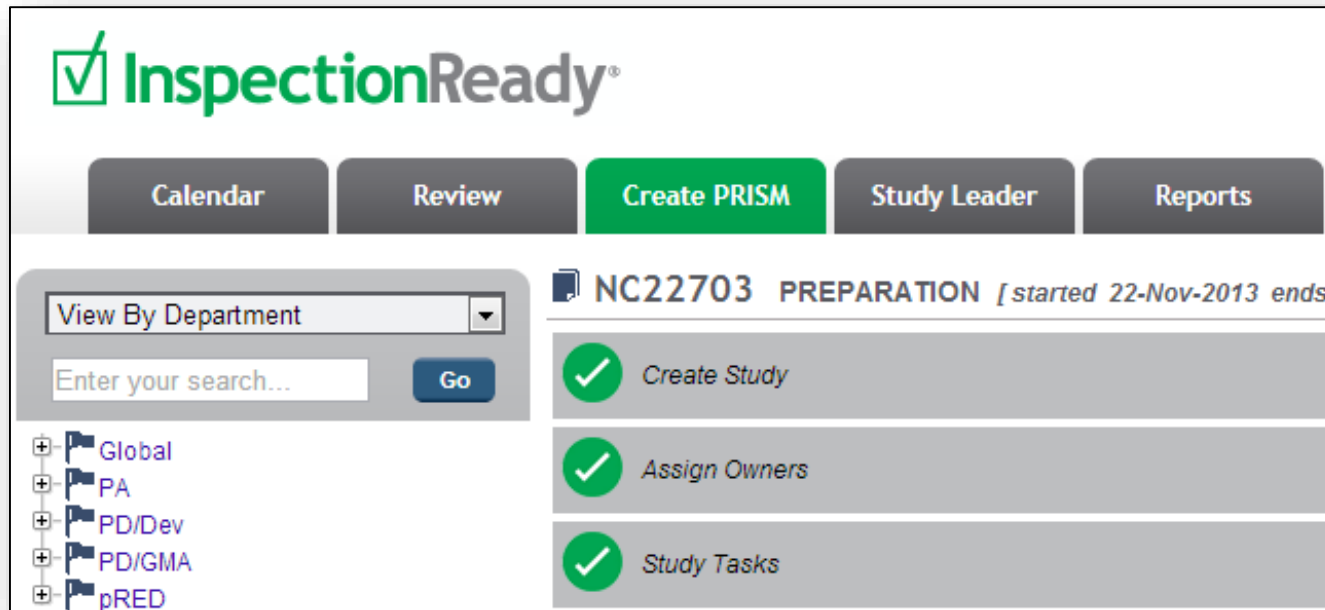


Create PRISM Tab Study Tasks Color Bar

This reference guide is an overview of the **Study Tasks** color bar within the **Create PRISM** tab. The following process steps are covered within this document:

