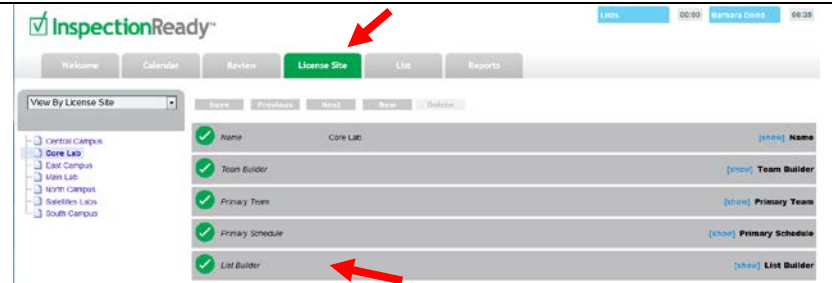
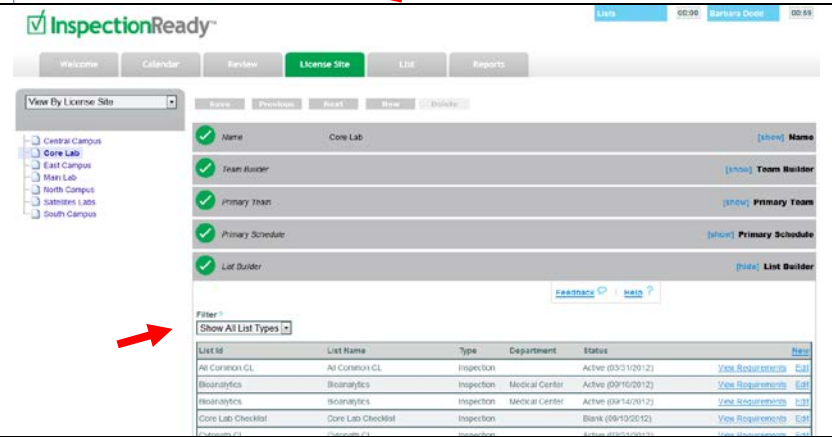
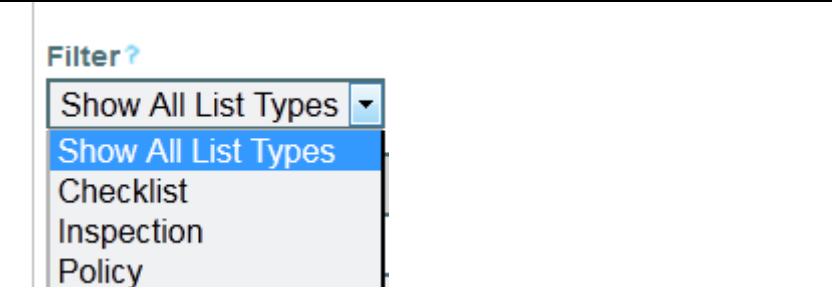


License Site – List Builder		
Step	Action	
1.	<p>Navigate to the License Site Tab.</p> <p>Select the List Builder color bar.</p>	
2.	<p>This color bar is used to create lists for a License Site and to view all the lists associated with the License Site selected.</p> <p>In this example, Core Lab is the License Site selected.</p>	
3.	<p>The Filter allows you to filter the Lists in the table by a specific type or by Show All List Types.</p>	

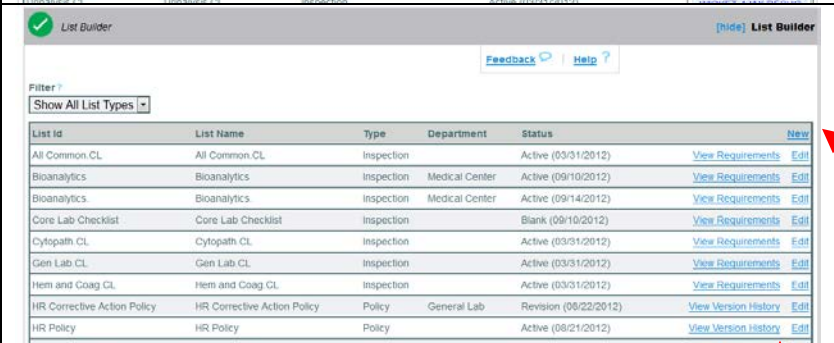
4. To see all the Inspections, select Inspection by using the drop-down menu.



