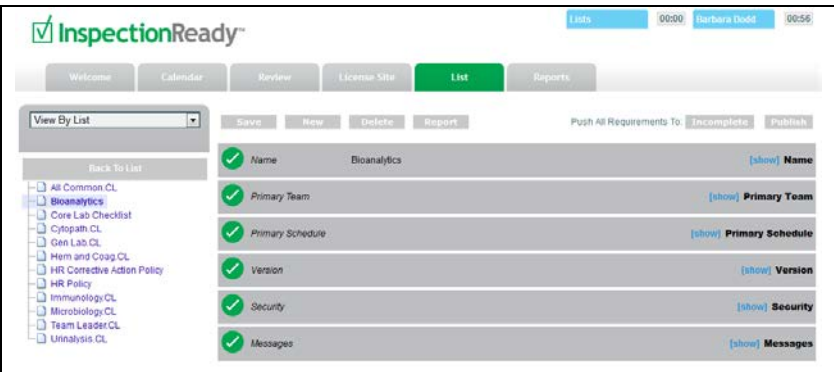
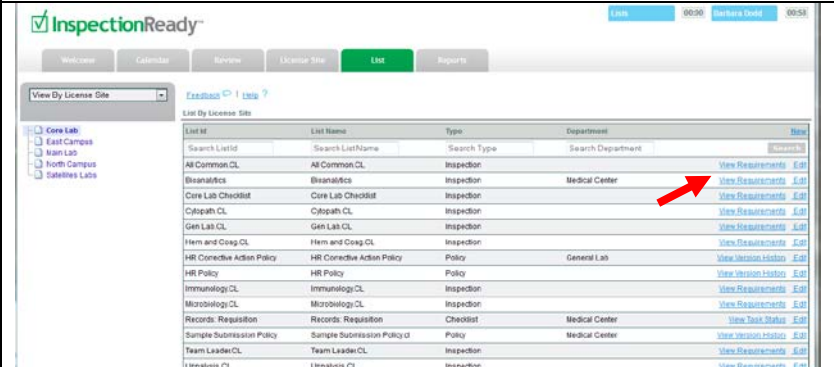


Inspection – Incomplete to Publish		
Step	Action	
1.	<p>Navigate to the List Tab and the Core Lab License Site.</p> <p>Select Edit for the Bioanalytics Inspection List.</p>	<p>The screenshot shows the 'InspectionReady' interface with the 'List' tab selected. A table lists various inspection items. The 'Bioanalytics' row is highlighted, and a red arrow points to the 'Edit' link in the 'Actions' column for that row.</p>
2.	<p>After we have completely built the Inspection List, we are ready to push it to Incomplete. Prior to this action, ensure that all the color bars have a green circle indicating that all the tasks have been completed.</p> <p>Setting an Inspection to Incomplete will set all of the requirements to Incomplete and copy down the schedule and author to each requirement that is missing a schedule or team.</p> <p>Click on Incomplete.</p>	<p>The screenshot shows the 'Bioanalytics' inspection list. All requirements (Name, Primary Team, Primary Schedule, Version, Security, Messages) are marked with green checkmarks, indicating they are complete. A red arrow points to the 'Incomplete' button in the top right corner.</p>
3.	<p>InspectionReady will ask you if you want to do this – Select Yes.</p>	<p>The screenshot shows a confirmation dialog box titled 'Incomplete'. The text inside asks: 'Setting a Inspection to Incomplete will set all of the requirements to Incomplete and copy down the schedule and author to each requirement that is missing schedule or author. Is this what you want to do?'. There are 'Yes' and 'No' buttons at the bottom. A red arrow points to the 'Yes' button.</p>

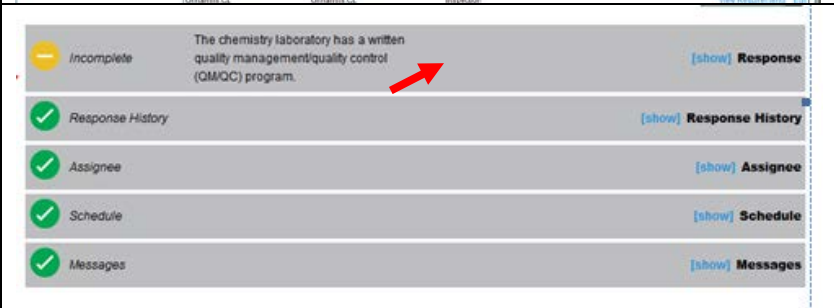
4. Once this is complete, you will be taken back to the main List Tab screen.
Select **Back To List**.

