

## RELEASE NOTES\_FEBRUARY 2013

### Major changes (most significant changes marked in yellow)

Register	Title	Known issue	Software update	Change #
All registers	Visibility of action details for approving officer	Approving Officer has to scroll around to reveal the details of action taken.	1. Add to 'See actions taken' link to Approval forms that goes to the most recent action form.	1213771
All registers	Progress notes in action forms	Clicking 'add' in the action form can be confused with clicking 'save'.	1. Change 'Add' button name to 'Add progress note' in all action forms 2. Remove validation on 'added' fields	1205379
All registers	Accessing QC via smartphones and tablets	Access to QC using smart phones and tablets	1. QC optimised for tablet and smartphone screens.	1206292
All registers	QC performance and speed	Long waits for screen refresh when scrolling	1. Performance optimised for scrolling, filtering and searching	1209669
All registers	Limited options for related items	Related items button only allows limited choices.	1. Related item button on each register to allow creation of related items to all other registers.	1213656
All registers	Spellcheck	System does not have spell-check	1. QC now provides spell check via the web browser. Requires Internet Explorer v10 or the latest version of Firefox, Safari or Google Chrome.	
All registers	Branding and interface redesign	Improvements to presentation.	1. New 'fresh and crisp' interface design to introduce new branding.	1215149
All registers	Streamlined navigation to registers	Improvements to navigation.	1. List all registers including the sub registers (contracts, quality records, licensing) in the registers drop down menu. 2. Optimise buttons for mobile/tablet. 3. The Register name is now a hyperlink to the register view. 4. Remove secondary nav bar.	1215080
All registers	Helpdesk and customer support	Improvements to helpdesk and customer support.	1. New helpdesk and customer support portal at <a href="http://www.support.logiqc.com.au">www.support.logiqc.com.au</a> . 2. New online helpdesk ticketing system - click the support tab in the system to submit a ticket or search for help.	1213395
All registers	Problems viewing the software	The 'compatibility view' setting in the Internet Explorer web browser is not compatible with the software causing some screen to be enlarged and difficult to use.	1. Automatic switch off of compatibility view in IE.	
All registers	Register title hyperlink to register view	Quick access to register view.	1. Register name and icon now and active hyperlink to register view.	
Audit	Uploaded audit reports to show in system event history	Linked audit reports only show in the action form.	1. Audit reports linked to audit action form now show as hyperlinks in the system event history.	1213817
Audit Compliance Meetings Training & Licensing	Simplifying task scheduling	Task scheduling feature can be difficult to use.	1. Improvements to task scheduling including pre-set options for one-off, fortnightly and quarterly tasks.	1205850
Audit Compliance Training & Licensing	Missed items in recurring tasks	Scheduled tasks that are skipped automatically by the system because they were not attended to by the user aren't distinguished from tasks that were successfully carried out by action officers.	1. Missed items show as orange with a new and labelled 'missed' on the Quality Agenda Report and in the register.	1205415
Compliance	Linking documents to compliance tasks	Can't hyperlink to a document when creating a task in the compliance register.	1. Add doc hyperlink field on Information form in the compliance register.	1205243
Compliance	Reporting on compliance source	Improvement to register reporting options	1. Add 'compliance source' field column to the 'All tab' to allow for better filtering and reporting.	1213612