- ✓ Add study tasks
- ✓ Edit study tasks
- ✓ Delete study tasks

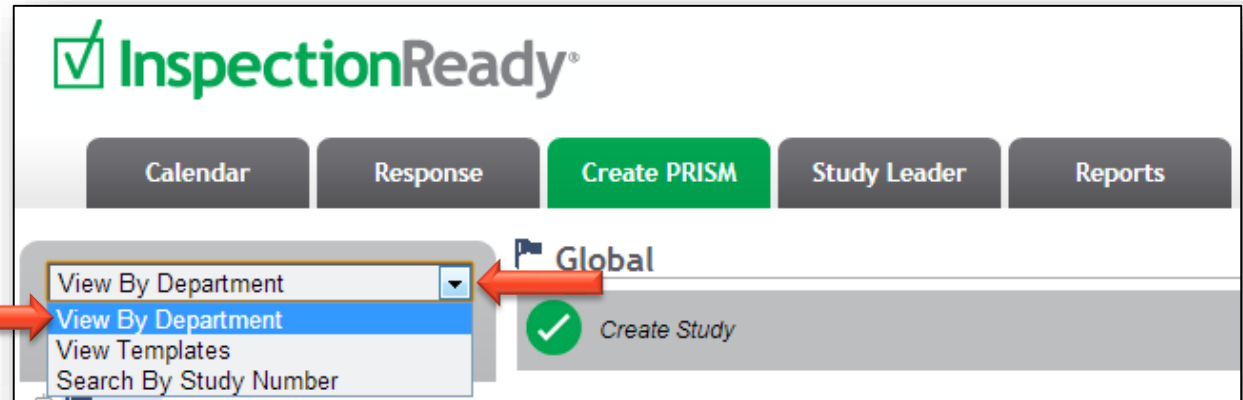


The screenshot displays the InspectionReady software interface. At the top, the logo is followed by a navigation bar with five tabs: 'Calendar', 'Review', 'Create PRISM' (highlighted in green), 'Study Leader', and 'Reports'. Below the navigation bar, there is a search area with a dropdown menu labeled 'View By Department', a search input field with the placeholder text 'Enter your search...', and a 'Go' button. To the left of the search area is a vertical list of department names with expandable icons: Global, PA, PD/Dev, PD/GMA, and pRED. On the right side of the interface, the main content area shows a header for 'NC22703 PREPARATION [started 22-Nov-2013 ends ...]'. Below this header is a color bar with three items, each marked with a green checkmark: 'Create Study', 'Assign Owners', and 'Study Tasks'.

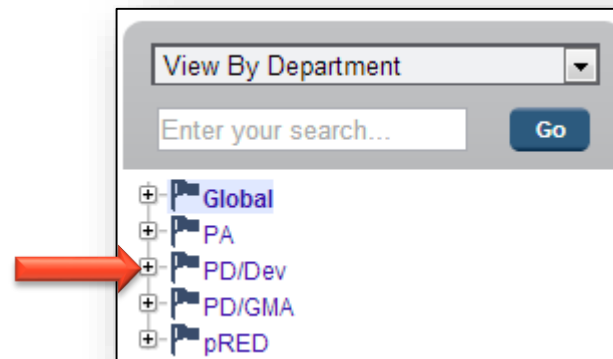
Add Study Task

Add Study Task

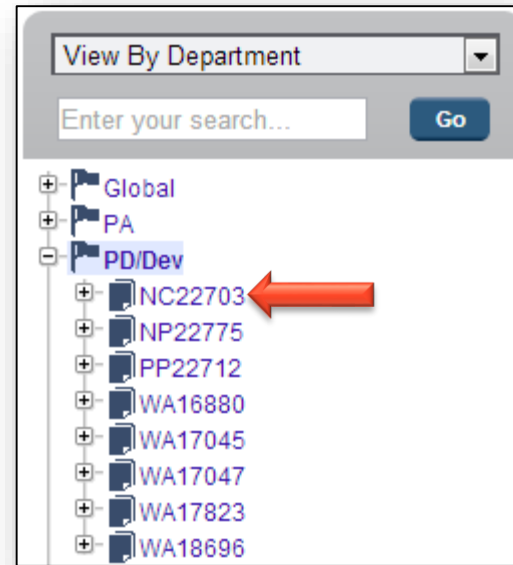
1. Select **View By Department**.



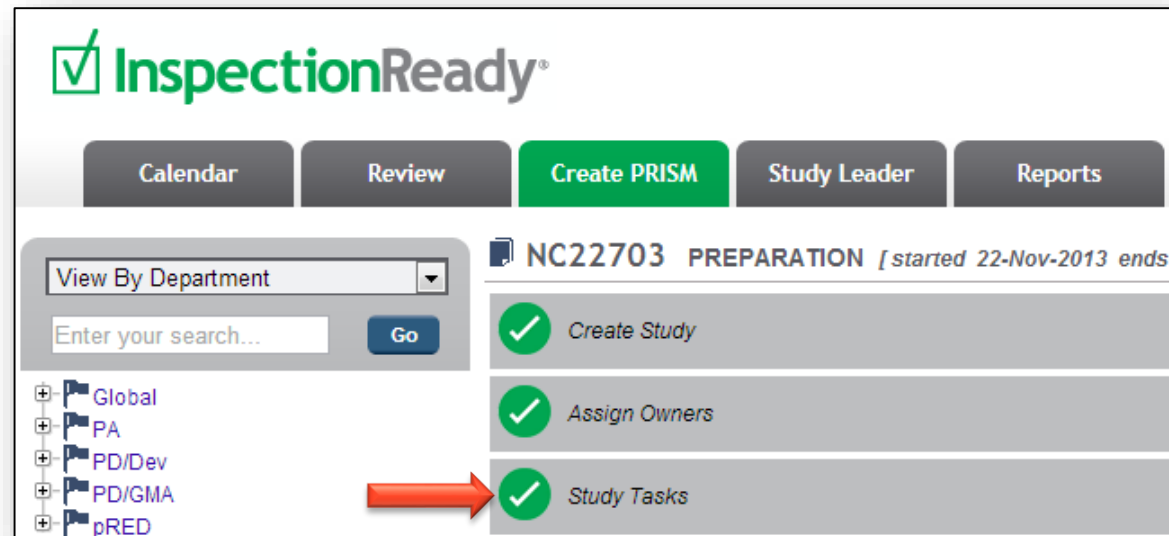
2. Select the **+** icon to list studies within a department.



