

# Total Quality System 9000 Family of Products

## APQP Administrative Options for the Total Quality System 9000 Products



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If you have purchased Total Quality System 9000 or Total Advanced Quality 9000 you may create entire APQP projects. The base APQP projects include your control plan, fmea, flow chart, and work instructions. Your TQS or TAQ product contains several administrative options to speed up the process of creating new APQP projects and you have the ability to store your base APQP projects in a Work-In-Progress or approved project library. You may also archive your projects from either of these libraries.

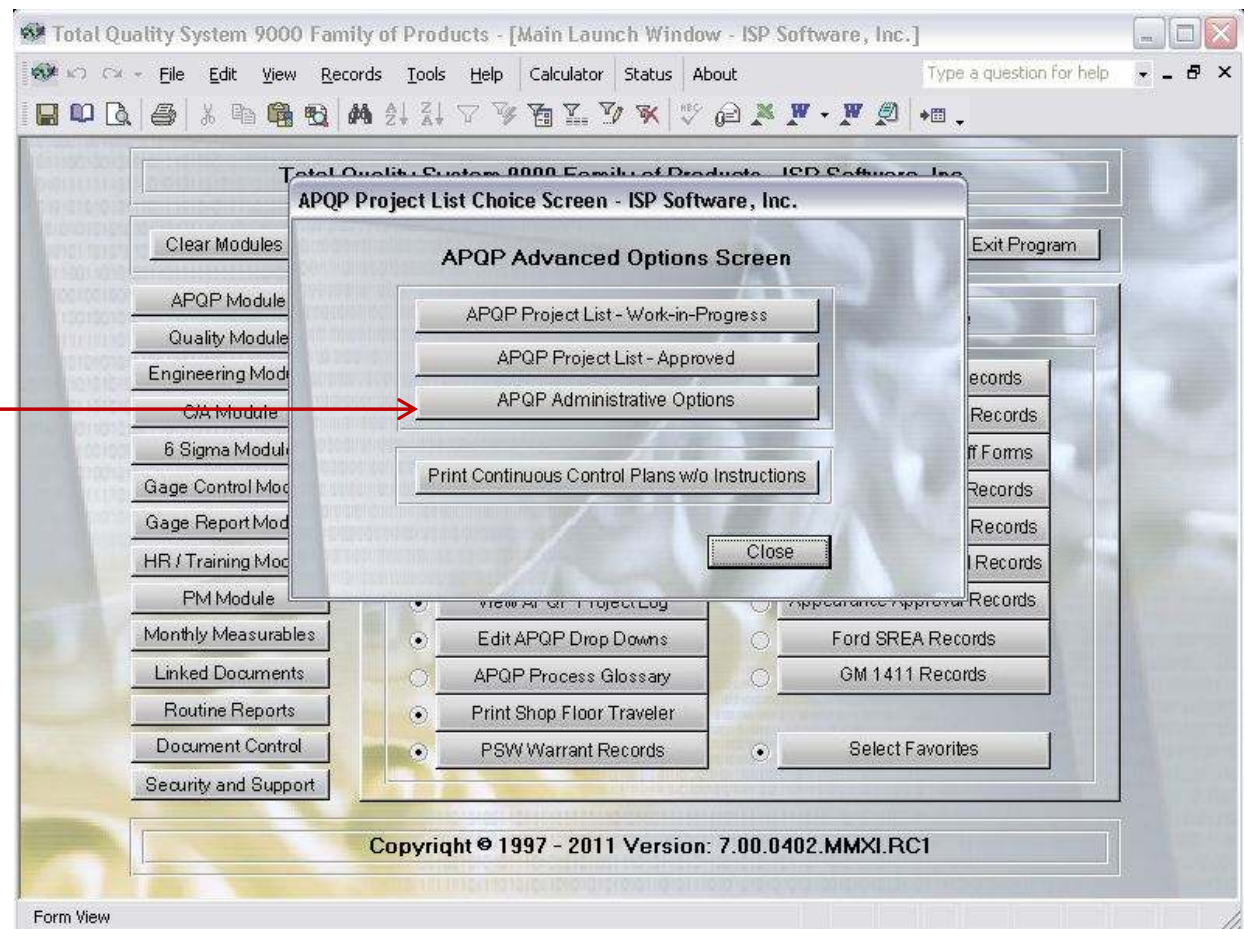
The Administrative options built into your program allow you to move projects from library to another as well as copy entire projects to a new project number. Users may create master templates to copy to as many specific part numbers as needed. When you copy a base APQP project, the control plan, fmea, flow chart, and work instruction will be duplicated to the new part number that you select.

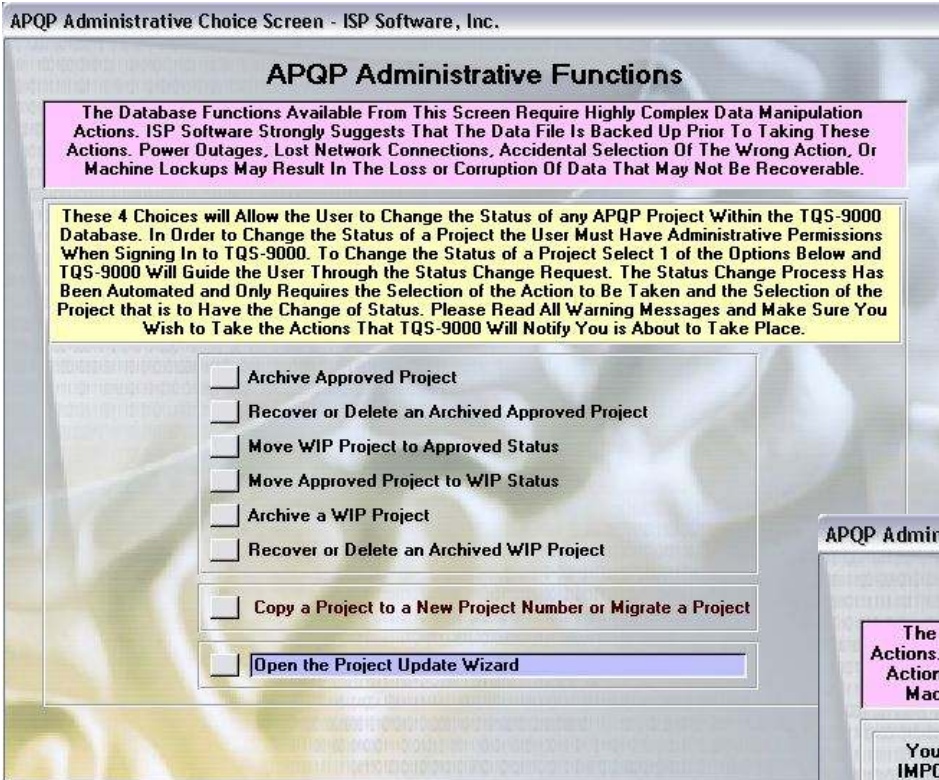
To enter the APQP administrative options that are available in your product, navigate to the APQP Module and select the “Edit an APQP Project” option.

From the popup form, select the “APQP Administrative Options” button.

You will need to have either Administrative rights from your user name and password or have been assigned the DA group rights from the built in security system.

The ability to move projects from one to library to another or copy project to new project numbers also makes it much easier to keep and update projects during engineering changes.

