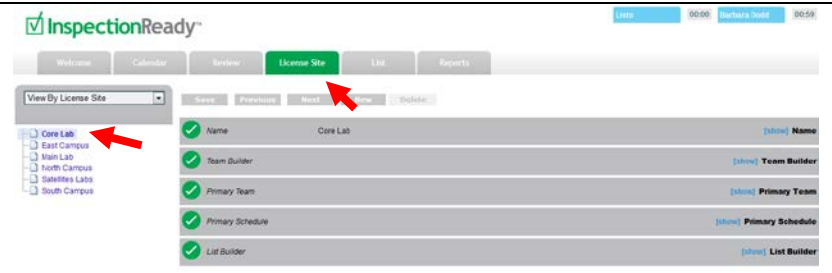


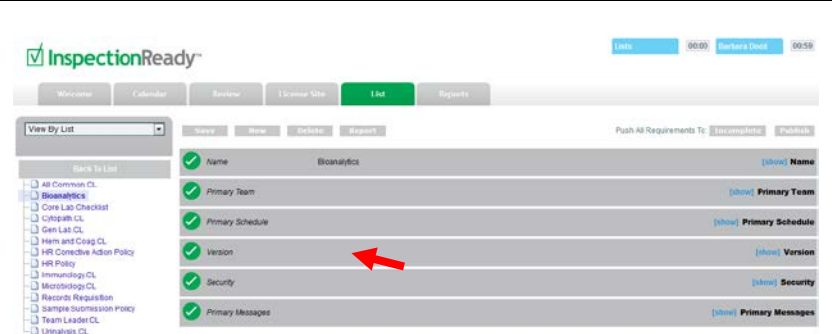

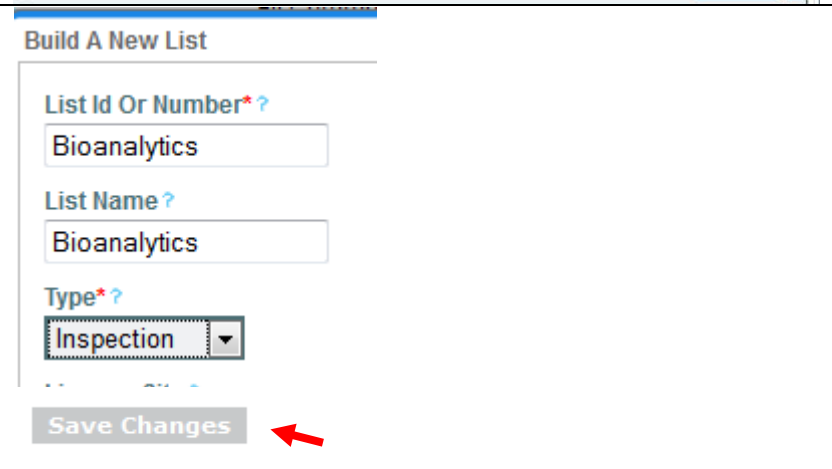

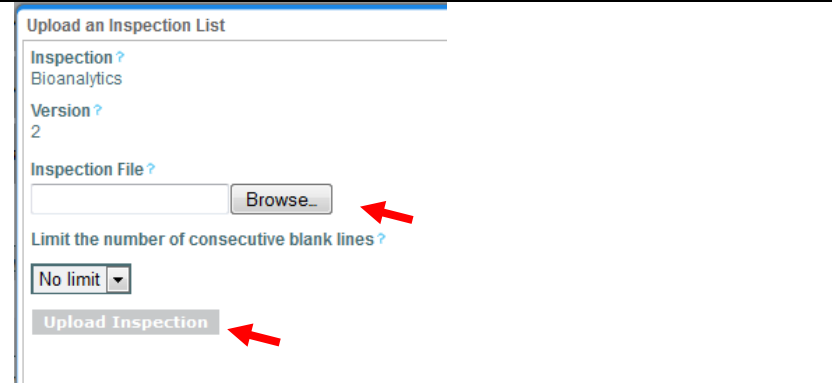
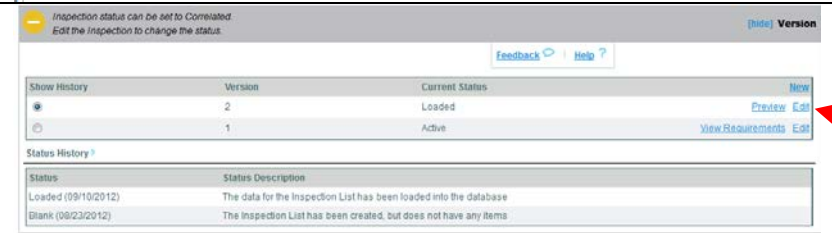
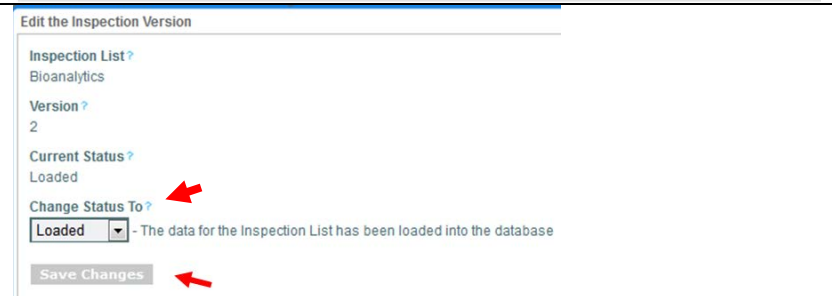
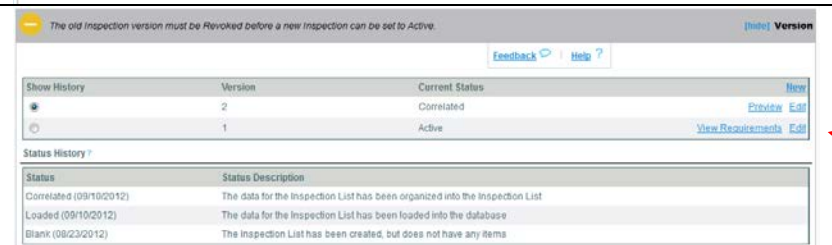
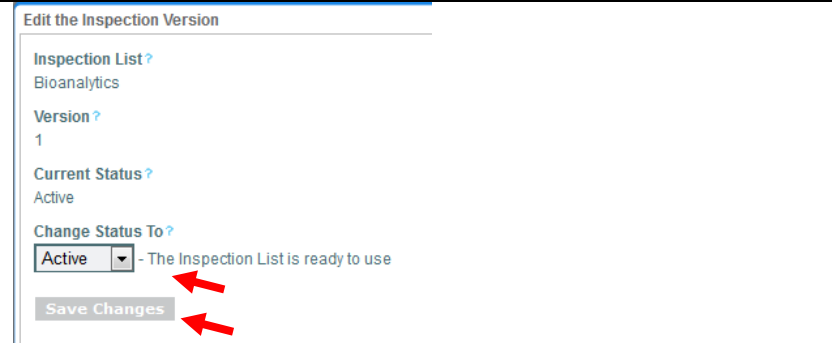

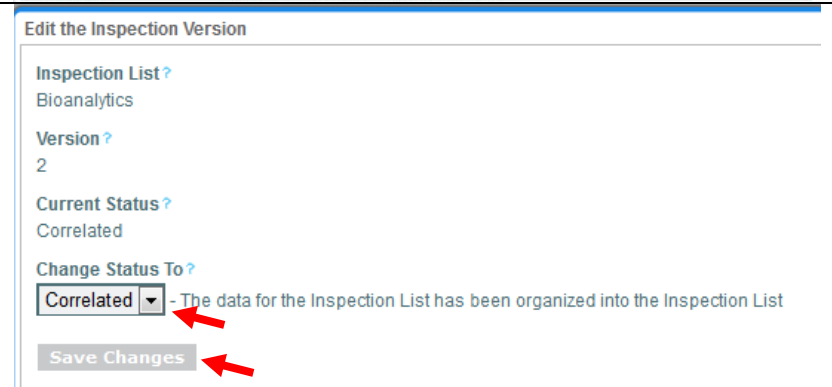


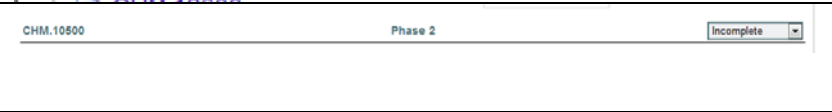






Inspection – Updated Version		
Step	Action	
1.	<p>We will now upload a new version of a CAP Inspection List: Bioanalytics in the Core Lab License Site.</p> <p>Navigate to the License Site Tab, and select Core Lab.</p>	
2.	<p>Select the List Builder color bar.</p>	
3.	<p>Select Edit for the Bioanalytics Inspection List.</p>	

<p>4. Select the Version color bar.</p>	
<p>5. Select New.</p>	
<p>6. Type in the List ID or Number and the List Name.</p> <p>Select Inspection from the Type drop-down menu.</p> <p>Select Save Changes.</p>	
<p>7. We will now upload the new version of this Inspection List. Select Upload Inspection File for Version 2.</p>	

