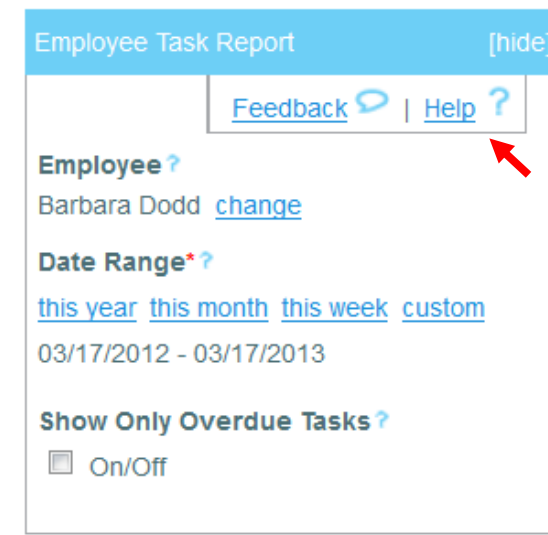
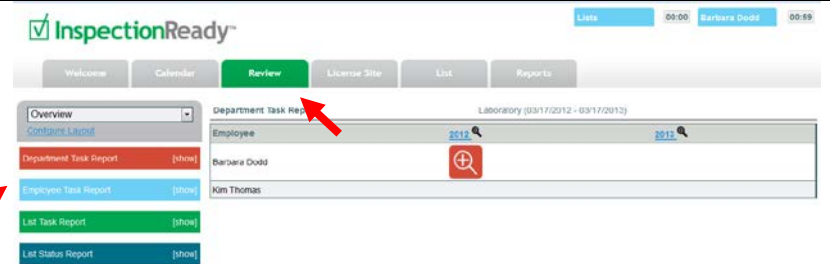

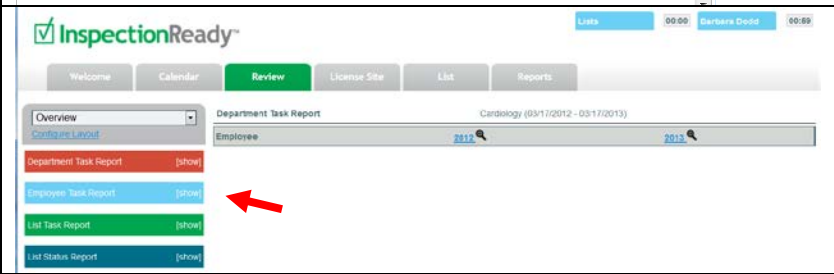

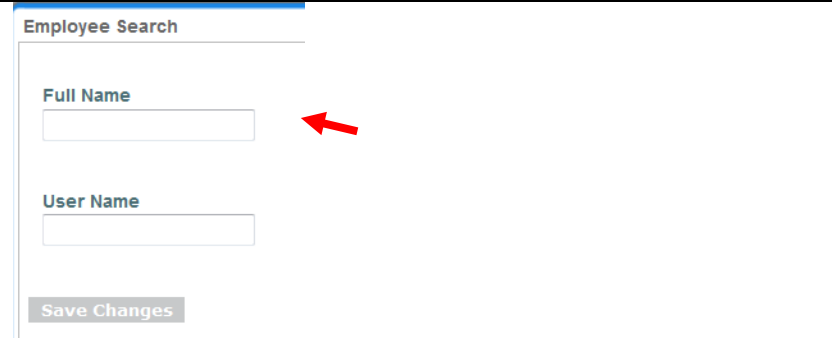
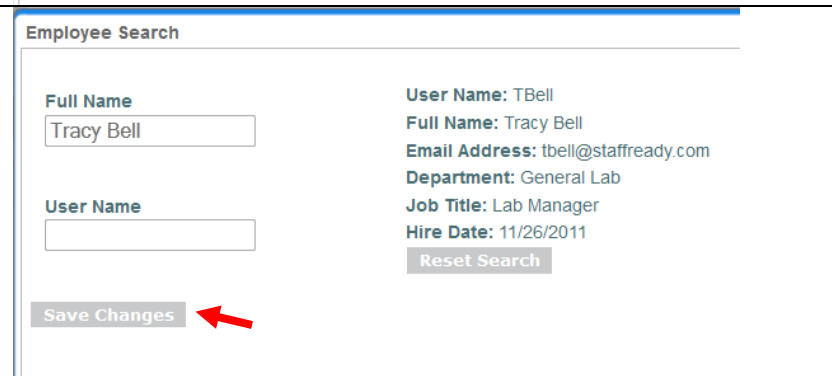
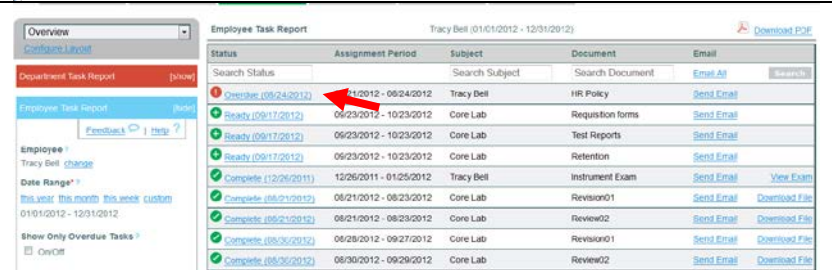
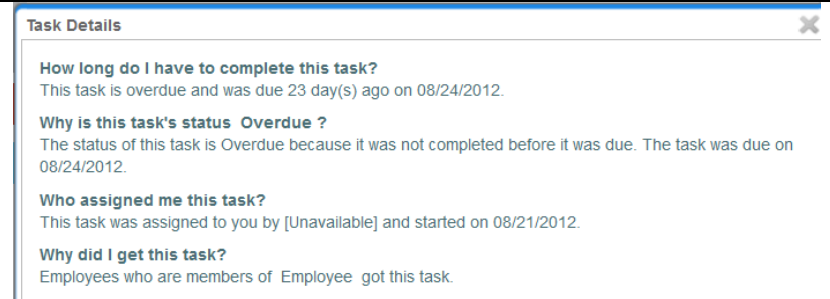


Review – Employee Task Report	
Step	Action
1.	<p>Navigate to the Review Tab.</p> <p>On the left you will see four mini color bars. These mini color bars are available for the Admins. The Employee will typically only see the Employee Task Report.</p> <p>Note the Employee Task Report mini color bar.</p>
2.	<p>Select and expand the Employee Task Report mini color bar.</p> <p>Click on the Help link.</p>



<p>3.</p>	<p>The Help 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 X in the upper right-hand corner when you are finished.</p>	 <p>The screenshot shows a window titled "Employee Task Report". At the top, there is a red arrow pointing to the "Employee Task Report" header. Below the header are two links: "Employee Tasks List (PDF)" and "Employee Tasks List (Video)". The main content area explains that the report is used to display tasks assigned to a single employee and lists search criteria: Employee, Date Range (with sub-options for this year, this month, this week, custom, and update display), and Update Display.</p>																																																		
<p>4.</p>	<p>Select the Employee Task Report mini bar.</p>	 <p>The screenshot shows the main InspectionReady interface. A red arrow points to the "Employee Task Report" link in the left-hand navigation menu. The top navigation bar includes "Welcome", "Calendar", "Review", "License Site", "List", and "Reports". The "Review" section is active, showing a "Department Task Report" for "Cardiology (03/17/2012 - 03/17/2013)".</p>																																																		
<p>5.</p>	<p>The Employee Task Report provides a table of tasks assigned to the employee you have selected. Currently tasks for Barbara Dodd are displayed but another employee may be selected.</p> <p>Select Change.</p>	 <p>The screenshot shows the "Employee Task Report" for "Barbara Dodd (01/01/2012 - 12/31/2012)". A red arrow points to the "change" link next to the employee name. Below the navigation is a table of tasks with columns for Status, Assignment Period, Subject, Document, and Email. The table lists several overdue tasks.