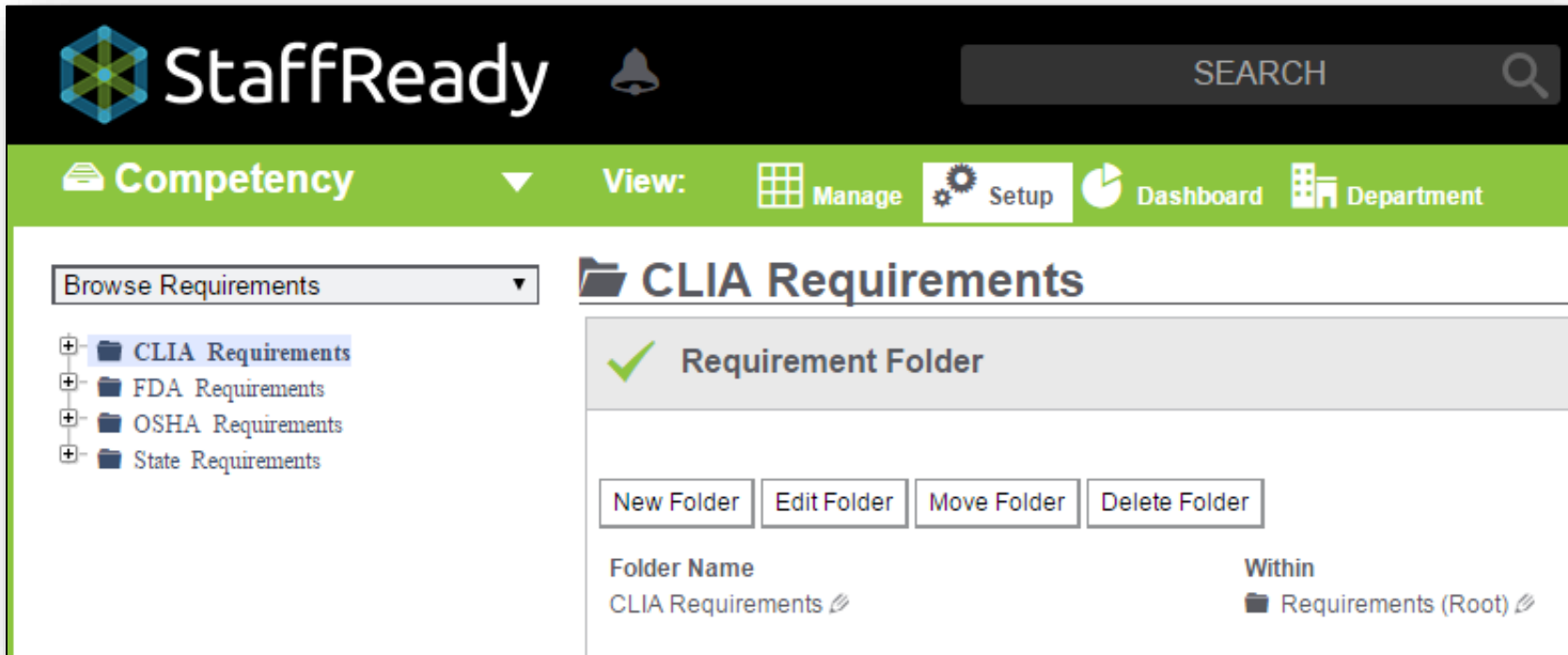


Setup View – Browse Requirements Perspective Requirement Folder Setup

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

- Requirement Folder Setup
- Clone Requirement Folder
- Edit Requirement Folder
- Move Requirement Folder
- Delete Requirement Folder

