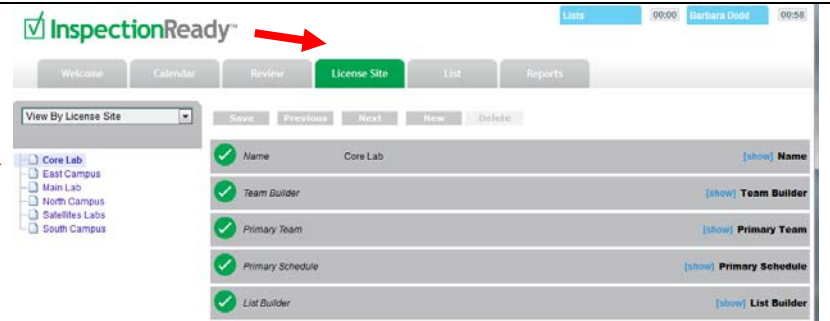

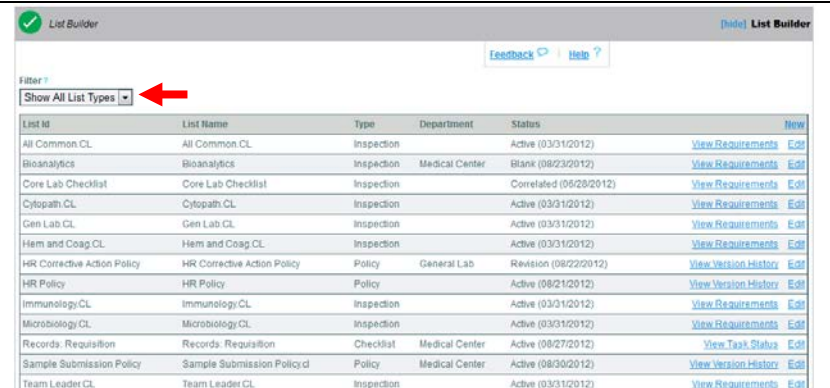
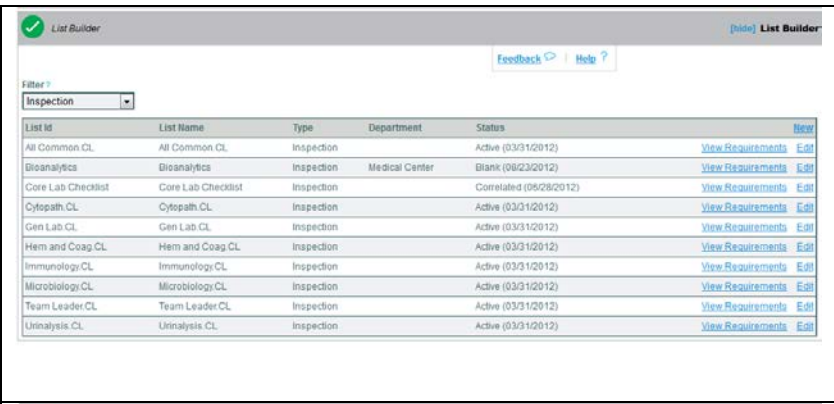

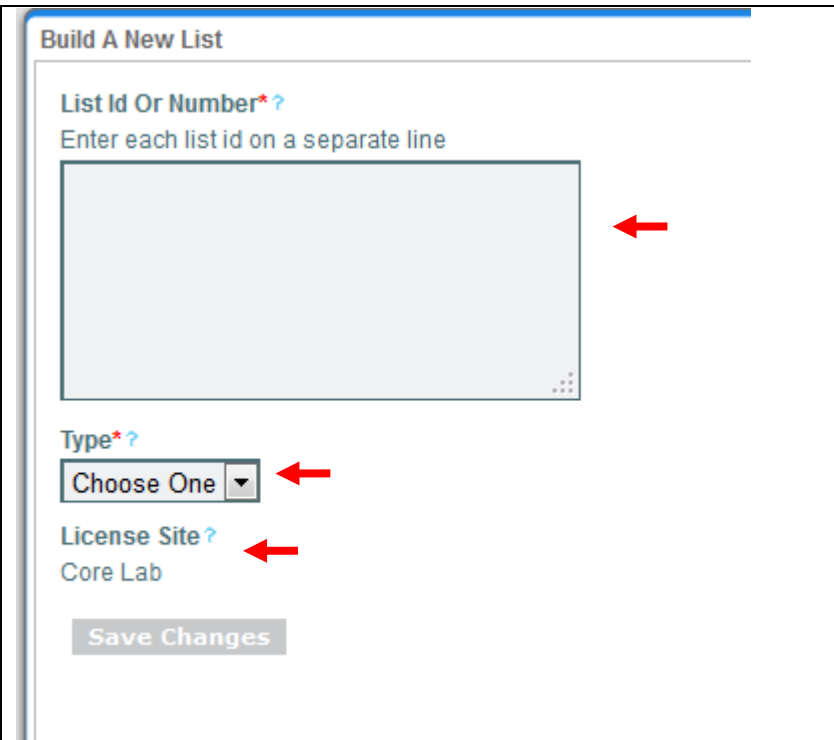
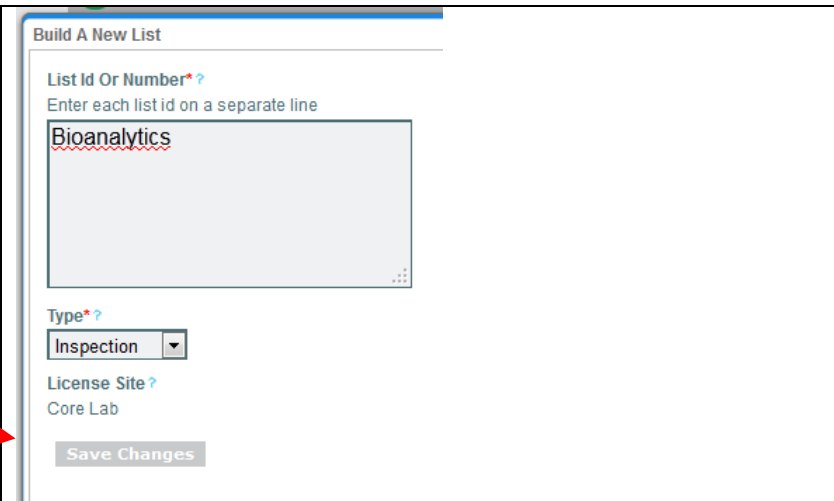
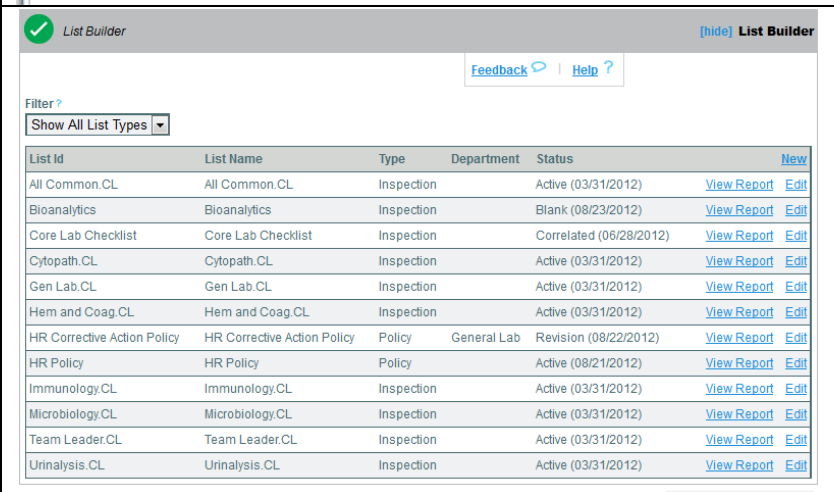
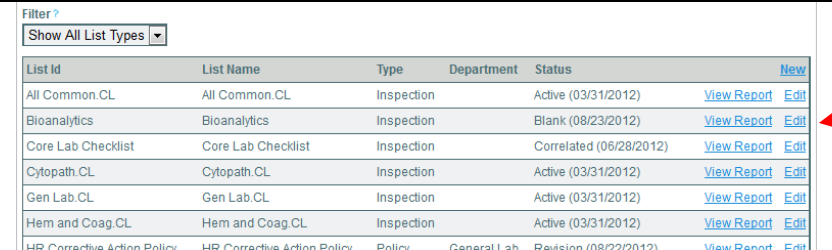
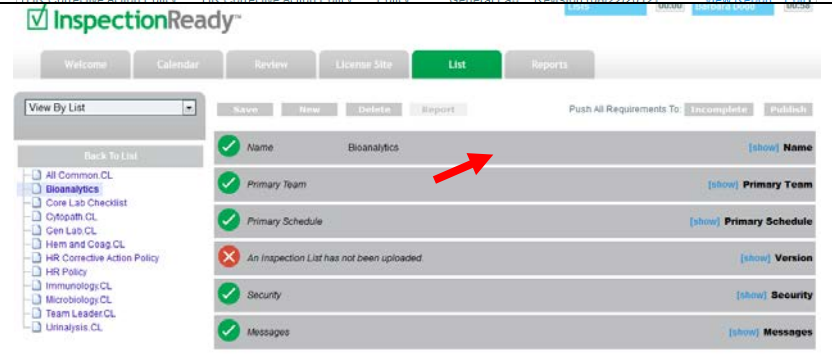
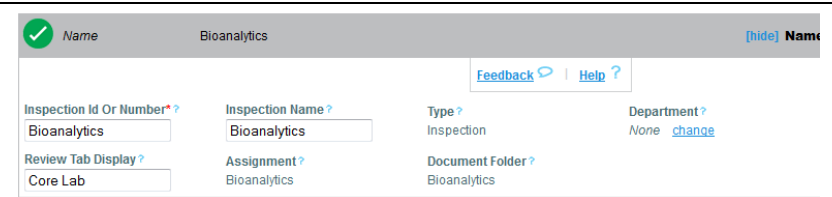



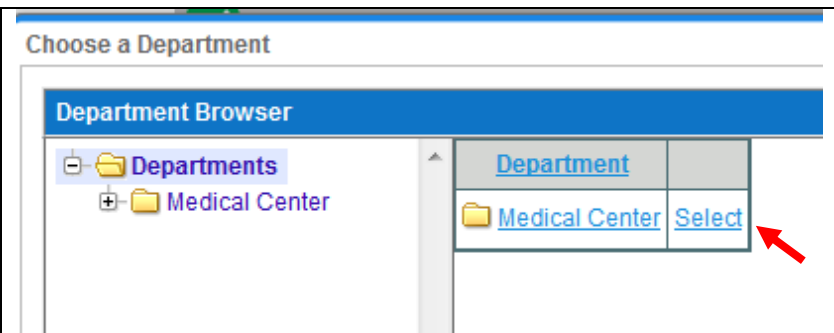
Inspection – Name		
Step	Action	
1.	<p>Navigate to the <b>License Site Tab</b>.</p> <p>Select the License Site for which you want to add an Inspection List. In this example, we will add an Inspection List to the Core Lab site.</p>	
2.	<p>Click on the <b>List Builder</b> color bar to expand.</p>	
3.	<p>The Filter allows you to filter the Lists in the table by a specific type: Checklist, Inspection, and Policy. You may show all Lists again by choosing Show All List Types.</p>	

<p>4. When selecting Inspection as a Filter, only the Inspection Lists appear.</p> <p>If you want to view only the Policy Lists that have been created, select Policy as a Filter.</p> <p>If you want to view only the Checklists that have been created, select Checklist as a Filter.</p> <p>And again, you may view all the Lists by selecting the Show All List Types Filter.</p>	 <p>Feedback   Help ?</p> <p>Filter ? Inspection</p> <table border="1"> <thead> <tr> <th>List Id</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>All Common CL</td> <td>All Common CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</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>Blank (08/23/2012)</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>Correlated (06/28/2012)</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>Active (03/31/2012)</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>Active (03/31/2012)</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>Active (03/31/2012)</td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Immunology CL</td> <td>Immunology CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</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>Active (03/31/2012)</td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> <tr> <td>Team Leader CL</td> <td>Team Leader CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</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>Active (03/31/2012)</td> <td><a href="#">View Requirements</a> <a href="#">Edit</a></td> </tr> </tbody> </table>	List Id	List Name	Type	Department	Status		All Common CL	All Common CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Bioanalytics	Bioanalytics	Inspection	Medical Center	Blank (08/23/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Core Lab Checklist	Core Lab Checklist	Inspection		Correlated (06/28/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Cytopath CL	Cytopath CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Gen Lab CL	Gen Lab CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Hem and Coag CL	Hem and Coag CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Immunology CL	Immunology CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Microbiology CL	Microbiology CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Team Leader CL	Team Leader CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>	Urinalysis CL	Urinalysis CL	Inspection		Active (03/31/2012)	<a href="#">View Requirements</a> <a href="#">Edit</a>																		
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<p>6.</p>	<p>In the Build a New List window, enter the List ID or Number of the New List. This field allows you to give the list a short 30-character name or number. It is displayed in the ID column when you first open the <b>List Tab</b>. Each line you set in this text area will create a new list allowing you to rapidly add lists.</p> <p>In this example, we will only be adding one Inspection List.</p> <p>At the Type drop-down menu, select Inspection.</p> <p>InspectionReady tells you this list is for the Core Lab License Site.</p>	
