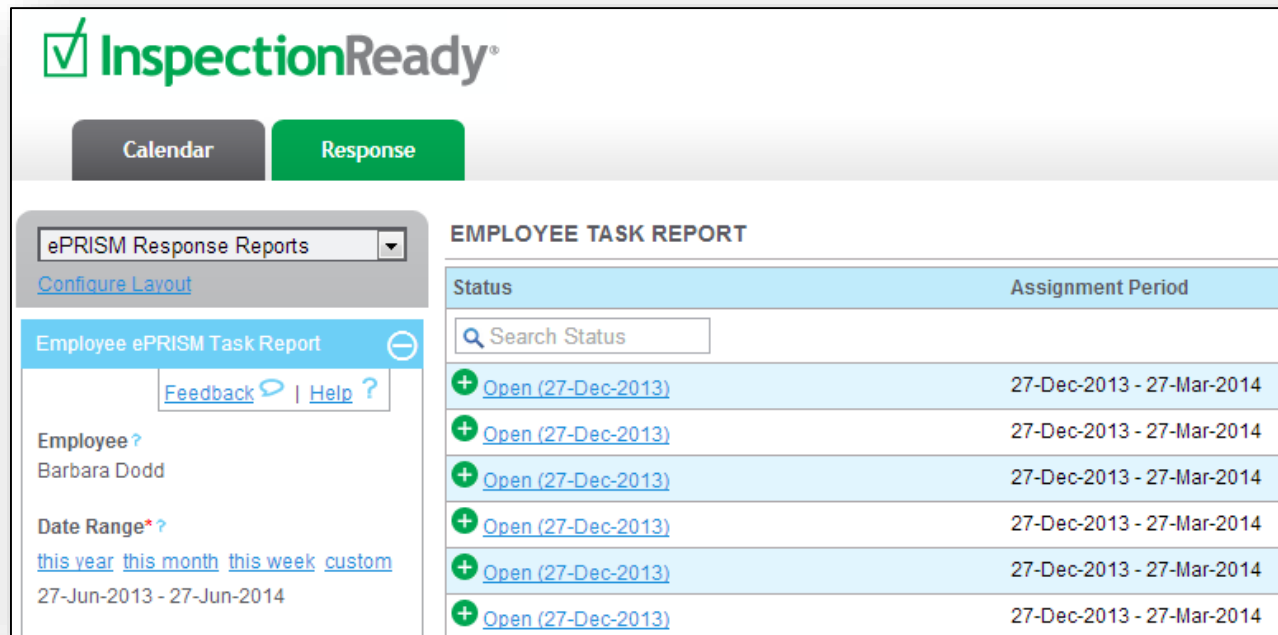


Response Tab

Employee Task Report Menu - Overview

This reference guide is an overview of the **Employee Task Report** within the **Response** tab. These areas are covered within this document:

- ✓ Employee task report overview
- ✓ Select date range for employee task report
- ✓ Task details menu
- ✓ Review completed tasks
- ✓ Export employee task report







The screenshot displays the InspectionReady web 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 features a search bar labeled 'Search Status'. Below the search bar is a table with two columns: 'Status' and 'Assignment Period'. The table contains 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 | Help ?' link. Below this, the 'Employee ?' section shows 'Barbara Dodd'. The 'Date Range* ?' section shows '27-Jun-2013 - 27-Jun-2014' with links for 'this year', 'this month', 'this week', and 'custom'.

Employee Task Report Overview

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

Assigned 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.








Employee Task Report Overview

Enter key words within the search bar to filter the task list.

The **Employee Task Report** can be filtered by:

- Status
- Subject
- Document

Click **Search** to filter the list based on your key word search.

Status	Assignment Period	Subject	Document
<input type="text" value="Search Status"/>		<input type="text" value="Search Subject"/>	<input type="text" value="Search Document"/>
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	II.1
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	II.10
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	II.6
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	II.7
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	II.8
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	IV.1
 Due Soon (29-Nov-2013)	27-Nov-2013 - 25-Feb-2014	Lisa Shafe	IX.1

Document	Email
<input type="text" value="Search Document"/>	Email All
	<input type="button" value="Search"/>

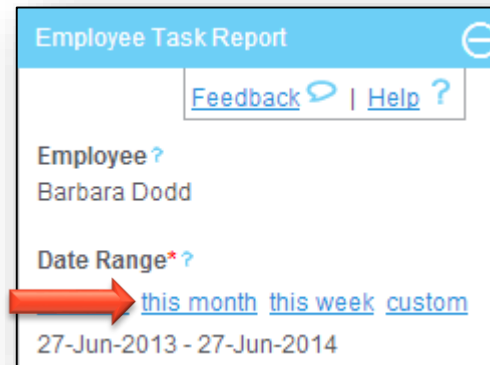
Select Date Range for Employee Task Report

The **Date Range** menu within the **Employee Task Report** minibar allows you to quickly change the list of assigned tasks displayed within the **Employee Task Report** table. There are three preconfigured options (this year, this month, and this week) and a custom date range option. Among other uses, the custom range is how you view task completed in the past. You can find the menu options under **Date Range**.

Select a Date Range

To display every assigned task for the current calendar year, click [this year](#).

