



CCQ Release Notes [v.2017.11]

Update | November 10, 2017

Nýherji 11/2017

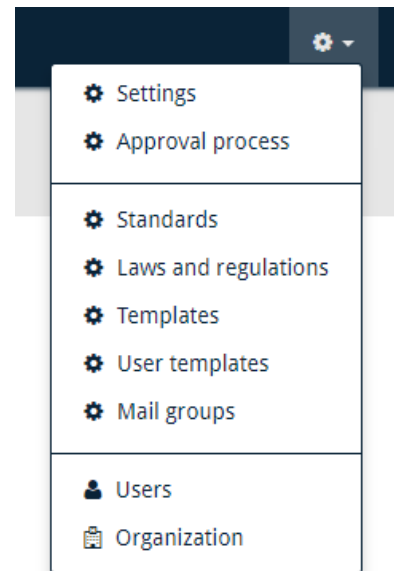
[Update] November 10, 2017

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 Quality Manual, and the majority of new features are to be found in that module.

Read on for a quick summary of what's new in the latest release.

1. Data protection rules across all of Europe will see their biggest change in two decades, when the General Data Protection Regulation (GDPR) comes into force on May 25th 2018. It's vital for companies to understand what the GDPR means for their business, and in order to help our customers build compliant processes and fulfill their obligations, we've integrated the GDPR in its entirety into CCQ. With just a few mouse clicks you can set up the regulation in the system and start referencing certain articles or provisions that the company needs to satisfy.







First, you have to enter the appropriate interface. Click the settings icon on the CCQ banner up top and select **Laws and regulations**. Under **Actions** you have an option called *Insert default value GDPR*. When this action is applied, the GDPR is automatically installed in the system and becomes available for reference in new quality documents.



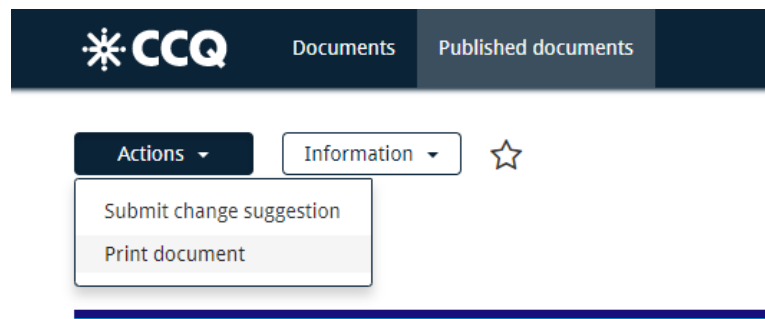
2. By clicking the settings icon and selecting **Users**, a list appears containing all CCQ users within the company. The modules that each user has access to are now shown in the list, and they are indicated with two-letter abbreviations:

- QM for Quality Manual
- IC for Incidents & Complaints
- RI for Risk Management
- AM for Asset Management
- CM for Competency Management
- AU for Audits
- QS for Questionnaires

If the person in question is an admin, a user's icon is added to the list of permissions. However, if the person is no longer "active" in the system, his name and information will be colored red in the list.

▼ Email	Permissions	
@gmail.com	 QM, AU, RI, IC, AM, CM, QS	
@gmail.com	QM, AU, RI, IC, QS	
@gmail.com	Is not active	
@gmail.com	 QM, AU, RI, IC, AM, CM, QS	

