



What's New in Suite V3.98 R3

What's New in Suite contains important information that may not be available in any other Waypoint Global documentation source. It also contains information that should be read before upgrading to a newer version of the software.

How to Navigate in this File

This What's New file contains the information for each version of Suite, starting with the most recent version back to V3.00. What's new documentation for prior versions are available in the "Waypoint Global Product Guides" binder in Desktop. You can scroll through the entire file from top to bottom or view information for a specific version.

Waypoint Global Contacts

The Waypoint Global offices have relocated!

Our new address is:

Waypoint Global LLC
8345 Clearvista Place, Suite 350
Indianapolis, IN 46256

Toll: (844) 827-8254
Local: (317) 268-3959
Fax: (866) 571-5482

Support Contracts

Our customers who have a current technical support contract in place may download this latest version from the Suite Upgrade Distribution Center at www.waypointglobal.com. If you have misplaced your login and/or password for this online center, please contact Waypoint Global's Customer Service Department at customerservice@waypointglobal.com.

If your organization does not have a current technical support contract in place and you are interested in discussing the available options, please contact Waypoint Global at info@waypointglobal.com.

System Requirements

The following are the hardware and software requirements for Suite V3.98:

Group Edition

System	Component	Requirements
Workstation	Hardware	Processor - Dual Core or better Memory - 2GB Disk - 500MB Video - 1024x768 resolution, 16-bit Colors
	Operating System	Windows XP (32-bit) Windows XP (64-bit) <i>(New for V3.20)</i> Vista (32-bit) <i>(New for V3.00)</i> Vista (64-bit) <i>(New for V3.20)</i> Windows 7 (32-bit) <i>(New for V3.01)</i> Windows 7 (64-bit) <i>(New for V3.20)</i> Windows 8 (32 & 64-bit) <i>(New for V3.75)</i> Windows 8.1 (32 & 64-bit) <i>(New for V3.95)</i> Windows 10 (32 & 64-bit) <i>(New for V3.96)</i>
	Notes:	<ol style="list-style-type: none"> 1. Suite software will not run on earlier versions of Windows or Windows emulation systems that run on OS/2, UNIX or Macintosh computers. Peer-to-peer networking is not supported. 2. 64-bit operating systems ARE supported as of V3.30. All Suite software applications are 32-bit; installing them on 64-bit versions of Windows is supported. 3. Suite software requires Microsoft .Net Framework 3.5 Client. 4. Suite software requires Microsoft .Net Framework 4 Client.
Database Server	Hardware	Processor - Fast multi-core or multi-processor Memory - 4GB
	Operating System	Windows Server 2003 Windows Server 2008 Windows Server 2008 R2 <i>(New for V3.30)</i> Windows Server 2012 <i>(New for V3.80)</i> (SQL Server Only) Windows Server 2012 R2 <i>(New for V3.95)</i> (SQL Server Only) <i>(Recommend Latest Service Pack)</i>
	Software	Sybase ASA 7.03 (Not supported on Windows Server 2012) SQL Server 2005 SQL Server 2008 <i>(New for V3.01)</i> SQL Server 2008 R2 <i>(New for V3.60)</i> SQL Server 2012 <i>(New for V3.80)</i> SQL Server 2012 R2 <i>(New for V3.95)</i> SQL Server 2014 <i>(New for V3.97)</i> SQL Server 2016 <i>(New for V3.98)</i> <i>(Recommend Latest Service Pack)</i> Note: SQL Server Express is supported under certain conditions. Contact Waypoint Global for further information.
Repository Server	Operating System	Windows Server 2003 Windows Server 2008 Windows Server 2008 R2 <i>(New for V3.30)</i> Windows Server 2012 <i>(New for V3.80)</i> Windows Server 2012 R2 <i>(New for V3.95)</i> <i>(Recommend Latest Service Pack)</i>
	Note:	A repository server is only used to store files in a network share. No service software runs on the repository server. Bitness (32/64) is not a necessary consideration.

Group Edition Requirements (Continued...)

Terminal Services	Operating System	Windows Server 2003 Windows Server 2008 Windows Server 2008 R2 (<i>New for V3.30</i>) Windows Server 2012 (<i>New for V3.80</i>) Windows Server 2012 R2 (<i>New for V3.95</i>) (<i>Recommend Latest Service Pack</i>)
	Notes:	<ol style="list-style-type: none"> 1. 64-bit operating systems ARE supported as of V3.30. All Suite software applications are 32-bit; installing them on 64-bit versions of Windows Server is supported. 2. Suite software requires Microsoft .Net Framework 3.5 Client. 3. Suite software requires Microsoft .Net Framework 4 Client.

Personal Edition

Component	Requirements
Hardware	Processor - Dual Core or better Memory - 1GB Disk - 500MB Video - 1024x768 resolution, 16-bit Colors
Operating System	Windows XP (32-bit) Windows XP (64-bit) (<i>New for V3.20</i>) Vista (32-bit) (<i>New for V3.00</i>) Vista (64-bit) (<i>New for V3.20</i>) Windows 7 (32-bit) (<i>New for V3.01</i>) Windows 7 (64-bit) (<i>New for V3.20</i>) Windows 8 (32 & 64-bit) (<i>New for V3.75</i>) Windows 8.1 (32 & 64-bit) (<i>New for V3.95</i>) Windows 10 (32 & 64-bit) (<i>New for V3.96</i>)
Notes:	<ol style="list-style-type: none"> 1. Suite software will not run on earlier versions of Windows or Windows emulation systems that run on OS/2, UNIX or Macintosh computers. Peer-to-peer networking is not supported. 2. 64-bit operating systems ARE supported as of V3.30. All Suite software applications are 32-bit; installing them on 64-bit versions of Windows is supported. 3. Suite software requires Microsoft .Net Framework 3.5 Client. 4. Suite software requires Microsoft .Net Framework 4 Client.

Minimum Upgrade Requirements

Upgrades will work on the following version numbers of Suite or higher.

CD Version	1.03
Audit Manager	2.04
Corrective Action	2.04
Desktop	5.04
Document Manager	4.04
Instruction Writer	6.04
Policy Writer	6.04
Procedure Writer	6.04
Quality Planner	2.04
SPC-Administration	4.03
SPC-Examiner	4.03
SPC-Operator	4.03

Suite V3.98 R3

Template Pack - ISO 9001 : 2015

Waypoint Global is proud to introduce the release of the content-rich Template Pack for ISO 9001 : 2015 management system standard to assist any organization in reaching and/or maintaining conformance to this international standard.

The ISO 9001:2015 standard specifies requirements for a quality management system implemented with the following objectives.

- An organization needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements.
- An organization aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

All the requirements of ISO 9001:2015 are generic and are intended to be applicable to any organization, regardless of its type or size, or the products and services it provides.

This template pack will install alongside existing template packs which allows an orderly conversion to the new standard. It contains content and document templates for Audit Manager and the authoring tools. Procedure Writer and Instruction Writer both contain functionality for updating existing procedures and instructions for this new standard.

NOTE: For those that wish to plan and measure the impact of this new standard can use the ISO 9001 : 2015 Gap Analysis Pack that is available for download from: <http://www.waypointglobal.com>. You can use this Gap Analysis Pack to help your organization prepare for this updated standard.

Template Pack - ISO 14001 : 2015

Waypoint Global is proud to introduce the release of the content-rich Template Pack for ISO 14001 : 2015 management system standard to assist any organization in reaching and/or maintaining conformance to this international standard.

ISO 14001:2015 specifies the requirements for an environmental management system that an organization can use to enhance its environmental performance. ISO 14001:2015 is intended for use by an organization seeking to manage its environmental responsibilities in a systematic manner that contributes to the environmental pillar of sustainability.

ISO 14001:2015 helps an organization achieve the intended outcomes of its environmental management system, which provide value for the environment, the organization itself and interested parties. Consistent with the organization's environmental policy, the intended outcomes of an environmental management system include:

- enhancement of environmental performance;
- fulfillment of compliance obligations;
- achievement of environmental objectives.

ISO 14001:2015 is applicable to any organization, regardless of size, type and nature, and applies to the environmental aspects of its activities, products and services that the organization determines it can either control or influence considering a life cycle perspective. ISO 14001:2015 does not state specific environmental performance criteria.

ISO 14001:2015 can be used in whole or in part to systematically improve environmental management. Claims of conformity to ISO 14001:2015, however, are not acceptable unless all its requirements are incorporated into an organization's environmental management system and fulfilled without exclusion.

This template pack will install alongside your existing template packs which allows an orderly conversion to the new standard. It contains content and document templates for Audit Manager and the authoring tools. Procedure Writer and Instruction Writer both contain functionality for updating existing procedures and instructions for this new standard.

NOTE: For those that wish to plan and measure the impact of this new standard can use the ISO 14001 : 2015 Gap Analysis Pack that is available for download from: <http://www.waypointglobal.com>. You can use this Gap Analysis Pack to help your organization prepare for this updated standard.

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Template Pack - ISO 13485 : 2016

Waypoint Global is proud to introduce the release of the structure only Template Pack for ISO 13485 : 2016 management system standard to assist any organization in reaching and/or maintaining conformance to this international standard.

ISO 13485:2016 specifies requirements for a quality management system where an organization needs to demonstrate its ability to provide medical devices and related services that consistently meet customer and applicable regulatory requirements. Such organizations can be involved in one or more stages of the life-cycle, including design and development, production, storage and distribution, installation, or servicing of a medical device and design and development or provision of associated activities (e.g. technical support). ISO 13485:2016 can also be used by suppliers or external parties that provide product, including quality management system-related services to such organizations.

