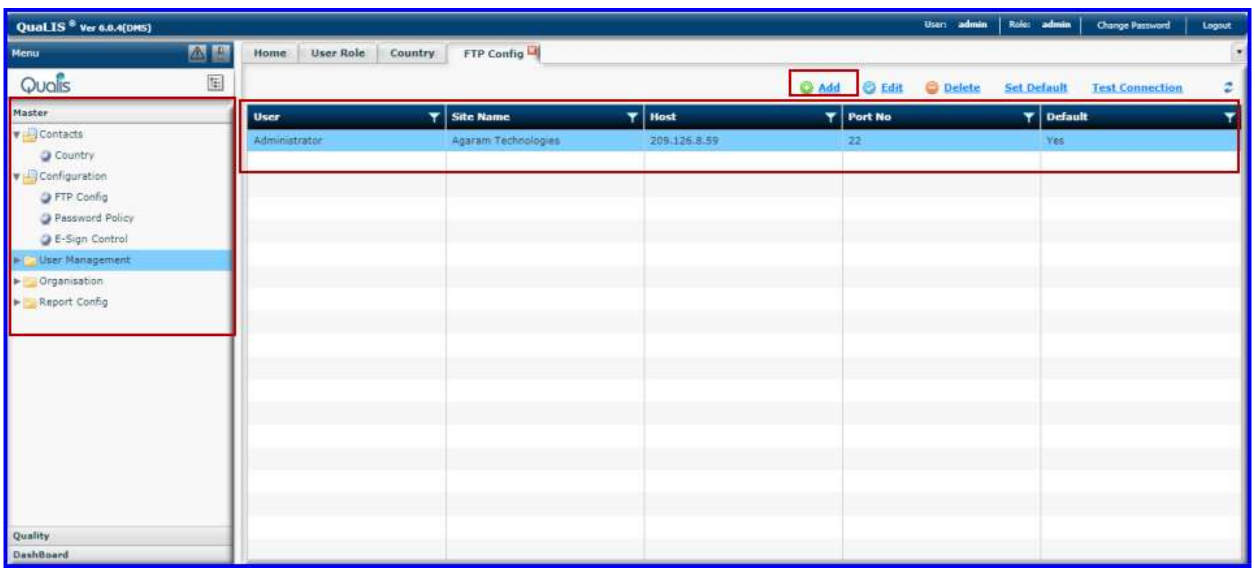

FIGURE: - FTP Config Master Screen

In the FTP Config master screen you can see the list of FTP Configurations created. Also options to add, edit and delete FTP Configs appear as shown in the above figure.

2. Click Add. The **Add FTP Config** dialog appears as shown in the figure:

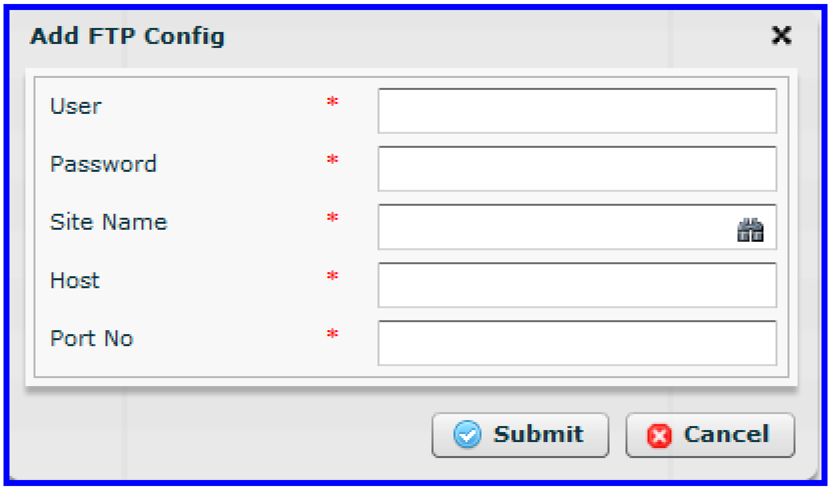

FIGURE: - Add FTP Config Dialog

3. In the **User** box, type the name of the machine/server where you want to upload the files.
4. In the **Password** box, type the password of the machine/server.
5. In the **Site Name** box, select the name of the site.
6. In the **Host** box, type the Host Name/IP address of the machine/server.
7. In the **Port No** box, type the port number.
8. Click **Submit**.

You can see the FTP Configuration you created listed in the FTP Config master.

6.1.2 Editing and Deleting FTP Configs

1. To edit a FTP Configuration, in the FTP Config master screen, select the FTP Configuration and then click Edit. In the **Edit FTP Config** dialog, do required changes and then click **Submit**.

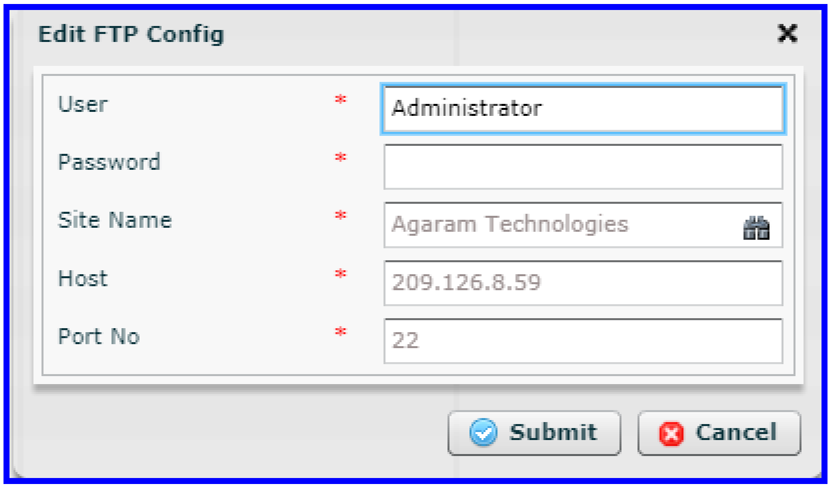

FIGURE: - Edit FTP Config Dialog

2. To delete a FTP Configuration, in the FTP Config master screen, select the FTP Configuration you want to delete and then click Delete.

6.2 Password Policy

Password policy can be set to control user authentication behavior. Password policy is must for regulatory compliance and also depends on the organization policy defined for the individual applications.

Qualis DMS enables you to create password policies for each role. You can also create multiple password policies for a role.

When you create a policy it will be in the Draft state. You need to approve the policy to enforce. When a new policy is approved for a role, the existing policy will retire automatically.

***Note**: When a new password policy is approved for a role, the password policy of the entire users in that user role will be changed.*

6.3 Password Policy Master

Password Policy master is used to create and manage Password Policies.

6.3.1 Creating a New Password Policy

To create a new Password Policy, follow these steps:

1. On the Explorer, click **Masters**, **Configuration** and then click **Password Policy**. The **Password Policy** master screen appears as shown in the figure:

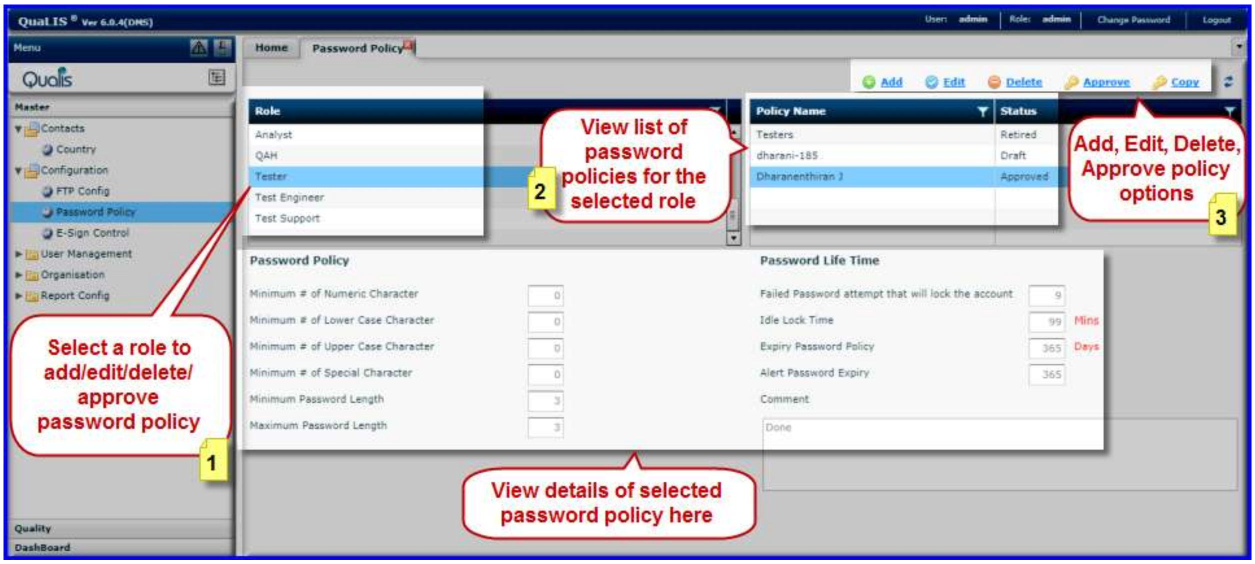

FIGURE: - Password Policy Master Screen

In the Password Policy master screen you can see the list of Password Policies created for a role. Also options to add, edit, delete, approve and copy policy appear as shown in the above figure.

2. Select the **Role** from the list you want to add password policy.

3. Click **Add**. The **Add Password Policy** dialog appears as shown in the figure:

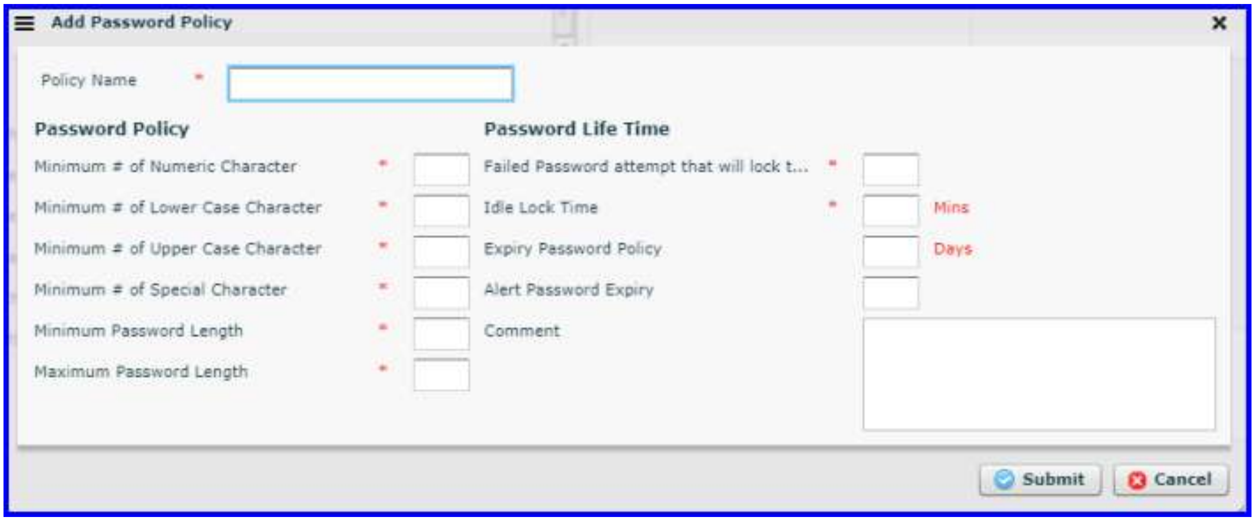

FIGURE: - Add Password Policy Dialog

4. In the **Policy Name** box, type the name for the policy you want to create.

5. Fill in all fields appropriately as follows:

6. Setup basic rules for the password such as **Minimum # of Numeric Character**, **Minimum number of Lowercase Character, Minimum number of Uppercase Character, Minimum Number of Special Character, Minimum Password Length** and **Maximum Password Length.**

7. Under **Password Lock Time**, fill the following:

8. In the **Failed Password attempt that will lock the ..** field, type number of failed attempts after which the application will be locked.

9. In the **Idle Lock Time** field, type number of minutes after which the system will be locked.

10. In the **Expiry Password Policy** field, type number of days the password is valid. After which the password would be expired. An alert shall be sent to the user to reset the password.

11. In the **Alert Password Expiry** field, type number of days before which the password expiry alert will be sent to the user.

12. In the **Comment** field, type your comments if any.

13. Click **Submit**.

You can see the Password Policy you created listed in the Password Policy master.

6.3.2 Editing and Deleting Password Policy

Only policies in the "Draft" state can be updated and deleted.

1. To edit a password policy, in the Password Policy master screen, select the role, select the password policy and then click Edit. In the **Edit Password Policy** dialog, do required changes and then click **Submit**.

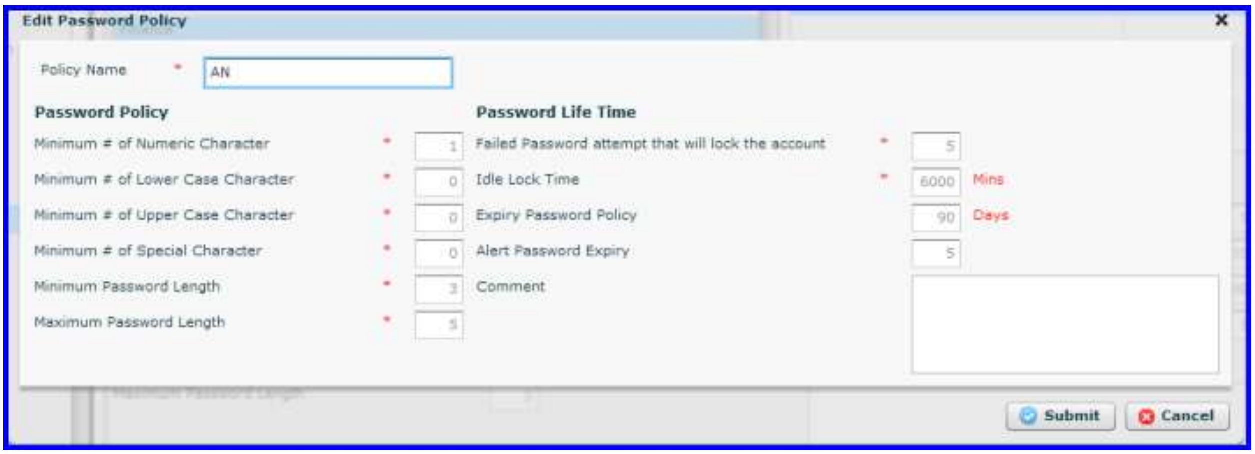

FIGURE: - Edit Password Policy Dialog

2. To delete a password policy, in the Password Policy master screen, select the role, select the password policy you want to delete and then click Delete.

6.3.3 Approving Password Policy

Policies in the "Draft" state can be approved.

1. To approve a password policy, in the Password Policy master screen, select the role, select the password policy and then click Approve. In the Confirmation dialog click **Ok**.

6.3.4 Copying Password Policies

You can copy password policy to multiple roles.

1. To copy a password policy, in the Password Policy master screen, select the role; select the password policy and then click Copy.

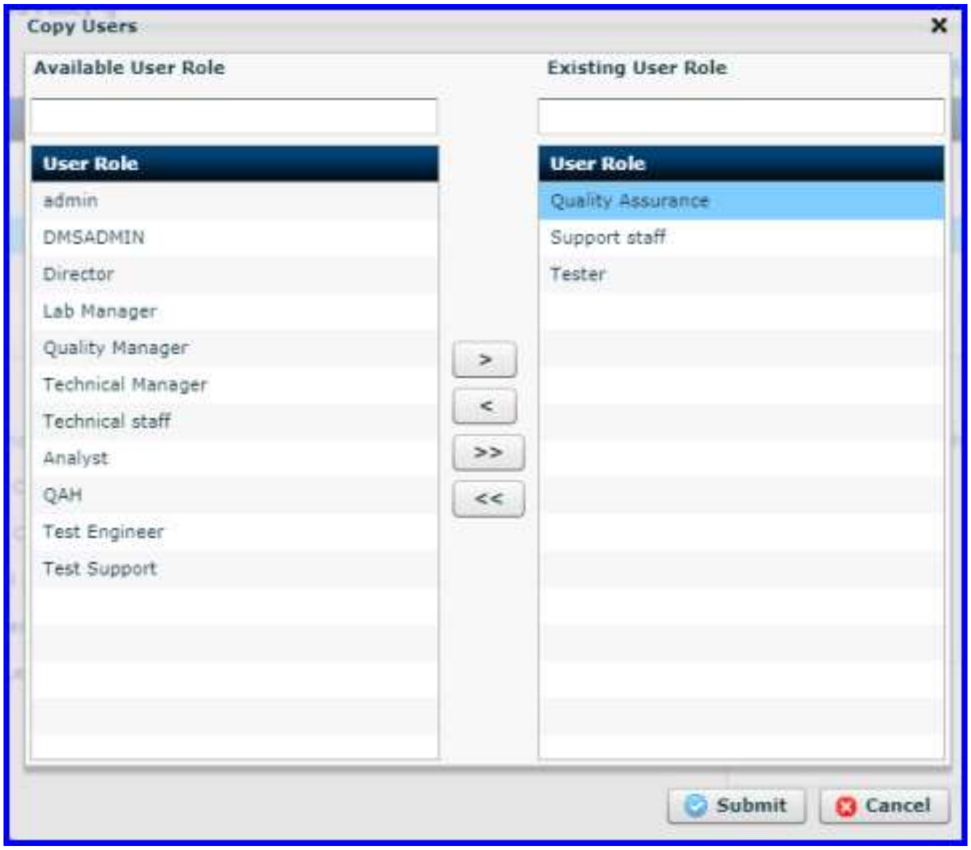

FIGURE: - Copy Password Policy Dialog

2. In the **Copy Password Policy** dialog, under **Available User Roles** select the roles and click > to copy the policy.

   Now the password policy is copied to all the selected roles.

6.4 E-sign Control

E-Sign Rights screen helps you to set E-Sign authentication at the control level for a selected screen.

To define E-Sign rights, follow these steps:

1. On the Explorer, click **Master**, click **Configuration** and then click **E-Sign Control**. The **E-Sign Control** screen appears as shown in the figure:

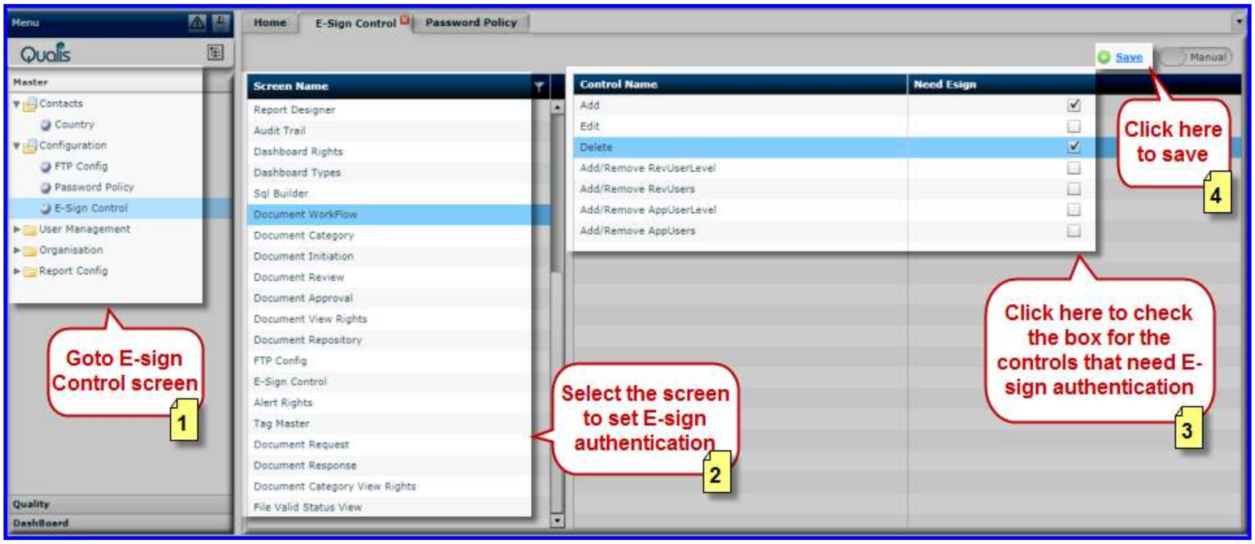

FIGURE: - Esign Control Screen

2. Under **Screen Name**, select a screen. You can see the list of controls in the selected screen.

3. Click to enable the check box under **Need Esign** of the respective control that requires E-Sign authentication and then click **Save**.

Note: When you click the control with E-sign authentication in the transactions the E-Sign dialog pops up for authentication.

7 User Management

Qualis DMS allows you to create users, roles, assign multiple roles to users, assign screen level and control level permissions to refine access to your lab information.

User roles and permissions

Qualis DMS users are assigned user roles, which in turn control their permissions and access to DMS tools and their ability to view, add, modify, and delete documents and other DMS data.

7.1 Designation

Designation master is used to create and manage designations that are used in user management, workflows and approval configuration.

7.1.1 Creating a Designation

To create a new designation, follow these steps:

1. On the Explorer, click **Masters**, **User Management** and then click **Designation**. The **Designation** master screen appears as shown in the figure:

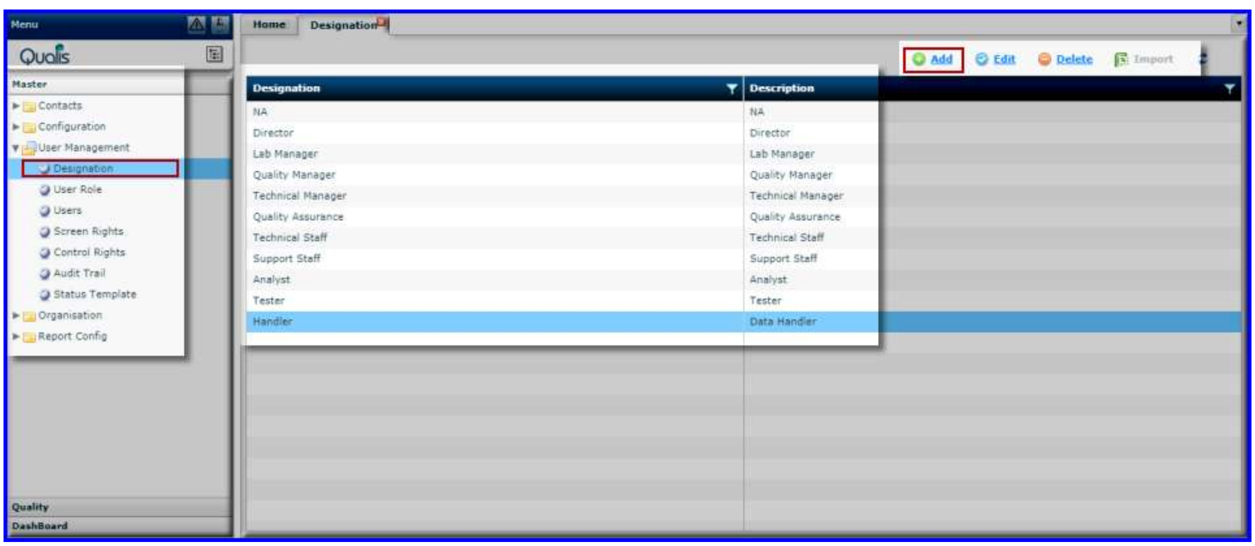

FIGURE: - Designation Master Screen

In the Designation master screen you can see the list of designations created. Also options to add, edit and delete designations appear as shown in the above figure.

2. Click **Add**. The **Add Designation** dialog appears as shown in the figure:

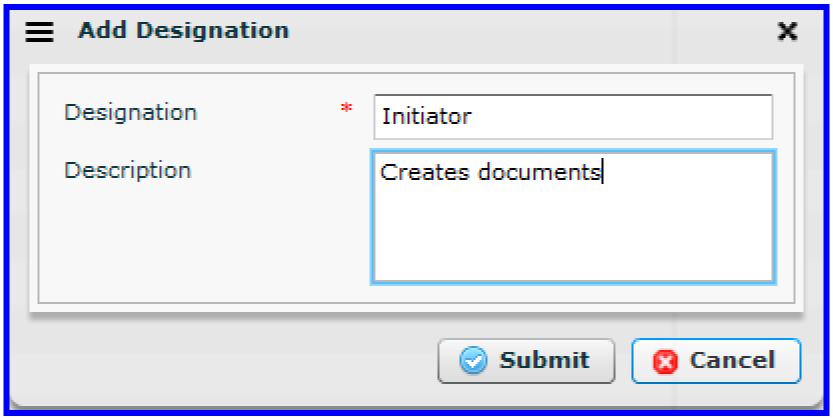

FIGURE: - Add Designation Dialog

3. In the **Designation Name** box, type the name for the designation.

4. In the **Description** box, type the description.

5. Click **Submit**.

You can see the designation you created listed in the Designation master.

7.1.2 Editing and Deleting Designations

1. To edit a designation, in the Designation master screen, select the designation and then click **Edit**. In the **Edit Designation** dialog, do required changes and then click **Submit**.

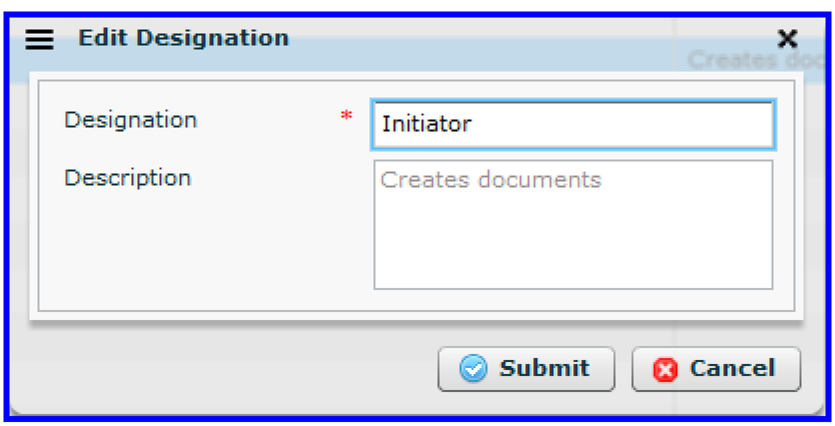

FIGURE: - Edit Designation Dialog

2. To delete a designation, in the Designation master screen, select the designation you want to delete and then click **Delete** .