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Assignment Period</th> <th>Subject</th> <th>Document</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>David Melena</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Danka Lesser</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Emma Rainey</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Camille Dickerson</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Leo Ramirez</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Chiel Taylor</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Darryl Banks</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Corin Klein</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> <tr> <td>Overdue (02/02/2012)</td> <td>01/03/2012 - 02/02/2012</td> <td>Brian Condon</td> <td>Venipuncture DO</td> <td>Send Email Begin Task</td> </tr> </tbody> </table>	Status	Assignment Period	Subject	Document	Email	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	David Melena	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Danka Lesser	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Emma Rainey	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Camille Dickerson	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Leo Ramirez	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Chiel Taylor	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Darryl Banks	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Corin Klein	Venipuncture DO	Send Email Begin Task	Overdue (02/02/2012)	01/03/2012 - 02/02/2012	Brian Condon	Venipuncture DO	Send Email Begin Task
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<p>6.</p>	<p>In the Employee Search window, begin typing in the employee's name in the Full Name box.</p>																																																			
<p>7.</p>	<p>Tracy Bell is the name in this example. Select Save Changes.</p>																																																			
<p>8.</p>	<p>These are the tasks assigned to Tracy Bell for the current year. One is overdue, three are ready, and several are complete. Select the Overdue link.