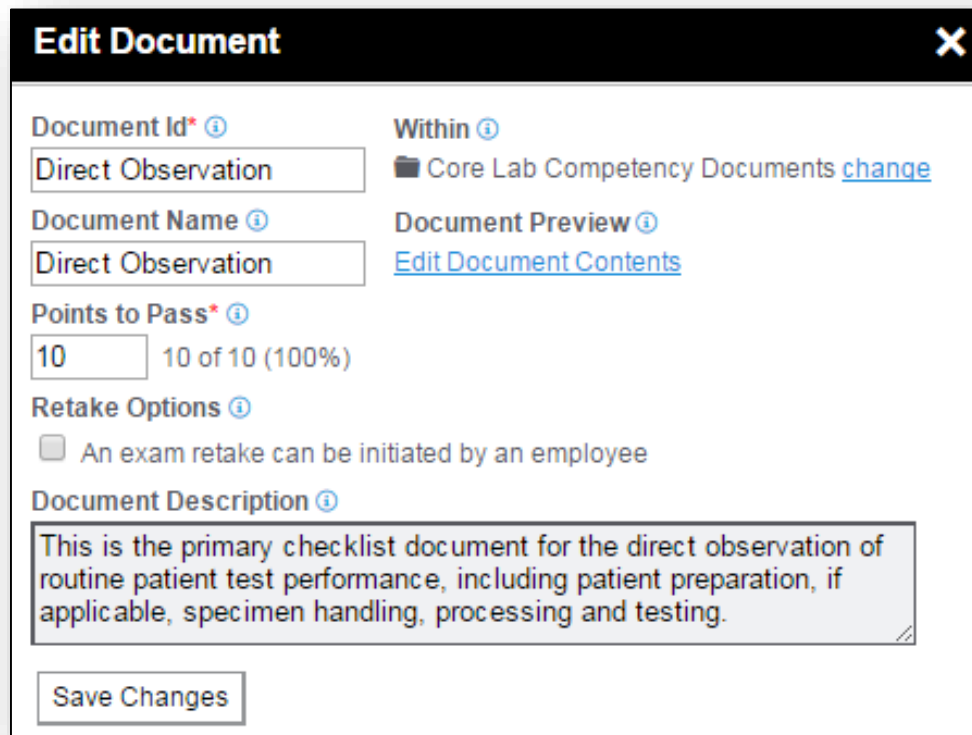


## Setup Tab – Browse Requirements Perspective

### Edit Requirement Document Details

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

- **Edit Requirement Document Details**



**Edit Document** [X]

Document Id\* ⓘ  
Direct Observation

Document Name ⓘ  
Direct Observation

Points to Pass\* ⓘ  
10 10 of 10 (100%)

Retake Options ⓘ  
 An exam retake can be initiated by an employee

Document Description ⓘ  
This is the primary checklist document for the direct observation of routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing.

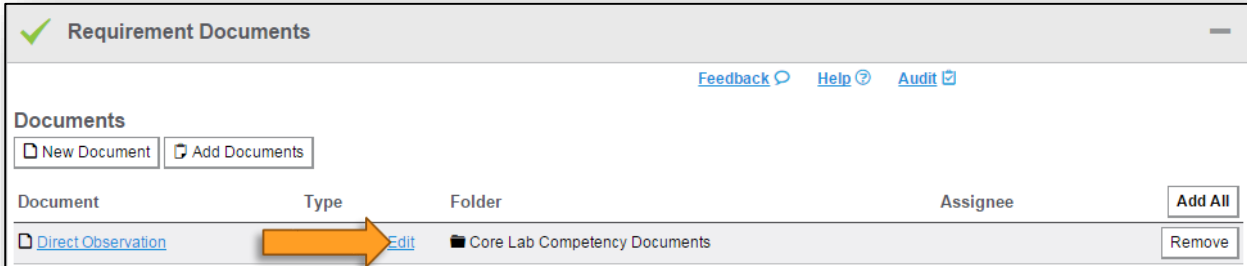
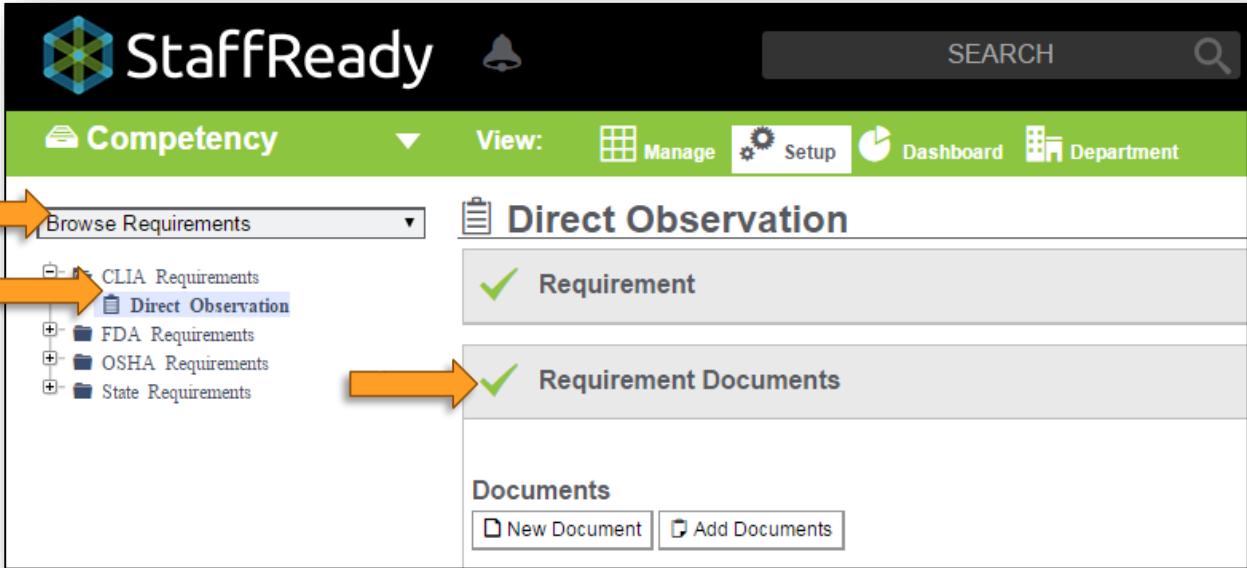
Within ⓘ  
Core Lab Competency Documents [change](#)

Document Preview ⓘ  
[Edit Document Contents](#)

# 1 | Edit Requirement Document Details

## Edit Requirement Document Details

- 1. Select **Browse Requirements** perspective.
- 2. Select a **Requirement**.
- 3. Open **Requirement Documents** colorbar.
- 4. Click [Edit](#).



As needed...

5. Edit **Document Id**.

6. Edit **Document Name**.

7. Edit **Points to Pass**.

8. Check **Exam Retake**.

**Note:** Only check **Exam Retake** if employees do not need permission to retake a failed exam.

9. Edit **Document Description**.

10. Click **Save Changes**.

**Note:** Only click [change](#) if a different parent (**Within**) folder needs to be selected.

**Edit Document** [Close]

Document Id\* ⓘ  Within ⓘ  
Core Lab Competency Documents [change](#)

Document Name ⓘ  Document Preview ⓘ  
[Edit Document Contents](#)

Points to Pass\* ⓘ  10 of 10 (100%)

Retake Options ⓘ  
 An exam retake can be initiated by an employee

Document Description ⓘ