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### 1. Document Management System Overview

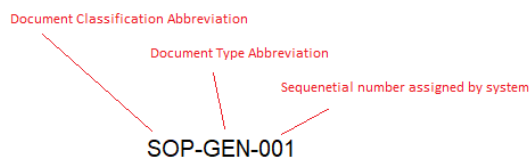
- Manage documents or files within the InstantGMP system
- Review, approve and version up any type of file, e.g. Word, Excel, image, video
- Link documents to a Master Production Record (MPR)
- See flagged MPR linked documents that have been versioned up on the MPR summary screen
- View controlled documents inherited from MPRs in Batch Production Records

### 2. Document Classification

- 2.1. Sub-Menu item called “Document Classification” under the “Setup” menu is used for the first part of automated Document Numbering.

Document Classification		
Hide	Classification	Abbreviation
<input type="checkbox"/>	 Policy	POL
<input type="checkbox"/>	 SOP	SOP

#### Document Numbering Convention



2.1.1. Clicking the Hide button and confirming will hide that classification from dropdown lists.

2.1.2. The Edit icon will open the classification entry/update screen.

2.2. Default Classifications and abbreviation:

2.2.1. Policy: POL

2.2.2. Protocol: PRO

2.2.3. Standard Operating Procedure: SOP

2.2.4. Training: TRA

2.2.5. Validation: VAL

### 3. Document Type

3.1. Sub-Menu item called “Document Type” under the “Setup” menu is used for the second part of automated Document Numbering.

#### Document Type

Hide	Type	Abbreviation
<input type="checkbox"/>	 Equipment	Equip
<input type="checkbox"/>	 General	Gen

3.1.1. Clicking the Hide button will hide that Document Type from the Document Type dropdowns.

3.1.2. The Edit icon will open the Document Type entry/update screen.

3.2. Default Types and Abbreviation

3.2.1. Computer Systems: CSY

3.2.2. Equipment: EQU

3.2.3. Facility: FAC

3.2.4. General: GEN

3.2.5. Labeling: LBL

3.2.6. Materials: MAT

3.2.7. Packaging: PKG

3.2.8. Production: PROD

3.2.9. Quality: QUAL



3.2.10. Template: TPLT

3.2.11. Utilities: UTL

### 4. Document Tag

4.1. Sub-Menu item called “Document Tags” under the “Setup” menu is used to create Tags that can be used to help organize and search documents.

#### Document Tag





Hide	Tag
<input type="checkbox"/>	 Equipment
<input type="checkbox"/>	 General

- 4.1.1. Clicking the Hide button and confirming will hide that Document Tag from the Document Tag dropdowns.
- 4.1.2. The Edit icon will open the entry/update screen.
- 4.1.3. Default Tags
  - 4.1.3.1. Analytical
  - 4.1.3.2. Calibration
  - 4.1.3.3. Cleaning
  - 4.1.3.4. Inventory
  - 4.1.3.5. Management
  - 4.1.3.6. Personnel
  - 4.1.3.7. Purchasing
  - 4.1.3.8. Regulatory
  - 4.1.3.9. Safety
  - 4.1.3.10. Vendor

## 5. Doc Approver Titles

- 5.1. Sub-Menu item called “Doc Approver Titles” under the “Setup” menu is used to create titles that will be associated with approvers when they sign to approve a document.

### Doc Approver Titles

Hide	
<input type="checkbox"/>	 Business Owner
<input type="checkbox"/>	 IT
<input type="checkbox"/>	 Quality Assurance
<input type="checkbox"/>	 Validation

- 5.1.1. Clicking the Hide button and confirming will hide that Doc Approver Title from the Doc Approver Title dropdowns.
- 5.1.2. The Edit icon will open the entry/update screen.
- 5.1.3. Default Titles
  - 5.1.3.1. Business Owner
  - 5.1.3.2. IT
  - 5.1.3.3. Quality Assurance
  - 5.1.3.4. Validation

## 6. Document Management

- 6.1. Menu item on the main menu for "Document Management" opens the Document Management summary page.