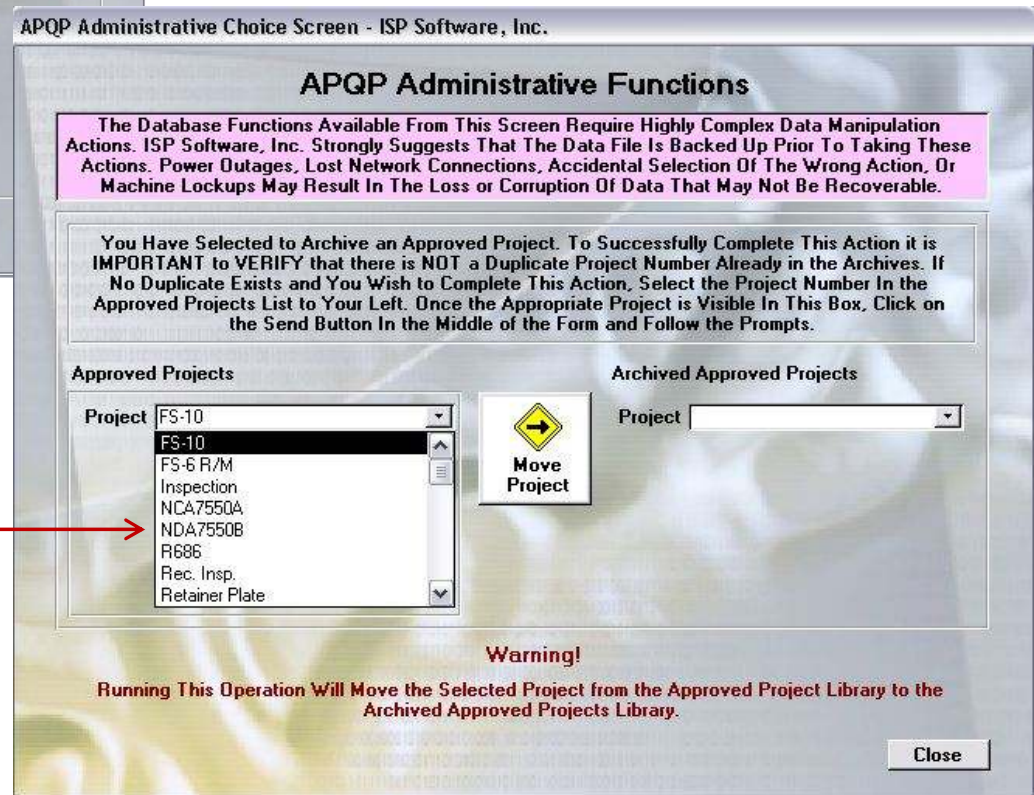


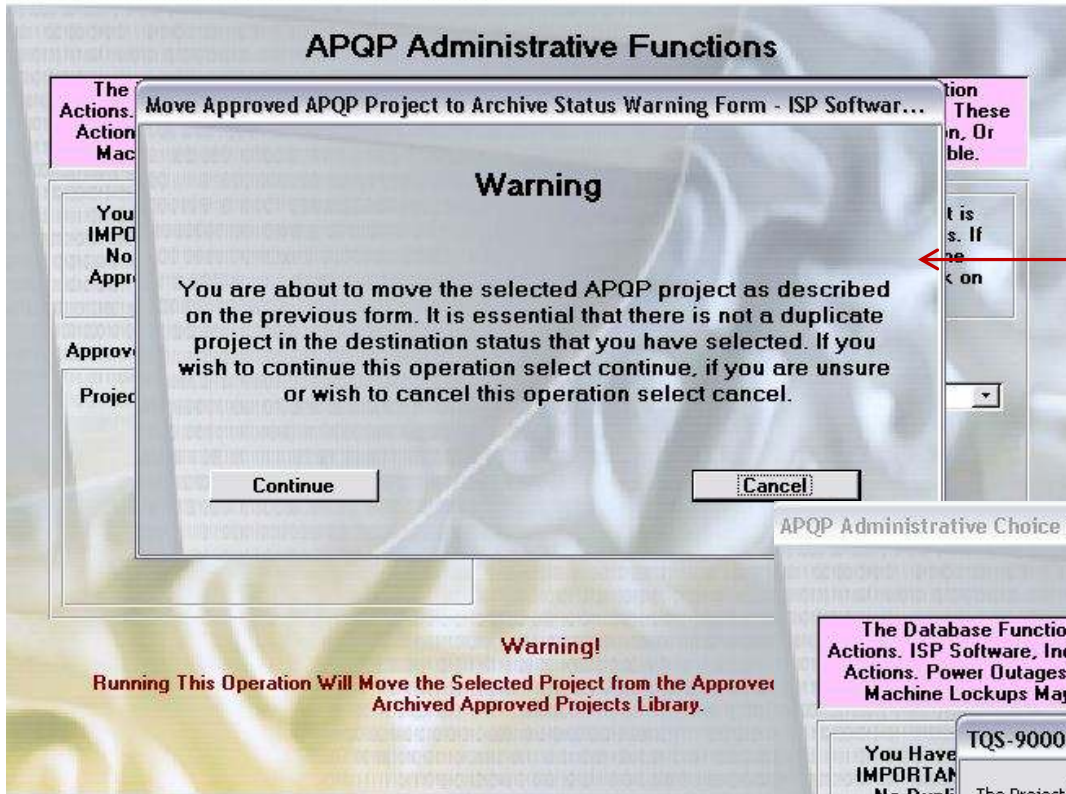


From the administrative options form you may select to:

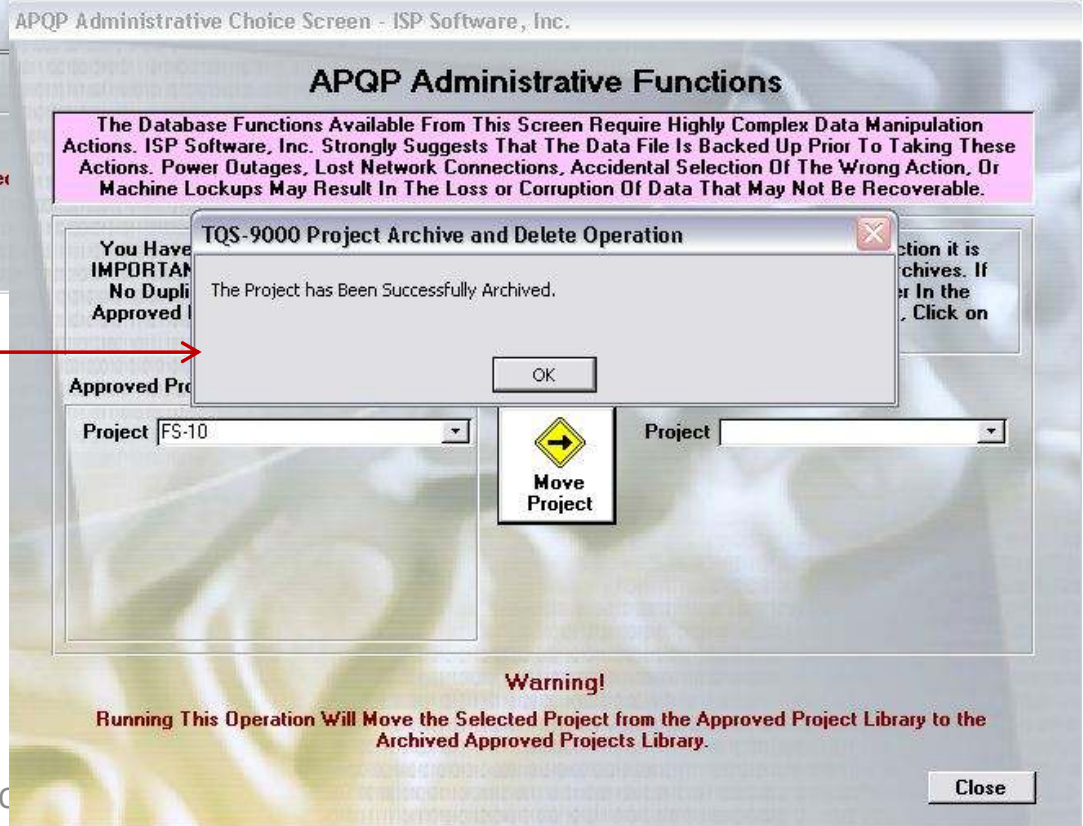
- 1) Archive an Approved Project
- 2) Recover or Delete an Archived Approved Project
- 3) Move a Work-in-Progress Project to Approved Status
- 4) Move an Approved Project to Work-in-Progress
- 5) Archive a Work-in-Progress Project
- 6) Recover or Delete an Archived Work-in-Progress Project
- 7) Copy a WIP or Approved Project to a New Project Number
- 7) Migrate a WIP or Approved Project
- 8) Use the Project Update Wizard.

1) To archive an approved APQP project, select your project number from the drop down list and click on the "Move Project" button. This will move the project from the approved library to the approved archive library. Selecting this feature will entirely remove the project from the approved library. You may retrieve the archived project at a later date if necessary.

