What's New?

A summary of new features in recent versions of Qudos³, and what to expect next.

8 April 2024.

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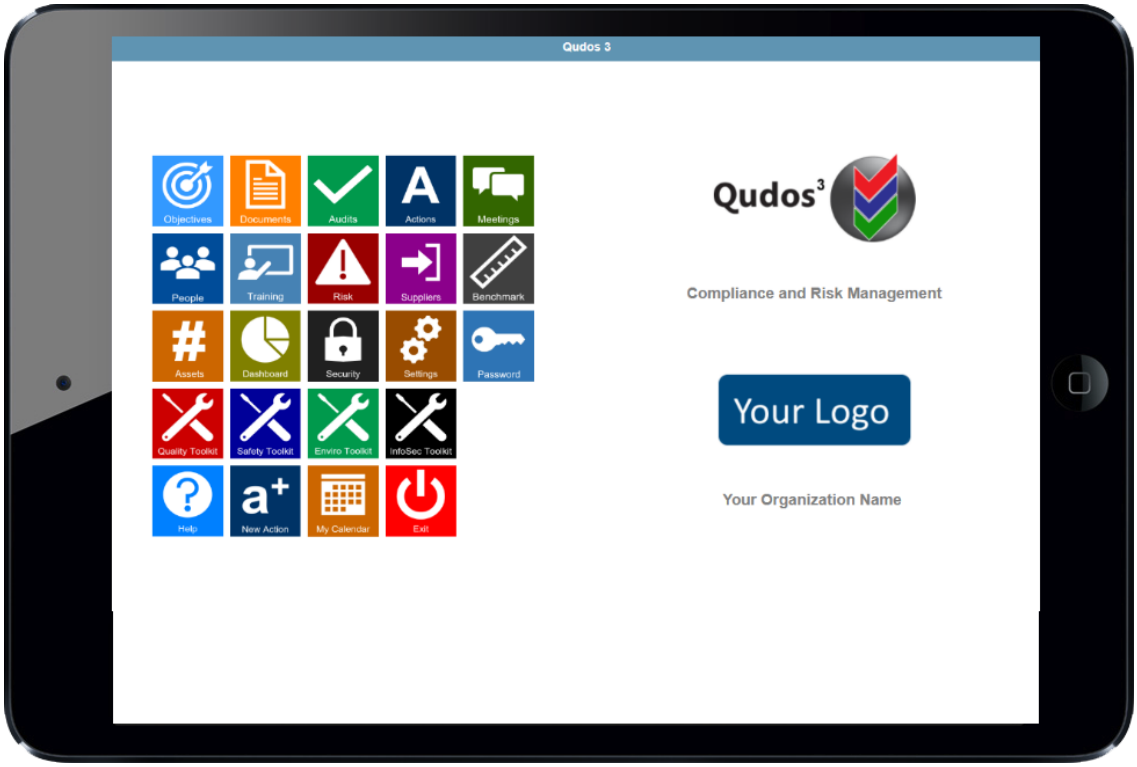

Tip: Clear your browsing data
There's a good chance that you are reading this because your Qudos 3 installation has just been updated. If that's the case, it's a good tip to clear the browsing data in your browser – which will force your browser to use any new version of pages in the software. That can prevent possible errors where there has been a functionality change that is not fully supported by the old version of the page. The method of clearing your browsing data will depend on your browser e.g. in Google Chrome, the tool is under Privacy & Security in the Advanced Settings. In Microsoft Edge, it's in Settings.

Previous versions

Latest Release - Version 3.46

Status: Commenced agile releases to cloud service clients from February 2024.

Will be released to self-hosted clients in September / October 2024.

Documents

Universal search

The software has always included a field behind every document to add keywords or tags. That allows the Master Document List to be searched on a very flexible basis for any documents that have the chosen keyword(s) associated with them. That facility has now been expanded to a universal search by extending the **Keyword** search range to also include all text-based filters e.g. type, topic. owner, business unit, location etc.

Links between documents

The handling of links between documents has been streamlined.

Actions

Improved Status indication

When a record has Action Planning outstanding for 7 days, the background now displays as Red.
Reworded Action Status labels in lists and reports.

Action Priority field

The Action Priority field now inherits the options that you have specified as Risk Levels in you Risk module. This reinforces the commonality of terms used in your management system. Any other terms used in historical records are preserved for use in those records only.

Meetings

Action points

We have automated the link from Meeting Minutes Who by and When fields into any Action created. This brings the links from Meeting Minutes to Actions fully in line with those Actions raised from other source records like Audits and Objectives.

Suppliers

Action tab

A new tab has been added to the Supplier Record. This enables one or more Actions to be raised directly from the record. The Supplier's name is automatically copied across to the Action, and its How Raised field will automatically display as being from a Supplier Record. A permanent 2-way link is created from the Supplier Record to the Action and vice versa.

This new feature offers the possibility to enhance your supplier management in different ways:

- Any tasks in the supplier relationship that need to be managed (such as renewals of contracts, leases, agreements, insurance etc.) can be done more effectively.
- Any issues or concerns relating to the supplier can be quickly displayed in their record.

Assets

Task tab labels

Labels improved + additional Help messaging.

General

Resource Centre

New videos and webinars posted.

All Toolkits

Updated to reference amendments to the ISO standards + various enhancements.

Security

Business Unit and Location fields added as optional columns in Security User Accounts list. This makes it easier to sort accounts in larger installations.

What's Next?

We have a continual development programme for Qudos^3 to keep you up to date with the latest ISO requirements, and facilitate a modern, cost-effective management system. Enhancements in the pipeline include:

- **New 'Register' module – allowing the creation of multiple user-defined registers**
- **Main screen login – Post-update message**
- **Enhanced Dashboard**

Contact us for information on future developments.

Something else?

Qudos^3 is a COTS (Commercial-off-the-shelf) software application – which enables us to cost-effectively deliver a comprehensive solution that meets the compliance and risk management requirements of most organizations. This also delivers a range of features and performance at a cost that simply could not be matched with a bespoke solution. However, to give you the best of both worlds, we try to address specific requirements. Please use the **client-requested feature** form (available in Help / Resource Centre / Documents) to let us know your needs.

Get the most out of your Qudos^3

Time to go cloud?

Would you like to know how to use Qudos^3 to support a specific activity such as management reviews, root cause analysis / corrective actions, generating reports - or perhaps just a general awareness session for new users?

Software Training is available via:

- **1-hour online sessions or**
- **1-day face-to-face sessions.**

Contact us to arrange a private training session to meet your specific needs.

Organizations are increasingly seeking the benefits that a cloud-based strategy can provide. Qudos can host your installation in our Tier 3 data centre - offering agile and timely updates, remote access for security and convenience, while saving on your own I.T. infrastructure and support requirements.

Ask about going cloud today

Tel: **13 000 QUDOS** or **+61 (07) 3063 0444**
Email: **info@qudos-software.com**

Details of previous releases are on the following pages.

Release Version 3.45

Status: Released to all current cloud and self-hosted clients.

General

Resource Centre

A new Webinar section has been added to Help / Resource Centre. That includes information about our forthcoming Expresso webinars and recordings of previous webinars. The new section is launched with 7 webinar recordings.

2 new training videos have been added – on the PDCA cycle and internal audits.

Reminder Email

Enhanced email layout including new sections to list “Actions not planned” and Document Acknowledgement

Menus

A short cut link to the Main Screen is now displayed on the top menu of all pages. It is also available at the top of the Modules menu. If the short cut is clicked while the user is in a data entry form, they are reminded to save any changes.

Paging tools

Enhanced paging controls are added to lists and forms throughout the software. These improve the functionality of navigating through multi-page lists and include the option to go to directly to a selected page. Don’t forget that your Records per Page setting is automatically stored for you as a user-preference.

