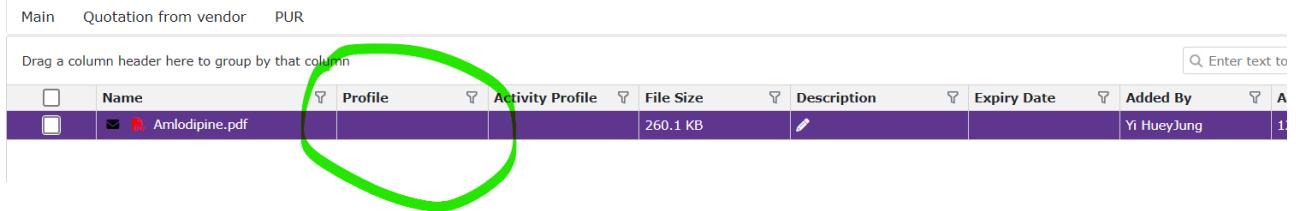


14/12/23

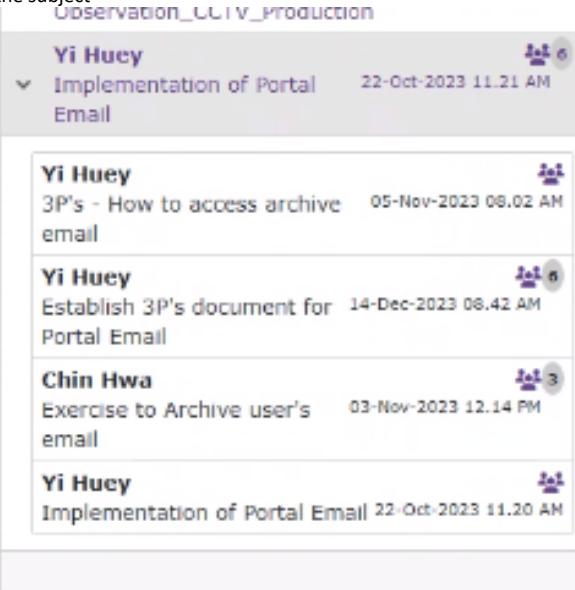
Thursday, 14 December 2023 7:39 am

- Double check file from email to dms will create profile no auto? e.g.



Main	Quotation from vendor	PUR	Drag a column header here to group by that column	Enter text to		
Profile	Activity Profile	File Size	Description	Expiry Date	Added By	A
		260.1 KB				Yi HueyJung

- filtering issue for all -> please show latest reply on top, change the date shown as latest reply date of any of the subject



Observation_LCL_V_Production

Yi Huey
Implementation of Portal 22-Oct-2023 11:21 AM
Email

Yi Huey
3P's - How to access archive 05-Nov-2023 08:02 AM
email

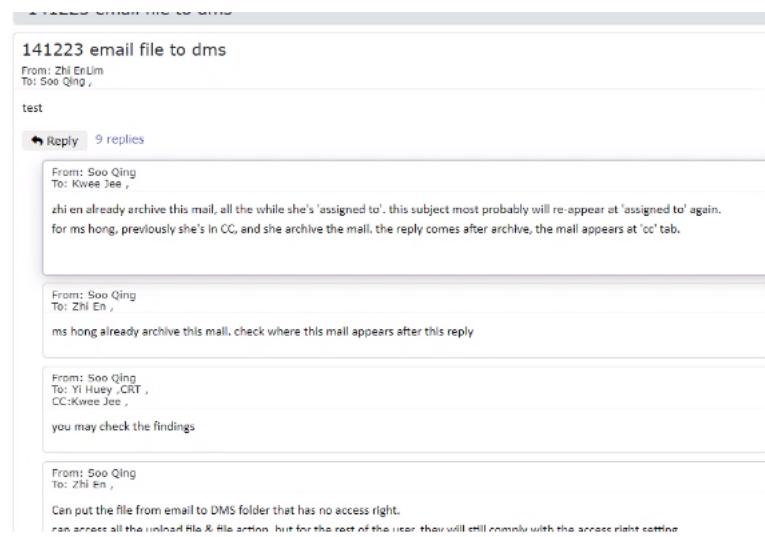
Yi Huey
Establish 3P's document for 14-Dec-2023 08:42 AM
Portal Email

