

P3Web User Guide

How to Use the P3Web Browser-Based Application



Version: 4.15.0.0

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Welcome to P3Web!

P3Web is a powerful, browser-based interface that is designed to present Paradigm compliance management tasks to users in a simple, easy-to-use format. P3Web is designed "in-house" by Interax Group and has existed in many iterations since its first release in June of 2010. Since then, the product has grown in scope and usability to the point that it is now virtually a complete browser-based compliance management tool to extend the Paradigm 3 application database. The development schedule is very aggressive at this stage, as more and more functionalities are rolled out to meet user demand. The development schedule is scheduled to continue through the end of 2021.

This document will guide you through an introduction to the use and, in some cases, administration of the P3Web browser-based application.

Accessing P3Web

Once you have received the hyperlink or URL information from your System Administrator, you can gain access to the web application.



Figure 1 - P3Web Home Page

Read-Only Access

The default access to P3Web is as a read-only user. The read-only user does not have to log in and is permitted access to any resources that are directly linked in the "Direct Links" menu on the left side of the user interface.

Viewing Direct Links

Clicking on a direct link in the menu will immediately take the user to the linked resource and allow them to view items and browse permitted items and subfolders. Read-Only users will only see CURRENT documents, while Authenticated Users will see all permitted versions.

leer Guide Properties Search										Login 🍵
Iser Guide Properties Search	Item List								Good afternoon. Ye	ou are not logged i
Procedures	Name	Label	Status	Converted By	Converted Date	Processing	OrigID	P-L	Last Modified	Extension
Microbiology	Copy as Test From Template 2	Test 2	Current (2.0)	Paradigm Administrator	4/21/2020 2:22:57 PM		157		4/21/2020 2:22:57 PM	docx
Pathology	(S) Made from Template		Current (1.0)	Paradigm Administrator	4/21/2020 2:21:00 PM		256		4/21/2020 2:21:00 PM	xisx
3 Sales	Made from Template 2		Current (2.0)	Paradigm Administrator	4/20/2021 11:17:50 AM		261	P-L	4/20/2021 11:17:50 AM	docx
	Paradigm 3 Instructions Part b	S0P-1111	Current (44.0)	Paradigm Administrator	5/13/2021 10:52:28 AM		37	P-L	5/13/2021 10:52:28 AM	doc
	(G) This is a left of a vary tog the answer is therefore. 3 - Fires with long answer, about the variable in Philos Me	There tables in a transport of the second seco	Current (22.9)	Paradgen Administrator	1/10021 1226 17 PM		40	Ρί	32220121 9 48 35 AM	dos
Mome										

Figure 2 - P3Web Direct Link Access

Managing Direct Links

Administrators can manage Direct Links in P3Web using the "P3Web Administration" page. Click the "Cog" icon on the toolbar to be brought to the Administration page and select the "Direct Links" tab.

P3W	'eb Ad	lministi	ration	Back to P3Web
Path Defaults	Module Defaults	Direct Links	ect Links Management	1
Add New Direct	Link	Module	Site ID	
ISO 9001 System		Documents	SiteC	Edit Delete
Laboratory Medi	cine	Documents	SiteA	Edit Delete
MacKenzie Healt	h	Documents	SiteB	Edit Delete
Management Sy	stem	Documents		Edit Delete
Procedures		Documents	SiteA	Edit Delete
Site B		Documents	SiteB	Edit Delete
Work Instruction	s	Documents	SiteA	Edit Delete

Figure 3 - P3Web Administration - Direct Links

To add direct links to the home page, Open the "Add New Direct Link" button. Browse in any module to locate the folder you wish to add and click "Submit". Conversely, you can remove/edit existing folder entries as well.

In some cases, multiple P3Web sites may be used to accommodate different client needs. If this is the case, you can specify a "SiteID" for the folder so that it will only appear for P3Web installs that include the same SiteID in their configuration settings. This option can also be set during the "Add New Direct Link" or "Edit Direct Link"

processes. You can also create a comma-separated list of SiteIDs for any folder that may be accessible to multiple site pages!

P3We	b Adminis	tration	Back to P3Web
Path Defaults 🛛 🕅		Add New Direct Link	
	Documents		•
Add New Direct Lir	a 📑 Management System		
Name	🗃 🎍 Site A 🗃 🎉 Site B		
ISO 9001 System	ISO 9001 System Iso 9001 System Iso 9001 System		Edit Delete
Laboratory Medicir	Example Rename Example Rename Example Rename Example Rename Example Rename Example Rename Example Rename Example Rename Example Rename Example Rename		Edit Delete
MacKenzie Health	Sample and lest Sample Folder Rename SOPs		Edit Delete
Management Syste	E B TEST FOLDER TEST EVENT DATES		Edit Delete
Procedures		Enter Site ID (if applicable)	Edit Delete
Site B	SiteA,SiteB		Edit Delete
		Submit Cancel	Edit Delete

Figure 4 – Adding a Direct Link

To edit or delete a Direct Link, simply click the appropriate button next to the link in the list.

Viewing Release Notes

All users can view release notes for P3Web since version 4.1. To access the release notes, click the version number at the bottom left of the user interface.

0 🏂 🗘 🔎				Logout
ser Guide Other User Admin Search				Good afternoon, Paradigm Administra
irect Links	P3Web Release	Notes:		
ISO 9001 System	I SWED KEIEdse	Notes.		
Laboratory Medicine	P.4	Martin	11-1	
MacKenzie Health	Date	Version	Notes (if applicable)	
Management System	May 31, 2021	4.11.0.0	Focus on Users Module, Administration and Context Menus	
Procedures	March 5, 2021	4.10.0.0	Focus on Event Dates, Categories, & Security	
Site B	Jan 22, 2021	4.9.1.0	Focus on Bug Fixes	
Work Instructions	Oct 30, 2020	4.9.0.0	Focus on Item/Group Modification, Bug Fixes, and Security	
	July 14, 2020	4.8.2.0	Focus on Bug Fixes and Security	
	May 15, 2020	4.8.1.0	Focus on MS Interop and Document Editing	
	April 2, 2020	4.8.0.0	Focus on Roles, Para-Links, Import Documents, and Mandatory Fields, and Changeable Combo Boxes	
	December 9, 2019	4.7.0.0	Focus on search	
	October 8, 2019	4.6.1.0	Focus on improved item security	
	July 2, 2019	4.6.0.0	Focus better user experience	
	April 30, 2019	4.5.1.2	Focus on big fixes and better document viewing	
	April 11, 2019	4.5.1.0	Focus on document listing and viewing	
	March 12, 2019	4.5.0.0	Focus on bug fixes	
	February 13, 2019	4.4.3.0	Focus on saved reports, calculated fields, and end user experience	
	December 28, 2018	4.4.0.0	Focus on end user experience	
	December 5, 2018	4.3.1.0	Focus on bug fixes	
	November 28, 2018	4.3.0.0	Focus on direct links, performance enhancements, bix fixes and user experience	
	September 9, 2018	4.2.1.0	Focus on bug fixes	
	July 16, 2018	4.2.0.0	Focus on document reports, Improvement items, and Training module	
	April 12, 2018	4.1.0.0	Getting to know P3Web v4	
,	1.010	4.1.0.0	Obtaining to katow it of the tra	
Home				
Documentation				
Records				
Improvement				
Training				
Users				
Action Items				
m: 4.11.0.0	1			

Figure 5 - P3Web Release Notes

Logging in to P3Web

In many cases, it may be necessary to officially log into P3Web so that you can address Action Items, and add/edit documents, Records, Improvements or Training. You must

have a user account in Paradigm 3 to be able to log into P3Web. Click the "Login" button at the top right of the user interface to log in. P3Web is also compatible with "Windows Authentication" and SAML 2.0 SSO, allowing known users to be passed directly into Paradigm and authenticated as soon as they hit the URL.



Figure 6 - P3Web Login

Once the user has successfully logged in, they will be taken, by default to their Action Items view. The default module can be set in the configuration settings file for P3Web so that users can be taken to any desired module or even back to the Home page on successful login.

Once logged in, all available modules will be displayed on the lower-left panel. Users can click on any module button to change the current module.

Browsing P3Web

Items and Folders

Read-Only Users can browse P3Web by selecting a Direct Link from the left panel. Authenticated users can select a desired module to browse that specific module's folder structure. Clicking on any node of the folder structure tree will display the items contained in that node, while clicking "View" or double-clicking on an item will display the selected item.

Depending on your authentication state, you may see the same folder in a different way. For example, in the Documents module, read-only users will only see CURRENT items, while authenticated users will see all available items.

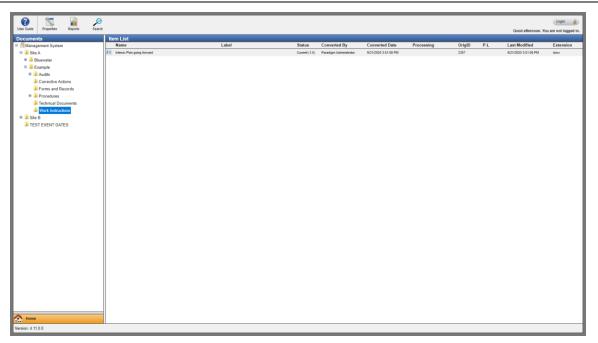


Figure 7 - Browsing as Read-Only

User Guide Properties Other User	 Search								Good afternoon, Para	Logout 👔
Documents	n List Name	Label	Status	Converted By	Converted Date	Processing	OrigID	P-L	Last Modified	Extension
System	Forcen Quote	Cabei	Draft (0)	Paradigm Administrator	8/25/2020 11:36:25 AM	Processing	2354	Pit	8/26/2020 11:36:25 AM	docx
- Maystern	Functionality Table for Paradigm 3 Users(with Read-Only)		Draft (0)	Paradigm Administrator	8/26/2020 11:36:57 AM		2355		11/17/2020 1:41:04 PM	docx
	Functionality Table for Paradigm 3 vs P3//leb		Review (0)	Paradigm Administrator	9/21/2020 4:23:05 PM		2356		9/21/2020 4:23:05 PM	docx
	Interax Plan going forward			Paradigm Administrator	9/21/2020 3:51:08 PM		2357		9/21/2020 3:51:08 PM	docx
None Docurrentation Records Records Image: State of the sta										

Figure 8 - Browsing as Authenticated User

Viewing Item/Folder Properties

Users can view the properties of any selected item or folder. Select the desired item/folder and click the "Properties" button to open the Properties dialog. The Properties dialog will display the item/folder's general properties, transaction history and, if applicable, roles and members.

General Roles E	vent Date History Training		
Name: Pa	radigm license and Support agre	ement	
Туре:	Document	ID/OrigID:	2535/2535
Date Created:	3/10/2021	Created By:	Paradigm Administrator
Last Modified:	5/28/2021	Modified By:	Paradigm Administrator
Notes:			

Figure 9 - Item/Folder Properties Dialog

P3Web Action Items

The Action Items view defaults to display all open Action Items for the currently logged in user.

No. the matrix constraints Recipient Actionation Relation Relation <th< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Gees another</th><th>on, Paradigm Administ</th></th<>										Gees another	on, Paradigm Administ
Concerne Action State Process-Action State Process-	on Items	Item List									
Participation Number Participa							,				Completed Date
Paradapa Alementative Paradapa Alementative											
Parages designation	Completed Action Items										
Paradapa.Alementative Maximum Alementatives											
Paradapa demonstrate Paradapa deformation Paradapa demonstrate Solar S											
Particip Administrative Wanner provision Administration - Physical Addition States Administration - Admininter - Admininter - Administration - Administration - Administra											
Psodge Adversariation											
Participal constraintie Participal con			When major version change occurs - P3Web v4.9.1.0 Release Notes	Documents			Paradigm Administrator			Normal	
Parturgs			Address Step : No. 4 - Corrective Action (Test Rem 1) (Rem ID : 2192)	Improvements		4/28/2021 11:33:25 AM	Paradigm Administrator	4/23/2021 11:33:25 AM	7922	Normal	
Paradapa. Advances Taceword - Springer Samples Paradapa Samples Paradapa Advances Tables Samples Advances Tables Samples Paradapa Advances Tables Paradapa Advances Tables Samples Paradapa Advances Tables P			Review before approval - Policy Advanced (with pictures)	Documents		4/30/2021 12:00:00 AM	Paradigm Administrator	4/23/2021 11:22:49 AM	7920	Normal	
Pindipul.Amenantary Pin		Paradigm Administrator	Final Approval Received - P3/Neb v4.1 Release Notes (Version : 10.0)	Documents	2551	4/30/2021 10:59:27 AM	Paradigm Administrator	4/23/2021 10:59:27 AM	7916	Normal	
Parages_konnexter Bissing definitions Bissing definits Bissing definits		Paradigm Administrator	Final Approval Received - Executive Summary Procedure (Version : 2.0)	Documents	2550	4/28/2021 2:20:26 PM	Paradigm Administrator	4/21/2021 2:20:26 PM	7909	Normal	
Manual Mathematical Material Service Access Since Access Sin		Paradigm Administrator		Documents	2547	4/27/2021 11:34:09 AM	Paradigm Administrator	4/20/2021 11:34:09 AM	7902	Normal	
Pandapalanisativity Pandapalanistivity Pandapalanistivity		Raradigm Administrator	When major version change occurs - Auditing the Electronic Patient Record Policy Statement	Documents	309	4/27/2021 11:19:35 AM	Paradigm Administrator	4/20/2021 11 19:35 AM	7899	Normal	
Producty Adversariation Producty Adversariation Producty Adversariation Other Representation Other Representation <tho< td=""><td></td><td>Readigm Administrator</td><td></td><td>Documents</td><td>261</td><td>4/27/2021 11:17:56 AM</td><td>Paradigm Administrator</td><td>4/20/2021 11:17:56 AM</td><td>7895</td><td>Normal</td><td></td></tho<>		Readigm Administrator		Documents	261	4/27/2021 11:17:56 AM	Paradigm Administrator	4/20/2021 11:17:56 AM	7895	Normal	
Pandaga-Administrative Registrationalizatinalizatinalinalizationalizationalizationalizationalizationalizat			Address Step : Additional Information (Chris Test 10)	Improvements	2226	4/23/2021 12:00:00 AM	Chris Reyno	4/16/2021 4 32:50 PM	7894	Normal	
Pandaga-Administrative Registrationalizatinalizatinalinalizationalizationalizationalizationalizationalizat		Paradigm Administrator	Address Step : Registration (Chris Test 10)	Improvements	2226	4/23/2021 12:00:00 AM	Chris Revno	4/16/2021 4 32 21 PM	7893	Normal	
Medige Test Sprongers/Animate/animate											
Bestges/Administrativ Address Step: In 2-Manuer, Holl (MMD D: 225) upprovement 2255 5/102/14 03/58/P Peadges/Administrativ Address Step: In 4-Addres Mark (MM Tell) (MM D: 225) upprovement 2256 4/102/14 03/58/P Peadges/Administrativ Address Step: In 4-Addres Mark (MM Tell) (MM D: 225) upprovement 2256 4/102/14 03/58/P Peadges/Administrativ Address Step: In 4-Addres Mark (MM Tell)											
Madeps/Administrativ Address Step:: In: 4. Address Step:: In: 1. Registration (Chini: Ted II) Paradops/Administrativ 443021 452.27 M. Paradops/Administrativ Paradops/Adminintexiv Paradops/Adminintexiv											
Pendign-Administratur Address Steg Exploration (Chris Ted 12) (bin 10, 2021) Improvement 2223 4471021 1 1 000 / 401 Pendign-Administratur 447021 5 4.52 MP 703 Namel Pendign-Administratur Address Steg (In 14, 10) (bin 10, 2021) Improvement 2224 447021 1 0 000 / 401 447021 5 4.52 MP 703 Namel Pendign-Administratur Address Steg (In 14, 10) (bin 10, 2021) Improvements 2224 445021 5 4.55 MP Pandign-Administratur 447021 5 4.52 MP 703 Namel Pendign-Administratur Address Steg (In 14, 10) (bin 10, 2021) Improvements 2224 45021 5 4.55 MP Pandign-Administratur 445021 4 32 MP 704 Namel Pendign-Administratur Address Steg (Inveligation)(Din Ted 12) Improvements 217 415021 3 50 24 PP 769 Namel manual Address Steg (Inveligation)(Din Ted 12) Improvements 217 415021 3 50 24 PP 769 Namel manual Address Steg (Invelogation)(Din Ted 12) Improvements 217 415021 3 50 24 PF 769 Namel manual Improvements 217											
Mathematical Address Step: In: 1, Hogdardum (Dais Net 07) (Bin 40 222) Importantial 2222 415/2011 435 65 MP Packgin/Advantantial Vision Packgin/Advantantial Address Step: In: 1, Hogdardum (Dais Net 09) Importantial 2223 415/2011 435 65 MP Packgin/Advantantial 415/2011 435 65 MP 78/2 Namel Packgin/Advantantial Address Step: In: 1, Hogdardum (Dais Net H) Importantial 2271 415/2011 435 65 MP Colin Ray 415/2011 435 65 MP Namel Namel											
Paradiger Administrator Address Steg: Investigation (Chins Thet Bit) Improvements 2211 47120211 23180 24 PM Chin Reyno 4742021 3318 24 PM Team Tea											
Paradiger Administrator Address Dage Investigation(Chen Text 12) Imperviewents 2217 41502213.052.4 FM Cheis Reyno 61402213.052.4 FM Title9 Instrument ma											
ne uumetafon											
umentation		Paradigm Administrator	Address Step: Investigation(Chris Test 92)	Improvements	221/	4/19/20/21 3:08:24 PM	Chits Reyno	4/14/2021 3:08:24 PM	7889	Normal	
	kome Documentation Records	Paradigm Administrator	Address Step : Registration (Ctris Test 06)	Improvements	2221	4/21/2021 12:00:00 AM	Paradigm Administrator	4/14/2021 4 31/22 PM	7871	Normal	
	aining										
Vine	iers										
	ALC: NOT A										

