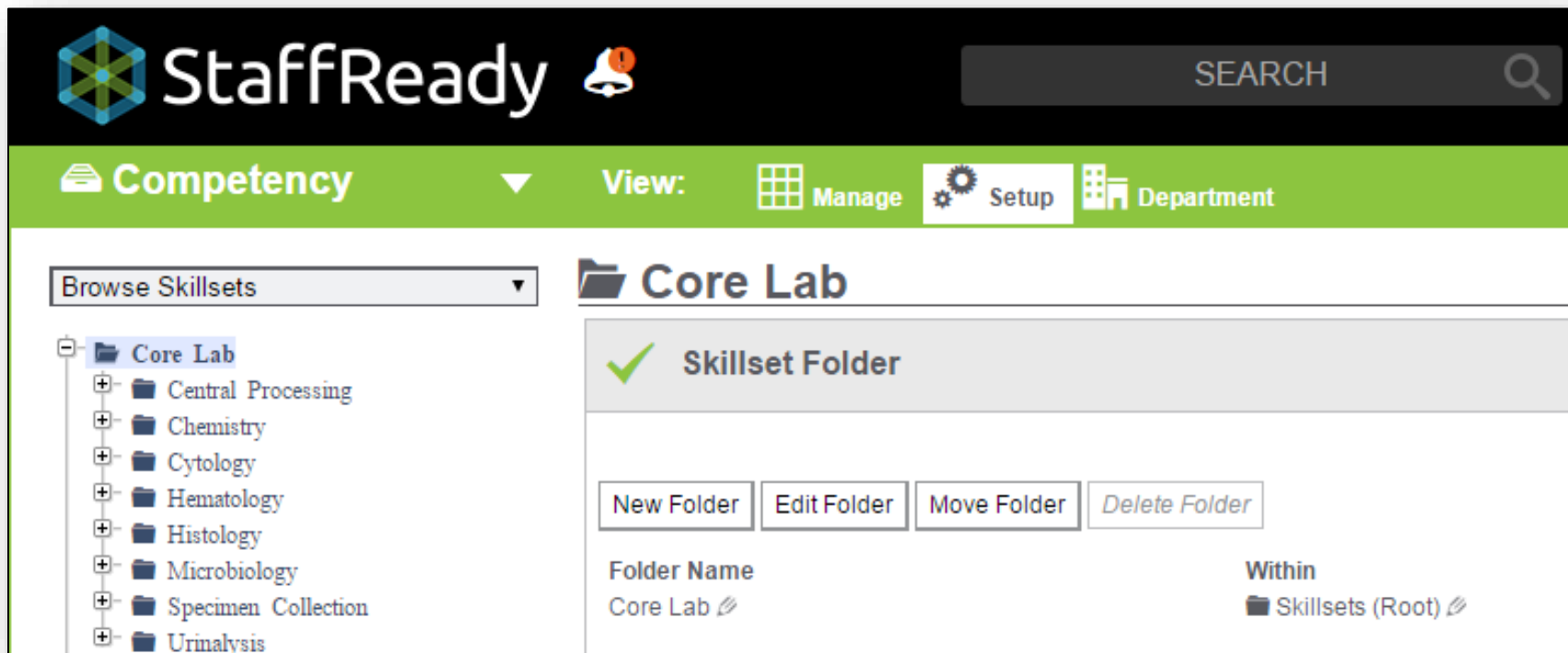


Setup View – Browse Skillsets Perspective Skillset Folder Setup

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

- Skillset Folder Creation
- Edit Skillset Folder
- Move Skillset Folder
- Delete Skillset Folder



The screenshot displays the StaffReady interface in the 'Setup View' for the 'Browse Skillsets' perspective. The top navigation bar includes the StaffReady logo, a search bar, and a notification bell. Below this, a green bar contains the 'Competency' dropdown, 'View:' options (Manage, Setup, Department), and a search icon. The main content area is divided into two sections. On the left, a tree view shows the 'Core Lab' folder expanded, listing sub-folders: Central Processing, Chemistry, Cytology, Hematology, Histology, Microbiology, Specimen Collection, and Urinalysis. On the right, the 'Core Lab' folder is selected, showing a 'Skillset Folder' setup screen with a green checkmark. This screen includes buttons for 'New Folder', 'Edit Folder', 'Move Folder', and 'Delete Folder'. Below these buttons, the 'Folder Name' is 'Core Lab' and the 'Within' location is 'Skillsets (Root)'.

