

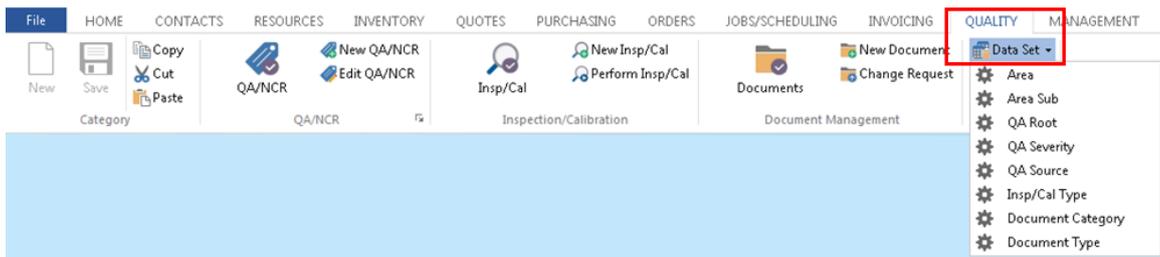
2010-902a - Setting up Parameters for NCR/ECR records in the Quality Management Systems in Opto

Overview:

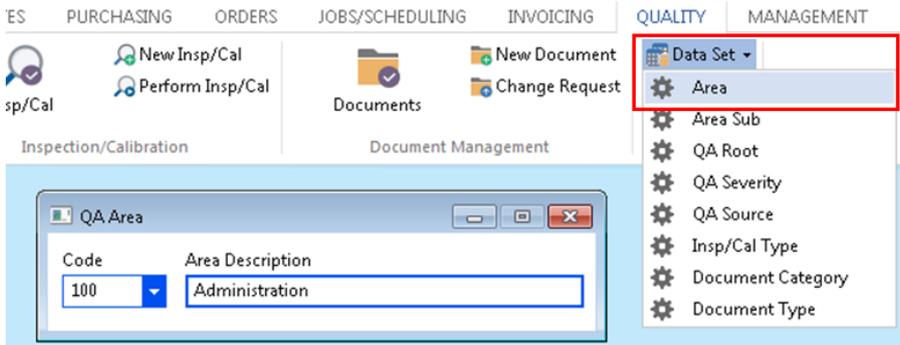
The following parameters must be set up and populated prior to starting data entry for NCR/ECR records in the Quality Management Systems on the QUALITY Tab on the Opto Ribbon. These Parameters are the codes and their description that you use when selecting from the pop-up menus throughout the Quality Management System Module.

NCR/ECR Parameters - 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.

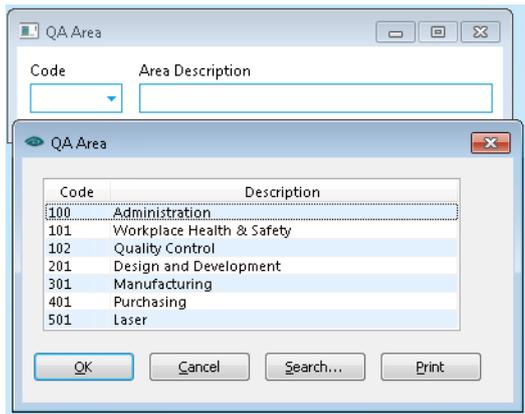
Open the **QUALITY** Tab and **click** on the 'Data Set' to display the list.



