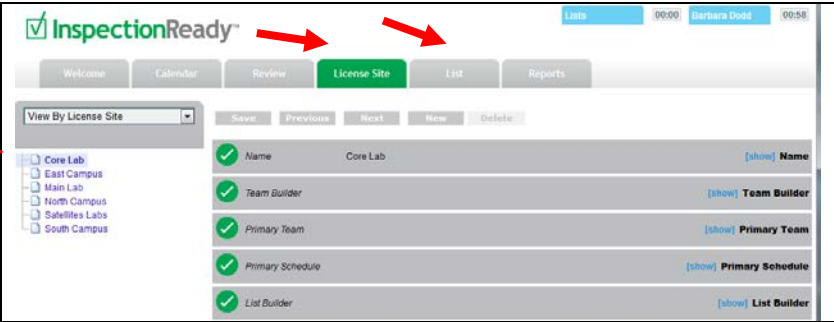
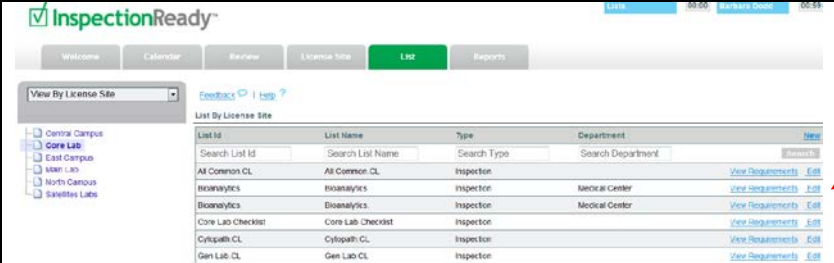
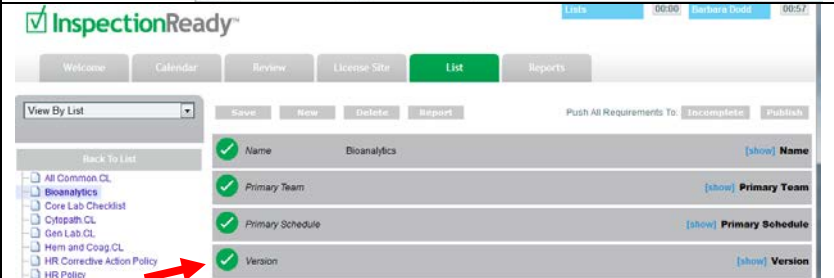
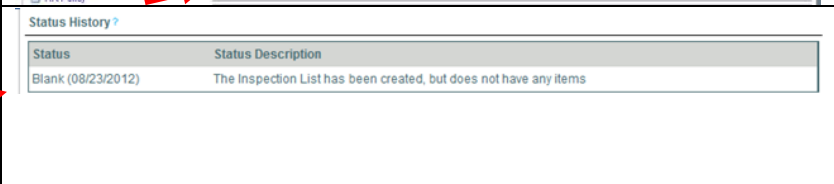
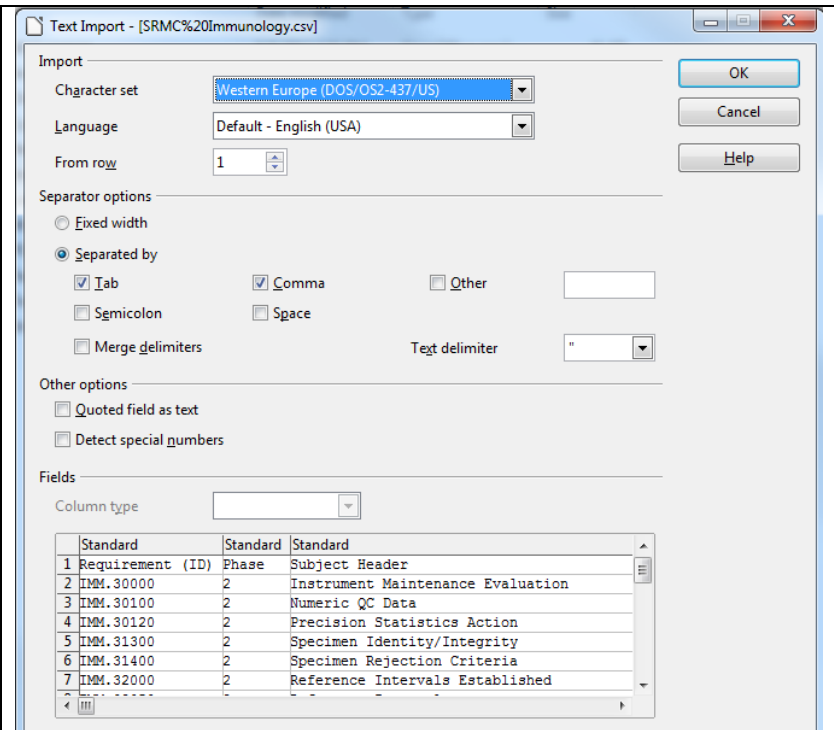
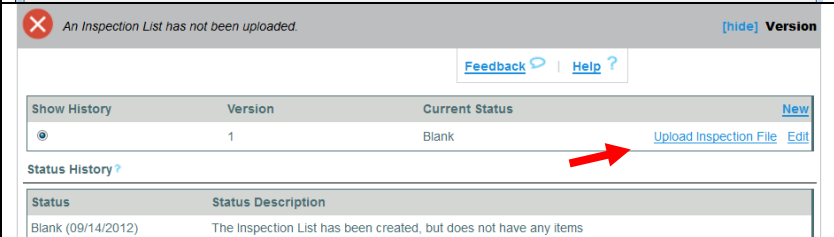


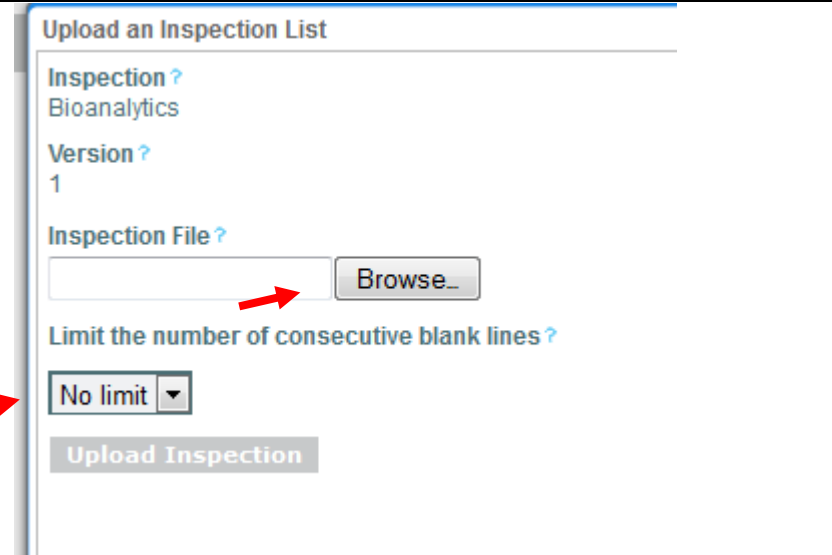
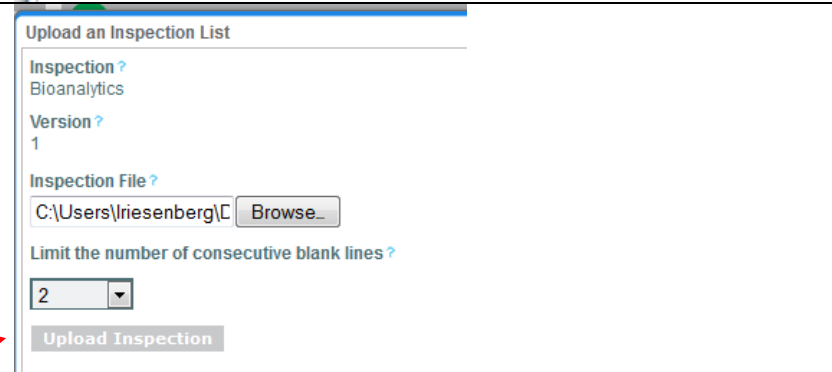
Inspection – Version		
Step	Action	
