

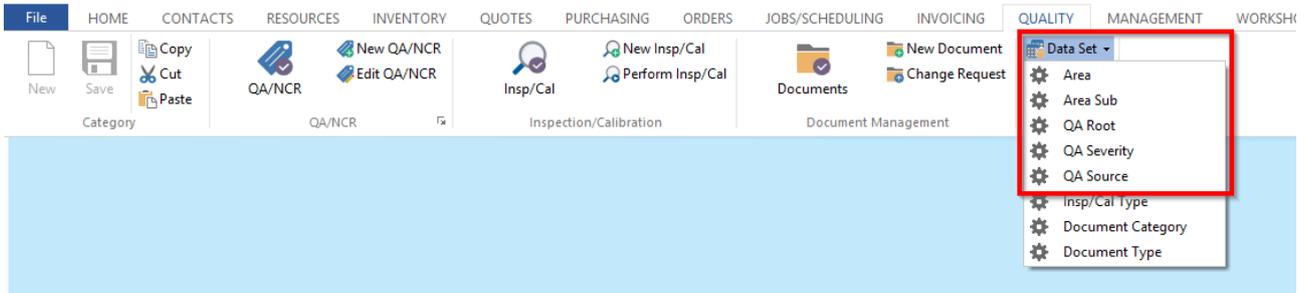
NCR/ECR Parameters:

Overview:

The NCR (Non-Conformance Report) / ECR (Engineering Change Request) Parameters are the codes and description used when entering, editing, and raising issues within the 'Quality Management Systems'.

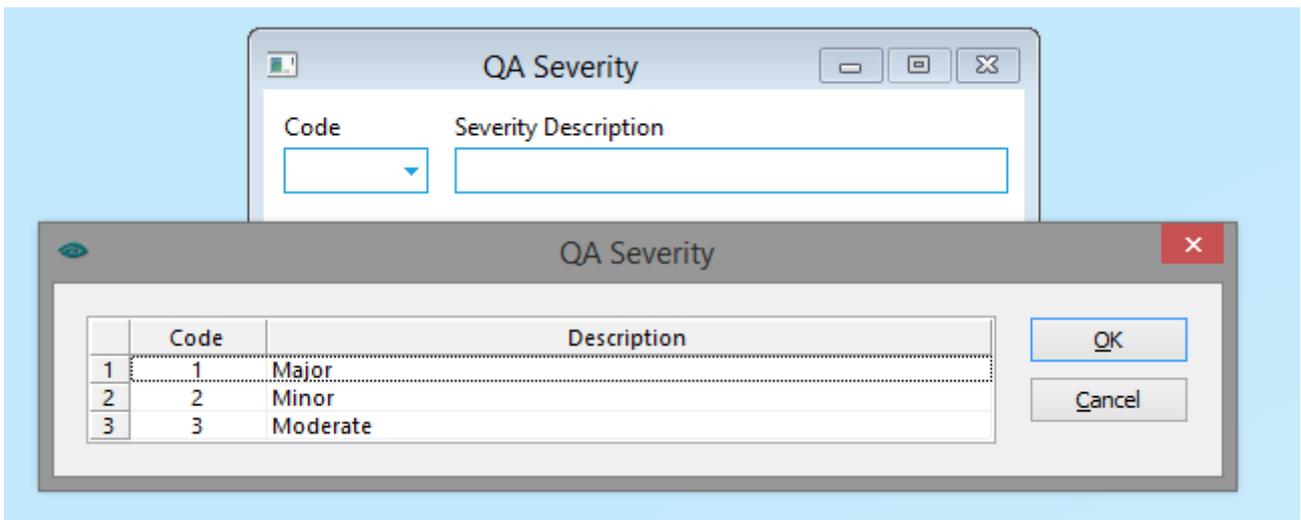
To Access the Parameters

From the OPTO ribbon, select the 'Quality' tab then **click** on the 'Data Set' (circled below) drop menu and select a category from the list.