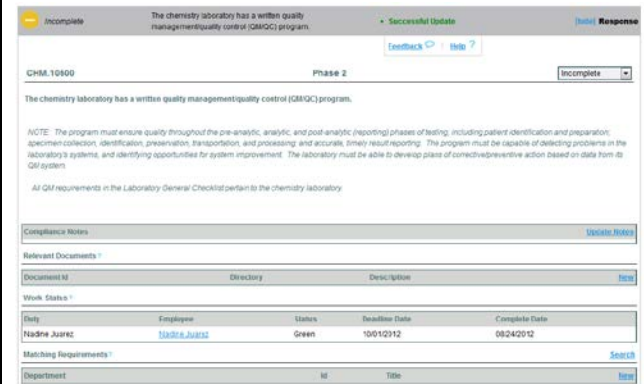
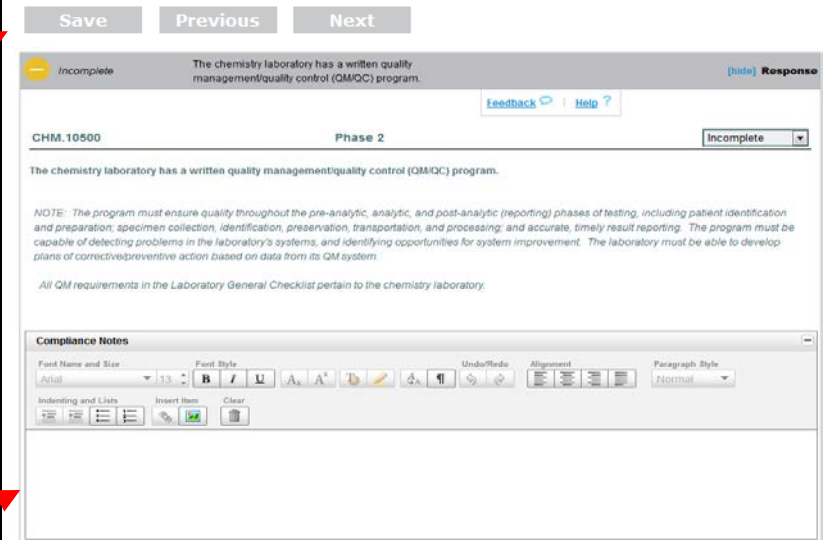


