

## RELEASE NOTES\_DECEMBER 2011

### Major changes

Register	Change #	Known issue	Software update
Audit	1163516	Approving officer can't easily see the audit report	Hyperlink to Quality Records added on action and approval form
Contacts	1163091	Cannot create own categories for contacts	Contact type drop down added to system setup to allow user to set more categories. The three current types are not editable. New contact types use the same form as Business Contacts
Meetings	1161679	Meetings remaining in system as overdue. Managers not signing them off as completed.	System will auto skip meeting at 5pm 3 days after the meeting date Field label to 'click off' meetings changed label to 'held or cancelled'
Quality records	1161683	No related item on quality records	Related item button added to quality record information form.
Report	1141084	Performance report difficult to interpret	Major redevelopment of report
System	1161694	Register items cannot be 'deleted' from the system	The system administrator can now access a check-box next to each register item which will terminate its workflow, remove it from report statistics and hide it from display to other users
System	1169836	Need to be able to change person in the position and have them inherit all the previous persons tasks	Tasks are now allocated to Positions allowing new people to take up a position and continue with the tasks that were previously assigned.
System	1163096	The email text sent using the 'send an email reminder' function can't be amended.	The 'send an email reminder' button now launched an email in the user's email program which can be edited
Training & Licensing	1163092	Training and licensing items with long lead time eg 1 year don't appear on the register until the scheduled time for the task reminder to happen.	'All items' tab added that shows all items (closed, current and future).

### Minor changes

Register	Change #	Known issue	Software update
Audit and compliance	1161650	Action officer email reminder link on audit and compliance forms not present.	Email reminder button added to audit and compliance register forms
Contacts	1161547	ABN and fax number needed in business contacts	Following fields added to business contact info form: ABN Fax Comments
Contacts	1161547	ABN and fax number needed in staff contacts	Fax number added to staff info form
Contacts	1147833	Extension numbers don't read clearly	Auto text 'ext' added to the register display between phone and ext number
Continual Improvement	1161551	When a related CI is created from a supplier it automatically inserts into the field titled "improvement raised by" the name of the supplier approving officer.	Inheriting to this field removed

Documents	1163515	Next Doc ID number doesn't always refresh to show correct next number	Bug fixed
Documents and contracts	1161552	Not approving causes greyed out approved doc on approved register	Documents and contracts not approved go to the Unpublished tab
Feedback	1163099	Changes to the Feedback Received field in the Feedback register do not show in system event history.	Bug fixed
Meetings	1161546	Meetings won't remove from meeting register	Meetings do not display on the Meetings Register when: - schedule is halted and all meetings held - meeting 'unchecked' in sys setup
Meetings	1161543	Meetings not all showing in meetings register and not in alpha order	Bug fixed
OHS	1163517	OH&S more commonly written without the ampersand	Remove ampersand
Suppliers	1161550	Supplier dropdowns showing inactive suppliers and not sorting alphabetically	When adding a supplier in the supplier register the drop down menu:  - is in alphabetical order - excludes those business names that have been made inactive in the contacts list Same applies to 'choose an external supplier' in the Repairs approve for action dropdown
System	1161549	Multiple compliance items and audits can be accidentally created is the number of reminder days is greater than the frequency of the event	Validation setting now disallows reminder days to exceed frequency
System	1161559	Default approval time for managers too long	Default approval offset setting changed from 30 days to 10 days.
System	1161736	Additional permission levels are required	New staff 'types' have been created with the following permissions:  Creator - Create items in all registers but not approve Approving officer - same as manager permissions
System	1162124	Screen freezes when the edit schedule button is used in the Fire Fox web browser	Bug fixed
System	1162910	Saving a new item twice can create double entry	Bug fixed
System	1163095	Status seems to go overdue on the morning it's due.	Items now go overdue at 12am on the day after the due date
System	1161682	A change of name or position title in Contacts changes the historical record in system event history.	System event history now locked to record user
Tasks	1161660	Filtering on Action officer in My Team Tasks can create error when 'none' is selected.	Bug fixed
Training & Licensing	1161653	Filtering and searching in T/L register does not pick up one-off item titles	Bug fixed
Training & Licensing	1161735	Training approval radio button defaults to yes.	Radio button defaults to null
Training & Licensing	1163549	Difficult to understand how to use 'standard' and 'one-off' item fields	Improvements made to on-screen instructions
Training & Licensing	Closed	Error after entering both standard licensing item and once off item.	Bug fixed

## **System Requirements - UNCHANGED**

Server software requirements:

- ✓ MS Server 2003 R2
- ✓ IIS & ASP.NET 2.0
- ✓ .NET 3.5

Workstation software requirements (any of):

- ✓ Firefox 3.5 on Windows and Macintosh
- ✓ MS IE 8 on Windows
- ✓ Safari 4 on Macintosh

## **Installing**

This Release will overwrite your existing installation of Quality Coordinator. You won't lose any of your data but some past and current data may not fully map to new features or functionality. Review 'upgrade issues' below for any known issues.

## **Upgrade issues**

- ✓ There are no expected major issues with this upgrade. Existing Register items at the time of upgrade will remain in tact and may feature some fields that will no longer exist in new items created after the upgrade.
- ✓ Some data anomalies are expected when viewing activity prior to upgrade date on the system report.