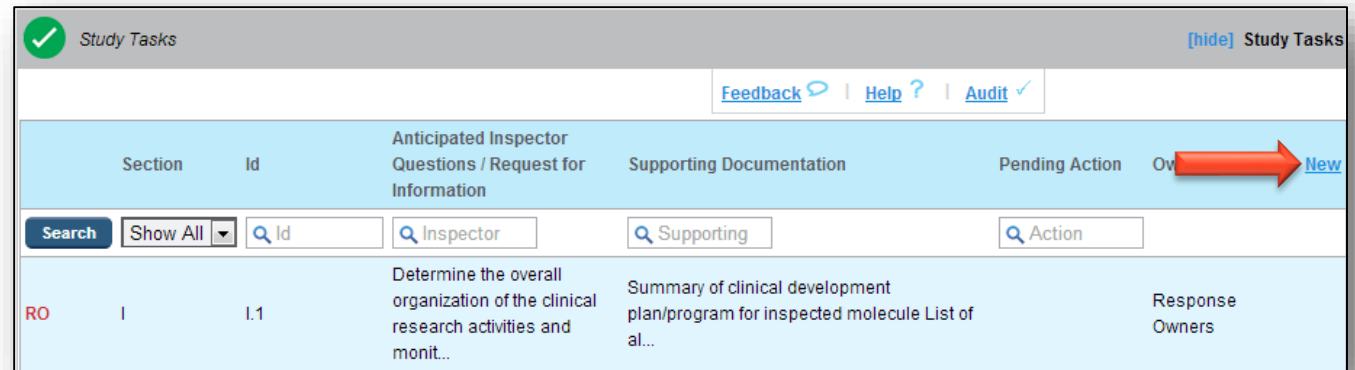
3. Select the **study** to add study tasks.



4. Click **Study Tasks**.



5. Click [New](#).




Section	Id	Anticipated Inspector Questions / Request for Information	Supporting Documentation	Pending Action	Owner
RO	I	I.1	Determine the overall organization of the clinical research activities and monit...	Summary of clinical development plan/program for inspected molecule List of al...	Response Owners

