



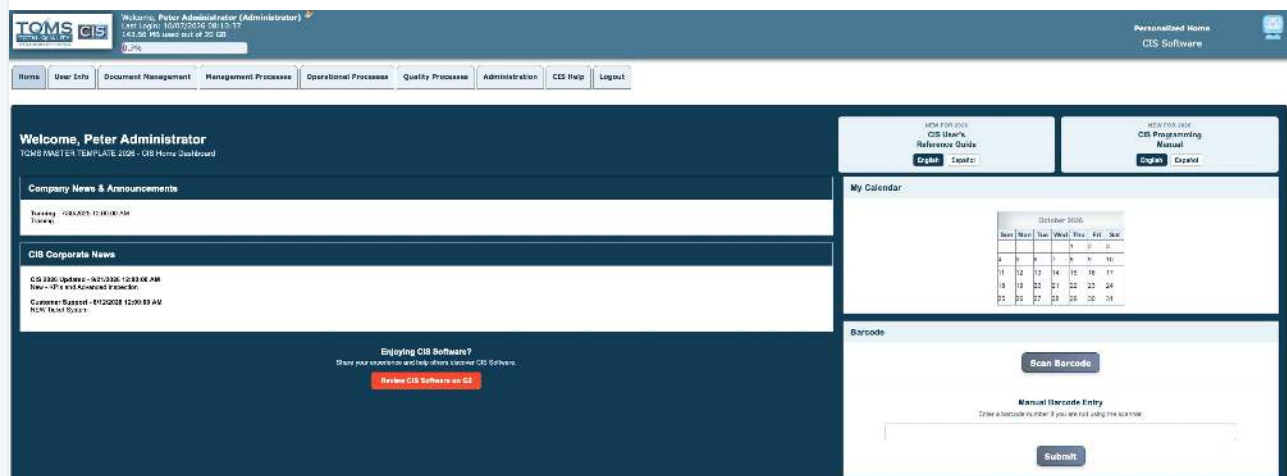
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New AI. New manuals. New templates. New help resources. A better CIS experience.

Over the past several months, we have been working extensively on CIS Software — modernizing the system, improving the user experience, expanding our documentation and introducing powerful new AI capabilities.

Some of these improvements are already appearing in customer systems, while others will be rolling out shortly.

We are very excited about where CIS is heading, and we wanted to give you an early look.



A New CIS Home Page

All CIS customers will be receiving our newly redesigned Home page.

The updated Home page provides a cleaner, more modern starting point for CIS, with improved access to company information, CIS news, manuals, calendars, barcode functions, Key Performance Indicators and other important resources.

It also gives us a much better platform for introducing additional CIS features in the future.

Meet the New CIS Assistant

CIS Assistant

Ask questions, draft text, summarize information, and get help using CIS.

Welcome to CIS Assistant

How can I help you today?

CIS Assistant can now help answer questions about CIS Software, including how to use CIS, how features work, and how to configure or revise parts of the system. It can also help you write, summarize, explain, or draft text. CIS Assistant can also help with CIS programming and configuration by explaining field usage, templates, forms, reports, email layouts, print layouts, and other editable areas. It can help you understand what you can ask things like:

- How do I perform a task in CIS?
- Where can I find a feature or record in CIS?
- Can I change this form, field, template, report, or email myself?
- Does this change require programming or a database modification?
- Help me revise a CIS email, print report, or input form.
- Explain a CIS field, merge token, or template.
- Summarize this record or procedure.
- Help me write a professional customer or supplier email.
- Rewrite this text to be clearer and more concise.
- Explain a quality term, process, or requirement.
- Help draft corrective action or audit wording.

Important: CIS Assistant is trained using the CIS 2026 version. CIS 2026 may have an updated appearance and features that are not available in your current version of CIS. If the instructions or screen descriptions do

CIS programming help

Customer email

Summarize a procedure

Improve corrective action wording

Explain a requirement

Assistant Response

Response

Ask CIS Assistant

Type your question here...

Tip: Be specific for the best results. Review AI-generated content before using, sending, or saving it.

One of the biggest changes is our completely updated **CIS Assistant**.

This is no longer simply an AI tool for general assistance. The new **CIS Assistant** has been trained specifically on CIS 2026, including the CIS User's Reference Guide and CIS Programming Manual.

You will be able to ask questions such as:

- How do I perform a particular task in CIS?
- Where can I find a specific feature or record?
- How do I modify a CIS form, field, template, report or email?
- Does a change require programming or a database modification?
- How does a CIS field or merge token work?

- Can you help me write or improve a procedure?
- Can you help me draft corrective action or audit wording?
- Can you explain a quality requirement?

And much more.

CIS Assistant

Ask questions, draft text, summarize information, and get help using CIS.

Assistant Response

Your Question

How can I hide a field in the HR Database?

Response

To hide a field in the HR database in CIS 2026, follow these steps:

1. **Access the User Control**: Navigate to the user control that handles the table containing the field you want to hide.
2. **Hide the Field**:
 - Go to the **Hide/Show Fields** tab. You will find checkboxes for each field.
 - Check the following boxes for the field you want to hide:
 - **Hide In Insert**: To remove the field from the insert form.
 - **Hide In Edit**: To remove the field from the edit form.
 - **Hide In Save**: To ensure CIS does not look for the field when saving the record. Note that a field hidden from both Save and Edit will never receive a value, so use this configuration intentionally.
3. **Additional Steps for Custom Templates**: If you are using a custom form template, you may also need to delete the field's tokens from the template to ensure it does not appear.
4. **Retirement Plan for Unused Fields**:
 - If the field is no longer needed at all, retire it by ensuring it's not marked as Required and hiding it in all the user controls that use the table.
5. **Confirm Changes**: Always check that fields marked as hidden do not cause errors when interacting with forms or data exports. Make sure the changes reflect properly by clearing all browser windows if necessary.

