


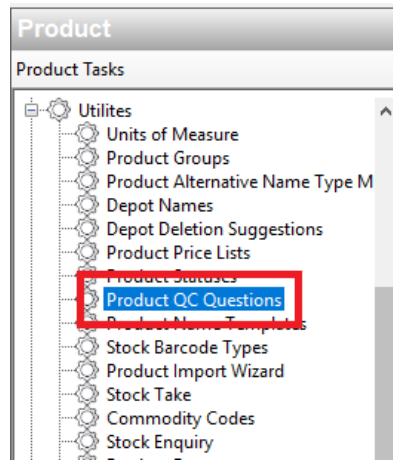
Datasheet Number & Version	PDT101 Ver3
Based on Software Build No.	12.6.1.11248
Function	Product Utilities
Module(s)	Product
Datasheet Name	QC Questions

All new procedures and processes should be checked in a 'Test' environment before being applied to the 'Live' business system. Note that fields marked  are mandatory and must have data entered. When commissioning a new module please note that the parameters will need to be set, and reference should be made to datasheet SYS101, System Manager – Module Parameter Settings

## QC Questions

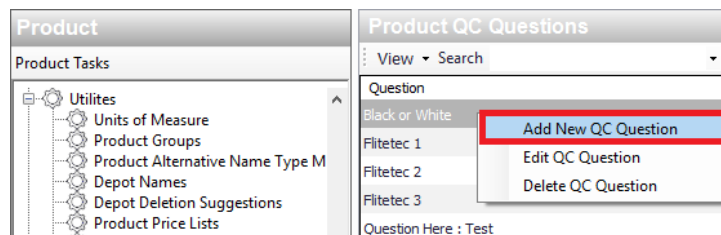
QC Questions enable the user to enter responses on the Product QC/Regulation tab, in a similar way to the Analysis Codes, and these can be Selective, Yes/No or Direct Entry responses.

To open the QC Questions Manager, select Product Module and select Utilities > Product QC Questions on the Product Options.



### 1. Adding QC Questions

- a.) To add a QC Question, right-click anywhere on the grid and select Add New QC Question from the drop-down menu.



- b.) This will open Add New QC Question From, enter a Free Text Question Text and Description.

**Add New QC Question**

Question

Question Text:

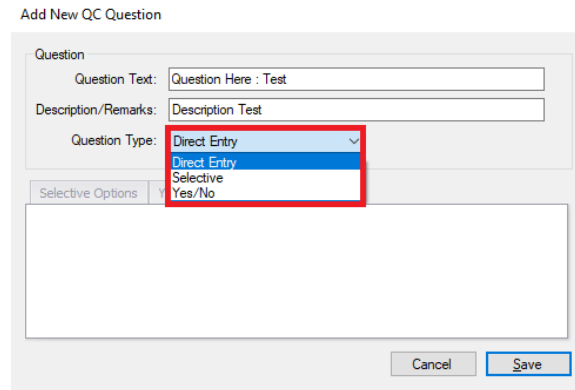
Description/Remarks:

Question Type: Direct Entry

Selective Options    Yes/No Options

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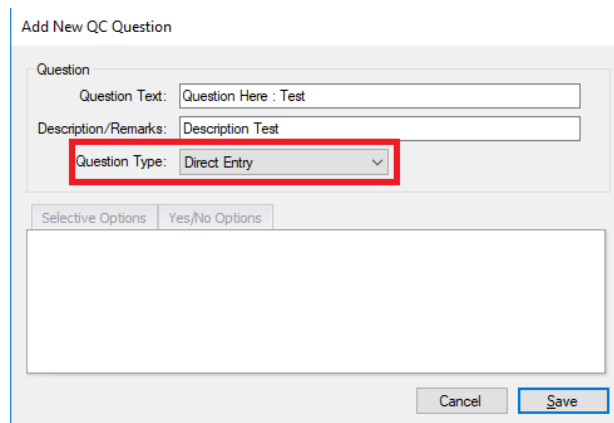
c.) There are three options for the question type:



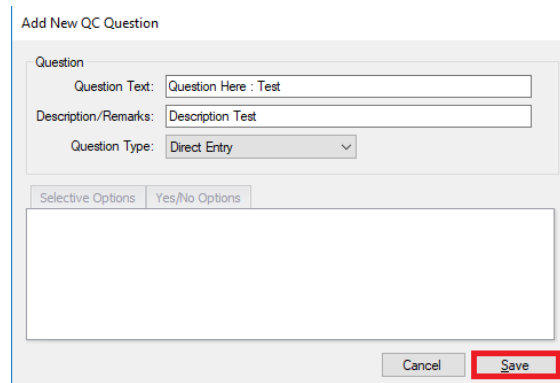
- **Direct Entry Question** – Enables the user to enter a free text response. The user can enter any value.
- **Selective Question** – Provides a drop-down menu of values from which the user can select.
- **Yes/No Question** – Restricts the user to the choice of a Yes or No response only.

### 1.1. Direct Entry

a.) Select the Direct Entry option from the drop-down menu under Question Type to choose Direct Entry. **(Note that both of the tabs are now greyed out.)**

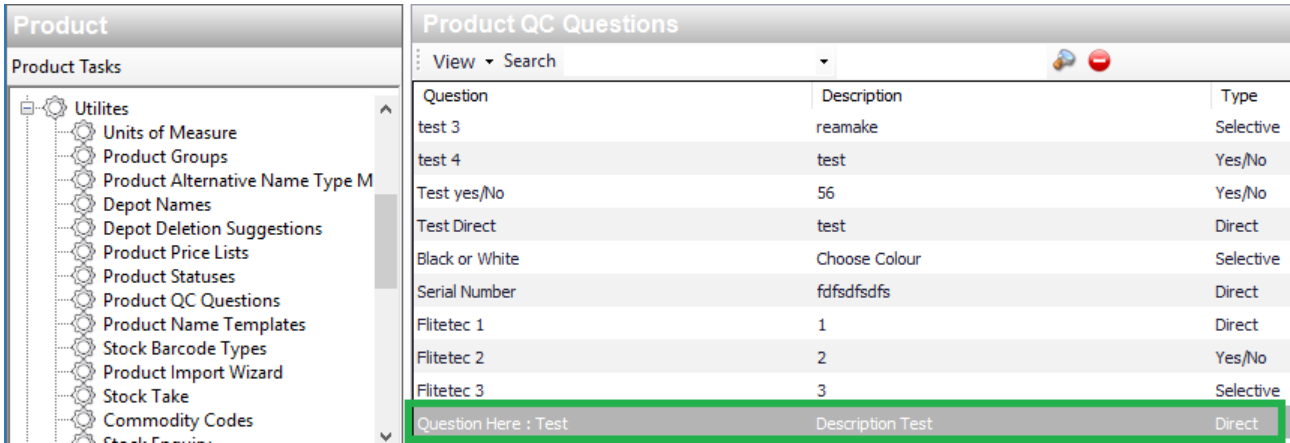


b.) Once complete, select Save.



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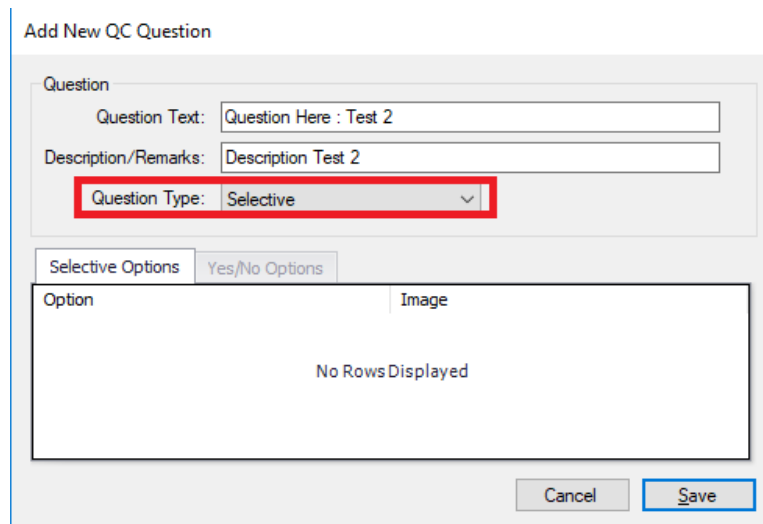
c.) This will add the QC question onto the grid.



