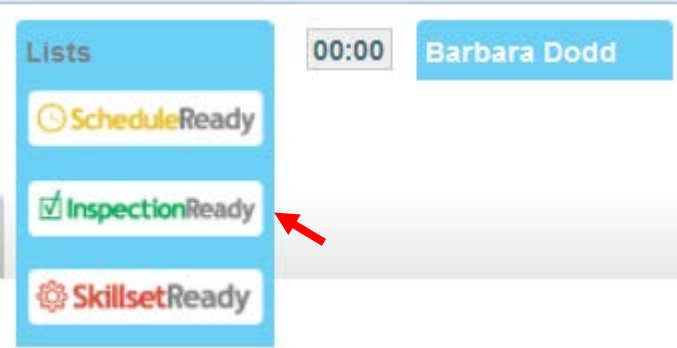
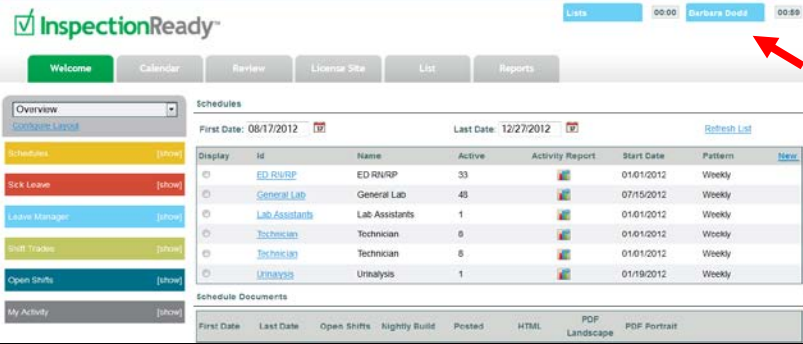
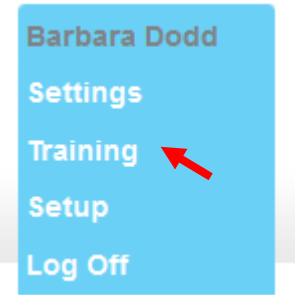


Overview	
Step	Action
1.	This Quick Reference will provide an overview of InspectionReady. There are specific Quick References and video Tutorials for each of the features and processes in InspectionReady.
2.	When first logging in, Select InspectionReady from the first of two drop-down menus in the upper right-hand corner. 
3.	This is the welcome screen of the Welcome Tab for InspectionReady. <p>To access training materials, you will want to access the Training Library which contains all of the online training materials for InspectionReady. This Library will be accessed in the second drop-down menu located in the upper right-hand corner identified by the name of the person logging in.</p> 
4.	Click on the drop-down and select Training. 

5. All the video Tutorials (Flash required for viewing) and Quick References (PDF) are located in this Library. The Tutorials give an overview of the product and processes and the Quick References give step-by-step instructions of how to complete the processes. Both can be accessed by selecting the correct link listed on the right-hand side of the screen:

- Tutorials ([Watch Video](#))
- Quick Reference Guide ([View PDF](#))

Both the Tutorials and Quick References may also be accessed by clicking [Help](#) located within specific features in the software. This is further clarified in Step 8.

To close the Training Library screen, click the **X** in the upper right-hand corner.

Tutorials				
Name	Description	Product	Type	Tutorial Video
License Site - Name	Creating New Site	InspectionReady	Admin	Watch Video
License Site - Checklist Team Builder	Building Team for Checklist	InspectionReady	Admin	Watch Video
License Site - Inspection Team Builder	Building Team for Inspection	InspectionReady	Admin	Watch Video
License Site - Policy Team Builder	Building Team for Policy	InspectionReady	Admin	Watch Video
License Site - Primary Team	Creating Default Team	InspectionReady	Admin	Watch Video
License Site - Primary Schedule	Creating Default Schedule	InspectionReady	Admin	Watch Video
License Site - List Builder	Creating Lists	InspectionReady	Admin	Watch Video
Review - Department Tasks	Status of Tasks for Department	InspectionReady	Admin	Watch Video
Review - List Status Report	Status of Documents	InspectionReady	Admin	Watch Video

