Change Control Module

This module allows for attaching documents to a Change Order when routing documents in an electronic packet. Grouped and ungrouped routing is provided. Below is a list of popular features.

MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Ability to place documents in review as a group	Enables grouping of documents during the review process. (Parent/child relationship).
Pre-review process and a formal review process	Two separate reviews. One for the pre-review and one for the formal review. Each step can be assigned separate review groups.
Ungrouping Documents	Once documents are in the formal review stage, the ability to ungroup documents for individual review and signature.
Post Implementation Steps	An option which can add a series of 4 post implementation steps required before closing out the change order.
Ability to Reference Documents	Referenced documents available for preview during the change order.
One Easy to View Workflow Form	All documents under the change control are viewable from one easy to use form. Expand and collapse features are available.
Auto Numbering	Parameters to allow for either auto numbering or manual numbering of change orders.
Adding Additional Documents	System allows for the adding of additional documents during the pre-review stage of the document routing.
Training Notifications	System generates notification after completion of document routing.
Administrators	Administrators are assigned to the pre-review stage of the document and the formal review stage of the document routing.
Closing the Change Order	Closing the change order is only allowed when all post implementation steps are accomplished.
Searching	Ability to search by the following: • Initiator • Administrator • Pre Review Group • Post Review Group • Active, Inactive or both • Master Document • Key words in "reason for change" and "title" • Change Order Number
Change Order List	Change Order List displays the following: • Change order number • Title • Description • Grouped vs. ungrouped • Status of change order: not started, pre-review, formal review, signature stage, closed and complete.
Notification when Training is Completed on a Change Order	Automatic programs will notify the administrator when all training on the change order documents has been completed. Closing the change order can now be accomplished.