Requirements of ISO 13485:2016 are applicable to organizations regardless of their size and regardless of their type except where explicitly stated. Wherever requirements are specified as applying to medical devices, the requirements apply equally to associated services as supplied by the organization.

The processes required by ISO 13485:2016 that are applicable to the organization, but are not performed by the organization, are the responsibility of the organization and are accounted for in the organization's quality management system by monitoring, maintaining, and controlling the processes.

This template pack will install alongside your existing template packs which allows an orderly conversion to the new standard. It contains content and document templates for Audit Manager and the authoring tools. Procedure Writer and Instruction Writer both contain functionality for updating existing procedures and instructions for this new standard.

Template Pack - AS9100D

Waypoint Global is proud to introduce the release of the structure only Template Pack for AS9100D Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations standard to assist any organization in reaching and/or maintaining conformance to this international standard.

AS9100D specifies requirements for a quality management system where an organization needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements, and aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

All the requirements of this International Standard are generic and are intended to be applicable to any organization, regardless of its type or size, or the products and services it provides.

This standard includes ISO 9001:2015 quality management system requirements and specifies additional aviation, space, and defense industry requirements, definitions, and notes.

This template pack will install alongside your existing template packs which allows an orderly conversion to the new standard. It contains content and document templates for Audit Manager and the authoring tools. Procedure Writer and Instruction Writer both contain functionality for updating existing procedures and instructions for this new standard.

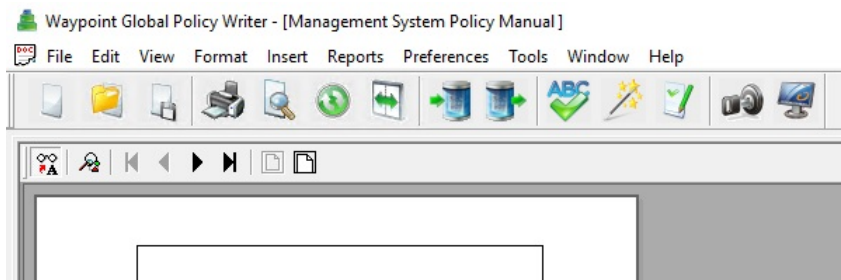
Standard Citations:

- "ISO 9001:2015 Quality management systems -- Requirements." International Organization of Standards. 15 Sept 2015.
http://www.iso.org/iso/catalogue_detail?csnumber=62085
- "ISO 14001:2015 Environmental management systems -- Requirements with guidance for use." International Organization of Standards. 15 Sept 2015.
http://www.iso.org/home/store/catalogue_tc/catalogue_detail.htm?csnumber=60857
- "ISO 13485:2016 Medical devices -- Quality management systems -- Requirements for regulatory purposes." International Organization of Standards. 1 March 2016.
http://www.iso.org/home/store/catalogue_tc/catalogue_detail.htm?csnumber=59752
- "AS9100D Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations" SAE International 20 Sept 2016.
<http://standards.sae.org/as9100d>

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Policy Writer V7.01

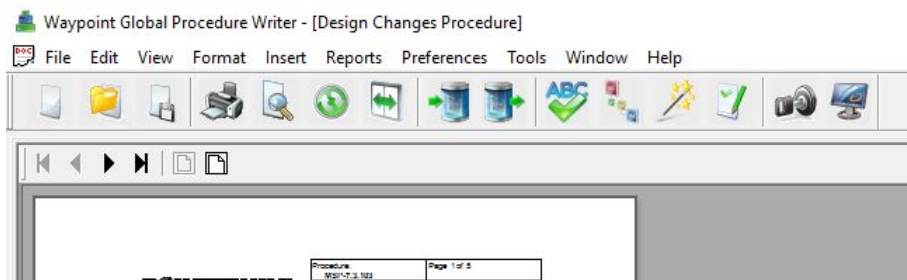
- Policy Writer has been modified to support the new ISO 9001 : 2015 and 14001 : 2015 Template Packs.
- Policy Writer has a new look!



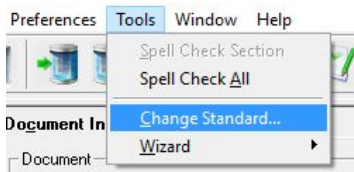
- A checked out policy can now be discarded from the File Open dialog.

Procedure Writer V7.01

- Procedure Writer has been modified to support the new ISO 9001 : 2015 and 14001 : 2015 Template Packs.
- Procedure Writer has a new look!



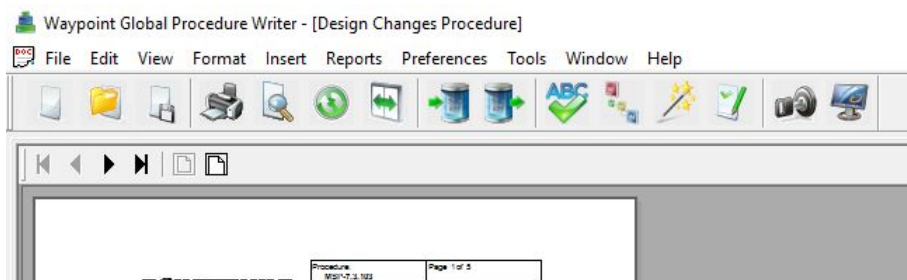
- Changing the standard of for a procedure is as easy as picking it from a list.



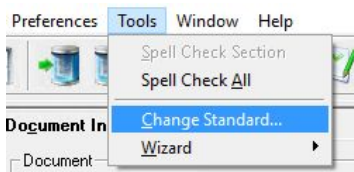
- A checked out procedure can now be discarded from the File Open dialog.

Instruction Writer V7.01

- Instruction Writer has been modified to support the new ISO 9001 : 2015 and 14001 : 2015 Template Packs.
- Instruction Writer has a new look!



- Changing the standard of for an instruction is as easy as picking it from a list.



- A checked out instruction can now be discarded from the File Open dialog.

(Continued...)

List Builder V4.01

- Now supports exporting to PDF all Waypoint Global PowerDOCs including Policies, Procedures, Instructions, Quality Planner documents and SPC documents.
- Now supports printing PDFs that are native or generated by export.

Desktop V6.14

- Includes changes for supporting the new authoring tools (Policy Writer, Procedure Writer, and Instruction Writer).
- Includes changes for supporting the new List Builder exporting PowerDOCs.
- Includes a change to the SPC GagePort driver which increases stability on newer operating systems.

Document Manager V5.02d

- Includes changes for Quick Reg and Template Admin to support using Routing Lists in templates.

Folio Manager V1.01

- Includes changes to support the new registration template format.

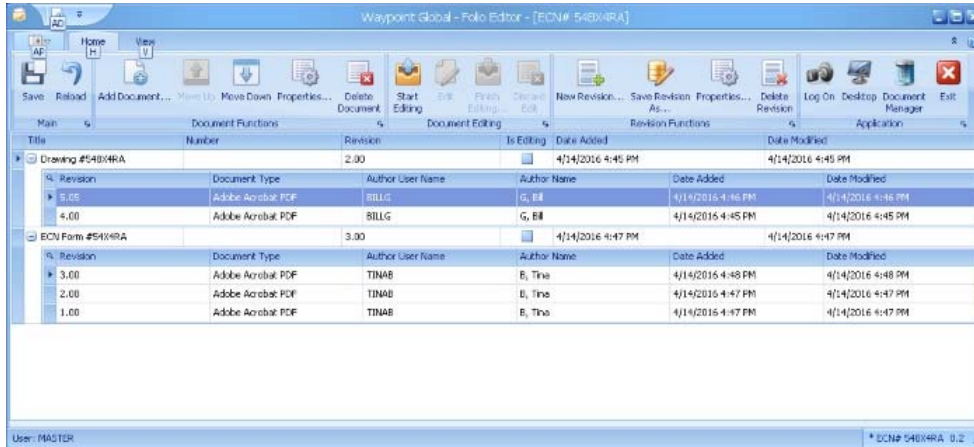
Suite V3.97

Folio Manager V1.00

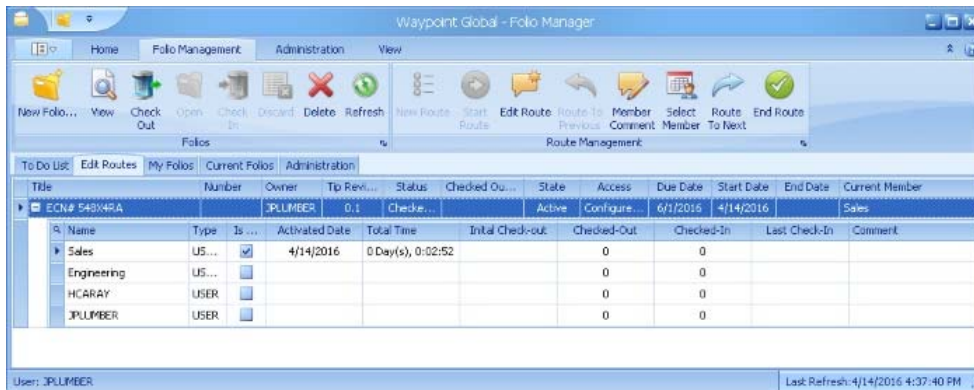
Waypoint Global is pleased to announce the release of a new module, Folio Manager!