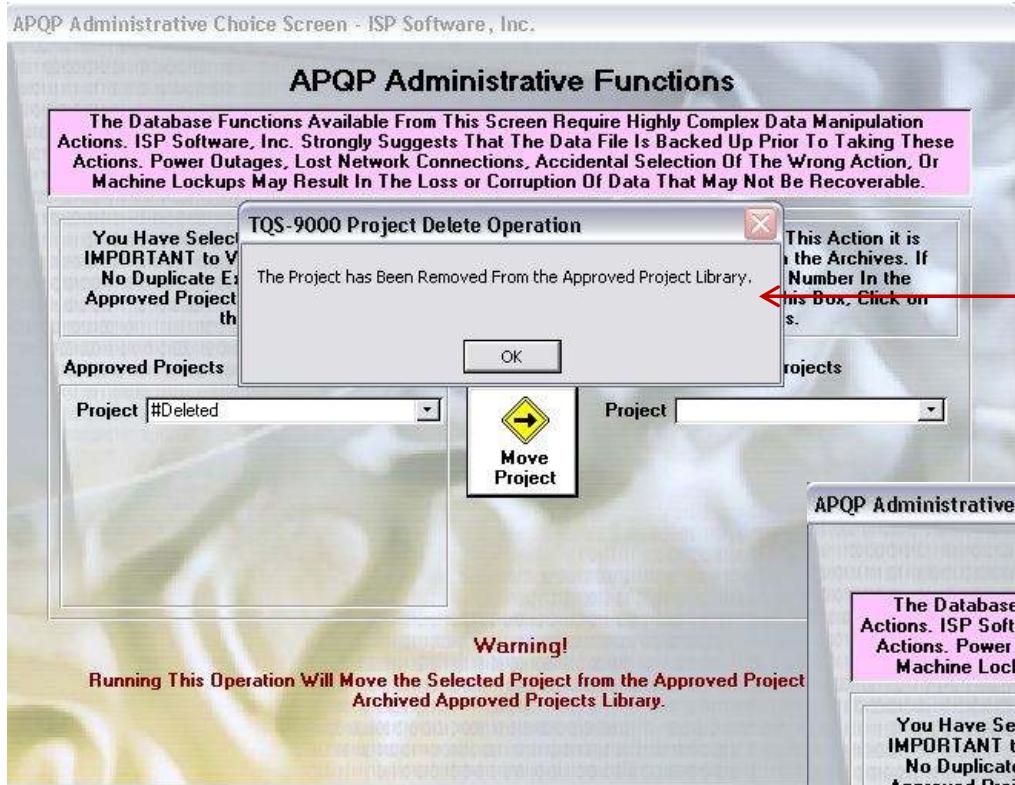




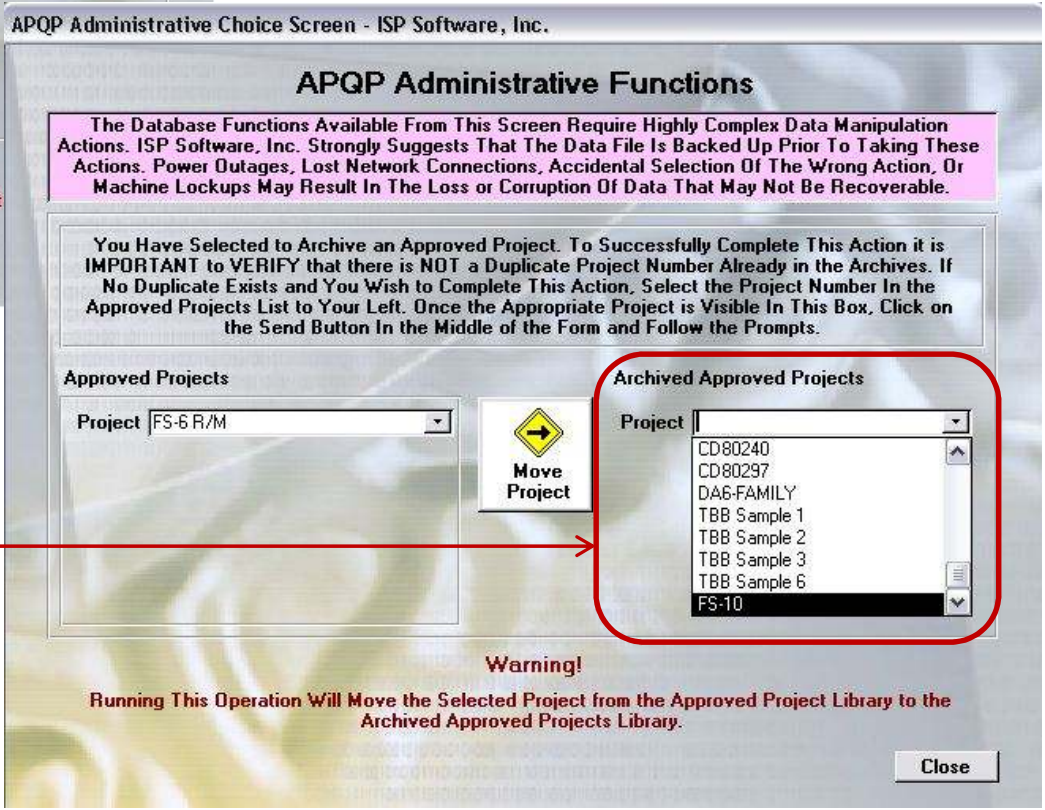
1) When you select to archive the approved project a warning form will be displayed giving you the option to continue or to cancel the operation. To move your project to the archive library, click on the "Continue" button.



1) Once you have selected to continue the process of archiving your project will take place. Once the moving of your project is complete a notification will be displayed. This notification lets you know that the project has been copied to the archive library.



1) The second notification that you will receive is confirming that your project has been removed from the approved library.



1) You may verify that your project has been archived by clicking on the "Archived Approved Projects" drop down list and finding the project number that you chose to archive.

### APQP Administrative Functions

The Database Functions Available From This Screen Require Highly Complex Data Manipulation Actions. ISP Software, Inc. Strongly Suggests That The Data File Is Backed Up Prior To Taking These Actions. Power Outages, Lost Network Connections, Accidental Selection Of The Wrong Action, Or Machine Lockups May Result In The Loss or Corruption Of Data That May Not Be Recoverable.

You Have Selected to Recover an Archived Project. To Successfully Complete This Action it is IMPORTANT to VERIFY that there is NOT a Duplicate Project Number Already in the Approved Projects List. If No Duplicate Exists and You Wish to Complete This Action, Select the Project Number In the Archived Approved Projects List to Your Left. Once the Appropriate Project is Visible In This Box, Click on the Send Button In the Middle of the Form and Follow the Prompts.


Archived Approved Projects


Project

- CD80240
- CD80297
- DA6-FAMILY
- TBB Sample 1
- TBB Sample 2
- TBB Sample 3
- TBB Sample 6
- FS-10

Approved Projects

Project

 Move Project

 Delete Project

**Warning!**

Running This Operation Will Move a Project From the Archived Approved Project Status Library.

2) Option two from the Administrative Options form allows users to recover an archived project or to permanently delete an approved project. To delete any project, you must first archive the project. This two step process has been put into place to eliminate the potential of accidentally deleting a project. To move the project back to the approved library select the "Move Project" button or select the "Delete Project" button to permanently delete the project from the archive library.



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You Have Selected to Move a Work In Progress Project to Approved Status. To Successfully Complete This Action it is IMPORTANT to VERIFY that there is NOT a Duplicate Project Number Already in the Approved Projects List. If No Duplicate Exists and You Wish to Complete This Action, Select the Project Number In the WIP Projects List to Your Left. Once the Appropriate Project is Visible In This Box, Click on the Send Button In the Middle of the Form and Follow the Prompts.

WIP Project

Project

Approved Projects

Project

 Move Project

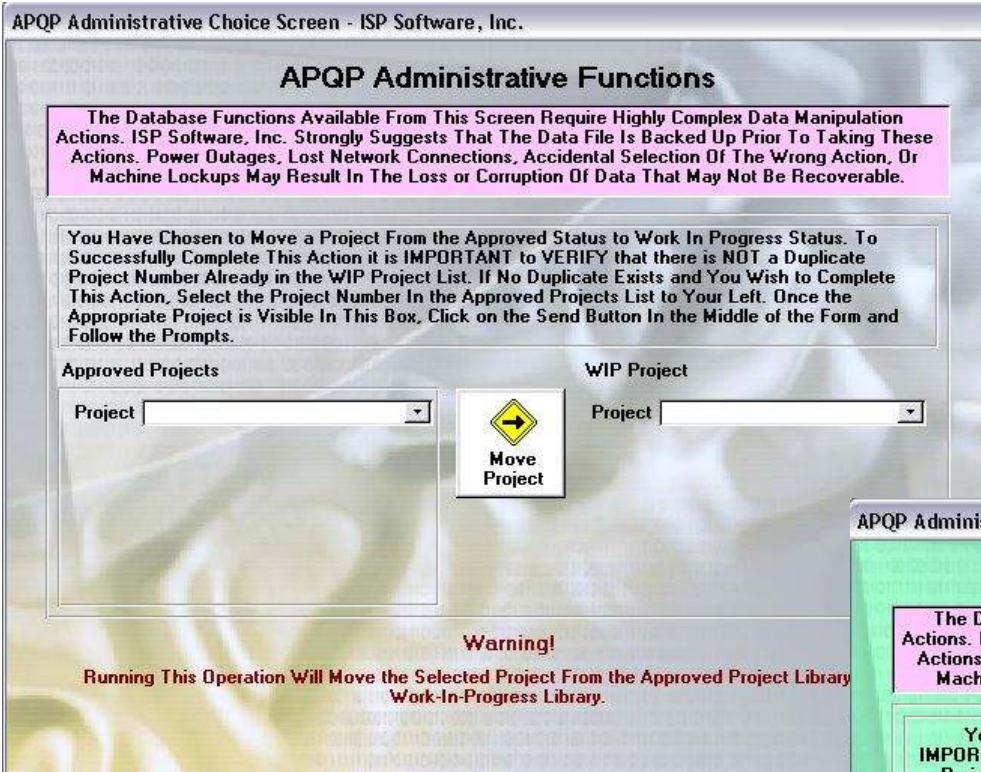
**Warning!**

Running This Operation Will Move a Project From the Work In Progress Status and Place it in the Approved Status Library.