Question	Description	Type
test 3	reamake	Selective
test 4	test	Yes/No
Test yes/No	56	Yes/No
Test Direct	test	Direct
Black or White	Choose Colour	Selective
Serial Number	fdfsdfsdfs	Direct
Flitetec 1	1	Direct
Flitetec 2	2	Yes/No
Flitetec 3	3	Selective
Question Here : Test	Description Test	Direct

## 1.2. Selective

a.) Select the Selective option from the drop-down menu under Question Type to choose Selective. This will enable the Selective Options tab.



Add New QC Question

Question

Question Text:

Description/Remarks:

Question Type: Selective

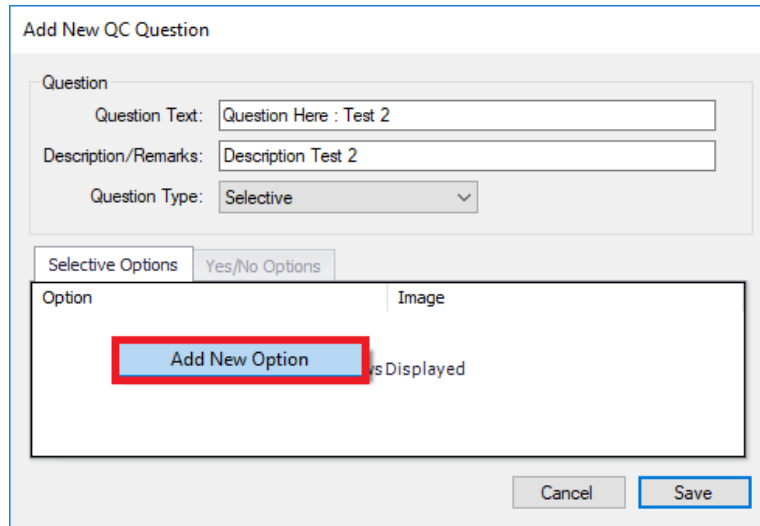
Selective Options | Yes/No Options

Option	Image
No Rows Displayed	

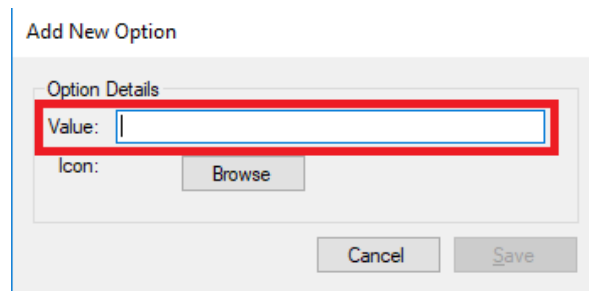
Cancel Save

b.) To add a Selective Option right-click on the grid and select Add New Option from the drop-down menu.

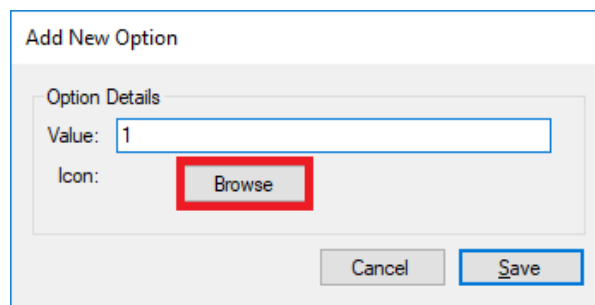
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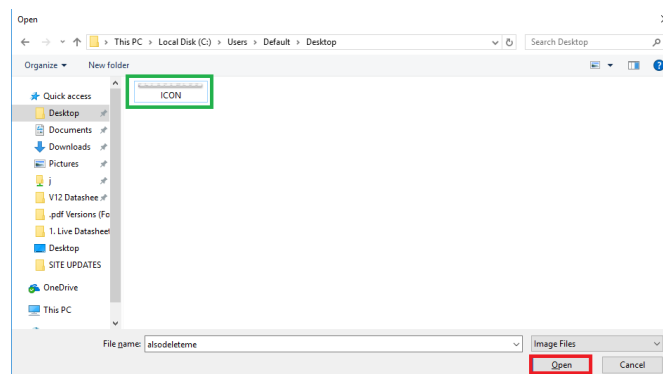
c.) This will open Add New Option Form, enter the value required that the user will be able to select from the list.



d.) To add an Icon for the Option, select Browse.

