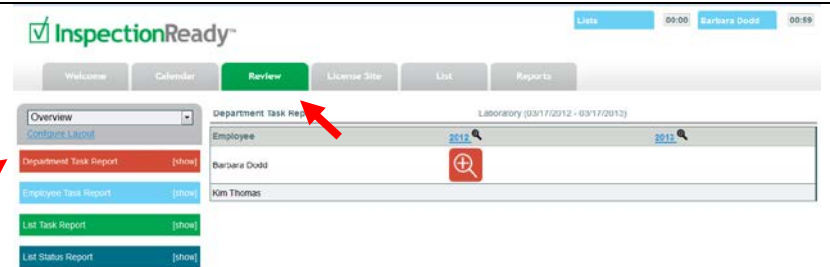
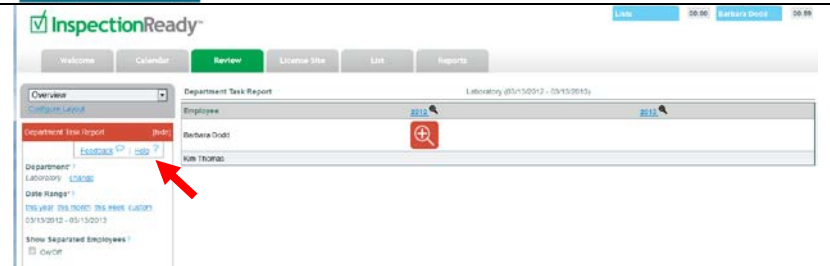

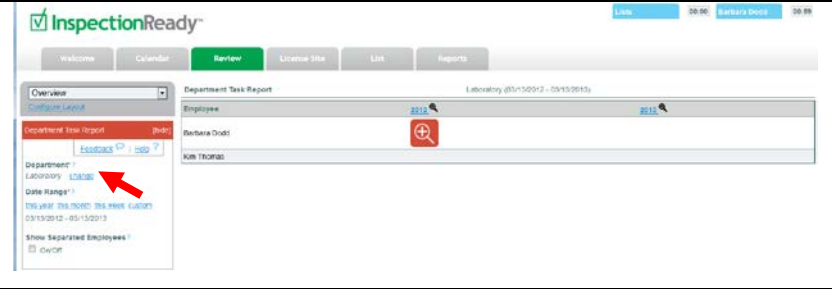
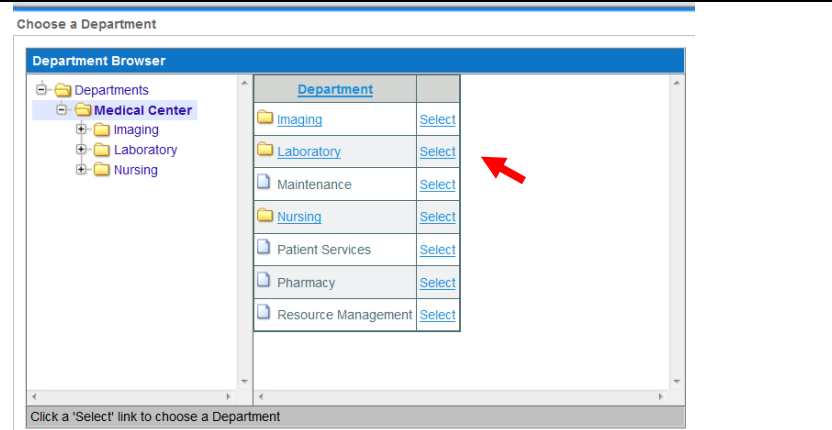
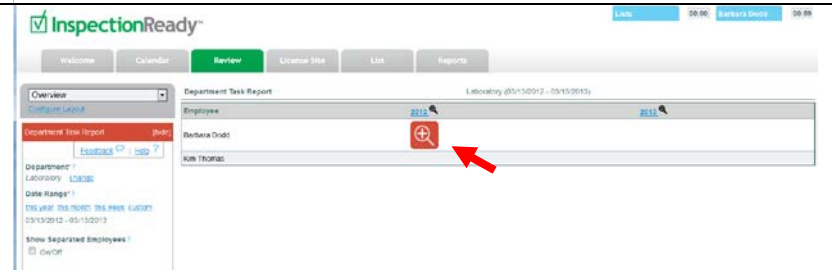


Review – Department Task Report		
Step	Action	
1.	<p>Navigate to the <b>Review Tab</b>.</p> <p>On the left you will see four mini color bars. These color bars are available for the Admins. The Employee will typically only see the Employee Task Report.</p> <p>Select the <b>Department Task Report</b> mini color bar.</p>	
2.	<p>Click on the <a href="#">Help</a> link.</p>	
3.	<p>The <a href="#">Help</a> link contains useful information to guide the user throughout InspectionReady. Help also gives you definitions/guidance for this section.</p> <p>Select the appropriate link to review the Quick Reference Guide or to preview the video Tutorial for this section.</p> <p>Select <b>X</b> in the upper right-hand corner when you are finished.</p>	

