CCQ Release Notes   [v.2018.03]

Update | March 16, 2018

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The following is a brief report on the main changes we've made to the CCQ system since the last update. These past few weeks, the focus has primarily been on improving the Asset Management module and the dashboard, and there you can find this update's majority of new features.
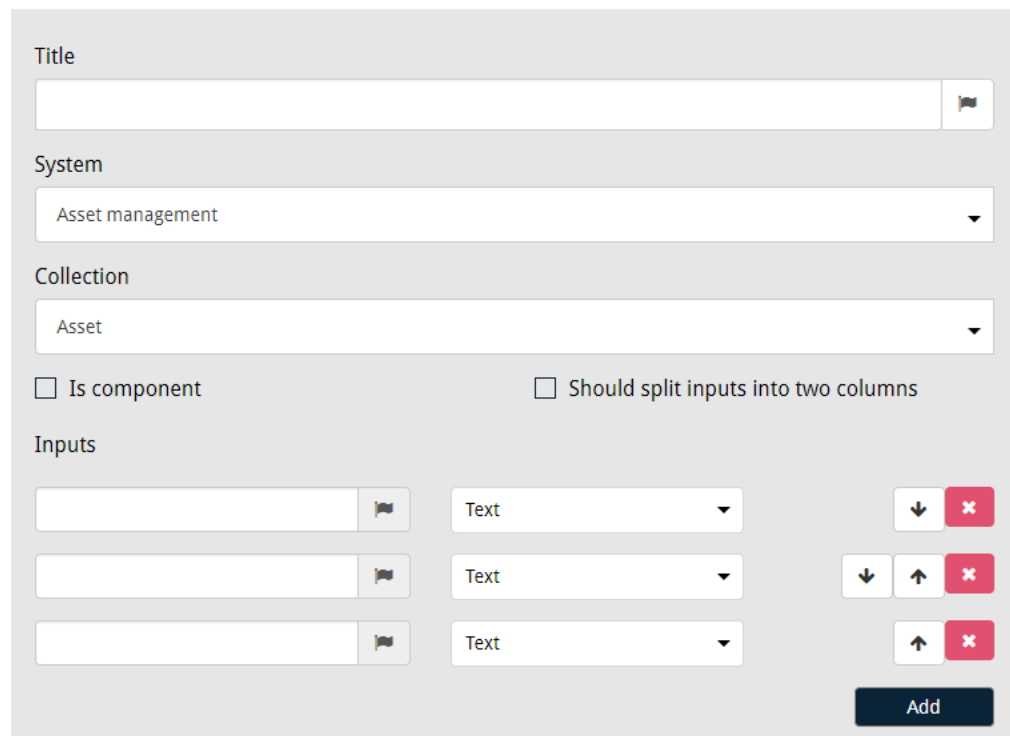
Read on for a quick summary of what's new in the latest release.

1. Document templates for assets

The CCQ system comes out of the box with a few default templates that assist you in registering your various assets. Useful as these default templates can be, they are rather limited when it comes to assets that are very distinctive or specific to a certain industry. For this reason, the ability to create your own registration templates is incredibly valuable when classifying your assets.

You'll find the option to create reusable **Document templates** for different assets under the settings ⚙ icon in the CCQ banner. There's no limit to the number of input fields you can have in your template and you have a multitude of options. You can choose between plain text input fields, dropdown lists, text areas, numbers, dates, checkboxes, radio buttons, and user selection. User selection allows you to pick employees from the staff list. It's easy to move fields up and down the template, just click the up and down arrows on the right of each field – and "X" to delete them. Click **Add** to add new ones.

Document template

Title

System

Asset management

Collection

Asset

☐ Is component   ☐ Should split inputs into two columns

Inputs

		Text		↓	✖
		Text		↓	↑	✖
		Text		↑	✖

Add

Should you want to create a custom document template for a specific kind of component, be sure to mark the *Is component* checkbox. You can control the layout of the input fields in the template by marking the checkbox *Should split inputs into two columns*. If you don't check the box, the input fields will span the entire width of the template – resulting in only one column. Last but not least, if you have people in your company speaking different languages, you can even provide translations for the names of the fields you create.