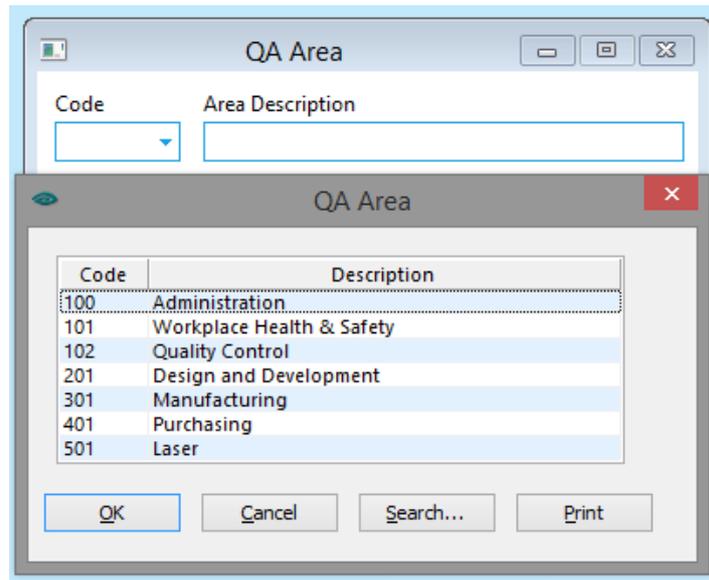
1. QA Severity - This is the extent to which the issue or item is deficient.

To set-up the codes and descriptions **click** on 'QA Severity' to bring up the 'QA Severity' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.

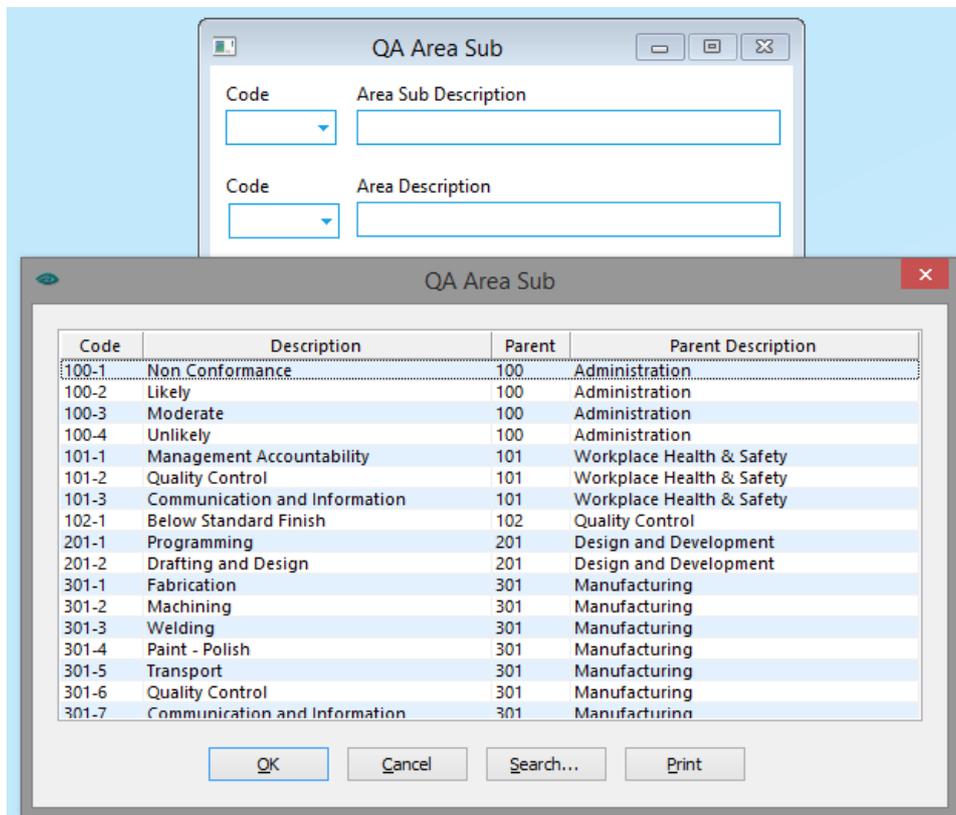


Repeat process as necessary to create the Severity codes.