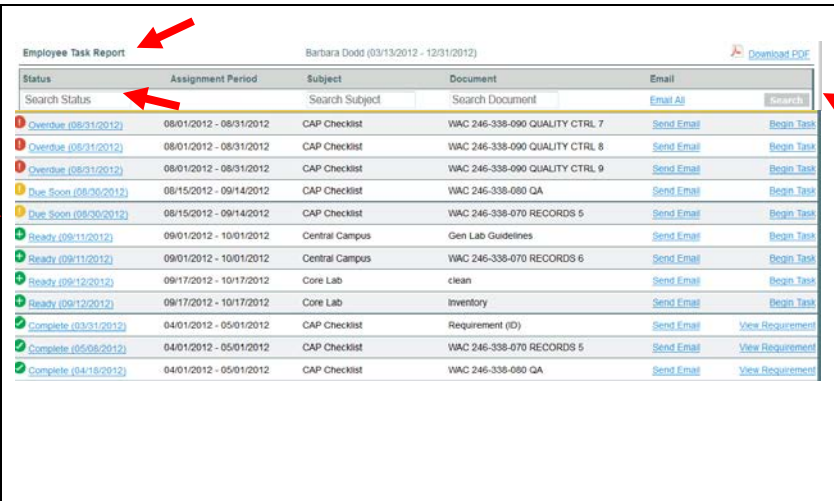
<p>4.</p>	<p>The <b>Department Task Report</b> will give you a list of employees in the Department Laboratory. It will also show you if the employee has been assigned any tasks.</p> <p>In this example, we have two employees in this department. Kim does not have any tasks assigned to her and Barbara Dodd does.</p> <p>To change the Department, select the <a href="#">Change</a> link.</p>	
<p>5.</p>	<p>In the Choose a Department window, change to a new Department by choosing <a href="#">Select</a>. Laboratory is the Department in this example.</p>	
<p>6.</p>	<p>The Date Range is also modified in this area. This is especially helpful if multiple tasks are assigned out. In this view, the year 3/13/12 – 3/13/13 is the view. You will see that at this time, no tasks have been assigned for 2013 for Barbara Dodd, but have been for 2012.</p> <p>Select the Red icon.</p>	

7. Since we asked to see the task for Barbara Dodd, InspectionReady automatically took us to the Employee Task Report.

These are the entire tasks that have been assigned to Barbara Dodd for 2012. The header describes the contents of the table.

By looking at the colored icons on the left, you can quickly see the status of each task. Red = Overdue, Yellow = Due Soon, Green = Ready, and Green = Complete.

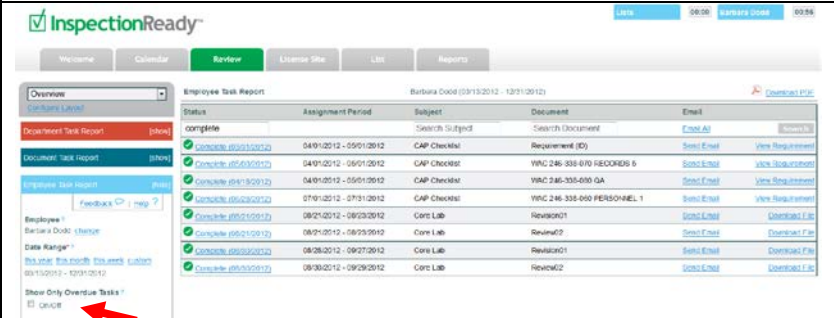
To better manage a long list, you can also use the Search function for Status, Subject, and Document. Type in Complete for Search Status and Select Search.



