



## A. QDMS Version 5 - Installing

For existing Customers using Version 3.7 or above of QDMS, your existing installation can be upgraded to Version 5 by running the QDMSUPDATE.ZIP. See a separate FAQ on how to upgrade QDMS.

Note that QDMS Version 5 requires the latest QASYS files to be installed.

## B. QDMS Version 5 - Highlights

There have been some major new features added to QDMS in Version 5. Some of the highlights are:

Feature	Brief Description
Dashboard	A new Dashboard screen has been added to QDMS replacing the previous Quick menu.
Favorites	The previous Quick menu options are now referred to as Favorites, and are located on the left side of the new dashboard. They can be customised as normal via Tools\Customise Favorites.
Transmittal Statistics	The dashboard displays key statistics for transmittals stored within QDMS. The transmittal statistics work in the same way as the new QDMS Alerts (see below).
Show Alerts	A new facility to notify users on login in regard to responses to transmitted documents that are outstanding, overdue or expected in the next X days. Also the facility to auto send email reminders re these issues to recipients.
Hot List in Transmittal History	A new facility to see at a glance in the transmittal history responses to transmitted documents that are outstanding, overdue, acknowledgements outstanding without having to apply complex filters.
New Report "2E - By Document – Review Cycle History"	A new report specifically designed to combine information from the Document History and Transmittal History to monitor and manage document review cycles.
New Report "4R – Responses to Transmitted Documents"	The previous reports available for listing responses to transmitted documents that are outstanding have been enhanced to provide the user with a greater level of control. A new option to print responses due in the next X days has been included.

New Report "4T - Response time statistics for transmitted documents"	A new statistical report has been included to calculate average and maximum response times to transmitted documents either per project or per recipient.
Using Auto Document Numbering	A new facility has been included to enable projects to define their own auto document numbering system.
Hiding the Status Received field	For those customers not using the Status Received field when registering documents, this field can now be hidden.
Select Custom fields for use at Receive Documents	Customers with custom fields added to their master document register can now select these fields in the document grid at the Receive Documents screen.
Address Book – Make contacts Inactive	It is now possible to make recipients in the address book Inactive.
Address Book Maintenance Wizard	Updating the address details for multiple contacts belonging to the same company is now simple using this new wizard.
Circulation List Wizard	Maintenance of Circulation Lists has been made easy with this new wizard.
Configuration Tables – new Groupings	Maintenance of Configuration tables has been simplified with Document and Transmittal Attributes separated into different File lists.
Duplicate User Settings	Configuring QDMS for use in large multi user environments is simplified with a new wizard to copy the security, custom views and settings etc for one user to one or more other users on the same or different projects.
Session Log	A new session log has been provided to see which users are logged into QDMS and their access history if necessary.

The full list of new features in QDMS is listed below.

### C. QDMS Version 5 – New Features

There have been some major new features added to QDMS in Version 5

Main Menu / Issue	Sub Menu / Sub Issue	Description
Login	Selection of Projects	The login window in QDMS has been enhanced to enable fast location of a project to select using an incremental search feature. For more on this see File\Open Project below. The login screen also shows the date each project was last accessed.
	Re-Enter Password	The re-enter password or login screen can now be launched in QDMS by pressing CTRL + R.

