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| Loughborough University | **Document Change Note** | | | |
| **The Centre for Biological Engineering** |
| Document Ref: HTA-QS-FORM/003 | Version No: | 1.0 | Issue Date: |  |
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| **DCN No: CBE-HTA/DCN/0001** |  | | | |

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| **Document Reference(s):** | **Document Title:** | | | | **Current**  **Version No: 001** |
| **CBE/HTA-PR-SOP005** | SETTING UP AND EDITING PROJECTS IN THE PROCURO DATABASE | | | | |
| **Reason for**  **and overview of the change requested:** | A new version of the Pro-Curo Software ( V4) was introduced and therefore the SOP needed reviewing and updating to reflect the changes. | | | | |
| **Revision Category:** |  | All personnel performing this procedure/process must read this version & complete the necessary training | | | |
|  | All personnel performing this procedure/process must read this version | | | |
|  | No significant changes to document content – no requirement for personnel performing this procedure/process to read this version or complete training | | | |
| **Systems effected by change:** | 1. All Personnel working under HTA In the CBE must read the revised SOP. 2. All personnel working under HTA must receive training to use the software. | | **Other Changes required to implement:** | i)Laboratory users wishing to access this software must submit their computer details and log in to the Departmental Quality Manger. | |
| **Date:**  **20th June 2018** | **Raised by:**  **Carolyn Kavanagh** | | **Date:** | **Approved by (dQM):** | |