

MMS-WQM-201

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Mireaux Management Solutions ISO/API Consulting
Auditing
Training
Web QMS



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5.0



1.0 PURPOSE AND SCOPE

Mireaux's Web QMS is a compliance software designed specifically to comply with the requirements set forth by the ISO and API international standards. The purpose of this manual is to guide users through all the areas and applications that are part of Web QMS, and provide details on page layout, module management, document structures, page settings, Administrator functions, and authorization of users.

- **NOTE 1:** Only those who have the Administrator role may perform the actions described in some sections marked ADMIN ONLY of this manual.
- **NOTE 2:** Depending on the customization of your Web QMS, the figures shown in this manual may not coincide perfectly with your Web QMS.

2.0 TERMS AND DEFINITIONS

- Module A module is any object on Web QMS that can be edited, including FAQs, Links, Tables, and more.
- Application Is an intricate software program that usually involves a workflow, email notifications, search screen, reports, etc.

3.0 SECURITY ROLES

Employee	This is a user who has full access to view information on Web QMS, but
	limited ability to edit or create records. Employees may only view pages,
	but cannot edit, add, or delete information. They can create CIPs, enter
	NCRs, and take E-Learning tests.
Administrator	Full Web QMS Administrator. This user can edit, create, or delete pages, as
	well as add, edit, or delete modules. Administrators can also authorize
	users, add roles, view File Manager, clear Logs, and view/clear Recycle Bin.

4.0 INSTRUCTIONS

4.1 USER ACCESS FUNCTIONS

4.1.1 User Registration

Open a Web browser, such as Internet Explorer, Google Chrome, or Mozilla Firefox. In the address bar, ENTER the URL for your company's Web QMS. This will be http://qms.[Your Company's Name].com. For example:



New Tab	×
$\ \ \leftarrow \ \ \rightarrow \ \ \mathbf{C}$	🗋 qms.mireauxms.com

When the page appears, CLICK **Register**:

	Account Login	
	Username:	
	Password:	
	Login	
Register	ember Login Retrieve Password	
Register	Relieve Password	
		n.meimireaux
Вирронт 📌 888-3	21-8763 🔤 support@mineausms.com 💆 joi	

The User Registration window will appear.

Veb QMS Enterprise Management Syst	sm > Login	E (
		Indicates required fields
User Registration		
Wote: Membership to this portal is Private. Once y	our account information has been submitted, the portal Administrator will be notified	and your application will be
subjected to a screening procedure. If your applic	stion is authorized, you will receive notification of your access to the portal environm	ent. All fields marked with a
red arrow are required (Node: - Registration m	ly take several seconds. Once you click the Register button please wait until the sy	(stem responds.)
User Name: 😈		
First Name: 👩		
transfer a		
Last Name: 🚺		
Display Name: 🚺	I	
Email Address: 👩		
	in length. You may use both alphanumeric and special characters. Special	
characters are not required, but are recommen	ded for security purposes.	
Password:		
Confirm Password		
ecurity Code:		
CONTRACTOR DATA		
e53y37		
nter the code shown above in the box below		

NOTE: Fields marked with a red asterisk are required.

FILL OUT the **following** required fields:

- **User Name:** ENTER **User Name** for the account. Once entered, user names cannot be changed. They must be at least five characters long alphanumeric value.
- **First Name**: ENTER **First** name.
- **Last Name**: ENTER **Last** name.
- **Display Name:** ENTER **Display Name**. This name will appear on the top right corner of Web QMS whenever you are logged in. Typically this is your First Name space Last Name.
- **Email Address**: ENTER the **Email Address** you would like to have associated with your Web QMS account.

Once you have completed the registration form, a system notification will be sent to this email account in order to verify your registration and complete the process. Email accounts can belong to the company, or be a Yahoo!, Gmail, or a web service account.



- **Password:** ENTER a **Password** and confirm it in the appropriate fields. Passwords must be at least 7 characters in length. Though it is not required to include non-alphanumeric characters, these characters do strengthen passwords.
- **Security Code:** This is a simple image test designed to impede automated registrations. ENTER the alphanumeric code pictured in the image exactly as shown on your screen. The code changes each time this page is accessed. Do not ENTER in the one shown in Figure above.

Once you have completed the top part of the registration, SCROLL down in the User Registration popup window, and FILL OUT information related to your user profile. ENTER this information, as it will improve the functionality of some areas of Web QMS.

Your Profile		
First Name: 🚺		
Last Name: 🖬		
Location 🗾		
Business Unit 👩		
Department: 🖬		
Preferred Time Zone:		
(UTC-06:00) Central Time (US & C	anada)	
Job Title: 🚺		
Status 🖬		
Telephone: 🖬		

NOTE: Fields marked with a red asterisk are required.

Depending on your company, some of these fields will be required:

- **First Name**: ENTER your **First** name.
- Last Name: ENTER your Last name.
- **Location:** SELECT the **Location** from the drop down menu where you work.
- Business Unit: SELECT the Business Unit from the drop down menu, if applicable.
- **Department:** ENTER the **Department** to which you belong.
- **Preferred Time Zone:** ENTER the **Time Zone** in which you most often conduct business.
- Job Title: SELECT your Title from the drop down menu.
- Status: SELECT your status (Active, LOA, Inactive) from the drop down menu.
- **Telephone:** ENTER your contact **Phone Number** in the field.

CLICK **Register** when you have completed the form.

You must now wait for an Administrator to authorize your account. This can take anywhere from a few minutes to several hours, depending on the time at which you register. You will receive an email containing the specifics of your registration. Do not confuse this initial email with the authorization email. The initial email is just to let you know that you have registered. You will receive a second email once your account is authorized.

The Administrator is a real person who has to verify that you are indeed an employee of the organization in order to authorize your account and give you the appropriate access rights. Initially,



this task is done by Mireaux Management Solutions. Later on, the responsibility for this task is transferred to your organization. Once you receive the second email with your authorization message, you will be able to log in.

4.1.2 Assigning Roles (ADMIN ONLY)

Go to Web QMS, put the mouse cursor over the Admin Tab in the Top Menu, and then SELECT User Accounts from the submenu.

📑 Site Settings	📃 Page Management	🐐 Security Roles
🍓 User Accounts	📮 Organization Variables	🏨 Site Log
Bulk Email	File Manager	👸 Recycle Bin
🜉 Event Viewer	😝 Skins	🔊 Languages
🔆 Site Wizard	Extensions	📑 Web QMS Registration
Search Engine Sitemap	🔶 Taxonomy	Solutions Explorer
📒 Lists	Job Title	

On the Edit User account screen, for the user selected, CLICK the **Manage Roles Tab**. You will see the following screen:

Web QMS Enterprise Management System >	· User Accounts > Edit User Accounts		×			
Vser successfully Authorized	Viser successfully Authorized					
Manage User Credentials Manage Roles for this	s User Manage Password Manage Pro	ofile				
Manage Roles for User: msmith						
Security Role	Effective Date 😨 Expir	Add Role to User				
Send Notification?						
Security Role	Effective Date	Expiry Date				
Registered Users						

At the bottom of the screen, you will see that this user only has the security role of Registered User. In order for employees to have access to Web QMS, they must be assigned, at minimum, the role of Employee. CLICK the **Security Role** drop down menu, and choose the role of **Employee**. Then CLICK **Add Role to User** for the role to be added.

Security Role	e 🔽	
Action Verification Role	-	
Action Verification Role Administrators Calibration Technician Certification Admin Certification Tech CIPAdmin Coordination Role DINNSTSManager DNNSTSReportAdmin Document Specialist Employee EventAdmin	m	
First Aider Global Calibration Admin Investigation Verification Role Maintenance Admin Maintenance Supervisor Maintenance Tech MRB Team NCR Action Taker	-	Manage Roles for User: msmith Security Role Effective Date Expiry Date Employee Image: Control of the security Role of User

Now the Employee role is shown in the list of Security Roles.

Management Solutions

	Security Role	Effective Date	Expiry Date
	Registered Users		
*	Employee		2/7/2014

You can uncheck the **Send Notification** field if you do not want the admin and user to receive an email notification of the change in security role

1	Send Notification?	

If desired, the user can be granted access for only a limited time. In order to do so, ENTER Effective (start) and Expiry (end) Dates in the text fields to the right of the Security Role menu, then CLICK **Add Role to User** to save the dates. Finally, add any other roles the user may need according to the List of Roles on Section 4.3.1.

4.1.3 Authorizing New Users (ADMIN ONLY)

Web QMS automatically sends an email notification of new registrations to the Administrator who was made "Site" Administrator. If you have not received notification of a new registration through email, it may be necessary to change your email settings to ensure that you receive emails from Web QMS (for more information on how to change the settings in Microsoft Outlook, see Section 4.4). Regardless of your email settings or if you are a Site Administrator, you can always see accounts awaiting authorization on Web QMS. Go to Web QMS, put the mouse cursor over the Admin Tab in the Top Menu, and then SELECT **User Accounts** from the submenu.

Site Settings	Page Management	🝓 Security Roles
🗞 User Accounts	🛃 Organization Variables	🃭 Site Log
Bulk Email	🦰 File Manager	👸 Recycle Bin
Event Viewer	😝 Skins	🔊 Languages
🔀 Site Wizard	Extensions	📑 Web QMS Registration
🛐 Search Engine Sitemap	🕒 Taxonomy	📑 Solutions Explorer

CLICK **Unauthorized** to see the list of Unauthorized Users.

User					unts																								
															U	serr	name	•				•		Sear	ch				
	A	в	С	D	E	F	G	н	I	J	к	L	М	Ν	0	Ρ	Q	R	s	т	U	v	w	x	Y	z	All	Online Unauthorized	Deleted
User	nam	ie		Firs	t Na	me	La	ist N	lam	е		D	ispla	y Na	me			En	nail									Created Date	Authorized

The list of unauthorized users will include new registrations as well as previously registered users who were removed from authorization. **Note the unchecked Authorized box.**

Username	First Name	Last Name	Display Name	Email	Created Date	Authorized
adamsticklus	Adam	Sticklus	adamstiaklus	adamsticklus@yahee.com	8/8/2013-3:18:13 PM	
msmith	Marie	Smith	Marie Smith	m.smith@company.com	1/7/2014 4:22:51 AM	



NOTE: Some unauthorized users may have a line striking through their first and last names. These people are usually employees who have been soft deleted for a reason such as if they left the company, and thus should no longer have access to Web QMS. Be sure to check with the Site Administrators, other Administrators, or Department Managers before authorizing any such users!

In the following example, we will authorize Marie Smith. To authorize a user, Web QMS has to be in **Edit** mode. To activate the **Edit** mode, go to the top left corner of the Web QMS screen. You will see **View, Edit**, and **Layout** radio buttons. SELECT the **Edit** radio button to enter **Edit** mode.

Now that you are on **Edit** mode, you will see three icons next to each name. The **Manage Yellow Pencil icon**, the **Trash Can icon**, and the **Roles icon**. CLICK the **Manage Yellow Pencil icon** on the far left next to the username.



The Edit User Accounts - Manage User Credentials page will open.

Web QMS Enterprise Ma	anagement System > User A	ccounts > Edit User Accounts	;)
Manage User Credentials	Manage Roles for this User	Manage Password Manage Pr	rofile	Indicates required fields	*
Uit Oser Finstinut User Name: @ First Name: @ Display Name: @ Email Address: @ Update Delete	msmth Marie Smith Marie Smith Marie Smith m.smith@company.com	Created Date: [] Last Login Date: [] Last Activity Date: [] Last Pasaword: [] Last Lock-out Date: [] User Is Online: [] Locked Out: [] Authorized: [] Deleted: [] Authorize User Force	1/7/2014 4:22:51 AM 1/7/2014 4:22:51 AM 1/7/2014 4:22:51 AM 1/7/2014 4:22:51 AM Never False False False False False False		E .

CLICK **Authorize User** at the bottom of the page. Web QMS will confirm that the user has been successfully authorized. The credentials option at the bottom of the page now displays the text **UnAuthorize User**.



Web QMS Enterprise Ma	anagement System > User A	ccounts > Edit User Accounts		2
Vser successfully Auth	prized			
Manage User Credentials	Manage Roles for this User	Manage Password Manage P	rofile	Indicates required fields
Edit User - msmith (ld: 279)			
User Name: 🔟	msmith	Created Date: 🗾	1/7/2014 4:22:51 AM	
First Name: 🗾	Marie	Last Login Date: 🗾	1/7/2014 4:22:51 AM	
Last Name: 🗊	Smith	Last Activity Date: 😰	1/7/2014 4:22:51 AM	
Display Name: 🗾	Marie Smith	Last Password Change:	1/7/2014 4:22:51 AM	
Email Address: 🗊	m.smith@company.com	Last Lock-out Date: 🗾	Never	
	in an an a company.com	User Is Online: 🥫	False	
Update Delete		Locked Out: 🗾	False	
		Authorized: 🗾	True	
		Update Password: 🗵	False	
		Deleted: 🗾	False	
		UnAuthorize User Fo	rce Password Change	

4.1.4 Unauthorizing Users (ADMIN ONLY)

Before unauthorizing a user, make sure to check whether the user has Calibration roles, such as Calibration Tech or Global Calibration Admin. If that is the case, then the user must first be deassigned from these roles (see Section 4.1.5) before being unauthorized. The reason is because Calibration roles are attached to Location.

