



## DocumentReady – Welcome View Acknowledgment Tasks Color Bar

This reference guide provides a comprehensive overview of the Acknowledgment Tasks color bar in the Welcome View tab of the DocumentReady module. The following process steps and instructional information are provided in this document:

- [Starting an Acknowledgment Task](#)
- [Filtering Options](#)

The screenshot displays the StaffReady user interface. At the top, there is a navigation bar with the StaffReady logo, a 'Need Help?' button, a search bar, and the user's name 'Andrea Charles' with a settings gear icon. Below this is a secondary navigation bar with 'Home' and a 'View:' dropdown menu showing 'Welcome', 'Calendar', and 'Reports'. The main content area is divided into two columns. The left column contains a list of menu items: 'My Competency', 'My Documents', 'Schedules', 'Leave Requests', 'Shift Requests', 'My Schedule', and 'Competency Signoff'. The right column features a 'Color Bar' with three items: 'Revision Tasks' (green checkmark), 'Acknowledgment Tasks' (yellow warning triangle with the text 'Tasks are ready to be worked on'), and 'Document Library' (green checkmark). Each item in the color bar has a plus sign icon on the right side.

# 1 | Starting an Acknowledgment Task

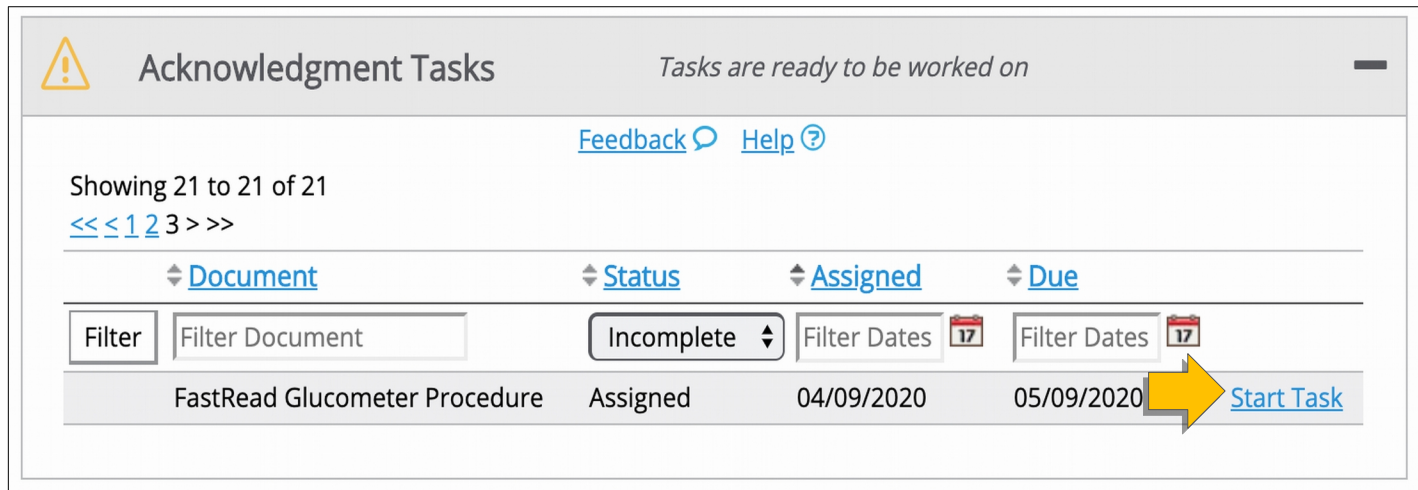
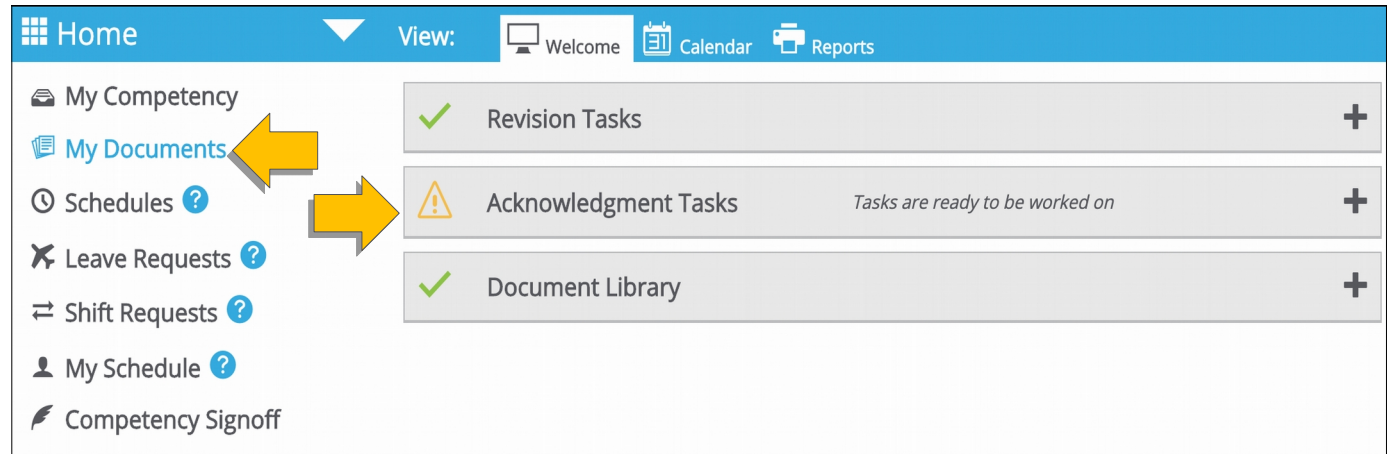
## Steps to Complete an Acknowledgment Task

