



QAD Adaptive Applications

User Requirements Specifications
QAD EQMS Applications
Document Control

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QAD EQMS 2025.1

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Document Control User Requirements Specification Change Summary

The following table summarizes significant differences between this document and previous versions.

Date/Version	Description	Reference	Changed By
JULY 2020/v2020	Initial upload	--	RQT
NOV 2020/v2020.1	Updated versioning; Added a "System Shall" statement to the Documents section; Added a General section.	p. 7	RQT
MAR 2021/v2021	Updated versioning.	--	RQT
AUG 2021/v2021.1	Updated versioning.	--	RQT
MAR 2022/v2022	Updated versioning; Updated the Documents section.	p. 7	RQT
SEPT 2022/v2022.1	Updated versioning; Updated the Documents section; Updated the Change Requests section; Updated the General section	p. 7, p. 9, p. 11	RQT
MAR 2023/v2023	Updated versioning; Updated the Documents section; Updated the General section	p. 7, p. 11	RQT
MAR 2024/v2024	Updated versioning; Updated the General section	p. 11	RQT
SEPT 2024/v2024.1	Updated versioning; Updated the Change Requests section; Updated the Manuals section; Updated the General section	p. 9, p. 10, p. 11	RQT

Date/Version	Description	Reference	Changed By
MAR 2025/v2025	Updated versioning; Updated the Documents section; Updated the General section	p. 7, p. 11	RQT
SEPT 2025/v2025.1	Updated versioning; Updated the Documents section; Updated the General section	p. 7, p. 11	RQT

Confidentiality

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Purpose

This requirements specification includes the documentation of the EQMS Applications business requirements for the EQMS Document Control Module version 2025.1.

This document was used as the basis for the configuration of the Document Control Module and shall be used in the definition of testing criteria for operational qualification.

Scope

The scope of this document is to define the EQMS Applications business requirements for the Document Control Module version 2025.1.

Documents

Choreographs the complete document life cycle management including: creation, editing, workflow, review, approval, versioning, distribution, and obsolescence of documents. Integrates with training tracking for closed loop training on document changes. Maintains a complete audit history of changes related to document records.

Documents

1. The system shall have the ability to define one or more documents with defined metadata including but not limited to: number, title, owner, and the associated file that contains the document's content.
2. The system shall have the ability to add any file type as a controlled document.
3. The system shall have the ability to start a change on an existing document where the changed document will only become the official document upon approval.
4. The system shall have the ability to have documents approved through either parallel and/or sequential routing.
5. The system shall have the ability to document what has changed about a specific revision.
6. The system shall have the ability to identify if a new document version requires training or not.
7. The system shall have the ability to fill out a document change checklist based on the change category.
8. The system shall have the ability to predetermine when a document version will become "effective".
9. The system shall have the ability to mark documents as "confidential", which will prevent all but the document owner and defined viewers from viewing the document's contents.
10. The system shall have the ability to link a document to a skill used in the Training Management application.
11. The system shall have the ability to define a training aid and test questions for each version of a document.
12. The system shall have the ability to define a role that gets notified when a new official version of a document has become effective.
13. The system shall have the ability to generate a record based on an official document.
14. The system shall have the ability to link a document to other areas of the system with the ability to view the documents from those other areas.
15. The system shall have the ability to check out a document for editing for the purposes of locking that document (file) from being changed by other users.
16. The system shall have the ability to check in a document for the purposes of uploading the changed content file.
17. The system shall have the ability to set up a review frequency for a document and notify the document owner that the document requires review when the next review date is reached.
18. The system shall have the ability to access historical versions of a document based on security.

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19. The system shall have the ability to create and store PDF versions of official documents for the following file types: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Visio.
 20. The system shall allow the user (via an extension) to turn off the convert to PDF option for documents.
 21. The system shall have the ability to delete documents.
 22. The system shall have the ability to log hard copies of documents for the purpose of maintaining a trail for later retrieval of hard copies.
 23. The system shall have the ability to obsolete documents so they may not be used, but are retained for historical purposes.
 24. The system shall have the ability to provide a hyperlink to controlled (official) document file that never changes even as the document is revved up.
 25. The system shall have the ability to define a document to be shared with all supplier or a selected list of suppliers.
 26. The system shall have the ability to document an external version number and date for the purposes of tracking documents supplied by external sources such as ISO.
 27. The system shall have the ability to support document reviews that require approval.
 28. The system shall have the ability to link document types to multiple sites (added in 2018.1).
 29. The system shall have the ability to link documents to multiple sites (added in 2018.1).
 30. The system shall have the ability to print the "Printed On" date and the "Printed By" on the footer of documents (added in 2019).
 31. The system shall have the ability to establish document numbering at the document type (added in 2019).
 32. The system shall protect ITAR (International Traffic in Arms Regulations) documents and drawings to prevent access to non-ITAR personnel (added in 2019).
 33. The system shall allow Document Viewers to also see Documents where they may be listed to have action (approval, change owner, etc.) on a non-official copy (added in 2020.1).
 34. The system shall allow the convert to PDF option to be specified as a default at the document type and control it for any document (added in 2020.1).
 35. The system shall apply the proper orientation (portrait vs. landscape) of watermarks/overlays depending on the orientation of each page of the document (added in 2020.1).
 36. The system shall allow linking training roles to documents through the new document skill training roles process, where a training role and skill rating are selected. When the Automatically Create New Skill feature on the document record is used, the new skill is automatically assigned to the training roles selected above and to employees having the training role (added in 2022).
 37. The system shall include a date and timestamp of each approval on a document cover page (added in 2022.1).
 38. The system shall encrypt document (files) at rest on the server to protect them from unauthorized changes (added in 2022.1).
 39. The system shall have an option to document the reason for any approvals (added in 2022.1).
 40. The system shall allow document collaborators to collaborate on document changes in Google Workspace (added in 2023).

