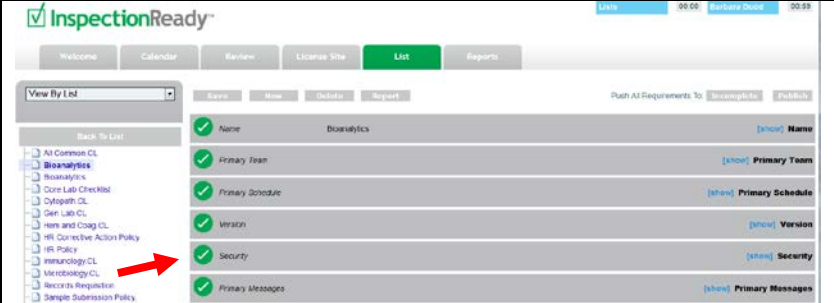
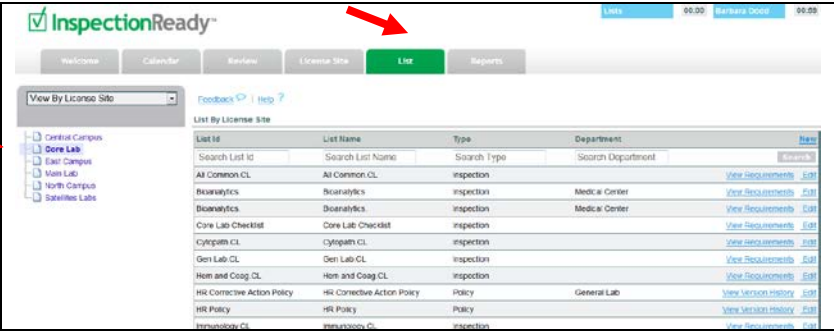
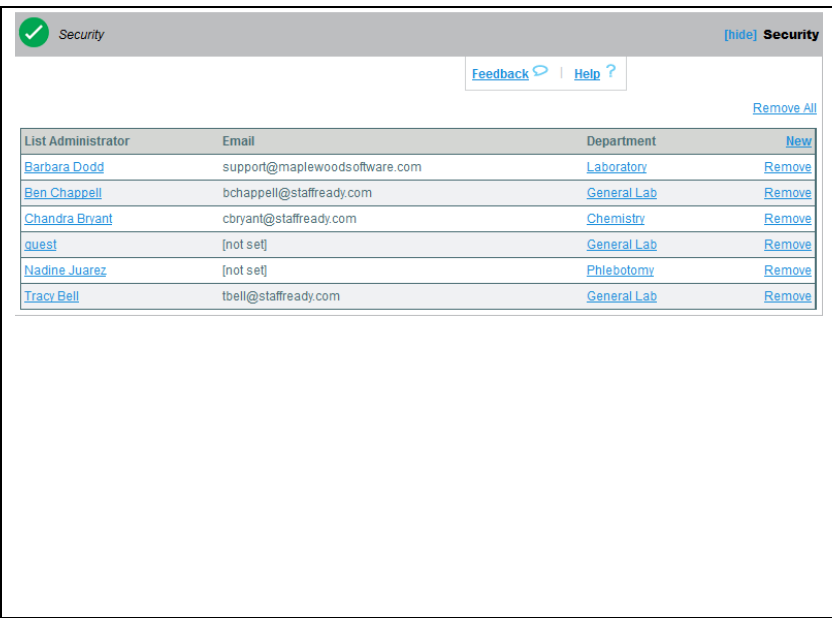
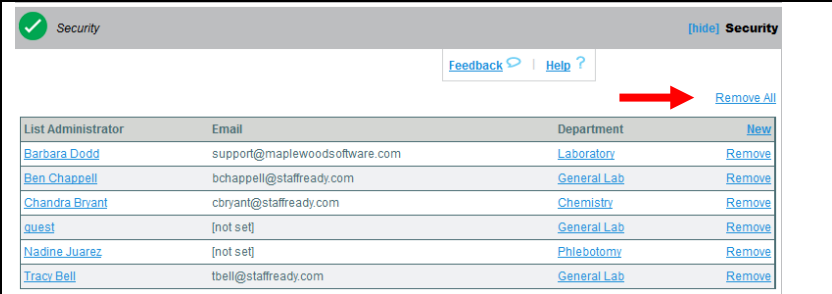
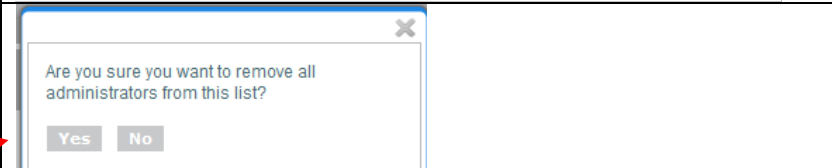
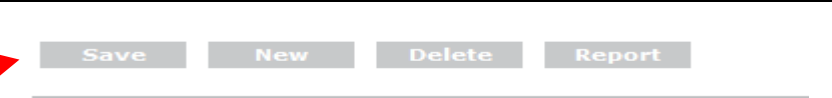
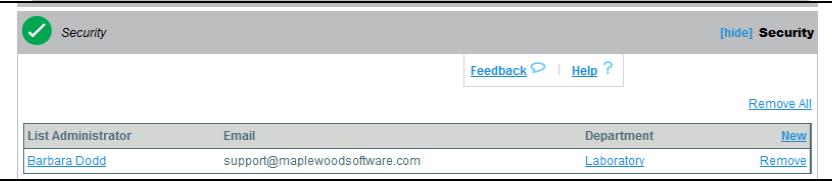
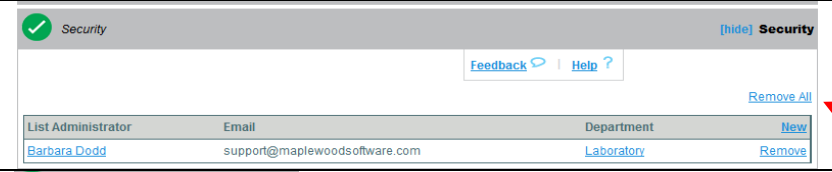

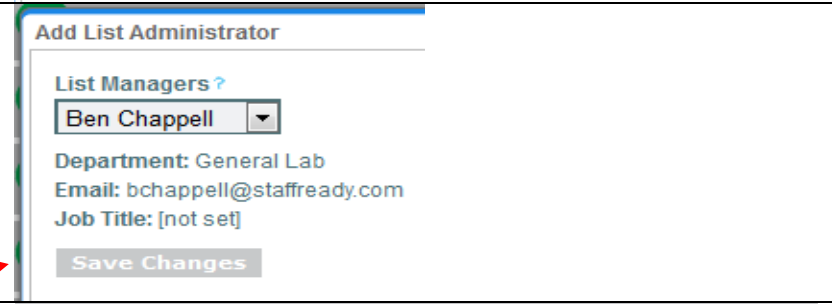


Inspection – Security	
Step	Action
1.	<p>Navigate to the <b>List Tab</b> for the <b>Core Lab</b> site.</p> <p>Select <b>Edit</b> for the Bioanalytics Inspection List.</p>
2.	<p>Click on the <b>Security</b> color bar to expand.</p>



<p>3.</p>	<p>This color bar is used to add privileges for users to see the Inspection. Users may be added by clicking <a href="#">New</a> and searching for an employee. Users may be removed by clicking the <a href="#">Remove</a> link. Some users are added automatically by ScheduleReady.</p> <ul style="list-style-type: none"> <li>• <a href="#">Remove All</a>: You may also remove all of the users at once by clicking <a href="#">Remove All</a>. All users except yourself will be removed.</li> <li>• <a href="#">List Administrator</a>: The names of the administrators who have access to view and edit the list.</li> <li>• <a href="#">Email</a>: The email of the list administrator.</li> <li>• <a href="#">Department</a>: The department of the list administrator.</li> <li>• <a href="#">New</a>: The <a href="#">New</a> button allows you to add new list administrators.</li> <li>• <a href="#">Remove</a>: The <a href="#">Remove</a> button removes a list administrator from the list. This removes their ability to view and edit the Inspection.</li> </ul>	 <p>Security [hide] Security</p> <p>Feedback   Help ?</p> <p style="text-align: right;"><a href="#">Remove All</a></p> <table border="1"> <thead> <tr> <th>List Administrator</th> <th>Email</th> <th>Department</th> <th><a href="#">New</a></th> </tr> </thead> <tbody> <tr> <td><a href="#">Barbara Dodd</a></td> <td>support@maplewoodssoftware.com</td> <td>Laboratory</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Ben