Document Management													
Hide	Print	Edit	Copy	Ver. #	Title	Classification	Type	Number	Ver. #	Document ID	Status	Effective Date	Document Hyperlink
<input type="checkbox"/>					Bill of Materials	Policy	General	POL-Gen-001	1		In-Process		<a href="https://SOP/Bill_of_Materials">https://SOP/Bill_of_Materials</a>
<input type="checkbox"/>					Equipment	SOP	Equipment	SOP-Equip-001	1		In-Process		<a href="https://SOP/Equipment">https://SOP/Equipment</a>
<input type="checkbox"/>					Equipment	Policy	Equipment	POL-Equip-001	1		Approved	10/1/2016	<a href="https://SOP/Equipment">https://SOP/Equipment</a>
<input checked="" type="checkbox"/>					Wet Milling/Crystallization	SOP	Validation	SOP-Val-001	1		Superseded	11/3/2016	<a href="https://SOP/Wet_Milling_Crystallization">https://SOP/Wet_Milling_Crystallization</a>

**ADD NEW RECORD**

6.2. The following columns are shown:

6.3. Hide:

6.3.1. Check box to hide row.

6.3.2. Only a Document Manager (DM) can hide a row.

6.4. Print: Makes a PDF of the Document Cover Page

6.5. Edit Icon:

6.5.1. Opens the Create / Update Document Version screen.

6.5.2. Only a DM can see the edit icon.

6.6. Copy:

6.6.1. Makes a copy of the document record and the attachment with the status of In-Process.

6.6.2. This icon is only seen by the DM.

6.7. Ver. Up:

6.7.1. Makes new version of document.

6.7.2. This icon is only seen by the DM.

6.8. Title: hyperlink to Document Information

6.9. Classification: created by DM on Create / Update Document Version screen.

6.10. Type: created by DM on Create / Update Document Version screen.

6.11. Number: inherited from Create / Update Document Version screen.

6.12. Ver. #: inherited from Create / Update Document Version screen.

6.13. Document ID: inherited from Create / Update Document Version screen.

6.14. Status:

6.14.1. Generated: record created, but no attachment yet.

6.14.2. In-Process: attachment added, but not yet submitted for review.

6.14.3. In-Review: record submitted to approvers for review.

6.14.4. In-Approval: record submitted to approvers for approval

6.14.5. Approved: all Approvers have signed as approvers.

6.14.6. Superseded: A newer version has been approved or rejected. When a document goes into this status, the row is automatically hidden.

6.14.7. Rejected: at least one Approver has rejected. When a document goes into this status, the row is automatically hidden. This only affects the current version.

6.15. Effective Date: inherited from Create / Update Document Version screen.

6.16. Document Hyperlink: opens document in a new window or downloads depending on browser setting.

6.17. ADD NEW RECORD: button:

6.17.1. Used to create a new document record.

6.17.2. Automatically records the date/time of creation (not displayed).

6.17.3. Only visible to the DM.



## 7. Document Cover Page

- 7.1. Generated by the Print icon on the Document Management Summary screen
- 7.2. Icon is only visible to the DM.

Document Cover Page	
Document Title:	SO P-0602 Inventory Management During Batch Production
Classification:	Standard Operating Procedure
Type:	Material
Document Number:	SO P-MAT-003
Version #:	1
Document ID:	SO P-0603
File Name:	SO P-0602 Inventory Management During Batch Production.docx
Status:	Approved
Effective Date:	11/24/17
Reason for Change:	New Document

Reviewers:

Paul Miller (pm01) 11/07/17 10:23 AM EST

Approvals:

Paul Miller (pm01) Approved 11/07/17 10:23 AM EST

## 8. Create Document Version

- 8.1. Click the edit icon on the summary page to open screen where the Document Manager can create a document number and other document control information.

