

DocumentReady – Setup View Acknowledgment List Color Bar

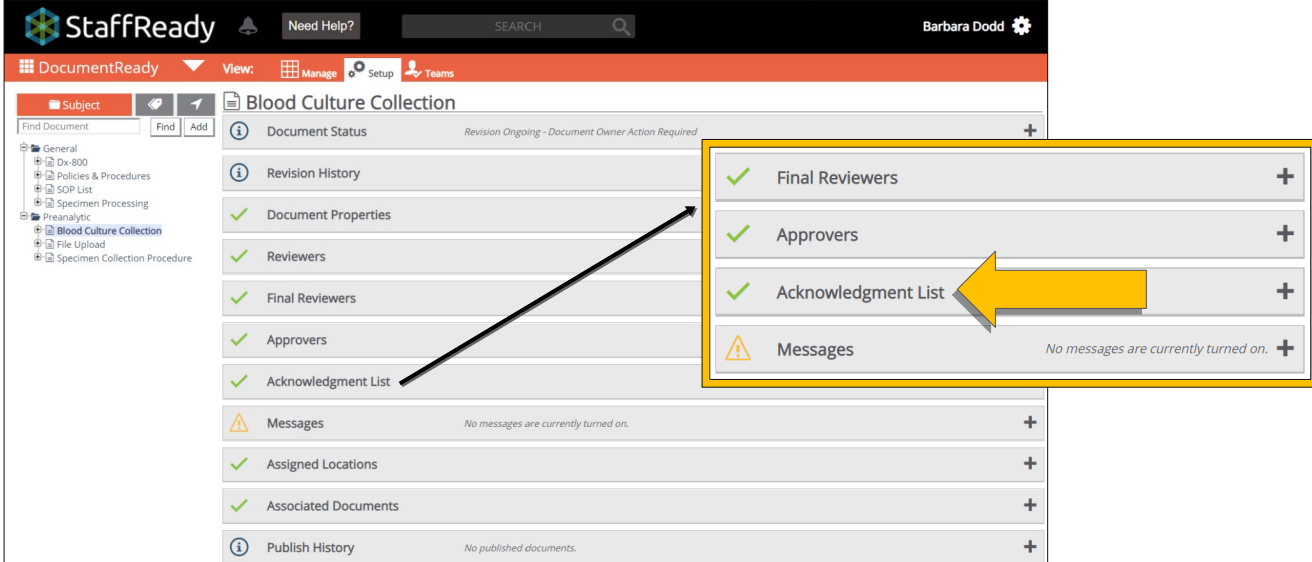
This reference guide provides a comprehensive overview of the options available in the Acknowledgment List color bar, located in the Setup tab of the DocumentReady module. The following process steps and instructional information are provided in this document:

- Add Individual Acknowledgment List Member
- Add Acknowledgment List Member by Association ("Pin")
- Remove Acknowledgment List Members and Associations

1 | Add Individual Acknowledgment List Member

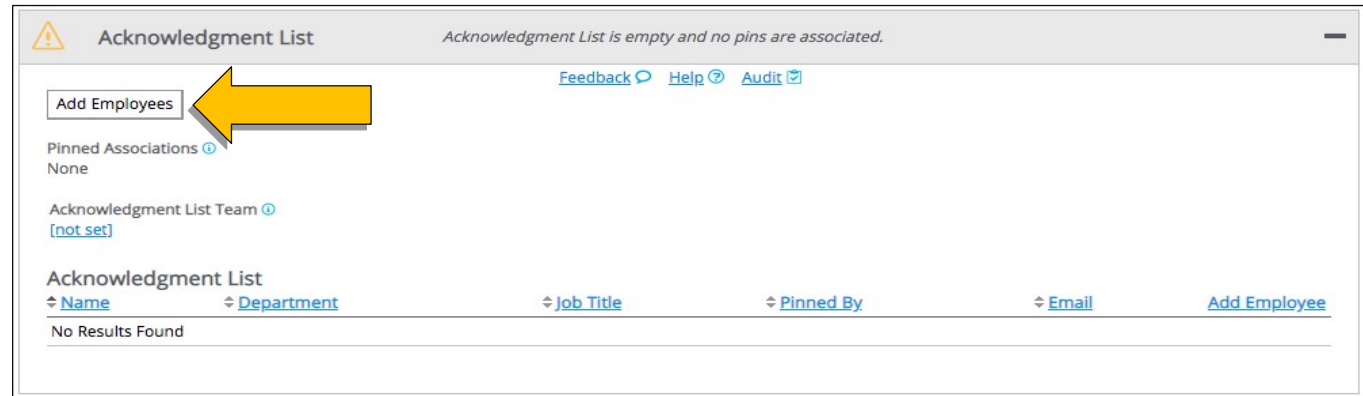
Adding Acknowledgment List Members by Employee

