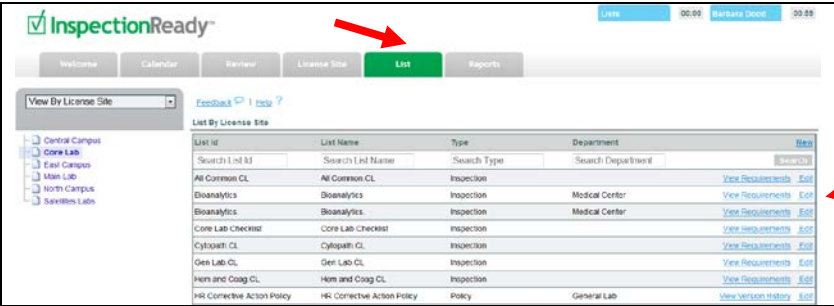
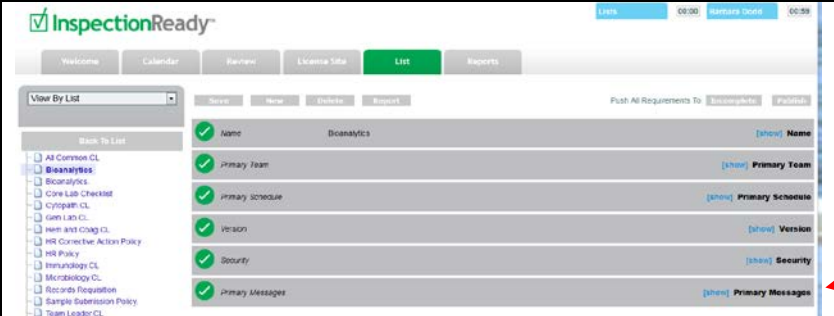
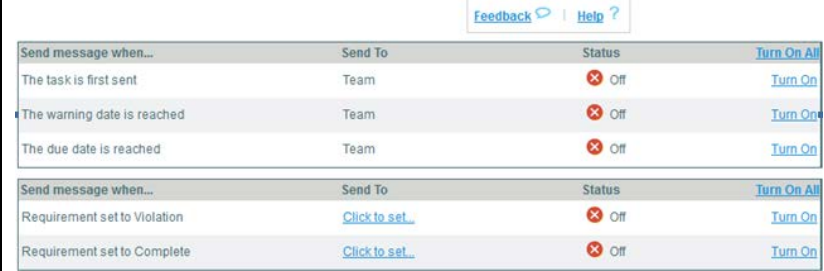
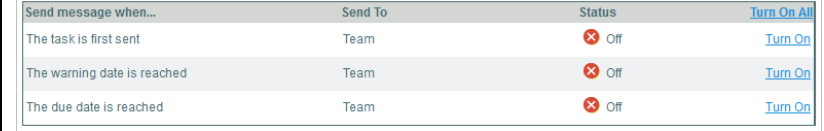
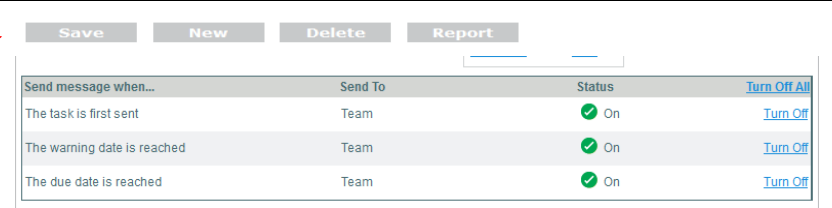
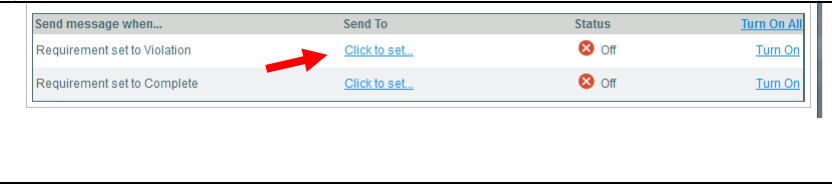
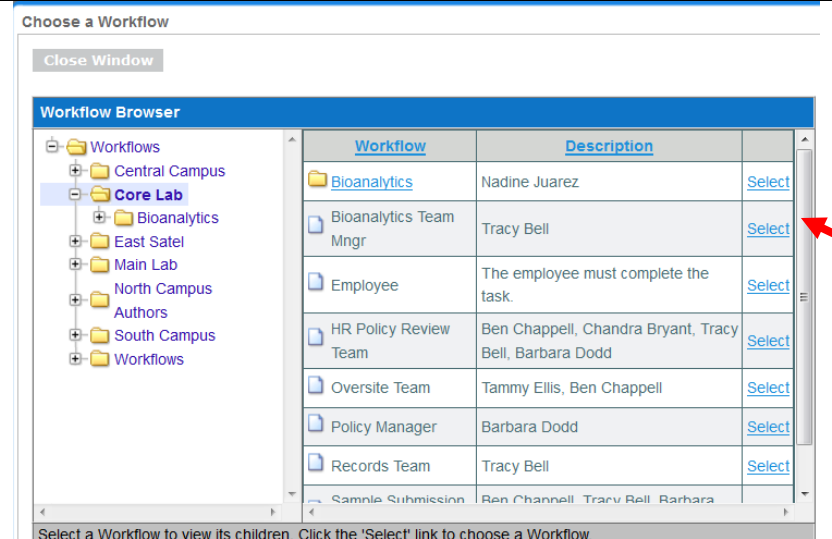

