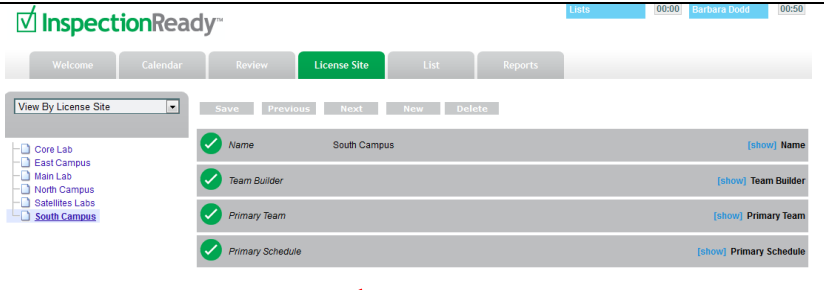
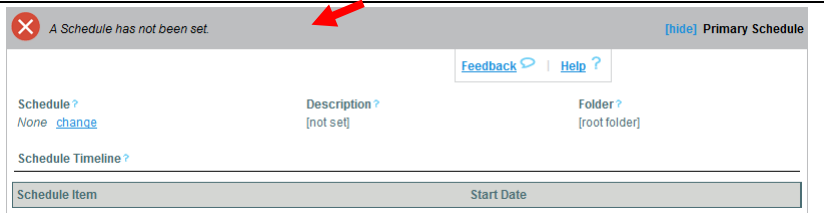
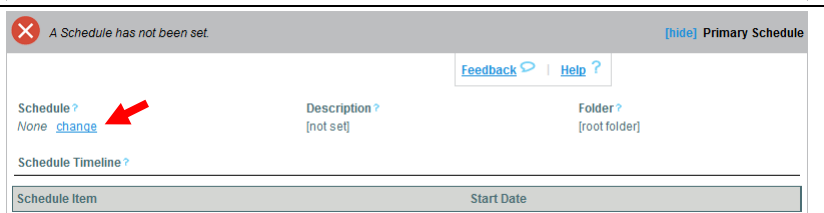
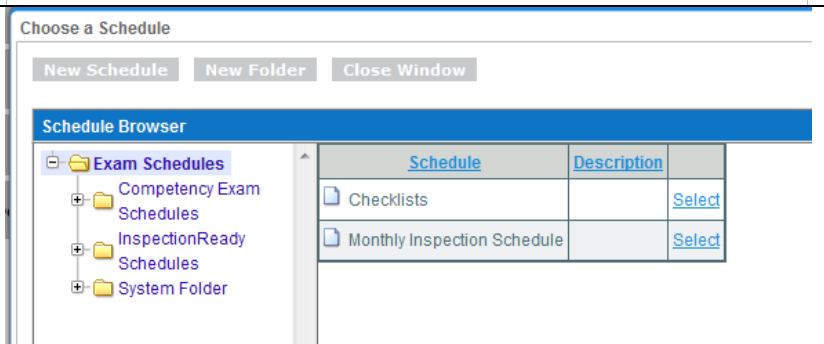
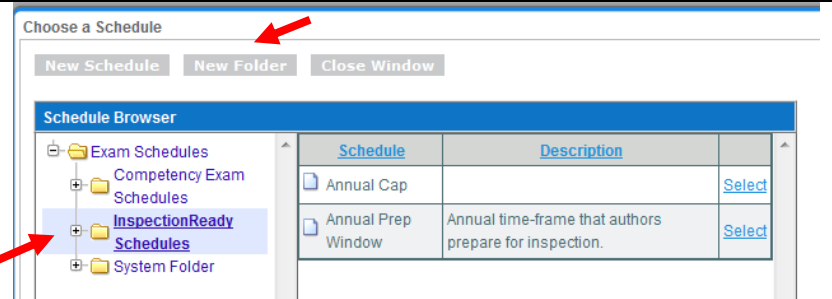
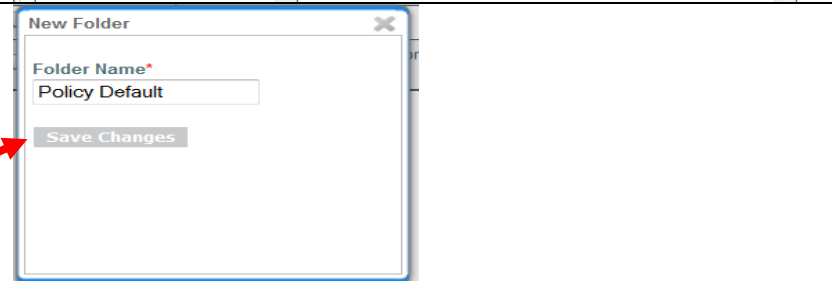
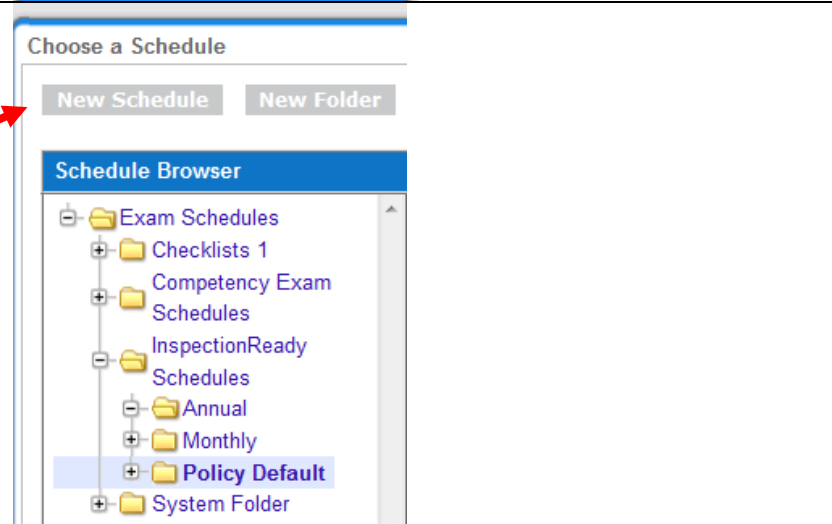
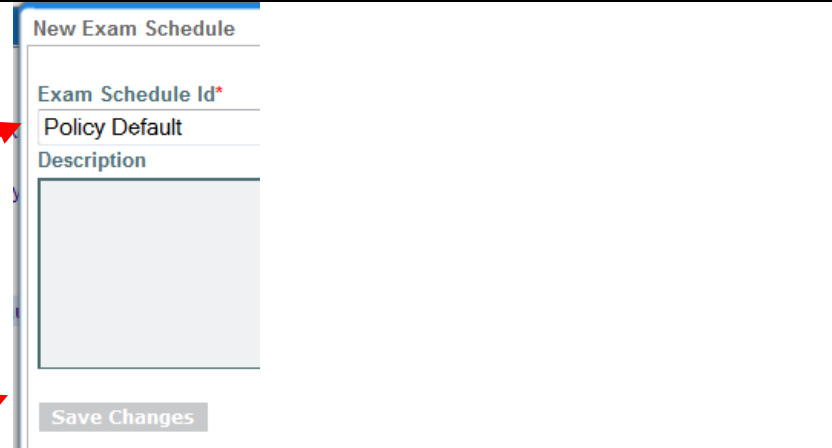
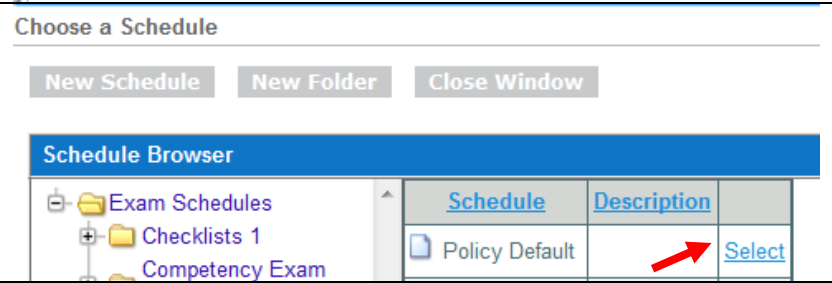
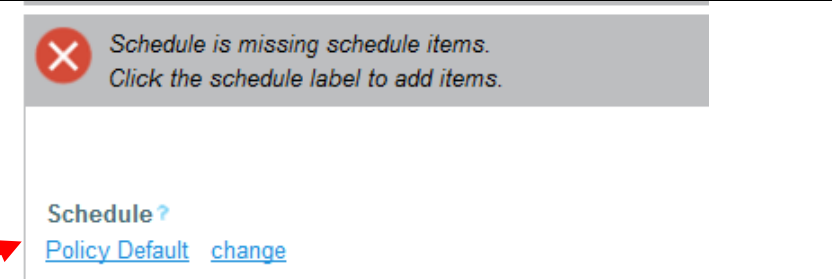
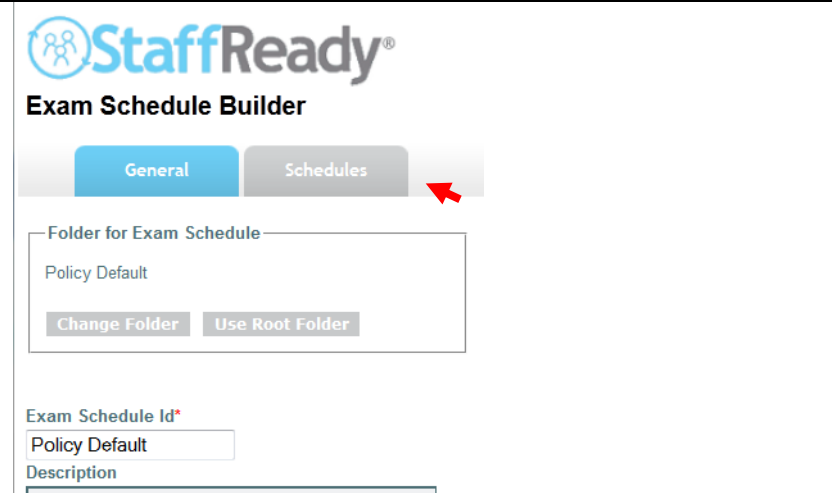
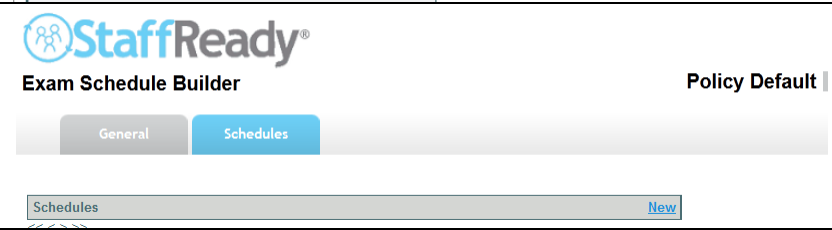
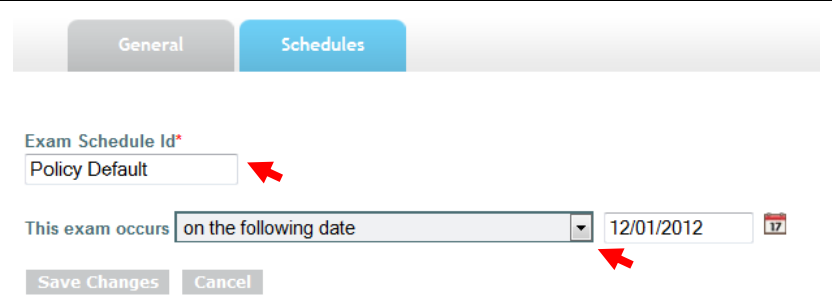
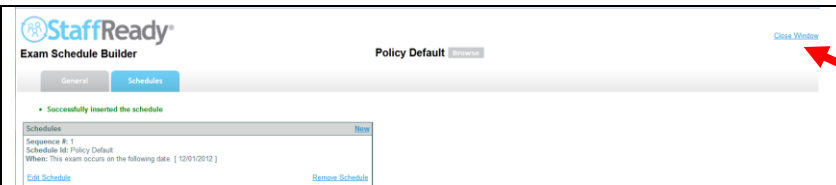



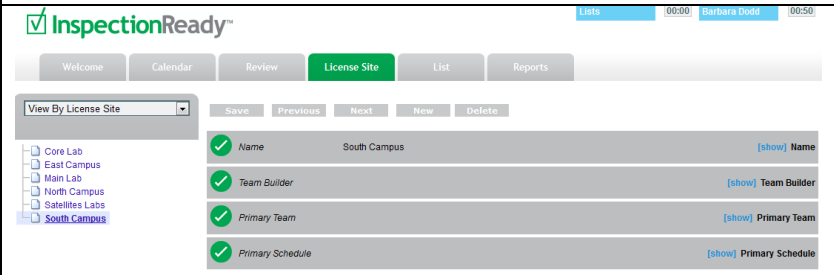
License Site - Primary Schedule		
Step	Action	