1. Click the **Acknowledgment List** color bar to open it.



The screenshot displays the StaffReady DocumentReady interface for a document titled "Blood Culture Collection". The interface includes a navigation menu on the left, a search bar, and a user profile for Barbara Dodd. The main content area shows a list of document-related items, each with a status icon and a plus sign to expand it. The "Acknowledgment List" item is highlighted with a yellow box, and a yellow arrow points to it from the right. A black arrow points from the "Acknowledgment List" item in the main list to the expanded view on the right. The expanded view shows a list of items: "Final Reviewers", "Approvers", "Acknowledgment List", and "Messages". Each item has a status icon and a plus sign. The "Acknowledgment List" item is highlighted with a yellow box, and a yellow arrow points to it from the right.

2. Click the **Add Employees** button.



Acknowledgment List *Acknowledgment List is empty and no pins are associated.*

[Feedback](#) [Help](#) [Audit](#)

Add Employees

Pinned Associations [ⓘ](#)
None

Acknowledgment List Team [ⓘ](#)
[\[not set\]](#)

Acknowledgment List

↕ Name	↕ Department	↕ Job Title	↕ Pinned By	↕ Email	Add Employee
No Results Found					

3. Type the name of the desired employee into the **Full Name** field, and select their name from the auto-complete menu.



Add Employees ✕

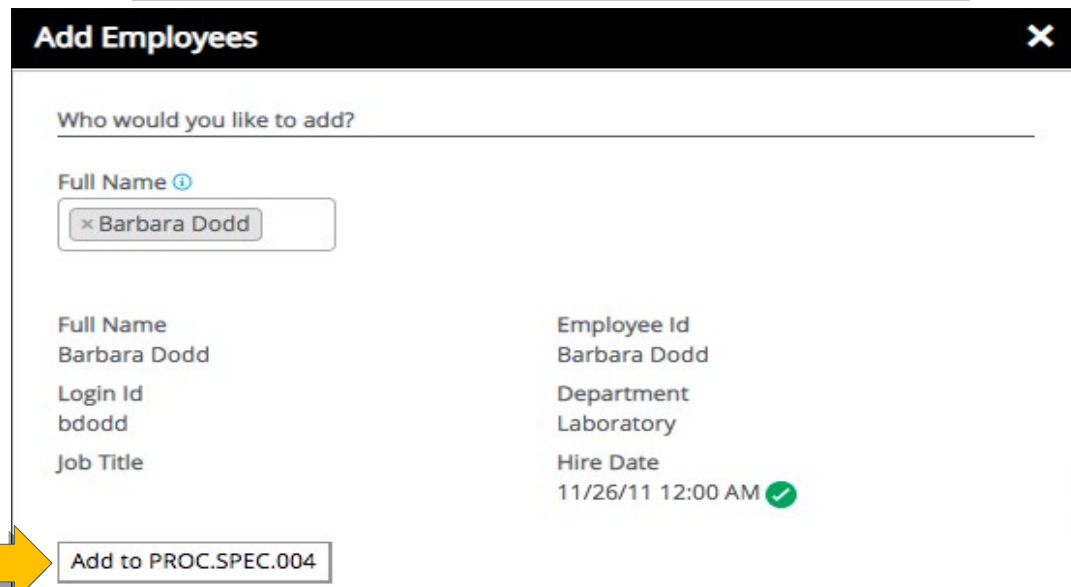
Who would you like to add?

Full Name [ⓘ](#)

barba

Barbara Dodd

4. Once selected, the employee's details will populate below. Confirm that you have selected the correct employee and click the **Add To** button.



Add Employees ✕

Who would you like to add?

