
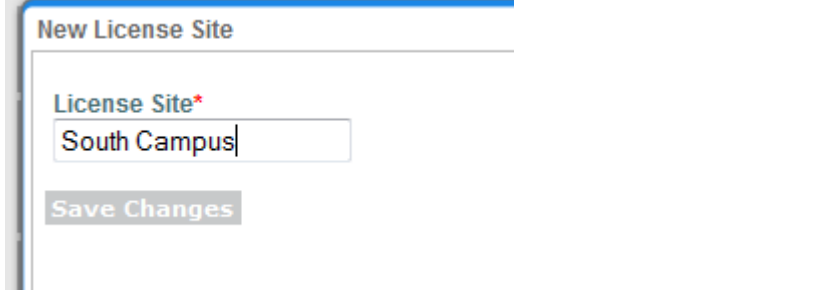
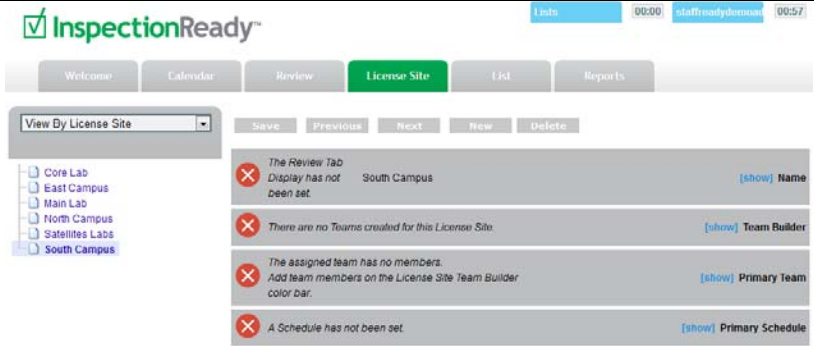
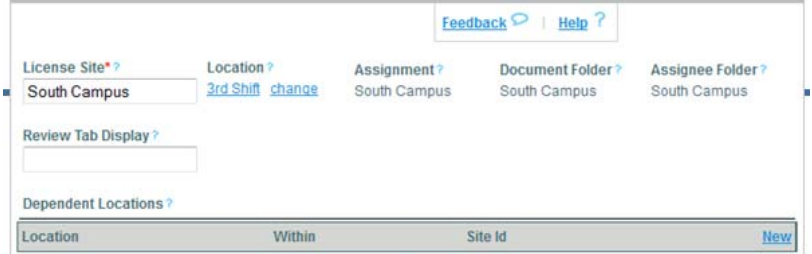


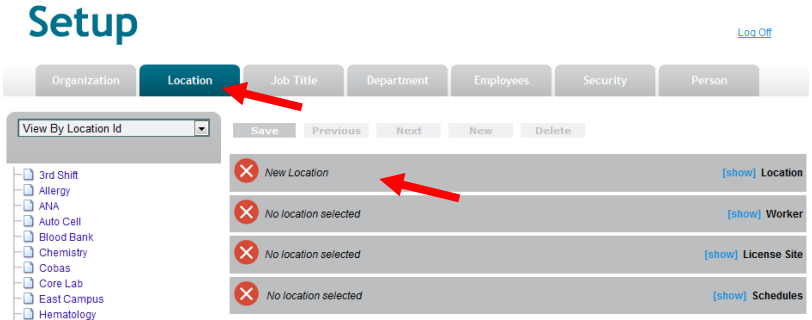
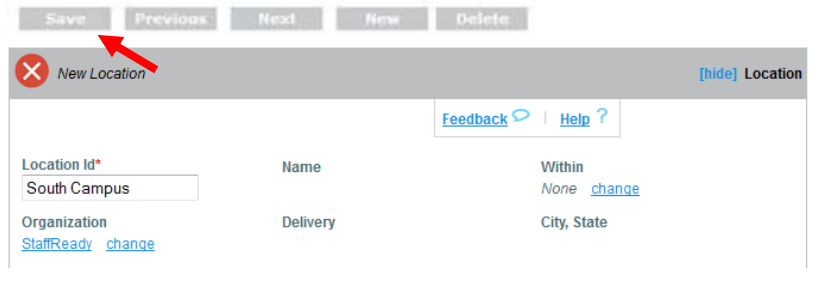