	Alerts	<p>A new concept of “Alerts” has been introduced into QDMS. On login to QDMS users can alerted to the following:</p> <ol style="list-style-type: none"> <li>1. Responses to Transmitted Documents - Outstanding</li> <li>2. Responses to Transmittal Documents - Overdue</li> <li>3. Transmittal Acknowledgements Outstanding</li> <li>4. Pending Transmittals</li> </ol> <p>Users can go direct to the area of interest from the Alerts window.</p> <p>It is also possible to send Auto Reminders by email for each of the above circumstances. This greatly streamlines the process of expediting responses to transmitted documents and the return of transmittal acknowledgements.</p> <p>To activate Alerts, see Program Defaults. The Alerts window can also be launched from the MDR (Right click) or the Transmittal History (Hot List).</p>
	Project Data Version	<p>It is now possible to upgrade only selected projects when upgrading to the latest version of the system (see Tools\Install Upgrade below). Hence if a user tries to login to a project which has not been upgraded to the version of QDMS that is running, a message is given advising them that the project must be upgraded first. This feature is particularly useful when restoring an archived project that was archived from a previous version of QDMS.</p>
Dashboard	Dashboard	<p>A new Dashboard screen has been added to QDMS replacing the previous Quick menu.</p>
	Favorites	<p>The previous Quick menu options are now referred to as Favorites, and are located on the left side of the new dashboard. They can be customised as normal via Tools\Customise Favorites.</p>
	Transmittal Statistics	<p>The dashboard displays key statistics for transmittals stored within QDMS. The transmittal statistics work in the same way as the new QDMS Alerts (see below).</p>
	Project Image	<p>The dashboard contains an area to display a static project image. To select an image use Tools\Options\Project Settings.</p>
	Project Summary	<p>The dashboard contains an area to display some summary text about the project. To edit this text use Tools\Options\Project Messages.</p>
General	All Screens	<p>All screens have been enhanced in QDMS to display [Read Only] as part of the window title for users who only have Read Only access to the screen.</p>

	Filter	<b>Advanced Filter:</b> The Filter screen in QDMS (accessed from wherever you see a filter button) has been enhanced to include the option for applying an Advanced Filter which enables filtering on information in tables relating to the primary table being accessed.
	Reports (Custom)	All Custom Reports for a customer are now stored in the QDMS folder while all QDMS Standard Reports are stored in the \QDMS\Reports folder. This change means that custom reports provided to a customer will not be overwritten by future upgrades.
File	Menu name changes	The menu option "Project – Select" has been changed to "Open Project". The menu option Project – Create New" has been changed to "New Project". This is to bring these two menu options more in line with Windows standards. Open Project can also be activated using CTRL + O.
	Open Project	The method of switching between projects in QDMS has been changed. Previously using Project – Select, a list contained the last 20 projects created would be shown. Now, selecting Open Project loads the a form listing all projects a user has access to. The user can either scroll to find the selected project or use an incremental search field at the bottom of the form. The Incremental search field can be used to search either by Project Number or Title. To search by title, first click on the Title column in the grid.
	Open Project	The Open project screen lists the date each project was last accessed by a user.
	Print Standard Reports	<b>New Report "1A5 - By Document No - Since last "Controlled Issue":</b> This report in QDMS prints entries in the MDR that have occurred (either new or revised documents) since the last Controlled Issue of the MDR.
	Print Standard Reports	<b>New Report "2E - By Document – Review Cycle History":</b> A major new report has been added to QDMS to give a complete report on the document review cycle in QDMS. The new "By Document - Review Cycle History" history report which is available via File\Print Standard Reports\Document History, shows for each document both incoming and outgoing transactions (sourced from both the Document History and Transmittal History tables). When running this report the user is prompted to filter via Company Ids and Status Codes. This is because this report is typically used to report on the review cycle between specific companies on a project (such as the client and consultants). When trying this report for the first time, select all companies and all status codes to see how the report works.