Status	Assignment Period	Subject	Document	Email
Search Status		Search Subject	Search Document	Email All Search
Overdue (08/31/2012)	08/01/2012 - 08/31/2012	CAP Checklist	WAC 246-338-090 QUALITY CTRL 7	Send Email Begin Task
Overdue (08/31/2012)	08/01/2012 - 08/31/2012	CAP Checklist	WAC 246-338-090 QUALITY CTRL 8	Send Email Begin Task
Overdue (08/31/2012)	08/01/2012 - 08/31/2012	CAP Checklist	WAC 246-338-090 QUALITY CTRL 9	Send Email Begin Task
Due Soon (08/30/2012)	08/15/2012 - 09/14/2012	CAP Checklist	WAC 246-338-080 QA	Send Email Begin Task
Due Soon (08/30/2012)	08/15/2012 - 09/14/2012	CAP Checklist	WAC 246-338-070 RECORDS 5	Send Email Begin Task
Ready (09/11/2012)	09/01/2012 - 10/01/2012	Central Campus	Gen Lab Guidelines	Send Email Begin Task
Ready (09/11/2012)	09/01/2012 - 10/01/2012	Central Campus	WAC 246-338-070 RECORDS 6	Send Email Begin Task
Ready (09/12/2012)	09/17/2012 - 10/17/2012	Core Lab	clean	Send Email Begin Task
Ready (09/12/2012)	09/17/2012 - 10/17/2012	Core Lab	Inventory	Send Email Begin Task
Complete (03/31/2012)	04/01/2012 - 05/01/2012	CAP Checklist	Requirement (ID)	Send Email View Requirement
Complete (05/08/2012)	04/01/2012 - 05/01/2012	CAP Checklist	WAC 246-338-070 RECORDS 5	Send Email View Requirement
Complete (04/18/2012)	04/01/2012 - 05/01/2012	CAP Checklist	WAC 246-338-080 QA	Send Email View Requirement

8. InspectionReady will then modify the table to show only the Completed Tasks.

You may also Select the Show Only Overdue Tasks box to see just the Overdue Tasks.



Status	Assignment Period	Subject	Document	Email
complete		Search Subject	Search Document	Email All Search
Complete (03/31/2012)	04/01/2012 - 05/01/2012	CAP Checklist	Requirement (ID)	Send Email View Requirement
Complete (05/03/2012)	04/01/2012 - 05/01/2012	CAP Checklist	WAC 246-338-070 RECORDS 5	Send Email View Requirement
Complete (06/13/2012)	04/01/2012 - 05/01/2012	CAP Checklist	WAC 246-338-080 QA	Send Email View Requirement
Complete (06/20/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-090 PERSONEL 1	Send Email View Requirement
Complete (05/21/2012)	08/21/2012 - 08/23/2012	Core Lab	Review01	Send Email Download File
Complete (05/21/2012)	08/21/2012 - 08/23/2012	Core Lab	Review02	Send Email Download File
Complete (05/23/2012)	08/28/2012 - 09/27/2012	Core Lab	Review01	Send Email Download File
Complete (05/23/2012)	08/30/2012 - 09/29/2012	Core Lab	Review02	Send Email Download File

9. In this example, Barbara has a significant number of overdue tasks listed in the Employee Task Report.

This report may be printed or saved by selecting [Download PDF](#).

Employee Task Report  
Barbara Dodd (03/13/2012 - 12/31/2012)

Status	Assignment Period	Subject	Document	Email
Overdue (05/02/2012)	04/01/2012 - 05/01/2012	guest	Venipuncture DO	Send Email Begin Task
Overdue (05/04/2012)	05/01/2012 - 05/04/2012	Barbara Dodd	Exam5	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	Id	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-020 LICENSURE	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-050 PROF TESTING 1	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-060 PERSONNEL 3	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 1	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 2	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 3	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 4	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 5	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 6	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 7	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-080 GA 1	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-080 GA 2	Send Email Begin Task
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-080 GA 3	Send Email Begin Task

10. Select the **X** when done.

Employee Task Report  
Employee: Barbara Dodd (04/01/2012-05/01/2012)  
Filters:  
Date Printed: 09/13/2012

Status	Assignment Period	Subject	Document
Overdue (05/02/2012)	04/01/2012 - 05/01/2012	guest	Venipuncture DO
Overdue (05/04/2012)	05/01/2012 - 05/04/2012	Barbara Dodd	Exam5
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	Id
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-020 LICENSURE
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-050 PROF TESTING 1
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-060 PERSONNEL 3
Overdue (07/31/2012)	07/01/2012 - 07/31/2012	CAP Checklist	WAC 246-338-070 RECORDS 1

11. Return to the **Department Task Report** mini color bar.

Select the date range of [this week](#).


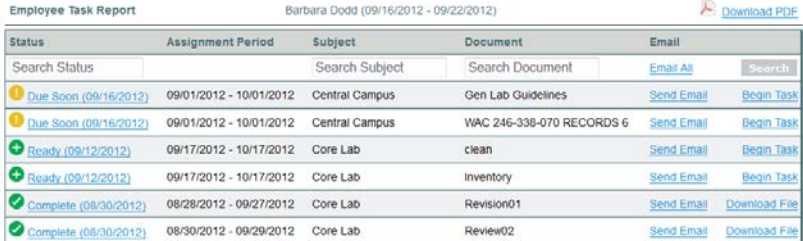
InspectionReady

Department Task Report  
Laboratory (03/13/2012 - 03/13/2012)

