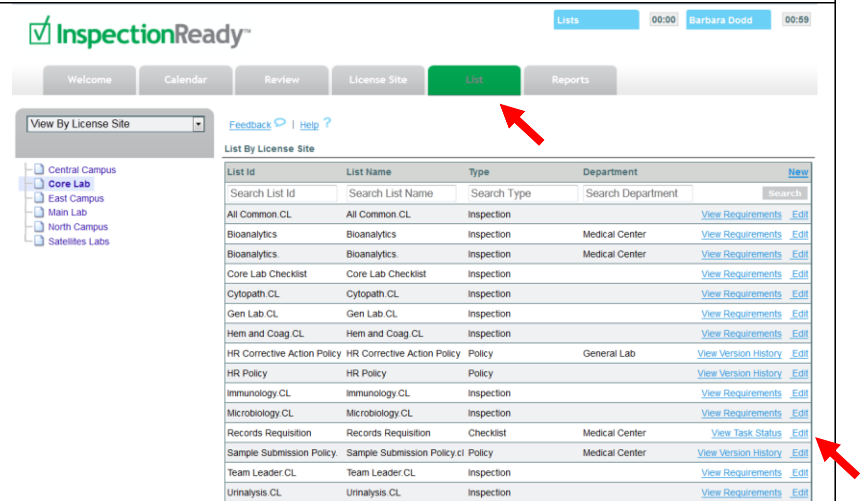
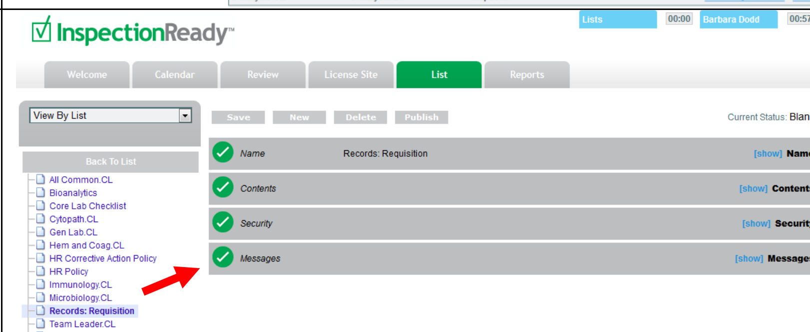
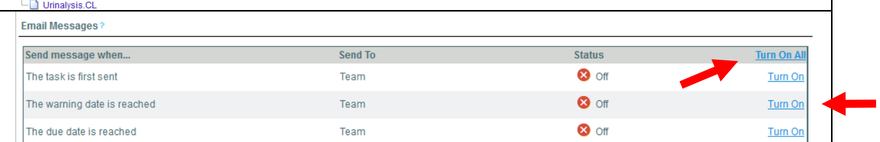
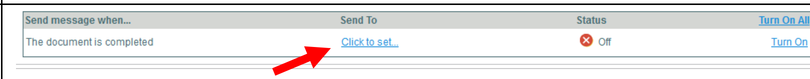
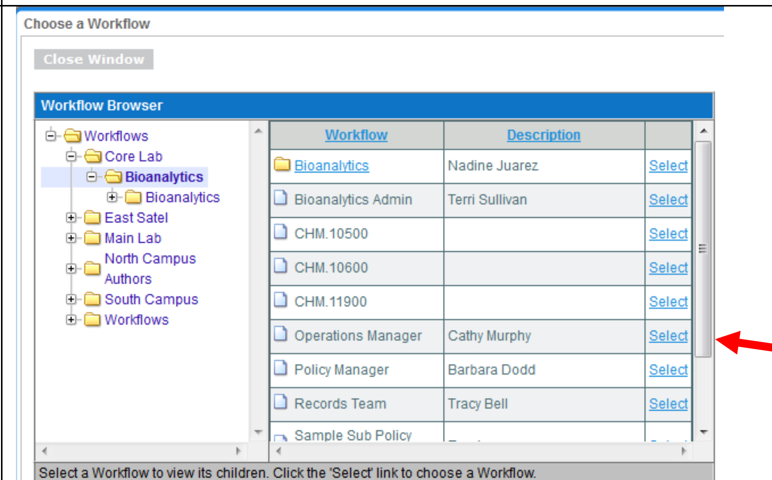
InspectionReady®

<table>
<tr><th colspan="3">Checklist - Messages</th></tr>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>1.</td><td>Navigate to the List Tab.

Select the License Site you want to work in, and in this example, Core Lab is the License Site.

Select Edit for the Records Requisition Checklist.</td><td>
</td></tr>
<tr><td>2.</td><td>Select the Messages color bar to expand.</td><td>
</td></tr>
<tr><td>3.</td><td>First select when the Team should receive an email message from the following options:
– The task is first sent
– The warning date is reached
– The due date is reached.
For this example, select the Turn On All link to have the Team receive an email for all three.</td><td>
</td></tr>
</table>

4.	You may also select only one or two of the notifications, or none at all, by selecting the Turn Off/On link for the individual employee.	
5.	Select **Save**.	
6.	You may want someone (manager, administrator, etc.) to receive an email once the Revision process has been complete. Select Click to set.	
7.	In the Choose a Workflow window, select who should be notified when the Items have been completed. Notice that the Core Lab workflow folder is selected on the left and the individual to be selected is the Operations Manager, Cathy Murphy. Choose Select next to Operations Manager.	
8.	The email notification has been turned to On.