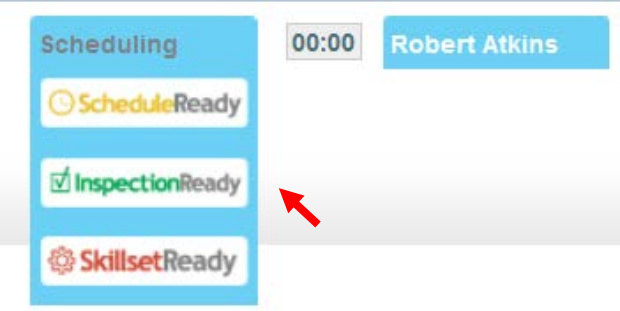
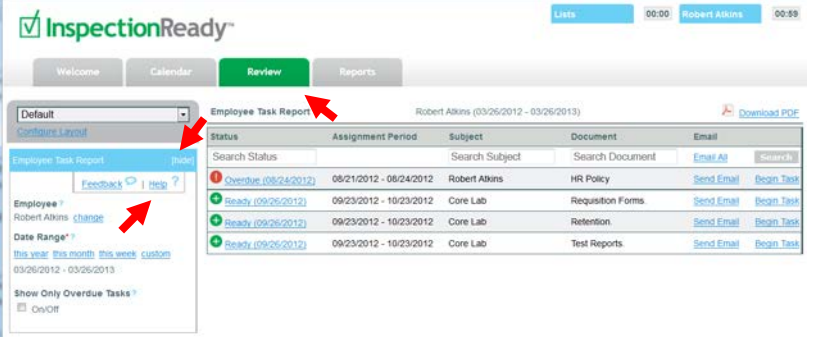

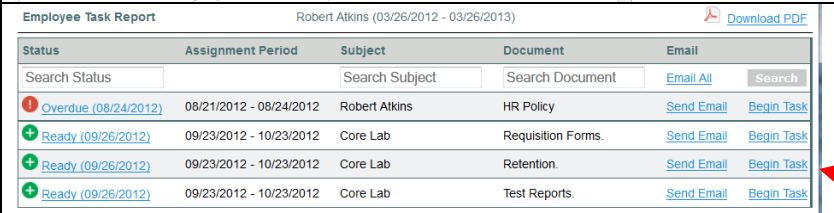
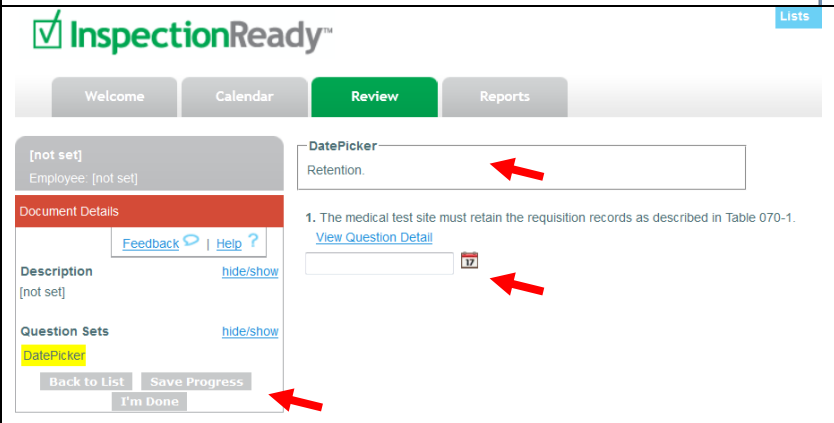
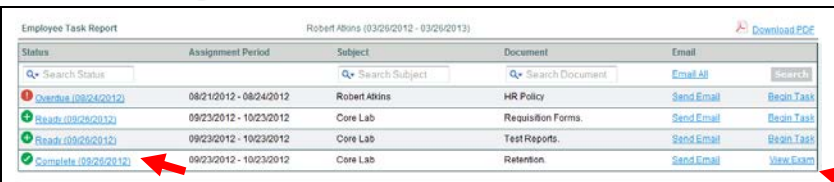
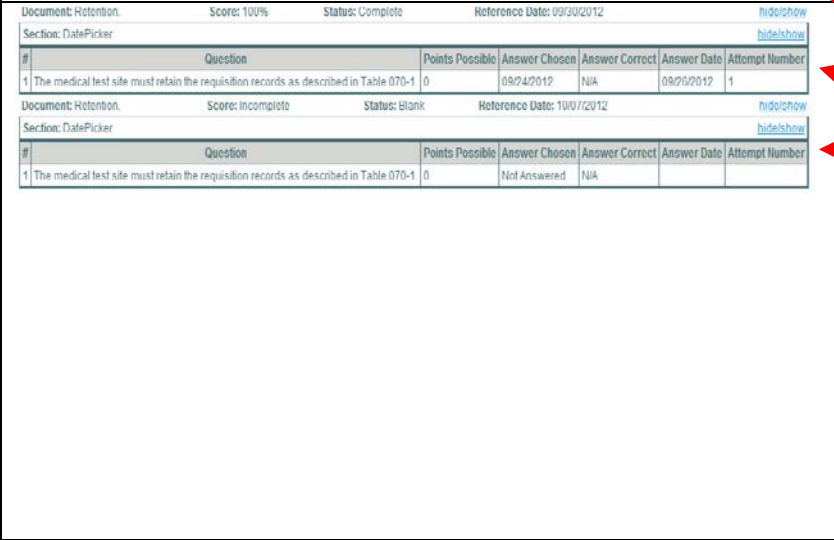
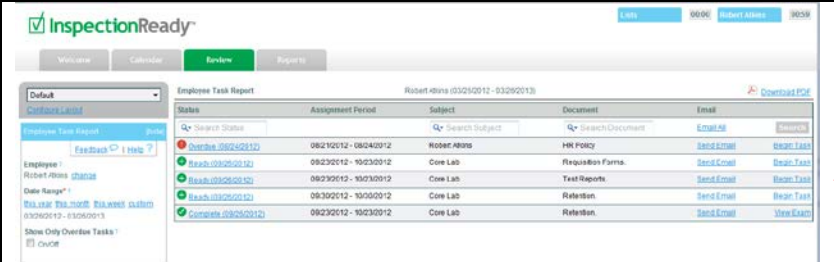
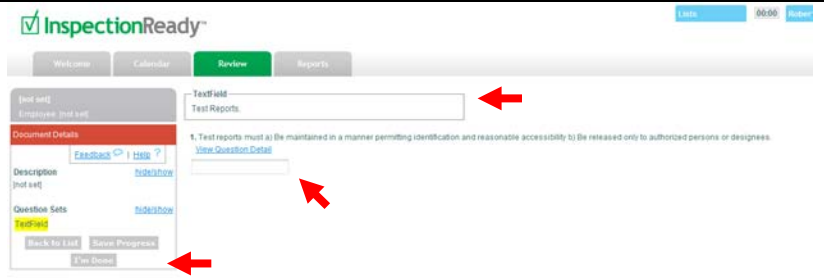