From the **Admin/User Accounts** page, locate the user to be unauthorized, and then CLICK the **Manage Yellow Pencil icon** next to the user's name.

Neb QMS Enterprise Ma	nagement System > User A	ccounts > Edit User Accounts	;	E (
Manage User Credentials Edit User - msmith (Manage Roles for this User	Manage Password Manage P	rofile	Indicates required fields
User Name:	mamith Marie	Created Date: 💶	1/7/2014 4:22:51 AM 1/7/2014 4:22:51 AM	
Last Name: 🗾 Display Name: 🧊	Smith Marie Smith	Last Activity Date: 2 Last Password 2 Change: 2	1/7/2014 4:45:20 AM 1/7/2014 4:22:51 AM	
Email Address: 😰	m.smith@company.com	Last Lock-out Date: 🥑 User Is Online: 🥑	Never False	
Update Delete		Locked Out: 🧐 Authorized: 😨	False True	
		Update Password: 😰 Deleted: 😨	False False	
		UnAuthorize User To	orce Password Change	

CLICK the **UnAuthorize User** option. The QMS will display a message that the user was successfully unauthorized, and the Authorized box will be unchecked. CLICK **Update** to save the changes.



	uthorized			
Manage User Credentials	Manage Roles for this User 1	Uanage Password Manage P	rafile	
				Indicates required fields
Edit User - msmith (ld: 279)			
User Name: 🚺	msmith	Created Date:	1/7/2014 4:22:51 AM	
First Name: 📋	Marie	Last Login Date: 📔	1/7/2014 4:22:51 AM	
Last Name: 😈	Smith	Last Activity Date: 🚺	1/7/2014 4:45:20 AM	
Display Name: 👩	Marie Smith	Last Password Change:	1/7/2014 4:22:51 AM	
Email Address: 📴	m smith@company.com	Last Lock-out Date: 🔢	Never	
	In an Beautraly com	User Is Online: 🖬	False	
Update Delete		Locked Out: 😈	Faise	
		Authorized: 🔟	False	
		Update Pasaword: 🔽	False	
		Deleted:	False	

Next, remove all roles for the user. If this is not done, the user will continue to appear on application lists despite being unauthorized. Just as when adding new roles, go to the **Manage Roles** Tab and CLICK the X for each of the roles you need to remove. If the employee is no longer with the company, be sure that every role is removed.

Manage R	oles for User: msmith		
Action	Security Role 🔋 n Verification Role	Effective Date 🛜 Exp	Add Role to User
Send Notif	ication? Security Role	Effective Date	Expiry Date
	Registered Users		
	Employee		2/7/2014

The **Send Notification** field can be checked or unchecked depending on whether you want the user to receive an email.

4.1.5 Deleting Users (ADMIN ONLY)

In some cases, it may be necessary to remove a user entirely, for example, if the user is a duplicate who was accidentally added twice. In this case, a Hard Delete will be appropriate. However, in other cases, for example, if the user was terminated or left the company, it may be necessary to retain certain records (such as training records), and therefore the employee account must be saved for the period of time established in the Records Retention policy. In such cases, a Soft Delete is preferable. Unlike users who are hard deleted, those who are soft deleted may be reactivated and accessed as needed.

The **Admin/User Account** area displays 5 options next to the list of users, as shown below:

					Username	First Name	Last Name	Display Name	Email	Created Date	Authorized
2		<u>ی</u>	U	×	adamsticklus	Adam	Sticklus	adamsticklus	edemsticklus@yehee.com	8/8/2013-3:18:13 PM	
2	1	۰.			caleroc2	Carlos	Calero	caleroc2	caleroc2@hotmail.com	11/25/2013 9:39:00 PM	

- Manage Yellow Pencil icon: Allows you to edit user information.
- Trash Can icon: Soft deletes the user.



- User Roles icon: Allows you to edit roles assigned to the user.
- Roll Back icon: Brings the user back.
- **Red X Delete icon:** Permanently removes the user.

Before a user can be hard deleted, he/she must be soft deleted. CLICK the **Trash Can icon** in order to soft delete him/her. In the below example, Marie Smith will be soft deleted.

The QMS will display a message to confirm soft deletion. CLICK **OK**. You will now see that the user no longer has the **Trash Can icon**, but has a **Roll Back icon** and a **Red X Delete icon**.



CLICK the **Roll Back icon** to bring the user back. CLICK the **Red X Delete icon** to permanently remove the user.

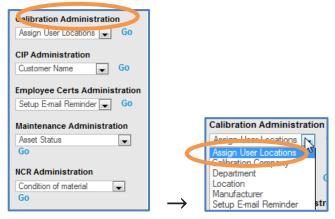
4.1.6 Removing Users from Calibration Locations (ADMIN ONLY)

When a user who has the Calibration Tech or Global Calibration Admin role needs to be removed from the system, you must first check whether the user was assigned to a specific location. Before continuing to remove him/her from the system, you must remove him/her from that location. In the following example, we will remove the user Marie Smith from the Calibration roles.

Go to Organization Variables under Admin Tab.



Calibration Administration is located on left menu. From the drop down menu, SELECT **Assign User Locations** and CLICK **Go**.





Ensure that the person to be de-assigned from a location is on the drop down menu. If he/she is not on the drop down menu, return to him/her any roles you had previously removed so that he/she will appear:

10 User:	Please select.	a user
Location:	- Please select	
	Partner, Mreau	ĸ
	E Houston	
	San Diego	
	C any aport	
The locations If no location is Submit Ad	you pick will replace the current ass s selected and you submit, all locat	igned locations for the select ions will be removed for the un
If no location is	s selected and you submit, all locat	ligned locations for the select
If no location is	s selected and you submit, all local	igned locations for the select ons will be removed for the un Location
Submit Ad	s selected and you submit, all focat ction	ions will be removed for the un

Once the user is selected, take notice of the text in red, which reads, "If no location is selected and you SUBMIT, all locations will be removed for the user." Do not pick any location and CLICK **Submit Action**. Here is before and after:

Assigned L	Assigned Locations to Users					
User ID	Employee Name	Location				
114	Mireaux User	Houston				
154	Mireaux Partner	Houston				

Assigned Locations to Users						
User ID	Employee Name	Location				
14	Mireaux User	Houston				

The user is now cleared from the previously assigned locations. Now, go back to the User Accounts and remove the calibration roles. These steps were outlined in the section, "Unauthorizing Users."

Troubleshooting Advice:

- If users do not show up on the **Assigned Locations** list at the bottom, but they do show up on the drop down menu at the top, then remove the role of Cal Admin or Cal Tech from them. Then they will not appear on the list afterward.
- If they do show on the **Assigned Locations** list at the bottom but not at the top, then bring them back as Cal Tech or Cal Admin so that they show at the top. Then proceed to remove them from the assigned location (following the above steps) and then remove the Cal Tech or Cal Admin role so that they will not appear on the top or bottom.
- If they appear on both the top and bottom list, remove them from the assigned location (following the above steps) and then remove the role of Cal Tech or Cal Admin from them.

4.1.7 Login

Go to your Web QMS. You will see the login screen there. ENTER in your **User Name** and **Password** in the blanks on the page. CLICK **Login**.





Once you login, you will be directed to the homepage of Web QMS which is composed of the sections depicted in section 4.2.

If you go to your Web QMS and you do not see the login screen, but rather the Web QMS logo, then you are already logged in. CLICK the logo and you will be able to access the site.

4.1.8 Resetting your Password

Go to your Quality Management System site. Log in using your user name and password. Once logged in, CLICK **Your Name** in the upper right corner of the screen.



In the next screen, CLICK **Edit Profile**.

Profile Aufter	
7:5	
Las Paris	
Catronic My Inbox	
My Inbox	Date Statu

The Manage Profile screen opens. CLICK **Manage Password**. FILL OUT the three fields at the bottom to reset your password. Web QMS passwords are case-sensitive, and the screen will not show what you are typing here, so make sure your Caps Lock is off to avoid any later confusion.



'ou are here: User Profile		
🗞 Manage Profile		
Manage User Credentials	Manage Password Manage	Profile Manage Services
Password Last Changed:	Tuesday, October 22, 2013	
Password Expires:	Password does not Expire	
Change Password		
	sword, you will need to provide yo mation of your new password.	ur current password, as well as your
Current Password:		
New Password:		
Confirm Password:		Ĵ
Change Password		

CLICK **Change Password** to save your changes.

4.2 PAGE LAYOUT AND ORGANIZATION OF WEB QMS

The Web QMS layout consists of five main panes. These panes appear throughout the entire Web QMS, though the particular contents of some panes vary depending on the area currently being viewed. The **Top Edit Pane** is only visible to users who hold an Administrator role, but anyone with access to Web QMS can view all other panes. **TOP EDIT**

Mode: View Cati Clayout	EADER PANE	ADMIN C
QUALITY DOCUMENT C	ONTROL OPERATIONS HUMAN RESOURCES HSE IS Admin Search	2
FT Quality Policy FT Quality Manual Process Map Management Reviews Internal Audits External Audits Objectives Customer Satisfaction	You are here: OUALITY WELCOME TO MIREAUX'S QUALITY PAGE TOP MENU Welcome to the Quality page. Here, you can find many items that support Mireaux's Quality Management System including the Quality Policy, the Quality Manual, records from audits or management reviews, and more. Links to each of these can be found in the left menu. CONTENT PANE	n

- a. **Header Pane:** The **Header Pane** contains the Web QMS icon, the company logo, the date at time of use, and the Logout button. CLICKING on the Web QMS icon on the leftmost side of the Header Pane will bring you back to the welcome page or dashboard of Web QMS.
- b. **Top Menu:** The **Top Menu** contains links to the main areas within Web QMS, such as Quality, Document Control, etc. CLICKING directly on these links will open the main page for the pertinent area. When the cursor is merely placed above any one of the links, a drop down menu containing links to subareas will appear.



	🦠 Quality Manual		
★ Quality Policy		Process Map	-
S Management Reviews	Internal Audits	External Audits	
💊 Objectives	🔚 Customer Satisfaction	🍚 CIP	
		New CIP Request Page	
		CIP Reports	
		Advanced Search	
		CIP KPIs	

You can access the pages, applications, and modules of Web QMS by selecting different tabs on the Top Menu at the top of the homepage. The tabs on the Top Menu may vary depending on the version and specific configuration of your Web QMS. The most frequently used tabs are **Quality**, **Document Control**, **Operations**, and **Human Resources**.

QUALITY DOCUMENT CONTROL OPERATIONS HUMAN RESOURCES HSE IS Admin

- Left Pane: The Left Pane displays submenu options for each of the areas listed on the Top Menu.
 These links are the same ones accessible through the drop down menus in the Top Menu.
 Additionally, below these links, there appears a Signature Section, which contains the Email Us button that can be used to send comments or questions to the assigned page owner.
- d. **Content Pane:** The **Content Pane** displays all content linked to in the Header and Left Panes. This is where all documents and modules can be viewed.
- e. **Top Edit Pane:** The **Top Edit Pane** allows Administrators to toggle between different modes, as shown in figure below. View Mode displays the contents of Web QMS precisely as viewers with ordinary Employee roles see them. As its name implies, Edit Mode allows users to alter the contents of pages on Web QMS. Edit Mode is only available to users who have been assigned the role of Administrator. Similarly, Layout Mode can only be seen by Administrators. Layout Mode offers the opportunity to alter the placement of modules within a page.





4.2.1 Directory Structure on Local Servers

In order to optimize your Management System, it is recommended that documents on local servers mirror the general organization of Web QMS as much as possible. That is, all files should be organized in folders and subfolders that match the menus and submenus to be found for each page present on Web QMS. The figure below on the left, offers an example of a local directory that has been organized to match Web QMS.

Document Control HSE				
Human Resources				10
Operations	QUALITY DOCUMENT CO	ONTROL OPERATIONS H	UMAN RESOURCES HSE	
 Quality CIP 	🛨 Quality Policy	🏷 Quality Manual	Process Map	
퉬 Customer Satisfaction	Management Reviews	🔍 Internal Audits	🔍 External Audits	
퉬 External Audits				ea
퉬 Internal Audits	Objectives	Customer Satisfaction	e CIP	
🎉 Management Reviews			New CIP Request Page	
Objectives			CIP Reports	
퉬 Process Map			Advanced Search	
퉬 Quality Manual			CIP KPIs	r b
퉬 Quality Policy				

4.3 ROLES

4.3.1 User Roles

Below are the User Roles that may be assigned to Web QMS users.