1.	<p>The Primary Schedule is the default schedule for any Lists that are created within the License Site you are working.</p> <p>If you are only using the Policy Module of InspectionReady – please complete Steps 2 – 15.</p> <p>If you are using the Inspection Module of InspectionReady, please follow Steps 16 - 42.</p>	
2.	<p>InspectionReady requires a Primary Schedule to be created. Although in the Policy Module, we won't be using this schedule, we still need to create it.</p> <p>Select the Primary Schedule color bar to expand.</p>	
3.	<p>To create a “default” schedule for this License Site, select Change.</p>	
4.	<p>In the Choose a Schedule window, the Schedule Browser (in this example) includes a folder for SkillsetReady (if you use that product), for InspectionReady, and also a System Folder.</p>	

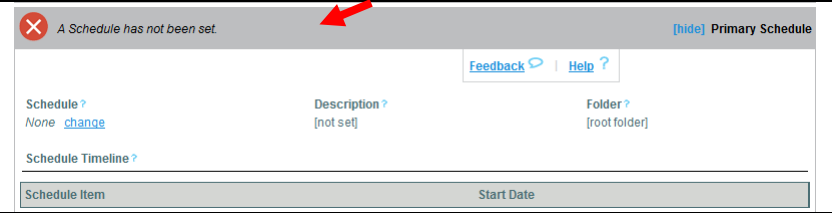
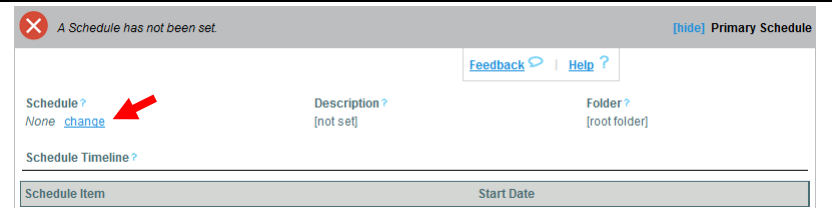
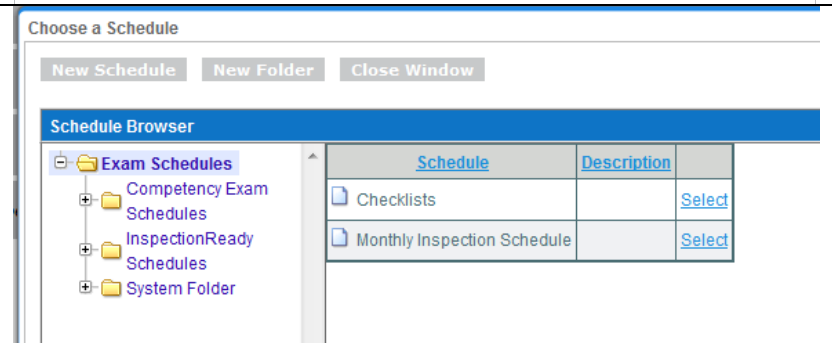
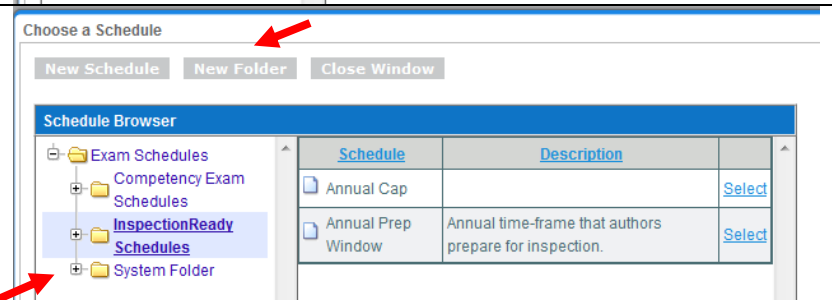
<p>5.</p>	<p>We want to organize all the schedules for InspectionReady within the InspectionReady Schedules folder.</p> <p>First, select the InspectionReady Schedules folder.</p> <p>Within that folder selected, select New Folder.</p>	
<p>6.</p>	<p>In the New Folder window, name the new folder Policy Default.</p> <p>Select Save Changes.</p>	
<p>7.</p>	<p>With the Policy Default folder highlighted, select New Schedule, and name it Policy Default.</p> <p>Select Save Changes.</p>	

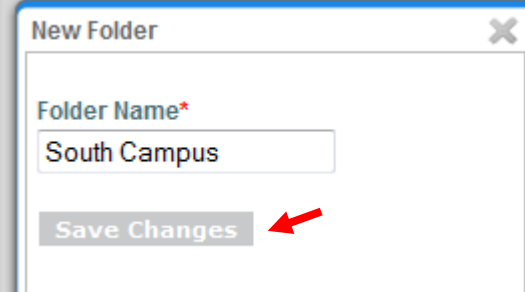
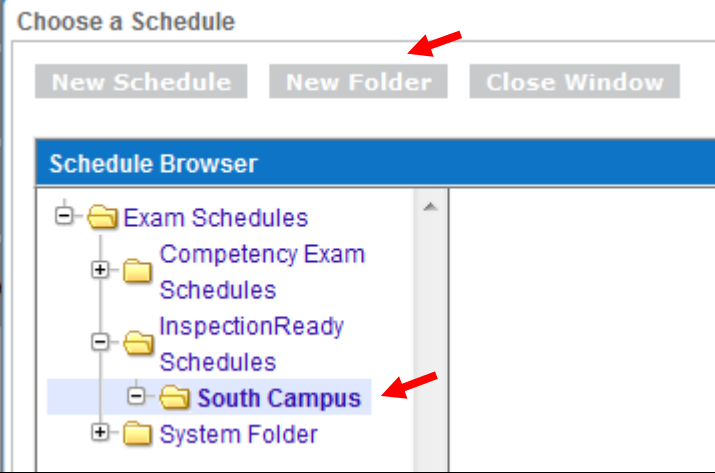