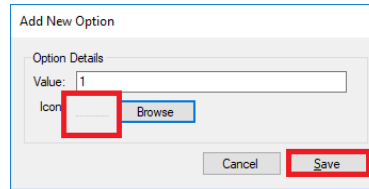


e.) This will open a Windows Browser form, find and select the image required and select Open.

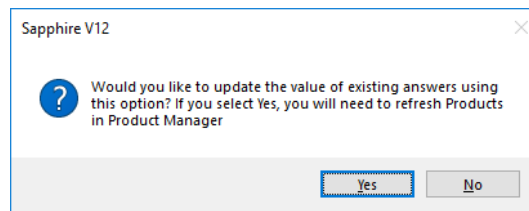


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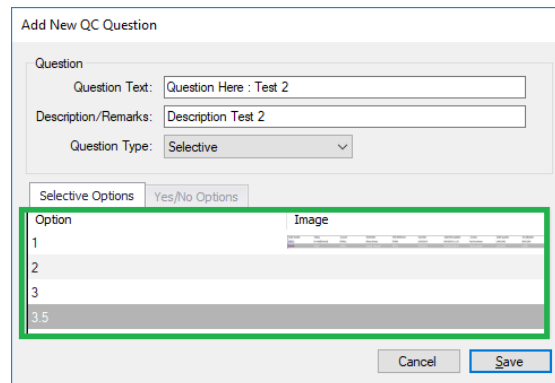
f.) This will display the icon beside the Browse button. Once complete, select Save.



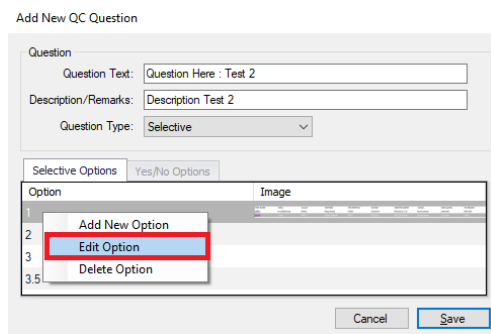
g.) A pop-up message will appear, select Yes to update the values of existing answers or No to continue.



h.) This will add the option onto the grid. Repeat the process for additional options.

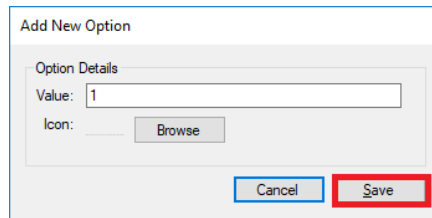


i.) To edit an Option, select and right-click the Option and select Edit Option from the drop-down menu.

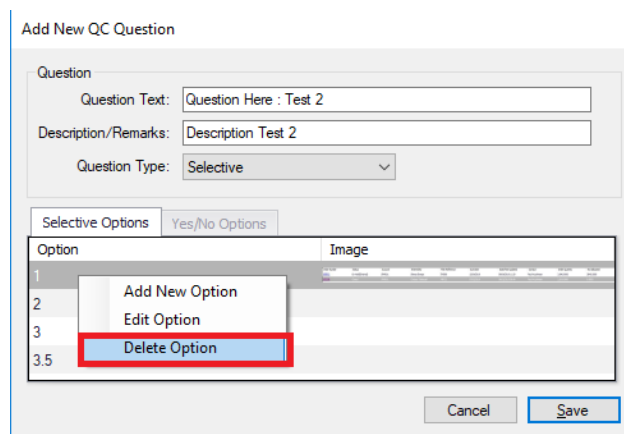


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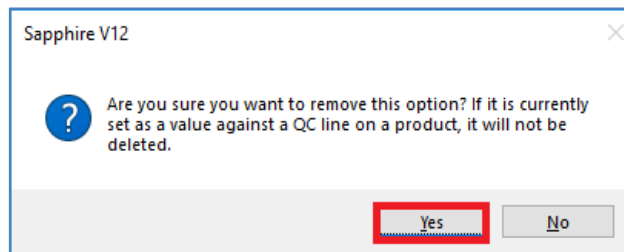
j.) This will open Add New Option Form, amend the required details. Once complete, select Save.



