

STANDARD OPERATING PROCEDURE	DOCUMENT NUMBER	SOP-QA-079
TITLE: NAVIGATING MASTER CONTROL	REVISION #	01

**1. PURPOSE:**

To provide ABC Pharma, Inc. US employees instruction on how to login and navigate the Master Control System.

**2. SCOPE:**

This procedure applies to all ABC Pharma US Sites.

**3. RESPONSIBILITIES:**

It is the responsibility of all MasterControl users to follow this procedure and to have a Master Signature/Electronic Signature Acknowledgment Form (FM-QA-131) on file with QA Document Control.

**4. DEFINITIONS:**

4.1. **Job Code** - A collection of courses organized by course type, department, function, or task. Job Codes may be assigned to specified roles or individuals. A job code is the same as a curriculum. The two terms can be used interchangeably.

4.2. **Course Code** - A course code is an automatically generated number for system documents such as SOP. Course codes are then added to curricula so they can be assigned to employees for training.

4.3. **Task** - A task is an assignment that is listed in your “My Task” window. There are different tasks such as a training requirement or a document collaboration/change control.

4.4. **Role** - A designation which assigns users ability to access areas of the system and perform specific actions within each vault type.

4.5. **Collaboration** - A method in which multiple users provide input, changes, and feedback to a document before it is approved.

**5. PROCEDURE:**

**5.1. Logging in to MasterControl**

5.1.1. Click in the **User ID** field and enter your User Id. (See Figure 1)

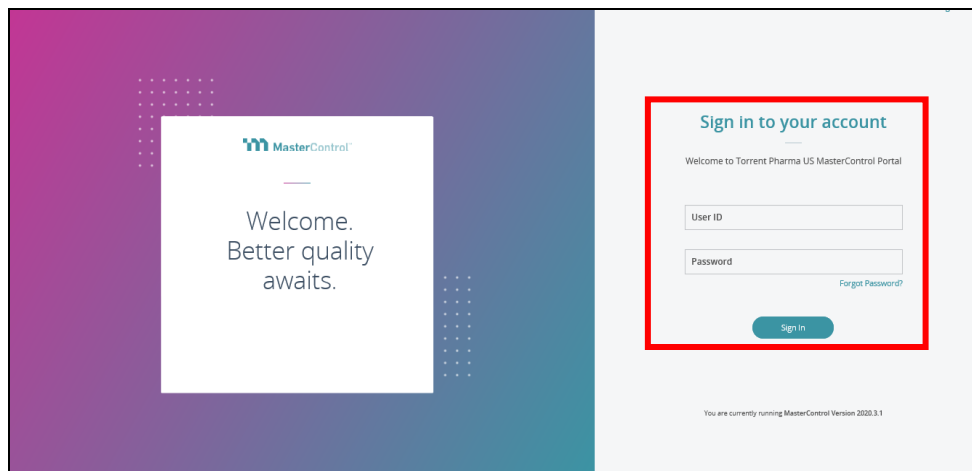
5.1.2. Click in the **Password** field and type enter your password.

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**Note:** If this is your first-time logging in, use the User Identification and Password initially provided to you from the System Administrator. Once you are logged in, the system will automatically prompt you to change your password and setup your security questions.

5.1.3. Click the **Sign In** button.

5.1.3.1. You should now see your “My MasterControl” homepage.



*Figure 1: MasterControl Login Screen*

## 5.2. Forgotten Password or Password Reset

- 5.2.1. If you have forgotten or need to reset your password, you can click on “**Forget Password?**” and the password assistance screen will appear. (See Figure 2)
- 5.2.2. This will prompt you to type in your User ID and Email address. It will then ask you to answer a security question you created and submit Answer.
- 5.2.3. MasterControl will send you an email that contains your temporary password.
- 5.2.4. Return to the MasterControl login in page and enter your Username and the temporary password.
- 5.2.5. When prompted, enter and confirm your new password.

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5.2.6. Click the **Sign In** button.

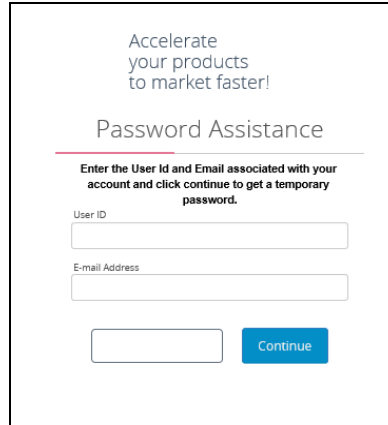


Figure 2: Password Assistance Screen

### 5.3. Master Control Homepage and Icons

5.3.1. The Master Control homepage allows you to see all the tasks that have been assigned to you, as well as navigate to other MasterControl screens and services. (See Figure 3)