1.	<p>Navigate to the License Site Tab for the Core Lab site.</p> <p>Then select the List Tab.</p>	
2.	<p>Select Edit for the Bioanalytics Inspection List.</p>	
3.	<p>Click on the Version color bar to expand.</p>	
4.	<p>InspectionReady tells us that we have created the Bioanalytics Inspection List, but that it does not have any items. The status is Blank.</p>	

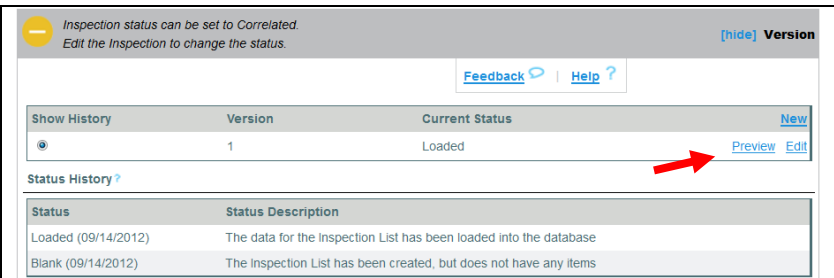

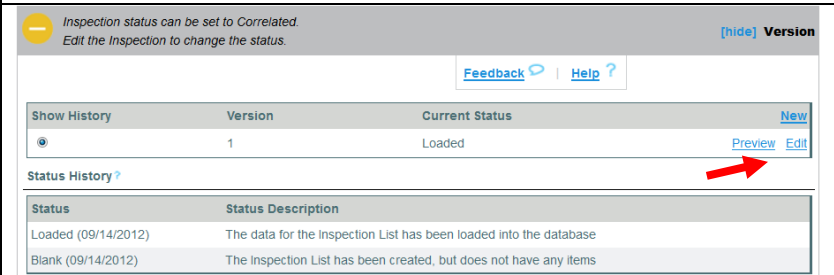
5. Before you are able to load a new Inspection List, let's address the format of the file. The file must be in a CAP format. To load the file into this system, it must have all the rows above the titled row (Requirement (ID), Phase, Subject Header etc) deleted. The file must be saved as a CSV (comma delimited) file. The "tab" and "comma" for Separated by should be selected.