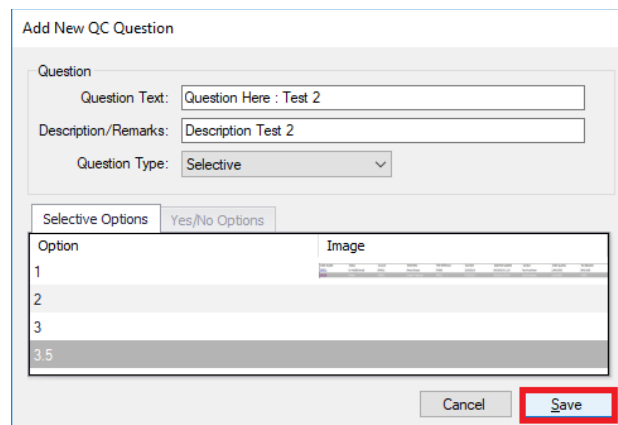
k.) To delete an Option, select and right-click the Option and select Delete Option from the drop-down menu.



l.) This will open a confirmation form, select Yes to delete the Selective option.

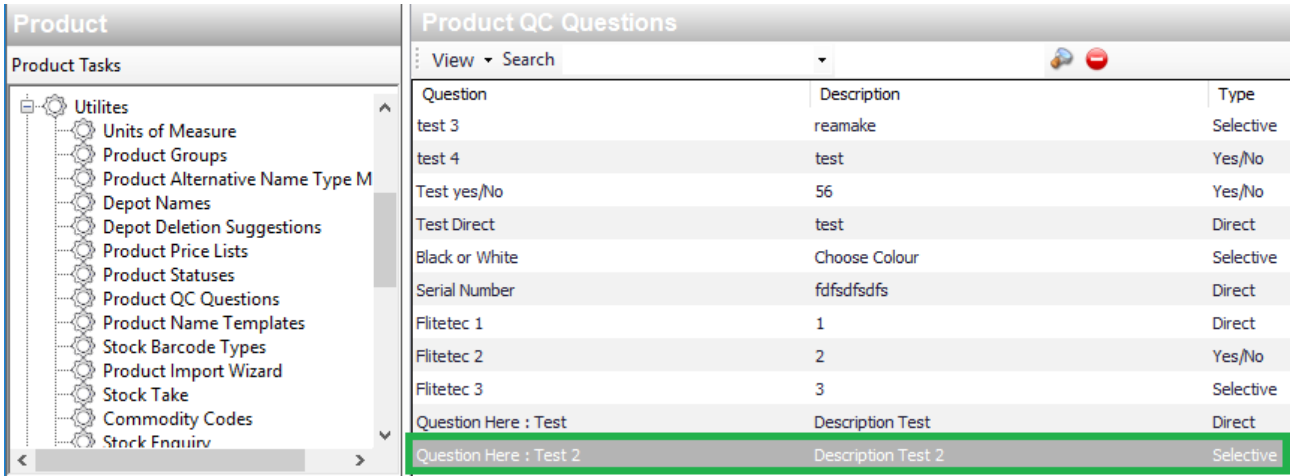


m.) Once complete, Select Save.



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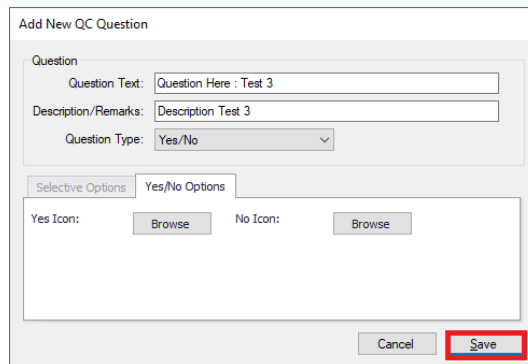
n.) This will add the QC question onto the grid.