7.2 User Role

To create a new role, follow these steps:

1. On the Explorer, click **Master**, click **User Management** and then click **User Role**. The **User Role** tab appears as shown in the figure:

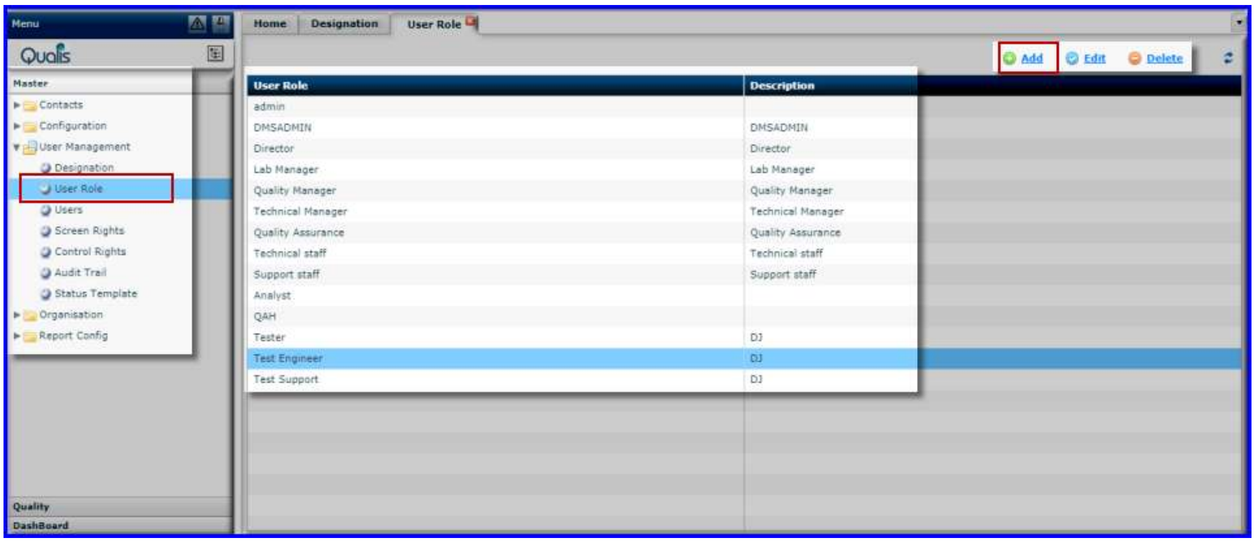

FIGURE: - User Role Tab

2. In the **User Role** tab, click **Add**. The **Add User Role** dialog appears as shown in the figure:

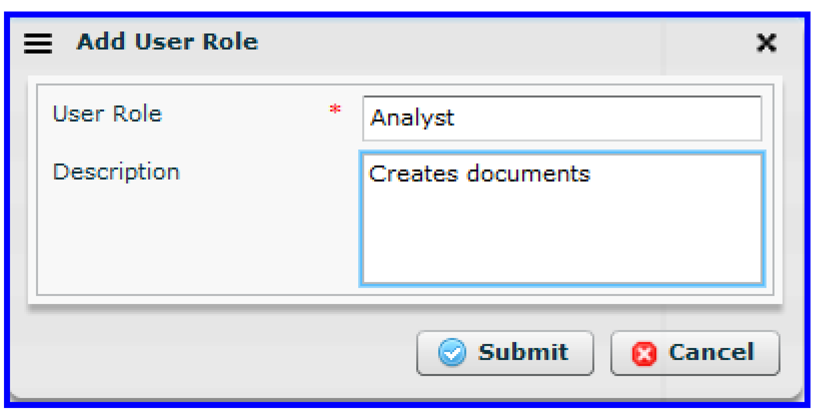

FIGURE: - Add User Role Dialog

3. In the **User Role** box, type name for the role you want to create.
4. In the **Description** box, type description.
5. Click **Submit**.

You can see the role you created listed in the user role master.

7.2.1 Editing and Deleting User Roles

1. To edit a role, in the User Role master screen, select the role and then click Edit. In the **Edit Role** dialog, do required changes and then click **Submit**.

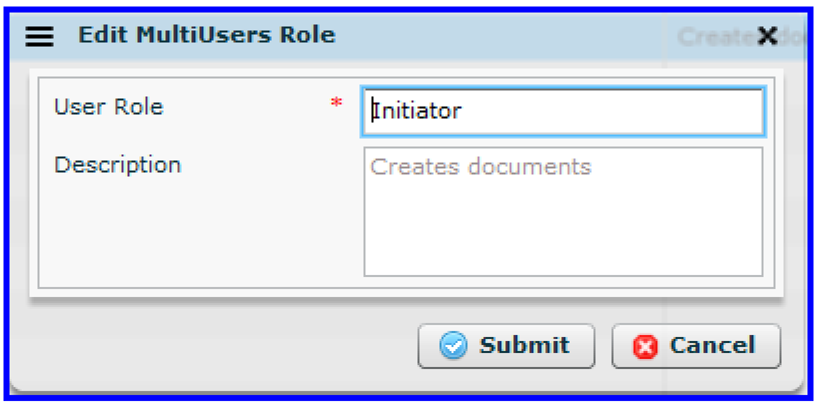

FIGURE: - Edit User Role Dialog

2. To delete a role, in the User Role master screen, select the role you want to delete and then click Delete.

7.3 Users

To create a new use account, follow these steps:

1. On the Explorer, click **Master**, click **User Management** and then click **Users**. The **Users** tab appears as shown in the figure:

FIGURE: - Users Tab

2. In the **Users** tab, click **Add**. The **Add Users** screen appears as shown in the figure:

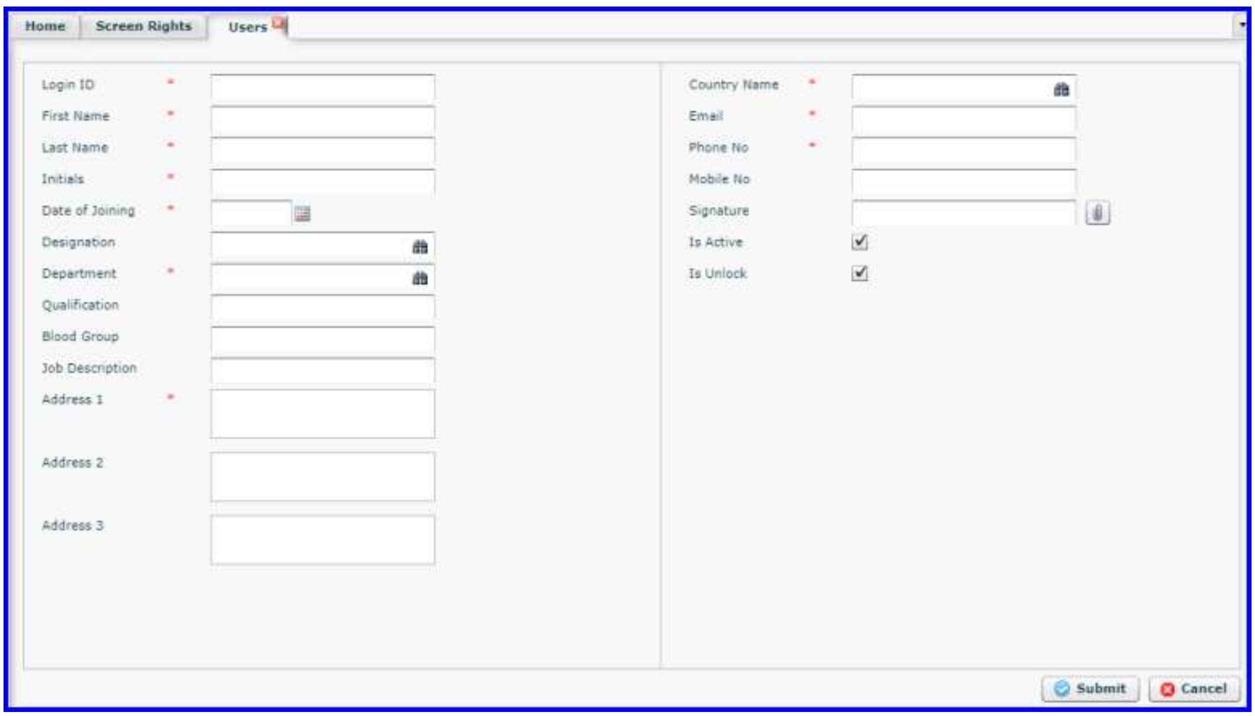

FIGURE: - Add User Screen

3. Type the **Login ID**, **First Name**, **Last Name**, **Initials**, **Date of Joining**, **Department**, **Address, Country**, **E-mail address**, **Phone No** and other fields as required.

4. Click **Submit**.

The new user account is created and listed in the grid in the Users screen.

Now you can assign role(s) to the user account. You can map multiple roles to a user account and set a role as default role.

7.3.1 Mapping User Account to Role(s)

To map user account to a role, follow these steps:

1. In the **Users** screen, select the user account to assign a role.
2. Click **Add** as shown in the figure:

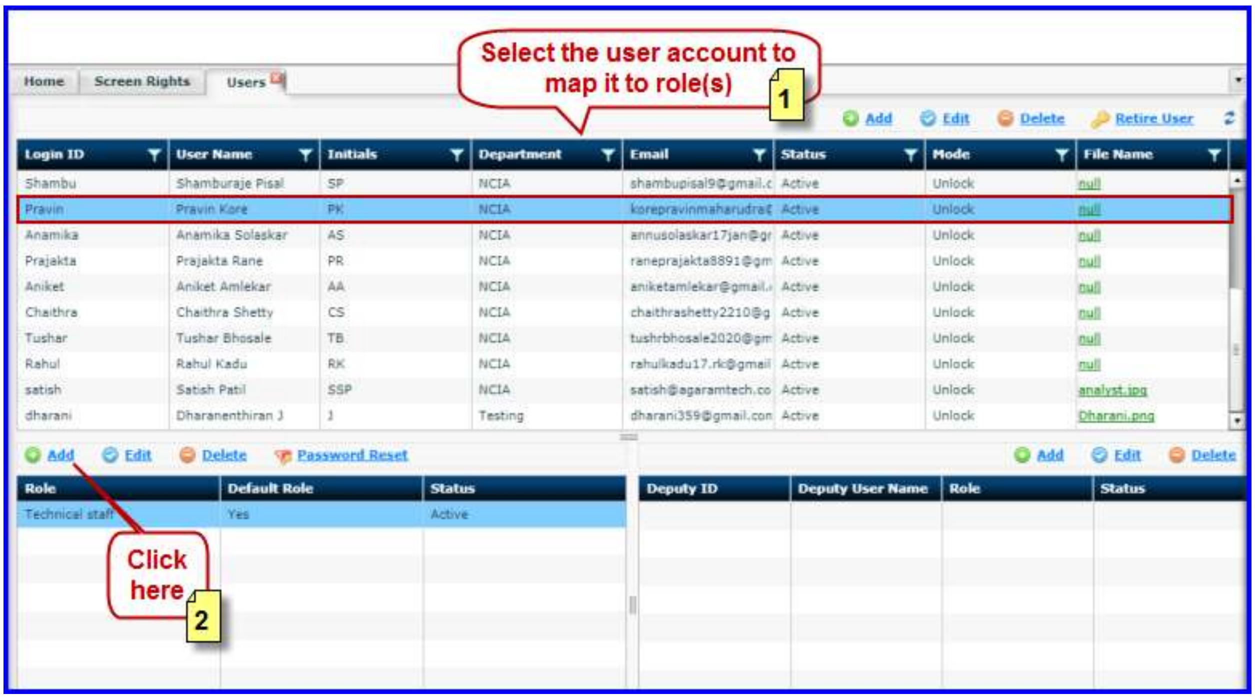

FIGURE: - Users Screen

The **Add MultiUsers Role** dialog appears as shown in the figure:

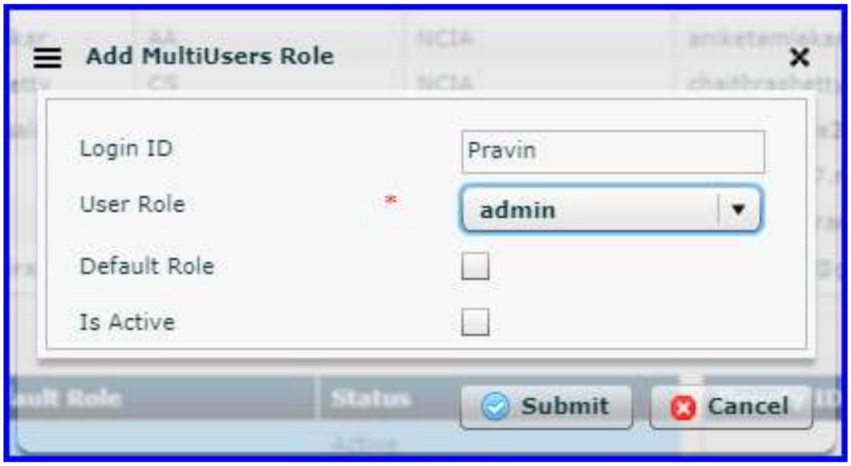

FIGURE: - Add MultiUsers Role Dialog

3. In the **User Role** list box, select the role you want to assign to the user.

4. Click to check **Default Role** box to make this role default role for the user.

5. Click **Is Active** to make the role active to the user.

6. Click **Submit**. The selected role is assigned to the user.

Note: You can map multiple roles to a user out of which only one can be a default role.

7.3.2 Editing and Deleting User Roles Assigned

1. To edit a role assigned to the user, in the **Users** screen, select the user, select the role to edit and then click Edit. In the **Edit MultiUser Role** dialog, do required changes and then click **Submit**.

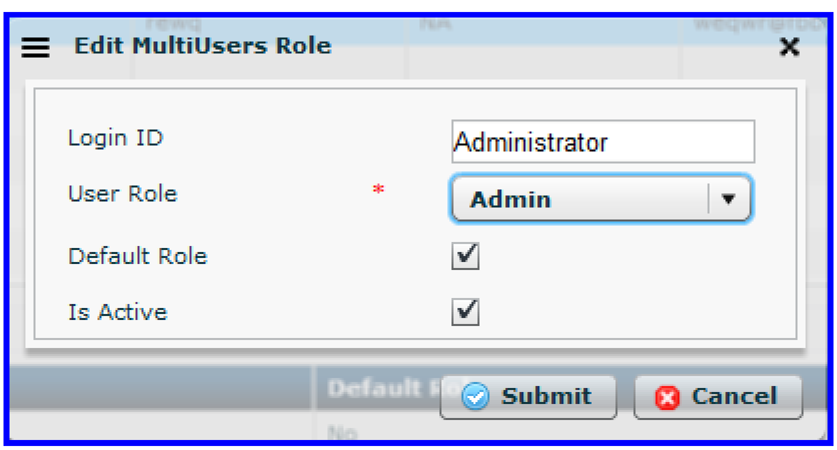

FIGURE: - Edit MultiUsers Role Dialog

2. To delete a role assigned to the user, in the **Users** screen, select the user, select the role to delete and then click **Delete**. You cannot delete default role assigned to the user.

7.4 Screen Rights

To define screen level permissions for roles and users, follow these steps:

1. On the Explorer, click **Master**, click **User Management** and then click **Screen Rights**. The **Screen Rights** screen appears as shown in the figure:

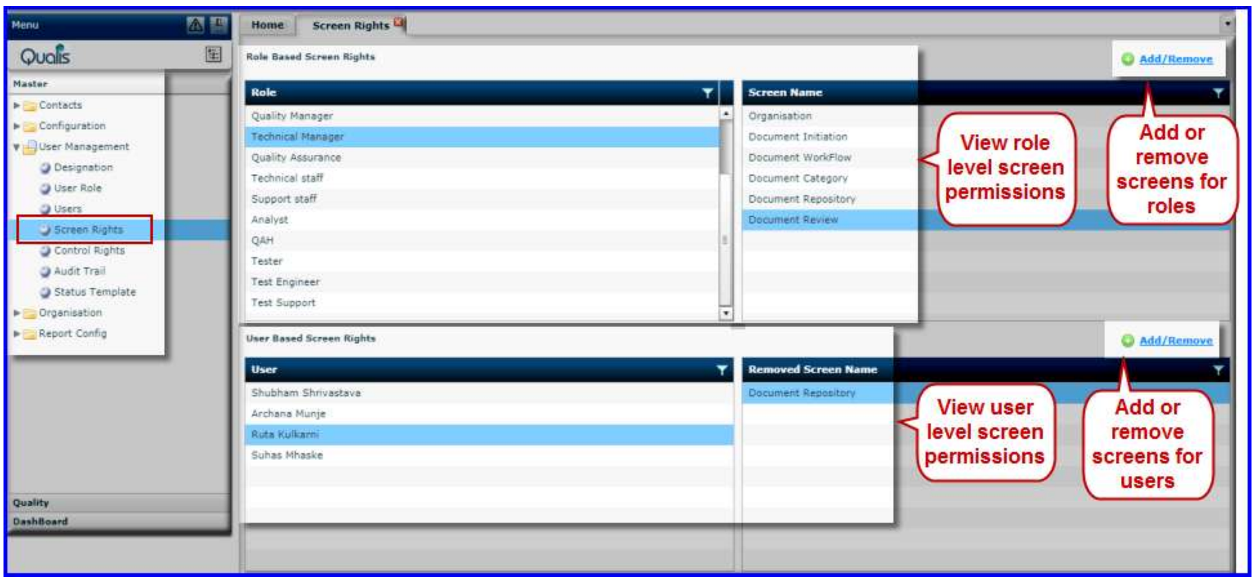

FIGURE: - Screen Rights Screen

2. Select a role from the left side. You can see the list of screen that the role has permissions.

3. To add or remove screens from/to the list, click **Add/Remove**. The **Add and Remove Screen** dialog appears as shown in the figure:

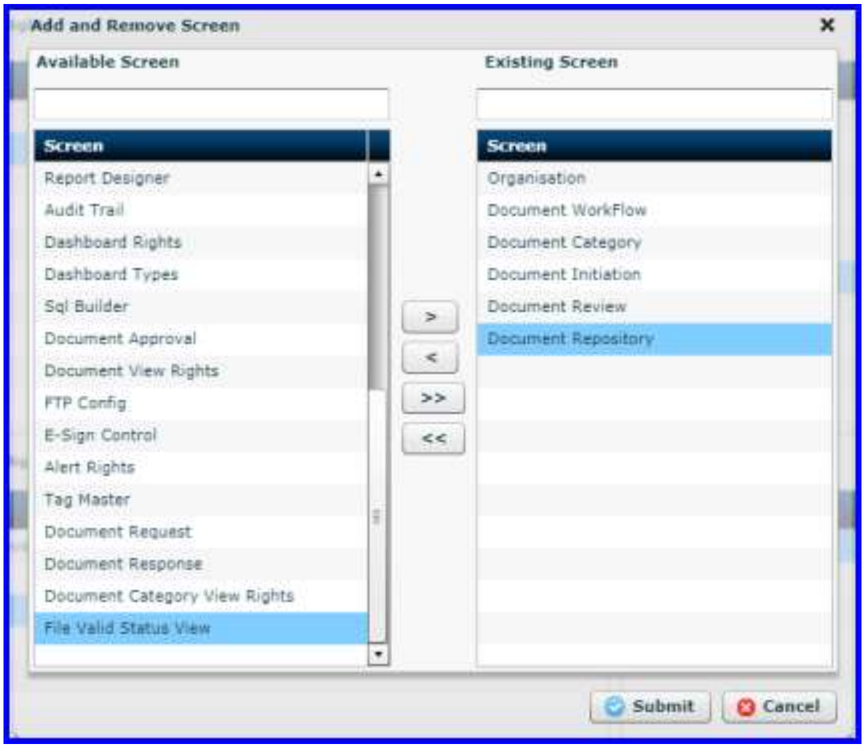

FIGURE: - Add and Remove Screen Dialog

4. Use the arrows to add or remove the screens to grant/revoke permissions.
5. Click **Submit**.

Same way you can grant or revoke screen permissions for the users.

7.5 Control Rights

To define control level permissions for roles and users, follow these steps:

1. On the Explorer, click **Master**, click **User Management** and then click **Control Rights**. The **Control Rights** screen appears as shown in the figure:

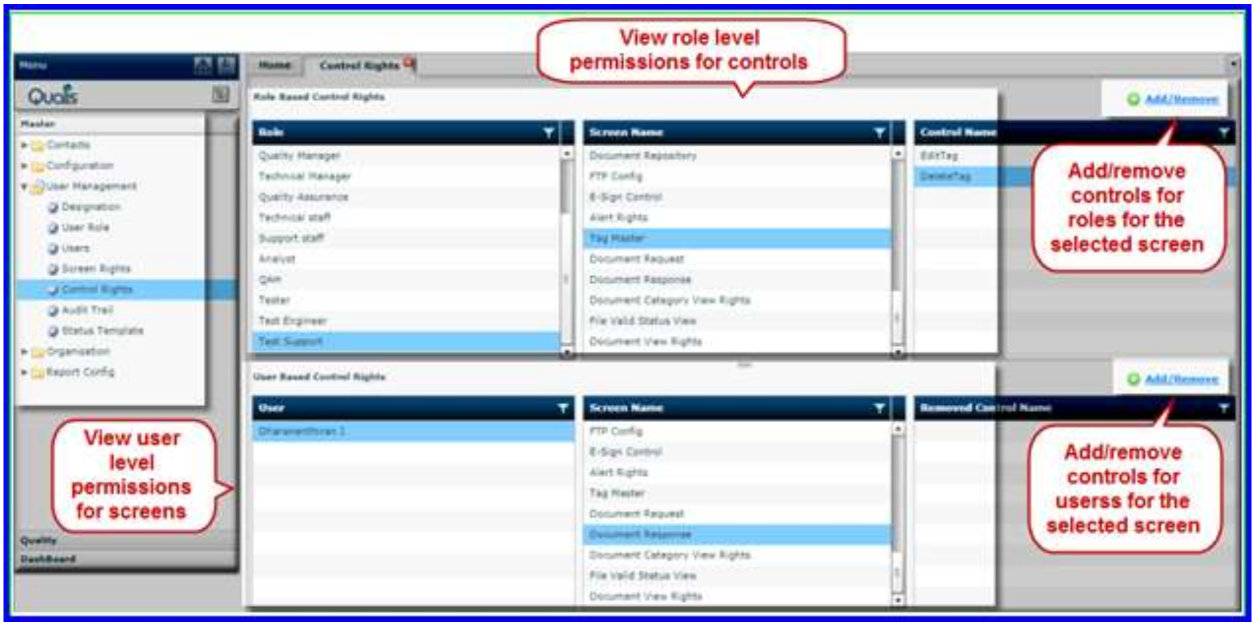

FIGURE: - Control Rights Screen

2. Select a role from the left side. You can see the list of screens and the list of controls in the selected screen that the role has permissions.

3. To add or remove controls from/to the list, click **Add/Remove**. **The Add and Remove Controls** dialog appears as shown in the figure:

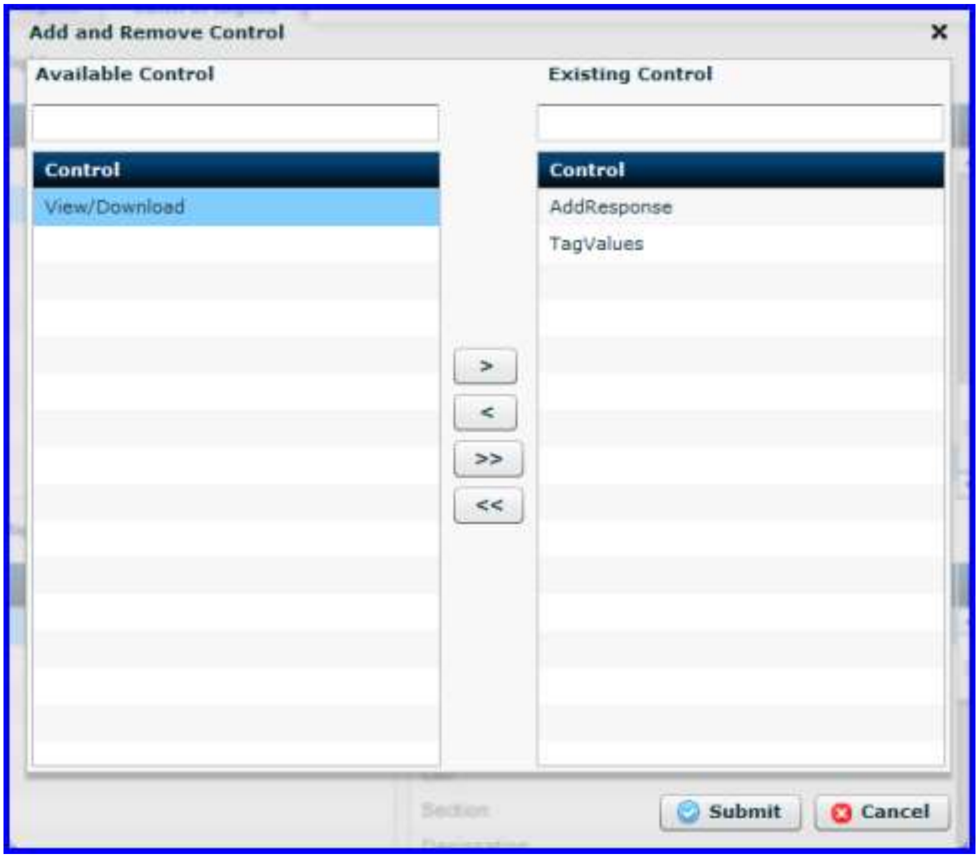

FIGURE: - Add and Remove Screen Dialog

4. Use the arrows to add or remove the controls to grant/revoke permissions.

5. Click **Submit**.

Same way you can grant or revoke permissions for controls for the users.

7.6 Audit Trail Log

Audit Trail menu helps you to view audit trail log. Also enables you to filter records based on date range, user and module name, export records to excel file, print records, create archive and open archive to view.

To view audit trail log, follow these steps:

1. On the Explorer, click **Master**, click **User Management** and then click **Audit Trail**. The **Audit Trail** log screen appears as shown in the figure:

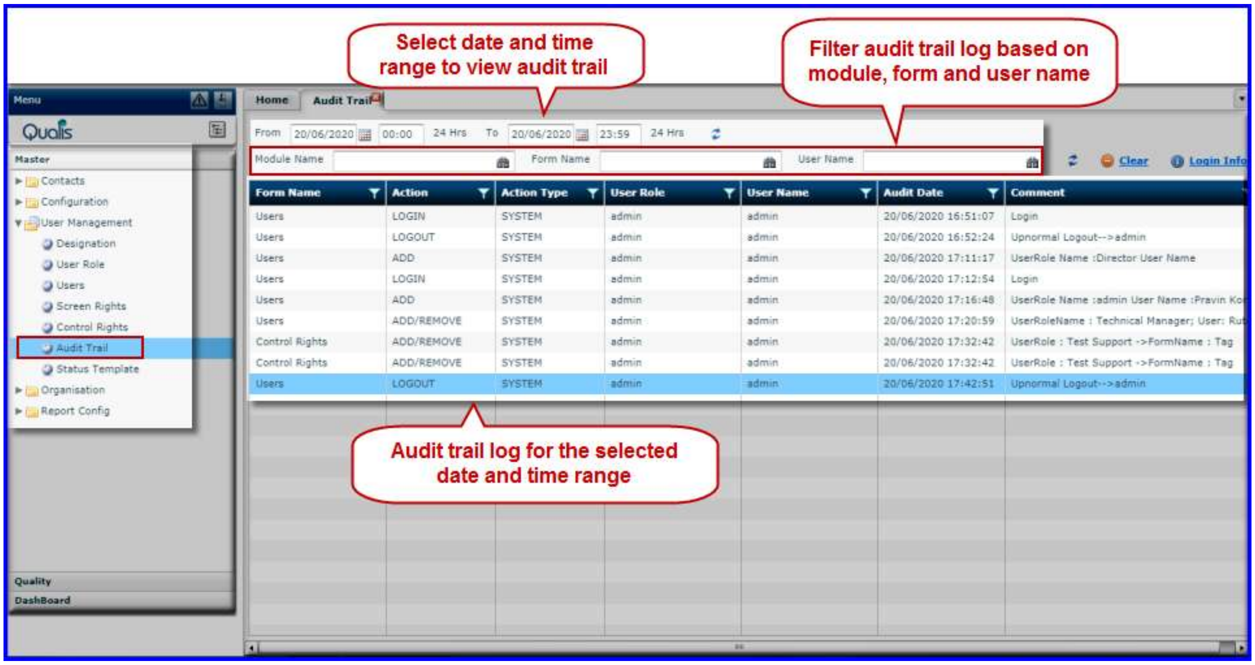

FIGURE: - Audit Trail Log Screen

You can filter records based on the **Date range**: Select the **From** and **To** date and then click **Filter** to filter records based on the specified date range.