Folio Manager is a ground breaking module addition to the Suite for collecting multiple documents into a single container/folder to get treated as one document.

- Folio Manager allows multiple documents to be controlled, routed and approved as a single collection.
- Folios can be used to manage projects like ECNs, RFQs and Design Reviews that typically include multiple documents that should be registered and revised together as the project develops.
- Documents in a folio are **not** revised independently. This prevents inter-document references to become disorganized.



- Folio Manager has the ability to route for **editing** where a team of people can work together, each getting their turn at adding/editing documents in the folio.



- Once an edit route is complete the folio, as a whole, can then be routed for comment or approval using Document Manager, Desktop and Desktop Web Access.
- When a folio is viewed, a single PDF is created with all the folio's documents rendered together.

For more information about Folio Manager please contact Waypoint Global at info@waypointglobal.com.

Desktop V6.12

- Added support for Folio Manager.
- You may not delete a user or user group that is in a valid edit route.

Document Manager V5.02

- Added support for Folio Manager.
- You may not approve a document that has a valid edit route. The edit route must be completed.
- You may not begin a comment or approval route while there is a valid edit route. The edit route must be completed.
- Quick Reg and Template Administration supports a more dynamic handling of document review dates.
- Quick Reg templates are now portable to other installations.

(Continued...)

Training Manager V1.03

- Added UI enhancements to help with managing incomplete training due.
- Double clicking a document will open the document in Document Manager.
- All lists allow full incremental filtering for finding items.

Office Viewer V2.09

- Added support for Folio Manager.
- All Office document type rendering has been updated to the latest available functionality.
- The Waypoint Global Office Viewer now has **free unlimited** availability to all Suite installations.

List Builder V4.00

- **New!** List Builder has been completely re-written using the same Suite Query Engine introduced with the Document Manager Data Editor.
- Supports PDF export and printing for all Office Viewer document types.
- Added support for Folio Manager PDFs.

Sybase SQL Server Anywhere : End of Life Planning

Support for Sybase SQL Anywhere in the Waypoint Global Suite is scheduled to be retired in 2016. Further updates will not be supported. Please contact Waypoint Global (support@waypointglobal.com) to discuss the transition options for your Suite installation.

Suite V3.96

Operating System Support

- Windows 10 (32-bit and 64-bit) were added to the list of supported workstation operating systems.

Desktop V6.11

- Added context menu integration to Desktop Web Access.
- Added ability to copy Document Types.
- Added integration for User Groups in Training Manager.
- Fixed various reports.
- Documents/Revisions are no longer deleted from controlled repositories.

Document Manager V5.01

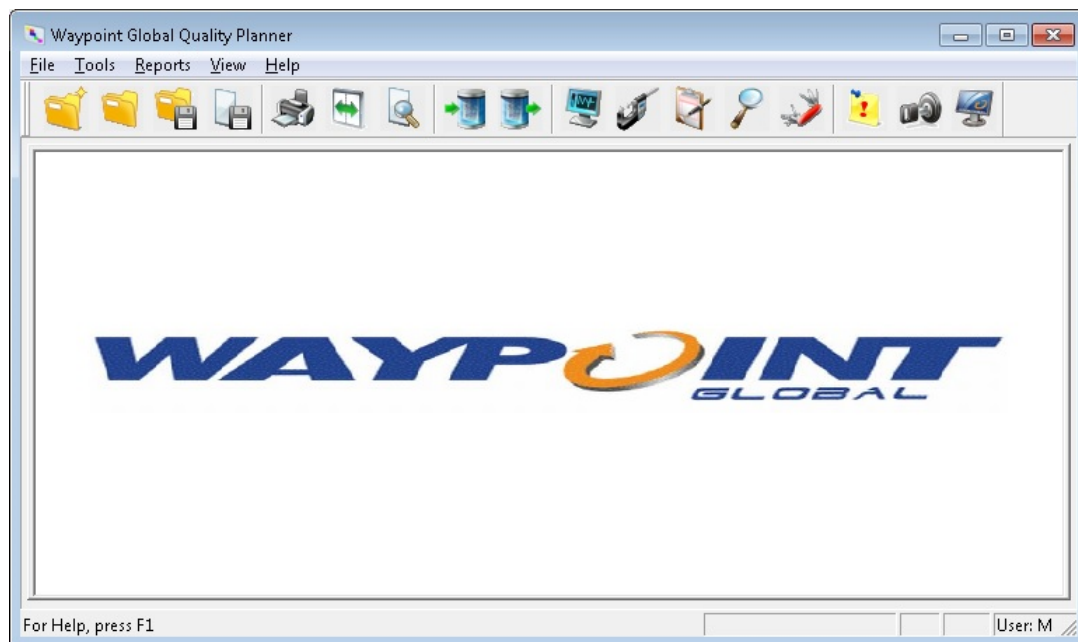
- Updated Data Editor to include query by tip revision, Electronic and Paper Distribution lists and Notifications.
- Updated Data Editor to allow deleting document/revisions.
- Updated Quick Reg and Template Admin to support List Builder file name formats.
- Updated Quick Reg to include better route and notification support.
- Documents/Revisions are no longer deleted from controlled repositories.

Training Manager V1.02

- Added support for trainee assignment by groups. Group assignments are more dynamic when group membership changes.
- Added cleanup for when trainees are deleted.
- Support for disabling training by document by administrators.

Quality Planner V3.01

- Presenting the new look of Quality Planner!



- Performance & stability improvements.
- Improved Electronic Signature support.
- Changes for Chrysler to Fiat Chrysler Automobiles.
- Changes for Ford.
- The characteristic symbol pick list is now sorted by name.
- At risk references for instructions to the control plan has been fixed.
- Gage R&R studies now support the MSA 4th Edition calculation for Number of Distinct Categories (ndc).

(Continued...)

Office Viewer V2.08

- Improvements to all existing Office documents.
- Added support for Microsoft One Note documents.
- Added support for Image files: BMP, GIF, JPG, PNG, TIFF. Includes a new "Image" document type.
- Added support for Text files. Includes a new "Text File" document type.
- Added margin, orientation and paper size options for images and text files.
Supported paper sizes include American, ANSI, ISO A, ISO B and Architectural.
- New comprehensive documentation is available for all the Office Viewer command line parameters. See the www.waypointglobal.com web site.

Policy Writer V6.07e

- Header and footer improvements.
- Updated reports.

Procedure Writer V6.08i

- Header and footer improvements.

Instruction Writer V6.08j

- Header and footer improvements.

SPC Administrator V4.08b

- Stability enhancements.

SPC Examiner V4.06d

- Stability enhancements.
- Improved query handling for SPC Export.

SPC Operator V4.07c

- Stability enhancements.
- Improved Set handling. Added warnings when exiting data collection with partial sets.
- Fixed cell background colors for readability.

Suite V3.95

Desktop V6.10

- Added support for advanced Document Types. Document Type paths can be made relative to a workstation's Suite directory using a %S parameter.
- Added support for SQL Server 2012 Native Client.

Document Manager V5.00c

- Added support for advanced Document Types. Document Type paths can be made relative to a workstation's Suite directory using a %S parameter.
- Usability updates for Quick Reg and the Data Editor.

Policy Writer V6.07c

- Added support for custom templates.

Procedure Writer V6.08g

- Added support for custom templates.

Instruction Writer V6.08g

- Added support for custom templates.
- Added support for custom page breaks.

SPC Examiner V4.06c

- SPC Export: Added a query timeout parameter in seconds. Default is 2 minutes.

Office Viewer V2.01

This is a new version for supporting viewing Microsoft Office in PDFs. As users view Office documents they get converted to PDFs, on the fly, and opened using the workstation's PDF viewer. The supported Office document types are Word, Excel, PowerPoint, Visio and Project.

Improved viewing support for PDF documents has been added. This new PDF pre-processing allows the application of watermarks and printing security prior to opening using the workstation's registered PDF viewer.

The new Document Types added to the system are:

Microsoft Word 2007
Microsoft Word 2010
Microsoft Word 2013
Microsoft Excel 2007
Microsoft Excel 2007 (Paged)
Microsoft Excel 2010
Microsoft Excel 2010 (Paged)
Microsoft Excel 2013
Microsoft Excel 2013 (Paged)
Microsoft PowerPoint 2007
Microsoft PowerPoint 2010
Microsoft PowerPoint 2013
Microsoft Visio 2007
Microsoft Visio 2010
Microsoft Visio 2013
Microsoft Project 2007
Microsoft Project 2010
Microsoft Project 2013

Adobe Acrobat PDF

Waypoint Global Technical support can provide assistance with customizing the parameters of all these document types. Or, see below...

Office Viewer (Continued...)

The office Viewer command line parameters are :

/Word:"<FilePath>" - This specifies the path to a Word file to view.

/Excel:"<FilePath>" - This specifies the path to an Excel file to view. By default Excel files get rendered one page per sheet.

For Excel files there an optional parameter that can specify what format to render the PDF.

/EF:<1 | M>

1 – One page per sheet.

M – Multiple pages per sheet.

/PowerPoint:"<FilePath>" – This specifies the path to a PowerPoint file. PowerPoint documents get rendered one page per slide.

/Visio:"<FilePath>" – This specifies the path to a Visio file. Visio documents get rendered one page per sheet.

/Project:"<FilePath>" – This specifies the path to a Project file. By default Project files get rendered as Gant Charts with an A0 Page Size.

For Project files there are optional parameters that can specify what format to render the PDF.

/PF:<GANT | SHEET | RESOURCE | TASK> - This is used to specify the project format.

