



## What's New in Suite V4.01

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 It also contains information that should be read before upgrading to a newer version of the software.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. You can scroll through the entire file from top to bottom or view information for a specific version.

## Waypoint Global Contacts

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

Toll Free: (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](http://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](mailto: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](mailto:info@waypointglobal.com).

## System Requirements

The following are the hardware and software requirements for Suite V4.01:

System	Component	Requirements
Workstation	Hardware	Processor - Dual Core or better Memory - 2GB Disk - 500MB Video - 1280x1024 resolution, 16-bit Colors
	Operating System	Windows XP (32-bit) <b>Retired</b> Windows XP (64-bit) <b>Retired</b> 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"> <li>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 recommended.</li> <li>Suite software requires Microsoft .Net Framework 3.5 Client.</li> <li>Suite software requires Microsoft .Net Framework 4.6.2 Client.</li> </ol>
Database Server	Hardware	Processor - Fast multi-core or multi-processor Memory - 4GB
	Operating System	Windows Server 2003 <b>Retired</b> 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> Windows Server 2016 <i>(New for V3.98)</i> Windows Server 2019 <b>(New for V4.01)</b> <i>(Recommend Latest Service Pack)</i>
	Software	Sybase ASA 7.03 <b>Retired</b>  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> SQL Server 2017 <i>(New for V3.99)</i> <i>(Recommend Latest Service Pack)</i>  Note: SQL Server Express <b>is supported</b> for most situations. Contact Waypoint Global for further information.
Repository Server	Operating System	Windows Server 2003 <b>Retired</b> 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> Windows Server 2016 <i>(New for V3.98)</i> Windows Server 2019 <b>(New for V4.01)</b> <i>(Recommend Latest Service Pack)</i>
	Note:	<ol style="list-style-type: none"> <li>A repository server is only used to store files in a network share.</li> <li>No service software is required on the repository server.</li> </ol>

Requirements (Continued...)

<b>Terminal Services</b>	Operating System	Windows Server 2003 <b>Retired</b> 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> ) Windows Server 2016 ( <i>New for V3.98</i> ) Windows Server 2019 ( <b>New for V4.01</b> ) <i>(Recommend Latest Service Pack)</i>
	Notes:	<ol style="list-style-type: none"><li>1. Suite software requires Microsoft .Net Framework 3.5 Client.</li><li>2. Suite software requires Microsoft .Net Framework 4.6.2 Client.</li></ol>

### Minimum Upgrade Requirements

Upgrades will work from V3.99 or V4.00 to V4.01.

For any version prior to V3.99, please upgrade to V3.99 prior to upgrading to V4.01.

## Suite V4.01

### Desktop V7.01

- Windows Authentication and Single Sign-On now supports Fully Qualified Domain Names (FQDN). For example, domain names can now take the form of *corp.example.org*. See the **Single Sign-On Configuration Guide** for more information.
- Document Review Notifications are now correctly adjusted when document ownership is changed.

### Document Manager V5.05

- A document can now be configured to NOT automatically create Training Records for Training Manager. When auto-create is disabled, new training records can be manually created for any specific revision who's status is Approved or Current. This allows a document's training configuration (Trainers and Trainees) to be defined prior to scheduling training. This also allows training for new revisions to be skipped or explicitly scheduled as needed.
- A new *Reports* menu item has been added to the *File* menu. It will launch Suite Reports and open the list of Document Manager reports.

### Training Manager V1.06

- Changed to support disabled auto-creation of Training Records.

### Suite Reports V2.00

- Desktop Reports have been refined and are now categorized as either Desktop Administration or Document Manager.
- Many of the reports have been combined and/or simplified to now include *Sort By* and *Sort Order* parameters.
- Included are these new reports:
  - Administration
    - Contact Information
    - Escalation Ladders
    - Escalation Ladders by Members
    - License Assignment
    - License Summary
  - Corrective Action
    - Nonconformance Number Log
    - Trend Chart by Customer
    - Trend Chart by Department
    - Trend Chart by Facility
    - Trend Chart by Part Number
    - Trend Chart by Supplier
  - Training Manager
    - Training Configuration
  - SPC
    - Attribute Control Chart
    - Attribute Data Subgroup Summary
    - Attribute Defects per Subgroup Bar Chart
    - Attribute Defects per Session Bar Chart
    - Attribute Defects per Session Pie Chart
    - Attribute Defects Summary
    - Attribute Subgroup Detail

### Folio Manager V1.04

- Supports new Desktop changes.

### Number Dispenser V3.01

- Changed to support retrieving multiple numbers in one transaction.

### Office Viewer V3.01

- The Office Viewer has been updated to use the latest document conversion tools.

### Windows 8dot3 Name Support

New installations of Windows 10 may have NTFS 8dot3 Name support disabled. Waypoint Global Suite now supports having Windows NTFS 8dot3 Names disabled.

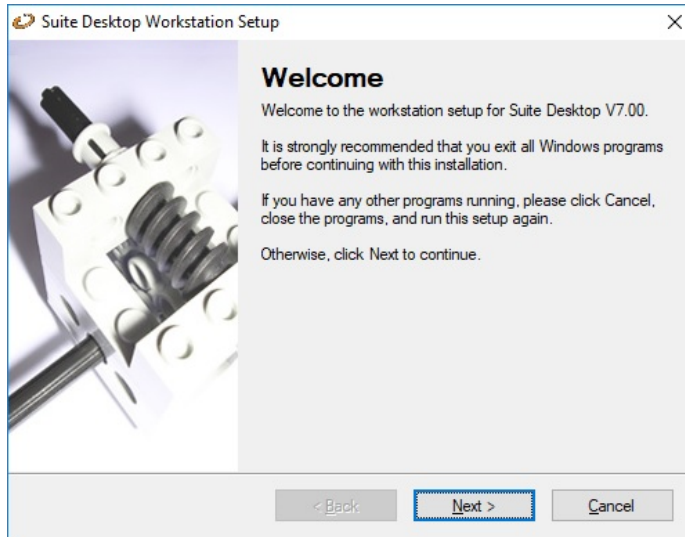
## Suite V4.00

### Waypoint Global Suite - Notifications & Escalations

Waypoint Global is proud to announce our new Notification & Escalation system. This new system embraces our previous eNotify service and adds many new features now available to our customers. This new system provides new notification types for Document Manager Review, Routing & Reminders, Corrective Action, Audit Manager and Training Manager. This new system also brings a new escalation feature that keeps everyone informed when tasks need attention.

### Installation & Upgrades

Waypoint Global is proud to announce a complete rewrite of our installation & upgrade system. This effects Desktop and all modules. This will bring a smooth and quicker installation experience for all our users.