7.7 Status Template

Status Template screen displays all system statuses. You can define the display status of the system statuses here.

To do so, follow these steps:

1. On the Explorer, click **Master**, click **User Management** and then click **Status Template**. The **Status Template** screen appears as shown in the figure:

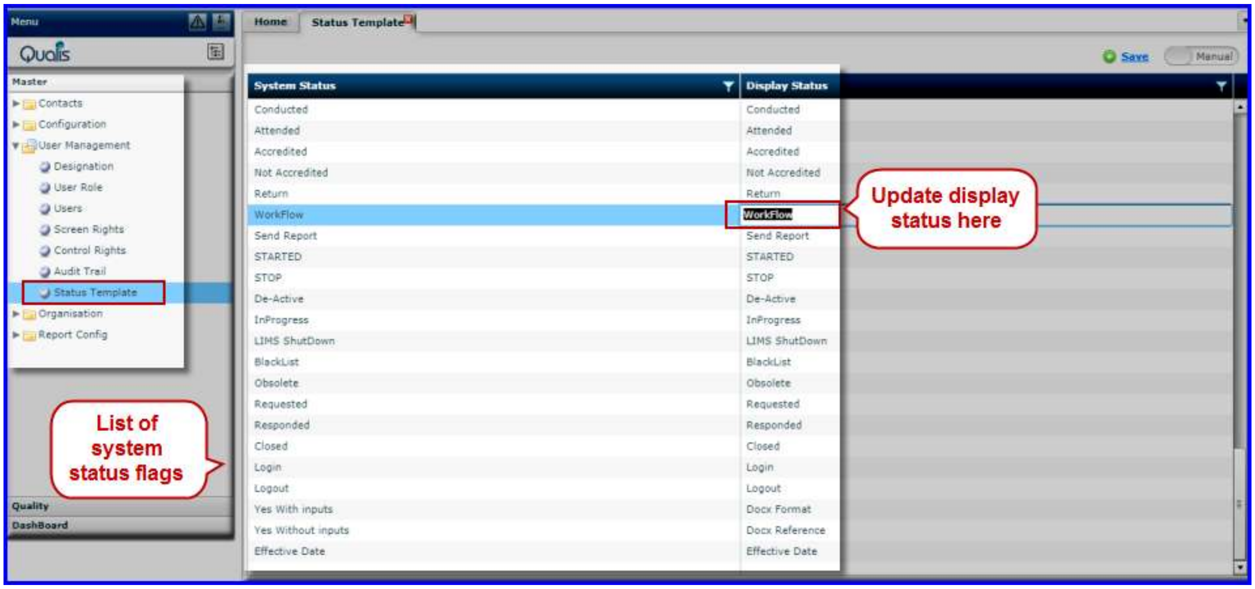

FIGURE: - Status Template Screen

2. Click on the display status and then type/update the display status as shown in the above figure.

3. Click **Save**.

8 Organization

8.1 Setting up Organizational Hierarchy

Qualis DMS organization hierarchy contains the following levels. There will be many to one mapping from the lower level to the higher level in the hierarchy.

Organization: Consists of multiple sites

Site: Consists of multiple departments

Department: Consists of multiple sections

Sections: Consists of multiple labs

Labs: Mapped to multiple user

8.2 Site Master

Site master helps to create and manage sites.

8.2.1 Creating a New Site

To create a new site, follow these steps:

1. On the Explorer, click **Masters**, **Organization** and then click **Site**. The **Site** master screen appears as shown in the figure:

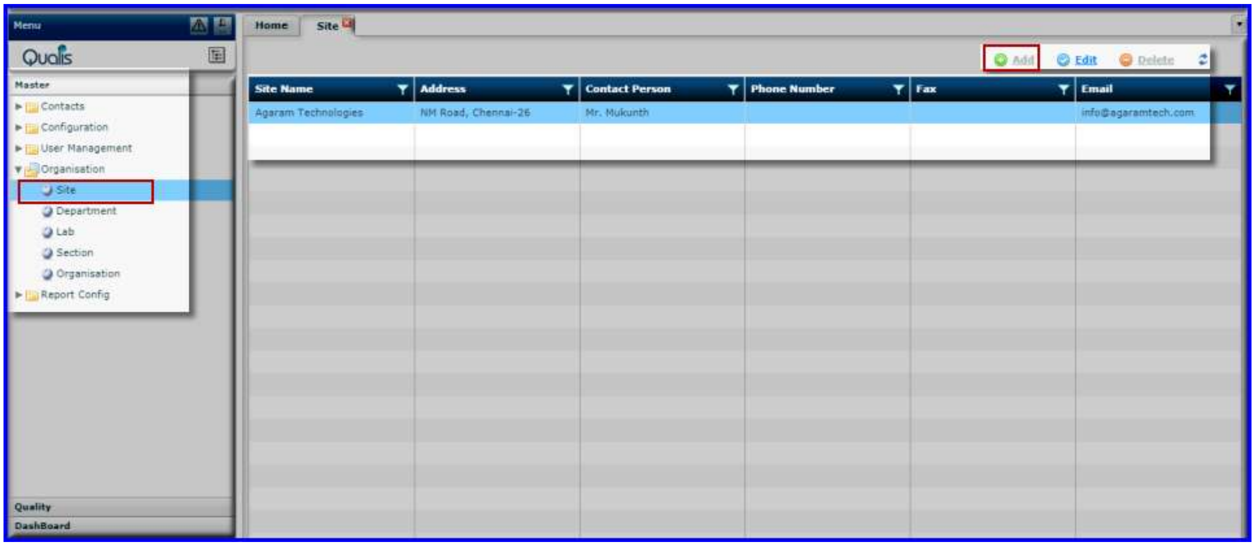

FIGURE: - Site Master Screen

In the Site master screen you can see the list of sites created for the organization. Also options to add, edit and delete sites appear as shown in the above figure.

2. Click **Add**. The **Add Site** dialog appears as shown in the figure:

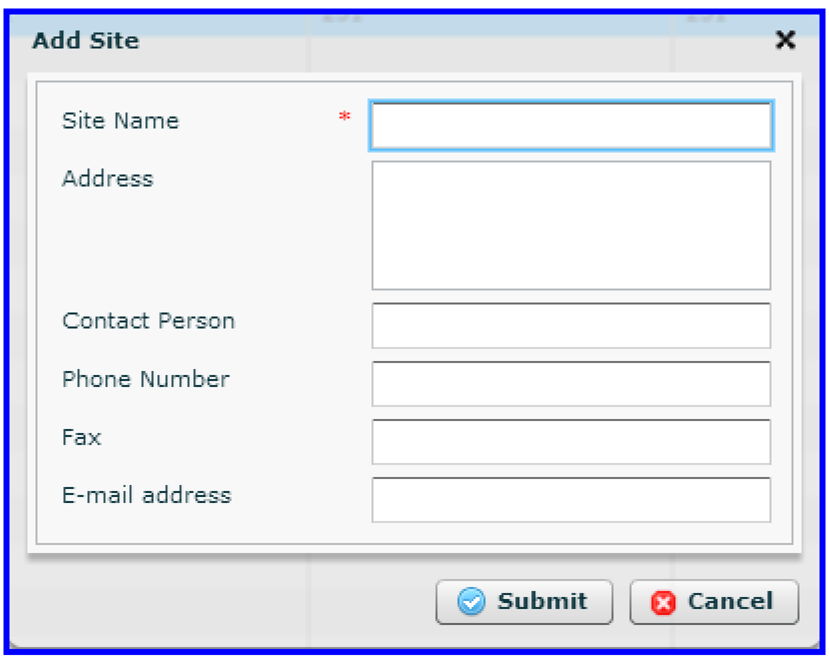

FIGURE: - Add Site Dialog

3. In the **Site Name** box, type the name for the site you want to create.

4. In the **Address** box, type the site address.

5. Fill in other fields appropriately.

6. Click **Submit**.

You can see the site you just created listed in the Site master.

8.2.2 Editing and Deleting Sites

1. To edit a site, in the Site master screen, select the site and then click Edit. In the **Edit Site** dialog, do required changes and then click **Submit**.

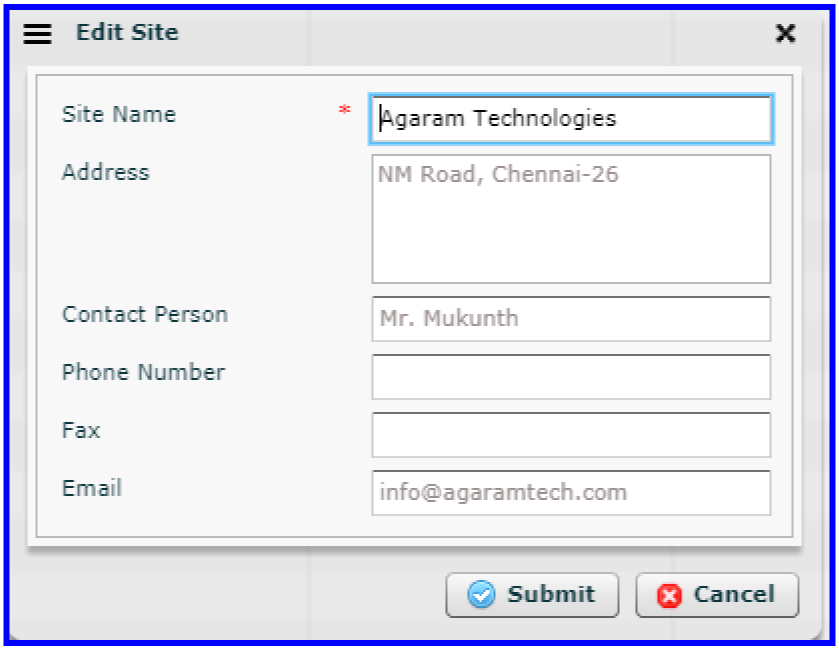

FIGURE: - Edit Site Dialog

2. To delete a site, in the Site master screen, select the site you want to delete and then click Delete.

8.3 Department Master

Department master is used to create and manage departments that are used in the organization setup. Sections are grouped under departments.

8.3.1 Creating a New Department

To create a new department, follow these steps:

1. On the Explorer, click **Masters**, **Organization** and then click **Department**. The **Department** master screen appears as shown in the figure:

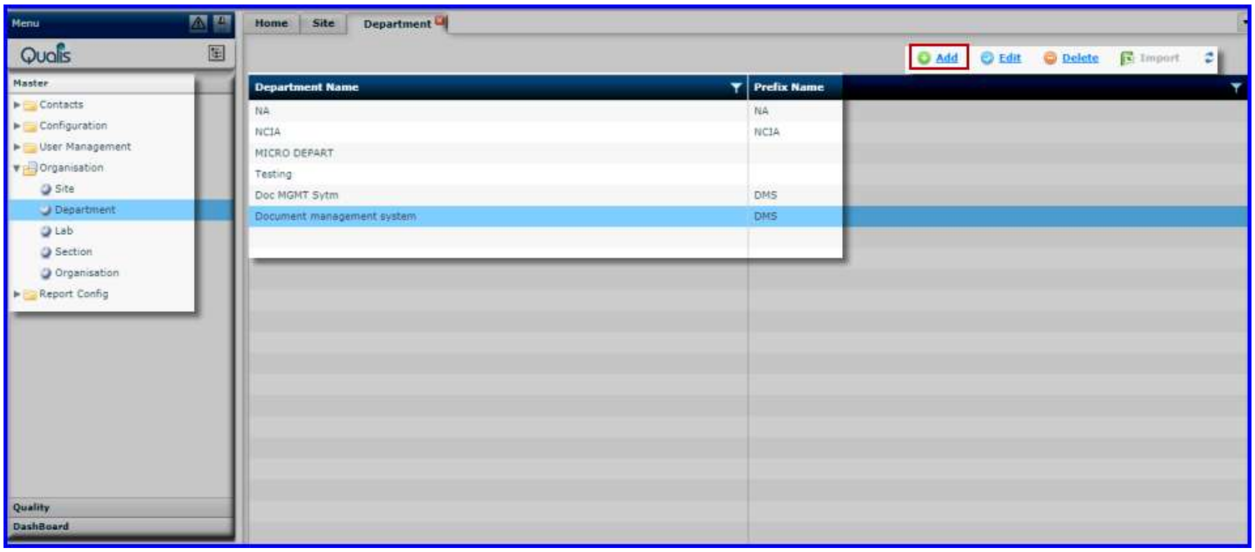

FIGURE: - Department Master Screen

In the department master screen you can see the list of departments created for the organization. Also options to add, edit and delete departments appear as shown in the above figure.

2. Click **Add**. The **Add Department** dialog appears as shown in the figure:

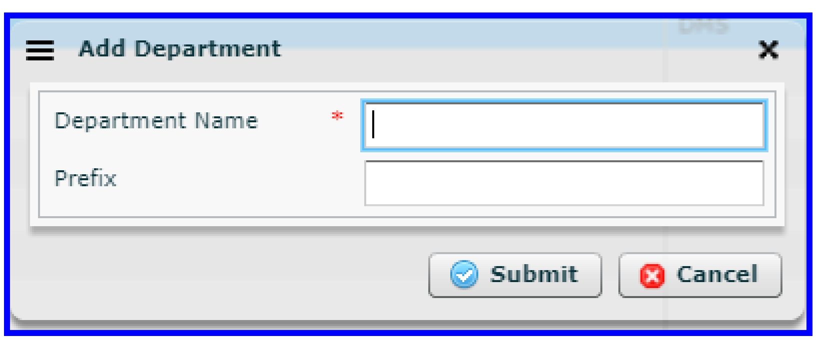

FIGURE: - Add Department Dialog

3. In the **Department Name** box, type the name for the department you create.

4. In the **Prefix** box, type the description.

5. Click **Submit**.

You can see the department you just created listed in the Department master.

8.3.2 Editing and Deleting Department

1. To edit a department, in the Department master screen, select the department and then click Edit. In the **Edit Department** dialog, do required changes and then click **Submit**.

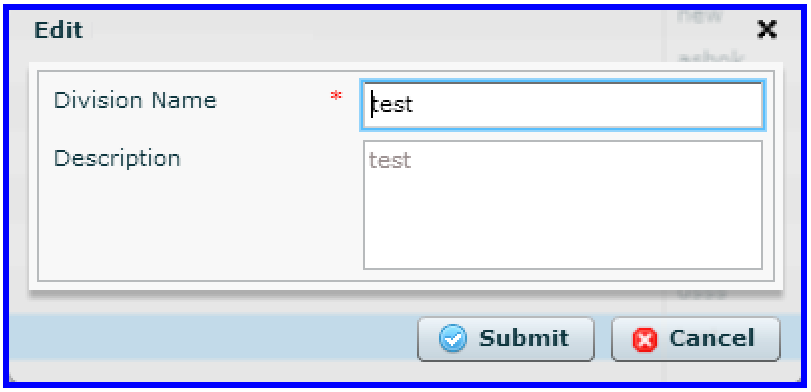

FIGURE: - Edit Department Dialog

2. To delete a department, in the Department master screen, select the department you want to delete and then click Delete.

8.4 Lab Master

Lab master is used to create and manage labs that are used in the organization setup. Sections are mapped to labs.

8.4.1 Creating a New Lab

To create a new lab, follow these steps:

1. On the Explorer, click **Masters**, **Organization** and then click **Lab**. The **Lab** master screen appears as shown in the figure:

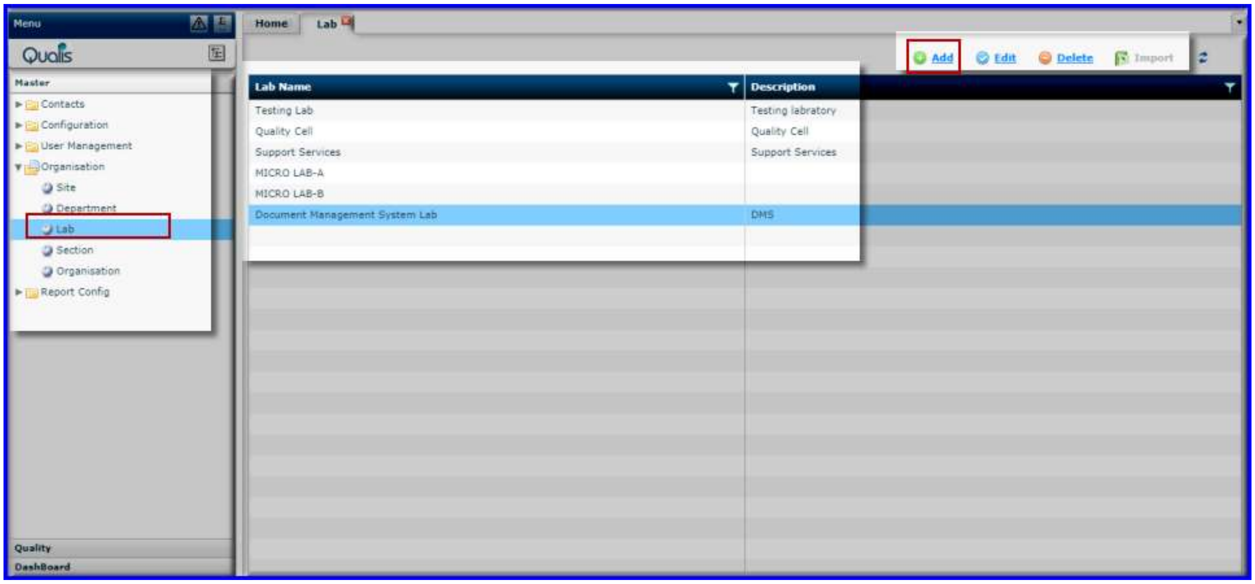

FIGURE: - Lab Master Screen

In the Lab master screen you can see the list of labs created for the organization. Also options to add, edit and delete labs appear as shown in the above figure.

2. Click **Add**. The **Add Lab** dialog appears as shown in the figure:

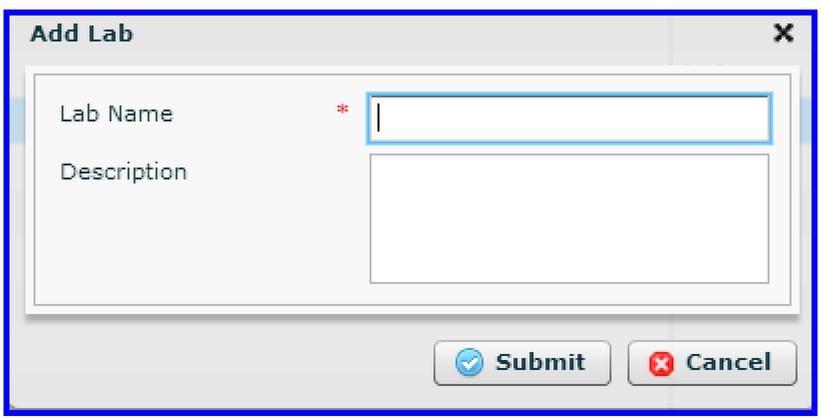

FIGURE: - Add Lab Dialog

3. In the **Lab Name** box, type the name for the lab you create.

4. In the **Description** box, type the description.

5. Click **Submit**.

You can see the lab you just created listed in the Lab master.

8.4.2 Editing and Deleting Labs

1. To edit a lab, in the Lab master screen, select the lab and then click Edit. In the **Edit Lab** dialog, do required changes and then click **Submit**.

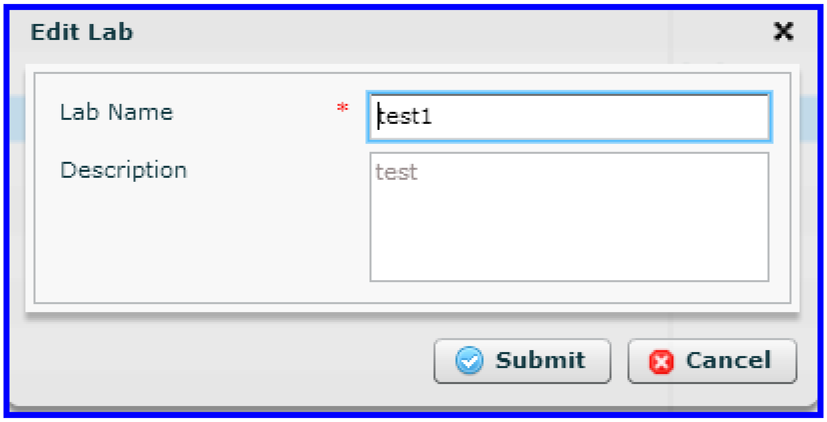

FIGURE: - Edit Lab Dialog

2. To delete a lab, in the Lab master screen, select the lab you want to delete and then click Delete.

8.5 Section Master

Section master is used to create and manage sections that are used in the organization setup. Sections are grouped under labs.

8.5.1 Creating a New Section

To create a new section, follow these steps:

1. On the Explorer, click **Masters**, **Organization** and then click **Section**. The **Section** master screen appears as shown in the figure:

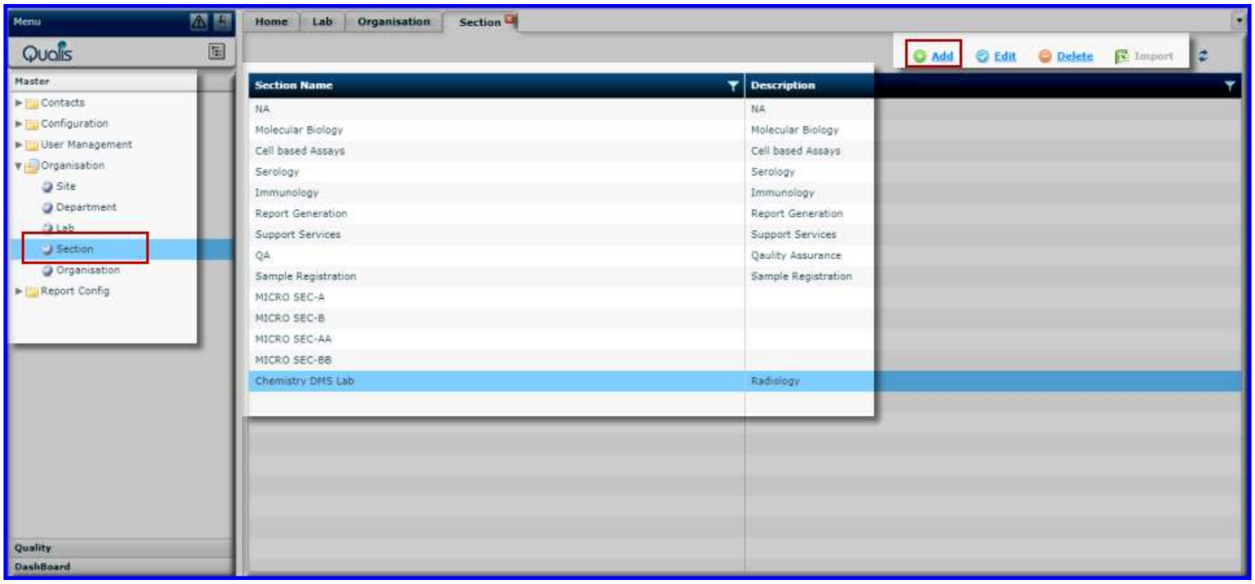

FIGURE: - Section Master Screen

In the Section master screen you can see the list of sections created for the organization. Also options to add, edit and delete sections appear as shown in the above figure.

2. Click Add. The **Add Section** dialog appears as shown in the figure:

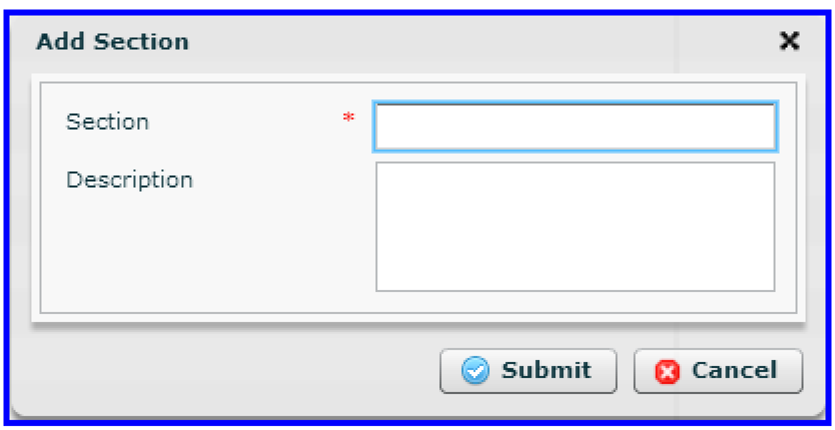

FIGURE: - Add Section Dialog

3. In the **Section** box, type the name for the section you create.
4. In the **Description** box, type the description.
5. Click **Submit**.

You can see the section you just created listed in the Section master.

8.5.2 Editing and Deleting Sections

1. To edit a section, in the Section master screen, select the section and then click **Edit**. In the **Edit Section** dialog, do required changes and then click **Submit**.