GANT – Render as a Gant Chart

SHEET – Render as a Resource Sheet.

RESOURCE – Render as a Resource Usage

TASK – Render as a Task List

/PPS:<A0 | A1 | A2 | A3 | A4 | LEDGER | LETTER> - This is used to specify the page size.

A0 1189 x 841 mm 46.8 x 33.1 in

A1 841 x 594 mm 33.1 x 23.4 in

A2 594 x 420 mm 23.4 x 16.5 in

A3 420 x 297 mm 16.5 x 11.7 in

A4 297 x 210 mm 11.7 x 8.3 in

LETTER 216 x 279 mm 8.5 x 11.0 in

LEDGER 279 x 432 mm 11.0 x 17.0 in

/PDF:"<FilePath>" – This specifies the path to a Adobe Acrobat PDF file.

/WM:"<String>" – This parameter enables including a watermark in the PDF. It specifies text to publish as the watermark. To specify a line break, include the text "/r/n" in the string.

/WS:<Size> - This specifies the font size for the watermark. The default is 60 points.

/WF:"<FontName>" – This is the name of the font to use for the watermark. The default is Arial.

/WC:"<ColorName>" - This is the name of the font color to use for the watermark. The default is Aqua.

/WO:<Opacity> - This is a percentage opacity to use for the watermark. The percentage ranges from 1 – 100 where 1 is light and 100 is dark. The default is 30.

/P – Enables printing.

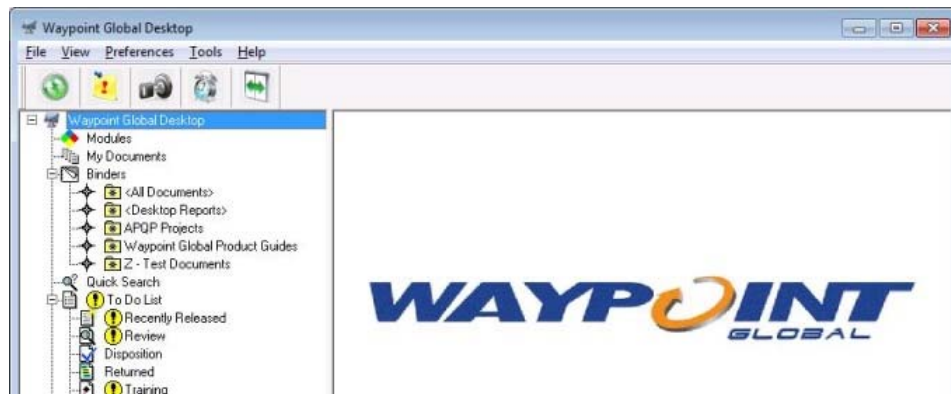
/C – Enables copying to the clipboard.

/F – Forces re-rendering. This overrides the default behavior of using a cached PDF if it already exists.

Suite V3.90

Desktop V6.09

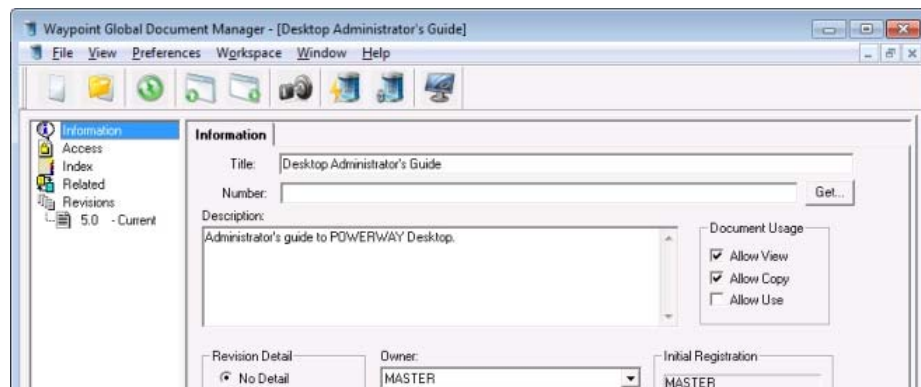
Welcome to the new look of Suite Desktop.



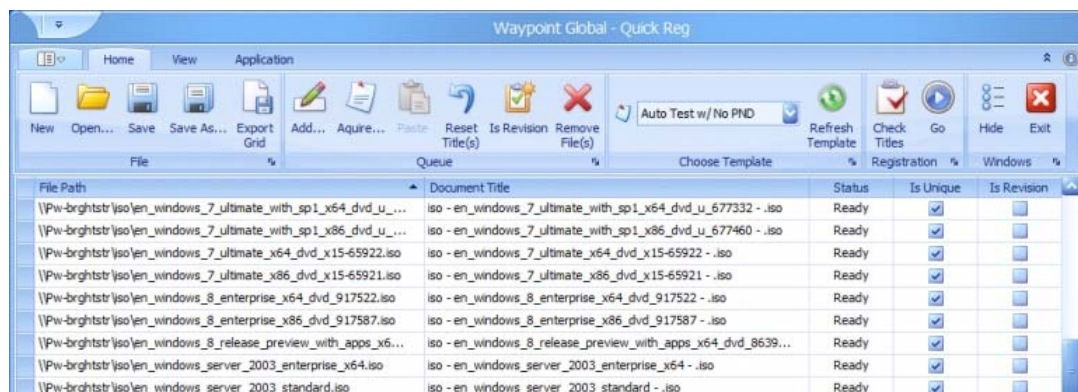
Document Manager V5.00

Waypoint Global is proud to announce major additions and improvements to Document Manager!

- Presenting the new look of Document Manager!



- **Quick Reg** - Waypoint Global is excited that our previously available Quick Reg offering has been totally re-written and is now included for all Document Manager users. Quick Reg is now a Document Manager add-on that provides an automation ability to register multiple documents quickly. You have many documents just sitting in folders that need to be registered? Quick Reg is just the tool you need to get all those documents organized and under control.



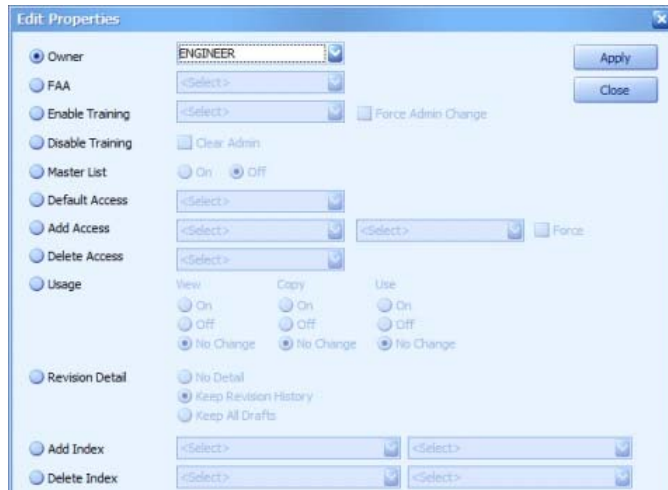
Its new features include document scanning (PDF, PDF /w OCR, DOCX and TIF) and document registration lists that allow you to pause the registration process and pick up where you left off at a later time. As with the previous Quick Reg offering, integration with Number Dispenser is included for the automated assignment of configurable unique document numbers.

- **Quick Reg Template Administration** - This is where the Quick Reg process begins. Template Administration allows you to create registration templates that can be used to quickly register your documents using customizable properties in Quick Reg.



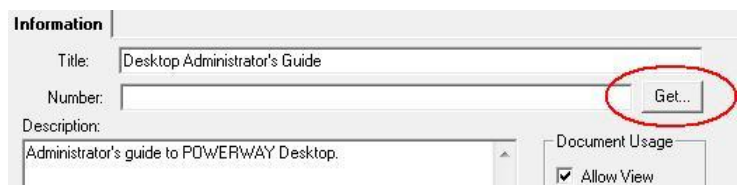
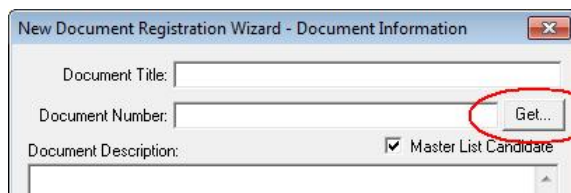
Document properties such as access, indexing, electronic distribution, paper distribution, routing, review and related documents can be configured and automatically applied to your documents as they are registered.

- **Data Editor** - This new Document Manager add-on can be used to make mass changes to Document properties stored in the Suite document management system.



It allows the master user to modify document properties such as Owner, FAA, Access, Training, Master List, Document Usage, Indexing, Document Types, etc.

- **Number Dispenser Integration** - Document Manager is now integrated with our Number Dispenser module. You can now retrieve a new unique document number directly from Number Dispenser without leaving Document Manager.



Training Manager V1.01

Training Manager has been modified to use binders to make mass assignments of trainers and trainees to documents.

Number Dispenser V2.06

Includes updates to support the Document Manager and Quick Reg integration.

Office Viewer for Word & Excel V1.05

Support for Word & Excel 2013 has been added. General stability improvements were made supporting printing.

Suite V3.80

Training Manager V1.00

Waypoint Global is excited to announce the release of a new module, Training Manager.

Waypoint Global Training Manager - Continual Improvement Procedure

Home View Trainer and Trainee Mgmt

Log On Export Grid

Log On Export

Training Documents

Trainer on Documents

Training Admin on Documents

Documents

Drag a column header here to group by that column:

Document Title	Document Number	Description
Absence Report Form	HR-Doc-043	
Continual Improvement Procedure	MSP-0.5.104	This procedure describes the process for continually improving the ...

