



Safety & Quality Management System

AQD V6.1.2 RELEASE NOTES

Version 1.2



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AQD V6.1.2 Enhancement Release Overview

Introduction

AQD V6.1.2 is an enhancement release that introduces a set of customer requested enhancements and general improvements. This release is part of the on going commitment to providing customers with an effective and efficient Quality and Safety management tool set.

As a result of the changes introduced in V6.1.2 new versions of the following modules have also been released:

- 1) AQD Workbench
 - 2) AQD Web Interface
 - 3) AQD Offline Capture.
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V6.1.2 Enhancements

The following customer requested enhancements are available in AQD V6.1.2.

Changes to eReport & Occurrence Form Display

To improve handling of eReport and Occurrence information the following changes have been made:

- 1) Multiple eReport and/or Occurrence forms can be open at the same time. This means it is possible to amend one form while having other forms open for reference. *Our Ref 4153*
- 2) The layout of the eReport and Occurrence forms have been changed to improve access to relevant information. The tabs at the top of the form now show the Occurrence Type(s) for the eReport or Occurrence, and a list of forms related to the current eReport/Occurrence is shown at the bottom of the window. Double clicking on a row for a related record will open the corresponding form. *Our Ref 5631*

ID	Date/Time	Title
FL113-08	2/12/2008 8:35 a.m.	Flight Attendant fell during very rough turbulence
CAB11-08	2/12/2008	CA2 fell during descent in to Wellington.

Large Custom Text Fields

To provide greater flexibility in the eReport/Occurrence form design process, all custom text fields now have a Max Length option. The maximum length for a custom text field can now be set to any value between 1 and 2045 characters depending on the intend purpose for the field (Note; the 6 General Memo fields that provide up to 4000 characters are still available if more than 2045 characters is needed). *Our Ref 3801*

Custom Investigation States

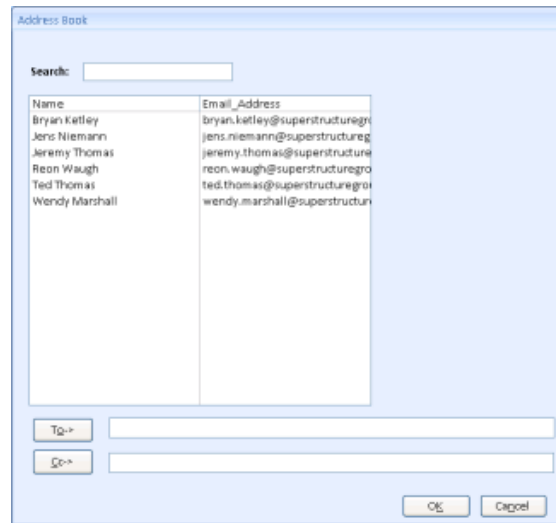
To assist in managing Investigations the ability to define 3 custom states for Investigations has been added. The new custom states are inserted between the existing In Progress and Closed states, to provide additional process management before closing an Investigation (e.g. additional states such "Peer Review" or "Management Approval" could be used). *Our Ref 4949*

AQD Internal Address book

An AQD Internal Address Book has been provided as an alternative to using the address book from the installed email application (e.g. the MS Outlook address book).

When AQD is configured to use the AQD Internal Address Book the Address Book form shown is opened from all AQD Email forms.

The Internal Address Book form displays a list of names and email addresses and includes a predictive search feature to find names in the list.



A list of recipients can be created by selecting names from the list and clicking the To or CC buttons. When the Address Book is closed the list of recipients is inserted in to the To and CC fields on the AQD Email form. *Our Ref 6316*

Additional Email Details

The default event details added to the Email eReport and Email Occurrence message text have been extended by including:

- Location
- Aircraft Type

The details are control by Secure Fields settings and will be suppressed if the user does not have appropriate security authorisation. *Our Ref 5805*

Email Signature Text

The limit on the size of the AQD Email Signature has been increased to 4000 characters. *Our Ref 5848*

Finding Response Request Extension

A Finding Response Request (Finding Notice) with Actions option has been added to the Print Findings function. The new Finding Response Request with Actions option creates a MS Mail merge document that can include all Finding, Cause and Action details. The merged document will show one action per page, repeating the Finding and/or Cause as required.

To deliver a Finding Response Request with Actions a new mail merge template is provided with V6.1.2. This template should be customised to meet your organisation's needs (Note: As this is a MS Word document it can be used to create a non-English finding notice form from AQD). *Our Ref 4081*

Findings & Actions Form Changes

The following enhancements to the Finding and Action forms have been added:

- 1) After the Finding or Action is assigned to a Department the list of Staff Members available in the Assigned To field is limited to those people that belong to the selected Department (as defined in the AQD Organisation Structure). *Our Ref 4617*
- 2) After the Finding or Action is assigned to a Staff Member the Department is automatically set to the Department to which the Staff Member belongs (as defined in the AQD Organisation Structure). *Our Ref 4617*
- 3) When using the Two Step action process the Response Status defaults to 'Required' when creating a new Finding. *Our Ref 5499*