Figure 10 - Action Item Listing

Viewing an Action Item

Users can either double-click an item from the list view or highlight an item and click the "View" button on the P3Web Toolbar. They can also use the mouse right click and view option. The selected Action Item will open in a new pop-up window.

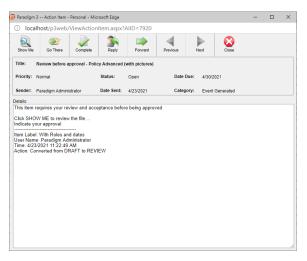


Figure 11 - Action Item

From this window, users can click "Show Me" (if applicable) to open the related item directly, without browsing or "Go There" (if applicable) to be taken directly to the related item folder location. Users can also complete the Action Item, reply to it, forward it to another user, or toggle back and forth between other Action Items

Completing an Action Item

When a user clicks the complete button, the "Complete Action Item" modal dialog will appear. If the Action Item requires selection of a result, they will be presented here in a drop-down field. A "Comments" field is also available for the user to add comments on the Action being requested.

Paradigm 3 Action Item	- Personal - Mic	rosoft Edge					-	\times
Iocalhost/p3web,	/ViewAction	Item.aspx	AIID=7920?					P
Show Me Go There	Complete	Reply	Forward	Previous	Next	Close		
Title: Review before a	approval - Polic	cy Advanced	I (with pictures)					
Priority: Normal		Status:	Open	Date D	Oue: 4/30/2	2021		
Sender: Paradigm Admi	Comments					×		
Details This item requires your r Cick SHOW ME to revie Indicate your approval Indicate your approval User Name. Paradigm A Time 4/32/302 HIM Roles e User Name. Paradigm A Action: Converted from D	Result: Comments:	Sele Satisfa	act Result tet Result tetay eptable		ОК	× // Cancel		

Figure 12 - Action Item: Select Result

Once the user completes the Action Item a confirmation message will appear, and the Action Item will be closed and removed from the "Open Action Items" view.

The Action Item can also detect whether password authentication is enabled for not. If the option is enabled, a password prompt will appear. Successful entry of the user's password will pass the user to the "Complete Action Item" dialog as usual.

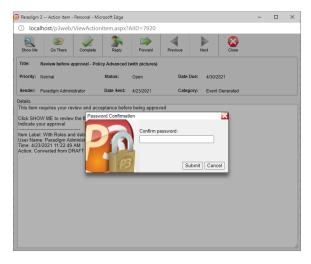


Figure 13 - Action Item Password Authentication

Other Users' Action Items

Administrators can view and manage the Action Items of other users. Click on the "Other User" button on the toolbar to be prompted on which user/entity Action Item lists you wish to view or manage.

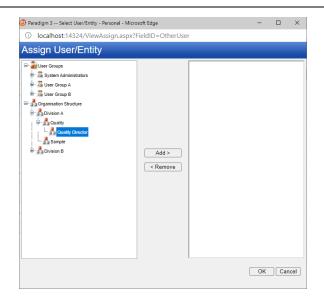


Figure 14 - Select User/Entity Dialog

Once you have selected a user/entity, click the "Add >" button to add them to the selected panel. Then click "OK" to view the user/entity Action Items.

		/ViewActionItemOtherUser.aspx					
	on items for user(s): is Reyno						
_	Recipient	ActionItem	Status	Related Module	Related ID	Due Date	Sent By
ŀ	Chris Reyno	Final Approval Received - Anonymous Policy Statement	Open	Documents	308	11/2/2020 7:33:51 PM	Paradigm Administ
ŀ	Chris Reyno	Address Step : No. 2 - Root Cause Investigation (Chris Test 07) (LABEL (?)) (Item ID : 157)	Complete	Improvements	157	9/16/2020 11:43:47 AM	Paradigm Administra
ŀ	Chris Reyno		Complete	Improvements	2174	9/2/2020 2:04:16 PM	Test User
ŀ	Chris Reyno	Address Step : No. 2 - QA Approval (CoA-00002173) (CoA-00002173) (Item ID : 2173)	Complete	Improvements	2173	9/2/2020 1:07:58 PM	Paradigm Administ
ł	Chris Reyno	Address Files : No. 2. OA Secretaria (Co.). 00000173; (Co.). 00000173;	Complete	Improvements	2172	9/2/2020 1:00:17 PM	Paradigm Administra
ŀ	Chris Reyno	Address Step : No. 2 - QA Approval (CoA-00002170)	Open	Improvements	2170	9/2/2020 12:55:05 PM	Paradigm Administra
ł	Chris Reyno	Address Step : No. 2 - QA Approval (CoA-00002170) (CoA-00002170) (Item ID : 2170)	Complete	Improvements	2170	9/2/2020 12:34:25 PM	Test User
ŀ	Chris Reyno	Test Project	Open	Improvements	1167	7/20/2020 2:57:18 PM	Paradigm Administra
ł	Chris Reyno	P3Web v4.1 Release Notes	Complete	Documents	264	7/20/2020 1:20:58 PM	Paradigm Administra
							÷.

Figure 15 - Other Users' Action Items

To view any Action Item details, simply double-click the item to open it or click the "Open" button at the bottom of the dialog.

		Personal - Mi	-						>		
Ioca	alhost:14324/\	ViewAction	Item.aspx?A	AIID=2561&Mo	oduleID=6&Pan	entPage=1					
Show Me	Go There	Reply	Forward	Close							
Title: Address Step : No. 2 - QA Approval (CoA-00002174) (CoA-00002174) (Item ID : 2174)											
Priority:	Normal		Status:	Complete	Completed:	8/28/2020					
Sender:	Test User		Date Sent:	8/28/2020	Category:	Manually Generated					
Details:											
Vur have been assigned to address the step : QA Approval Please access the item and address this step Item Name : CoA-00002174 Item ID : 2174											
Please ao Item Nam Item ID : :	ccess the item ar le : CoA-000021	nd address th 74		pproval							
Please ad Item Nam Item ID : : Item Labe	ccess the item ar le : CoA-000021 2174	nd address th 74 74	is step								
Please ad Item Nam Item ID : : Item Labe	ccess the item ar e : CoA-000021 2174 el : CoA-0000217	nd address th 74 74	is step								
Please ad Item Nam Item ID : : Item Labe	ccess the item ar e : CoA-000021 2174 el : CoA-0000217	nd address th 74 74	is step								
Please ad Item Nam Item ID : : Item Labe	ccess the item ar e : CoA-000021 2174 el : CoA-0000217	nd address th 74 74	is step								

Figure 16 - Other User's Action Item Details

P3Web Documents

The P3Web Documents module presents users with full read and limited edit capabilities. Permitted users can add new files from templates, edit existing files, change document statuses, and release new CURRENT versions.

Label Record Policy Statement	Status Current (3.0) Evidence (1.0)	Converted By Paradigm Administrator Paradigm Administrator	Converted Date 4/20/2021 11:19:30 AM	Processing	OrigID 309	P.L P-L	Last Modified 4/20/2021 11:19:30 AM	Extension
Record Policy Statement	Current (3.0)	Paradigm Administrator	4/20/2021 11:19:30 AM	Processing				
					309	P-L	4/20/2021 11:19:30 AM	
e	Evidence (1.0)							
•			7/13/2020 2:16:20 PM		2349	P-L	10/14/2020 3:34:24 PM	pdf
	Current (4.0)	Paradigm Administrator	5/6/2021 2:31:05 PM		2384	P-L	5/6/2021 2:31:05 PM	docx
,	Current (6.0)	Paradigm Administrator	2/12/2021 2:32:21 PM		1350	P-L	2/12/2021 2:32:21 PM	docx
uide	Current (11.0)	Paradigm Administrator	3/19/2021 11:30:05 AM		59	P-L	3/19/2021 11:30:05 AM	docx
POL-100-001-AD		-	4/23/2021 11:04:51 AM		91	P-L	4/23/2021 11:04:51 AM	docx
				Review (7.0)				docx
						P-L		docx
This is the label								docx
	Current (1.0)	Paradigm Administrator	1/11/2021 9:48:17 AM		2525		2/4/2021 8:10:19 AM	pptx
	0 PAL Hole and Gales A 4 The is the label	0) With Roles and dates Current (7.8) th 4 Current (2.8) This is the label Exidence (8)	With Roles and dates Current (7.9) Paradigm Administrator th 4 Current (2.0) Paradigm Administrator	0 With Roles and dates Current (7.8) Paradigm-Anomination 42022021 13 30 20 AM 6.4 Currel (2.8) Paradigm-Anomination 552221 33 02 AM This is the lated Eveloring (8) Paradigm-Anomination 6520212 23 02 20 AM	0 108 Roles and dates Count (7.6) Pandiges Administrator 4/302101 1386 244 Review (7.6) 0.4 Count (2.6) Pandiges Administrator 5/5021 356 30 Ref Execution (7.6) 1 This is the ideal Counter (2.6) Pandiges Administrator 5/5021 356 30 Ref	0 108 Roles and dates Current (7 d): Paradigm-Administrature 45/2023 113 02 MAI Reviews (7 d): 24 0 4 Current (7 d): Paradigm-Administrature 55/2021 32 02 MAI 2385 1 Tim is the statel Current (7 d): Current (7 d): 259	0 VBB Roles and dates Current (7 B) Paradigue-Administrativ 4:000201 13:03 20:04 Review (7 B) 26 P.L. 0.4 Current (2 B) Paradigue-Administrativ 5:502121 33:03 XPAI 2205 P.L. This is the label Existence (9) Paradigue-Administrativ 5:502121 33:04 XPAI 2205 P.L.	0 108 Role and dates Current (7 (b) Paradigue Administrature 45/02203 138 00 AMI Review (7 (b) 25 PL 105/02203 138 00 AMI 0 4 Current (2 (b) Paradigue Administrature 5/02203 138 00 AMI 2365 PL 5/02/03 350 AMI 1 This is the statel Current (2 (b) Current (2 (b) 5/02/03 22 00 FMI 2309 S/02/02/03 120 00 FMI

Figure 17 - Documents Module View

Functions for users are made available if the user is permitted whenever they interact with a module, folder, or item in the system. At that time, security is calculated and the applicable toolbar buttons are displayed to the user. Otherwise, the buttons are hidden from view to simplify the interface.

Viewing Documents

To view a document, simply browse to the document location and either double-click the file in the list view or highlight the item and click the "View" button on the toolbar. The document will open in the "Document Viewer" window.

😕 Paradigm 2	Document -	Personal - Micro	soft Edge																	-		×
 local 	host/p3web	ViewDocum			=91&IsitemID=Fa	lse&ItemSta	tus=9															
7	00	*	8	Name:	P3Web v4.1 Release POL-100-001-AD	Notes										Relea	ised: 4/23/2	2021 Para	ıdigm Admi	inistrator		
Properties	Para-Link®	Related Al	Close	Label:	POL-100-001-AD											Versio	on: 11.0 (CURREN	IT)			
1 of 1	Q								_	+ 🤉	EB Page	A [№] Re	ad aloud	∀ Dra	w ~	₩ Higt	hlight ~	0	Erase	0	8	* 1
							For editing this is a t	est.														
							This is another test.															
							INTERNAL PARA-LINK															
							Add a paragraph															
							Add another paragrap	h														

Figure 18 - Viewing a Document

From this window, users can read the document, examine its properties, view/access the list of Para-Links, save local (uncontrolled), print (uncontrolled), or see the related Action Items listing. It is strongly recommended that all documents in the system be published in PDF format to maintain maximum security and compliance. Once published in PDF, the PDF plugin in most standard browsers allows for document printing. Files published to Native formats will automatically download from the "Document Viewer" window for viewing outside of P3Web.

Document Related Action Items

Users can view a list of related Action Items for any document that can be filtered by version.

