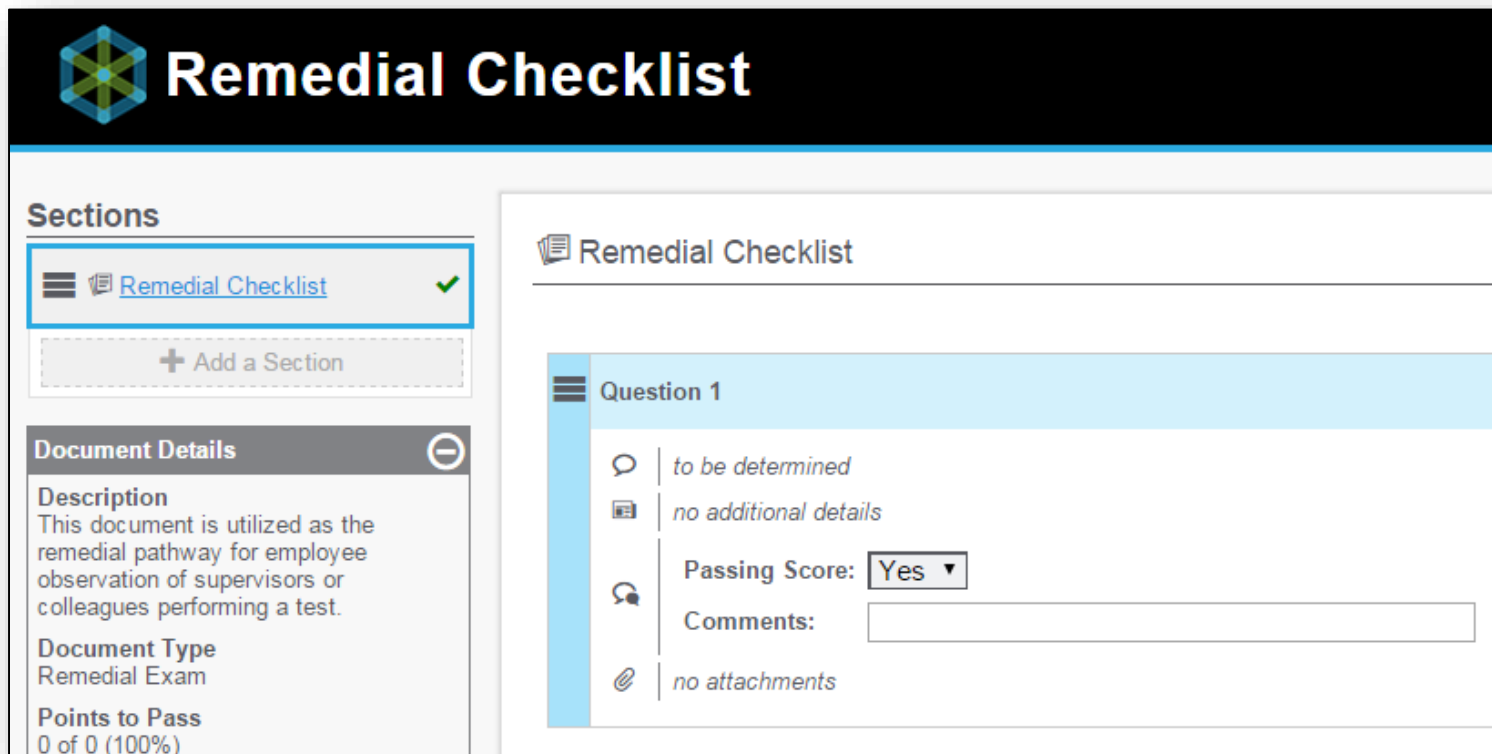


## Setup View – Browse Requirements Perspective

### Build Remedial Documents

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

- Build Remedial Observation
- Build Remedial Document Review



The screenshot displays the 'Remedial Checklist' interface. On the left, there is a sidebar with two main sections: 'Sections' and 'Document Details'. The 'Sections' section shows a list with 'Remedial Checklist' selected and a green checkmark, along with an 'Add a Section' button. The 'Document Details' section shows a minus sign icon and the following information: Description: 'This document is utilized as the remedial pathway for employee observation of supervisors or colleagues performing a test.'; Document Type: 'Remedial Exam'; Points to Pass: '0 of 0 (100%)'. The main content area is titled 'Remedial Checklist' and shows 'Question 1' with a light blue header. Below the header, there are four rows of information: a speech bubble icon with 'to be determined', a document icon with 'no additional details', a 'Passing Score:' dropdown menu set to 'Yes', and a 'Comments:' text input field. At the bottom, there is a paperclip icon with 'no attachments'.

## 1 | Build Remedial Observation

Remedial observation documents can be utilized as remedial pathways for employee observation of supervisors or colleagues performing a test.

