

# CHANGE CONTROL MODULE



This module allows for attaching documents to a Change Order when routing documents in an electronic packet. Grouped and ungrouped routing is provided.

| MAJOR FEATURES   | SUMMARY OF FUNCTIONALITY  |
|--|---|
| <b>Ability to place documents in review as a group</b> | Enables grouping of documents during the review process. (Parent/child relationship).   |
| <b>Pre-review process and a formal review process</b>  | Two separate reviews. One for the pre-review and one for the formal review. Each step can be assigned separate review groups.   |
| <b>Ungrouping Document</b>                             | Once documents are in the formal review stage, the ability to ungroup the documents for individual review and signature.  |
| <b>Post Implementation Steps</b>                       | Can add a series of 4 post implementation steps required before closing out the change order.   |
| <b>Ability to reference documents</b>                  | Referenced documents available for preview during the change order.   |
| <b>One easy to view workflow form</b>                  | All documents under the change control are viewable from one easy to use form. Expand and collapse features available.  |
| <b>Auto Numbering</b>                                  | Parameters to allow for either auto numbering or manual numbering of change orders.   |
| <b>Adding additional documents</b>                     | System allows for the adding of additional documents during the pre-review stage of the document routing.   |
| <b>Training Notifications</b>                          | System generates notification after completion of document routing.   |
| <b>Administrators</b>                                  | Administrators are assigned to the pre-review stage of the document and the formal review stage of the document routing.  |
| <b>Closing the Change Order</b>                        | Closing the change order is only allowed when all post implementation steps are accomplished.   |
| <b>Searching</b>                                       | Ability to search by the following: <ul style="list-style-type: none"> <li>• Initiator</li> <li>• Administrator</li> <li>• Pre Review Group</li> <li>• Post Review Group</li> <li>• Active, Inactive or both</li> <li>• Master Document</li> <li>• Key words in “reason for change” and “title”</li> <li>• Change Order Number</li> </ul> |
| <b>Change Order List</b>                               | Change Order List displays the following: <ul style="list-style-type: none"> <li>• Change order number</li> <li>• Title</li> <li>• Description</li> <li>• Grouped vs. ungrouped</li> <li>• Status of change order: not started, pre-review, formal review, signature stage, closed and complete.</li> </ul>                               |