### Create/ Update Document Version

**Classification**

**Type**

**Document Number**

**File Name**

**Document ID**

**Version #\***

**Document Title\***

**Scope/Purpose**

**Reason for Change\***

**Effective Date**

Tag	Approver	Approver Title
	<input type="text" value="Select"/>	<input type="text" value="Select a Title"/>

- 8.2. Classification: required field that has a drop down to show the list from Classification in Setup.
- 8.3. Type: required field that has a drop down to show the list from Document Type in Setup.
- 8.4. Document Number: The application will create and display the document number using the format: Classification abbreviation–Type abbreviation–sequential number generated by the system, e.g. SOP-GEN-001. This number will be a unique sequential number for each classification/type combination.
- 8.5. Document ID: optional field to capture user defined document reference.
- 8.6. Version: required, numeric field. Each document can have multiple Versions.
- 8.6.1. The first Version Number of a document will default to 1, but a different number can be assigned by the Document Manager.
- 8.6.2. For subsequent versions of any document, the Version Number is sequentially incremented by the system.
- 8.6.3. All other items can be edited and approvers can be modified up until the DM signs at “Document Manager Signature”.

- 8.6.4. A new version of a document cannot be created until any existing version for that document is approved by all approvers.
- 8.7. Document Title: required field that the Document Manager can update until the record is generated.
- 8.8. Scope/Purpose: Optional memo field
- 8.9. Reason for Change: required field to capture why versioning occurs. Defaults to “New Document” for first version. Error message “Reason for Change is mandatory” displayed if not filled in.
- 8.10. Effective Date: Date field that can be updated until all Approvers sign. There must be an entry before the last signature otherwise an error is displayed “Effective Date Needed”. The Effective Date must be on or after the date of the last signature. If any approver tries to sign after the effective date, an error is displayed enforcing user to update the Effective Date to current date or later.
- 8.11. File Name: Label and field appear after a file is uploaded. Displays the current file name.
- 8.12. UPLOAD FILE: button to upload files such as word docs, spreadsheets, images, PDFs, etc.




The upload will accommodate a file size up to 15 mb.

- 8.13. The attachment will be copied to the next version of the document.
- 8.14. ADD TAG: button that creates a new “Tag” record each time it is pressed.



- 8.14.1. Select: drop down showing all Tags from Document Tag in Setup.
- 8.14.2. “Delete” icon: appears after a Tag is selected.
- 8.15. ADD APPROVER: button that creates a new “Approver” record each time it is pressed.




Approver	Approver Title
 Paul Miller (pm01) ▼	Production ▼
Select ▼	Select a Title ▼

- 8.15.1. Select Approver: drop down showing all enabled users.
- 8.15.2. Select Title: drop down showing all Doc Approver Titles.
- 8.15.3. “Delete” icon: appears after an Approver is selected.
- 8.16. Signature Required: Clicking the SIGN button signifies that the document record is acceptable. When completed, the status changes to “In-Process” and all required fields (Classification, Type, Document Number and Version) plus the Document ID become read-only.
- 8.17. “CONFIRM” button confirms entries made to the transaction screen.
- 8.18. “CANCEL” buttons cancels all changes and returns to HWW screen.



## 9. Update Document Version

- 9.1. The Document Management screen will make some fields Read-Only when the Document Manager Signature is completed. Other fields can be added to or updated.



### Create/ Update Document Version

Classification	Standard Operating Procedure
Type	Quality
Document Number	SOP-QUA-003
File Name	SOP-1116.00_ElectronicDocumentManagement.docx
Document ID	<input type="text" value="SOP-0116"/>
Version #*	1
Document Title*	Electronic Document Management
Scope/Purpose	<input type="text"/>
Reason for Change*	New Document
Effective Date	<input type="text" value="09/27/17"/> 

**ADD TAG**

Tag
 Management
 Regulatory

**ADD APPROVER**

Approver	Approver Title
 p m (pm01)	Validation ▾
 Quenton Miles (qm01)	Quality Assurance ▾