Master Documents Application:		
USER ROLE	DESCRIPTION	
Administrator	Full Web QMS Enterprise Administrator. Can edit, create, or delete pages. Can add, edit, or delete modules to pages. Can authorize users, add roles, view File Manager, Clear Logs, and View/Clear Recycle Bin.	
Document Specialist	This role is responsible for managing all documents in the Master Documents Application.	
Employee	The Employee role has full access to view information on Web QMS, but has limited ability to edit or update records. Employees may only create CIPs, enter NCRs, and take E-Learning tests.	

Employee Certification Application:		
USER ROLE	DESCRIPTION	
Certification Admin	This role can edit, delete and update certification types as well as certificate information from each employee. They will receive reports for all employees and all sites.	
Certification Tech	This role can edit and update certification types and user information, but not delete. They will receive reports for the employees that belong to the site they have been assigned to.	



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E-Learning Application:	
USER ROLE	DESCRIPTION
DNNSTSReportAdmin	Training role which gives visibility to Training Reports to see training records for all users, not just for him/herself.
TrainingSuperAdmin	This user has full Administrator access to the E-Learning Application.

Training Events Application:		
USER ROLE	DESCRIPTION	
DNNSTSManager	Training role with full administrative privilege to all Training and E- Learning menus, records, and reports.	
DNNSTSReportAdmin	Training role which gives visibility to Training Reports to see training records for all users, not just for him/herself.	
EventAdmin	This user has full Administrator access of the Training Events Application.	

Maintenance Application:		
USER ROLE	DESCRIPTION	
Maintenance Admin	This role has full Administrator permission within the Maintenance Application, including adding, editing, and removing assets from the system; issuing and processing the work orders through all of the stages; and setting up preventive maintenance.	
Maintenance Supervisor	This role will be able to view asset status, add PM repair info, view usage info, and process work orders.	
Maintenance Tech	This role can issue work orders, and process the work orders through pending and repair stage. This role can also conduct Preventive Maintenance based on established PMs.	

Calibration Application:		
USER ROLE	DESCRIPTION	
Calibration Technician	Calibration role with the ability to enter and edit calibration equipment and calibration certificates, but not delete.	
Global Calibration Admin	Users in this role have the ability to enter, edit, or delete calibration equipment and calibration certificates. They can assign calibration technicians to specific locations and set reminder timeframe.	



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CIP Application:	
USER ROLE	DESCRIPTION
Action Verification Role	This role can verify that CIP actions have indeed been physically taken, and approve or reject each response as adequate.
CIP Admin	CIP role with full administrative privilege to all CIP menus and records. Can edit, delete, and manipulate all aspects of a CIP.
Coordination Role	CIP role with authority to accept or reject a CIP. If accepted, then he/she coordinates CIP by assigning it to an investigator(s). Coordinator can also fill out the containment portion or assign it to someone else.
Investigation Verification Role	CIP role with authority to review proposed root cause analysis and actions and approve/disapprove each investigation response.
Validation Role	CIP role with authority to verify that the original problem did not re- appear and to close the CIP as applicable.

NCR Application:	
USER ROLE	DESCRIPTION
MRB Team	NCR role to review the disposition of an NCR and approve or reject the disposition.
NCR Action Taker	This user performs the actions for NCRs based on the disposition assigned.
NCR Coordinator or MRB Admin	This role can accept or reject an NCR. If acceptable then he/she coordinates NCRs by assigning to MRB Routing or Action Taker. In some versions of Web QMS, this role is called NCR Coordinator, in other versions this role is called MRB Admin.

Other Roles:	
USER ROLE	DESCRIPTION
CSIRT	Only role other than Admin to be able to view "Restricted" Knowledge Access CIP (chosen when Source = Security Incident). Not currently in use.
First Aider	This role is used in CIP source = safety incident, treatment = yes under CIP Investigation.
Inventory Role	This role will conduct the action for the NCRs that have the disposition of Remake.
Operations Role	This role will conduct the action for the NCRs that have disposition of Rework, Downgrade, Use As Is, and Scrap.
Purchasing Role	This role will conduct the action for the NCRs that have disposition of Return to Vendor.
Quality Role	This role will conduct the action for the NCRs that have the disposition of Recall.
Risk Assessment Verifier	This role verifies that the risk assessment conducted is acceptable.



4.4 EMAIL SETTINGS

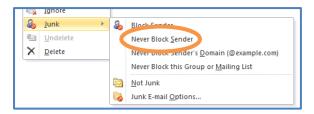
In order to receive email from Web QMS, make sure that email addresses associated with Web QMS, particularly <u>admin@webbasedqms.com</u>, are marked as safe senders within your chosen email client.

There are two ways to set the sender as safe in Microsoft Outlook:

- Go to the Inbox or the junk email box, where the Web QMS emails will be if they have already been perceived as spam by the email client.
- LOCATE the **email** and right CLICK on it. SCROLL down to **Junk Email** and CLICK **Add Sender to Safe Senders List**.



Depending on the version of Outlook, **Never Block Sender** may be the appropriate choice from the list instead.



Outlook will display a message saying that the sender has been added to the list of Safe Senders. CLICK **OK** to save the setting.



Once the sender has been added to the Safe Sender List, move the junk email back into the Inbox by right CLICKING on the email. SCROLL down and CLICK **Not Junk** from the menu.



CLICK **OK** on the resulting notification to confirm that the email is not junk.



Mark as Not Junk	we get you statted t
This message will be moved b	
Always trust e-mail from '	
	ОК
	Claire

Alternatively, the Junk Option can be used to add the email address to the Safe Sender List in Outlook. To access the Junk Option, RIGHT-CLICK any **Email** in the Inbox. SCROLL down and SELECT **Junk Email Options**.

1	UNI	One <u>N</u> ote		Fri 1/13/2012 5:54 PM 7 KB
	8	<u>J</u> unk ►	&	Block Sender
1	2-1	<u>U</u> ndelete		Never Block Sender
1	X	<u>D</u> elete		Never Block Sender's Domain (@example.com)
îτ	пе	st content not show	r	Never Block this Group or <u>M</u> ailing List
				Not lunk
				Junk E-mail Options

In the resulting pop up window, SELECT from the tabs at the top. Copy and paste or ENTER the email address in the text field next to the **Add** button. Then CLICK **Add**.

Γ	0.1	Cofe Condern	6.0.00		• - tarana ti ana ti
	Optices			Blocked Senders	
	<u>88</u>		resses or domain r d as junk e-mail.	names on your Safe	Senders List will
	[] [Add
				[Edit
				[Remove
				1	Import from File
				[Export to File
	🗸 Also	trust e-mail from	n my Contacts		
	📄 Auto	matically add pe	ople I e-mail to the	e Safe Senders List	
			0	K Canc	el Apply
L					

CLICK **OK** to save the settings.

4.5 QUALITY TAB

CLICK the **Quality Tab** to access the Quality pages.



The **Quality** page typically looks similar to this:



MMS-WQM-201 Revision: 12/09/2014

WEDOMS	Left Menu ENTERPRISE Management Solutions	Thursday, January 02, 2014
QUALITY DOCU	NTROL OPERATIONS HUMAN RESOURCES HSE IS	Search Q
Quality Policy Quality Manual Process Map Management Reviews Internal Audits External Audits	You are here: QUALITY WELCOME TO MIREAUX'S QUALITY PAGE Welcome to the Quality page. Here, you can find many items that support Mireaux's Quality Management System including the Q reviews, and more. Links to each of these can be found in the left menu.	uality Policy, the Quality Manual, records from audits or management
Objectives Customer Satisfaction CIP	Content Section	

On the Left Menu all available subpages are listed. These subpages may vary depending on the version and specific configuration of your Web QMS. The center section of the page is reserved for the company announcement.

You can also access the subpages by CLICKING the page titles from the Top Menu of the Quality Tab as shown:



4.5.1 Quality Policy

uality Manual			
ocess Map	Quality Policy	Quality Manual	Process Map
anagement Reviews	Management Reviews	🔍 Internal Audits	🔍 External Audits
Ŭ	Objectives	💡 CIP	
ernal Audits		New CIP Request Page	
ternal Audits		CIP Reports	
jectives		Advanced Search	
stomer Satisfaction		CIP KPIs	

CLICK **Quality Policy** from the Left Menu or the Top Menu of the Quality Tab.

You will see the company's Quality Policy shown on the screen.





For information on how to edit this module go to the **Editing Modules** section of this manual.

4.5.2 Quality Manual

CLICK **Quality Manual** from the Left Menu or the Top Menu of the Quality Tab.

Quality Policy	QUALITY DOCUMENT C	ONTROL OPERATIONS HU	JMAN RESOURCES HSE IS
Quality Manual	👷 Quality Policy	Quality Manual	Process Map
Process Map	Management Reviews	🔍 Internal Audits	Q External Audits
Management Reviews	Objectives	 CIP	
Internal Audits	R.	New CIP Request Page	
External Audits		CIP Reports	
Objectives		Advanced Search	
Customer Satisfaction		CIP KPIs	
CIP		CIP Help	

In some cases the Quality Manual opens a page with the Quality Manual link.



In other cases, the link takes you directly to the document.

For information on how to edit this module go to the **Editing Modules** section of this manual.

4.5.3 Process Map

CLICK **Process Map** from the Left Menu or the Top Menu of the Quality Tab.



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Quality Policy	QUALITY DOCUMENT CO	INTROL OPERATIONS	HUMAN RESOURCES HSE IS
Quality Manual	duality Policy	陝 Quality Manual	Process Map
Process Map	Management Reviews	🔍 Internal Audits	Q External Audits
Management Reviews	Objectives	ÇIP	
Internal Audits	-	New CIP Request Page	
External Audits		CIP Reports	
Objectives		Advanced Search	
Customer Satisfaction		CIP KPIs CIP Help	
CIP	e.		

You will see the company Process Map shown on the screen.

	MIREAUX MANAGEMENT SOLUTIONS PROCESS MAP
	New Mint - All Provention - Continue - Mark Sales - Proceeding
	OPDIATIONS
1	Consulting Wesk (245) Decement Control
Care Buckeys	Street Andree Andree Andree Services
3	
	Class Sardaction Marchael
	Document Recards Mireaus Management Parchasing Supply Chain

For information on how to edit this module go to the **Editing Modules** section of this manual.

4.5.4 Management Reviews

CLICK Management Reviews from the Left Menu or the Top Menu of the Quality Tab.



You will see the Management Review records shown on the screen, including Agendas, Presentations, and a link to the Action Items on the CIP Application, as well as a link to the Management Review Schedule.



		Action Items
Click Here	Click Here	CIPs
Click Here	Click Here	CIPs

For information on how to edit this module go to the **Editing Modules** section of this manual. For more information on how to create or edit the link to CIPs see the "Link to CIP" user guide.

4.5.5 Internal Audits

CLICK Internal Audits from the Left Menu or the Top Menu of the Quality Tab.

Quality Policy	QUALITY DOCUMENT CO	NTROL OPERATIONS HU	JMAN RESOURCES HSE IS
Quality Manual	Quality Policy	🍥 Quality Manual	🚪 Process Map
Process Map	Management Reviews	Internal Audits	External Audits
Management Reviews			-
Internal Audits	Objectives	. Y CIP	
External Audits		New CIP Request Page	
		CIP Reports	
Objectives		Advanced Search	
Customer Satisfaction		CIP KPIs	
CIP		CIP Help	

You will see the records of Internal Audits shown on the screen such as Internal Audit Agenda, Internal Audit Reports, and CIPs, as well as a link to the **Internal Audit Schedule** and **Qualified Auditors**.

Date -	Lead Auditor	Internal Audit Agenda	Internal Audit Report	Findings
10/21/2013	M. Shrivastava	Click Here	Click Here	CIPs
12/3/2012	Pat Hage	Click Here	Click Here	CIPs
11/19/2012	David Liggitt	Click Here	Click Here	CIPs
ualified Interr	al Auditors			

For information on how to edit this module go to the **Editing Modules** section of this manual.

For more information on how to create or edit the link to CIPs see the "Link to CIP" user guide.

4.5.6 External Audits

CLICK **External Audits** from the Left Menu or the Top Menu of the Quality Tab.



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Quality Policy	QUALITY DOCUMENT CO	NTROL OPERATIONS H	IUMAN RESOURCES HSE IS
Quality Manual	duality Policy	Quality Manual	Process Map
Process Map	Management Reviews	🔍 Internal Audits	External Audits
Management Reviews	Objectives		
Internal Audits		New CIP Request Page	
External Audits		CIP Reports	
Objectives		Advanced Search	
Customer Satisfaction		CIP KPIs	
CIP	a.""	CIP Help	

You will see the records of External Audits shown on the screen, such as External Audit Agendas, External Audit Reports, and a link to the CIPs, as well as the related documents.