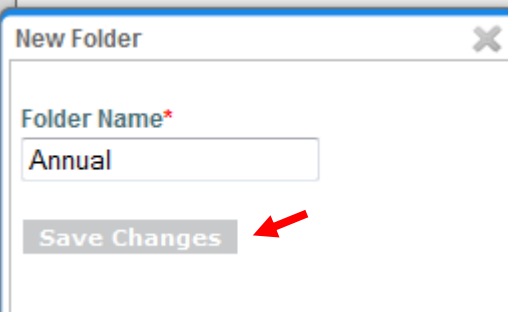
<p>8.</p>	<p>Name it Policy Default.</p> <p>Select Save Changes.</p>	
<p>9.</p>	<p>We have named the schedule and will now select it for our License Site.</p> <p>Choose Select.</p>	
<p>10.</p>	<p>You are now taken back to the License Site tab, and now need to create the schedule.</p> <p>Select Policy Default.</p>	

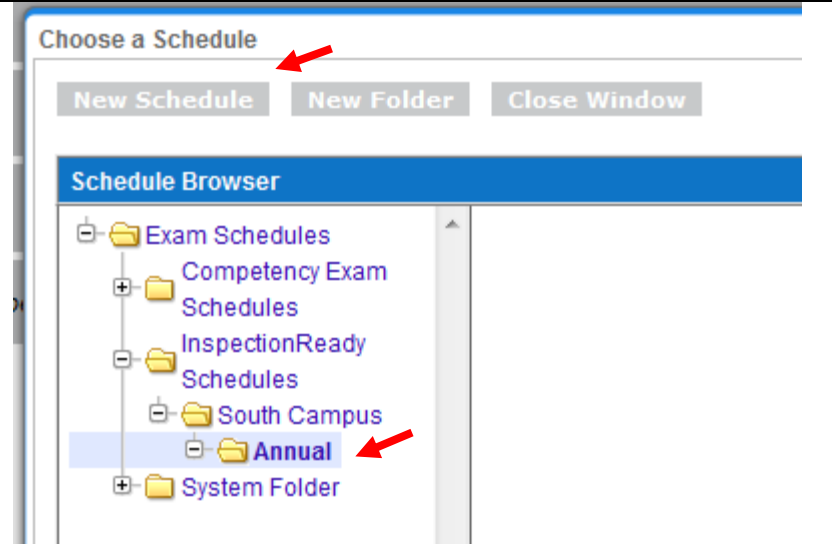
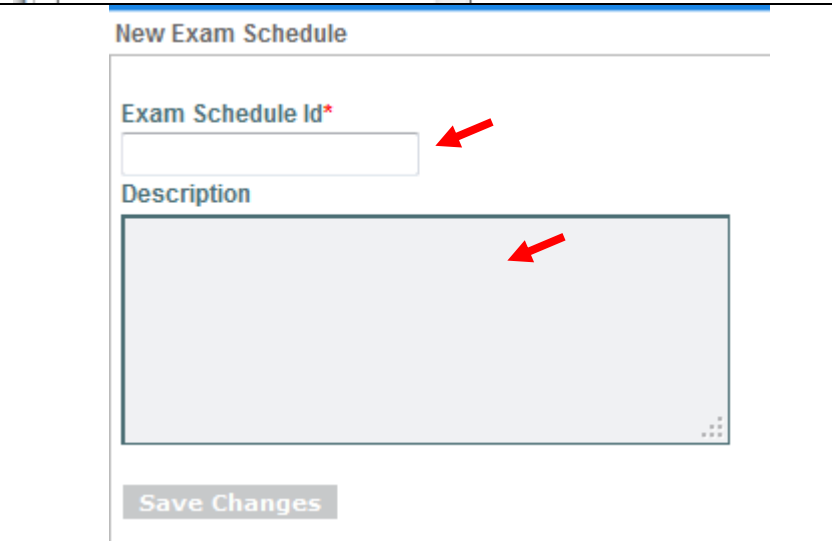
<p>11.</p>	<p>Select Schedules.</p>	
<p>12.</p>	<p>Select New.</p>	
<p>13.</p>	<p>Enter the Schedule ID and name it Policy Default. Select on the following date and select a date from the date picker. Remember, this is just to create a default for the software.</p> <p>Select Save Changes.</p>	