Checklist – Employee Tasks	
Step	Action
1.	We have created a Checklist called Records Retention and it has been published to the Employee. Let's look at the process that the Employee who received the tasks will follow.
2.	<p>We are now logged in as Robert Atkins. Once logged in, select InspectionReady from the drop-down menu in the upper right-hand corner of your screen.</p> 
3.	<p>Select the Review tab.</p> <p>Open the Employee Task Report mini bar by selecting Show.</p> <p>This is the Employee Task Report for Robert. His tasks can be viewed by year, month, week, or a custom timeframe.</p> <p>Click on Help for a full description of the Report.</p> 

<p>4. For more instructions, Robert may also review the Quick Reference or video Tutorial by selecting the appropriate link.</p> <p>Click the X in the upper right corner when finished.</p>																										
<p>5. Here we see that out of the four tasks listed, the bottom three have been completed and the first one is overdue</p> <p>To begin working on the task for Retention, Robert will select Begin Task.</p>	 <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>Overdue (08/24/2012)</td> <td>08/21/2012 - 08/24/2012</td> <td>Robert Atkins</td> <td>HR Policy</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Ready (09/26/2012)</td> <td>09/23/2012 - 10/23/2012</td> <td>Core Lab</td> <td>Requisition Forms.</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Ready (09/26/2012)</td> <td>09/23/2012 - 10/23/2012</td> <td>Core Lab</td> <td>Retention.</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Ready (09/26/2012)</td> <td>09/23/2012 - 10/23/2012</td> <td>Core Lab</td> <td>Test Reports.</td> <td>Send Email Begin Task</td> </tr> </tbody> </table>	Status	Assignment Period	Subject	Document	Email	Overdue (08/24/2012)	08/21/2012 - 08/24/2012	Robert Atkins	HR Policy	Send Email Begin Task	Ready (09/26/2012)	09/23/2012 - 10/23/2012	Core Lab	Requisition Forms.	Send Email Begin Task	Ready (09/26/2012)	09/23/2012 - 10/23/2012	Core Lab	Retention.	Send Email Begin Task	Ready (09/26/2012)	09/23/2012 - 10/23/2012	Core Lab	Test Reports.	Send Email Begin Task
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<p>6. The title of the document is Retention and is shown in the box named DatePicker. It is called DatePicker because when we set up this Checklist, we used the option of Date as the sign off.</p> <p>Below DatePicker you see the task. Once Robert has ensured the task is complete, he would use the DatePicker to select the date.</p> <p>If Robert wants to come back to this task, he would select Save Progress. He may then come back, select Begin Task, and finish.</p> <p>Robert has completed this task and, and is selecting I'm Done.</p>																										

<p>7.</p>	<p>The status of the task is now shown as Complete.</p> <p>Select View Exam for this task.</p>	
<p>8.</p>	<p>This report is structured after our product called SkillsetReady and that is why the report is named Exam Answers Report.</p> <p>The first entry in the report shows the task that was just completed. The sign-off date chosen was 9/24/12, but as you can see on the report, it was actually done on 9/26/12.</p> <p>The second entry in the report shows the upcoming task, which is due 10/7/2012. It shows Not Answered in the Answer Chosen field.</p> <p>Select the Hide/Show to expand or collapse the view for this task.</p> <p>(Note: The fields Points Possible and Answer Correct are not relevant to InspectionReady.)</p>	
<p>9.</p>	<p>To continue working on his assigned tasks, Robert will select Back to List and select another task.</p> <p>Now let's look at how Robert would respond to a task that has a different sign-off requirement. Select Begin Task for Test Reports.</p>	

<p>10.</p>	<p>For this example, the sign-off requirement asks for a comment in the text field. The name of the task is Test Reports.</p> <p>Robert will input a brief comment in the text field.</p> <p>Select I'm Done.</p>	
<p>11.</p>	<p>Robert may continue working on his tasks.</p>	