Trainers

Drag a column header here to group by that column:

Name	Username	Trainer	Trainer Username	Company	Department	Title	Training Type
Banning, Ben	REC_CLERK	Stahlke, Bob	QA-MGR	Any Company, Inc.	Shipping and Receiving	Receiving Clerk	Self Trained
Punk, Dwight	ENGINEER	Stahlke, Bob	QA-MGR	WPS	Engineering	Software Architect	Self Trained
Garfinkel, Simone	OPERATOR2	Stahlke, Bob	QA-MGR	ACI	Manufacturing	CHC Operator	Self Trained
Groves, Ken		Stahlke, Bob	QA-MGR	ACI	Purchasing	Purchasing Agent	Self Trained
Jordan, Fred T.	OPERATOR	Stahlke, Bob	QA-MGR	ACI	Manufacturing	CHC Operator	Self Trained
Milus, Larry	SPCADMIN	Stahlke, Bob	QA-MGR	ACI	Manufacturing	SPC Administrator	Self Trained
Munson, David M.	GAGE-TECH	Stahlke, Bob	QA-MGR	ACI	Manufacturing	Gage Technician	Self Trained
Peters, Nick		Stahlke, Bob	QA-MGR	ACI	Manufacturing	Production Manager	Self Trained

Contract Review Procedure MSP-7.2.101 This procedure ensures customer requirements are fully understood ...

Control and Maintenance of Records Procedure MSP-4.2.103 This procedure describes the methodology used to control records ...

Corrective Action Procedure MSP-0.5.101 This procedure describes the process for the resolution of nonconformities ...

This new module allows companies to schedule and record employee training for compliance purposes. Documents can be configured to require training, assign trainers and trainees. As new document revisions are released training is automatically scheduled for trainees. Trainers can manage aspects of document training records including scheduling, completion and demonstration of competence.

View Training Record

Document: Continual Improvement Procedure Rev: 1.0 Status: Current

Trainee

Name: David M. Munson Username (if applicable): GAGE-TECH

Dept: Manufacturing Title: Gage Technician

Company: ACI Location: Plant 1

Trainee Comment: This looks like a very thorough process.

Assigned Trainer: Bob Stahlke Assigned Trainer Username: QA-MGR

Assigned Trainer Comment:

Training Type: Self Trained Target Completion Date: 1/9/2013

☒ Training Completed Actual Completion Date: 1/9/2013

Actual Trainer

Name: Bob Stahlke Username: QA-MGR

Dept: Quality Assurance Title: Quality Manager

Company: ACI Location: Plant 1

Comment:

☒ Demonstration of Competence Required Target Demo. of Comp. Date: 1/10/2013

☒ Demonstration of Competence Complete Actual Demo. of Comp. Date: 1/10/2013

Demonstration of Competence Trainer - (if Demo. of Comp. has been completed)

Name: Bob Stahlke Username: QA-MGR

Dept: Quality Assurance Title: Quality Manager

Company: ACI Location: Plant 1

Comment: David displayed a thorough working knowledge of this document and a grasp of the intent and goals listed therein.

< Back Close Next >

Training Manager (Continued...)

A comprehensive report system is included to track training coverage performance.

Documents With Training Overdue						
Data for overdue training scheduled between: 12/9/2012 - 1/9/2013						
Title	Number	Revision	Status	Training Administrator	# Trainers	# Trainees
Assessor User's Guide		3.0	Current	Munson, David M.	1	1
Continual Improvement Procedure	MSP-8.5.104	1.0	Current	Justice, Buford T.	1	1
Desktop Administrator's Guide		4.0	Current	Anderson, Brad	1	1
Desktop User's Guide		3.0	Current	Anderson, Brad	1	1
Total Number of Documents: 4						
<div>Printed on: 01/10/2013</div> <div>Waypoint Global Training Manager - Report version 1.00</div> <div>Page: 1 of 1</div>						

Desktop V6.08

New To Do Training notifications are available to give trainees information about scheduled training and target completion dates. Trainees scheduled for "Self Training" can enter their completion status from Desktop.

Waypoint Global Desktop

- Modules
- My Documents
- Binders
- Quick Search
- To Do List
- Recently Released
- Review
- Disposition
- Returned
- Training
- Action Items
- Work In Process
- Documents Checked Out
- Documents In Route
- Administration
- System Information

Training

Documents that have training requirements:

Title	Number	Notification Type	Viewed	Training Type*	Target Date	Trainer
Assessor User's Guide		Reminder	X	Self Trained	12/12/2012	ENGINEER
Desktop Administrator's Guide		Reminder	X	Competence Required	12/15/2012	ENGINEER
Desktop User's Guide		Reminder	X	Self Trained	12/12/2012	ENGINEER

Desktop now has new System Preferences for Training Manager including default training target windows and enabling auditing.

Training

Default Target Date Window 14 Days

Default Competence Date Window 14 Days

☒ Enable Auditing

The Suite Notify tray application now includes a new Training tab that provides notifications that give trainees information about scheduled training and target completion dates.

Document Manager V4.09

Documents can now be configured to require training.

Revision Detail

- ☐ No Detail
- ☒ Keep Revision History
- ☐ Keep All Drafts

Owner: QA-MGR

Final Approval Authority: PLANT-MGR

☒ Master List Candidate

☒ Training Enabled

Training Administrator: QA-MGR

Operating System Support

- Windows 8 (32-bit and 64-bit) were added, as of V3.75, to the list of supported workstation operating systems.
- Windows Server 2012 has been added to the list of supported server operating systems. With one exception, the Sybase database engine is not supported for Windows Server 2012. In certain conditions we recommend using SQL Server Express as a minimal cost alternative.

Microsoft .Net Framework 4

Suite Desktop now requires Microsoft .Net Framework 4 Client or Full.

It can be installed using Microsoft Windows Update or
you can download it directly from Microsoft at:

- Microsoft .Net Framework 4 Client Profile (Web Installer) - <http://www.microsoft.com/en-us/download/details.aspx?id=17113>
- Microsoft .Net Framework 4 Client Profile (Standalone Installer) - <http://www.microsoft.com/en-us/download/details.aspx?id=24872>
- Microsoft .Net Framework 4 Full (Web Installer) - <http://www.microsoft.com/en-us/download/details.aspx?id=17851>
- Microsoft .Net Framework 4 Full (Standalone Installer) - <http://www.microsoft.com/en-us/download/details.aspx?id=17718>
- Microsoft .Net Framework 3.51 SP1 - <http://www.microsoft.com/en-us/download/details.aspx?id=22>

IMPORTANT: Whenever installing the Microsoft .Net Framework is it always a good idea afterwards to use Windows Update to ensure you have the latest security patches from Microsoft.

Suite V3.75

Desktop V6.07

- Added licensing support for Suite Connect for SharePoint
- Master users can now launch a repository File Check.

Audit Manager V2.06b

- Two new printing format options are now available for the Audit Schedule to help demonstrate process and product audit coverage
 - Process/Part Number Coverage by Element.
 - Process/Part Number Coverage by Month.

Quality Planner V3.00d

- Performance & stability improvements.

Office Viewer for Word & Excel V1.04

- Improvements were made to the support for Word & Excel 2010.
- Added support for Word & Excel 2010 64-bit.

Windows 2000 : End of Life Announcement

- Waypoint Global announces the end of all support for Windows 2000 client and servers in the Suite releases starting with V3.75.

As we add new functionality to the Suite solution, we have found it necessary to discontinue development compatible with Windows 2000. Older versions of the Suite allowed Windows 2000 clients to be upgraded. As of V3.75 no upgrade path will be supported.

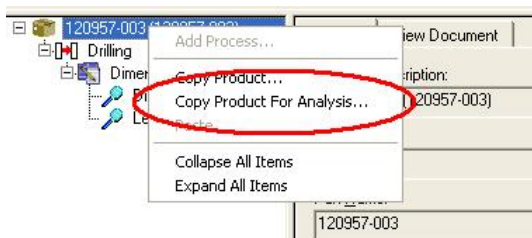
As you plan your upgrade to the latest version of the Suite, we want you to be aware of this change in our support. Because the environment details vary for every company, we offer personalized services to help in this transition process. Our experiences with hundreds of customers allow us to share our expertise with you. Our customers have found this saves them many hours of frustration when missing something that could affect their system in the future.

If you have any questions about this announcement, please don't hesitate to contact Waypoint's Technical Support Department at support@waypointglobal.com. Our goal is to help make this transition as smooth as possible.

Suite V3.70

SPC Enhancements

- **Historical Data Export for Analysis** - This is a new Export for Analysis feature that supports the ability to export selected sets of data to be combined for analysis similar to the functionality previously available in the Quality Analyst product. The instructions for using this new feature are available at installation.



- **SPC Administrator V4.08**
 - The maximum length of a Product Description was increased to 80 characters.
- **SPC Examiner V4.06**
 - **Historical Query** - We have made significant improvements to our historical query system. We now support wildcard queries for Products, Processes, Locations and Traceability topics.

Topic	Operator	
Product	LIKE	A-*
Process	=	
Location	=	
Start Date	>=	12/1/2010
End Date	<=	12/31/2010
Shift	=	2

The following list shows all of the valid expression operators.

