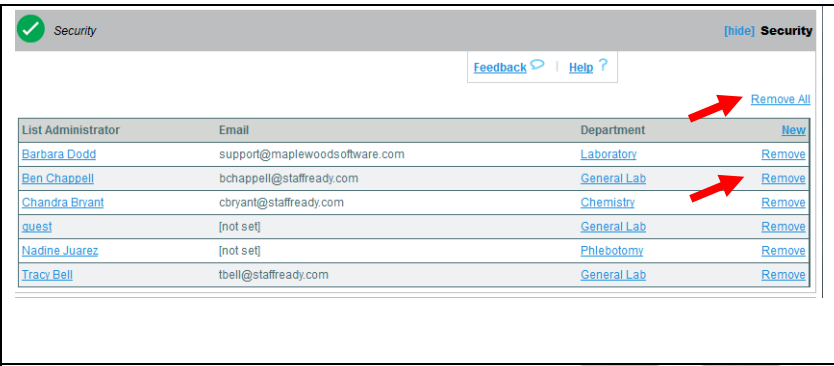
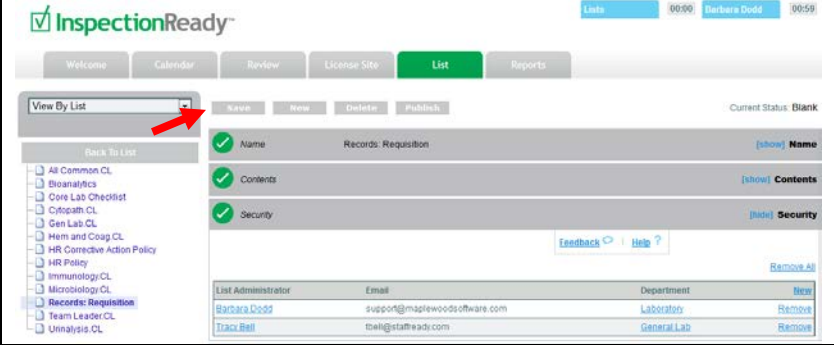


Checklist - Security

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 License Site.</p> <p>Select Edit for the Records Requisition Checklist.</p>	<p>The screenshot shows the InspectionReady dashboard with the 'List' tab selected. A red arrow points to the 'List' tab. Below the navigation bar, there is a 'View By License Site' dropdown menu with 'Core Lab' selected. A table titled 'List By License Site' displays various checklist items. The 'Records Requisition' item is highlighted in blue, and a red arrow points to its 'Edit' link.</p> <table border="1"> <thead> <tr> <th>List Id</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td>All Common CL</td> <td>All Common CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Core Lab Checklist</td> <td>Core Lab Checklist</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Cytopath CL</td> <td>Cytopath CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Gen Lab CL</td> <td>Gen Lab CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Hem and Coag CL</td> <td>Hem and Coag CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>HR Corrective Action Policy</td> <td>HR Corrective Action Policy</td> <td>Policy</td> <td>General Lab</td> <td>View Version History Edit</td> </tr> <tr> <td>HR Policy</td> <td>HR Policy</td> <td>Policy</td> <td></td> <td>View Version History Edit</td> </tr> <tr> <td>Immunology CL</td> <td>Immunology CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Microbiology CL</td> <td>Microbiology CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Records Requisition</td> <td>Records Requisition</td> <td>Checklist</td> <td>Medical Center</td> <td>View Task Status Edit</td> </tr> <tr> <td>Sample Submission Policy</td> <td>Sample Submission Policy.c</td> <td>Policy</td> <td>Medical Center</td> <td>View Version History Edit</td> </tr> <tr> <td>Team Leader CL</td> <td>Team Leader CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> <tr> <td>Urinalysis CL</td> <td>Urinalysis CL</td> <td>Inspection</td> <td></td> <td>View Requirements Edit</td> </tr> </tbody> </table>	List Id	List Name	Type	Department		All Common CL	All Common CL	Inspection		View Requirements Edit	Bioanalytics	Bioanalytics	Inspection	Medical Center	View Requirements Edit	Core Lab Checklist	Core Lab Checklist	Inspection		View Requirements Edit	Cytopath CL	Cytopath CL	Inspection		View Requirements Edit	Gen Lab CL	Gen Lab CL	Inspection		View Requirements Edit	Hem and Coag CL	Hem and Coag CL	Inspection		View Requirements Edit	HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	View Version History Edit	HR Policy	HR Policy	Policy		View Version History Edit	Immunology CL	Immunology CL	Inspection		View Requirements Edit	Microbiology CL	Microbiology CL	Inspection		View Requirements Edit	Records Requisition	Records Requisition	Checklist	Medical Center	View Task Status Edit	Sample Submission Policy	Sample Submission Policy.c	Policy	Medical Center	View Version History Edit	Team Leader CL	Team Leader CL	Inspection		View Requirements Edit	Urinalysis CL	Urinalysis CL	Inspection		View Requirements Edit