### Suite Help

The Suite help system has been updated for Desktop and all modules. The new help is now up to the latest Microsoft Windows format specifications.

### Desktop V7.00

- Suite Notify has new features and a new look! It includes new tabs for Escalations, Audit Manager, Corrective Action, Training Manager and new Reminders.



- A new Notification Panel is available for administrators to configure and manage the new Notification and Escalation system.
- Added Searching in the Desktop pool user interface.
- Added spell checking.
- Added new delete confirmation messages to prevent accidental deletions.
- Updated Install & Upgrade.

(Continued...)

## Number Dispenser V3.00

- Number Dispenser has been rewritten to provide improved performance and new features. Number Dispenser now has a new Reconcile feature to detect duplicate document number usage and orphaned document numbers. Number Dispenser is no longer required on a workstation to consume document numbers. The Number Dispenser module is now only required to manage number lists.



- The following modules can now consume document numbers directly from number lists:
  - Audit Manager
  - Corrective Action
  - Document Manager
  - Folio Manager
  - Policy Writer
  - Procedure Writer
  - Instruction Writer
  - Quality Planner
- Added spell checking.
- Updated Install & Upgrade.

## Office Viewer V3.00

- A new document type, AutoCAD, has been added. This new document type supports AutoCAD documents for the following formats:
  - DWG Release 11, 12, 13, 14
  - DWG 2000 / 2000i / 2002
  - DWG 2004 / 2005 / 2006
  - DWG 2010 / 2011 / 2012
  - DWG 2013 / 2014 / 2015 / 2016
  - AutoCAD DXF
  - Autodesk DWF
  - Industry Foundation Classes (IFC)
  - STereoLithography (STL)

With the new AutoCAD document type comes a new command line parameter /Zoom:<Magnification> where Magnification is a value from 1-100 with a default of 1.

Waypoint Global support can assist if an alternate zoom factor is required.

- The Office Viewer has been updated to use the latest document conversion tools.
- Updated install & Upgrade.

## Quality Planner V3.03

- Added spell checking.
- Added Searching in the pool user interface.
- Increased the number of possible Dimensional Test Results that may be entered.
- Added editing these fields to the Control Plan:
  - Plant Approval and Date
  - Customer Quality Approval and Date
  - Customer Engineering Approval and Date
  - Customer Other Approval 1 and Date
  - Customer Other Approval 2 and Date
- Added a Discard menu option for checked-out documents.
- Can now directly get new document numbers when registering supporting documents..
- Updated install & Upgrade.

(Continued...)

## **Template Pack - ISO 9001 : 2015 and 14001 : 2015 - Combination!**

Waypoint Global is proud to introduce the release of the content-rich combination Template Pack for both the ISO 9001 : 2015 & ISO 14001 : 2015 management system standards that assists any organization in reaching and/or maintaining conformance to both international standards. It includes all the content-rich templates from both ISO 9001 : 2015 and ISO 14001 : 2015. This allows an organization reach and maintain conformance to these standards with one set of documentation.

### **Template Pack for ISO 9001 : 2015 V1.02**

### **Template Pack for ISO 14001 : 2015 V1.02**

### **Template Pack for ISO 13485 : 2016 V1.01**

### **Template Pack for AS9100D V1.01**

### **Template Pack for IATF 16949 : 2016 V1.01**

### **Template Pack for ISO/IEC 17025 : 2017 V1.01**

- Updated the reference documents used in the latest versions of the standard, and removed any obsolete or erroneous information.
- Updated Install & Upgrade.

## **Audit Manager V2.08**

- Added spell checking.
- Can now directly get new document numbers.
- Added Searching in the pool user interface.
- Updated Install & Upgrade.

## **Corrective Action V3.01**

- Added spell checking.
- Can now directly get new document numbers.
- Added Searching in the pool user interface.
- Updated Install & Upgrade.

## **Document Manager V5.04**

- Added spell checking.
- Added Searching in the pool user interface.
- Updated Install & Upgrade.

## **Policy Writer V7.03**

- Added spell checking.
- Can now directly get new document numbers.
- Added Searching in the pool user interface.
- Added new delete confirmation messages to prevent accidental deletions.
- Updated Install & Upgrade.

## **Procedure Writer V7.03**

- Added spell checking.
- Can now directly get new document numbers.
- Added Searching in the pool user interface.
- Added new delete confirmation messages to prevent accidental deletions.
- Updated Install & Upgrade.

## **Instruction Writer V7.03**

- Added spell checking.
- Can now directly get new document numbers.
- Added Searching in the pool user interface.
- Added new delete confirmation messages to prevent accidental deletions.
- Updated Install & Upgrade.

(Continued...)

### List Builder V4.03

- Updated install & Upgrade.

### Folio Manager V1.03

- Added spell checking.
- Updated Install & Upgrade.

### SPC Administrator V4.10

- Added spell checking.
- Added Searching in the pool user interface.
- Added new delete confirmation messages to prevent accidental deletions.
- Updated install & Upgrade.

### SPC Examiner V4.08

- All of the SPC reports have been moved to the new Suite Reports module which can be launched from Desktop or Examiner. They are now available to all users.
- Added Searching in the pool user interface.
- Updated install & Upgrade.

### SPC Operator V4.09

- Added spell checking.
- Added Searching in the pool user interface.
- Includes Binder integration with Desktop Web Access for viewing related documentation. Contact Waypoint Global for details of how enable this feature.
- Updated install & Upgrade.

### Training Manager V1.05

- Added spell checking.
- Updated install & Upgrade.

### Suite Reports V1.02

- Included are these new reports:
  - Comment Route History
  - Current Lists
  - Escalated Notifications
  - Master List Review Summary
  - Non-Unique Numbers
- Updated install & Upgrade.

### End of Life Announcements

Waypoint Global announces the end of support for **Sybase Adapter Server Anywhere Database Engine** in the Suite releases starting with V4.00. The Suite will no longer install or upgrade using the Sybase Database including personal editions. As we add new functionality to the Suite solution, we have found it necessary to discontinue development compatible with the Sybase Database Engine. 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](mailto:support@waypointglobal.com).

Waypoint Global announces the end of support for **Windows XP** and **Windows Server 2003** in the Suite releases starting with V4.00. The Suite will no longer install or upgrade on Windows XP or Windows Server 2003. As we add new functionality to the Suite solution, we have found it necessary to discontinue development compatible with unsupported operating systems. As you plan your upgrade to the latest version of the Suite, we want you to be aware that we no longer test with Windows XP or Windows Server 2003 and strongly recommend upgrading to newer operating systems. If you have any questions about this announcement, please don't hesitate to contact Waypoint's Technical Support Department at [support@waypointglobal.com](mailto:support@waypointglobal.com).