6. Click [change](#) to choose the question to associate the task.

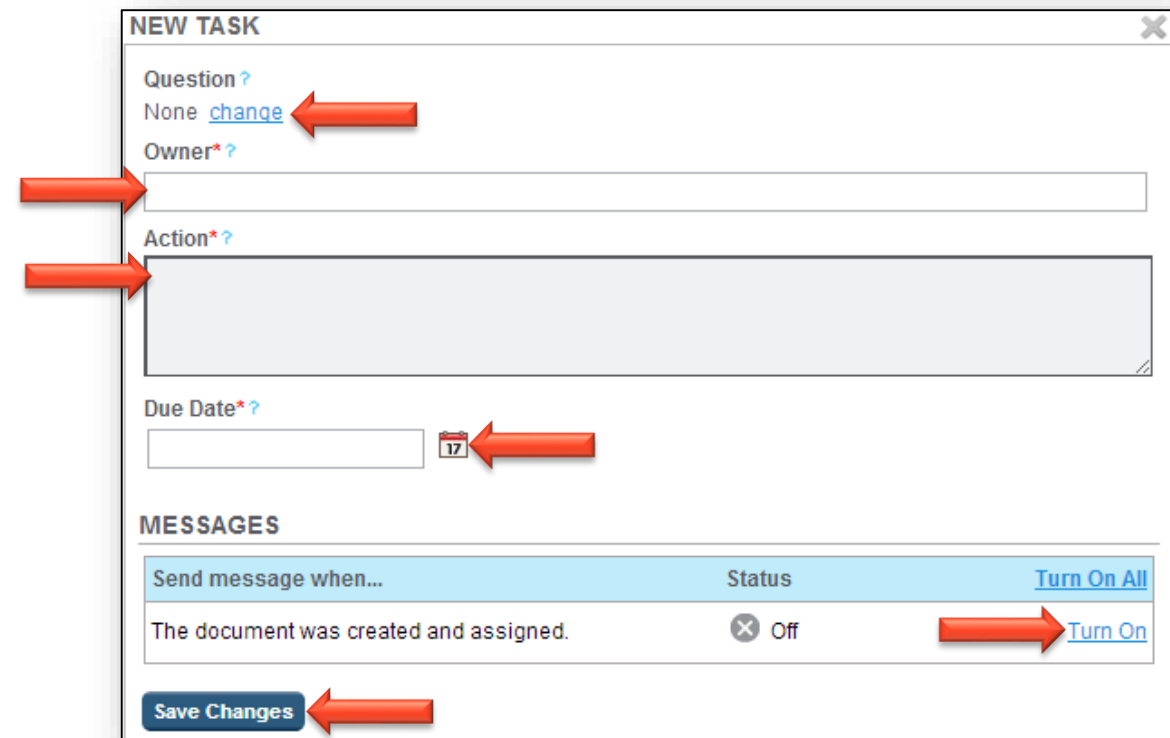
7. Enter the name of the task assignee in the **Owner** field.

8. Enter the task to be performed within the **Action** text field.

9. Select the  icon to choose the task **Due Date**.

10. Click [Turn On](#) to activate email messaging for the task.

11. Click **Save Changes**.




NEW TASK

Question ?
None [change](#)

Owner* ?

Action* ?

Due Date* ?
 

MESSAGES

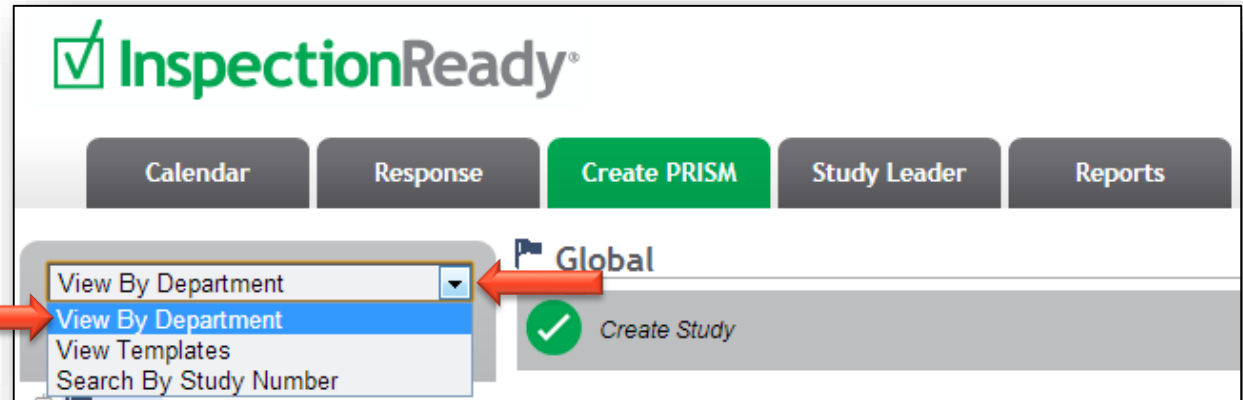
Send message when...	Status	Turn On All
The document was created and assigned.	Off	Turn On