🦻 Paradigm 3 Related	Action Items	- Personal - Microsoft Edge	- 🗆	×
localhost/p3v	veb/ViewR	elatedActionItem.aspx?OrigID=91&ModuleID=3		
View Close				
Action Items related to	item: P3W	/eb v4.1 Release Notes		
Ve	ersion: All V	ersions 🗸		
Recipient	Status	Action Item	Module	D
Test User	Open	When major version change occurs - P3Web v4.1 Release Notes	Documents	4/
Chris Reyno	Complete	When major version change occurs - P3Web v4.1 Release Notes	Documents	4/
Paradigm Administrator	Complete	When major version change occurs - P3Web v4.1 Release Notes	Documents	4/
Paradigm Administrator	Open	Final Approval Received - P3Web v4.1 Release Notes (Version : 10.0)	Documents	4/
Paradigm Administrator	Complete	Review before approval - P3Web v4.1 Release Notes (Version : 10.0)	Documents	4/
Paradigm Administrator	Complete	Review before approval - P3Web v4.1 Release Notes	Documents	4/
Paradigm Administrator	Complete	When major version change occurs - P3Web v4.1 Release Notes	Documents	3/
Paradigm Administrator	Complete	Final Approval Received - P3Web v4.1 Release Notes	Documents	3/
Paradigm Administrator	Complete	Review before approval - P3Web v4.1 Release Notes	Documents	3/
Chris Reyno	Open	Review before approval - P3Web v4.1 Release Notes	Documents	3/
Test User	Open	Review before approval - P3Web v4.1 Release Notes	Documents	3/
Paradigm Administrator	Complete	Review before approval - P3Web v4.1 Release Notes	Documents	3/
Chris Reyno	Open	Final Approval Received - P3Web v4.1 Release Notes	Documents	2/
				•

Figure 19 - Related Action Items

Create Related Action Item

User can also create a new action item for a document and send it to other users or groups. They can right click on the selected document and choose the option Create Related Action Item.

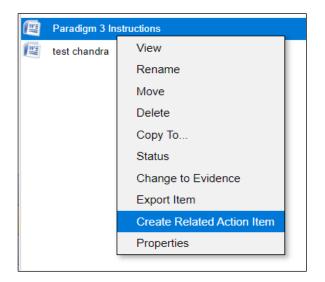


Figure 20 – Create Related Action Items

Status Control

Limited status control options are available to permitted users within P3Web. If a user is permitted to edit a document, the "Status" and "Edit" buttons are available in the P3Web toolbar. This feature is "context sensitive". This means that depending on the version selected, the "Status" button provides different options.

For example, clicking "Status" on a CURRENT document will display a different listing of options than that of a document that is UNDER REVIEW or DRAFT. When converting to CURRENT, an additional "Status Control" page is included that allows the user to update version information and enter any details for the History.

😰 Paradigm 3 Change Item Status - Persona — 🛛 🛛 🗙
(i) localhost/p3web/ViewStatus.aspx?ModuleID=
Change Item Status
Selected Version: DRAFT (0)
Convert to REVIEW from DRAFT
○ Convert to CURRENT from DRAFT
O Convert to READY from DRAFT
O Convert to PENDING from DRAFT
Submit Cancel

Figure 21 – Item Status Control View

Re-Training Required Option

The Re-training Required option is available while converting to CURRENT. If an authorizer decides that a user needs to re-train to the new version of the document P3Web then he/she will Check the option. This will re-open the associated training records and link the new open record to the Current version.

😰 Paradigm 3	Status Control - Google (Chro — 🗆 🗙
 localhost:1 	4324/ViewStatusCont	rol.aspx?ItemID=95⩔
new tr rec	test	
Current Version: New Version: Effective Date:	2.0 3.0 07/22/2022	Revision Method Auto Update Manual Update Do Not Update
Details for Histor	У	Revision Type Major (+1) Medium (+0.1) Minor (+0.0.1)
		Re-Training Required OK Close

Figure 22 - Item Status Control View with Re-Training Option

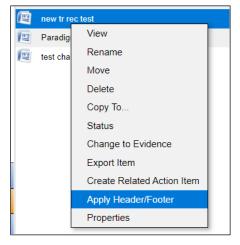
Apply Header Footer Templates

P3Web offers a System Header and Footer sub-folder where the standard header and footers are set up. The user can set up header and footer styles to suit the different types of documentation they require. Policies, procedures, or forms may need slightly different header and footer information and layout.

Once designed, convert the style to Current and then these header footer templates can be added to the preferred document, folder, sub-folder by using right click option then select Apply Header/Footer.

NOTE: Only DOCX extension documents are supported for Header Footer templates.

This feature does not support for excel and doc type of documents.



🤒 Paradigm 3 Apply Header/Footer - Goog	le Chrome	_		\times
Iocalhost:14324/ViewDocumentAdd	HeaderFooter.aspx?	moduleid ?	=3&ori	gi
Apply Header/Footer				
Select a Header/Footer to apply				
Basic A4 Portrait				~
Name				
new tr rec test				
All Version				
Current Version	Ready Version	🗆 Draft V	ersion	
Collaborate Version	Review Version	Pendin	g Versi	ion
Obsolete Version/Completed Item				
Notes for History				
Apply to Sub-Folder and Items				
		Apply	Clo	se

Figure 23 – Apply Header Footer Option

Export Item

Users can export document in its native format (.doc or .docx). Document will be exported to the default download location.

When exporting you can then also decide on what versions of the item you require.

ß	localhost:1	4324/ViewExportDocume	nt.aspx — 🗌	\times
()	localho	st:14324/ViewExportD	ocument.aspx?Modul	eID=
		Status	Version	
Γ	\bigcirc	Current	2.0	
	\bigcirc	Draft	1.0	
	\bigcirc	Obsolete	2.0	
	\bigcirc	Obsolete	1.0	
•				►
			Submit	Close

Figure 24 – Export Document

Convert Item to/from Evidence

Permitted users can now convert items to Evidence or revert Evidence to an item. Right click any item and select the appropriate option to convert. A confirmation pop-up will appear allowing the user to confirm their choice:

🨰 Paradig	m 3 Change to	Evidence - Pers	onal - Microsoft E	dge	-		\times	
() loca	Ihost:14324/Vi	ewChangeEvi	dence.aspx?Mo	dulel	D=380	DrigID=	49	
Do you want to proceed?								
		Yes	No					

Figure 25 - Convert to/from Evidence Confirmation

Document Check-Out

DRAFT documents in P3Web can be edited offline by checking the file out to your local PC or a pre-determined "working" folder on the server so that it can be edited. To trigger this function, click the "Check-Out" button on the P3Web Toolbar. P3Web will automatically download/copy the file for editing and alert the user when successful. From there, the user can browse to and edit the file externally.

Document Check-In

If a file is already checked out, the "Check-In" button will open the "Check-In" dialog. If the current user is the one who checked out the file, they will be given the opportunity to check it back in or cancel the current check-out. If another user has the file checked out, the dialog will display the name of that user for ease of communication. Administrators can always cancel a checkout if required.

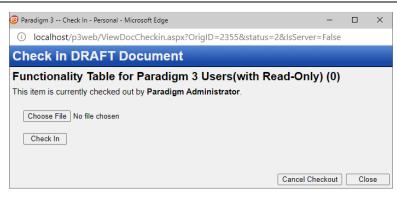


Figure 26 - Document Check-In Dialog

Clicking "Check In" will allow the user to browse for their local file (if applicable) and upload/copy the checked-out file back to the server.

Add New Items to Documents

P3Web allows permitted users to add new documents/folders to P3Web. To add a new item, select a folder and click the "Add" button on the P3Web toolbar. Only permitted options for the current user will appear in the menu:

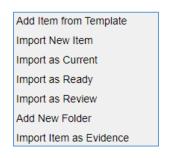


Figure 27 - Documents: Add Item Option List

Adding Item from Template:

If "Add Item from Template" is selected, P3Web will open the "Add from Template" dialog:

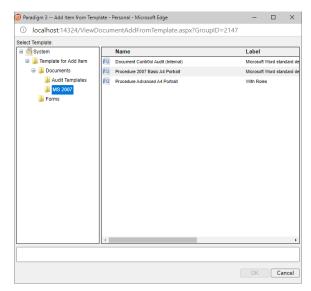


Figure 20 - Select Template for "Add"

From here, the user can browse to any CURRENT template. Once a template is selected, the template name will appear in the text field at the bottom of the dialog. Then the user can click "OK" to commit. Once committed, the user will be asked to specify a File Name and Label. If the parent folder is set to use naming or labeling formulae, the name/label will be automatically set, and the user will not be permitted to change them:

Paradigm 3 Add Item from Ten	plate - Personal - Microsoft Edge	-		\times		
localhost:14324/Viewl	OccumentAddFromTemplate.aspx?GroupID=21	47				
Select Template:						
🖃 <u> </u> System	Name	Label				
Template for Add Item	Document Contr0ol Audit (Internal)	Microsoft	Microsoft Word standa			
Documents	Procedure 2007 Basic A4 Portrait		Microsoft Word standa			
Audit Please Ente	the New Item Name & Label	ith Role	ith Roles			
		_				
Forms Name:						
Label:						
	OKCa	incel				
				_		
Document Contr0ol A	udit (Internal)					
		ОК	Can	col		
		UK	Can	cel		

Figure 21 - Add from Template: Name and Label

Once the Name/Label are established, the file will be created as a copy from the specified template in DRAFT mode and will be available for editing.

Importing an External File:

If any of the "Import Item..." options are selected (DRAFT, CURRENT, READY, REVIEW, EVIDENCE), P3Web will open the "Import Item" window, with a reference to the selected import option:

Paradigm 3 Add New Document - Personal - Microsoft Edge	-) ×
O localhost/p3web/ViewDocumentAdd.aspx?&GroupID=109&Status=2			
Import New File(s) as DRAFT			
Choose Files No file chosen			
	Oł	<) [Cancel

Figure 22 - Import Item Dialog

Users can import one or more items by clicking the "Select" file button to browse. Files that are valid and encounter no errors will be tallied next to the "Choose Files" button when accepted:

Paradigm 3 Add New Document - Personal - Microsoft Edge	-		\times
Iocalhost/p3web/ViewDocumentAdd.aspx?&GroupID=109&Status=2			
Import New File(s) as DRAFT			
Choose Files 2 files			
	ОК	Ca	ncel

Figure 23 - Import Item: Multiple Item Counter

When the user clicks "OK", the files are uploaded to the server and imported into Paradigm as the specified status. Imported files will automatically inherit publish, event date and role settings from the selected parent folder.

Paradigm 3 Add New Document - Personal - Microsoft Edge	-		×
localhost/p3web/ViewDocumentAdd.aspx?GroupID=109&Status=	2		
Import New File(s) as DRAFT			
Cł 2 Documents successfully imported			
	ОК	Ca	ancel

Figure 24 - Import Item: Confirmation

Adding a new Folder

If "Add New Folder" is selected, P3Web will open the "Add Folder" dialog, allowing the user to specify a folder name. The name field is mandatory and must contain a value to proceed.

Paradigm 3 Add New Folder - Personal - Microsoft Edge	-		\times
localhost:14324/NewGroup.aspx?&ModuleI	D=3&Pa	rentGr	ю
Add New Folder			
Folder Name: New Folder			
	OK	Ca	ancel

Figure 25 - Add Folder Dialog

Once the folder is added, it automatically selects that folder and inherits all folder settings from the parent folder.

P3Web Records

The P3Web Records module allows permitted users to browse, add, and edit records using the browser.

er Guide Add New Properties Other Use	r Admin Search							Good	afternoon, Paradigm Admini
ecords	Item List								
Business Records	Name	Label	Status	Initiator	Created	OrigID	P-L	Converted By	Version Date
🔰 Assets	E plant		Complete (3)	Paradigm Administrator	3/11/2021 6:09:06 PM	101		Paradigm Administrator	3/11/2021 6:09:33 PM
Demical Register	Plant & Equipment example	35-D	Complete (3)	Paradigm Administrator	8/30/2018 3:31:57 PM	17	P-L	Paradigm Administrator	8/30/2018 3:34:23 PM
Confined Space	Test Record March 9		Open (2)	Paradigm Administrator	5/6/2021 2:40:41 PM	59		Paradigm Administrator	5/6/2021 2:40:41 PM
Continuous Improvement	Vernier Calper 01	53-D	Complete (8)	Paradigm Administrator	5/13/2021 10:57:56 AM	36	P-L	Paradigm Administrator	5/13/2021 10:59:02 AM
Customer Satisfaction									
Dustomers 2									
Electrical Lifting Oxygen Fire Extingisher									
lenvironmental Impact									
🔑 Hazard									
Hazardous Substances									
International Standards									
Leads and Contacts									
📕 Legal									
Licence Certificate Subscriptions									
ANSDS									
Off Site Hard Copy Records									
Personnel .									
Plant and Equipment									
New Folder									
Project Record									
Quality System Records									
Running Temperature Chart									
👃 Software									
👃 Suppliers									
🗦 Training Details									
👃 Transport									
Update Policy Requests									
z - Certificate of Analysis									
Home									
Documentation									
Records									
Improvement									
Training									
Users									
Action Items									

Figure 26 - Records Module View

Viewing a Record

Double-clicking, right-clicking and selecting "View", or highlighting a record and clicking the "View" button in the toolbar will open the record in Read-Only mode:

-	£75	-	0		10		&ObjTypeID=108				
	1	No.		*	Ø	S					
	Edit	Properties		Related AI	Attachments	Close					
lame:	Blood Tes	ter						ID/OrigID:	70/70	Status:	(1) Ope
abel:	Calibrated	Equipment						Created Date:	10/2/2015		
		000									
_											_
Gen	eral Informat	ion									¥
Full Descrip	tion										
Model			Se	rial Number			Asset Number				
Manufacture							Purchase Date				
Manufacture	Ir		_				10/2/2015				
Location							Life Expectance				
			_				5 years		Ŧ		
Specificatio	n										
Capability			11								
Capability											

Figure 27 - Record in Read Mode

Users can select the various style pages in the same manner as in the Paradigm 3 client. Click the tab. This view also offers the ability to see record properties, Para-Links, Related Action Items, and Attachments.

Editing a Record

Permitted users can also put the record into Edit mode by clicking the "Edit" button on the record toolbar. In Edit mode, the record fields become editable.

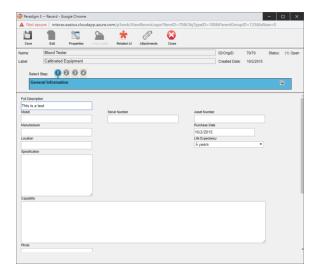


Figure 28 - Record in Edit Mode

Clicking "Save" will save your changes and switch the record back to Read Only mode.

Adding Items to Records

Permitted users can add new records to the system by clicking the "Add" button on the P3Web Toolbar and selecting the appropriate option:

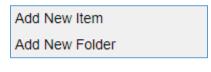


Figure 29 - Records: "Add New" List

Adding Items

If "Add New Item" is selected, P3Web will open the "Add New Item" dialog. The user can specify a name/label for the record and also any applicable sub-folder of the parent folder in which to add the record. If Name/Label formulae are enabled in the parent folder, the Name/Label fields will display their respective formula and lock the field from being edited.

🨰 Paradi	gm 3 Add New Record - Google Chro 📃 🗆 🗙
🛦 Not	secure interax.eastus.cloudapp.azure.com/p3web/
Name:	New Record
Label:	
Folder:	Raise to Selected Folder
	Raise to Selected Folder Met Lab
	Test lab
	OK Cancel

Figure 30 - Records: Add Item Dialog

The "Name" field is mandatory, but the label is optional. You can also select a subfolder to raise the item. Once the user clicks "OK", the record is created and automatically opened in edit mode for the user to begin entering data.

Records can also be edited and saved via the Action Item "Show Me" button.

Adding a new Folder to Records

If "Add New Folder" is selected, P3Web will open the "Add Folder" dialog, allowing the user to specify a folder name. The name field is mandatory and must contain a value to proceed.

