

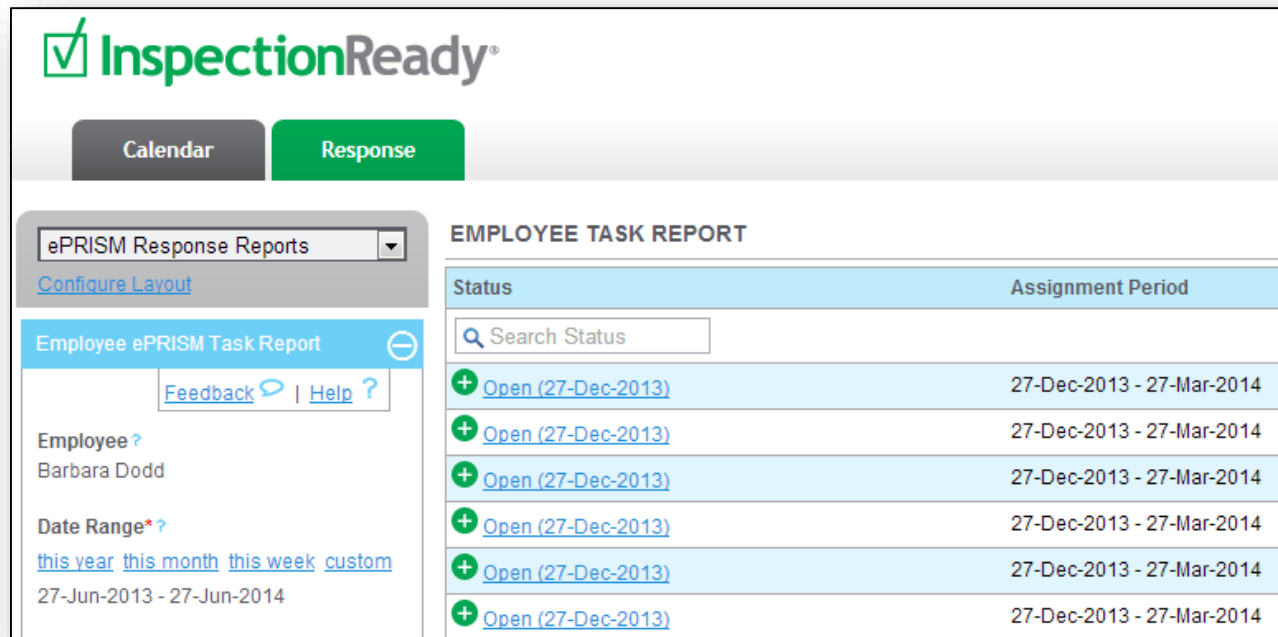
Response Tab

Employee Task Report

Complete Supplemental Tasks

This reference guide is for completing supplemental tasks within the **Employee Task Report** of the **Response** tab. These areas are covered within this document:

- ✔ Complete supplemental tasks



The screenshot shows the InspectionReady interface. At the top, there are two tabs: "Calendar" and "Response", with "Response" being the active tab. Below the tabs, there is a dropdown menu for "ePRISM Response Reports" and a "Configure Layout" link. The main content area is titled "EMPLOYEE TASK REPORT" and contains a table with two columns: "Status" and "Assignment Period". The table lists six rows, each with a green plus icon, the status "Open (27-Dec-2013)", and the assignment period "27-Dec-2013 - 27-Mar-2014". On the left side of the interface, there is a sidebar with the title "Employee ePRISM Task Report" and a "Feedback" link. Below the title, it displays the employee name "Barbara Dodd" and the date range "27-Jun-2013 - 27-Jun-2014".

Status	Assignment Period
+ Open (27-Dec-2013)	27-Dec-2013 - 27-Mar-2014
+ Open (27-Dec-2013)	27-Dec-2013 - 27-Mar-2014
+ Open (27-Dec-2013)	27-Dec-2013 - 27-Mar-2014
+ Open (27-Dec-2013)	27-Dec-2013 - 27-Mar-2014
+ Open (27-Dec-2013)	27-Dec-2013 - 27-Mar-2014
+ Open (27-Dec-2013)	27-Dec-2013 - 27-Mar-2014

Complete Supplemental Tasks

From the **Employee Task Report** menu, you can complete and review supplemental tasks.

A supplemental task can be one of the following:

- **Response Task:** a response task is a task that is associated to a study question and is meant to assist with meeting the requirements of study section question. This differs from a **Response Owner Task** which is assigned when a study is first set to the **Preparation** state within **InspectionReady**. There is only one **Response Owner Task**. However, there can be multiple **Response Tasks** which is why they are considered “supplemental”.
- **Action Item:** when issues are discovered within a study, they are flagged within **InspectionReady**. **Action Items** are then created as a means to record the steps taken in order to eliminate the study issue.


Supplemental tasks appear on your **Response** tab with icons that provide a visual representation of the status for each assigned task. The following legend defines the meaning of each icon:

- + The assigned task is “Open” and available to be completed.
- ! The assigned task is “Due Soon” and has past the preset warning date for task completion.
- ! The assigned task is “Overdue” and has past the preset due date for task completion.
- ✓ You have successfully completed the assigned task.

Complete Supplemental Tasks

1. Select [Begin Task](#).

Note: a supplemental task (response task or action item) will have text within the **Document** column of the **Employee Task Report**. Conversely, **Response Owner Tasks** will have the question they are associated to referenced in the **Document** column (i.e. ‘II.8’ or ‘II.9’).

+ Open (27-Dec-2013)	30-Dec-2013 - 30-Dec-2013	Jason Snead	This is an example of a supple	 Begin Task
+ Open (22-Nov-2013)	03-Jan-2014 - 02-Feb-2014	Brigitte Saroka	II.8	Send Email Begin Task
+ Open (22-Nov-2013)	03-Jan-2014 - 02-Feb-2014	Brigitte Saroka	II.9	Send Email Begin Task

2. Enter steps taken to complete the **Action Item** task within the **Text** field.
3. Click **Back to List** to exit *without* saving changes.
4. Click **Save Progress** to exit *with* saved changes.
5. Click **I'm Done** to exit *with* saved changes and *complete* the task.

Note: When you click **I'm Done**, you *cannot* make any further updates to the supplemental task. Therefore, select **Save Progress** if you are *not certain* you are complete with the supplemental task.

Calendar Response

Supplemental Action Item
Employee: Jason Snead

Document Details
Feedback | Help ?

Description [hide/show](#)
Action Item: Supplemental Action Item
Study: BO22500
Question: II.7
Anticipated Inspector Actions: Pre-selection of vendors / Bidding stage

Question Sets [hide/show](#)
Supplemental Action Item

Supplemental Action Item
Issue Id: Supplemental Issue
Description: This is an example of a supplemental issue.

1. This is an example of a supplemental action item.

Back to List Save Progress I'm Done