5. You may also Edit or View any of the lists by clicking on the [Edit](#) or [View](#) links.

You may create a new list, a checklist, an inspection, or a policy.

Select [New](#).

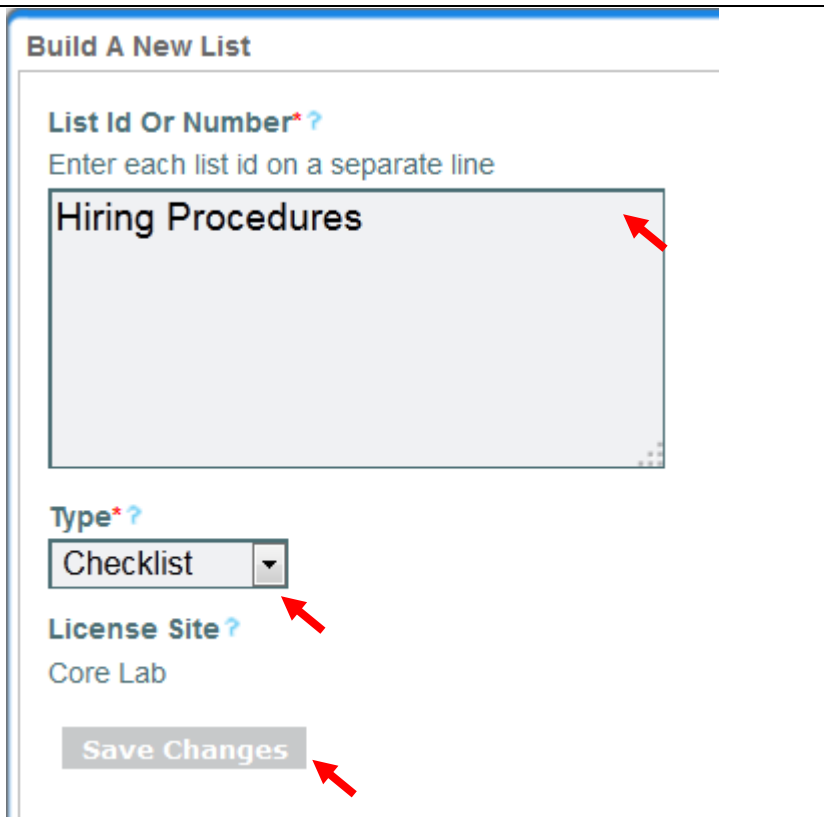


6. In the Build a New List window, create a new Checklist called Hiring Procedures.

Type in the name in the List Id or Number field.

Select the Type of list from the drop-down menu.

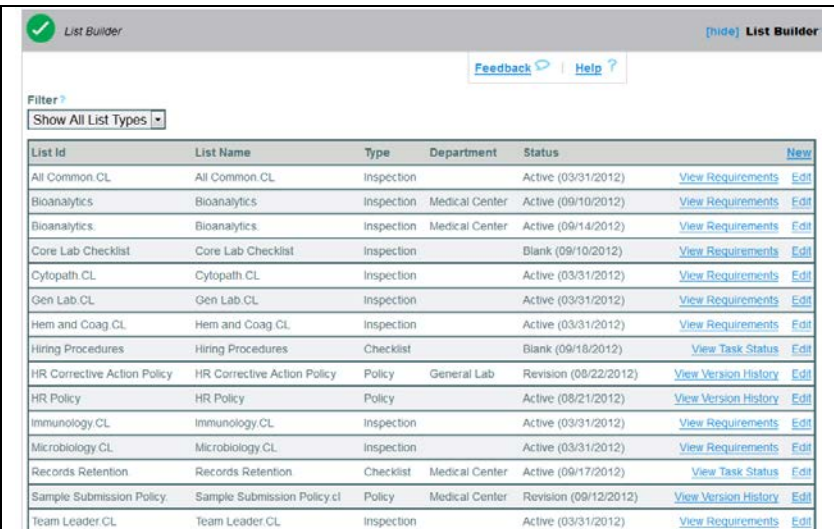
Select **Save Changes**.