Checklist Enhancements

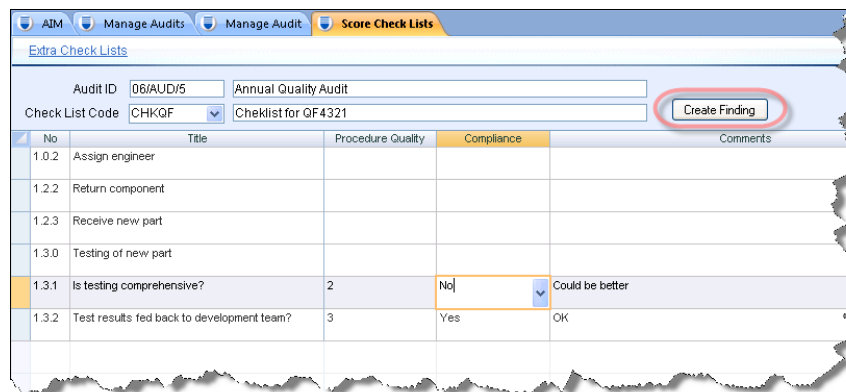
The following changes to the AQD Checklist tools have been introduced to align with IOSA checklist standards:

- 1) The number of characters that can be entered in to the Checklist title field has been increased to 4000 characters. *Our Ref 5360*
- 2) One more numbering level has been added to the Checklists number structure. It is possible to use two digit (e.g. 1.2) or three digit (e.g. 1.2.5) item numbers. *Our Ref 5511*

Score Checklist Extension

Checklist Scoring has been extended through the addition of a Create Finding feature. This option allows a quick means of creating a Finding for an Audit based on the comments and references entered against a Checklist item.

Once a Finding has been created the Finding reference is shown next to the Checklist item, and the Checklist item reference is also shown on the Finding form. *Our Ref 5102*



Assessment Department

The Department to which an Assessment is assigned is now displayed in the following locations:

- 1) Manage Occurrence: A Department column has been added to the list of linked Assessments and Investigations. *Our Ref 5856*
- 2) Investigation Status Report: The assigned Department has been added to the report when Assessments are included. *Our Ref 5857*

**Finding
Statistics
Output
Extension**

The Finding Statistics form has been extended by addition of an Output option that creates a List of Findings based on the criteria specified.

The list of Findings is displayed using the Findings Enquiry Search Results. Note: The list enforces Occurrence Type and Department security. *Our Ref 5350*

**Staff Workload
Report
Extension**

The option to include Findings and Actions has been added to the Staff Workload Report. When the new option is selected the Staff Workload Report will include sections that show the open Findings and Actions for each Staff Member. *Our Ref 5507*

**Manage
Assessments
Extension**

The Assessment process has been extended to improve tracking of the Assessment process by the owner department. The changes include the addition of an Administrator Staff Member for an Assessment and an additional Staff Member filter option on Manage Assessments.

The Administrator for an Assessment is the person responsible for monitoring the completion of the Assessment and reviewing the response provided by the Assessor. The Assessor is the person to whom the Assessment has been assigned to provide a response (Note: the Assessor is still optional, so that Assessments can be assigned to a Department for response, rather than a person.) *Our Ref 5428*

**Audit Report
Generation
Extension**

The generation of the MS Word Audit Report document has been enhanced by include the comments entered against the Audit Module linked to the Audit.

When the Requirements substitution string is used in the Audit Report document the names of the Audit Modules will be followed by the comments recorded against each Audit Module. *Our Ref 5977*

**Manage
Actions
Extension**

The Department filter on Manage Actions has been enhanced by removing the Department Security restriction on the combo box list. This means that it is possible to filter the list of Actions by any department listed in the AQD Organisation Structure, regardless of the person's Department Security authorisation. *Our Ref 6140*

V6.1.2 Improvements

The following general improvements are also available in AQD V6.1.2.

Improvements

- The Assigned To combo box on the External Findings search form has been changed to show a list of Staff Members from the AQD Organisation Structure. *Our Ref 5555*
 - The Print Findings function on the External Findings form has been corrected to avoid the no matching Findings message when printing the Finding Response Request for a valid External Finding. *Our Ref 6444*
 - Resolved the spurious menu security message that occurs when the 'Display assessment form on completion' option is checked on the New Assessment form. *Our Ref 5330*
 - Scrolling has been enabled for the synopsis field on the View Investigation/Assessment form to enable viewing of long synopsis or response text. *Our Ref 5854*
 - A Log entry has been added for viewing the eReport/Occurrence Browser preview to align with the AQD report preview. *Our Ref 5547*
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V6.1.2 Known Issues

The following issues are known to existing in AQD V6.1.2.

**MS Access
Send /Don't
Send Error
Message**

Under some circumstance an extraneous MS Access fatal error message is displayed when closing the system. No data loss occurs and the system behaves normally until closed.

The problem has been mitigated by implementing a switch that prevents multiple eReports and Occurrences from being open at the same time (an enhancement introduced in V6.1.2. refer Changes to eReport & Occurrence Form Display) which appears to aggravate the problem.

Products Affected: AQD Client, Offline Capture

**Manage
Assessments
Staff Member
filter**

Using the new Staff Member filter provided on the Manage Assessments form can cause the list of Assessments to show duplicate rows for some of the Assessments.

Products Affected: AQD Client

**Manage
Assessments/
Manage Audits
Include Sub-
Departments
filter**

The include Sub Departments checkbox for the Department filter on the Manage Audits and Manage Assessments forms does not include sub departments. When checked, the list of Audits/Assessments shown in the datasheet on the form does not include those items that are assigned to the sub-departments of the department selected in the filter.

Products Affected: AQD Client