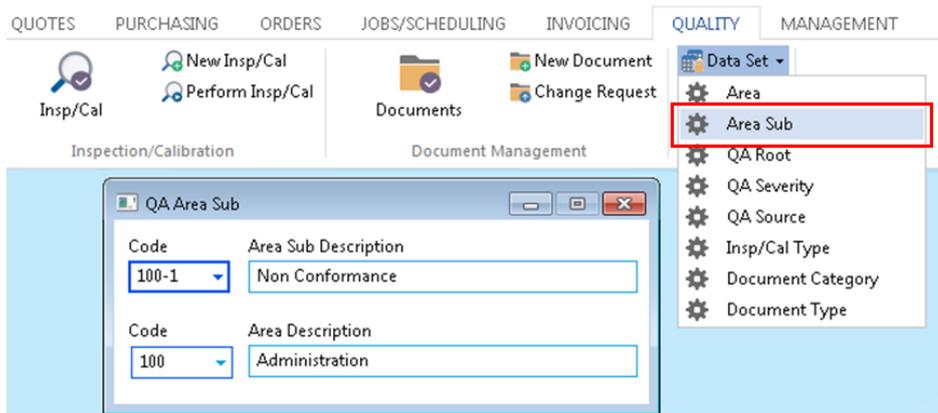
1 - Area - To set-up the codes and descriptions - **click** on the 'Data Set' and select "Area" from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description (See example below), **press** <F9> to save. Repeat process as necessary.



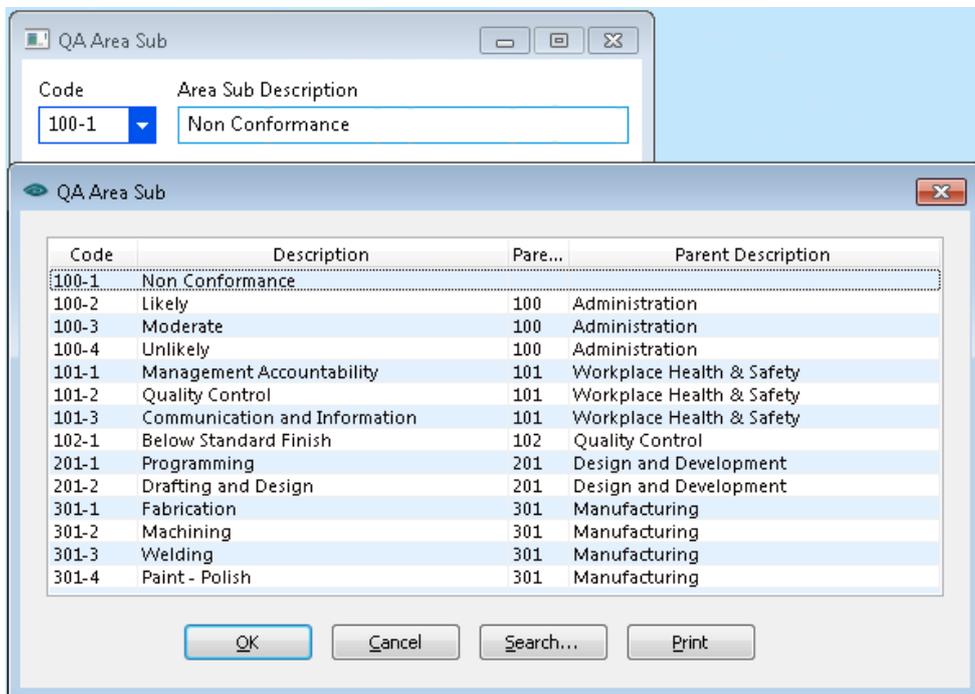
Repeat process as necessary.