<p>8.</p>	<p>In the Upload an Inspection List window, select Browse and select the .csv file to upload.</p> <p>Select 2 from the Limit the Number of Consecutive Blank Lines drop down menu. (See Quick Reference Inspection – Version for more details on the format of the file and other information.)</p> <p>Select Upload Inspection.</p>	
<p>9.</p>	<p>The new Inspection list has been loaded. As directed by the color bar, we now need to correlate this new list to the existing list.</p> <p>Select Edit for Version 2.</p>	
<p>10.</p>	<p>Select Correlated from the Change Status To drop-down menu.</p> <p>Select Save Changes.</p>	
<p>11.</p>	<p>Now we must Revoke the current Active (Version 1) List.</p> <p>Select Edit for Version 1.</p>	

<p>12.</p>	<p>From the Change Status To drop-down menu, select Revoked.</p> <p>Select Save Changes.</p>	 <p>Inspection List ? Bioanalytics</p> <p>Version ? 1</p> <p>Current Status ? Active</p> <p>Change Status To ? Active - The Inspection List is ready to use</p> <p>Save Changes</p>																				
<p>13.</p>	<p>Now we want to make Version 2 the Active List.</p> <p>Select Edit for Version 2.</p>	 <p>Inspection status can be set to Active. Edit the Inspection to change the status.</p> <table border="1"> <thead> <tr> <th>Show History</th> <th>Version</th> <th>Current Status</th> <th>View</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>Correlated</td> <td>Preview Edit</td> </tr> <tr> <td></td> <td>1</td> <td>Revoked</td> <td>Edit</td> </tr> </tbody> </table> <p>Status History ?</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Status Description</th> </tr> </thead> <tbody> <tr> <td>Correlated (09/10/2012)</td> <td>The data for the Inspection List has been organized into the Inspection List</td> </tr> <tr> <td>Loaded (09/10/2012)</td> <td>The data for the Inspection List has been loaded into the database</td> </tr> <tr> <td>Blank (08/23/2012)</td> <td>The Inspection List has been created, but does not have any items</td> </tr> </tbody> </table>	Show History	Version	Current Status	View		2	Correlated	Preview Edit		1	Revoked	Edit	Status	Status Description	Correlated (09/10/2012)	The data for the Inspection List has been organized into the Inspection List	Loaded (09/10/2012)	The data for the Inspection List has been loaded into the database	Blank (08/23/2012)	The Inspection List has been created, but does not have any items
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<p>14.</p>	<p>From the Change Status To drop-down menu, Select Active.</p> <p>Select Save Changes.</p>	 <p>Inspection List ? Bioanalytics</p> <p>Version ? 2</p> <p>Current Status ? Correlated</p> <p>Change Status To ? Correlated - The data for the Inspection List has been organized into the Inspection List</p> <p>Save Changes</p>																				

15.	<p>Notice the Status History table. This shows the past statuses of the selected version. It shows when the status began and a description of that status.</p> <p>Now select View Requirements for Version 2 – Active.</p>	
16.	<p>InspectionReady correlated the new version of the Inspection to the old version. Let's look at some of the changes in the Requirements.</p>	
17.	<p>CHM.10500 – It had been completed and there were no changes in the new version. The status is now “Incomplete” and the color is Yellow.</p>	
18.	<p>CHM.10600 – The previous status was “Does Not Apply” and that is the current status. It is Blue with a line through the number.</p>	
19.	<p>CHM.10700 – Was deleted in the new version. You'll see a slight difference in the Blue color and you will see a small lock on the icon.</p>	
20.	<p>CHM.10800 – Had some changes in it and the status is now “Unconfirmed”.</p>	
21.	<p>CHM.10900 – Had not been worked on and no changes occurred. Its status had been “Incomplete” and it is now “Unverified”.</p>	



22.	The table on the right shows the status changes that will occur when a new Inspection List is correlated.	<table><tr><td>New Requirement:</td><td>-></td><td>Unverified</td></tr><tr><td>Unchanged Requirement:</td><td></td><td></td></tr><tr><td> If Complete</td><td>-></td><td>Incomplete</td></tr><tr><td> If Incomplete</td><td>-></td><td>Unverified</td></tr><tr><td> If Violation</td><td>-></td><td>Unconfirmed</td></tr><tr><td> If Does Not Apply</td><td>-></td><td>Does Not Apply</td></tr><tr><td>Changed Requirement:</td><td>-></td><td>Unconfirmed</td></tr></table>	New Requirement:	->	Unverified	Unchanged Requirement:			If Complete	->	Incomplete	If Incomplete	->	Unverified	If Violation	->	Unconfirmed	If Does Not Apply	->	Does Not Apply	Changed Requirement:	->	Unconfirmed
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