Date -	Criteria	Audit Type	Agency Name	Lead Auditor	External Audit Agenda	External Audit Report	Finding
11/15/2013	ISO 9001:2008	Surveillance	BSI	George Kluger	Click Here	Click Here	None
12/21/2012	ISO 9001:2008	Stage 2	BSI	George Kugler	Click Here	Click Here	None
12/5/2012	ISO 9001:2008	Stage 1	BSI	George Kugler	Click Here	Click Here	None

For information on how to edit this module go to the **Editing Modules** section of this manual. For more information on how to create or edit the link to CIPs see the "Link to CIP" user guide.

4.5.7 Objectives

CLICK **Objectives** from the Left Menu or the Top Menu of the Quality Tab.



You will see the Quality Objectives shown on the screen. In some cases the Objectives may be links to MS Excel Spreadsheets. In other cases they may be direct links to KPI charts within Web QMS applications.



Become a major consulting player in the US income improvement over 2012

Provide High Quarty Training Average Training Score

Title (f.Objective - Key Parformance Indicator (VPU Process Frequency

Average Class Grade

NCR quantity by Defect Category

Average Audit Score

NCR quarity to Defect Code

Audit Report Turnarpund Time

Closed Tickets per weet

Client Major nonconformities in Stage 2 Consulting

Client Minor nonconformities in Stage 2 Consulting

Postrelevant social media per month

Dipenses as a Percentage of Income

2013 QUALITY OBJECTIVES

😢 Increase social media exposure

Provide High Quality Training

Provide the most argent advice

1

1

10

2 Provide Impeccable documentation

Provide the most expert advice

🕐 Provide workt class auditing

Provide workt cleas auditing

🗶 Wet Old available anytime anywhere

Provide impeccable documentation

Maintain healthy company financial status

Chert survey

Class tests

NCR Application

NCR Application

Client results

Client results

Ciert survey

Audit Report

Tubel system

A Tores

A Torres

N Cahana

N Cabana

N Cabana

N. Cabana

A Tores

A, Tortes

2 Yang

-						
_						
	Goal	Tripper.	Graph	Responsible for abjective	Responsible for KPI data	NPI Source
	Goal 100%	Tripper,	Graph	Responsible for abjective M. Bourtheau	Responsible for KPI data 5. Ward	KPLSource Guicebooks
			Graph			
	100%	50%	Graph	M. BourtHave	3. Ward	Guicesona

Gio here 11, Boudrakor

Cito here A Torres

Clones II biobrout

Citiz have 18 Bourbrauk

Clicknese M Boutraius

Chick here M. Shivesta

15

70%

3

-1.001

+5 defects/callegory +10-defects/callegory Click here N. Cabana +5 defects/code +15 defects/code Click here N. Cabana

Close +10 per week Close +2 per week Click here 3 Yang

CLICK CIP from the Left Menu or the Top Menu of the Quality Tab.

Finances

Finances.

Training.

Training

Consulting

Consulting

Austing

Augeng

1945 GMD

Dates & Manading Monthly

Yearly

Yearb

Qualitarily.

Quarterly

Sionbly

Monthly

Quarterly 5

As needed

Quality

Monthly

3

10%

43 (0)/8

Quality Policy QUALITY DOCUMENT CONTROL OPERATIONS HUMAN RESOURCES HSE IS Quality Manual 🐈 Quality Policy 🍥 Quality Manual 📒 Process Map Process Map 🗾 Management Reviews Internal Audits **External Audits** Management Reviews lobjectives 💡 CIP Internal Audits New CIP Request Page External Audits **CIP Reports** Objectives **Customer Satisfaction CIP KPIs** CIP Help CIP

You will be directed to the CIP Application. To learn more information about how to use the CIP Application, refer to the CIP Application Manual.



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						ΔIXă MA	TERPRISE NAGEMENT STEM (DEMO SITE)		Friday, January 03, 2014
QUALITY DOCUMENT O	ONTROL	OPER/	TIONS	HUMAN RESO	URCES HSE IS Admi	n			Search
ew CIP Request Page IP Reports dvanced Search IP KPIs	The Con internal (tinual Im or extern	TO T nproven al audit	THE CONTINUA nent Program or CIP I findings, managem	ent review action items, supplier	ctive and Preventive Acti issues, or any systemi	company problems.		nent trom various sources such as customer complaints,
d 9 9 7 9 Comments or questions?	efforts!		-+ mar				Preventive Action Prysetter Action		you for helping with the company's continual improvement
	CIPs \	Naitin	g for	Your Action					
				CIP Number	Source	Assigned To	Status	Inv Due Date	CIP Title Summary
							Annual .		
	4	< 0	×	CIP1096	Safety incident	Mireaux Admin	Action	10/30/2013	Safety Incident: Slip
	e. 1	0	×	CIP1096 CIP1097	Safety Incident Safety Incident	Mireaux Admin Mireaux Admin		10/30/2013 10/30/2013	
	8. 1 1. 3 8. 3	000			and the second se		Action		Safety Incident: Slip
	94 - 9 94 - 9 94 - 9	000		CIP1097	Safety Incident	Mireaux Admin	Action Investigation	10/30/2013	Safety Incident: Slip Safety Incident: Cut
		C C C C C	×	CIP1097 CIP1098	Safety Incident Internal Audit	Mireaux Admin Mireaux Admin	Action Investigation Action Ventication	10/30/2013 10/31/2013	Satety Incident Slip Satety Incident Cut OBS: Process Map
		000	× × ×	CIP1097 CIP1098 CIP1099	Safety Incident Internal Audit External Audit	Mireaux Admin Mireaux Admin Mireaux Admin	Action Investigation Action Ventication Action Ventication	10/30/2013 10/31/2013 10/31/2013	Satety incident: Slip Satety Incident: Cut OBS: Process Map NCN 1: Review of Requirements

4.6 DOCUMENT CONTROL TAB

CLICK the **Document Control** Tab to access the Document Control pages.



The **Document Control** page typically looks similar to this:

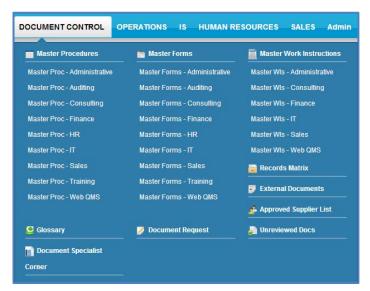


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WEDQMS	Left Menu Management Solutions
QUALITY DOCUMENT O	ON ROL OPERATIONS HUMAN RESOURCES HSE IS Admin Search
Master Procedures Master Forms	You are here: DOCUMENT CONTROL WELCOME TO MIREAUX'S DOCUMENT CONTROL PAGE
Procedures Forms	We are delighted to have you as an employee and part of our growing family. At Mireaux Management Solutions, we strive to provide you with the latest tools and techniques to make your work smarter while ensuring the security of our information. We nope that this Intranet Site offers you all the information you need to carry on your work in the most efficient way.
Master Work Instructions Records Matrix	Please feel free to browse through any of the links on the left menu, or visit the IS page, the Quality page or the HR page for a complete overview of how Mireaux has met all the requirements of ISO 27001 and ISO 9001.
External Documents Approved Supplier List	Miriam Boudreaux President Mireaux Management Solutions
Glossary Document Request	Content section
Unreviewed Docs Document Specialist Corner	
Comments or questions?	

Similar to the **Quality** page, all available subpages are listed in the Left Menu. The center section of the page is reserved for the company announcement. Depending on your Web QMS, your company's Left Menu may be structured slightly differently.

You can also access the subpages by CLICKING the page titles from the drop down menu of the Document Control Tab.



4.6.1 Procedures

CLICK Master Procedures from the Left Menu or the Top Menu of the Document Control Tab.



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laster Procedures	DOCUMENT CONTROL	PERATIONS IS HUMAN F	RESOURCES SALES
Master Forms	Master Procedures	늘 Master Forms	葿 Master Work
laster Work Instructions	Master Proc - Administrative Master Proc - Auditing	Master Forms - Administrative Master Forms - Auditing	Instructions Master WIs - Administrative
olicies	Master Proc - Consulting	Master Forms - Consulting	Master WIs - Finance
Records Matrix	Master Proc - Finance Master Proc - HR	Master Forms - Finance Master Forms - HR	Master Wis - IT Master Wis - Sales
ixternal Documents	Master Proc - IT	Master Forms - IT	Master Wls - Web QMS
pproved Supplier List	Master Proc - Sales Master Proc - Training	Master Forms - Sales Master Forms - Training	Policies
lossary	Master Proc - Web QMS	Master Forms - Web QMS	External Documents
ocument Request	Approved Supplier List	Glossary	Document Request
Inreviewed Docs	Junreviewed Docs	Document Specialist	
Document Specialist Corner			

You will be directed to the **Master Procedures** page. All the documents available to you will be shown on the page, similar to this:

Master Documentation

	You are here: DOCUMENT CONTROL > Master Procedures MASTER LIST OF PROCEDURES								
	Title	Document Number	Revision Date	Status	Process Owner				
1	3 Step Redline Review Process	MXP-CON-001	16-Dec-2013	Under Review	M. Boudreaux				
1	Account Reconcilation	MXP-FIN-004	02-Mar-2011		M. Boudreaux	C			
B	Calibration	MXP-ADM-006	20-Mar-2012	Released	Doc Spec				
	Internal Document Template-New	Template1	15-Mar-2012		Mireaux Admin	1			
1	Internal External Audits	MXP-AUD-001	02-Mar-2011	Released	M. Boudreaux				
	Maintenance	MDA-PRC-003	24-Jul-2012	Under Review					
					F	Prir			

If you don't have the Master Documentation Application, the **Procedures** page will look similar to this:

Basic Documentation

PROCEDURES - ALL								
Browse records in all searchable columns v that contain v Search								
	Doc Type	Doc Title 🔺	Doc Number	Revision	Link	Process Owner	Category 1	Category 2
ø	Procedure	Document & Record Control	MXP-ADM-001	3/2/2011	Click Here	Jane Doe	Administrative	
2	Procedure	General Accounting Functions	MXP-FIN-001	3/2/2011	Click Here	Andrea Rodriguez	Finance	
2	Procedure	Inquiry Handling	MXP-SAL-001	3/2/2011	Click Here	Patel Singh	Sales	
2	Procedure	Internal External Audits	MXP-AUD-001	3/2/2012	Click Here	Jane Doe	Auditing	

For the **Master Documentation** page, you will be able to access all documents and view the revision information of the documents by CLICKING in the **Information icon/CLICK here** next to the document of your choice.



Released	M. Boudreaux	i
Under Review		İ

Docume	nt Number	MXP-CON-	001			
Release	Date	Monday, D	ecember 16, 2013			
Process Owner		M. Boudrea	M. Boudreaux			
Management Sponsor		sor M. Boudrea	M. Boudreaux			
Author	Author		Document Specialist			
Created		12/16/2013	2:57 PM			
Categori	es	Procedures	s, Consulting			
Remarks	5					
Versions						
	Revision	Last Modified	Form Title	Size		
2		12/16/2013	3 Step Redline Review Proces	s 9.9 KB		
1		5/29/2013	3 Step Redline Review Proces	s 303.9 KB		

4.6.2 Work Instructions

CLICK Master Work Instructions from the Left Menu or the Top Menu of the Document Control Tab.

Master Procedures	DOCUMENT CONTROL O	PERATIONS IS HUMAN RE	SOURCES SALES
Master Forms	Master Procedures	🗎 Master Forms	Master Work
Master Work Instructions	Master Proc - Administrative Master Proc - Auditing	Master Forms - Administrative	Instructions Master WIs - Administrative
Policies	Master Proc - Consulting	Master Forms - Consulting	Master Wis - Administrative
Records Matrix	Master Proc - Finance Master Proc - HR	Master Forms - Finance Master Forms - HR	Master Wis - IT Master Wis - Sales
External Documents	Master Proc - IT	Master Forms - IT	Master Wis - Web QMS
opproved Supplier List	Master Proc - Sales Master Proc - Training	Master Forms - Sales Master Forms - Training	Policies
Glossarv	Master Proc - Web QMS	Master Forms - Web QMS	Records Matrix
Document Request	📌 Approved Supplier List	Glossary	 External Documents Document Request
Inreviewed Docs	Junreviewed Docs	Document Specialist	
Document Specialist Corner		Corner	

You will be directed to the **Work Instructions** page. All the documents available to you will be shown on the page, similar to this:



	Title	Document	Released	Process	Management	
1	Account Reconciliation	MXW-FIN- 001	Date 16-Oct- 2012	Owner M. Boudreaux	Sponsor M. Boudreaux	i
Z	Accounts Receivable	MXW-FIN- 004	12-Nov- 2012	M. Boudreaux	M. Boudreaux	İ
7	Add New Source To CIP	MXW- WQM-019	23-Oct- 2013	M. Boudreaux	M. Boudreaux	İ
3	Applications Help Text	MXW- WQM-006	08-Nov- 2012	M. Boudreaux	M. Boudreaux	i
1	Asset Registration	MXW- ADM-001	17-Apr- 2013	M. Boudreaux	M. Boudreaux	i
1	Backups of Web QMS	MXW- WQM-001	10-Nov- 2012	M. Boudreaux	M. Boudreaux	i

4.6.3 Forms

CLICK Master Forms from the Left Menu or the Top Menu of the Document Control Tab.

