

# New Features

## Project Name: Falcon DMS

Requirement Number	Requirement
FalconDMS_DCN_1000	The DCN Database shall consist of all the required fields listed.
FalconDMS_DCN_1001	The DCN Input Form shall have all the fields as listed.
FalconDMS_DCN_1002	The DCN Input Form shall be editable only by the originator of the DCN
FalconDMS_DCN_1003	Once the DCN has been "Sent for Approval", the DCN form can no longer be edited
FalconDMS_DCN_1004	The initiator of the DCN can not be the sole approver of the DCN, there must be at a minimum one other approver
FalconDMS_DCN_1005	Only user levels that have been given approval permission in the Configuration Management shall be able to approve a DCN
FalconDMS_DCN_1006	DCN Number will be automatically generated and associated with that DCN permanently
FalconDMS_DCN_1007	Once a Record is created in the DCN DB, it can not be deleted.
FalconDMS_DCN_1008	All Fields are Required for DCN Form
FalconDMS_DCN_1009	Multiple approvers can be selected for one DCN
FalconDMS_DCN_1010	A document/revision Level cannot be on more than one active DCN simultaneously
FalconDMS_DCN_1011	If a DCN is rejected, the reason for rejection will be required
FalconDMS_DCN_1012	DCN document page can be printed for application of wet signatures
FalconDMS_DCN_1013	Only user levels that have been given the ReleaseDCN permission in the Configuration Management shall be able to release a DCN
FalconDMS_DCN_1014	A user shall be required to upload a scanned copy of their wet signature for approval of a DCN
FalconDMS_DCN_1015	Wet Signature from DNC Document link shall allow user to download and view
FalconDMS_DCN_1016	Any DCN Link shall be open to the Document detail dialog
FalconDMS_DCNAct_1000	The Activity DCN Database shall consist all the required fields in the description as listed
FalconDMS_DCNAct_1001	Each entry in the DCN Activity Database shall have a unique combination of the fields Document Number, Revision Level, and Action
FalconDMS_DCNAct_1002	All actions related to DCN shall be recorded in the Activity Log
FalconDMS_DCNAct_1003	Wet Signature link in the DCN Activity Log shall allow user to download and view
FalconDMS_DCNAct_1004	Any DCN Link in the DCN Activity Log shall be open to the Document detail dialog
FalconDMS_DCNAct_1005	Scope of change in the DCN Activity Log shall include a PDF file for the DCN when rejected
FalconDMS_Doc_1000	There shall be a table (Referred to as the Document Database) that contains information for all documents
FalconDMS_Doc_1001	A Document shall consist of a Document Number prefix and a Revision Level Suffix
FalconDMS_Doc_1002	The Document Database shall consist of all the required fields as listed in the description.