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41. The system shall allow a document to be linked to business or manufacturing processes to which it is related and display links to that document from the process screen (added in 2023).
 42. The system shall notify contacts at suppliers associated with a document when a new version of the document becomes official (added in 2023).
 43. The system shall allow for linking multiple Items to a Document (added in v2025).
 44. The system shall allow a Document Reviewer to obsolete a Document directly in the review state if it ceases to be a relevant Document (added in v2025).
 45. The system shall allow converting Open Document formats to PDF (added in v2025.1).
 46. The system shall allow the ability to restrict access to download and print PDF file versions (added in v2025.1).

Change Requests

1. The system shall have the ability to request a change to one or more documents/drawings for the purposes of approving a request before actually making the change,
2. The system shall have the ability to automatically start a new version of associated documents once a change request has been approved.
3. The system shall have the ability to notify the document or drawing owner of a pending change request for the purposes of allowing them to approve or reject the change request.
4. The system shall have the ability to group many document changes under one change request and route all changes requested for approval simultaneously.
5. The system shall have the ability to set up a list of change request impacts and identify on a change request which impacts are affected.
6. The system shall have the ability to set up a list of change request types that allows the change request approval method to be identified, sets up the default change request coordinator, and identifies a default list of risks that should be analyzed with each change request of this type.
7. The system shall have the ability to create action items on a change order for actions required outside the system (added in 2018.1).
8. The system shall have the ability to show risk checklist questions based on questions related to the change request type or the associated impacts (added in 2020.1).
9. The system shall include all documents (Documents, Drawings, Processes, and APQP Documentation) changed or added to a Change Request to be included on a related Change Order (added in 2022.1).
10. The system shall provide the ability to optionally document evidence of customer approval of the change (added in 2024.1).

Records

1. The system shall have the ability to define one or more records with defined meta data including but not limited to: number, title, owner, and the associated file that contains the document's content.
2. The system shall have the ability to define the time-based disposal frequency for a record.

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3. The system shall have the ability to notify the record owner upon reaching the suggested record disposal date.
 4. The system shall have the ability to document when a record was disposed of and any disposal notes.
 5. The system shall have the ability to link records to an item, customers, suppliers, and/or departments.

Manuals

1. The system shall have the ability to group one or more documents into a manual.
2. The system shall have the ability to associate one manual with a parent manual.
3. The system shall have the ability to set up a review frequency for a manual and notify the manual owner upon reaching the next review date.
4. The system shall have the ability to display only the official version of a document in the manual.
5. The system shall have the ability to group one or more processes into a manual.
6. The system shall have the ability to group one or more drawings into a manual.
7. The system shall provide the ability to embed videos in Manuals (added in 2024.1).

Setup

1. The system shall have the ability to set up a list of document types for the purposes of organizing documents and defining some options of the associated documents work flow.
2. The system shall allow approvers, editors, and viewers to be defined at the document type level.
3. The system shall allow the default review frequency to be established by document type.
4. The system shall have the ability to define templates for the purposes of ensuring the consistency of format for related content based on document type.
5. The system shall have the ability to version document templates.
6. The system shall have the ability to approve a new version of a template prior to the new version becoming official.
7. The system shall have the ability to document what has changed on a specific version of a template.
8. The system shall have the ability to define a list of change categories along with a checklist for each category.
9. The system shall have the ability to define a list of record types for the purposes of organization records and defining some of the defaults of the associated records.
10. The system shall have the ability to set up a review frequency for a record type and notify the person responsible upon reaching the next review date.
11. The system shall have the ability to define a list of review frequencies for use with record types, records, and documents.

Metrics

1. The system shall have a metric for showing time to sign off on document approval/rejection (average time by user to approve).

Reports

1. The system shall have a report to print a revision history at the document level.
2. The system shall have a report to print a list of all official documents.
3. The system shall have a report to print document approval time by site.
4. The system shall have a report to print personal approval for a site.

General

1. The system shall support Coordinated Universal Time (UTC), which adjusts Date/Time fields to represent the Date/Time in the current user's timezone (added in 2020.1).
2. The system shall have a global search feature to search for records within the system that have the search term in applicable fields and within files linked to File fields (added in 2020.1).
3. The system shall have the ability to create URLs to other systems in the Navigation menu (added in 2020.1).
4. The system shall provide audit trail reports for all records (added in 2022.1).
5. The system shall have an option to disable the ability to approve a record without opening it (added in 2022.1).
6. The system shall allow checklist responses to have the same score among different responses—e.g. to allow all wrong answers to have a zero value (added in 2023).
7. The system shall allow users to easily move to the next detailed record based on the search screen initiating the detailed screen view (added in 2023).
8. The system shall provide a web-based report designing tool (added in 2023).
9. The system shall provide an option to limit users to be able to only view records associated with the sites specified in their employee record (added in 2023).
10. The system shall have an option to see the prior rejection comments during a re-approval of a record (added in 2023).
11. The system shall provide the ability to report on the security configured for each process including customer extensions/changes to security setup (added in 2024).
12. The system shall allow the user to cancel the generation of a report (added in 2024).
13. The system shall provide the ability to open multiple EQMS windows in the same browser tab (added in 2024).
14. The system shall provide the ability to embed video in key areas (added in 2024.1).
15. The system shall provide the ability to support arrays of images in key areas (added in 2024.1).
16. The system shall provide (for critical workflow processes) a visual indicator of the progress of a record through its life -cycle (added in v2025).
17. The system shall provide a mechanism to socialize a record with others including @mentions that notify those individuals mentioned (added in v2025).
18. The system shall provide the ability for Semantic Search to apply to search screens and global search results (added in v2025.1).