### Build Remedial Observation

1. Select **Browse Requirements** perspective.

2. Select **Requirement**.

3. Click to open **Requirement Documents** colorbar.

The screenshot displays the StaffReady application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'View:' dropdown menu with options for 'Manage', 'Setup', 'Dashboard', and 'Department'. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Browse Requirements' dropdown menu that is open, showing a tree view of requirements: 'CLIA Requirements', 'Direct Observation', 'FDA Requirements', 'OSHA Requirements', and 'State Requirements'. The 'Direct Observation' item is selected and highlighted in blue. On the right, there is a 'Direct Observation' section with a green checkmark and the text 'Requirement'. Below this, there is a 'Requirement Documents' section with a green checkmark. At the bottom of the 'Requirement Documents' section, there are two buttons: 'New Document' and 'Add Documents'. Three orange arrows point to the 'Browse Requirements' dropdown, the 'Direct Observation' item, and the 'Requirement Documents' section.

4. Click **New Remedial**.

The screenshot displays the StaffReady web application interface. At the top, the StaffReady logo is on the left, a notification bell icon is in the center, and a search bar is on the right. Below the header is a green navigation bar with the word 'Competency' and a dropdown arrow, followed by 'View:' and icons for 'Manage', 'Setup', 'Dashboard', and 'Dep'. The main content area is divided into two columns. The left column has a 'Browse Requirements' dropdown menu and a tree view with folders for 'CLIA Requirements', 'Direct Observation' (highlighted), 'FDA Requirements', 'OSHA Requirements', and 'State Requirements'. The right column is titled 'Direct Observation' and contains a 'Requirement' section with a green checkmark, a 'Requirement Documents' section with a red exclamation mark and the text 'No documents are assigned', a 'Documents' section with 'New Document' and 'Add Documents' buttons, a table with columns 'Document', 'Type', and 'Folder', and a 'Remedial Documents' section with 'New Remedial' and 'Add Remedial' buttons. An orange arrow points to the 'New Remedial' button.

- 5. Enter **Document Id**.
- 6. Enter **Document Name**.
- 7. Select **Remedial Exam** for **Document Type**.
- 8. Enter **Description**.
- 9. Click **Save Changes**.

**Edit Document**

Document Id\* ⓘ  
Remedial Checklist

Document Name ⓘ  
Remedial Checklist

Document Type\* ⓘ  
Remedial Exam ▾

Document Description ⓘ  
This document is utilized as the remedial pathway for employee observation of supervisors or colleagues performing a test.

Within ⓘ  
Documents (Root) [change](#)

Save Changes

10. Click [Remedial Checklist](#).

The screenshot displays the StaffReady web application interface. At the top, the StaffReady logo is on the left, a notification bell icon is in the center, and a search bar is on the right. Below the header is a green navigation bar with 'Competency' and a dropdown arrow, 'View:' followed by 'Manage', 'Setup', 'Dashboard', and 'Department' icons. On the left side, there is a 'Browse Requirements' dropdown menu and a tree view containing 'CLIA Requirements', 'Direct Observation' (highlighted), 'FDA Requirements', 'OSHA Requirements', and 'State Requirements'. The main content area is titled 'Direct Observation' and contains several sections: a 'Requirement' section with a green checkmark, a 'Requirement Documents' section with a green checkmark and a 'Feedback' link, a 'Documents' section with 'New Document' and 'Add Documents' buttons, and a 'Remedial Documents' section with 'New Remedial' and 'Add Remedial' buttons. Below these sections are two tables. The first table has columns for 'Document', 'Type', 'Folder', and 'Assignee'. The second table has columns for 'Document', 'Type', and 'Folder'. The first row of the second table is 'Remedial Checklist', 'CLIA', and 'Documents (Root)', with an orange arrow pointing to the 'Remedial Checklist' text.

StaffReady

SEARCH

Competency View: Manage Setup Dashboard Department

Browse Requirements

- CLIA Requirements
- Direct Observation
- FDA Requirements
- OSHA Requirements
- State Requirements

### Direct Observation

✓ Requirement

✓ Requirement Documents [Feedback](#)