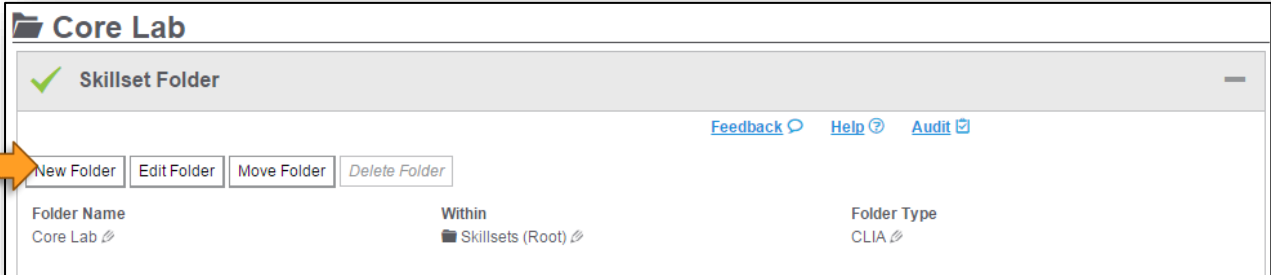
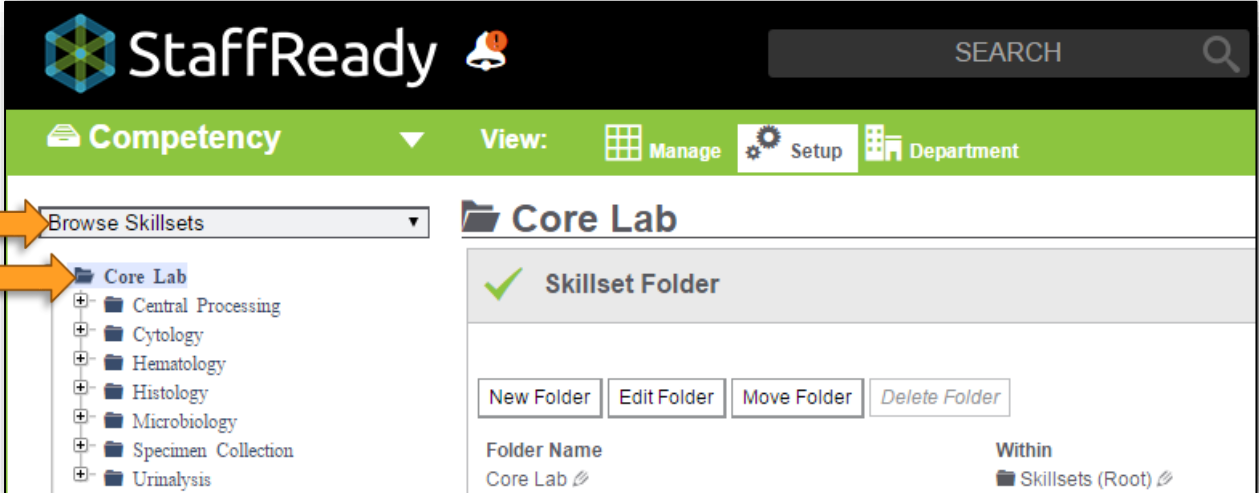
1 | Skillset Folder Creation

Skillset Folder Creation

1. Select **Browse Skillsets** perspective.

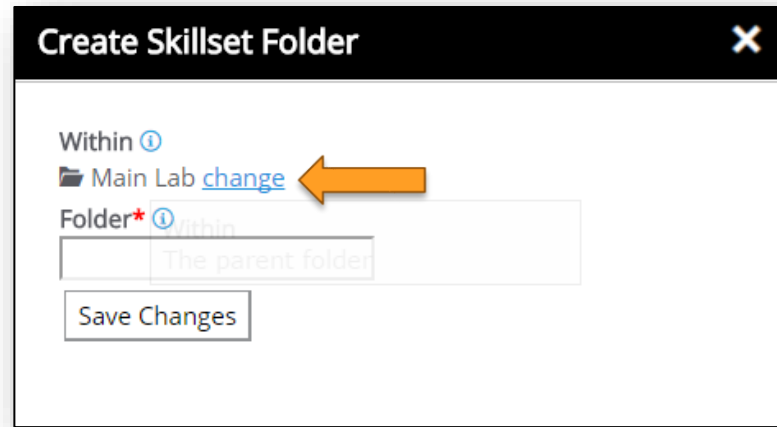
2. Select a **Skillset Folder**.