To display every assigned task with an **Assignment Period** that has a date within the current month, click [this month](#).



To display every assigned task with an **Assignment Period** that has a date within the current week, click [this week](#).

1. To view a custom beginning and ending date range, click [custom](#).
2. In the **Date** boxes, type the beginning and ending dates of the range you would like to view.
3. Click **Update Display**.



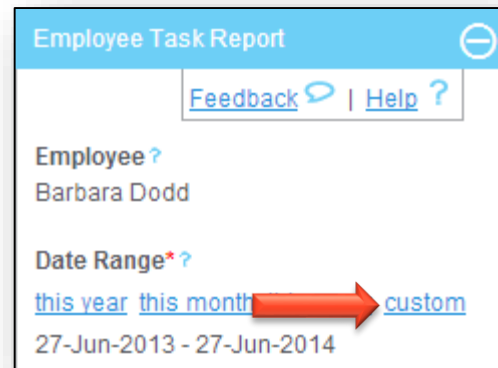
Employee Task Report

[Feedback](#) | [Help ?](#)

Employee ?
Barbara Dodd

Date Range* ?
[this year](#) [this week](#) [custom](#)
27-Jun-2013 - 27-Jun-2014

An orange arrow points from the 'this week' link to the date range '27-Jun-2013 - 27-Jun-2014'.



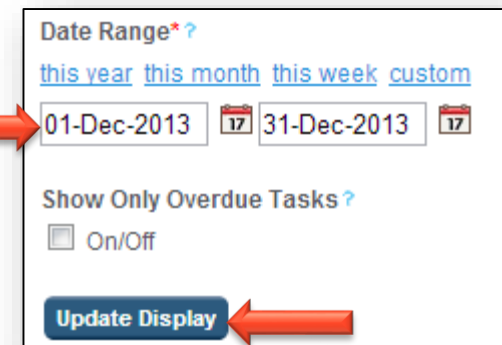
Employee Task Report

[Feedback](#) | [Help ?](#)

Employee ?
Barbara Dodd

Date Range* ?
[this year](#) [this month](#) [custom](#)
27-Jun-2013 - 27-Jun-2014

An orange arrow points from the 'custom' link to the date range '27-Jun-2013 - 27-Jun-2014'.



Date Range* ?
[this year](#) [this month](#) [this week](#) [custom](#)

01-Dec-2013 31-Dec-2013

Show Only Overdue Tasks ?
 On/Off

Update Display

An orange arrow points from the 'Update Display' button to the left.

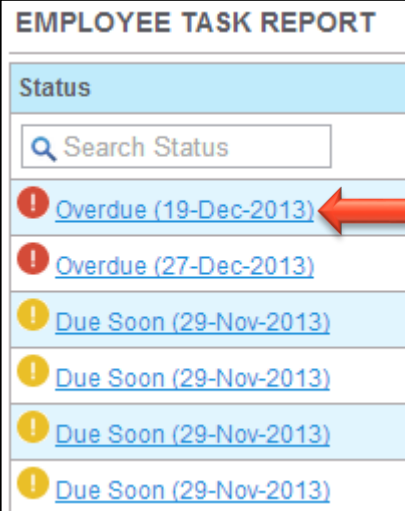
Task Details Menu







From the **Employee Task Report** menu, you can review details about assigned tasks. The following details are provided for each assigned task:

- **How long do I have to complete this task?** : How many days you have remaining before the task must be completed. In the case of an overdue task, this will indicate how many days the task is past due.
- **Why is this task's status _____?** : What transpired for the task to be set to the current status. For example, an overdue task will indicate what date the task became past due.
- **Who assigned me this task?** : Who assigned you the task in case you have questions.
- **Why did I get this task?** : What accountable role you are associated to which resulted in the task being assigned to you.

Task Details Menu

Click the [Status](#) to open the **Task Details** menu.






EMPLOYEE TASK REPORT	
Status	
<input type="text" value="Search Status"/>	
	Overdue (19-Dec-2013)
	Overdue (27-Dec-2013)
	Due Soon (29-Nov-2013)
	Due Soon (29-Nov-2013)
	Due Soon (29-Nov-2013)
	Due Soon (29-Nov-2013)

Review Completed Tasks

Review Completed Tasks







Click [View](#).


 Complete (26-Dec-2013)	27-Dec-2013 - 27-Dec-2013	Jason Snead	Sample Action Item	Send Email	 View
 Complete (26-Dec-2013)	03-Jan-2014 - 02-Feb-2014	Brigitte Saroka	I.1	Send Email	View

Export Employee Task Report

Export Employee Task Report

Click [Download PDF](#).

Status	Assignment Period	Subject	Document	Email
 Search Status		 Search Subject	 Search Document	Email All 
 Overdue (19-Dec-2013)	19-Dec-2013 - 19-Dec-2013	Jason Snead	2013-12-09T08:22:10.202-08:00	Send Email Begin Task
 Overdue (27-Dec-2013)	27-Dec-2013 - 27-Dec-2013	Jason Snead	Complete this task	Send Email Begin Task

EMPLOYEE TASK REPORT Jason Snead (27-Jun-2013 - 27-Jun-2014)  [Download PDF](#)