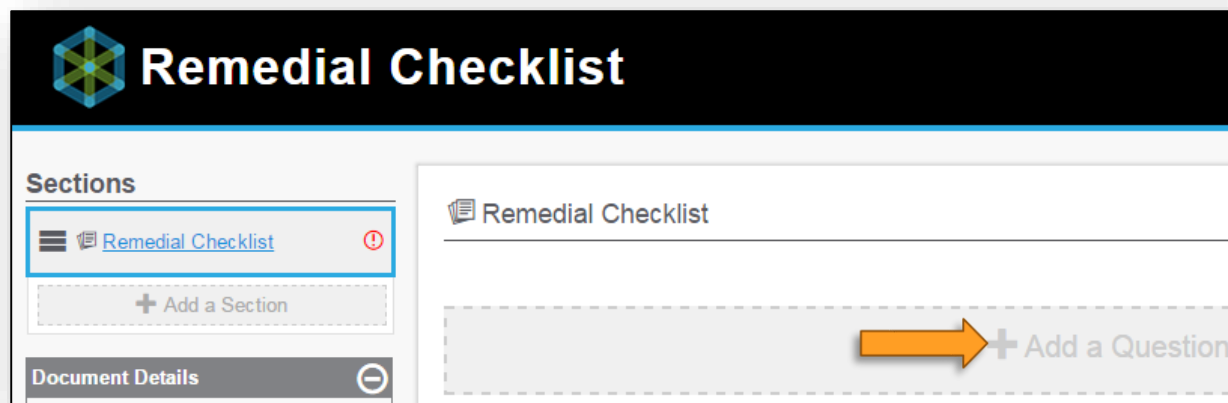
**Documents**

Document	Type	Folder	Assignee
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**Remedial Documents**

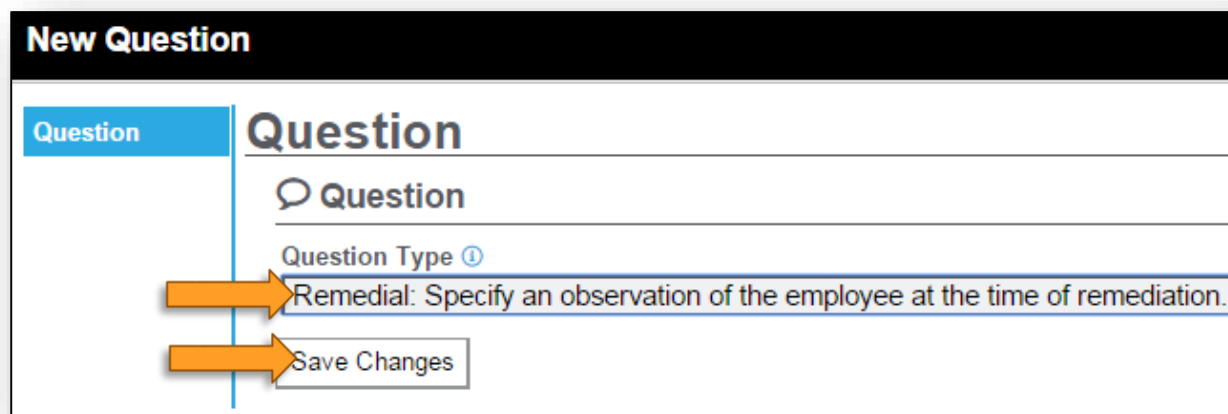
Document	Type	Folder
<a href="#">Remedial Checklist</a>	CLIA	<a href="#">Edit</a> Documents (Root)

11. Click **Add a Question**.



12. Select **Remedial: Specify an observation...** for Question Type.

13. Click **Save Changes**.



## 2 | Build Remedial Document Review

Remedial document review documents can be utilized as remedial pathways for employees to read an SOP or policy.

### Build Remedial Document Review

1. Select **Browse Requirements** perspective.
2. Select **Requirement**.
3. Click to open **Requirement Documents** colorbar.

The screenshot displays the StaffReady application interface. The top navigation bar includes the StaffReady logo, a search bar, and menu items for 'Competency', 'View: Manage', 'Setup', 'Dashboard', and 'Department'. The main content area is titled 'Browse Requirements' and features a dropdown menu with the following options: 'CLIA Requirements', 'Direct Observation', 'FDA Requirements', 'OSHA Requirements', and 'State Requirements'. The 'Direct Observation' option is selected and highlighted. Below the dropdown, there are two sections: 'Requirement' and 'Requirement Documents', both marked with a green checkmark. At the bottom, there are buttons for 'New Document' and 'Add Documents'.

4. Click **New Remedial**.

The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a notification bell. Below this is a secondary navigation bar with 'Competency' selected, and options for 'View:', 'Manage', 'Setup', 'Dashboard', and 'Dep'. The main content area is titled 'Direct Observation' and contains several sections: 'Requirement' (with a green checkmark), 'Requirement Documents' (with a red exclamation mark and the text 'No documents are assigned'), 'Documents' (with 'New Document' and 'Add Documents' buttons), and 'Remedial Documents' (with 'New Remedial' and 'Add Remedial' buttons). An orange arrow points to the 'New Remedial' button. On the left side, there is a 'Browse Requirements' dropdown menu and a tree view showing a hierarchy of requirements: CLIA Requirements, Direct Observation (highlighted), FDA Requirements, OSHA Requirements, and State Requirements.