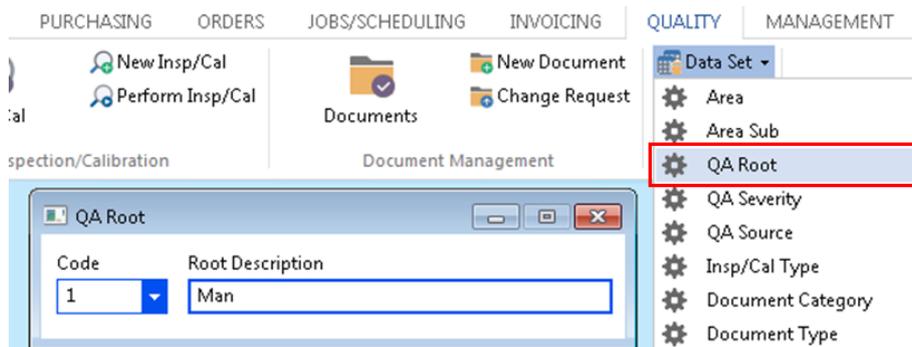
2 - Area Sub - these codes and description work in conjunction with the Area Categories to refine the area of the issue or item. To set-up the codes and descriptions - **click** on the 'Data Set' and select "Area Sub' from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description (See example below), select and 'Area' Code associated with the area sub if required and **press** <F9> to save.



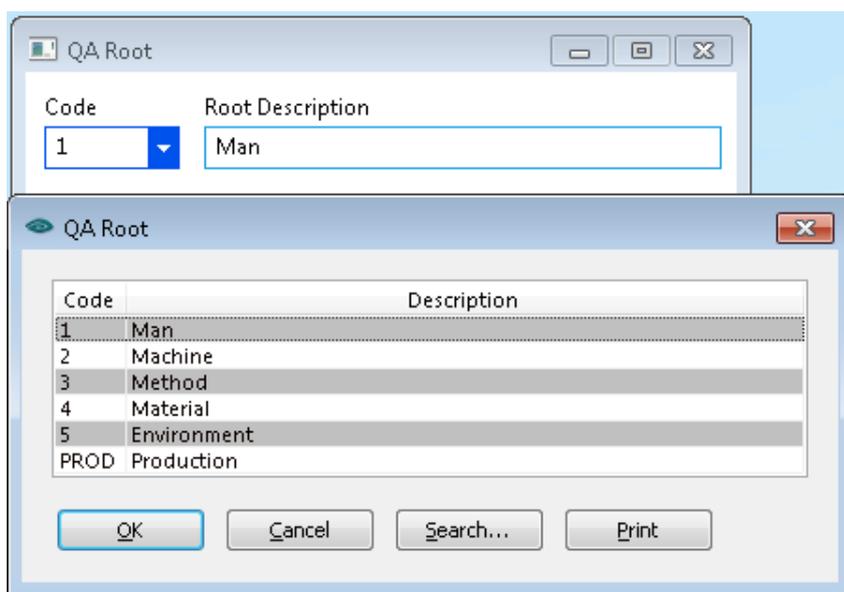
Repeat process as necessary.



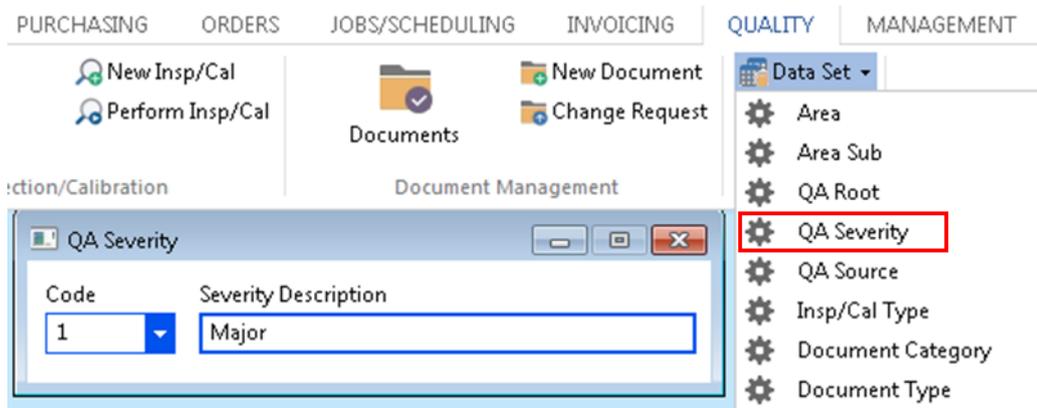
3 - QA Root - This is the fundamental cause or source from which the issue or item originated. To set-up the codes and descriptions - **click** on the 'Data Set' and select "QA Root" from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description and **press** <F9> to save.