Master Procedures	DOCUMENT CONTROL O	PERATIONS IS HUMAN F	RESOURCES SALES
Master Forms	Master Procedures	Master Forms	📄 Master Work
Master Work Instructions	Master Proc - Administrative Master Proc - Auditing	Master Forms - Administrative Master Forms - Auditing	Instructions Master WIs - Administrative
Policies	Master Proc - Consulting	Master Forms - Consulting	Master WIs - Finance
Records Matrix	Master Proc - Finance Master Proc - HR	Master Forms - Finance Master Forms - HR	Master Wis - IT Master Wis - Sales
External Documents	Master Proc - IT	Master Forms - IT	Master Wis - Web QMS
Approved Supplier List	Master Proc - Sales Master Proc - Training	Master Forms - Sales Master Forms - Training	Policies
Glossary	upplier List		Records Matrix
Document Request	Approved Supplier List	O Glossary	– 📝 Document Request
Unreviewed Docs	Junreviewed Docs	Document Specialist	
Document Specialist Corner		Corner	

You will be directed to the **Forms** page. All the documents available to you will be shown on the page, similar to this:



Master Documentation

	Title	Document Number	Revision Date	Status	Process Owner	
1	Accounting Checklist	MXF-FIN-103	02-Mar-2011		M. Boudreaux	I
7	AgendaWebQMSPresentation	m001	30-Nov-2011		M.Boudreaux	1
7	AttenanceSheet	2012-A-102	05-Jun-2012		Mireaux Admin	1
2)	Background Check	MXF-HRS-108	20-Jun-2011		M. Boudreaux	1
-	ConsultingClientProfile	MXF-CON-001	13-Nov-2012		Scruff McGruff	1
	Course Registration	MXF-TRN-103	02-Mar-2011		M. Boudreaux	1
2)	General Attendance Form	MXF-SAL-104	02-Mar-2011		M. Boudreaux	1
	ISO9001 Readiness Checklist	MXF-CON-109	02-Mar-2011		M. Boudreaux	1
B)	IT Log	MXF-MIS-101	02-Mar-2011		M. Boudreaux	1
-	Letter Format	MXF-ADM-103	02-Mar-2011	Released	M. Boudreaux	1
2)	Management Review Agenda	MXF-ADM-101	02-Mar-2011		M. Boudreaux	1
2)	Process Analysis Worksheet	MXF-AUD-107	02-Mar-2011		M. Boudreaux	1

Basic Documentation

You are	fou are here: DOCUMENT CONTROL > Forms										
FORMS											
	Form Title	Form Number	Revision Date	Form	Owner	Mgmt Sponso					
ø	5-Year Internal Audit Plan	MXF-AUD-105	3/2/2011	click here	M. Boudreaux	M. Boudreaux					
2	Accounting Checklist	MXF-FIN-103	3/2/2011	click here	M. Boudreaux	M. Boudreaux					
ø	Agenda Web QMS Presentation	MXF-SAL-102	3/2/2011	click here	M. Boudreaux	M. Boudreaux					
2	Course Instructor Evaluation	MXF-TRN-101	3/2/2011	click here	M. Boudreaux	M. Boudreaux					

To learn more information about the Master Documentation Application, refer to the **Master Documents Application Manual**.

4.6.4 Records Retention Matrix

CLICK Records Matrix from the Left Menu or the Top Menu of the Document Control Tab.

Master Procedures	DOCUMENT CONTROL O	PERATIONS IS HUMAN R	ESOURCES SALES
Master Forms	Master Procedures	늘 Master Forms	📄 Master Work
Master Work Instructions	Master Proc - Administrative Master Proc - Auditing	Master Forms - Administrative Master Forms - Auditing	Instructions Master WIs - Administrative
Policies	Master Proc - Consulting	Master Forms - Consulting	Master WIs - Finance
Records Matrix	Master Proc - Finance	Master Forms - Finance	Master Wis - IT
Records Matrix	Master Proc - HR	Master Forms - HR	Master Wis - Sales
External Documents	Master Proc - IT	Master Forms - IT	Master WIs - Web QMS
Annan d Overslins List	Master Proc - Sales	Master Forms - Sales	🙀 Policies
Approved Supplier List	Master Proc - Training	Master Forms - Training	Records Matrix
Glossary	Master Proc - Web QMS	Master Forms - Web QMS	External Documents
Document Request	Approved Supplier List	🧕 Glossary	Document Request
Unreviewed Docs	🛃 Unreviewed Docs	📄 Document Specialist	
Document Specialist Corner		Corner	

You will be directed to the **Records Matrix** or **Records Retention** page. All the documents available to you will be shown on the page, similar to this:



Record Title		Location	Retention Min	Process	Disposition	Access
Aged Receivables Report		Accounting Office	1 year	Accounting	Delete	Restricted
BL, Package List, Delivery Tickets		Operation Administrative Office	1 Year	Operations	Archive	Restricted
Calibration - Out-of-Spec Records (CIP)	1	Web QMS	3 Years	Operations	Delete	All
Calibration Certificate	1	Web QMS	3 years	Operations	Delete	All
Corrective/Preventative Actions (CIP)		Web QMS	3 years	Quality	Delete	All
Customer Delivery Tickets		Operation Administrative Office	1 Year	Operations	Trash	Restricted
Customer Inquires and Quotes	1	Operation Administrative Desk	1 Year	Sales	Archive	Restricted
Customer PO's, Job Packets and Work Orders	13	Operation Administrative Office	1 Year	Sales	Archive	Restricted

For information on how to edit this module go to the **Editing Modules** section of this manual. For more information on how to create or edit the link to CIPs see the "Link to CIP" user guide.

4.6.5 External Documents

CLICK **External Documents** from the Left Menu or the Top Menu of the Document Control Tab.

Master Procedures	DOCUMENT CONTROL	PERATIONS IS HUMAN F	RESOURCES SALES
Master Forms	Master Procedures	🖮 Master Forms	葿 Master Work
Master Work Instructions	Master Proc - Administrative	Master Forms - Administrative	Instructions
	Master Proc - Auditing	Master Forms - Auditing	Master WIs - Administrative
Policies	Master Proc - Consulting	Master Forms - Consulting	Master Wls - Finance
Deserved Matrix	Master Proc - Finance	Master Forms - Finance	Master Wis - IT
Records Matrix	Master Proc - HR	Master Forms - HR	Master Wis - Sales
xternal Documents	Master Proc - IT	Master Forms - IT	Master Wis - Web QMS
	Master Proc - Sales	Master Forms - Sales	🙀 Policies
oproved Supplier List	Master Proc - Training	Master Forms - Training	Records Matrix
lossarv	Master Proc - Web QMS	Master Forms - Web QMS	Records Matrix
lossary		(External Documents
ocument Request	📌 Approved Supplier List	🧕 Glossary	💋 Document Request
Jnreviewed Docs	Junreviewed Docs	Document Specialist	
Oocument Specialist Corner		Corner	

You will be directed to the **External Documents** page. All the external documents will be shown on the page, similar to this:

ſ	You are here: DOCUMENT CONT EXTERNAL DOCUM		S									
	External documents are those authored and issued by outside entities such as regulatory bodies, other companies, etc. Associates using external documents must verify the currency of the document prior to use.											
L	Browse records in External	Document Title that co	ntain 🖉	Sear	ch							
	External Document Title +	Document Number	Revision	Storage Location (Soft Copy)	Storage Location (Hard Copy)	Owning Entity						
	Web QMS Manuals	Various	Latest	Click Here		Mireaux Management Solutions						

You can CLICK the blue link in **Storage Location (Soft Copy)** column to open the document in your computer.

4.6.6 Approved Supplier List

CLICK Approved Supplier List from the Left Menu or the Top Menu of the Document Control Tab.



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Master Procedures	DOCUMENT CONTROL OP	ERATIONS IS HUMAN F	RESOURCES SALES
Master Forms	Master Procedures	늘 Master Forms	📓 Master Work
Master Work Instructions	Master Proc - Administrative Master Proc - Auditing	Master Forms - Administrative Master Forms - Auditing	Instructions Master WIs - Administrative
Policies	Master Proc - Consulting	Master Forms - Consulting	Master WIs - Finance
Records Matrix	Master Proc - Finance	Master Forms - Finance	Master Wls - IT
	Master Proc - HR Master Proc - IT	Master Forms - HR Master Forms - IT	Master Wis - Sales Master Wis - Web QMS
External Documents	Master Proc - 11 Master Proc - Sales	Master Forms - N	Master Wis - Web QMS
Approved Supplier Lisy	Master Proc - Training	Master Forms - Training	Records Matrix
Glossary	Master Proc - Web QMS	Master Forms - Web QMS	
Document Request	Approved Supplier List	9 Glossary	 External Documents Document Request
Unreviewed Docs	Junreviewed Docs	📄 Document Specialist	
Document Specialist Corner		Corner	

You will be directed to the **Approved Supplier List** page. You will see a table of the entire approved supplier list available for your review, similar to this:

	Supplier	Category	Type of Service	Details of Service	Phone Number	Contact	Email Address	Grandfathered	Status	Active	Initial Evaluation Date	Last Re- Evaluation Date
0	Data Springs Inc.	A	Software Developer	Software Development and Support	\$\$\$-\$\$\$-\$\$\$\$	Chad Nash	name@company.com	Y	Approved	Y	11/13/2012	09/23/13
	David Liggitt	B, C	Auditing, Consulting	ISO 9001, API Spec Q1, 6A, 14D	555-555-5555	David Liggitt	name@company.com	Y	Approved	N	11/13/2012	N/A
2	Michael Polk	8	Auditing	3SO 9001	555-555-5555	Michael Polk	name@company.com	Y	Approved	N	11/13/2012	N/A
0	Power DNN	D	Data Center	Hosting	\$\$5-555-5555	Support	name@company.com	Y	Approved	Y	11/13/2012	09/23/13
0	Earl Hudspeth	B	Auditing	ISO 9001	555-555-5555	Earl Hudspeth	name@company.com	Y	Approved	¥.	10/16/13	N/A
0	Le Mistral	G	Other	Conference Center	555-555-5555	Julian Lopez	name@company.com	Y	Approved	¥.	NA	N/A.
0	Scott Depue	D	Auditing	ISO 9001, AS 9100	\$\$\$-555-5555	Scott Depue	name@company.com	Y	Approved	N	NA	NIA
0	Jana Web Solutions (Elance)	A	Software Developer	Software Development and Support	555-555-5555	Gavaskar Anandhakrishnan	name@company.com	Y	Approved	Y	11/13/2012	09/23/13
0	Jose Luis Rodriguez	G	Other	Janitorial	555-555-5555	Juany Rodriguez	N/A	У	Approved	Y.	N/A	N/A.
0	Monster Com	G	Other	Hiring	555-555-5555	N/A	NA	Y	Approved	Y	N/A	NIA

For each supplier, you can see the name, category, contact name, contact email, phone number, scope, grandfathered, status, active, evaluation criteria, documents, related evaluation dates, comments, and reviewer. Depending on your Web QMS customization, the columns on your Approved Supplier Name may vary.

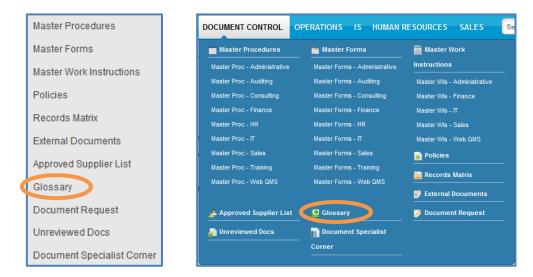
4.6.7 Glossary

CLICK **Glossary** from the Left Menu or the Top Menu of the Document Control Tab.

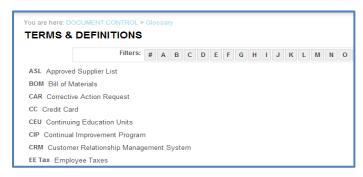
Management Solutions

WEB QMS MANUAL

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You will be directed to the **Glossary** page. On this page, you will see the Terms & Definitions, similar to this:



4.6.8 Document Request (For Master Documents Application Only)

The **Document Request** is available to all employees to facilitate submitting a new document for incorporation into Web QMS documentation. CLICK **Document Request** from the Left Menu or the Top Menu of the Document Control Tab.





In the following page, you will be asked to ENTER the information of the new document you wish to request.

File:	Browse.	
Title: Remarks:		

To learn more information about how to request a new document within the **Master Documents Application**, refer to the **Master Documents Application Manual**.

4.6.9 Unreviewed Docs (For Master Documents Application Only)

The **Unreviewed Documents** area helps employees review and approve documents that have been assigned to them for electronic approval. CLICK **Unreviewed Docs** from the Left Menu or the Top Menu of the Document Control Tab.