Chappell</a></td> <td>bchappell@staffready.com</td> <td>General Lab</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Chandra Bryant</a></td> <td>cbryant@staffready.com</td> <td>Chemistry</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">quest</a></td> <td>[not set]</td> <td>General Lab</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Nadine Juarez</a></td> <td>[not set]</td> <td>Phlebotomy</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Tracy Bell</a></td> <td>tbell@staffready.com</td> <td>General Lab</td> <td><a href="#">Remove</a></td> </tr> </tbody> </table>	List Administrator	Email	Department	<a href="#">New</a>	<a href="#">Barbara Dodd</a>	support@maplewoodssoftware.com	Laboratory	<a href="#">Remove</a>	<a href="#">Ben Chappell</a>	bchappell@staffready.com	General Lab	<a href="#">Remove</a>	<a href="#">Chandra Bryant</a>	cbryant@staffready.com	Chemistry	<a href="#">Remove</a>	<a href="#">quest</a>	[not set]	General Lab	<a href="#">Remove</a>	<a href="#">Nadine Juarez</a>	[not set]	Phlebotomy	<a href="#">Remove</a>	<a href="#">Tracy Bell</a>	tbell@staffready.com	General Lab	<a href="#">Remove</a>
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<p>4.</p>	<p>For this Inspection List, we will select <a href="#">Remove All</a>. None of the people listed should be seeing the Inspection except for Barbara Dodd. Since the Maplewood Software employee creating these Quick References is logged in as Barbara Dodd, she is not removed from this list.</p> <p>Select <a href="#">Remove All</a>.</p>	 <p>Security [hide] Security</p> <p>Feedback   Help ?</p> <p style="text-align: right;"><a href="#">Remove All</a></p> <table border="1"> <thead> <tr> <th>List Administrator</th> <th>Email</th> <th>Department</th> <th><a href="#">New</a></th> </tr> </thead> <tbody> <tr> <td><a href="#">Barbara Dodd</a></td> <td>support@maplewoodssoftware.com</td> <td>Laboratory</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Ben