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Room Log Overview:

The room management module allows users to control rooms in a production facility and to record activities and to connect the use of a room with a batch production record.

Special Features

- View a list of all rooms, their status and summary information on a single screen.
- Record the cleaning, PM and other activities both directly and from within a batch production record (BPR).
- Manage the status of room and to control their availability for use based on status.
- Identify a room's use in a BPR and allow the system to automatically update the Room Activity Log with the corresponding activity with date/time stamp of the user.

Room Log summary screen

Shows the list of current equipment and summary information about each one.

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Status	Facility	Room #	Room Name	Weekly Cleaning Due	Monthly Cleaning Due
✓	Pueblo	311	Receiving	02/23/18	03/23/18
✓	Pueblo	312	Warehouse	03/02/18	02/22/19
✓	Pueblo	313	Weigh Room	03/02/18	02/22/19
✓	Pueblo	316	Clean Room	04/06/18	04/27/18
⊘	Growhouse	201	Nursery	//	//

- a. Column Headers and Functionality
 - i. ID
 - a. Status (Checkmarks)
 - i. Green checkmark
 1. In Service
 2. Clean – Ready for Use
 - ii. Yellow checkmark
 1. Cleaning Due
 - iii. Red Check Mark
 1. Do Not Use
 2. Needs Cleaning – Do Not Use

Select Status	
✓	In Service
✓	Clean - Ready For Use
⊘	Cleaning Due
⊘	Do Not Use
⊘	Needs Cleaning Do Not Use

- b. Room #: hyperlink to Room Log
 - c. Last Activity
 - d. Last Activity On
2. EXPORT TO EXCEL button creates a spreadsheet that contains the columns and information displayed on the Room Log summary screen.
 3. When the Room # hyperlink is selected, the Room Log screen is opened. This screen shows the information on the General Tab and the other tab that can be opened from this screen (Room Log – General Tab)


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Room Log General Tab

Room Log

Facility Pueblo Room # 311 Room Name Receiving

General Room Log Documents



Facility Pueblo
Room # 311
Room Name Receiving
Last Cleanded On 01/31/18 07:37 AM
Last Weekly Clining 01/31/18 07:37 AM
Last Monthly Cleaning 01/31/18 07:37 AM
Weekly Cleaning Due Date 02/23/18 Notify Paul Miller (pm01)
Monthly Cleaning Due Date 03/23/18 Notify Paul Miller (pm01)
Status In Service 
Approved by: Quenton Miles (qm01) 02/23/18 01:27 PM EST
HTbRoomInfo01

UPDATE SEND WEEKLY CLEANING REMINDER SEND MONTHLY CLEANING REMINDER CLOSE

- a. The General Tab shows a summary of the room, due dates and status.
 - b. Update button: only available to a QM.
 - c. Send Cleaning Reminders button:
 - i. Send an e-mail to the indicated person to notify with the following text:
Room # (hyperlink to corresponding Room Log record, (Room Name) is due for cleaning on (Cleaning due date).
4. Update Button (only shown to QM role).
- a. Opens Room Info screen to update general information.

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Room Info

Facility *	Pueblo		
Room # *	311		
Room Name	Receiving		
Last Cleaned On	01/31/18 07:37 AM		
Last Weekly Clining	01/31/18 07:37 AM		
Last Monthly Cleaning	01/31/18 07:37 AM		
Weekly Cleaning Due Date	<input type="text" value="02/23/18"/>	 31	Notify <input type="text" value="Paul Miller (pm01)"/>
Monthly Cleaning Due Date	<input type="text" value="03/23/18"/>	 31	Notify <input type="text" value="Paul Miller (pm01)"/>
Status	<input type="text" value="In Service"/>		
	<input type="button" value="SIGN"/>		
iGMP.RoomInfo	<input type="button" value="CONFIRM"/> <input type="button" value="CLOSE"/>		

- b. The following fields are Read-Only:
- Facility
 - Room #
 - Room Name
 - Last Cleaned On
 - Last Weekly Cleaning
 - Last Monthly Cleaning
- c. The following fields are always editable
- Weekly Cleaning Due Date
 - [Notify cleaning] user (drop down of active users)
 - Monthly Cleaning Due Date
 - [Notify Cleaning] user (drop down of active users)
- d. E-Mail Notifications:
- Sends an e-mail to the indicated person to notify cleaning is due with the following text: Room # [Room ID], [Room Name] is due for cleaning on [Cleaning due date]. Includes a hyperlink to corresponding Equipment Log record.
 - Sends notifications daily for weekly cleaning and weekly for monthly cleaning after the cleaning is due.