InfoSec Toolkit v 2023C

After a Major update of the toolkit in January, further improvements have been made - with additional text and images in the Guidebook, change management process plan and template forms, several enhanced templates, a new SOA template with handy cross-reference back to the old standard, and an innovation of videos being added to the Guide book for the first time.

Documents

Group facility

After the Group category for record filtering was added in the last version, this has now been extended to the Documents module. Once Groups are created, Documents may be associated with them. Documents may now be searched on the basis of which group(s) of people they relate to. This identification and search feature enables documents to be categorised in another way – one that cuts across geographical and organizational structures. For example, a Document may be relevant to First Aiders, or Managers, or Engineers. This facility is then further utilised in the Document Acknowledgement feature (see below).

Document review

When a new Document Review is initiated, the Document Owner is now set as the default Document Reviewer if they have the appropriate Edit permissions.

Document review copy

Changed the default copy date to the existing date +12 months.

Document acknowledgement

In a major enhancement, a comprehensive document acknowledgement facility is added. Notable features include:

- Any document may be flagged as requiring acknowledgement.
- For maximum efficiency, the requirement to acknowledgement a document may be set for groups of people.
- For maximum flexibility, the requirement to acknowledge a document may also be set for one or more individuals.
- Both Regular and Lite users may acknowledge a document.
- Users are notified of a required acknowledgement in reminder emails.
- The Master Document List includes an indicator if the user is required to acknowledge a document.
- The user has the opportunity to read the document before confirming their acknowledgement.
- All acknowledgements are logged, and data on acknowledgement status is available to administrators for each document and each person.
- Where necessary, a revised document may be flagged for re-acknowledgement.

Relevant Help files are provided along with webinars and videos.

Audits

Enhanced Audit Record

There are new paging controls in the checklist tab to improve the user experience. That includes improved navigation buttons and an option to go directly to a selected page. Very handy when revisiting gap analysis reports or audits with long checklists. This functionality will also be rolled out to other modules over the coming weeks.

Also in the Checklist tab, the main display area has been enhanced to allow a greater number of audit items to be displayed together on one page. The previous limit of 4 has been increased to 10. The selected setting for Records per Page is retained as a user-preference for the future. This functionality will also be rolled out to other modules over the coming weeks.

Audit copy

Changed the default copy date to the existing date +12 months.

Actions

Improved Source button functionality

When an Action has been raised from an Audit Checklist item, clicking the Source button in the Action will now go directly to the relevant Audit Checklist item and highlight it. This functionality will also be rolled out to other modules over the coming weeks.

New template prompts

The ability to create prompts has been added to the Action Taken and Follow-up tabs in Action Templates. It was already available for the Event and Action Required tabs.

Risk

New Copy Risk Assessment function

A much more sophisticated and flexible copy function has been added. Available from the Functions menu in Risk Assessments List.

Risk Register filtering

Additional options added to the Final Risk Level filter to filter by selected risk levels and above.

Assets

Expiry Date

An expiry date field has been added as a standard column in the Asset Register. This is useful if you have any assets that time-expire – such as equipment on rental or subscription.

UDFs (User Definable Fields)

Two UDFs have been added to offer even more flexibility to your asset management. The additional fields are:

- UDF #! - A 70-character text field. The label is user-definable.
- UDF #2 - A Drop-down list with optional tree structure. The label and the selection options are both user-definable.

The fields may be activated and configure by Administrators / System Managers in the Settings / Lookup area. See Help file page **How to set up UDFs (User Defined Fields) for the Assets module** for instructions.

Dashboard

New charts

New charts have been added for ''Risks – Completed Vs Incomplete'' and ''Document Reviews – Completed Vs Incomplete''.

Security User Accounts List

Added extra filter option for 'User ID'.

Release Version 3.44

Status: Components released to cloud service clients on an agile basis from April through to October 2022. Released to self-hosted clients January 2023.

General

New ISO 27001 InfoSec Toolkit

Major update of the toolkit to help you meet the requirements of the brand new ISO 27001:2022 standard.

New 'Group' category

This is a new General category for records that allows user-definable options to be created.

Membership of a group may cut across lines of Locations and Business Units. For example, a group could be ‘First aiders’, ‘Fire wardens’ or ‘Qudos 3 Regular users’. The first use of this new feature is in the Meetings module. It is planned to also include in other modules in future updates.

- A group can include multiple people (no limit).
- A person can be a member of multiple groups (no limit)
- All members of a group could receive meeting notifications without having to scroll through various Business Units and Locations.
- There is a new General Lookup table for Groups (similar to Business Units / Locations)
- There is an additional selection filter in Meeting Minutes (Attendees tab) – adding an extra option to the current ‘Filter attendees by Business Unit / Location’ option
- There is a new 'Groups' filter option in People List
- There is a new facility in People module / Personal Details form to edit the persons membership of groups
- There is a new 'Group Assignment' data entry form in the People module. This has two tabs; the first tab is to view / edit an individual person’s groups and the second tab is view / edit groups for multiple people simultaneously.

Detailed menu improvements including added Main Screen link from the Modules menu.

Security

SSO (Single Sign-On)

Single sign-on (SSO) is an authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials.

SSO works based upon a trust relationship set up between an application (such as Qudos 3) known as the service provider, and an identity provider, like a Microsoft Azure server. This trust relationship is based upon a certificate that is exchanged between the identity provider and the service provider. This certificate can be

used to sign identity information that is being sent from the identity provider to the service provider so that the service provider knows it is coming from a trusted source.

Qudos 3 uses OpenID Connect and OAuth2 protocols to authenticate the Single Sign-On. It is designed to work with Microsoft Azure's SSO and is available as an option to cloud hosted clients. **Contact info@qudos-software.com for further details.**

Event Log

Added Event Log facility to display User login attempts. The log may be accessed from the Security User Accounts list. It may be filtered by User ID and To / From dates. It displays User ID, IP address, browser used, status, details, login date / time, and logout date / time. Output may be exported to Microsoft Excel.

New capability for Lite Users

Provided Lite Users with read access to the Suppliers List and Supplier records + ability to create a note about a supplier.

Objectives

Security classification

Added Security Classification field for Objectives. This greatly expands the range of topics for which Objectives may now be set.

Automation

When creating a new Objective, the Business Unit and Location fields default to match those belonging to the Objective Owner.

Documents

Document Notification Email

Extra fields added: Business Unit, Location, Topic and Security Classification.

Automation

When selecting a document in the Master Document List and then going to menu item Functions/ Review Scheduling and creating a new review, the process defaults to display the Document owner. If the document

owner does not have Edit Document or Review Document permissions, the user is prompted to change the reviewer.

Audits

Audit templates

Added an area to add prompts to the Summary field. These prompts will appear in the Summary textbox in Audit Records generated from the template.

Brand new Audit template for **ISO 27001:2022 Full Gap Analysis**.

Meetings

Action from Details page

Add ability to raise an Action from the Meeting Details page. This is in addition to the existing facility to add Action points from discussion items in the Minutes. It may be used for items such as planning arrangements for the meeting.

Select Attendees according to their Group membership

This new feature makes it easier to select attendees according to a user-definable criteria that cuts across Business Units and Locations. For example ‘All Managers’ or ‘First Aiders’.

Benchmark

Security classification

Added Security Classification field for Benchmark Assessments. This greatly expands the range of topics that may now be subject to assessments.

Assets

History Log

Displays any changes to an Asset's:

- Owner
- Administrator
- Location
- Business unit
- Active status

The History Log is available from the Reports menu. It may be viewed, printed, or exported.

Expiry Date Field

Added new Expiry Date field to the Asset Record. This feature is also being added as an extra item in the Reminder Email.

Release Version 3.43

Status: Components released to cloud service clients on an agile basis from October 2021 through to late March 2022.Release to self-hosted clients to follow.

General

ISO 27001 InfoSec Toolkit

Major update with guidebook for the standard, sample policies, procedures, forms and tools.

Qudos^3 news message

Message field added to main screen to advise of software updates, webinars etc.