Please note that the standard fields – such as *Title*, *Category* and *Status* – found in every asset template, always appear at the top of every custom document template. The custom fields that you create in **Document templates**, function as kind of an extension and appear in continuation right below the standard (default) fields.

2. Document templates for incidents and complaints

The detailed registration of an incident can be critical for a successful resolution, and the follow-up becomes easier for all involved. When employees register a new incident, they should strive to provide as much information as possible, so that the company can try to learn from past mistakes. As a result, workflows and operational procedures are improved and the probability of the incident happening again is reduced.
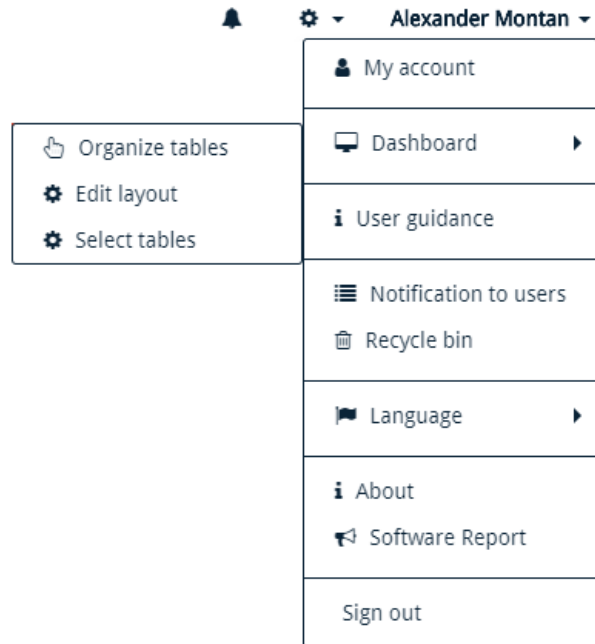
Users can now create different registration templates for Incidents & Complaints and the process is equivalent to the one in the Asset Management module, described above. Custom templates also allow users to categorize and filter incidents in more ways, as a new filter is generated for every dropdown input that's created in a custom template. The **Document templates** option can be found under the settings ⚙ icon, as before.
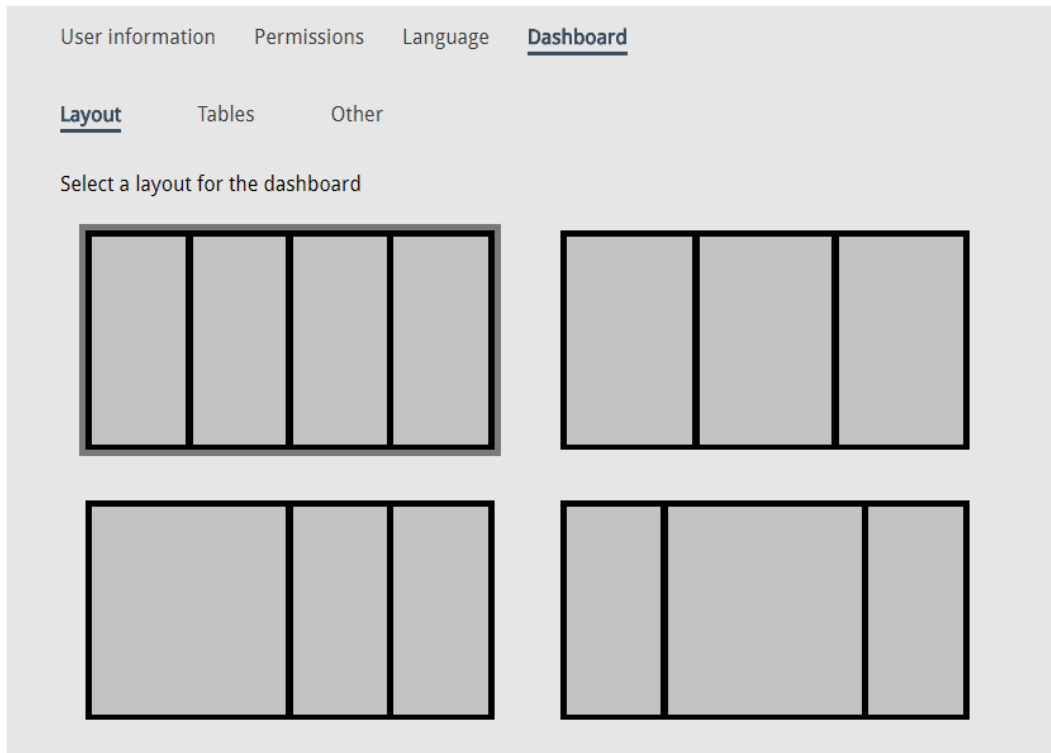
3. Dashboard settings and layout