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Room Log Activities

1. When the Room Log tab is selected, the Room Log opens to show all activities.

Activity	Agent	Product Name	Batch	Temperature	Relative Humidity	Operator	Date Time	Time Zone	Reviewer	Date Time	Time Zone	Comments
Monthly Cleaning	Bleach + 70% IPA			21 C.	45 % RH	Quenton Miles (pm01)	02/23/18 04:31 PM	EST	Paul Miller (pm01)	02/23/18 04:31 PM	EST	
Weekly Cleaning	70 % IPA			21.5 C.	44 % RH	Quenton Miles (pm01)	02/23/18 04:30 PM	EST	Paul Miller (pm01)	02/23/18 04:30 PM	EST	
Daily Cleaning	70 % IPA			21 C.	45 % RH	Quenton Miles (pm01)	02/23/18 04:29 PM	EST	Paul Miller (pm01)	02/23/18 04:29 PM	EST	
Daily Cleaning				22 C.	45 % RH	Quenton Miles (pm01)	02/23/18 04:28 PM	EST	Paul Miller (pm01)	02/23/18 04:28 PM	EST	
Inspection						Robert Fitzgerald (r01)	02/23/18 04:27 PM	EST				//

- a. EXPORT TO EXCEL button creates a spreadsheet that contains the columns and information displayed on the Room Log activity screen.
- b. Clicking the edit icon or selecting the ADD NEW RECORD button opens the Room Log Activity entry screen

Room Log

Facility: Pueblo
 Room Name: Receiving
 Activity Type *:

Cleaning Agent Name & Lot #:
 Product Name or Part #:
 Batch:
 Temperature:
 Relative Humidity:
 Operator:
 Reviewer:
 Comments:

iGMP.TRRoomLog

- c. Activity: drop down selection.
 - i. Daily Cleaning
 - ii. Weekly Cleaning
 - iii. Monthly Cleaning

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- iv. Other - When selected, another field labeled "Activity Description" appears.
- d. Performer: any user can sign
- e. Reviewer: any user can sign

Documents Tab

Room Log Room Log

Facility Pueblo Room # 311 Room Name Receiving

General Room Log Documents

DMS	Update	Status	Title	Document Number	Ver #	Effective Date	Document File Name	New Ver #	Effective Date	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Equipment Design Guidelines.docx	POL-EQU-001	2	12/21/17	POL-0118.00-EquipmentDesignGuidelines.docx	0	//
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	SOP-0417 Clean Room Cleaning	SOP-FAC-004	1	02/24/18	SOP-0417.00-CleanRoomCleaning.docx	0	//
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	WKI-001-General Instructions	WKI-PROD-001	4	10/31/17	WKI-001-GeneralInstructions.docx	0	//

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IGMP:HTBRoomInfo03 [UPDATE SELECTED DOCUMENTS](#) [ADD NEW RECORD](#) [CLOSE](#)

1. Documents from the Document Management System (DMS) can be associated with each equipment.
2. Columns on the Documents Tab
 - a. ADD NEW RECORD: button that can only be accessed by PM, PS and QM.
 - b. Title: name of document inherited from Document Management System (DMS).
 - c. Classification: inherited from DMS.
 - d. Type: inherited from DMS.
 - e. Document Number: inherited from DMS.
 - f. Version: inherited from DMS. The version will be the most recently approved version of the document.
 - g. Document ID: inherited from DMS.
 - h. Effective Date: inherited from DMS.
 - i. Hyperlink: inherited from DMS. Downloads the document.
3. Functions on the Documents Tab
 - a. UPDATE SELECTED DOCUMENTS: when clicked, updates the selected documents to the newest version.
 - b. ADD NEW DOCUMENT: Opens a popup to select and insert a new document.

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Room Log Functions on Master Production Record

1. The MPR manufacturing instructions screen allows an interaction between the Equipment and the Batch Production Record.

MPR Instructions

Project Title API Synthesis Example

Step

Part #  Version #

Inventory Click if Inventory will be updated at this step

Equipment Check if equipment will be used on this step

Room Click if room log will be used on this step

Select Facility / Room

Performer Click if room log will be updated on this step

Verifier Click if Performer signature needed for this step

Document File Name

2. A check box labeled “Click if room log will be used on this step” allows an equipment to be specified in a Batch Production Record (BPR) manufacturing instruction.
 - a. If the Check box is selected, but no room is selected, the BPR manufacturing instruction will show a selection list for rooms.
 - b. If the check box is selected and a room is selected, the BPR manufacturing instruction will show that room.
3. A check box labeled “Click if room activity will be updated on this step” provides an automatic room log entry.
 - a. If selected, then a Room Log popup on the BPR manufacturing instruction will allow an automatic recording of room activity on that step.

Room Log Functions on BPR Manufacturing Instructions.