Full Name [ⓘ](#)

✕ Barbara Dodd

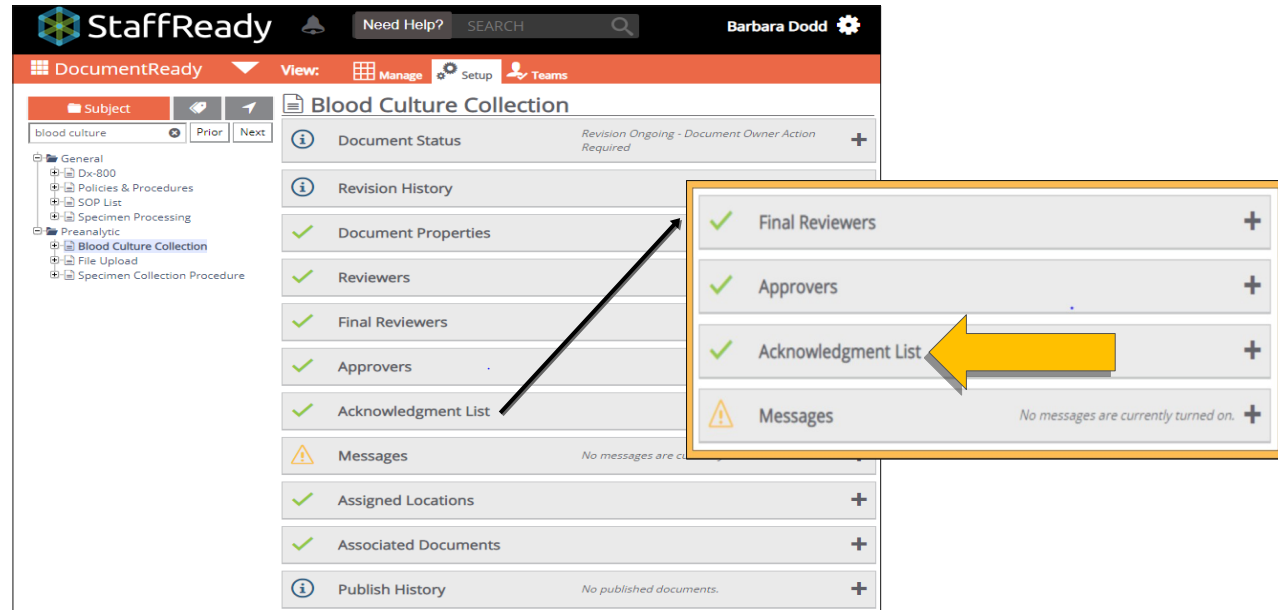
Full Name	Employee Id
Barbara Dodd	Barbara Dodd
Login Id	Department
bdodd	Laboratory
Job Title	Hire Date
	11/26/11 12:00 AM ✓

Add to PROC.SPEC.004

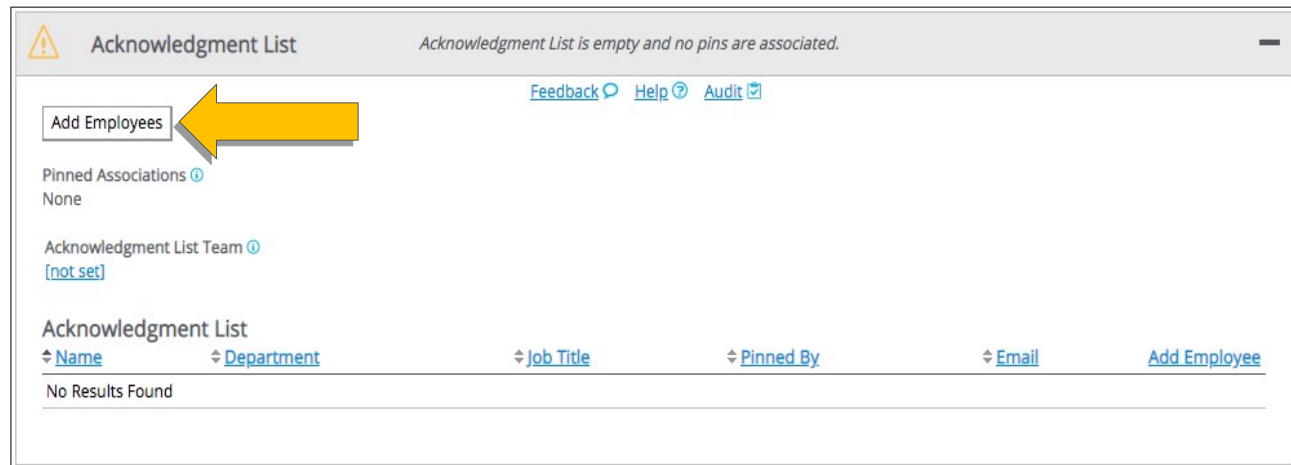
2 | Add Acknowledgment List Member by Association("Pin")

Add Acknowledgment List Members by Department, Job Title, Schedule, or Skillset

1. Click the **Acknowledgment List** color bar to open it.



2. Click the **Add Employees** button above the **Pinned Associations** list.



3. Click the appropriate side menu to select the criteria that you would like to associate ("Pin") to the document's Acknowledgment List. You can associate documents by **Department**, **Job Title**, **Schedule**, and/or **Skillset**.