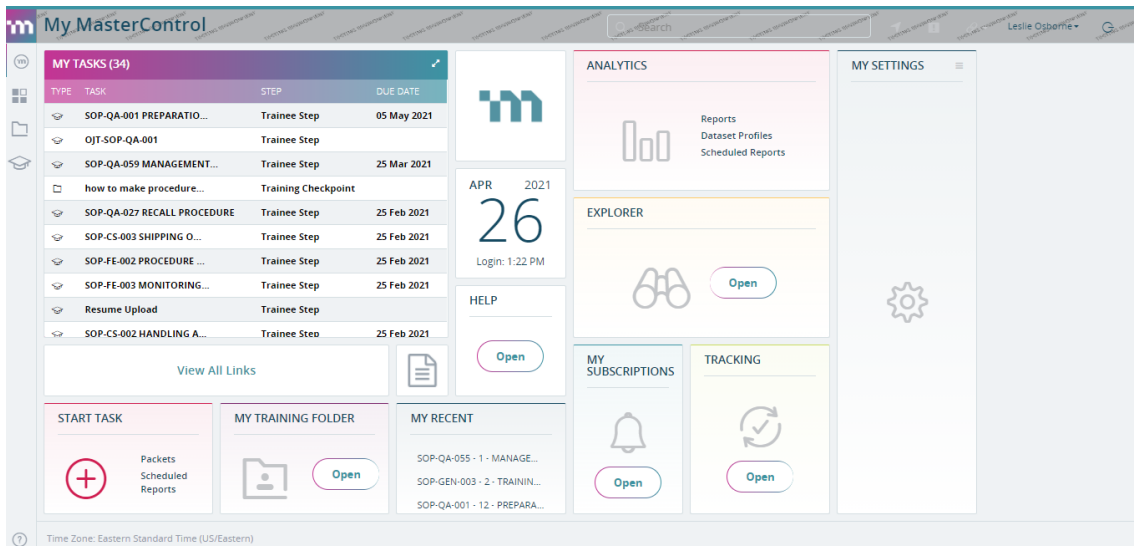






Figure 3: My Master Control Homepage Windows and Icons

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5.3.1.1. Icons Top Right of Screen.


	Log Out	Logs the user out of the system.
	Messages	Opens most recent system messages.
	My Links	Opens My Links management.
	Quick Navigation	Opens the quick navigation system.

5.3.1.2. Icon(s) Left Sidebar


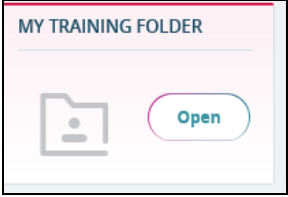
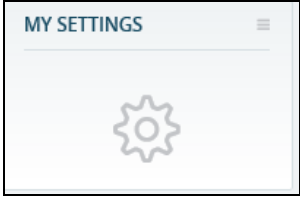
	My MasterControl	Opens the My MasterControl Homepage.
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**Note:** Depending on your role within MasterControl, you may have more icons in your left sidebar. These additional icons will be covered in a different document.

5.3.2. The following gives you an overview of the windows/icons you will use the most.

Window/Icon	Purpose
	<p>This is the “<b>My Tasks</b>” window. It lists all your assigned tasks such as training requirements and change control requests. The window can be expanded, and tasks can be prioritized and tag for better sorting.</p>

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Window/Icon	Purpose
	These icons allow you to search for certain items and documents within Master Control.
	<b>My Training Folder</b> – This link will open your training records so you can view all complete and incomplete training assignments.
	<b>My Settings</b> – This Icon allows you to manage your personal settings within Master Control

#### 5.4. Completing Assigned Tasks

5.4.1. Clicking on the assigned training item allows you to read the SOP, review any associated forms, and take the quiz. Once these steps are completed, you will be credited for completing this assignment. (See Figure 4)

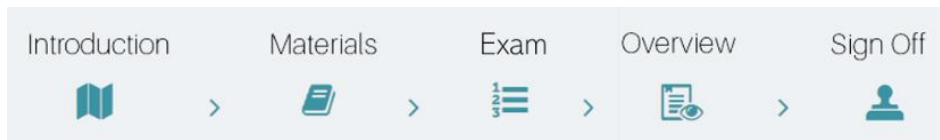


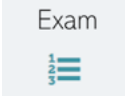

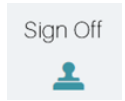


Figure 4: Training Item Overview

Window/Icon	Purpose
Introduction 	Introduction Icon give you an overview, description, location, and instruction of the course.
Materials 	Gives you the all the materials you need to complete a course.

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Window/Icon	Purpose
Exam 	Allows you to complete an exam once you have read the materials. Exams are open book, so this also allows you to search the materials as you answer questions.
Overview 	This gives you your exam results and when you will need to be recertified or retrained on the SOP.
Sign Off 	This step needs to be completed to complete the course and receive credit.

