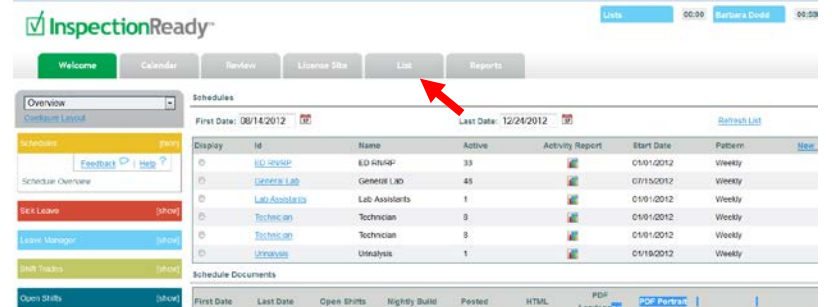
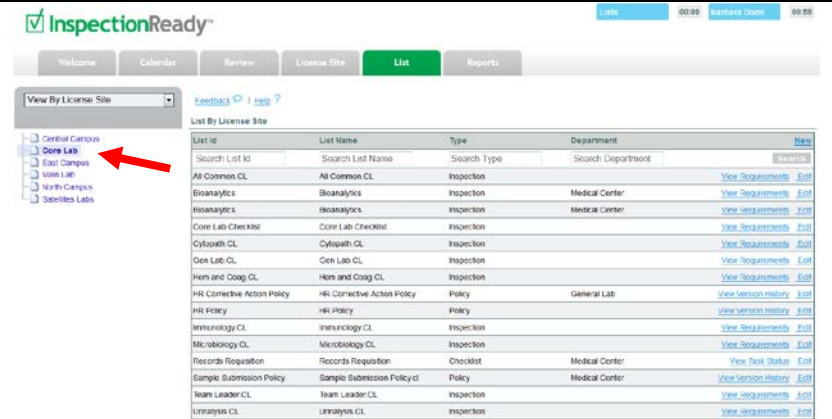


| | | List |
|------|--|--|
| Step | Action | |
| 1. | Navigate to and select the List Tab . |  |
| 2. | Select the Site you want to work in (Core Lab for this example). |  |

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| <p>3. The List Tab shows all the Lists that have been created for this License Site.</p> <p>The Search Fields allow you to search by List ID, List Name, Type, or Department.</p> <p>This feature makes a long list very manageable.</p> | <p>The screenshot shows the 'List' tab interface. On the left, a sidebar lists license sites: Central Campus, Core Lab (selected), East Campus, Main Lab, North Campus, and Saravali Labs. A red arrow points to the 'Core Lab' selection. The main area displays a table titled 'List By License Site' with columns: List Id, List Name, Type, and Department. Search fields for List Id, List Name, Type, and Department are at the top. A red arrow points to the search fields. The table lists various items like 'All Common CL', 'Bioanalytics', 'Core Lab Checklist', etc. Red arrows point to the 'View Requirements' and 'Edit' links for each row.</p> |
| <p>4. If you want to search by Type, type in Policy and select Search.</p> | <p>This screenshot shows the search results after filtering by Type. The 'Type' search field contains the word 'Policy'. The table now only shows rows where the Type is 'Policy', such as 'HR Corrective Action Policy', 'HR Policy', and 'Sample Submission Policy'. Red arrows point to the 'Policy' text in the search field and the 'View Requirements' and 'Edit' links for the first row.</p> |
| <p>5. Now you will only see the Policies for the Core Lab License Site.</p> <p>You may Edit a Policy or View the Version History by selecting Edit.</p> <p>Follow the same procedure to search by List ID, List Name, or Department.</p> | <p>This screenshot shows the 'View Version History' and 'Edit' links for the 'HR Policy' row. A red arrow points to the 'View Version History' link, and another red arrow points to the 'Edit' link. The table still shows only 'Policy' type items.</p> |

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| <p>6.</p> | <p>You may also see the List by selecting the List Builder color bar from the License Site Tab.</p> | |
| <p>7.</p> | <p>The Filter allows you to filter the Lists in the table by a specific type or by Show All List Types.</p> | |
| <p>8.</p> | <p>To see all the Inspections, select Inspection by using the drop-down menu.</p> | |