Operator	Meaning
*	This symbol serves as a wildcard that matches any string of 0 or more characters.
?	This symbol serves as a wildcard that matches any single character.
[Specifier]	The [Specifier] operator allows for advanced matching of single characters. Additional specifiers must be used for The specifier has two possible formats.
Range - [Rangespec1-Rangespec2]	This operator is used to search for a range of characters, such as the characters A-Z or the numbers 0-9.
Set - [character1 character2 charcter3 ...]	This operator is used to search for a specific set of non-alphabetical or sequential characters.
[^Specifier]	The caret symbol before the specifier [^Specifier] indicates a non-inclusion in the range.

- **Historical Export** - We also have a new historical export system that provides more exported data - including traceability. This is launched for a new "Export" button in the query tab. The data can then be used in Microsoft Excel to do advanced data reporting.

Part	Process	Location	SessionStatus	Characteristic	SubgroupNumber	XBar	Range	StandardDeviation	Operator	Shift
A-9514	Coating	CM-1441	Closed	Belt Speed	1	0.104290	0.015479	0.007870	Bill Jones	1
A-9514	Coating	CM-1441	Closed	Resin Pressure	1	0.214865	0.004118	0.002154	Bill Jones	1
A-9514	Coating	CM-1441	Closed	Resin Temperature	1	0.166736	0.004803	0.002562	Bill Jones	1
A-9514	Coating	CM-1441	Closed	Belt Speed	2	0.103723	0.008676	0.004818	Bill Jones	1
A-9514	Coating	CM-1441	Closed	Resin Pressure	2	0.213776	0.001472	0.000848	Bill Jones	1
A-9514	Coating	CM-1441	Closed	Resin Temperature	2	0.164996	0.002468	0.001240	Bill Jones	1

- **SPC Operator V4.07**
 - Exiting data collection mode with a partially collected subgroup always displays a warning message and asks for confirmation before abandoning data.
 - Added an option to enable/disable sorting the traceability by topic.

ISO 22000 : 2005 Template Pack

- Waypoint Global is proud to introduce the release of a Structure Only Template Pack for ISO 22000:2005 Food safety management systems to assist any organizations in the food chain in reaching and maintaining conformance to this international standard.
- ISO 22000:2005 specifies requirements for a food safety management system where an organization in the food chain needs to demonstrate its ability to control food safety hazards in order to ensure that food is safe at the time of human consumption. It is applicable to all organizations, regardless of size, which are involved in any aspect of the food chain and want to implement systems that consistently provide safe products. This template pack even has some sample procedures and instructions included to help get you started creating your documentation.
- Structure only template packs provide the structure and format of level I, II and III documents, without content; as well as audit checklists with “placeholder” questions and guidance notes so you can build your own internal audit checklists. These templates are fully integrated with Suite so they can take full advantage of all desktop pools and document control functionality saving time and money both during document creation and through on-going maintenance to your documentation.

Procedure Writer V6.08d

- Enhancements were made to the reports to correct pagination and date handling.

Instruction Writer V6.08c

- Enhancements were made to the reports to correct pagination and date handling.

Quality Planner V3.00c

- An enhancement was made so that modifying the Drawing Revision Date will now trigger a notification of a change in the project information across all project documents.

Suite V3.60

Windows Authentication and Single Sign-On

- With this version of the Suite we are happy to introduce Windows Authentication and Single Sign-On support for Microsoft Windows Networks.
 - **Windows Authentication** - Users can now be configured to have their Suite logon authentication performed using their Windows logon name and password. A new "Use Windows Authentication" checkbox is now available when editing users in Desktop.

User Name: ☐ Use Windows Authentication
 Password:
☒ Allow User to Change Password

This checkbox changes the user's configuration to no longer store a password in the database. Instead you identify the Windows domain and user that corresponds to the Suite user.

User Name: ☒ Use Windows Authentication
 Domain:
 Domain User:

From now on the President user can logon as CWTech\CWHarris or President and use their password stored in the Windows Network.

Waypoint Global Log On

Username:
 Password:

Notes:

- User password rules are now enforced by the domain's rules including case-sensitivity, length and expiration.
 - When using multiple domains, the user's domain must trust the workstations domain.
 - There is a 1-to-1 relationship between a Suite user and a domain user. Multiple suite users may not use the same domain user name.
 - The MASTER and QP9000ADMIN users may not be configured to use Windows Authentication
 - Desktop Web Access V6.06 is also compatible with Windows Authentication. See the release notes for Desktop Web Access for details.
- **Single Sign-On** - Suite can now be configured to perform single sign-on with Microsoft Windows Networks when starting up Desktop or any module. Single Sign-On is enabled by a user with master privileges from the System Preferences page.

System Preferences

Document Collection Size
 Maximum Document Collection Size Returned:

Electronic Signature
☒ Not Required
☐ Required

Single Sign-On
☐ Enabled

Notes:

- For a user to take advantage of Single Sign-On their Suite user must be configured to use Windows Authentication.
- A user may be configured to opt-out of using single sign on.
- Desktop Web Access V6.06 is also compatible with Single Sign-On. See the release notes for Desktop Web Access for details.

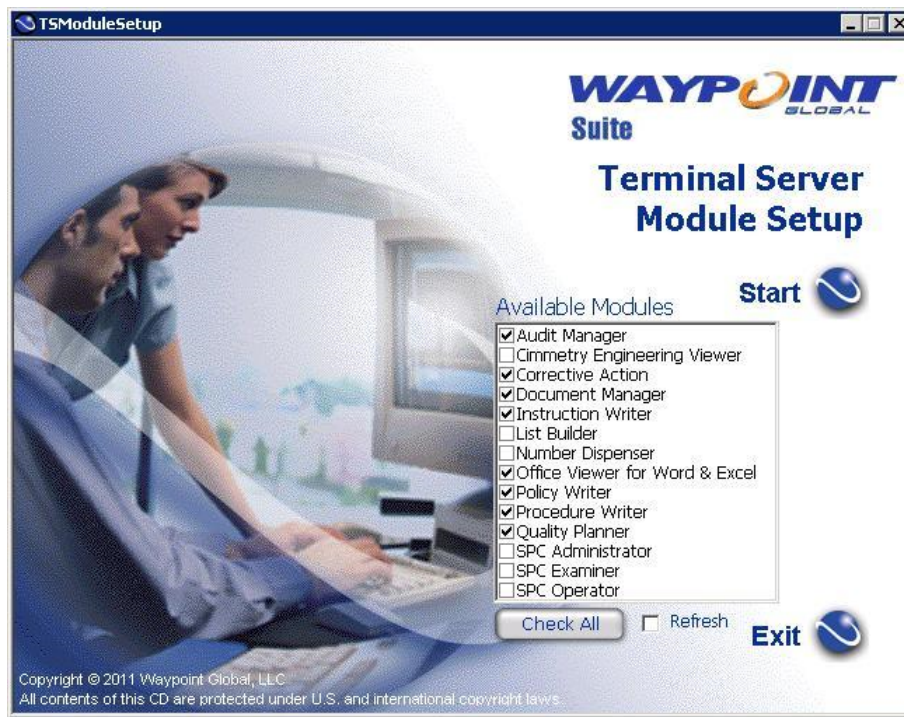
OHSAS 18001 : 2007 Template Pack

- Waypoint Global is proud to introduce the release of a structure only Template pack for OHSAS 18001:2007 - Occupational health and safety management system requirements to assist organizations in reaching and maintaining conformance to this International Standard.

Structure only Template Packs provide the structure and format of Level I, II and III documents, without content; as well as audit checklists with "placeholder" questions and guidance notes so you can build your own internal audit checklists. These templates are fully integrated with Suite so they can take full advantage of all Desktop pools and document control functionality saving time and money both during document creation and through on-going maintenance to your documentation.

Terminal Server Support Improvements

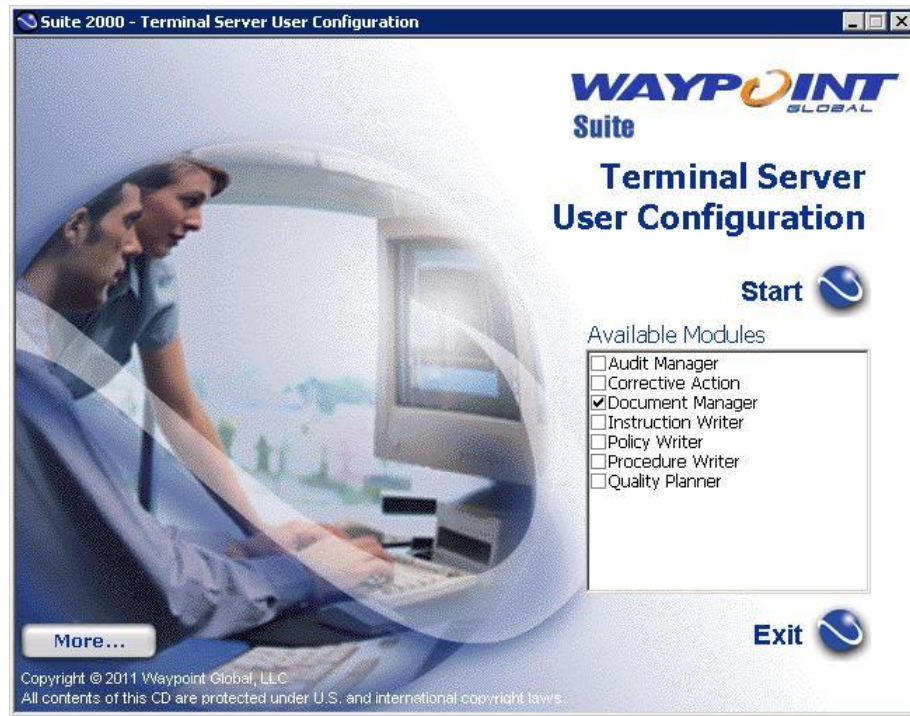
- We've been listening and have made major usability improvements to our Terminal Server setup support. Customer feedback pointed to two areas that could use improvements to installing and upgrading Terminal Servers. Full details can be found in the updated Terminal Server Installation Guide.
 - Installing Modules** - We've included a new utility that can be used to pick which modules you wish to install to the Terminal Server.



