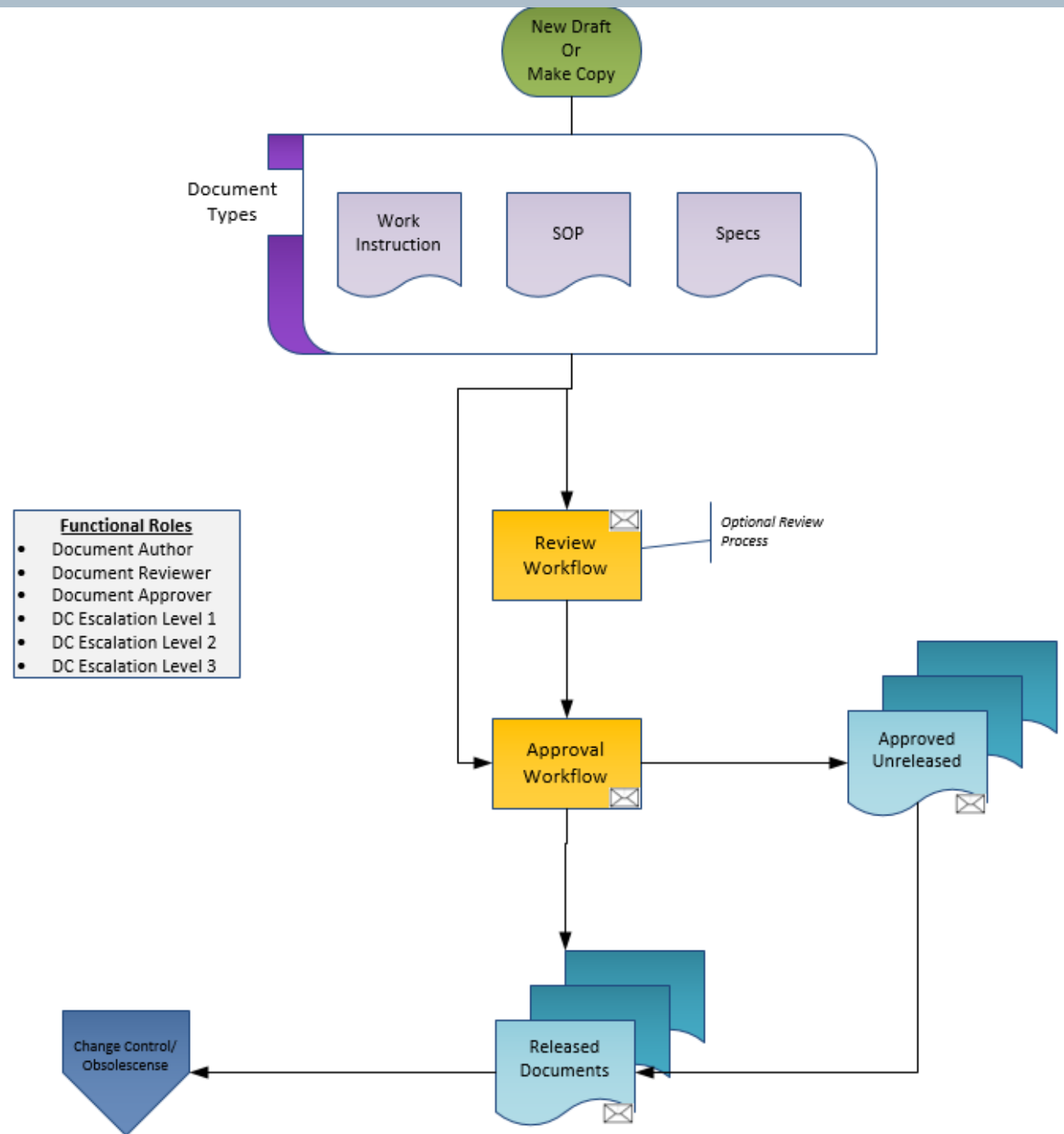


CompliantPro Training Agenda and End User Navigation – Monument Chemical

Document Control Workflow



Log in – single sign on for Prod – authenticate for Dev

CompliantPro

User ID

Password

Login

CompliantPro

PRODUCTION MANAGEMENT QUALITY MANAGEMENT TRACEABILITY MANAGEMENT COMPLIANCE MANAGEMENT


people - process - product

Selecting an Organization & User Settings

User Settings

Organization Cambridge ▼


Language - Default Language - ▼

Show All Sections  Default

Default Number of Rows Per Page in Views 100

Suppress Display of Responses in Views

Always reduce my access to only my global access and my access specific to the current organization.