</p>	 <table border="1"> <thead> <tr> <th>Status</th> <th>Assignment Period</th> <th>Subject</th> <th>Document</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Overdue (09/24/2012)</td> <td>01/2012 - 09/24/2012</td> <td>Tracy Bell</td> <td>HR Policy</td> <td>Send Email</td> </tr> <tr> <td>Ready (09/17/2012)</td> <td>09/23/2012 - 10/23/2012</td> <td>Core Lab</td> <td>Requisition forms</td> <td>Send Email</td> </tr> <tr> <td>Ready (09/17/2012)</td> <td>09/23/2012 - 10/23/2012</td> <td>Core Lab</td> <td>Test Reports</td> <td>Send Email</td> </tr> <tr> <td>Ready (09/17/2012)</td> <td>09/23/2012 - 10/23/2012</td> <td>Core Lab</td> <td>Retention</td> <td>Send Email</td> </tr> <tr> <td>Complete (12/26/2011)</td> <td>12/26/2011 - 01/25/2012</td> <td>Tracy Bell</td> <td>Instrument Exam</td> <td>Send Email View Exam</td> </tr> <tr> <td>Complete (09/21/2012)</td> <td>09/21/2012 - 09/23/2012</td> <td>Core Lab</td> <td>Revision01</td> <td>Send Email Download File</td> </tr> <tr> <td>Complete (09/21/2012)</td> <td>09/21/2012 - 09/23/2012</td> <td>Core Lab</td> <td>Revision02</td> <td>Send Email Download File</td> </tr> <tr> <td>Complete (09/21/2012)</td> <td>09/21/2012 - 09/23/2012</td> <td>Core Lab</td> <td>Revision01</td> <td>Send Email Download File</td> </tr> <tr> <td>Complete (09/26/2012)</td> <td>09/26/2012 - 09/29/2012</td> <td>Core Lab</td> <td>Review02</td> <td>Send Email Download File</td> </tr> </tbody> </table>	Status	Assignment Period	Subject	Document	Email	Overdue (09/24/2012)	01/2012 - 09/24/2012	Tracy Bell	HR Policy	Send Email	Ready (09/17/2012)	09/23/2012 - 10/23/2012	Core Lab	Requisition forms	Send Email	Ready (09/17/2012)	09/23/2012 - 10/23/2012	Core Lab	Test Reports	Send Email	Ready (09/17/2012)	09/23/2012 - 10/23/2012	Core Lab	Retention	Send Email	Complete (12/26/2011)	12/26/2011 - 01/25/2012	Tracy Bell	Instrument Exam	Send Email View Exam	Complete (09/21/2012)	09/21/2012 - 09/23/2012	Core Lab	Revision01	Send Email Download File	Complete (09/21/2012)	09/21/2012 - 09/23/2012	Core Lab	Revision02	Send Email Download File	Complete (09/21/2012)	09/21/2012 - 09/23/2012	Core Lab	Revision01	Send Email Download File	Complete (09/26/2012)	09/26/2012 - 09/29/2012	Core Lab	Review02	Send Email Download File
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<p>9.</p>	<p>In the Task Details window, details of this task are now displayed.</p> <p>Select X in the upper right-hand corner to close.</p>	
<p>10.</p>	<p>You may look at the tasks for the date range of this year, this month, this week, or select a custom range.</p> <p>Selecting the box for the Show Only Overdue Tasks, Inspection Ready will show only the overdue tasks for the date range you selected.</p>	