



## Document Changes to Database

### Securing Database

To address the requirements found in Standard Methods 17<sup>th</sup> Edition page 29 and FDA 2400 Form for Cultural Procedures, QA Studio is incorporating Change Management into our modules. Change Management tracks when a previously entered value is CHANGED to a new and different value. Change Management details:

1. Only authorized users can change database
2. Changes are well documented
3. There are several options to choose during setup

### Authorize Users to Change

- Authorize Users;
- >QA Studio Main Menu
  - >Open QA Studio User Window
  - >Access
  - >Access Rights Window
  - >Main Window > Select Change or Delete (> Full Access - also authorizes change)

Module Name: RAW

Module Access:  None  Access Granted

Main Window:  None  View  Add  Edit  Change  Delete

Support Lists:  None  View  Add  Edit  Delete

Product Specs:  None  View  Add  Edit  Delete

Defaults:  None  View  Edit

Reports:  None  Print

Days of Data: 0

**Full Access** Cancel OK

### Changes Documented

- When Making a Change (box will pop up);
- >Add User Name and Password
  - >Add Reason for Change

Field: LPC

Previous Value: 0

New Value: 50

Changed By:

Username: LABTECH

Password: ●●●●●●

Reason: Retested

### Enable Change Management

- Secure Database from Unauthorized Changes;
- >Raw Defaults >Change Management
  - >Enable Change Management
  - >Log All Activity
  - >Restrict Changes (Password Sign in & Reason)
  - >Change Hours (0=Change Management Effective as soon as result entered)

Change Management Settings

Enable Change Management:  Change management will be active.

Log All Activity:  Activity will be logged.

Restrict Changes:  Changes will be restricted

Change Hours: 0

### Restrict Access to Change

- Restrict Users;
- >QA Studio Main Menu
  - >Open QA Studio User Window
  - >Access
  - >Access Rights Window
  - >Main Window > Select any choice left of Change

Main Window:  None  View  Add  Edit  Change  Delete

The Username "LabTech2" does not have rights to change an entry.

OK

### View and Print Changes

- Raw Main Window
- >QA Data Tab
  - >Click Activity Log
  - >Print Icon

Activity Log

Date	Activity	Logged In As	Field	Prev Value	New Value	UserName	Reason
31 MAY 06 15:45:42	Change	LABTECH	LPC	0	50	LABTECH	Retested

Authorized Dealer



(800) 649-0325