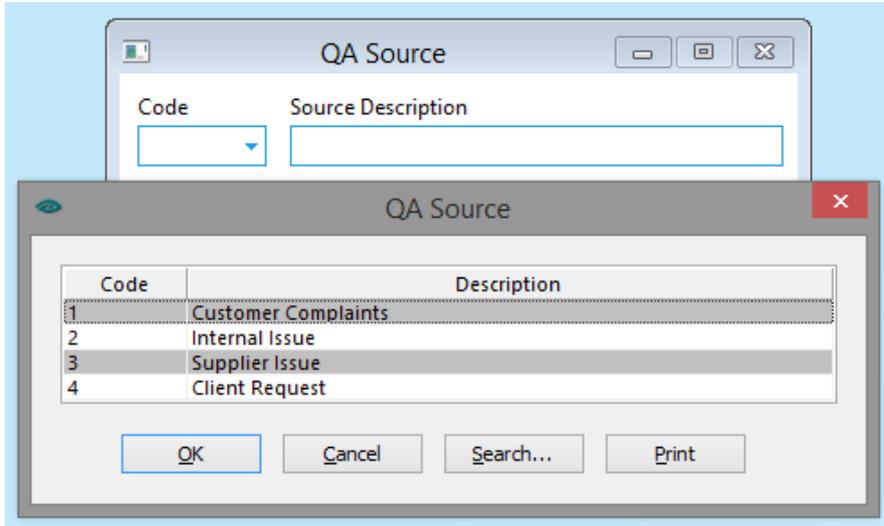
2. Area - To set-up the codes and descriptions **click** on 'Area' to bring up the 'QA Area' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.



3. Area Sub - these codes and description work in conjunction with the Area Categories to refine the area of the issue or item. To set-up the codes and descriptions **click** on 'Area Sub' to bring up the 'QA Area Sub' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **click** in the Area **Code** field, **press <F2>** and select an Area Code from the pop-up list, click **OK**, **press <F9>** to save.

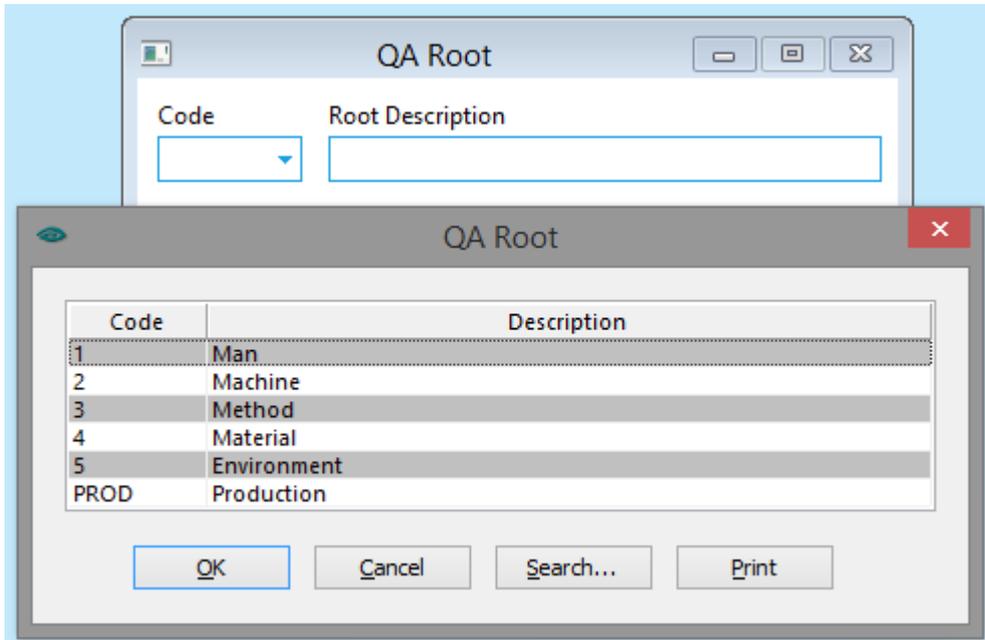


4. **QA Source** - these are the origins through which something has come into being or from which it has been obtained. To set-up the codes and descriptions **click** on 'QA Source' to bring up the 'QA Source' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.



Repeat process as necessary to create the Source codes.

5. **QA Root** - This is the fundamental cause or source from which the issue or item originated. To set-up the codes and descriptions **click** on 'QA Root' to bring up the 'QA Root' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.



Repeat process as necessary to create the Root Cause codes.