The screenshot shows the 'Build A New List' interface. At the top, the title 'Build A New List' is displayed. Below it, the label 'List Id Or Number*?' is followed by the instruction 'Enter each list id on a separate line'. A text input field contains the text 'Hiring Procedures', with a red arrow pointing to the top right corner of the field. Below the input field is a 'Type*' dropdown menu with 'Checklist' selected, and a red arrow pointing to the dropdown arrow. Underneath is the 'License Site?' label with 'Core Lab' selected, and a red arrow pointing to the text. At the bottom, there is a 'Save Changes' button with a red arrow pointing to it.

7. The new checklist is in the list.

Select [Edit](#) for the checklist Hiring Procedures.

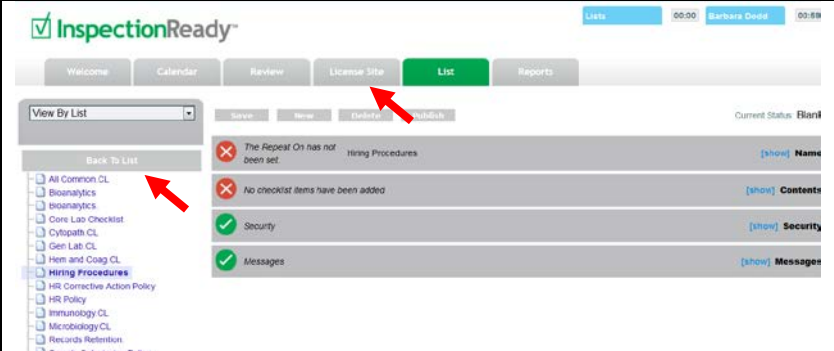


List Id	List Name	Type	Department	Status	New
All Common CL	All Common CL	Inspection		Active (03/31/2012)	View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/10/2012)	View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/14/2012)	View Requirements Edit
Core Lab Checklist	Core Lab Checklist	Inspection		Blank (09/10/2012)	View Requirements Edit
Cytopath CL	Cytopath CL	Inspection		Active (03/31/2012)	View Requirements Edit
Gen Lab CL	Gen Lab CL	Inspection		Active (03/31/2012)	View Requirements Edit
Hem and Coag CL	Hem and Coag CL	Inspection		Active (03/31/2012)	View Requirements Edit
Hiring Procedures	Hiring Procedures	Checklist		Blank (09/18/2012)	View Task Status Edit
HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Revision (09/22/2012)	View Version History Edit
HR Policy	HR Policy	Policy		Active (08/21/2012)	View Version History Edit
Immunology CL	Immunology CL	Inspection		Active (03/31/2012)	View Requirements Edit
Microbiology CL	Microbiology CL	Inspection		Active (03/31/2012)	View Requirements Edit
Records Retention	Records Retention	Checklist	Medical Center	Active (09/17/2012)	View Task Status Edit
Sample Submission Policy	Sample Submission Policy.cl	Policy	Medical Center	Revision (09/12/2012)	View Version History Edit
Team Leader CL	Team Leader CL	Inspection		Active (03/31/2012)	View Requirements Edit

8. See Quick Reference Checklist-Name to begin setting up the new checklist.

You are able to go back to the list of Lists by selecting **Back to List** or the **License Site Tab**.

Select **License Site Tab**.



InspectionReady

Lists 00:00 Barbara Deid 03:58

Welcome | Calendar | Review | License Site | **List** | Reports

View By List

Save New **Back to List** Add/Remove

Current Status: Blank

Back to List

- All Common CL
- Bioanalytics
- bioanalytics
- Core Lab Checklist
- Cytopath CL
- Gen Lab CL
- Hem and Coag CL
- Hiring Procedures**
- HR Corrective Action Policy
- HR Policy
- Immunology CL
- Microbiology CL
- Records Retention
- Sample Submission Policy

The Repeat On has not been set. Hiring Procedures [\[show\] Name](#)