This is a major improvement for administrators over the old method of using Explorer to browser to module WSSetup directories.

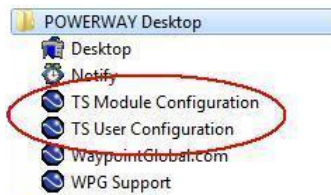
○ **User Configuration -**

- TS User Configuration no longer requires users to have administrator privileges on Windows 2008 servers to license modules.
- TS User Setup now has a UI for users to use to pick what modules they want to license.



This is an improvement for administrators that eliminates the need to create setup INIs. The INIs will continue to work with this new setup for those administrators that wish to control distributing licenses to users.

- Both of these new tools are now available from the startup menu in the "All Programs->POWERWAY Desktop" folder.



Office Viewer for Word & Excel V1.03

- Waypoint Global introduces an advanced method of supporting Microsoft Office 2007/2010 Word & Excel documents. The Office Viewer for Word & Excel uses the interfaces available in Microsoft Word and Excel to create a safe method of viewing documents. This means that 100% faithful rendering and document navigation of Word & Excel documents is now possible. This viewer uses the automation features present in the Microsoft Office applications that allow a third party to automate Office functionality to view documents in a safe and secure environment.

Notes:

- Microsoft Word and/or Excel 2007 or 2010 must be installed. The user will be notified if they are missing when they attempt to view a Word or Excel document.
- Desktop Web Access V6.06 is compatible with "Office Viewer for Word & Excel". See the release notes for Desktop Web Access for details.
- We have included new Document Types that are pre-configured to use the new viewer.
 - Microsoft Word 2007
 - Microsoft Excel 2007
 - Microsoft Word 2010
 - Microsoft Excel 2010

You can then use these new document types when registering new documents in Document Manager. You can also modify the selected Document Type of your existing documents and use one of these new Document Types.

- Optionally, existing document types can be reconfigured to use the new viewer. Listed here are instructions for reconfiguring existing Document Types to use the new viewer.

- Select the document type to be changed in the Desktop, Administration->Document Types, workspace.
- Click on the View tab.

The screenshot shows the 'View' tab of a configuration window. It has four tabs: 'General', 'Compression Attributes', 'Edit', and 'View'. The 'Command Line' section contains a 'Path' field with the value '%P\POWERWAY\MODULES\WPGOVIEW\WPGOFFICEVIEW.EXE' and a 'Browse...' button. Below this are 'View Options' and 'Print Options' fields. 'View Options' contains '/word:%f' and 'Print Options' contains '/word:%f /p'. The 'Working Directory' section has a 'Path' field and a 'Browse...' button. At the bottom, there are two checkboxes: 'Use Internal Viewer if supported' (unchecked) and 'View Only Viewer' (checked).

- Click **off** the "Use Internal Viewer if supported" check box.

- Enter the following in the Path setting:

%P\POWERWAY\MODULES\WPGOView\WPGOfficeView.EXE

- Enter the following in the View Options:

- For Word Document Types enter: /word:%f
- For Excel Document Types enter: /excel:%f

- Enter the following in the Print Options:

- For Word Document Types enter: /word:%f /p
- For Excel Document Types enter: /excel:%f /p

Suite V3.50

Desktop V6.05

- Desktop has been modified for compatibility with Desktop Web Access V6.05
- A fix was made to Sybase databases for the report "Electronic Signature Audit Log by Date".
- A fix has been made for users of Quick Reg when registering documents for the Master List.
- Added support for document types using external viewers or editors to handle file extensions with greater than 3 characters.

Quality Planner V3.00b

- Fixed a defect with Print Preview.
- Fixed a defect with the Appearance Approval Report not being checked out on new project creation when selecting the "Checked Out for Editing" option in the wizard.

Document Manager V4.07b

- Added support for document types using external viewers or editors to handle file extensions with greater than 3 characters.

SQL Server 2000 : End of Life Announcement

- Waypoint Global announces the end of support for MS SQL Server 2000 in the Suite releases starting with V3.50.

We are continuing support for MS SQL Server 2005 and MS SQL Server 2008. As we add new functionality to the Suite solution, we have found it necessary to discontinue development compatible with MS SQL Server 2000. Older versions of the Suite will continue to work with MS SQL Server 2000.

As you plan your upgrade to the latest version of the Suite, we want you to be aware that we no longer test with MS SQL Server 2000 and strongly recommend you upgrade your database server. Because the environment details vary for every company, we offer personalized services to help in this transition process. Our experiences with hundreds of customers allow us to share our expertise with you. Our customers have found this saves them many hours of frustration when missing something that could affect their system in the future.

If you have any questions about this announcement, please don't hesitate to contact Waypoint's Technical Support Department at support@waypointglobal.com. Our goal is to help make this transition as smooth as possible.

Suite V3.40

Quality Planner V3.00

Quality Planner has been updated with many new features and improvements.

- All Quality Planner document structures and formats are now harmonized with the suggested formats from the current versions of the AIAG reference manuals including, Production Part Approval Process - PPAP - Fourth Edition, Potential Failure Mode and Effect Analysis - FMEA - Fourth Edition and Advanced Product Quality Planning and Control Plan - APQP - Second Edition.
- The DFMEA and PFMEA RPN threshold reports have been modified to take Recommended Action results into the threshold calculation.
- Added new DFMEA and PFMEA Severity threshold reports where Severity is the second line in the RPN column.
- Added new DFMEA and PFMEA Severity times Occurrence threshold reports where SxO is the second line in the RPN column.
- Certain date entries can now be designated N/A.
 - DFMEA: responsibility and target date, Key date
 - PFMEA: responsibility and target date, Key date
 - PSW: Eng. Changed Date
 - PSW: Checking Aid Date
 - PSW: Substances of Concern: Other: Confirmation Date
 - PSW: Substances of Concern: IMDS: Date transmitted to the customer
 - PQP: Summary and Sign-Off: Approval Date
- New Project Wizard changes
 - Added an option to keep all document drafts.
 - Changed default setting for PFMEA style to shared processes.
 - Changed to require at least one Finished Part Number when using the Less Finish/Child Part option.
- Supporting Documents
 - Added the ability to use an existing registered document as a new supporting document. This allows a document to be used for multiple projects.
 - Added an option to keep all drafts when registering a new supporting document.
 - Added an option to not automatically release when registering a new supporting document.
 - Added an "Open" with Document Manager button.
 - Renamed the Replace button to "Check-in and Approve". Functionality remains the same.
- Appearance Approval
 - Added Manufacturing Location field.
 - Removed "Daimler" from the Chrysler template (only for new projects). Existing documents will remain unchanged.
- Updated the Team Feasibility Commitment document to more closely match the suggested format from the AIAG APQP Reference Manual, Second Edition. Added revision level for the document and made it visible on the printed document, adjusted Feasibility Considerations text and amended text for questions 4 and 13. Added more signature lines for additional core team members.
- The eight APQP Checklists have been added as usable word forms for use as supporting documents within projects:
 - A-1 Design FMEA Checklist Template
 - A-2 Design FMEA Checklist Template
 - A-3 New Equipment Checklist Template
 - A-4 Product Process Quality Checklist Template
 - A-5 Floor Plan Checklist Template
 - A-6 Process Flow Chart Checklist Template
 - A-7 Process FMEA Checklist Template
 - A-8 Control Plan Checklist Template
- Documents will now be indexed by 03.Part Number and 03.Customer, where appropriate, to facilitate document filters and binder usage.
- Gage R&R Studies : Added the Gage index if they are linked to facilitate document filters and binder usage.
- Advanced Properties menu choice is available to all documents for easy document property viewing.
- Numerous data entry tabs resize automatically to fit the window size so the data is easier to read.
- The default FMEA criteria charts can now be changed, per project, to support user created chart tables. The QP9000ADMIN user has access to a new menu option under Tools for registering new criteria charts. All dialogs that feature a Criteria button will now have an additional button which allows the selection of a new default chart. Users can select from the original charts as well as any newly registered user created charts.
- The project Information data for Supplier Country is now correctly displayed when edited in the project information dialog.

Desktop V6.04

- Added a new utility that will generate an installation detail report and send it to Waypoint Global support.
- Added a utility to be used to upgrade reports when upgrading from using MSSQL Server 2000 Client.
- Upgrades will no longer reset any customized document types.

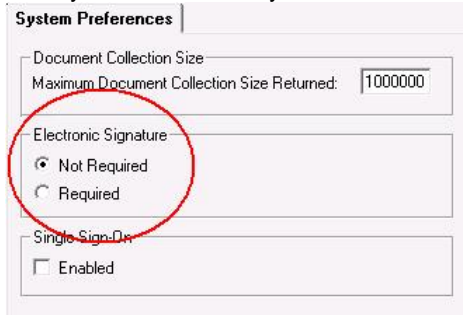
SPC Administrator V4.07b

- SPC Administrator has been modified to improve performance and stability.

