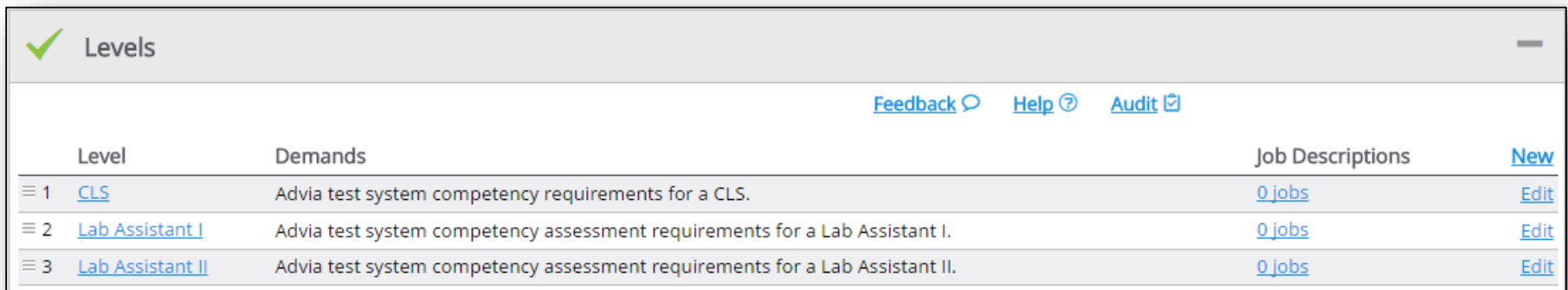


Setup View – Browse Skillsets Perspective

Skillset Levels

This reference guide provides an overview of the setup process for Skillset Levels within StaffReady. The following process steps and instructional information are provided within this document:

- **Add New Levels**
- **Edit Levels**
- **Reorder Levels**
- **Associate Requirements to Levels**
- **Remove Requirements from Levels**



✓ Levels			
Level	Demands	Job Descriptions	New
≡ 1 CLS	Advia test system competency requirements for a CLS.	0 jobs	Edit
≡ 2 Lab Assistant I	Advia test system competency assessment requirements for a Lab Assistant I.	0 jobs	Edit
≡ 3 Lab Assistant II	Advia test system competency assessment requirements for a Lab Assistant II.	0 jobs	Edit

1 | Add New Levels

Add New Levels

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Levels** colorbar.

4. Click [New](#).

StaffReady interface showing the 'Browse Skillsets' perspective. The 'Competency' dropdown is set to 'Browse Skillsets'. The left sidebar shows a tree view with 'Advia' selected under 'Chemistry'. The right pane shows 'Advia' with three items: 'Skillset', 'Skillset Employees', and 'Requirements', each with a green checkmark.

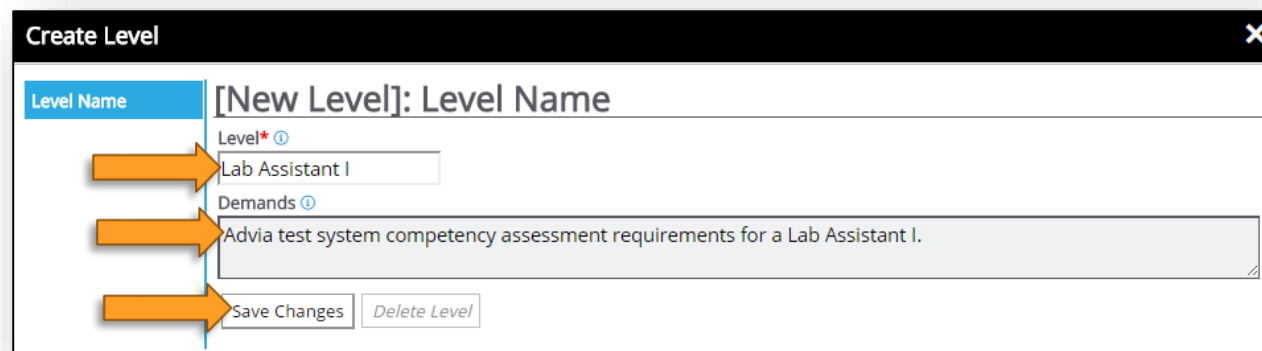
Levels colorbar showing a table with columns: Level, Demands, and Job Descriptions. The first row shows '1', 'Basic', and 'Basic'. There are '0 Jobs' listed. A 'New' button is visible at the bottom right of the table.