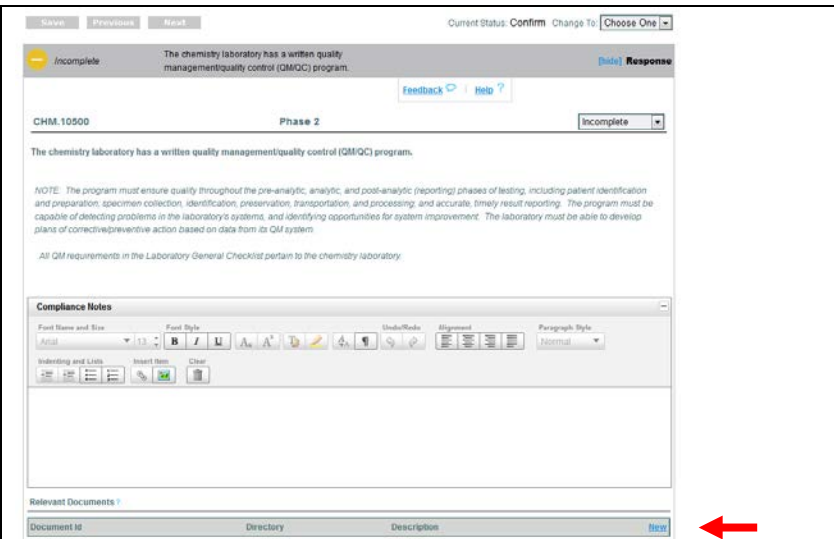
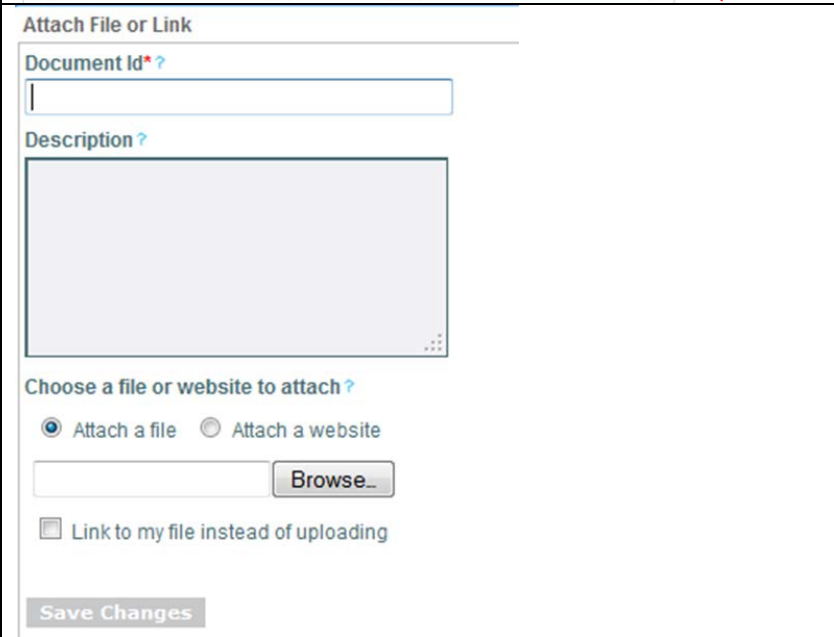
5. Select [View Requirements](#) for the Bioanalytics Inspection List.

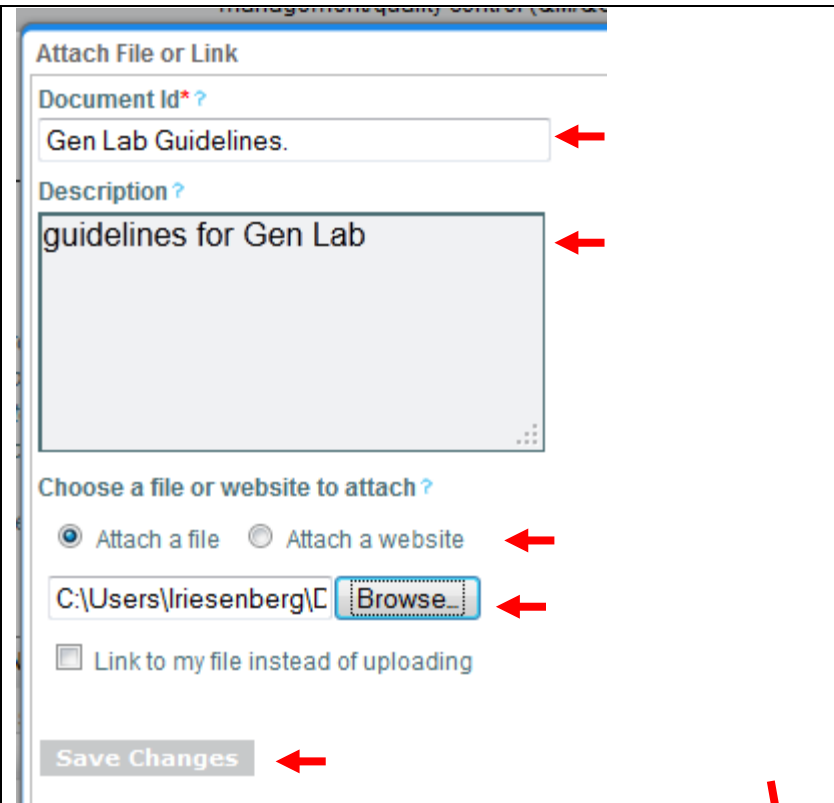
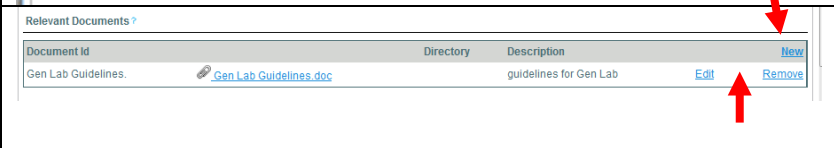