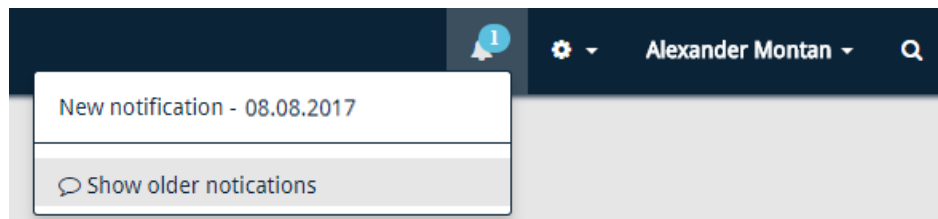
3. The printing of published quality documents has been greatly improved, and the format and layout looks much better. To prepare the document for printing, you need to employ the **Print document** option under **Actions**. You cannot rely on the traditional keyboard shortcut for printing (Ctrl + P), because the format and structure of the document often gets distorted or misshapen. In system **Settings** and at the bottom of the **Company settings** tab, you can control whether the document's metadata should be included in printing. Note that embedded attachments cannot be printed by using this method – you have to open and print them separately.



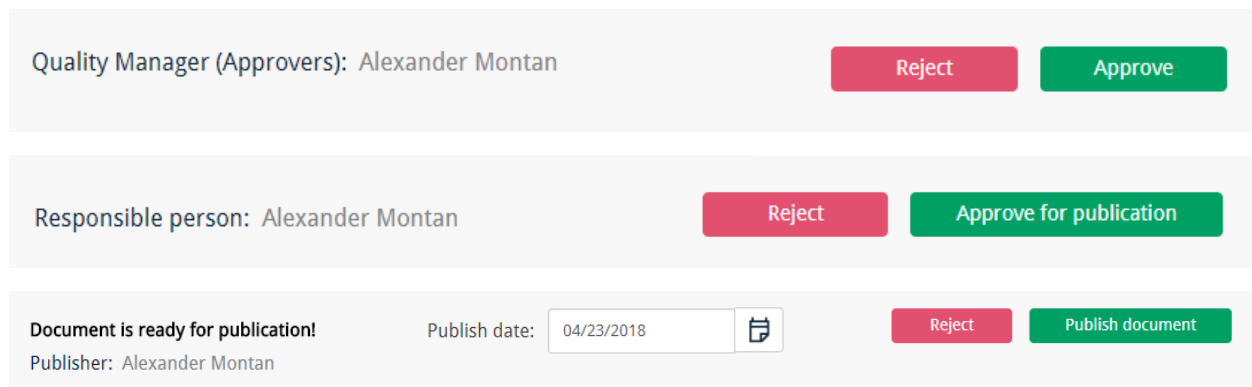
Printing documents

- ☒ Should include a footer with metadata when printing a document

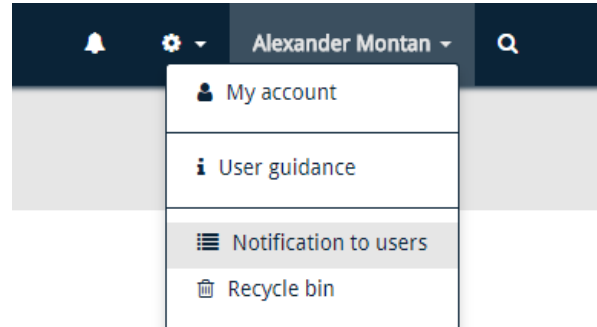
4. There's a notification icon next to your username, which you can find on the right side of the CCQ banner up top. Intuitively, you simply click the icon at any time to view notifications that you receive, and now we've added a button that allows you to view older notifications. You still have the other option of clicking your username on the top right and selecting **Notification to users**, to view archived notifications.



5. A minor change has been made to approval processes in CCQ. Editors, approvers and publishers can now reject a quality document at any time in the approval process. The moment the document is marked as *Completed*, a button for that purpose appears in the document. The **Reject** button is visible all the while it's being approved for publication, until the document is finally published.



6. This newest update enables administrators to create notifications themselves, in case they need to convey messages internally to users of the CCQ system. They can do that by selecting **Notification to users** under their username, and then clicking **New notification**. A template for a new message appears where you give the message a title, determine its expiration date, and whether it should be indicated as important.