We've made substantial changes to how you control and customize the layout of the dashboard. When located in the dashboard, you have a button under your username titled 🖵 **Dashboard**. This button functions as a dropdown that has three additional options: **Organize tables**, **Edit layout**, and **Select tables**.

When you click **Organize tables**, the dashboard enters edit mode that's indicated by a cyan-colored ribbon at the top of the page, and a dotted line around each column. When you're in edit mode, you have the ability to drag and drop tables between columns, and organize them in whatever manner you see fit. When you've finished sorting the tables, you simply "*Click* **here** *to stop organizing tables*" in the cyan-colored ribbon up top.

If you want to **Edit** the **layout** of the dashboard, you have several options to choose from. You may decide whether you want two, three or four columns and you can control the width of the columns as well. The layout designs are very straightforward and really paint you a picture of how the dashboard's going to look like.

User information   Permissions   Language   **Dashboard**

Layout   Tables   Other

Select a layout for the dashboard

The third option allows you to **Select** which **tables** you want displayed in the dashboard. This allows you to filter out needless information and configure the dashboard to better fit your individual requirements. The number of tables you can choose from obviously depends on which modules your company has subscribed to, and you simply mark the checkbox of the ones you want to see. Just remember to **Save** your settings. Note that each new user in CCQ starts with default dashboard settings, but they can be modified by each user at any time.

What's more, in this update we've added six different Asset Management tables to the dashboard.

1. **My assets**
   - gives you an overview of all assets that you are supervising. Note that IT assets and components are excluded in this table.
2. **My IT assets**
   - presents all IT assets of which you have been appointed "system owner."
3. **My plans (responsible)**
   - shows you a list of all maintenance/calibration plans that you are personally responsible for.
4. **My plans (worker)**
   - displays the maintenance/calibration plans that you are working on.
5. **My repairments (asset supervisor)**
   - gives you an overview of assets in repair, where you are the appointed asset supervisor.
6. **My repairments (worker)**
   - shows you a list of all repairments that you are personally working on.
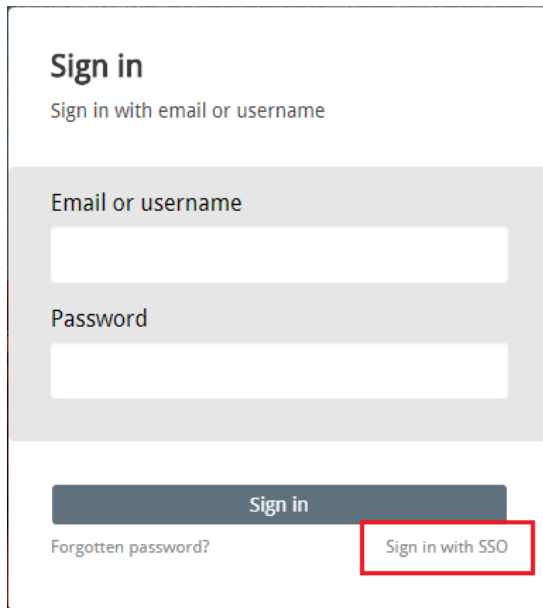
4. Export a record of processing activities