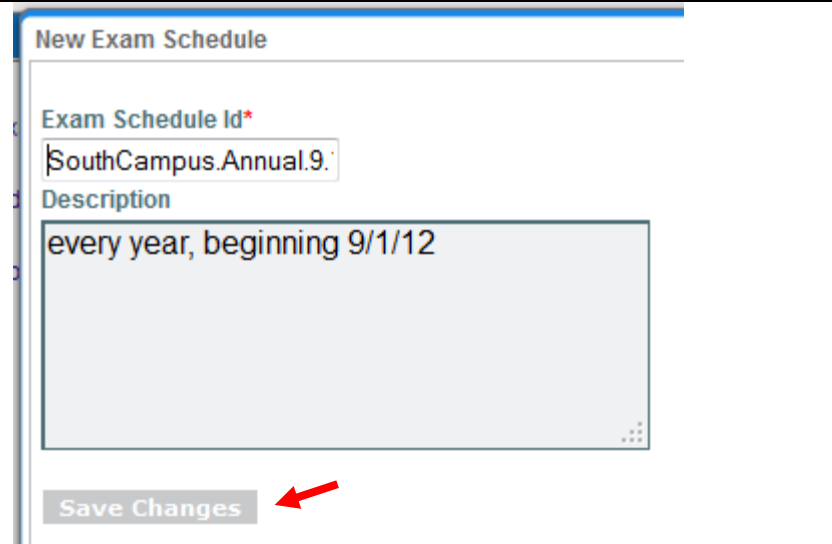
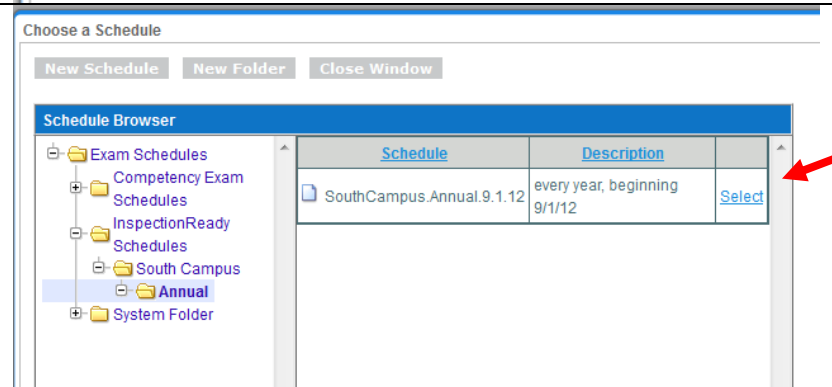
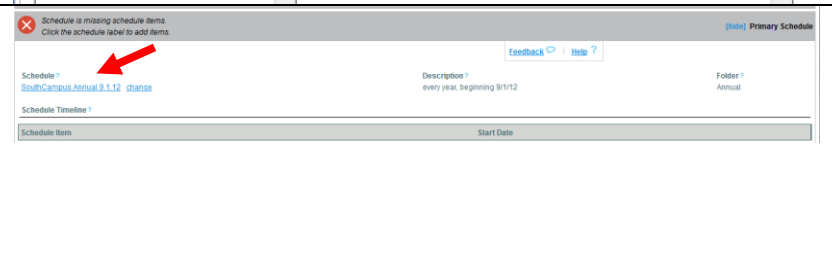
14.	Select Close Window .	
15.	<p>You have been taken back to the License Site tab. Select Save Changes.</p> <p>You are now complete in setting the Primary Schedule for Policy.</p>	

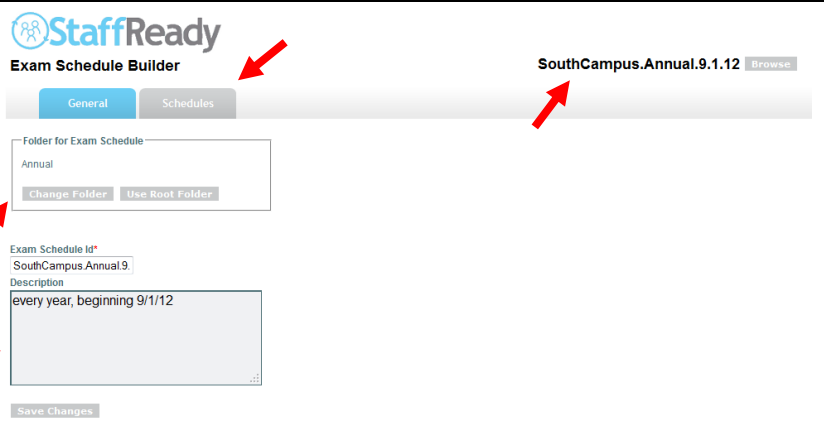
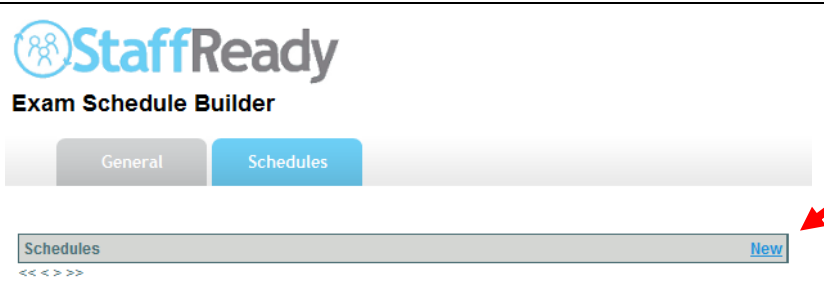
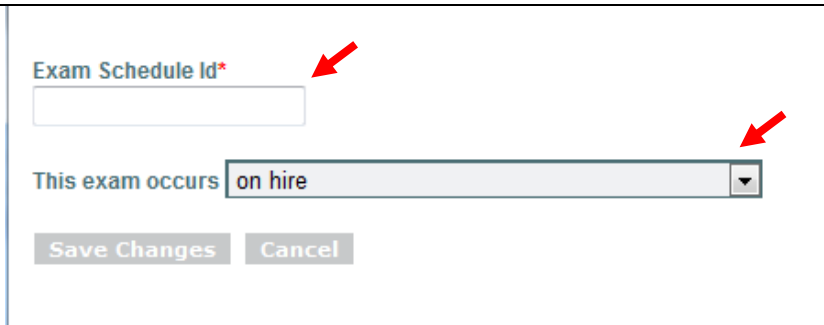
16.	<p>The following steps are for creating schedules in the Inspection Module.</p>																						
17.	<p>In this example, we are working in the South Campus License Site.</p> <p>To build Schedules for specific Requirements, refer to Quick Reference Inspection – Name (Schedule color bar).</p>																						
18.	<p>Here we want to pause and think about how we want to set up schedules and folders for this site. It is advisable to give this some thought so the folder set up and naming conventions are consistent for your company. We have found a best practice is to set up folders for each site – for Annual, Biennial, SemiAnnual, Quarterly, Monthly, BiMonthly – for each license site. Schedules may then be created within each folder. With this folder set up and naming convention, it is easier for the Admin/manager to be accurate. Also, when setting up schedules by site, the specific schedule may be altered without it changing at other sites. See the example below. And you may also set up a schedule for a 1-time use; it does not have to recur.</p> <p><u>Main Lab</u></p> <table border="0" data-bbox="262 909 1921 1372"> <tr> <td>Annual</td> <td>SouthCampus.Annual.9.1.12</td> <td>every year beginning 9/1/12</td> </tr> <tr> <td></td> <td>SouthCampus.Annual.6.30.13</td> <td>every year beginning 6/30/13</td> </tr> <tr> <td>Biennial</td> <td>SouthCampus.Biennial.3.30.13</td> <td>every 2 years, beginning 3/30/13</td> </tr> <tr> <td>SemiAnnual</td> <td>SouthCampus.SemiAnnual.5.15.13</td> <td>every 6 months, beginning 5/15/30</td> </tr> <tr> <td>Quarterly</td> <td>SouthCampus.Quarterly.1.31.13</td> <td>every 3 months, beginning 1/31/13</td> </tr> <tr> <td>Monthly</td> <td>SouthCampus.Monthly.12.1.12</td> <td>every month, beginning 12/1/12</td> </tr> <tr> <td>BiMonthly</td> <td>SouthCampus.BiMonthly.6.30.12</td> <td>every 