## Suite V3.99

### Waypoint Global's New Look!

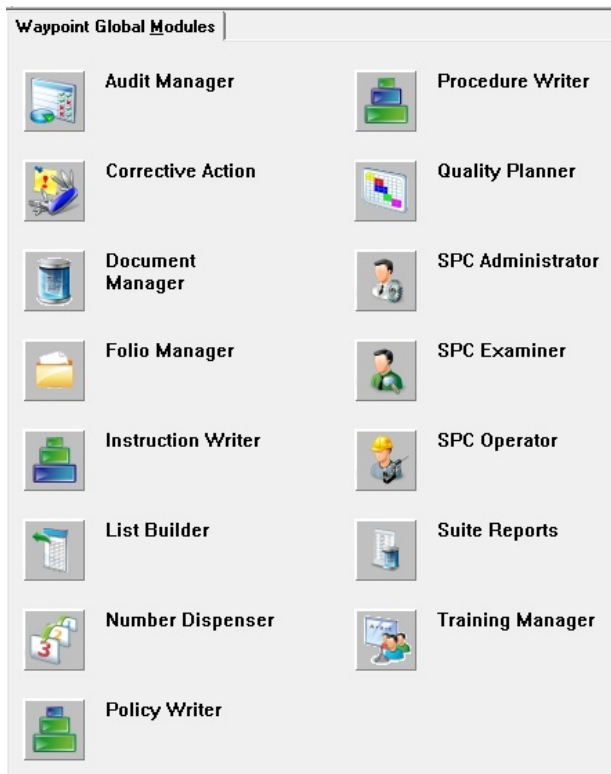
Welcome to our fresh new look! Our focus has always been on you, our customers, and making it easier to collaborate with everyone in your organization.

This is the continuation of some exciting changes and benefits in our applications by improving everyone's "Quality of Life" while working with the Waypoint Global Suite.



## Desktop V6.15

- The program group in the Windows Start menu has been renamed "Waypoint Global Suite".
- A new Install Panel has replaced the old PowerPanel. This new version supports Multi-Select installations and an Update All.
- All Desktop Reports have been moved to the new Suite Reports module which can be launched via the Modules page.
- Modules Page has a new look!

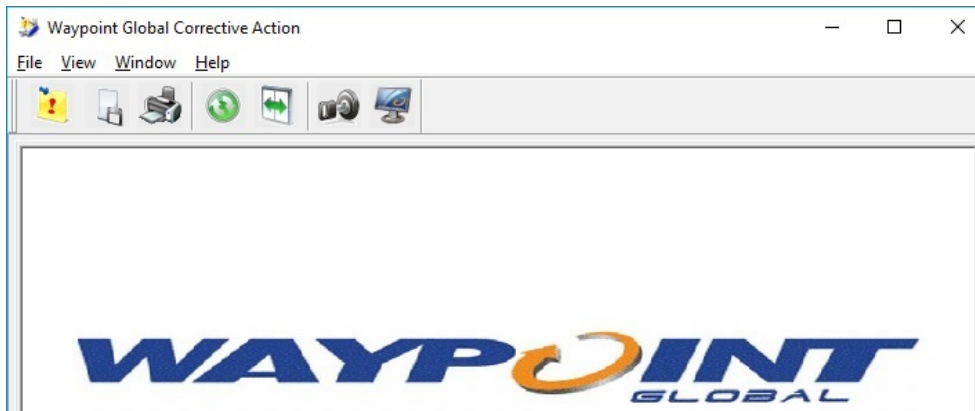


(Continued...)

## Corrective Action V3.00

Corrective Action has had a major revision with the focus on usability. Most all of the existing features have been enhanced making Corrective Action easier to use and manage. This is a list of the most significant improvements (This list is pretty long).

- Presenting the new look of Corrective Action!



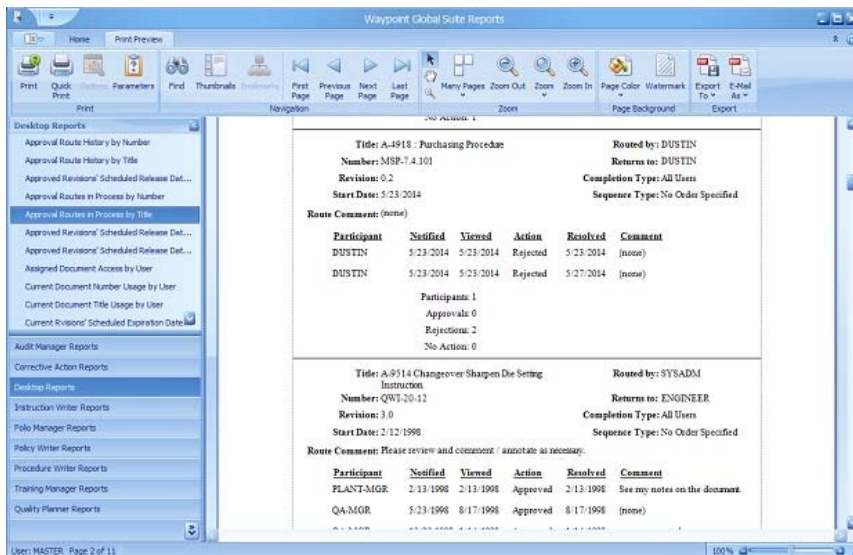
- An Advanced Properties menu option has been added to the File menu.
- All window controls automatically resize to fill available space.
- All window sliders, active tabs and positions are saved between sessions.
- Refresh works for To Do as well as the My Documents and History tabs.
- All reports have been moved to the new, consolidated, Suite Reports module that can be launched from Desktop or Corrective Action's File menu. They are now available to all users.
- New CAPA binders have been created and provide many more filter options and are available to all users.
- Users with membership in the new "Corrective Action Team" user group may, for new NCs, bypass the gatekeeper and directly assign it to an FAA or Owner.
- A new **Audit Log** is available to track over 50 events during the lifetime of NC/CAR/PARs. The audit log report is available in the new Suite Reports module.
- Current Gatekeeper assignments can always be seen by all users using the Administration->Gatekeepers menu option. Only users with the master privilege can change gatekeeper assignments.
- For an NC/CAR/PAR the assigned Gatekeeper, Owner and FAA are always displayed and the responsible party, based on work phase, is always highlighted.
- Open NCs with an old Gatekeeper can be updated by the Master user to match the a new assignment.
- Due Dates are now displayed/published and may be set and modified by the FAA.
- The Master user can see all open NC/CAR/PARs, regardless of Responsibility assignments, using the My Documents tab.
- The Master user may delegate an open NC/CAR/PAR to a different Owner or FAA using the My Documents tab.
- Owners may delegate an open CAR/PAR to another user in any of their work phases.
- FAAs may delegate an open NC/CAR/PAR to another user in any of their work phases.
- An NC/CAR/PAR can have a default publishing format set for Standard, 7D, 8D or East/West 8D.
- Publishing to different formats is no longer required. A new Corrective Action viewer is now used to view NC/CAR/PARs from Desktop. The new viewer allows the user to choose which format (Standard, 7D, 8D or EW8D) to display the document.
- The Facility pool can now be used to index NC/CAR/PARs.
- Related, non-evidence, documents can now be registered and assigned to an NC/CAR/PAR.
- Traceability indexing now supports more characters and allows multiple entries separated by a ";" character.
- Print access can be enabled for individual NC/CAR/PARs for everyone or just team members.
- The Label field can be modified for existing NC/CAR/PARs effectively renaming the document.
- New NCs must have both a Label and Description.
- New system preferences can be set by a user with the master privilege using the new Administration->System Preferences... menu option. The default for these preferences is "off".
  - FastTrack can be disabled.
  - Deleting NCs, CARs and PARs can be disabled.
  - New NC/CARs can retain revision history. New revision history can be toggled for a specific NC/CAR/PAR using Advanced Properties.
  - New NC/CARs can default to give print access. Print access can be toggled for a specific NC/CAR/PAR.
  - By default, the Recommended Actions can be included in the standard published format. This can be overridden for specific CARs and PARS.
  - By default, a paper signature section can be included in the standard published format. This can be overridden for specific CARs and PARS.
  - New NCs can automatically get the currently registered logo. (Carried over from previous revision.)
  - An Audit Log can be enabled. The Audit Log report is available using the new Suite Reports module.

