CIS CONTINUOUS IMPROVEMENT SOFTWARE

CIS Tips & Features

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Hello,

Welcome to the first weekly CIS Tips & Features. Each week you'll get one feature worth knowing, one quick hint, and one thing you may not know CIS can do. Each one takes about three minutes to read and is meant to save you more than that.

FEATURE SPOTLIGHT CIS 2026

Complete a whole batch of calibrations in one entry

If your instruments go out for calibration together, there's no need to open each record one at a time. CIS 2026 lets you close the whole group in a single entry, and it reschedules every instrument for you.

1. See what's due. Go to *Operational Processes / Calibration/Maintenance / Print Calibration Maintenance List*, choose the Calibration Due Date Report and set your date range. Use the CSV button to download the list for your calibration supplier's purchase order.

2. Select the group. When the instruments come back, open *Calibration/Maintenance Details*, filter by Late Calibrations or the same due-date range, and select them all.

3. Click Set as Complete. Fill in the form once: cost, dates removed and returned to service, date performed, certificate name, the supplier's results file, *Calibration OK*, and who accepted it.

4. Save. CIS updates every selected instrument and schedules each one's next due date from its own interval.

Tip: Ask your calibration supplier to send all results in one PDF. You upload it once and it's attached to every instrument. Calibrating in house? Enter the results in the downloaded spreadsheet and upload that instead. Finish with *Print Calibration Sticker* (Avery 48867 labels).

Running an earlier version of CIS? Some of these steps, such as uploading results for the whole group, are new in CIS 2026 and may not be available in your revision. That's one more reason to upgrade.

QUICK HINT ALL VERSIONS

Archive a criterion – never rename it

CIS is a relational database: your NCR, CAR and Customer Feedback records store the criterion's record number, not its name. So if you rename "Rejected – dimensional issues" to "Rejected – weight," every past record that used it now says "weight."

When a criterion no longer fits, add a new one and archive the old one under *Administration / Add or Revise Criteria*. It disappears from the drop-downs and your history keeps its meaning. (The same idea applies to people: suspend users who leave rather than deleting them.)

DID YOU KNOW? · NEW IN 2026

Unstick documents waiting on approval

Documents stalled because a reviewer is on vacation? In Document Management, open the report icon and run the *Pending Approval Documentation List* to see exactly who is holding things up. Your Administrator can then use **Approve All** to approve on behalf of every reviewer and the approver, with one comment recorded for all of them.

Approve All is available only in CIS 2026.

WHY UPGRADE TO CIS 2026?

If you're not on CIS 2026 yet, here's what you'll get:

- ✓ AI assistance throughout CIS, including Root Cause, 5-Whys and suggested calibration and maintenance procedures
- ✓ New Advanced Inspection and First Article Inspection, with KPI dashboards and control charts
- ✓ Enhanced Document Management, including Approve All and Undo Revision
- ✓ Enhanced Calibration and Maintenance, including group completion
- ✓ Enhanced ERP with bar coding
- ✓ A fresh new look, with your choice of colour scheme

Your existing tables and screens carry over and work the same way. **Request a demo to ask about upgrading.**

Want help with any of this?

Book a session and we'll walk you through it in your own CIS, or show you what CIS 2026 can do.

Request a Demo

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Have a feature you'd like covered in a future issue? Contact us through tqms.com.

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Full step-by-step instructions are in the Help tab at the far right of CIS.

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