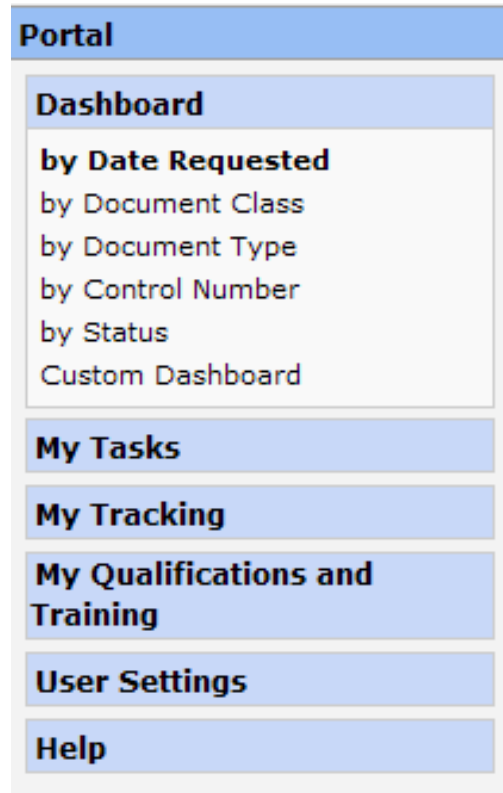
Allow These Other Users to see my Dashboard  Pete
>>>

Save Changes and Continue

- Select your Organization
- Select your Language
- Always Check the Box “Show All Sections”
- Save Changes and Continue

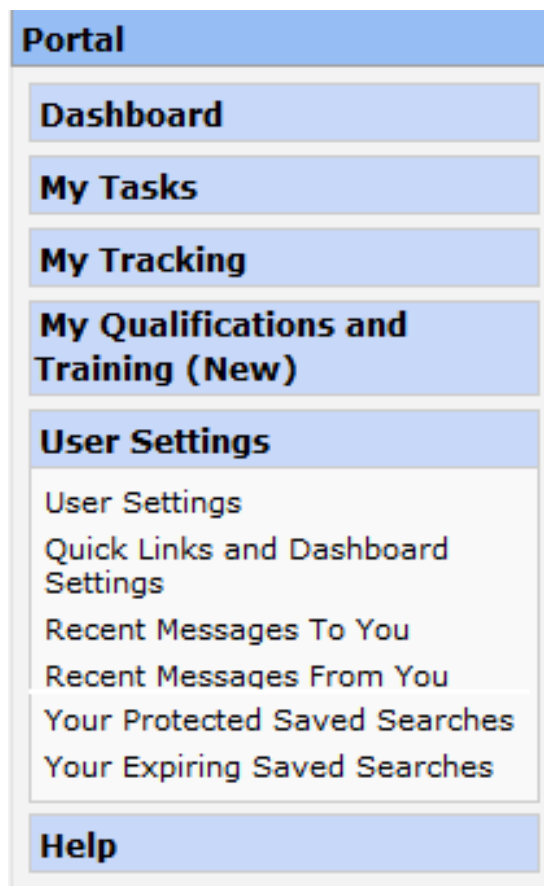
Selecting a Working Organization at Log In

- Your company may be broken into several Organizations within the system. These Organizations may be based upon physical site locations, cost centers, and product or services, among other delineations
- You might have different Roles across these various Organizations. You could be an author and approver in one or more Organizations, while functioning as a reader only in other Organizations. In some Organizations you might not have any Roles at all
- You are prompted to select an Organization at first log in
- Changing Organizations after you have logged in will not require that you re-enter your password
- You can end a session at any point in time by logging out. It is always good practice to save your work often and before exiting



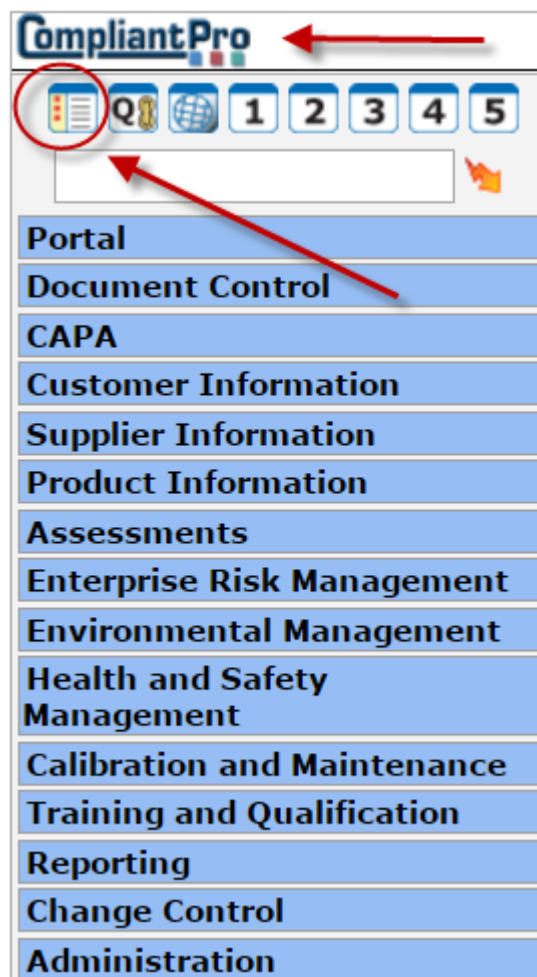
- The Portal is the area of the system containing the Dashboard
- The Dashboard summarizes all your Tasks and Tracking items from every Organization you participate in within the system
- The Portal is the first component you enter every time you log into the system after User Settings have been established
- My Qualifications and Training is your information from the Training and Qualification Module
- User Settings is the area used to customize your Dashboard