Level	Demands	Job Descriptions
1	Basic	Basic

5. Enter **Level** name.

6. Enter **Level Description**.

7. Click **Save Changes**.



The screenshot shows a 'Create Level' dialog box with the following fields and buttons:

- Level Name**: [New Level]: Level Name
- Level***: Lab Assistant I
- Demands**: Advia test system competency assessment requirements for a Lab Assistant I.
- Buttons**: Save Changes, Delete Level

Three orange arrows point to the 'Level*' input field, the 'Demands' text area, and the 'Save Changes' button.

2 | Edit Level

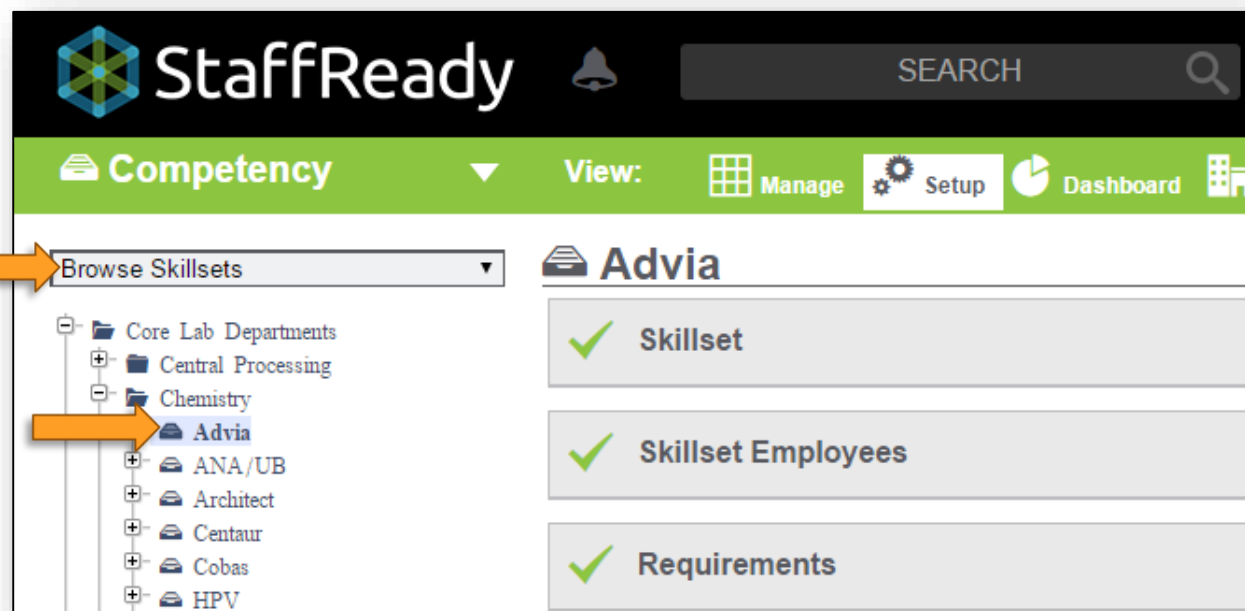
Edit Level

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Levels** colorbar.

4. Click [Edit](#).



StaffReady

SEARCH

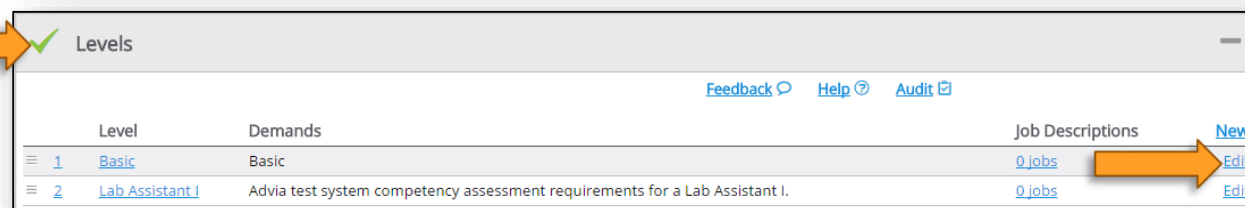
Competency View: Manage Setup Dashboard

Browse Skillsets

- Core Lab Departments
 - Central Processing
 - Chemistry
 - Advia
 - ANA/UB
 - Architect
 - Centaur
 - Cobas
 - HPV

Advia

- ✓ Skillset
- ✓ Skillset Employees
- ✓ Requirements



Levels

Feedback Help Audit

Level	Demands	Job Descriptions	New
1 Basic	Basic	0 jobs	Edit
2 Lab Assistant I	Advia test system competency assessment requirements for a Lab Assistant I.	0 jobs	Edit

- 5. Edit **Level** name.
- 6. Edit Level **Description**.
- 7. Click **Save Changes**.