Save Changes

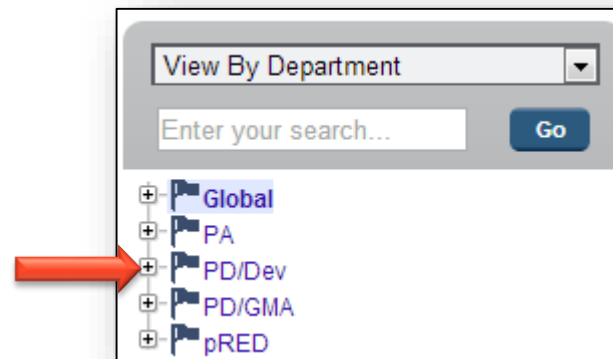
Edit Study Task

Edit Study Task

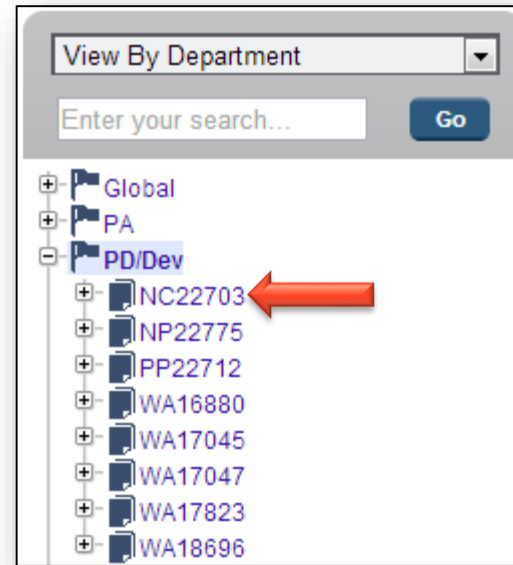
1. Select **View By Department**.



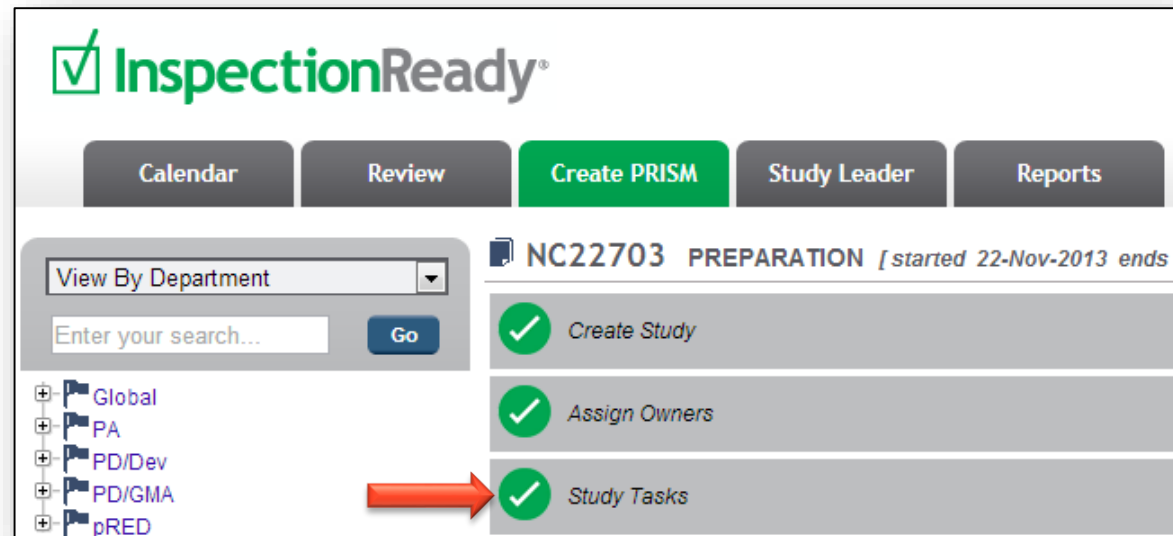
2. Select the **+** icon to list studies within a department.



