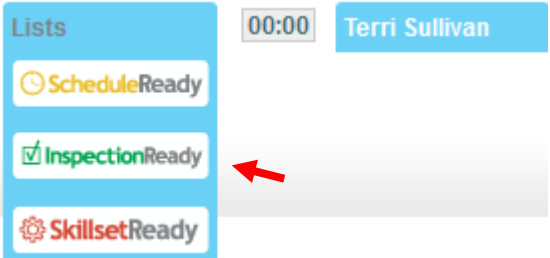
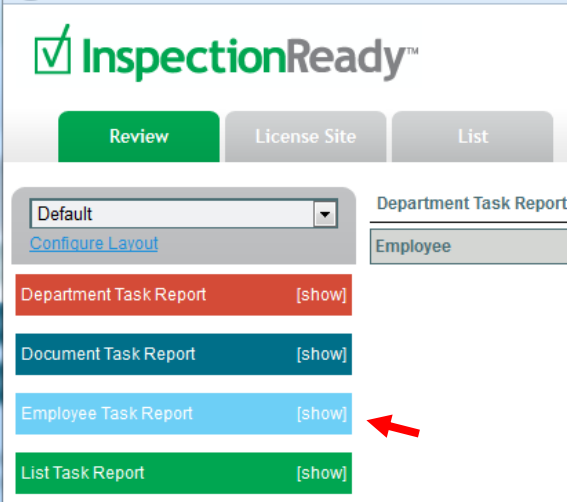
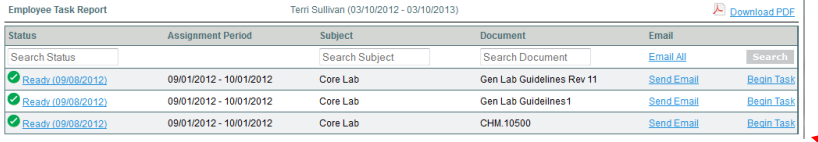
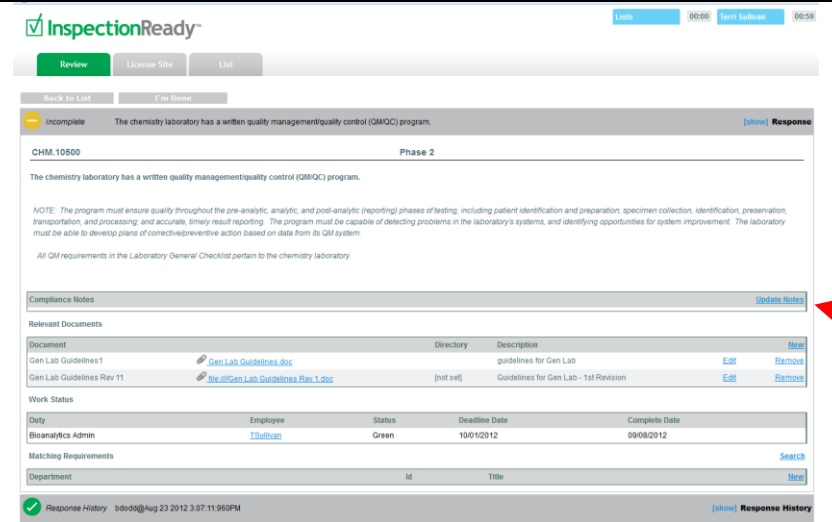
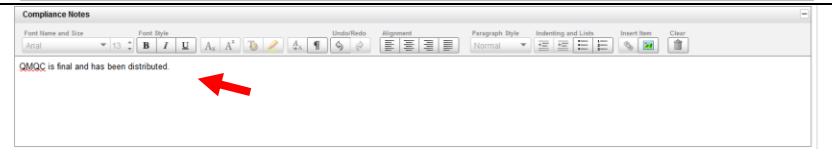