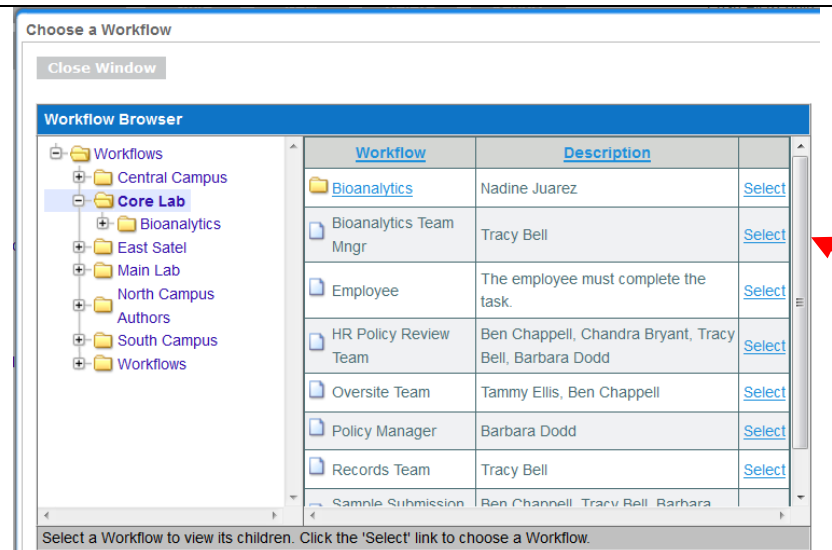


Inspection – Primary Messages	
Step	Action
1.	<p>Navigate to the <b>List Site Tab</b>.</p> <p>Select the License Site you want to work in, and in this example, Core Lab is the License Site.</p> <p>Select <a href="#">Edit</a> for the Bioanalytics Inspection List.</p>
	
2.	<p>Select the <b>Primary Message</b> color bar to expand.</p>
	

<p>3.</p> <p>The Inspection Primary Message color bar lists the options for sending an email to the Inspection team and the workflow.</p> <p>Send message to Team when...</p> <ul style="list-style-type: none"> <li>• <u>The task is first sent</u>: Sent out when the task is first sent to the team.</li> <li>• <u>The warning date is reached</u>: Sent out when the warning due date is reached. Sent to the team</li> <li>• <u>The due date is reached</u>: Sent out when the due date is reached. Sent to the team</li> </ul> <p>Send message to list when...</p> <ul style="list-style-type: none"> <li>• <u>Requirement set to Violation</u>: Sent when the Inspection Item is set to Violation. Sent to the workflow.</li> <li>• <u>Requirement set to Complete</u>: Sent when the Inspection Item is set to Complete. Sent to the workflow.</li> <li>• <u>Send To</u>: The employee or the selected workflow. This must be set to turn on the Message Condition. Select Click to set.. to pick a workflow from the workflow picker. Select a workflow name to change the workflow.</li> </ul>	 <p>The screenshot shows two tables of message conditions. The top table has three rows: 'The task is first sent', 'The warning date is reached', and 'The due date is reached'. The bottom table has two rows: 'Requirement set to Violation' and 'Requirement set to Complete'. Each row has columns for 'Send message when...', 'Send To', 'Status', and 'Turn On All'. The 'Status' column shows a red 'X' and 'Off' for all rows. The 'Turn On All' column has a blue link 'Turn On All' for the top table and 'Turn On' for the bottom table.</p>
<p>4.</p> <p>We have chosen to have all three emails sent.</p> <p>To do this, select <a href="#">Turn On All</a>. If you only want one or two messages sent, select <a href="#">Turn On</a> to only the ones you want sent.</p> <p>Select <a href="#">Turn On All</a>.</p>	 <p>The screenshot shows the same two tables as above, but now the 'Status' column shows a red 'X' and 'Off' for all rows, and the 'Turn On All' column has a blue link 'Turn On All' for the top table and 'Turn On' for the bottom table. A red arrow points to the 'Turn On All' link in the top table.</p>