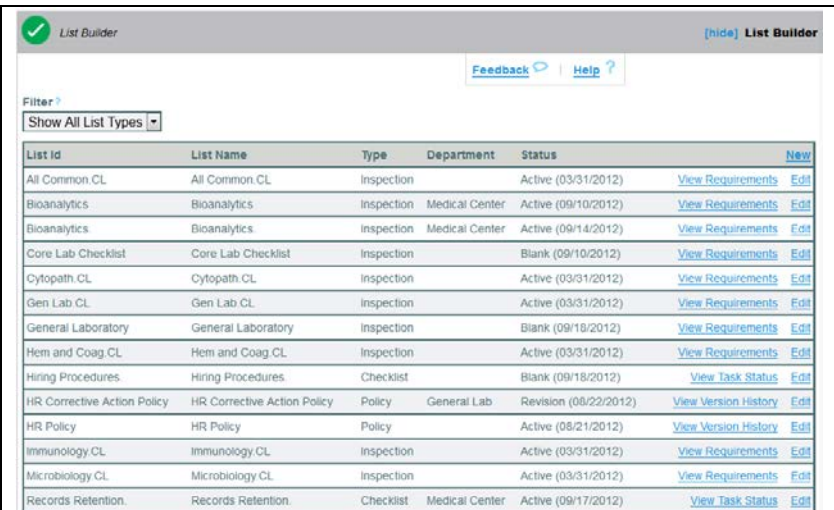
No checklist items have been added [\[show\] Contents](#)

Security [\[show\] Security](#)

Messages [\[show\] Messages](#)

9. Now we will create an Inspection List.

Select [New](#).



List Builder [hide] List Builder

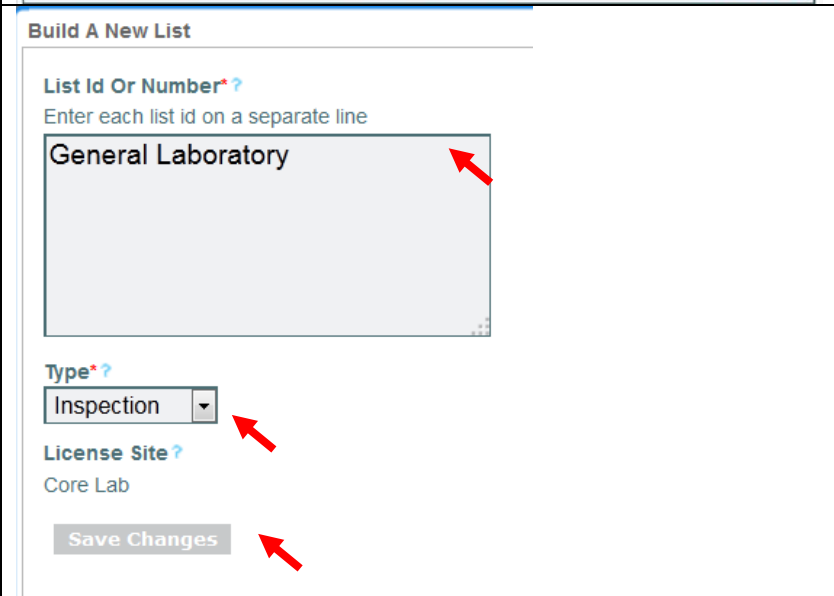
Feedback | Help ?

Filter ?
Show All List Types

List Id	List Name	Type	Department	Status	New
All Common.CL	All Common.CL	Inspection		Active (03/31/2012)	View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/10/2012)	View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/14/2012)	View Requirements Edit
Core Lab Checklist	Core Lab Checklist	Inspection		Blank (09/10/2012)	View Requirements Edit
Cytopath.CL	Cytopath.CL	Inspection		Active (03/31/2012)	View Requirements Edit
Gen Lab.CL	Gen Lab.CL	Inspection		Active (03/31/2012)	View Requirements Edit
General Laboratory	General Laboratory	Inspection		Blank (09/19/2012)	View Requirements Edit
Hem and Coag.CL	Hem and Coag.CL	Inspection		Active (03/31/2012)	View Requirements Edit
Hiring Procedures	Hiring Procedures	Checklist		Blank (09/18/2012)	View Task Status Edit
HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Revision (08/22/2012)	View Version History Edit
HR Policy	HR Policy	Policy		Active (08/21/2012)	View Version History Edit
Immunology.CL	Immunology.CL	Inspection		Active (03/31/2012)	View Requirements Edit
Microbiology.CL	Microbiology.CL	Inspection		Active (03/31/2012)	View Requirements Edit
Records Retention	Records Retention	Checklist	Medical Center	Active (09/17/2012)	View Task Status Edit

10. In the Build a New List window, type in the name of the inspection and then select the Type of Inspection from the drop-down menu.

Select **Save Changes**.