2 months, beginning 6/30/12</td> </tr> </table>		Annual	SouthCampus.Annual.9.1.12	every year beginning 9/1/12		SouthCampus.Annual.6.30.13	every year beginning 6/30/13	Biennial	SouthCampus.Biennial.3.30.13	every 2 years, beginning 3/30/13	SemiAnnual	SouthCampus.SemiAnnual.5.15.13	every 6 months, beginning 5/15/30	Quarterly	SouthCampus.Quarterly.1.31.13	every 3 months, beginning 1/31/13	Monthly	SouthCampus.Monthly.12.1.12	every month, beginning 12/1/12	BiMonthly	SouthCampus.BiMonthly.6.30.12	every 2 months, beginning 6/30/12
Annual	SouthCampus.Annual.9.1.12	every year beginning 9/1/12																					
	SouthCampus.Annual.6.30.13	every year beginning 6/30/13																					
Biennial	SouthCampus.Biennial.3.30.13	every 2 years, beginning 3/30/13																					
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Quarterly	SouthCampus.Quarterly.1.31.13	every 3 months, beginning 1/31/13																					
Monthly	SouthCampus.Monthly.12.1.12	every month, beginning 12/1/12																					
BiMonthly	SouthCampus.BiMonthly.6.30.12	every 2 months, beginning 6/30/12																					

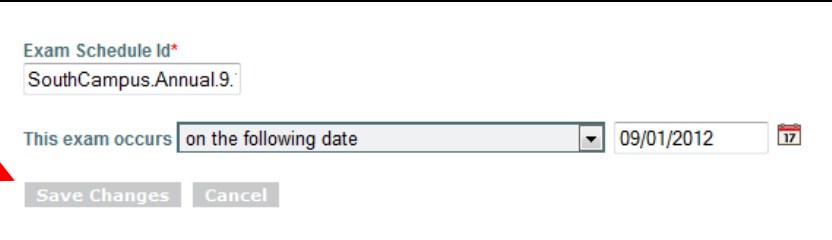
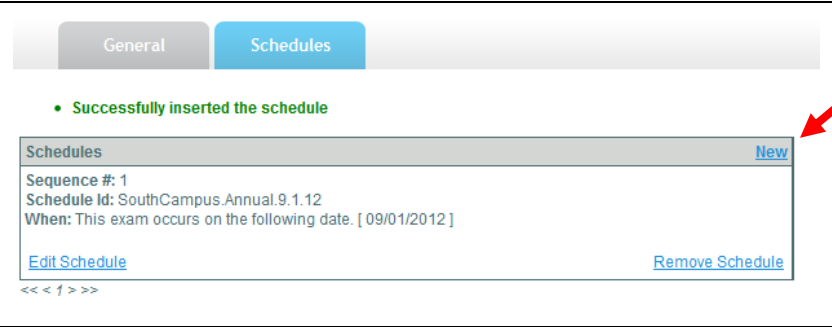
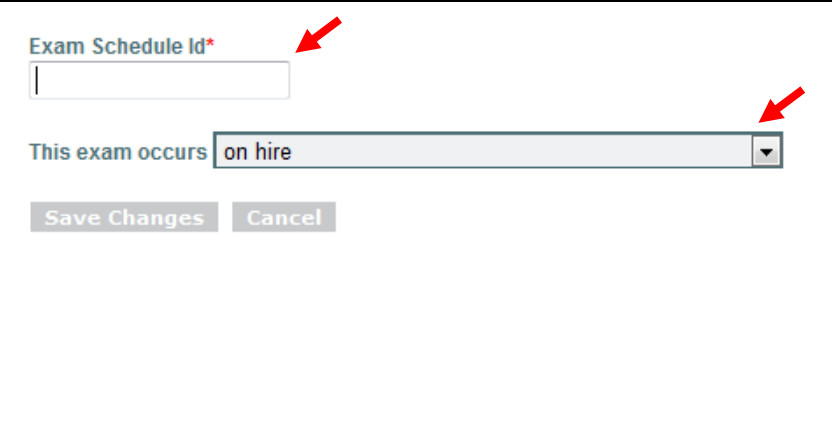
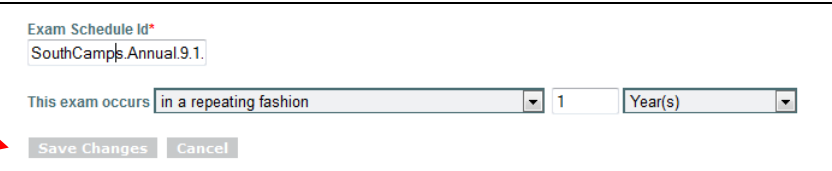
19.	Select the Primary Schedule color bar to expand.	
20.	To create a “default” schedule for this License Site, select Change .	
21.	In the Choose a Schedule window, the Schedule Browser (in this example) includes a folder for SkillsetReady (if you use that product), for InspectionReady, and also a System Folder.	
22.	<p>We want to organize all the schedules for InspectionReady within the InspectionReady Schedules folder. We want to organize the schedules by License Site.</p> <p>First, select the InspectionReady Schedules folder.</p> <p>Within that folder selected, select New Folder.</p>	

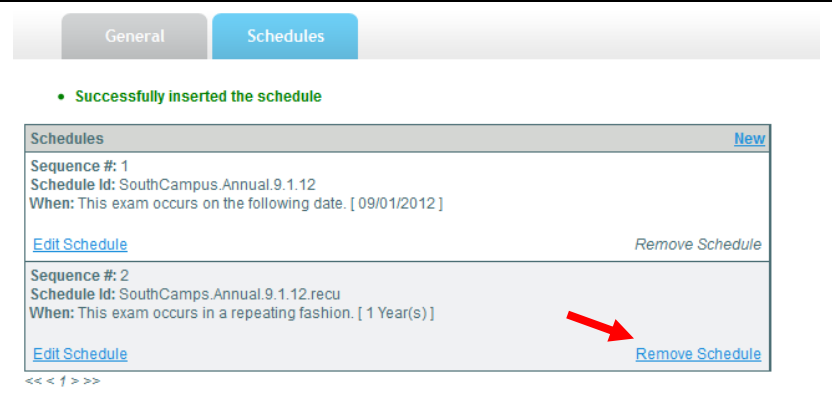
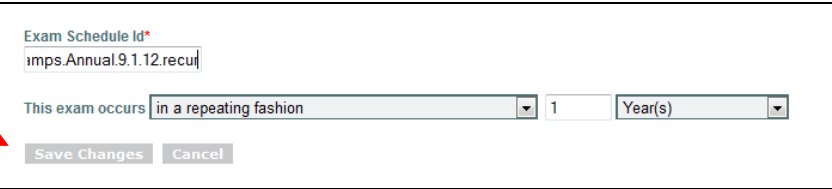
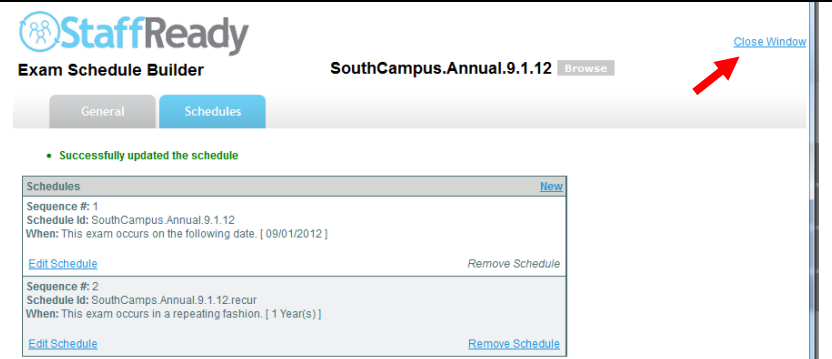
<p>23.</p>	<p>In the New Folder window, name the new folder South Campus.</p> <p>Select Save Changes.</p>	
<p>24.</p>	<p>With the South Campus folder highlighted, select New Folder.</p>	