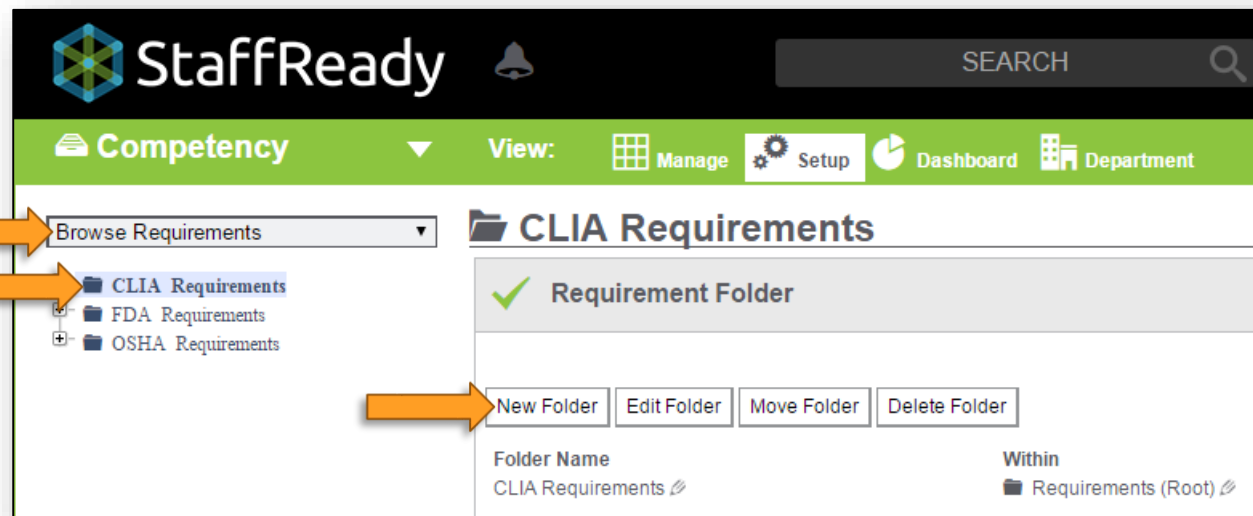


The screenshot displays the StaffReady interface for setting up a requirement folder. At the top, the StaffReady logo and a search bar are visible. Below the header, a navigation bar includes a dropdown menu for 'Competency', a 'View:' section with icons for 'Manage', 'Setup', 'Dashboard', and 'Department', and a search icon. The main content area is titled 'Browse Requirements' and shows a tree view of requirement folders: 'CLIA Requirements', 'FDA Requirements', 'OSHA Requirements', and 'State Requirements'. The 'CLIA Requirements' folder is selected, and its details are shown in a panel on the right. This panel includes a green checkmark and the text 'Requirement Folder'. Below this, there are four buttons: 'New Folder', 'Edit Folder', 'Move Folder', and 'Delete Folder'. At the bottom, the 'Folder Name' is 'CLIA Requirements' and it is located 'Within' the 'Requirements (Root)' folder.

1 | Requirement Folder Setup

Requirement Folder Setup

1. Select **Browse Requirements** perspective.
2. Select a **Requirement Folder**.
3. Click **New Folder**.



4. Click [change](#).

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

Create Requirement Folder

New Folder

Clone Folder

Folder Type* ⓘ
CLIA

Within ⓘ
CLIA Requirements [change](#)

Folder* ⓘ

Save Changes

5. Click [Select Folder](#).

Choose Requirement Folder

Current Selection: CLIA Requirements > [New Folder]

Click a destination folder

[-] Requirements (Root)	Select Folder
[-] ✓ CLIA Requirements	Select Folder
[-] FDA Requirements	Select Folder
[-] OSHA Requirements	Select Folder

6. Select **CLIA** for **Folder Type**.

7. Enter **Folder** name.

8. Click **Save Changes**.

Create Requirement Folder

New Folder | **New Folder**

Clone Folder

Folder Type* ⓘ

CLIA

Within ⓘ

Requirements (Root) [change](#)

Folder* ⓘ

State Requirements

Save Changes

2 | Clone Requirement Folder

Clone Requirement Folder

1. Select **Browse Requirements** perspective.

2. Select a **Requirement Folder**.

3. Click **New Folder** button.

StaffReady

SEARCH

Competency View: Manage Setup Dashboard Department

Browse Requirements

State Requirements

Requirement Folder

New Folder Edit Folder Move Folder Delete Folder

Folder Name State Requirements Within Requirements (Root)

3. Select **Clone Folder**.

Create Requirement Folder

New Folder

Clone Folder

New Folder

Folder Type* ⓘ
CLIA ▼

Within ⓘ
CLIA Requirements [change](#)

Folder* ⓘ

- 4. Enter **Folder Id**.
- 5. Enter **Folder Name**.
- 6. Enter **Description**.
- 7. Click **Save Changes**.