(Continued...)

## Suite Reports V1.00

Suite Reports is an additional module included in your annual maintenance agreement. It consolidates Suite reports from across the installed modules. This gives users, with Desktop, access to the reports of the installed modules.

- This new module is available for all users with Desktop installed and can be launched from Desktop's Modules page.
- This module includes many enhancements to the usability of creating reports including Multi-Select and Find functionality.
- Included in Suite Reports are reports from these modules:
  - Desktop - with these new reports:
    - Document Access by User
    - Document FAA by Index Topic and Item
    - Document Owner by Index Topic and Item
    - Documents In Route by Participant
  - Audit Manager
  - Corrective Action - with these new reports:
    - Audit Log
    - NC/CAR/PARs by Customer
    - NC/CAR/PARs by Department
    - NC/CAR/PARs by Facility
    - NC/CAR/PARs by Part Number
    - NC/CAR/PARs by Supplier
    - NC/CAR/PARs by Traceability
  - Policy Writer
  - Procedure Writer - with these new reports:
    - Procedures By Element
    - Procedures By Record
    - Procedures By Responsibility Code
  - Instruction Writer - with these new reports:
    - Instructions by Gage
    - Instructions by Material
    - Instructions by Record
    - Instructions by Responsibility Code
    - Instructions by Safety
    - Instructions by Tools
  - Quality Planner
  - Training Manager - with this new report:
    - Trainers List
  - Folio Manager - with these new reports:
    - Active Edit Routes
    - Edit Routes Audit Log
    - Edit Routes



(Continued...)

### **Document Manager V5.03**

- Document Manager has added a new "Search" button to the Open Document dialog. This Search functions much like the Quick Search feature in Desktop including searching by document number.
- The Open Document dialog and the Related workspace now list both the document title and the document number when looking at a binder.
- The Related Documents page has added a new "Search" button for finding related document. This Search functions much like the Quick Search feature in Desktop.

### **Policy Writer V7.02**

- All of the Policy Writer reports have been moved to the new Suite Reports module which can be launched from Desktop or Policy Writer. They are now available to all users.

### **Procedure Writer V7.02**

- All of the Procedure Writer reports have been moved to the new Suite Reports module which can be launched from Desktop or Procedure Writer. They are now available to all users.

### **Instruction Writer V7.02**

- All of the Instruction Writer reports have been moved to the new Suite Reports module which can be launched from Desktop or Instruction Writer. They are now available to all users.

### **List Builder V4.02**

- List Builder has been modified to allow any user to find documents. View Document Access is enforced.

### **Quality Planner V3.02**

- The Quality Planner reports have been moved to the new Suite Reports module which can be launched from Desktop or Quality Planner. They are now available to all users.
- The FMEA Reports for RPN, Severity and Occurrence still reside in Quality Planner.

### **Office Viewer V2.11**

- The Office Viewer has been updated to use the latest document conversion tools.
- Office Viewer includes the new Folio Manager and Corrective Action Viewers.
- New document types for Office 2016 have been added.

### **Training Manager V1.04**

- All of the Training Manager reports have been moved to the new Suite Reports module which can be launched from Desktop or Training Manager. They are now available to all users.

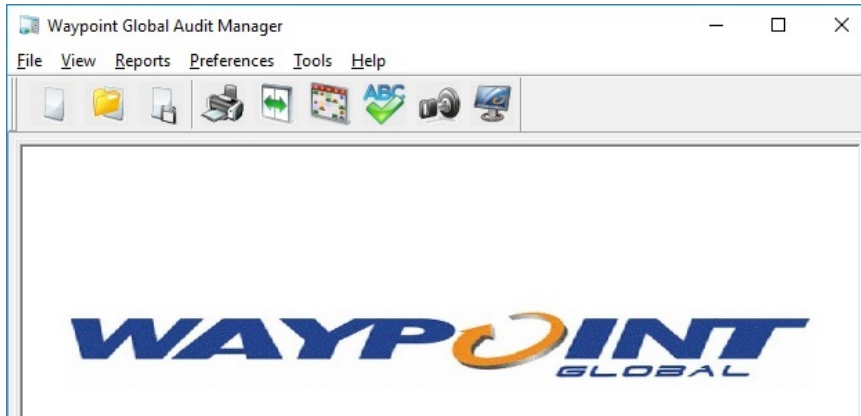
### **Folio Manager V1.02**

- Folio Manager can now launch the new Suite Reports module to access the new Folio Manager reports. They are now available to all users.

(Continued...)