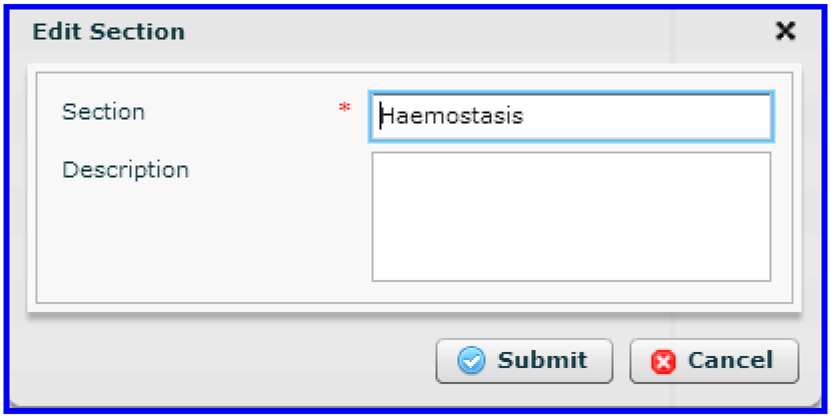

FIGURE: - Edit Section Dialog

2. To delete a section, in the Section master screen, select the section you want to delete and then click **Delete**.

8.6 Organization Master

Organization master is used to setup organization hierarchy in Qualis DMS. Site from the Site master appears in the organization master screen. You can do the following in the organization master screen:

- Add departments to sites
- Add labs to departments
- Add sections to labs
- Map users to sections

1. On the Explorer, click **Masters**, **Organization** and then click **Organization**. The **Organization** master screen appears as shown in the figure:

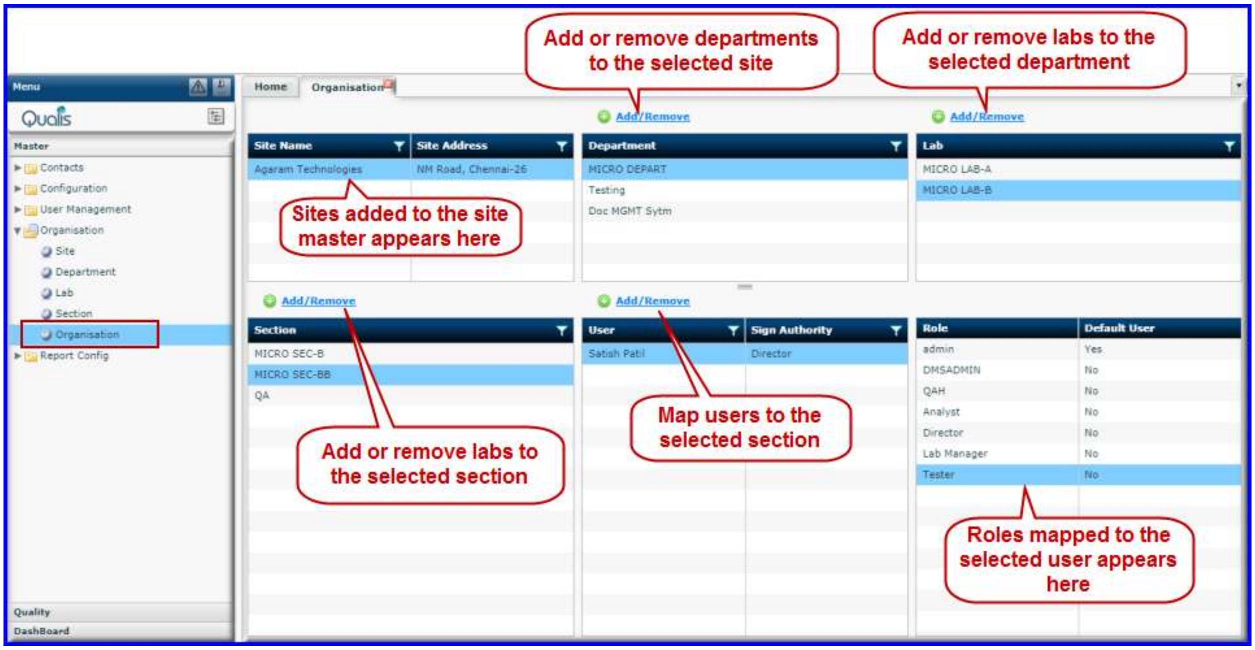

FIGURE: - Organization Master Screen

In the Organization master screen you can see the information organized in the following hierarchy:

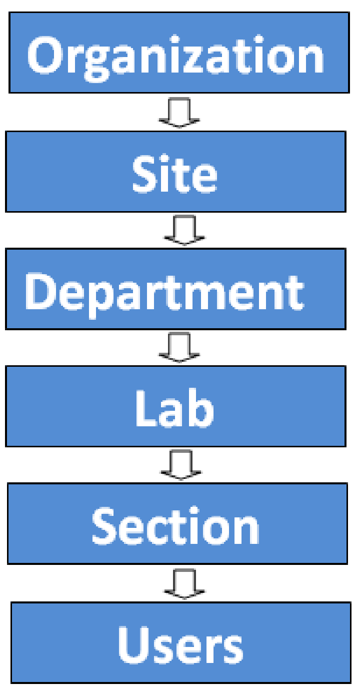

FIGURE: - Organization Structure

Also options to add/remove departments, sections, labs and users appear.

9 Document Management

9.1 Workflows

Workflow guides you through the steps and organizes the information required to complete the document management process. This may include selecting the reviewers and approvers to manage document in each stage of the document lifecycle.

Qualis DMS enables you to create custom workflows that meet your specific requirements.

9.1.1 Creating workflow

To create a new workflow, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Workflow**. The **Document Workflow** screen appears as shown in the figure:

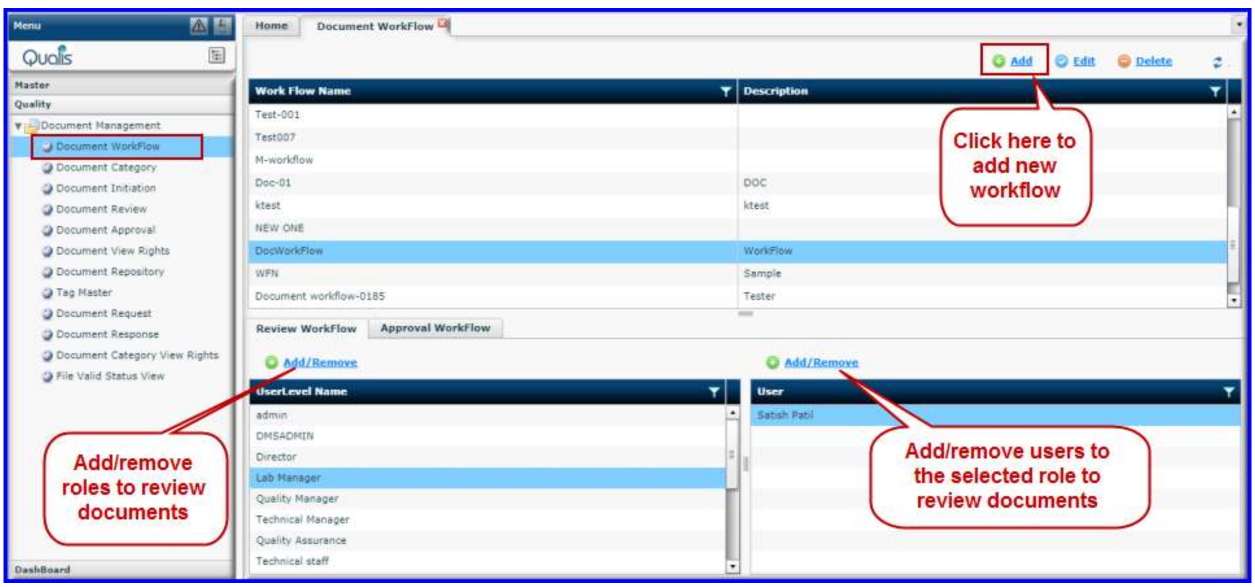

FIGURE: - Document Workflow Screen

2. In the **Document Workflow** screen, click **Add**. The **Add Workflow Dialog** appears as shown in the figure:

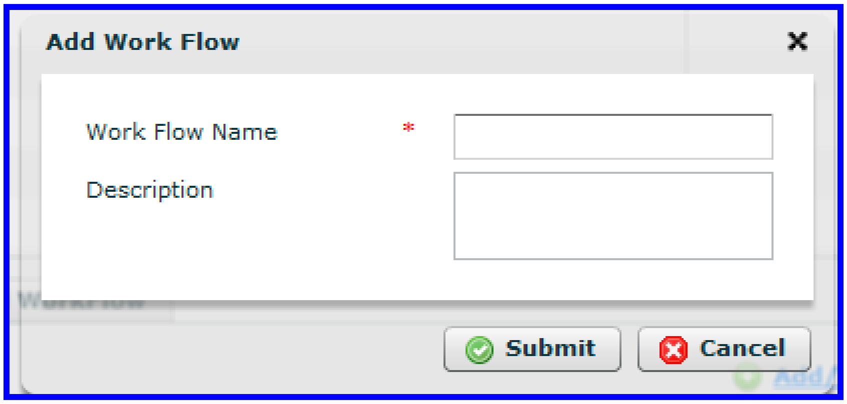

FIGURE: - Add Workflow Dialog

3. In the **Workflow Name** box, type name for the workflow you create.
4. In the **Description** box, type description for the workflow if any.
5. Click **Submit**.

9.1.2 Adding Role and User to Review Documents

You can add user roles and then add users to review the documents in the workflow. To do so, follow these steps:

1. In the **Review Workflow** tab, click **Add/Remove**. The **Add and Remove User Level** dialog appears as shown in the figure:

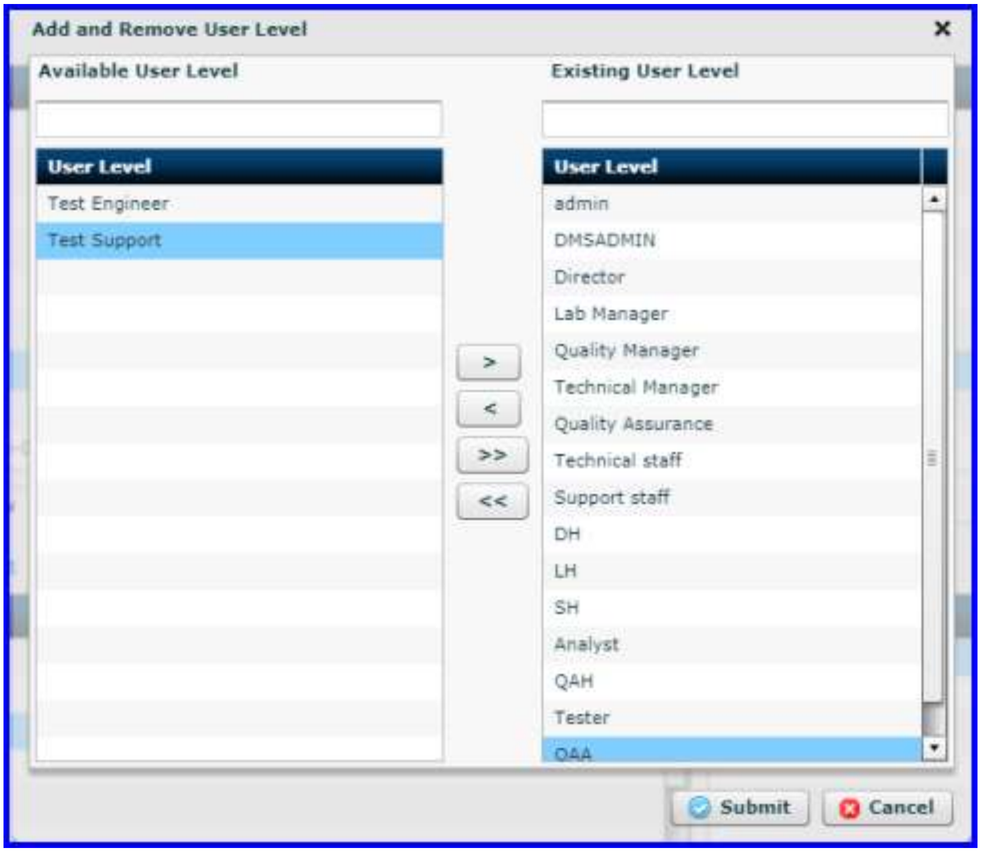

FIGURE: - Add and Remove User Level Dialog

2. You can see the list of available roles in the left side. Select a role and click  to add it to the workflow. You can add multiple or all roles to the workflow as required.

3. Click **Submit**.

4. For each role, to add users, select the role and then click **Add/Remove**. The **Add and Remove Users** dialog appears as shown in the figure:

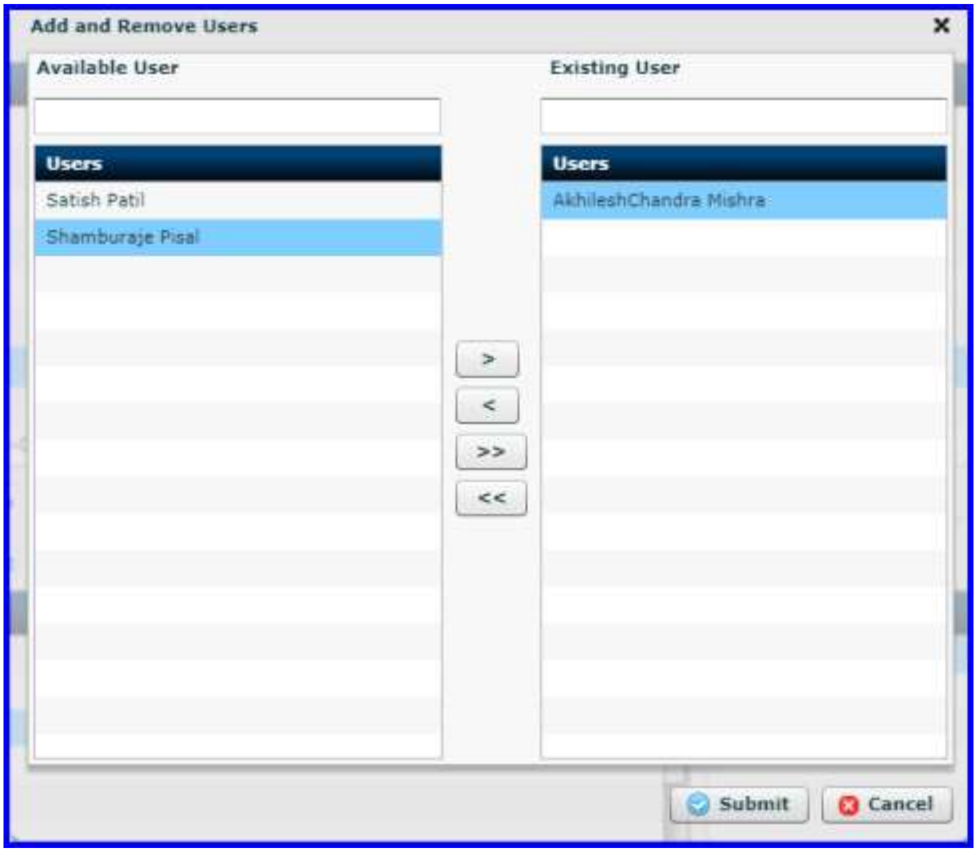

FIGURE: - Add and Remove Users Dialog

5. You can see the list of available users in the left side. Select a user and click > to add them to the workflow. You can add multiple or all users to the workflow as required.

6. Click **Submit**.

9.1.3 Adding Role and User to Approve Documents

You can add user roles and then add users to approve the documents in the workflow. To do so, follow these steps:

1. In the **Approve Workflow** tab, click **Add/Remove**. The **Add and Remove User Level** dialog appears as shown in the figure:

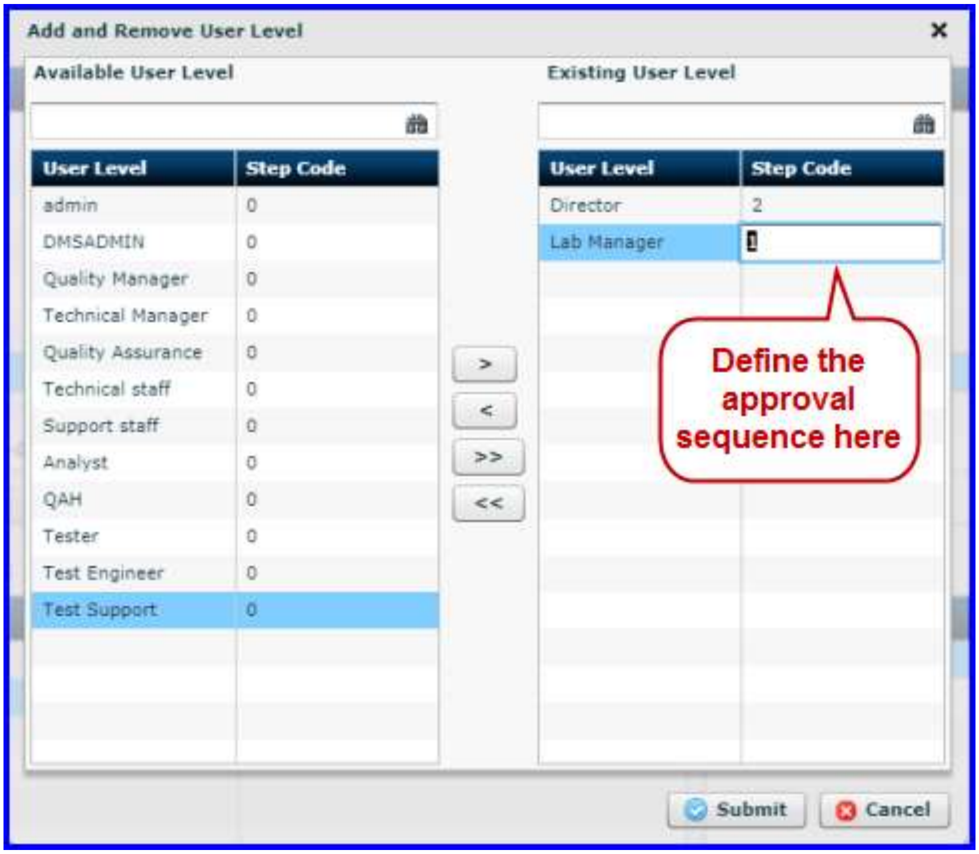

FIGURE: - Add and Remove User Level Dialog

2. You can see the list of available roles in the left side. Select a role and click  to add it to the workflow. You can add multiple or all roles to the workflow as required.

3. In the **Step Code** box type the level of approval for each role to define the sequence of approval in the workflow.

4. Click **Submit**.

5. For each role, to add users, select the role and then click **Add/Remove**. The **Add and Remove Users** dialog appears as shown in the figure:

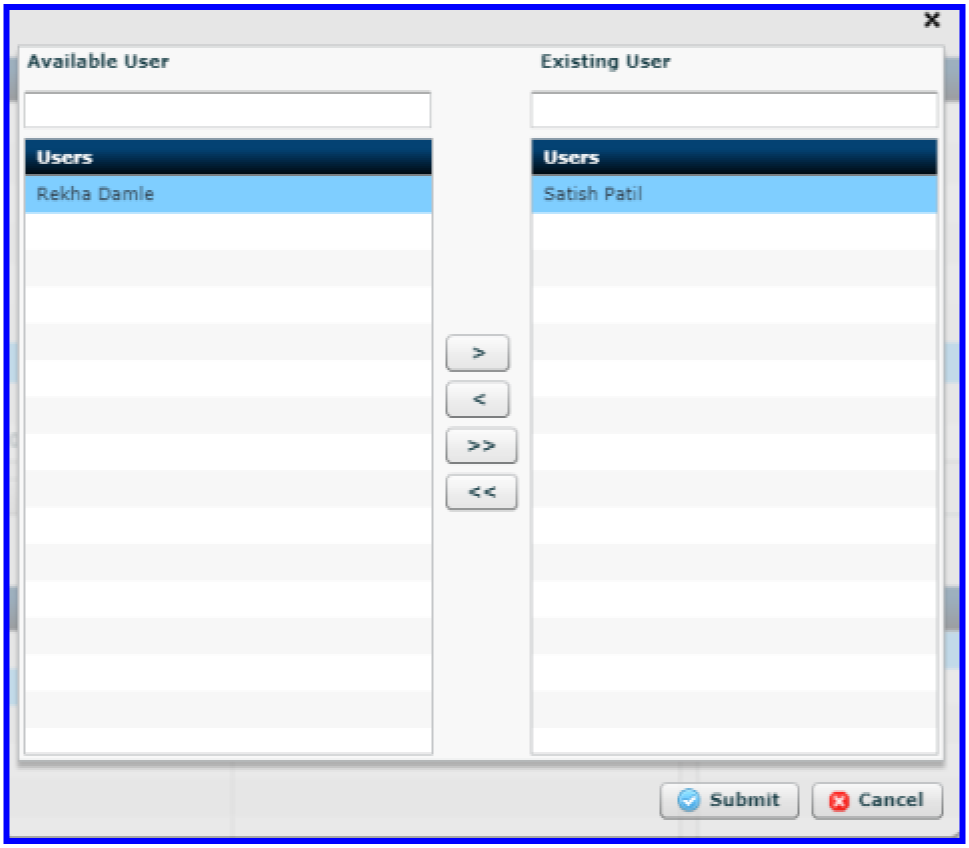

FIGURE: - Add and Remove Users Dialog

6. You can see the list of available users in the left side. Select a user and click  to add them to the workflow. You can add multiple or all users to the workflow as required.

7. Click **Submit**.

9.2 Document Category

Document categories are created to categorize documents based on the document type, workflow and template involved. You can create a document category and map the workflow to the category.

To create a document category, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Category**. The **Document Category** screen appears as shown in the figure:

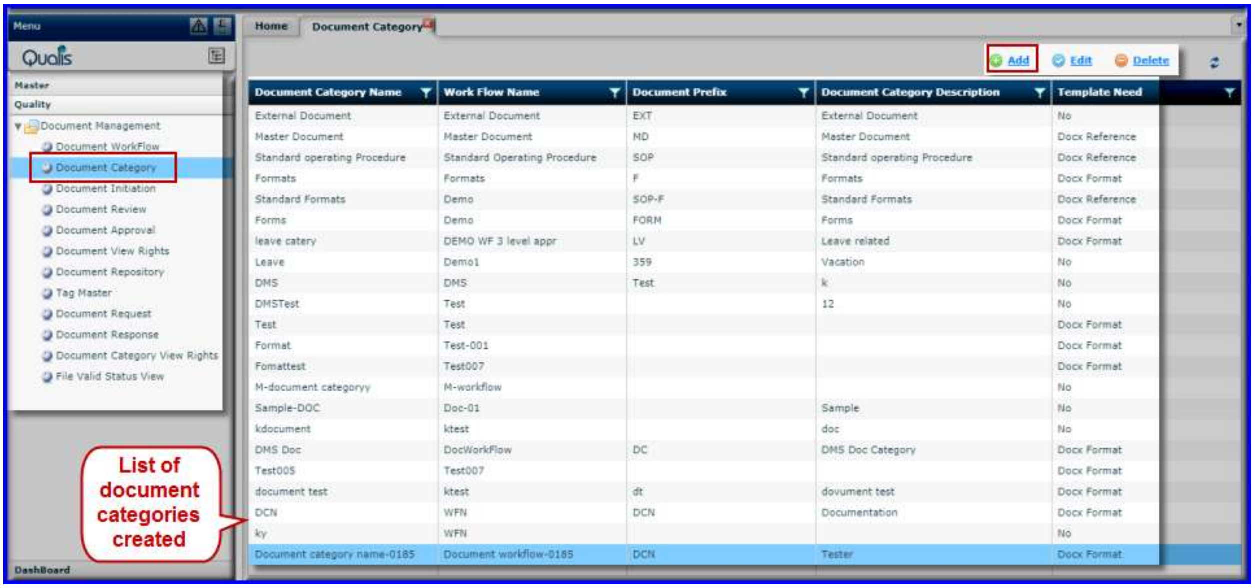

FIGURE: - Document Category Screen

2. In the **Document Category** screen, click **Add**. The **Add Document Category Dialog** appears as shown in the figure:

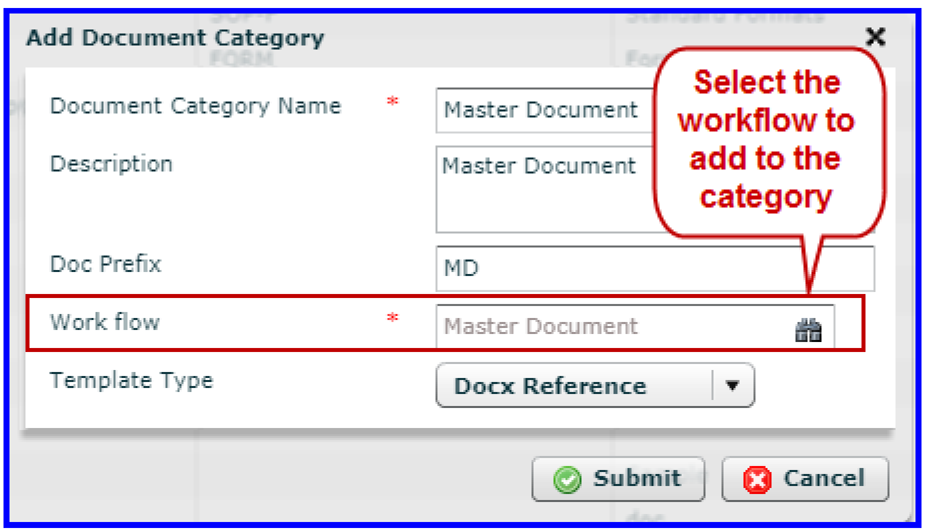

FIGURE: - Add Document Category Dialog

3. In the **Document Category Name** box, type name for the category you create.
4. In the **Description** box, type description if any.
5. In the **Doc Prefix** box, type the document extension type: .docx, .PDF, .rtf etc
6. In the **Workflow** box, select the workflow to map it to the category you create.

7. In the **Template Type** box, select the template for the category. You can select "**No**" if the document category does not require a template.

8. Click **Submit**.

9.3 Document Initiation

The initiator initiates the document and the document initiation process consists of the following steps:

- Add document
- Add version
- Attach document
- Set tags

To initiate a document, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Initiation**. The **Document Initiation** screen appears as shown in the figure:

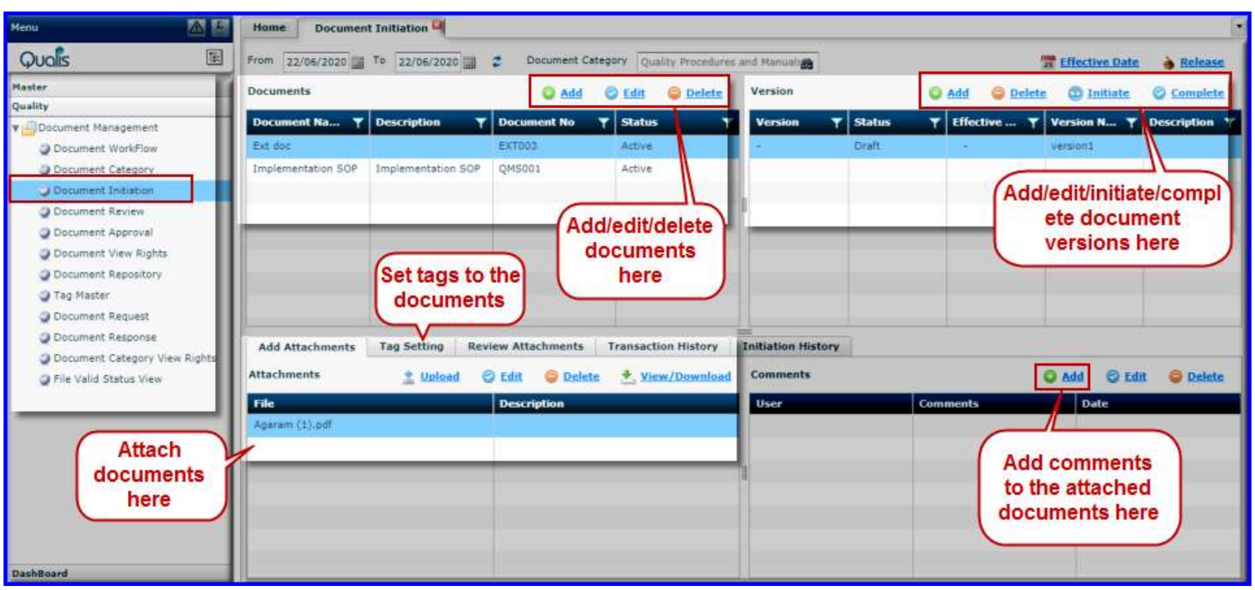

FIGURE: - Document Initiation Screen

9.3.1 Add Document

To add a document, follow these steps:

2. In the **Document Initiation** screen, under **Documents** click **Add**. The **Add Document** Screen appears as shown in the figure:

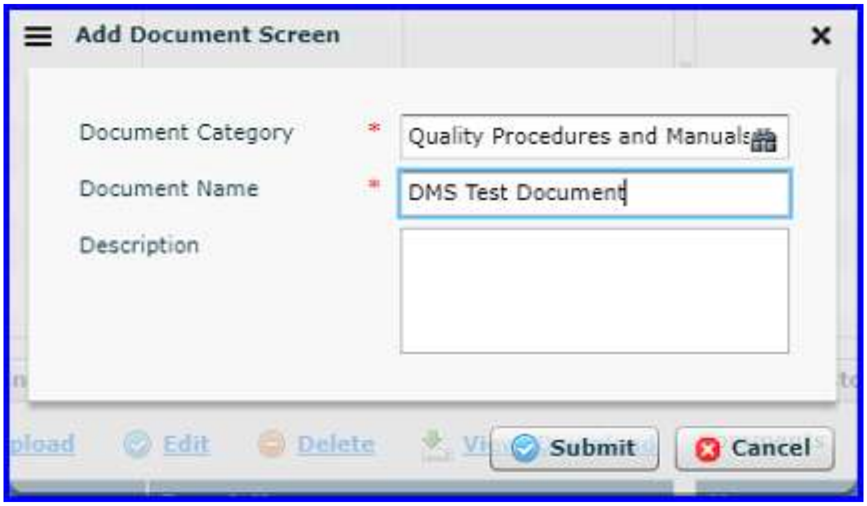

FIGURE: - Add Document Screen

3. In the **Document Category** box, select document category to add the document.
4. In the **Document Name** box, type the name of the document you add.
5. In the **Description** box, type description if any.
6. Click **Submit**.