Build A New List

List Id Or Number* ?
Enter each list id on a separate line

General Laboratory

Type* ?
Inspection

License Site ?
Core Lab

Save Changes

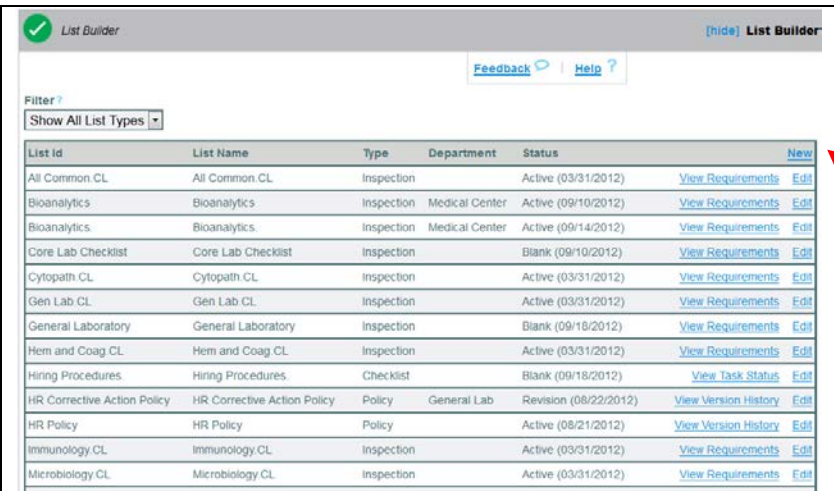
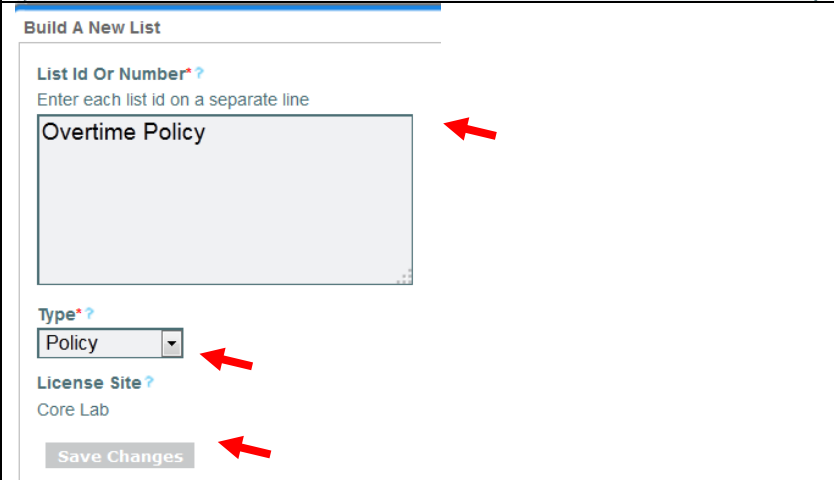
11. Select [Edit](#) for General Laboratory.

List Id	List Name	Type	Department	
Search List Id	Search List Name	Search Type	Search Department	[New]
All Common CL	All Common CL	Inspection		View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	View Requirements Edit
Core Lab Checklist	Core Lab Checklist	Inspection		View Requirements Edit
Cytopath CL	Cytopath CL	Inspection		View Requirements Edit
Gen Lab CL	Gen Lab CL	Inspection		View Requirements Edit
General Laboratory	General Laboratory	Inspection		View Requirements Edit
Hem and Coag CL	Hem and Coag CL	Inspection		View Requirements Edit
Hiring Procedures	Hiring Procedures	Checklist		View Task Status Edit
HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	View Version History Edit
HR Policy	HR Policy	Policy		View Version History Edit
Immunology CL	Immunology CL	Inspection		View Requirements Edit

12. See Quick Reference Inspection - Name to begin setting up the new inspection.

Select **License Site Tab**.