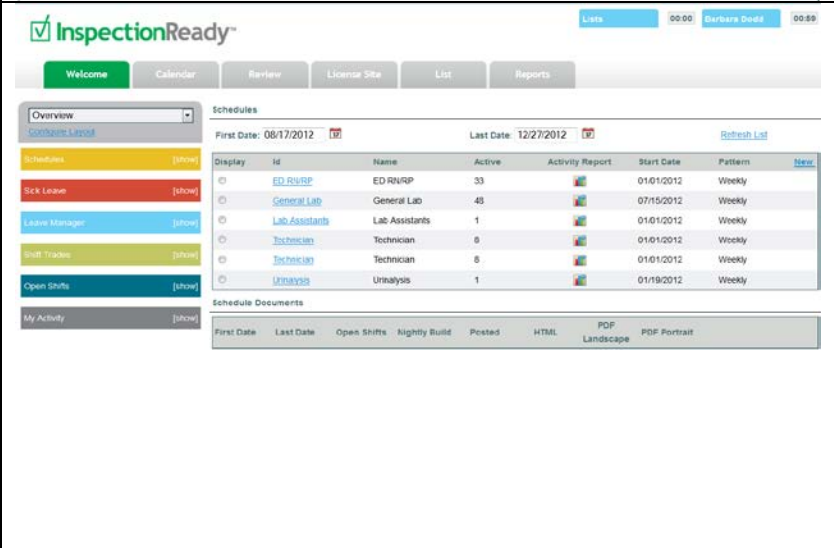
Quick Reference Guides				
Name	Description	Product	Type	Quick Reference PDF
License Site - Name	Creating New Site	InspectionReady	Admin	View PDF
License Site - Checklist Team Builder	Building Team for Checklist	InspectionReady	Admin	View PDF
License Site - Inspection Team Builder	Building Team for Inspection	InspectionReady	Admin	View PDF
License Site - Policy Team Builder	Building Team for Policy	InspectionReady	Admin	View PDF
License Site - Primary Team	Creating Default Team	InspectionReady	Admin	View PDF
License Site - Primary Schedule	Creating Default Schedule	InspectionReady	Admin	View PDF
License Site - List Builder	Creating Lists	InspectionReady	Admin	View PDF
Review - Department Tasks	Status of Tasks for Department	InspectionReady	Admin	View PDF
Review - List Status Report	Status of Documents	InspectionReady	Admin	View PDF
Review - Employee Task Report	Employee Tasks List	InspectionReady	Admin/Staff	View PDF
Review - List Task	Status of Lists for Each Employee	InspectionReady	Admin	View PDF
Review - Overdue Tasks	Status of Lists for Each Employee	InspectionReady	Admin	View PDF
List - List Tab	List Tab	InspectionReady	Admin	View PDF
List - Inspection Requirements	Requirements for Inspections	InspectionReady	Admin/Staff	View PDF
List - Inspection Name	Create New Inspection List	InspectionReady	Admin	View PDF

6. InspectionReady is integrated with ScheduleReady and SkillsetReady. If you have purchased other products, you will see some of their features on the **Welcome Tab**.