9.3.2 Add Version

Once you add a document, you must add document version. By default the document version will be in the “draft” status until it is changed manually.

To add a version for the document, follow these steps:

7. In the **Document Initiation** screen, under **Version** click **Add** as shown in the figure:

The dialog appears prompting for the Version Name.

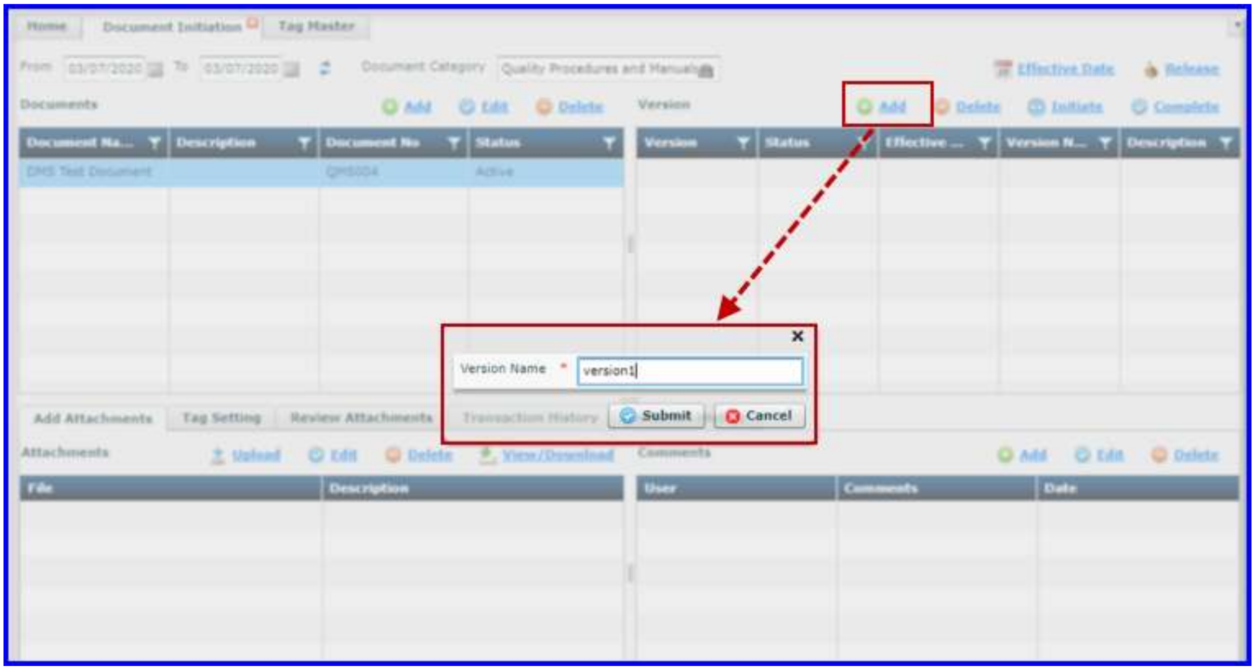

FIGURE: - Add Version Dialog

8. Type the version name and then click **Submit**. A version of the document is added and appears in the 'Draft' state as shown in the figure:

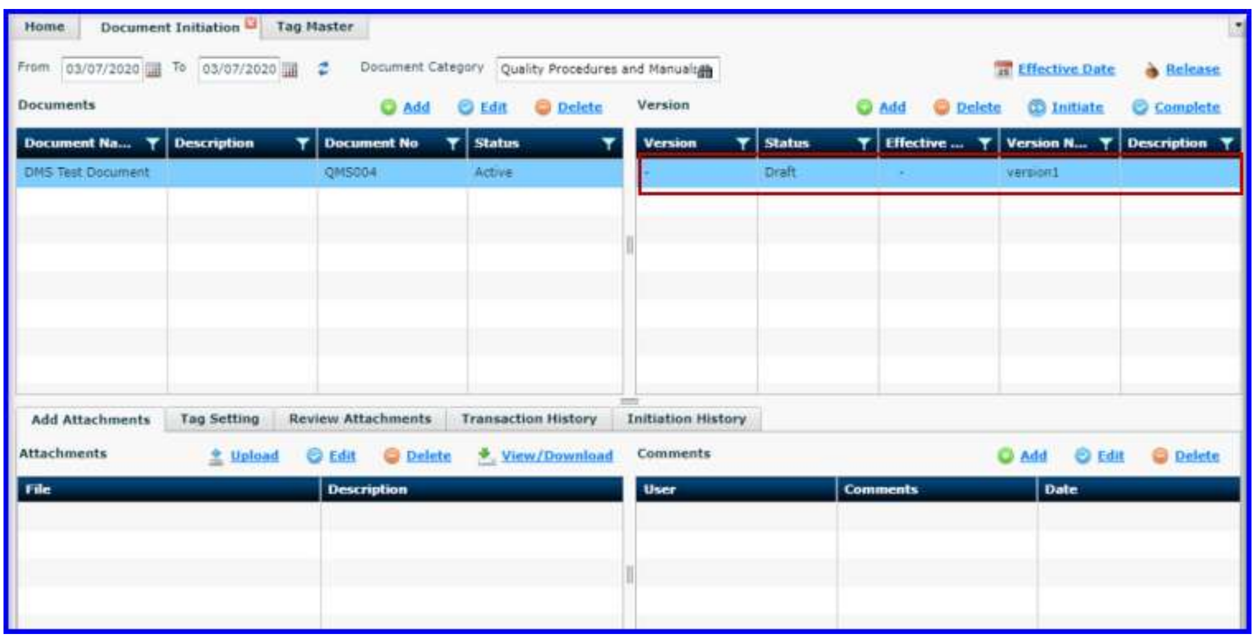

FIGURE: - Document Version Added

9.3.3 Add Attachments

You must add the document as attachment in the Document Initiation screen. Documents with .docx, .doc, .xls can be added.

To add attachment, follow these steps:

9. In the **Document Initiation** screen, under **Add Attachments** click **Upload** as shown in the figure:

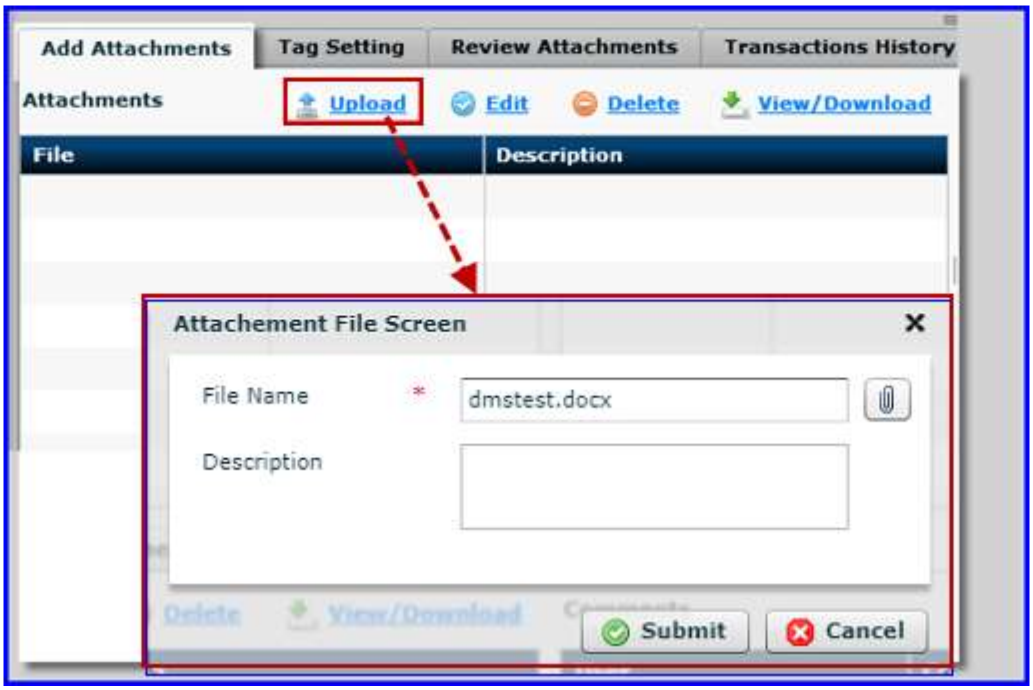

FIGURE: - Adding Attachments

The Attachment File Screen appears as shown in the above figure.

10. In the **File Name** box, click . In the file Open dialog, locate the file and then click **Open**. The file is attached and listed in the grid.

11. In the **Description** box, type description about the file.

12. Click **Submit**.

9.3.4 Add Comments

You can add comments to the files attached. To do so, follow these steps:

13. In the **Attachment** tab under **File** select the file you want to add comments.

14. In the **Comments** section click **Add**. The **Add Document Attach Comments** dialog appears as shown in the figure:

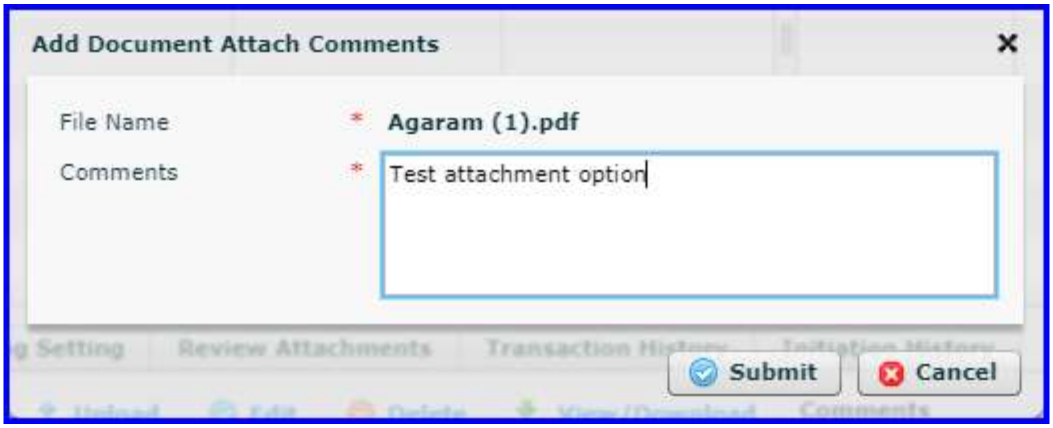

FIGURE: - Add Document Attach Comments Dialog

15. In the **Comments** box, type your comments and then click **Submit**.

16. Now you can see comments you just added appears in the grid.

9.3.5 Tag Setting

Note: *Before adding tags here in the* ***Tag Setting*** *tab, go to the* ***Tag Master*** *and add all tags relevant to the current document.*

To set tags to the document, follow these steps;

1. In the **Document Initiation** screen, under **Tag Setting** select the document to add tags.

2. Click **Add/Remove** as shown in the figure:

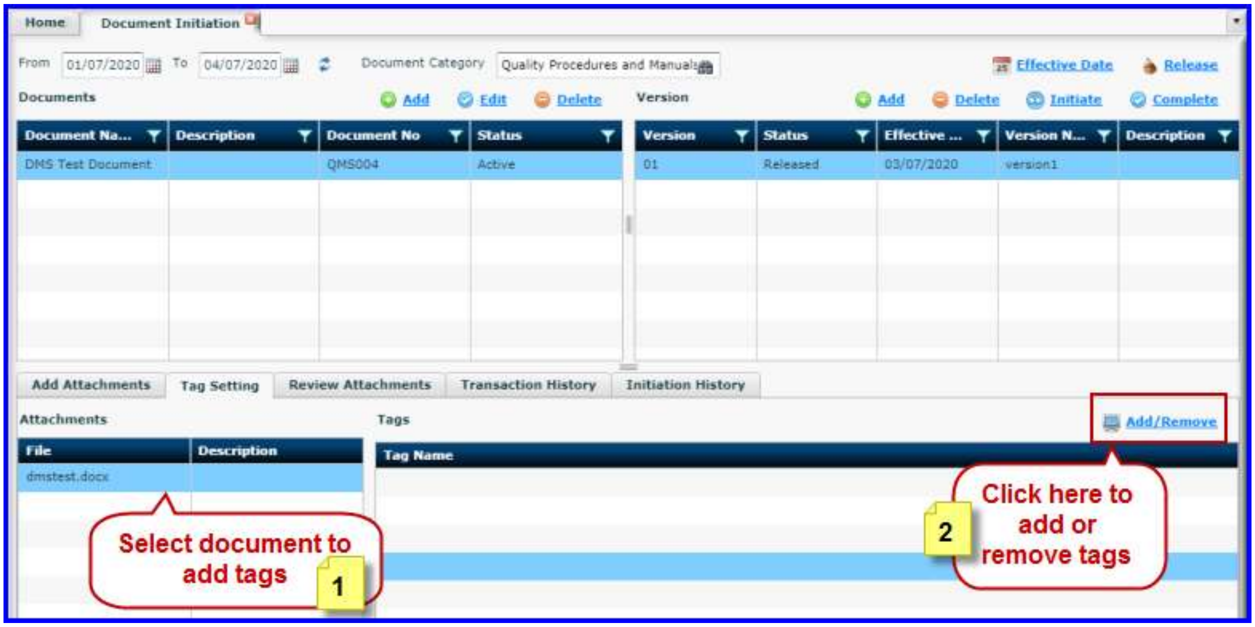

FIGURE: - Tag Setting Tab

3. The **Add and Remove Tags** dialog appears as shown in the figure:

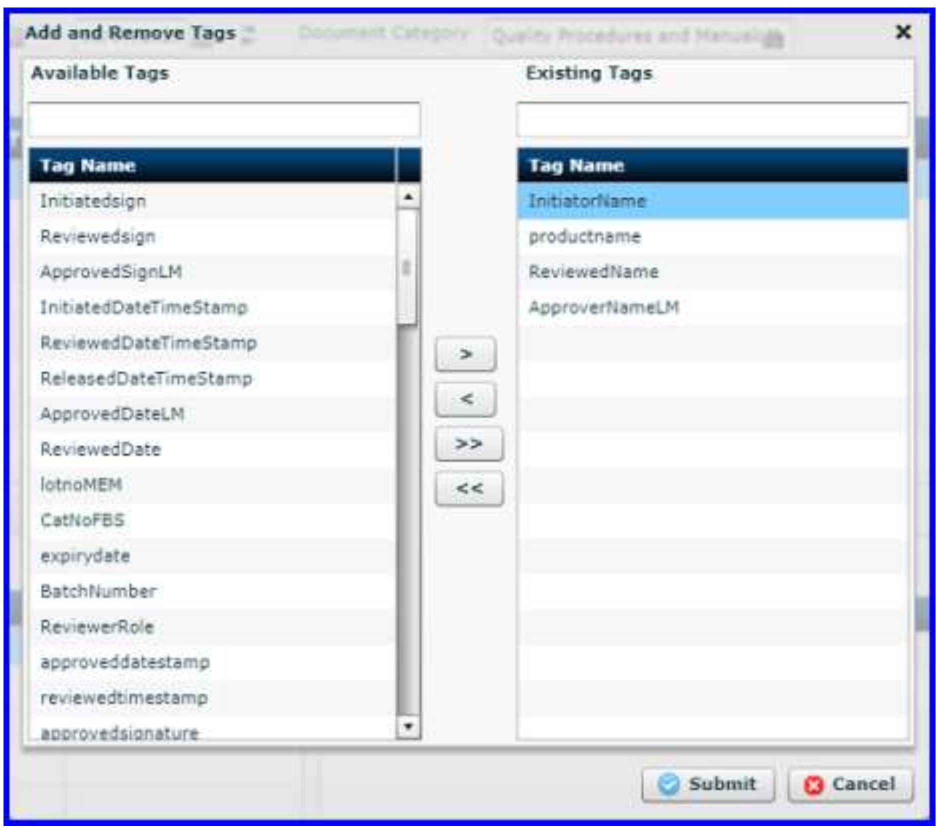

FIGURE: - Add and Remove Tags Dialog

4. You can see the list of available tags in the left side. Select a tag and click > to add them to the document. You can add multiple or all tags to the document as required.

5. Click **Submit**.

   The added tags appear in the grid as shown in the figure:

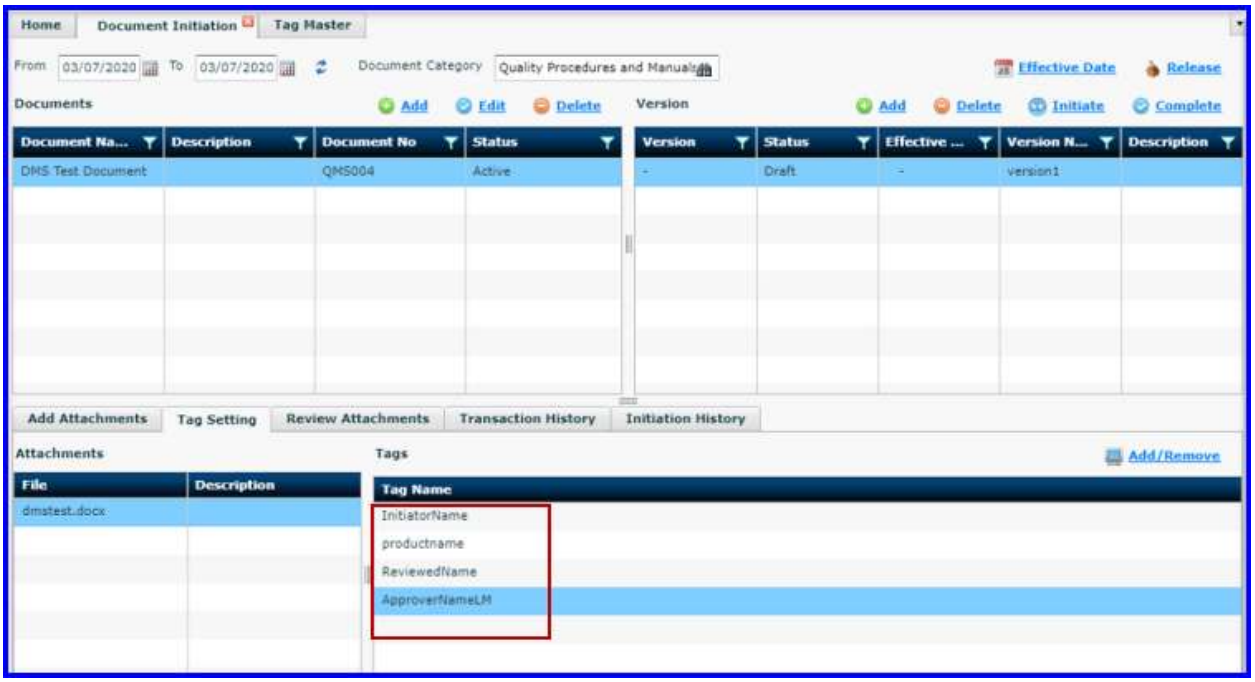

FIGURE: - Tag Setting Tab Showing Tags Added

9.3.6 Initiate Document

The document has to be initiated by the initiator to make the document available for review for the reviewer. To initiate the document follow these steps:

In the **Document Initiation** screen, after you add document, add version, add attachment and set tags follow these steps to initiate the document:

1. Under **Document**, select the document, under **Version** select the version you want to initiate and then click **Initiate** as shown in the figure:

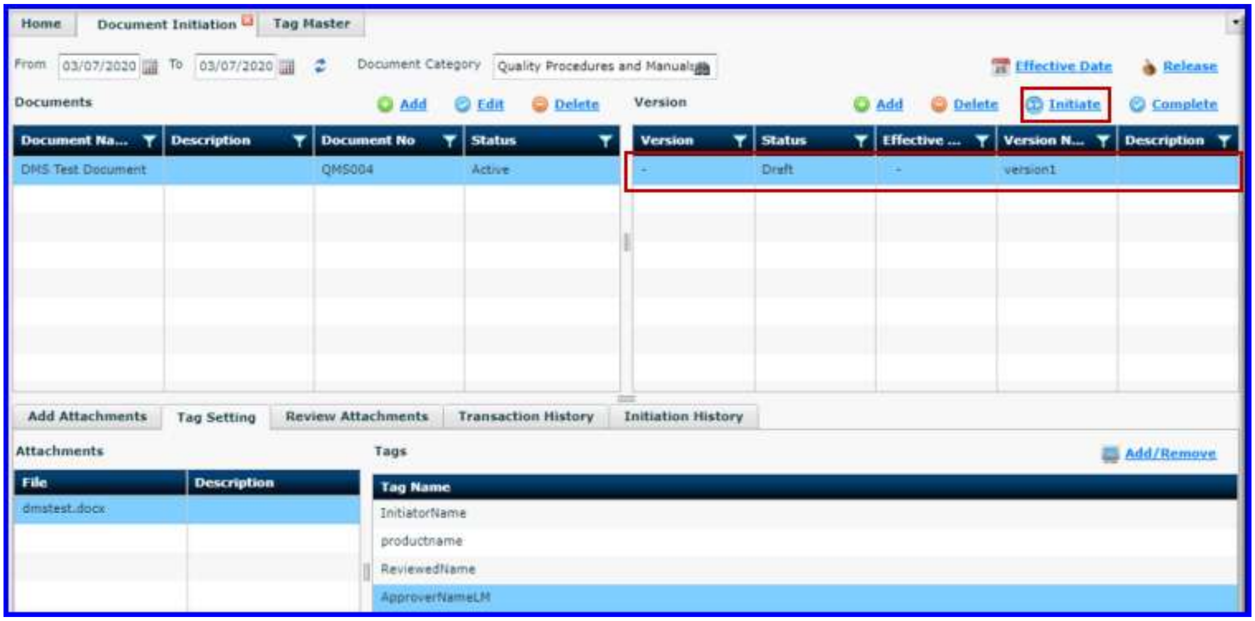

FIGURE: - Initiate Document

The E-Sign dialog appears for authentication as shown in the figure:

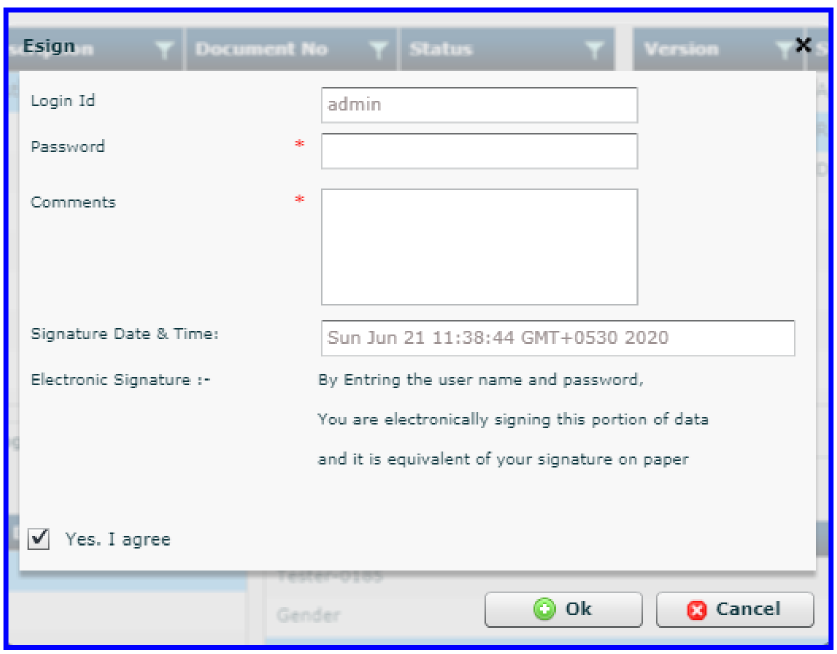

FIGURE: - E-Sign Dialog

2. In the **Password** box, type the password.

3. In the **Comments** box type your comments.

4. Click **Ok**. The document is initiated and the status appears as '**Initiated**'.

9.4 Document Review

Document Review screen enables the reviewer to review the initiated document.

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Review**. The **Document Review** screen appears as shown in the figure:

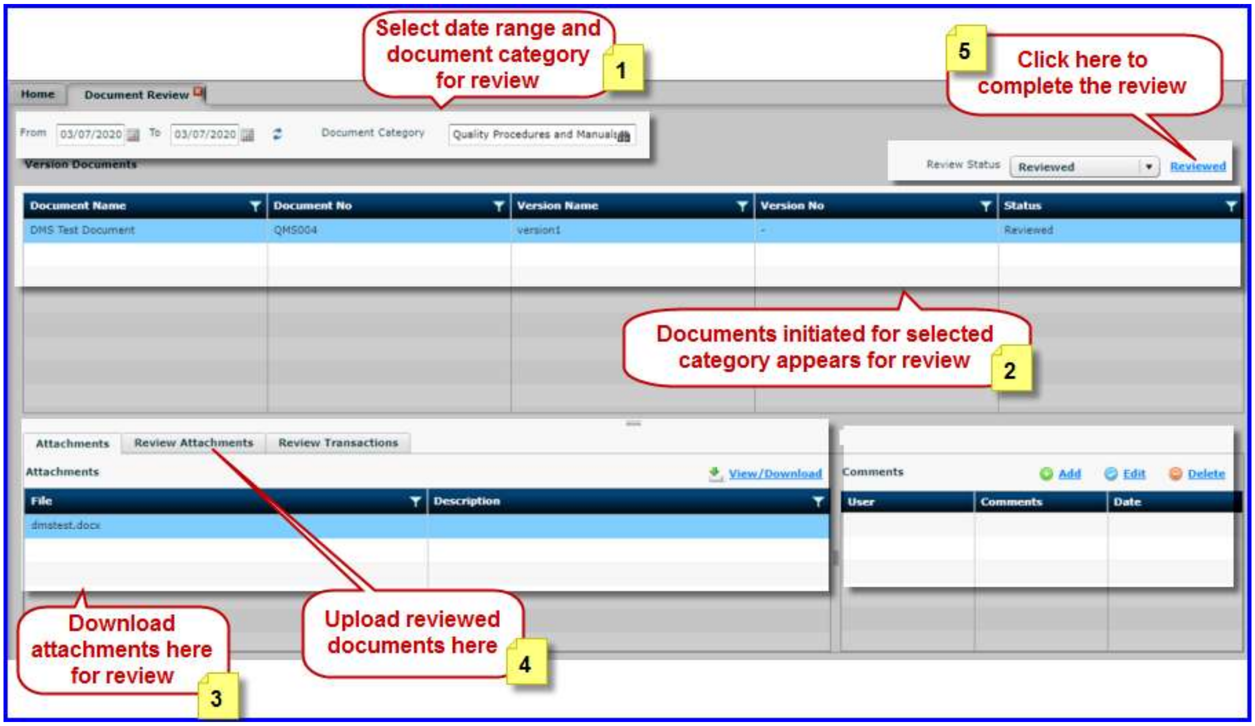

FIGURE: - Document Review Screen

In the Document Review screen the reviewer can do the following:

Download attachments for review

Upload reviewed documents

View complete review transactions

9.4.1 Review Attached Document

To review the attached document, follow these steps:

1. In the **Document Review** screen, select the date range and **Document Category**. Documents initiated for review would appear under **Version Documents**.