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

Create Requirement Folder

New Folder

Clone Folder

Folder Id
State Requirements

Folder Name
State Requirements

Description
State Requirements

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

Folder Id* ⓘ
NY State Requirements

Folder Name ⓘ
NY State Requirements

Description ⓘ
NY State Requirements

Save Changes

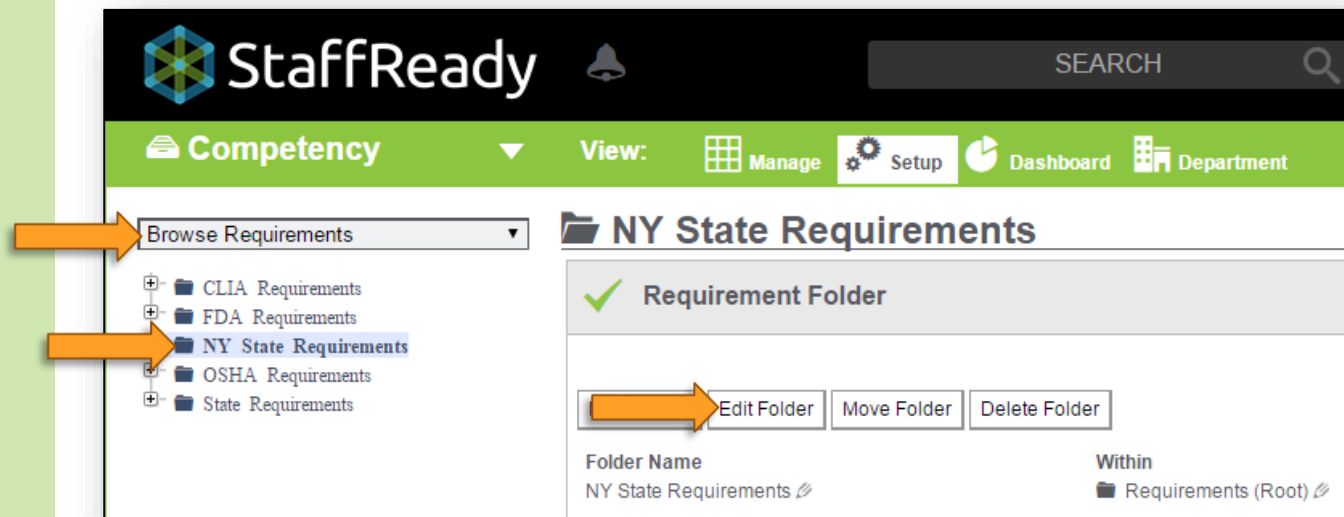
3 | Edit Requirement Folder

Edit Requirement Folder

1. Select **Browse Requirements** perspective.

2. Select a **Requirement Folder**.

3. Click **Edit Folder**.



4. Edit **Folder** name.

5. Click **Save Changes**.

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

Edit Requirement Folder

Edit Folder

Folder Type* ⓘ
CLIA ▼

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

Folder* ⓘ
New York State Requirem

Save Changes

4 | Move Requirement Folder

Move Requirement Folder

1. Select **Browse Requirements** perspective.

2. Select a **Requirement Folder**.

3. Click **Move Folder**.

StaffReady

SEARCH

Competency View: Manage Setup Dashboard Department

Browse Requirements

- CLIA Requirements
- FDA Requirements
- New York State Requirements
- OSHA Requirements
- State Requirements

New York State Requirements

Requirement Folder

New Folder Move Folder Delete Folder

Folder Name: New York State Requirements


Within: Requirements (Root)

4. Click [Select Folder](#).

Move Requirement Folder

Current Selection: Requirements (Root) > New York State Requirements

Click a destination folder

<input checked="" type="checkbox"/> Requirements (Root)	Select Folder
<input type="checkbox"/> CLIA Requirements	Select Folder
<input type="checkbox"/> FDA Requirements	Select Folder
<input type="checkbox"/> OSHA Requirements	Select Folder
<input type="checkbox"/> State Requirements	 Select Folder

5 | Delete Requirement Folder

Delete Requirement Folder

1. Select **Browse Requirements** perspective.

2. Select a **Requirement Folder**.

3. Click **Delete Folder**.

Note: A **Requirement Folder** cannot be deleted if the folder contains subfolders or **Requirements**.

The screenshot displays the StaffReady web application interface. At the top, the StaffReady logo is visible on the left, and a search bar is on the right. Below the logo, the 'Competency' menu is open, and the 'Browse Requirements' option is selected. The main content area shows a tree view of requirement folders: 'CLIA Requirements', 'FDA Requirements', 'OSHA Requirements', 'State Requirements', and 'New York State Requirements'. The 'New York State Requirements' folder is highlighted. To the right of the tree view, the details for the selected folder are shown, including a 'Requirement Folder' header, a 'New Folder' button, an 'Edit Folder' button, and a 'Delete Folder' button. An orange arrow points to the 'Delete Folder' button. Below the buttons, the 'Folder Name' is 'New York State Requirements' and the 'Within' folder is 'State Requirements'.