3. Click **New Folder**.

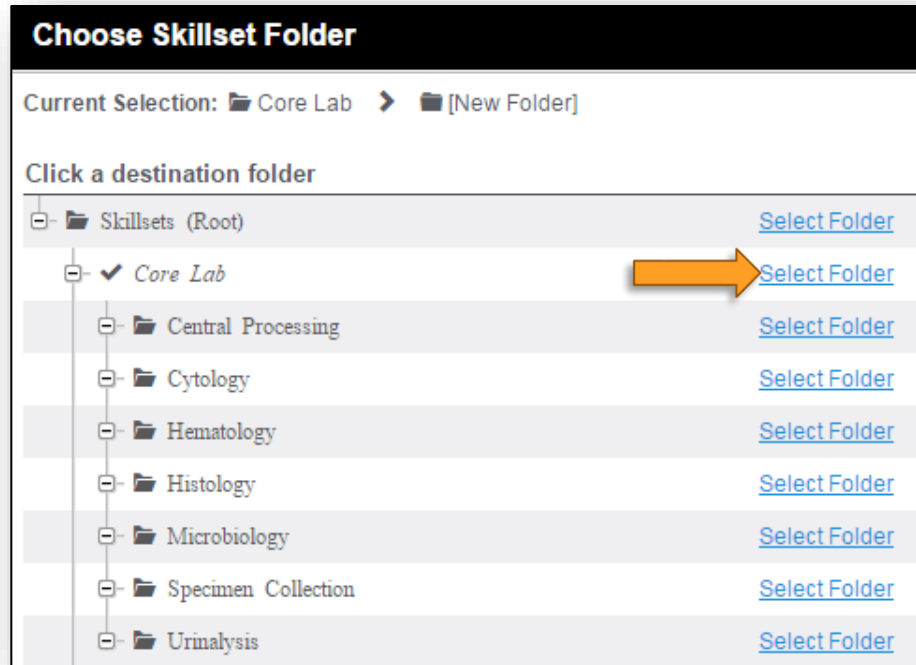


4. Click [change](#).

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



5. Click [Select Folder](#).



Note: Leave **CLIA** selected for **Folder Type**.

6. Enter **Folder** name.

7. Click **Save Changes**.

Create Skillset Folder [X]

Within ⓘ

📁 Main Lab [change](#)