The screenshot shows a web interface titled "Edit Level". On the left is a vertical navigation menu with three items: "Level Name" (highlighted in blue), "Job Descriptions" (highlighted in grey), and "Demands" (not highlighted). The main content area is titled "Basic: Level Name" and contains three sections: "Level*" with a red asterisk and an information icon, a text input field containing "CLS", "Demands" with an information icon, and a text area containing "Advia test system competency requirements for a CLS.". At the bottom are two buttons: "Save Changes" and "Delete Level". Three orange arrows point from the left towards the "CLS" input field, the "Advia test system..." text area, and the "Save Changes" button. A vertical blue line is positioned to the left of the "Save Changes" button.


3 | Reorder Levels

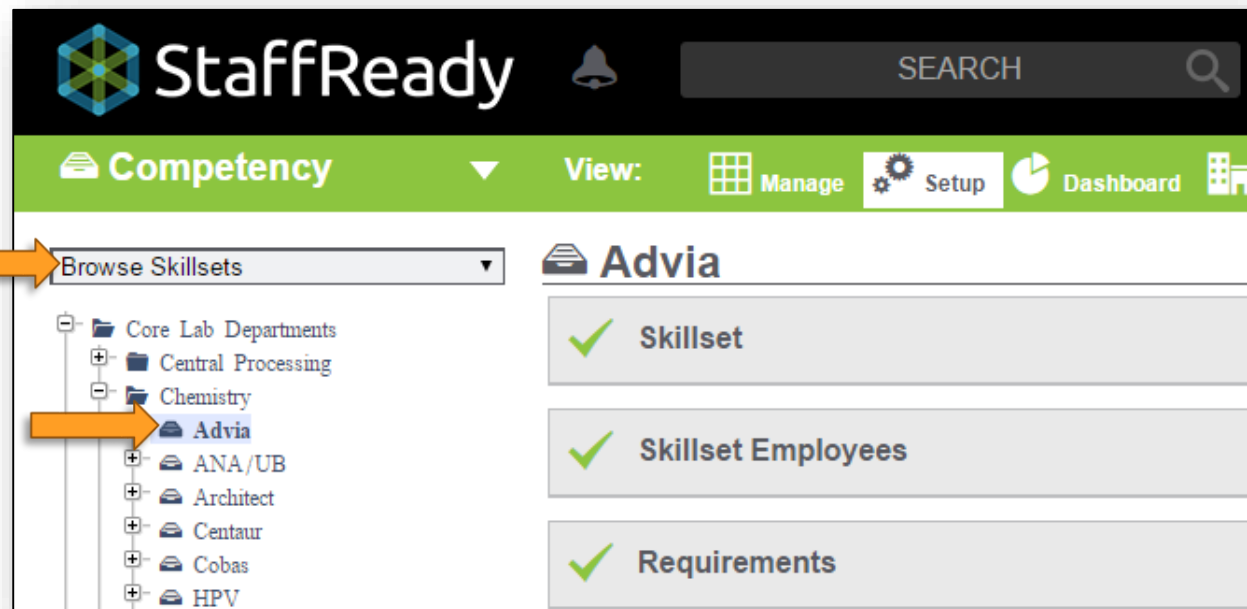
Reorder Levels

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Levels** colorbar.

4. Click and grab  .



StaffReady

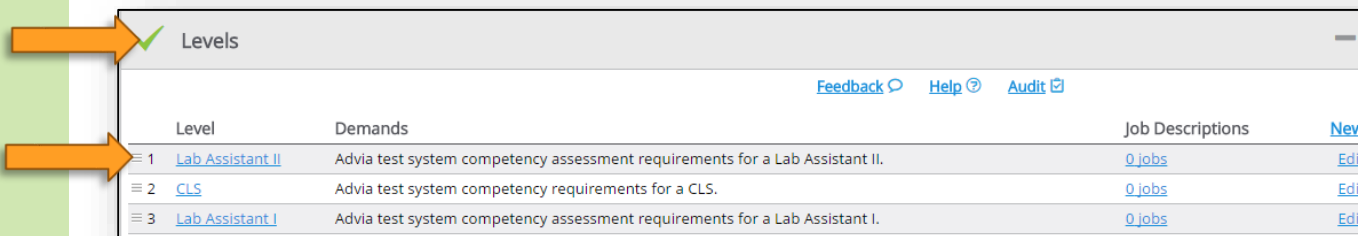
Competency View: Manage Setup Dashboard

Browse Skillsets

- Core Lab Departments
 - Central Processing
 - Chemistry
 - Advia
 - ANA/UB
 - Architect
 - Centaur
 - Cobas
 - HPV