Print Standard Reports	<p><b>New Report “4R – Responses to Transmitted Documents”:</b> A major enhancement to the way expediting reports for responses to issued documents has been included in this release of QDMS. The previous options of reporting on responses outstanding to transmitted documents have been expanded to include the following options:</p> <ul style="list-style-type: none"> <li>• Responses Outstanding</li> <li>• Responses Requested</li> <li>• Responses Overdue</li> <li>• Responses due in the next X Days</li> </ul>
Print Standard Reports	<p><b>New Report “4S – By Circulation List No.”:</b> This new report prints the history of transmittal documents sorted by Circulation List No.</p>
Print Standard Reports	<p><b>New Report “4T - Response time statistics for transmitted documents”:</b> This is a major new report that shows the average and maximum response times for the return of transmitted documents. It can be printed at summary (Project) or detailed (by Recipient) levels and can be controlled to analyse return times over a specific date range.</p>
Print Standard Reports	<p><b>New Report “5D – Responses to Transmittals”:</b> A major enhancement to the way expediting reports for responses to transmittals has been included in this release of QDMS. The previous options of reporting on responses outstanding to transmittals have been expanded to include the following options:</p> <ul style="list-style-type: none"> <li>• Responses Outstanding</li> <li>• Responses Requested</li> <li>• Responses Overdue</li> <li>• Responses due in the next X Days</li> </ul>
Print Standard Reports	<p><b>New Report “5S – By Circulation List No.”:</b> This new report prints the history of transmittals sorted by Circulation List No.</p>
Print Standard Reports	<p><b>New Report “PA – By Project No.”:</b> A new Report Group “Projects” has been added to the list of standard reports. The first report in this group prints a list of projects with their details.</p>
Print Standard Reports	<p><b>Printing reports to PDF:</b> When printing reports direct to PDF files, it is now possible for the user to change the folder where the output file will be located.</p>
Print Standard Reports	<p><b>Printing reports to PDF:</b> With this release, all the PDF files created by QDMS will be encrypted so that they cannot be modified by any external programs such as Adobe Acrobat Writer. This is to maintain the integrity of the PDF files created.</p>

	Print Standard Reports	<b>Printing reports to Excel:</b> The program in QDMS that enables printing of QDMS reports to MS Excel has been enhanced to include the headers for each page.
	Project Statistics	The existing Project Statistics report has been moved to Print Standard Reports under the new Project Grouping. See report PB – Project Statistics.
	Calendar	The user interface for the Project Calendar has been enhanced as follows: <ul style="list-style-type: none"> <li>(a) The order of day of the week captions has been changed from Sunday through to Saturday to Monday through to Sunday.</li> <li>(b) At the bottom right hand corner of the calendar screen today's date is displayed as a link and clicking this link will load the current month (if not already displayed)</li> <li>(c) Also at the bottom right hand corner, the number of working days since the project commenced (via the Calendar Start Date) is displayed.</li> <li>(d) When the Calendar is selected, if there is any description text for the current date, it will be displayed as a reminder.</li> </ul>
Edit	Make a Global Change	This feature to make bulk changes to values in the Master Document register has been enhanced to enable the replacement of one field on the MDR with the values from another existing field.
View	Master Document Register	<b>View File Indicator:</b> The Master Document Register has been enhanced to show a paper clip icon against entries that have View Files attached.
	Master Document Register	<b>StsRcvd (Status Received):</b> For those customers who do not use this value when entering documents to QDMS, this field can now be hidden in the Document Information Window simplifying this window for users. To hide the Status Received, see Program Defaults.
	Master Document Register	<b>Re-numbering of Documents:</b> Users are now warned if they re-number a document that has been previously transmitted. Re-numbering can proceed but the document should be re-transmitted to recipients under the new number.
	Master Document Register	<b>Processing out of sequence revisions:</b> This procedure has been enhanced so that the default option when processing out of sequence document revisions (if mandatory revision sequencing is active) is now to record the entry in the Document History file only.
	Master Document Register	<b>Percent Complete field:</b> When entering or revising documents, the PCT (Percent) field is now auto updated with the percentage value defined for the Status (STS) being applied to the document. The PCT values for each STS are maintained in the STS configuration table.

Master Document Register	In previous versions of QDMS it was possible to have up to 5 TAG fields in the MDR (even though only one TAG column is every displayed to the logged on user). In the latest version of QDMS it is now possible to have unlimited TAG fields in the MDR. This is only relevant for customers who have many document controllers generating transmittals at the same time in the same project. See Tools\Options below for more details.
Master Document Register	<p>When working in the MDR, users can generally add to the configuration tables “on the fly” if a value they want to record against a document does not existing in the drop down list for that field.</p> <p>It is now possible to restrict this ability via the QDMS Program Defaults. This enables a system administrator to prevent users adding to the configuration tables via this method.</p>
Master Document Register	The Highlight Changes option at the MDR has been moved to the Shortcut menu available by right clicking in the MDR.
Recipient Document Register	The Recipient Document Register which stores the latest revision of each document sent to each recipient now shows side by side for each document sent to each recipient both the REV and STS Sent (RevSent and StsSent) and the Current Revision and Status from the Master Document Register (RevNow and StsNow)
Recipient Document Register	<b>Modifying the Distribution:</b> If a recipient is to be “taken off the distribution” for all documents they have received previously (ie you no longer want to keep sending new revisions of these documents to this recipient), this can now be done more efficiently. On ticking the “Change Resend Status” box, a new box appears to Select or Un-Select All which will change the resend status of all documents for the current recipient in one go rather than changing this document by document.