Signed by: Rick Soltero (rs01) 10/05/17 06:41 AM EDT

iGMP.DocumentManagement

- 9.2. Classification: read-only.
- 9.3. Type: Read-Only.
- 9.4. Document Number: Read-Only.
- 9.5. Document ID: Can be edited until document is approved.
- 9.6. Version: Read-Only.
- 9.7. Document Title: Read-Only after record is signed.
- 9.8. Scope/Purpose: Can be edited until document is approved
- 9.9. Reason for Change: Can be edited until document is approved.
- 9.10. Effective Date: Date field that can be updated until last Approver signs.



	<b>Title:</b> <b>User Manual – Document Management System</b>	Document ID:TRN-1108-UM-3.005.001
		Page: 9 of 16

9.10.1. There must be an entry before the last signature otherwise an error is displayed “Effective Date for the document needed”.

9.10.2. The Effective Date must be on or after the date of the last signature. If the effective date is prior to the current date, an error is displayed “Effective Date cannot be prior to today”.

9.11. File Name: Read only.

9.12. ADD TAG: Tags can be update by DM.

9.13. ADD APROVER: Approvers and Titles can be updated by DM. (Hide ADM on selection list on Create/ Update Document Version screen “Add Approver” drop down.)

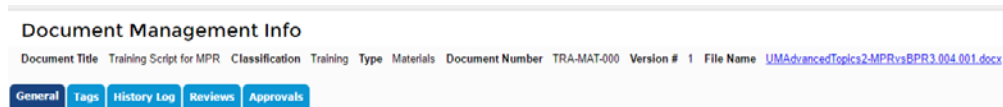
9.14. Signed By: User Name, ID and date/time stamp that contains the information about the user who signed the Document Management Signature.

9.15. SUBMIT FOR REVIEW: When this button is clicked, it sends an e-mail to each Approver that has not yet signed as an Approver.

## 10. Document Management Info

10.1. The Title hyperlink on the Document Management summary pages opens the Document Management Info page where 5 tabs are seen.

10.2. Header Tab: Contains document record information.



10.2.1. Document Title: Read only

10.2.2. Classification: Read only

10.2.3. Type: Read only

10.2.4. Document Number: Read only

10.2.5. Version #: Read only

10.2.6. File Name: Hyperlink to actual document

10.2.7. Tabs: General, Tags, History Log, Reviews, Approvals

### 10.3. General Tab

General	Tags	History Log	Reviews	Approval
Status	In-Process			
Title	Electronic Document Management			
Classification	Standard Operating Procedure			
Type	Quality			
Document Number	SOP-QUA-003			
Version #	1			
Document ID	SOP-0116			
Effective Date	09/27/17			
Scope/Purpose				
Reason for Change	New Document			
File Name	<a href="#">SOP-1116.00_ElectronicDocumentManagement.docx</a>			
Signed by:	Rick Soltero (rs01) 10/05/17 06:41 AM EDT			
HTbDocumentManagement01				<input type="button" value="UPDATE"/>

10.3.1. All fields read only except for hyper link to actual document

10.3.2. Update: button Only appears for DM which takes user to corresponding Document Management screen where editing can be done

### 10.4. Tags Tab

General	Tags	History Log	Reviews	Approval
Tag				
Management				
Regulatory				

10.4.1. Display current tags defined in Document Management screen.

### 10.5. History Log

General
Tags
History Log
Reviews
Approval

Date	Signed by	Type	Description
10/12/17 02:57 PM	p m (pm01)	Change	<a href="#">Click to view more...</a>
10/12/17 02:56 PM	p m (pm01)	Comment	<a href="#">Document Revision Process ready to begin</a>

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iGMP.HTbDocumentManagement03
ADD COMMENT
ADD CHANGES
SUBMIT FOR REVIEW

10.5.1. History of all activities associated with the document record.

10.5.2. ADD COMMENT: Button that opens a popup to create a new comment. The data from the popup populates the History log in History tab.