## Audit Manager V2.07

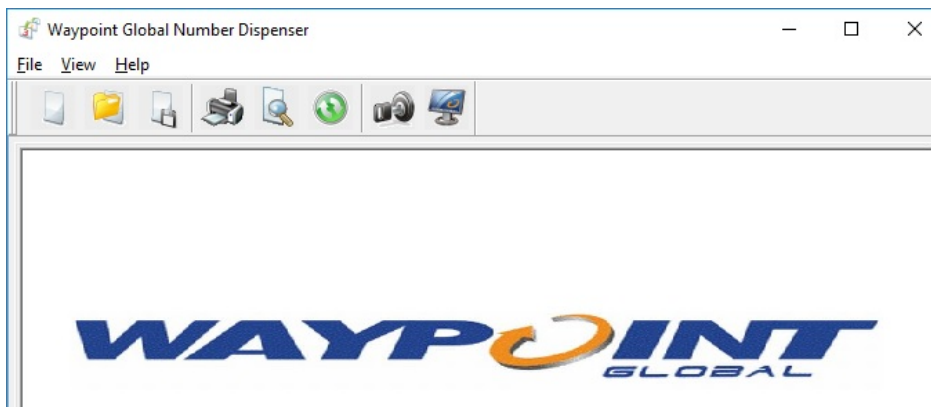
- Audit Manager has a new look including a new icon and tool Bar.



- All of the Audit Manager reports have been moved to the new Suite Reports module which can be launched from Desktop or Audit Manager. They are now available to all users.

## Number Dispenser V2.07

- Number Dispenser has a new look including a new icon and tool Bar.



(Continued...)

### SPC Administrator V4.09

- SPC Administrator has a new look including a new icon and tool Bar.



### SPC Examiner V4.07

- SPC Examiner has a new look including a new icon and tool Bar.



### SPC Operator V4.08

- SPC Operator has a new look including a new icon.

## **Suite V3.98**

### **Template Pack - IATF 16949 : 2016 - (R4)**

Waypoint Global is proud to introduce the release of the content-rich Template Pack for IATF 16949 : 2016 automotive quality management system standard to assist relevant organizations in reaching and/or maintaining conformance to this international standard.

According to the foreword "IATF 16949:2016, along with applicable automotive customer-specific requirements, ISO 9001:2015 requirements, and ISO 9000:2015 defines the fundamental quality management system requirements for automotive production and relevant service parts organizations." The IATF 16949 : 2016 standard specifies requirements for 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.

The requirements of IATF 16949:2016 are much more prescriptive than ISO 9001:2015 and are intended to be applicable to any organization involved in providing parts, components or assemblies for, or the production of, automobiles and light trucks.

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.

### **Template Pack - AS9100D - (R3)**

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.

AS9011D 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.

### **Template Pack - ISO 13485 : 2016 - (R2)**

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.

(Continued...)

## Template Pack - ISO 9001 : 2015 - (R1)

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 - (R1)

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.

## Standard Citations:

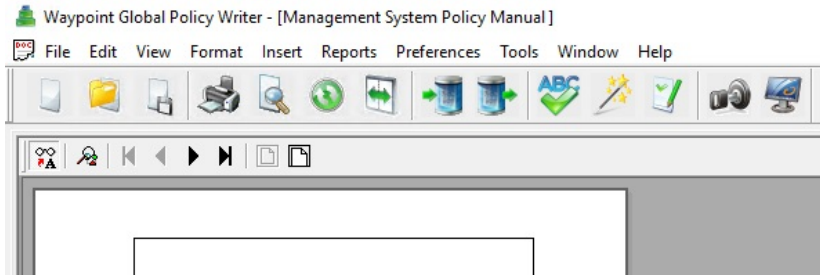
- "IATF 16949:2016 Quality management system requirements for automotive production and relevant service parts organizations." International Automotive Task Force. 1 October 2016. - <http://www.iatfglobaloversight.org/iatf-publications>
- "AS9100D Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations" SAE International 20 Sept 2016. - <http://standards.sae.org/as9100d>
- "ISO 13485:2016 Medical devices -- Quality management systems -- Requirements for regulatory purposes." International Organization of Standards. 1 March 2016. - [http://www.iso.org/iso/home/store/catalogue\\_tc/catalogue\\_detail.htm?csnumber=59752](http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=59752)
- "ISO 9001:2015 Quality management systems -- Requirements." International Organization of Standards. 15 Sept 2015. - [http://www.iso.org/iso/catalogue\\_detail?csnumber=62085](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/iso/home/store/catalogue\\_tc/catalogue\\_detail.htm?csnumber=60857](http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=60857)

(Continued...)



## Policy Writer V7.01b

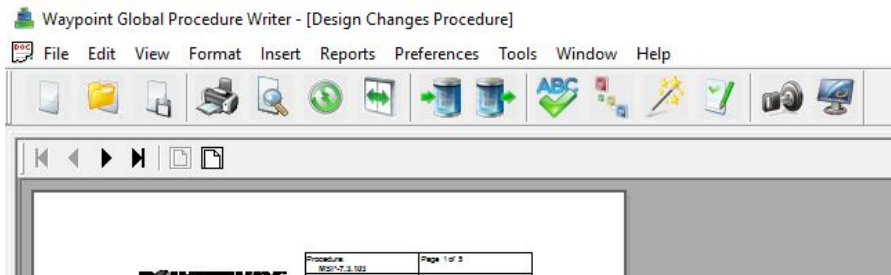
- Policy Writer has been modified to support the new ISO 9001 : 2015 and 14001 : 2015 Template Packs.
- Policy Writer has a new look!



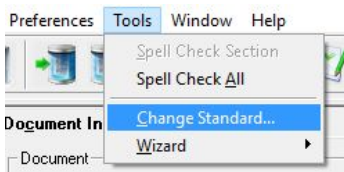
- A checked out policy can now be discarded from the File Open dialog.

## Procedure Writer V7.01b

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



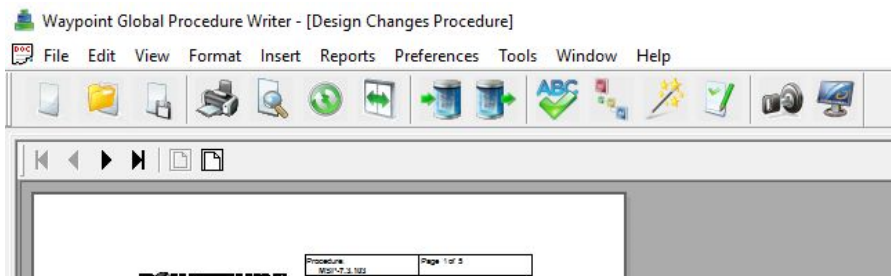
- Changing the standard of for a procedure is as easy as picking it from a list.



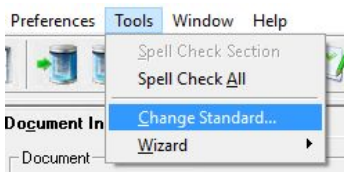
- A checked out procedure can now be discarded from the File Open dialog.

## Instruction Writer V7.01b

- 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 V5.02c

- 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.

