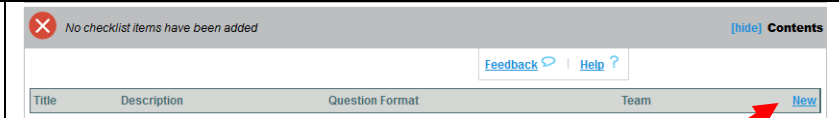
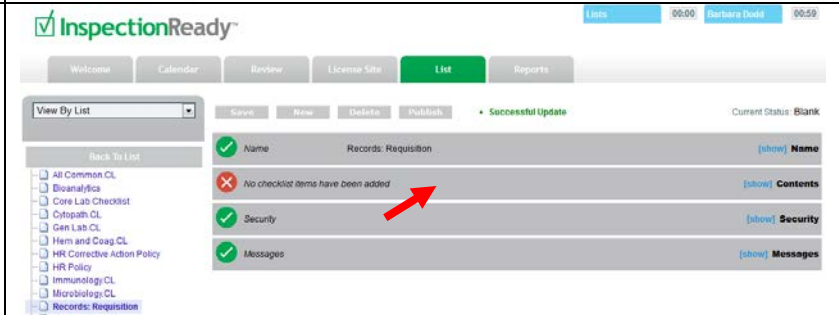
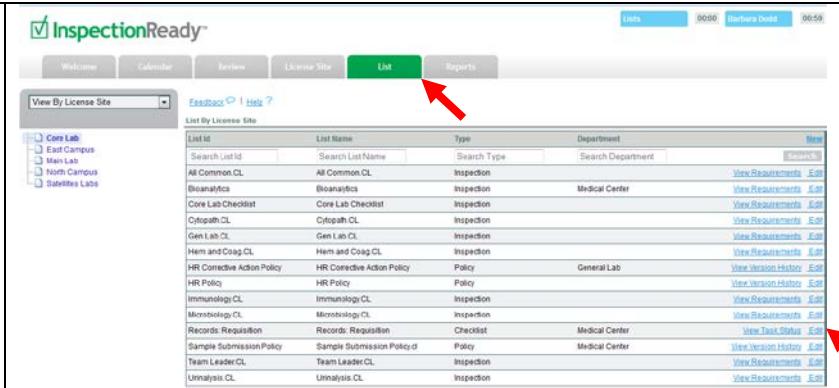
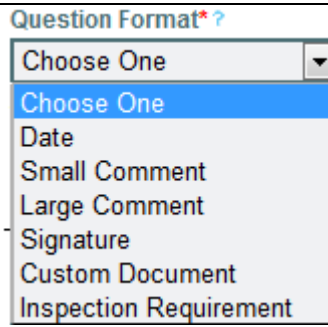
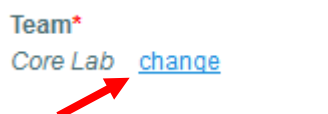