Contacts	Making users inactive	Multiple steps required to in-activate users. Training and licensing tasks, remain active after user in-actived.	1. When users are made inactive, system automatically: - deselects 'position' and removes staff from the 'staff you manage' list. - terminates current and future training and licensing tasks when user made inactive.	1213618
Contacts	Assigning positions to users	Position drop-down does not indicate which positions are in use. The 'Select' option does not reflect status of position allocation.	1. Allocated positions are now marked with a 'tick' . 2. 'unallocated' option on position dropdown now included.	1205575
Contract	Display 2nd party name on Contracts register	2nd party name is key information and is not available on the register	1. Display 'Agreement with' field on register view as sort and filter column 2. Remove 'contract purpose' from register view 3. Make 'Agreement with' field validate for mandatory entry.	1214627
Contract Records	Screen text in contracts and records	Screen text in contracts and records tends to refer to the generic 'documents'.	1. Change the instructions on the contracts and quality records forms to refer to contracts or quality records not "document".	
Customer support website	'Forgot your password' link	Help with passwords.	1. 'Forgot your password' link on the login page now launches a helpdesk support ticket.	
Documents	Document approval process	Updating document footers and review date.	1. When approving documents user gets a reminder message: - 'Have you checked the document content and footer?' - 'Have you reset the review date?'	1205157
Documents	Document upload file pathway display	File pathway field on document upload truncates pathway so you cant see the name of the file selected	1. Lengthen file upload field on documents, contracts and records	1205235
Documents	Access to archived documents	All users can access archived and unpublished documents.	1. Only Creator and above permission level and above can access unpublished documents and archived versions of documents.	1214616
Feedback		No ability for reporting on where feedback is coming from.	1. Feedback source dropdown field added to Feedback register Information form. 2. Next update to add new table to Reports and field to the register view.	1215778
Improvement	Changes to Continual Improvement Register All tab	Can't report on corrective and preventive actions, internal/external and source of improvement.	1. New columns added to the All tab in the CI register: - 'Type' to display if item if corrective or preventive action 'Origin' to display if item was raised from an internal or external source. 'Source' to display the Source field selection.	1214626
Meetings	Hyperlinks to tasks from quality agenda/meetings report	The quality agenda report is the main task monitoring tool. Dealing with items on the report is difficult as they are not linked and the ID# is not shown.	1. Quality agenda report item description to be a hyperlink to the Information Form on the related task. 2. Quality agenda report items to display task prefix and ID # eg com_001	1204512
Meetings	Quality Agenda Report layout	Unnecessary screen text at the top of the screen.	1. Change layout to maximise access to the Quality Agenda Report.	1214435
OHS Feedback	Managing confidential content	Reporting of incidents and feedback is limited by the inability to restrict access to confidential information.	1. Feedback and OHS registers now allow for confidential items (incidents, complaints etc.) to be added. 2. Feedback and OHS registers now allow for documents to be attached to the item.	1147835
Repairs	Repairs register descriptions	Description field in the Repairs register needs to show location and be more descriptive	1. Rename fields for improved data entry and display a combination of fields in the register view: - Item needing maintenance - Location - Problem 3. Add dash between the concatenated text from each field eg: Air conditioner - CEO office - Won't turn on.	1205390
Suppliers	Supplier review	Improvements to supplier review process	1. Change Criteria checkbox field label to read 'Has the supplier satisfactorily met these criteria?' 2. Improve form layout 3. New criteria checkboxes to be generated for each review. 4. Review forms to show original assessment comments.	1206344

Tasks	Task identification in My tasks	Cross-referencing tasks is made difficult as ID # is not displayed in tasks screen.	1. ID number and task name to display in My tasks.	1205226
Tasks	Quicklinks and 'top' documents	Quicklinks functionality on the tasks screen.	1. Quicklinks replaced with 'action' links to launch common actions in the system. 5. Top 5 documents increased to top 10.	1215149
Tasks Meetings	Navigation logic	After following a task link and completing the task, users are returned to the register view not to the tasks screen.	1. Users returned to My tasks after completing task 2. New feature - task hyperlinks from meetings - Users returned to Meetings after completing task.	1213884
Training & Licensing	Scheduling tasks for multiple people	QC does not cater for scheduling multiple people to undertake same event.	New feature added to training, licensing and compliance registers to allow for group scheduling of tasks.	1205658
Training & Licensing	Training default options	Improvement to default options	1. New default options for mandatory training added to system.	
Training & Licensing Audit Compliance	Removing recurring tasks from the system	If the Administrator removes a scheduled task, future occurrences of tasks still appear.	1. Unchecking a task (Administrator function) terminates current task and future occurrences in the case of a scheduled item. The schedule will be halted when 'unchecked', if the item is 'checked' again at a later date the Schedule will stay halted until changed by a user.	1205513