The Portal – User Settings




- Within the Portal is User Settings
- This is the area to assist with the Custom Dashboard and Quick Links
- This is where email information is stored
- This is where you can review your protected saved searches

Navigation and Accessing Modules



- By pressing the CompliantPro logo  you will be returned to your Landing Page, this is typically your Custom Dashboard

- By pressing the Navigation button  the system will display all areas of the CompliantPro System that you have access to






Finding Documents

The screenshot shows the CompliantPro software interface. At the top left is the logo "CompliantPro". Below it is a navigation bar with icons for a list, a document with a 'Q', a globe, and two numbered tabs '1' and '2'. A search bar is located below these icons. The main interface is divided into two panes. The left pane is titled "Document Control" and contains a sub-section "Released Documents". Under "Released Documents", there are several options: "by Document Type" (highlighted with a blue bar and a red arrow), "by Author and Document Type", "by Manager and Document Type", "by Associated Documents", "by Date to Expire", and "Change Requests". The right pane is titled "by Document Type" and lists three document types: "Standard Operating Procedure", "Compliance Assessment Checklist", and "Work Instruction", each with a blue underlined link. A red text overlay at the bottom of the right pane reads: "Select the view to determine the way documents sort".

Using the Dashboard

My Tracking by Control Number

Identity	Date Requested	Requester	Date Expected	Status
 Change Action Request DCR-00008 : WI-99991 / 1 : Product Assembly (Aug 11, 2015)	8/11/15	Joe Johns	(none)	Acceptance Requested
 Compliance Assessment Findings Form CM-00003 / 0 : Monthly Audit	1/16/15	Pete Bassney	1/23/15	In Process
 Corrective Action Request-2Response CA-00003 : Missing CofC	9/23/13	Pete Bassney	10/16/13	In Process
 Corrective Action Request-2Response CA-00014 : Faulty Transistors	12/5/13	Joe Johns	1/4/14	In Process
 Customer Concern Request CC-00003 : Packaging Label	11/7/13	Joe Johns	12/7/13	In Process
 Customer Concern Request CC-00004 : Product Concern	11/7/13	Joe Johns	12/7/13	In Process
 Environmental Target Assessment Plan ETAP--00001 / 0 : Quarterly Assessment of Rinsewater Waste	3/10/14	Pete Bassney	3/14/14	In Process
 Film Sensitizing CMS- Change Mgmt Response EC-00005 : CMS-Patent Clearance Checklist	12/18/13	Joe Johns	1/17/14	Planning
 Film Sensitizing-Change Mgmt Request EC-00003 : Material Change to Sensor Product Line	12/18/13	Joe Johns	1/17/14	In Process
 Film Sensitizing-Change Mgmt Request EC-00004 : Revised Printing Process	12/18/13	Joe Johns	1/17/14	In Process
 Film Sensitizing-Change Mgmt Request EC-00005 : Clean Room Expansion	12/18/13	Joe Johns	1/17/14	In Process
 Spec-00010 / 0 : Air Conditioning Controller	(none)	(none)	(none)	Approval Cancelled
 Spec-00013 / 0 : New Widget	(none)	(none)	(none)	Draft
 WI-00008 / 0 : Author test	(none)	(none)	(none)	Draft



Important Dashboard Features

- The Dashboard summarizes everything you are expected to do and every document you have created that has not completed its workflow steps
- This summary rolls everything together from all Organizations for a complete look at what you are expected to do and the status of all the documents you own
- A Custom Dashboard can be created with links to different locations within CompliantPro and can be used in lieu of the standard Dashboard
- You can create new documents from within any Organization that you have privileges while in the Dashboard
- Placing your cursor over the white ball by the document number tells you the name of the Organization where the document originated
- *When working in the dashboard for long amounts of time remember to hit the refresh button in your browser occasionally. This will assure that you are seeing the latest content and status information rendered in the view*

Dashboard Views

My Tasks

My Tasks by Date Requested

Identity	DATE REQUESTED	Requester	On Behalf Of	Date Expected	Status
CRS-00001 / 0 : Press Setup	6/10/16	Pete	(none)	6/24/16	Needs Audit Review
Corrective Action Request CAR-00043 : Machine leaking oil on Floor	4/29/16	Tisha Tomlinson	(none)	4/29/16	Acceptance Requested
Joe Johns: Document Management	4/29/16	Pete	Joe Johns	(none)	New
Corrective Action Response CAR-00007 : Wrong parts shipped	4/28/16	Pete Bassney	(none)	(none)	Plan Approval Requested
SDS-00005 / 0 : Cymene	4/27/16	Tisha Tomlinson	(none)	(none)	Approval Requested
AEP-00005 / 1 : Nickel Plating	2/25/16	Pete	(none)	3/10/16	Needs Audit Review
PD-00002 / 0 : Hybrid Engine	2/3/16	Pete	(none)	2/17/16	Needs Audit Review
PD-00005 / 0 : Round Wheels	2/3/16	Pete	(none)	2/17/16	Needs Audit Review
PD-00004 / 0 : Stamping Die	1/8/16	Pete	(none)	1/22/16	Needs Audit Review
PD-00007 / 0 : Triangle Wheels	12/4/15	Pete	(none)	12/18/15	Needs Audit Review
PD-00003 / 0 : Wiring Harness	12/3/15	Pete	(none)	12/17/15	Needs Audit Review
WI-00005 / 3 : Blood Pressure Monitor Assembly Instructions	12/3/15	Pete	(none)	12/17/15	Needs Audit Review
AE-00002 / 0 : Shipping Department	10/24/15	Pete	(none)	11/7/15	Needs Audit Review
PD-00001 / 0 : Cable Assembly	10/23/15	Pete Bassney	(none)	11/6/15	Needs Audit Review
WI-00011 / 0 : Foundry Process Steps	10/20/15	Pete	(none)	11/3/15	Needs Audit Review
Pete: Welding Certification 1	10/15/15	Bill Bearce	(none)	(none)	New
Joe Johns: Welding Certification 1	10/3/15	Pete	Joe Johns	(none)	New
Paula Peters: Welding Certification 1	10/3/15	Pete Bassney	Paula Peters	(none)	New


