



## ***FAQ - How Do I Stop or Start Sending Revised Documents?***

### **Question**

How do I stop or start sending revised documents?

### **Answer**

Once documents have been transmitted (issued) to one or more recipients, and those documents are subsequently revised, QDMS automatically creates a list of pending transmittals. This list of pending transmittals flags document/recipient combinations where the last revision of a document sent to the recipient is not the same as the current revision of the document in the Master Document Register.

The Pending Transmittal feature is quite useful in that it enables users to ensure that recipients are kept up to date with the latest revisions of documents. Over time, however, it may contain document/recipient combinations that no longer require any further updates. For example, a recipient may no longer be involved in the project.

Alternatively, you may have forgotten to mark a recipient to receive updated revisions of documents, in which case you may want to begin sending them any new revisions of previously transmitted documents.

In either case, you can change these settings by indicating that recipients no longer require the latest revision of certain documents, or by indicating that they do.

### **How to stop or start sending Revised Documents to a Recipient**

If it is required to stop or start sending revised versions of one or more documents to a recipient:

1. Click on the **View** menu.
2. Select **Recipient Document Register**.
3. Tick the box labelled **Change Resend Status**.
4. Locate the Recipient and tick or untick the **Resend** field against the documents to be added to or removed from the current distribution.

### **Further information on issue**

For further information, please contact QA Software Pty Ltd.

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