<p>25.</p>	<p>In the New Folder window, this folder will be named Annual. It will hold all the annual schedules that are created for this License Site.</p> <p>As noted in Step 2 above, you would create new folders for Biennial, SemiAnnual, etc., whatever meets your needs.</p> <p>Select Save Changes.</p>	

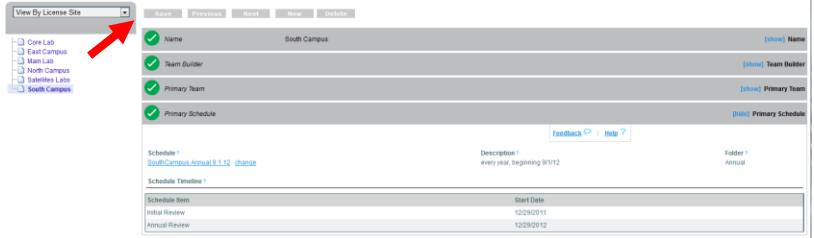
<p>26. In the Choose a Schedule window, we have created the folder to hold the Annual schedules for South Campus. Now we will create the first annual schedule.</p> <p>With the Annual folder selected, choose New Schedule.</p>	
<p>27. In the New Exam Schedule window, name the schedule in the Exam Schedule Id field and give a brief description of the schedule in the Description text field.</p>	

<p>28.</p>	<p>We have named the schedule SouthCampus.Anual.9.1.12 (The full name does not show in the box on the right due to limited space.)</p> <p>Our description is that this schedule occurs every year, and begins on 9/1/12.</p> <p>Select Save Changes.</p>	
<p>29.</p>	<p>We have named the schedule and will now select it for our License Site.</p> <p>Choose Select.</p>	
<p>30.</p>	<p>The color bar shows the name of the schedule, the description, and the name of the folder where the schedule is stored.</p> <p>The color bar guides you to the next step of selecting a schedule.</p> <p>Now select the Schedule name SouthCampus.Anual.9.1.12.</p>	

<p>31. See the name of the schedule at the top center of the page. The Folder for Exam Schedule box under the tabs tells you this schedule is stored in the folder named Annual.</p> <p>Below that, you see the Name/Exam Schedule Id of the Schedule and the Description.</p> <p>We will now build this schedule.</p> <p>Select the Schedules Tab.</p>	 <p>The screenshot shows the StaffReady Exam Schedule Builder interface. The 'Schedules' tab is selected. At the top right, the schedule name 'SouthCampus.Annual.9.1.12' is displayed with a 'Browse' button. Below the tabs, the 'Folder for Exam Schedule' is set to 'Annual', with 'Change Folder' and 'Use Root Folder' buttons. The 'Exam Schedule Id*' is 'SouthCampus Annual.9' and the 'Description' is 'every year, beginning 9/1/12'. A 'Save Changes' button is at the bottom.</p>