3. Select the [study](#) to edit study tasks.



4. Click **Study Tasks**.



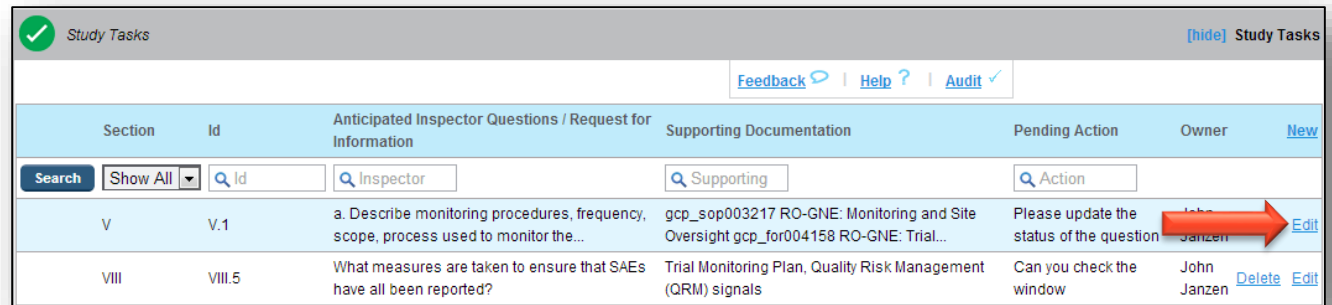
5. Click [Edit](#).

Note: Tasks can only be edited when the study is in the **Draft** state.

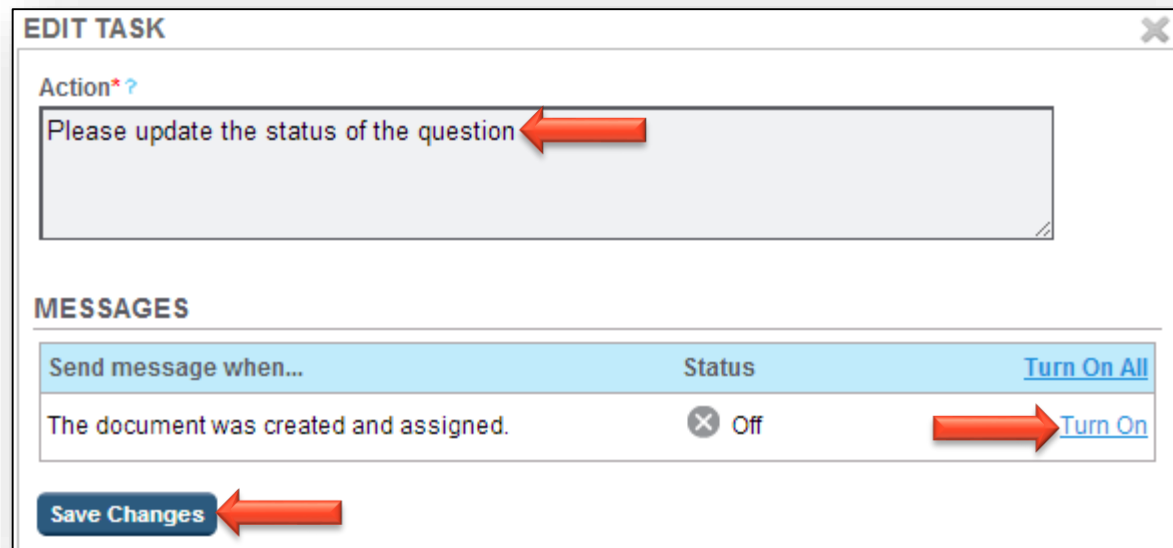
6. Edit the desired text within the **Action** text field. (if necessary)

7. Click [Turn On](#) to activate email messaging for the task.

8. Click **Save Changes**.



Section	Id	Anticipated Inspector Questions / Request for Information	Supporting Documentation	Pending Action	Owner	New
V	V.1	a. Describe monitoring procedures, frequency, scope, process used to monitor the...	gcp_sop003217 RO-GNE: Monitoring and Site Oversight gcp_for004158 RO-GNE: Trial...	Please update the status of the question	John Janzen	Edit
VIII	VIII.5	What measures are taken to ensure that SAEs have all been reported?	Trial Monitoring Plan, Quality Risk Management (QRM) signals	Can you check the window	John Janzen	Delete Edit



EDIT TASK

Action* ?