The **Acknowledgment Tasks** color bar allows you to manage and acknowledge receipt of published documents within your organization.

1. From the Welcome View tab, click the **My Documents** side menu option.

2. Click on the **Acknowledgment Tasks** color bar to open it.

3. Click the [Start Task](#) link. This opens the Acknowledgment Exam.



## Steps to Complete an Acknowledgment Task, continued

4. To review the document requiring acknowledgment, click the [Download](#) link.

5. Once the document is reviewed, enter your **Username & PIN (Personal Identification Number)**

6. Click the **Sign** button to acknowledge the document has been reviewed.

**\*Note:** If you need to exit the exam prior to acknowledgment, click the **Save Progress** button.

Steps to Complete an Acknowledgment Task, continued

6. Once signed, click the **Submit Signoff** button.

**\*Note:** If you entered your **Signature** and **Pin** prematurely, you may click the [Reset Signature](#) link.

A screenshot of the 'Acknowledge' screen. At the top, there is a header with a folder icon, the text 'Acknowledge', and two buttons: 'Submit Signoff' and 'Save Progress'. A yellow arrow points to the 'Submit Signoff' button. Below the header, there is a table with three columns: 'Document Name', 'Published Version', and 'Attachment'. The first row contains 'FastRead Glucometer Procedure', '1', and a 'Download' link. Below the table, there is a text area with the statement 'I acknowledge that I have read this document and will abide by its contents.' followed by 'Signature' and a handwritten signature 'Andrea Charles' with the timestamp '04/10/2020 11:51'. Below the signature, there is a 'Reset Signature' link and the word 'SAVED' in green. A yellow arrow points to the 'Reset Signature' link.

7. Click **Exit Exam** to close the **Acknowledgment** screen and return to the Welcome View tab.

A screenshot of the 'Acknowledgement v1' screen. At the top, there is a header with a logo, the text 'Acknowledgement v1', and an 'Exit Exam' button with a yellow arrow pointing to it. Below the header, there is a 'Sections' sidebar on the left with three items: 'Acknowledge' (100%), 'Document Details', and 'Question Navigator'. The main content area is titled 'Acknowledge' and contains the same content as the previous screenshot, including the 'Submit Signoff' and 'Save Progress' buttons, the document table, the acknowledgment text, the signature 'Andrea Charles' with timestamp '04/10/2020 11:51', and the 'Reset Signature' link and 'SAVED' status.

