

01/06/24

Saturday, 1 June 2024 7:53 am

1. Is the entry at form will remember designation and will change the replacement accordingly, if refresh can see the latest person?
2. If that is the case should we have HR module or new person will have input replacement whose job or new post if new post need to which DMS, form can access
3. Form Version Change
4. Filter

Filter

Filter By

Company: SWMY|Sunward Malaysia

Division: Select Division

Name: Like Equal(=)

Code: Like Equal(=)

Description: Like Equal(=)

Description: Like Equal(=)

5. Form - can select user group useful for responsibility
6. Try 3P's name list for responsibility under grid on filter with entry for department is not working
7. If can at the filter and select all department people
8. For form add in description for email when click on email
9. For DMS at iPad it will only show first page
10. Once there is version for the form, and there is workflow implement - how to do it?
11. Digital signature

At least one signature requires validating.

**Signature**

**Mazree**

Digitally signed by Mazree  
DN: cn=Mazree gn=Mazree c=MY Malaysia l=MY  
Malaysia o=PQS Solution Sdn Bhd ou=Management  
e=Mazree@pqscopy.com  
Reason: I am approving this document  
Location:  
Date: 2024-03-18 10:36+08:00

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**Name: Muhammad Mazree bin Mohamed Mahidin**

**Designation: Technical Consultant**

**Date: 18th March 2024**

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1. There are 2 options for approval via online documents whether With the signature or Without the signature.
  2. Either way, both mechanisms must be validated that no one except for the name of the person can provide the online authorisation/approval. The approval process is initiated, a 2nd verification, i.e. code or password re-enter will be required as part of 2nd authorisation that the person signing the e-document is really him/her. After that, the signature must be followed with a date and time of the approval was granted on the SOP/Document (i.e. time stamp).
  3. I have attached a print screen of an electronic approval documents for your easy reference.
  - 4.