Paradigm 3 Add New Folder - Personal - Microsoft Edge	-		\times
(i) localhost:14324/NewGroup.aspx?&ModuleID	=3&Pa	rentGr	ю
Add New Folder			
Folder Name: New Folder			
	OK	Ca	incel

Figure 31 - Records: Add Folder Dialog

Once the folder is added, it automatically selects that folder and inherits all folder settings from the parent folder.

Attachments

Viewing Attachments

P3Web currently allows users to view existing attachments in the Records module. To view a record's attachments, click the "Attachments" button in the toolbar of the record.

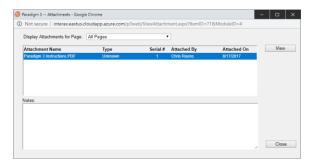


Figure 32 - Records: Attachments Dialog in Read View

Adding/Modifying Attachments

P3Web allows editor users to add new attachments or even modify existing attachments. To enable this feature, the record must be in "Edit" mode when you click the "Attachments" button in the record toolbar:

Paradigm 3 Attachments - Personal - Microsoft Edge	-		×
localhost:14324/ViewAttachment.aspx?ItemID=43&ModuleID=4&ObjID=62&IsEdit=1			
Display Attachments for Page: Registration			
	- 0	Add	
	C	Delete	
		View	
Notes:	(Update	
	<i>i</i> [Close	

Figure 33 - Records: Attachment Dialog in Edit View

Click the "Add" button to add a new attachment. Make sure to select the desired page, to which you wish to attach the item.

Paradigm 3 Attachm	ents - Personal - Microsoft Edge	-		×
Iocalhost:1432	4/ViewAttachment.aspx?ItemID=43&ModuleID=4&ObjID=62&IsEdit=1			
Display Attachment	s for Page: Registration			
		- [Add	
	Upload New Attachment		Delete	
			View	
	Drop files here			
Notes:	Select File Please select file(s) to upload.			
		- [Update	-
	Upload Cancel			
		//	Close	

Figure 34 - Records: Adding an Attachment

A dialog will appear that allows you to either browse for a file by clicking the "Select File" button or drag a file into the dialog itself. Once the file is added to the queue, click "Upload" to send the file to the system.

You can also select any attachment that is there and update the notes for that attachment. Click the "Update" button when you have finished.

P3Web Improvements

The P3Web Improvements module offers all the same functionality as the client tool.

User Guide Add New Properties Other Use	r Admin Search							Good	Logout 👔
Improvements Business Improvements	Item List Name	Label	Status	Initiator	Created	OrigID	P.L	Converted By	Version Date
Audit Non Conformance	Chris Test		Open (1)	Paradigm Administrator	1/7/2021 12:49:09 PM	2183		Paradigm Administrator	1/7/2021 12:49:09 PM
Business Audit Example 2	Chris test 2		Open (1)	Paradigm Administrator	1/7/2021 12:51:46 PM	2184		Paradigm Administrator	1/7/2021 12:51:46 PM
Business Risk Assessment (Combo)	Chris Test 21		Open (1)	Paradigm Administrator	5/13/2021 11:00:49 AM	2228		Paradigm Administrator	5/13/2021 11:00:49 AM
Business Unit Management	Incident report - Laboratory Example		Open (1)	Paradigm Administrator	8/11/2009 4:16:50 PM	28	P-L	Paradigm Setup	8/11/2009 4:16:50 PM
Change Request	Incident Report Aug 22 2018		Open (1)	Paradigm Administrator	8/22/2018 3:41:04 PM	121		Paradigm Administrator	8/22/2018 3:41:04 PM
	test		Open (1)	Paradigm Administrator	8/22/2018 3:44:34 PM	122		Paradigm Administrator	3/9/2021 2:42:03 PM
	Jest		Open (2)	Paradigm Administrator	3/9/2021 2:43:53 PM	1165		Paradigm Administrator	3/9/2021 2:43:53 PM
	test - Copy		Open (1)	Paradigm Administrator	39/2021 2:42:17 PM	2191		Paradigm Administrator	3/9/2021 2:42:17 PM
Incident report - Lab	Test 01		Open (1)	Paradigm Administrator	2/11/2021 2:49:42 PM	2189		Paradigm Administrator	2/11/2021 2:49:42 PM
Incidents and Accidents	Test Feb 26		Open (2)	Paradigm Administrator	3/9/2021 2:43:34 PM	128		Paradigm Administrator	3/9/2021 2:43:34 PM
Incidents and Accidents	Test Feb 26		Open (2) Open (2)	Paradigm Administrator Paradigm Administrator	3/9/2021 2:43:34 PM 3/9/2021 2:43:16 PM	128	P-L	Paradigm Administrator Paradigm Administrator	3/9/2021 2:43:34 PM 3/9/2021 2:43:16 PM
	Test item 1						PL.		
🛎 🌽 Lean Six Sigma			Open (1)	Paradigm Administrator	1/22/2020 10:34:30 AM	141		Paradigm Administrator	1/22/2020 10:34:30 AM
Non Conforming Product Non Conforming Service	Test March 9 Test Oct 23		Open (1) Complete (1.0)	Paradigm Administrator Paradigm Administrator	3/9/2021 3:19:09 PM 10/23/2018 11:57:49 AM	2195	P-L	Paradigm Administrator Paradigm Administrator	3/9/2021 3 19:09 PM 3/25/2021 2 56:41 PM
Compared Transformer Compared Transformer									
Home Documentation Records Improvement Training Users Action items									
<u>.</u>									

Figure 35 - Improvements View

Viewing an Improvement

Double-clicking, right-clicking and selecting "View", or highlighting it and clicking the "View" button in the toolbar will open an Improvement record in Read-Only mode:

		100	On.	-	10	8					
Save	1.44	Properties	Paralist	Related Al	Attachments	Close					
			Para-Links	Reased Al	Anachments	Caose					
ame:	Incomplete V	ial						ID/OrigID	36/36	Created Date:	7/21/201
ibel:	Blood Test							Status:	Open (1)		
esponsible:	Gary Halford							1 H M	Expe	cted Completion Dat	Ne: 8/15/2010
Select S		990									8
Vial is n			Date of i	incident			Time of Incident				
Vial is n Juit Where Inc			Date of 1				Time of Incident				
Vial is n Unit Where Inc Micro Type of Incider	ot full			010							
Vial is n Juit Where Inc Micro Type of Incider	ot full		7/21/2	010			1-55				
Vial is n Init Where Inc Micro Type of Incider Major Drder Issues:	ot full		7/21/2 Unit/Dep	010 sartment: Collection Issues			1-55 Ext: Delivery Issues:				
Vial is n Init Where Inc Micro Type of Incider Major Drder Issues:	ot full		7/21/2 Unit/Dep	010 sartment:		Ţ	1-55 Ext:				
Vial is n Unit Where Inc Micro Type of Incider Major Order Issues: N/A Speciment Pro	ot full ident Occurred:		7/21/2 Unit/Dep Sample Sample Results	010 sartment: Collection Issues		Ţ	1-55 Ext: Delivery Issues:			Y	
Vial is n Unit Where Inc Micro Type of Incider Major Order Issues: N/A Speciment Pro	ot full ident Occurred:		7/21/2 Unit/Dep Sample	010 sartment Collection Issues le not full		¥	1-55 Ext: Delivery Issues:			•	
Vial is n Jult Where Inc Micro Type of Incider Major Profer Issues: N/A Speciment Pro N/A	ot full ident Occurred: it:		7/21/2 Unit/Dep Sample Samp Results	010 sartment Collection Issues le not full		Ŧ	1-55 Ext: Delivery Issues:	ant		Y	
Vial is n Unt Where Inc Micro Type of Incider Major Crister Issues: N/A Speciment Pro N/A Patient Compla	ot full ident Occurred: it:		7/21/2 Unit/Dep Sample (Sample (Results (010 partment Collection Issues le not full and Interpretation		T	1-55 Ext: Delivery issues: N/A	srt		•	
Vial is n Unit Where Inc Micro Type of Incider Major Order Issues: N/A Speciment Pro N/A Patient Compli No Has Physician	ot full ident Occurred nt.		7/21/2 UnitDep Sample Sample Results Physicia No If Yes, Pl	010 partment Collection Issues le not full and Interpretation			1-55 Ext: Delivery issues: N/A	ant			
Vial is n Vial is n Micro Type of Incider Major Order Issues: NI/A Speciment Pro NI/A Patient Compli No No	ot full ident Occurred nt.		7/21/2 UnitDep Sample Sample Results Physicia	010 sartment: Collection Issues lie not full and Interpretation n Complaint:			1-55 Ext: Delivery issues: N/A	ant			
Vial is n Unit Where Inc Micro Type of Incider Major Order Issues: N/A Speciment Pro N/A Patient Compli No Has Physician	or full ident Occurred nt cessing aint Been Notified		7/21/2 Unit/Dep Sample Sample Results Physicia No If Yes, P	010 sartment: Collection Issues lie not full and Interpretation n Complaint:			1-55 Ext: Delivery issues: N/A	ant			

Figure 36 - Improvements: Item in Read Mode

Users can select the various style pages in the same manner as in the Paradigm 3 client. Click the tab. This view also offers the ability to see improvement properties, Para-Links, Related Action Items, and Attachments.

Improvement Properties

Improvement properties view provides access to the basic details of the record, Roles and members for the selected Improvement, the transaction history and a list of related Training records (if applicable).

Editing an Improvement

Permitted and Responsible users can also put the record into Edit mode by clicking the "Edit" button on the record toolbar. In Edit mode, the record fields become editable.

		-	00	-	10						
		15			Ø	W					
Save	Edit	Properties	Para-Link®	Related AI	Attachments	Close					
ame:	Leaking sam	ple						ID/OrigID	30/30	Created Date:	7/20/201
abel:	Blood Test							Status:	Open (1)		
esponsible;	Gary Halford	1						+ x	Expe	cted Completion Dat	e: 8/14/2010
Select Regis	Step: 0 C	380	0								8
Incident Desc											
	ting this in	provement	record!								
	ing this in	provement	record!								
	cident Occurred:	provement	Date of	Incident:			Time of Incident:				
Unit Where In Lab 24	cident Occurred:	provement	Date of 7/20/2	2010			5-45				
Unit Where In Lab 24 Type of Incide	cident Occurred:		Date of 7/20/2 Unit/Dep	2010 partment			5-45 Ext				
Unit Where In Lab 24 Type of Incide Major	cident Occurred:		Date of 7/20/2 Unit/Der	2010 partment: Lab			5-45 Ext: N/a				
Unit Where In Lab 24 Type of Incide Major Order Issues:	cident Occurred:	· 	Date of 7/20/2 Unit/Der POCT Sample	2010 partment	c		5-45 Ext: N/a Delivery Issues:				
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes	cident Occurred: int: t requested	· 	Date of 7/20/2 Unit/Dej POCT Sample V	2010 partment: Lab Collection Issues		•	5-45 Ext: N/a				
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr	cident Occurred: int: t requested	· · · · · · · · · · · · · · · · · · · ·	Date of 7/20/2 Unit/Dej ▼ POCT Sample ▼ N/A Results	2010 partment: Lab Collection Issues and Interpretation	ı:	Ţ	5-45 Ext: N/a Delivery Issues:				
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr N/A	cident Occurred: int: t requested occessing:	· · · · · · · · · · · · · · · · · · · ·	Date of 7/20/2 Unit/Dej V POCT Sample V N/A Results	2010 partment: Lab Collection Issues and Interpretation ts reflect wron	ı:	•	5-45 Ext: N/a Delivery Issues: N/A			· ·	
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr N/A Patient Comp	cident Occurred: int: t requested occessing:		Date of 7/20/2 Unit/Dej POCT Sample N/A Results Y Results	2010 partment: Lab Collection Issues and Interpretation	ı:		5-45 Ext: N/a Delivery Issues: N/A	ant			
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr N/A Patient Comp No	cident Occurred int t requested occessing: laint		Date of 7/20/2 Unit/De POCT Sample N/A Results Prysicic Y No	2010 partment: Lab Collection Issues and Interpretation ts reflect wrom an Complaint:	ı:	•	5-45 Ext: N/a Delivery Issues: N/A	ant			
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr N/A Patient Comp No Has Physiciar	cident Occurred: int: t requested occessing:		Date of 7/20/2 UnitDep 9 POCT Sample V N/A Results V Result V No If Yes, F	2010 partment: Lab Collection Issues and Interpretation ts reflect wron	ı:		5-45 Ext: N/a Delivery Issues: N/A	ant			
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr N/A Patient Comp No Has Physiciar No	cident Occurred int t requested occessing: laint: been Notified:		Date of 7/20/2 Unitible Y POCT Sample Y Result Physicic Y No If Yes, F Y	2010 partment Lab Collection Issues and Interpretation ts reflect wron an Complaint: Physician Name:	ı:		5-45 Ext: N/a Delivery Issues: N/A	ant			
Unit Where In Lab 24 Type of Incide Major Order Issues: Wrong tes Speciment Pr N/A Patient Comp No Has Physiciar No	cident Occurred int t requested occessing: laint		Date of 7.20/2 9.POCT Sample 7. N/A Results 7. Results 7. Results 7. Results 7. No 11 Yes, F.	2010 partment: Lab Collection Issues and Interpretation ts reflect wrom an Complaint:	ı:		5-45 Ext: N/a Delivery Issues: N/A	ant			

Figure 37 - Improvements: Item in Edit Mode

elect the step R	tep Responsible		
Name ✓ P3 Admin		Type User	Add
lue Date:	11/26/2018		
If Action Item	is overdue 0 🔹 days, s	send escalated Ac	tion Item to:

Figure 38 - Improvements: Assign Responsible

Finishing an Improvement Step

Clicking "Finish Step" will save the Improvement and forward it to the next responsible person. If a responsible person must be selected the user will be prompted to select from a list. Once all steps are completed, the Improvement record will be marked as "Complete".

Paradigm 3 Improvement Assignment - Google	Chrome —		×
Not secure interax.eastus.cloudapp.azur	e.com/p3web/View	wAssign	m
Assign Step Responsible			
Select the step Responsible			
Name	Type User	Ad	d
Due Date: 11/26/2018	s, send escalated Ac	tion Item	to:
		Rem	
	ОК	Car	ncel

Figure 39 - Improvements: Assign Responsible on Finish

Setting a Step as "Not Applicable"

Clicking the "Set Not Applicable" button will disable the step. Notifications and responsibility are also disabled when this is done, so make sure to use this feature with care. The step is also hidden from the record view. Only a system administrator can un-mark a step from Not Applicable status.