Please update the status of the question

MESSAGES

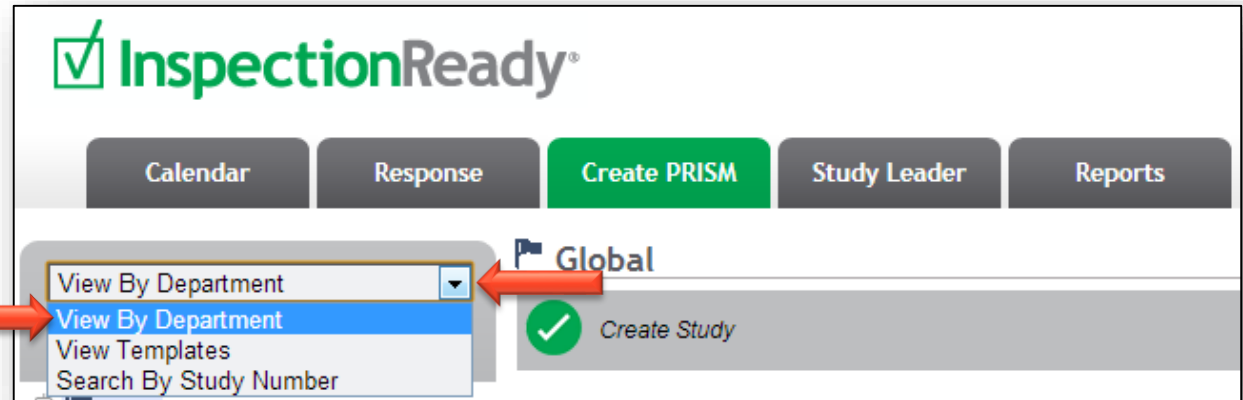
Send message when...	Status	Turn On All
The document was created and assigned.	⊗ Off	Turn On

Save Changes

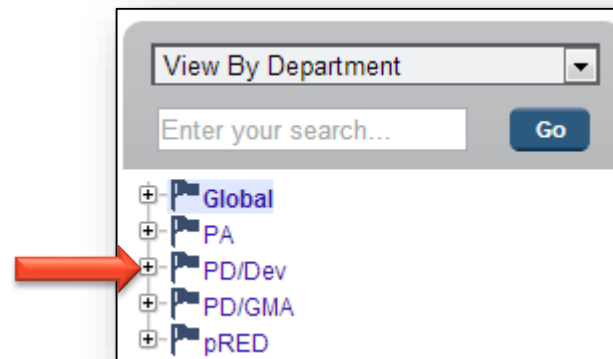
Delete Study Task

Delete Study Task

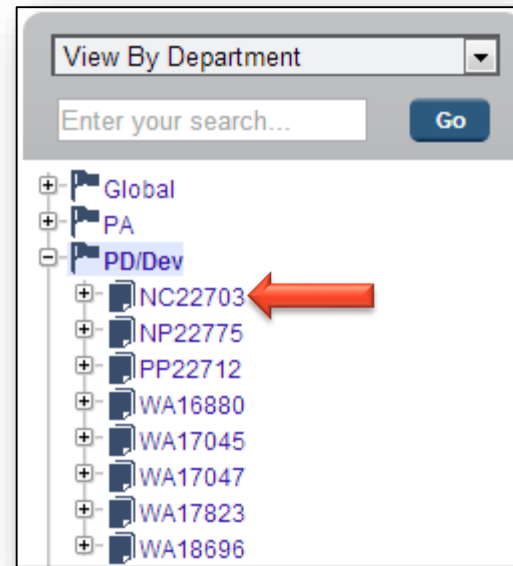
1. Select **View By Department**.



