

## The Great MOC Solution Demo

### Quick Start

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Windows 10 or better is necessary to run this software.

Copy the Demo folder to your hard drive as you can't run the program from a CD or from inside a zip folder. If you downloaded the Demo from the KnowledgeOne website, just double click on the zip file to unzip it and see the MOC Demo folder – copy it to your hard drive as you can't run the program from the zip folder. You are ready to start.

Open the MOC Demo folder where you will see these instructions and a folder with the program called The Great MOC Solution. Open that folder and double click on The Great MOC Solution icon (colored icon). In a few seconds the program will open up and you will be asked to enter an account and password.

Enter the following (only this will work the first time you use the demo):

Account: Demo

Password (case sensitive): MOC

The first time you use the demo you will be asked to enter your full name. Enter it and press OK. Then, after accepting the license, you will be taken to the Menu screen. Explore: create a new MOC, or look at the list of existing MOCs and then click on one of them, or select one from the drop-down list. An MOC workflow diagram and detailed instructions for creating MOCs are accessible from the Menu. Click on the button with a question mark in each screen for guidance. Look also at the Help sub-menu in the regular Windows menu. In order to fully explore the security features of the program, two other accounts are provided in the Demo – you can re-login from the Menu screen to try them:

Account: elaine.coord

Password: MOC

Privileges: MOC Coordinator

Account: julius.appro

Password: MOC

Privileges: MOC Approver

Please email questions or comments to [jc@knowledge1.net](mailto:jc@knowledge1.net)

## The Great MOC Solution© Features

- Intuitive and easy to use while maintaining control of the integrity of the MOC process.
- Simultaneous access to the database by everybody with automatic assignment of privileges (coordinator, approver, administrator, etc.) through the normal company login.
- Fully searchable from every screen.
- Ability to easily and quickly create your worksheet with as many steps as desired. Use a preconfigured worksheet and manually add steps if desired.
- Create MOC workflows (with their own worksheets) for various plant processes that can be easily prepared beforehand and selected from a drop-down list. Different approval levels and functions/titles of approvers can be included in each of the workflows.
- Ability to include in the software documentation for every step of the MOC process either by storing the documentation directly or storing links to the company's document management system.
- Ability to send emails at the click of a button that automatically capture the details of the step (action item, approval, prompt for closure, or just awareness).
- Pre-configured reports plus the capability of making complex searches and storing the queries (create a special report).
- List view of all the MOCs with milestones, that allows to get a global view of the status of the MOCs. Navigation from the list to a specific MOC form by clicking the on the MOC icon.
- Automatic metrics - dynamic graphs for number of open MOCs and past-due MOCs for any given period of time, as well as MOC starts and completions.
- Embedded help in all screens.
- Inexpensive site license. Can be run from your own server or the Cloud.