Security

Two-factor authentication (2FA)

Two-factor authentication or 2FA enhances security by requiring two methods (also known as authentication factors) to verify a user's identity before allowing access to information.

Qudos 3 offers 2FA which requires a username and password plus a code sent to the user's email address. The facility may be activated by setting the 'Activate two-factor authentication option' to 'Yes' in Settings. We generally recommend that the feature is activated.

The following provides some general guidance when 2FA is activated in Qudos^3:

- Each user is prompted to enter a verification code the first time they log in using any device or browser.
- The verification code will be sent to the email address associated with the user in their People List entry. **Please check that email addresses in the People List are correct.** If the email is not received, please check junk mail folders and any email blocking or spam filter settings. **Please ensure that the email sending address is whitelisted and not blocked in any way.**
- If the user logs in using a different device or browser, they will be required to enter a verification code again. This will not affect their access on the original device or browser.
- Verification codes are valid for 30 minutes from the time of issue. If the code is allowed to time-expire, the user may click on the "Resend Code" link to receive a new verification code.
- When entering a verification code, the user may check the "Use the code for the next 30 days" option. Otherwise, the code will expire the next day.
- Clearing cookies on the browser will force the user to enter a new verification code.
- The legacy 'Guest' account is not compatible with 2FA and will be disabled if 2FA is activated. Casual users should be migrated to Lite User accounts which offer enhanced security.

Security Classifications automatically transferred

When an Action is raised from another source e.g. Meeting or Audit, the security classification of that source record is automatically transferred to be the default setting of the Action.

Security Classifications added to Risk module

Available on all risk assessments. Pre-existing assessments default to security classification value of ‘Unspecified’.

Documents

Document link

This field is automatically populated with a hyperlink target address for the document. This address or URL may be placed in another document or application to facilitate quick access to the document. Please note that for security purposes, log in is still required and the user is automatically checked for the appropriate access permissions.

The link will appear automatically in the Document Details form. Click on 'Copy Link' button to copy the URL to your clipboard.

The link is also available as an optional column in the Master Document List.

Actions

User definable field

In addition to the 3 already provided, another UDF (or User-Definable Field) has been added to the Action module. This is an extra field available to suit the specific needs of your organization. It is NOT activated by default but may be activated and configured by a System Manager in Settings / Lookup. When activated, the field is displayed in the top section of the Action form, the Actions List, the Export to Excel report option and other reports.

The field has a user-definable label with selectable options in a tree structure.

Selectable Action follow-up required / not required

The Action Form / Action Taken tab now has a check box with Yes / No indicator. This box is checked by default (meaning 'Yes', a follow-up check is required). In which case, a date for the follow-up check should be set before locking this tab.

If the box is Unchecked (No follow-up check is required), the date field is de-activated. Also, when this tab is locked, the text field in tab 4 'Follow-up' will be automatically populated with 'Not required' and that tab locked with the same name and date entry as tab 3 'Action taken'.

This feature facilitates ease of use for simple issues that require no follow-up or further investigation.

Cost field becomes user-definable

The Action cost field may now be user-defined with regards to its:

- Label
- Date type (currency format or full number)

This enables the field to be used for alternative purposes e.g. Quantity or Time. The feature may be defined by a System Manager in Settings / Lookup.

Meetings

Added Chair and Secretary roles to the Attendees register.

Meeting Attendance tab layout improvements.

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Training

Training Event: Added prompt / tooltip in venue field ‘Enter physical location or URL’

As more training events are taking place online, this reminds the administrator that they can add the URL directly into the training event record.

Training event / Participants tab: Added tool tip in ‘search by name ‘box.

Training Event Report: Added column for duration hours and total hours.

Risk

Custom labels in Risk module

Facility is provided to customise the labels for ‘Hazard’, ‘Risk’, ‘Controls Required’, and ‘Controls in Place’ fields. for Risk Assessment. The labels may be configured by a System Manager in Settings / Lookup. Theis enables the risk assessment process to accurately reflect the process and terminology adopted by your organization.

Assets

Added Asset Administrator field.

The Asset Administrator needs to have a Qudos^3 user account and appropriate access permissions, but the Asset Owner does not. The new field is mandatory (every Asset must have an administrator). On pre-existing Asset records, the Asset Owner will be listed as the Asset Administrator by default. **Therefore, we suggest doing some housekeeping on pre-existing records where Asset Owner does not have a Qudos^3 user account and appropriate access permissions.**

The feature enables the potential for separation between the person who is the owner (from a legal or corporate responsibility perspective), and administrator – who is looking after the asset from a practical point of view.

Release Version 3.42

Status: Released to all clients by late 2021.
This is the current version for self-hosted (on-premise) clients.
New features included:

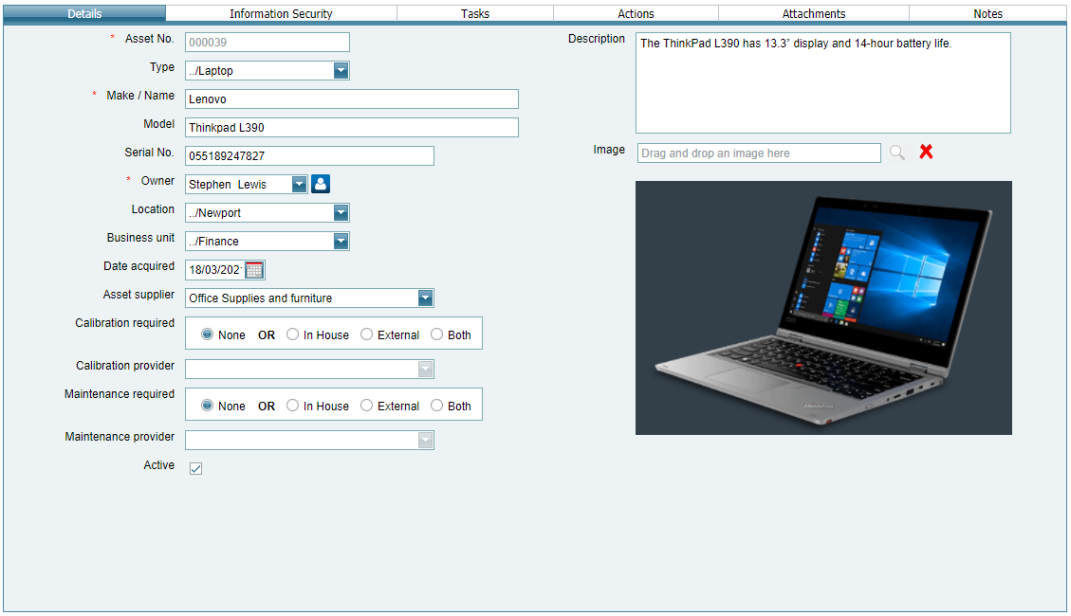
- **Asset management module.** Designed to facilitate the management of both physical and information assets.
- **Security Classification Scheme.** Replaces and builds on the previous confidentiality feature. This allows much greater flexibility in controlling access to documents and records.
- **Expansion of InfoSec Toolkit**
- **Integration of Meeting invites to Outlook / Google calendar.**
- **Enhancements to rehabilitation and insurance tabs in Injury management.**

New Asset Module

The management of assets is becoming an increasingly important are of management systems. Asset Management is the subject of ISO 27001 Information Security standard control A8. It is also very relevant to the 7.1 Resources and other clauses in standards such as ISO 9001 Quality, ISO 45001 OHS etc.

Unlike most asset management applications, the new **Qudos^3 Assets module** is designed to help you to more effectively manage both **physical and information assets**.

The primary component of this module is the **Asset Register**. You may filter the schedule to display only those assets that fit selected criteria. From the register, you may list new assets, copy existing ones, or open them. Each **Asset Record** is used to describe the asset, and you may link to tasks (such as **maintenance** or **calibration** activities in the Audits module) and **Actions.** You may add an Image, Attachments and Notes to each Asset. Look out for the new Asset icon on the Main Screen.