	N			-	(0)						
Save	Edit	Properties	Para-Link®	Related Al	Atlachments	Close					
ame:	New Imrpro	vement						ID/Origi0	: 141/141	Created Date:	11/16/201
abel:								Status:	Open (1.0	0)	
esponsible:	P3 Admin								Euro	cted Completion Dat	* 12/11/2018
Select S Regist	tration	000									8
cident Descri	provi (
Unit Where Inc	cident Occurred:		Date of	incident			Time of incident.				
Unit Where Inc	ident Occurred		Date of 11/16/				Time of incident				
			11/16/				Time of incident				
			11/16/ Unit/Dep	2018							
Type of Incider			11/16/ Unit/Dep	2018							
Type of Incider Order Issues:			11/16/ Unit/Dep Sample	2018 partment	c.	Ŧ	Ext:			-	
Type of Incider Order Issues: N/A	nt:		11/16/ Unit/Dep Sample N/A	2018 partment		v	Ext Delivery Issues:			Ŧ	
Type of Incider Order Issues: N/A Speciment Pro	nt:		11/16/ Unit/Dep Sample N/A Results	2018 partment Collection Issues		Ŧ	Ext Delivery Issues:			•	
Type of Incider Order Issues: N/A Speciment Pro N/A	nt: icessing:	,	11/16/ Unit/Deg Sample N/A Results	2018 partment Collection Issues		Ψ	Ext Delivery Issues:	skart		T	
Type of Incider Order Issues: N/A Speciment Pro N/A	nt: icessing:	,	11/15/ Unit/Des Sample N/A Results	2018 partment: Collection Issues and Interpretation		v v	Ext: Delivery Issues: N/A	slant		7	
Unit Where Inc Type of Incider Order Issues: N/A Speciment Pro N/A Patient Compli	nt: cessing: aint:		11/16/ Unit/beg Sample N/A Results Physicia	2018 partment: Collection Issues and Interpretation			Ext: Delivery Issues: N/A	slart			
Type of Incider Order Issues: N/A Speciment Pro N/A Patient Compla	nt: cessing: aint:		11/16/ UnitDep Sample N/A Results Physicia	2018 partment: Collection Issues and Interpretation in Complaint:			Ext: Delivery Issues: N/A	skart:			
Type of Incider Order Issues: N/A Speciment Pro N/A Patient Comple Has Physician	nt: cessing: aint: Been Notified:	,	11/16/ Unit/Des Sample N/A Results Physicia	2018 partment: Collection Issues and Interpretation on Complaint: Thysician Name:			Ext: Delivery Issues: N/A	slart			
Type of Incider Order Issues: N/A Speciment Pro N/A Patient Compla	nt: cessing: aint: Been Notified:	,	11/16/ Unit/Des Sample N/A Results Physicia	2018 partment: Collection Issues and Interpretation in Complaint:			Ext: Delivery Issues: N/A	slart			

Figure 40 - Improvement Record Hiding Step 2 (Not Applicable)

Adding Items to Improvements

Permitted users can add new records to the system by clicking the "Add" button on the P3Web Toolbar and selecting the appropriate option:

Add New Item Add New Folder

Figure 41 - Improvements: Add List

Adding Improvements

If "Add New Item" is selected, P3Web will open the "Add New Item" dialog. The user can specify a name/label for the record and also any applicable sub-folder of the parent folder in which to add the improvement. If Name/Label formulae are enabled in the parent folder, the Name/Label fields will display their respective formula and lock the field from being edited.

😰 Paradig	m 3 Add New Record - Google Chro	—		×
A Not s	secure interax.eastus.cloudapp.az	ure.com	/p3web	o/
Name:	New Record			
Label:				
Folder:	Raise to Selected Folder Raise to Selected Folder Met Lab Test lab			•
		OK	Cance	el

Figure 42 - Improvements: Add Item Dialog

The "Name" field is mandatory, but the label is optional. You can also select a subfolder to raise the item. Once the user clicks "OK", the improvement is created and automatically opened in edit mode for the user to begin entering data.

Improvements can also be edited and saved via the Action Item "Show Me" button.

Adding a new Folder to Improvements

If "Add New Folder" is selected, P3Web will open the "Add Folder" dialog, allowing the user to specify a folder name. The name field is mandatory and must contain a value to proceed.

🤒 Paradigm 3 Add New Folder - Personal - Microsoft Edge	-		×
(i) localhost:14324/NewGroup.aspx?&ModuleID	=3&Pa	rentGro	D
Add New Folder			
Folder Name: New Folder			
C	OK	Ca	ncel

Figure 43 - Improvements: Add Group Dialog

Once the folder is added, it automatically selects that folder and inherits all folder settings from the parent folder.

Attachments

Viewing Attachments

P3Web currently allows users to view existing attachments in the Improvements module. To view an Improvement record's attachments, click the "Attachments" button in the toolbar of the Improvement record.

Display Attachments for Page:	All Pages		•		
Attachment Name	Туре	Serial #	Attached By	Attached On	View
Paradigm 3 Instructions.PDF	Unknown	1	Chris Reyno	8/17/2017	
Notes:		-			
Notes:					
Notes:					

Figure 44 - Attachments in Read View

Adding/Modifying Attachments

P3Web allows editor users to add new attachments or even modify existing attachments. To enable this feature, the record must be in "Edit" mode when you click the "Attachments" button in the Improvement record toolbar:

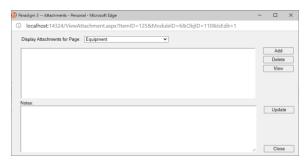


Figure 45 - Attachments in Edit View

Click the "Add" button to add a new attachment. Make sure to select the desired page, to which you wish to attach the item.

Paradigm 3 Attachr	nents - Personal - Microsoft Edge	-		×
localhost:143	24/ViewAttachment.aspx?ItemID=125&ModuleID=6&ObjID=110&IsEdit=1			
Display Attachmer	ts for Page: Equipment			
			Add	
	Upload New Attachment		Delete	
	[]		View	
	Drop files here			
	Select File Please select file(s) to upload.			
Notes:			Update	0
	Upload Cancel			
1		۶ L	Close	1

Figure 46 - Improvements: Adding an Attachment

A dialog will appear that allows you to either browse for a file by clicking the "Select File" button or drag a file into the dialog itself. Once the file is added to the queue, click "Upload" to send the file to the system.

You can also select any attachment that is there and update the notes for that attachment. Click the "Update" button when you have finished.

P3Web Training

P3Web currently offers access to the Paradigm 3 Training module. Permitted users can add/edit Training records and Trainees can complete competency assessments.

Infinity Infinity Label Status Initiator Created Opin P.A.L Converted By Version Date Indiang Saccode Marce Open (7) Paratip Adverside S102011 9522444 64 Paratip Adverside S102011 9522444 74 Paratip Adverside 7410221 9194744 7410221 9194744 7410221 9194744 7410221 9194744 7410221 9194744 7410221 9194744 7410221 9194744	😧 🍻 🛱 🕅 er Guide Ado New Rename Move		Search						Good	afternoon, Paradigm Administ
Jub Codes M St Yord, Chem Reyro Open (F) Paradge Adversabutor \$1/302(11 952:214M) 4 Paradge Adversabutor \$1/302(11 952:214M) M DOCI M St Yord, Chem Reyro Open (K) Paradge Adversabutor \$1/302(11 952:214M) 40 Paradge Adversabutor \$1/302(11 952:214M) M DOCI M St Yord, Chem Reyro Open (K) Paradge Adversabutor \$1/302(11 952:214M) 1005 Paradge Adversabutor \$1/302(11 952:214M) FLO.1 M St Yord, Chem Reyro Open (K) Paradge Adversabutor \$1/302(11 952:214M) 1005 Paradge Adversabutor \$1/302(11 952:214M) J Add Trainlog M Struct, Text Gase Open (K) Paradge Adversabutor \$1/302(11 952:214M) 47 Paradge Adversabutor \$1/302(11 952:214M) J Add Trainlog M Struct, Text Gase Open (K) Paradge Adversabutor \$1/302(11 952:214M) 47 Paradge Adversabutor \$1/302(11 952:214M) J Add Trainlog Struct Text Gase Open (K) Paradge Adversabutor \$1/302(11 952:214M) 47 Paradge Adversabutor \$1/302(11 952:214M) J Tabling Courses Struct Text Gase	aining Training Records	Item List	Label	Status	Initiator	Created	OrigID	P-L	Converted By	Version Date
Bit Conception M 50 Nucleonal User Open 16 Pandapa Adversature 51/2021 18 32/3 AU 105 Pandapa Adversature 51/2021 18 32/3 AU FLO-1 M 50 Nucleonal User M 50 Nucleonal User Strature										
FLO-1 M 50 Trotz, Pandya Administrator Open (f) Pandya Administrator 51 2021 II 52:23:44 65 Pandya Administrator 51 3020 II 52:23:44 Leb Training M 50 Trotz, Pandya Administrator Open (f) Pandya Administrator 51 2021 II 52:23:44 65 Pandya Administrator 51 3020 II 52:23:44 Leb Training Gene (f) Pandya Administrator 51 2020 II 52:23:44 64 Pandya Administrator 51 3020 II 52:23:44 Training Courses Eader Montengrage_On Remon Open (f) Pandya Administrator 51 2020 II 52:23:44 64 Pandya Administrator 51 2021 II 52:23:44 Training Courses Eader Montengrage_On Remon Open (f) Pandya Administrator 51 2020 II 193 22:44 64 Pandya Administrator 52 2024 42:33 FM Eader Montengrage_On Remon Complet (I) Pandya Administrator 52 2024 42:33 FM 44 Pandya Administrator 52 2024 42:33 FM					Paradigm Administrator	5/13/2021 10:52:29 AM			Paradigm Administrator	5/13/2021 10:52:29 AM
IL ADS model M 55 model, Section program, Crie Reprin Open (7) Pandips Adversitation 55/0201 15 32.23 /M 47 Pandips Adversitation 51/0201 15 32.27 /M 51/0201 15 32.27 /M				Open (7)	Paradigm Administrator	5/13/2021 10:52:28 AM	45		Paradigm Administrator	5/13/2021 10:52:28 AM
E Safety Inductors program, Nermal User Complete (1) Paradigm Administrator 3/20203 4 20 34 PM 44 Paradigm Administrator 3/20203 4 20 34 PM		MS Word_Test User		Open (7)	Paradigm Administrator	5/13/2821 10:52:28 AM	47		Paradigm Administrator	5/13/2021 10:52:28 AM
	Training Courses	Safety Induction program_Chris Reyno		Open (1)	Paradigm Administrator	9/11/2020 11:59:07 AM	1050		Paradigm Administrator	9/11/2020 11:59 07 AM
Stady relation program, Pandym Administrator Samyle E1 Complete (1) Pandym Administrator 71320023.23.46.PM 10x8 Pandym Administrator 550202.25.45.9 PM		Safety Induction program_Normal User		Complete (1)	Paradigm Administrator	3/2/2020 4:20:34 PM	44		Paradigm Administrator	3/2/2020 4:20:34 PM
			unga er	Compare ()		11320012334974	1049			50.4(1.5)0.97 M

Figure 47 - Training View

Viewing a Training Record

Double-clicking, right-clicking and selecting "View", or highlighting it and clicking the "View" button in the toolbar will open the Training record in Read-Only mode.

😕 Paradigr	m 3 Training - G	oogle Chrome							-	o x
③ Not set	ecure interax.	eastus.clouda	pp.azure.co	m/p3web/Vi	ewTraining.as	px?ltemID=216	&ObjTypeID	=0&ParentGroupID=1	31&IsNew=0	
	S	1	0	*	10	(II)	8			
Save	Edit	Properties	Para-Link®	Related Al	Attachments	Training Link	Close			
Name:	Assessment	Testing Chris	Reyno					ID/0rigID: 216/214	Created Date:	7/22/2016
Label:								Status: Open		
Trainee	Chris Reyno									
_	virement: 🕡 quirement: Just	wonderful								8
	n Description									
This is a Institution	test						dion Status			
Eastern	Hoalth						eptable	Ŧ		
Duration			Support	ing Documentatio	an	Resu				
week			A-101			Con	pleted			
Assessmen	t/Cnditions/Notes									
Testing	again.							A		
Finit	sh Requirement	Due Dat	e: 2017/05	5/31						

Figure 48 - Training Record in Read View

Training Properties

Training properties view provides access to the basic details of the record, Roles and members for the selected Training record, the transaction history and a list of related Training records (if applicable).

Editing a Training Record

Permitted and Responsible users can also put the Training record into Edit mode by clicking the "Edit" button on the record toolbar. In Edit mode, the record fields become editable.

Save	Edit	Properties	Para-Link®	Related Al	Atlachments	Training Link	Close			
lame: abel:	Assessmer	nt Testing_Chri	s Reyno					ID/OrigID: 216/214 Status: Open	Created Date:	7/22/201
rainee:	Chris Reyn	0						Status: Open		
	-									
elect Requ	uirement: 🚺									
Rec	quirement: Jus	st wonderful								*
	n Description									
	n Description test (I am editir	a shia dalah								
Institution	test (i am editi	ig this field)				les 10	ution Status			
Eastern	Hooth						ceptable			
Duration	riteaturi		Queened	ing Documentati	10	Resu				
week			A-101		Que i		npleted			
	t/Cnditions/Notes						inprocess			
Testing										

Figure 49 - Training Record in Edit View

Finishing a Requirement

Clicking "Finish Step" will save the Training record. Once all requirements are completed, the Training record will be marked as "Complete".

	ecure interax.	eastus.cloud	app.azure.co	m/p3web/Vi	ew Iraining.as	px?ItemID=216	&Obj fypelD	=08(ParentG	roupID=1	1318/JsNew=0	
		5	2	*	Ø		8				
Save	Edit	Properties	Para-Link®	Related Al	Attachments	Training Link	Close				
lame:	Assessment	Testing_Chri	s Reyno					ID/OrigID	216/214	Created Date:	7/22/201
abel:								Status:	Open		
rainee:	Chris Reyno										
	0										
_	irement: 😲										
Req	uirement: Just	wonderful									8
	Description										
This is a											
Institution						Institu	tion Status				
Eastern H	Health					Acc	eptable				
Duration				ing Documentation	on	Resu					
week			A-101			Con	pleted				
Assessment	©Cnditions/Notes		A-101			Con	pleted				
Assessment			A-101			Con	pleted				
Assessment			A-101			Con	pleted				
Assessment			A-101			Con	apleted				
Assessment			A-101			Con	pleted				
			A-101			Con	spleted				
Assessment			A-101			Con	spleted				
Assessment			A-101			Con	pleted			4	
Assessment			A-101			Con	pleted				
Assessment			A-101			Con	pleted				
Assessment			A-101			Con	pleted				
Assessment			A-101			Con	pleted		A		
Assessment			A-101			Con	npleted		A		
Assessment			A-101			Con	npleted		A		

Figure 50 - Training Record with Finished Requirement(s)

Adding Items to Training

Permitted users can add new Training records to the system by clicking the "Add" button on the P3Web Toolbar and selecting the appropriate option:

Add New Item	
Add New Folder	

Figure 51 - Training: Add List

Adding Training Records

If "Add New Item" is selected, P3Web will open the "Add New Item" dialog. The user can specify a name/label for the Training record and also any applicable sub-folder of the parent folder in which to add the improvement. If Name/Label formulae are enabled in the parent folder, the Name/Label fields will display their respective formula and lock the field from being edited. Users must select one or more "trainees" for the record from the "Users" field.

Paradigm 3 Add New Record - Google Chro											
③ Not secure interax.eastus.cloudapp.azure.com/p3web/											
Name:	Select Training Definition			۲							
Label:											
Folder:	Raise to Selected Folder			Ŧ							
Users:	Account, Normal Account, Tester Admin, P3 admin, ahs	214		•							

Figure 52 - Training Add Item Dialog

The "Name" field is mandatory, but the label is optional. You can also select a subfolder to raise the item. Once the user clicks "OK", the Training record(s) is/are created and automatically opened in edit mode for the user to begin entering data.