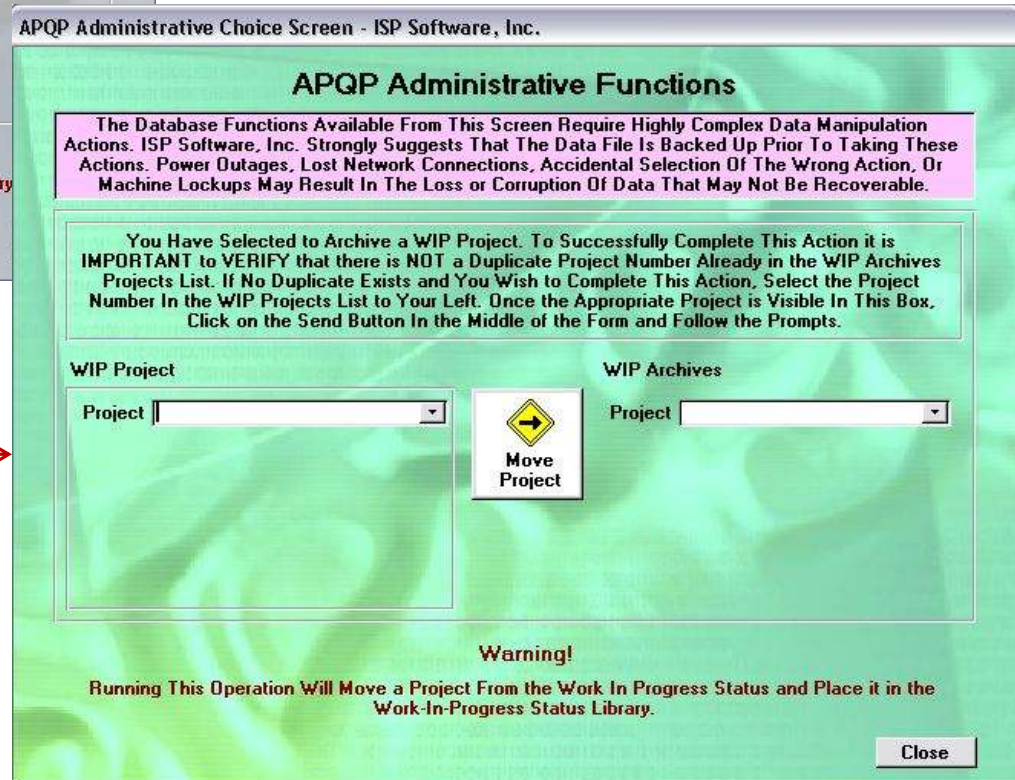
Close

3) The third option on the Administrative Options screen allows users to move a Work-in-Progress project to the approved library.





4) The fourth option from the Administrative Options form is to move an approved project to the work-in-progress library.



5) Option five in the Administrative Options allows users to move a work-in-progress project to the work-in-progress library.



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You Have Selected to Recover an Archived WIP Project. To Successfully Complete This Action it is IMPORTANT to VERIFY that there is NOT a Duplicate Project Number Already in the WIP Projects List. If No Duplicate Exists and You Wish to Complete This Action, Select the Project Number In the WIP Archived Projects List to Your Left. Once the Appropriate Project is Visible In This Box, Click on the Send Button In the Middle of the Form and Follow the Prompts.

WIP Archived Projects  
Project

WIP Projects  
Project

Move Project

Delete Project

Delete Archived WIP Project >>>

**Warning!**  
Running This Operation Will Move a Project From the Archived Work In-Progress Status to In-Progress Status Library.

6) The sixth and final option for moving projects from one library to another in the administrative options feature is to allow users to move an archived work-in-progress project back to the work-in-progress library.

7) The next option available in the administrative options feature is to Migrate a work-in-progress or approved project to the TQS-9000 Migration Tool. If you have purchased the TQS-9000 Migration Tool with your product you may find the instructions for Migrating a project with the documentation provided in the TQS-9000 Migration Tool tutorial.

You may also copy either a work-in-progress or approved project to another project number. Copying projects is the recommended method for creating copies of your projects when engineering changes are needed. **ISP Software, Inc. always recommends creating all projects with a suffix that indicates the revision level of your project. You may update the suffix by copying the project to the new number and then archive your outdated project to maintain appropriate histories.**