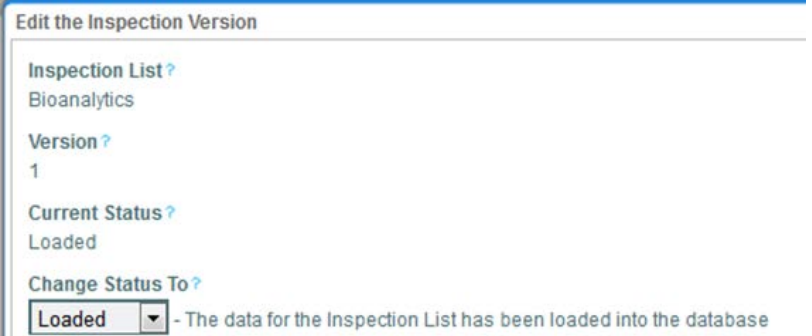
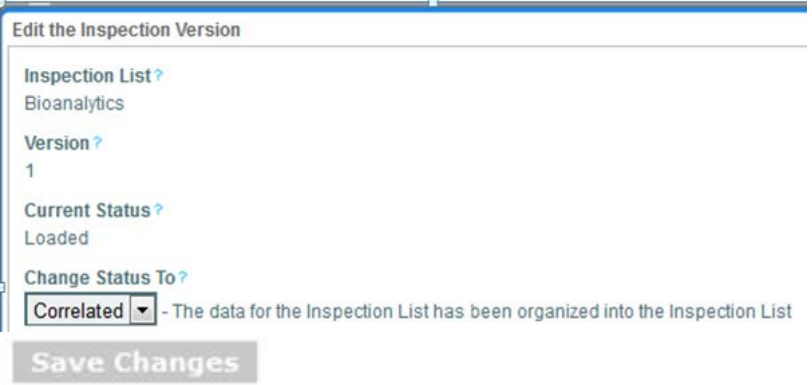
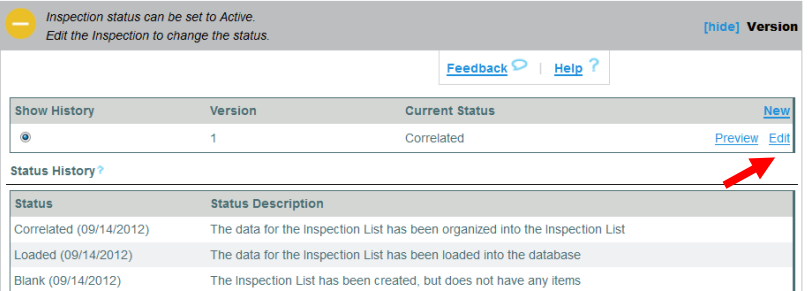


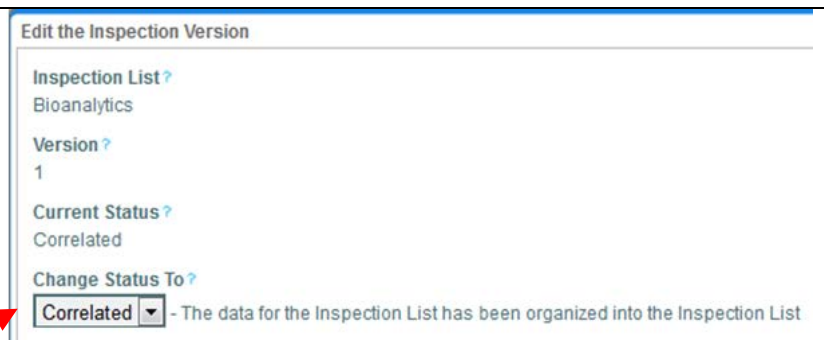
6. Now we will load the Bioanalytics Inspection List.
Select [Upload Inspection File](#).

