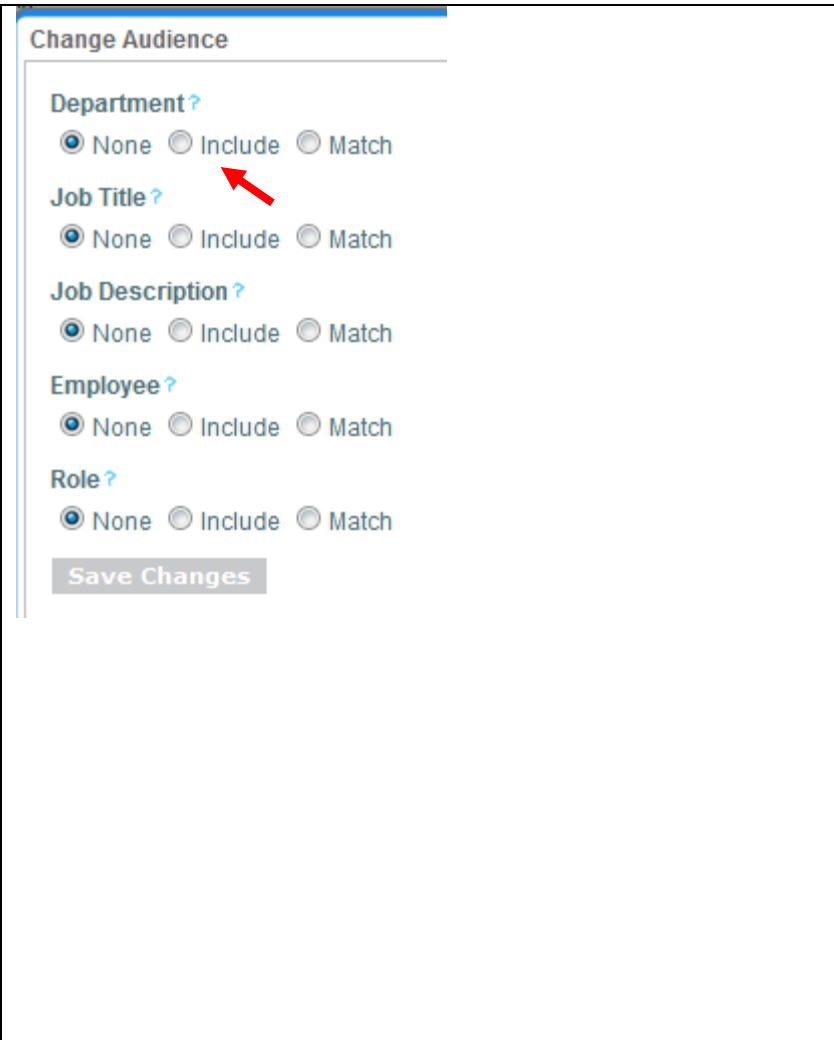

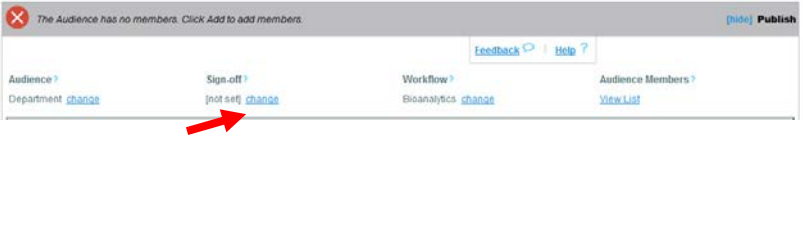
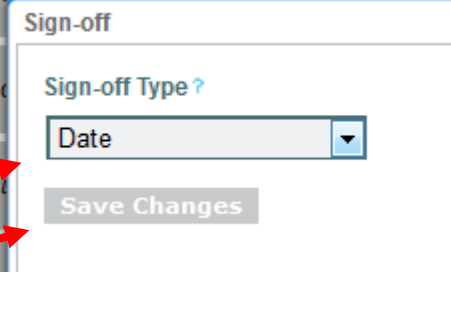