- Click **Select All Employees** to pin the document to all current employees meeting the selected criteria, or pin the applicable group to include all current employees as well as those added to the group in the future.
- You can search for employees and other criteria using the **Find** text field and button.
- The same steps apply when pinning through **Job Title**, **Schedule**, and **Skillset** menu tabs.

The screenshot shows the 'Add Employees' window with a sidebar menu on the left containing 'Department', 'Job Title', 'Schedule', and 'Skillset'. The 'Department' tab is selected. The main area displays a list of departments with a search bar and a 'Find' button. The list includes departments like '1 West', 'Brown VA', 'Central', 'Chemistry', 'Hines VA', 'Illiana VA', 'Johnson VA', 'Laboratory', 'Lovell FHCC', 'Medical Center', 'Middleton MVH', 'NestorDemo', and 'Nursing'. Each row has 'Select All Employees' and 'Pin Department' links. Yellow arrows highlight the 'Department' menu tab, the 'Find' button, and the 'Select All Employees' and 'Pin Department' links for the 'Nursing' department.

Department	Select All Employees	Pin Department
1 West	Select All Employees	Pin Department
Brown VA	Select All Employees	Pin Department
Central	Select All Employees	Pin Department
Chemistry	Select All Employees	Pin Department
Hines VA		
Illiana VA		
Johnson VA		
Laboratory	Select All Employees	Pin Department
Lovell FHCC		
Medical Center	Select All Employees	Pin Department
Middleton MVH		
NestorDemo	Select All Employees	Pin Department
Nursing	Select All Employees	Pin Department

4. Click the **+** and **-** (plus and minus) icons in the tree to expand or collapse entries and pin individual employees to the Acknowledgment List using the **Select Employee** links.

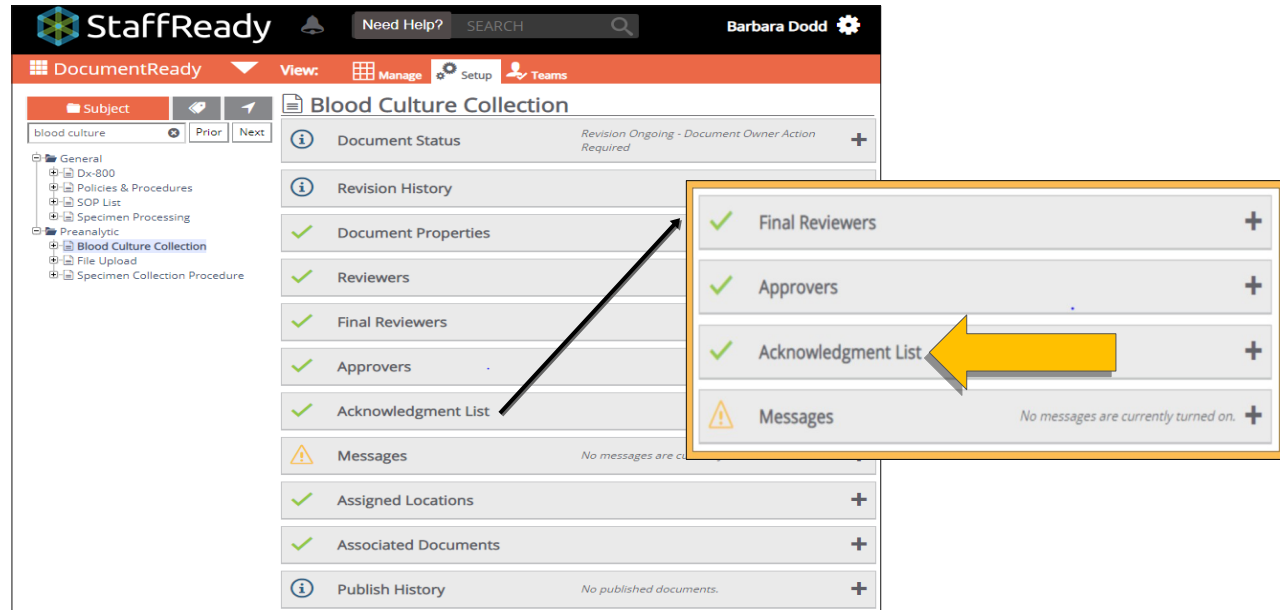
The screenshot shows the 'Add Employees' window with a sidebar on the left containing filters for Department, Job Title, Schedule, and Skillset. The main area displays a 'Department' tree with a search bar and a list of departments and employees. The departments listed are Hines VA, Illiana VA, Johnson VA, Laboratory, Anatomic Pathology, Blood Bank, and Central Lab. The 'Central Lab' department is expanded, showing a list of employees: Adler, Alan McElyea, Alleman, Amanda Nilges, Ancharski, Anthony Autor, and Araceli Iudilla. Each employee has a 'Select Employee' link. Yellow arrows point to the plus/minus icons in the tree and a 'Select Employee' link.