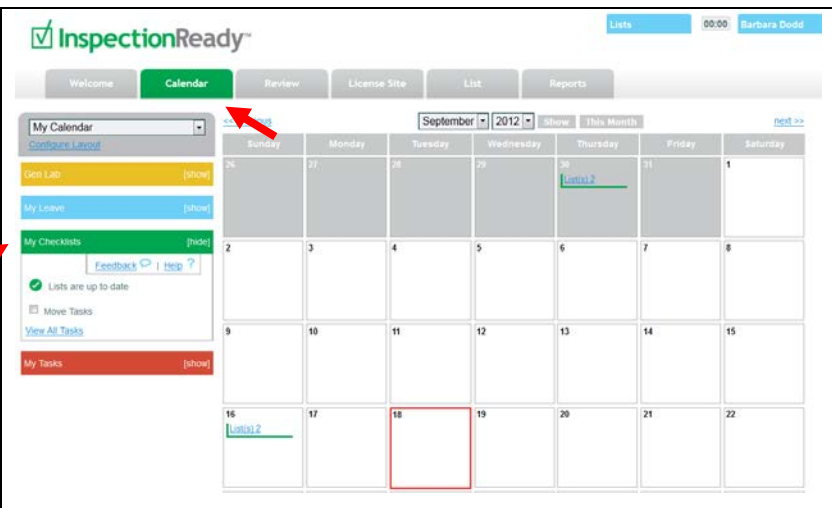
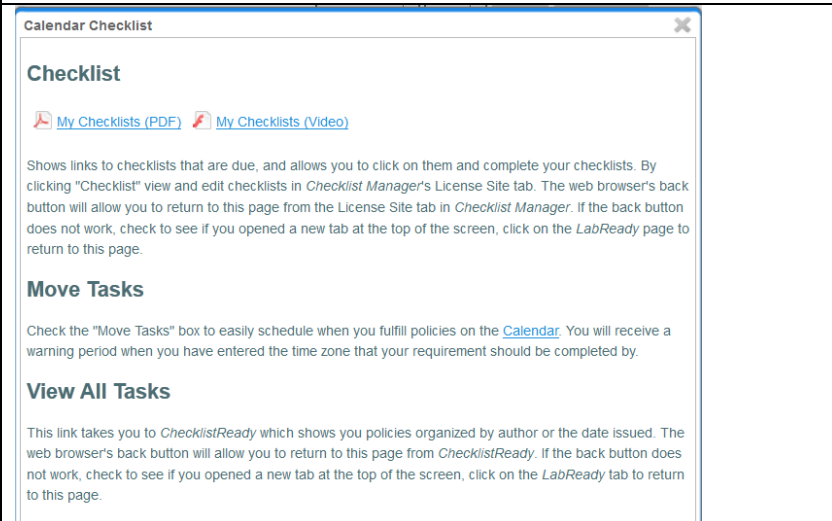
The tabs relevant to InspectionReady are:

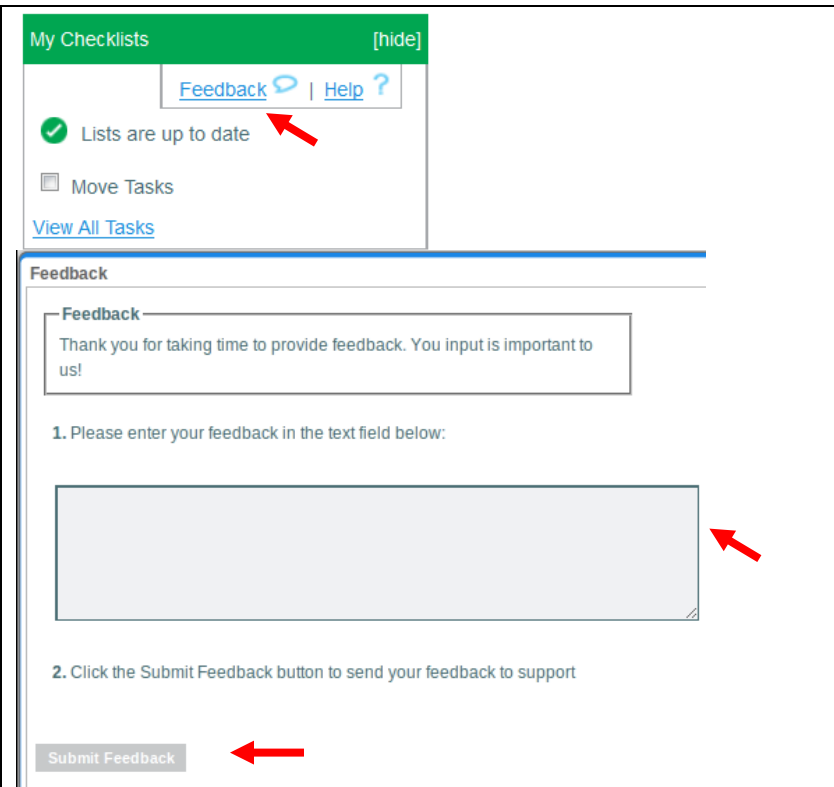
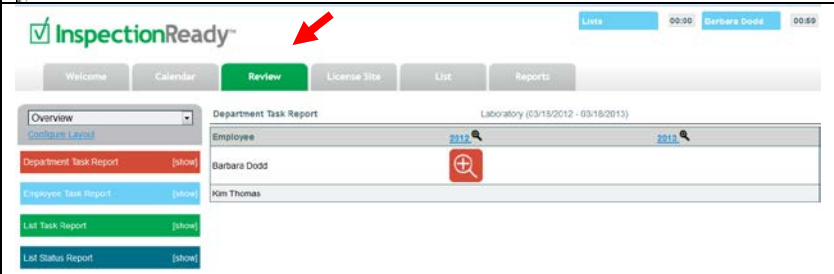
- Welcome (shared with ScheduleReady and SkillsetReady)
- Calendar (shared with ScheduleReady and SkillsetReady)
- Review
- License Site
- List