1. Room Log activities can be viewed and updated from the Batch Production Record manufacturing instructions.

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Select Facility / Room Pueblo 311-Receiving VIEW ROOM LOG

Step 20.00

(None)
311-Receiving
312-Warehouse
313-Weigh Room
316-Clean Room

- c. The “View Room Log” button which will take the user to the “View Room Log” screen for the selected room.
- d. “View Room Log” screen

Room Log

Facility Pueblo Room # 311 Room Name Receiving Signed by:

General

Room Log

Documents

Facility	Pueblo		
Room #	311		
Room Name	Receiving		
Last Cleaned On	02/24/18 07:02 AM		
Last Weekly Clining	02/23/18 04:29 PM		
Last Monthly Cleaning	02/23/18 04:30 PM		
Weekly Cleaning Due Date	03/01/18	Notify	Paul Miller (pm01)
Monthly Cleaning Due Date	03/23/18	Notify	Paul Miller (pm01)
Status	In Service ✔		
Approved by:	Quenton Miles (qm01) 02/24/18 07:03 AM EST		
HTbBprRoom01			

LOG OTHER ACTIVITY

CLOSE

- i. All tabs will be read-only.
- ii. LOG OTHER ACTIVITY will open and log entry screen where an activity can be recorded.
- e. If the “Click if room activity will be updated at this step”, but there is no room selected on the MPR, the BPR will show the Select Facility / Rom drop downs and the VIEW ROOM LOG button. When a Facility / Room is selected and the VIEW ROOM LOG is clicked the Room Log popup appears.

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Room Log Signature

Facility Pueblo Room # 311 Room Name Receiving Signed by:

General

Room Log

Documents

Facility	Pueblo		
Room #	311		
Room Name	Receiving		
Last Cleanded On	02/24/18 07:02 AM		
Last Weekly Clining	02/23/18 04:29 PM		
Last Monthly Cleaning	02/23/18 04:30 PM		
Weekly Cleaning Due Date	03/01/18	Notify	Paul Miller (pm01)
Monthly Cleaning Due Date	03/23/18	Notify	Paul Miller (pm01)
Status	In Service ✔		
Approved by:	Quenton Miles (qm01)	02/24/18 07:03 AM	EST
HTbBprRoom01			

SIGN TO UPDATE LOG

LOG OTHER ACTIVITY

CONFIRM

CLOSE

- i. When the “LOG OTHER ACTIVITY” button is selected, an entry can be made into the room log.
- ii. When the SIGN TO UPDATE LOG is clicked, a signature box will appear. When the signature is confirmed and the popup is confirmed, it closes and the corresponding room in the room log is updated with the following information:
 1. Activity: “Used on Step # [step] from Batch # [batch].
 2. Batch #: Batch number of the BPR.
 3. Operator: Digital signature of Signer.
 4. Start Date and Time: Time stamp of performer in the BPR.
- iii. When the popup is closed, the room name, ID and signature of Performer will appear in the BPR instruction and all other room selection are hidden.
- iv. If the Status includes "Do Not Use" or the status checkmark is red:

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Room Log Signature

Facility Pueblo Room # 311 Room Name Receiving Signed by:

General
Room Log
Documents

Facility	Pueblo		
Room #	311		
Room Name	Receiving		
Last Cleanded On	02/24/18 07:02 AM		
Last Weekly Clining	02/23/18 04:29 PM		
Last Monthly Cleaning	02/23/18 04:30 PM		
Weekly Cleaning Due Date	03/01/18	Notify	Paul Miller (pm01)
Monthly Cleaning Due Date	03/23/18	Notify	Paul Miller (pm01)
Status	Needs Cleaning Do Not Use ✔		
Approved by:	Quenton Miles (qm01) 02/25/18 07:41 AM EST		
HTBbPrRoom01			

OVER-RIDE BY QUALITY
LOG OTHER ACTIVITY
CONFIRM
CLOSE

- i. If the Room Status = Do Not Use:
 1. The LOG OTHER ACTIVITY button will be hidden and an "Over-Ride by Quality" button will appear.
 2. When a QM signs the Over-Ride button, the activity of overriding and the activity associated with the equipment will be recorded in the Room Log with the QM's signature.
- ii. When the Room Log is updated, the equipment name in the BPR manufacturing instruction will be locked and the log will be updated with the following information:
 - a. Activity: Room used for Production. Status over-riden by Quality.
 - b. Batch #: Batch number of the BPR.
 - c. Operator: Digital signature of Signer.
 - d. Start Date and Time: Time stamp of performer in the BPR.

MPR and BPR Printouts

1. The MPR PDF printout will show the room options that are selected on each manufacturing instruction step.
2. The BPR PDF will show the room that was used on a manufacturing instruction step.

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Security Settings

1. The PM, QM, PS, QO and OP roles will have access to the following Room log actions
 - a. Room Log Updater
 - b. Room Log Reviewer
2. The PM, PS, QM, QO and OP roles will have full access and the Guest role will have read-only access to the following room screens
 - a. TROOMLOG
 - b. HWWRoomLOG
 - c. HWWRoomLOG_Step2
 - d. HTbRoomLog01
 - e. HVEROOM
 - f. HVEROOMLOG
3. The PM, PS and QM roles will have full access to the following room screens
 - a. HTbRoomInfo03
 - b. Update Document Versions
 - c. HWWRoomDocuments
 - d. Delete documents
4. The QM role will have full access to the following screen and function:
 - a. RoomInfo
 - b. Override by Quality button in BPR