Master Procedures	DOCUMENT CONTROL OF	PERATIONS IS HUMAN F	RESOURCES SALES
Master Forms	Master Procedures	늘 Master Forms	📄 Master Work
Master Work Instructions	Master Proc - Administrative Master Proc - Auditing	Master Forms - Administrative Master Forms - Auditing	Instructions Master WIs - Administrative
Policies	Master Proc - Consulting	Master Forms - Consulting	Master Wis - Finance
Records Matrix	Master Proc - Finance Master Proc - HR	Master Forms - Finance Master Forms - HR	Master Wis - П Master Wis - Sales
External Documents	Master Proc - IT	Master Forms - IT	Master Wis - Web QMS
Approved Supplier List	Master Proc - Sales Master Proc - Training	Master Forms - Sales Master Forms - Training	Policies
Glossary	Master Proc - Web QMS	Master Forms - Web QMS	External Documents
Document Request	📌 Approved Supplier List	🧕 Glossary	Document Request
Unreviewed Docs	Unreviewed Docs	Document Specialist	
Document Specialist Corner		Corner	

CLICK **Non-approved Items** to see all the documents that you need to view, edit or approve. To learn more information about how review and approve documents on Web QMS, refer to the **Master Documents Application Manual**.

Folder		Search Admin	Help
Document Exchange		Filter list on	
Recycle Bin Search Results	Name	Size Modifi	ed
 Search Results My unapproved items Subscribed Content 	Teatric	Size mutan	

NOTE: You can see there is another item listed on the Left Menu and the Top Menu of the Document Control Tab —**Document Specialist Corner**.



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ster Forms	Master Procedures	늘 Master Forms	📄 Master Work
ster Work Instructions	Master Proc - Administrative	Master Forms - Administrative	Instructions
	Master Proc - Auditing	Master Forms - Auditing	Master Wls - Administrative
icies	Master Proc - Consulting	Master Forms - Consulting	Master Wls - Finance
anda Makin	Master Proc - Finance	Master Forms - Finance	Master Wis - IT
cords Matrix	Master Proc - HR	Master Forms - HR	Master Wis - Sales
ernal Documents	Master Proc - IT	Master Forms - IT	Master Wis - Web QMS
	Master Proc - Sales	Master Forms - Sales	🙀 Policies
proved Supplier List	Master Proc - Training	Master Forms - Training	
ssary	Master Proc - Web QMS	Master Forms - Web QMS	
			External Documents
cument Request	Approved Supplier List	🧕 Glossary	📝 Document Request
reviewed Docs	🎝 Unreviewed Docs 🧹	Document Specialist	

This is the area where the Document Specialist manages the documents inside the application. Only users with this role may be able to access this area.

To learn more information about the Master Documentation Application, refer to the **Master Documents Application Manual**.

4.7 OPERATIONS TAB

CLICK the **Operations** Tab to access the Operation Pages.

QUALITY DOCUMENT CONTROL OPERATIONS HUMAN RESOURCES HSE IS

The **Operations** page typically looks similar to this:



The **Operations** page may contain four applications, depending on your Web QMS version and specific configuration: **Calibration**, **NCR**, **Employee Certification**, and **Maintenance**. You can access the applications by CLICKING them from the Left Menu or from the Top Menu of the Operations Tab.



😹 NCR	a Certification
NCR Request	Certification Types
NCR Status Reports	Certification History
NCRs by Job Order	Certification Advanced Search
NCR Advanced Search	Certification KPIs
NCR KPIs	🄀 Maintenance & Repair
	Asset Information
	Asset Inventory Log
	PM Status Log
	Work Order Request
	View Work Orders
	Advanced Search
	Maintenance KPIs
	NCR Request NCR Status Reports NCRs by Job Order NCR Advanced Search

4.7.1 Calibration Application

The Calibration Application is a powerful, user-friendly system designed to keep track of the calibration, verification, and validation of all your inspection, measuring, and test equipment. The application is designed to handle pertinent information regarding the equipment, such as calibration records and certificates.



To learn more information about the Calibration Application, refer to the **Calibration Application Manual.**

4.7.2 NCR Application

The Nonconformance Report (NCR) Application is a powerful closed-loop system designed to handle nonconforming product with various types of disposition, such as rework, scrap, use as is, remake, return to vendor, etc. It also allows you to identify nonconforming codes for your nonconforming parts.



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<u>.</u>	Kangement Solutions	Friday, January 03, 2014
QUALITY DOCUMENT CO	NTROL OPERATIONS HUMAN RESOURCES HSE IS Admin	Search
NCR Request NCR Status Reports NCR Advanced Search NCR KPIs Find	We are here: OPERATURES + INCE WELCOME TO THE NCR APPLICATION The Nonconformance Report, or NCR, application is a powerful closed-loop system designed to handle nonconforming product with various types of dispositions, such as rework, scrate ation allows you to loadently nonconforming codes for your nonconforming parts and run various reports. Please feel feel to click on any of the items on the left menu. For a look at what demands your attention, take a look at the NCRs waiting for your action below. Thank you for helping with the the time of the items	
	NCRs Waiting for Your Action	
	NCRNumber NCRStatus Disposition IssueDate	

To learn more information about the NCR Application, refer to the NCR Application Manual.

4.7.3 Employee Certification Application

The Employee Certification Application is designed to act as a repository of documentation associated with various employee certifications, as well as to provide a series of reports regarding certification status.

	Management Solutions	Friday, January 03, 2014 Mireaux Admin Logout
QUALITY DOCUMENT C	CONTROL OPERATIONS HUMAN RESOURCES HSE IS Admin	Search Q
Certification Types Certification History Certification Advanced Search Certification KPIs	You are here: OPERATIONS > Certification WELCOME TO THE EMPLOYEE CERTIFICATION APPLICATION Welcome to the Certification application. This application is designed to act as a repository of documentation ass certifications as well as to provide a series of reports regarding certification status, including automated reminder Please feel free to browse any of the links on the left to find your or your employees' certification status. Thank you and we hope that it helps you maintain your employees' certifications.	r emails.

To learn more information about the Employee Certification Application, refer to the **Employee** Certification Application Manual.

4.7.4 Maintenance Application

The Maintenance Application is designed to keep an inventory of usage, preventive maintenance, and repair of company assets or equipment and to serve as a place to issue Work Orders for maintenance repairs. It is highly flexible and customizable to suit your company's needs.



			LIX SNO PAN	ENTERPRISE MANAGEMENT SYSTEM (DEMO SITE)	Finday, J	Mireaux Admin
QUALITY DOCUMENT CONTRO		HUMAN RESOURCES H	SE IS	Admin	Search	9
Asset Inventory Log W PM Status Log Th	e Maintenance applicat	IE MAINTENANCE AP	track of yo	ION ur equipment assets, as well as their usa corders. Thank you for helping with the co		

To learn more information about the Maintenance Application, refer to the **Maintenance Application Manual**.

4.8 HUMAN RESOURCES TAB

CLICK the Human Resources Tab to access the Human Resources pages.



The Human Resources page typically looks similar to this:

	Left	Menu		AUX ant Solutions	ENTERPRISE MANAGEMENT SYSTEM (DEMO SI		Friday, January 03, 2014 A Mireaux Admin Logout
QUALITY DOCL	ЈМЕТ Г СО	NTROL OPERATIONS	HUMAN RESOURCES	HSE IS	Admin	Search	9
Employee Handbook Org Charts Job Descriptions e-Learning Training Events		We are delighted to have yo tools and techniques to ma information you need to can Please feel free to browse	REAUX'S HUMAN F ou as an employee and part ake your work smarter while rry on your work in the most through any of the links on t	t of our growing ensuring the s efficient way. the left menu, o	ES PAGE family. At Mireaux Managemen ecurity of your information. We l r visit the Quality page, the Docc met all the requirements of ISC	hope that the Web QMS offers ument Control page, the Ope	s you all the
Comments or quest	tions?		Conten	t section			

The Human Resources options vary depending on your version of Web QMS and specific configuration. Typical applications are **E-Learning** and **Training Events**. You can access the subpages and applications by CLICKING them from the Left Menu, or from the Top Menu from the Human Resources Tab.



HUMAN RESOURCES HS	GE IS Admin	Search
n Employee Handbook	射 Org Charts	Job Descriptions
🥙 e-Learning	🢐 Training Events	
e-Learning KPIs		

4.8.1 Employee Handbook

CLICK **Employee Handbook** from the Left Menu or the Top Menu of the Human Resources Tab.

Employee Handbook	HUMAN RESOURCES HSE IS Admin	Search
Org Charts Job Descriptions	Employee Handbook 📲 Org Charts	Job Descriptions
e-Learning	🔮 e-Learning 🦉 Training Events	
Training Events	e-Learning KPIs	

In some cases this will take you to a page with a link. In other cases it will take you directly to the document.

You are here: HUMAN RESOURCES > Employee Handbook
EMPLOYEE HANDBOOK
Employee Handbook

4.8.2 Org Charts

CLICK **Org Charts** from the Left Menu or the Top Menu of the Human Resources Tab.

Employee Handbook	HUMAN RESOURCES HS	SE IS Admin	Search
Org Charts Job Descriptions	f Employee Handbook	Org Charts	Job Descriptions
e-Learning	e-Learning	n Training Events	
Training Events	e-Learning KPIs		

You will see a list of the Organizational Charts. CLICK any link to open an Organizational Chart.

You are here: HUMAN RESOURCES > Org Charts ORGANIZATIONAL CHARTS
Executive
Operations Org Chart
Web QMS Team

For information on how to edit this module go to the Editing Modules section of this manual.

For more information on how to create or edit the link to CIPs see the "Link to CIP" user guide.

4.8.3 Job Descriptions

CLICK **Job Descriptions** from the Left Menu or the Top Menu of the Human Resources Tab.



Employee Handbook	HUMAN RESOURCES HS	E IS Admin	Search
Org Charts Job Descriptions	Employee Handbook	<table-of-contents> Org Charts</table-of-contents>	Job Descriptions
e-Learning Training Events	e-Learning e-Learning KPIs	N Training Events	_

You will see a list of Job Descriptions. CLICK any link to open a Job Description.

You are here: HUMAN RESOURCES > Job Descriptions JOB DESCRIPTIONS				
	Job Title 🔺	Job Description	Department	
Ø	Administrative Assistant	Click here	Administration	
2	Director of Finance	Click here	Finance	
V	Director of Sales	Click here	Sales	
2	E-Learning Specialist	Click here	Training	
2	President	Click here		
2	Technical Administrator	Click here	IT	
	Vice President of Operations	Click here	Operations	

For information on how to edit this module go to the **Editing Modules** section of this manual.

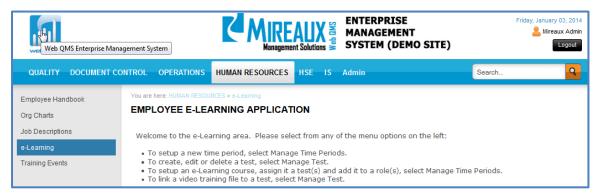
For more information on how to create or edit the link to CIPs see the "Link to CIP" user guide.

4.8.4 E-Learning Application

CLICK **E-Learning** from the Left Menu or the Top Menu of the Human Resources Tab.

Employee Handbook		HUMAN RESOURCES	HSE	IS Admin		Search
Org Charts Job Descriptions e-Learning Training Events	(e-Learning KPIs		Org Charts Training Events	Job Descripti	ions

To learn more information about the E-Learning Application, refer to the **E-Learning Application Manual**.



4.8.5 Training Events Application

CLICK Training Events from the Left Menu or the drop down menu of the Human Resources Tab.





To learn more information about the Training Events Application, refer to the **Training Events Application Manual**.

	K M	IREAUX	ENTERPRISE MANAGEMENT SYSTEM (DEMO SITE)	Friday, January 03, 2014
QUALITY DOCUMENT CO	NTROL OPERATIONS HUMAN RESO	URCES HSE IS	Admin	Search Q
Employee Handbook Org Charts Job Descriptions	You are here: HUMAN RESOURCES > Training Eve TRAINING EVENTS APPLICAT			
e-Learning		EVENTS CALEND	AR	
Training Events		Month View Three Three Ct Category: Select	Month View © Week View © Day View	W

4.9 EDITING MODULES (ADMIN ONLY)

Modules are any object within Web QMS whose contents can be edited. Web QMS provides over 50 different modules, but here we will only cover how to edit some of the most frequently used modules: HTML Modules, Link Modules, Table Modules, Glossary Modules, and FAQ Modules.

Though any user can view and use modules, only Administrators are able to edit them. Before you can edit a module, you must ensure that you are in Edit Mode on Web QMS. To activate Edit Mode, make sure that **Edit** is toggled in the **Top Edit Panel**. When **Edit** is selected, a **Manage** button appears behind the title of a module, as shown in the figure below. The editing menu that results from CLICKING on the **Manage** button differs depending on the sort of module being edited.

