Advanced Topics

Note: This part of the manual is not intended to be included in the Software Training. This is optional if the trainees are interested in continuing.

1. Audit Log

2. SAY: Click on the plus sign next to Audit in the main menu and then click on the Audit Log submenu. This is where you will see the complete audit trail for your system. Every screen access and every data entry is tracked in this log. You can use the search functions to see what a specific person has done in a specific time frame. The main point of this screen is to let you know that all activities are continually being recorded as required by Part 11 for electronic documentation.

A.   Reports

3. SAY: Click on the plus sign next to Reports in the main menu to see the list of reports that come standard with this system.

4. Click the Current Inventory submenu. This shows you the list of all items in inventory, their current quantities and their current status. It also shows the Bin Location. If you want to find out what is in a specific bin, use the drop downs at the top to select the facility, room and specific bin location.

5. At the bottom of the page there are buttons that will let you export this report to a PDF or to an Excel file.

6. Click the Inventory Value submenu. Here you can find the value of any material in inventory. The value of each material is calculated by multiplying the quantity remaining times the cost that was entered on the purchase requisition for that material. At the bottom, the Total Value of all remaining materials is shown.

7. Click the Inventory in Quarantine submenu. All material still in a quarantine status are displayed here.

8. Click the Equipment CAL/PM Date submenu. Anytime an equipment is given a calibration due date or a preventative maintenance due date, those dates can be seen here.

9. Click the Production Lot Traceability submenu. This is where you can look up a production number or a batch number and see what materials were used to produce that material. It will also show the Vendor Lot numbers of those materials in case you need to conduct a recall.

10. Click the Vendor Lot Traceability submenu. In the filters at the top of the screen you can select a specific material and a specific lot of that material to see what production batches it was used in.

11. Click the Low Inventory Levels submenu. Click the drop down next to Select Stock Percentage. When you pick a percentage from the drop down, the table will show all materials that are at or below that stock level. This is useful when you need to keep track of what needs to be ordered.

12. This completes the session on Advanced Topics. You can visit InstantGMP.com for more training videos or for more information on GMP compliance.