Folder* ⓘ

Save Changes

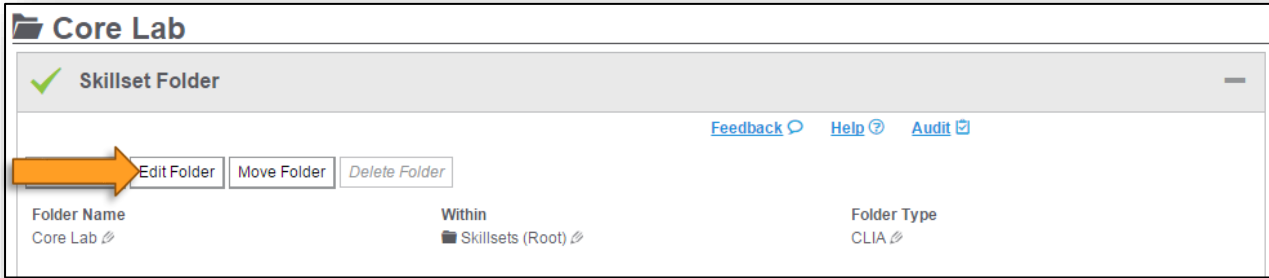
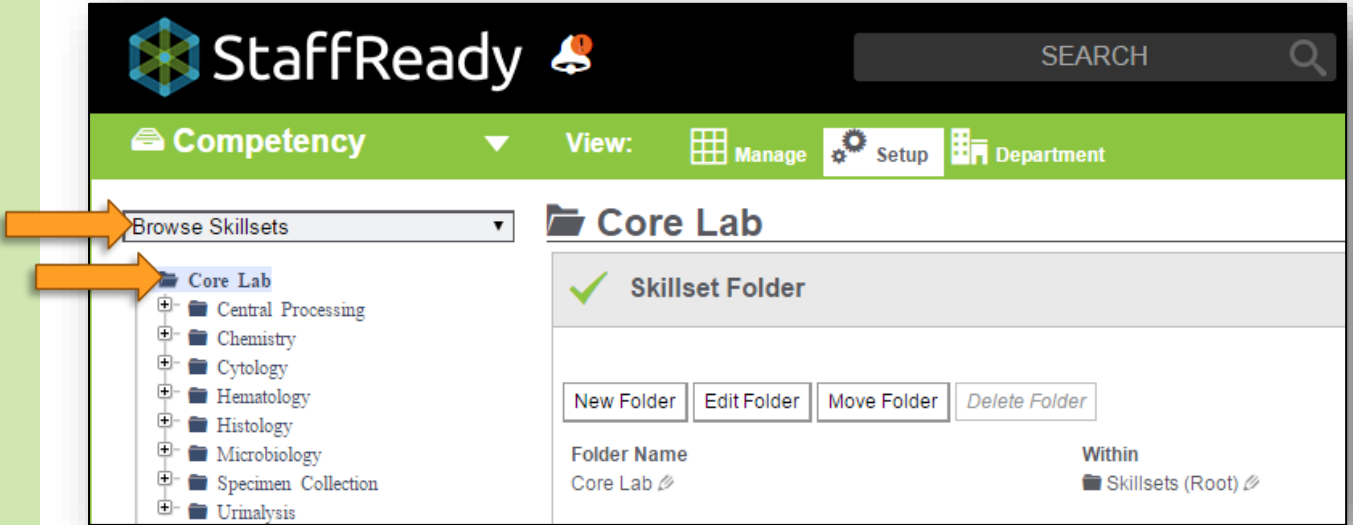
2 | Edit Skillset Folder

Edit Skillset Folder

1. Select **Browse Skillsets** perspective.

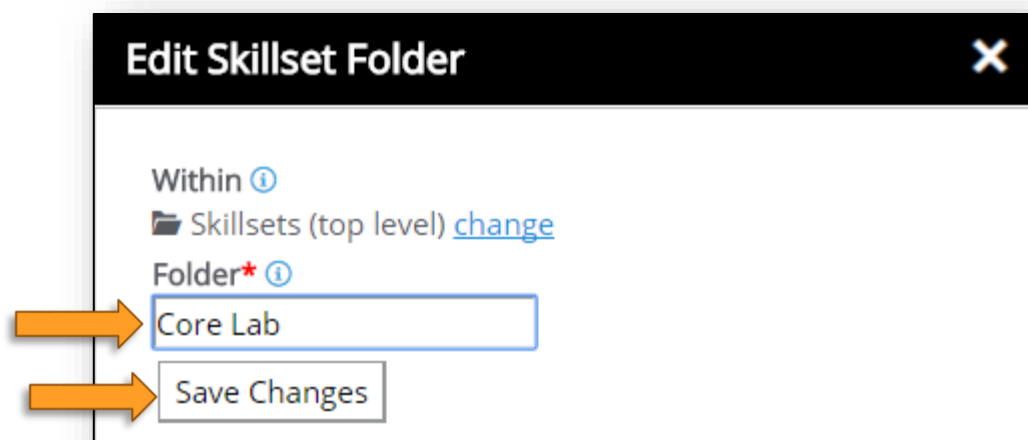
2. Select a **Skillset Folder**.

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.