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7.	Select <b>Save Changes</b> .	 <p>The screenshot shows the 'Build A New List' interface. It includes a text area for 'List Id Or Number' containing 'Bioanalytics', a dropdown menu for 'Type' set to 'Inspection', and a 'License Site' dropdown set to 'Core Lab'. A red arrow points to the 'Save Changes' button.</p>																																																																														
8.	You are now taken back to the <b>List Builder</b> color bar. The new list created, Bioanalytics, is in the list.	 <p>The screenshot shows the 'List Builder' interface with a table of lists. A red arrow points to the 'Bioanalytics' row in the table.</p> <table border="1"> <thead> <tr> <th>List Id</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>All Common.CL</td> <td>All Common.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td></td> <td>Blank (08/23/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Core Lab Checklist</td> <td>Core Lab Checklist</td> <td>Inspection</td> <td></td> <td>Correlated (06/28/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Cytopath.CL</td> <td>Cytopath.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Gen Lab.CL</td> <td>Gen Lab.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</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>Active (03/31/2012)</td> <td><a href="#">View Report</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>Revision (08/22/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>HR Policy</td> <td>HR Policy</td> <td>Policy</td> <td></td> <td>Active (08/21/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Immunology.CL</td> <td>Immunology.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Microbiology.CL</td> <td>Microbiology.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Team Leader.CL</td> <td>Team Leader.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> <tr> <td>Urinalysis.CL</td> <td>Urinalysis.CL</td> <td>Inspection</td> <td></td> <td>Active (03/31/2012)</td> <td><a href="#">View Report</a> <a href="#">Edit</a></td> </tr> </tbody> </table>	List Id	List Name	Type	Department	Status		All Common.CL	All Common.