## Minor changes

Register	Title	Known issue	Software update	Change #
Contacts	Setting user permission levels	Users (Creator and above) cannot allocate same-level permissions to other users, however, the validation message states 'You cannot set the staff type to above your own'.	1. Validation message should state 'You can only set user permission levels to below your own' 2. Change field label from 'Staff type' to 'User permission level'	1204878
Tasks	Display of sub register names in tasks screen.	Tasks from sub-registers eg training, contracts, and records are labelled with main register eg Document and Training & Licensing in the tasks screen.	1. Register column in Tasks to display name of sub register eg contracts, records, training and licensing.	1205400
Contacts	Contact form fax field	Staff can change fax number in other people's profile but not other information.	1. Lock off fax field as consistent with other permission restrictions	1205366
Feedback	Reporting on closed date in Feedback register	Can't filter on item closed date.	1. Add 'Date closed' column to 'closed tab' on feedback register.	1205384
All registers	Inheriting data on related items	Auto population of data in form fields when creating a related item is not useful.	1. Remove text inheriting when creating related items.	1213578
Meetings Audit Compliance Training & Licensing	Multiple meeting emails	Scheduler allows a weekly frequency to be set without any day ticked resulting in multiple reminder emails sent to participants.	1. Validation to require a day to be selected when scheduling a weekly item.	1204888
Meetings	Display meeting time	Meeting reminder emails do not display meeting time.	1. Include time of meeting in meeting email script and on register display.	1205209
All registers	Drop Pick lists not alphabetical	Some drop downs don't display alphabetically.	1. All drop downs to sort alphanumeric based on first name.	1205438
Contract	Incorrect related item prompt	Related compliance option appears that assumes user is approving contract when sending back for further work.	1. Remove related item option pop-up when 'requesting further work' at the contract approval point.	1205205
All registers	Access to task information on closed items	Once a closed item is locked-off, access to any content beyond field boundaries is blocked.	1. Locked-off fields in 'closed' items and 'action officer instructions' will have scroll bar.	1205529
All registers	Instructions for action officer	Difference between 'action required' and 'instructions for action officer' is not clear and appears to be a double up.	1. Remove 'instructions for action officer' fields from: - Approve for action forms - Approve for review forms	1206289
All registers	Needs further work validation message	Incorrect validation notice on the comment field when setting further work.	1. When selecting 'Needs further work', system should validate on 'Instructions for Action Officer' field not the Comment field.	1205251
Suppliers	System setup improvements	"Assessment criteria" in system setup is ambiguous.	1. Change title of system set up menu "assessment criteria" to "Supplier assessment criteria".	1213582
Contacts	Missing fields in contact form for user categories	Information form for user-defined categories is missing the 'goods supplied' and 'comments' fields.	1. All user defined categories should use the same Business Contacts form.	
Contacts	Not searching user created contacts	Contacts assigned to a user-defined contact type are not caught in searches.	1. Contacts search references contact names and organisation name.	
Documents	Quick document upload doesn't	System event history does not record person uploading document through	1. User uploading document via Quick upload to	1214614

	record creator	the 'Add new version' feature.	be shown in sys event history.	
Documents OHS Improvement	Inadvertent acceptance of default settings.	1. Remove default content in the risk level, document version number fields.		Default content in fields
Training & Licensing	Licensing prefix not applied	Licensing tab register items and the Information Form uses the 'tra' prefix.	1. Apply prefix 'lic' to licensing items.	1213588
Contacts	Contacts form validation messages	The landline field does not have validation message below the field like the compulsory fields.	1. Add validation text 'A landline or mobile phone number is required'.	1206701
Audit Compliance Training & Licensing	Users can inadvertently type the year (eg 2013) in to the day-of-month field.	1. Validation on field to permit only 1-31		Validation on schedule day
Meetings	Meeting report - item double up	Items in 'approve for action' or 'approve for review' phase AND are overdue are displayed twice on the meeting agenda report.	1. Items are only displayed once in the Quality Agenda Report based on their most recent status.	1213882
All registers	Position drop-down lock off	Improvements to access permissions.	1. Only Administrator can change the position allocated to a contact.	1215873
Contacts	Standardising Contacts forms	Fields presented on the contact form for default categories and user-defined categories are not the same.	1. All user defined categories use the same form as the default Business Contacts form.	1214624
Maintenance	Log in	About page	1. Update text in line with V4.	1217904
Maintenance	Log in	Terms and Conditions page	1. Update text in line with V4.	1217905

## Bug fixes

Register	Title	Known issue	Software update	Change #
All registers	Error on special characters in drop downs	Errors on filters when commas and other special characters are used in drop downs.	1. Code fix to prevent errors	1204978
Contacts	Errors when sorting on company in contacts	Sorting on company column produces page error	Code fix to allow full sorting	1204602
Contacts	False search results in contacts register	Searching on contacts register returns wide range.	Search code errors fixed	1204917
Training & Licensing	Error in other register search	When selecting the 'All', 'Closed' and 'Licensing' tabs in Training and Licensing, the search drop down defaults to Audit.  Free-text search for documents from the Meeting screen goes to document register but does not perform the search	1. Search button default to Training and Licensing on all T&L tabs. 2. Allow other register search from meetings.	1204615
Compliance	Missed compliance items	Missed Compliance item reads as Audit item missed in the system event history	1. Error in system event history fixed.	1204921
Training & Licensing	Registers not updating with position changes	Registers not updating with position changes	1. Training register fixed to update with changes to position title.	1213415
Contacts	Contact search not working on user defined categories	Contact search not working on user defined categories	1. Fixed errors when searching contacts	1213883
Contract	Error when changing 'agreement with' field data	Error when changing 'agreement with' field data.	1. Coding error fixed.	1191657

## System Requirements

Server software requirements:

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

Workstation software requirements (any of):

- ✓ Firefox 3.5 or greater on Windows and Macintosh
- ✓ MS IE 9 or greater on Windows
- ✓ Safari 4 or greater on Macintosh

## Installing

This Release will overwrite your existing installation.

## 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 when new items are created after the upgrade.