Name	Version	Report	Push All Requirements To:
✓ Name	General Laboratory	[show] Name	[Success] [Public]
✓ Primary Team		[show] Primary Team	
✓ Primary Schedule		[show] Primary Schedule	
✗ An Inspection List has not been uploaded		[show] Version	
✓ Security		[show] Security	
✓ Primary Messages		[show] Primary Messages	

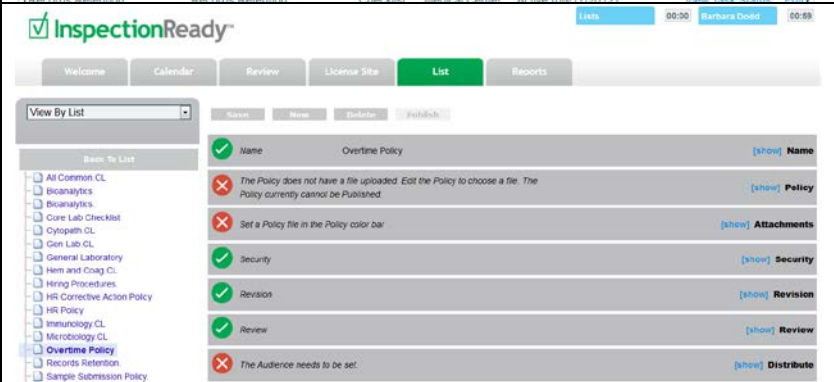
<p>13.</p>	<p>Now we will create a new policy.</p> <p>Select New.</p>	 <p>List Builder [hide] List Builder</p> <p>Feedback Help ?</p> <p>Filter ? Show All List Types</p> <table border="1"> <thead> <tr> <th>List Id</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>All Common CL</td> <td>All Common CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td>Medical Center</td> <td>Active (09/10/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Bioanalytics.</td> <td>Bioanalytics.</td> <td>Inspection</td> <td>Medical Center</td> <td>Active (09/14/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Core Lab Checklist</td> <td>Core Lab Checklist</td> <td>Inspection</td> <td></td> <td>Blank (09/10/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Cytopath CL</td> <td>Cytopath CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Gen Lab CL</td> <td>Gen Lab CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>General Laboratory</td> <td>General Laboratory</td> <td>Inspection</td> <td></td> <td>Blank (09/10/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Hem and Coag CL</td> <td>Hem and Coag CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Hiring Procedures</td> <td>Hiring Procedures</td> <td>Checklist</td> <td></td> <td>Blank (09/18/2012)</td> <td>View Task Status Edit</td> </tr> <tr> <td>HR Corrective Action Policy</td> <td>HR Corrective Action Policy</td> <td>Policy</td> <td>General Lab</td> <td>Revision (08/22/2012)</td> <td>View Version History Edit</td> </tr> <tr> <td>HR Policy</td> <td>HR Policy</td> <td>Policy</td> <td></td> <td>Active (08/21/2012)</td> <td>View Version History Edit</td> </tr> <tr> <td>Immunology CL</td> <td>Immunology CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td>View Requirements Edit</td> </tr> <tr> <td>Microbiology CL</td> <td>Microbiology CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td>View Requirements Edit</td> </tr> </tbody> </table>	List Id	List Name	Type	Department	Status		All Common CL	All Common CL	Inspection		Active (03/31/2012)	View Requirements Edit	Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/10/2012)	View Requirements Edit	Bioanalytics.	Bioanalytics.	Inspection	Medical Center	Active (09/14/2012)	View Requirements Edit	Core Lab Checklist	Core Lab Checklist	Inspection		Blank (09/10/2012)	View Requirements Edit	Cytopath CL	Cytopath CL	Inspection		Active (03/31/2012)	View Requirements Edit	Gen Lab CL	Gen Lab CL	Inspection		Active (03/31/2012)	View Requirements Edit	General Laboratory	General Laboratory	Inspection		Blank (09/10/2012)	View Requirements Edit	Hem and Coag CL	Hem and Coag CL	Inspection		Active (03/31/2012)	View Requirements Edit	Hiring Procedures	Hiring Procedures	Checklist		Blank (09/18/2012)	View Task Status Edit	HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Revision (08/22/2012)	View Version History Edit	HR Policy	HR Policy	Policy		Active (08/21/2012)	View Version History Edit	Immunology CL	Immunology CL	Inspection		Active (03/31/2012)	View Requirements Edit	Microbiology CL	Microbiology CL	Inspection		Active (03/31/2012)	View Requirements Edit
List Id	List Name	Type	Department	Status																																																																																		
All Common CL	All Common CL	Inspection		Active (03/31/2012)	View Requirements Edit																																																																																	
Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/10/2012)	View Requirements Edit																																																																																	
Bioanalytics.	Bioanalytics.	Inspection	Medical Center	Active (09/14/2012)	View Requirements Edit																																																																																	
Core Lab Checklist	Core Lab Checklist	Inspection		Blank (09/10/2012)	View Requirements Edit																																																																																	
Cytopath CL	Cytopath CL	Inspection		Active (03/31/2012)	View Requirements Edit																																																																																	
Gen Lab CL	Gen Lab CL	Inspection		Active (03/31/2012)	View Requirements Edit																																																																																	
General Laboratory	General Laboratory	Inspection		Blank (09/10/2012)	View Requirements Edit																																																																																	
Hem and Coag CL	Hem and Coag CL	Inspection		Active (03/31/2012)	View Requirements Edit																																																																																	
Hiring Procedures	Hiring Procedures	Checklist		Blank (09/18/2012)	View Task Status Edit																																																																																	
HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Revision (08/22/2012)	View Version History Edit																																																																																	
HR Policy	HR Policy	Policy		Active (08/21/2012)	View Version History Edit																																																																																	
Immunology CL	Immunology CL	Inspection		Active (03/31/2012)	View Requirements Edit																																																																																	
Microbiology CL	Microbiology CL	Inspection		Active (03/31/2012)	View Requirements Edit																																																																																	
<p>14.</p>	<p>In the Build a List window, type in the name of the new policy in the List Id or Number field, and select the Type of policy from the drop-down menu.</p> <p>Select Save Changes.</p>	 <p>Build A New List</p> <p>List Id Or Number ? Enter each list id on a separate line</p> <p>Overtime Policy</p> <p>Type ? Policy</p> <p>License Site ? Core Lab</p> <p>Save Changes</p>																																																																																				