Ask CIS Assistant

Type your question here...

Tip: Be specific for the best results. Review AI-generated content before using, sending, or saving it.

The CIS Assistant can even provide guidance about **CIS programming and configuration**, helping users understand what they can safely modify themselves and what may require assistance from a CIS programmer.

Already have CIS AI?

Customers who already have the CIS AI feature will be updated to the new CIS Assistant capabilities shortly.

Customers who do not currently have AI can obtain these capabilities by **upgrading to CIS 2026 with AI**, or AI may be added to an existing CIS installation for an additional fee.

Important: The new CIS Assistant is based on CIS 2026.

Customers using earlier versions of CIS may see differences in screens, features and available functions.

Completely New CIS Manuals

We have also created two major new resources:

CIS 2026 User's Reference Guide

CIS 2026 Programming Manual

And both manuals are now available in English and Spanish

The manuals can be accessed directly from the CIS Home page, making detailed CIS information much easier for users and administrators to find.

These are comprehensive CIS 2026 manuals, so they may describe features that are not included in earlier versions of CIS.

If you discover something in the new manuals that you would like to have in your system, talk to us about upgrading to CIS 2026.

New Email & Print Templates

We have redesigned many of the CIS master templates used for emails, printed reports, and PDFs.

The new templates are cleaner, easier to read, more professional, and more consistent throughout CIS.

Important for Customers with Customized Templates

If you have previously customized an email or print template in your CIS system, CIS will continue using your customized version.

That means the new master template will **not automatically replace a template that you have modified.**

If you would like to try the new CIS master version of a customized template, we recommend that you first:

1. **Copy and save the HTML code from your current customized template.**
2. Select **Revert to Master** for that template.
3. Review the new CIS master template.
4. If you like the new template, you can continue using it or customize it further.
5. If you prefer your previous version, paste your saved HTML code back into the template.

This allows you to safely review the new design without losing your existing customization.

New Corrective Action Email

[[LOGO]]

New Corrective Action Request
CIS Software Notification

A new Corrective Action Request has been added to CIS Software.

You are receiving this notification because you were selected to be advised when a new Corrective Action Request is created.

Please review the information below and refer to the current CAR record in CIS for any subsequent revisions or updates.

Corrective Action Request #[[pk_corrective_action]]	
Requested By	[[REQUESTINGBY]]
CAR Date	[[car_date]]
CAR Due Date	[[car_due_date]]

[[VIEWLINK]]

Assignment Information

New Corrective Action Report

Root Cause Analysis	
[[root_cause]]	
Corrective Action	
Resolution / Corrective Action Taken	
[[corrective_action_resolution]]	
Action to Prevent Recurrence	
[[eliminate_cause]]	
Completion	
Resolved Date	[[resolve_date]]
Completed / Prepared By	[[fk_users_prepared_by]]
Resolution Cost	[[resolution_cost]]
Verification	
Verified By	[[fk_users_verified_by]]
Verified Date	[[resolution_verified_date]]
Verification Results	
[[describe_varification_performed]]	
Follow-Up	
Follow-Up Planned Date	[[followup_review_date]]

New Help & Training Resources Are Next

START HERE

New to CIS or Setting Up a New System?

Begin with administrator setup, users, preferences, system configuration, database customization, and programming resources.

Administration Setup & Programming CIS

QUALITY MANAGEMENT

Manage Quality, Compliance & Improvement

Auditing

Audit planning, execution, findings, and follow-up.

Corrective Action

Managing corrective actions from investigation through closure.

Nonconformity & Near Miss

Recording, investigating, and managing quality events.

Objectives

Establishing, monitoring, and reviewing quality objectives.

Risk & Performance

Risk assessment, performance monitoring, and KPI management.

Document Management

Document control, approvals, revisions, and master lists.

OPERATIONS

Control Products, Equipment & Work

Calibration

Calibration and maintenance records, schedules, and equipment.

Inspection

Receiving, in-process, and final inspection activities.

Work Orders

Creating and managing production and operational work orders.

Vendors, Purchasing & Products

Vendor management, purchasing, products, job release, and quotations.

Customer Supplied Product

Tracking customer-owned material, products, and property.

Over the **next 30 days**, we will begin another major project: updating the CIS training videos and Help pages.

The new Help system is being organized around the way people actually use CIS, with clearer categories for Quality Management, Operations, Administration and system configuration.

Our objective is straightforward:

Make CIS easier to learn, easier to administer and easier to use.

Together with the new manuals and CIS Assistant, this will give users several different ways to get the help they need — from traditional documentation and training videos to simply asking CIS Assistant a question.

Help Us Spread the Word About CIS

If you're enjoying CIS Software, or if CIS has helped solve a problem, improve a process, or make managing your quality system easier, **we'd greatly appreciate you taking a few minutes to share your experience on G2.**

You will now find a **"Review CIS Software on G2"** button directly on your CIS Home page.

Your review helps other organizations learn about CIS from the people who actually use it, while also helping strengthen CIS Software's visibility in search engines and AI-driven search and recommendation tools.

Thank you for supporting CIS Software and for sharing your experience.



This Is Just the Beginning

CIS has continued to evolve for many years, but CIS 2026 represents one of the most significant steps forward we have made.

The combination of the new CIS Assistant, redesigned templates, new documentation, and the upcoming training and Help system is creating a CIS that is easier to learn, easier to use, and easier to administer.

We will continue improving CIS based on the needs and feedback of the companies and people who use it every day.

Thank you for being a CIS Software customer and for being part of where we're going next.

Peter Sanderson

TQMS Inc.

CIS Software — Continuous Improvement Software

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TQMS Inc.



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