Department	Employee	Action
Hines VA		
Illiana VA		
Johnson VA		
Laboratory		Select All Employees Pin Department
Anatomic Pathology		Select All Employees Pin Department
Blood Bank		
Central Lab		Select All Employees Pin Department
	Adler	Select Employee
	Alan McElyea	Select Employee
	Alleman	Select Employee
	Amanda Nilges	Select Employee
	Ancharski	Select Employee
	Anthony Autor	Select Employee
	Araceli Iudilla	Select Employee

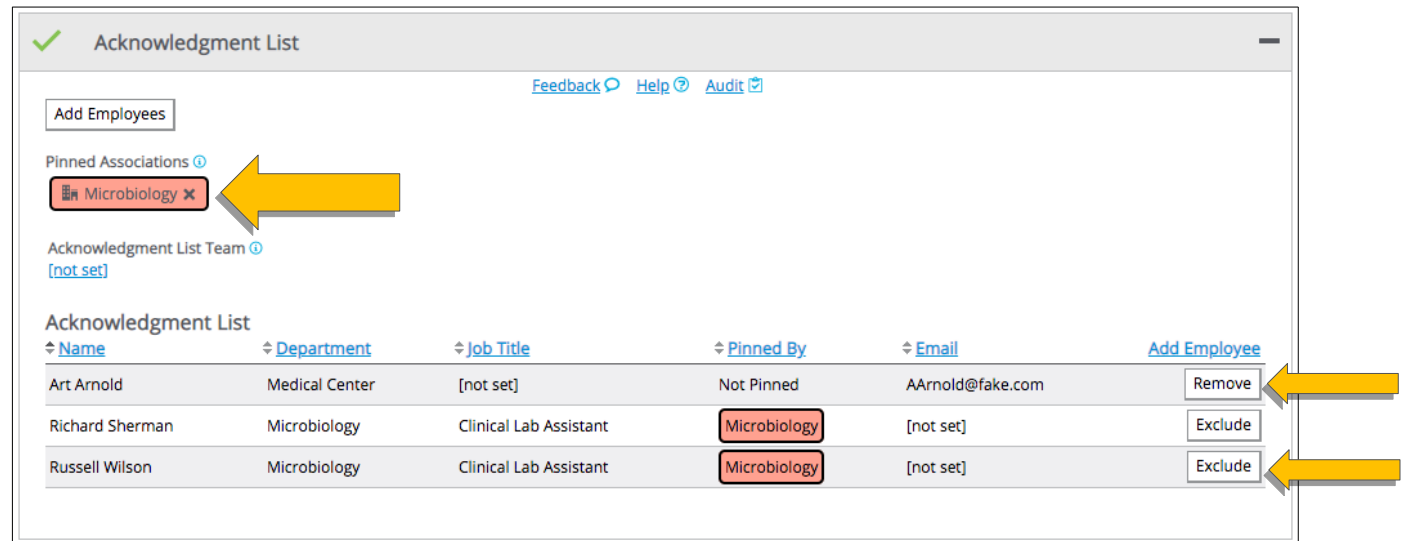
3 | Remove Acknowledgment List Members

Removing an Acknowledgment List Member or Association

1. Click the **Acknowledgment List** color bar to open it.



2. To remove an individual employee, click the **Remove** (for manually-added employees) or **Exclude** (for employees added through pinned associations) button by their name.



3. To remove all employees that were added through a Pinned Association, click the **X** icon by the specific Pinned Association.