Training records can also be edited and saved via the Action Item "Show Me" button.

Adding a new Folder to Training

If "Add New Folder" is selected, P3Web will open the "Add Folder" dialog, allowing the user to specify a folder name. The name field is mandatory and must contain a value to proceed.

Paradigm 3 Add New Folder - Personal - Microsoft Edge						e	-		×	
i la	ocalh	nost:14324/NewGroup.aspx?&ModuleID=12&ParentGr								
Add N	lew l	Folder								
Folder Name: New Folder										
							ОК	Са	ncel	

Figure 53 - Training: Add Group Dialog

Once the folder is added, it automatically selects that folder and inherits all folder settings from the parent folder.

Viewing Attachments

P3Web currently allows users to view existing attachments in the Training module. To view a Training record's attachments, click the "Attachments" button in the toolbar of the Training record.

			·		
Attachment Name	Туре	Serial #	Attached By	Attached On	View
Paradigm 3 Instructions.PDF	Unknown	1	Chris Reyno	8/17/2017	
lotes:					

Figure 54 - Training: Attachments in Read View

Adding/Modifying Attachments

P3Web allows editor users to add new attachments or even modify existing attachments. To enable this feature, the record must be in "Edit" mode when you click the "Attachments" button in the Training record toolbar:

localhost:14324/ViewAt	tachment.aspx?ltemII	D=39&ModuleID	=12&ObjID=16	78dsEdit=1	
Display Attachments for Page:	Competency	~			
					Add
					Delete
					View
Notes:					Updat

Figure 55 - Training: Attachments in Edit View

Click the "Add" button to add a new attachment. Make sure to select the desired page, to which you wish to attach the item.

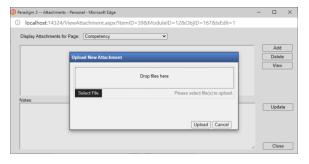


Figure 56 - Training: Add Attachment

A dialog will appear that allows you to either browse for a file by clicking the "Select File" button or drag a file into the dialog itself. Once the file is added to the queue, click "Upload" to send the file to the system.

You can also select any attachment that is there, and update the notes for that attachment. Click the "Update" button when you have finished.

P3Web Users Module

P3Web offers Administrators access to the Paradigm 3 Users module. Administrators can add/edit users and folders within the Users module structure.

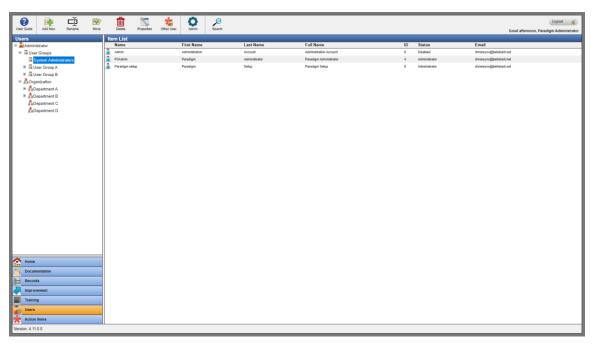


Figure 57 - P3Web Users Module

Viewing/Editing a User Record

Administrators can view a user record by double-clicking, highlighting and selecting "View" from the toolbar, or right-clicking and selecting "View" or "Properties". The properties of the user can be changed and updated by clicking the "OK" button to commit. Membership, license, module permissions, user and email options, and Other User lists for Action Items can all be accessed and modified. Training records for a user can also be accessed.

Seneral Membership	Options Training Other Users Act	on Item	
Login Name:	P3Admin		
First Name:	Paradigm	Last Name: Administrator	
Password:			
Confirm Password:			
Email:	chrisreyno@bellaliant.net		
Mobile Number:			
Spare Field 1:			
Spare Field 2:			
Spare Field 3:	1/1/1900		
Spare Field 4:	1/1/1900		
Description:	test		

Figure 58 - P3Web User Record

Adding a New User

To add a new user, click on the Appropriate User Group folder, click the "Add New" button on the toolbar and select the "Add New User" option from the context menu. "Login Name", "First Name", "Last Name" and the "Password" fields are mandatory. Passwords must meet minimum password requirements. Membership, license, module permissions, user and email options, and Other User lists for Action Items can all be accessed and modified.

	Options Training Other Users Action Item	
Login Name:		
First Name:	Last Name:	
Password:		
Confirm Password:		
Email:		
Mobile Number:		
Spare Field 1:		
Spare Field 2:		
Spare Field 3:	5/28/2021	
Spare Field 4:	5/28/2021	
Description:		

Figure 59 - P3Web New User

Adding User Groups/Organization Entities

To add a User Group or Organization Entity to the module, select an appropriate parent folder, click the "Add New" button on the toolbar, and select "Add New Entity/Folder" from the context menu.

Paradigm 3 Add New Folder - Personal - Microsoft Edge	-		×
i) localhost/p3web/NewGroup.aspx?ModuleID=	1&Par	entGro	u
Add New Folder			
Folder Name: New Organization Entity			
	OK	Car	ncel

Figure 60 - P3Web Add New Entity/Folder

Rename/Move/Delete Users, Folders or Entities

To rename, move or delete a User record, User Group folder, or Organization Entity select the desired item and right-click it and select an applicable function from the context menu or click an applicable toolbar button.

This will open an appropriate dialog to perform the desired action.

P3Web Administration

Administrators now have limited access to an Administration page that will allow for configuration of P3Web and also to add/modify Direct Links. When logged on as an Administrative user, click the "Cog" button on the toolbar.

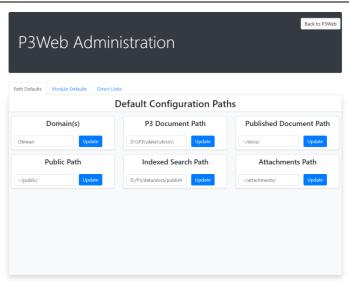


Figure 61 - P3Web Administration

Modifying P3Web Paths

To modify default paths for P3Web (i.e. – Document Path, Published Document Path, etc.) select the "Path Defaults" tab. To update the displayed value, simply overwrite it in the text field and click the "Update" button for that field.

Modifying P3Web Module Defaults

To modify default module settings for P3Web (Default folders, Default Start Module, etc.) select the "Module Defaults" tab. To update the displayed value for Module, simply open the dropdown menu and select a module. For default folders, click the "Update" button and browse an appropriate folder. Then click "Submit".

Set New Default Folder	th Defaults Module D				
Defat Documents ds Group			Set New Default Folder		
ction Items a Managament System Change	Defau		Set New Delidater older	~	ds Group
a 🔒 Ste A	Derde	uments			us oroup
					Change
	erault impi				tems Group
Example Rename					Charles 1
	Rusiness Improve				
Sample and Test	Business Improve	Laboratory Medicine Sample and Test			Change
Sample Folder Rename	Business Improve	Sample and Test			Change
	Business Improve	Sample and Test Sample Folder Rename SOPs			Change
Sample Folder Rename	usiness Improve	Sample and Test			Change
					Channel
	mpi				tems Group
	etault Impi				tems Group
	elault impi				lenis Group
	eraare mip:				ienis ereup
					iems oroup
rault Impi	efault Impi	a 🌉 Medicinal			tems Group
	etault Impi				tems Group
raut impi 💡 Medicia	efault Impl	a 🏭 Medicinal			tems Group
laurt impi e 🔒 Medicial		3 👪 Medicinal			terns Group
laurt impi	erault impi	a 🏭 Medicinal			tems Group
Tault Impi e Medonal tems Gro	etault impi	Medicinal			tems Group
	etault Impi				tems Group
	etault Impi				tems Group
	etault Impi				ems Group
Sould Impu	ofoult Impu	ISO 9001 System			ame Group
6 1	C 14.1	ISO 9001 System			
		Site A			
					Change
a 🔒 Ste A	Action Itoms	Version and Contract			Change
a 🔒 Ste A					1 mar 1
a 🔒 Ste A	Delat	uments		~	us Group
a 🔒 Ste A	Defau Doc	uments		~	ds Group
ction Items a Managament System Change	Defa				ds Group
ction Items a Management System Change	Defau	umante		~	ds Group
ction Items a Managament System Change			Set New Default Folder		

Figure 62 - P3Web Administration: Update Default Documents Folder

Adding/Modifying P3Web Direct Links

P3Web Direct Links can now be directly added or modified from within P3Web Administration.

Path Defaults Module Defa	aults Direct Links		
	Dire	ect Links Management	
Add New Direct Link			
Name	Module	Site ID	
ISO 9001 System	Documents	SiteC	Edit Delete
Laboratory Medicine	Documents	SiteA	Edit Delete
MacKenzie Health	Documents	SiteB	Edit Delete
Management System	Documents		Edit Delete
Procedures	Documents	SiteA	Edit Delete
Site B	Documents	SiteB	Edit Delete

Figure 63 - P3Web Administration: Direct Links

Add Direct Link

To add a Direct Link, click the "Add New Direct Link" button. Browse to the desired folder in any of the main modules (Documents, Records, Improvements, or Training), set an applicable SiteID and click "Submit".

P3We	b Adminis	stration		
ath Defaults 🛛 Iv		Add New Direct Link		
	Documents		v	
Add New Direct Lir	Management System Ste A			
Name	😑 🎴 Site B			
ISO 9001 System	🖩 <table-of-contents> ISO 9001 System 🖃 🎉 Medicinal</table-of-contents>			Edit Delete
Laboratory Medicir	 Example Rename Laboratory Medicine 			Edit Delete
MacKenzie Health	Sample and Test Sample Folder Rename SOPs			Edit Delete
Management Syste	TEST FOLDER TEST EVENT DATES			Edit Delete
Procedures		Enter Site ID (if applicable)		Edit Delete
Site B	<u>SiteA.SiteB</u>			Edit Delete
Work Instructions		Submit Cancel		Edit Delete

Figure 64 - P3Web Add Direct Link

Edit Direct Link

To Edit a link (Site ID), click the "Edit" button to the right of the desired link and change an available field.

P3Web A	Administ	ration	Back to P3We
Path Defaults Module Defa Add New Direct Link		ect Links Management	
Name	Module	Site ID	
ISO 9001 System	Documents	SiteC	Edit Delete
Laboratory Medicine	Documents	SiteA	Edit Delete
MacKenzie Health	Documents	SiteB	Save Cancel
Management System	Documents		Edit Delete
Procedures	Documents	SiteA	Edit Delete
Site B	Documents	SiteB	Edit Delete
Work Instructions	Documents	SiteA	Edit Delete

Figure 65 - P3Web: Edit Direct Link

Delete Direct Link

To delete a link, click the "Delete" button to the right of the desired link. The link will be permanently deleted.

P3Web Item/Folder Management

Rename/Move/Delete

Rename Item

Permitted users can rename items by selecting the item and clicking the "Rename" button on the P3Web toolbar or right-clicking and selecting the "Rename Item" option. The user will be prompted to rename either the Name or the Label of the item, or both if they choose.

Paradigm 3 Rename - Personal - Microsoft Edge	-		×
(i) localhost:14324/ViewRename.aspx?ModuleID=3&Orig	gID=1	17&Us	e
Rename Item			
Name: Bloodborne Pathogen Prevention in Hemodialysis - POL-PRO INT Label:	Sub	omit) (Close

Figure 66 - Rename Item Dialog

To rename the item, update the old information in the applicable field with the desired new information and click "Submit". P3Web will ask you to confirm your selection.

😰 Paradigm 3 R	lename - Personal - Microsoft Edge -	- 1		\times
 localhos 	t:14324/ViewRename.aspx?ModuleID=3&OrigII	D=117	&Use	
Rename	Item			
Name: Bloodbo Label:	Are you sure you want to continue with this operation?	Subm	it) Cla	Dse

Figure 67 - Rename Item Confirmation

Click "Yes" to confirm. The item will be renamed and the display will refresh to show the updated information in the item List View.

Rename Folder

Renaming folders is similar to renaming items, without the option to rename the label.

🨰 Paradigm 3 Rename - Personal - Microsoft Edge	-		×
localhost:14324/ViewRename.aspx?ModuleID=3⩔	igID=1	13&Us	se
Rename Group			
Name:			
Standard Operating Procedures			
	Su	bmit (Close

Figure 68 - Rename Folder Dialog

Update the "Name" field with the desired new value and click "Submit". P3Web will ask you to confirm your selection.

😰 Paradigm 3	Rename - Personal - Microsoft Edge	_		×
 localho 	ost:14324/ViewRename.aspx?ModuleID=3&OrigI	D=113	&Us	e
Rename	Group			
Name: Standard	Are you sure you want to continue with this operation?			
		Subm	it C	lose

Figure 69 - Rename Folder Confirmation

Click "Yes" to accept the change. P3Web will refresh the Tree View to include the newly renamed folder.

Move Item

Permitted users can move items by selecting the item and clicking the "Move" button on the P3Web toolbar or right-clicking and selecting the "Move Item" option. The "Move Item" dialog will open, allowing the user to select a new destination for the item.

Par	adigm 3 Move - Personal - Microsoft Edge	-		×
Ð	localhost:14324/ViewMove.aspx?ModuleID=3&OrigID=173&UserID=4&So	ourceP	ath=1	%
10	ve Item			
Sel	ect the place where you want to move, then click the "Submit" button			
•	Management System			
	🗷 퉬 Corporate			
	Example			
	ISO 9001 System			
	🖷 🍑 Miami IVF			
Γ				_
L				
_	Detain Descention and the set it and it and (a)	_		
U	Retain Properties settings of moved item(s)	Su	bmit	Clo

Figure 70 - Move Item Dialog

Users can choose to retain the existing properties (Event Dates, Publishing, Categories) or to have them be inherited from the destination. Make your selection using the checkbox at the bottom left and click "Submit". P3Web will confirm your action.

😰 Pa	aradigm 3 Move - Pers	ional - Microsoft Edge	-		×
()	localhost:14324/	ViewMove.aspx?ModuleID=3&OrigID=173&UserID=4&S	ourcePa	th=19	6
Mo	ove Item				
	elect the place where yo Management Sy Corporate Example Corporate Corrective / Forms an Procedure Work Inst Work Inst Sales Work Inst Sales Work Inst Sales Mani IVF				
W	Management System	\Example\Procedures			٦
					_
C	Retain Propertie	es settings of moved item(s)	Subr	mit C	lose

Figure 71 - Move Item Confirmation

Click "Yes" to confirm the choice. Once the item is moved, the List View will be updated to display with the item removed from the list. Browse to the new location to view the moved item.

Move Folder

Permitted users can move folders to other sections of the Tree View. Highlight the desired Tree View folder and click the "Move" button on the P3Web toolbar or right-click

the folder. Then select the option to "Move Folder". P3Web will present the "Move Item/Group" dialog

Paradigm 3 Move - Personal - Microsoft Edge	- 0	×
O localhost:14324/ViewMove.aspx?ModuleID=3&OrigID=2146&UserID=4&S	ourcePath=	1
Move Group		
Select the place where you want to move, then click the "Submit" button		
G Management System @ Decorporate @ Decorporate		
□ Retain Properties settings of moved item(s)	Submit	Close

Figure 72 - Move Folder Dialog

Browse the associated tree to select the new location for the folder. Users can choose to retain the existing properties (Event Dates, Publishing, Categories) or to have them be inherited from the destination. Make your selection using the checkbox at the bottom left and click "Submit". P3Web will confirm your action.

