

FORMS MODULE



This module will enable an organization to automate all forms currently used in the system. Unlimited activity types can be created for form functions. Automatic programs then monitor activities created in the system. For example, reminders of activities can be sent to users with optional elevation to manager after designated number of days overdue. This keeps information and tasks flowing throughout the organization. Below are some of the main features of the system.

MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Multiple Form Types	Customer Complaints, Non-Conformance, CAPA, Training Registrations, Meeting Minutes, and any other forms.
Use of Microsoft Word for Report Templates	Forms can merge into MSWord document templates allowing the use of existing formats for viewing and printing.
Easy to Design	Form design functions are easily learned and quickly implemented.
Multiple Site Assignment	User definable.
Integration	This system can automatically put other tables within TMSWeb. It is also designed to easily integrate with tables located in other applications.
E-mail Notifications	For notification of action items, e-mail provides direct links to the form requiring action.
Optional Electronic Signature for Assigned Action Items	Replaces handwritten signatures for moving to a paperless environment.
Free Format Text capabilities for color, font sizes & types	This capability exists throughout the system.
Tied to TMS Permissions Table & also individual forms	Assignment of access rights of users can use standard location & permission table, or specific forms. For example, only these individuals have access to this form.
Field Types	Numerous field types available when designing forms: date, checkbox, unlimited editor, 255 text, attachments, signatures, number, number with range, drop down list (multiple & single), field mapping (value of one field based on the selection of another), object lists and more.
Form Packet	The ability to have numerous forms tied together via a form packet. For example, these forms are grouped together.
Form Copy	Ability to copy one form to another for common use information.
Form Attachments	Ability to attach external documents for verification. Documents are uploaded onto a protected webserver. Most document types are acceptable for uploading for example: jpg, pdf, tif, doc, xls, etc.
Field Searching	Ability to assign numerous field types as searchable.
Activity Categories	Activities can be grouped into categories and assigned to forms. For example: from this form, only these activities are activated.
Multiple Fields	Ability to have a field defined as unlimited number of occurrence. For example, enter part number for deficiency.
Form Information Carry Over	Information from one form can be carried over to another form. This information can be Read Only or Read/Write.
Defining On-Line Help	This option can define On-Line Help for each field.