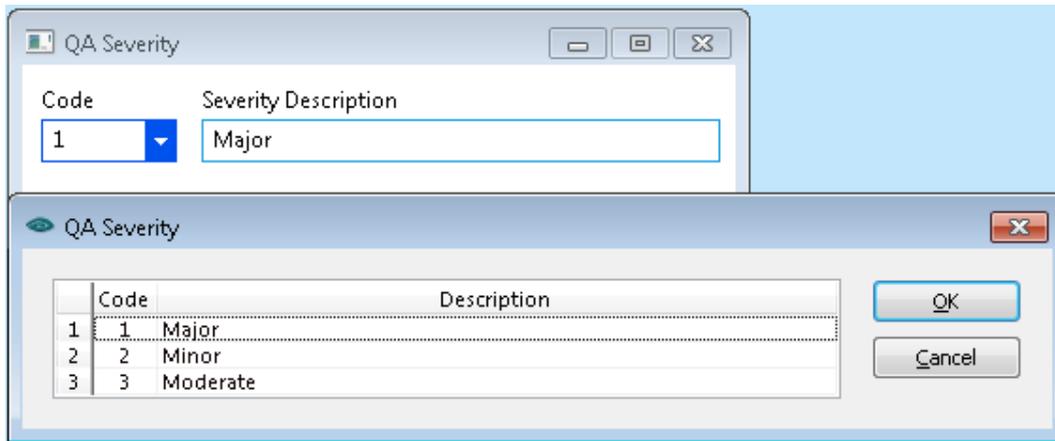
Repeat process as necessary.



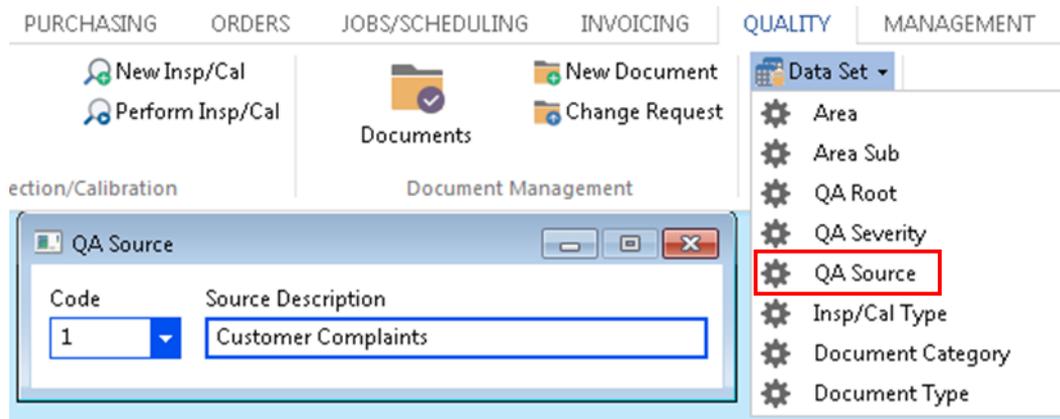
4 - QA Severity - this is the extent to which the issue or item is deficient. To set-up the codes and descriptions - **click** on the 'Data Set' and select "QA Severity" from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description and **press** <F9> to save.