A screenshot of a form for creating a new notification. The form is divided into two main sections: 'Title' and 'Message'. The 'Title' section has a text input field. The 'Expiration date' section has a date picker icon and a text input field. There is a checkbox labeled 'Important'. The 'Message' section has a rich text editor with various formatting options (bold, italic, underline, link, text color, background color, bulleted list, numbered list, link, unlink, image, table, undo, redo, source code, link, unlink) and a large text area for the message content. A small '0' is visible in the bottom right corner of the message area.

7. CCQ users can now view their user information and the permissions they've been given in the system. They can do that by clicking on their username and selecting **My account**. Their dashboard and language settings appear here as well. As a general user, you're not allowed to alter your access and username in the system, but everything else in your account can be changed at will.

A screenshot of the 'My account' page. The page has a header with four tabs: 'User information' (which is underlined), 'Permissions', 'Language', and 'Dashboard'. Below the tabs, there are four sections for user information: 'Full name' with a text input field containing 'Alexander Montan', 'Username' with a text input field containing 'alexm', 'Email' with a text input field containing 'alexandermontan@gmail.com', and 'Organization' with a text input field containing 'Sturlason Icelandic Group'.

8. If a document contains sensitive information that you don't want outsiders to get their hands on, you can control access to it by setting the visibility of the document. When in the **Documents** interface, you select the document, click **Set visibility...** under **Actions**, and you get a dialog box where you mark the document as "*invisible to public access lists*." As a result, the document won't be accessible to people that have been granted permission to view published documents via public links.

Set visibility for 1 documents

☐ This document will not be visible in public access lists

Note: Published documents will be republished

CancelSave

You also have the option of restricting access to individual documents by navigating to the **Access** tab in each document. Now, you can mark a checkbox that says: "*This document will not be visible in public access lists*." This method has the exact same effect, and outsiders won't be able to view the quality document.

GeneralCategorizationApproversAccess

Access to this document is limited to

Alexander Montan x

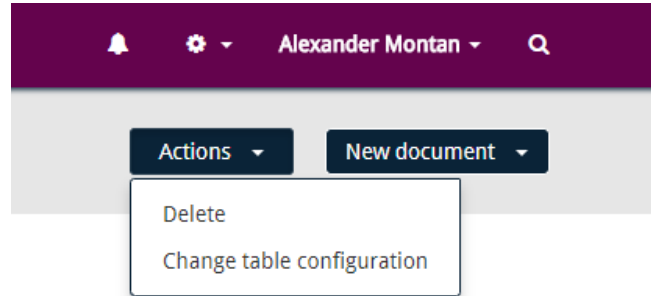
Access to published document is limited to

Access is not limited

☒ This document will not be visible in public access lists

9. When viewing the list of **Incidents & Complaints** and you want to change the layout of the table, you have a shortcut for that purpose under **Actions**. You get a dialog window listing the table columns that are available, you select the ones you want displayed in the table, and click **Save**. You can control the width of the columns by clicking the plus and minus buttons on the right-hand side of each selected column.

Note that the table has a capacity of only ten columns, which means that if you select ten different columns to display, you won't be able to change their width.



Change the table configuration

You can choose up to 10 columns

Available columns

- ☐ Total cost
- ☐ Customer - contact
- ☐ Customer - address
- ☐ Customer - zip code
- ☐ Customer - phone
- ☐ Customer - mobile
- ☐ Customer - email
- ☐ Sender - contact

Selected columns (10)

<input checked="" type="checkbox"/> Incident Number	⊖ 1 ⊕
<input checked="" type="checkbox"/> Subject	⊖ 2 ⊕
<input checked="" type="checkbox"/> Customer - company	⊖ 2 ⊕
<input checked="" type="checkbox"/> Responsible Person	⊖ 2 ⊕
<input checked="" type="checkbox"/> Estimated Date	⊖ 2 ⊕
<input checked="" type="checkbox"/> Process	⊖ 1 ⊕

CancelSave