	Transmittal History	<p><b>Hot List:</b> There is a new Hot List button available when viewing the Transmittal History. The Hot List enables users to see at a glance:</p> <p><b>Responses Required:</b> Displays only transmittals where a response is required.</p> <p><b>Responses Outstanding:</b> Displays only transmittals where the response to one or more documents is still outstanding.</p> <p><b>Responses Overdue:</b> Displays only transmittals where the response to one or more documents is overdue.</p> <p><b>Acknowledgements Required:</b> Displays only transmittals where an acknowledgement is required.</p> <p><b>Acknowledgements Outstanding:</b> Displays only transmittals where an acknowledgement is required but has not been received.</p> <p><b>Show Alerts:</b> Launches the new Alerts window.</p>
	Transmittal History	<p><b>F8 Key:</b> To enter the current system date into a date field in the Transmittal History (e.g. the Acknowledgement Received field), press F8.</p>
	Pending Transmittals	<p>This screen has been enhanced to enable viewing of Pending Transmittals by Documents as well as Recipient.</p>
	Address Book – Company Types	<p>If a company Type Title contains the word “CLIENT” then when documents are transmitted to a company that has this Company Type allocated to it, the field “To_Client” in the QDMS MDR will be updated with the transmittal sent date. Note that only one company on any project should be allocated such a company type.</p> <p>This enhancement has been done at the request of a number of customers who had a similar facility in older versions of QDMS using a Recipient called *CLIENT.</p>
	Address Book – Companies	<p>A Filter button has been added to the Companies list making it easier to work with large address books.</p>
	Address Book - Contacts	<p><b>Inactive Contacts:</b> It is now possible to make a contact that is no longer involved in the project Inactive. Inactive contacts are hidden in all drop down lists that use the Address Book.</p> <p>The address book has an Active/Inactive option for contacts Everywhere the address book is shown only active contacts are listed.</p>
	Address Book - Contacts	<p>The Title band of the address book has been enhanced to indicate whether the Project based (Local) Address Book or Global Address Book is in use.</p>

	Configuration Tables	The large list of Files maintained via Configuration tables have been grouped into three groups: Document Attributes, Transmittal Attributes, and Address Book. These groupings make the Configuration tables easier to work with.
	Configuration Tables – Revisions	The configuration table for Revision values has been enhanced so that the sequence of each revision can be modified in the grid by using an Edit button. This makes a complete change of sequence values much easier to update.
	Removed data	A new feature has been added to QDMS to capture both documents deleted from the MDR and documents re-numbered in the MDR. The “Removed Data” table is like an audit trail of document deletions and/or re-numberings and is accessed via View\Removed data menu.
Transmit	Saving Transmittals	The mandatory requirement of printing transmittals before they can be saved has been removed in the latest version of QDMS. There is a new “File” option when generating transmittals in which the transmittal can be printed to PDF (in which case a PDF copy of the transmittal is saved into a new folder under the Projects folder) or, saved without any printing.
	Multiple Recipients	<b>Method:</b> In addition to defining the Copies, Size, Media and Reason for each recipient when using a transmittal to multiple recipients, you can now select the Method of transmittal as well.
	Re-Transmit a Transmittal Received	When selecting the Incoming Transmittal with this option, the list of incoming transmittals to select from is now sorted by Transmittal Received Number by default.
	eTransmittals	<b>Multiple Recipients:</b> When using eTransmittals with Multiple Recipients, the eTransmittal wizard is now only launched once, rather than once for each Recipient.
	Upload to TeamBinder	The facility to upload documents from QDMS to TeamBinder has been enhanced as follows:  (a) It is now possible to change the TeamBinder User value on the fly within the transmittal generation process. Previously this value would have to be changed in the Project Settings by each user before uploading documents.  (b) An error report can be viewed for documents that fail validation (QDMS can only partially validate the documents) before uploading.