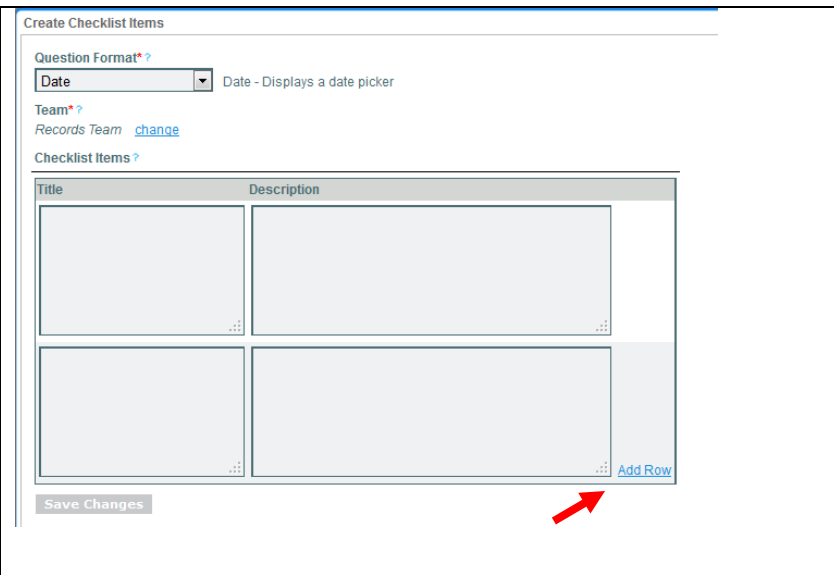

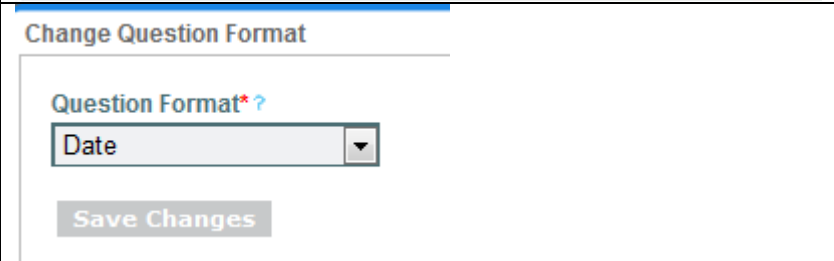
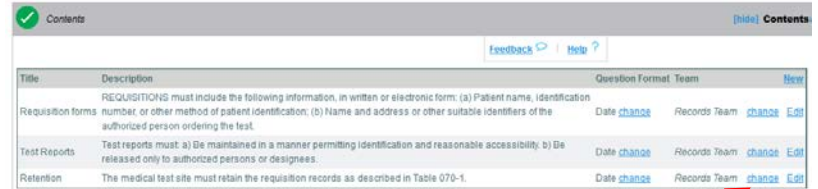
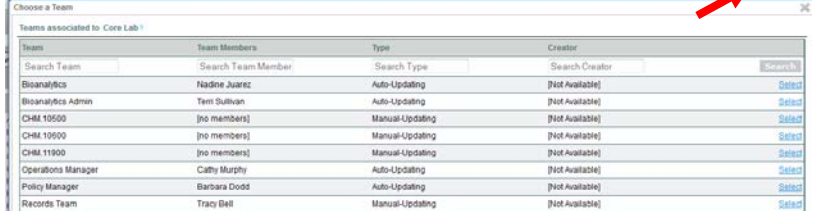
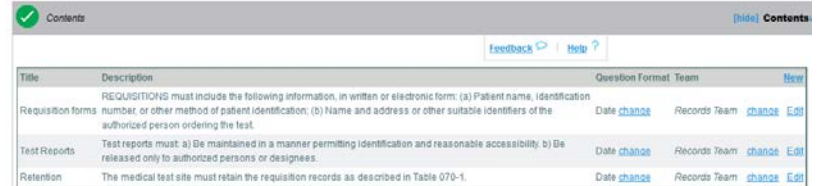


Checklist - Contents	
Step	Action
1.	<p>Navigate to the List Tab.</p> <p>Select the License Site you want to work in and in this example, Core Lab is the example License Site.</p> <p>Select Edit on the far right of the screen for the Checklist to be worked on. In this example, the Checklist is Records Requisition.</p>
2.	<p>Select and expand the Contents color bar.</p>
3.	<p>Select New to add a Checklist.</p>



<p>4.</p>	<p>The Create Checklist Items screen appears.</p> <p>The Question Format field sets the type of control to be used to complete the checklist items listed.</p> <p>For this example, Date is selected.</p>	 <p>Question Format* ? Choose One Choose One Date Small Comment Large Comment Signature Custom Document Inspection Requirement</p>																																																		
<p>5.</p>	<p>The Team is a workflow of employees that are used to complete tasks. They are created in the License Site Tab/ Team Builder color bar.</p> <p>To change the Team, select Change.</p>	 <p>Team* Core Lab change</p>																																																		
<p>6.</p>	<p>In this example, the Records Team has been selected.</p> <p>Choose Select.</p>	 <p>Choose a Team</p> <p>Teams associated to Core Lab</p> <table border="1"> <thead> <tr> <th>Team</th> <th>Team Members</th> <th>Type</th> <th>Creator</th> <th></th> </tr> </thead> <tbody> <tr> <td>Search Team</td> <td>Search Team Member</td> <td>Search Type</td> <td>Search Creator</td> <td>Select</td> </tr> <tr> <td>Bioanalytics</td> <td>Nadine Juarez</td> <td>Auto-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>Bioanalytics Admin</td> <td>Tom Sullivan</td> <td>Auto-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>CH&I 10500</td> <td>[no members]</td> <td>Manual-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>CH&I 10900</td> <td>[no members]</td> <td>Manual-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>CH&I 11900</td> <td>[no members]</td> <td>Manual-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>Operations Manager</td> <td>Cathy Murphy</td> <td>Auto-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>Policy Manager</td> <td>Barbara Dodd</td> <td>Auto-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> <tr> <td>Records Team</td> <td>Tracy Bell</td> <td>Manual-Updating</td> <td>[Not Available]</td> <td>Select</td> </tr> </tbody> </table>	Team	Team Members	Type	Creator		Search Team	Search Team Member	Search Type	Search Creator	Select	Bioanalytics	Nadine Juarez	Auto-Updating	[Not Available]	Select	Bioanalytics Admin	Tom Sullivan	Auto-Updating	[Not Available]	Select	CH&I 10500	[no members]	Manual-Updating	[Not Available]	Select	CH&I 10900	[no members]	Manual-Updating	[Not Available]	Select	CH&I 11900	[no members]	Manual-Updating	[Not Available]	Select	Operations Manager	Cathy Murphy	Auto-Updating	[Not Available]	Select	Policy Manager	Barbara Dodd	Auto-Updating	[Not Available]	Select	Records Team	Tracy Bell	Manual-Updating	[Not Available]	Select
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<p>7. The Create Checklist Items window appears and checklist Items will be entered next.</p> <p>Provide a Title and then a Description for the first item. Information from existing documents may be entered by copying and pasting.</p> <p>The Tab key allows for navigation between fields.</p> <p>Clicking on Add Row allows for entering as many items as needed. The Tab key may also be utilized for this function.</p> <p>Select Save Changes.</p>	
<p>8. Back within the Contents color bar, if you would like to change the Question Format, select the Change link.</p>	
<p>9. Select the format you would like to change to and then select Save Changes. For this example, we will keep Date.</p>	

10.	If you would like to change the Team, select Change .	
11.	<p>Select the Team you would like to use from the Choose a Team drop-down menu. Choose Select.</p> <p>For this example, the Records Team has been selected.</p>	
12.	<p>If you would like to change any of the contents in any of the items in this Checklist, select Edit by that item.</p> <p>Select Edit for the Retention item.</p>	
13.	<p>The Edit Checklist Item window is the location where the Title and Description may be altered as well as the Question Format. Select Save Changes.</p> <p>For this example, there are no changes.</p>	