<p>32. Select New.</p>	 <p>The screenshot shows the StaffReady Exam Schedule Builder interface. The 'Schedules' tab is selected. At the bottom right of the Schedules list, a 'New' button is highlighted with a red arrow.</p>
<p>33. In the Exam Schedule Id box, type in the name of the schedule you are working on, SouthCampus.Annual.9.1.12.</p> <p>For the This exam occur drop-down menu select “on the following date”.</p> <p>Then at the calendar, select 9/1/12, since this is the date the schedule would begin.</p>	 <p>The screenshot shows the StaffReady Exam Schedule Builder interface. The 'Exam Schedule Id*' field is empty. The 'This exam occurs' dropdown menu is set to 'on hire'. A 'Save Changes' button and a 'Cancel' button are at the bottom.</p>

34.	<p>Select Save Changes.</p>	
35.	<p>InspectionReady tells you that the schedule build was successful with a message highlighted in green. It also provides details of this schedule.</p> <p>If your schedule is a one-time occurrence, you are complete and may move to Step 26. For this example, we want to build the schedule so it recurs every year.</p> <p>Select New.</p>	
36.	<p>We will give this schedule the same name in the Exam Schedule Id field except add "recur" at the end, indicating this is a recurring schedule:</p> <p>SouthCampus.Annual.9.1.12.recur.</p> <p>For the This exam occur drop-down menu, select "In a repeating fashion." Type in 1 for every year and select Years as the option in the drop-down menu.</p>	
37.	<p>Select Save Changes.</p>	

<p>38.</p>	<p>You now see the details for the initial schedule and the recurring scheduling.</p> <p>If you'd like to remove a schedule, select Remove Schedule.</p> <p>If you'd like to edit a schedule, select Edit Schedule. To view how that looks, select Edit Schedule for the recurring schedule – Sequence #2.</p>	
<p>39.</p>	<p>The change has been made in the name by just adding an “r” at the end of recur.</p> <p>Select Save Changes.</p>	
<p>40.</p>	<p>Close this window by clicking on Close Window.</p>	

<p>41.</p>	<p>Select Save.</p>	
<p>42.</p>	<p>If you'd like to create and build a different schedule to be used as a default for this site, select the Change link and follow the steps beginning with Step 4.</p> <p>If you would like to edit this current schedule, select the Schedule name and select the Schedules Tab.</p>	