## **Show all Documents**

## **Overview:**

The 'Show all DOCS' window allows the users to view a list of all the documents linked to the 'Quality Management System'. The 'Document Search' window is password protected and user must have permission and an employee password to utilise this window. The 'Document Search' window enables users to view the list of documents, refine the list or search for a specific document. The documents can also be viewed for reviewing and editing where necessary.



## To Display the List of all Documents

From the OPTO ribbon, select the 'Quality' tab then **click** on the 'Documents' icon. Enter your employee password and **click** on the 'Refresh' button to generate the window. The display can be refined by using any of the drop menus.

1				Documen	t Searc	:h						110		
Emp Password		Category	Area	Туре	Type <any></any>			Author <any></any>		Status		- I	Θ	9
		<any></any>	< Any>	<any></any>						<any></any>	-			
•	All Docs	Obse	elete Documents 🗌 Show	Reference	Review	Date						4	2	earch
	Doc ID +	1	Doc Title	Cat	Area	Туре	Own	Owner Name	Sta	Status Description	Date	Sta	Rev	Publi
1	HT1014	Add A New NCR/ECR in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10		A	No-
2	HT1015	Edit an NCR/ECR in the QMS Module			DOC	101	1	Robert JONES	0	Draft	22/04/10		A	No
3	HT1019	Show all DOCS in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10			Yes
4	HT1020	Enter or Edit Positions in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10			Yes
5	HT1021	Using the Position Wizard in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10			Yes
6	HT1022	Show All Current Positions in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10			Yes
7	HT1023	Enter or Edit Inspection Items in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10			Yes
8	HT1024	Show All Inspection Items in the QMS Module			DOC		1	Robert JONES	0	Draft	22/04/10			Yes
9	HT1026	Setting up Parameters in QMS			DOC	101	1	Robert JONES	0	Draft	29/04/10		A	No
10	HT1027	Test Document		HT	DOC	101	1	Robert JONES	0	Draft	30/04/10			Yes
11	OP1007	Maintenance Log - COM201			REC		1	Robert JONES	0	Draft	29/04/10			Yes
12	OP3001	Workplace Health and Safety I	Procedure	OP	DOC	101	6	Bronwyn BROWN	0	Draft	13/04/18		0001	Yes
13	PD2001	Position Description WHSO		PD	DOC		1	Robert JONES	0	Draft	21/04/10			Yes
14	PD2002	Position Description - Product	ion Manager	PD	DOC	101	1	Robert JONES	0	Draft	30/04/10			Yes

To access the options list for a document in the 'Document Search' window, **right-click** on the **Doc ID** number in the far-left hand column of the window and click on required option.



To print the list of the documents, **click** on the 'Print' icon to open the 'Print Table Data' window.

Document Search			8								
Emp Password Category Type Area Author Status	Status										
	<anv></anv>		5								
All Docs 🗌 Obselete Documents 🗋 Show Reference 📄 Review Date			search								
Doc ID 🔺 Doc Title Cat Type Area Own Owner Name Sta Status Description	Status Description Date		Public								
1 HT1014 Add & New NCR/ECR in the OMS Module DR DOC 1 Robert JONES 0 Draft	)roft 22/04/10		No								
2 HT1015 E Print Table Data	E Print Table Data										
			Yes								
5 HT1021 L Report Title			Ves								
6 HT1022 S Descent Search			Yes								
7 HT1023 E			Yes								
8 HT1024 S			Yes								
9 HT1026 ST Show/Hide Columns		A	No								
10 H1102/ I V Doc ID V Doc Title V Cat V Type V Area V Owner	🖌 🗹 Doc ID 🔍 Doc Title 🔍 Cat 🔍 Type 🔍 Area 🔍 Owner										
12 OP1007 N Owner Name Sta Status Descrip Date Sta Rev		001	Vec								
13 PD2001 P		001	Yes								
14 PD2002 P			Yes								
15 PD2003 P		A	No								
16 PD2004 P Doc ID Doc Title Cat Type Area Own Owner Name Sta	Status Descri		Yes								
17 PP1003 V HT1014 Add A New NCR/ECR in the QMS Module PP DOC 1 Robert JONES 0	Draft	^ A	Yes								
18 PP1005 I H HT1015 Edit an NCR/ECR in the QMS Module HT DOC 101 1 Robert JONES 0	Draft	2/20	1 Yes								
20 W1007 T HT1019 Show all DOCS in the QMS Module HT DOC 1 Robert JONES 0	Draft	001	Vec								
20 WHOOP 1 - HT1020 Enter or call Positions in the QMS Module HT_DOC 1 Robert JONES 0 HT1031 Using the Rosting Witzerd in the QMS Module HT_DOC 1 Robert JONES 0	Draft		165								
HT1021 Song the resident metal in the OMS Module HT DOC 1 Robert JONES 0	Draft										
HT1023 Enter or Edit Inspection Items in the OMS Module HT DOC 1 Robert JONES 0	Draft										
HT1024 Show All Inspection Items in the QMS Module HT DOC 1 Robert JONES 0	Draft										
HT1026 Setting up Parameters in QMS HT DOC 101 1 Robert JONES 0	Draft										
HT1027 Test Document HT DOC 101 1 Robert JONES 0	Draft										
OP1007 Maintenance Log - COM201 OP REC 1 Robert JONES 0	Draft										
OP3001 Workplace Health and Safety Procedure OP DOC 101 6 Bronwyn BROWN 0	Draft										
PD2001 Position Description WHSO PD DOC 11 Robert JONES 0 PD2003 Position Description WhSO PD DOC 101 1 Robert JONES 0	Draft										
Pozooz Position Description - Production Manager PD DOC 101 1 Kobert Jones 0	Diait	×									
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O Print to Printer O Use Report Title O Portrait Printer	v 🚔 Print										
Vord Document Use Company Header Landscape											
Microsoft Evrel Email this file as Attachment	😔 Reset	t									
Search Complete + 20 Results Duration: 906 rec											
Statel complete / 20 Kestata Doubtion, 500 SEC											

The 'Print Table Data' window has options to customise the report by selecting or de-selecting the tick box or change the report format by selecting options at the bottom of the window.