	Transmittals – Reprint	The option to export a transmittal to MS Excel has been enhanced to support custom transmittal formats. Note however that QA Software do not guarantee that the output of a transmittal exported to MS Excel will be exactly as per the format of the printed custom format. If the excel format is not, but is required to be, exactly as per the printed format (from the Transmittal screen), this must be done as a paid enhancement.
Receive	Documents	The Receive Documents window has been enhanced so that “View” files (attachments) can be selected for each document being received directly from the Receive screen.
	Documents	The option to define which attribute fields of the MDR in QDMS are displayed in the Receive documents grid in the past, was limited to selecting from only standard QDMS MDR fields. In the latest QDMS version, this has been enhanced to also enable selection of any user defined custom fields using the Columns button.
	Documents	The Transmittal Received Number field has been increased from 12 to 25 characters.
	Documents	<b>Auto Document Numbering:</b> It is now possible in QDMS to setup an automatic document numbering process. See Tools\Define Document Number Format below.
	Documents	The option to use "Use existing values from MDR" when customising the columns that appear on the grid at the Receive Documents screen has been modified. Now when using the New Duplicate button to enter documents, if an existing value for the Document is empty in the MDR, the value from the document being duplicated is copied to the new document rather than being left empty.
	Package Documents	This screen has been enhanced in the same way as the Receive – Documents screen where applicable.
Misc	Update Status of Transmitted documents	This process has been modified so that Response Received field in the Transmittal History file is updated with the Dated field from this screen, ONLY for transmitted Documents that actually have their STS updated. This enhancement means that for those customers who use this screen to record the approval status of say shop drawings when they are returned from a consultant, they no longer need to also use Update Response to Transmittals. The STS and the Responded Date can now both be updated correctly and at the same time via Update Status of Transmitted Documents.

	Update Status of Transmitted documents	Update Status of Transmitted Documents has also been enhanced in QDMS to better record the return of transmitted documents. In previous versions of QDMS, if the STS of a document was changed via this process, the STS of the document in the Document History file that relates to the same revision of the document was also updated. This has been changed so that instead, a new record is added to the Document History file.
	Update Status of Transmitted documents	This screen has also been enhanced by the addition of an Incremental search Find button to simplify the process of locating documents.
	Print Status of Transmitted Documents	This report has been enhanced so that it can now be output in PDF or Plain Text in addition to MS Excel.
	Update Responses to Transmittals	This screen has been enhanced by the addition of an Incremental search Find button to simplify the process of locating documents.
	Print Room Report	This report has been enhanced so that it can now be output in PDF or Plain Text in addition to MS Excel.
	Print Shop Drawing Report	This report has been enhanced so that it can now be output in MS Excel, PDF or Plain Text.
Wizards	Address Book Maintenance Wizard	<p>A major new feature has been added to QDMS to simplify the process of updating contact details in the Address Book. QDMS stores the address details for each contact at contact level. Where there are a large number of contacts at the same address, updating the address details in the past meant updating the details for each contact one by one.</p> <p>The new Address Book Maintenance Wizard allows changes to the address book to be made in bulk.</p>
	Tags – Automatic	The tick box for “Clear all tags first” is now ticked by default when using this wizard.
	Import Data Wizard	When using this wizard to import to the MDR from an Excel file, if the document number field is empty in the excel file for a row that has other values, these records are now shown in red. Previously they were ignored and just not imported.
	Import Data Wizard	A preview button is included in the documents page of the Import wizard
	CAD – Import	In previous versions of QDMS, if the tick box "Search Directories" is ticked within the CAD Import screen and no drawing files were found the user was prompted with a message for each folder searched. Now a message only appears at the end of the search.

