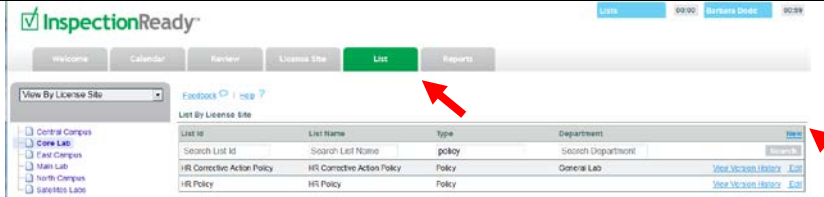
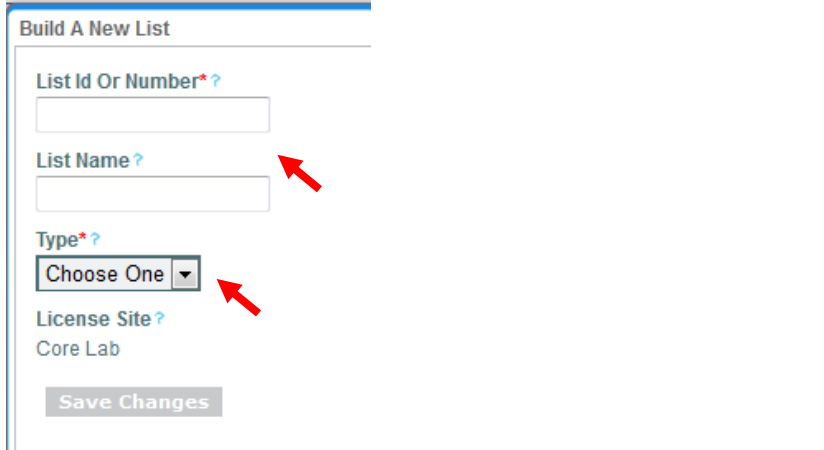
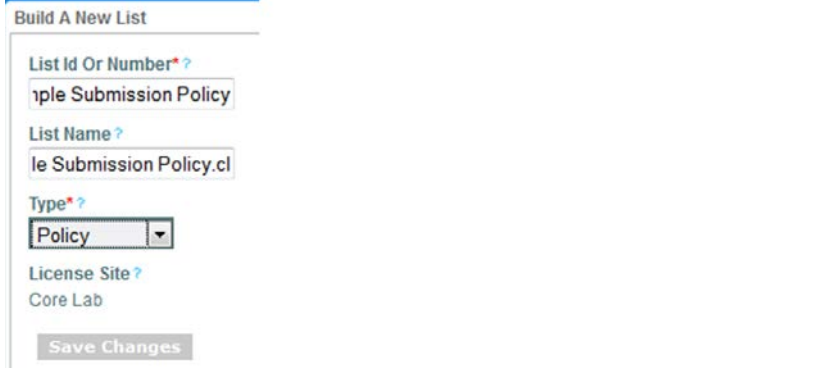
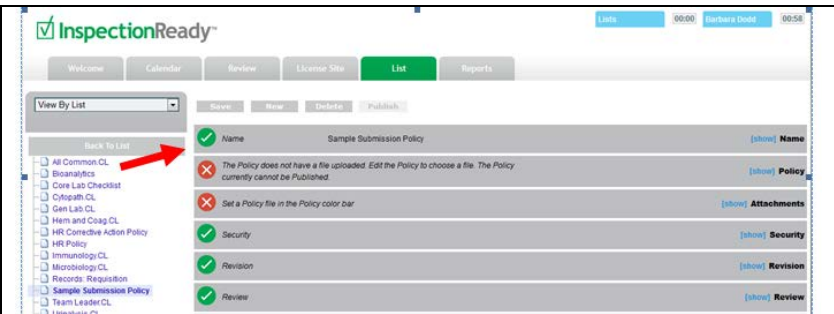
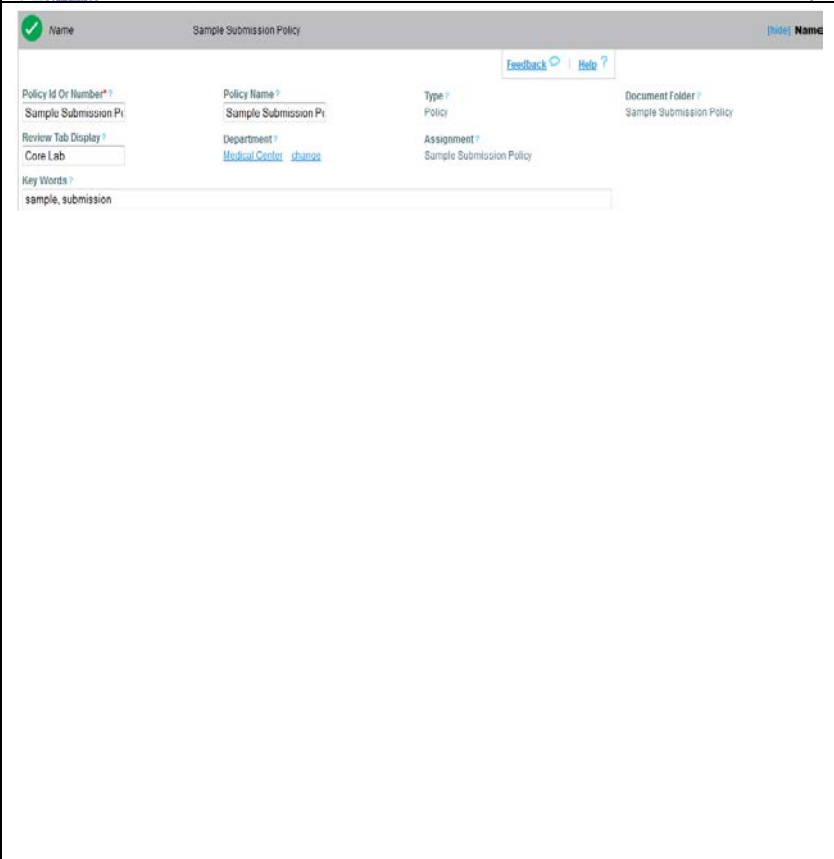