2. Click to select the document to review.

3. In the **Attachments** tab, click **View/Download** to download the document for review.

4. Download and review the document.

9.4.2 Attach Reviewed Documents

Once you complete reviewing the document, you can upload the same with comments. To do so, follow these steps:

1. In the **Review Attachments** tab, click **Upload** as shown in the figure:

FIGURE: - Review Attachments Tab

The **Attachment File** dialog appears as shown in the figure:

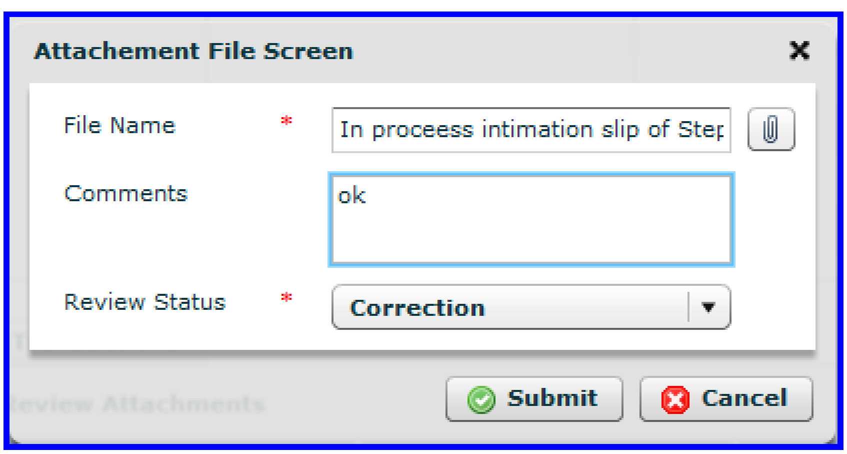

FIGURE: - Attachment File Screen

2. In the **File Name** box, click . The select file dialog appears.

3. Locate the file and then click **Open**. The file is attached and listed in the grid.

4. Click Reviewed once you reviewed the document as shown in the figure:

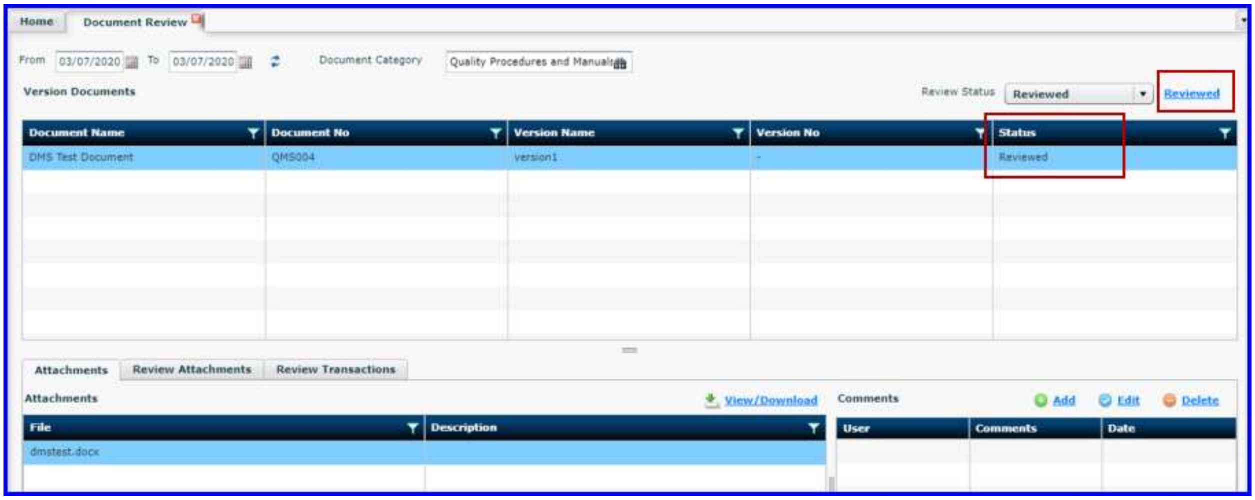

FIGURE: - Reviewing the Document

The Status of the document would appear as **Reviewed** as shown above.

Now the document goes to the initiator's queue to complete the review process. The initiator shall address the comments for the review points given in the attached document and then complete the review. The initiator can also attach document in the Add Attachment tab for approval.

To do so, follow these steps:

5. In the **Document Initiation** screen, after addressing the review comments, click **Complete**. The status of the document under **Version** changes to "**Completed**" as shown in the figure:

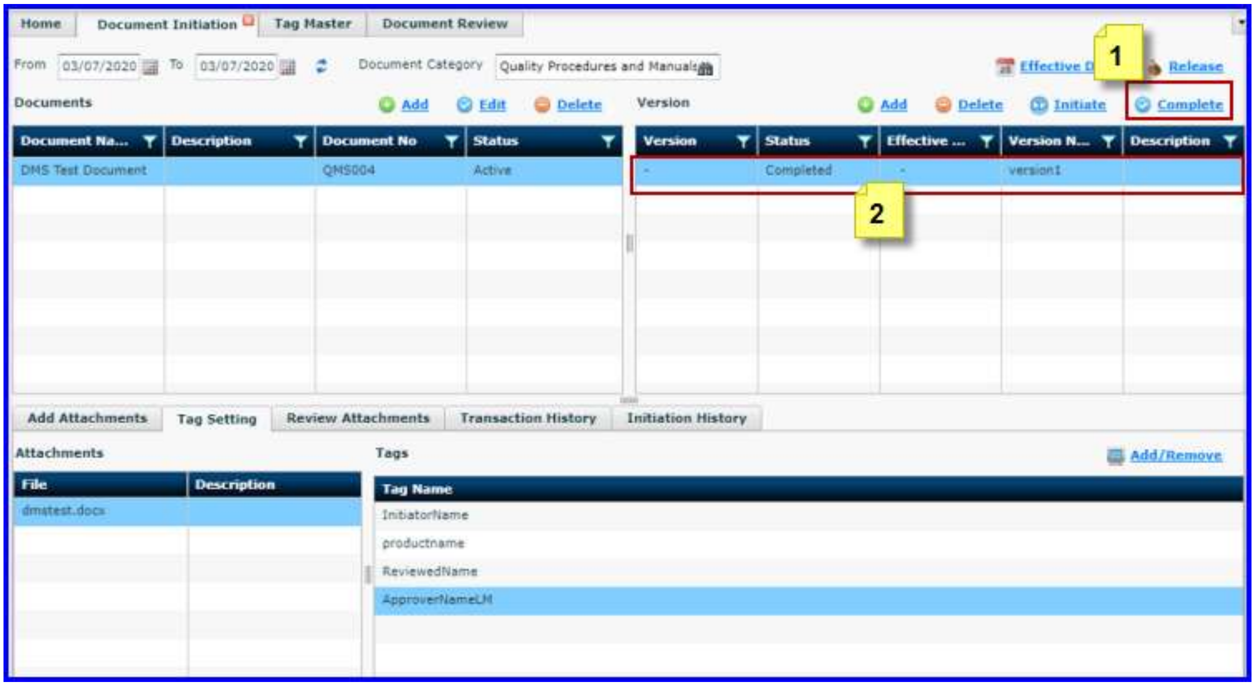

FIGURE: - Document Completed State after Review

Once completed, the document goes to the Approver's queue for approval.

9.1 Approving Documents

To approve documents, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Approval**. The **Document Approval** screen appears as shown in the figure:

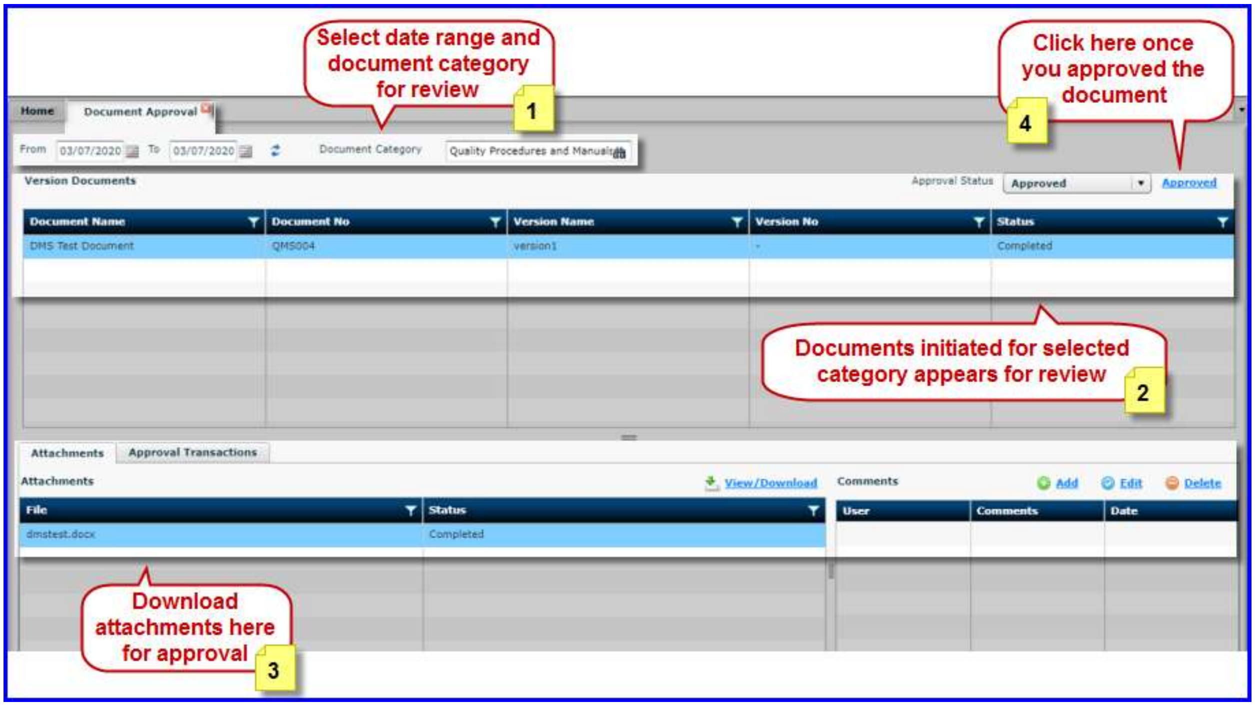

FIGURE: - Document Approval Screen

2. Select the date range and **Document Category**. Documents completed review would appear under **Versions Documents**.

3. Click to select the document to approve.

4. In the **Attachments** tab, click **View/Download** to download the document for review and approve.

5. Click **Approve** to approve the document. The document status is changed to "**Approved**" as shown in the figure:

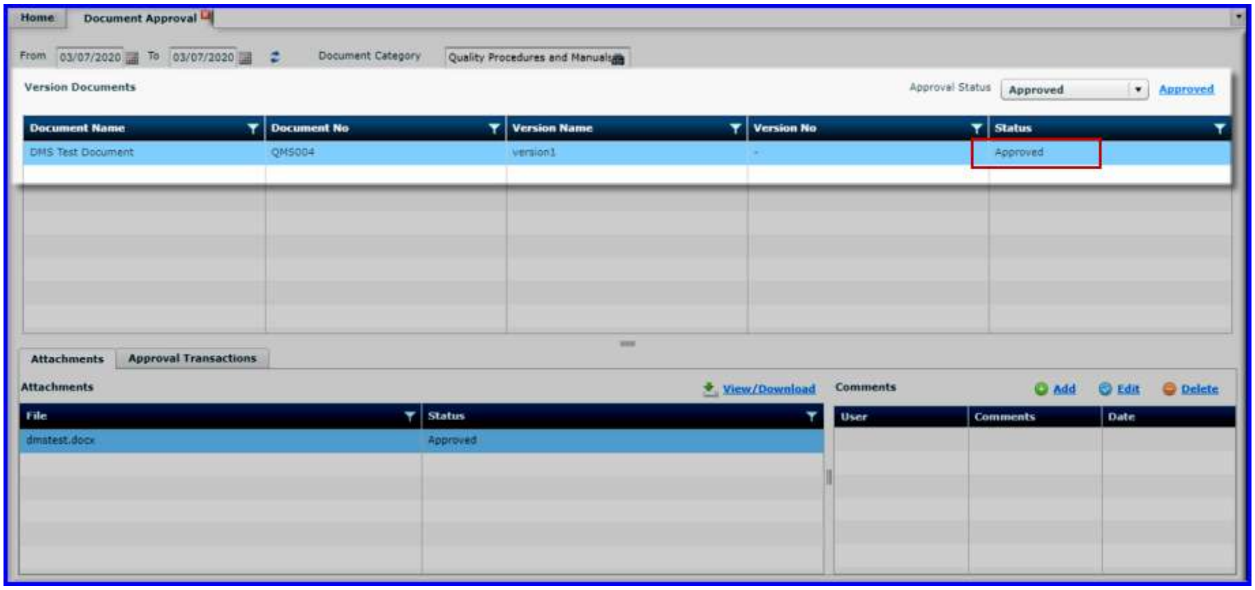

FIGURE: - Document Approval Screen Showing Approved Status

Note: *The approver can reject the document if required. To reject a document, in the* ***Approval Status*** *box select* ***Rejected*** *and then click* ***Rejected*** *as shown in the figure:*

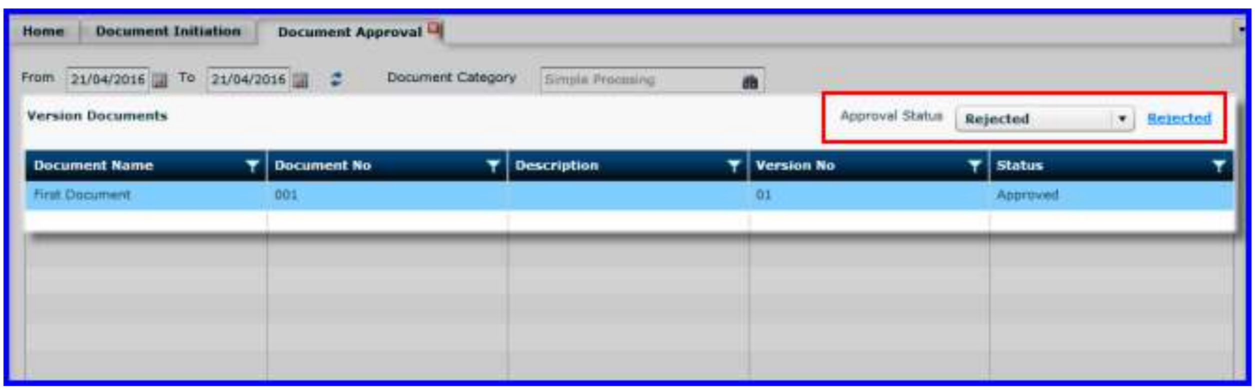

FIGURE: - Document Approval Screen Showing Rejected Option

The approved or rejected document goes to the initiator's queue.

Note: *All the approvers in the workflow should approve the document based on the step provided in the document workflow.*

9.1.1 Effective Date

Now the approved document appears in the initiator's queue. The initiator can set effective date for the approved document. To do so, follow these steps:

1. In the **Document Initiation** screen, select the approved document and then click **Effective Date** as shown in the figure:

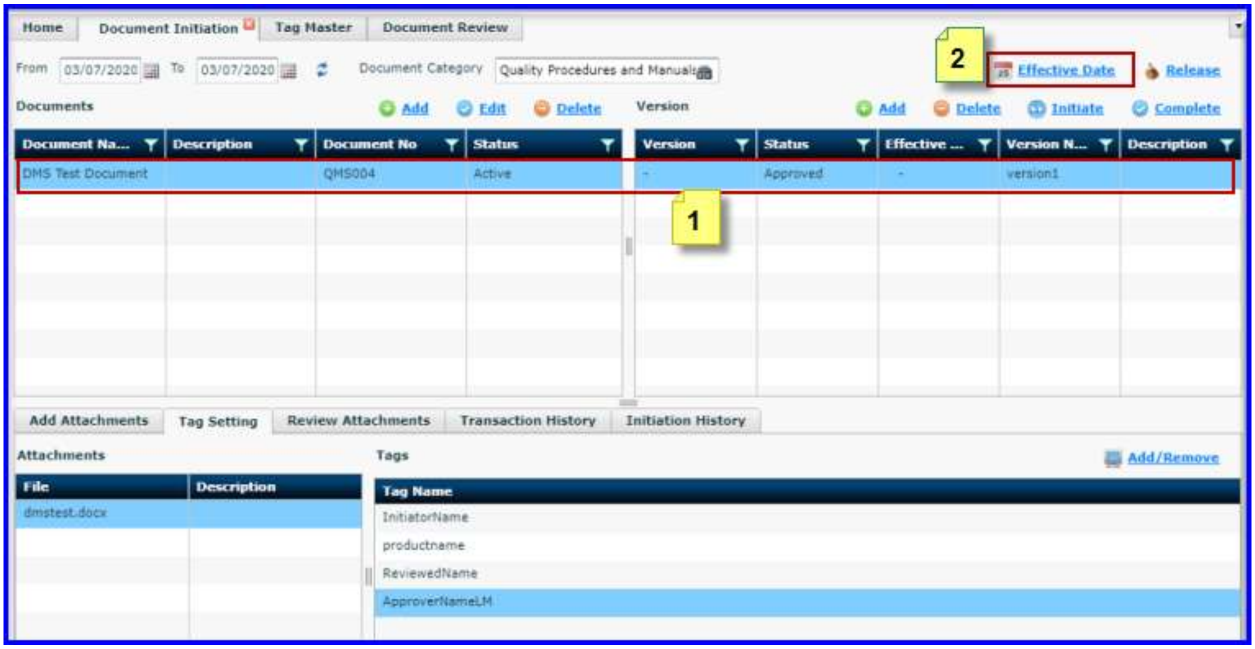

FIGURE: - Setting Effective Date

2. The **Choose Effective Date** dialog appears as shown in the figure:

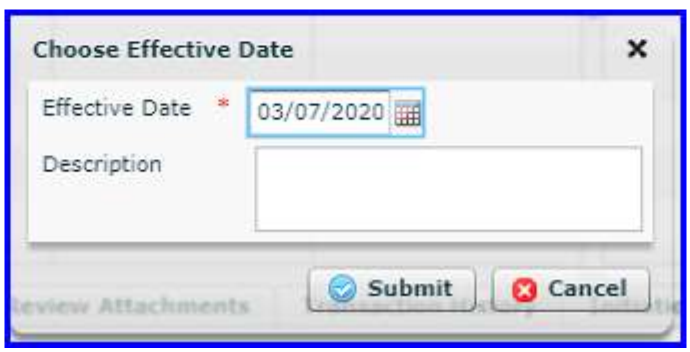

FIGURE: - Choose Effective Date Dialog

3. In the **Effective Date** box, select effective date for the document.

4. In the **Description** box, type description if any.

5. Click **Submit**. The document will be available for document request for the users from the effective date.

The effective date appears with the description as shown in the figure:

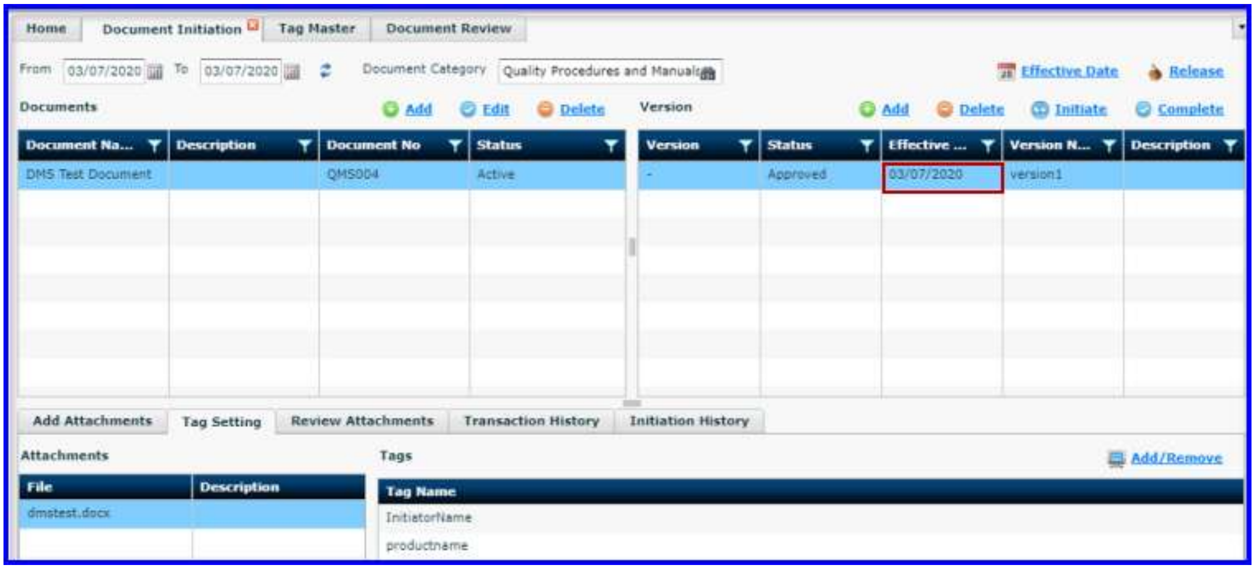

FIGURE: - Document Initiation Screen Showing Effective Date

9.1.2 Releasing the Document

After setting the effective date the document can be released. To release the document, follow these steps:

1. In the **Document Initiation** screen, select the document and then click **Release** as shown in the figure:

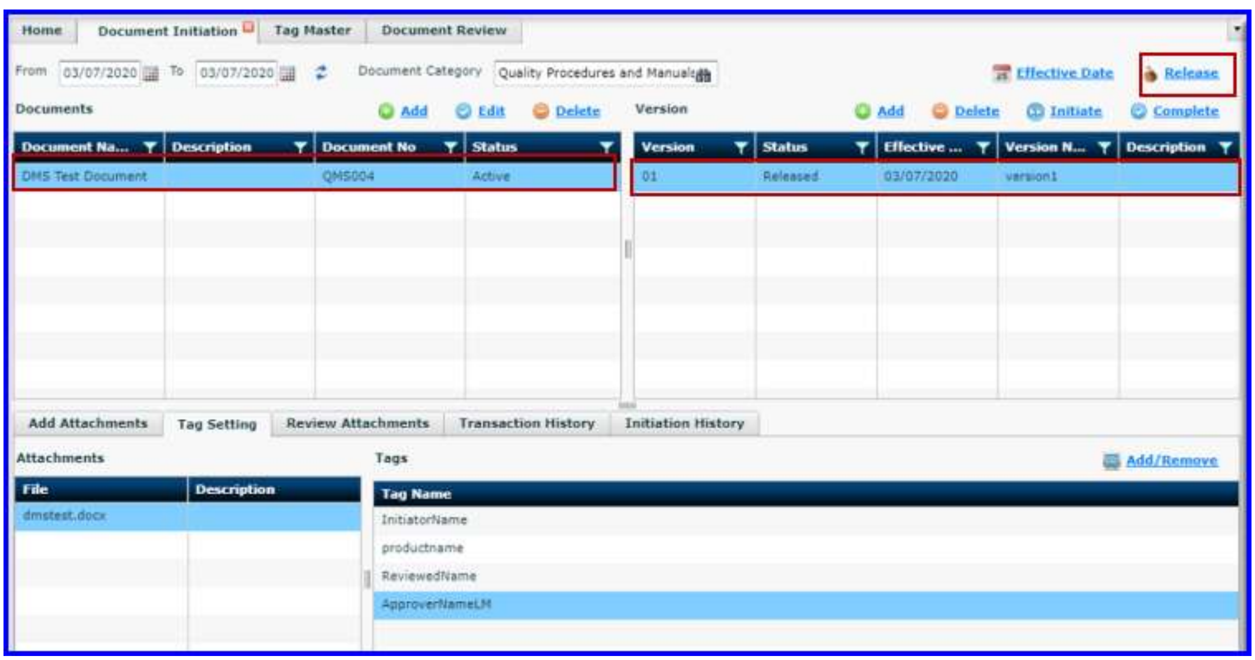

FIGURE: - Releasing the Document

2. The E-Sign dialog appears. Type password and comments and then click **Ok**. The status is changed to "**Released**" as shown in the above figure:

9.1.3 Viewing Initiation History

User can view the complete document initiation history in the **Initiation History** tab as shown in the figure:

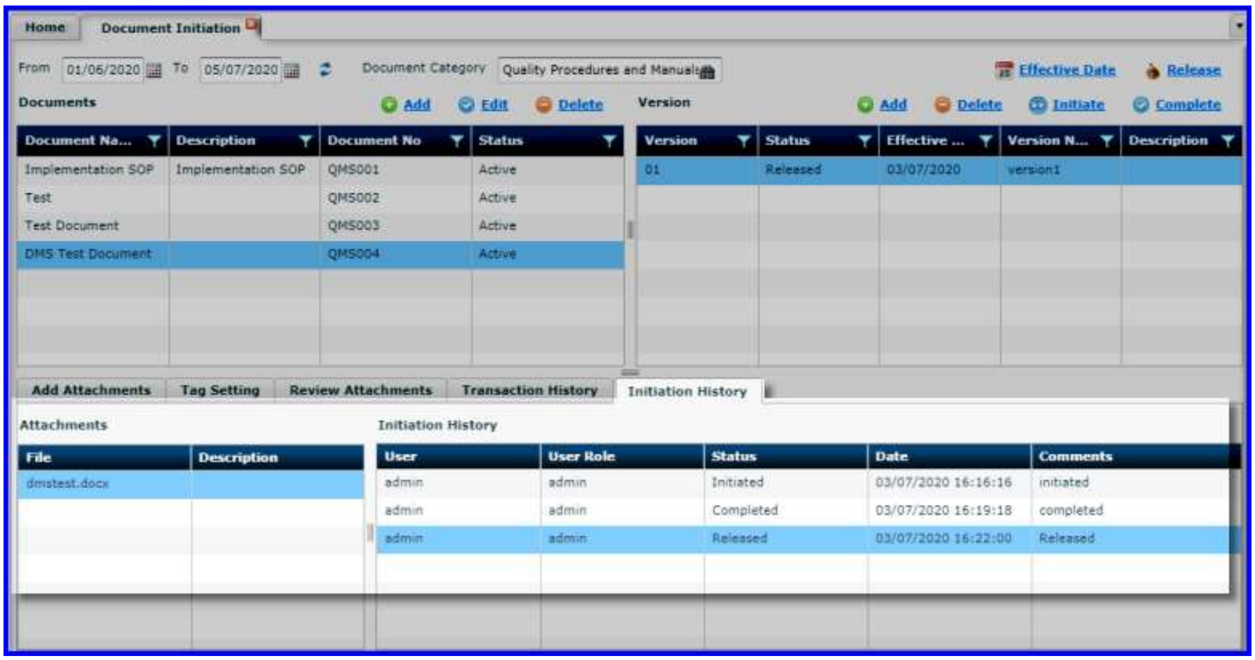

FIGURE: - Initiation History Tab

9.1.4 Viewing Transactions History

User can view the complete document transaction history in the **Transactions History** tab as shown in the figure:

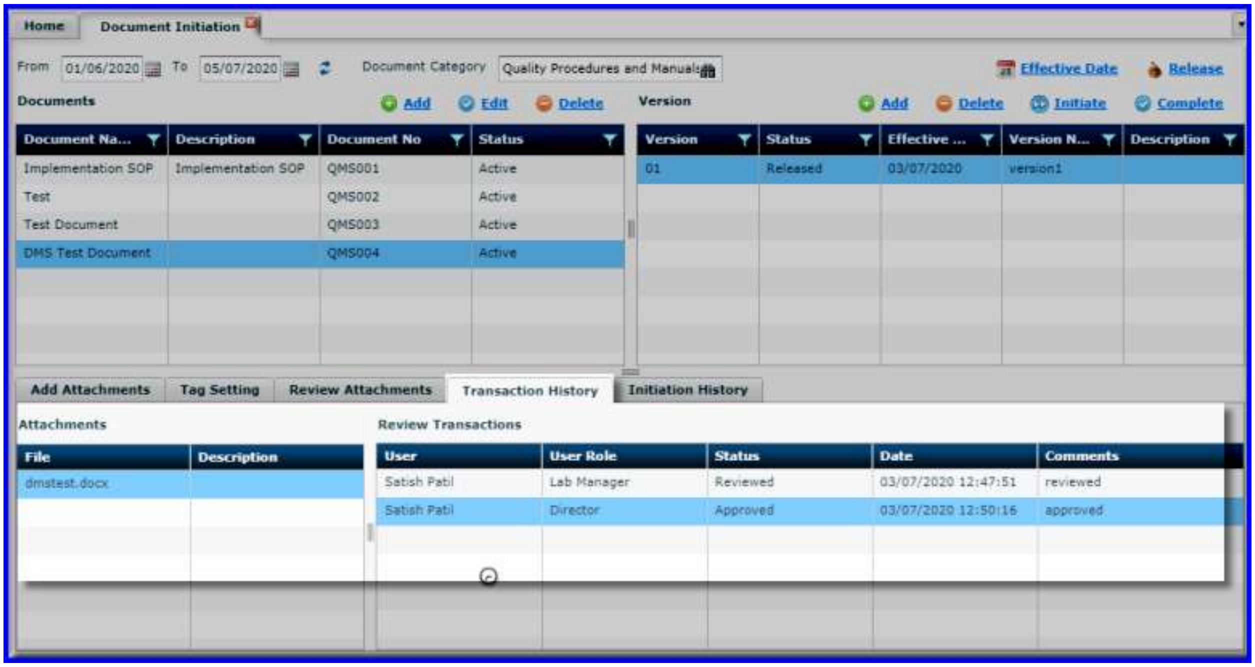

FIGURE: - Transactions History Tab

9.2 Tag Master

When you initiate a document, you will have to add all tags relevant to the document in the Tag Master. To do so, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Tag Master**. The **Tag Master** screen appears as shown in the figure:

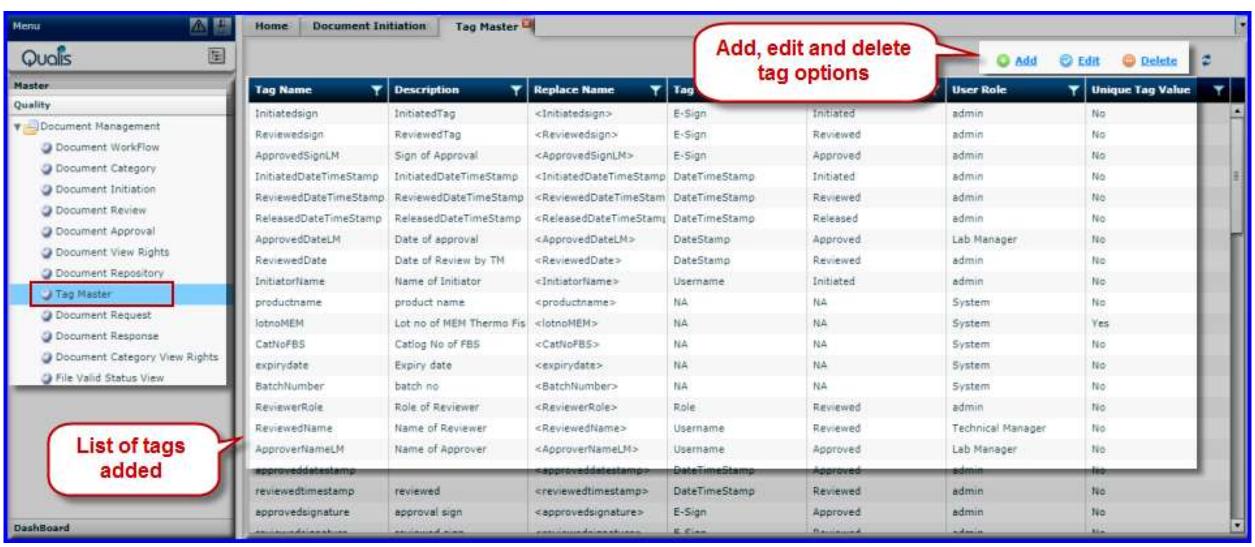

FIGURE: - Tag Master Screen

In the tag master screen you can see the list of tags added. Also options to add, edit and delete tags appear as shown in the above figure.

2. Click **Add** . The **Tag Entry** dialog appears as shown in the figure:

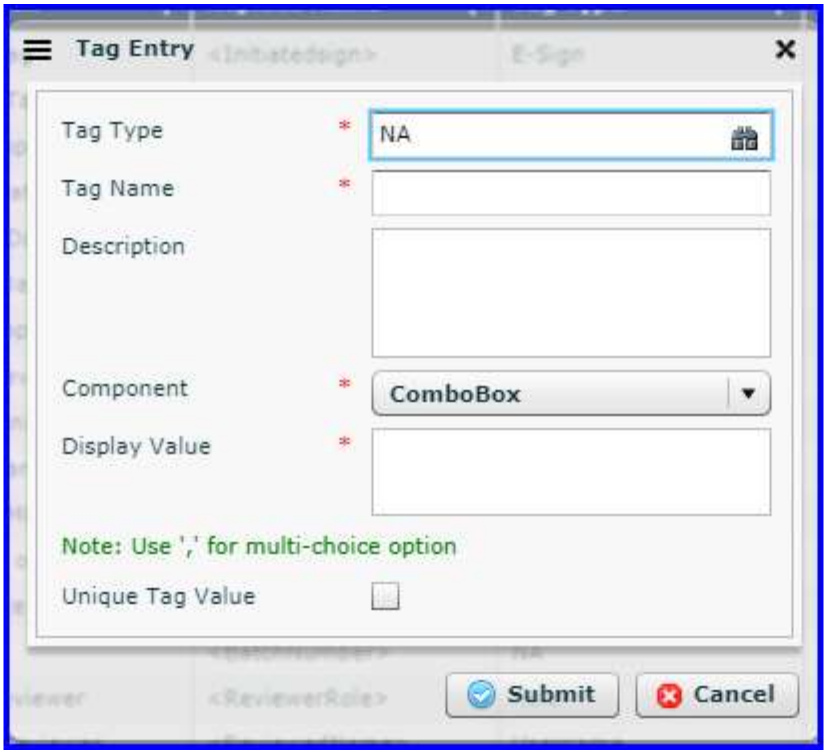

FIGURE: - Tag Entry Dialog

3. In the **Tag Type** box, select the type you want to add. If you select NA then you need to set tag value when you respond to a document request. All other tag type will be captured automatically.
4. In the **Tag Name** box, type the tag name.
5. In the **Tag Description** box, type description for the tag.
6. In the **Component** box, select field type for the tag.

Note: *For* ***ComboBox*** *field, type* ***Display Value*** *using ‘,’ as delimiter to add multiple choices.*

7. Check the **Unique Tag Value** check box to make the tag unique. If this option is checked, then you cannot create another tag with the same tag name.

8. Click **Submit**.

You can see the tag you just created listed in the tag master.

9.2.1 Editing Tags

1. To edit a tag, in the tag master screen, select the tag and then click Edit. In the **Edit Tag** dialog, do required changes.

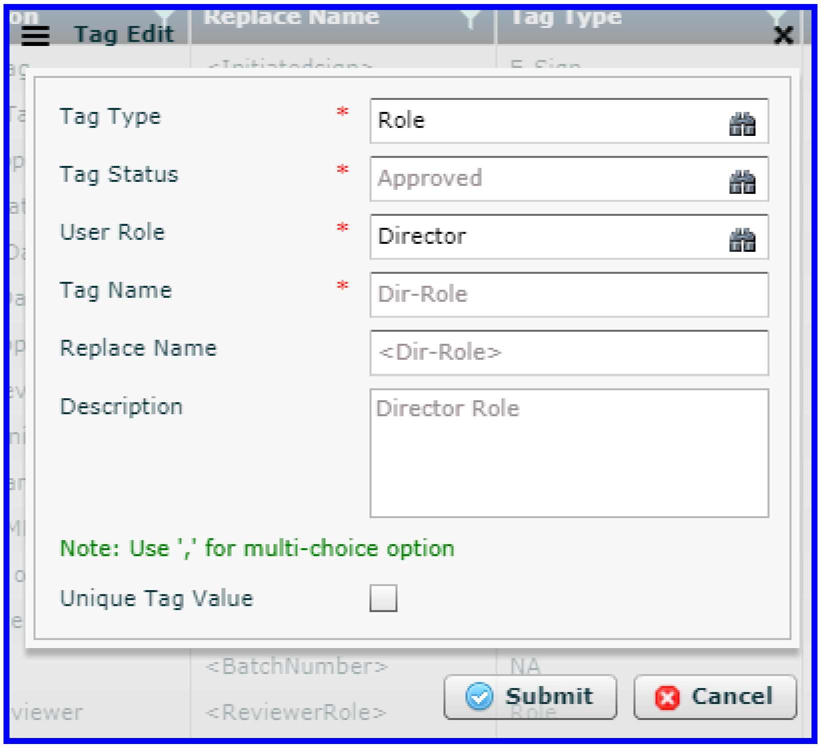

FIGURE: - Tag Edit Dialog

2. In the User Role box, select user role. The tag value will be captured in the document only when the user role selected here logged in.

3. Click **Submit**.

9.3 Document Request

Once document is released, user with document request rights can request a document for print.

To request a document, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Request**. The **Document Request** screen appears as shown in the figure:

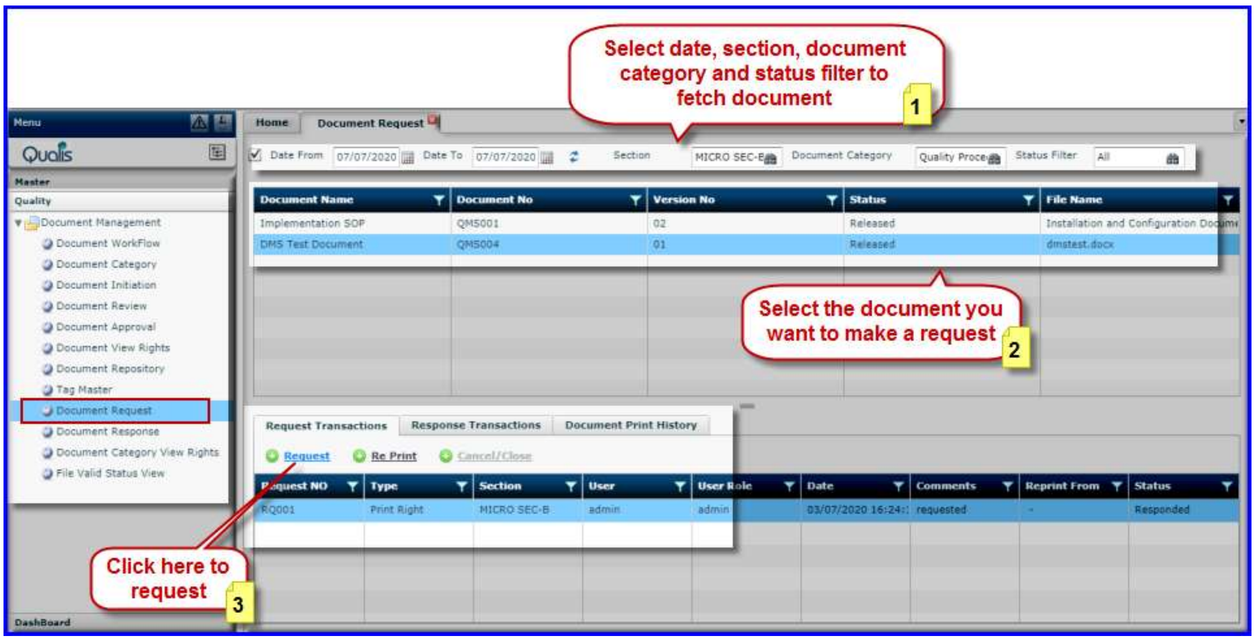

FIGURE: - Document Request Screen

2. Select **Date, Section, Document Category** and **Status Filter**.
3. Select the document you want to request for print.
4. Click Request as shown in the above figure. The **Type** dialog appears as shown in the figure:

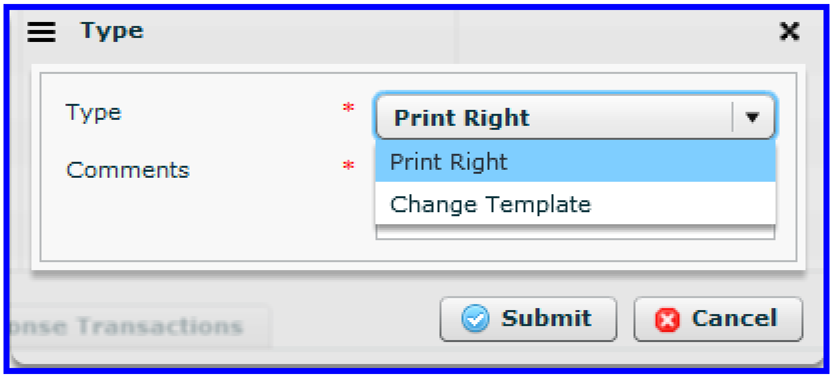

FIGURE: - Type Dialog

5. In the **Type** box, select the request type: **Print Right**.

6. In the **Comments** box, type your comments.

7. Click **Submit**. The request appears in the grid as shown in the figure:

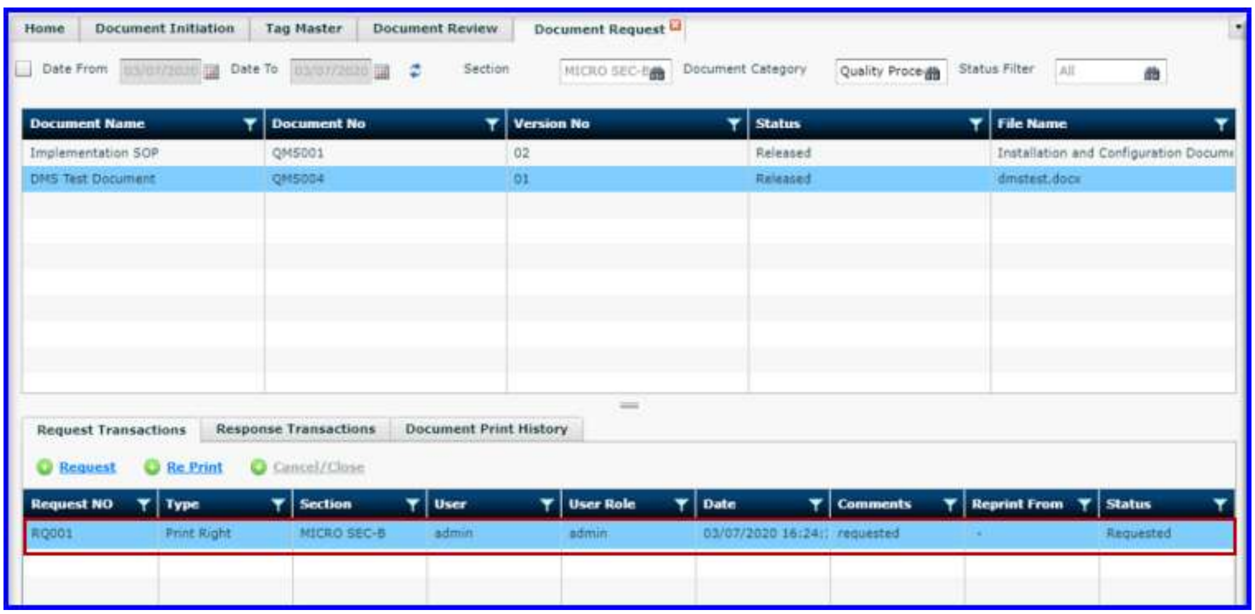

FIGURE: - Document Request Screen – Request Added

9.1 Document Response

User with document response rights can respond document request for print.

To respond to a document request, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Response**. The **Document Response** screen appears as shown in the figure:

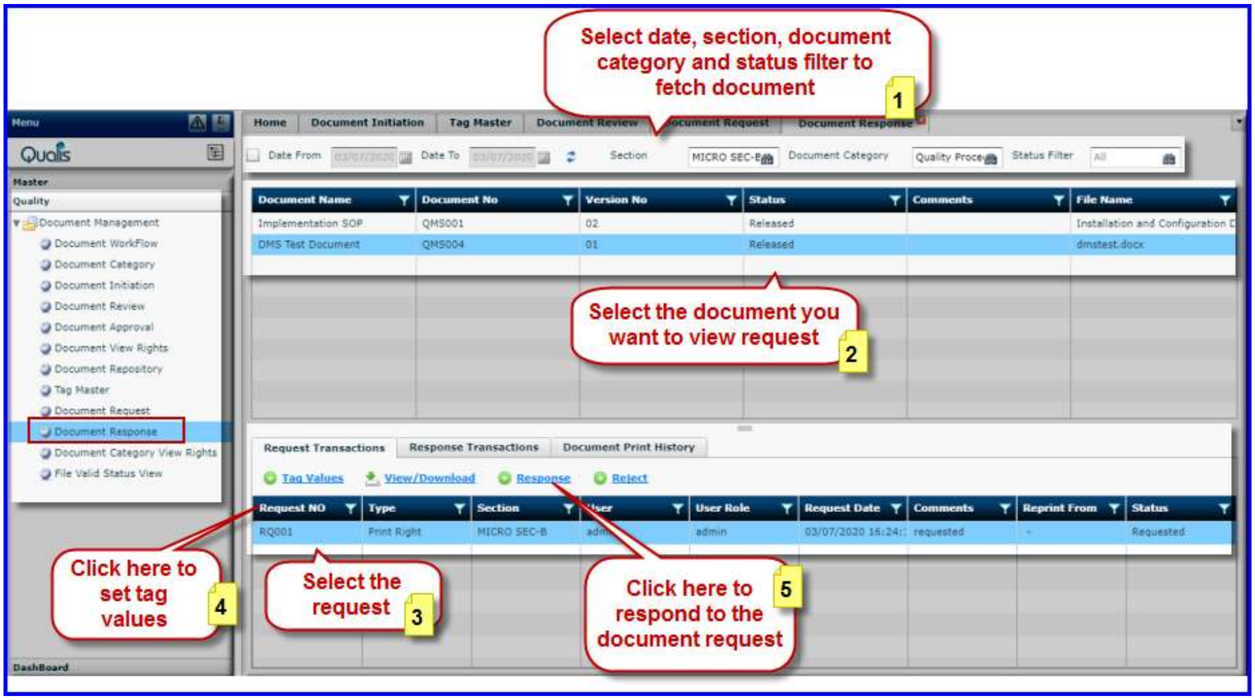

FIGURE: - Document Response Screen

2. Select **Date, Section, Document Category** and **Status Filter**.
3. Select the document you want to respond.
4. Click Tag Values. In the Tag Values dialog, type value for the tags as shown in the figure:

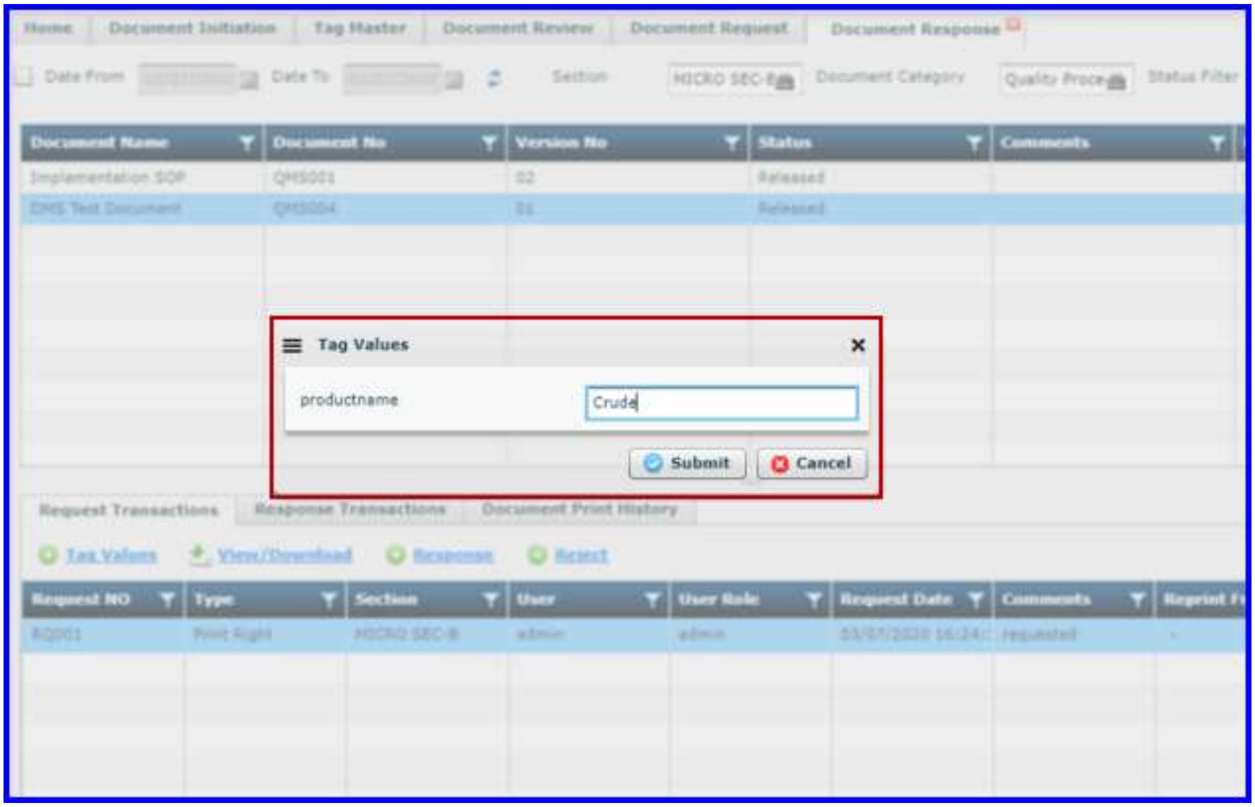

FIGURE: - Tag Values Dialog

***Note:** Tags of Tag Type "**NA**" set in Tag Master would appear here for value entry.*

5. In the **Request Transactions** tab, select the request and then click **Response** as shown in the above figure. The **Response Entry** dialog appears as shown in the figure:

FIGURE: - Response Entry Dialog

6. In the **Comments** box, type your comments.

7. In the **No of Copies** box, type number of copies for print.

8. Click **Submit**. You will see the following message:

FIGURE: - Information Dialog

In the **Request Transactions** tab, the **Status** of the request will appear "**In Progress**". Then the status changes to "**Responded**" as shown in the figure:

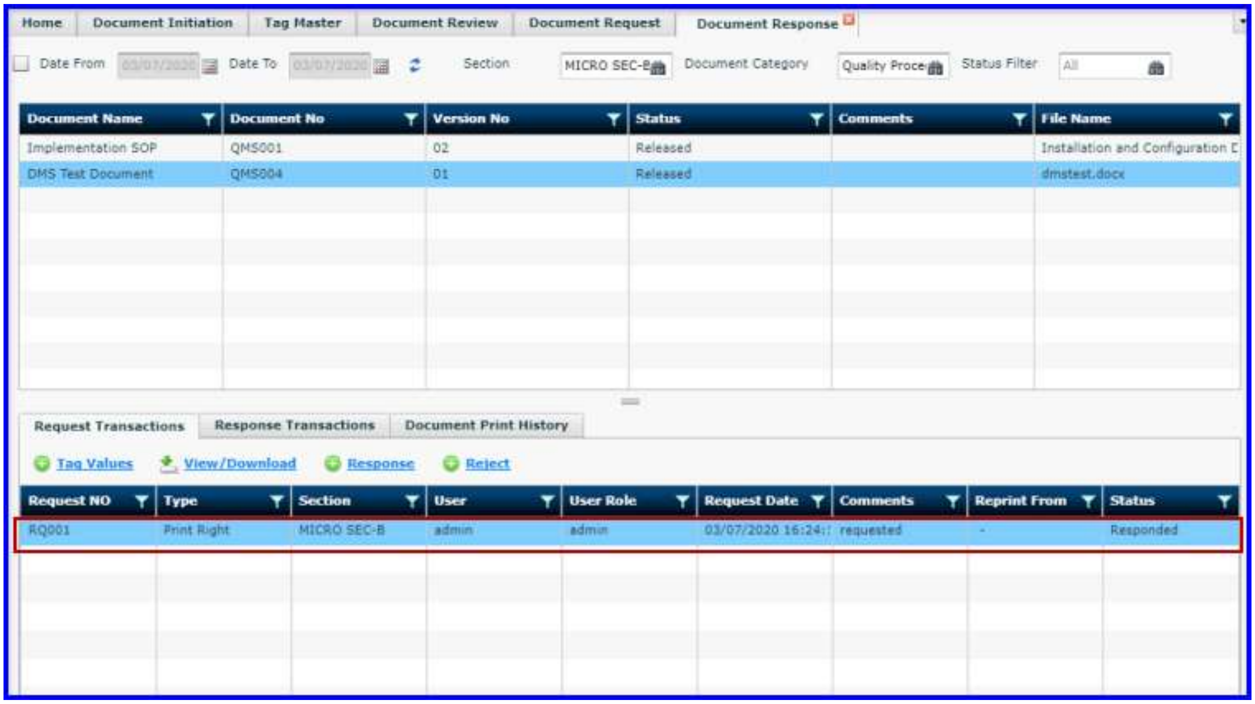

FIGURE: - Document Response Screen Showing Responded Status

9.2 Document Category View Rights

Document Category View Rights screen enables you to grant or revoke view permissions for document category based on section and user.

Follow the on screen instructions to add or revoke permission for the selected document category.