Employee: Barbara Dodd

Department: Laboratory

Date Range: **this week** (dropdown menu highlighted with red arrow)

12.	There are only two employees for this department and only Barbara has tasks for the current week. Select the Green icon.																																				
13.	Again, InspectionReady provides a table of tasks assigned to Barbara for the current week and shows the status of each.	 <table border="1" data-bbox="1108 456 1906 667"> <thead> <tr> <th>Status</th> <th>Assignment Period</th> <th>Subject</th> <th>Document</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><span style="color: yellow;">!</span> Due Soon (09/16/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Central Campus</td> <td>Gen Lab Guidelines</td> <td><a href="#">Send Email</a> <a href="#">Begin Task</a></td> </tr> <tr> <td><span style="color: yellow;">!</span> Due Soon (09/16/2012)</td> <td>09/01/2012 - 10/01/2012</td> <td>Central Campus</td> <td>WAC 246-338-070 RECORDS 6</td> <td><a href="#">Send Email</a> <a href="#">Begin Task</a></td> </tr> <tr> <td><span style="color: green;">+</span> Ready (09/12/2012)</td> <td>09/17/2012 - 10/17/2012</td> <td>Core Lab</td> <td>clean</td> <td><a href="#">Send Email</a> <a href="#">Begin Task</a></td> </tr> <tr> <td><span style="color: green;">+</span> Ready (09/12/2012)</td> <td>09/17/2012 - 10/17/2012</td> <td>Core Lab</td> <td>Inventory</td> <td><a href="#">Send Email</a> <a href="#">Begin Task</a></td> </tr> <tr> <td><span style="color: green;">✓</span> Complete (08/30/2012)</td> <td>08/28/2012 - 09/27/2012</td> <td>Core Lab</td> <td>Revision01</td> <td><a href="#">Send Email</a> <a href="#">Download File</a></td> </tr> <tr> <td><span style="color: green;">✓</span> Complete (08/30/2012)</td> <td>08/30/2012 - 09/29/2012</td> <td>Core Lab</td> <td>Review02</td> <td><a href="#">Send Email</a> <a href="#">Download File</a></td> </tr> </tbody> </table>	Status	Assignment Period	Subject	Document	Email	<span style="color: yellow;">!</span> Due Soon (09/16/2012)	09/01/2012 - 10/01/2012	Central Campus	Gen Lab Guidelines	<a href="#">Send Email</a> <a href="#">Begin Task</a>	<span style="color: yellow;">!</span> Due Soon (09/16/2012)	09/01/2012 - 10/01/2012	Central Campus	WAC 246-338-070 RECORDS 6	<a href="#">Send Email</a> <a href="#">Begin Task</a>	<span style="color: green;">+</span> Ready (09/12/2012)	09/17/2012 - 10/17/2012	Core Lab	clean	<a href="#">Send Email</a> <a href="#">Begin Task</a>	<span style="color: green;">+</span> Ready (09/12/2012)	09/17/2012 - 10/17/2012	Core Lab	Inventory	<a href="#">Send Email</a> <a href="#">Begin Task</a>	<span style="color: green;">✓</span> Complete (08/30/2012)	08/28/2012 - 09/27/2012	Core Lab	Revision01	<a href="#">Send Email</a> <a href="#">Download File</a>	<span style="color: green;">✓</span> Complete (08/30/2012)	08/30/2012 - 09/29/2012	Core Lab	Review02	<a href="#">Send Email</a> <a href="#">Download File</a>
Status	Assignment Period	Subject	Document	Email																																	
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<span style="color: yellow;">!</span> Due Soon (09/16/2012)	09/01/2012 - 10/01/2012	Central Campus	WAC 246-338-070 RECORDS 6	<a href="#">Send Email</a> <a href="#">Begin Task</a>																																	
<span style="color: green;">+</span> Ready (09/12/2012)	09/17/2012 - 10/17/2012	Core Lab	clean	<a href="#">Send Email</a> <a href="#">Begin Task</a>																																	
<span style="color: green;">+</span> Ready (09/12/2012)	09/17/2012 - 10/17/2012	Core Lab	Inventory	<a href="#">Send Email</a> <a href="#">Begin Task</a>																																	
<span style="color: green;">✓</span> Complete (08/30/2012)	08/28/2012 - 09/27/2012	Core Lab	Revision01	<a href="#">Send Email</a> <a href="#">Download File</a>																																	
<span style="color: green;">✓</span> Complete (08/30/2012)	08/30/2012 - 09/29/2012	Core Lab	Review02	<a href="#">Send Email</a> <a href="#">Download File</a>																																	
14.	InspectionReady will also show which employees are separated. By default, employees that have been separated before the current day do not show up.	