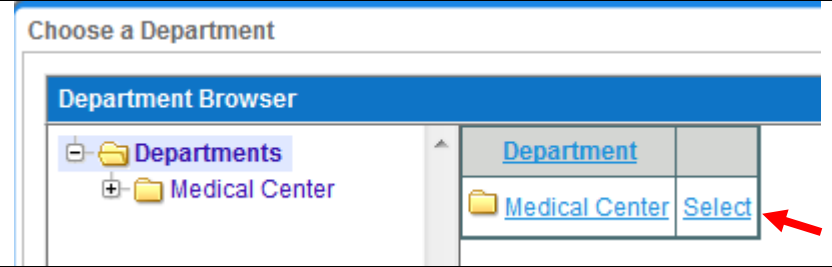




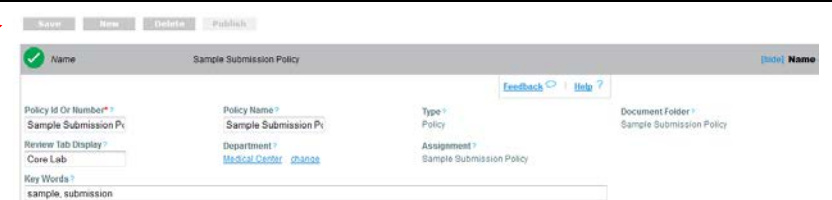


Policy – Name		
Step	Action	
1.	<p>Navigate to the List Tab.</p> <p>Select the Site you want to work in (Core Lab in this example).</p> <p>We are going to build a new Policy so select New.</p>	
2.	<p>In the Build a New List window, enter the List ID or Number and List Name of the Policy you want to build.</p> <p>From the drop-down menu Type, select Policy.</p>	
3.	<p>We are going to build a Sample Submission Policy for the Core Lab License Site.</p> <p>Select Save Changes.</p>	

<p>4. Select the Name color bar.</p>	
<p>5. Let's look at each of the fields in this color bar.</p> <p><u>Policy ID or Number:</u> This is the short name for the policy. It displays in the tree on the left and in the ID column when you first open the List Tab. It may have the same ID as the Name.</p> <p><u>Policy Name:</u> The name of this policy. This is useful if you are using a number in the Policy IR or Number field.</p> <p><u>Type:</u> There are several different types of lists in InspectionReady. Inspection lists are used to track CAP inspections. Policies are used to track different versions of a policy. Checklists allow you to create a list with custom requirements.</p> <p><u>Department:</u> Lists may optionally be assigned to a department. Setting this value will cause the department to show in Department column when you first open the List Tab and allow you to search by department.</p> <p><u>Review Tab Display:</u> As list tasks are assigned, employees can view them on the Review Tab. This value will show in the Subject column on the Review Tab.</p> <p><u>Assignment:</u> The name of the Assignment created by the system to store the policy tasks.</p> <p><u>Key Words:</u> Policies are uploaded files that InspectionReady cannot read through. Key words can be added here to allow you to search for policies based on the key words.</p> <p><u>Document Folder:</u> The name of the folder the system created to store the policy.</p>	

6.	If you want to add or change a Department, select Change .	 <p>Department? Medical Center change </p>				
7.	Choose Select . In this example, we will stay with Medical Center Department.	 <p>Choose a Department</p> <p>Department Browser</p> <p>Departments Medical Center</p> <table border="1"> <thead> <tr> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td>Medical Center</td> <td>Select </td> </tr> </tbody> </table>	Department		Medical Center	Select 
Department						
Medical Center	Select 					
8.	<p>Enter any keywords you will search on for this policy. </p> <p>We entered two words.</p> <p>Select Save.</p>	 <p>Save New Delete Publish</p> <p>Name <input type="text"/> Sample Submission Policy [Back] Name</p> <p>Policy Id Or Number* <input type="text"/> Policy Name* <input type="text"/> Type* <input type="text"/> Document Folder* <input type="text"/></p> <p>Sample Submission Pt. <input type="text"/> Sample Submission Pt. <input type="text"/> Policy <input type="text"/> Sample Submission Policy</p> <p>Reviewer Tab Display* <input type="text"/> Department* Medical Center change Assignment* <input type="text"/></p> <p>Core Lab <input type="text"/> Sample Submission Policy</p> <p>Key Words* <input type="text"/></p> <p>sample, submission</p>				