Asset Module to-do list

The following steps may help you to maximise the benefit of using the new module.

- Provide users with security permissions.
- Create an asset management procedure if required (blank templates are available in the toolkit). Add it to Master Document List and add a shortcut in Settings field - File containing the Asset management procedure.
- Review and update Suppliers list to include suppliers of assets or related services.
- Review and update Settings / Lookup table for Products / Services.
- Populate Settings / Lookup tables for Assets (Asset type / Disposal method / Format).
- Create Action and Audit templates with examples that may be used in asset management.
- Populate the Asset Register. Import services are available. Contact Qudos to discuss.
- Plan any activities required e.g. maintenance calibration or checks

Security Classification Scheme

Previously, individual records in selected modules could be identified as 'Confidential' - allowing special access restrictions to be applied. The Documents module also had a 'Corporate' identifier that performs almost the opposite property of allowing documents so identified to be made available to everyone (regardless of other filters).

The **new Security Classification Scheme** replaces and builds on those features. This allows much greater flexibility in controlling access to documents and records. The default scheme will allow for 4 levels of classification - **Restricted, Confidential, Internal and Public** - plus an unclassified option. Existing documents and records will seamlessly transfer to the new scheme. Specifically:

- If a document or record was previously flagged as 'Confidential' that will still be the case.
- If a document was previously flagged as 'Corporate' it will now be classified as 'Public' - meaning it can be shared with anyone.

The scheme applies to the Documents, Actions, Audits, Assets and Meetings modules, and will soon be further expanded to other modules.

Security Classifications	Own Bus. Unit	Global
Restricted	☐	☐
Confidential	☐	☐
Internal	☐	☐
Public	☑	☑
Unclassified	☑	☑

Illustration of the new Security Classification Matrix in Security User Detail form.

Users have access to classified documents and records subject to the permissions they have been granted. System Managers may set those permissions in the Security User Details form. The general principle is that the more sensitive classifications are higher in the table. Any option selected will also enable the options below that in the table. Any option selected in the 'Global' column will also enable the equivalent classification in the 'Own Business Unit' column.

All users previous permissions to 'Confidential' records are carried across to the new scheme. For example, if a user previously had the permission for 'Access to Confidential records - own Business Unit', their profile would now be the same. They would also have access to items flagged as 'Internal' for their own Business Unit and the default options.

The image above illustrates the standard options for the scheme with the options that are automatically selected by default. You may choose to leave the scheme at its default settings. Alternatively, some of the classification labels may be customised if required. Any changes to labels may be performed by System Managers in Settings / Lookup / General / Security classifications.

This new feature allows much greater flexibility in granting access permissions. For now, you also have the option to leave settings and permissions as they are while you consider how best to take advantage of the feature. It is not mandatory to make any changes.

A Video and Article on the subject have been added to Help / Resource Centre.

User Defined Fields in Actions

There are 3 UDFs (or User-Definable Fields) added to the Action module. These are extra fields available to suit the specific needs of your organization. They are NOT activated by default but may be activated and configured by a user with System Manager permissions. When activated, the fields are displayed in the top section of the Action form, the Actions List, the Export to Excel report option and other reports.
The fields are:

- UDF 1: Drop-down list with spreadsheet import facility
- UDF 2: Text field
- UDF 3: Drop-down list with tree option

Meeting link to Microsoft Outlook / Google calendars

The **Meeting Minutes** form now includes a 'Send invitation' button that sends a calendar invite. This enables **integration of Meeting invites to participant's Outlook / Google calendars.** To better support this feature in geographically diverse organizations, the Meeting Minutes also includes a new **Time Zone** field. This is just part of the meeting support enhancements in the pipeline.

Using the new calendar link feature

You will notice that the **Meeting Minutes** form now includes a **Time Zone** field. New meetings will have a default entry. However, please be aware that existing records may not. A time zone needs to be set in order to work with participant's calendars. Clicking the 'Send invitation' button will generate an email to send out the invite. This may be customised before sending.

The User experience on receiving an invitation will vary according to their email / calendar program in use.

- **Gmail / Google calendar** users will have an 'Add to calendar' link in their email.
- **Microsoft Outlook** users should double-click on the ics extension attachment to accept.

Meeting Templates Feature

The previous Default Agenda feature has been replaced with **Meeting Templates.** This offers more functionality and is consistent with the approach taken in other modules.

Qudos has provided a small set of sample templates for Management Review meetings. For example, ‘Qudos - OHS management review’ for the review of an OHSMS based on the requirements of ISO 45001. There are also templates for Quality, Environmental, Information Security and Integrated reviews.

Our samples are all titled commencing with ‘Qudos –‘. Any future updates will be titled in a similar way. We suggest that you review them and change the Titles to suit. That way, any updated samples from us will not overwrite your customised versions. You may also create new templates from scratch and / or save any existing meeting as a template.

The Meeting Templates List is available from the Modules menu.

Injury Management enhancements

Injury management is significantly enhanced with expansion to the Rehabilitation and Insurance tabs of the Injury Form and linked reports / exports to Excel.

Expansion of InfoSec Toolkit

Reflecting the growing interest in Information Security and ISO 27001 certification, the Qudos ISO 27001 InfoSec Toolkit is expanded with more guidance material and new template policies / tools. This is part of a continued expansion of Information Security capabilities that will continue.

Other enhancements in this update include:

- Detail changes have also been made to the other toolkits.
- My Calendar: System Managers can now view other people’s calendars.
- Added a "Daily" frequency option to Copy Meeting form.
- Added a "Daily" frequency option to Copy Audit form.
- Added the Training Events button to the Person Details form – this provides a shortcut to the person’s Training Events List.
- When creating a new training event for a selected person, their name is automatically added to the Training Participant list.
- Added Supplier ID number field to the Supplier List.
- Reviewed and refined all data grid layout settings.

Release Version 3.41

Status: Released to all clients.
New features included:

- **Major improvements to the Training module – making it simpler to use and more powerful**
- The term 'Training Event' is now used to cover training sessions and licences
- A completely new Training Event can be created 'on the fly' removing the need to create a 'course type' before recording an instance of it
- Improved Training Attendance Queries are now available faster - get them directly from the Reports menu of the Training Events List
- Expiry dates can now be entered for each separate event. This offers a more flexible approach for the expiry of licences etc.
- You can now enter an expiry date for each separate training event (preventing the need for a course duration)
- An option for a finish time has been added (to enable attendees to book appropriate time slots).
- The Training Event form now includes a Notes tab - allowing almost unlimited flexibility to adding further information.

Other enhancements in this update include:

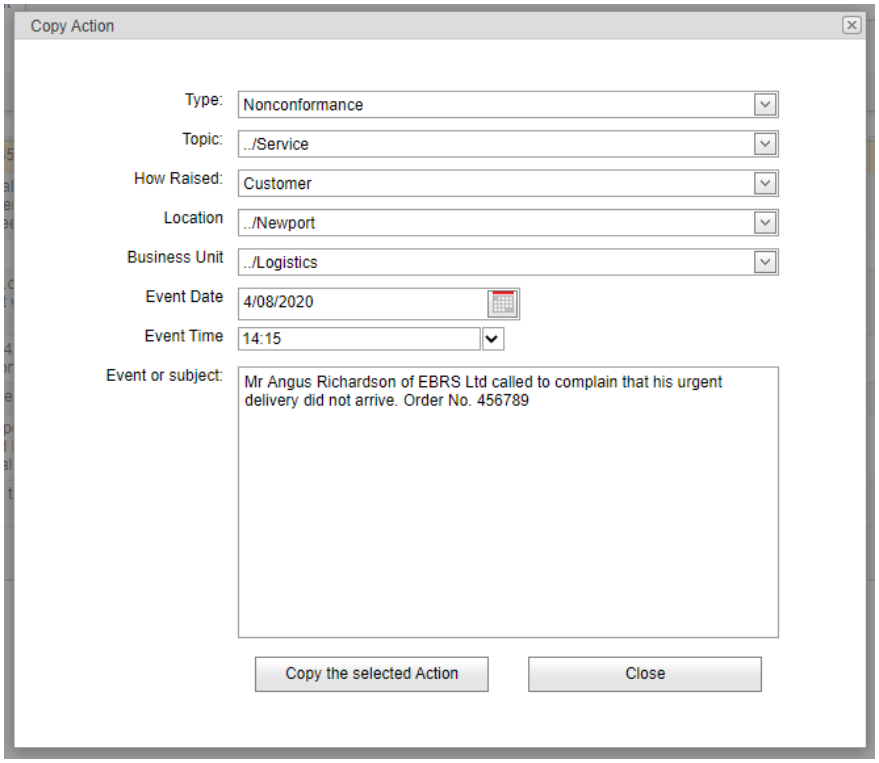
- The previous update included a new Action Template facility. That has proven to be extremely popular and has been enhanced to also allow prompts for tab 2 'Action Required'. This enables you to provide further guidance and communicate your business rules for action required on a wide range of issues.
- Where an Action has been raised from a Benchmark Assessment on a Supplier, it automatically populates the Supplier Name.
- When adding attendees to a Meeting Record, there is now a feature allowing the available list to be filtered by Business unit or Location.
- The Meeting Record now includes a Duration field. This helps with time management and will support a forthcoming calendar invitation feature.
- Added Export to Excel function to Audit Schedule.

Release Version 3.40

Status: Released to all clients.
New features included:

Copy Action

Available from the Actions List / Functions menu, this new feature allows you to copy the details of an existing Action and use them again – making changes where necessary. This helps ensure consistency and reduces the time taken for data input.



Action Templates

This powerful new feature enables users to create a new Action from a pre-designed template. These can prompt optimum data entry and help ensure consistency. To start you off, Qudos has provided a series of template for topics such as:

- **Safety incidents**
- **Customer complaints**
- **Product return**
- **Maintenance request**
- **Tech support request**
- **Root cause investigation**

The sample templates may be customised to suit and the list added to as required.

More Related Action Details

The Action Form's 'Related Action' tab now displays more information – making it quicker and easier for you to see who related actions are assigned to, and what is their current status.

Number	Action Details	Date Recorded	Status	Assigned To
57.01	Investigate the root causes Related to Action #57: Date Received: Time Received: Product: Qudos 3 (or state other) Hosting: Cloud or Self Version: N/A if cloud Issue:	22/09/2020	Not Planned	John Page

Export Suppliers List to Excel

Available from the Suppliers List / Functions menu, this new feature allows you to create an Excel workbook with a complete or filtered list of your suppliers and their profile. This can be of great benefit for general management / analysis purposes. It may be used to generate a 'Preferred Suppliers List' that is then saved as a Document – making it available to even those that only have Guest access.

Enhanced Supplier Details Form

The Supplier Details form has been greatly enhanced with a redesign, 3 complete sets of contact fields + an additional Account Number field.

Templates for Supplier and other Assessments

A Template Assessment feature has been added to the Benchmark module. That enables you to create a series of templates that will help make the assessment process easier and more consistent.

The tool for creating templates is available from menu item Modules / Benchmark / Benchmark Templates. Any templates created here may then be used in new Benchmark Assessments – for Suppliers and other subjects.

To get you started, Qudos has provided 3 sample templates – for Product Supplier, Service Provider, and the very topical subject of Ethical Sourcing. The Service Provider sample is shown here.

Item No.	Item / Activity
1.00	DIFOTIS (service delivered in full, on time, and meets specification or agreed requirements)
2.00	Competitive pricing
3.00	Payment terms
4.00	Invoicing
5.00	Information provided
6.00	Guarantee / Assurance of rework if required
7.00	Timely and appropriate response to any issues raised
8.00	Management systems implemented
9.00	Required insurances in place
10.00	Professionalism / courtesy
11.00	Hours of operation (call out service where relevant)

The template feature operates in a similar manor to the those in the Audits and Document Reviews. When a new Benchmark Assessment is created, the user is given the choice of creating their own checklist or utilising one of the templates.

A saved assessment may also be set as a new template. Use the Benchmark Assessments List menu item Functions / Set as Template.

Business Continuity Gap Analysis tools

In the light of recent events, governments, regulators and business clients will increasingly want to be confident of resilience in their supply chains. More and more, they will seek assurance that key suppliers have implemented an appropriate level of business continuity planning. That resilience may be achieved with a BCMS (Business Continuity management System) and may be demonstrated by the system being independently certified. Of course, a BCMS may be integrated with other systems for topics such as Quality and Information Security. There is an international certification standard that specifies requirements for a BCMS, and that standard is ISO 22301.

To assist your business continuity planning, a comprehensive ISO 22301 Gap Analysis tool is included in the Qudos 3 Audits module. It is available as a template option when creating a new Audit Record.

Business Continuity and **Remote Working** packs are available from menu item Help / Resource Centre / Documents. There is also a blog article on the topic here.

Enhanced Document Review tools

A number of enhancements have been made to assist your Document Review process.

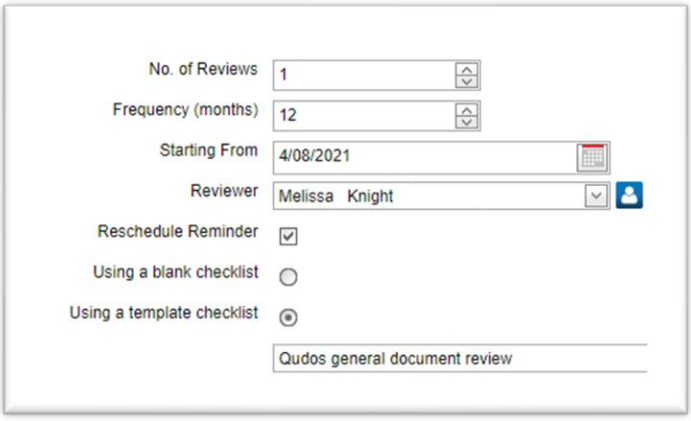
Document Review Status and Date columns have been added to the Master Document List. These enable you to quickly see the review situation for all documents. The fields are optional and may be added to your display using the Column Selector tool in the Master Document List.

A **Template Document Review feature** has been added. It enables you to create a series of templates that will help make the review process easier and more consistent.

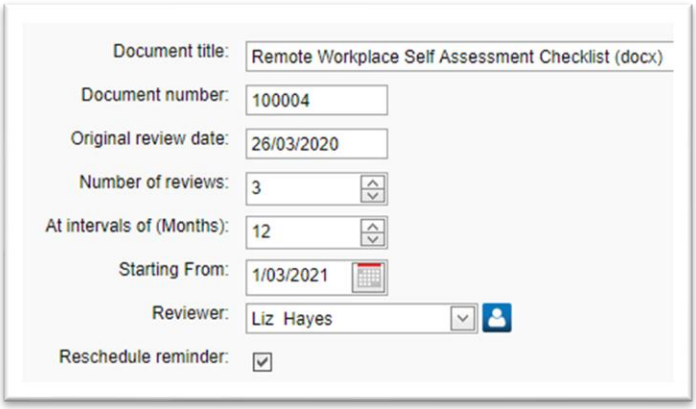
The tool for creating templates is available from menu item Modules / Documents / Document Review Templates. Templates created here may then be used in any new Document Review. To get you started, Qudos has provided a generic review template.

A saved review may also be set as a new template. Use the Document Review Schedule menu item Functions / Set as Template.

An enhanced **Document Review Plan** is now available when a new document is added to the Master Document List.



Improved Copy facilities are now available to easily replicate an existing document review. This feature is available from the Document Review Schedule menu item Functions / Copy.



