

## Calendar Tab

### Supplemental Tasks Minibar

This reference guide is an overview of the **Supplemental Tasks** minibar within the **Calendar** tab. These areas are covered within this document:

- ✓ Supplemental tasks minibar overview

The screenshot displays the InspectionReady software interface. At the top left is the logo. Below it are two tabs: 'Calendar' (active) and 'Response'. The main area shows a calendar for January 2014. The calendar grid has columns for Sunday through Saturday. On Monday, January 30, there is a task labeled 'Document(s) 2'. On Friday, January 10, there is a task labeled 'List(s) 155'. To the left of the calendar is a sidebar with two sections: 'Response Owner Tasks' and 'Supplemental Tasks'. Both sections have a 'Feedback' button and a 'Help ?' button. The 'Response Owner Tasks' section shows a green checkmark and the text 'Lists are up to date', with a 'Move Tasks ?' button and a 'View All Tasks' link below. The 'Supplemental Tasks' section shows a green checkmark and the text 'Documents are up to date', with a 'Move Tasks ?' button and a 'View All Tasks' link below. At the top of the calendar area, there are navigation buttons: '<< Previous', 'January', '2014', 'Show', 'This Month', and 'Next >>'.

## Supplemental Tasks Minibar Overview

From the **Supplemental Task** minibar, you can view the number of supplemental tasks you have been assigned.

A supplemental task can be one of the following:

- **Response Task:** a response task is a task that is associated to a study question and is meant to assist with meeting the requirements of a study section question. This differs from a **Response Owner Task** which is assigned when a study is first set to the **Preparation** state within **InspectionReady**. There is only one **Response Owner Task**. However, there can be multiple **Response Tasks** which is why they are considered “supplemental”.
- **Action Item:** when issues are discovered within a study, they are flagged within **InspectionReady**. **Action Items** are then created as a means to record the steps taken in order to eliminate the study issue.

The number of **Supplemental Tasks** assigned for a given study will appear together on the **Response Owners Calendar** tab with a **blue** border. **Supplemental Tasks** can be completed on the **Response** tab (*please see the tutorials on the **Response** tab and **Completing Supplemental Tasks** for more information*).

### Supplemental Tasks Minibar Overview

To view the previous month, click **Previous**.

To view the next month, click **Next**.

Click [View All Tasks](#) to view all assigned tasks.

Click [List\(s\)](#) to view those specific assigned tasks.

Check **Move Tasks** to organize assigned tasks on your **Calendar** tab.

The screenshot displays the Roche ePRISM interface. At the top, there are two tabs: 'Calendar' (active) and 'Response'. Below the tabs is a navigation bar with '<< Previous', a month/year selector (January 2014), 'Show', 'This Month', and 'Next >>' buttons. A calendar grid follows, with days of the week as columns and dates as rows. On January 30th, there is a blue-bordered cell containing 'Document(s) 2'. To the left of the calendar is a 'Supplemental Tasks' minibar with a blue border. It includes a 'View All Tasks' link, a 'List(s)' link, and a 'Move Tasks' link. Red arrows point from the text on the left to these specific elements in the interface.