
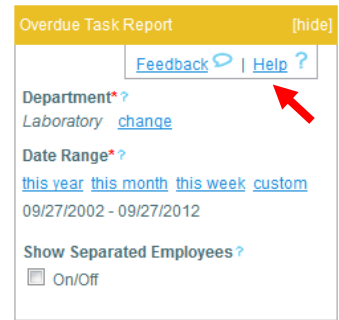
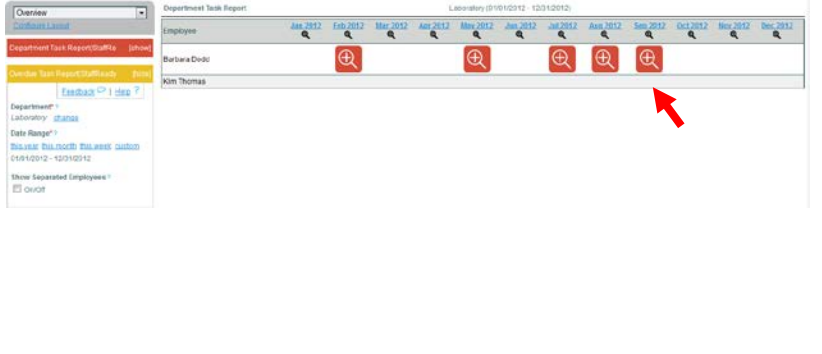
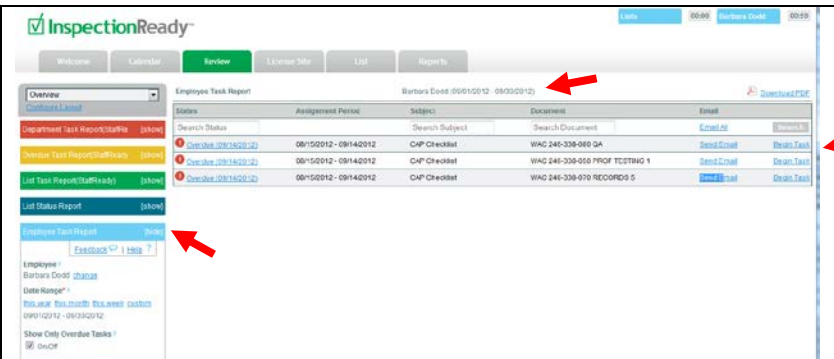
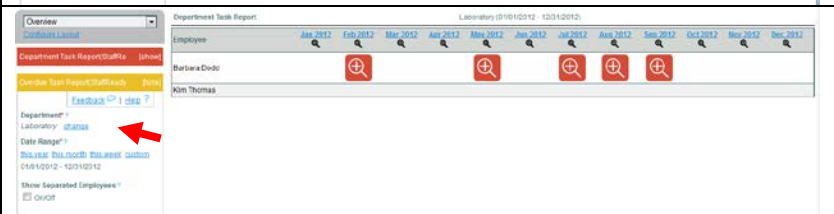
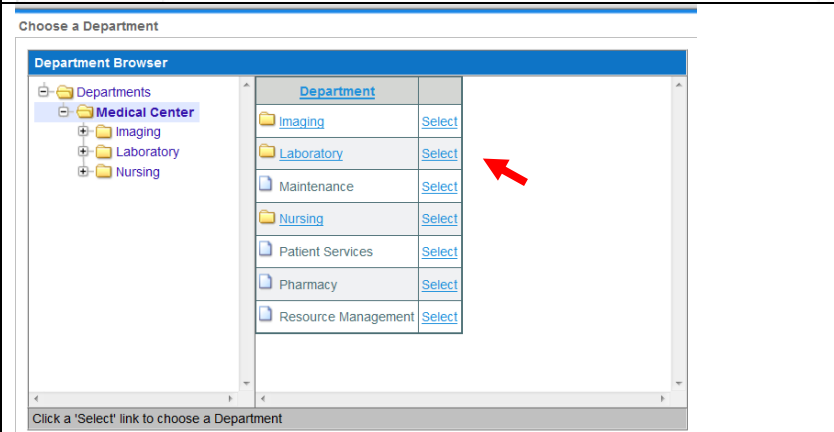


Review – Overdue Task Report		
Step	Action	
1.	<p>Navigate to the Review Tab.</p> <p>On the left you will see four mini color bars. These color bars are available for the Admins. The Employee will typically only see the Employee Task Report.</p> <p>Select the Overdue Task Report mini color bar.</p>	
2.	<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>	
3.	<p>The Overdue Task Report displays all tasks where the beginning of the assignment period is before the end of the date range and the end of the assignment is after the beginning of the range.</p> <p>In this example, we have two employees in this department. Kim does not have any overdue tasks and Barbara Dodd does.</p> <p>Click on the red icon for Sep 2012.</p>	

<p>4. InspectionReady now takes us to the Employee Task Report for employee Barbara Dodd. The report only lists the overdue tasks for September 2012. Barbara would Select Begin Task to begin work on the tasks.</p>	 <p>The screenshot shows the 'Employee Task Report' for Barbara Dodd. The 'Status' column lists three overdue tasks for September 2012. Red arrows point to the 'Begin Task' link for each task. Another red arrow points to the 'Feedback' link in the left sidebar.</p>
<p>5. To change the Department, select the Change link.</p>	 <p>The screenshot shows the 'Department Task Report' for Barbara Dodd. Red arrows point to the 'Change' link in the left sidebar and the magnifying glass icons in the employee list, which are used to change the department.</p>
<p>6. In the Choose a Department window, change to a new Department by choosing Select. Laboratory is the Department in this example.</p>	 <p>The screenshot shows the 'Choose a Department' window. The 'Department Browser' on the left lists 'Medical Center', 'Imaging', 'Laboratory', and 'Nursing'. The 'Department' list on the right shows 'Imaging', 'Laboratory', 'Maintenance', 'Nursing', 'Patient Services', 'Pharmacy', and 'Resource Management'. A red arrow points to the 'Select' link next to 'Laboratory'.</p>