Admins will see all the tabs shown, and Employees will only see the Welcome, Calendar, and Review tab.



The screenshot shows the InspectionReady software interface. At the top, there are navigation tabs: Welcome, Calendar, Review, License Site, List, and Reports. The 'Welcome' tab is active. Below the tabs, there is a 'Schedules' section. It includes a table with columns: Display, ID, Name, Active, Activity Report, Start Date, and Pattern. The table contains several rows of schedule data. Below the table, there is a 'Schedules Documents' section with a table showing document details like First Date, Last Date, Open Shifts, Nightly Build, Posted, HTML, PDF Landscape, and PDF Portrait.

<p>7. The Calendar Tab:</p> <p>After clicking the Calendar Tab, several mini color bars, including the My Checklists mini bar, will display on the left side of the screen. The green My Checklists mini bar is related to InspectionReady. The others are related to ScheduleReady and SkillsetReady.</p> <p>To open and close a mini color back, click on the mini color bar or select [show] or [hide].</p> <p>The My Checklists mini bar shows links to tasks on the calendar that are due, and allows you to click on the tasks to complete your checklist. To see more details on how to use this tab, select Help.</p>	
<p>8.</p> <p>Help files are located throughout InspectionReady. By selecting Help, you will have access to the Quick Reference and the video Tutorial for the task/issue selected. These are the same Quick References and Tutorials located in the Training List reviewed in Step 5.</p> <p>Help will also provide definitions and uses of the items within the color bar/mini bar.</p>	

<p>9.</p>	<p>Throughout InspectionReady, you have the opportunity to offer feedback or ask questions. Select Feedback, type in your comment/question, and select Submit Feedback.</p>	 <p>The screenshot shows the 'My Checklists' interface. At the top, there is a green header with 'My Checklists [hide]' and a 'Feedback' link with a speech bubble icon. Below this, a green checkmark indicates 'Lists are up to date'. A 'Feedback' modal is open, displaying a thank-you message and a text input field for feedback. A 'Submit Feedback' button is located at the bottom of the modal. Red arrows highlight the 'Feedback' link, the text input field, and the 'Submit Feedback' button.</p>
<p>10.</p>	<p>The Review Tab:</p> <p>The Review Tab provides a summary view of tasks. The four mini bars on the left are accessible by the Admins, and the Employee will usually only have the Employee Task Report mini bar.</p>	 <p>The screenshot shows the 'Review' tab selected in the top navigation bar. On the left, there is a sidebar with several mini bars: 'Overview', 'Department Task Report', 'Employee Task Report', 'List Task Report', and 'List Status Report'. The 'Employee Task Report' mini bar is highlighted. The main content area displays a 'Department Task Report' for a 'Laboratory (03/18/2012 - 03/16/2013)' with a table listing employees: Barbara Dodd and Kim Thomas. Red arrows point to the 'Review' tab and the 'Employee Task Report' mini bar.</p>

<p>11.</p>	<p>The Department Task Report mini color bar:</p> <p>The Department Task Report mini color bar shows you the status of tasks for all employees based on a Department and Time Range. For additional information, see Help or the Quick Reference Review – Department Tasks.</p>	
<p>12.</p>	<p>Throughout InspectionReady, you are provided with Tool Tips. Move your mouse over a ? and you are given a description of the item.</p>	
<p>13.</p>	<p>The Employee Task Report mini color bar:</p> <p>This report is used to display tasks that are assigned to a single employee. It shows the tasks and their status (Overdue, Due Soon, Ready, and Complete). See Help or the Quick Reference Review – Employee Task Report.</p>	
<p>14.</p>	<p>The List Task Report mini color bar:</p> <p>This report shows you the status of the list of tasks for each employee. See Help or the Quick Reference Review – List Task Report.</p>	