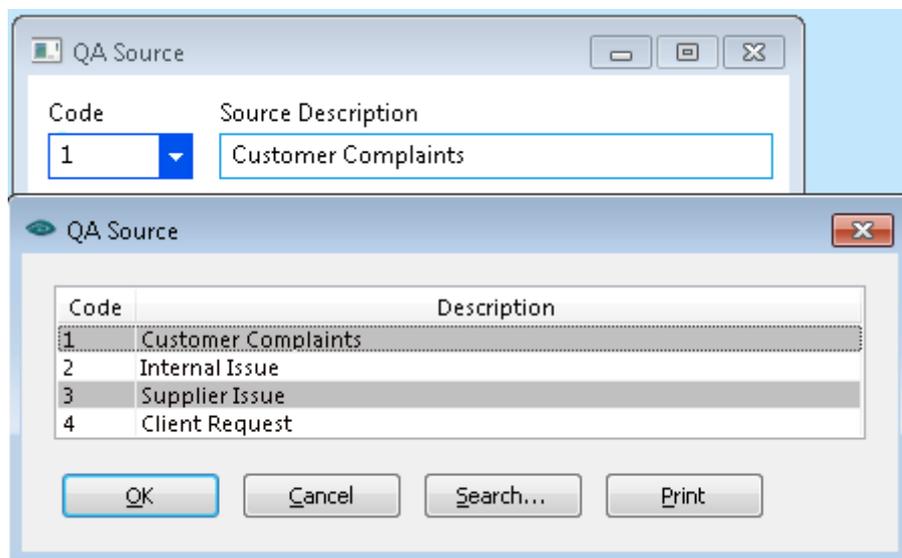
Repeat process as necessary.



4. QA Source - these are the origin through which something has come into being or from which it has been obtained. To set-up the codes and descriptions - **click** on the 'Data Set' and select "QA Source" from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description and **press** <F9> to save.



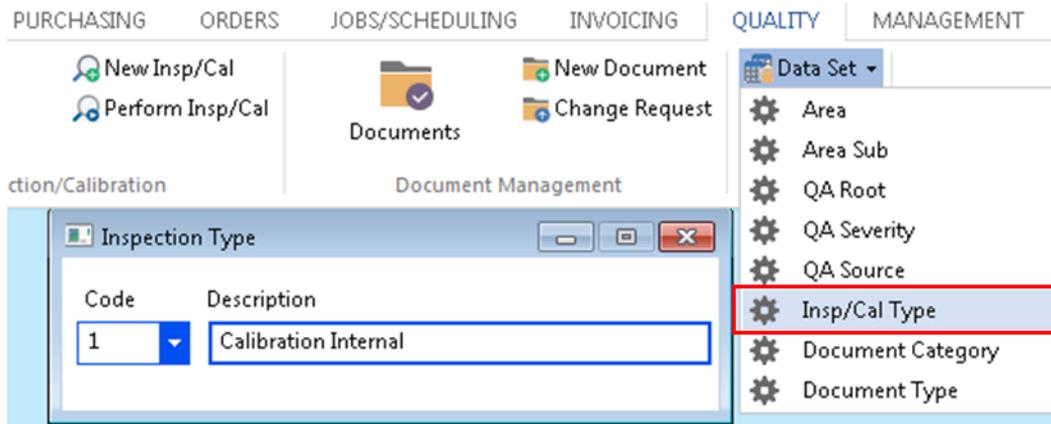
Repeat process as necessary.