	CAD – Import	The CAD Import wizard now has an option to “Overwrite Titles and other fields with imported data” as with the standard MDR Import Wizard.
	Define Circulation List Wizard	The method of creating, editing and deleting circulation lists in QDMS has had a complete overhaul. Circulation Lists are now managed by a new wizard.
Tools	Options – System Admin	The System Admin screen has been replaced with two screens: Project Settings and Project Messages to give a clear indication that the settings are Project related rather than Program related.
	Options – Program Defaults	<b>Customer Report Logo:</b> It is now possible for customers to select their own logo file for use on QDMS reports.
	Options – Program Defaults	It is now possible to define Type 2 Transmittals as the default Transmittal type for all transmittals generated within QDMS
	Options – Project Settings	Default path for “Transmittals Import/Export files”: This has been enhanced to enable different default paths to be set for different projects via Tools\Options\Project Settings. If no default is set under Project Settings, the setting under Program Defaults will be used (if present).
	Options – Project Settings	<p><b>Default Attachments Folder:</b> The option “Cad Path” which in previous versions of QDMS was located under Program Defaults and was used to define the default folder from which to select view files at attachments to entries in the MDR, has now been moved to Project Settings. The option has also been renamed to “View Files” in a group of fields headed “Default Folders For:” This enhancement means that the default folder for view files to be attached to the MDR can now be set on a per project basis.</p> <p>This feature has been further improved to enable the system administrator to restrict the location from which view files can be selected from to the Default attachments folder or below (in the directory structure). This is a great new feature ensuring users copy any view files to a project directory structure prior to attaching them to entries in QDMS. To active this feature, tick the box against “Restrict Attachments Folder”.</p>
	Options – Project Settings	<b>Working with Document Masks:</b> The way that Masks for Document Numbers are defined in QDMS has been enhanced to make it easier for users to setup the masks.

Options – Project Settings	<b>Number of Tags:</b> For customers with very large projects that have a large number of document controllers all accessing the same project at the same time to generate transmittals, a significant enhancement has been made to QDMS to enable the definition of unlimited TAG fields for use when tagging documents. This means that each document controller can be allocated their own TAG column for the selection of documents to transmit. See the latest QDMS Help file for more on this topic.
Options - Project Settings	It is now possible to define Type 2 Transmittals as the default Transmittal type for all transmittals generated within a project.
Options – Project Messages	A new page frame (tab) has been added to the Options screen called Project Messages. At this location users can define custom messages for use with their project.
Security – Users and Projects	For each user it is possible to control whether they see the new QDMS Alerts screen on login to the system.
Security – Levels and Features	This screen has been enhanced. The previous options for No Access or Read Only for each menu item within each user level have been replaced with three options: <ul style="list-style-type: none"> <li>• No access</li> <li>• Read Only</li> <li>• Read/Write</li> </ul>
Security – Levels and Features	A new report generated from this screen to print the settings for each User Level has been included in this release of QDMS.
Duplicate User Settings	This is a major new feature of QDMS to enable User settings to be copied to one or more users across one or more projects. For large installations of QDMS, this feature enables QDMS to be configured for one user (eg Security Settings, Custom screen settings etc) and then have these settings copied to other users on the same project or to other projects.
Define Document Number Format	<b>Automatic Document Numbering:</b> A major new feature has been provided with QDMS to enable customers who allocate their own number (according to a set of rules) to all documents to automate the generation of the next sequential number.  The Define Document Number format screen enables the definition of how the document number elements are to be built up, the max and min numbers of characters for each element and much more.  All windows in QDMS where documents can be entered are then modified to use the Numbering format defined.

	Change Report Settings	A new feature has been added to QDMS for overseas customers enabling them to change all reports in QDMS from A4 to Letter size paper without the involvement of QA Software.
	Customise Menu	It is now not necessary to close the Quick Menu before using this customise option. When saving your changes to the Quick menu it also now reloads automatically. This menu option has changed name also to <b>Customise Favorites</b> .
	Install Upgrade	The upgrade programs for QDMS have been enhanced to enable the user to select which projects to upgrade. Previously the options were CURRENT or ALL. Now the user can select exactly the projects to upgrade. This can be useful when there are a large number of projects to upgrade but only a few are required to be upgrade urgently.
	View User Login Details	A new screen has been included in QDMS to enable a system administrator to see which other users are logged into QDMS. This is particular useful when preparing for an upgrade. It is also possible as this new screen to see a history of a users access to QDMS.
Help	Help File	The Help file can now be launched at any time by pressing F1.