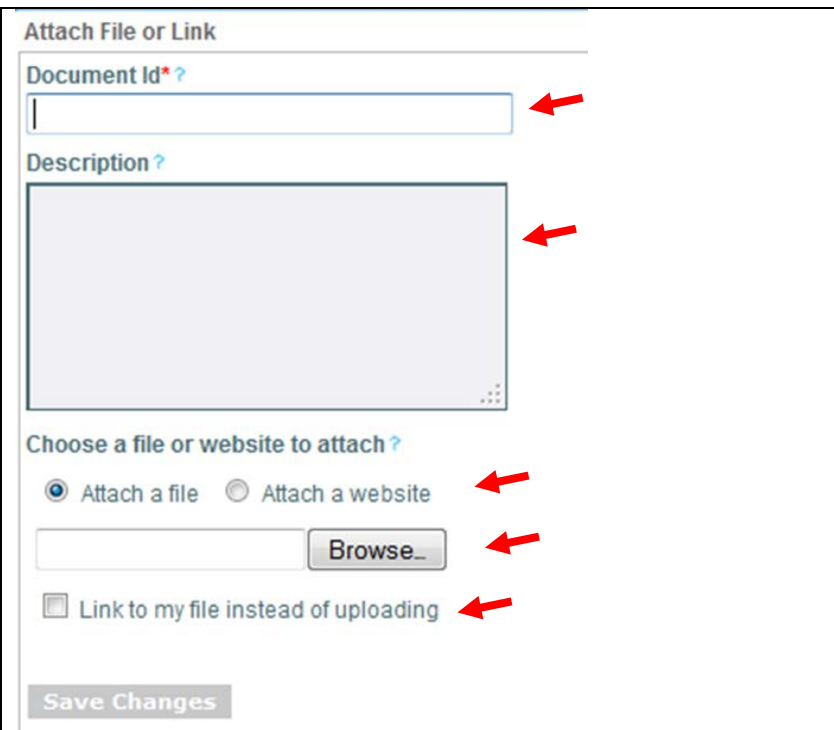
6. The list now shows all the Requirements. Let's look at the color bars before we Publish this Inspection List.
Select the first color bar, **Response**.

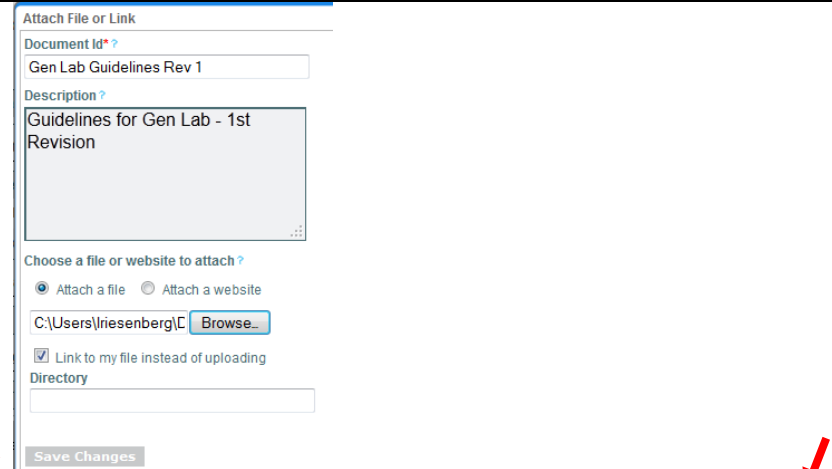
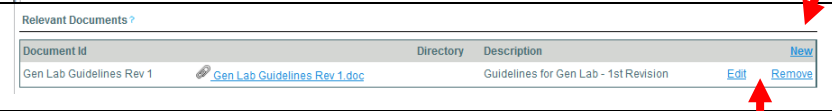
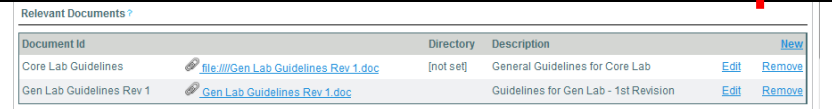
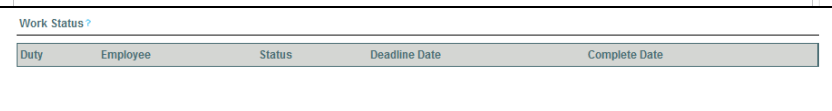