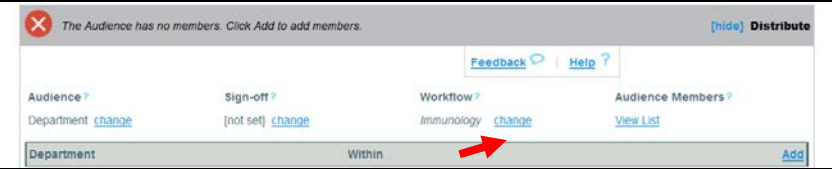
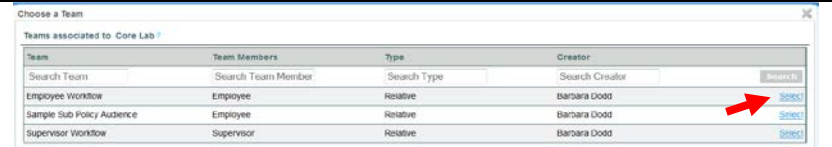
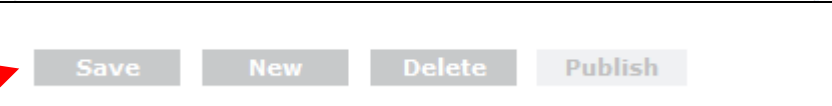

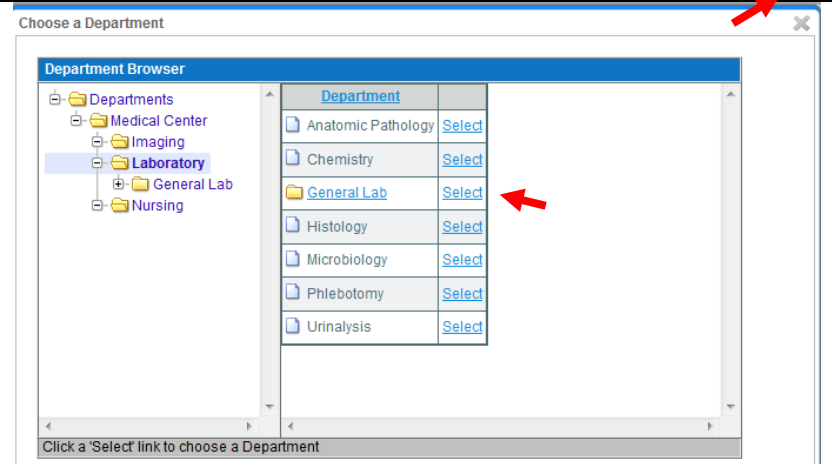
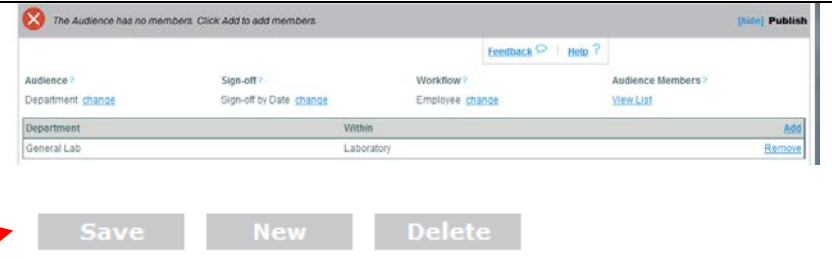

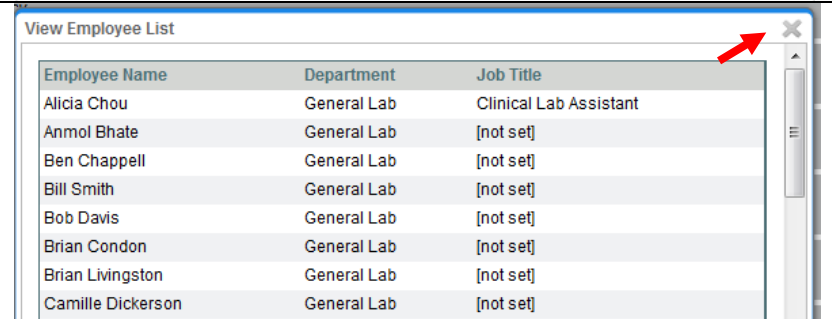
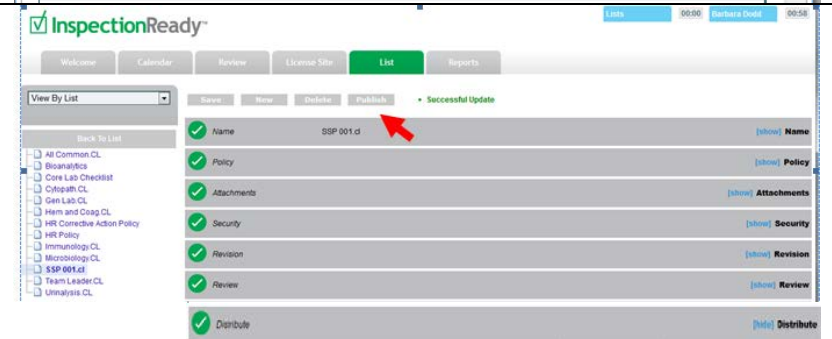