5.	Select <b>Save</b> .	
6.	<p>Now we decide if we want anyone (manager, etc.) to receive a message when the requirement is set to violation (not completed on time) or when it is completed.</p> <p>Select <a href="#">Click to Set</a>.</p>	
7.	<p>Remember, these teams need to be set up in the License Site Tab/ Team Builder color bar.</p> <p>In this example, Tracy Bell will be selected by choosing <a href="#">Select</a>.</p>	
8.	To select an employee to receive a message when the Requirement is set to Complete, select <a href="#">Click to Set</a> .	

9. Again, select Tracy Bell to receive this message by choosing [Select](#).



Choose a Workflow

Close Window

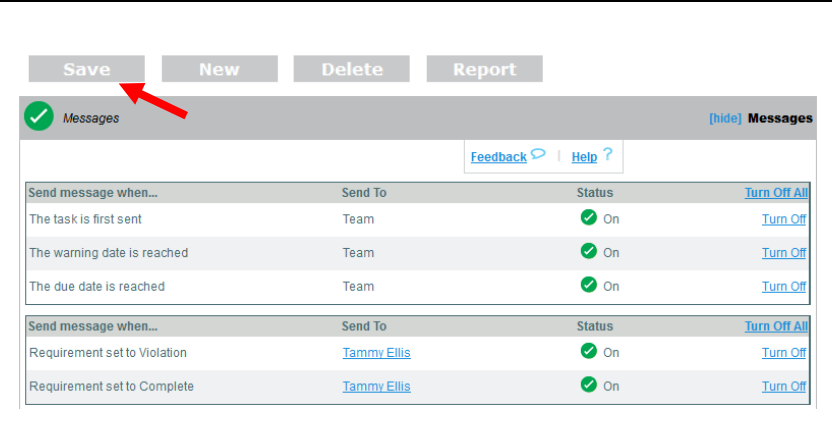
Workflow Browser

- Workflows
  - Central Campus
  - Core Lab**
    - Bioanalytics
    - East Satel
    - Main Lab
    - North Campus
    - Authors
    - South Campus
    - Workflows

Workflow	Description	
Bioanalytics	Nadine Juarez	<a href="#">Select</a>
Bioanalytics Team Mngr	Tracy Bell	<a href="#">Select</a>
Employee	The employee must complete the task.	<a href="#">Select</a>
HR Policy Review Team	Ben Chappell, Chandra Bryant, Tracy Bell, Barbara Dodd	<a href="#">Select</a>
Oversite Team	Tammy Ellis, Ben Chappell	<a href="#">Select</a>
Policy Manager	Barbara Dodd	<a href="#">Select</a>
Records Team	Tracy Bell	<a href="#">Select</a>
Sample Submission	Ben Channell, Tracy Bell, Barbara	

Select a Workflow to view its children. Click the 'Select' link to choose a Workflow.

10. Choose **Save**.



Save New Delete Report

Messages [hide] Messages

[Feedback](#) | [Help ?](#)

Send message when...	Send To	Status	Turn Off All
The task is first sent	Team	On	<a href="#">Turn Off</a>
The warning date is reached	Team	On	<a href="#">Turn Off</a>
The due date is reached	Team	On	<a href="#">Turn Off</a>

Send message when...	Send To	Status	Turn Off All
Requirement set to Violation	<a href="#">Tammy Ellis</a>	On	<a href="#">Turn Off</a>
Requirement set to Complete	<a href="#">Tammy Ellis</a>	On	<a href="#">Turn Off</a>