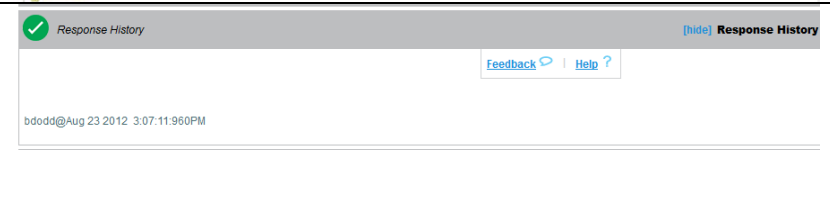
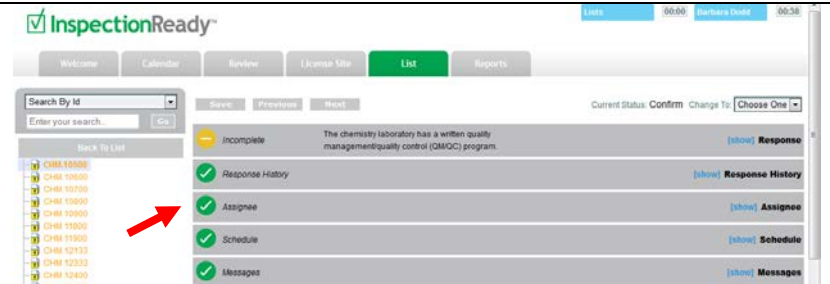
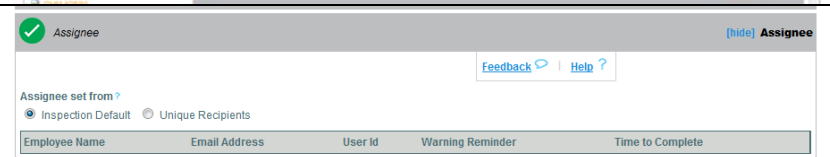
<p>7. This view shows us the information on the Requirement selected – CHM.10500.</p> <p>It also allows you to include compliance notes, load or link to documents, and search for matching requirements. Let's look at this one-by-one.</p> <p>Select Update Notes.</p>	
<p>8. Once this Inspection List has been Published, the employee may want to add Compliance Notes to verify compliance.</p> <p>The employee types in the desired notes and selects Save.</p>	

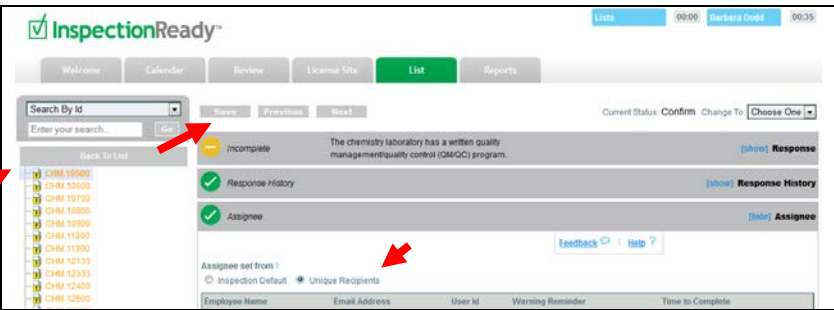
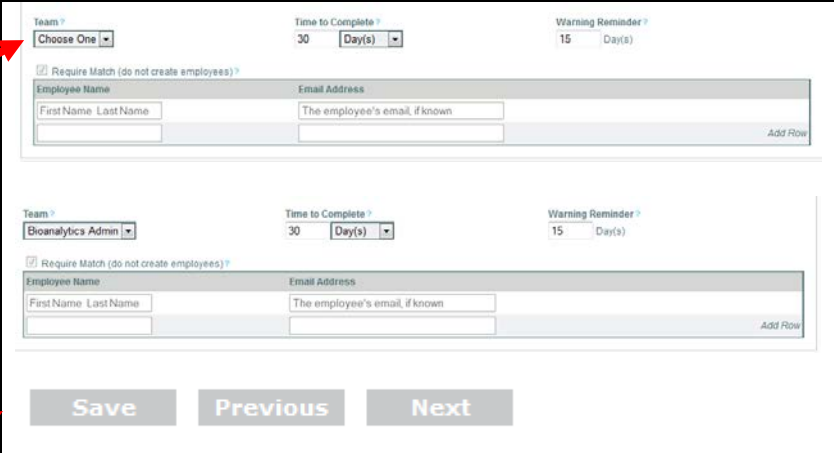