<p>15. The List Status Report mini color bar:</p> <p>This report shows you the status of each document (tasks) in your list or lists. See Help or Quick Reference Review – List Status Report.</p>	<table border="1"> <thead> <tr> <th>Status</th> <th>List Id</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Complete (09/10/2012)</td> <td>Bioanalytics</td> <td>CHM 10500</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 10700</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 10900</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>Gen Lab Guidelines1</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>Gen Lab Guidelines Rev 11</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 10900</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 11900</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 11900</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 12133</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 12333</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 12400</td> </tr> <tr> <td>Not Started (09/09/2012)</td> <td>Bioanalytics</td> <td>CHM 12500</td> </tr> </tbody> </table>	Status	List Id	Document	Complete (09/10/2012)	Bioanalytics	CHM 10500	Not Started (09/09/2012)	Bioanalytics	CHM 10700	Not Started (09/09/2012)	Bioanalytics	CHM 10900	Not Started (09/09/2012)	Bioanalytics	Gen Lab Guidelines1	Not Started (09/09/2012)	Bioanalytics	Gen Lab Guidelines Rev 11	Not Started (09/09/2012)	Bioanalytics	CHM 10900	Not Started (09/09/2012)	Bioanalytics	CHM 11900	Not Started (09/09/2012)	Bioanalytics	CHM 11900	Not Started (09/09/2012)	Bioanalytics	CHM 12133	Not Started (09/09/2012)	Bioanalytics	CHM 12333	Not Started (09/09/2012)	Bioanalytics	CHM 12400	Not Started (09/09/2012)	Bioanalytics	CHM 12500
Status	List Id	Document																																						
Complete (09/10/2012)	Bioanalytics	CHM 10500																																						
Not Started (09/09/2012)	Bioanalytics	CHM 10700																																						
Not Started (09/09/2012)	Bioanalytics	CHM 10900																																						
Not Started (09/09/2012)	Bioanalytics	Gen Lab Guidelines1																																						
Not Started (09/09/2012)	Bioanalytics	Gen Lab Guidelines Rev 11																																						
Not Started (09/09/2012)	Bioanalytics	CHM 10900																																						
Not Started (09/09/2012)	Bioanalytics	CHM 11900																																						
Not Started (09/09/2012)	Bioanalytics	CHM 11900																																						
Not Started (09/09/2012)	Bioanalytics	CHM 12133																																						
Not Started (09/09/2012)	Bioanalytics	CHM 12333																																						
Not Started (09/09/2012)	Bioanalytics	CHM 12400																																						
Not Started (09/09/2012)	Bioanalytics	CHM 12500																																						
<p>16. The License Site Tab:</p> <p>The License Sites are in the folder tree on the left-hand side of the screen. The five color bars to the right of the folder tree are used to set up your site, build your teams and schedules, and to also build new lists. Each color bar has the Help feature which again, includes the Quick References and Tutorials.</p>																																								
<p>17. In this example, the South Campus license site has been selected and is in bold. The color bars guide you to what tasks/setup has not yet been completed as in Team Builder and List Builder.</p> <p>If the color bar has a green icon with a check mark, all the tasks for that color bar have been completed. If the color bar has a red icon with an X, there are tasks still to be completed.</p> <p>As with mini color bars, expand or collapse a color bar by clicking on the color bar or selecting [show] or [hide].</p>																																								

18. In this example, the **Primary Schedule** color bar has been expanded. Notice the [Help](#) and Tool Tips to assist you in completing your task.

See [Help](#) or the Quick References for more details on any of the color bars.



19. The **List Tab**:

This tab allows the creating, editing, and reviewing of Inspections, Policies, and Checklists (as noted in the Type column). Just click on the License Site you want to work on (Core Lab in this example), and your list will display. You may also see this list in the License Site Tab/ List Builder color bar.

See [Help](#) or the Quick Reference List-List Tab.