	то
This Enterprise Ma	anagei

4.9.1 Editing HTML Modules

An HTML Module allows you to input text. CLICKING the Manage button to edit an HTML Module brings up the new window containing a text box shown in the figure above. You can recognize HTML Modules because when you put your cursor on the pencil icon, one of the options you see is, "**Edit Content**."

Here, you have the option to edit text using one of two modes: Design Mode or HTML Mode. Buttons for these modes (see figure below) appear immediately below the text box.

🦯 Design 📣 HTML 🔍 Preview



Design Mode allows users to ENTER text in the same way that they would if they were in Microsoft Word. Directly above the text box, there appears a formatting toolbar containing options for formatting text, adding links or images, spell-checking, etc.

ditor:	C Basic Text Box Rich Text Editor	
	😤 😤 Custom Links 🔹 Ω • 🔟 • ¶+ 🦉 🖪 🕒	
	🗄 💁 🔆 🔿 • 🗛 • 🖓 • Font Name 🔹 Size • 📰 🗷 🔳	
p • Apply CSS CL. •	1.	
	Comments or Questions? e-mail: <u>Niceass</u> into	
	200000 M	
Design O HTML Q Preview		Words 6 Characters 41 .:
<mark>∕ Design O</mark> HTML Q, Freesew Versiere		Werds; § Character; 41 .
	1 5	Words: 6: Characters: 41. 3

In HTML Mode, the user can input HTML code along with text.

17 AND 44 YX U 17 19		
Paragraph St + Font Name		
A + 🔿 + Apply CSS Cl •	g • Q • □ • Q • 3 (a) ☆ (a) ☆ · 9 (b) § • 0)	
I> <ib> clipsi <!-- blocksustes<br--><!-- blocksuste</td--><td>Ing etc. "heyher-78" width-~233" alignTindde" shieTinargin: Spx Joos vertical align: mode;" gc-/[portabl/2005.Joop_20,Loff apon shieTinn to delive mark-nor in or products and services to -span shieCoin: #335555" Smeet our client' requirements as providing use do we are committed to providing: (p>) the ISO standards and other apolicable industry and regulatory standards. (p>) weryfing use do we are committed to providing: (p>) the ISO standards and other apolicable industry and regulatory standards. (p>) axes for the development, implementation, hosting administration and support of the Web Q55. (p>) internal audit services that comply with the codes of conduct and ethics set forth by the institutions we hold certifications flom. (p>)</td><td></td></ib>	Ing etc. "heyher-78" width-~233" alignTindde" shieTinargin: Spx Joos vertical align: mode;" gc-/[portabl/2005.Joop_20,Loff apon shieTinn to delive mark-nor in or products and services to -span shieCoin: #335555" Smeet our client' requirements as providing use do we are committed to providing: (p>) the ISO standards and other apolicable industry and regulatory standards. (p>) weryfing use do we are committed to providing: (p>) the ISO standards and other apolicable industry and regulatory standards. (p>) axes for the development, implementation, hosting administration and support of the Web Q55. (p>) internal audit services that comply with the codes of conduct and ethics set forth by the institutions we hold certifications flom. (p>)	

4.9.2 Editing Links Modules

Links Modules contain a collection of links to various kinds of objects on Web QMS. Links Modules can link to other pages on Web QMS, external web pages, or files on Web QMS.



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			You are here: QUALITY > Quality	/ Manual		
			Edit Links			
			This Module is configured to Please use Modulesettings t		Data.	
			Title:	Quality Manual		
				Link Type:		
webQN	15			🔍 URL (A L	ink To An External Resource)	
				🔍 Page (A I	Page On Your Site)	
QUALITY	DOCUMENT CONTR	OL OPERATIONS HUMAN RES		🖲 File (A Fil	le On Your Site)	
				OUser (A M	lember Of Your Site)	
Quality Policy	,	You are here: QUALITY > Quality Manual		File Location:	1WebQMS/Quality/QManual/	т 🔏
Quality Manu			Link:	File Name:	QualityManual.pdf	•
				Upload Net	w File	
Process Map						
Managemen	t Reviews	Quality Manual		Track Nun	nber Of Times This Link Is Clicked?	
Internal Audits				Iser, Date, And Time For Every Link Clic	k?	
Internal Addits				In New Browser Window?		
External Audi	ts			Action Ver	rification Role	
Objectives				🔲 Administr		
objectives					a Taskalalaa	

For example, the Links Module pictured in the figure above contains a link to another page on Web QMS. Links can be displayed either as drop down menus, or as plain text lists as in the figure above. Administrators can either edit existing links in a Links Module or add a new link.

4.9.2.1 Adding a Link

Yo	u are here: QUALITY > CIP > CIP Help
	Edit
	O Add Link

To add a new link to a Links Module, move the cursor over the Manage icon, and then CLICK **Add Link** in the resulting pop-up box. This will lead to a new page containing text fields where you can define the parameters of the link (see figure below). The Title is the text that will be displayed as the link. Below the Title is a field to select the Link Type: URL, Page, File, or User.



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You are here: QUALITY > CIP :	> CIP Help
Edit Links	
This Module is configured to Please use Modulesettings	
Title: Link:	CIP User Guide Link Type: © URL (A Link To An External Resource) © Page (A Page On Your Site) © File (A File On Your Site) © User (A Member Of Your Site) Location: (Enter The Address Of The Link) http://www.mireauxms.com/WebQMS/Wet Select An Existing URL
Get Content: Roles:	 □ Track Number Of Times This Link Is Clicked? □ Log The User, Date, And Time For Every Link Click? ☑ Open Link In New Browser Window? retrieve content now automatically content refresh never □ DocControl_Sales □ DocControl_Sales □ DocControl_WebQMS □ Document Specialist □ Empleado □ Employee
Description:	.::
View Order:	Before CIP E-Learning Video - Admin Delete

When inputting a **URL link** (links to external websites), simply paste the desired URL into the Link textbox. Selecting Page, File, or User (links to QMS pages), will yield additional fields or drop down menus from which an appropriate item can be chosen.

The **Get Content** field contains radio buttons that allow users to track how often a link is clicked and by whom, as well as the option to have links open in a new browser window. Next, the **Roles** field allows you to control who may access this link.

In the **Description** field you are able to provide an explanation of the link, or any notes you feel are relevant to describe the link.

Finally, the **View Order** shows drop down menus where you can select where in the list of links this new link will fall. CHOOSE a pre-existing link from the right drop down menu, then CHOOSE either Before or After to determine where the new link will be placed. CLICK **Update** to add the link to the list.

4.9.2.2 Edit a Link

To edit a link that already exists, CLICK the **Manage** button that appears to the left of the link. This will direct you to **Edit Links** page (similar to when you added a new one). The only difference is the existence of a **Red X Delete icon** next to the **Update** link. CLICKING here will delete the link from the Links Module. Edit the information for the link as needed and then CLICK **Update** to save the information.



4.9.3 Editing Table Modules

Table Modules allow the creation of a table in order to display a list of records with specific fields. Each field can be configured with various additional options like drop down selection, input validation, input help text, or formatting. Most tables feature sorting, paging, filter, and search features. An example of a Table Module is shown in figure below.

ŋ	ERNAL A	UDITS				
			1			
	Date 👻	Organization	Lead Auditor	Internal Audit Agenda	Internal Audit Report	Action Items
0	6/28/2012		M. Polk			TBD
۰.						

4.9.3.1 Adding a New Record to an Existing Table

To add a new record to an existing Table Module, CLICK the **Manage Yellow Pencil icon** to open. This will open a new pop-up box. Within this box, CLICK the **Add New Record** button. The following screen appears:

Date:	* Cala	adat		
Organization:	(.an	oua:		
Lead Auditor:				
internal Audit Agenda:	© Page (A Page © File (A File On			
istemal Audit Report:	© Page (A Page © File (A File On	Your Site)		
	Location: (Enter Dr http://	e Address Of The Link) Select An Existing URL		
Action Items:	Editor:	Basic Text Box	Rich Text Editor	
	2 1 -	9 - P - 2 - = - 8 8 Cum	n Links +	
	Ω·□· %	A PROPERTY OF THE PARTY OF THE		
	and the second s		A · Or · Font Name · Size · E ·	
	3.00		Internet in the second s	
	Paragraph Style	• Apply CSS O • 🝠 •		

The particular fields in the resulting form vary based on the Table itself. For instance, in the example depicted in the figure above, there are fields to add the date, the name of the lead auditor, and links to internal audit agendas, reports, and Action Items. Input the pertinent information for your table as necessary, then SCROLL down and CLICK the **Update** button.

4.9.3.2 Editing Existing Records

To edit an existing record, CLICK the **Manage Yellow Pencil icon** that appears to the left of the record that you wish to edit. CLICKING this icon will lead to the same form used to add a new



record to an existing Table Module (see previous section figure). Simply modify the record as needed and CLICK Update.

4.9.3.3 Editing Table Module Properties

In order to edit the Table Module's properties, CLICK the **Manage Yellow Pencil icon**, and then SELECT **Form and List Configuration**. A screen similar to the one below will appear, showing all the table columns. Depending on your configuration, this number of fields may vary.

arm and	List Configuration							
Schema De								
🗄 Data T	able Setup							
Specify the	"User Defined Table" columns you wish to include in your Form	or List.						
				Display	Restricted			
	Title	Туре	Required	on List	Form Field	Searchable		
R X	Date	Date	2	2				
E X	Organization	Text		2				
P X	Lead Auditor	Text		2			0	
@ X	Internal Audit Agenda	URL		8				
N X	Internal Audit Report	URL		2			00	
× N	Action Items	Rich Text (Html)						
	Changed at	Changed at	50				00000	
	Changed by	Changed by		0			õ	
1	Created at	Created at			0		õ	
R	Created by	Created by	2				•	
O Add N	ew Column							
	Privo	CY: Exclude this module from system wide search						
. More	Column Settings	in the second second second second second second second second second second second second second second second						
Page Rela	ted Settings							
I List Se	ettings							
		Save Configuration and Retu	m Gancel					

The **Manage Yellow Pencil icon** next to the column title indicates that an individual item can be edited. The **Red X Delete icon** under the same column indicates that an individual item can be deleted. Here, items can be made searchable, new columns can be added to the table, and the appearance of the table can be altered. Advanced editing functions for Column Settings, Page Related Settings, and List Settings are available as collapsible menus

4.9.4 FAQ Modules

FAQ Modules are used to create a list of questions and answers, or any other information that needs to be expanded and collapsed. FAQ Questions are the links displayed by default in an FAQ Module. For example, in the figure below, the Questions are Internal Audit Schedule and Qualified Auditors. The latter has been expanded to show the entry's answer.



An unexpanded

FAO Module Qualified Auditors

Internal Audit Schedule

Qualified Internal Auditor	s 🦼	An exp	anded	FAQ	Module	e	
Name	ISO 9001	ISO 27001	ISO 14001	ISO/TS 16949	OHSAS 18001	API Spec Q1	Languages
Miriam Boudreaux	RABQSA	RABQSA					English, Spanish
Patrick Hage	ANSI-RAB		ABS				English
David Liggitt	IRCA					Yes	English
Madhavi Shrivastava	BVQi						English, Hindi
nternal Audit Schedule							

4.9.4.1 Editing an Existing FAQ Entry

Category	<select category=""> +</select>						
Question	Qualified Auditors						
Answer	*** ····		S S Custo	m Unks -	-		
	Ω - 🗊 - 🖬 🦉	0			194		
	B J I also x' >	化保护 (三)	= <u>%</u> % =	A + 3+	Fort Name	- Ste- III	1.000
	and the second se	Apply CSS CL. •][1.				
	and the second se	Apply CSS CL. • [J • 150 27001	ISO 14001	150/TS 16949	OH5A5 18001	
	Paragraph Style •		5010	350 14001			
	Faragraph Style •	150 9001	150 27001	3SO 14001			
	Paragraph Style • Name Miriam Boudeaux	ISO 9001 RAECSA	150 27001	350 14001 RABOSA			

Next to each entry in an FAQ Module appears a **Manage Yellow Pencil icon**. CLICKING on this icon leads to the **FAQ Entry Edit** page. The **FAQ Entry Edit** page contains fields for editing the question and answer displayed within the FAQ Entry. Once all the information has been edited as needed, CLICK the **Update** button to save your work.

4.9.4.2 Adding a New FAQ

Put the cursor on the pencil icon next to the module title. CLICK **Add New FAQ** from the pop-up menu. The same **FAQ Entry Edit** page shown in the previous section figure will appear. Simply FILL OUT the **Form** in the same manner as when editing an old entry and then CLICK **Update** when finished editing.

4.9.5 GLOSSARY MODULE

The Glossary Module is a simple searchable module that displays multiple terms and their definitions. Letters at the top help to filter down by letter. In the Glossary Module, a term is called a glossary word.