## 5.5. Searching for a Document

- 5.5.1. The search function offers three search methods: Simple, Basic, and Advanced. Each function can be reached by clicking on the respective button. Simple search is the default. (See Figure 5)



Figure 5- Searching for an SOP

- 5.5.1.1. Simple Search allows you to type in word(s) or terms that you would like to search for. (See Figure 6)

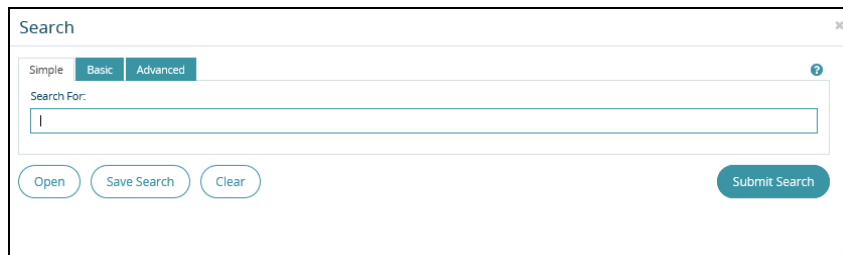


Figure 6: Simple Search Window

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5.5.1.2. Basic Search allows you to add more information such as an InfoCard, Revision, and Course number. (See Figure 7)

The screenshot shows a 'Search' window with three tabs: 'Simple', 'Basic', and 'Advanced'. The 'Basic' tab is selected. The search criteria are organized into three columns:

- Column 1:** InfoCard Number (text input), Title (text area), Author (dropdown), Previous Number (text input), File Name (text input).
- Column 2:** Revision (text input), Notes (text area), Owner (dropdown), Change Number (text input).
- Column 3:** Vault (dropdown), Status (text input), InfoCard Type (dropdown), Subtype (dropdown), Created (dropdown), Released (dropdown), Effective (dropdown).

At the bottom, there are buttons for 'Open', 'Save Search', 'Clear', and 'Submit Search'.

Figure 7: Basic Search Window

5.5.1.3. Advanced Search allows you to narrow your search results by using specific value fields. (See Figure 8)

The screenshot shows the 'Advanced' tab selected in the 'Search' window. It features a table for defining search rules:

FIELD	OPERATOR	VALUE	LOGIC
Attachment Name	Contains		

Buttons for 'Open', 'Save Search', 'Clear', and 'Submit Search' are visible at the bottom.

Figure 8: Advanced Search

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## 5.6. Printing a Document

5.6.1. Search for the document you need to print and click on the file. (Refer to “Searching for a document.”)

5.6.1.1. Click **Download**. (See Figure 9)

5.6.1.2. Click on **PDF**.

5.6.1.3. Click on **Open in Acrobat**.



Figure 9- Printing a Document

5.6.2. Once the document downloads as a PDF, you can print the document using the Adobe print function. (See Figure 10)

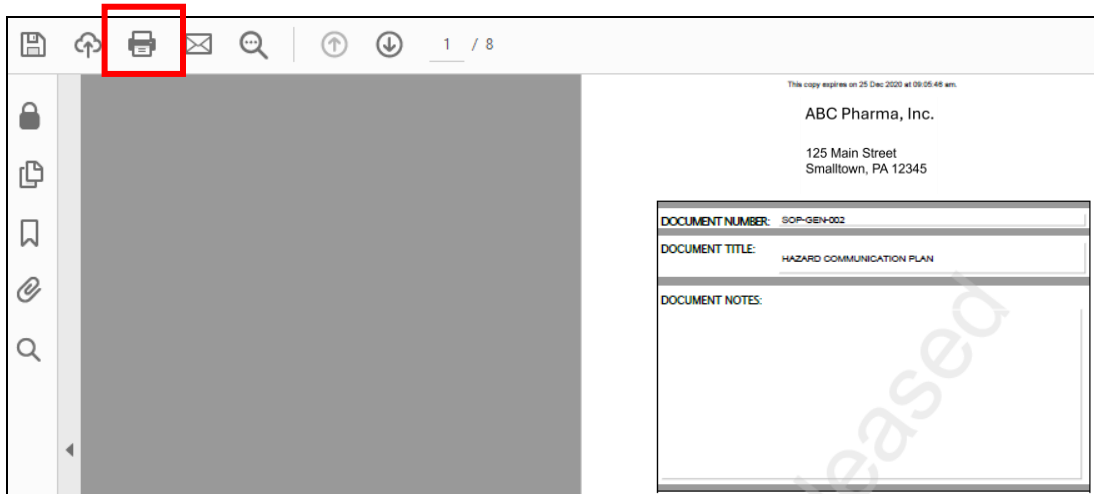


Figure 10- Printing with Adobe Acrobat



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**6. REFERENCES:**

FM-QA-131 MASTER SIGNATURE/ELECTRONIC SIGNATURE ACKNOWLEDGEMENT FORM

**7. ATTACHMENTS:**

N/A

**8. HISTORY OF CHANGE:**

Revision No.	Revision Date	Change Control No.	Description of Changes
00	01/2021	21/QA/007	New SOP
01	4/2021	21/QA/008	Update Screenshots to match new updated system.