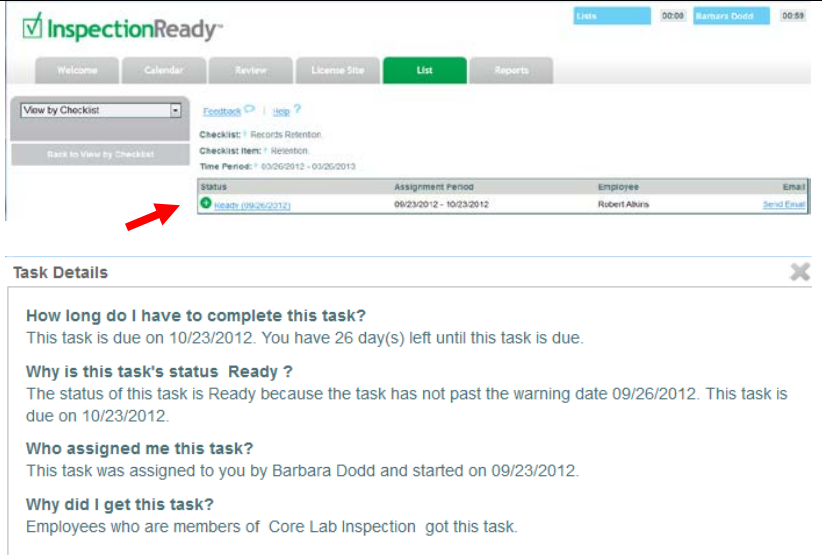
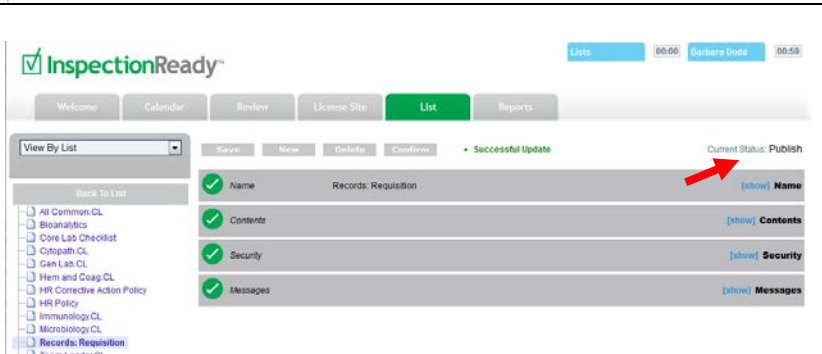


### Checklist - Publish

| Step | Action  |  |
|------|---|--|
| 1.   | <p>Navigate to the <b>List Tab</b>.</p> <p>Select the Site you want to work in, and in this example, we will be working in Core Lab License Site.</p> <p>Select <a href="#">Edit</a> for the Records Requisition Checklist.</p> |  |
| 2.   | <p>The <b>Name</b>, <b>Contents</b>, and <b>Security</b> color bars have been completed.</p> <p>It is now time to Publish this Checklist, which will send the tasks to the Employees.</p> <p>Select <b>Publish</b>.</p>         |  |
| 3.   | <p>Select <b>Back to List</b>.</p>  |  |

