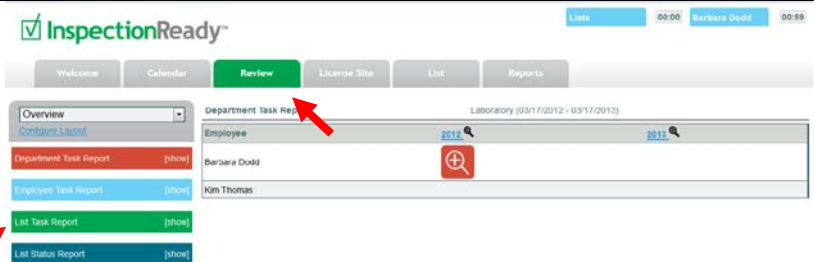
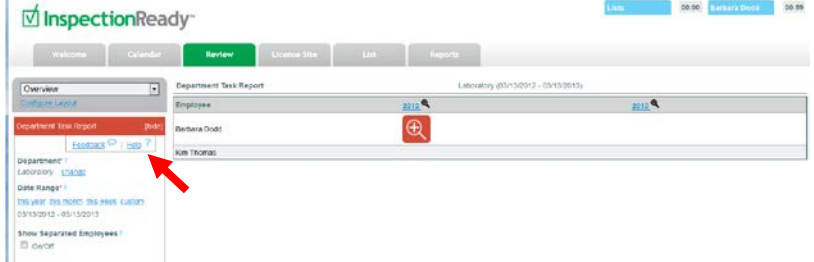
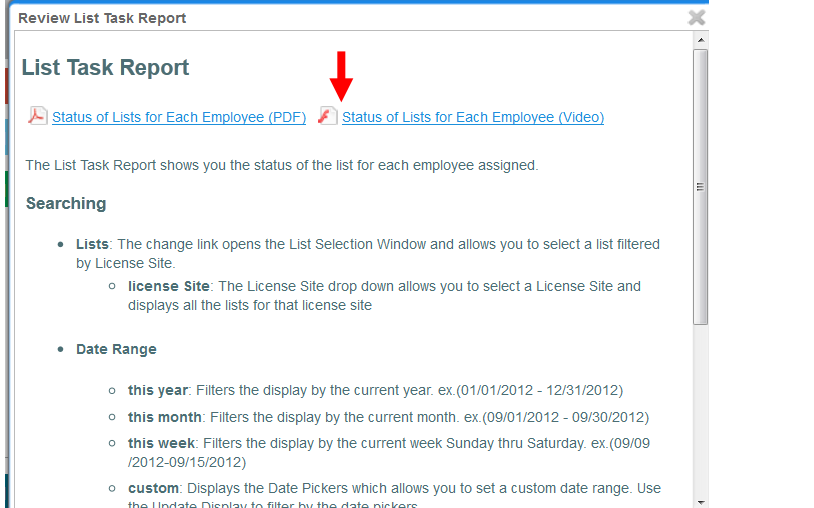

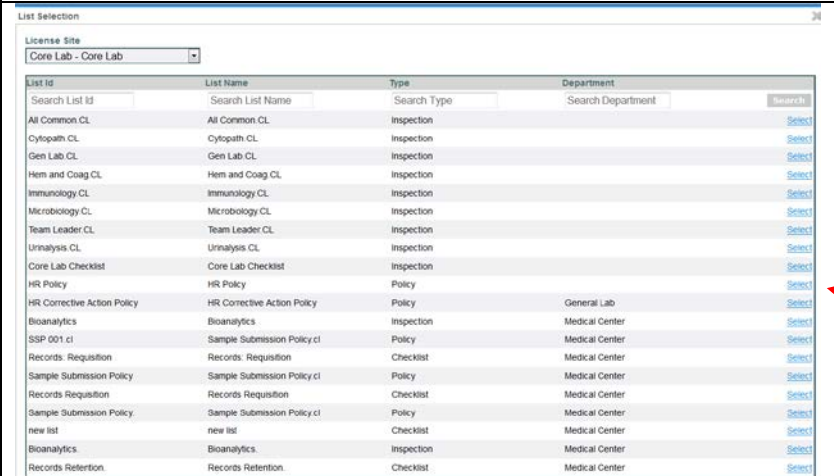


Review – List Task Report		
Step	Action	
1.	<p>Navigate to the <b>Review Tab</b>.</p> <p>On the left you will see four mini color bars. These color bars are available for the Admins. The Employee will typically only see the Employee Task Report.</p> <p>Select the <b>List Task Report</b> mini color bar.</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. This report shows you the status of the list for each employee assigned tasks.</p> <p>You may change the list to view by selecting the <a href="#">Change</a> link.</p>																																																																																																															
<p>5. Choose <a href="#">Select</a> for the list desired, and for this example, HR Policy is selected.</p>	 <table border="1"> <thead> <tr> <th>List Id</th> <th>List Name</th> <th>Type</th> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td>Search List Id</td> <td>Search List Name</td> <td>Search Type</td> <td>Search Department</td> <td>Search</td> </tr> <tr> <td>All Common CL</td> <td>All Common CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Cytopath CL</td> <td>Cytopath CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Gen Lab CL</td> <td>Gen Lab CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Hem and Coag CL</td> <td>Hem and Coag CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Immunology CL</td> <td>Immunology CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Microbiology CL</td> <td>Microbiology CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Team Leader CL</td> <td>Team Leader CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Urinalysis CL</td> <td>Urinalysis CL</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>Core Lab Checklist</td> <td>Core Lab Checklist</td> <td>Inspection</td> <td></td> <td>Select</td> </tr> <tr> <td>HR Policy</td> <td>HR Policy</td> <td>Policy</td> <td></td> <td>Select</td> </tr> <tr> <td>HR Corrective Action Policy</td> <td>HR Corrective Action Policy</td> <td>Policy</td> <td>General Lab</td> <td>Select</td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>SSP 001 ci</td> <td>Sample Submission Policy ci</td> <td>Policy</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>Records Requisition</td> <td>Records Requisition</td> <td>Checklist</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>Sample Submission Policy</td> <td>Sample Submission Policy ci</td> <td>Policy</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>Records Requisition</td> <td>Records Requisition</td> <td>Checklist</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>Sample