#### Document Management History

Document Title    Electronic Document Management

Document Number    SOP-QUA-003

Comment

Signature Required SIGN

iGMP.DocumentManagementHistory

CONFIRM
CLOSE

10.5.3. When the Sign button is confirmed, copy the data from this popup to the History Log in reverse chronological order (latest on top).

10.5.4. ADD CHANGES: Button that opens a popup to create a new change. The data from the popup populates the History Log when confirmed. This button is hidden when all reviewers have signed and the users are in the approval workflow.



10.5.4.1. Upload File: required before signing. After signing, the uploaded attachment replaces the attachment in the Document Management header.

10.5.4.2. Location in Document: memo field to record page number or other way to identify where a change occurs in a document.

10.5.4.3. Changed from: memo field to capture original content or description.

10.5.4.4. Changed to: memo field to capture new content or description.

10.5.4.5. Cancel: button that returns user to previous screen without updating data.

10.5.4.6. "Sign" button. When digital signature is confirmed, data including the user name/date/time stamp appears in the History Log in reverse chronological order.

## 10.6. Reviews Tab

Review	Restart Reviews	Reviewer	Date Time	Time Zone
		p m (pm01)	//	
		Quenton Miles (qm01)	//	



General Tags History Log <b>Reviews</b> Approval					
Review	Restart Reviews	Reviewer	Date Time	Time Zone	
✓		p m (pm01)	10/12/17 03:44 PM	EDT	
<b>SIGN</b>	<b>SIGN</b>	Quenton Miles (qm01)		//	

10.6.1. Review: SIGN button that appears when the record is first created. When a Review button is clicked and signed, the Review button changes to a green check. The event will be shown in the History Log.

10.6.2. When a digital signature is completed, the user’s name, ID and date/time stamp will be displayed on that row.

10.6.3. Restart Reviews:

10.6.3.1. Causes all the Review SIGN buttons to reappear and the Approve buttons to disappear.

10.6.3.2. “Restart Review” and reason is recorded in History Log.

10.6.3.3. An e-mail is sent to each Reviewer that has not yet signed as a Reviewer. The e-mail will have the subject line “Document Review Needed”. The body of the e-mail will have the sentence “A document is ready for your review.” It will have a hyperlink to this document’s screen and a copy of the History Log.

10.6.4. When all the Reviewers have signed, the Approve Sign buttons appear.

## 10.7. Approvals Tab

General Tags History Log <b>Reviews</b> <b>Approval</b>							
Approve	Restart Approvals	Restart Reviews	Reject	Approver	Approver Title	Date Time	Time Zone
✓				p m (pm01)	Validation	10/12/17 04:05 PM	EDT
<b>SIGN</b>	<b>SIGN</b>	<b>SIGN</b>	<b>SIGN</b>	Quenton Miles (qm01)	Quality Assurance		//

10.7.1. Approve: SIGN button that generates digital signature popup.

10.7.1.1. When the first approval is obtained, the record is locked and no further changes can be made. The status on the HWW screen changes to “Locked”. The event will be shown in the History Log.

10.7.1.2. When a digital signature is completed, the SIGN button changes to a green check, and the user’s name, ID, Job Function and date/time stamp will be displayed on that row. All other buttons on that row will be hidden.

10.7.1.3. All fields on Create/Update Document Version screen read-only after approvals are completed.

10.7.2. Restart Approvals: SIGN button that causes the status to changes from “Locked” to “In-Process”.

10.7.2.1. All Approver will show the “Approve” button.



10.7.2.2. An e-mail is sent to each Approver that has not yet signed as an Approver. The e-mail will have the subject line “Document Approval Needed”. The body of the e-

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mail will have the sentence “A document is ready for your review.” It will have a hyperlink to this T screen and a copy of the History Log.



