



As the new regulation emerges and existing regulations become more stringent, the effort to minimize the loss of quality and managing ongoing changes is very challenging. Having to keep track of all different types of changes to SOPs, work instructions, design specs, training plans, procedures, formulation and others without a change management solution is ever growing headache of all companies. Qualityze Change Control Management Software Solution leverages latest cloud technologies to complement your established change management process

Initiate and Document the Change Request

The information related to the change request must be documented clearly and concisely. With Qualityze's Change Management module, this can be achieved first by creating a change request. Within the Initiation step of a change request, you can capture key information such as

- Date of change request
- Change request type, title, and description,
- Change request scope and justification
- Priority (High, Medium, or Low). Urgent change management plans may require specific deadlines.
- Change requester, Change Owner

Review & Approve the Change Request

A Change request can be initiated by anyone in the organization. However, it needs to be properly reviewed and confirmed for the validity of the request. On Approval, if you feel that the change request is not valid you can close out the request. If further processing is necessary, you can start the change workflow to complete the request.

Notification of Change to Impacted Users

Once the change request is verified and approved appropriate document owner and the user's needs are notified of the change.

This built-in capability provides a real-time notification to impacted users and owners.

Automatic Archiving of Old Revisions

Archiving of old change request is required as a part of the change management process. The archived record is your window to the past for changes that were implemented or rejected.

Once the change request is closed, it cannot be reopened. Every change request will contain the revision of a document that was impacted by the change. Similarly, every document that was changed per the change request(s), will also have the reference back to the change request. This built-in, auto reference feature allows you to easily manage and maintain the historical data related to change request.

Capabilities	Benefits
Industry Best Practices	Implement your Change Management with industry-proven best practices to improve your product and process quality.
Centralized Change Management Database	Track all your quality changes in a validated system with detailed audit trail for a regulatory environment.
Electronic or Digital Signature	An electronic signature for every action and decisions performed. Includes the name of the signatory, the date and time of signature execution.
Dashboards & Reports	Users can create any number of Dashboards and reports.
Iconic Color Code Managed Workflow Process	The color-coded icons quickly help the user know "WHERE AM I" in the managed workflow process.
Proactive Input Validation	Proactive input validation helps guide the user while reducing errors on later steps.
File Attachments	Multiple files of any type can be attached to a change record and files are identified by steps of the process.
Automated Dynamic Workflows	Dynamic workflow configuration allows user to create variations of workflow for every change request.
Follow or subscribe to your important quality records	Follow feature allows user to keep track on progress of the Change that they are interested in, even though they do not own or have any active task. The system will create an alert on the dashboard anytime the change records that they are following is updated.
Notes for important reminders	Allows user to create a 'sticky note' to the self in the portal. Use it as a personal reminder or to remind yourself of work that needs to be done for an Change or a specific task.
Alerts & Notifications	A content change notification service that provides information in the homepage anytime any type of updates occurs to a Change records that the user own.
Portal Page	Dynamic portal page provides a quick overview of all the tasks for a user to complete. Approval, Task Completion, Alerts, Notes, Followed Changes and Changes that the user owns are all displayed in the portal page.
Task List Approval	With task list approval, approver will have the capability to approve right from the task list without having to go into the detail of the record.
Outlook Email Approval	With this feature, approver do not have to sign into the application to approve. User can simply reply back with words like 'APPROVE', 'APPROVED', 'REJECT' or 'REJECTED', as a response.
Chronology	Every Change record has a timeline of an event which tells the user what happened when. In other word a very high level audit trail that allows user to quickly understand the sequence of activities that occurred in the life cycle of Change record.