Question	Description	Type
test 3	reamake	Selective
test 4	test	Yes/No
Test yes/No	56	Yes/No
Test Direct	test	Direct
Black or White	Choose Colour	Selective
Serial Number	fdfsdfsdfs	Direct
Flitetec 1	1	Direct
Flitetec 2	2	Yes/No
Flitetec 3	3	Selective
Question Here : Test	Description Test	Direct
Question Here : Test 2	Description Test 2	Selective

### 1.3. Yes/No

a.) Select the Yes/No option from the drop-down menu under Question Type to choose Yes/No.



Add New QC Question

Question

Question Text:

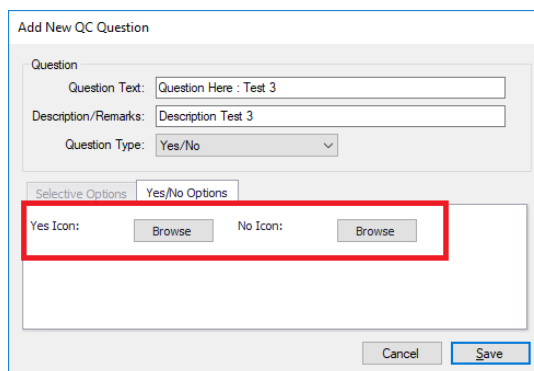
Description/Remarks:

Question Type:

Selective Options | Yes/No Options

Yes Icon:  No Icon:

b.) Select the Browse buttons to select icons for the Yes and No responses if required.



Add New QC Question

Question

Question Text:

Description/Remarks:

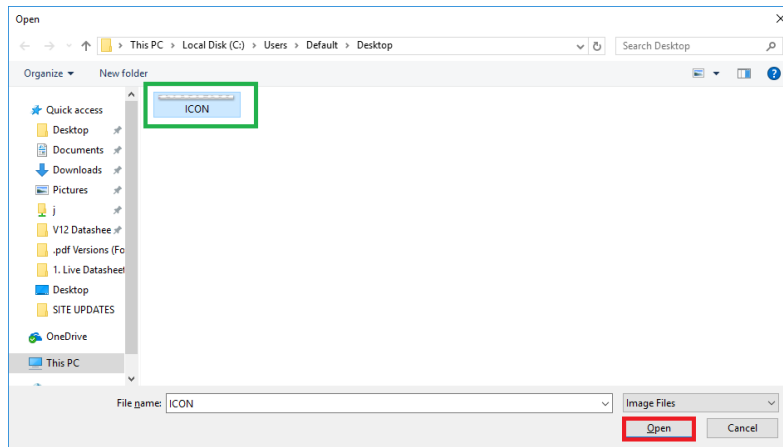
Question Type:

Selective Options | Yes/No Options

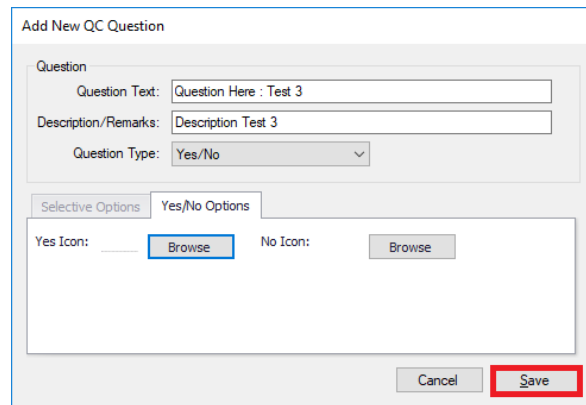
Yes Icon:  No Icon:

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o.) This will open a Windows Browser form, find and select the image required and select Open.



c.) Once complete, select Save.



d.) This will add the QC question onto the grid.