There is now an automated **email notification when a document is deleted** from the Master Document List. This may be sent, adjusted or cancelled as required. Default information includes:

- **Document Title:**
- **Document No.:**
- **Type:**
- **Topic:**
- **Owner:**
- **Business Unit:**
- **Location:**
- **Reason for deletion:**

The **Audit Templates List** displays new columns for Edited By and Edited Date. These facilities are also included in the new template tools for Benchmark Assessments and Document Reviews.

When creating a **new Document**, the Owner field defaults to the logged in person (but is editable).

When creating a **new Objective**, the Owner field defaults to the logged in person. The business Unit and Location fields also default to those that the person belongs to (but all are editable).

Improved reports for Meeting Minutes, Audit Records, and Action Form.

Release Version 3.39

Status: Released to all clients.
Update provided to cloud-hosted clients. Files available to self-hosted clients for download and install - check Download Portal for files and details.

New features include

- **Faster Login process. We have eliminated the Start page and updated the login screen.**
- **Smoother document download process. Double-click to open a selected document in the Master Document List. Depending on your browser, the document will open directly in its application window or a new browser window.**
- **New Status Alerts / Improved messaging on all lists and data-entry forms.**
- **Selector boxes used in tree filters throughout the software are now double-click to select.**
- **Event-based emails from actions and meetings get new feature to add attachments that are associated with the record.**
- **Audit Record Checklist items get a N/A option.**
- **Audit Record Checklist items get facility to drag-drop images directly into them.**
- **Improved Audit Record Checklist report.**
- **Option for all users to edit sections of their own Personal Details form and IDP (Individual Development Plans).**
- **Person Details form gets a Notes tab**
- **People lists sorted by surname.**
- **Improved Training Session report.**
- **Risk Register filter and report get a Risk Owner field.**
- **Detailed improvements to various forms and increased automation.**
- **Additional features in toolkits for remote working.**

Release Version 3.38

Status: Released to all clients.
Update provided to cloud-hosted clients. Files available to self-hosted clients for download and install - check Download Portal for files and details.

Comprehensive Gap Analysis Tools

2 Comprehensive Gap Analysis tools have been added.

- **For gap analysis against the ISO 27001 Information Security standard**
- **For integrated gap analysis against ISO 9001, ISO 14001 and ISO 45001.**

These unique and powerful tools will help you plan for compliance with the established international management system standards. They are fully integrated with Qudos 3 allowing you to link the analysis with individually assigned actions, generate reports and notifications.

You can conduct your own **Gap Analysis** or alternatively, we can provide a qualified ISO 27001 auditor to assist you. Contact us for further information.

The Gap Analysis tool is available in the Audits module. Add a new Audit to your schedule and select the option to create from template.

Improved Actions module

- **Changed 'How raised' and 'Action type' fields to a tree structure. This allows for more flexible data entry and reporting.**
- **Logic change to enforce rule that Action tabs 1-4 cannot be locked out of sequence.**
- **Drag-and-drop facility for Attachments.**
- **Added filter details to the Export to Excel feature**
- **Automated the copying of data in the Topic field from source records to Actions generated from them. This has been applied to Actions raised from Objective, Audit, Risk and Benchmark. Actions raised from the Risk Assessment summary page inherit the overall topic for that assessment. Actions raised from a Risk Assessment item inherit the topic for that item.**

Improved Supplier module

- **New Notes tab.**
- **Additional fields on profile tab for Web site and Business Registration Number.**
- **Drag-and-drop facility for Attachments.**

Improved Risk module

- **Additional fields added to Risk Assessment Form / Risk Register and matching reports. Each individual risk assessed now has fields for Risk Owner and Topic. The Topic field has logic rules that it must match the topic of the overall assessment – or it may be a sub-topic of that.**
- **The name in the Risk Assessor field defaults to also being the Risk Owner for the first assessment item. This is user-editable but saves time in most cases.**

- **The Risk Owner for the first assessment item is the default for subsequent assessment items. Again, this is user-editable but saves time in most cases.**
- **Redesigned Risk Register.**
- **Export to Excel facility added to Risk Register.**
- **Drag-and-drop facility for Attachments.**
- **New facility for User-definable background colours in Risk Level fields.**
- **Added logic to automate initial values set for Likelihood and consequence being copied to final values of the same – BUT ONLY IF those final values are currently unspecified.**

Other changes include:

- **Client logo facility added to Main Screen – this utilizes the existing Add logo facility in Settings: Management Console.**
- **Updated the Add logo form to provide improved drag and drop functionality and more flexible size options for the image to be uploaded**
- **Drag-and-drop facility provided for when adding new documents and revising documents.**
- **Drag-and-drop facility provided for Attachments throughout the software.**
- **Enhanced controls in the document deletion process. Now requires a reason for the deletion to be entered. Automatically captures the name of the person deleting and information to the document's Notes tab. The Notes tab is also similarly updated if the document is restored.**
- **Master Documents List: Added filter details to the Export to Excel feature**
- **New training videos for Actions and Audit modules.**
- **Email Reminder Report – Added Action Required field to the Actions section.**
- **Audit Schedule. Change to default options displayed: Added Audit Type and removed Score (if required, this is still available for selection in the Column Selector box).**
- **Audit Report & Audit Checklist Reports now display Heading Rows Repeat.**
- **Meeting Agenda and Meeting Minutes Reports now display Heading Rows Repeat.**
- **Training Schedule – Start time and Duration fields added to default display.**
- **Training Attendance Query / Refresher tab - Added an additional report for refresher needed 'By Course type'**
- **Risk Ownership option added to the People / Re-assignment form – allowing ownership of risks to be transferred to a different person e.g. when someone leaves the organization or changes role.**
- **Full top menu options added to the Re-assignment, Security User Accounts and Security User Details forms.**
- **New Re-assignment log created. This has selectable options and will generate a report based on those selections. It is available from the People List and Re-assignment form.**
- **Security User Details / User ID field extended to allow up to 50-character entry. Also now allows a User ID to be updated by an Admin person (System Manager).**
- **Action form page tabs changed from multiple to single row.**
- **Updated Resource Centre Articles**

Information Security Toolkit

The previous Policy Toolkit has been expanded to include enhanced policy documents, ISO 27001 guidance material and additional tools.

Release Version 3.37

Status: Released to all clients.

New Main Screen

One of the first things you will notice is the new-look Main Screen. In addition to big and bold new icons, there are now more shortcuts to items on the top menu e.g. Password, Security, Settings and Help.

The new icons are resolution-responsive – adapting their size and borders to best suit your device.

My Calendar Tool

The previous 'My Status Report' is replaced with **My Calendar**. This is a dynamic and interactive tool that allows each user to quickly see what activities are outstanding or are coming up in the near future.

It is accessible from menu item **Quicklinks / My Calendar** or from its icon on the Main Screen.

My Calendar displays scheduled and overdue activities that relate to the person that has logged in. Listed activities include:

- Objectives
- Document reviews
- Audits where the person is the nominated auditor
- Audits where the person is the nominated contact *
- Actions
- Meetings to attend *
- Refresher training due *
- Training sessions to attend *
- Risk assessments
- Benchmark / Supplier assessments

* These activities may be displayed for all users as applicable. Other activities require read or edit permissions to the relevant modules.

There are both **Calendar** and **Table** view options. In both view options, the user may click on an item to see more information. If the user has Read or Edit permission to the relevant module, they may also proceed to open the record.

Enhanced Status Indication

Status indication has been standardised and enhanced in lists throughout Qudos 3. A Status column is now a default option in all relevant lists and is located on the right-hand side. Overdue records are highlighted using a white font on a red background.

Status filter tools have also been standardised and enhanced as applicable.

Gap Analysis tools for ISO 9001 and ISO 14001

In v3.36 we added a complete Gap Analysis tool for the ISO 45001 OHS management system standard. With version 3.37 we have also added complete Gap Analysis tools for the ISO 9001 Quality Management Standard and the ISO 14001 Environmental Management Standard.