Paradigm 3 Move - Personal - Microsoft Edge	- 0	×
localhost:14324/ViewMove.aspx?ModuleID=3&OrigID=110&UserID=4&So	urcePath=1	%
Move Group		
Select the place where you want to move, then click the "Submil" button		
Solution The following item will be moved. Are you sure you want to continue with the operation? Procedures Yes No		
Wanagement System Miami IVF		
□ Retain Properties settings of moved item(s)	Submit	Close

Figure 73 - Move Folder Confirmation

Click "Yes" to confirm. The Tree View will refresh to the parent folder of the selected/moved folder.

Delete Item

Permitted users can delete items in P3Web. Select the desired item and click "Delete" from the P3Web toolbar or right-clicking. Then select "Delete Item" from the list. The "Delete Item" dialog will open, showing all available versions of the selected item.

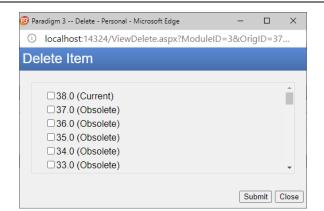


Figure 74 - Delete Item Dialog

Check the box for any version you wish to delete, then click "Submit". P3Web will confirm the action.

	igm 3 Delete - Personal - Microsoft Edge	-		×
0	ocalhost:14324/ViewDelete.aspx?ModuleID=38	&Orig	ID=37	7
Dele	ete Item			
	The selected item version(s) will be deleted want to continue with this operation?		ou	
	Yes No			-
		Sub	mit	Close

Figure 75 - Delete Item Confirmation

Click "Yes" to confirm the choice and commit the deletion operation.

Delete Folder

Permitted users can delete folders from the Tree View. Note that all sub-folders and items will also be marked as deleted. Select the desired folder and click the "Delete" button on the P3Web toolbar or right-clicking, then select "Delete Folder" from the list. P3Web will confirm the folder for deletion by name in the "Delete Folder" dialog.

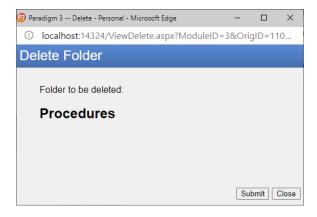


Figure 76 - Delete Folder Dialog

Click "Submit" to proceed. P3Web will confirm the operation.

🨰 Paradigm 3 Delete - Personal - Microsoft Edge			×
i localhost:14324/ViewDelete.aspx?	ModuleID=3&0	DrigID=11	10
Delete Folder			
F The folder ' Procedures ' and al be delete Do you want to continue w Yes	d ith this operatio	n?	Close

Figure 77 - Delete Folder Confirmation

Click "Yes" to commit. The Folder will be deleted and the Tree View will select the parent folder.

Copying Folder Structures or Items

Authenticated and permitted users can copy a folder structure or item in any module. This is achieved by right clicking any folder/item and selecting "Copy to..."

Paradigm 3 Copy - Personal - Microsoft Edge	-	0	×
(i) localhost:14324/ViewCopy.aspx?ModuleID=3&OrigID=110&UserID=4&SourcePath	=1%2f10)9%2f11	0
Copy Group			
Copy Name: Copy as Documents			
= 🚽 Management System			
🖻 퉬 Example			
Documents			
Difference Forms			
\\Management System\Example\Documents			
Retain Properties settings of copied item(s)	Su	bmit C	lose

Figure 78 - Copy a Folder

Viewing and Modifying Item/Group Role Members

Authenticated users can view a list of available roles and their members for every document. Open the Properties dialog and click the "Roles" tab to view the list. Users can browse the list of roles on the right by selecting them. This will display the role's current members on the left panel. Administrators can manage the list of role members for any item in the system. When you select a role, control buttons will appear in the lower right, allowing the user to add/remove role members.

😰 Paradigm 3 Item Properties				×
localhost/p3web/ViewProperties.asp	x?ItemID=59&ModuleID=38	lsGrou	ip=0	
General Roles History Training Approver Collaborator Distribution List Owner Policy Owner Responsible Reviewer Subject Expert Writer	Name Paradigm Administrator		Type User	
			Clo	se

Figure 79 - Item Roles: Read View

Paradigm 3 Item Properties		-		×
Iocalhost/p3web/ViewProperties.	aspx?ItemID=59&ModuleID	=3&lsGrou	1p=0	
General Roles History Training				
Approver	Name		Туре	
Collaborator	Administrator		Entity	
Distribution List				
Owner 🔝				
Policy Owner				
Responsible				
Reviewer				
Subject Expert				
🖪 Writer				
		Add	Remov	e
			Clo	se

Figure 80 - Item Roles: Edit View

Add Members to Item Roles

To add members to a role, select the desired role and click the "Add" button. The "Assign User/Entity" dialog will open, allowing you to browse the Users module for specific users, entities or position titles. Highlight the desired user/entity and click the "Add >" button to move that user/entity over to the "selected" window. Click "OK" to commit and save the changes.

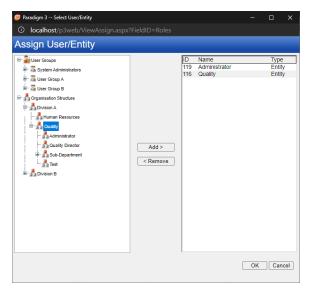


Figure 81 - Select User/Entity for Role

Paradigm 3 Item Properties		-		×
Iocalhost/p3web/ViewProperties.asp>	?ItemID=59&ModuleID=3	8&lsGrou	p=0	
General Roles History Training				_
Approver	Name		Туре	
Collaborator	📥 Administrator		Entity	
C Distribution List Owner Obicy Owner Responsible Reviewer S Subject Expert Writer	A Quality Director		Entity	
		Add	Remove	•
			Clo	se

Figure 82 - Added User/Entity

Remove Members from Item Roles

To remove a member from a role, select the desired role, then select the desired member. Then click "Remove" to remove the member from the role. The change will be instantly committed and saved.

Modifying Roles for Folders

Administrators can modify the list of role members for any folder, and also apply a specific role and its members to sub-files or all sub-folders.

Seneral Roles History		
Approver Approver Collaborator Distribution List Owner Policy Owner Responsible Reviewer Subject Expert Writer	Name Division A Division B Paradigm Administrator	Type Entity Entity User
Apply to Sub-Items Apply to Sub-Folders] [Add

Figure 83 - Group Roles: Edit View

To add members to a role, select the desired role and click the "Add" button. This will open the "Assign User/Entity" dialog

Paradigm 3 Select User/Entity		-		х
localhost/p3web/ViewAssign.aspx				
Assign User/Entity				
System Administrators System Administrators System Administrators Surger Group A Surger Group B Surger Structure Division A Surger Structure Surger Structure Surger Structure	Add > < Remove			
		OK	Can	cel

Figure 84 - Select User/Entity for Group Roles

Select a User/Entity from the left panel and click "Add >" to add them to the right panel. Once all members have been assigned, click "OK" to commit the changes.

To remove members from a role, select the desired role, select the desired member and click the "Remove" button. The member will immediately be removed from the role for the selected folder/item.

Applying Roles to Folder Items and Sub-Folders

Administrators can apply a role and its members to sub items and also to all sub-folders and items. To apply only to the immediate items contained in that folder, click the "Apply to Sub-Items" button. To apply the role to all sub folders and items, click the "Apply to Sub-Folders" button.

🤓 Paradigm 3 Item Properties		-		×
Iocalhost/p3web/ViewProperties.asp	x?ItemID=110&ModuleID=3	&lsGro	oup=1	
General Rolec History Approver Collaborator Distribution List Owner Responsible Reviewer Subject Expert Writer	Name ▲ Division A ▲ Division B ■ Paradigm Administrator		Type Entity Entity User	
Apply to Sub-Items Apply to Sub-Folders			Add	
			Clo	se

Figure 85 - Added Group Role User/Entity

Searching in P3Web

P3Web offers a fully featured search engine that integrates with all modules. Users can search for Documents, Records, Improvements, Training or Action Items.

🐵 Paradigm 3 S	earch - Google Chrome			– 🗆 🗙
 Not secure 	interax.eastus.cloudapp.azure	e.com/p3web/ViewSearch.aspx?Modu	ileID=3&ParentGroupID=1	
General Roles	Category			
In Module In Folder	Documents Cloud Demo System	T	🗹 Group by OrigiD	Search Clear Search
In Field	✓ Include Subgroups	Uithdrawn Items Only	Browse	Show Me
Search				Go There
				Cancel

Figure 86 - Search Dialog

Searching in a Specific Module

Documents

P3Web Search allows users to search permitted folders in the Documents module by the following criteria:

- Document Name
- Document Label
- Item ID
- Original ID
- Last Modified Date
- Converted Date
- Status
- Document Notes
- Document History
- Document Containing Text

Records/Improvements/Training

P3Web Search allows user to search permitted folder in the Records, Improvements, and Training modules by the following criteria:

- Document Name
- Document Label
- Item ID
- Original ID
- Last Modified Date
- Converted Date
- Status
- Item Notes
- Item History
- Attachment Name
- Event Dates

Records	✓	Group by OrigiD
Business Records		
Include Subgroups	Withdrawn Items Only	Browse
Item Name		~
Item Name		
Item Label		
Item ID		
Item Original ID		
Last Modified Date		
Converted Date		
Status		
Item Notes		
History		
Item Containing Text		
Attachment Name		
6 Monthly Calibration Schedule		
Annual Calibration Schedule		
Bi-monthly Calibration Schedule		
Expiry Date Schedule		
Inspection Schedule		
Maintenance Schedule		
Monthly Calibration Schedule		
Next Review		
PC Software licence review		•

Figure 87- Records Module Options

Action Items

P3Web Search allows user to search permitted folder in the Action Items module by the following criteria:

- Title
- Status
- Due Date
- Details
- Sent Date
- Recipient

Browsing Folders to Search

It may be necessary to refine the search location to improve response time and produce a quicker result. Clicking the "Browse" button in the Search dialog will open a model pop-up that allows the user to select a subfolder from which the search can begin.

Not secure	interax.eastus.clo	udapp.azure.com/p3web/ViewSearch.aspx?ModuleID=	3&ParentGroupID=206
eneral Roles	Category	elect Folder	
n Module	Documents	👾 🔎 Biochemistry Miscellaneous 🖶 🖟 Chemistry	Search
n Folder	University He		Clear Sea
n Field	Include S Document No	Blood Film	B Show M
earch		LH500 Manual	Go Ther

Figure 88- Search: Select Folder

Clicking "OK" will set the selected folder as the search root.

Working with Search Results

Results for any search expands the search dialog and displays a result count.

Not securi	e interax.eastus.cloudapp.azu	re.com/p3web/ViewSearch.aspx?ModuleID=3&Pa	entGroupID=206
General Role	category		
In Module	Documents	▼ Grout	by OrigiD Search
In Folder	University Health Network		Clear Sear
	Include Subgroups	Withdrawn Items Only	Browse Show Me
In Field	Document Name		T Show Me
Search	blood		Go There
			Cancel
Name	ound	Lai	el Orig
Name		Lai	el Orig 8288
Name 00 Blood Film		Lai	
Name 00 Blood Film 010 Non-blood	Index	Lai	8288
Name 00 Blood Film 010 Non-blood 02 Laboratory	Index d Specimen Collection	La	8288 1758:
Name 00 Blood Film 010 Non-blood 02 Laboratory 02 On-Site blo	Index d Specimen Collection response to a request to draw blood	La	8288 1758: 8740
Name 00 Blood Film 010 Non-blood 02 Laboratory 02 On-Site blo 04 Storage of	Index d Specimen Collection response to a request to draw blood pod and blood product Inventory	La	8288 1756; 8740 9689
Name 00 Blood Film 010 Non-blood 02 Laboratory 02 On-Site blo 04 Storage of 040 - Collectio	Index d Specimen Collection response to a request to draw blood sod and blood product Inventory blood and blood products	Lai	6288 1758; 8740 9689 9577
Name 00 Blood Film 010 Non-blood 02 Laboratory 02 On-Site blo 04 Storage of 04 Oto - Collection 05 Issuing of I	Index d Specimen Collection response to a request to draw blood sood and blood product Inventory blood and blood products on of Blood Samples slood and blood products	La	8288 17582 8740 9689 9977 17581
Name 00 Blood Film 010 Non-blood 02 Laboratory 02 On-Site blo 04 Storage of 040 - Collectio	Index. d Specimen Collection response to a request to draw blood bood and blood products blood and blood products on of Blood Samples ues Blood Bank	La	8086 17552 8740 9689 9577 17558 9577 9580 8714
Name 00 Blood Film 010 Non-blood 02 Laboratory 02 On-Site blo 04 Storage of 040 - Collectio 05 Issuing of I 07 Critical Val	Index d Specimen Callection response to a request to draw blood ood and blood product Inventory blood and blood products on of Blood Samples elood and blood products use Blood Bank k		8086 17552 8740 9689 9577 17558 9577 9580 8714

Figure 89- Search Results

Users can select any result item in the list and click "Show Me" to view the item or "Go There" to be brought directly to the folder location of the item.

Advanced Search in P3Web

P3Web now offers a new feature of Advanced Search option that integrates with all modules. Users can now add multiple conditions/criteria to search for Documents, Records, Improvements, Training or Action Items. This will reduce the search time for users as they can add more than one filter for search.

To access this feature, User needs to click on the down arrow button on bottom right of the search screen. See below:

	4/ViewSearch.aspx?ModuleID=3&Pare				
Seneral Roles	Category Documentation		🗸 🗹 Group by	OrigiD	Search
In Folder:	Management System		= 0.000 p by		Cancel
	Include Subgroups	Withdrawn Items Only		Browse	
In Field:	Item Name			~	
Search:					

Figure 90- Advanced Search Option at Bottom

After clicking the button, a new section appears below with additional options to search Documents, Records, Improvement, Training or Action Items.

See below figure:

In Module: Documentation	Cancel
	Browse
In Field: Item Name	~
Search:	
	~
ind items that match these criteria	<u>*</u>

Figure 91- Advanced Search Section

Multiple Search Criteria

User can specify more than one condition to search an item, which will give more precise result and reduce the search time of application. Users use AND OR search operator to create their own filters.

To add different conditions and filters use available dropdown options as below:

Example:

Document Name – Test Status – Current LastModified Date – January 1st, 2023, till Current date.

ind items that match th	ese criteria						
Name	Condition	Val	e	Clause			
Vame	Contains	para	digm	And			
Status	Equal To	9		And			
astModified	Between	1/1/	123 , 2023-08-15	And			
				Remove			
ields: Last M	odified Date 🗸	Condition: Bet	veen 🗸				
1/1/202	23	And 202	3-08-15				
Iutli Criteria Operator:				Add To List			
iutii Onteria Operator.		And Or		Add TO LIST	-		
sults found							
ame			Label	Vers	ion	OrigID	P-L
aradigm 3 Instructions			Please Read	4.0		37	P-L



Similarly, users can search for any module by using multiple search conditions.