Chin Hwa
Exercise to Archive user's 03-Nov-2023 12:14 PM
email

Yi Huey
Implementation of Portal Email 22-Oct-2023 11:20 AM

- when the person's name = A take out from reply, will A read the reply from "all" - NO will not applied anywhere-

- a) if the person is assign to from any of the reply or initial -> It will be always assigned to
- b) arun said will check if the person did not reply and take out the name then can't find this email for her
- c)



141223 email file to dms

From: Zhi En Lin
To: Soo Qing ,

test

Reply 9 replies

From: Soo Qing
To: Kwee Jee ,

zhi en already archive this mail, all the while she's 'assigned to', this subject most probably will re-appear at 'assigned to' again.
for ms hong, previously she's in CC, and she archive the mail, the reply comes after archive, the mail appears at 'cc' tab.

From: Soo Qing
To: Zhi En ,

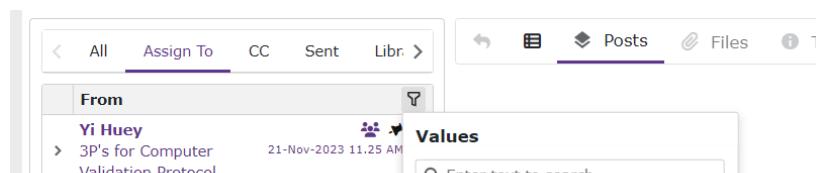
ms hong already archive this mail, check where this mail appears after this reply

From: Soo Qing
To: Yi Huey, CRT ,
CC:Kwee Jee ,

you may check the findings

From: Soo Qing
To: Zhi En ,

Can put the file from email to DMS folder that has no access right.
can access all the unlinked file & file action, but for the rest of the user, they will still comply with the access right setting



All	Assign To	CC	Sent	Libr >	Posts	Files	T
From					Values		
Yi Huey	3P's for Computer Validation Protocol	21-Nov-2023 11:25 AM					

The screenshot shows a list of notes in OneNote. On the left, there's a sidebar with a search bar at the top. Below it, a list of notes is displayed, each with a title, a small icon, and a timestamp. The notes are:

- > **Yi Huey** 3P's for Change Control 18-Nov-2023 04.43 PM
- > **Yi Huey** 3P's for extension of 18-Nov-2023 11.46 AM nearing expiring Packaging material
- > **Bee Kim** Cetirizine HCl 13-Dec-2023 05.59
- > **Yi Huey** 3P's - Approve and 12-Dec-2023 06.52 PM provisional Approval Vendor list
- > **Yi Huey** 3P's on DMS set up for 11-Dec-2023 06.44 PM SOP and training record
- > **Yi Huey** Guardian 2024 forecast 10-Dec-2023 09.49 AM Order and quotation
- Yi Huey**

To the right of the notes, a search dialog box is open. It has a search bar at the top with the placeholder "ENTER TEXT TO SEARCH...". Below the search bar is a list of names with checkboxes next to them. The names are: Select All, Bee Kim, Biow Teng, Chin Hwa, Nuraisha Syazwani, Soo Qing, Wan Nor Azierah, and Yi Huey. At the bottom of the dialog box are two buttons: "Cancel" and "Apply".

Arun said this from is base on last reply

Check - Arun side this from is from initiate email or reply date

The screenshot shows a search interface with a sidebar on the left and a main search form on the right. The sidebar has a section titled "First Name" with a dropdown menu and an "Apply" button. The main search form contains the following fields:

From	Ms Jung Yi Huey,Jung-Ms Jung <input type="button" value="X"/>
Subject	<input type="text"/>
Group	Select Group...
Category	Select Category...
Action	Select Action...
Others Tag:	Select Others Tag...
User Tag:	Select User Tag...
From	14-12-2023 <input type="button" value="Calendar"/>
To	14-12-2023 <input type="button" value="Calendar"/>

At the bottom of the search form are two buttons: "Close" and "Apply".

1. Arun to check the slowness of the portal and carry out optimization,
During the discussion, all of us feel the slowness. Example, when we change from 1 tab to another, it takes around 5s to change tab and load the content

