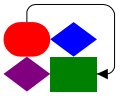


ProMation Systems – Complete Features List with Notes

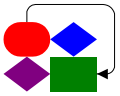
System Features		
1	Process Linking	Quickly create a follow-on process (i.e. NCM to CAPA)
2	Morning Reminders	Any user with any Open Item gets one reminder email each morning.
3	Open Items List	A real-time personal things-to-do list. Has a link to each open item.
4	Logon Monitor	Monitor user response to Open Item Reminders.
5	Audio Feedback	Different sounds mean different things. (i.e., Ka-Ching! = finished record) (Optional by User)
6	Manager Matrix	A matrix of people vs. all processes showing quantity of action items to be worked. Drill into process records or a person's Open Items List.
7	Part Information	Review all available information for a single part number on one screen.
8	Password Control	CFR 21 Part 11 compliant if needed.
9	Permissions	Authorities based on a Job Role or a specific Process Authority.
10	Backup Email	Action notifications & Reminders go to a Backup Person if someone is out of office – keeps the process moving.
11	Auto Out-Of-Office	People are automatically flagged Out-Of-Office if they were notified of an open item but didn't open the system. (Optional by System Owner)
12	MRP Connection	Automatically connect to your MRP system.
13	Training	Each system has a parallel training database for individual or group use.
14	User Notifications	System Owner can write targeted user notifications. Users read when they next open system or process screen, as needed.

Process Features (Some features do not apply to all processes)		
1	Meeting Setup	Quickly create a meeting request in Outlook for all or some people in one process record.
2	Process Staging	All processes have named Stages which the process goes through sequentially. A specific action must be taken by an authorized person to move to the next Stage.



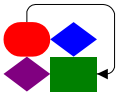
ProMation Systems – Complete Features List with Notes

3	Assignment	Process records are automatically assigned to the author, and can be re-assigned as needed.	
4	Prioritization	Some processes can be given a priority.	
5	Escalation	Notifications to Managers if limits are exceeded. Limits are modifiable by System Owner.	
6	Link to Part Drawing	Created automatically when a part number is entered or selected.	
7	MRP Lookup	Pull information from MRP automatically as needed.	
8	File Attachments	Attach any number of electronic files to a process record, including emails.	
9	Filter Screen by Part Number	Enter part number – screen is filtered to records written against only that part number.	
10	Consistency	All process screens have a similar 'look and feel'.	
11	Process Filtering	Filter by records that contain action items for the Current User or a Selected User.	
12	Color-Coded Fields	Required, Optional, Locked, System Entered, Choice Required. Colors change per process Stage or user authority.	
13	Easy Date Entry	Pop-Up Calendar	
14	Dynamic Fields	Some fields will be enabled or disabled depending on selection made in a previous portion of a process.	
15	Electronic Signatures	Record current user name and current date (Part 11 compliant if needed)	
16	Codes	Two Level Coding or separate single-level codes can be used.	
17	All Required Fields Must Be Filled In	Process advancement to next stage is prevented if information is missing.	
18	Email Sent Messagebox	Users are told what communication is being generated from their PC. (Optional by user)	
19	Record Name / Date	Names and Dates are automatically recorded for certain actions and for approvals.	
20	Comments	Comments are Name, Date, and Time stamped, and stored in chronological order.	



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21	Auto-Spellcheck	Larger text fields are automatically spell-checked. Uses MS Word spellcheck engine so each person's custom dictionaries are used. (Optional by user)	
22	Content-dependent Approver selection	Keep people out of the approval cycle if they aren't really needed.	
23	Disapproval	A disapproval stops the process. The person who disapproved now must get the disposition resolved.	
24	Change Approver Name	Can be changed by someone else in same group. Original and new approvers get notified.	
25	Different Person Can Approve	Someone else in the same job role can make the approval. Original person gets notified. Actual approver name is recorded.	
26	On Last Approval, process moves to next Stage	Process moves to next Stage automatically when last Approver says Yes.	
27	Linked Processes	Push Process button to copy appropriate info to a new record in that process. Record numbers are recorded for quick cross-reference.	
28	Single Record Report	Internal, Supplier, or Customer Copy.	
29	Quickly Send Report by Email	To Supplier or Customer.	
30	Close Early Reason	If the process is started, it can be closed early by a process Owner after entering a reason.	
31	Create Follow-up Record (for some processes)	If a verification fails, the process Owner can quickly create a new record with the same description information. The original and new process records will be linked.	
32	Clone	A process description can be used to create a new process record. Saves typing time.	



ProMation Systems – Complete Features List with Notes

Reports & Charts			
1	User-Defined Reports	Users select criteria – more criteria yields fewer results.	
2	Output: Summary List	Typical report with summary information.	
3	Output: Full Sheets	Complete information for each record.	
4	Output: Spreadsheet	Users can get access to raw data for further analysis or charting.	
5	Process Cycle Time	Detailed analysis of process by Stage and by Person.	
6	Escalation	Provides a summary list of Process records that have been escalated.	
7	Outcome Success	Success % of a process outcome (i.e., CAPA Verification Success %).	
8	Various	Many different types of reports can be developed.	
9	Charts	Appropriate charts can be developed for each process.	