- 10.7.2.3. A log of signatures for approving and restarting will be displayed.
- 10.7.3. Reject: button that generates digital signature popup.
  - 10.7.3.1. The first “Reject” signature locks the document and the status on the HWW screen changes to “Rejected”. The event will be shown in the History Log.
- 10.7.4. If all required approvers have signed using the “Approve” button, the status changes to “Approved”. The event will be shown in the History Log.

## 11. Documents in Master Production Records

- 11.1. Document records attachments can be linked in Master Production Records.
- 11.2. When choosing a file on the MPR Manufacturing Instructions, the files in the Document Management System list can be accessed and a hyperlink to that document record.
- 11.3. When a documents is linked from the DMS to an MPR, the application will show a DMS checkmark  or  in a DMS column on the Master Production Record Summary.

Master Production Record

Hide	Copy	Ver. #	Scale	DMS	BPR	Status	Creation Date	Project Title	Product Name
<input type="checkbox"/>						In Progress	//	CAPA Log	CAPA
<input type="checkbox"/>						Approved	//	CBD/Hemp Example	Sativa
<input type="checkbox"/>						In Progress	05/11/17 01:28 PM	CBD/Hemp Example	Sativa
<input type="checkbox"/>						In Progress	04/13/17 10:18 AM	CMO Batch Record Review	Dermatological Ointment- 0.5%- 15 mL Tubes- Mfg by Premier Products CMO
<input type="checkbox"/>						Approved	05/11/17 01:40 PM	Dietary Supplement Example	Chewable Vitamin C Tablet- 500 mg- 30 Count HDPE Bottles

- 11.4. A green DMS checkmark  indicates that all uploaded documents from the DMS are the same version as the version that is currently active in the DMS.
- 11.5. A yellow checkmark  indicates that at least one document from the DMS has been up-versioned since the MPR was approved.
- 11.6. Document Tab on MPR: Shows the list of documents associated with this MPR.
- 11.7. When the Document tab is selected, the document detail page opens. This page that shows the documents within the MPR, where the document is located, the current document version and any new version #s for a document that has been up-versioned since the MPR was approved.

Master Production Record Master Production Record MPR

Project Title: Pharmaceutical Example MPR # 64 MPR Version 3 Part # 393 Version # 1 Product Name: ONCX-291 500 mg Tablet- 30 Count HDPE Bottles- Bottling Demo

Cover Page	Materials	Equipment	Documents	In Process Tests	Manufacturing Instructions	MPR Approvals				
Step #	DMS	Update	Status	Title	Document Number	Ver # in MPR	Effective Date	DocumentFileName	New Ver #	Effective Date
10.00		<input type="checkbox"/>	Approved	WKI-001-General Instructions	WKI-PROD-001	2	10/24/17	WKI-001-GeneralInstructions.docx	0	//
35.00		<input type="checkbox"/>	Approved	SOP-0413-Equipment Calibration Program	SOP-EQU-005	1	10/24/16	SOP-0413-EquipmentCalibrationProgram.docx	0	//
34.00		<input type="checkbox"/>	Superseded	TRN-001-Personnel Record	TRA-PROD-001	1	10/02/17	TRN-001-PersonnelRecord.docx	2	10/03/17
15.00		<input type="checkbox"/>	Approved	SOP-0407-Gowning and General Safety	SOP-EQU-004	1	10/25/16	SOP-0407-GowningandGeneralSafety.docx	0	//
36.00		<input type="checkbox"/>	Approved	SOP-0403-Warehouse and Production Area Cleaning	SOP-EQU-003	3	10/24/17	Placeholder.docx	0	//
--		<input type="checkbox"/>	Approved	SOP-0417-Clean Room Cleaning	SOP-FAC-001	1	10/25/16	SOP-0417-CleanRoomCleaning.docx	0	//

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IGMP:HTBMP:Cover04

- 11.7.1. Step #: Manufacturing step in MPR where document that has been uploaded. If the document is from the Cover page, CP is shown in this column.