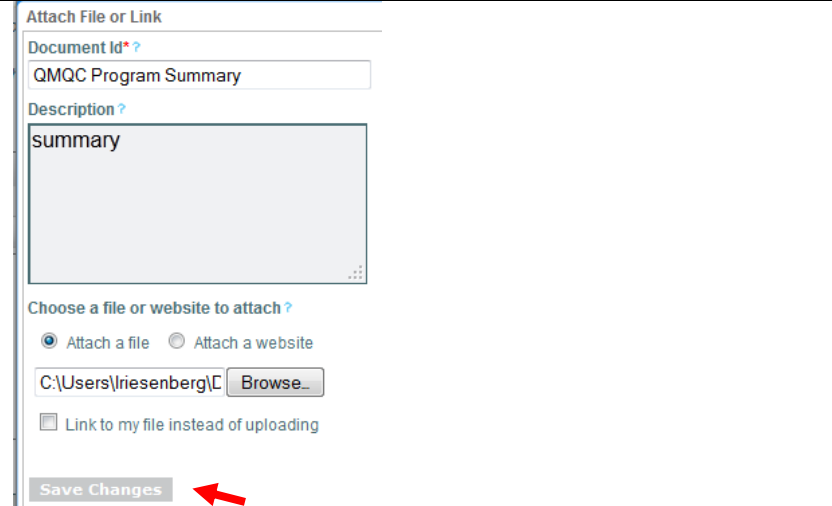

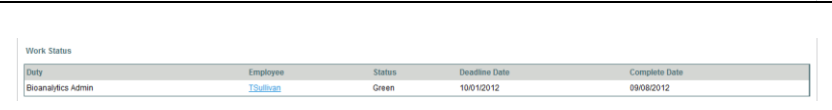




Inspection – Employee Tasks																						
Step	Action																					
1.	An Inspection named Bioanalytics for the Core Lab License Site was loaded and published (see Quick Reference Inspection – Name). We will now look at the process the employees who received these tasks will use as well as how the Requirements' statuses change as well.																					
2.	Nadine Juarez was assigned the tasks of all the Requirements, except for the first one (Chm.10500), which was assigned to Terri Sullivan.																					
3.	Log in as Terri Sullivan. Once logged in, select InspectionReady from the drop-down menu on the right of your screen.																					
4.	Select the Employee Task Report mini color bar. The report that will display will show all the tasks assigned to this employee, Terri.																					
5.	The task related to this Inspection has the Document name: CHM.10500. Select Begin Task .	 <table border="1"> <thead> <tr> <th>Status</th> <th>Assignment Period</th> <th>Subject</th> <th>Document</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Ready (09/08/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Core Lab</td> <td>Gen Lab Guidelines Rev 11</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Ready (09/08/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Core Lab</td> <td>Gen Lab Guidelines 1</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Ready (09/08/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Core Lab</td> <td>CHM.10500</td> <td>Send Email Begin Task</td> </tr> </tbody> </table>	Status	Assignment Period	Subject	Document	Email	Ready (09/08/2012)	09/01/2012 - 10/01/2012	Core Lab	Gen Lab Guidelines Rev 11	Send Email Begin Task	Ready (09/08/2012)	09/01/2012 - 10/01/2012	Core Lab	Gen Lab Guidelines 1	Send Email Begin Task	Ready (09/08/2012)	09/01/2012 - 10/01/2012	Core Lab	CHM.10500	Send Email Begin Task
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<p>6. The employee now sees the Requirement. To complete her tasks, she may want to include Notes.</p> <p>Select Update Notes.</p>	 <p>The screenshot shows the InspectionReady interface for a requirement. At the top, there are tabs for 'Review', 'License Site', and 'List'. Below that, there are 'Back to List' and 'I'm Done' buttons. The main content area shows a requirement for a written quality management/quality control (QM/QC) program. There is a 'Compliance Notes' section with an 'Update Notes' link highlighted by a red arrow. Below that is a 'Relevant Documents' section with a table of documents.</p>
<p>7. Enter Compliance Notes. They may be typed in or copied and pasted.</p>	 <p>The screenshot shows the 'Compliance Notes' text editor. The text 'QM/QC is final and has been distributed.' is entered, with a red arrow pointing to it. The editor includes a rich text toolbar with various formatting options.</p>
<p>8. When the Inspection List was first loaded into InspectionReady, two documents were attached to support compliance. The employee may want to review them, or include another document. To load a new document, select New.</p>	 <p>The screenshot shows the 'Relevant Documents' section. It contains a table with columns for 'Document', 'Directory', and 'Description'. There are two documents listed: 'Gen Lab Guidelines1' and 'Gen Lab Guidelines Rev 11'. A 'New' link is highlighted with a red arrow.</p>

<p>9.</p>	<p>In the Attach File or Link window, type in the Document Id, Description, and then attach a file.</p> <p>Select Save Changes.</p>	
<p>10.</p>	<p>The documents may be Edited or Removed by selecting the links.</p>	
<p>11.</p>	<p>Work status shows employee Terri Sullivan has this task, and the task is ready to be worked on. She has until 10/1/2012 to complete this task.</p>	
<p>12.</p>	<p>The employee may want to see how other employees are responding to this requirement, or if this same requirement is included in other Inspection Lists. Select the Search.</p>	
<p>13.</p>	<p>No other matches were found. (Since this is for training purposes, there are only a few Inspection Lists loaded).</p>	

<p>14. If the employee is not yet complete with this task and wants to come back to it, he or she would select Back to List and would be taken back to the Employee Task Report. All the information entered will be saved. When ready, the employee would select Begin Task and continue until finished.</p>	
<p>15. Select Begin Task.</p>	
<p>16. Notice the Response History color bar. This shows who worked on this task and when. This is automatically updated.</p> <p>The employee is now complete with this requirement. Select I'm Done.</p>	



17.	The task in the Employee Task Report shows it is complete.	<table border="1"> <thead> <tr> <th>Status</th> <th>Assignment Period</th> <th>Subject</th> <th>Document</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Ready (09/08/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Core Lab</td> <td>Gen Lab Guidelines Rev 11</td> <td>Send Email</td> </tr> <tr> <td>Ready (09/08/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Core Lab</td> <td>Gen Lab Guidelines 1</td> <td>Send Email</td> </tr> <tr> <td>Complete (09/10/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Core Lab</td> <td>CHM.10500</td> <td>Send Email</td> </tr> </tbody> </table>	Status	Assignment Period	Subject	Document	Email	Ready (09/08/2012)	09/01/2012 - 10/01/2012	Core Lab	Gen Lab Guidelines Rev 11	Send Email	Ready (09/08/2012)	09/01/2012 - 10/01/2012	Core Lab	Gen Lab Guidelines 1	Send Email	Complete (09/10/2012)	09/01/2012 - 10/01/2012	Core Lab	CHM.10500	Send Email
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18.	If the employee Terri Sullivan had more assigned tasks for this Inspection List, she would repeat the process over again until all the tasks are completed.																					