- If a different user name appears in the “On Behalf Of” column, you are acting as someone’s delegate for that document

My Tasks

- This section of the Dashboard contains the documents in queue waiting for you specifically to act upon them
- These are documents that require your review, approval, acceptance, etc. You will also have received an email informing you your action is required with a direct link to the document

My Tasks

[by Document Class](#) > Document Control Document

Identity	Date Requested	Requester	On Behalf Of	Date Expected	Status
 WI-00013 / 0-2 : Silicone Wheel Assembly	12/14/15	Pete	(none)	(none)	Approval Requested

Showing 1 to 1 of 1



My Tracking

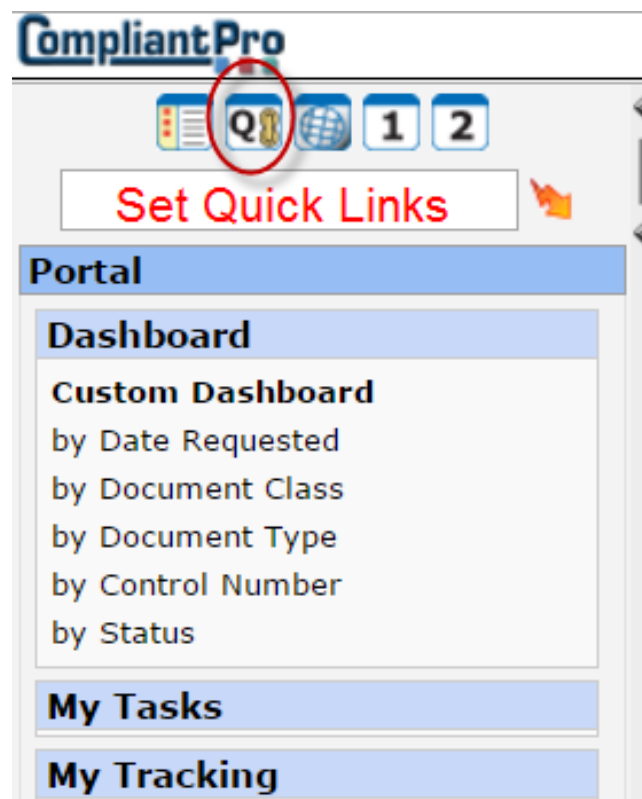




- This section of the Dashboard contains all the documents you have created that have not completed their workflow. It will also show documents you are associated with
 - Drafts
 - Review Workflow
 - Approval Workflow
 - Rejected documents
 - Modified documents
 - Process Cleared
 - Etc.

My Tracking by Date Requested

Identity	DATE REQUESTED	Requester	Date Expected	Status
Change Action Request DCR-00007 : SOP-00004 / 2 : Motor Control Assembly (Aug 10, 2015)	8/10/15	Pete Bassney	8/17/15	In Process
Change Action Request DCR-00006 : SOP-00001 / 1 : Metal Stamping (May 15, 2015)	5/15/15	Bill Bearce	(none)	Acceptance Requested
Corrective Action Resolution Response CA-00011 : Default Corrective Actions Layout	6/4/14	Pete Bassney	12/23/13	Planning
Corrective Action Request-2Response CA-00011 : Missing Parts	11/23/13	Pete Bassney	12/23/13	In Process
Corrective Action Resolution Response CA-00002 : Incorrect Shipping Instuctions	9/25/13	Pete Bassney	10/22/13	Planning
Corrective Action Request-2Response CA-00002 : Incorrect Shipping Instuctions	9/22/13	Pete Bassney	10/22/13	In Process
Action Item Request AI-00001 : Review Visual Inspection for Plating Operations	9/20/13	Pete Bassney	10/20/13	In Process

