Accessing QMS Files

1. To retain all 'hyperlinks' providing one click access to all Quality Management System (QMS) files, unzip/extract (or copy/place) all files onto your hard drive (or server) in the same structure/nomenclature as received. Any change in file name or location will break links. To reestablish a broken link simply utilize the 'insert' or 'edit' hyperlink utility in MS Word (or equivalent utility in other Microsoft based programs used to create all QMS files.

    Note: your Information Systems Manager may chose to restrict document change control privileges to a limited number of personnel within your organization; if so, identify your Information Systems Manager (and/or other document control personnel here for information/help should a problem arise).

2. We recommend that you ask ALL USERS to place a shortcut/link to their desk top to the following file as the primary tool for accessing documents electronically: WI 4.2.3-1, **Internal QMS Documents Master List**.

Viewing Visio Files

3. Nearly all links to files created in MS Visio files are actually links to copies of these documents 'saved as' Adobe (*.pdf) files. Adobe was selected because it retains all of the MS Visio 'features' (view, print, hyperlinks, etc.) created in MS Visio and because most individuals already have a copy of Adobe 'Reader' installed on their computer. IF NOT, click on the following link "Get Adobe Reader" to download and install a free copy of Adobe Reader:

    Note: some users have reported that the 'latest' version of the free Adobe Reader ('X') causes hyperlinked files to open VERY SLOWLY. To remedy this problem, download an older version of the free Adobe Reader (such as version 9.1); using the following download page: http://www.adobe.com/support/downloads/detail.jsp?ftpID=3970. .

4. If you try to open an MS Visio file directly (but do not have MS Visio installed on your computer or server) you MAY be automatically directed to the Microsoft download site; if so, download "Microsoft Visio 2007 Viewer" IF NOT, click on the following link "Visio 2007 Viewer" to download and install the Visio Viewer:

5. After downloading the Viewer 7, go to the bottom of the web page to " What Others are Downloading" and down load the "Visio Viewer 2007 Service Pack 2 (SP2)"

6. Then down load and install "Security Update for Microsoft Office Visio Viewer 2007 (KB973709) "

7. If the .VSD site is still open, close it and then try to open the .VSD files.

    Note: This also works for the MAC family under "**MAC Fusion/XP platform**". If you have problems or questions contact your IT support person or email us at: isoqual@bellsouth.net.

Editing Visio Files

8. All of our MS Visio files were saved in an 'older' version of MS Visio (Visio 2002) to increase the likelihood that our customers would have a copy of this software or could obtain a relatively 'cheap' version of Visio online. In fact, any version of Visio 2002 (or newer) will work fine (older versions of Visio can be easily obtained on eBay for under $100); there is NO need to get the 'professional' or latest version of Visio (these versions of Visio can cost over $500).

9. Once you have a version of Visio installed on your computer, you can edit any of our DFCs or other documents created in MS Visio. **The ONLY LINKS TO 'master' copies of documents created in MS Visio, are found in WI 4.2.3-1, Internal QMS Document Master List**. Click on the Visio (*.vsd) version of the DFC (or other document created in MS Visio); will be found in the far right hand column of the master list, just after the Adobe (*.pdf) version. Edit the file as desired, including putting a Rev level change on the document, and then save the file (in MS Visio 2002 format); then 'save as' an Adobe (*.pdf) format as well. This save will save the document with the exact title as the Visio file … just with a different file extension (*.pdf). Doing this will allow all existing hyperlinks to the Adobe (*.pdf) file to remain in tact. Changing location or name of any file will 'break' all hyperlinks to the file, making your system much less 'user friendly' than it was the day you received it. Also, be sure to update the Master List with the Rev Level and date each time ANY DOCUMENT is updated, as this is a basic requirement of your document control system per procedures defined in OP 4.2.3.

10. Contact your Information Systems Manager or email us (isoqual@bellsouth.net) with any questions regarding creation/use/control of any of your QMS documents.