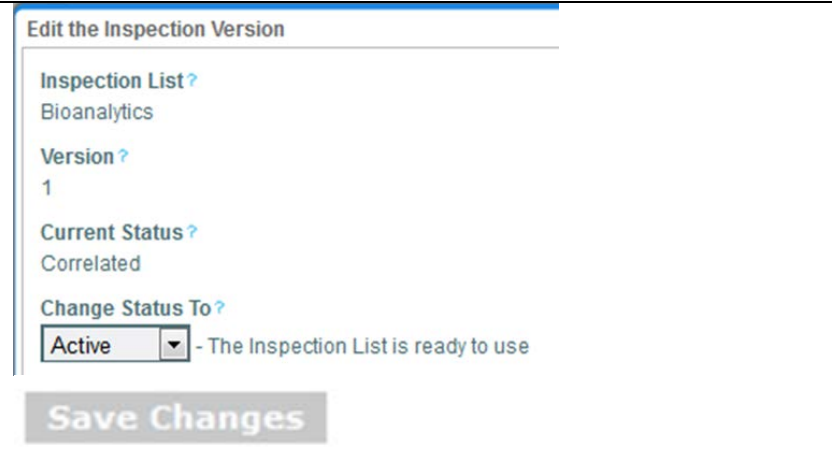
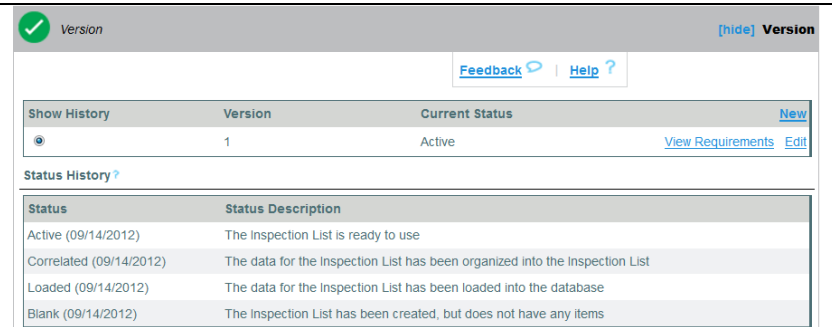


7.	<p>Select Browse and select the Inspection List you want to upload, Bioanalytics.</p> <p>Select the number 2 at the drop-down menu for Limit the number of consecutive blank lines. Limiting blank lines reduces the number of blank lines in your Inspection List. This condenses your list by removing additional lines over the given number you specify. You can leave this set to Unlimited to not condense the list. We recommend using 2 or 3.</p>	
8.	<p>Select Upload Inspection.</p>	

9.	<p>At this time, you may preview the Inspection List by selecting Preview.</p>	 <p>Inspection status can be set to Correlated. Edit the Inspection to change the status. [hide] Version</p> <p>Feedback Help ?</p> <table border="1"> <thead> <tr> <th>Show History</th> <th>Version</th> <th>Current Status</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Loaded</td> <td>Preview 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>Loaded (09/14/2012)</td> <td>The data for the Inspection List has been loaded into the database</td> </tr> <tr> <td>Blank (09/14/2012)</td> <td>The Inspection List has been created, but does not have any items</td> </tr> </tbody> </table>	Show History	Version	Current Status	New	1	1	Loaded	Preview Edit	Status	Status Description	Loaded (09/14/2012)	The data for the Inspection List has been loaded into the database	Blank (09/14/2012)	The Inspection List has been created, but does not have any items										
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10.	<p>The Inspection Report shows all the requirements of the List, and it shows the current status as Loaded. This status will change as we move forward.</p> <p>The statuses are: <u>Blank</u> – List created but does not have any items. <u>Loaded</u> – The list has been loaded to InspectionReady. <u>Correlated</u> – The data for the List has been organized into the list. <u>Active</u> – The Inspection List is ready to use.</p> <p>To leave this page, click X.</p>	 <p>Inspection Report Inspection List: Bioanalytics Report Date: 08/23/2012</p> <table border="1"> <thead> <tr> <th>CHM.10500</th> <th>Phase 2</th> <th>Loaded</th> </tr> </thead> <tbody> <tr> <td colspan="3">The chemistry laboratory has a written quality management/quality control (QM/QC) program.</td> </tr> <tr> <td colspan="3">NOTE: The program must ensure quality throughout the pre-analytic, analytic, and post-analytic (reporting) phases of testing, including patient identification and preparation, specimen collection, identification, preservation, transportation, and processing, and accurate, timely result reporting. The program must be capable of detecting problems in the laboratory's systems, and identifying opportunities for system improvement. The laboratory must be able to develop plans of corrective/preventive action based on data from its QM system.</td> </tr> <tr> <td colspan="3">All QM requirements in the Laboratory General Checklist pertain to the chemistry laboratory.</td> </tr> <tr> <th>CHM.10600</th> <th>Phase 2</th> <th>Loaded</th> </tr> <tr> <td colspan="3">There is a documented procedure describing methods for patient/client identification, patient/client preparation, specimen collection and labeling, specimen preservation, and conditions for transportation, and storage before testing, consistent with good laboratory practice.</td> </tr> <tr> <th>CHM.10700</th> <th>Phase 2</th> <th>Loaded</th> </tr> <tr> <td colspan="3">There is documentation of monthly evaluation of instrument maintenance and function, including temperatures of refrigerators/freezers in which reagents or patient specimens are kept.</td> </tr> </tbody> </table>	CHM.10500	Phase 2	Loaded	The chemistry laboratory has a written quality management/quality control (QM/QC) program.			