### Help Files

Versions of Windows since Windows 7 do not support the 32-bit help file format used in the Waypoint Global Suite. Microsoft has posted on their web site a Knowledge Base article download that will allow Windows to read our help files. [I cannot open Help files that require the Windows Help \(WinHlp32.exe\) program.](#)

Now, Microsoft has decided to no longer support the 32-bit help system with Windows 10. We have developed an installer for the Help system that can be used to install on Windows 10. [Download](#)  
Note: When this is installed it must be done with elevated administrator privileges.

### Operating System Support

- Windows Server 2016 has been added to the list of supported server operating systems. The Sybase database engine is not supported for Windows Server 2016. In certain conditions we recommend using SQL Server Express as a minimal cost alternative.

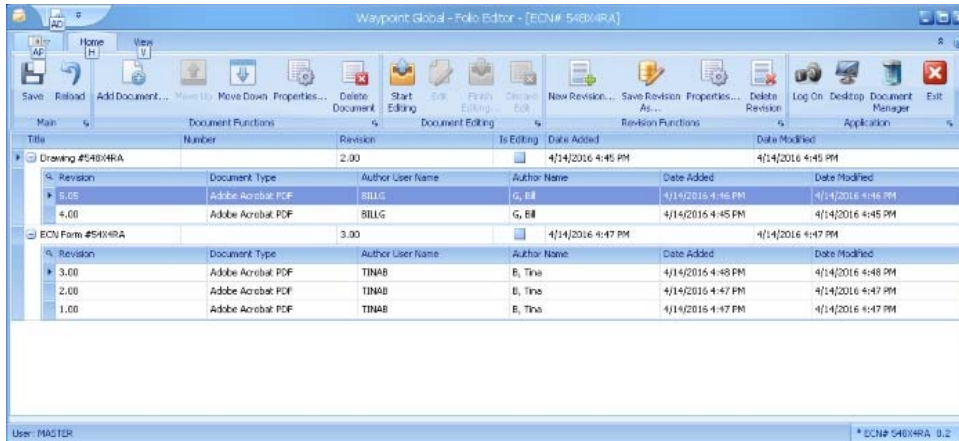
## Suite V3.97

### Folio Manager V1.00

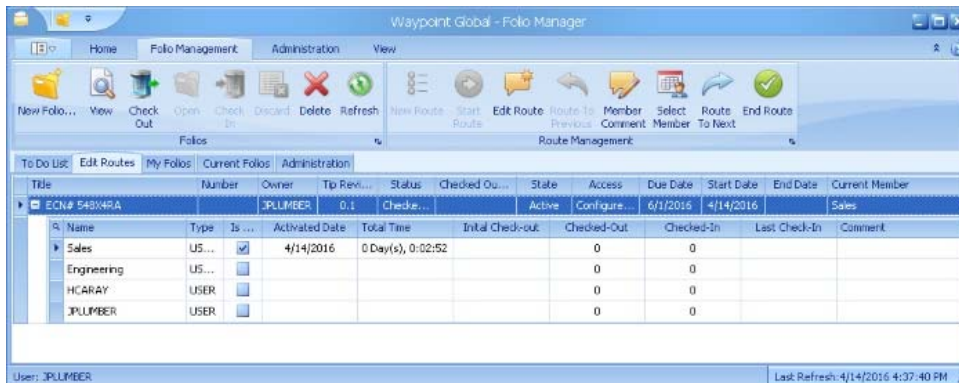
Waypoint Global is pleased to announce the release of a new module, Folio Manager!

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](mailto: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](mailto: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

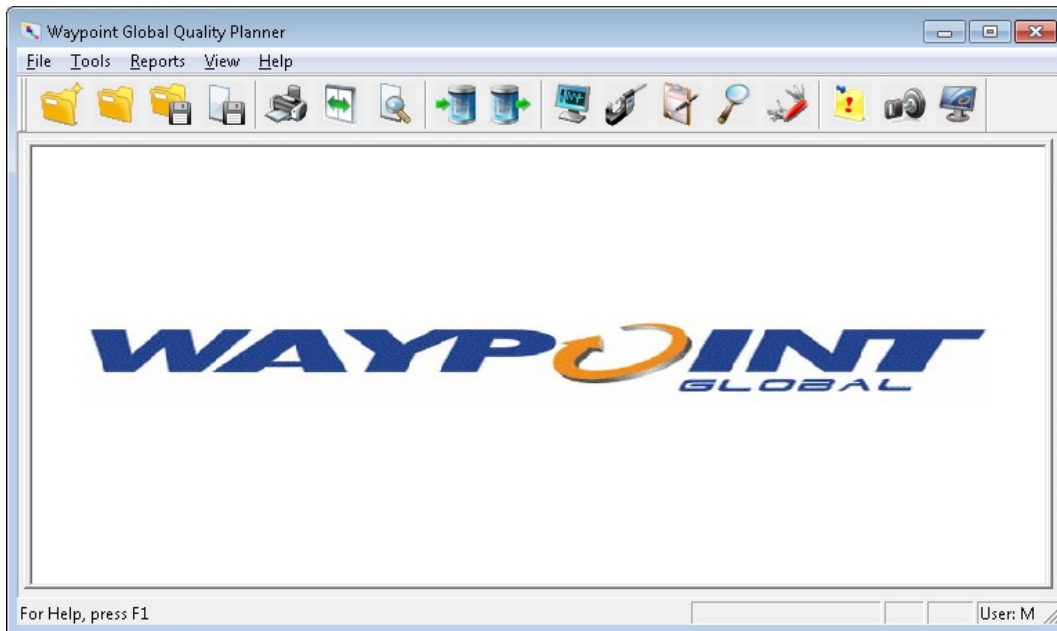
- Updated Data Editor to include query by tip revision, Electronic and Paper Distribution lists and Notifications.
- Updated Data Editor to allow deleting document/revisions.
- Updated Quick Reg and Template Admin to support List Builder file name formats.
- Updated Quick Reg to include better route 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](http://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.

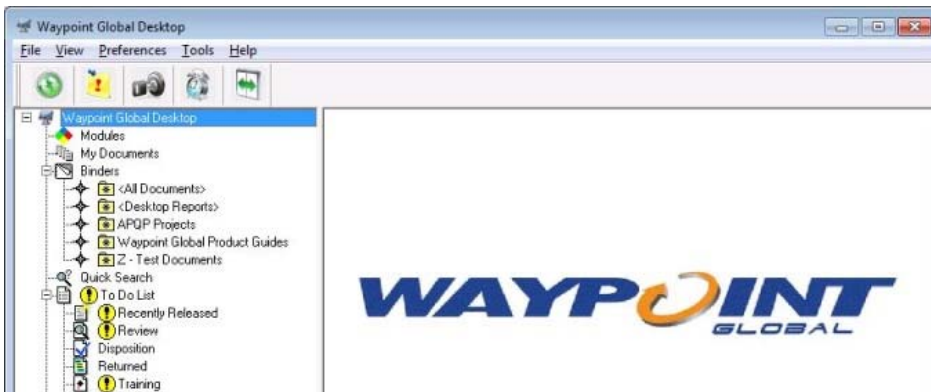
**/F** – Forces re-rendering. This overrides the default behavior of using a cached PDF if it already exists.