This option is only available under the **Actions** button when viewing the list of assets in the **Asset** interface. By employing this feature, three .csv files are downloaded to your hard drive. These files contain information on the data processing in your software and IT assets, as well as details on data controllers and processors. This enables you to quickly present cold hard data, and demonstrate compliance with the GDPR regulation when supervisory authorities come knocking on your door. Among the data that is exported, are the answers you provide for each IT asset questionnaire, under **Mapping processes**.
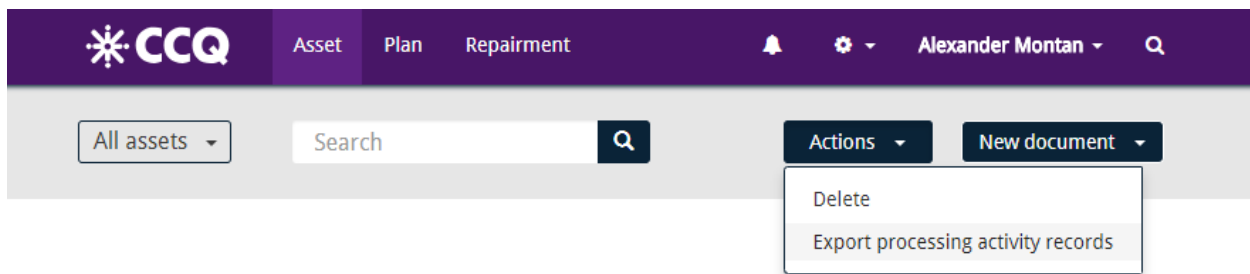
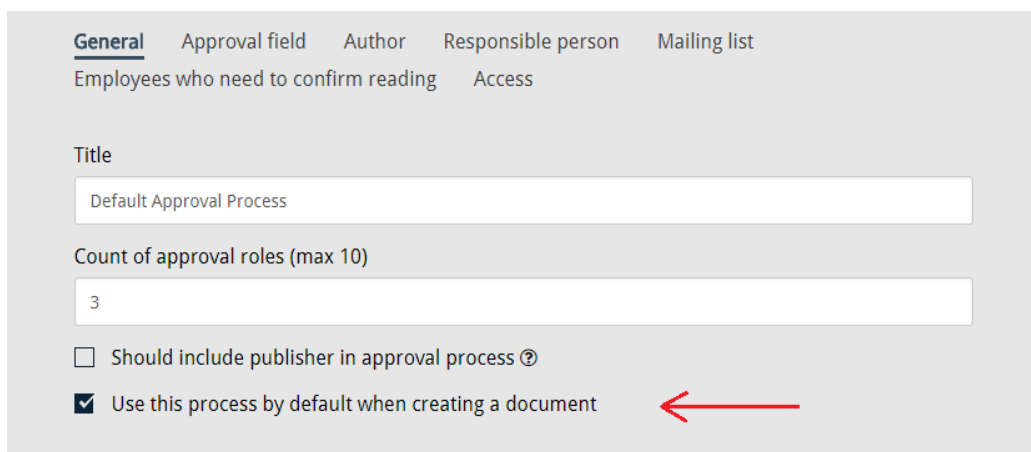**5. Other additions and bug fixes**

- You no longer have to log into each and every module when you enter the system. You only provide a single login and you will be signed into each system module simultaneously, and you'll be able to navigate between them freely. The same applies when you log out – the system signs you out of each module at once.

- We've added a link on CCQ's login page that enables users to log into the system using single sign-on (SSO).

- You're no longer required to log into CCQ when you want to report an asset that's broken or malfunctioning and needs repairing. You just pick up your phone and scan the QR code the asset's been tagged with. You're then redirected to the registration template of a new repairment, where you can report the asset failure.

- System admins now have the ability to choose a default approval process. As a result, the system automatically selects the process for each new document that's created. Naturally, the approval process can be changed if it isn't the right fit for the document in question.

- When external consultants, advisors, lawyers, etc. are working for more than one organization with access to CCQ, they now have the ability to switch between the companies in the settings menu. Corresponding documents, processes and procedures, subsequently become available for inspection.