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Bioanalytics	Bioanalytics	Inspection		Blank (08/23/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Core Lab Checklist	Core Lab Checklist	Inspection		Correlated (06/28/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Cytopath.CL	Cytopath.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Gen Lab.CL	Gen Lab.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Hem and Coag.CL	Hem and Coag.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Revision (08/22/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	HR Policy	HR Policy	Policy		Active (08/21/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Immunology.CL	Immunology.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Microbiology.CL	Microbiology.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Team Leader.CL	Team Leader.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>	Urinalysis.CL	Urinalysis.CL	Inspection		Active (03/31/2012)	<a href="#">View Report</a> <a href="#">Edit</a>
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9.	Select <a href="#">Edit</a> for the Inspection List Bioanalytics.	
10.	Using the color bars, we will now build this List.  Select the <b>Name</b> color bar to expand.	
11.	Here you will see the ID or Number and the Name of the list. The type of List is Inspection.	
12.	Department: This shows the department that the Inspection is associated. This is an option field for you to use. InspectionReady sets None as a default when a new List is created. To change the department, select the <a href="#">Change</a> link.	

<p>13.</p>	<p>In the Choose a Department window, select Medical Center department by choosing <a href="#">Select</a>.</p> <p>(See Quick Reference Department Set Up for instructions on how to set up a department.)</p>	
<p>14.</p>	<p>Select <b>Save</b>.</p>	