Chappell</a></td> <td>bchappell@staffready.com</td> <td>General Lab</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Chandra Bryant</a></td> <td>cbryant@staffready.com</td> <td>Chemistry</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">quest</a></td> <td>[not set]</td> <td>General Lab</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Nadine Juarez</a></td> <td>[not set]</td> <td>Phlebotomy</td> <td><a href="#">Remove</a></td> </tr> <tr> <td><a href="#">Tracy Bell</a></td> <td>tbell@staffready.com</td> <td>General Lab</td> <td><a href="#">Remove</a></td> </tr> </tbody> </table>	List Administrator	Email	Department	<a href="#">New</a>	<a href="#">Barbara Dodd</a>	support@maplewoodssoftware.com	Laboratory	<a href="#">Remove</a>	<a href="#">Ben Chappell</a>	bchappell@staffready.com	General Lab	<a href="#">Remove</a>	<a href="#">Chandra Bryant</a>	cbryant@staffready.com	Chemistry	<a href="#">Remove</a>	<a href="#">quest</a>	[not set]	General Lab	<a href="#">Remove</a>	<a href="#">Nadine Juarez</a>	[not set]	Phlebotomy	<a href="#">Remove</a>	<a href="#">Tracy Bell</a>	tbell@staffready.com	General Lab	<a href="#">Remove</a>
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<p>5.</p>	<p>InspectionReady asks if you are sure you want to do this.</p> <p>Select <b>Yes</b>.</p>	 <p>Are you sure you want to remove all administrators from this list?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>																												

6.	Select <b>Save</b> .	
7.	Since the Maplewood employee creating these guides is logged in as Barbara Dodd, she is not removed from this list and she is the List Administrator.	
8.	If you would like to add someone else who should see this list, select <a href="#">New</a> .	
9.	In the Add List Administrator window, select the name from the List Managers drop-down menu.	
10.	Ben Chappell has been selected.  Select <b>Save Changes</b> .	
11.	This shows the two people who are the List Administrators for the Bioanalytics Inspection List. They have been given the security privileges to see this list.	