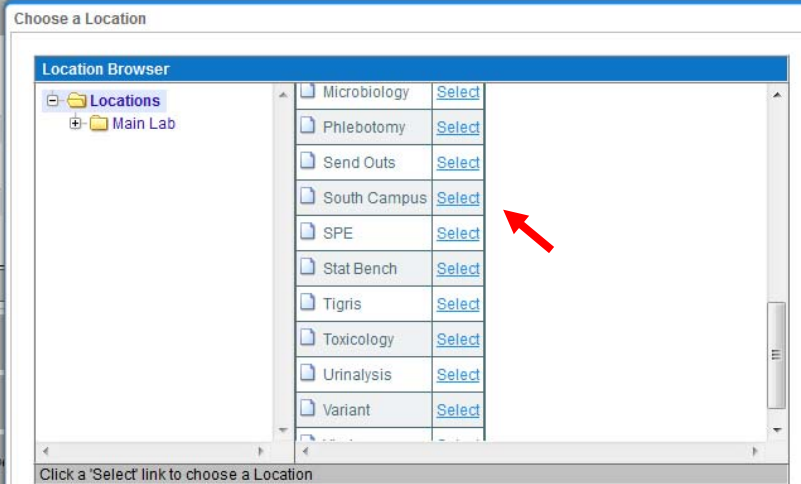
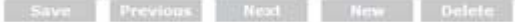

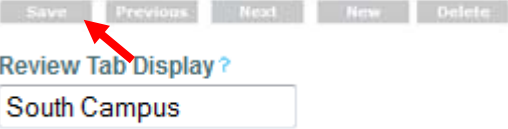



License Site - New		
Step	Action	
1.	Navigate to the License Site tab. Select New.	
2.	Enter name of new License Site. Select Save Changes	
3.	<p>New License Site – South Campus has now been created. The color bars will now lead you to complete the set up.</p> <p>We will first begin with the Name color bar. Select the Name color bar to expand.</p>	

<p>4.</p> <p>The name of the color bar is shown.</p> <p>The location is the primary physical location for the license you are tracking. The software inputs a “default” location, using the first location in your license.</p> <p>We are now going to create a new location called South Campus – since that is the primary physical location for this new license.</p>	
<p>5.</p> <p>In the upper right corner, use the pull down menu to select Setup.</p>	
<p>6.</p> <p>Here we will Setup the new license site. Select Setup.</p>	
<p>7.</p> <p>Select the Location tab.</p> <p>Select New Location color bar.</p>	

<p>8.</p>	<p>The Location ID is South Campus. We won't change the Within, since this location is the primary location and not located within another. The Organization name will remain the same.</p> <p>Select Save.</p>	
<p>9.</p>	<p>You will now see the new South Campus location listed on the left of the page, and highlighted.</p>	
<p>10.</p>	<p>Now return to the InspectionReady window and select the License Site tab and the Name color bar.</p>	
<p>11.</p>	<p>The default name for the Location (in this case it's 3rd Shift) is the first location from your list.</p>	
<p>12.</p>	<p>Select the Change link under the name Location</p>	

13.	Scroll until you see the location you are working on. In our example, it is South Campus. Select the Select.	
14.	Select Save.	 <p>Location ? South Campus change</p>
15.	Assignment: InspectionReady creates this default Assignment folder for you. It is used for data storage within the License Site.	<p>Assignment ? South Campus</p>
16.	Document Folder: This folder is created by InspectionReady to allow it to create Inspection list documents.	<p>Document Folder ? South Campus</p>
17.	Assignee Folder: This folder is built in InspectionReady to handle task assignment	<p>Assignee Folder ? South Campus</p>

18.	Review Tab Display: As list tasks are assigned, employees can view them on the Review tab. This value will show in the Subject column on the Review tab. We will name this South Campus.	
19.	Select Save.	
20.	Dependent Locations: A license may have multiple physical locations. Add Dependent Locations if you have more locations than the Location listed above under the same license. To do so, Select New.	
21.	<p>Here you would select the location. You would already have created it using the Setup menu as described in Step 5 above.</p> <p>In this example, we will not be creating a new location.</p>	