



FAQ - How Do I Manage Transmittal Acknowledgements in QDMS?

Question

How do I manage transmittal acknowledgements in QDMS?

Answer

A Transmittal Acknowledgement is a request to the recipient of a transmittal to sign and return to the sender a hardcopy of the transmittal form. This is confirmation that the recipient has received the transmittal.

When generating a transmittal, tick the box "Acknowledgement required" at the transmittal generation screen. While this box is ticked by default, it is possible to manage the default setting on a per recipient basis via the Address Book on the Default Details tab.

How to record when an Acknowledgement is received

When a transmittal has been acknowledged by the recipient, this is recorded in QDMS as follows:

1. From the **View** menu, select **Transmittal History**.
2. Locate the Transmittal that has been acknowledged.
3. Click on the **Acknowledgement Date** field and enter manually or press F8 to enter today's date.

How to print a list of Acknowledgements Outstanding

1. From the **Reports** menu, select **Print Standard Reports**.
2. In the **Report on** drop down list, select **Transmittals Summary**.
3. In the Report list, select report number **5C**.
4. Click **OK** to run the report.

How to change the Acknowledgement Message

The message that appears on transmittals in regard to Acknowledgements can be modified as follows:

1. From the **Tools** menu select **Options**.
2. Click on the **Project Messages** tab.
3. Enter the Required Acknowledgement Message.

Note that if you have a custom transmittal format, this may not be supported.

Further information on issue

For further information, please contact QA Software Pty Ltd.

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