| Policy – Distribute | | |
|---------------------|---|--|
| Step | Action | |
| 1. | <p>Navigate to the List Tab.</p> <p>Select the Site you want to work in (Core Lab in this example).</p> <p>Select Edit for the Sample Submission Policy.</p> | |
| 2. | <p>Select the Distribute color bar to expand.</p> | |
| 3. | <p>The Audience is the list of employees that are the subject of the policy. An audience is a combination of different people like all of the employees in a specific department with a specific job title. The Audience Team was set up in the License Site Tab/Team Builder color bar.</p> <p>Select the Change link for Audience.</p> | |

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| <p>4. The following functions are available in the Change Audience window:</p> <p><u>Department:</u> Setting a department to Include adds the employees in the department in the audience. Setting the department to Match adds the employees to the audience only if they are included in another field and match the department.</p> <p><u>Job Title:</u> Setting a job title to Include adds the employees in the job title in the audience. Setting the job title to Match adds the employees to the audience only if they are included in another field and match the job title.</p> <p><u>Job Description:</u> Setting a job description to Include adds the employees in the job description in the audience. Setting the job description to Match adds the employees to the audience only if they are included in another field and match the job description.</p> <p><u>Employee:</u> Setting an employee to Include adds the individual employees selected in the audience. Setting the employee to Match adds the employees to the audience only if they are included in another field and match the individual employees selected.</p> <p><u>Role:</u> Setting a role to Include adds the employees in the role in the audience. Setting the role to Match adds the employees to the audience only if they are included in another field and match the role.</p> <p>We will select Department Include.</p> |  |
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| <p>5.</p> | <p>Select Save Changes.</p> |  |
| <p>6.</p> | <p>Select the Change link for Sign-off.</p> <p>When a policy is sent out, employees must sign off on the policy. One sign-off is created for each audience member. This field is used to set how the employees sign-off. In some cases you may not want any sign-off and you may use the email notification only option.</p> |  |
| <p>7.</p> | <p>In the Sign-Off window, setting to <u>Date</u> will require the employee to set a date. Setting <u>Signature</u> will require the employee to login. <u>Email Notification Only</u> does not require sign off, but email messages will still go out.</p> <p>Select your choice from the drop-down menu. We will select Date. Select Save Changes.</p> |  |
| <p>8.</p> | <p>Select Save.</p> |  |

| | | |
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| 9. | Select Change for the Workflow. |  |
| 10. | We are choosing Employee Workflow. Select Select . |  |
| 11. | Select Save . |  |
| 12. | We chose the Department as the Audience. Now we want to select the Department. Select <u>Add</u> . |  |
| 13. | To find the Department you want to choose, just drill down on the folders, and choose Select for the Department you want. General Lab is the Department in this example. Choose Select for General Lab. |  |