NOTE: The program must ensure quality throughout the pre-analytic, analytic, and post-analytic (reporting) phases of testing, including patient identification and preparation, specimen collection, identification, preservation, transportation, and processing, and accurate, timely result reporting. The program must be capable of detecting problems in the laboratory's systems, and identifying opportunities for system improvement. The laboratory must be able to develop plans of corrective/preventive action based on data from its QM system.			All QM requirements in the Laboratory General Checklist pertain to the chemistry laboratory.			CHM.10600	Phase 2	Loaded	There is a documented procedure describing methods for patient/client identification, patient/client preparation, specimen collection and labeling, specimen preservation, and conditions for transportation, and storage before testing, consistent with good laboratory practice.			CHM.10700	Phase 2	Loaded	There is documentation of monthly evaluation of instrument maintenance and function, including temperatures of refrigerators/freezers in which reagents or patient specimens are kept.		
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12.	In the Edit the Inspection Version window, change the status of the Inspection List to Correlated by using the drop-down Change Status To.	
13.	Select Save Changes .	
14.	The Version color bar leads us to the next step, setting the status to Active by selecting Edit .	

15.	Change the status of the list by selecting Active in the drop-down menu for Change Status To.	 A screenshot of a web form titled "Edit the Inspection Version". The form contains several fields: "Inspection List ?" with the value "Bioanalytics"; "Version ?" with the value "1"; "Current Status ?" with the value "Correlated"; and "Change Status To ?" with a dropdown menu currently set to "Correlated". A red arrow points to the dropdown arrow of the "Change Status To" field. Below the dropdown, there is a note: "- The data for the Inspection List has been organized into the Inspection List". <p>Inspection List ? Bioanalytics</p> <p>Version ? 1</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>
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16.	<p>Select Save Changes.</p>																			
17.	<p>The Inspection List is now active and ready to use. InspectionReady shows the Status History-the past statuses of the selected version. It shows when the status began and a description of that status.</p> <p>See Quick Reference Inspection List – Updated Version for instructions to upload a new version of an existing Inspection list.</p>	 <table border="1"> <thead> <tr> <th>Show History</th> <th>Version</th> <th>Current Status</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>1</td> <td>Active</td> <td>View Requirements Edit</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Status</th> <th>Status Description</th> </tr> </thead> <tbody> <tr> <td>Active (09/14/2012)</td> <td>The Inspection List is ready to use</td> </tr> <tr> <td>Correlated (09/14/2012)</td> <td>The data for the Inspection List has been organized into the Inspection List</td> </tr> <tr> <td>Loaded (09/14/2012)</td> <td>The data for the Inspection List has been loaded into the database</td> </tr> <tr> <td>Blank (09/14/2012)</td> <td>The Inspection List has been created, but does not have any items</td> </tr> </tbody> </table>	Show History	Version	Current Status		<input checked="" type="radio"/>	1	Active	View Requirements Edit	Status	Status Description	Active (09/14/2012)	The Inspection List is ready to use	Correlated (09/14/2012)	The data for the Inspection List has been organized into the Inspection List	Loaded (09/14/2012)	The data for the Inspection List has been loaded into the database	Blank (09/14/2012)	The Inspection List has been created, but does not have any items
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