Item/Group Properties

All items and groups in P3Web have an associated Properties dialog that provides crucial information that relates to them. To open the Properties dialog, select a group from the Tree View or an item from the Item List View and click the "Properties" button on the P3Web toolbar.

Name: E>	ecutive Summary Procedu	ure	
Type:	Document	ID/OrigID:	2384/2384
Date Created:	10/21/2020	Created By:	Paradigm Administrator
Last Modified:	12/18/2020	Modified By:	Paradigm Administrator
This is a test.			

Figure 93 - P3Web Properties Dialog

General Tab

The General Tab of the Properties dialog (figure 81) displays all general properties related to the selected item or group.

Roles Tab

The Roles Tab of the Properties dialog displays all available roles and its associated members, if applicable. Permitted users can edit the role members of any role and apply those changes to sub-folders or items.

Paradigm 3 Item Properties - Personal - Microsoft E	dge	-		×
(i) localhost:14324/ViewProperties.aspx?	ltemID=109&ModuleID=3	&IsGrou	up=1	
General Role Event Date Categories Histor Categories Roles Event Date Categories Histor Categories Audior Categories Report Responsibility Categories Categories Distribution List Medical Advisory Council Distribution List Medical Advisory Council Policy Coordinator Policy Coordinator Reviewer Reviewer Staf Final Approval Stakeholder			Type Entity	
Apply to Sub-Items Apply to Sub-Folders			Add	
			Clo	se

Figure 94 – Properties: Roles Tab

Event Date Tab

The Event Date tab of the Properties dialog displays any applied Event Dates to the item or folder. Permitted users can edit these Event Dates and apply any changes to sub-folders or items.

Date Name	Set Date	Trigger Date	Date Settings		
Regular Periodic Review			Based on the status: Cu	urrent	

Figure 95 - Properties: Event Date Tab

😰 Paradigm 3 Item Properties - Personal - Microsoft E	idge — 🗆	×
localhost:14324/ViewProperties.aspx	?ItemID=109&ModuleID=3&IsGroup=1	
Ger Manage Date Date: © Cate: © Month Review @ 6 Month Review @ External Audit @ Privacy Policy Review @ Step 1 - Complete Review (Laura) @ Test Event Date	Date Not Set Set on the date: 3/5/2021 Based on the status: Current Date Frequency Once Only © Every 2 Year Action Item Trigger Action Item 2 Week Before Note: Calculated AFTER 'set on date' is reached.	
	Close	se

Figure 96 - Properties: Event Tab, Edit Selected Event Date

Categories Tab

The Categories Tab of the Properties dialog displays a list of available and chosen categories for the selected item or group. Permitted users can check additional categories or remove Category selections and apply them to sub-items or folders.

Paradigm 3 Item Properties - Personal - Microsoft Edge	-		×
Iocalhost:14324/ViewProperties.aspx?ItemID=109&Modu	leID=3&IsGro	up=1	
General Roles Event Date Categories History			
Form			
Policy			
Procedure			
Quality Manual			
This is a very long category na			
Work Instructions			
Apply to all sub-items			
Apply to all sub-folders			
		Clo	ose

Figure 97 - Properties: Categories Tab

History Tab

The History tab of the Properties dialog displays a detailed transaction history against the selected item or group.

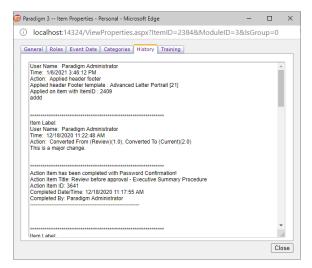


Figure 98 - Properties: History Tab

Training Tab

The Training tab of the Properties dialog is only available when viewing item properties. This tab displays any Training records associated to the selected document by a requirement and will show the status of the associated training. Clicking SHOW ME or GO THERE will take the user to the selected Training record or to the record's parent folder in the Training module.

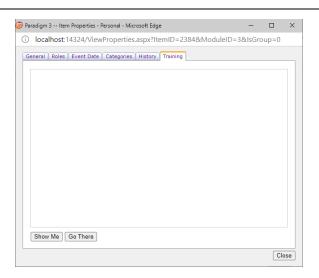


Figure 99 - Properties: Training Tab

Para-Links

Viewing a Para-Link

To view an item's Para-Links in any module, a user can either select the item from the Item List View and click the "Para-Link" button on the P3Web toolbar, or open any item and click the "Para-Link" button on the Item Toolbar. The Para-Link pop-up window will display all available links for that item:

Paradigm 3 Para-Link® D localhost:14324/Viewł) aral ink asny?∩ric				- □ >
Show Me Go There Cl					
k To: Name	Label	Module	Link From: Name	Label	Module
P3Web v4.1 Release Notes		Documentation	CR METHOD 601 Data Templat	•	Documentatio
Plant & Equipment example	35-D	Records	Vemier Caliper 01	53-D	Records

Figure 100 - Para-Links Dialog in Read View

Highlighting a link item will display the "Show Me" and "Go There" buttons, which behave in the exact same way as for Action Items.

Adding Item Para-Links

To add an Item Link, select/open the item from which you want to create the link and click the "Para-Link" button, if you are permitted to add/remove para-links, the "Add" and "Remove" buttons will be available to you:

Show Me Go There	Add Remove	Close	Link From:		
Name	Label	Module	Name	Label	Module
P3Web v4.1 Release Notes		Documentation	CR METHOD 601 Data Template		Documentatio
Plant & Equipment example	35-D	Records	Vernier Caliper 01	53-D	Records

Figure 101 - Para-Links Dialog in Edit View

Click the "Add" button, select "Add Item Para-link" from the pop-up dialog and click "OK" to open the "Add Para-Link" window:

🤓 Paradigm 3 Para-Link®					– 🗆 🗙
localhost:14324/Vi	iewParaLink.aspx?Orig	ID=37&ModuleID=3	3		
Show Me Go There	Add Remove	Close			
Link To:			Link From:		
Name	Label	Module	Name	Label	Module
P3Web v4.1 Release Notes		Documentation	CR METHOD 601 Data Tem	plate	Documentation
Plant & Equipment example	36-0	Records Select New Pa Add Item Add Folde OK	Para-Link	82-0	Records

Figure 102 - Adding an Item Link

localhost:14324/ViewParaLinkAdd.a	spx?ModuleID=38(OrigID=37			
localhost:14324/ViewPa				
	Select Module: Documentation			~
a ∰ Management System a ≟ Example a ≟ System a ∰ System				
Selected Items:				
Remove		ж	Canc	el

Figure 103 - Select Link Destination

From here, the user can select any available module then browse the available Tree View to seek the desired linked item. Multiple items can be selected simply by clicking on them and browsing for more:

localhost:14324/ViewParaLinkAdd.a	spx?ModuleID=3&OrigID=37		– 🗆 🗙
localhost:14324/ViewPa			
		Select Module: Documenta	tion 🗸
🖃 📥 Management System	Name	Label Sta	tus Converted B
😑 퉬 Example	Paradigm_Go Live Activities Plan Jan 2018	Evid	ence (1) Paradigm Admin
🁪 Forms	Paradigm_Go Live Activities Plan Jan 2018	Cum	ent (2.0) Paradigm Admin
Procedures			
B B TEST TEST2			
ISO 9001 System			
B System			
w goyatem			
	4		۱.
Selected Items:			
I On Track Inspection - Quick Gui	le 🛛 😰 Policy Advanced A4 Portrait 🛛 😰 Paradigm_Go Live A	ctivities Plan Jan 2018	
Remove		ſ	OK Cancel
Relitive		l	Cancer

Figure 104 - Multiple Selected Links

Items accidentally added to the list can be removed by selecting them from the "Selected Items" list and clicking "Remove".

To add the selected item(s), click "OK". After a confirmation message, the window will close and you will see your new Para-Links added to the item:

🤓 Paradigm 3 Para-Link®			-	×
Iocalhost:14324/ViewParaLink.	aspx?OrigID=118&ModuleID=	=3		
Add Remove Close				
Link To:		Link From:		
Name Lab	el Module			
CR METHOD 601 Data Template	Documentation			
On Track Inspection - Quick Guide	Documentation			

Figure 105 - Added Para-Links

Adding Folder Para-Links

To add a folder Link, select/open the item from which you want to create the link and click the "Para-Link" button, if you are permitted to add/remove para-links, the "Add" and "Remove" buttons will be available to you. Click the "Add" button, select "Add Folder Para-Link" from the pop-up dialog and click "OK" to open the "Add Para-Link" window:

Add Remove Close		
nk To:	Link From:	
	Select New Para-Link Type	
	Add Item Para-Link	
	Add Folder Para-Link	
	OK Cancel	

Figure 106 - Add Folder Link

The "Add Folder Para-Link window will open. From here, select the desired module and browse through the folder Tree View. Clicking on a folder name will add it to the "Selected Folder" field. Only one folder can be linked at a time.

😰 Para-Link Add Folder Para-Link	_		×
Iocalhost:14324/ViewParaLinkA	ddGro	up.asp	x?
Select Module: Documentation	on		~
🖃 📩 Management System			
🖃 鷆 Example			
🖟 Forms			
Procedures			
🗉 鷆 TEST			
🗉 퉬 ISO 9001 System			
🗉 <u> </u> System			
Folder: Procedures			
	ОК	Ca	ncel

Figure 107 - Para-Link: Select Destination Folder

Click "OK" to add the link and the window will close, allowing you to see your newly added folder link:

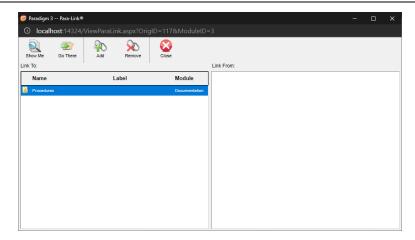


Figure 108 - Added Folder Link

Saved Searches and Reports

P3 Web allows users quick access to saved report templates from Paradigm 3. To access this feature, log into P3Web, select any module and click the "Reports" button on the toolbar to open a list of available reports. The reports are based upon the saved report criteria and will display the included fields and search results specified in the report template:

User Guide Add Neur Rename Move	Delate Properties Other Use	r Reports Admin Search	Logost
Documents	Item List	AAA - CURRENT PARADIGM DOCS	Good afternoon, Paradigm Admin
Management System		AAA - Paradigm Current Docs - Apr 20	
🗏 퉬 Site A			
Bluewater Example		Current "TEST" Documents	
B Site B		Current Forms Report	
TEST EVENT DATES		E Demo Feb 12	
🛎 📩 System		E Demo July 13 2020	
		Demo Report - Apr 21	
	i l	E Demo Test - Sept 11	
	i l	FDA Docs for Review	
	i l	List of all items in Draft Status	
	i l	Master Documents List	
		Master Documents List 100	
		Master Documents List 2	
		Paradigm Current - Nov 9	
		Daradiam Current Documente	
Home	1		
Documentation	1		
Records	1		
/ Improvement	1		
Training	1		
Users	1		
Records Improvement Users Action Items	1		
Version: 4.11.0.0 calhost/p3web/#			

Figure 109 - Saved Searches List

Clicking on one of the available listed reports will open a new window, displaying the report data, with links to print, export to Word, and export to Excel. Double-clicking on any result item will open that item for viewing, provided it is current and publishing to the P3Web application.

P3 Web User Guide

) loc	alhost/p3web/ViewReport.aspx?ModuleID=3&GroupID=2162&ReportID=32							
	and pares remeportas prinoducio-accioupio-crecencporto-ac							
	ster Documents List							
nas								
	Bonort	Summary						
	Report							
	Report:	Master Documen	ts List					
	Folder:	Management Sys	tem					
	Items Fou	ind: 65						
-								
.								
_								
D	Item Name		Item Label	Item Status	Converted By	Converted Date	Version	Folder Name
170	A Just Culture of Safety Policy - Replaces Safety of Culture			Current	Paradigm Administrator	20/03/2020	1.0	Corpoate Policies
99	A Just Culture of Safety Policy - Replaces Safety of Culture			Current	Paradigm Administrator	30/03/2020	1.0	Forms and Records
71	Abbreviations Policy Statement			Current	Paradigm Administrator	04/05/2020	1.0	Corpoate Policies
329	about us_rev2			Current	Paradigm Administrator	21/04/2020	0	SOPs
2381	Access to Personal Health Information for Research, Education and Quality Assurance			Current	Paradigm Administrator	13/11/2020	3.0	Corpoate Policies
173	Anonymous Policy Statement			Current	Paradigm Administrator	15/05/2020	1.0	Medicinal
801	Anonymous Policy Statement			Current	Paradigm Administrator	21/04/2020	1.0	SOPs
13	Anonymous Policy Statement			Current	Paradigm Administrator	06/04/2020	0	Chris Test 4
147	Audit 01		AUD-100-010	Current	Paradigm Administrator	26/05/2020	0	Demo Folder
549	Auditing the Electronic Patient Record Policy Statement			Current	Paradigm Administrator	20/04/2021	3.0	Example
74	Auditing the Electronic Patient Record Policy Statement			Current	Paradigm Administrator	13/07/2020	1.0	Corpoate Policies
335	AwaitingParadigmResponse			Current	Paradigm Administrator	07/05/2020	1.0	Corpoate Policies
197	Barlum Enema single			Current	Paradigm Administrator	11/02/2021	1.0	Diagnostic Imaging
75	Barrier Free Policy Statement			Current	Paradigm Administrator	25/11/2020	1.0	Corpoate Policies
389	Bloodborne Pathogen Prevention in Hemodialysis - POL-PRO INT			Current	Paradigm Administrator	30/10/2020	2.0	ISO 9001 System
373	Chris Test 01			Current	Paradigm Administrator	06/09/2020	0	Medicinal
77	Committee Terms of Reference Policy Statement			Current	Paradigm Administrator	13/11/2020	1.0	Corpoate Policies
383	Copy as Item from Paradigm 3			Current	Paradigm Administrator	30/09/2020	1.0	Sample and Test
57	Copy as Test From Template 2		Test 2	Current	Paradigm Administrator	21/04/2020	2.0	Procedures
349	Evidence Test			Current	Paradigm Administrator	13/07/2020	1.0	Example
2556	Executive Summary Procedure			Current	Paradigm Administrator	06/05/2021	4.0	Example
363	FLAGS - System Requirements			Current	Paradigm Administrator	30/10/2020	1.0	Medicinal
2364	flags Administrator User Guide			Current	Paradigm Administrator	30/10/2020	1.0	Medicinal

Figure 110 - Saved Search Result List

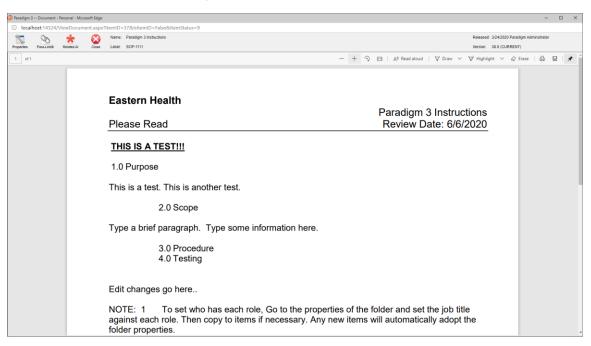


Figure 111 - Saved Search Result Item View