Product	Product QC Questions		
Product Tasks	Question	Description	Type
Utilities	test 3	reamake	Selective
Units of Measure	test 4	test	Yes/No
Product Groups	Test yes/No	56	Yes/No
Product Alternative Name Type M	Test Direct	test	Direct
Depot Names	Black or White	Choose Colour	Selective
Depot Deletion Suggestions	Serial Number	fdfsdfsdfs	Direct
Product Price Lists	Flitetec 1	1	Direct
Product Statuses	Flitetec 2	2	Yes/No
Product QC Questions	Flitetec 3	3	Selective
Product Name Templates	Question Here : Test	Description Test	Direct
Stock Barcode Types	Question Here : Test 2	Description Test 2	Selective
Product Import Wizard	Question Here : Test 3	Description Test 3	Yes/No
Stock Take			
Commodity Codes			
Stock Fnmruiv			

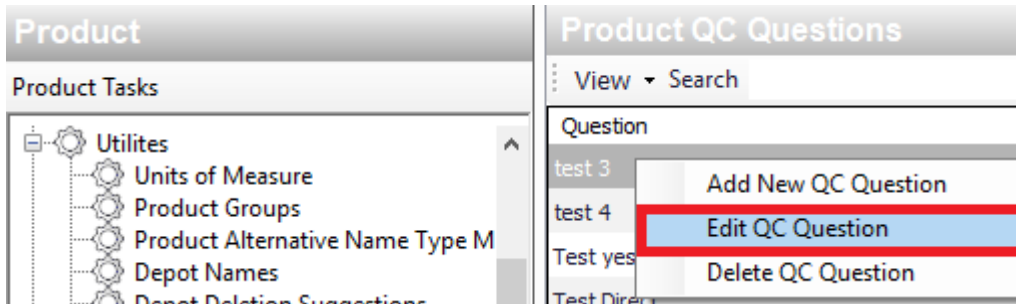


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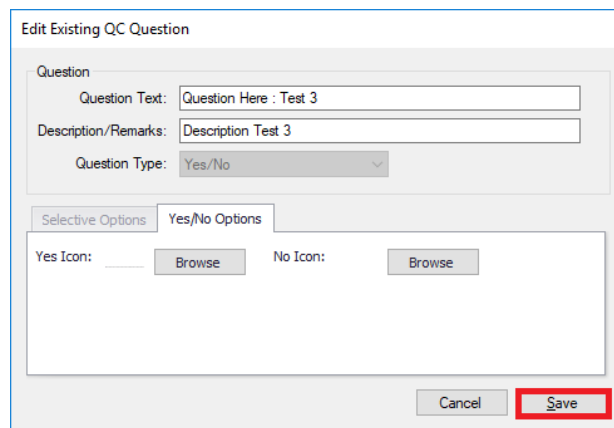
## 2. Editing QC Questions

**(Note: Any changes made to any QC Questions will open a confirmation form to apply them to QC Questions on Products.)**

- a.) To edit a QC Question, select and right-click the Question and select Edit QC Question from the drop-down menu.



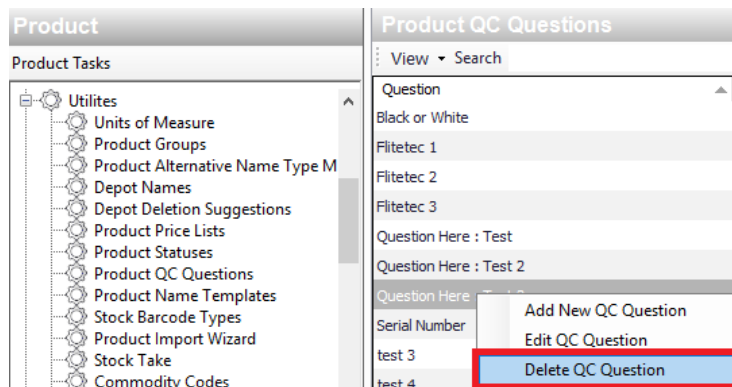
- b.) Once complete, select Save.



## 3. Deleting QC Questions

**(Note: Deleted QC Questions will also remove any assigned to Designs, Products and Product Groups)**

- a.) To delete a QC Question, select and right-click the Question and select Delete QC Question.





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b.) A confirmation form will pop-up, select Yes to delete the Question and also remove them from products using the QC Question.