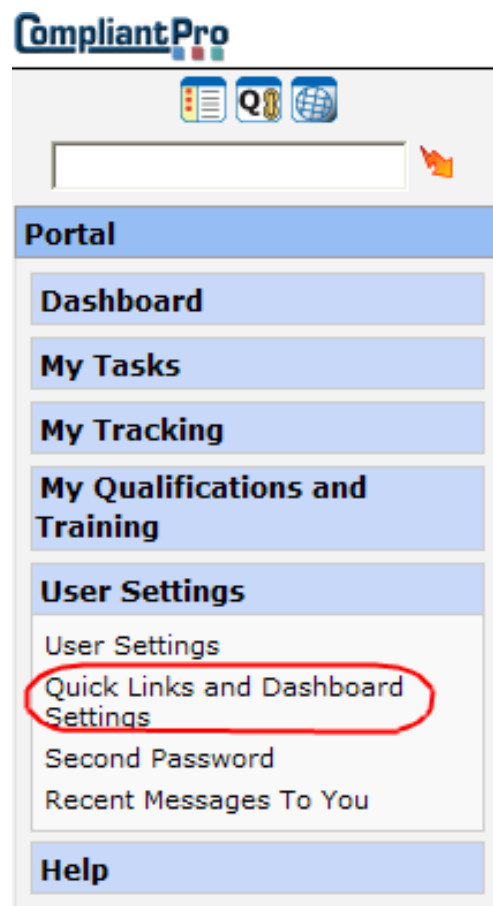
Setting Quick Links for the Custom Dashboard



- Quick Links are shortcuts to pages you would like to “bookmark” for quick reference
- These are added to your Custom Dashboard
- Go to the page you would like to bookmark and select the “Q” Icon.  Then select a position for your bookmark
- These can be numbers, links or views
- Bookmarking “Marked Saved Searches” and saving them as a Dashboard Link is an example
- Your Custom Dashboard can be set as your new home page by opening the Custom Dashboard and Quick Link it to the globe icon 



Custom Dashboard



- Once a Custom Dashboard has been created, it may be modified by selecting User Settings, Quick Links and Dashboard Settings
- Administrators may also “push” a Custom Dashboard to users, or they can utilize Published Dashboard Links to distribute links unobtrusively.






Custom Dashboard

- To add an external website to the Custom Dashboard, click on Portal > User Settings> Quick Links and Dashboard Settings
- Under Dashboard Links, click the “Append Row” button to create a link to an external website

The screenshot displays the 'CompliantPro' user interface. The top right corner shows the user 'Chris Cambridge @ Cambridge - 59:45' and navigation links for 'User Settings', 'Logout', and 'Help'. The left sidebar contains a navigation menu with the following items: Portal, Dashboard, My Tasks, My Tracking, My Qualifications and Training (New), User Settings, Quick Links and Dashboard Settings (highlighted with a red circle), Recent Messages To You, Recent Messages From You, Directory Password, Second Password, Your Protected Saved Searches, Your Expiring Saved Searches, and Help. The main content area is titled 'Quick Links and Dashboard Settings' and is divided into three sections: 'Landing Page and Quick Links' (containing 'Custom Dashboard' and 'Released Documents' with an 'Add Quick Link' button), 'Personal Dashboard Links' (containing 'My Documents', 'My Corrective Actions', 'My Past Due CAR's', and 'My Audits' with an 'Add Dashboard Link' button circled in red and a red arrow pointing to it), and 'Dashboard Views' (containing 'My Tasks').

Custom Dashboard

- On the line marked, [http://](#) enter the external web address
- On the blank line above, Label the external web site for users
- Click “Save Changes and Continue” to complete the process

Quick Links and Dashboard Settings	
Quick Links	
<input type="text"/>	
Dashboard Links	
<input type="text" value="Operations Documents"/>	
<input type="text" value="ISO - International Organization for Standardization"/>	
<input type="text" value="Documents Related to ISO 9001 - 7.6 Control of Monitoring and"/>	
<input type="text"/>	
<input type="text" value="http://"/>	
Dashboard Views	
<input type="text" value="Open Corrective Actions"/>	
<input type="text" value="Non-Conforming Material Reports - by Basic Problem"/>	
<input type="button" value="Save Changes and Continue"/>	

Custom Dashboard

1 2

New Save Dashboard View Changes

Welcome New Employees Joe Johns and Bill Bearce.
Remember our ISO Audit is on December 7.
No Loss Time Accidents for over 16 months-Safety First!

Portal

Dashboard

Custom Dashboard

by Date Requested

by Document Class

by Document Type

by Control Number

by Status

My Tasks

My Tracking

My Qualifications and Training (New)

User Settings

Help

/eb Link

Personal Dashboard Links

[_Standard Operating Procedures](#)

[_Corrective Actions](#)

[_Create ISSUE](#)

Personal Dashboard Links

[_Work Instructions](#)

[_Action Items](#)

[_Google](#) **External Link**

Published Dashboard Links

[Approved Documents](#)

[Corrective Actions](#)

[Raw Material Specifications](#)

[Siemens Compliance](#)

