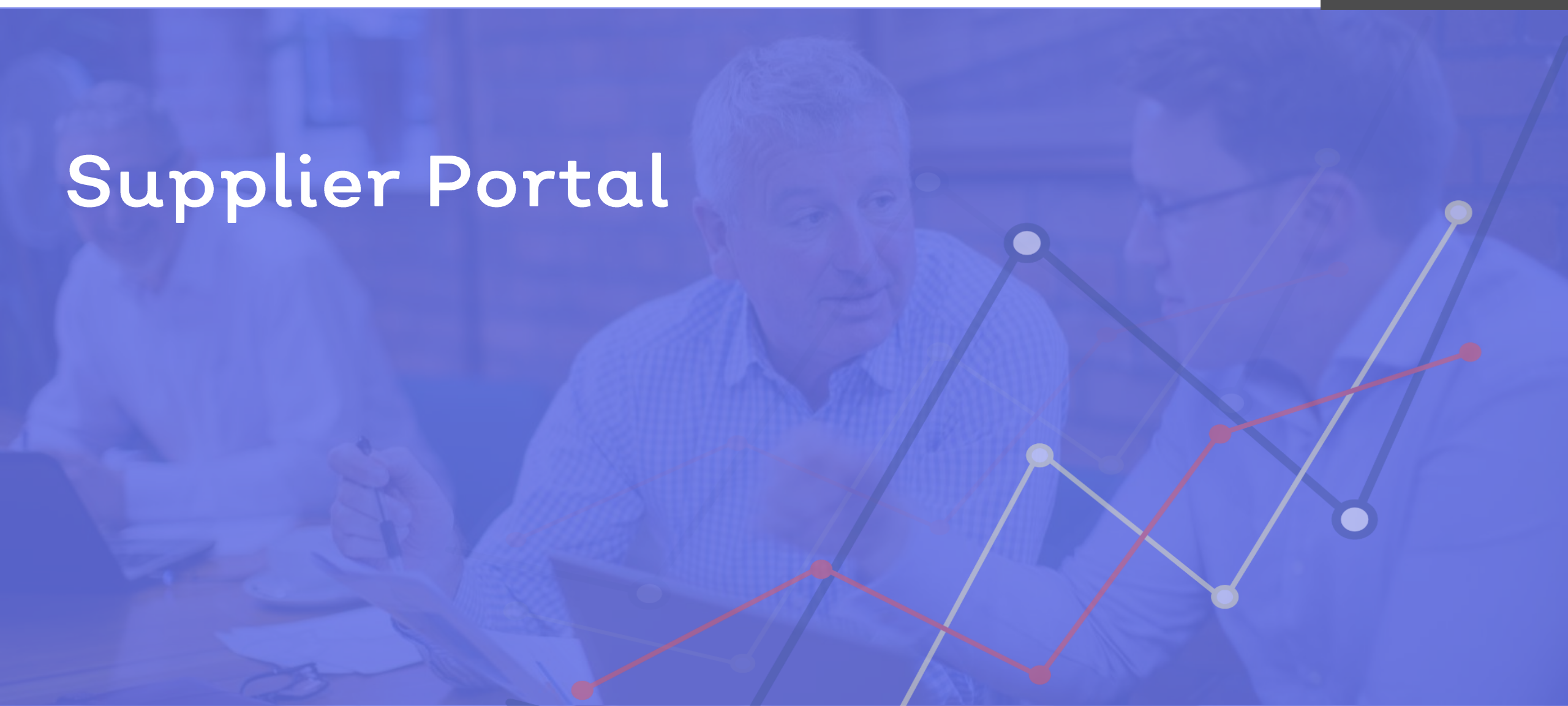


EQMS Quick Start Guide



Supplier Portal



Introduction

- As an Auditee, you may be requested to complete certain actions that have arisen from the Audit.
- When issued these actions via EQMS, you should be able to access a basic 'Supplier Portal' for the system, allowing you to review and complete your actions, including attaching any relevant documentation or other evidence.

Logging In

When you access the system for the first time, your username and password should have been supplied by an Administrator for the system. The first screen you will see should be a login screen, similar to below:



The screenshot shows the Qualsys EQMS login interface. At the top left is the Qualsys logo and the text 'Qualsys | EQMS'. Below this are two input fields: 'Username' and 'Password'. A red 'Log in' button is positioned below the password field. To the right of the password field is a link that says 'Forgot your password?'. At the bottom of the screen, there are two links: 'Read: Governance, Risk & Compliance (GRC) Insights' and 'Help: Knowledgebase, Videos and Resources'. Annotations include a blue box with a red '1' pointing to the input fields, a blue box with a red '2' pointing to the 'Log in' button, and a green box pointing to the 'Forgot your password?' link.