<p>9.</p>	<p>This Relevant Documents table allows you to upload/attach documents that are related to the requirement.</p> <p>This should be done before the List is Published, so the employee has the information he or she would need.</p> <p>Select New for the Relevant Documents.</p>	
<p>10.</p>	<p>In the Attach File or Link window, there are three ways you may attach a file: attach it, provide the link to file, or show the website where the information is stored.</p>	

<p>11.</p>	<p>For this example, we are <u>attaching</u> a file.</p> <p>Enter the name or ID of the document in the Document ID field.</p> <p>Write a brief description in the Description field. This is especially helpful when there are many requirements and documents.</p> <p>Select Attach a file.</p> <p>Click on Browse and select the file you want to attach.</p> <p>Select Save Changes.</p>	
<p>12.</p>	<p>You may Remove this file by selecting Remove.</p> <p>You may Edit this file, by selecting Edit.</p> <p>Select New.</p>	

13.	<p>We will now add a file <u>via a link</u> instead of an attachment.</p> <p>Enter the name or ID of the document in the Document ID field.</p> <p>Write a brief description in the Description field. This is especially helpful when there are many requirements and documents.</p> <p>Select Attach a file.</p> <p>Select Link to my file instead of uploading.</p> <p>Select Browse and then select the file.</p>	 <p>Attach File or Link</p> <p>Document Id* ?</p> <p>Description ?</p> <p>Choose a file or website to attach ?</p> <p><input checked="" type="radio"/> Attach a file <input type="radio"/> Attach a website</p> <p><input type="text"/> Browse...</p> <p><input type="checkbox"/> Link to my file instead of uploading</p> <p>Save Changes</p>
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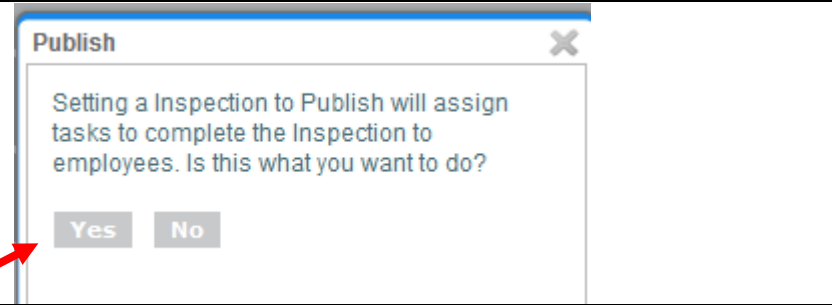
14.	Select Save Changes .	
15.	You may remove the document by selecting Remove . You may edit the document by selecting Edit . You load another document, select New .	
16.	Continue using the same process to add/remove/edit documents.	
17.	The Work Status table displays a list of employees that are assigned work for this requirement. We will review this after the List has been Published.	