Showing 1 to 4 of 4

Dashboard Views

Saved Report as Dashboard View

Complaints by Source

Reporting for Requests

Number of Requests, by Source, by Month Created

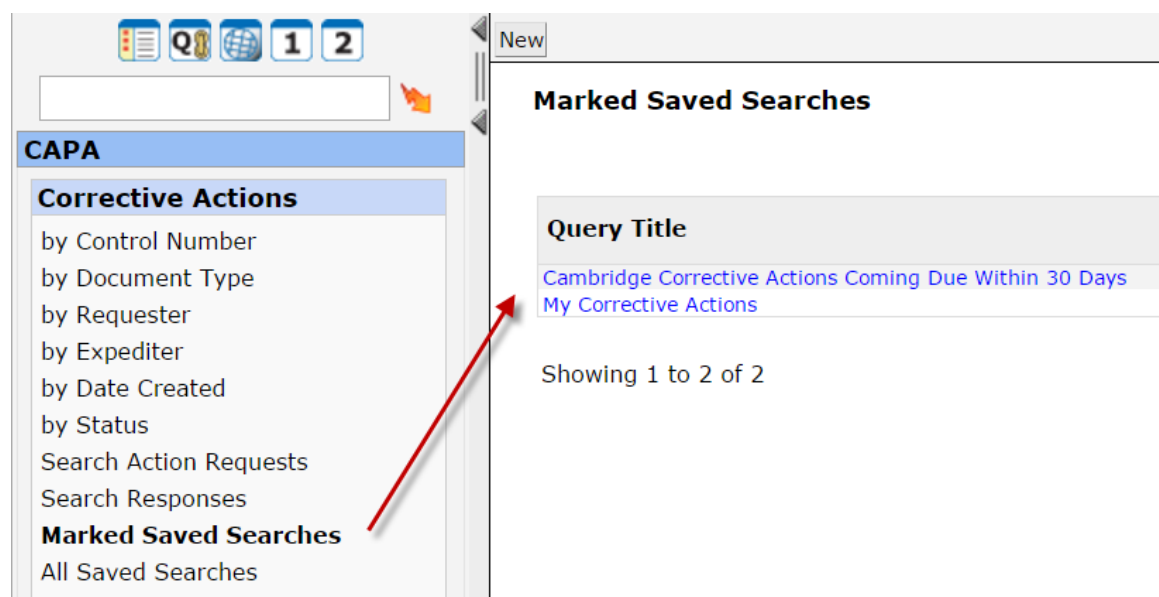
Custom Dashboard

- The following are general rules when using the Custom Dashboard
 - You can have 20 Personal Dashboard Links / including links to external websites
 - You can have 5 Dashboard Views
 - You can have 5 Quick Link Numbers
 - You can create links to any Organization
 - You can label links and views as needed
 - You can create links to any Saved Searches within any Organization in which you have access
 - It is a good idea to always have My Tasks and My Tracking on your Custom Dashboard

- To find documents or records select the Module and then select the Component
- Views are available after selecting a Component
- Modules and Components may be hidden based on user privileges

The screenshot displays the CompliantPro software interface. At the top, there is a search bar with a magnifying glass icon and a hand cursor. Below the search bar is a navigation menu with the following items: Portal, Document Control, CAPA (with 'Module' highlighted in red), Corrective Actions, Preventive Actions, Action Items (with 'Components' highlighted in red), Meetings, Customer Information, Supplier Information, Product Information, Assessments, Enterprise Risk Management, Environmental Management, Health and Safety Management, Calibration and Maintenance, Training and Qualification, Reporting, Change Control, and Administration.

Using Saved Searches



- To access additional saved views, choose “Marked Saved Searches” and select the saved view
- Saved Searches that you use often should be added to your Custom Dashboard

Using the View Search Function

by Control Number

Cambridge

[First](#) [1](#) [2](#) [>](#) [Last](#) * Go To

Full-text Title

Identity	CREATION DATE	Requester	Status	Date Closed
CAB Corrective Action CAR-00025 : Product Failure	4/13/16	Pete Bassney	Draft	(none)
CAB Corrective Action CAR-00024 : Plating Audit - new auditor	4/4/16	Pete Bassney	In Process	(none)
CAB Corrective Action CAR-00023 : Cracked Catalyst	5/22/15	Pete Bassney	Draft	(none)
CAB Corrective Action (MVM) CAR-00022 : Test IA 520	5/20/15	Jim Verzino	Draft	(none)
CAB Corrective Action CAR-00020 : Missing Parts and processes	4/28/15	Pete Bassney	Draft	(none)


- You can always search for documents by keywords or phrases
- For wildcard searches, enter an *. For example, to find all items beginning with t, enter t*
- You can search just the Title field or the entire document content, Full Text
- Full Text will also search MS Office 2007 formatted document attachments

by Control Number

[First](#) **1** [2](#) > [Last](#) * Go To

Export to Excel

Cambridge

Full-text Title 

Identity	CREATION DATE	Requester	Status	Date Closed
CAB Corrective Action CAR-00025 : Product Failure	4/13/16	Pete Bassney	Draft	(none)
CAB Corrective Action CAR-00024 : Plating Audit - new auditor	4/4/16	Pete Bassney	In Process	(none)
CAB Corrective Action CAR-00023 : Cracked Catalyst	5/22/15	Pete Bassney	Draft	(none)
CAB Corrective Action (MVM) CAR-00022 : Test IA 520	5/20/15	Jim Verzino	Draft	(none)
CAB Corrective Action CAR-00020 : Missing Parts and processes	4/28/15	Pete Bassney	Draft	(none)

- Any view or saved search can also be exported to Excel by pressing the worksheet icon
- If there are more than 100 rows, press the Shift key at the same time to export all of the rows/pages to Excel at once.

