



FAQ - How do I Transmit a Superseded Document in QDMS?

Question

How do I transmit a superseded document in QDMS?

Answer

The standard QDMS Transmittal methods require users to select the documents being transmitted from the Master Document Register. Since the Master Document Register shows the latest revision of each document, this ensures that users transmit the latest revision of documents.

From time to time it may be necessary to transmit a superseded revision of a document. There are two methods for this:

Option 1: Use *Re-Transmit a Transmittal Received*

This option is possible if the superseded document was received via the **Receive** menu.

1. First find the superseded revision of the document in the Document History and note the number of the Transmittal Received.
2. Then from the **Transmit** menu, select **Re-transmit a transmittal received**.
3. Select the incoming transmittal number found in Step 1.
4. Click on the Documents Tab and you will see three columns: MDR Rev (the current revision in the MDR); Trmtl Rev (the revision received on this transmittal); and Send Rev (the revision you want to transmit). You can change the Send Rev column as required depending on the option selected in step (5) below.
5. The **Re-transmit Rev and Sts as:** option group has the following options:
 - Received**
*Select this option if you want **Send Rev = Trmtl Rev** for all documents required to be transmitted.*
 - Latest Information in the Master Document Register**
*Select this option if you want **Send Rev = MDR Rev** for all document required to be transmitted.*
 - Other**
*With this option the **Send Rev** column becomes editable and **Send Rev = MDR Rev** by default for all documents. You can edit the value of Send Rev so that **Send Rev = Trmtl Rev** for some documents if required.*
6. Click **OK** and proceed as normal.



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Option 2: Use a Free Form Transmittal

A Free Form Transmittal is a method of creating and sending a transmittal containing a document that does not exist in the Master Document Register (ie. A physical sample or a superseded document. A superseded document falls into this category as it is only stored in the Document History File and not the MDR).

1. From the **Transmit** menu, select **Free Form Transmittal**.
2. Click on the **Documents** Tab and click the **Add** button.
3. In the Document Number field, enter the required document number and press Tab.
4. The details will default to those from the latest revision in the Master Document Register.
5. Now add an "*" to the end of the Document Number and press Tab.
6. The system will now identify this as a new document and a window will appear where you can select any revision (ie the superseded revision required to be transmitted).
7. Select the required Revision and click OK.
8. Now proceed as normal for the transmittal.

Notes:

- (a) The Transmittal History will store the transmittal of the document (with an * at the end of the document number).
- (b) When viewing or printing the Transmittal History by document number, the document with an * will be listed directly below the original document.
- (c) On the Transmittal you should enter a message indicating that you are transmitting a superseded document.
- (d) The weakness of Option 2 is that when viewing the Transmittal History from within the Master Document Register, the transmittal of the superseded document will not be listed

Further information on issue

For further information, please contact QA Software Pty Ltd.

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