## D. QDMS Version 5 – Program Fixes

There have been a number of program fixes in this version of QDMS:

Main Menu / Issue	Sub Menu / Sub Issue	Description
Login	Personal Notes	The Personal Notes at the login screen have been activated. Can you used to create reminders etc.
File	New Project	There was an issue in previous versions of QDMS where despite the Next button being disabled (because a user had not completed all mandatory fields) on a screen in the project creation wizard, the user was still able to move forward to the next screen using the navigation icons on the left hand side of the wizard. This has been fixed.
	New Project	At the data transfer screen in the project creation wizard, Option 2 – Transfer Configuration Tables Only, now transfer the configuration tables from the Current project rather than the DEMO project.
View	Master Document Register	The Find (Incremental search) option in the MDR has been made case sensitive when searching on the Title field.
	Recipient Document Register	There was an issue in previous versions of QDMS where the filter used in the Recipient Document Register did not save the field name. This has been fixed.
Transmit	Single Recipient	There was a problem in previous versions of QDMS where the recipient in Single Recipient Transmittals returned to the first recipient in the list after the Auto - Tags option had been used on the Documents page. This has been fixed.
	Single Recipient	A problem with the recipient default details for response days not working correctly if a default response message has not also been defined has been resolved.
	Multiple Recipients	A problem with an additional and unwanted recipient being tagged by the system when accessing the Address book from within the Transmittal to Multiple Recipients screen has been fixed.
	Re-transmit a transmittal Received	A cosmetic problem with QDMS mixing up document information on transmittals received with the same first 5 characters in the Transmittal Received Number when using this Re-Transmit a transmittal received option has been fixed.
	Revised Documents	An intermittent problem experienced by some users when using Transmit revised documents involving the incorrect recipient being selected has been fixed.
Receive	Packages	A problem reported while adding a new package when read only access was given to Package Definition screen has been resolved.
Misc	Shop Drawing Report	A problem with the printing of the right most columns on this report has been fixed.

	Print Status of Transmitted documents	This report has been modified so that it only prints transmitted documents that had their STS updated (via Misc\Update STS of Transmitted Documents) for the selected Status Update Reference Number, as opposed to printing all documents on the transmittal relating to the Status Update Reference Number regardless of whether the STS was updated when using Misc\Update STS of Transmittal Documents.
Wizards	Assign Users to Projects	A problem with the menu option to Assign Users to Projects being active even if a user has read only access to this menu option has been resolved.
	CAD – Import	In previous versions of QDMS, if Document No attribute was deleted from the mapping of QDMS to CAD a message appeared, but the user was not able to reselect this attribute without closing the wizard. This bug has been fixed.
Tools	Security – Levels & Features	It is no longer possible to delete a User Level if there is at least one person still allocated this level of security.
	Security – Levels & Features	A problem with the Undo has been resolved.
	Security – Levels & Features	The Install Upgrade menu option is now displayed in the Security – Levels & Features screen.
	Customize Menu	It is now possible to add Print Standard Reports to the Quick Menu.
	Options – Project Settings	A problem with the Document number mask format 1234-NNNN-NN.## has been resolved. Previously it was not possible to use a fixed prefix such as “1234” as part of the mask.
	Options – Project Settings	A problem with Mandatory Revision Sequencing whereby it was not possible to choose “Revision Sequence Required” if in the configuration tables for revisions there were entries with a sequence of <=0, has been solved.
	Options – Project Details	A problem involving users being able to change a project number or even delete a project while other users are accessing that project has been resolved.

If there are any issues with QDMS that you are awaiting resolution on, please contact [support@qa-software.com](mailto:support@qa-software.com)