1 Enter your **Username** and **Password**

2 Select **Log In**

If you have forgotten your password, select the **Forgot Your Password** link to request a password reset from the System Admin

Note:
EQMS passwords must be between 6 and 12 characters in length.
Alphanumeric characters only

To-Do List

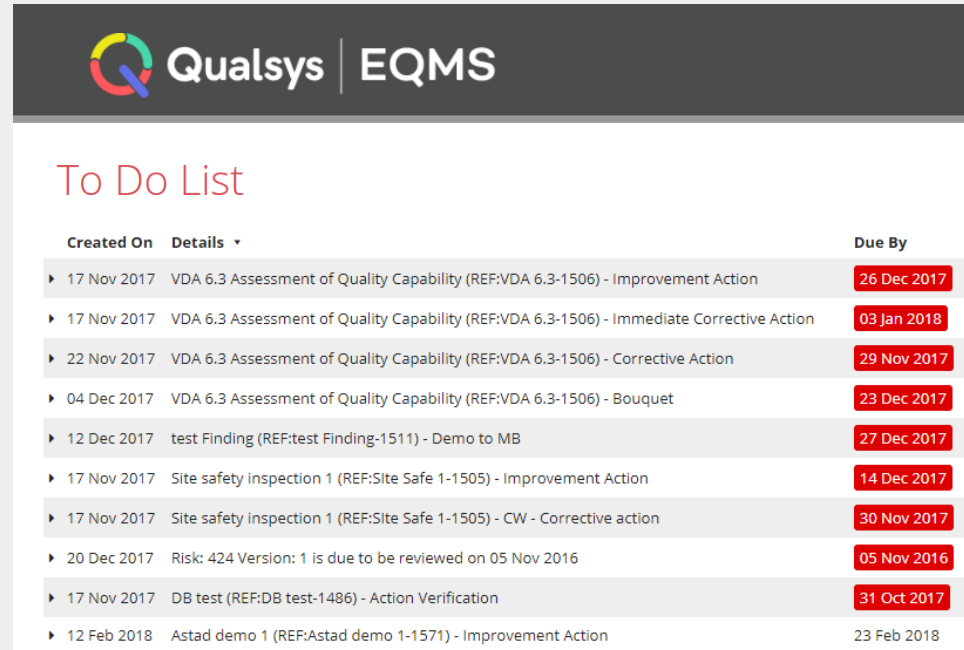
When you access the system for the first time, your username and password should have been supplied by an Administrator for the system. The first screen you will see should be a login screen, similar to below:



1

To view **action details** or **complete an action**, select the relevant To-Do list item

For a quick overview, you can select the expand icon to the left of each row to see additional key details



The screenshot shows the Qualsys EQMS interface. At the top, there is a dark header with the Qualsys logo and the text 'Qualsys | EQMS'. Below the header, the title 'To Do List' is displayed in a large, red font. The main content is a table with three columns: 'Created On', 'Details', and 'Due By'. The 'Due By' column contains dates in red boxes, some of which are highlighted in red to indicate overdue items. The table lists various actions with their creation dates and due dates.

Created On	Details	Due By
▶ 17 Nov 2017	VDA 6.3 Assessment of Quality Capability (REF:VDA 6.3-1506) - Improvement Action	26 Dec 2017
▶ 17 Nov 2017	VDA 6.3 Assessment of Quality Capability (REF:VDA 6.3-1506) - Immediate Corrective Action	03 Jan 2018
▶ 22 Nov 2017	VDA 6.3 Assessment of Quality Capability (REF:VDA 6.3-1506) - Corrective Action	29 Nov 2017
▶ 04 Dec 2017	VDA 6.3 Assessment of Quality Capability (REF:VDA 6.3-1506) - Bouquet	23 Dec 2017
▶ 12 Dec 2017	test Finding (REF:test Finding-1511) - Demo to MB	27 Dec 2017
▶ 17 Nov 2017	Site safety inspection 1 (REF:Site Safe 1-1505) - Improvement Action	14 Dec 2017
▶ 17 Nov 2017	Site safety inspection 1 (REF:Site Safe 1-1505) - CW - Corrective action	30 Nov 2017
▶ 20 Dec 2017	Risk: 424 Version: 1 is due to be reviewed on 05 Nov 2016	05 Nov 2016
▶ 17 Nov 2017	DB test (REF:DB test-1486) - Action Verification	31 Oct 2017
▶ 12 Feb 2018	Astad demo 1 (REF:Astad demo 1-1571) - Improvement Action	23 Feb 2018