| 14. | <p>Select Save.</p> |  <p>The Audience has no members. Click Add to add members.</p> <p>Audience: [hide] Publish</p> <p>Department: change Sign-off: change Sign-off by Date: change Workflow: Employee change Audience Members: View List</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Within</th> <th>Add</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>General Lab</td> <td>Laboratory</td> <td></td> <td></td> </tr> </tbody> </table> <p>Save New Delete</p> | Department | Within | Add | Remove | General Lab | Laboratory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Department | Within | Add | Remove | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Lab | Laboratory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | <p>Audience Members: Clicking the View List link will allow you to see a list of the employees in the audience.</p> <p>Select View List.</p> |  <p>Publish</p> <p>Audience: [hide] Publish</p> <p>Department: change Sign-off: change Sign-off by Signature: change Workflow: Employee change Audience Members: View List</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Within</th> <th>Add</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>General Lab</td> <td>Laboratory</td> <td></td> <td></td> </tr> </tbody> </table> | Department | Within | Add | Remove | General Lab | Laboratory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department | Within | Add | Remove | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Lab | Laboratory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | <p>This is a partial view of the list.</p> <p>Click X in the upper right to close.</p> |  <p>View Employee List</p> <table border="1"> <thead> <tr> <th>Employee Name</th> <th>Department</th> <th>Job Title</th> </tr> </thead> <tbody> <tr><td>Alicia Chou</td><td>General Lab</td><td>Clinical Lab Assistant</td></tr> <tr><td>Anmol Bhate</td><td>General Lab</td><td>[not set]</td></tr> <tr><td>Ben Chappell</td><td>General Lab</td><td>[not set]</td></tr> <tr><td>Bill Smith</td><td>General Lab</td><td>[not set]</td></tr> <tr><td>Bob Davis</td><td>General Lab</td><td>[not set]</td></tr> <tr><td>Brian Condon</td><td>General Lab</td><td>[not set]</td></tr> <tr><td>Brian Livingston</td><td>General Lab</td><td>[not set]</td></tr> <tr><td>Camille Dickerson</td><td>General Lab</td><td>[not set]</td></tr> </tbody> </table> | Employee Name | Department | Job Title | Alicia Chou | General Lab | Clinical Lab Assistant | Anmol Bhate | General Lab | [not set] | Ben Chappell | General Lab | [not set] | Bill Smith | General Lab | [not set] | Bob Davis | General Lab | [not set] | Brian Condon | General Lab | [not set] | Brian Livingston | General Lab | [not set] | Camille Dickerson | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Name | Department | Job Title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alicia Chou | General Lab | Clinical Lab Assistant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anmol Bhate | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ben Chappell | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bill Smith | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bob Davis | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brian Condon | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brian Livingston | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Camille Dickerson | General Lab | [not set] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | <p>Notice that the Publish action bar is now dark gray which means we are ready to publish this Policy.</p> <p>Select Publish.</p> |  <p>InspectionReady</p> <p>Lists 08:00 Barbara Dovel 08:58</p> <p>Welcome Calendar Review License SDR List Reports</p> <p>View By List</p> <p>Back To List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Policy</th> <th>Attachments</th> <th>Security</th> <th>Revision</th> <th>Review</th> <th>Distribute</th> </tr> </thead> <tbody> <tr> <td>SSP 001.d</td> <td>Policy</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All Common CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bioanalytics</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Core Lab Checklist</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Chlpath CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gen Lab CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hem and Coag CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>JHR Corrective Action Policy</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>JHR Policy</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Immunology CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Microbiology CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SSP 001.d</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Team Leader CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ultranalysis CL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Name | Policy | Attachments | Security | Revision | Review | Distribute | SSP 001.d | Policy | | | | | | All Common CL | | | | | | | Bioanalytics | | | | | | | Core Lab Checklist | | | | | | | Chlpath CL | | | | | | | Gen Lab CL | | | | | | | Hem and Coag CL | | | | | | | JHR Corrective Action Policy | | | | | | | JHR Policy | | | | | | | Immunology CL | | | | | | | Microbiology CL | | | | | | | SSP 001.d | | | | | | | Team Leader CL | | | | | | | Ultranalysis CL | | | | | | |
