



FAQ - What are View Files in QDMS?

Question

What are View Files in QDMS?

Answer

A View File in QDMS is the electronic representation, or soft copy, of a controlled document. There can only be a single view file associated with a controlled document in the Master Document Register.

View Files in QDMS can be in any format, however to view these files you need to either have the application the file was created in installed on your PC or the QDMS integrated viewer (QVIEW).

A record for each controlled document must first exist in the Master Document Register before a View File can be associated with the document.

To Link a View File to a Document

To link a View File to an entry in the Master Document Register:

1. From the **View** menu, select **Master Document Register**.
2. Locate the entry in the Master document register.
3. Right click on the document title and choose **Select File**.
4. On your computer or network, locate the View File to be attached.
5. Click **OK**.

Notes:

- a) View Files are not embedded or stored in any way in the QDMS database. QDMS simply stores the path and file name. Hence if the View File is moved from this path, QDMS will not be able to find it and it must be re-attached.
- b) A paper clip icon is used in the Master Document Register to indicate the presence of a View File. To open the View File, double click on the entry in the Master Document Register.



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- c) If you have the native application for a View File, QDMS can open the view file using the native application as long as the native application file extension is defined in the list of file types. To define the list of file types for which you have the native application:
1. Open the Master Document Register
 2. Click on the **Customise** Button
 3. Click on the **File Types** Button
 4. Click the Add button to add a new File Type extension.
 5. Enter the file extension for the file type (eg DWG for AutoCAD files).
 6. Click OK.
 7. Click Save at the Customise Screen.
 8. Click OK to return to the Master Document Register.

Note that by default, QDMS lists .DOC, .XLS, .PPT, .TIF, .TIFF and .PDF files here.

- d) View files that are not in the controlled document register can be viewed via QVIEW using the File\QVIEW option.
- e) When a Document is revised, the View file information for the previous revision is cleared by default. It remains, of course, in the document history.

Further information on issue

For further information, please contact QA Software Pty Ltd.

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