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FalconDMS_Doc_1003	The Primary Key into the Document Database shall be Document Number AND Revision
FalconDMS_Doc_1004	The "Type" and "Group" relationship to a particular "Doc Type" shall be configurable by on
FalconDMS_Doc_1005	A particular "Doc Type" can only have one "Type" and "Group" relationship
FalconDMS_Doc_1006	The permissible value combinations for fields are as listed in the description.
FalconDMS_Doc_1007	A VALID Document shall be defined as a Document that has a Doc# and Rev Level record
FalconDMS_Doc_1008	The "Status" field if the field "Doc Type" has a value other than "DCN" shall be ONE Docu
FalconDMS_Doc_1009	The "Status" field if the field "Doc Type" has a value other than "DCN" can have many Do
FalconDMS_Doc_1010	The "Status" field if the field "Doc Type" has a value other than "DCN" can have a Docum
FalconDMS_Doc_1011	The "Status" field if the field "Doc Type" has a value other than "DCN" that has a Docume
FalconDMS_Doc_1012	No changes shall be made to any field for a particular Document #/Rev Level if that docum
FalconDMS_Doc_1013	Each Document Database record shall have a field (Legacy Doc #) to record an optional, s
FalconDMS_Doc_1014	Each new document will have a field available to record any Reference documents in an a
FalconDMS_Doc_1015	DCNs will assign required Quality approvers automatically based site applicability for the c
FalconDMS_Doc_1016	When a document is in "Unreleased" or "Ready for Review" status it can only be edited by
FalconDMS_Doc_1017	A document will track minor revision levels as a decimal increasing by the tenths place wh
FalconDMS_Doc_1018	A major revision with status "Released" will be denoted by the version showing as an integ
FalconDMS_Doc_1019	Document Status will be updated to Awaiting Approval when a DCN that has that documen
FalconDMS_Doc_1020	Documents in the "Awaiting Approval" status can not be edited
FalconDMS_Doc_1021	Access to "Configuration" tab is available only to "Doc Admin" user level
FalconDMS_Doc_1022	Documents selected for change can have those changes discarded by the author of the ch
FalconDMS_Doc_1023	When a document is selected for edits, the author of those edits may save the changes as
FalconDMS_Doc_1024	All columns in the "Document Library" area shall be searchable
FalconDMS_Doc_1025	Once a record is created in the Document DB, it can not be deleted.
FalconDMS_Doc_1026	When a new document is created, it is defaulted to "Checked Out" to the author who create
FalconDMS_Doc_1027	Each "Document" Record can only have one file associated with it.
FalconDMS_Doc_1028	Any attached file to a Document Database record shall be able to be opened, no file can b
FalconDMS_Doc_1029	A document shall not be on more than 1 DCN at a time
FalconDMS_Doc_1030	When a document is "Checked Out", only the person who has "Checked Out" the docume
FalconDMS_Doc_1031	When a document is in "Checked In" state, the record can not be edited without being che
FalconDMS_Doc_1032	Only documents in the "Ready for Review" status can be added to a DCN

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FalconDMS_Doc_1033	When Checking in a document, "Scope of Change" is a required field
FalconDMS_Doc_1034	Check-In/Check-Out shall require the user to enter their unique 6 digit PIN number
FalconDMS_Doc_1035	Keywords shall be configured per Doc Type
FalconDMS_Doc_1036	Doc Type keywords shall be available to the document when creating and editing
FalconDMS_Doc_1037	Doc Admin shall be to manage the configuration for the system as listed in description.
FalconDMS_Doc_1038	Document shall have keywords based on Document Types and are searchable.
FalconDMS_DocAct_1000	There shall be a table (Referred to as the Activity Database) that contains information for a
FalconDMS_DocAct_1001	The DOC Activity Database shall consist of all the required fields as listed
FalconDMS_DocAct_1002	Each entry in the Activity Database shall have a unique combination of the fields Document
FalconDMS_DocAct_1003	Record when a document is attached to a DCN that has been sent for approval
FalconDMS_DocAct_1004	Once a Record is created in the Activity DB, it can not be deleted.
FalconDMS_DocAct_1005	An Activity Database record shall be created when a New Document is created
FalconDMS_DocAct_1006	An Activity Database record shall be created when a DCN is created
FalconDMS_DocAct_1007	An Activity Database record shall be created when a ECO is created
FalconDMS_DocAct_1008	An Activity Database record shall be created any time a new file is checked in
FalconDMS_DocAct_1009	An Activity Database record shall be created any time the "Status" field for a particular doc
FalconDMS_DocAct_1010	Any file that has been checked in shall be available to be opened
FalconDMS_DocAct_1011	Activity History log shall maintain all files that have been checked in
FalconDMS_DocAct_1012	The DCN Link from the Document Library and the Activity Log shall open the DCN Informa
FalconDMS_DocAct_1013	The Document Link in the DCN Library and the DCN Form shall open the Document Inform
FalconDMS_DocAct_1014	The ECO Link from the Document Library and the Activity Log shall open the ECO Informa
FalconDMS_DocAct_1015	The Document Link in the ECO Library and the ECO Form shall open the Document Inform
FalconDMS_ECO_1000	The ECO Database shall consist of all the required fields as listed in the description
FalconDMS_ECO_1001	The ECO Input Form shall have all the required fields as listed in the description
FalconDMS_ECO_1002	The ECO Input Form shall be editable only by the originator of the ECO
FalconDMS_ECO_1003	Once the ECO has been "Sent for Approval", the ECO form can no longer be edited
FalconDMS_ECO_1004	The initiator of the ECO can not be the sole approver of the ECO, there must be at a minim
FalconDMS_ECO_1005	Only user levels that have been given approval permission in the Configuration Managem
FalconDMS_ECO_1006	ECO Number will be automatically generated and associated with that ECO permanently c
FalconDMS_ECO_1007	Once a Record is created in the ECO DB, it can not be deleted