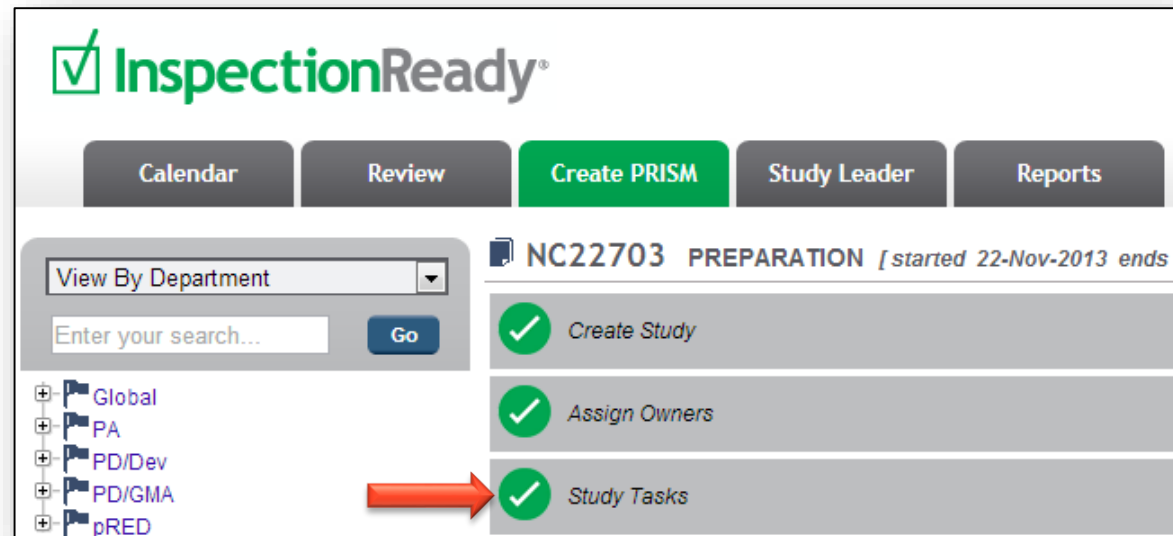
2. Select the **+** icon to list studies within a department.



3. Select the **study** to delete study tasks.

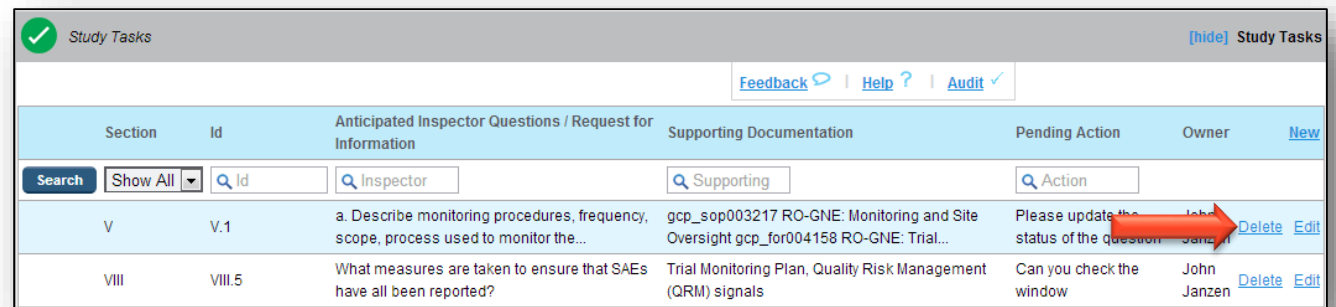


4. Click **Study Tasks**.



5. Click [Delete](#).

Note: Tasks can only be edited when the study is in the **Draft** state.



The screenshot shows the 'Study Tasks' interface. At the top, there is a green checkmark icon and the text 'Study Tasks'. On the right, there is a '[hide] Study Tasks' link. Below this, there are links for 'Feedback', 'Help', and 'Audit'. The main content is a table with the following columns: Section, Id, Anticipated Inspector Questions / Request for Information, Supporting Documentation, Pending Action, Owner, and a 'New' link. Below the table header, there are search filters for 'Id', 'Inspector', 'Supporting', and 'Action'. The table contains two rows of data. The first row has a red arrow pointing to the 'Delete' link in the 'Owner' column.

Section	Id	Anticipated Inspector Questions / Request for Information	Supporting Documentation	Pending Action	Owner	New
V	V.1	a. Describe monitoring procedures, frequency, scope, process used to monitor the...	gcp_sop003217 RO-GNE: Monitoring and Site Oversight gcp_for004158 RO-GNE: Trial...	Please update the status of the question	John Janzen	Delete Edit
VIII	VIII.5	What measures are taken to ensure that SAEs have all been reported?	Trial Monitoring Plan, Quality Risk Management (QRM) signals	Can you check the window	John Janzen	Delete Edit