Advia

- ✓ Skillset
- ✓ Skillset Employees
- ✓ Requirements



Levels

Feedback Help Audit

Level	Demands	Job Descriptions	New
1 Lab Assistant II	Advia test system competency assessment requirements for a Lab Assistant II.	0 jobs	Edit
2 CLS	Advia test system competency requirements for a CLS.	0 jobs	Edit
3 Lab Assistant I	Advia test system competency assessment requirements for a Lab Assistant I.	0 jobs	Edit

5. Drag Level.

Level	Demands	Job Descriptions	New
2	CLS Advia test system competency requirements for a CLS.	0 jobs	Edit
1	Lab Assistant II Advia test system competency assessment requirements for a Lab Assistant II. 0 jobs Edit		
3	Lab Assistant I Advia test system competency assessment requirements for a Lab Assistant I.	0 jobs	Edit

6. Drop Level.

Level	Demands	Job Descriptions	New
1	CLS Advia test system competency requirements for a CLS.	0 jobs	Edit
2	Lab Assistant I Advia test system competency assessment requirements for a Lab Assistant I.	0 jobs	Edit
3	Lab Assistant II Advia test system competency assessment requirements for a Lab Assistant II.	0 jobs	Edit

4 | Associate Requirements to Levels

Associate Requirements to Levels

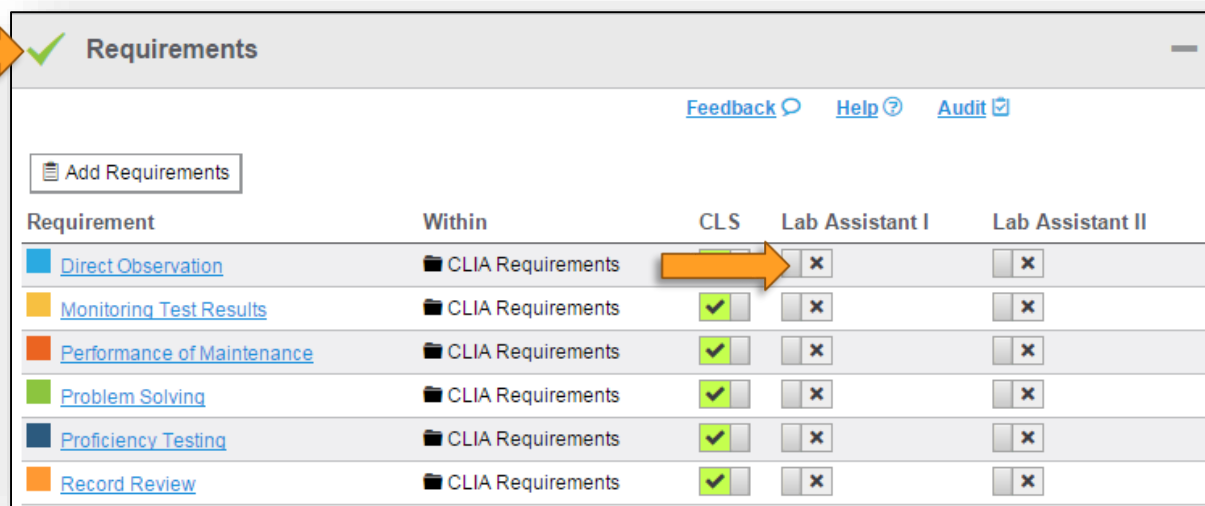
1. Select **Browse Skillsets** perspective.













2. Select a **Skillset**.

The screenshot displays the StaffReady application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and icons for Competency, View, Manage, Setup, and Dashboard. Below this, a dropdown menu is open, showing a tree view of departments: Core Lab Departments, Central Processing, Chemistry, ANA/UB, Architect, Centaur, Cobas, and HPV. The 'Advia' skillset under Chemistry is highlighted with an orange arrow. To the right of the tree view, a list of skillsets is shown with green checkmarks: Skillset, Skillset Employees, and Requirements.