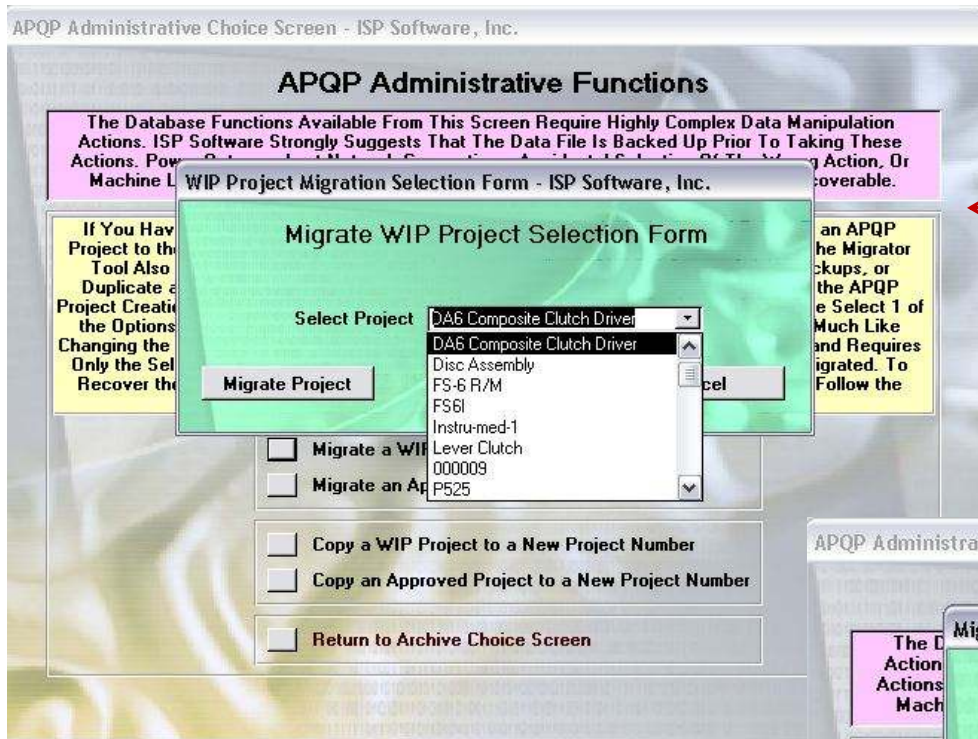
### APQP Administrative Functions

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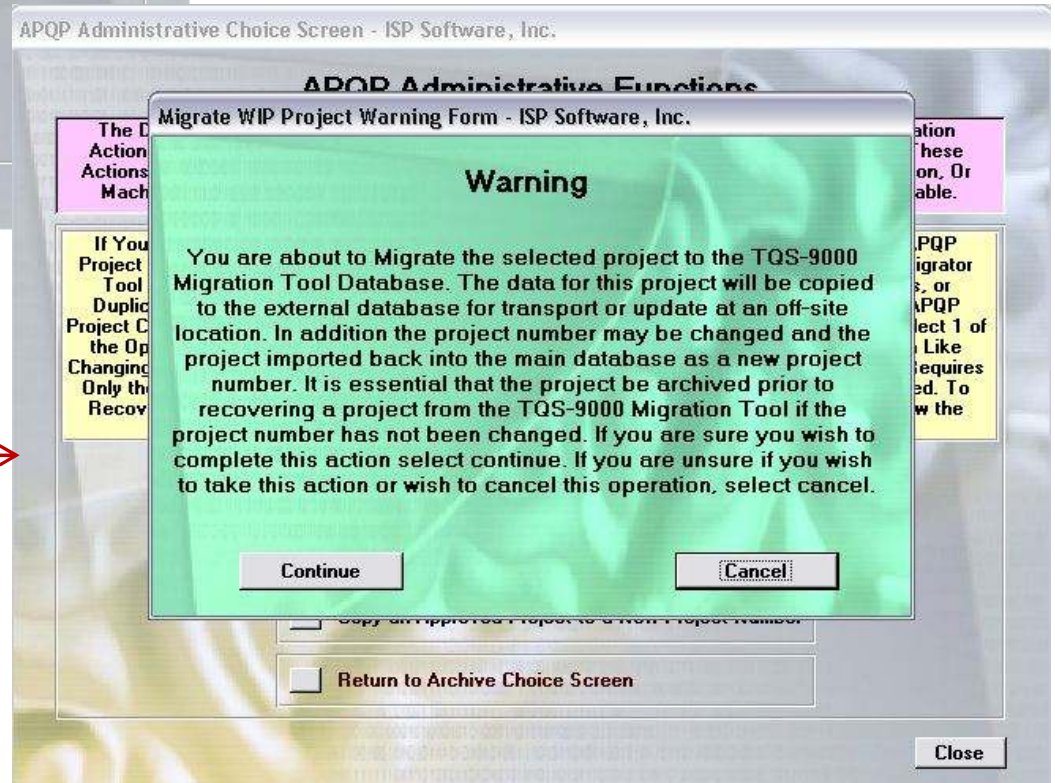
If You Have Received the TQS-9000 Migrator Tool With Your Purchase You May Send an APQP Project to the Migrator Database for Use on Another Computer or an Off-Site Location. The Migrator Tool Also Allows the User to Change the Project Number in Order to Save Multiple Backups, or Duplicate an Entire Project to a New Project Number that May be Edited. This Will Cut the APQP Project Creation Time Significantly for Similar Projects. In Order to Migrate a Project Please Select 1 of the Options Below and TQS-9000 Will Guide the User Through The Migration Process. Much Like Changing the Status of a Project as Described Above the Migration Has Been Automated and Requires Only the Selection of the Action to Take and the Selection of the Project that is to be Migrated. To Recover the Data From a Migrated Project, Open the TQS-9000 Migration Program and Follow the Directions Provided.

- Migrate a WIP Project
- Migrate an Approved Project
- Copy a WIP Project to a New Project Number
- Copy an Approved Project to a New Project Number
- Return to Archive Choice Screen

Close

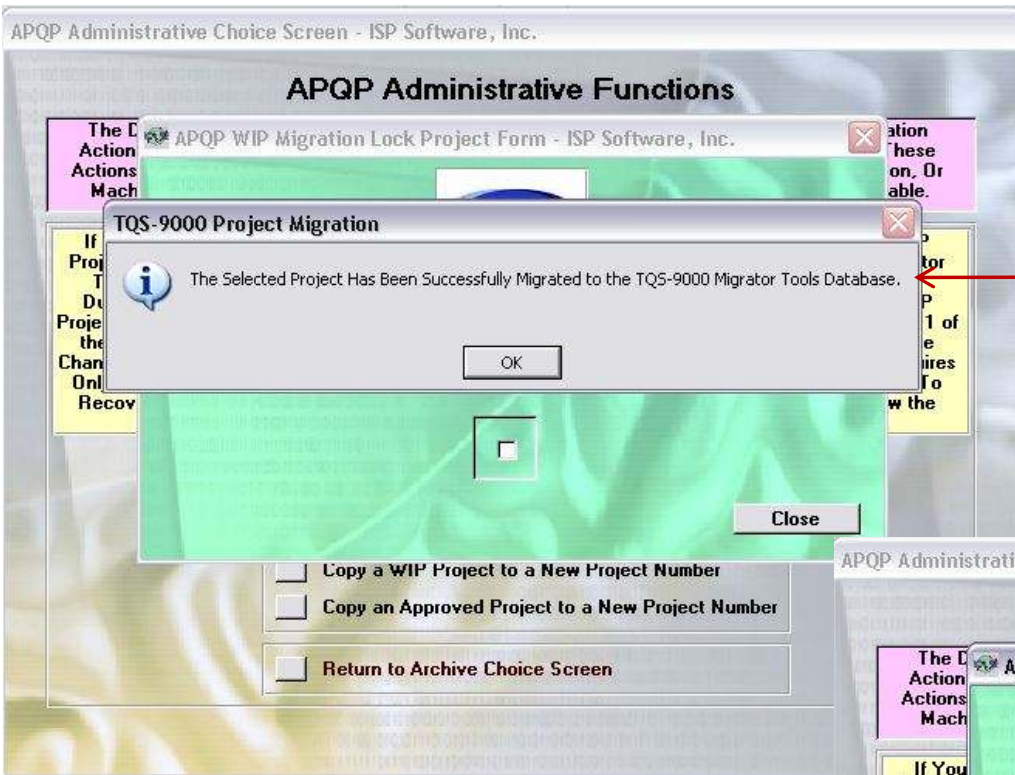


7) To Migrate a project select either the work-in-progress or approved project that you wish to migrate and click on the "Migrate Project" button. If you do not have the TQS-9000 Migration Tool installed this operation will not complete successfully.



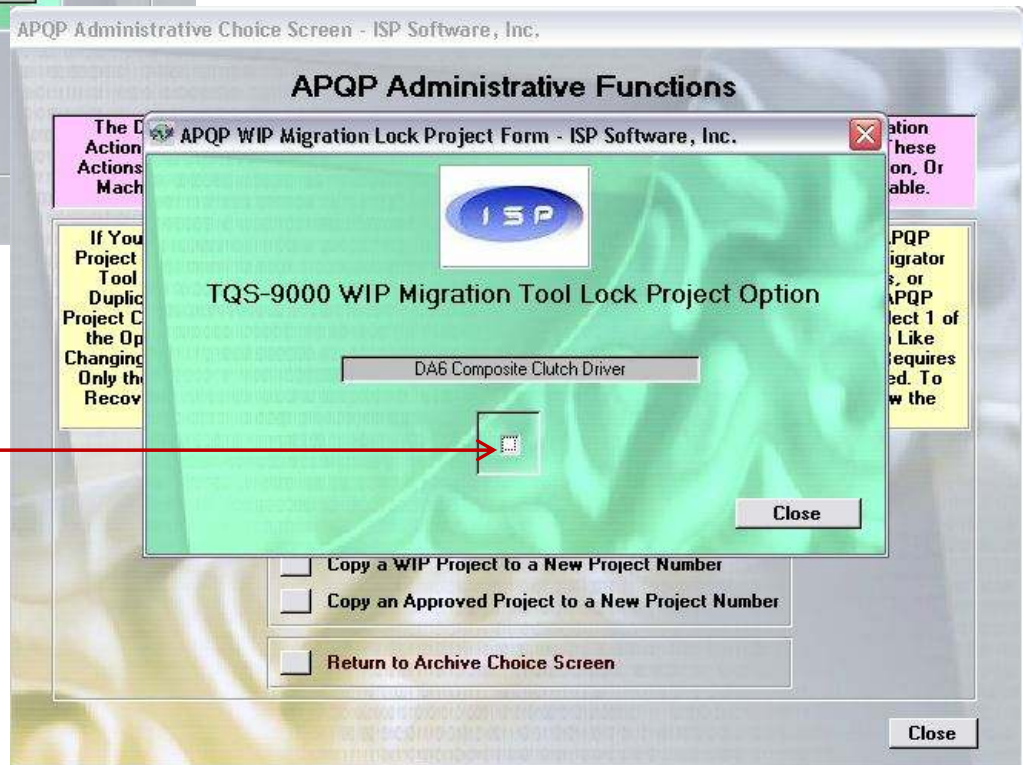
7) When you choose to migrate a project you will have the option to cancel the operation or continue to migrate the project.