15. Select [Edit](#) for the Overtime Policy.



List Id	List Name	Type	Department	Status	
All Common CL	All Common CL	Inspection		Active (03/31/2012)	View Requirements Edit
Bioanalytics	Bioanalytics	Inspection	Medical Center	Active (09/10/2012)	View Requirements Edit
Bioanalytics.	Bioanalytics.	Inspection	Medical Center	Active (09/14/2012)	View Requirements Edit
Core Lab Checklist	Core Lab Checklist	Inspection		Blank (09/10/2012)	View Requirements Edit
Cytopath CL	Cytopath CL	Inspection		Active (03/31/2012)	View Requirements Edit
Gen Lab CL	Gen Lab CL	Inspection		Active (03/31/2012)	View Requirements Edit
General Laboratory	General Laboratory	Inspection		Active (09/18/2012)	View Requirements Edit
Hem and Coag CL	Hem and Coag CL	Inspection		Active (03/31/2012)	View Requirements Edit
Hiring Procedures.	Hiring Procedures.	Checklist		Blank (09/18/2012)	View Task Status Edit
HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Revision (08/22/2012)	View Version History Edit
HR Policy	HR Policy	Policy		Active (08/21/2012)	View Version History Edit
Immunology CL	Immunology CL	Inspection		Active (03/31/2012)	View Requirements Edit
Microbiology CL	Microbiology CL	Inspection		Active (03/31/2012)	View Requirements Edit
Overtime Policy	Overtime Policy	Policy		Blank (09/18/2012)	View Version History Edit
Records Retention	Records Retention	Checklist	Medical Center	Active (09/17/2012)	View Task Status Edit

16. See Quick Reference Policy - Name to begin setting up the new policy.



InspectionReady® Lists 00:00 Barbara Dodd 00:59

Welcome | Calendar | Review | License Site | **List** | Reports

View By List

Back To List

- All Common CL
- Bioanalytics
- Bioanalytics.
- Core Lab Checklist
- Cytopath CL
- Gen Lab CL
- General Laboratory
- Hem and Coag CL
- Hiring Procedures
- HR Corrective Action Policy
- HR Policy
- Immunology CL
- Microbiology CL
- Overtime Policy**
- Records Retention
- Sample Submission Policy

Save | New | Delete | Publish

- Name: Overtime Policy [\[show\]](#) Name
- Policy: The Policy does not have a file uploaded. Edit the Policy to choose a file. The Policy currently cannot be Published. [\[show\]](#) Policy
- Attachments: Set a Policy file in the Policy color bar. [\[show\]](#) Attachments
- Security: [\[show\]](#) Security
- Revision: [\[show\]](#) Revision
- Review: [\[show\]](#) Review
- Distribute: The Audience needs to be set. [\[show\]](#) Distribute