3. Open **Requirements** colorbar.

4. Click  **Slider**.



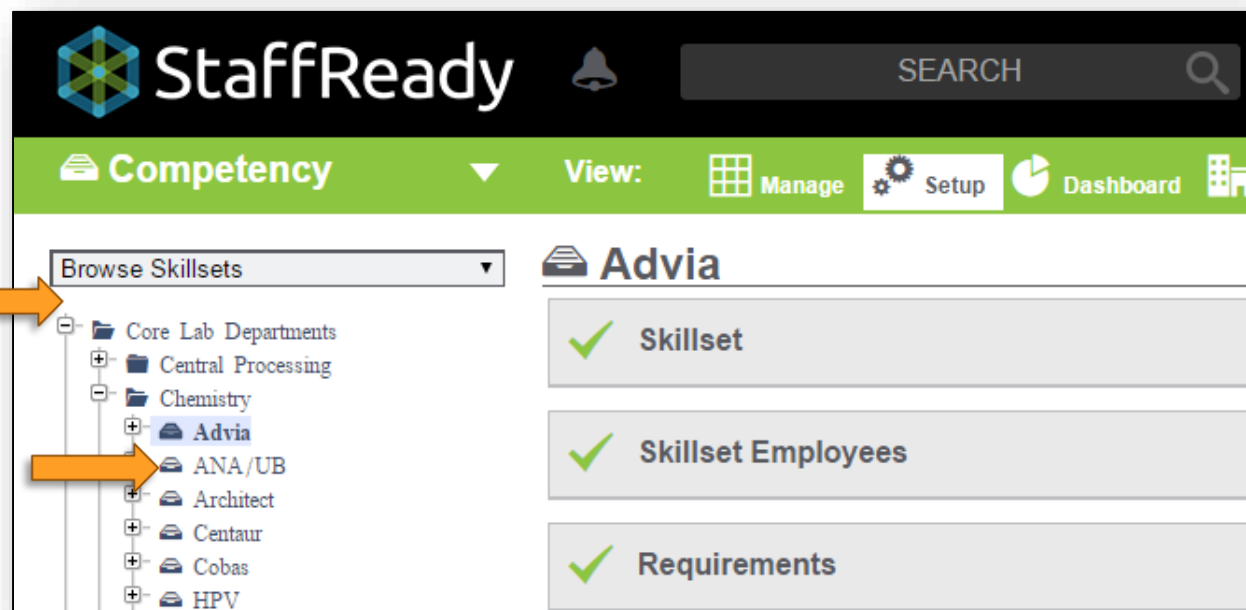
Requirement	Within	CLS	Lab Assistant I	Lab Assistant II
 Direct Observation	 CLIA Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Monitoring Test Results	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Performance of Maintenance	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Problem Solving	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Proficiency Testing	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Record Review	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 | Remove Requirements from Levels

Remove Requirements from Levels

1. Select **Browse Skillsets** perspective.


2. Select a **Skillset**.























The screenshot displays the StaffReady application interface. At the top, the StaffReady logo is on the left, a search bar is in the center, and a notification bell is on the right. Below the logo, the word 'Competency' is displayed with a dropdown arrow. To the right of 'Competency' is the 'View:' section, which includes icons for 'Manage', 'Setup', and 'Dashboard'. The main content area is divided into two panes. The left pane, titled 'Browse Skillsets', shows a hierarchical tree view of skillsets. The 'Advia' skillset is selected and highlighted in blue. An orange arrow points to the 'Browse Skillsets' dropdown menu, and another orange arrow points to the 'Advia' skillset in the tree. The right pane, titled 'Advia', shows a list of three items, each with a green checkmark: 'Skillset', 'Skillset Employees', and 'Requirements'.

3. Open **Requirements** colorbar.

4. Click  **Slider**.



Requirements				
Feedback Help Audit				
<input type="button" value="Add Requirements"/>				
Requirement	Within	CLS	Lab Assistant I	Lab Assistant II
 Direct Observation	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 
 Monitoring Test Results	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 
 Performance of Maintenance	 CLIA Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 
 Problem Solving	 CLIA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/> 	<input checked="" type="checkbox"/> 
 Proficiency Testing	 CLIA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/> 	<input checked="" type="checkbox"/> 
 Record Review	 CLIA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/> 	<input checked="" type="checkbox"/> 