Submission Policy</td> <td>Sample Submission Policy ci</td> <td>Policy</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>new list</td> <td>new list</td> <td>Checklist</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>Bioanalytics</td> <td>Bioanalytics</td> <td>Inspection</td> <td>Medical Center</td> <td>Select</td> </tr> <tr> <td>Records Retention</td> <td>Records Retention</td> <td>Checklist</td> <td>Medical Center</td> <td>Select</td> </tr> </tbody> </table>	List Id	List Name	Type	Department		Search List Id	Search List Name	Search Type	Search Department	Search	All Common CL	All Common CL	Inspection		Select	Cytopath CL	Cytopath CL	Inspection		Select	Gen Lab CL	Gen Lab CL	Inspection		Select	Hem and Coag CL	Hem and Coag CL	Inspection		Select	Immunology CL	Immunology CL	Inspection		Select	Microbiology CL	Microbiology CL	Inspection		Select	Team Leader CL	Team Leader CL	Inspection		Select	Urinalysis CL	Urinalysis CL	Inspection		Select	Core Lab Checklist	Core Lab Checklist	Inspection		Select	HR Policy	HR Policy	Policy		Select	HR Corrective Action Policy	HR Corrective Action Policy	Policy	General Lab	Select	Bioanalytics	Bioanalytics	Inspection	Medical Center	Select	SSP 001 ci	Sample Submission Policy ci	Policy	Medical Center	Select	Records Requisition	Records Requisition	Checklist	Medical Center	Select	Sample Submission Policy	Sample Submission Policy ci	Policy	Medical Center	Select	Records Requisition	Records Requisition	Checklist	Medical Center	Select	Sample Submission Policy	Sample Submission Policy ci	Policy	Medical Center	Select	new list	new list	Checklist	Medical Center	Select	Bioanalytics	Bioanalytics	Inspection	Medical Center	Select	Records Retention	Records Retention	Checklist	Medical Center	Select
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<p>6.</p> <p>This list is for the current year. The Green icons tell you that all the tasks for the employee are either Ready to be worked on, or Complete. The Red icon tells you that at least one task for that employee is overdue.</p> <p>Select on the Red icon for Tracy Bell.</p>		
<p>7.</p> <p>Tracy has one task overdue, three that are Ready to be worked on, and four that are Complete. The table also shows you the Assignment Period for each list, the Subject, and the Document. You may also download the file for the lists that have been completed by selecting <a href="#">Download File</a>.</p>		
<p>8.</p> <p>You may look at the tasks for the date range of this year, this month, this week, or select a custom range by selecting the Date Range you want.</p> <p>InspectionReady will also show you which employees are separated. By default, employees that have been separated before the current day do not show up.</p>		