| Name | Policy | Attachments | Security | Revision | Review | Distribute | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SSP 001.d | Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All Common CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bioanalytics | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Core Lab Checklist | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chlpath CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gen Lab CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hem and Coag CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JHR Corrective Action Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JHR Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immunology CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Microbiology CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Team Leader CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ultranalysis CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>18.</p> | <p>The Publish action bar is now light gray.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>19.</p> | <p>Now that the Policy has been published, the Employees who have been assigned the tasks follow a process for Revising and Reviewing the Policy to completion. See Quick Reference Policy – Employee Tasks.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>20.</p> | <p>The Revision and Review process is complete. All the employees have completed their tasks.</p> <p>Let's view this from where we initially set up the Policy.</p> <p>As before, we:</p> <ol style="list-style-type: none"> 1. Select InspectionReady from the drop-down menu 2. Select the List Tab. 3. Select Edit for the Sample Submission Policy | <table border="1"> <thead> <tr> <th>List ID</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th>Tasks</th> </tr> </thead> <tbody> <tr> <td>Search/ListId</td> <td>Search/ListName</td> <td>Search Type</td> <td>Search Department</td> <td>View Tasks</td> </tr> <tr> <td>All Common CL</td> <td>All Common CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Core Lab Checklist</td> <td>Core Lab Checklist</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Cytopath CL</td> <td>Cytopath CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Gen Lab CL</td> <td>Gen Lab CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Hem and Coag CL</td> <td>Hem and Coag CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>HR Corrective Action Policy</td> <td>HR Corrective Action Policy</td> <td>Policy</td> <td>General Lab</td> <td>View Revision History Edit</td> </tr> <tr> <td>HR Policy</td> <td>HR Policy</td> <td>Policy</td> <td>General Lab</td> <td>View Revision History Edit</td> </tr> <tr> <td>Immunology CL</td> <td>Immunology CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Microbiology CL</td> <td>Microbiology CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Records/Requisition</td> <td>Records/Requisition</td> <td>Checklist</td> <td>Medical Center</td> <td>View Task Status Edit</td> </tr> <tr> <td>Sample Submission Policy</td> <td>Sample Submission Policy</td> <td>Policy</td> <td>Medical Center</td> <td>View Revision History Edit</td> </tr> <tr> <td>Team Leader CL</td> <td>Team Leader CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> <tr> <td>Urinalysis CL</td> <td>Urinalysis CL</td> <td>Inspection</td> <td>Medical Center</td> <td>View Requirements Edit</td> </tr> </tbody> </table> | List ID | List Name | Type | Department | Tasks | Search/ListId | Search/ListName | Search Type | Search Department | View Tasks | All Common CL | All Common CL | Inspection | Medical Center | View Requirements Edit | Bioanalytics | Bioanalytics | Inspection | Medical Center | View Requirements Edit | Core Lab Checklist | Core Lab Checklist | Inspection | Medical Center | View Requirements Edit | Cytopath CL | Cytopath CL | Inspection | Medical Center | View Requirements Edit | Gen Lab CL | Gen Lab CL | Inspection | Medical Center | View Requirements Edit | Hem and Coag CL | Hem and Coag CL | Inspection | Medical Center | View Requirements Edit | HR Corrective Action Policy | HR Corrective Action Policy | Policy | General Lab | View Revision History Edit | HR Policy | HR Policy | Policy | General Lab | View Revision History Edit | Immunology CL | Immunology CL | Inspection | Medical Center | View Requirements Edit | Microbiology CL | Microbiology CL | Inspection | Medical Center | View Requirements Edit | Records/Requisition | Records/Requisition | Checklist | Medical Center | View Task Status Edit | Sample Submission Policy | Sample Submission Policy | Policy | Medical Center | View Revision History Edit | Team Leader CL | Team Leader CL | Inspection | Medical Center | View Requirements Edit | Urinalysis CL | Urinalysis CL | Inspection | Medical Center | View Requirements Edit |
| List ID | List Name | Type | Department | Tasks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| All Common CL | All Common CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bioanalytics | Bioanalytics | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Core Lab Checklist | Core Lab Checklist | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cytopath CL | Cytopath CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gen Lab CL | Gen Lab CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hem and Coag CL | Hem and Coag CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HR Corrective Action Policy | HR Corrective Action Policy | Policy | General Lab | View Revision History Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HR Policy | HR Policy | Policy | General Lab | View Revision History Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immunology CL | Immunology CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Microbiology CL | Microbiology CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Records/Requisition | Records/Requisition | Checklist | Medical Center | View Task Status Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sample Submission Policy | Sample Submission Policy | Policy | Medical Center | View Revision History Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Team Leader CL | Team Leader CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Urinalysis CL | Urinalysis CL | Inspection | Medical Center | View Requirements Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>21.</p> | <p>Select the Distribute color bar.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

22. Once the Revision/Review process is complete, the Policy is set to Active status, and when that occurs, the Policy is automatically sent out to the Audience as defined in the **Distribute** color bar.