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2.	Select and expand the Security color bar.	<p>The screenshot shows the 'Records Requisition' checklist expanded. The 'Security' bar is highlighted in green, and a red arrow points to it. The 'Records Requisition' item is also highlighted in blue in the table above.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Records Requisition</th> <th>[show] Name</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>Contents</td> <td>[show] Contents</td> </tr> <tr> <td>✓</td> <td>Security</td> <td>[show] Security</td> </tr> <tr> <td>✓</td> <td>Messages</td> <td>[show] Messages</td> </tr> </tbody> </table>	Name	Records Requisition	[show] Name	✓	Contents	[show] Contents	✓	Security	[show] Security	✓	Messages	[show] Messages																																																															
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<p>3. The Security color bar is used to add privileges for users to see the list. Users may be added by clicking New and searching for an employee. Users may be removed by clicking Remove. Some users are added automatically by ScheduleReady.</p> <p>Clicking Remove All will remove all users at once with the exception of the Admin.</p> <p>In this example, Tracy Bell and Barbara Dodd will be the users to see this list. Remove for all the other employees will be selected.</p>	 <table border="1"> <thead> <tr> <th>List Administrator</th> <th>Email</th> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td>Barbara Dodd</td> <td>support@maplewoodsoftware.com</td> <td>Laboratory</td> <td>Remove</td> </tr> <tr> <td>Ben Chappell</td> <td>bchappell@staffready.com</td> <td>General Lab</td> <td>Remove</td> </tr> <tr> <td>Chandra Bryant</td> <td>cbryant@staffready.com</td> <td>Chemistry</td> <td>Remove</td> </tr> <tr> <td>quest</td> <td>[not set]</td> <td>General Lab</td> <td>Remove</td> </tr> <tr> <td>Nadine Juarez</td> <td>[not set]</td> <td>Phlebotomy</td> <td>Remove</td> </tr> <tr> <td>Tracy Bell</td> <td>tbell@staffready.com</td> <td>General Lab</td> <td>Remove</td> </tr> </tbody> </table>	List Administrator	Email	Department		Barbara Dodd	support@maplewoodsoftware.com	Laboratory	Remove	Ben Chappell	bchappell@staffready.com	General Lab	Remove	Chandra Bryant	cbryant@staffready.com	Chemistry	Remove	quest	[not set]	General Lab	Remove	Nadine Juarez	[not set]	Phlebotomy	Remove	Tracy Bell	tbell@staffready.com	General Lab	Remove
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Tracy Bell	tbell@staffready.com	General Lab	Remove																										
<p>4. Select Save.</p> <p>Barbara and Tracy may see the list. The Admin may make changes at any time.</p>	 <p>InspectionReady</p> <p>Home Calendar Review License Site List Reports</p> <p>View By List: Save New Delete Publish Current Status: Blank</p> <p>Back To List</p> <ul style="list-style-type: none"> All Common CL Bioanalytics Core Lab Checklist Cytosath CL Gen Lab CL Item and Comp CL HR Corrective Action Policy HR Policy Immunology CL Microbiology CL Records: Requisition Team Leader CL Urinalysis CL <table border="1"> <thead> <tr> <th>List Administrator</th> <th>Email</th> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td>Barbara Dodd</td> <td>support@maplewoodsoftware.com</td> <td>Laboratory</td> <td>Remove</td> </tr> <tr> <td>Tracy Bell</td> <td>tbell@staffready.com</td> <td>General Lab</td> <td>Remove</td> </tr> </tbody> </table>	List Administrator	Email	Department		Barbara Dodd	support@maplewoodsoftware.com	Laboratory	Remove	Tracy Bell	tbell@staffready.com	General Lab	Remove																
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