



## ***FAQ - How Do I Get a Custom Transmittal in QDMS?***

### **Question**

How do I get a custom transmittal in QDMS?

### **Answer**

All new customers purchasing QDMS licenses are entitled to a free single custom transmittal format as part of their license fee. For your free custom transmittal, QA Software will reformat the standard QDMS Transmittal to suit, as far as possible, your company's existing transmittal format.

It is possible to have more than one custom transmittal format, however, if you have already received a free custom transmittal any additional transmittal formats requested will need to be costed by QA Software for a paid customisation.

### **What is included in the FREE Custom Transmittal?**

Reformatting of the standard QDMS Transmittal Format to suit a customer format is limited to:

- Changing Fonts
- Changing Font Sizes
- Changing the position of existing data within the limited boundaries
- Adding a Logo

### **What is NOT included in the FREE Custom Transmittal?**

The FREE custom transmittal does not include the following types of changes to the standard Transmittal:

- Displaying new data that is not in the standard transmittal format
- Custom Transmittal Numbering
- Conditionally showing data
- Moving data out of it's normal boundaries (eg Header, Footer, Details)

Such changes are possible but must be done as paid enhancements.

### **Further information on issue**

For further information, or to request custom transmittals, please contact QA Software Pty Ltd.

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