

The screenshot shows the ISOExpress application window. At the top, there is a title bar with 'ISOExpress' and standard window controls. Below the title bar is a navigation strip containing 'Select Module: Document Menu', 'Log Out', 'User: Dave Lubinski', 'Exit', 'Setups', 'Admin', and 'Help'. The main interface is divided into three sections: a sidebar on the left with 'ISOXPRESS' branding and a list of modules; a central tree view showing a hierarchy of folders like 'ISO 9001 QMS', 'Manual', 'Procedures', 'Forms', etc.; and a large splash screen on the right with a logo and text: 'YOUR company logo here', 'Your Company Name, Inc.', 'Your City, State', and 'ISO 9001 Quality Management System'. A 'Tutorials' button is visible at the bottom left of the sidebar.

You always enter ISOExpress application through this Doc Menu module. From here, administrators and managers can navigate to other modules, but most ordinary users will never need go beyond this point.

Click the Tutorials button whenever you need help (in other modules it is on the right side).

You can customize this welcome/splash image (select the Admin menu item in the top menu strip).

This screenshot is similar to the first one but highlights specific navigation elements with callouts. The 'Log Out' button and 'User: Dave Lubinski' text are pointed to by a callout. The 'Setups' and 'Admin' menu items in the top strip are also pointed to. The sidebar menu is expanded to show more options like 'Document Control', 'Corrective Action', etc. The splash screen is partially visible on the right.

The Log In-Log Out button and the logged-in user name.

Use the Setups menu to change your password or configure server connection.

Use the Admin menu to set up users and permissions and to customize the application. This menu is only visible when you are logged in as Administrator.

To navigate to other modules use the drop-down above, or buttons in the sidebar menu. Users who are not authorized to access modules will not see these buttons.

In many modules the screen is divided into two or three tables. The **main records** — in this case Audits — are in the top table; and the **subordinate records** are in the lower tables

When you select (click on) a **main record**, an Audit,...

...the middle table will fill out with **subordinate records** of the audit plan for the selected Audit and...

...the bottom table will fill out with **subordinate records** of findings for the selected Audit.

Report	No	Title	Start Date	End Date
Add New	002	ISO 9001 Internal Audit - Regular Semiannual		
Edit	001	ISO 9001 Internal Audit - Regular Semiannual	7/31/2008	6/30/2009

No	Process ID and Name	Location	Auditor	Plan Date	Act Date	Status
01	PRP01 - Sales & Order Processing	Sales/Marketing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
02	PRP02 - Purchasing	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
03	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez			
04	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez			
05	PRP05 - Production	Production	Matthew Chase			
06	PRP05 - Production	Production	Emilio Rodriguez			
07	PRP06 - Delivery	Shipping	Matthew Chase			
08	PRP07 - Insp. Test, Metrology	QC, Production	Emilio Rodriguez	10/9/2008		PLANNED
09	PRP07 - Insp. Test, Metrology	QC, Production	Matthew Chase	3/11/2009		PLANNED

Report	No	Title	Type	Process	Due Date	Status
Add New	01	Obsolete product specs on website	Minor	PRP01 - Sales & Order Processing	9/22/2008	CLOSED
Edit	02	Adhesive supplier is not on Approved Supplier List	Major	PRP02 - Purchasing		
Delete	03	No QA/QC requirements in PO No: J-356-07	Minor	PRP02 - Purchasing		
	04	Delivery receipts lost - no record of prod acceptance	Minor	PRP03 - Receiving		

These sidebar buttons are typical, although they may vary somewhat depending on the module and the table.

Report - opens a new window with a PDF report for the selected item. In the report window you can also view Attachments associated with the record.

Add New and **Edit** - opens a data entry form for adding a new record or editing the selected record.

Delete - deletes the selected record, including all subordinate records and attachments.

Print List - opens a new window with a PDF list of all records as they appear in the table.

Report	No	Title	End Date	Status
Add New	002	ISO 9001 Internal Audit - Regular Semiannual		PLANNED
Edit	001	ISO 9001 Internal Audit - Regular Semiannual	7/30/2009	OPEN

No	Process ID and Name	Location	Auditor	Plan Date	Act Date	Status
02	PRP02 - Purchasing	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
03	PRP03 - Receiving	Receiving, Purchasing	Emilio Rodriguez	8/18/2008	8/19/2008	CLOSED
04	PRP04 - Inventory Management	Warehouse	Emilio Rodriguez	9/2/2008	9/2/2008	CLOSED
05	PRP05 - Production	Production	Matthew Chase	9/2/2008	9/2/2008	CLOSED
06	PRP05 - Production	Production	Emilio Rodriguez	2/16/2009		
07	PRP06 - Delivery	Shipping	Matthew Chase	9/24/2008		
08	PRP07 - Insp. Test, Metrology	QC, Production	Emilio Rodriguez	10/9/2008		
09	PRP07 - Insp. Test, Metrology	QC, Production	Matthew Chase	3/11/2009		

Log Out

User: Dave Lubinski

Exit Setups Admin Help



Setups

Auditors

Processes

Audit Plan

Modules

Doc Menu

Doc Control

Corrective Action

Internal Audits

Mngmnt Review

Training

NC Product

Supplier Control

Cust. Complaints

Measuring Devices

Every module has its own Setup menu for defining categories, types, and other parameters specific to the module.

In this module it is the auditors, the processes, and the template audit plan.

This Setup menu group is only visible to Administrators.

Internal Audit - Regular Semiannual

	Location	Auditor	Plan Date	Act Date	Status
Processing	Sales/Marketing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
	Purchasing	Matthew Chase	8/18/2008	8/19/2008	CLOSED
	Receiving, Purchasing	Emilio Rodriguez	8/18/2008	8/19/2008	CLOSED
Management		Emilio Rodriguez	9/2/2008		CLOSED
		Matthew Chase	9/2/2008	9/2/2008	CLOSED
		Emilio Rodriguez	2/16/2009		PLANNED
	Shipping	Matthew Chase	9/24/2008		PLANNED
Technology	QC, Production	Emilio Rodriguez	10/9/2008		PLANNED
Technology	QC, Production	Matthew Chase	3/11/2009		PLANNED

Click on the column header to sort the table.

Drag the splitter to resize columns.

End of Slide Show. Thank You for Watching