## 2 | Filtering Options

### Filter and Manage Acknowledgement Tasks

1. From the Welcome View tab, click the **My Documents** side menu option.

2. Click on the **Acknowledgment Tasks** color bar to open it.

3. Click the [Document](#), [Status](#), [Assigned](#), or [Due](#) links to change the sort order of each column.

4. Type a Document Title in the **Filter Document** text field and click the **Filter** button to reduce the returns.

The screenshot shows the StaffReady Home dashboard. The top navigation bar includes 'Home', 'View:', 'Welcome', 'Calendar', and 'Reports'. The left sidebar menu contains 'My Competency', 'My Documents', 'Schedules', 'Leave Requests', 'Shift Requests', 'My Schedule', and 'Competency Signoff'. The 'My Documents' menu item is highlighted with a yellow arrow. The 'Acknowledgment Tasks' color bar is also highlighted with a yellow arrow. The color bar shows a warning icon, 'Acknowledgment Tasks', and the text 'Tasks are ready to be worked on'. Below the color bar are three expandable sections: 'Revision Tasks' (with a green checkmark), 'Acknowledgment Tasks' (with a yellow warning triangle), and 'Document Library' (with a green checkmark).

The screenshot shows the 'Acknowledgment Tasks' table. The table has a header with a warning icon, 'Acknowledgment Tasks', and the text 'Tasks are ready to be worked on'. Below the header are links for 'Feedback' and 'Help'. The table has four columns: 'Document', 'Status', 'Assigned', and 'Due'. Each column has a dropdown menu for filtering. The 'Document' column has a 'Filter' button and a text field containing 'Filter Document'. The 'Status' column has a dropdown menu with 'Incomplete' selected. The 'Assigned' column has a 'Filter Dates' button and a calendar icon. The 'Due' column has a 'Filter Dates' button and a calendar icon. The table contains one data row with the following values: 'Dx-800', 'Overdue', '09/17/2018', and '10/17/2018'. A 'Start Task' link is located at the end of the row. A yellow arrow points to the 'Filter' button, and another yellow arrow points to the 'Filter Document' text field.

Document	Status	Assigned	Due	
Dx-800	Overdue	09/17/2018	10/17/2018	<a href="#">Start Task</a>

## Filter and Manage Acknowledgement Tasks, continued

5. Click the **Status** drop down menu to select one of the following filterable options:

- **Show All**
- **Incomplete**
- **Complete**
- **Overdue**
- **Due Soon**
- **Assigned**
- **Upcoming**

6. Select a specific **Calendar** date to filter the tasks by **Assigned** date or **Due** date.

The screenshot displays the 'Acknowledgment Tasks' section of the StaffReady interface. The 'Status' dropdown menu is open, showing the following options: Incomplete, Show All, Incomplete, Complete, Overdue, Due Soon, Assigned, and Upcoming. The 'Assigned' and 'Due' date filters are also visible, with yellow arrows pointing to the calendar icons. The 'Document' filter is set to 'Dx-800'. The 'Start Task' button is visible next to the 'Assigned' date.

Document	Status	Assigned	Due	Action
Dx-800	Incomplete	09/17/2018	10/17/2018	<a href="#">Start Task</a>

## Visit Our Training Center

### Additional Information About DocumentReady

To learn more about the **DocumentReady** module, please review the following documents in the **Training Media Center**.

For assistance with the **Acknowledgment Tasks** color bar or other **StaffReady DocumentReady** features, please contact our Customer Support team:

6am-5pm PST  
 Monday thru Friday  
 Phone: 1.877.229.5230  
[Online Support Form](#)

→ Click the **Need Help?** box in StaffReady to access our online Chat feature!



<b>DocumentReady Overview &amp; Key Concepts</b>	<a href="#">PDF Document</a>
<b>Adding New Documents</b>	<a href="#">PDF Document</a>
<b>Document Status Color Bar</b>	<a href="#">PDF Document</a>
<b>Revision Tasks Color Bar</b>	<a href="#">PDF Document</a>
<b>Acknowledgment List Color Bar</b>	<a href="#">PDF Document</a>
<b>Acknowledgment Tasks Color Bar</b>	<a href="#">PDF Document</a>
<b>Revision History Color Bar</b>	<a href="#">PDF Document</a>
<b>Reviewers Color Bar</b>	<a href="#">PDF Document</a>
<b>Final Reviewers Color Bar</b>	<a href="#">PDF Document</a>
<b>Approvers Color Bar</b>	<a href="#">PDF Document</a>