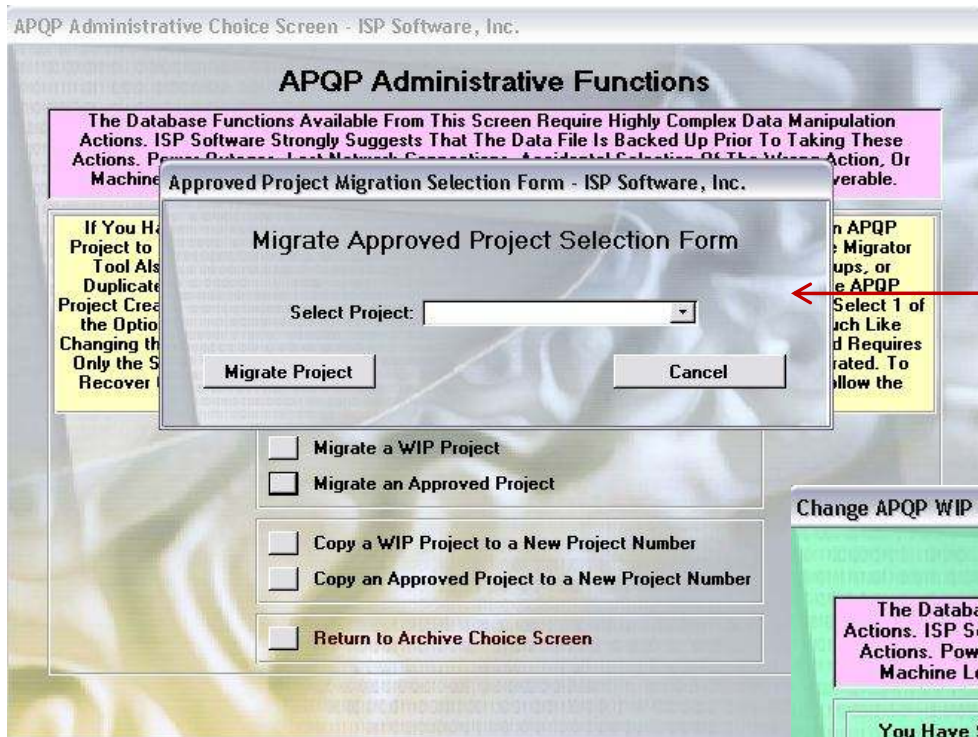




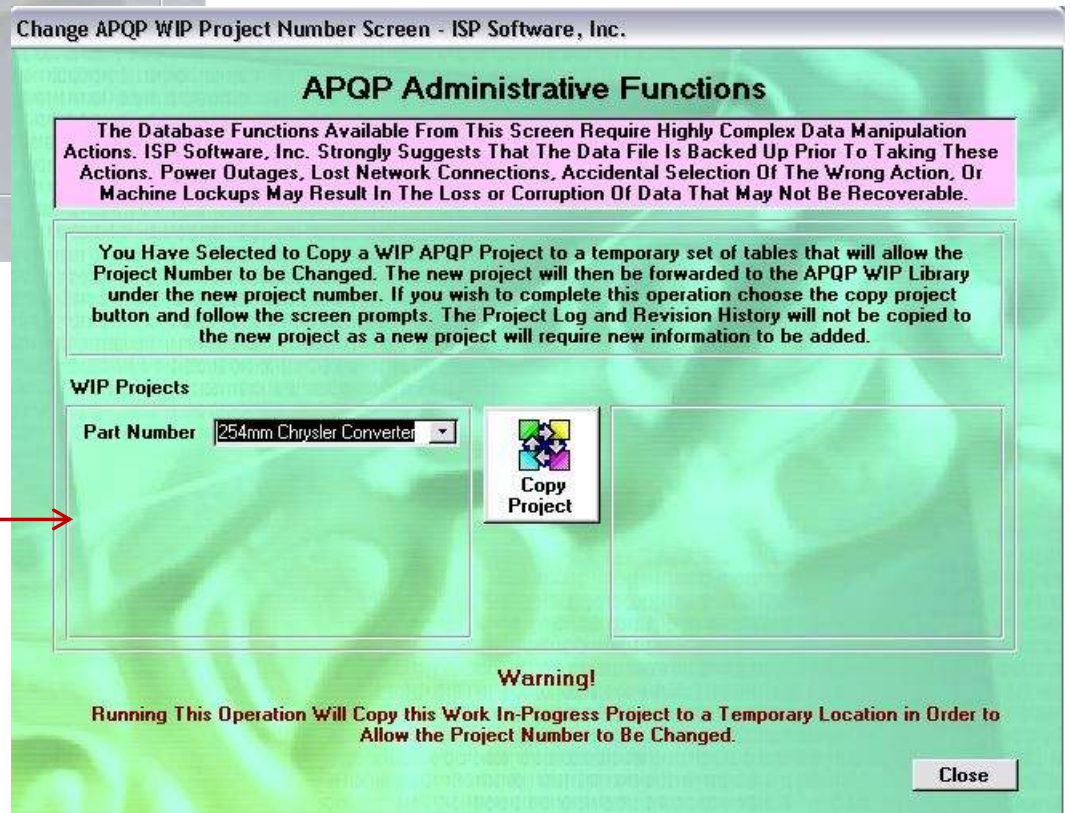
7) After a project has been migrated a confirmation message will be displayed if the process was completed successfully.

7) Once the migration process is complete you will have the opportunity to lock the project. If you chose to lock the project you will find that the project is still visible in your project list however all the data in the project will be hidden. Users who migrate a project out to work on it off site may wish to lock the project to assure no changes are made to the project while it checked out as when it is returned from your migration tool the changes would be overwritten.





7) Approved projects that have been migrated will be returned to your main program in the work-in-progress library. This is handled this way as any project edited off site is assumed not to have been approved when being migrated back in to your main program. After approval it may be moved to the approved library.



7) The copy project feature in the administrative options allows users to select a work-in-progress or approved base APQP project (control plan, fmea, flow chart, & work instructions) and copy the entire contents of all documents to another project number. Users who have several similar part numbers may find it useful to create templates to copy new project numbers. **ISP Software, Inc. recommends creating templates and leaving out the gage numbers and specifications that can be updated to match each part number that is created.**


### APQP Administrative Functions

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You Have Selected to Copy a WIP APQP Project to a temporary set of tables that will allow the Project Number to be Changed. The new project will then be forwarded to the APQP WIP Library under the new project number. If you wish to complete this operation choose the copy project button and follow the screen prompts. The Project Log and Revision History will not be copied to the new project as a new project will require new information to be added.

**WIP Projects**

Part Number
1
04032011Test
04042011-1
04032011-2
7777777
04122011-01
04132011-01
04132011-05

 Copy Project

**Warning!**

Running This Operation Will Copy this Work In-Progress Project to a Temporary Location to Allow the Project Number to Be Changed.

7) Both work-in-progress and approved projects may be copied to a new project number. All copied projects are placed into the work-in-progress library as a copied project has not yet been approved. To copy a project from either the work-in-progress or approved libraries, select the project number from the drop down list and click on the "Copy Project" button to begin the process.


### APQP Administrative Functions

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You Have Selected to Copy an Approved APQP Project to a temporary set of tables that will allow the Project Number to be Changed. The new project will then be forwarded to the APQP WIP Library under the new project number. If you wish to complete this operation choose the copy project button and follow the screen prompts. The Project Log and Revision History will not be copied to the new project as a new project will require new information to be added.