Save → Save your search when satisfied

Execute Query **Execute and Hide Query**

Query Name **Title your Search** Saved Searches - Jun 16, 2016 1:46:45 PM Marked
 Apply Component Restriction from the organization where this query was created

Organization **Select the Organizations to include**

- 2014 User Forum
- Amplitude - Valence
- Atlanta
- Brattleboro VT
- Burlington, MA
- Cabbott - Shanghai

Document Type
 Title
 Status
 Requester
 Expediter
 Additional Expeditors
 Priority Code
 Creation Date
 Incident Date
 Due Date
 Closed Date
 Source
 Basic Problem Code
 Special Origination

Select other Parameters to narrow the search, including Categorizations

Cambridge Locations
Click on a value to edit the choices below that value.
Any [Cambridge Locations](#)

Columns to Hide

- Creation Date
- Requester
- Expediter
- Status
- Due Date
- Closed Date

Determine the columns to Show/Hide

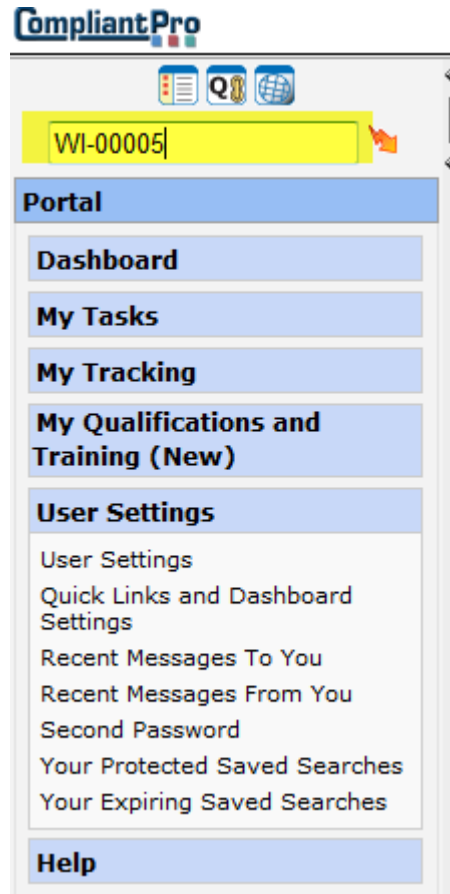
Execute Query **Execute and Hide Query** **Execute Query or Execute and Hide Query**

Creating Saved Searches

Search Action Requests

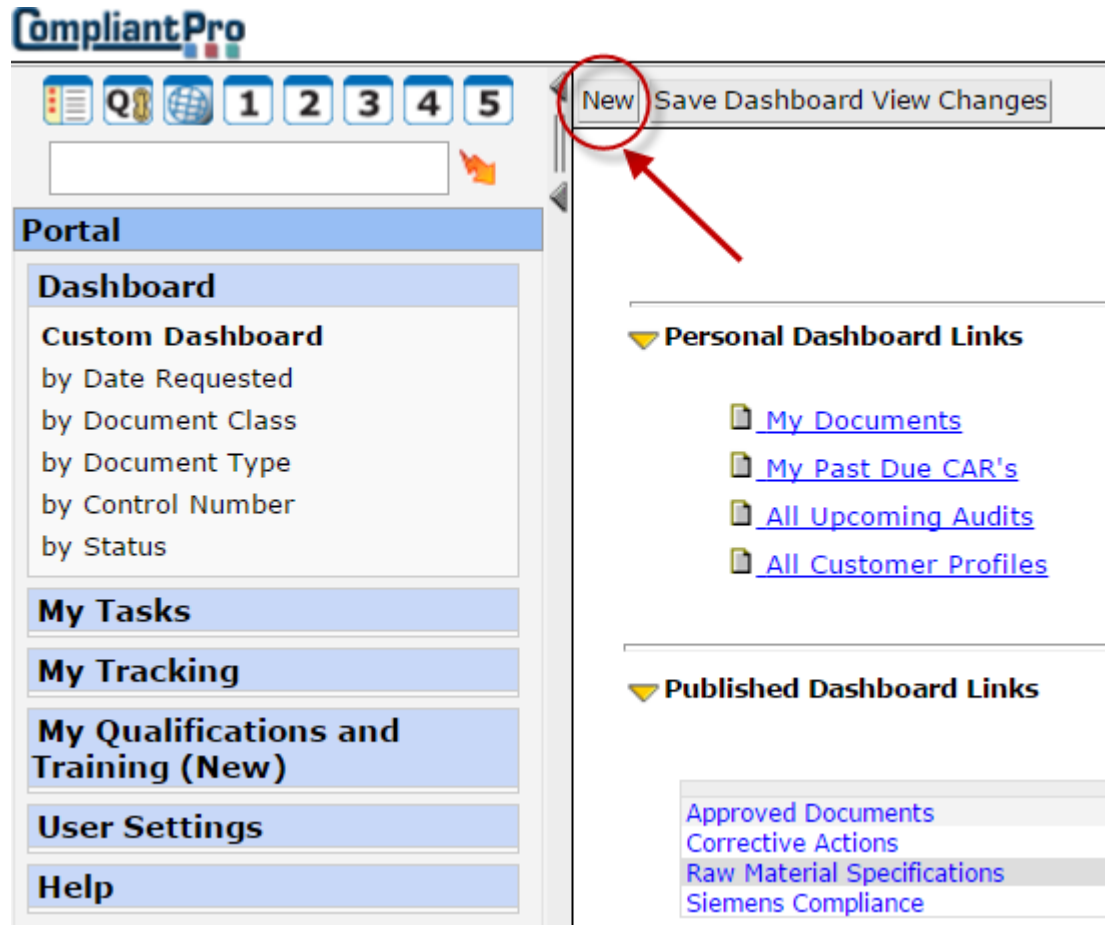
Corrective Actions	
Query Name	Corrective Actions Past Due <input type="checkbox"/> Marked
Saved Search Will Be Deleted On	July 16, 2016 <input type="button" value="Prevent Expiration"/>

