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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:** |[x]  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):** |