| <p>4.</p>                   | <p>Select <a href="#">View Task Status</a> for Records Requisition Checklist.</p>   | <p>InspectionReady™</p> <p>00:00 Barbara Todd 00:59</p> <p>Home Calendar Review License Site <b>List</b> Reports</p> <p>View By License Site</p> <p>Feedback   Help</p> <table border="1"> <thead> <tr> <th>List Id</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>All Common CL</td> <td>All Common CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td>Medical Center</td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Core Lab Checklist</td> <td>Core Lab Checklist</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Cytopath CL</td> <td>Cytopath CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Gen Lab CL</td> <td>Gen Lab CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Hem and Coag CL</td> <td>Hem and Coag CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>HR Corrective Action Policy</td> <td>HR Corrective Action Policy</td> <td>Policy</td> <td>General Lab</td> <td><a href="#">View Version History</a> <a href="#">Edit</a></td> </tr> <tr> <td>HR Policy</td> <td>HR Policy</td> <td>Policy</td> <td></td> <td><a href="#">View Version History</a> <a href="#">Edit</a></td> </tr> <tr> <td>Immunology CL</td> <td>Immunology CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Microbiology CL</td> <td>Microbiology CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Records Requisition</td> <td>Records Requisition</td> <td>Checklist</td> <td>Medical Center</td> <td><a href="#">View Task Status</a> <a href="#">Edit</a></td> </tr> <tr> <td>Sample Submission Policy</td> <td>Sample Submission Policy</td> <td>Policy</td> <td>Medical Center</td> <td><a href="#">View Version History</a> <a href="#">Edit</a></td> </tr> <tr> <td>Team Leader CL</td> <td>Team Leader CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Urinalysis CL</td> <td>Urinalysis CL</td> <td>Inspection</td> <td></td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> </tbody> </table> | List Id        | List Name   | Type | Department        | View | All Common CL | All Common CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Bioanalytics | Bioanalytics | Inspection | Medical Center | <a href="#">View Requirements</a> <a href="#">Edit</a> | Core Lab Checklist | Core Lab Checklist | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Cytopath CL | Cytopath CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Gen Lab CL | Gen Lab CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Hem and Coag CL | Hem and Coag CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | HR Corrective Action Policy | HR Corrective Action Policy | Policy | General Lab | <a href="#">View Version History</a> <a href="#">Edit</a> | HR Policy | HR Policy | Policy |  | <a href="#">View Version History</a> <a href="#">Edit</a> | Immunology CL | Immunology CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Microbiology CL | Microbiology CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Records Requisition | Records Requisition | Checklist | Medical Center | <a href="#">View Task Status</a> <a href="#">Edit</a> | Sample Submission Policy | Sample Submission Policy | Policy | Medical Center | <a href="#">View Version History</a> <a href="#">Edit</a> | Team Leader CL | Team Leader CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> | Urinalysis CL | Urinalysis CL | Inspection |  | <a href="#">View Requirements</a> <a href="#">Edit</a> |
|-----------------------------|---|--|----------------|---|------|-------------------|------|---------------|---------------|------------|--|--|--------------|--------------|------------|----------------|--|--------------------|--------------------|------------|--|--|-------------|-------------|------------|--|--|------------|------------|------------|--|--|-----------------|-----------------|------------|--|--|-----------------------------|-----------------------------|--------|-------------|---|-----------|-----------|--------|--|---|---------------|---------------|------------|--|--|-----------------|-----------------|------------|--|--|---------------------|---------------------|-----------|----------------|---|--------------------------|--------------------------|--------|----------------|---|----------------|----------------|------------|--|--|---------------|---------------|------------|--|--|
| List Id                     | List Name   | Type   | Department     | View  |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| All Common CL               | All Common CL   | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Bioanalytics                | Bioanalytics  | Inspection   | Medical Center | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Core Lab Checklist          | Core Lab Checklist  | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Cytopath CL                 | Cytopath CL   | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Gen Lab CL                  | Gen Lab CL  | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Hem and Coag CL             | Hem and Coag CL   | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| HR Corrective Action Policy | HR Corrective Action Policy   | Policy   | General Lab    | <a href="#">View Version History</a> <a href="#">Edit</a> |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| HR Policy                   | HR Policy   | Policy   |                | <a href="#">View Version History</a> <a href="#">Edit</a> |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Immunology CL               | Immunology CL   | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Microbiology CL             | Microbiology CL   | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Records Requisition         | Records Requisition   | Checklist  | Medical Center | <a href="#">View Task Status</a> <a href="#">Edit</a>     |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Sample Submission Policy    | Sample Submission Policy  | Policy   | Medical Center | <a href="#">View Version History</a> <a href="#">Edit</a> |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Team Leader CL              | Team Leader CL  | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Urinalysis CL               | Urinalysis CL   | Inspection   |                | <a href="#">View Requirements</a> <a href="#">Edit</a>    |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| <p>5.</p>                   | <p>The View Task Status Panel allows you to view the status of the Checklist. You may drill in to view the report by years, months, or weeks by selecting the dates at the top of the report. Selecting the icons within the report allow you to view the status of the report.</p> <p>Select the Green icon for Retention.</p> | <p>InspectionReady™</p> <p>00:00 Barbara Todd 00:59</p> <p>Home Calendar Review License Site <b>List</b> Reports</p> <p>View by Checklist</p> <p>Feedback   Help</p> <p>Checklist: Records Retention</p> <p>Time Period: Yearly From 3/06/12 To 3/06/13 <a href="#">change</a></p> <table border="1"> <thead> <tr> <th>Checklist Item</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Requisition Forms</td> <td></td> <td></td> </tr> <tr> <td>Test Reports</td> <td></td> <td></td> </tr> <tr> <td>Retention</td> <td></td> <td></td> </tr> </tbody> </table>   | Checklist Item | 2012  | 2013 | Requisition Forms |      |               | Test Reports  |            |  | Retention  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Checklist Item              | 2012  | 2013   |                |   |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Requisition Forms           |   |  |                |   |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Test Reports                |   |  |                |   |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |
| Retention                   |   |  |                |   |      |                   |      |               |               |            |  |  |              |              |            |                |  |                    |                    |            |  |  |             |             |            |  |  |            |            |            |  |  |                 |                 |            |  |  |                             |                             |        |             |   |           |           |        |  |   |               |               |            |  |  |                 |                 |            |  |  |                     |                     |           |                |   |                          |                          |        |                |   |                |                |            |  |  |               |               |            |  |  |

|           |  |  |
|-----------|--|--|
| <p>6.</p> | <p>The status of this task is Ready. By clicking on the link (<a href="#">Ready 09/26/2012</a>), you will see the details of the task. The Assignee will also see this information (Quick Reference Checklist – Employee Tasks).</p> |   |
| <p>7.</p> | <p>The Current Status of this checklist is now Publish.</p>  |  |