You are her							ודוע	ON	s																				
		Filters:	#	Α	в	С	D	E	G	H	I	J	K	L	М	Ν	0	р	Q	R	S	T	U	۷	W	X	Y	Z	All
AFE Approved	d For Exp	enditur	e																										
Affected An emplo lockout o	oyee wh	ose job i																								erfo	orme	d un	der
AHT Anchor H	landling	Tug																											
AI Additiona	al Insure	d																											
AOB Any Othe	r Busine	ISS																											
AP Asia Pac	ific/ Acco	ounts Pa	iyable	÷																									
API Active Ph	armace	utical Ing	gredi	ents																									
Approval Approval against t is perfect	of a pro he most	cedure s current	simpl avail:	able	infor	mat	ion ar	nd tha	it cog	niza	nt pe	rson	s ha																

4.9.5.1 Editing an Existing Glossary Word

ossary Word: AFE		
escription:		
Editor:	Basic Text Box Rich Text Editor	
7 H 3. 9. 9. 2	• 🗱 • 🧕 👷 Custom Links 🔹 🛛 • 🛄 • 🥊	
B Z ∐ abs x' ×. ∰ i	🗉) 🗄 🖓 🖄 🚍 🗛 - 💩 - Font Name 🕒 !	94C* B
B Z 및 abs ×' ×. ∰ 및 Paregraph Style → Apply CS		9/C* 8- 4 10
194		547C - 55 - 56 - 56
Paragraph Style Apply CS		
Paragraph Style Apply CS	SCL • 🝠 •	Words 3 Characters: 2
Paragraph Style Apply CS: Approved For Expenditure	SCL • 🝠 •	
Paragraph Style Apply CS: Approved For Expenditure	sa_ • 🛃 •	
Parsgraph Style Approved For Expenditure Design HTML Q Pre	SCL • 🖉 • New Related Words:	
Persgraph Style Parsgraph Style Approved For Expenditure Design HTML Pro	Related Words:	
Parsgraph Style • Apply CS: Approved For Expenditure Design HTML Prevent API API Approval of a procedure	Niew Related Words: MOC MP2	

To edit an existing glossary word, CLICK the **Manage Yellow Pencil icon** to the left of it. Doing so will open the Edit Word window, which contains fields for the word and its definition. Additionally, below the definition text box, there is the option to link an entry to related terms. Simply CLICK the box next to related terms to create a reference to these terms in the glossary.

4.9.5.2 Deleting a Glossary Word

To delete a Glossary Word, CLICK the **Red X Delete icon** displayed next to the **Manage Yellow Pencil icon**.



4.9.5.3 Adding a New Glossary Item

To add a single new glossary word, CLICK the **Manage Yellow Pencil icon** near the glossary title and SELECT **Add Item**. Simply ENTER the new word in the same manner and then CLICK **Update** to add the word to the glossary.

4.9.5.4 Bulk Insert of Items into the Glossary

If many new words need to be added at once, the most efficient way to do so is through the **Bulk Insert** function, which can import a list of words from an Excel spreadsheet. First, ensure that the spreadsheet of glossary words is formatted properly. Cell A1 should contain text reading Word and cell B1 text reading Description. The glossary words to be added should be listed in column A. The description of the word should be located in Column B. In the end, the spreadsheet should look like the one depicted in the figure below.

/	Α 🔰	- PAC	С	D	E	F	G	Н	T
1	Word	Description	n						
2	Database Driven Sites	Where a dat	tabase of in	nformation is	used to co	ntrol the cor	ntent and f	functionality	of the site
3	eCommerce	The process	of selling (products or	services via	the Web.			
4	eMail Marketing	The method	d of utilizing	electronic	mail (email)	as a medium	for Market	ing and Pro	motions.

NOTE: This spreadsheet must be saved as a 2003 Excel spreadsheet. Later versions of the Excel spreadsheets have **.xlsx** as the file extension, while Excel 2003 spreadsheets have an **.xls** file extension. If using Excel 2007 or later, format the spreadsheet as described above, then CLICK the Office icon and choose Save As. When at the Save As dialogue box, CLICK the drop down menu titled **Save as**, then ENTER, CHOOSE **Excel 97 – 2003 Workbook**, and save.

Irganize 🔻 No	w folder						()III •	6
Desktop Downloads Downloads Recent Places Libraries Documents Music Pictures Videos Computer FACTORY_IM Paramethin P	E	Name	~	Date modified	Туре	Size		
File name: Save as type:		OlderExcelVersion	n					

Once the spreadsheet of glossary words is properly formatted and saved, go back to Web QMS, CLICK the **Manage Yellow Pencil icon** next to the title of the Glossary Module, and SELECT **Bulk Insert**.



Idit		
Add terr	🕐 Bulk Itaert	
Admin		
E Help	🕼 Online Help	
B Print	O Settings	
C Deiete	@ Retresh	
Move		
O Dewe	O flottom	
To HeaderPane	To MiddeLettPane	
To ModeRightPane	G To RightPane	
To LettPane?	O To BottomPane	
To LeftTopPane	C To LeftPane	

Then, CLICK the **Choose File** button and SELECT the spreadsheet from your local network. SELECT the proper file, then CLICK next.

Pick a valid E	xcel 2003 .xis file to	upload and	then hit next
Choose File	e No file chosen		
		Next	
Example Ima	ge of Excel File		
	lake Sure Cell A1 is	labeled Wor	d
		/	Make Sure

The words from the spreadsheet will be displayed for review. There will also be buttons to SELECT whether to Skip Existing Items or Overwrite Existing Items if any of the words in the spreadsheet are already present in the Glossary Module. After choosing one of these options and ensuring that all words and definitions are correct, CLICK the **Update** button to add the words to the Glossary Module.





eC		ocess of selling pro ethod of utilizing ele	ducts or services v	via the Web.	interne and rea	aronany or	and onco.	
еM	ail Marketing The m	ethod of utilizing ele	ectronic mail (emai	No				
				i) as a mediu	m for Market	ing and Pr	omotions.	
Exa	Make Sure Cell A	and the second second second	Make Sure Cell B1	is labeled De	escription	G	н	1
1	Word	Description						
2	Database Driven Sites	Where a datab	ase of information	is used to co	ntrol the cor	stant and		
						itent and	functionality	of the site
3	eCommerce	The process of	selling products or		the Web.			
		The process of			the Web.			

4.10 ADMIN FUNCTIONS (ADMIN ONLY)

Users holding the Administrator role can access the **Admin Tab** in the Top Menu.



The Admin Tab allows access to various administrative functions. We will explain the following five:

- User Accounts
- Bulk Email
- File Manager
- Recycle Bin
- Organizational Variables

4.11.1 User Accounts

Here, Administrators can manage user accounts, performing such functions as authorizing a user, managing roles for a user, managing passwords, and managing profiles. For further details on these functions, refer to the User Access Functions sections of this manual.



4.11.2 Bulk Email

This function allows Administrators to send emails to other users of Web QMS. CLICKING the link to this page yields a form for bulk emails that includes fields for the author's email address, an address to which replies should be sent, the subject message, and a text box in which to write the message itself. When you have entered the email message and filled out the other necessary fields, CLICK the button reading **Send Email**.

	User Role(s)	Filter By Group:	< Global Roles >		
	Selected Role				
dministrators	83				
mployee legistered Users	13				
registered Users					€J
	Additional Emails				
	From	support@mire:	auxms.com		
	Reply To				
		2			
	Subject				
Editor:		Basic Text B	lox () Rich Text Edito	r	

4.11.3 File Manager

The File Manager is a powerful function that allows Administrators to manage files in the server. In the File Manager, files can be uploaded, copied, moved, or deleted and their permissions managed.

Folders: Sec	ure 🔻]		📷 Add
Files: 💿 Refresh	🛃 Co	ppy Files	Move Files	🎵 Upload
B WebQMS B Coccontrol ExternalDocs Procedures		File Name		
CaempPolicyManual CaJobDescriptions CaOrgCharts CaengaTraining				
E St ExtAudit EintAudit EISMSManual EISMSPolicy MgmtReview				

NOTE: This folder follows the same structure as Web QMS.



a. **Uploading a file:** CLICK the **Upload** button in the File Manager display and SELECT the **File** from your local computer. Use the drop down menu labeled **Folder** to determine where the file will be saved on Web QMS. It is important to select the correct folder, so that you can keep all files organized. Then CLICK **Upload File** to proceed.

Portal Root:	C:\inetpub\vhosts\webbasedqms.com\httpdocs\Portals\2\
Browse Files	Examinar No se ha seleccionado ningún archivo. Upload File
Folder	Portal Root
Decompress ZIP Files?	
Your site is configured with	a maximum file upload size of 2047 MB.

b. If files are uploaded through FTP, CLICK the **Synchronize Files** button to keep the information up-to-date. The Synchronize Files button helps to ensure that Web QMS recognizes all files that have been uploaded on the server through the FTP client.



c. **Deleting a file:** To delete one file, CLICK the **Trash Can icon** next to it. To delete multiple files at once, CLICK the **checkbox** next to the unwanted files, and then CLICK the **Delete Files icon** at the top of the File Manager Display.

📆 Delete I	Folder 🛛 🔡 Synchronize File	es 🔲 Recursive			
💥 Delete Files	3	0 \			
F	ile Name	Date		Size	
1	25.png	1/13/2012 3:27:20 PM	А	930 📝 🐻	
M	5183e93f-25a5-416c-b815-656a2742b7ce.doc	6/5/2012 11:44:44 AM	Α	33,280 📝 🐻	
Å	5a35b928-72d3-4be5-aaa1-a99412557667.pdf	6/5/2012 11:44:41 AM	А	20,597 📝 🐻	

d. **Permissions:** Administrators can edit the Permissions or security settings of files or folders to determine who can view or edit items. The Permissions menu is located directly below the File Manager Display. To edit Permissions, simply SELECT an **Item** or folder, and then check the appropriate boxes. Permissions are usually set according to roles on Web QMS. For example, if anyone in an Employee role should be able to view a file, then check the box for **Open Files** next to the label Employee.

	F	Permissions:			
Filter By Group:	< Gl	obal Roles >	~]	
		Open Files in Folder	Browse Files in Folder	Write to Folder	
Administr	ators	8	8	9	
All U	All Users				
Emp	Employee		~	~	
Registered U	Jsers				
Unauthenticated U	Jsers				
Username:					Add
Update					



4.11.4 Recycle Bin

Administrators can view the **Recycle Bin** and restore a module or page that was intentionally or mistakenly deleted, as long as the **Recycle Bin** has not been cleared.

You are here: Admin > Recycle Bin
Recycle Bin
Pages Modules
MASTER DOCUMENTS Document Register Database Management Database Size Report PMI Attachment Uploader
Restore Selected Page Delete Selected Page
Empty Recycle Bin

To restore or delete a page or module, Web QMS has to be in **Edit** mode. Select the **Pages Tab** or **Modules Tab** and choose the appropriate page or module and CLICK **Restore Selected Page/Module** or **Delete Selected Page/Module**. You also have the option to **Empty Recycle Bin**.

4.11.5 Organization Variables

In this area, Administrators can manage parameters used in the Calibration, CIP, Employee Certification, Maintenance, and NCR Applications. For details, refer to the Administration sections in the respective Calibration, CIP, Employee Certification, Maintenance, or NCR Application Manuals.

5.0 REVISION LOG

DATE	SECTION	DESCRIPTION OF CHANGE	APPROVED BY
03/02/2011	All	Original Release of MMS-WQM-201 Web QMS Maintenance Guide, MMS-WQM-202 Creating a Login and Resetting a Password and MMS-WQM-203 Authorize Unauthorize Web QMS Users	M. Boudreaux
6/23/2011	6.3	Added a new section on MMS-WQM-203 to show how to remove users from calibration locations prior to unauthorizing them from the system	M. Boudreaux
01/26/2012	All	Update the screenshots and explanation on MMS-WQM-201	M. Boudreaux
1/10/2012	All	Original Issue of MMS-WQM-221	M. Boudreaux
01/11/2012	All	Formatting, added pictures to 4.2c.on MMS-WQM-202 and formatting, editing pictures, changed style of the titles and subtitles on MMS-WQM-203.	M. Boudreaux
06/14/2012	All	Copyediting performed throughout MMS-WQM-202 and MMS-WQM-203	M. Boudreaux
06/15/2012	All	Revision of MMS-WQM-201 for version 2.0 of Web QMS.	M. Boudreaux
1/10/2012	All	Original Issue MMS-WQM-221 Web QMS User Guide	M. Boudreaux



MMS-WQM-201 Revision: 12/09/2014

DATE	SECTION	DESCRIPTION OF CHANGE	APPROVED BY
01/31/2014	All	Revision and integration of MMS-WQM-201, MMS-WQM-202, MMS-WQM-202 and MMS-WQM-221. Released as MMS-WQM-201 Web QMS Manual.	M. Boudreaux
6/1/2014	All	Revision, editing, and formatting performed throughout the Web QMS Manual.	M. Boudreaux



WEB QMS MANUAL MMS-WQM-201 Revision: 12/09/2014



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