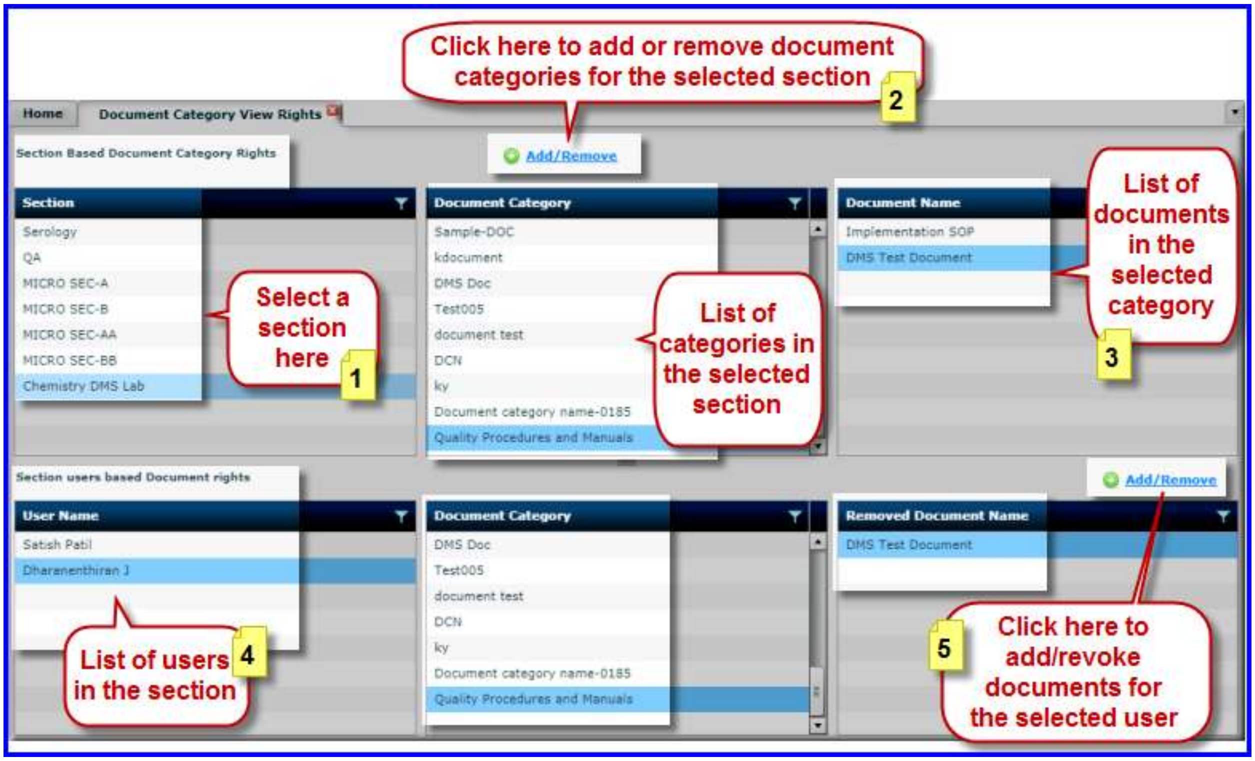

FIGURE: - Document Category View Rights Screen

9.2.1 Section Based Document Rights

To define document category rights based on section, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Category View Rights**. The **Document Category View Rights** screen appears as shown in the figure:

2. Under **Section**, select a section and then click Add/Remove. The **Add and Remove Document Category** dialog appears as shown in the figure:

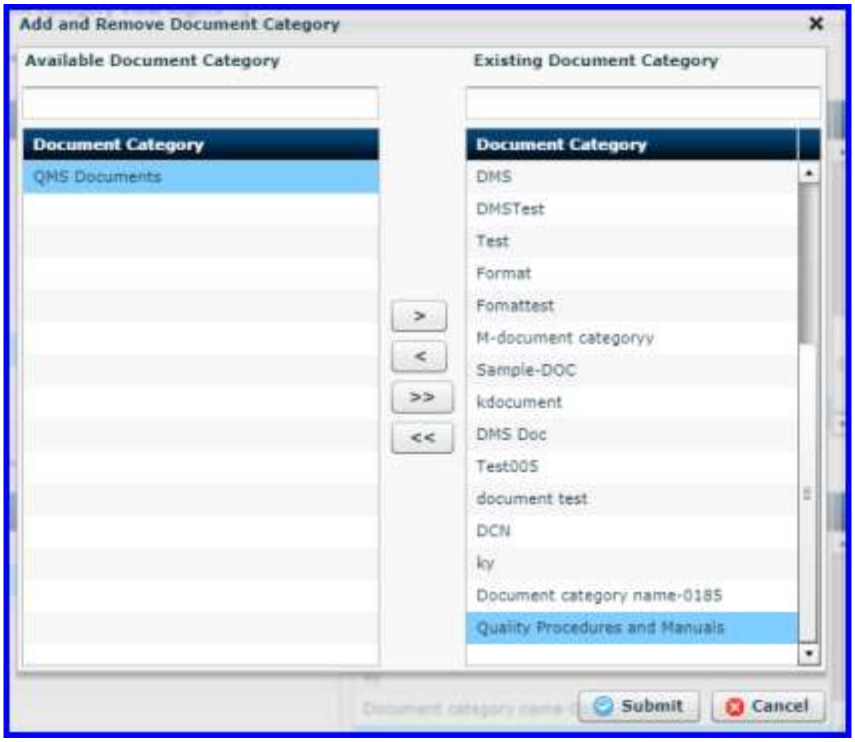

FIGURE: - Add and Remove Document Category Dialog

3. Select a category under **Available Document Category** and then click > to add to the **Existing Document Category**.

4. Click **Submit**. You can see the category added under **Document Category**. And the list of documents in the selected **Document Category** appears under **Document Name**.

9.2.2 User Based Document Rights

To define document rights based on users, follow these steps:

1. On the Explorer, click **Quality**, click **Document Management,** and then click **Document Category View Rights**.

2. Under **Section**, select a section. You can see list of users in the selected section.

3. Under **User Name** select a user you want to define rights. You can see list of categories the user has rights under **Document Category**.

4. Click Add/Remove. The **Add and Remove Documents** dialog appears as shown in the figure:

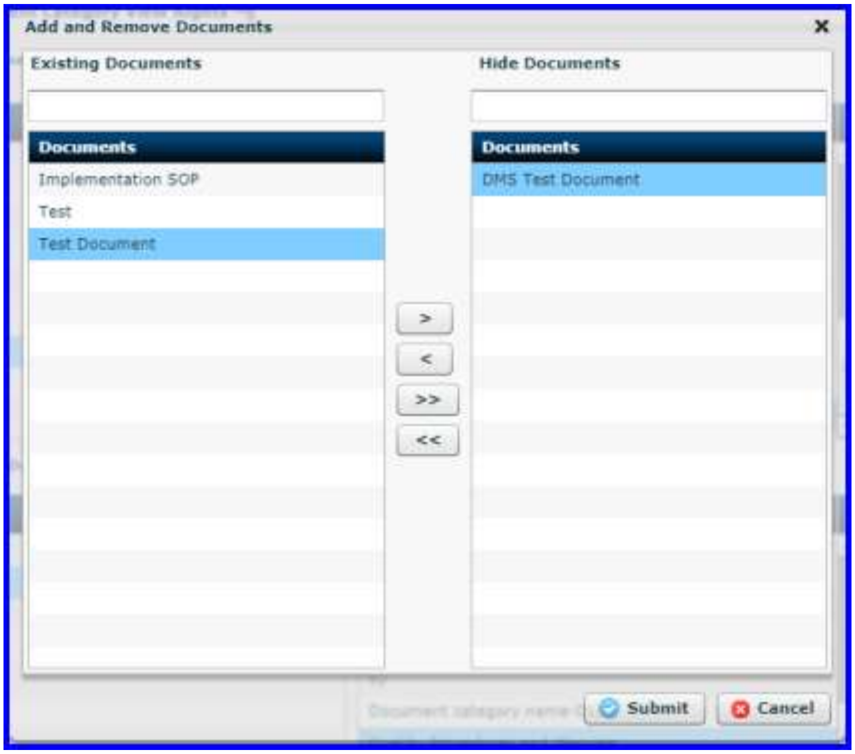

FIGURE: - Add and Remove Document Category Dialog

5. Select a document under **Existing Documents** and then click > to add under **Hide Documents**.

6. Click **Submit**. You can see the document added under **Hide Document**.

The documents added under **Hide Documents** appear under **Removed Document Name** and the user cannot view these documents.

10 Dash Board

10.1 SQL Builder

SQL Builder is used to build, execute and save queries.

1. On the Explorer, click **DashBoard**, **Dashboard** and then click **SQL Builder**. The **SQL Builder** screen appears as shown in the figure:

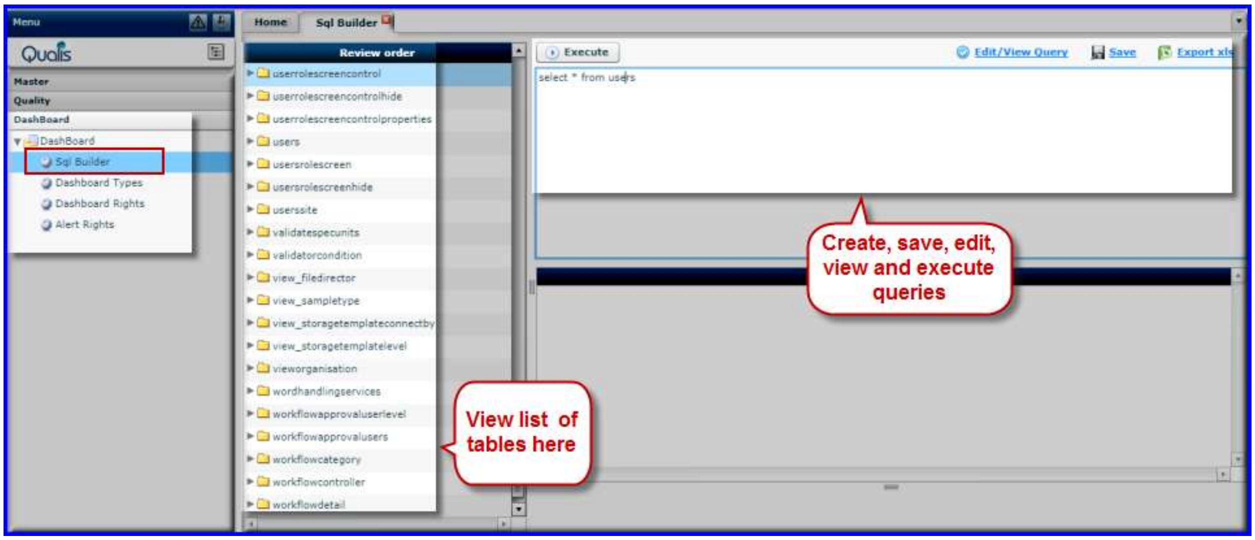

FIGURE: - SQL Builder

2. Type the query and then click **Execute** to execute the query.
3. Click **Save** to save the query.
4. Select the query and then click **Edit/View Query** to edit or view the query.

10.2 Dashboard Types

Dashboard Types screen enables you to create new dashboard types and add parameters to the dashboard type.

To create a new dashboard type, follow these steps:

1. On the Explorer, click **DashBoard, DashBoard** and then click **Dashboard Types**. The **Dashboard Types** screen appears as shown in the figure:

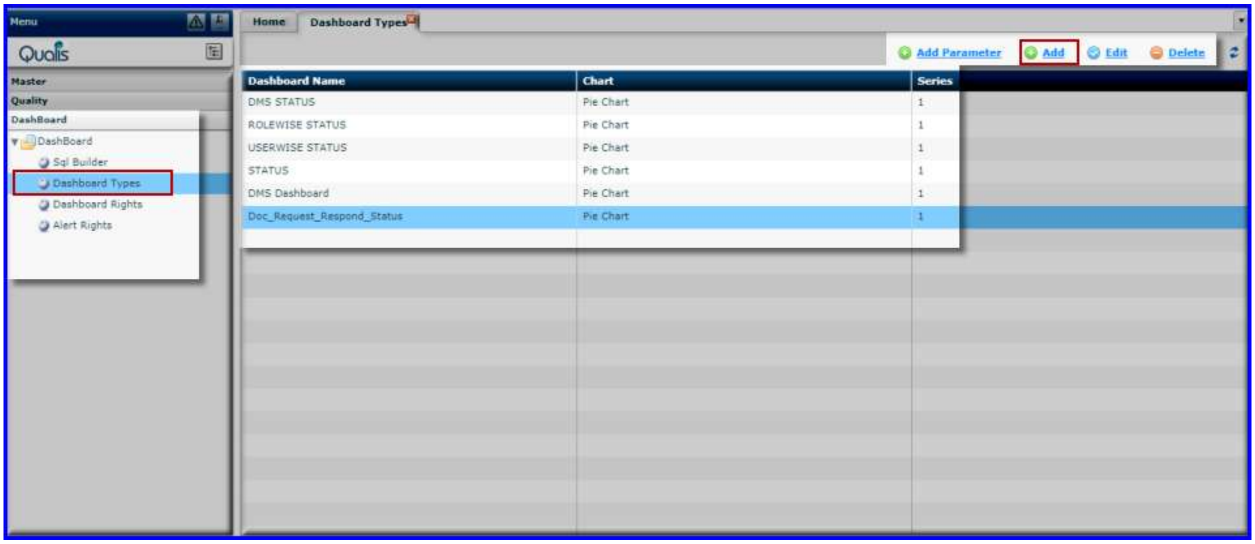

FIGURE: - Dashboard Types Screen

2. Click **Add** as shown in the above figure. The **Add Dashboard Type** dialog appears as shown in the figure:

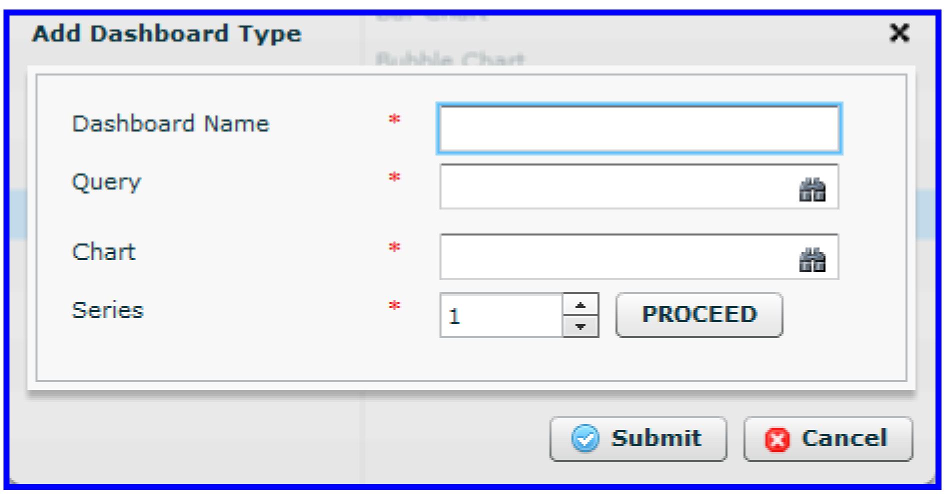

FIGURE: - Add Dashboard Type Dialog

3. In the **Dashboard Name** box, type a name for the type.

4. In the **Query** box, select the query for the dashboard type.

5. In the **Chart** box, select the chart type for the dashboard.

6. In the **Series** box, select the number of series for the dashboard type.

7. Click **PROCEED** to add the series details. The series details appear as shown in the figure:

FIGURE: - Add Dashboard Type: Series Details

8. Add the series details and then click **Submit**.

10.2.1 Add Parameters

Once you create dashboard type, you can add parameters to the type created. To do so, follow these steps:

1. In the **Dashboard Type** screen, select the dashboard type and then click **Add Parameters**. The **Add Parameters** dialog appears as shown in the figure:

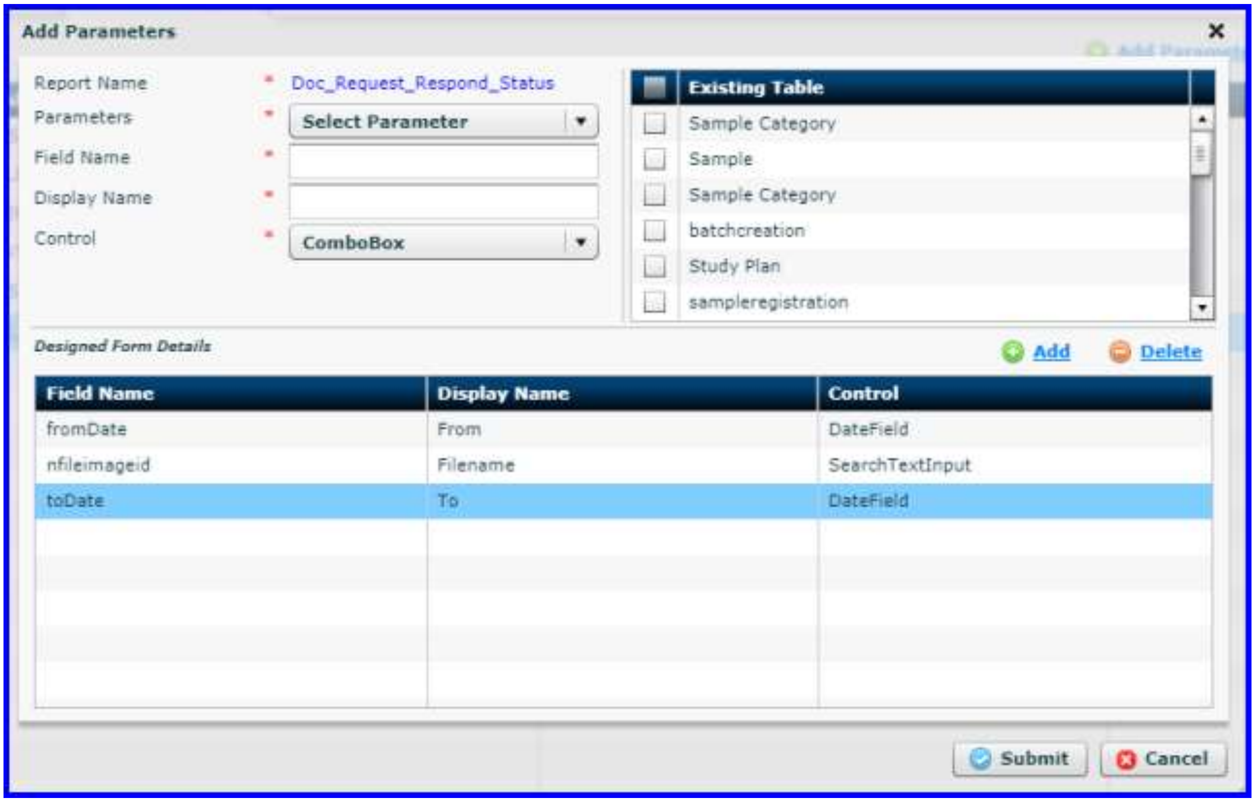

FIGURE: - Add Parameters Dialog

You can see the list of parameters for the dashboard type listed in the Parameters box. For each parameter, you can set the Field Name, Display Name, and Control type for the parameters as it should appear in the dashboard.

2. In the **Parameters** box, select the parameter.
3. Set the **Field Name** and **Display Name** as it should appear in the dashboard.
4. In the **Controls** box, select the control type for the parameter as it should appear in the dashboard. If you select **Combo Box**/**SearchTextInput**, then under **Existing Tables** select the table from which the values for the parameter to be loaded.
5. Click **Add**. The parameter is added under **Designed Form Details**.
6. Same way, design and add details for all the parameters required for the dashboard.
7. Click **Submit**.

10.3 Dashboard Rights

Dashboard Rights screen enables you to set dashboard rights to the user. You can define dashboard rights in the user role level by adding/removing dashboard types for the selected role. You can also set dashboard rights to the individual user.

To set dashboard rights, follow these steps:

1. On the Explorer, click **DashBoard, DashBoard** and then click **Dashboard Rights**. The **Dashboard Rights** screen appears as shown in the figure:

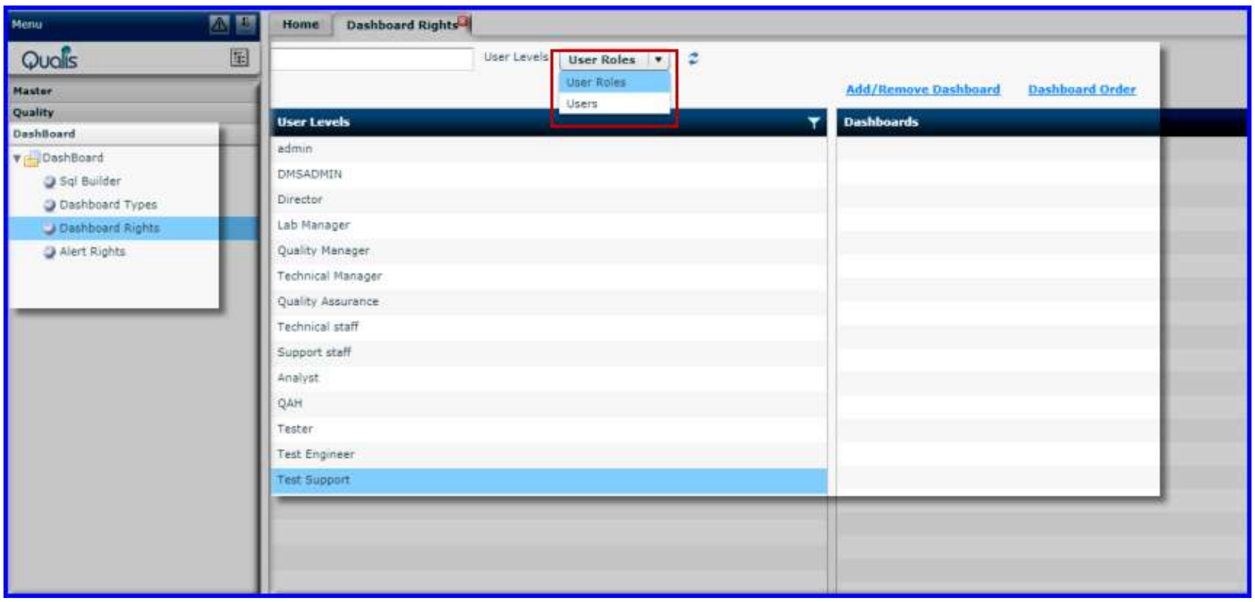

FIGURE: - Dashboard Rights Screen

2. In the **User Level** box, select the **User Role** to set dashboard rights to the role level.

Note: *In the* ***User Level*** *box, select* ***Users*** *to set rights to the individual user level.*

3. Under **User Levels** you can see the list of roles. Click to select a role. Now you can see the dashboards added to the role selected under **Dashboards**.
4. Click **Add/Remove Dashboards**.
5. Add / remove dashboards for the selected user role and then click **Submit**.
6. Select a dashboard under **Dashboards** and then click **Dashboard Order** to rearrange the dashboard sequence. The **Dashboard Order** dialog appears as shown in the figure:

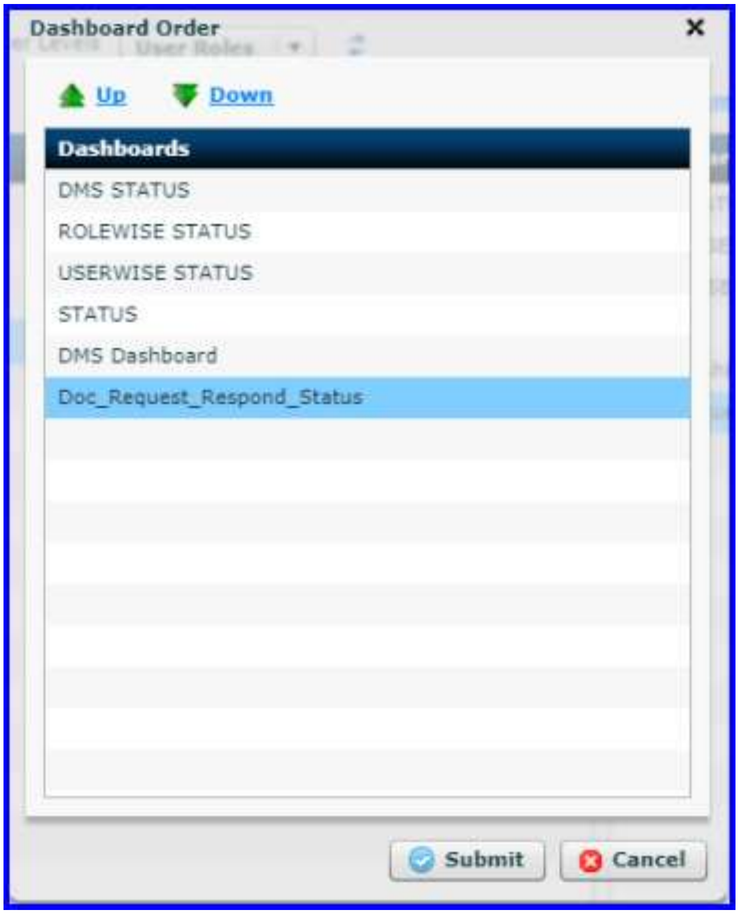

FIGURE: - Dashboard Order Dialog

7. Use the up and down arrow to move the dashboard component up/down and then click **Submit**.

Same way, you can set dashboard rights for the selected user.

10.4 Alert Rights

Alert Rights screen enables you to set alert screen rights to the user. You can define alert screen rights in the user role level by adding/removing alert screens for the selected role. You can also set alert screen rights to the individual user.

To set alert screen rights, follow these steps:

1. On the Explorer, click **DashBoard, DashBoard** and then click **Alert Rights**. The **Alert Rights** screen appears as shown in the figure:

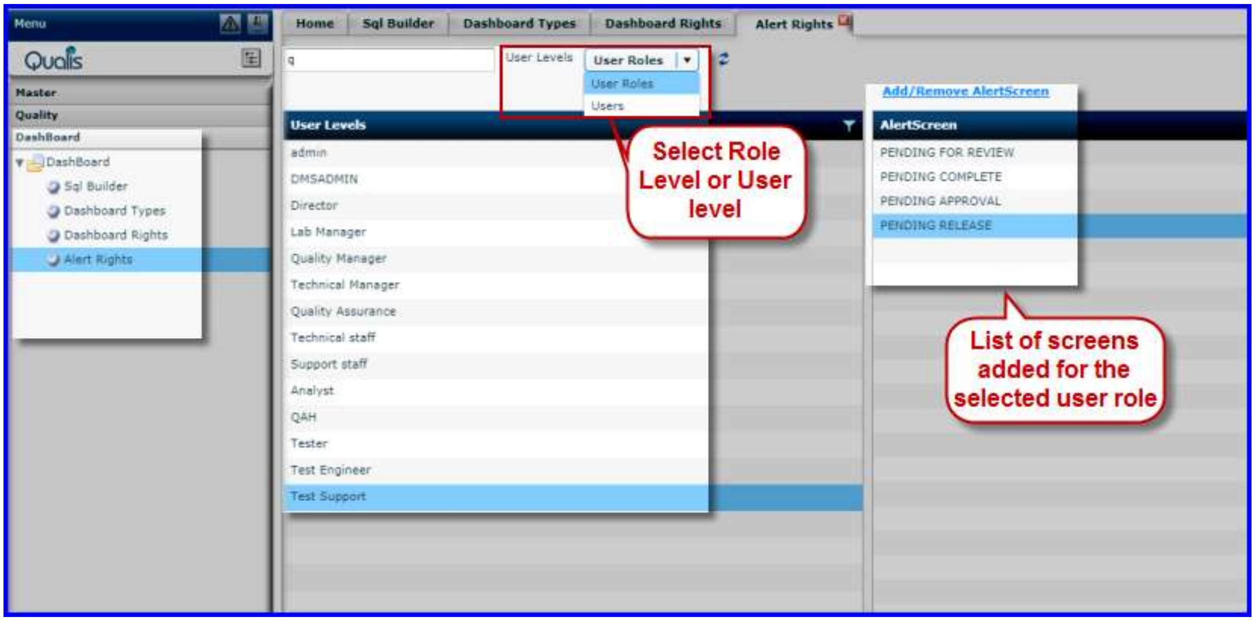

FIGURE: - Alert Rights Screen

2. In the **User Levels** box, select the **User Role** to set alert screen rights to the role level.

Note: *In the* ***User Level*** *box, select* ***Users*** *to set rights to the individual user level, and then select the role from the* ***User Level*** *box. You can see the list of users for the selected role. Now select the user to set the alert rights.*

3. Under **User Levels** you can see the list of roles. Click to select a role. Now you can see the alert screens added to the role selected under **Alert Screens**.

4. Click **Add/Remove AlertScreens**.

5. Add / remove alert screens for the selected user role and then click **Submit**.

Same way, you can set alert screen rights for the selected user.