

## V5.0 release notes

Feature category	Feature title
<b>Register layout and navigation</b>	Paged view instead of scrolling for faster browsing of register items.
	Action and approval officers displayed and filterable in all register tabs
	Action and approval officer name shown in bold to show the owner of the active task
	Related items in registers shown by their ID number
	New related item columns in Contracts and Quality Records registers showing all related items
	Search on register item ID number using the search bar
<b>Workflow</b>	New user friendly task options on all action and approval forms
	New option on 'approve for action' forms allowing the approving officer to record action and close the item without having to delegate a task
<b>Reporting</b>	Advanced filter bar allowing filtering on all attributes of a register item
	New reporting module with graphical reporting and export to PDF and Excel features
<b>Confidential items</b>	Ability to make documents, contracts and records confidential –viewing rights based on user permission level
	Confidential incidents and feedback items now shown with other register items but visibility restricted based on user permissions
<b>Forms</b>	New form design and logical field layout
<b>Helpdesk</b>	New helpdesk with improved searching and support information
<b>User interface</b>	New Log-in screen and graphic design
<b>Tasks register</b>	New All Tasks tab showing tasks across all registers
	Filter on Action Officer in My Team Tasks
	Permission based tab appearance so only approval officers see My Team Tasks and Upcoming Approvals tab
<b>Improvement register</b>	New option to identify non-conformance with associated description fields
	Field for documenting immediate action taken
	New task option in the Approval Form to schedule a related future audit of the improvement action
<b>Repairs register</b>	Field for documenting immediate action taken
<b>Incidents register</b>	Register name changed to Incidents and register item prefix from ohs to inc
	New field to identify if the incident is a notifiable incident

<b>Customer Feedback register</b>	Register name changed to Feedback
<b>Audit register</b>	New button to upload audit report from action form
<b>Compliance register</b>	Filter for grouped items on the Advanced Filter bar
<b>Document register</b>	Set viewing permissions for confidential documents
<b>Contract register</b>	Set viewing permissions for confidential contracts
<b>Quality records register</b>	Set viewing permissions for confidential records
<b>Training register</b>	Scheduling training for any contacts on the Contacts Register, not just staff
	'Training attended' field and filter on the approval form to identify just those training events where the training was undertaken
<b>Licensing register</b>	Scheduling licensing for any contacts on the Contacts Register, not just staff
	New field for scope of licence/credential
<b>Suppliers register</b>	New field for supplier performance notes