**Approved Projects**

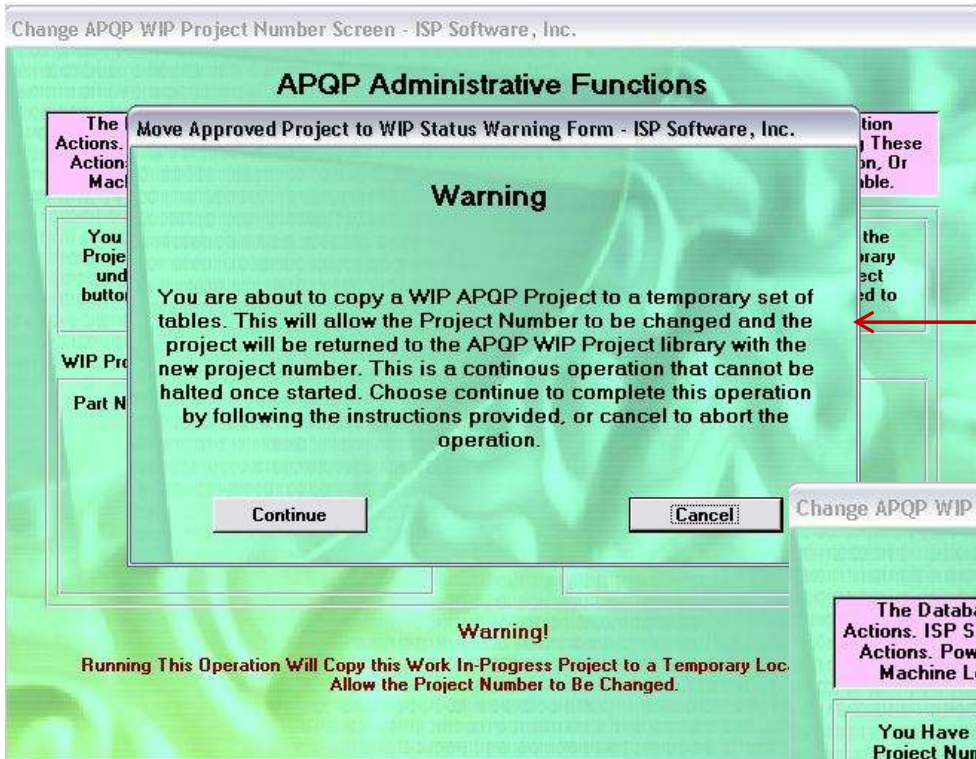
Part Number
-------------

 Copy Project

**Warning!**

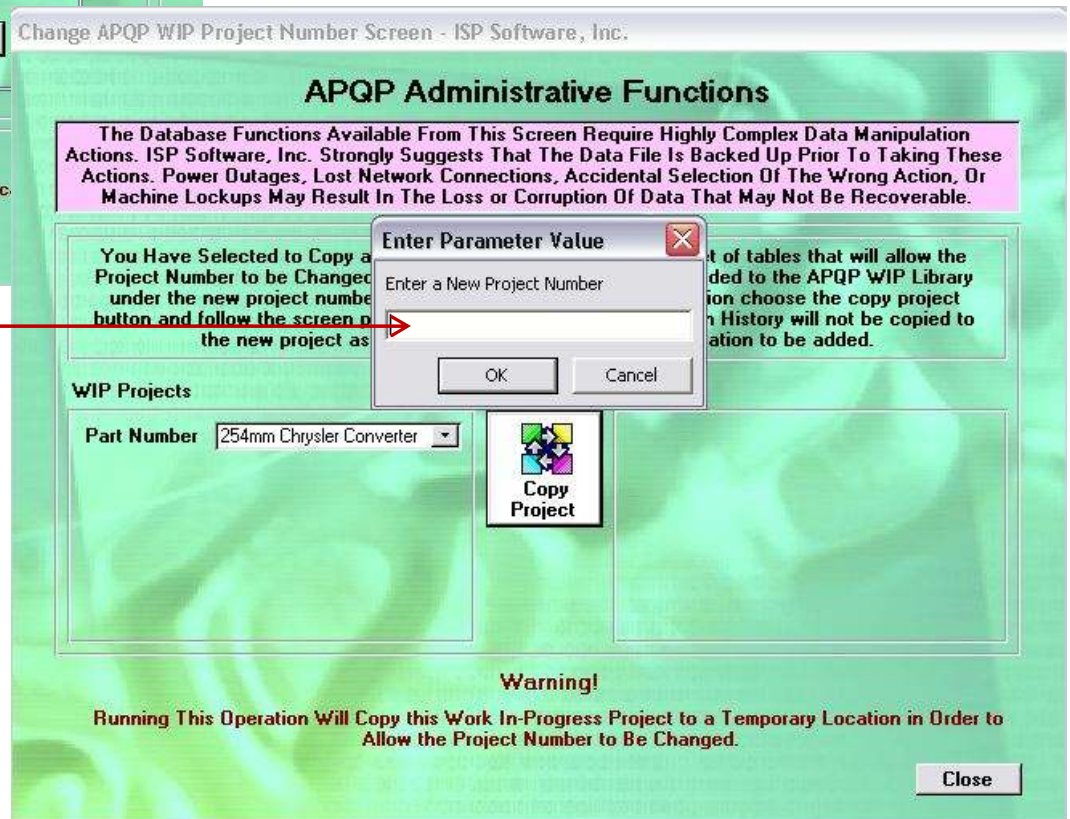
Running This Operation Will Copy the Selected Approved Project to a Temporary Location to Change the Project Number, With the New Project Created in the Work-In-Progress Library.

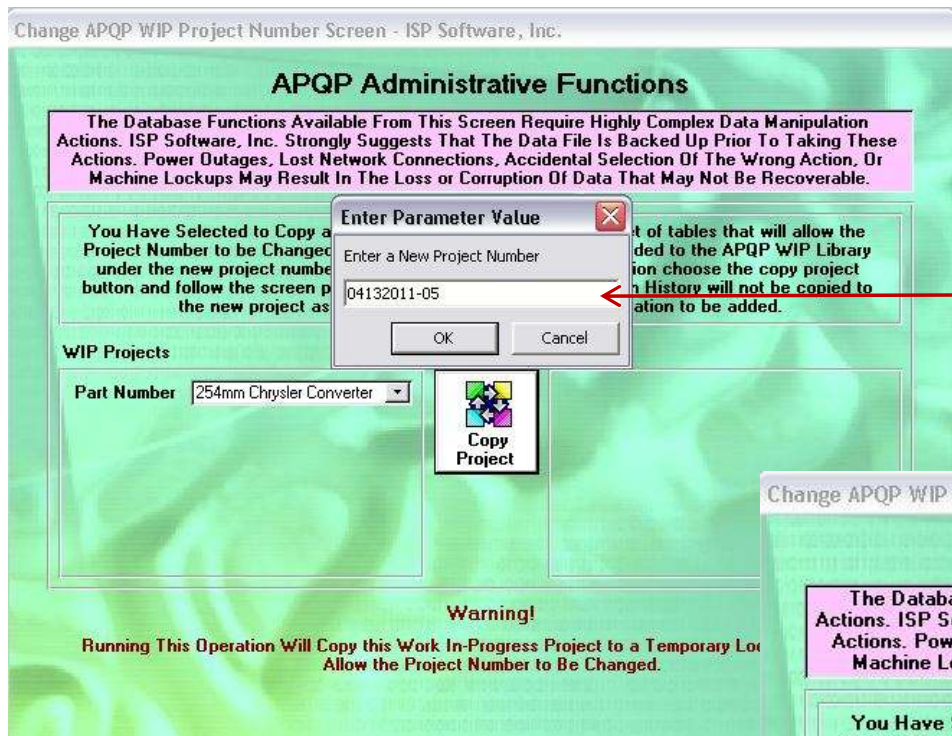
Close



7) When you select the copy project option you will be presented with the warning form that will allow you to continue with copy process or to cancel the copy process.

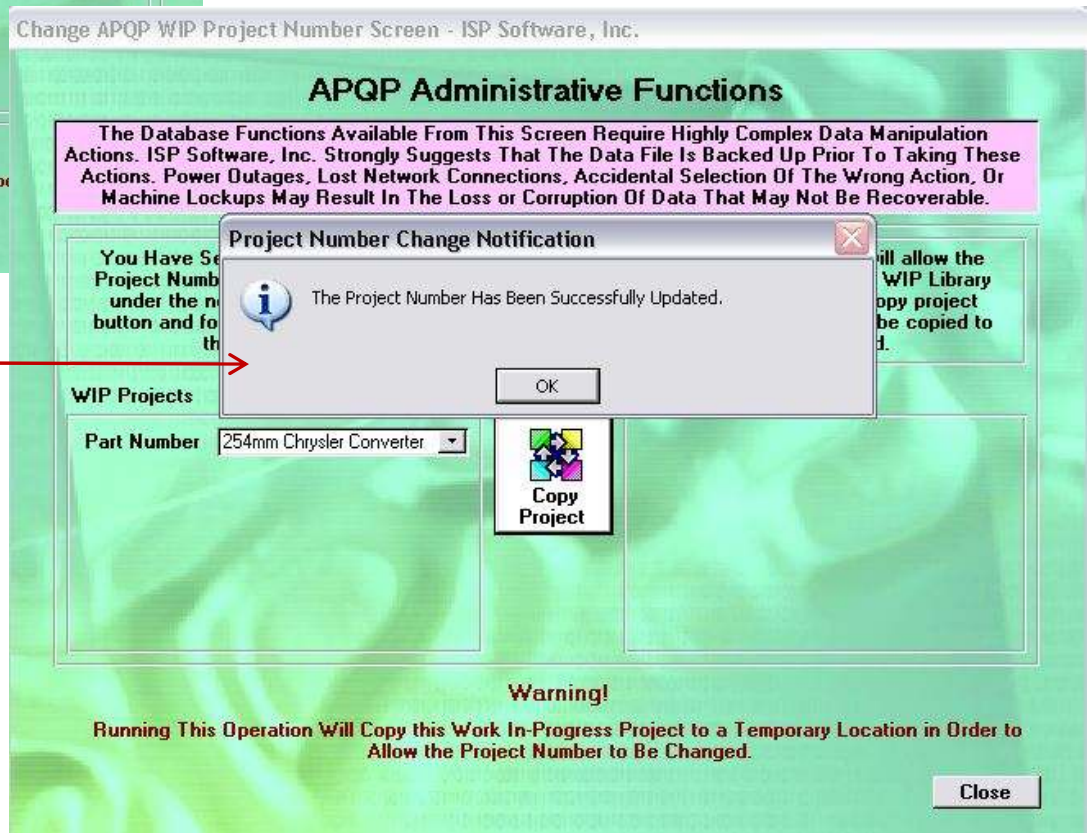
7) If the user elects to continue with the copy project option a popup form will be displayed to enter your new project number. Enter your new project number and select "OK" to continue.