	<b>Title:</b>	Document ID:TRN-1108-UM-3.005.001
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- 11.7.2. Status: current status DMS
- 11.7.3. Update: check box when selected (and the UPDATE SELECTED DOCUMENTS button is clicked) will change the link in the new MPR to the link of the document that was up-versioned in both the Documents tab and in the corresponding manufacturing instruction step. This is only active in an in-process MPR.
- 11.7.4. Title: from DMS.
- 11.7.5. Document Number: from DMS
- 11.7.6. Ver # in MPR: Current document version on that step in this MPR.
- 11.7.7. Effective Date: from DMS for version in MPR
- 11.7.8. New Ver #: New document version # for up-versioned document. This only appears if an up versioned document exists.
- 11.7.9. Effective Date of new version: Effective Date of up-versioned documents. This only appears if an up versioned document exists.
- 11.7.10. Document File Name: Hyperlink to download document.
- 11.8. UPDATE SELECTED DOCUMENTS button is clicked) change the link in the new MPR to the link of the document that was up-versioned in both the Documents tab and in the corresponding manufacturing instruction step when the Update check box is selected. This is only visible in an in-process MPR.
- 11.9. ADD NEW RECORD
  - 11.9.1. Any document can be added to the list on the Documents tab by clicking the ADD NEW RECORD button.
  - 11.9.2. Documents added from outside the DMS will show just the title and the link to the document. A “---” will show in the Step # column.
  - 11.9.3. Documents added from the DMS will show data in all columns of the list. A “---” will show in the Step # column.
- 11.10. Adding documents on cover page or in MPR steps
  - 11.10.1. Any document can be added to the cover page or any manufacturing instruction in the MPR. The uploaded document will appear in the list in the Documents tab.

## 12. Documents in Batch Production Records

- 12.1. When the Documents tab is selected in a Batch Production Record (BPR), a screen shows the list of documents associated with this BPR.

### Batch Production Record

Batch #: 0064-02-002

Cover Page	Material	Equipment	Documents	In Process Testing	Manufacturing Instructions	Executed BPR Review		
Step #	DMS	Status	Title	Document Number	Ver # in MPR	Effective Date	DocumentFileName	
10.00	✓	Superseded	WKI-001-General Instructions	WKI-PROD-001	2	10/24/17	<a href="#">WKI-001-GeneralInstructions.docx</a>	
35.00	✓	Superseded	SOP-0413-Equipment Calibration Program	SOP-EQU-005	1	10/24/16	<a href="#">SOP-0413-EquipmentCalibrationProgram.docx</a>	
34.00	✓	Superseded	TRN-001-Personnel Record	TRA-PROD-001	1	10/02/17	<a href="#">TRN-001-PersonnelRecord.docx</a>	
15.00	✓	Approved	SOP-0407-Gowning and General Safety	SOP-EQU-004	1	10/25/16	<a href="#">SOP-0407-GowningandGeneralSafety.docx</a>	
36.00	✓	Superseded	SOP-0403-Warehouse and Production Area Cleaning	SOP-EQU-003	3	10/24/17	<a href="#">Placeholderdoc.docx</a>	
---	✓	Superseded	SOP-0417-Clean Room Cleaning	SOP-FAC-001	1	10/25/16	<a href="#">SOP-0417-CleanRoomCleaning.docx</a>	



- 12.1.1. Step #: Manufacturing step in BPR where document that has been uploaded, CP if document is on Cover Page or “---“if document was uploaded from outside the DMS
- 12.1.2. Status: current status DMS
- 12.1.2.1. Yellow Check Mark: the document version has been superseded since this BPR was generated.
- 12.1.2.2. Green Check Mark: the document version is current.
- 12.1.3. Title: Name of document record in DMS.
- 12.1.4. Document Number: from DMS.
- 12.1.5. Ver # in MPR: Document version on that step in the corresponding MPR.
- 12.1.6. Effective Date: from DMS for version in MPR
- 12.1.7. Name: Hyperlink to download document.