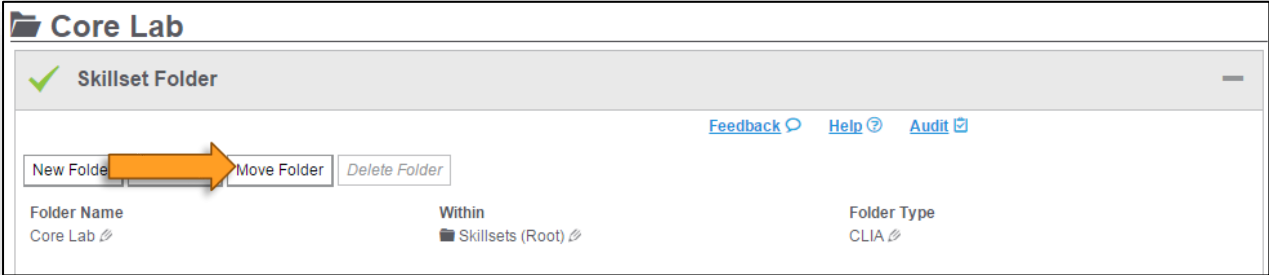
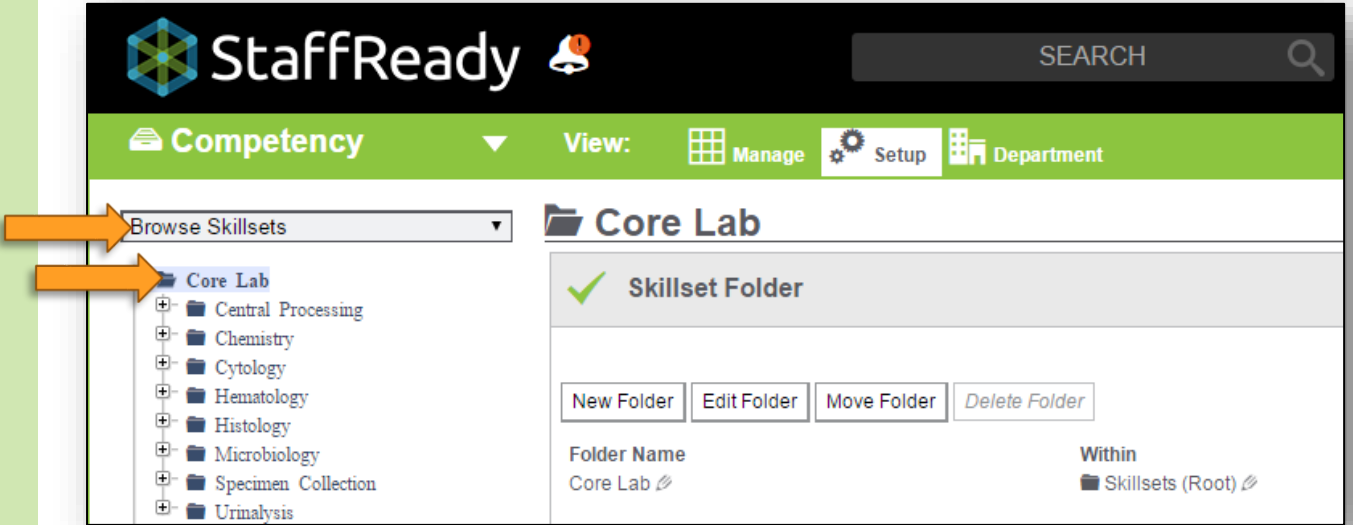
3 | Move Skillset Folder

Move Skillset Folder

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset Folder**.

3. Click **Move Folder**.




4. Click [Select Folder](#).

Move Skillset Folder

Current Selection: Skillssets (Root) > Core Lab

Click a destination folder

| | |
|---|---|
| <input checked="" type="checkbox"/> Skillssets (Root) | Select Folder |
| <input type="checkbox"/> SMMHC-Aurora |  Select Folder |
| <input type="checkbox"/> SMMHC-Central Valley | Select Folder |
| <input type="checkbox"/> SMMHC-Franklin | Select Folder |
| <input type="checkbox"/> SMMHC-Hammond | Select Folder |
| <input type="checkbox"/> SMMHC-Highland Park | Select Folder |
| <input type="checkbox"/> SMMHC-Joliet | Select Folder |
| <input type="checkbox"/> SMMHC-Naperville | Select Folder |
| <input type="checkbox"/> SMMHC-Peoria | Select Folder |
| <input type="checkbox"/> SMMHC-Rockford | Select Folder |

4 | Delete Skillset Folder

Delete Skillset Folder

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset Folder**.

3. Click **Delete Folder**.

Note: A folder cannot be deleted if the folder contains subfolders or **Skillsets**.