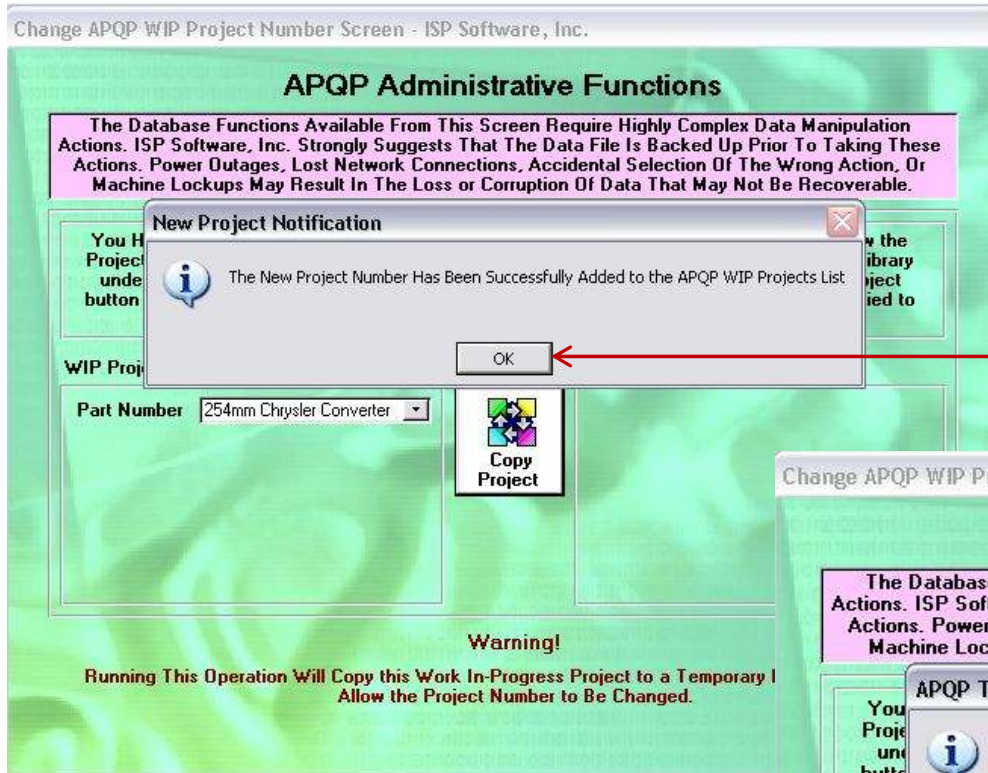




7) Enter your new project number in the form provided.

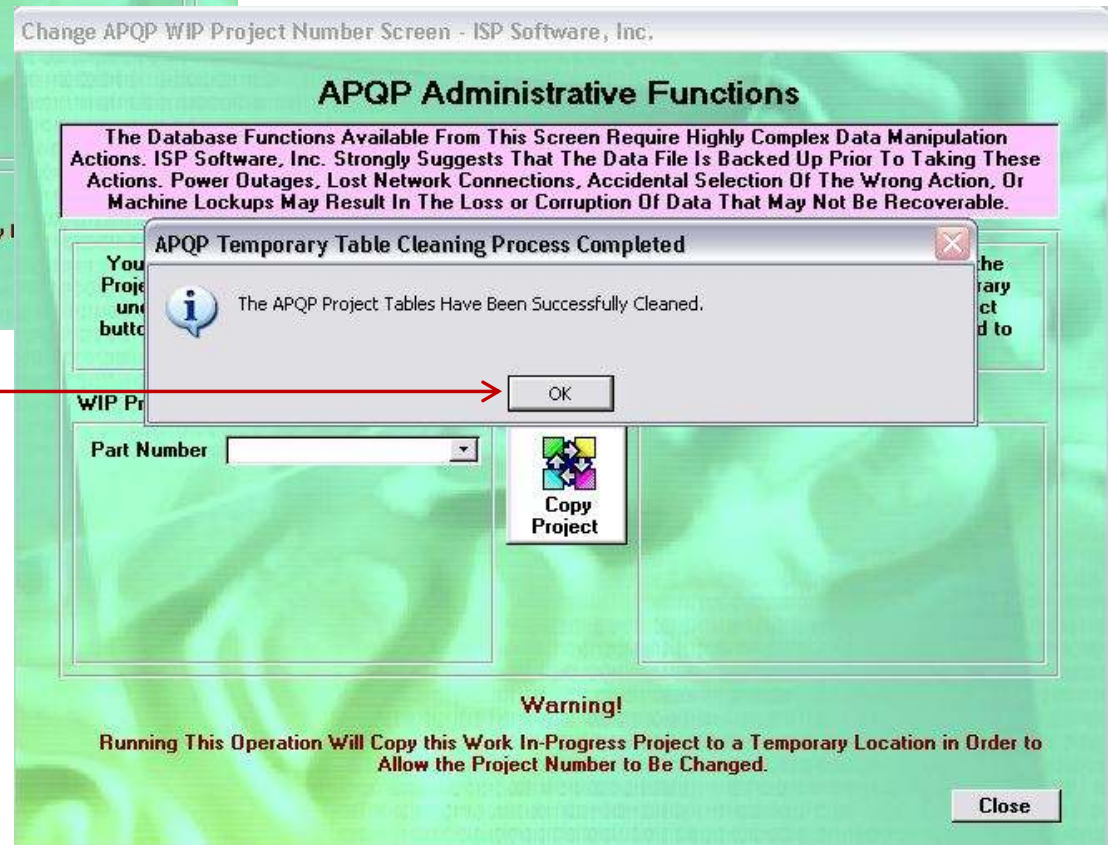
7) Once the copy project process is complete the user will receive a confirmation that the process has successfully completed.





7) The next screen prompt will indicate the library where the new project was created in. Select "OK" to continue.

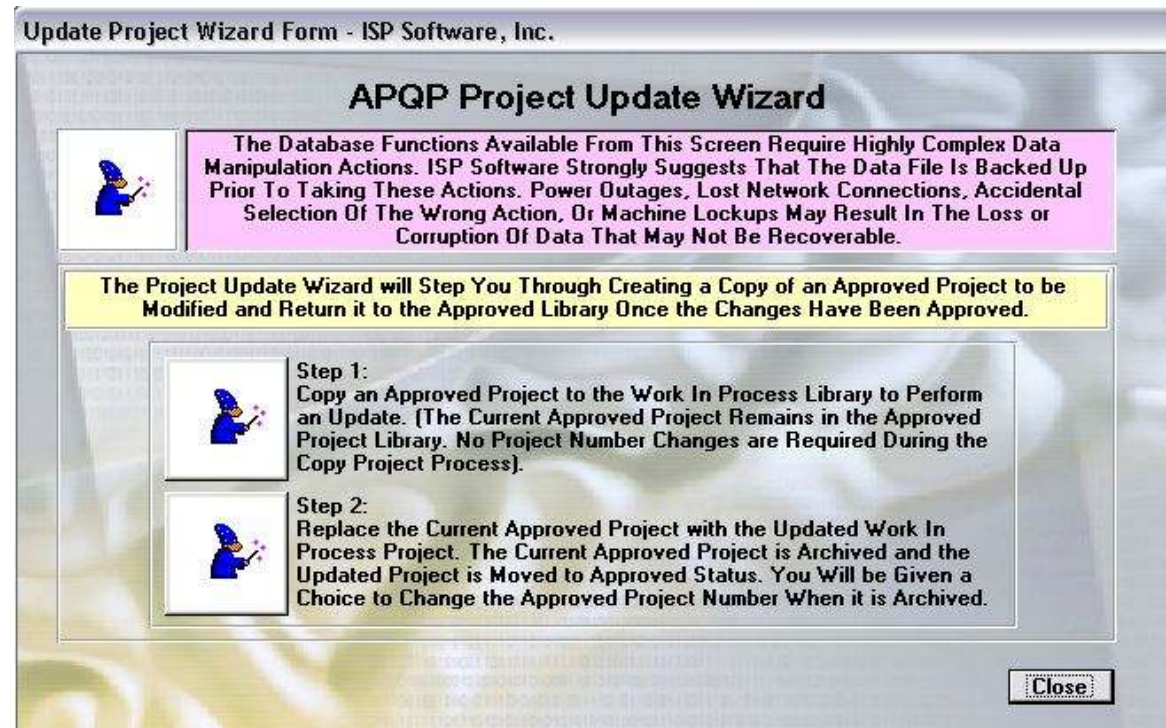
7) The final screen prompt in the copy project feature will notify the users that the temporary information created to copy the project has been successfully removed. Select "OK" to continue.



8) The APQP project update wizard has been provided to step users through the process of updating projects when engineering changes are needed.

- a) Step 1: Copying an approved project to the work-in-progress library to perform an update. This operation will leave a copy of the approved project in the approved library. This feature is recommended for making engineering changes and obtaining approvals while the current project remains in the approved library.
- b) Step 2: This step will replace the current approved project with the updated work-in-progress project that has been approved. The current approved project will be archived and the updated project that is in the work-in-progress library will then be moved to the approved library.

These steps may be completed with the other options available in the administrative options and this tool has been provided to assist users until they are familiar with the operation of the administrative options built into our program.



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