## Suite V3.90

### Desktop V6.09

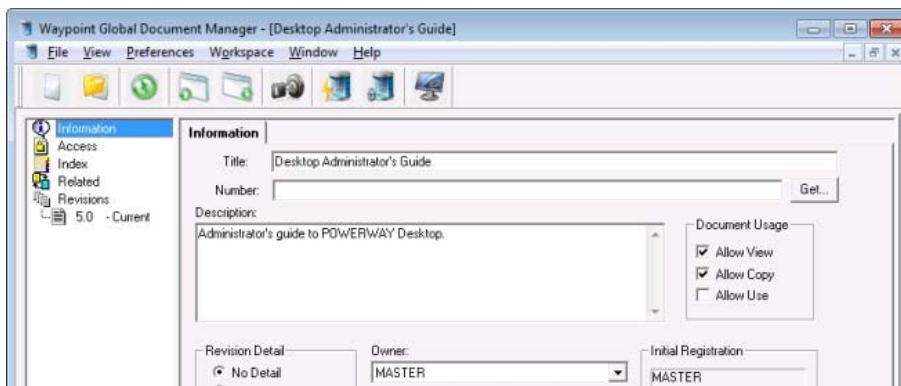
Welcome to the new look of Suite Desktop.



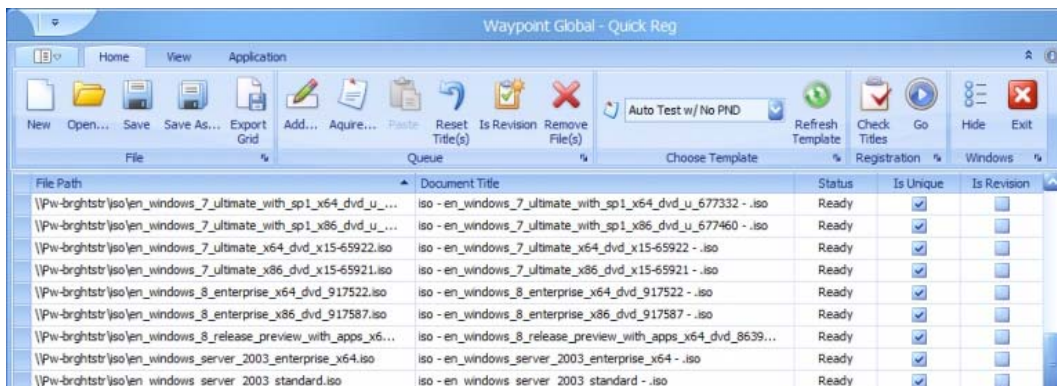
### Document Manager V5.00

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

- Presenting the new look of Document Manager!

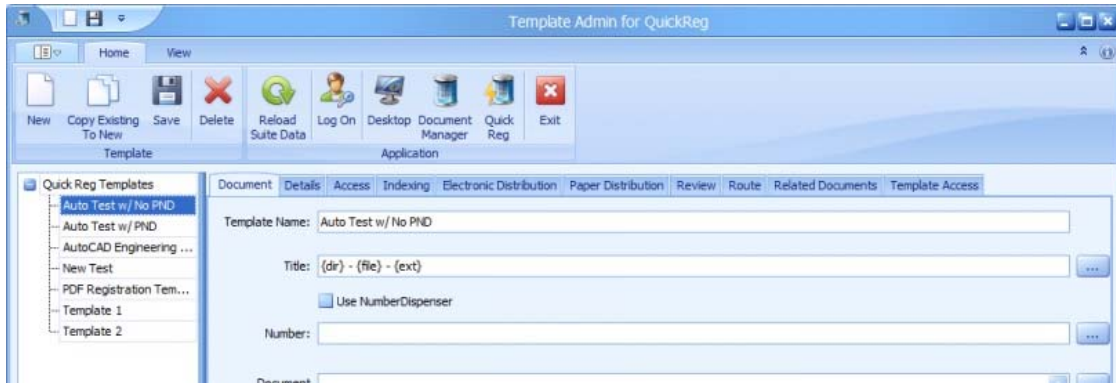


- **Quick Reg** - Waypoint Global is excited that our previously available Quick Reg offering has been totally re-written and is now included for all Document Manager users. Quick Reg is now a Document Manager add-on that provides an automation ability to register multiple documents quickly. You have 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.



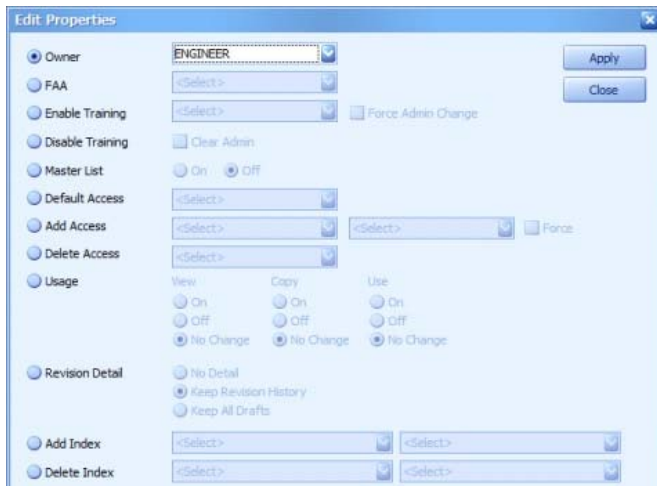
Its new features include document scanning (PDF, PDF /w OCR, DOCX and TIF) and document registration lists that allow you to pause the registration process and pick up where you left off at a later time. As with the previous Quick Reg offering, integration with Number Dispenser is included for the automated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



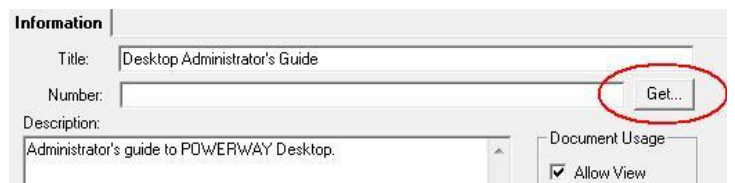
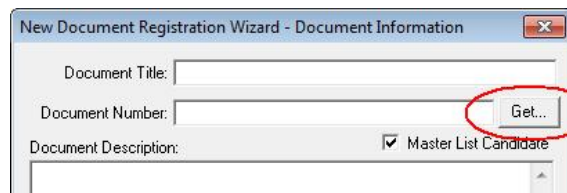
Document properties such as access, indexing, electronic distribution, paper distribution, routing, review and related documents can be configured and automatically applied to your documents as they are registered.