- 5. Enter **Document Id**.
- 6. Enter **Document Name**.
- 7. Select **Remedial Exam** for **Document Type**.
- 8. Enter **Description**.
- 9. Click **Save Changes**.

**Edit Document**

Document Id\* ⓘ  
Remedial Document Revi

Within ⓘ  
Documents (Root) [change](#)

Document Name ⓘ  
Remedial Document Revi

Document Type\* ⓘ  
Remedial Exam ▾

Document Description ⓘ  
This document is utilized as the remedial pathway for employees to read an SOP or policy.

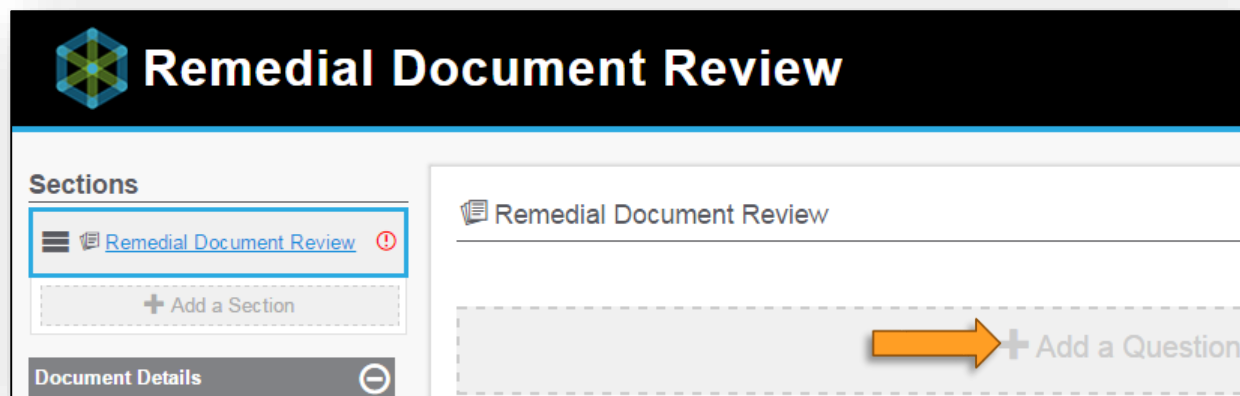
Save Changes

10. Click [Remedial Document Review](#).

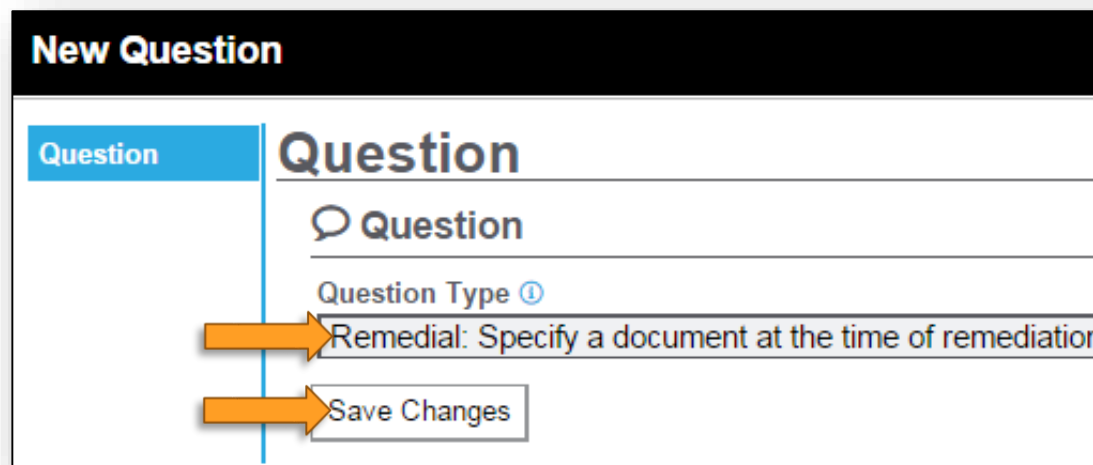
The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a notification bell. Below this is a green header with 'Competency' and 'View:' followed by icons for 'Manage', 'Setup', 'Dashboard', and 'Department'. The main content area is titled 'Direct Observation' and contains several sections: 'Requirement', 'Requirement Documents', 'Documents', and 'Remedial Documents'. The 'Remedial Documents' section includes a table with columns for 'Document', 'Type', and 'Folder'. An orange arrow points to the 'Remedial Document Review' link in the table.

Document	Type	Folder
<a href="#">Remedial Document Review</a>	CLIA	<a href="#">Edit</a> Documents (Root)

11. Click **Add a Question**.



12. Select **Remedial: Specify a document...** for Question Type.



13. Click **Save Changes**.