18.	<p>Matching Requirements: Some requirements can be similar between inspection lists. This table allows you to track the matches and view the notes on the matching requirements by clicking on the Id. This feature would be used by the employee while completing his or her task.</p>	 <p>A screenshot of the 'Matching Requirements' table in the InspectionReady interface. The table has columns for 'Department', 'Id', and 'Title'. A 'Search' button is located in the top right corner.</p>
19.	<p>Select the Response History color bar.</p>	 <p>A screenshot of the InspectionReady interface showing a list of requirements. A red arrow points to the 'Response History' color bar (a green bar with a checkmark) next to requirement ID CHM 10500.</p>
20.	<p>The Response History color bar shows you employee interaction with the selected checklist. Listed on the color bar itself is the ID of the last employee to respond to a requirement and that date that employee replied. Opening the color bar shows you what that employee did with the requirement. We will look at this again after we Publish the Inspection List.</p>	 <p>A screenshot of the expanded 'Response History' bar for requirement ID CHM 10500. It shows the user 'bdodd@Aug 23 2012 3:07:11-960PM' and options for 'Feedback' and 'Help'.</p>
21.	<p>Select the Assignee color bar to expand.</p>	 <p>A screenshot of the InspectionReady interface showing a list of requirements. A red arrow points to the 'Assignee' color bar (a green bar with a checkmark) next to requirement ID CHM 10500.</p>
22.	<p>If you would like to assign someone different to this or any other requirement, this is where to do it.</p>	 <p>A screenshot of the expanded 'Assignee' bar for requirement ID CHM 10500. It shows the current assignee 'Inspection Default' and options to set a 'Unique Recipient'. Below is a table with columns: Employee Name, Email Address, User Id, Warning Reminder, and Time to Complete.</p>

<p>23.</p> <p>To assign someone else to a specific Requirement, select that Requirement.</p> <p>Select Unique Recipients.</p> <p>Select Save.</p>	
<p>24.</p> <p>From the Team drop-down menu, Select the Bioanalytics Admin.</p> <p>Select Save.</p>	
<p>25.</p> <p>Now for Requirement, CHM.10500, Terri Sullivan will be given the task to complete this requirement. You may do this for as many requirements as you like.</p>	

<p>26. Select the Schedule color bar to expand.</p>																													
<p>27. This is the default schedule for the Bioanalytics Inspection List. Remember, this was set up in the License Site Tab/Primary Schedule color bar. (See Quick Reference License Site – Primary Schedule for details.) If you would like to adjust the schedule for a specific Requirement, this is where you would do it. Select the Requirement in the tree on the left (as in Step 29), then select Change.</p>																													
<p>28. Select the Messages color bar to expand.</p>																													
<p>29. These message settings are the default settings for the Bioanalytics Inspection List. If you would like to adjust the settings for a specific Requirement, this is where you would do it. See Quick Reference Inspection – Primary Messages for more details.</p>	<table border="1"> <thead> <tr> <th>Send message when...</th> <th>Send To</th> <th>Status</th> <th>Turn Off All</th> </tr> </thead> <tbody> <tr> <td>The task is first sent</td> <td>Team</td> <td>On</td> <td>Turn Off</td> </tr> <tr> <td>The warning date is reached</td> <td>Team</td> <td>On</td> <td>Turn Off</td> </tr> <tr> <td>The due date is reached</td> <td>Team</td> <td>On</td> <td>Turn Off</td> </tr> <tr> <th>Send message when...</th> <th>Send To</th> <th>Status</th> <th>Turn Off All</th> </tr> <tr> <td>Requirement set to Violation</td> <td>Oversite Team</td> <td>On</td> <td>Turn Off</td> </tr> <tr> <td>Requirement set to Complete</td> <td>Oversite Team</td> <td>On</td> <td>Turn Off</td> </tr> </tbody> </table>	Send message when...	Send To	Status	Turn Off All	The task is first sent	Team	On	Turn Off	The warning date is reached	Team	On	Turn Off	The due date is reached	Team	On	Turn Off	Send message when...	Send To	Status	Turn Off All	Requirement set to Violation	Oversite Team	On	Turn Off	Requirement set to Complete	Oversite Team	On	Turn Off
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32.	Select Publish .																																																																																											

33.	In the Publish window, select Yes .	
34.	<p>The Inspection List has now been Published as noted in this example. The Current Status is Publish.</p> <p>The employees will now receive their tasks by email and on their calendar.</p>	