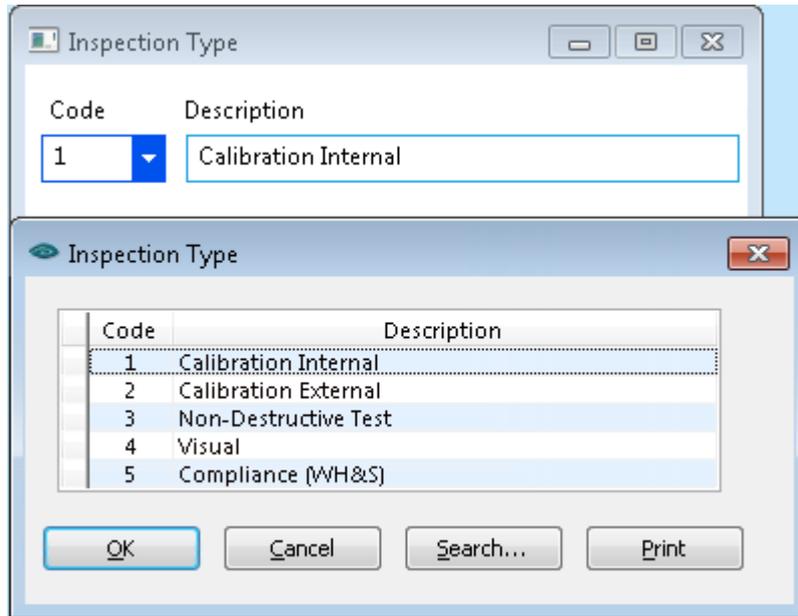
Inspection Parameters

The Inspection Parameters are the codes and their descriptions the USER will selected from the pop-up lists when they create or edit an Inspection or Calibration Request within the QUALITY Tab.

1 - **Inspection Type** - this code is used to describe the type of investigation required for a piece of equipment or tool. To set-up the codes and descriptions - **click** on the 'Data Set' and select "Insp/Cal Type' from the list. **Click** in the "Code" field and create a code, **press** <TAB> and enter description and **press** <F9> to save.



Repeat process as necessary.