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FalconDMS_ECO_1008	All Fields are Required for ECO form
FalconDMS_ECO_1009	Multiple approvers can be selected for one ECO
FalconDMS_ECO_1010	A document/revision Level cannot be on more than one active ECO simultaneously
FalconDMS_ECO_1011	If a ECO is rejected, the reason for rejection will be required
FalconDMS_ECO_1012	ECO document page can be printed for application of wet signatures
FalconDMS_ECO_1013	Only user levels that have been given ReleaseECO permission in the Configuration Mana
FalconDMS_ECO_1014	A user shall be required to upload a scanned copy of their wet signature for approval of a
FalconDMS_ECO_1015	An ECO Plan shall require at least 1 task. Each ECO task shall require an implementation
FalconDMS_ECO_1016	An ECO Plan shall require at least 2 unique Closure Approvers
FalconDMS_ECO_1017	An ECO Plan can be rejected by any approver and sent back to the initiator for modificatio
FalconDMS_ECO_1018	Implementation personnel shall be notified of the tasks
FalconDMS_ECO_1019	Implementation personnel shall be required to complete the task , task completion signatu
FalconDMS_ECO_1020	Verification personnel shall be notified of the tasks
FalconDMS_ECO_1021	Verification personnel shall be required to complete the task, task completion signature for
FalconDMS_ECO_1022	Verification personnel shall be able to reject the task, reassign and notify the task back to
FalconDMS_ECO_1023	The person assigned to the task and the person verifying the task can not be the same pe
FalconDMS_ECO_1024	Once all tasks have been verified, a notification is sent to the Closure Approval Personnel
FalconDMS_ECO_1025	Closure Approval Personnel shall be able to approve, the ECO is ready for release
FalconDMS_ECO_1026	Closure Approval Personnel shall be able to reject the ECO closure which will reopen the
FalconDMS_ECO_1027	If the closure is rejected, a notification will be sent to the initiator and the other closure app
FalconDMS_ECO_1028	Once the closure of an ECO is approved and it is released, the associated document will b
FalconDMS_ECO_1029	An ECO Task and Closure Approvers shall be able to be re-assigned as long as the imple
FalconDMS_ECO_1030	Wet Signature link from the ECO Library and the Preview ECO Form shall allow user to dc
FalconDMS_ECO_1031	Any ECO Link shall be open to the Document detail dialog
FalconDMS_ECOAct_1000	The ECO Activity Database shall consist of all the required fields as listed in the descriptio
FalconDMS_ECOAct_1001	Each entry in the ECO Activity Database shall have a unique combination of the fields Doc
FalconDMS_ECOAct_1002	All actions related to ECO shall be recorded in the Activity Log
FalconDMS_ECOAct_1003	Wet Signature link in the ECO Activity Log shall allow user to download and view
FalconDMS_ECOAct_1004	Any ECO Link in the ECO Activity Log shall be open to the Document detail dialog

Requirement Number	Requirement
FalconDMS_ECOAct_1005	Scope of change in the ECO Activity Log shall include a PDF file for the ECO when rejecte

**Approval**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_