QUAL-E Release Notes

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Patch Release – 2.0.1

September 2025

ISSUES ADDRESSED
1. Bug Fixes
    a. Fixed recording of "Date last reminder sent" when training reminders are sent and added email notification when there is an error in the training reminder script.
2. Improvements
    a. The "reply to" for notification emails when training is assigned is now the company QA manager.

Release – 2.0

June 2025

ISSUES ADDRESSED
1. Bug Fixes
    a. Fixed timeout error when uploading multiple files.
    b. Fixed error where editing one's own profile would not save because it was requiring a file to be uploaded.
    c. Fixed Python error when editing a project.

FEATURES IMPLEMENTED
1. FFSO Tab
    a. This tab is available for employees to notify the Neptune Federal Facilities Security Officer (FFSO) when they are receiving an item from a government agency or the status of that item changes.
    b. Items can be virtual (clearance, Z number) or physical (property or credential). Examples of property are laptops, card readers, hard drives, and docking stations. Examples of credentials are badges and tokens.
    c. Notifications
        i. When an employee creates or updates an item record in QUAL-E, the FFSO is automatically notified by email.
        ii. When the FFSO or a project manager creates or updates an item record in QUAL-E, the employee who is assigned the item is automatically notified by email.
        iii. Active items that have an expiration date will have reminders emailed to the employee and the FFSO when the item is 90 days from expiration and 30 days from expiration to remind the employee to begin the renewal process if appropriate. Expiration reminders are also emailed the day the item expires and weekly after expiration. Expiration reminders are sent unless reminders are suspended, the item no longer has active status, or the expiration date is updated.

  d. QUAL-E can generate Excel reports such as items for a specific project or person, pending items, expiring or expired items, returned items, and items issued by a specific agency.

  e. Files related to an item can be uploaded to QUAL-E and attached to the item record. For example, LANL badge return receipts should be scanned and uploaded.

Release – 1.2

March 2025

ISSUES ADDRESSED
1. Improvements
  a. Trainees can view training activities which now include instructions and online training URL.
  b. Interface for uploading files has been improved.

Patch Release – 1.1.2

February 2025

ISSUES ADDRESSED
1. Bug Fixes
  a. Fixed incorrect online response URL in training reminder emails.
2. Improvements
  a. Updated "Search Existing Training Courses" to return only the latest event for courses with multiple events.

Patch Release – 1.1.1

February 2025

ISSUES ADDRESSED
1. Bug Fixes
  a. Fixed server error when searching for trainee responses with Date Responded criteria.
2. Improvements
  a. Updated training reminders to cc the company QAM instead of the trainee's PAL. Updated text of reminders to match the emails when the training is assigned.
  b. Updated Training Activity Details page to display Date Last Reminder Sent.

Release – 1.1

January 2025

ISSUES ADDRESSED
1. Bug Fixes
    a. Fixed error where recording attendance for members of a selected organization.
2. Improvements
    a. Restored the ability for an editor to delete files attached to a QA Document unless the files is marked as the Latest QA Document.
    b. Improved the display of help requests and suggestions that contain URLs or long descriptions or review notes.
    c. Improved formatting of "Project Lead and Team Member Training Status" table when viewing a project.
    d. Added the ability to view the Neptune ISO certificate from the QA Documents landing page after log-in.

FEATURES IMPLEMENTED
1. Training Review Reminders
    a. Corporate training courses (i.e. Client is Neptune) now have a field "Review Reminder Frequency." This can be set to Never, Every Year, Every Other Year, or Every Three Years. If the field is set to anything other than Never, the Neptune QA Manager is automatically emailed a reminder 30 days before the training course is due for review. The email reminds the QA Manager to review the training course to see if it needs to be updated, then reassign the training course to employees as appropriate. The QA Manager should update "Date this training was last reviewed" to record the review.

Release – 1.0

August 2024

ISSUES ADDRESSED
1. Improvements
    a. Training Tab
        i. Training Tab is available to users with Reader permissions to view and download their training record. The training record allows people to see what assigned training they have not completed and includes a "Submit Training Response" link for online attestation when they have completed the training.
        ii. A training course event is considered pending if it has a "Date Training Available/Start" that is in the future. It is considered archived if it has a "Date Training Archived/End" that has passed. If it

has neither dates or if today's date is on or between the start and end dates, then it is considered active.
  b. Project Tab
      i. A Project Lead may view their project in QUAL-E if the Neptune QAM provides the URL to them.
      ii. When viewing a project, the "Related Training Courses" table now includes a Status column. The "Project Lead and Team Member Training Status" table now includes only active courses.

FEATURES IMPLEMENTED
  1. Quality Notifications Tab
      a. This tab is available for employees to submit a quality notification, corrective action, or preventive action. The Neptune QA manager receives an email notification of the submission, reviews the notification and can assign it to another employee if necessary for approval. When the assignee responds online, the Neptune QA manager is notified via email. The Neptune QA manager or other admin closes the quality notification.
      b. A quality notification can have related audits, projects, or quality notifications. Viewing an audit or project will include a Related Quality Notifications table if it has any.
      c. The tab includes a search function which is available to all employees.

Release – 0.8

May 2024

ISSUES ADDRESSED
  1. Bug Fixes
      a. Fixed Training Tab exports to Excel to include correct fields.
  2. Improvements
      a. "Send trainee notification email" checkbox has been added to forms for assigning training. The checkbox defaults to checked. By unchecking it, the user can opt out of sending trainees an email.
      b. "CC me on the trainee notification emails" checkbox has been added to the forms for creating and editing training activities. This provides consistency with the options when assigning trainees to courses.
      c. "External Trainees" field has been removed from training courses and events.
      d. "Latest QA Document" has been added to the top of the page when viewing a QA Document record to show readers which file should be read.