Suite V3.30

Electronic Signature

- This version of Suite now adds an additional layer of document control security by offering a configurable user login confirmation for document dispositions for all Suite modules. This added confirmation step, when coupled with your network security options, will allow your organization to comply with the electronic signature requirements stipulated in 21CFR Part 11. Waypoint Global is pleased to offer this additional level of security even to those organizations that do not need to comply with the aforementioned requirements but wish to exert even more control over their documents.
- For security purposes, all electronic signature steps are recorded in a new audit log. Three consecutive failed password signature attempts will cancel the signature step, abort the disposition and create a "failure attempt" audit log entry.
- This confirmation feature is a system-wide option that is set to "Required" or "Not Required". It can be set by master users in the Suite Desktop under the System Information/System Preferences area of the left-hand navigational tree. The default setting is "Not Required".



- Two new reports have been added to the Reports binder for electronic signature.
 - Electronic Signature Audit Log by Date
 - Deleted Documents by Title

Procedure Writer V6.08b

- Standard Conversions - A new menu item, named "Change Standard..." has been added to the "Tools" menu. This new menu item is only available when your procedure is checked out for editing. If your procedure can be converted to a newer version of a standard, this menu item will display a dialog with the possible newer standards. The new standard's template pack must be installed to support this feature. This will rename any "Changed" element named in the Policy References section of your procedure to match the new standard. This will also index the procedure to the new standard. Other work may still be required to update your procedure to the newer standard. Review the new standard for additional changes that may be required.

Instruction Writer V6.08b

- Standard Conversions - A new menu item, named "Change Standard..." has been added to the "Tools" menu. This new menu item is only available when your instruction is checked out for editing. If your instruction can be converted to a newer version of a standard, this menu item will display a dialog with the possible newer standards. The new standard's template pack must be installed to support this feature. This will rename any "Changed" element named in the Standard References section of your instruction policy to match the new standard. This will also index the instruction to the new standard. Other work may still be required to update your instruction to the newer standard. Review the new standard for additional changes that may be required.

Operating System Support

- Windows Server 2008 R2 has been added to the list of supported server operating systems.
- When using Windows Server 2008 Terminal Services, a user's data directory is now located at %APPDATA%\POWERWAY. This is different from where Windows Server 2003 puts the POWERWAY directory, %HOMEDRIVE%%HOMEPATH%\Application Data\POWERWAY. When using roaming profiles in a server farm, these locations follow the user in their roaming path. It is NOT recommended that you mix Windows 2008 and Windows 2003 in the same Terminal Server farm.

Suite V3.20

Desktop and All Modules

- Support for installing Desktop and modules, in this release, on Windows 64-bit clients and Windows 64-bit Terminal Servers.

AS9100C : 2009 Template Pack

- Has been added to reflect and address the latest requirements from the recently released revision of AS9100C.
- The AS9100C Template Pack is a structure only template pack providing the structure and format of level I, II and III documents to leverage the capabilities of the Suite Authoring Tools and audit checklists with starter questions from which to build your internal audit checklists in Suite Audit Manager.
- Customers that are currently on maintenance for the AS9100B : 2004 template pack will receive this Template Pack as part of their maintenance agreement, although a new license will be issued with this Template Pack. To receive your new license contact Waypoint Global Technical Support (support@waypointglobal.com)
- For considerations on how to convert existing documentation, written to the AS9100B : 2004 version, please contact Waypoint Global Technical Support (support@waypointglobal.com) for instructions and assistance.

ISO/TS 16949 : 2009 Template Pack

- Has been added to reflect and address the latest requirements from the recently released revision of ISO/TS 16949.
- The ISO/TS 16949 Template Pack is a content-rich template pack containing many example documents complete with industry-specific content to help you jumpstart your implementation or ease your transition. An example policy manual, 38 procedures and 2 instructions are included as well as 5 separate audit checklists, one for each clause of the standard, that contain hundreds of relevant audit questions and guidance notes to assist your auditor teams in building a high-impact internal audit program.
- Customers that are currently on maintenance for the ISO/TS 16949 : 2002 template pack will receive this Template Pack as part of their maintenance agreement, although a new license will be issued with this Template Pack. To receive your new license contact Waypoint Global Technical Support (support@waypointglobal.com)
- For considerations on how to convert existing documentation, written to the ISO/TS 16949 : 2002 version, please contact Waypoint Global Technical Support (support@waypointglobal.com) for instructions and assistance.

Desktop V6.02

- Document Properties: "Checked-Out Path" now displays the full path in a Revision's Change Control tab. It previously clipped long paths to the display width.
- Generating new Non-conformances supports customized form numbers.

Document Manager V4.06

- The "Checked-Out Path" now displays the full path in a Revision's Change Control tab. It previously clipped long paths to the display width.

Policy Writer V6.07

- Support for Copy & Paste from Word 2007.
- Support for Policy Manual Standard conversions. A new menu item, named "Change Standard..." has been added to the "Tools" menu. This new menu item is only available when your policy is checked out for editing. If your policy can be converted to a newer version of a standard, this menu item will display a dialog with the possible newer standards to pick from. The new standard's template pack must be installed to support this feature. This will rename any "Changed" element named in the Requirements section of your policy to match the new standard. This will also index the policy to the new standard.

Procedure Writer V6.08

- Support for Copy & Paste from Word 2007.

Instruction Writer V6.08

- Support for Copy & Paste from Word 2007.

Corrective Action V2.06

- Generating new Non-conformances supports customized form numbers.

List Builder V3.01

- The V3.01c patch has been merged into the main List Builder install.

Quality Planner V2.63

- The V2.62b patch has been merged into the main Quality Planner install.

Suite V3.01

Desktop Web Access Support

Support for managing licenses for Desktop Web Access has been added to Desktop.

SQL Server Client support

Suite V3.01 has improved the support for SQL server Clients. Administrators now have the option of using one of these driver combinations:

- SQL Server Native Driver (Requires SQL Server 2000 client and works with all versions of SQL Server) **(No longer supported)**
- SQL Server ODBC (SQL Server Authentication)
- SQL Server ODBC (Trusted Authentication)
- SQL Server ODBC Native (SQL Server Authentication)
- SQL Server ODBC Native (Trusted Authentication)

SQL Server Native Driver uses SQL Server Authentication ONLY, Trusted Connections are not supported. There are two versions of the SQL Server ODBC Native driver available from Microsoft, one from SQL Server 2005 and one from SQL Server 2008. They both can be installed on a system at the same time. If both are present Workstation setup will pick the latest version.

If you wish to change which SQL Server driver is used for an existing install, contact Waypoint Global Technical Support (support@waypointglobal.com) for instructions and assistance.

Windows Vista / Windows 7 - Migration Considerations

Suite V3.01 does not directly support either the "In place installation (upgrade in place)" or "Clean Installation" upgrade options for Vista or Windows 7 from prior Windows versions. If you are considering a Windows migration, **before** beginning the migration, contact Waypoint Global Technical Support (support@waypointglobal.com) for instructions and assistance.

Windows Administrator Privileges

Suite no longer requires users to be Windows administrators to *use* the software. New installs will automatically get this new benefit. This means that the Suite "Data" directories have been moved to the "Application Data" folder designated by Microsoft.

For Windows XP and Windows Server 2003 the new "Data" folder is at "%ALLUSERSPROFILE%\Application Data\POWERWAY". This is normally located at "C:\Documents and Settings\All Users\Application Data\POWERWAY".

For Windows Vista, Windows Server 2008 and Windows 7 the new "Data" folder is at "%ALLUSERSPROFILE%\POWERWAY". This is normally located at "C:\ProgramData\POWERWAY".

In the Group Edition is a utility provided in the WSSetup\Remap directory that will do a conversion for existing installations to enable this support. If existing Personal Edition installs wish to convert they should contact Waypoint Global Support for instructions.

Terminal Services has never required a user be a Windows administrator to do a TSUserSetup or use the software.

In all cases we still require a Windows administrator to *install* the software.

Help Files

Windows Vista, Windows Server 2008 and Windows 7 do not support the help file format used in Suite V3.01. Microsoft has posted on their web site a Knowledge Base article download that will allow Vista, Windows Server 2008 and Windows 7 to read our help files.

[I cannot open Help files that require the Windows Help \(WinHlp32.exe\) program.](#)

Quality Planner

Quality Planner has received the following updates:

The Gage R&R Study formulas have been upgraded to match the AIAG MSA 3rd Edition manual. Also, the precision of the results have been extended to more decimal places to show more accuracy.

The "Suggested DFMEA/PFMEA Evaluation Criteria" charts have been updated to match the AIAG FMEA 4th Edition manual.

Suite V3.00

ISO 9001:2008 Template Pack

The ISO 9001 Template Pack has been updated, including structural and content changes, to reflect the 2008 revision to the standard. Customers that are currently on maintenance for the ISO 2001:2000 template pack will receive this Template Pack as part of their maintenance agreement, although a new license will be issued with this Template Pack. For considerations on how to convert existing documentation, written to the ISO 9001:2000 version, please reference the [Waypoint Global Web Site](#).

Terminal Server Upgrades

After the server administrator has upgraded the Terminal Server Desktop using TSSetup, each Terminal Server user will need to run the TSUserSetup to complete the upgrade. Desktop will not launch for a user until this is done. This is not normally needed but is required for any upgrade from before V3.00. This upgrade, using TSUserSetup, can be run un-attended and requires no command line parameters.