- **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.

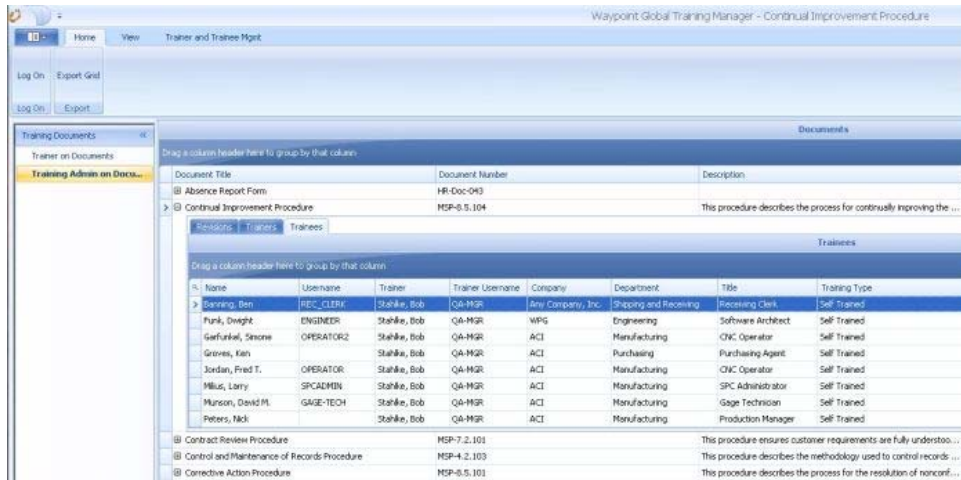
## Office Viewer for Word & Excel V1.05

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

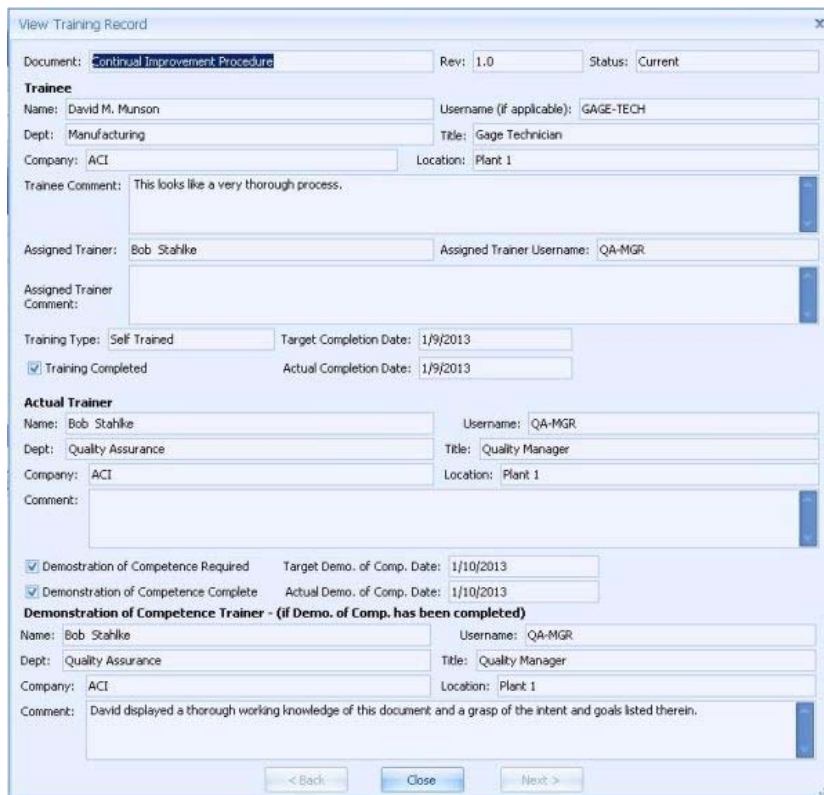
## Suite V3.80

### Training Manager V1.00

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



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.



### 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						

Printed on: 01/10/2013      Waypoint Global Training Manager - Report version 1.00      Page: 1 of 1

### 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.

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

Master List Candidate

Owner: QA-MGR

Final Approval Authority: PLANT-MGR

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.

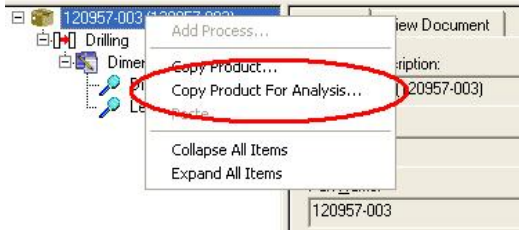
If you have any questions about this announcement, please don't hesitate to contact Waypoint's Technical Support Department at [support@waypointglobal.com](mailto:support@waypointglobal.com). Our goal is to help make this transition as smooth as possible.



## 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. [here](#). 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 character3 ...]	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.

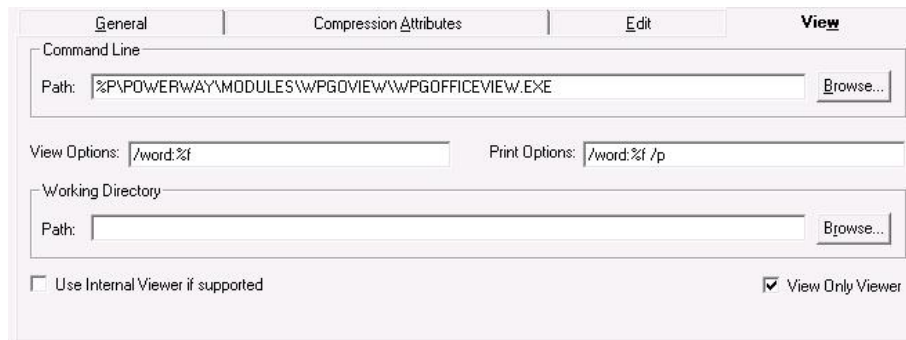
### Notes:

- 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 contains several input fields and checkboxes. The 'Command Line' section has a 'Path' field with the text '%P\POWERWAY\MODULES\WPGOVIEW\WPGOFFICEVIEW.EXE' and a 'Browse...' button. Below this are 'View Options' and 'Print Options' fields. The 'View Options' field contains '/word:%f' and the 'Print Options' field 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.