These unique and powerful tools will help you plan your new system by linking the analysis with individually assigned actions. You can conduct your own Gap Analysis or we can provide a qualified consultant to assist you. Contact us for further information.

The Gap Analysis tools are available in the Audits module. Add a new Audit to your schedule and select the option to create from template.

Other improvements in version 3.37 include:

- **Objective Register: Add ‘Created date’ as a default option in the data grid.**
- **Audit Record and Document Review: Removed the follow-up tab. Research has indicated that these tabs were no longer widely used. They have therefore been removed to simplify the interface, Any issues raised at the audit or review may be addressed by a resulting Action.**
- **Injury management: If any Injury Report is added to an Action Form, the Action automatically becomes classified as confidential. The user is advised at the time.**
- **Reminder email - The content of the ‘software licenced to’ setting now also appears at the top of the reminder email.**
- **Help interface simplified and contents updated to reflect the latest changes.**
- **Minor enhancements to all toolkits.**

Release Version 3.36

The nature of this update will require some actions by your administrators. Please see the details below and especially the **red text**. We are here to help. If you have any queries, please don't hesitate to contact us.

Stronger security

A range of 'behind the scenes' security enhancements have been incorporated into the software. Most of these will not affect your normal usage. However, one will. There are now stronger password requirements.

A password must be at least eight characters and include at least 3 of the following:

- Upper-case letters
- Lower-case letters
- Numbers
- Characters (The greater than (>) or lesser than (<) symbols should not be used).

if a user tries to use an existing password that does not meet the new requirement, they will be prompted to change it.

Full and Lite users may change their own passwords.

Those using the shared Guest account cannot change the password, so we recommend that an Administrator changes the Guest password and informs those that use the Guest account.

Integrated, Multi-level Topics

Over the years, we have added Topic or Category fields in various modules to help you better define your records and refine searches. These have now been combined into one integrated **Topic** field that is common across all modules. The fields that have been integrated are:

- Objective topic
- Document topic
- Audit topic
- Action topic
- Training category
- Risk category
- Benchmark category

All have been renamed on the forms as **Topic**. **This integration creates consistency and means that you only have to create topics in one place**. The properties for this integrated field are set in the General area of the Lookup Tables.

To get the best out of this new facility, Administrators should verify and unify (or combine) topic entries where there may have previously been alternative labels used in different modules.

e.g. if you had a Document topic of 'Quality' and an Audit topic of 'Quality Assurance' you may decide to change the Audit topic to also be 'Quality'. You would then deactivate 'Quality Assurance' as an option. Step-by-step instructions are available in Tech Support Article TSA 0029 – available from the Qudos 3 Technical support page on our web site.

Multi-level topics.
Topics no longer have to be a simple drop-down list. If you prefer, you now have the option of creating multi-level topics in a tree structure. Once you have carried out the review and configuration above, you may

consider implementing this enhancement. See video in the Online Reference Centre or contact us to discuss further.

For example, a topic ‘OHS’ may have sub-topics such as ‘Electrical safety’, ‘Manual handling etc.’

An alternative model may be for a topic based on an ISO standard to have sub-topics based on clauses of that standard e.g. ‘ISO 27001 information Security’ may have ‘7 Support’ or ‘A8 Asset Management’.

New Audit templates to save you time

Qudos has provided a series of Audit templates with ready-made checklists to make your internal audits, inspections and checks even easier.

Audit Templates are available from menu item: Modules / Audits / Audit Templates. Your library can be further expanded. For example, your existing Audit checklists can be converted to templates - or you can create a new one from scratch. See Help page 'How to create an Audit Template'. Qudos can also create custom templates for you Contact us for details.

Gap Analysis tool to help you transition to ISO 45001

Organizations with OHS management systems are beginning to transition to the ISO 45001 standard that was introduced during 2018. The largest of our Audit templates is a full Gap Analysis checklist for ISO 45001. Use this to help with your transition by linking your analysis with individually assigned actions. You can conduct your own Gap Analysis or we can provide an OHS consultant to assist you.

Better for communication and collaboration

A number of facilities have been provided in this update to automate communication and support collaboration and information sharing in various areas. These include:

- When an administrator changes the password for another user, Qudos 3 will automatically generate an email to inform the user. The chooses whether or not to send the email.
- When a user account is nearing its expiry date, The Qudos 3 add-on reminder program can generate an email reminder. There are options to set the notice period, and whether to send the reminder to the user, the nominated administrator, or both. We will apply your chosen settings for you. To update your Reminder settings, download the form, choose your preferences, and email to us. We will do the rest.
- A Notes tab has been added to Objectives, Documents, Action, Injury Reports, and Objectives on various record types. Further details below.

Manage your Objectives better

The new Actions tab facilitates multiple actions being directly raised from and linked to an Objective. This makes it possible to use an Objective as a project management tool where a single over-arching Objective has a whole range of actions assigned to either the Objective owner or other users.

The new Note tab facilitates continuous progress notes, and collaboration. The owner gets automatically notified by email when Note is added by any user other than themselves. If required, a member of System Managers group can remove a Note.

In the Objective Register main table, the Target date field is now displayed by default. Also, the Business Unit and Location fields are now available for display - add them via the Column Selector box.

Provide feedback on documents

All users (Full and Lite) can now provide feedback on any document they have access to. The document owner (and reviewer – if a different person) gets automatically notified of the feedback.

Manage your Actions better

The new Note tab facilitates adding progress notes, and collaboration. The owner gets automatically notified by email when a Note is added by any user other than themselves. If required, a member of System Managers group can remove a Note.

Added prompt in Action Required field 'Where appropriate, consider if there could be any similar issues'. This is aimed at helping ensure compliance with the requirements of ISO 9001 regarding nonconformities.

Added prompt in Follow-up field 'Where appropriate, consider using a Related Action for root cause analysis / corrective action'. This is aimed at helping ensure compliance with the requirements of ISO 9001 and other standards regarding Corrective Action

Injury management

The Injury Form has been greatly enhanced for Injury management – with extensive tools for logging employment details, insurance claims, rehabilitation and a Notes tab. You may consider adding Suppliers with Insurance listed in their Products / Services portfolio in order to make them available for selection.

More features available to Lite Users

In addition to Document search and raising Actions, Lite Users can now also use the Individual Development Planning tool, provide feedback on documents, and be provided with access to edit their own Personal Details profile. The Resource Centre now includes a template Welcome letter for your administrators to advise Lite the features available to them.

Other enhancements include:

- Double-click to open record feature is returned to most lists (the Master Document List retains the single-click on the 'eye' icon to view a document)
- Short cut added from Course Details form to immediately open a Training session or instance of that type of course
- Consolidated default sort orders and display options in lists throughout the application. Activity-based lists such as the Objectives Register, Document Review Schedule, Audit Schedule, Actions List, Meeting Schedule, Risk Assessment List, and Benchmark Assessment List now have a default sort order based on **date ascending** and will display **open or outstanding** records. This may be a good time for a housekeeping check on existing records – such as ensuring that all completed records are locked. We also recommend that you check your Meeting Schedule to ensure that there are no old entries without a date (as these would appear at top of list) or any complete but unlocked records.
- Document Review Plan: Added a field for 'Reviewer' – this field defaults to displaying the Owner but is editable in case the reviewer is someone else.
- Meeting Schedule. Added option to filter by Status. Improved Copy Meeting feature.
- Risk Assessments List. Added Assessment No. as a field in the filter / search area.
- Benchmark Assessments List. Added Assessment No. as a field in the filter / search area.
- Benchmark Assessments List. Added option to filter by Status.
- Benchmark Assessments List. Added Supplier as a default field in the main table (as assessments often relate to Suppliers)
- Training Schedule. Added option to filter by Status.
- When raising an Action from a Benchmark Assessment, the Assessment No is included in the Actions' Event /Subject text field

Release Version 3.35

Status: Version 3.35 has been released to all current subscribers – Cloud and Self-hosted. Details of this and previous updates are on the following pages.