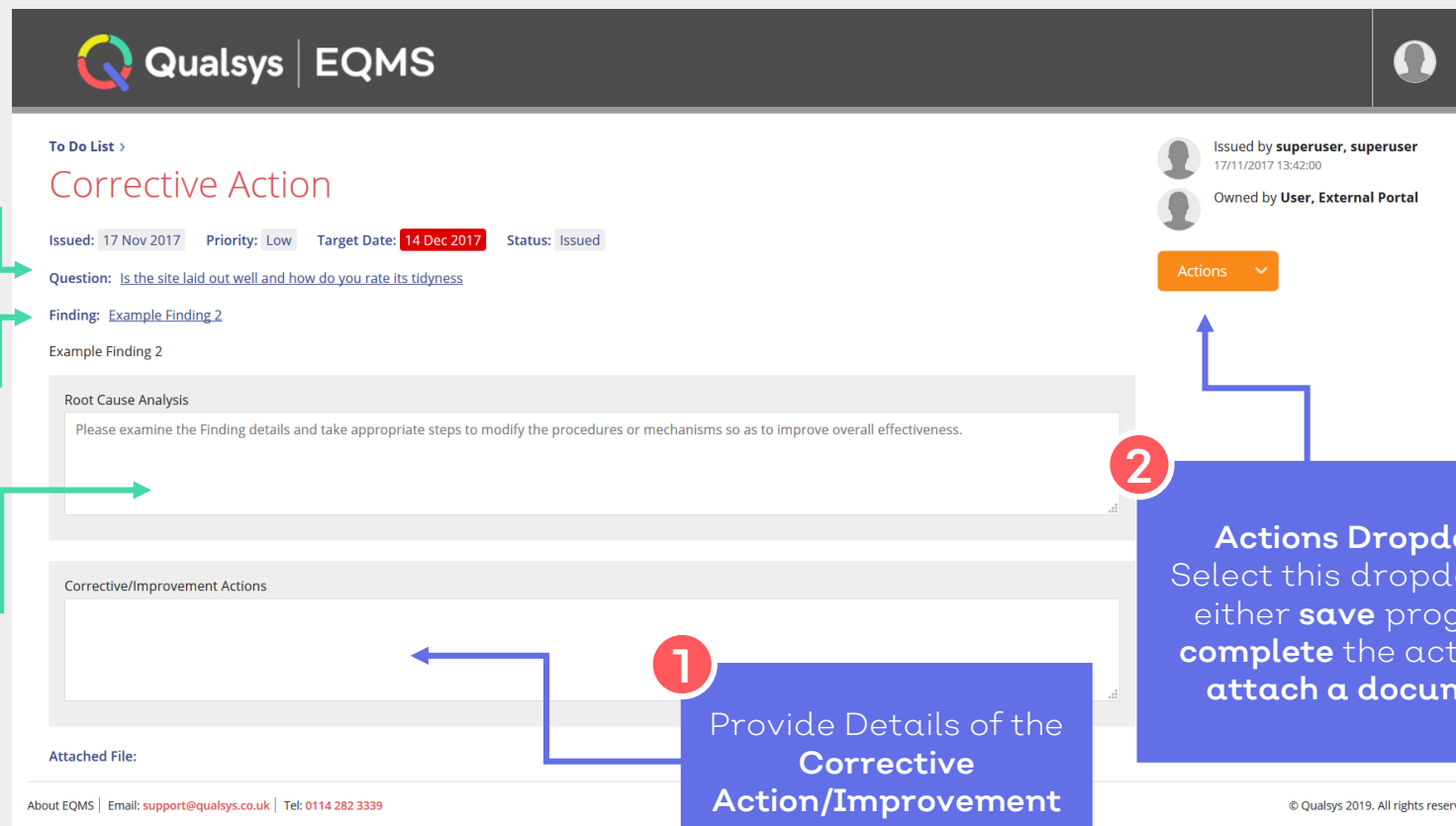
Due Date – The dates listed show the due by date for each action. Due by dates highlighted in red are overdue

Action Details

Question – Select this link to reveal the question details

Finding – Select this link to reveal the finding details

Root Cause Analysis – This section contains additional details, to give context to your action



Qualsys | EQMS

To Do List >

Corrective Action

Issued: 17 Nov 2017 Priority: Low Target Date: 14 Dec 2017 Status: Issued

Question: [Is the site laid out well and how do you rate its tidyness](#)

Finding: [Example Finding 2](#)

Example Finding 2

Root Cause Analysis

Please examine the Finding details and take appropriate steps to modify the procedures or mechanisms so as to improve overall effectiveness.

Corrective/Improvement Actions

Attached File:

About EQMS | Email: support@qualsys.co.uk | Tel: 0114 282 3339

Issued by **superuser, superuser**
17/11/2017 13:42:00

Owned by **User, External Portal**

Actions ▾

2

1

Provide Details of the Corrective Action/Improvement

Actions Dropdown
Select this dropdown to either **save** progress, **complete** the action or **attach a document**

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Thank you for your time

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