Release – 0.7

March 2024

ISSUES ADDRESSED
1. Bug Fixes
    a. Fixed bug where Training Course ID was not updating when the organization or title changed.
    b. Fixed bug where Due Date requirement was not being enforced when assigning mandatory training courses.
    c. Corrected organization labels in a few places in the Project Tab.
2. Improvements
    a. Updated QA IDs and numbers in all tabs to include a unique number before title. Neptune and Company abbreviation is now "N" which shortens the length of QA IDs and numbers.
    b. Project Tab
        i. Unnecessary fields were removed.
        ii. Project QA ID now includes project title and updates if the organization or title are edited.
    c. QA Documents Tab
        i. "QA Document Last Review Date" is no longer a required field.
        ii. The" Search Existing QA Documents" results table now includes Latest Date Approved.
    d. Training Tab
        i. Training courses can now be assigned to people who have completed the course in the past.

FEATURES IMPLEMENTED
1. Online Response for Assigned Training
    a. The email that is automatically sent when training is assigned now includes a URL to an online form where the trainee can attest that they completed the training. The trainee must check the attestation checkbox and type their name as a digital signature. The date the trainee submits the attestation online is recorded as the date the training has been completed.
    b. The Training Tab has a new action "Search Trainee Responses" to search for trainee attestations.
2. Training Related to Projects
    a. If a training course has related projects, there are new features to assign the training to project teams from both the Training Tab and the Project Tab.
    b. In the Training Tab, the Assign Trainees form has a new choice "Assign Members of Selected Project as Trainees." When selected, a Project dropdown appears that lists all Related Projects. The second step displays a table of all members of the selected project.
    c. In the Project Tab, the "Project Lead and Team Member Training Status" table has been updated to display if each person has been assigned or completed each related training course. If a person has completed the training previously, the most recent date completed is displayed. If a course is not currently assigned, an "Assign Training" link provides a shortcut to assign the training to that individual. The course name in the table header also provides a shortcut to assign the course to project team members.

Release – 0.6

November 2023

ISSUES ADDRESSED
1. Improvements
    a. The "Auditee POC" field can now have multiple people assigned.
    b. "Training Type" and "QA Training Supplier" are no longer required fields and are hidden.
    c. "Assign Members of Selected Organization as Trainees" no longer requires selection of a Company Division. This allows a training to be assigned to the entire company.
    d. Users with "Reader" permissions are limited to searching and viewing only active QA Document records and viewing only files marked as "Latest QA Document." This clarifies which files employees need to read.

FEATURES IMPLEMENTED
1. Project Tab
    a. Basic functionality.
2. Reports Tab
    a. Basic functionality.
3. Manage Accounts
    a. "Search Existing Users" action implemented.
    b. "Search Users With Database Completeness Issues" action implemented. This search identifies subcontractors and employees who do not have required files uploaded to QUAL-E. Subcontractors must have at least one attachment. Employees must have the onboarding file and signed acknowledgments for the code of ethics, employee manual, and health and safety manual.
    c. When updating an existing user, "Date Separated" can be entered and "Display in Dropdowns" can be set.

Release – 0.5

August 24, 2023

ISSUES ADDRESSED
1. Improvements
    a. Added the ability to specify Practice Area Leads for organizations.
    b. Added the ability for editors who are in the same Company Division and admins to attach files to users.
    c. Users with Reader permissions and "Can log in to QUAL-E" set to Yes can log into QUAL-E to access the QA Documents tab and the action "Search Existing QA Documents."

        d.   The Quality Policy and Quality Objectives have been added to the QA Documents tab.

Release – 0.4

January 2022

ISSUES ADDRESSED
1. Bug Fixes
    a. Fixed a bug where the value for the QA Coordinator field was not being displayed in the QA document Update History or when viewing the QA document record.
    b. Fixed QA Document "All Versions of this QA Document" table to be sorted numerically on the Version column instead of alphanumerically.
    c. Fixed bug where the "Approve This QA Document" action was not being displayed after creating a new version of the QA document.
    d. Fixed a few places in the Audits and Reviews tab where the terminology for Lead Organization Client and Company Division were not updated from Office and Center/Office.
2. Improvements
    a. QA Document Tab
        i. Added URL field to QA Documents to save a link to the QA document.
        ii. The "Generate Record for New Version of This QA Document" action no longer archives the previous version. Instead, the new version is set to Pending status. When the new version is approved, all previous versions are set to Archived and the new version is set to Active.
        iii. A QA document can only be set to Active status if it's been approved. The "Approve This QA Document" action automatically sets the status to Active.
        iv. The "Approve This QA Document" action is now only available to the QA Manager. The QA Document Contact does not approve the document.
        v. Once a QA document has been approved, it cannot be approved again, and file attachments cannot be deleted. This ensures that the QA document is not altered in QUAL-E after approval.
        vi. When the "Approve This QA Document" action is used, QA Document Last Review Date is set to today's date if it is blank.
    b. Audits and Reviews Tab
        i. Files can now be attached to findings (results).

Release – 0.3

September 2022

ISSUES ADDRESSED
1. Improvements
    a. QA Documents Tab has a new action "Approve This QA Document." The action is only visible if the QA Document is pending or active and you are the QA Document Contact or Current QA Manager. The action records approval as an entry in the Approval History table.

FEATURES IMPLEMENTED
1. Audits and Reviews Tab
    a. Basic functionality, not yet customized.
2. Training Tab
    a. Basic functionality.

Release – 0.2

August 2022

FEATURES IMPLEMENTED
1. QA Documents Tab
    a. Basic functionality customized.
    b. Search Existing QA Documents needs updating, and View QA Documents Needing Review not yet implemented.