Enhancements include:

ISO 45001 Safety Toolkit

ISO has recently released ISO 45001 - a new international standard for OHS management systems. It has a great deal of commonality with other new-generation ISO standards and significantly improves the options for integrating management systems. As such, many consider it to be the most important OHS standard ever released

As part of our continuing development programme for Qudos³ we have released a new **Safety Toolkit** based on the requirements of ISO 45001. The toolkit includes a guide book on the requirements of the new standard, planning tools, and a series of template policies, procedures and other documents.

New Supplier module

A new module has been added to help you better manage your important suppliers and other external providers. The module includes a Suppliers List, and a Supplier Details form which includes pages for:

- Supplier profile
- Products / services provided by the supplier
  The Products / services table is in the form of a tree structure and allows multiple choices to be made. As with all user-definable tables in Qudos 3, this may be configured in the Management Console
- Assessments
  This page links to the Benchmark Assessment form an enables you to create and list multiple assessments for the supplier over time. Using the existing reminder program, the assigned person will be reminded of assessments to perform
- Attachments.

The Suppliers module is available from an icon on the Main Screen and from menu item Modules / Suppliers.

Relevant Help files have also been added.

Contact us for training options.

Additional facilities for All Users

The functionality available to All Full and Lite Users has been increased to allow them to view and edit their own Personal Details record and IDPs (Individual Development Plans). This offers the potential for a much wider application of those tools.

Lite User licences are available in batches of 25 and can be activated within 2 business days.

Documents just got confidential

Added Confidentiality function to Documents. The Document Details Form now has a Check box for marking the document as confidential. Documents so identified are visible only to:

- The Document Owner
- The nominated Document Reviewer (which is typically the Owner, but may be someone else)
- Those with security permission to view confidential items globally
- Those with security permission to view confidential items within the relevant business unit.
- Members of the System Managers security group

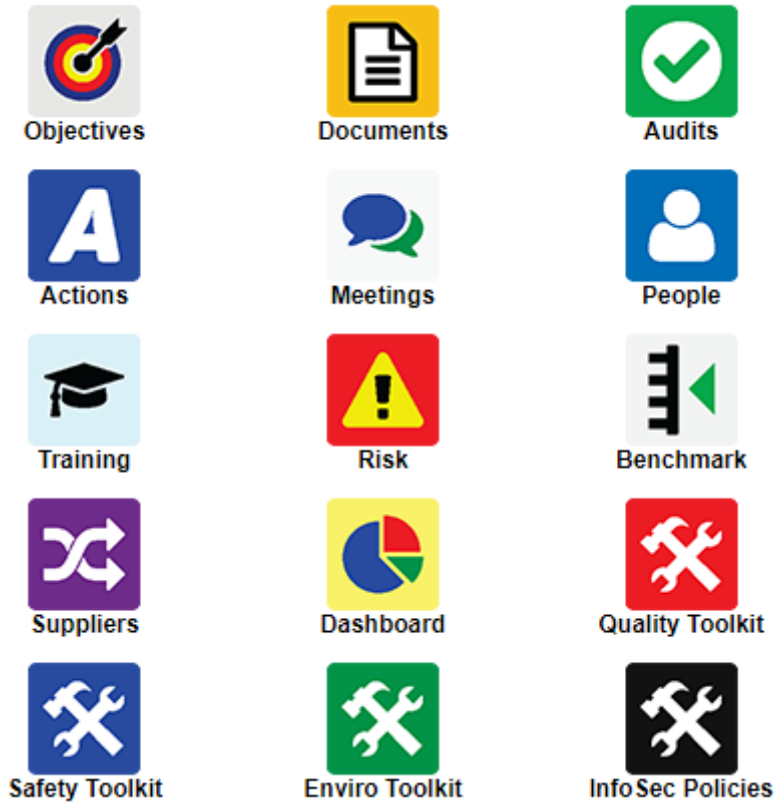
Security permissions are defined in the Security User Details form. The Master Document List includes a field that indicates the Confidentiality status of each document. The field is not typically displayed by default but may be included in the grid using the Column Selector tool.
The confidentiality function is now available in the Documents, Actions and Meetings modules.

Injury table with Export to Excel

A new Table and export option has also been added to the Injury Dashboard. You may now view injury data from multiple records and export the data directly to Microsoft Excel (xlsx format). The table may be configured to display or hide the names of injured persons.

Other enhancements in v3.35 include:

- New large font Theme option – available for all themes (there are now 12 theme / font size combinations available with each user having the ability to select and retain their own preference).
- New User Account expiry warnings – A warning is displayed on the Main Screen if user account has less than 60 days to expiry. The number of days to expiry is indicated. Warning changes colour to Red when within 8 days of expiry.
- New Start page with larger Start button. Message area updated and incorporated into main page (instead of in a frame).
- New icons on main screen – background colour gradation removed.



- Faster data entry in Meeting and Training attendance fields – starts to filter matching names as user types. Similar functionality was already available in the other name fields throughout Qudos 3.
- Person Details form – additional email option. Added option of emails being sent to Supervisor (for people that don't have a business email address).
- Person Details form. Person Type checkboxes removed. Now 3 alternative radio buttons for Employee, Contractor, and Other.
- Change of basis for Auditor availability for selection. Previously, this required the Auditor field being checked in the Person Details form. This has changed to being based solely on Security permission to edit the Audit module.
- Document Deletions List enhanced: Added 'Deleted By' and 'Deleted Date' to the main data grid and report. Changed some field display justifications.
- Improved validation / messaging for duplicate User ID entries in Security User Details and for use of reserved character combinations in Action Form text fields.
- Improved validation / messaging for duplicate checklist items (Document Review, Audit, Meeting, Risk Assessment, and Benchmark Assessment). Message will display: There are two or more checklist items with the same item number (x.00) - please correct before saving.
- Improved messaging: Message confirming upload status of attachments: When the uploaded files have been successfully uploaded, this message will display: "Attachment(s) have been uploaded successfully and can be viewed by clicking on the View button.". When a file with the same name as the uploaded file already exists on the server. this message will display: "There is already a file of

that name in the system. Therefore, the uploaded file has been renamed. Please check the new name from the file name field." A specific error message will display if an error occurs.

- Increased character space – on multiple text fields throughout the application.
- Remaining character indication – on text fields throughout the application. Identifies how many character spaces remain available for use. Colour also changes on indicator as limit is neared.
- Added an 'Add Review' option to the Master Documents List Functions menu
- Locking any record now automatically forces it to Save (added to all record types).
- Retain sorting on list forms when user opens a data entry form and then returns to the list.
- Enhanced automation of data transfer from a Document Review to an Action raised from it.
- ISO 45001 Articles and Gap Analysis Tool in Resource centre
- Updated Quality Toolkit (v18A) – New Interface, expansion of Guide Book, IMS Overview (inc. ISO45001), Communications Plan, Risk Register, Project IMS Plan, New RACI Matrix.
- Updated Enviro Toolkit (v18A) – New Interface, IMS Overview (inc. ISO45001) and IMS Transition Project Plan Tool
- Updated Safety Toolkit (v18A) – New Interface, IMS Overview (inc. ISO45001), ISO45001 and IMS Gap analysis, IMS Transition Project Plan Tool, Risk register, and OHSMS Project planner
- Removed 'New' button on Document Details Form.
- Changed method of creating download zip files form Management Console. This eliminates potential issue caused by the standard Windows zip tool not accepting filenames with special characters.
- Fixed bug preventing display of attachment to an Action Form the first time the form is opened.
- Fixed bug affecting full display of Business Unit or Location from tree in the Training Session Attendees filter in some instances.
- Fixed bug affecting display of Action number in Dashboard Injury Table.

Acknowledgement: Open image by Finn Hackshaw on Unsplash