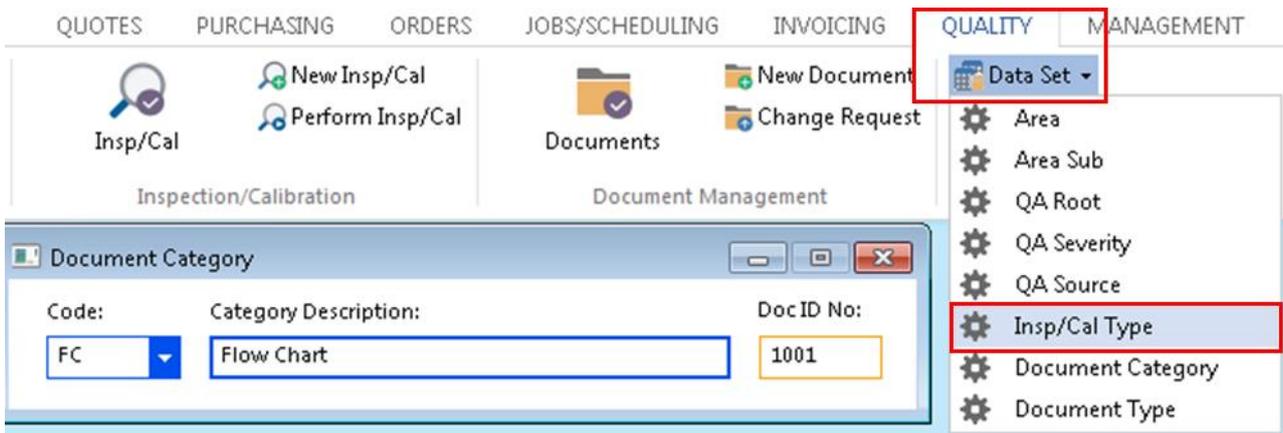


Document Parameters

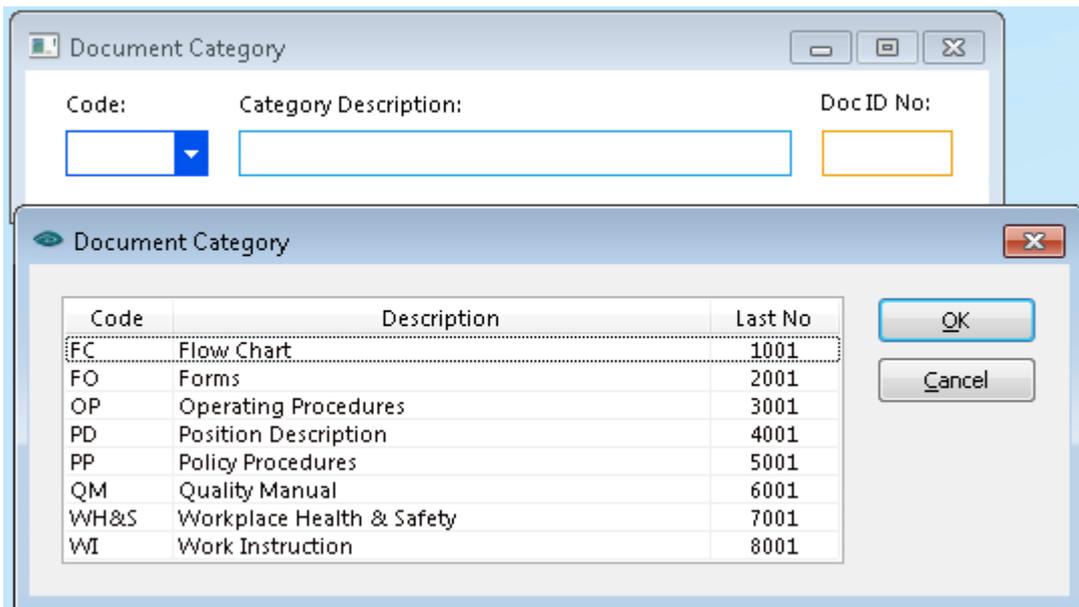
The Document Parameters are the codes and descriptions used to describe the documentation stored within the QUALITY Tab.

To access the Document Parameters - the **QUALITY** Tab and **click** on 'Data Set' to display the menu and then **click** on 'Document Category'.

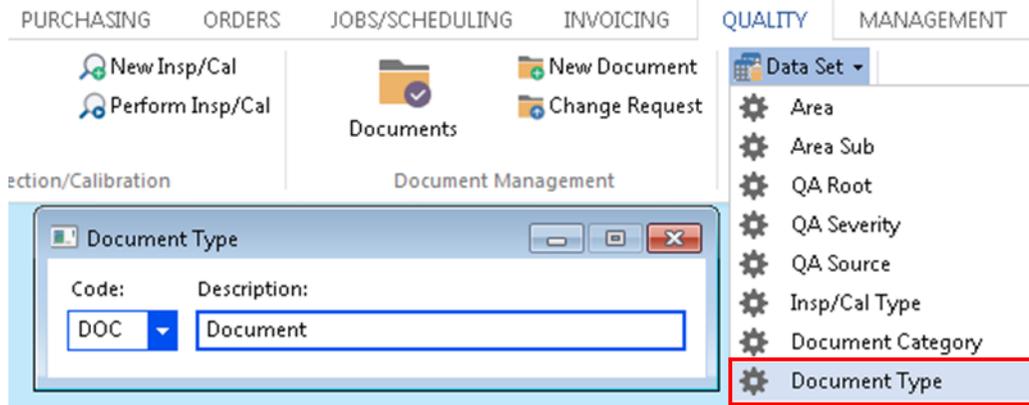
1 - Document Category - To set-up the codes and descriptions - **click** on the 'Data Set' and select "Insp/Cal Type" from the list. **Click** in the "Code" field and create a code (Example, FC = **Flow Chart**), **press** <TAB> and enter description then **press** <TAB> to continue to the "Doc ID No" field and enter a starting number for those type of documents and **press** <F9> to save.



Repeat process as necessary for each of the document categories.



2 - Document Type – To set-up the codes and descriptions - **click** on the 'Data Set' and select "Insp/Cal Type' from the list. **Click** in the "Code" field and create a code (Example, *DOC = Document*), **press** <TAB> and enter description then **press** <TAB> to continue to the "Doc ID No" field and enter a starting number for those type of documents and **press** <F9> to save.



Repeat process as necessary for the different nature of the documents.