- If you would like the saved search to be permanent, after saving, press the “Prevent Expiration” button
- If the button does not appear, you have reached the maximum number of permanent saved searches allowed by the Administrator
- If you do not prevent your search from expiring, it will expire 30 days from date of save



- If you would like to search for a document within your Organization and have the Control Number, it may be entered here (exact match needed)

To Create a New Document in CompliantPro



The “NEW” button is always available from the Dashboard for the creation of New documents or records

To Create a New Document in CompliantPro

- User Permissions determine what is available for creation from the NEW button.
- Organization selection determines Document Classes available
- Document Class selection determines Document Types available.
- Document Type selection determines Template Layouts available
- Once you have created a document, it will remain in your “My Tracking” until it is completed

New

New

Select Organization
Cambridge ▼

Select Document Class
Document Control Documents ▼

Select Document Type
Standard Operating Procedure

Select Document Layout
Standard Operating Procedure Layout ▼

>>>

Navigating Sections of Documents

- To make the document bigger, simply select the middle triangle to close the sections screen
- When the document opens, you can page thru or select a section directly from the section navigator on the left
- Select Show All Sections in the Navigator to see the entire document again

The screenshot displays the CompliantPro web application interface. At the top, there is a navigation bar with the CompliantPro logo and a menu of actions: New, Change Owners and Readers, Modify, Obsolete, Request Change, Make Copy, Subscribe, and Print Preview. Below the navigation bar, there are icons for search, a globe, and page numbers 1 and 2. A search input field is present. The main content area is divided into two sections: a left sidebar and a main content pane.

The left sidebar, titled "Sections", contains a list of document sections: Document Identity, 1.0 Purpose, 2.0 Scope, 3.0 Responsibilities, 4.0 Definitions, 5.0 Procedure, 6.0 Safety & Environmental Information, Testing, Hosted Product Profiles Master Data, Associated Items, Reason for Change, Notification List, Additional Readers, Approval Status Table, Document History, Show All Sections, Employee Training Records, and Approved Qualification Definitions. Red arrows point to the "5.0 Procedure" and "Show All Sections" items.

The main content pane displays the document title "Standard Operating Procedure SOP/HQ-00004 / 3" and the section "Stretching Process". Below this, there are several sections of document metadata:

- Document Identity**
- Document Status and Ownership**
 - Current Status: **Approved - Released**
 - Approval Date: May 4, 2016
 - Version Author / Version Manager: Pete Bassney
- Document Categorization**
 - Change Categorization: [input field]
- Divisions**
 - Division 1
 - Department 11
 - Area 111
- Cambridge Locations**

At the bottom of the main content pane, there is a warning: "THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need agreement." Below this, the section "1.0 Purpose" is highlighted.

Saving Documents

- Once a Document is created it must be Saved or it will be discarded by the system if you navigate away from the page.
- There may be certain required fields that must be entered before Saving
- Once Saved the first time, a document number will be assigned by the system.
- Remember to Save the document again after any additional edits have been made.

New Edit Layout **Save** Save and Close Submit to Expediter Upload Checklist Form Close Reload Logout Help

Action Item Request **AI-00019** Cambridge


Investigate Previous Occurences

Action Request Identity	
Title	<input type="text" value="Investigate Previous Occurences"/>
Control Number	AI-00019
Action Request Status	
Current Status	Draft
Creation Date	June 15, 2016
Date of Last Modification	June 15, 2016

Submit for Approval

- Documents can be submitted for the Review and/or Approval process by selecting Submission Wizard.
- A series of selection pages will follow dependent upon the workflow configuration
- Approvers will be sent an email with a link and they can Approve or Reject the document.
- A reason is solicited on Rejection and is sent to the Author and stored in the Document History.

New Edit **Submission Wizard** Delete Change Owners and Readers Make Copy Print Preview Close (WITHOUT SAVING) Refresh Logout Help


 [Standard Operating Procedure](#) SOP-00006 / 0 Cambridge

New Supplier On Boarding process


Document Identity

Change Organization Change Document Type

Document Status and Ownership

Current Status	Draft	Date of Last Modification	June 15, 2016
Creation Date	June 15, 2016	Version Manager	Chris Cambridge
Version Author	 B Bearce		

New **Approve** **Reject** Clear Process Make Copy Print Preview

 [Work Instruction \(FDA\)](#) WI-00013 / 0 - 2

Silicone Wheel Assembly