



TapRoot®

Changing the Way The World Solves Problems

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TapRooT® VI Toggles

- TapRooT® VI introduced a few new toggles allowing you to view your Investigation Data in multiple layouts. Let's take a look at the new toggles.

Basic Investigation or Major Investigation

Are you conducting a **MAJOR** investigation or a **BASIC** investigation? The type selected determines which fields are required for the investigation.

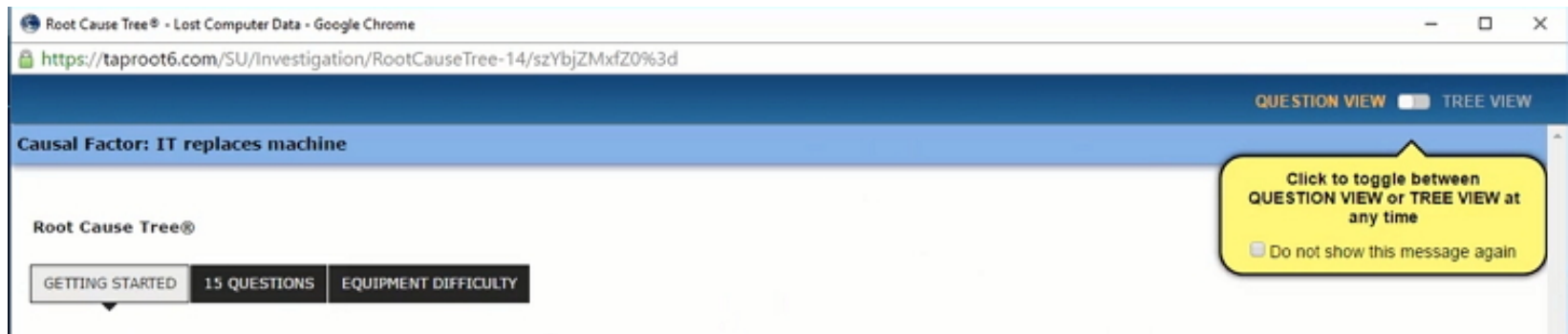
The screenshot displays the TapRoot® VI web application interface. At the top, the TapRoot® logo and tagline "Changing the Way the World Solves Problems" are visible on the left, and a user greeting "Welcome, Steve" is on the right. Below the header is a navigation bar with links: HOME, CREATE NEW, ADMIN, and EXIT. The main content area features a breadcrumb trail: Incident > Investigation > Action Plan. The current page title is "Lost Computer Data". On the right side of the page, there is a toggle switch for the investigation type, with "BASIC" selected and "MAJOR" unselected. A yellow circle highlights this toggle. Below the toggle is a tabbed interface with tabs for Details, Team Members, Attachments, TapRoot®, Report, Reference, and Incident Overview. The "TapRoot®" tab is active, showing a table with columns for Phase, Step, and Optional. The table lists five steps: 1. Plan, 2. Investigate, 3. Analyze, 4. Fix, and 5. Report. Step 3 is highlighted in blue. A note at the bottom of the table states: "** Less steps required with BASIC toggle on. **".

Phase	Step	Optional
✓ Plan	3 Define Causal Factors using SnapCharT® and Safeguards Analysis	
✓ Investigate	4 Analyze each Causal Factor for root causes using the Root Cause Tree®	
→ Analyze	5 Analyze each root cause for generic causes	• Reference Corrective Action Helper® to guide generic cause determination
Fix		
Report		

** Less steps required with BASIC toggle on. **

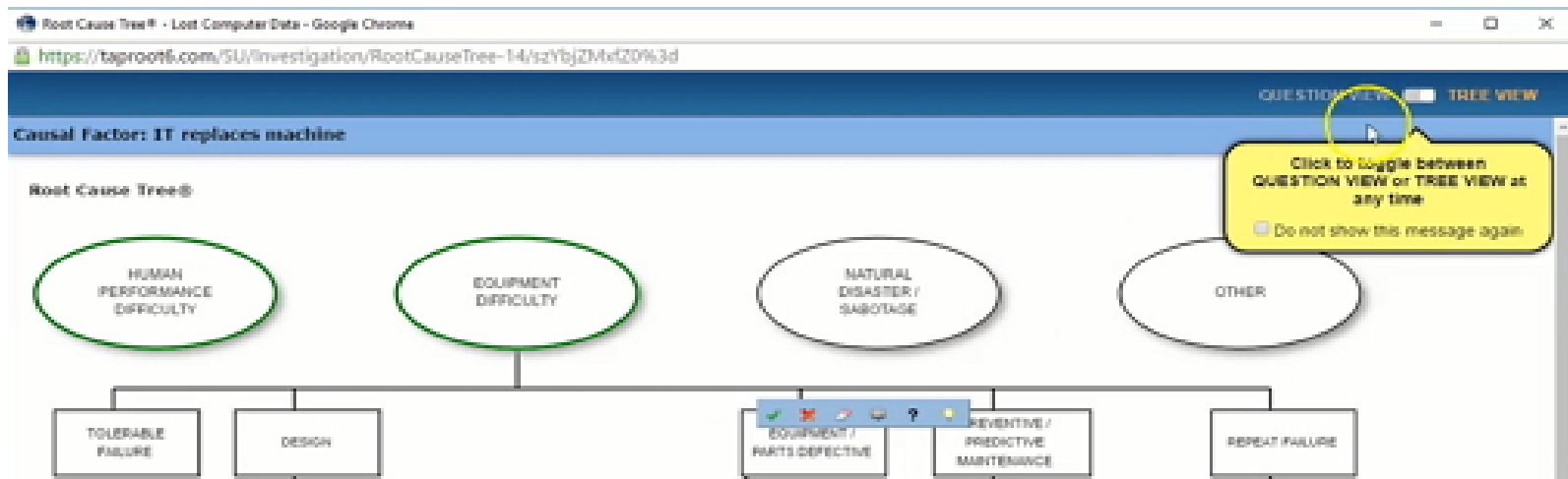
Question View or Tree View

The new **Question View** allows you to navigate the Root Cause Tree® by answering questions with yes/no answers rather than clicking on specific images on the screen. Each question aids you in determining the exact root cause of your causal factor.



Question View or Tree View

The familiar **Tree View** allows you to navigate the Root Cause Tree® by selecting the various Root Cause categories instead of answering multiple questions to determine the root cause of the causal factor. If you are unsure if you should select the category you can select the ? icon to look at detailed questions that help you determine if you should select Yes or No to the category.



Simple OR SMARTER Corrective Action

Do you require completing a SMARTER Corrective Action or is a Simple Corrective action sufficient?
The **Simple** Corrective Action only looks for the corrective action and who completes the action is unimportant.

The screenshot shows a web browser window titled "Corrective Action - New - Google Chrome" with the URL <https://taproot6.com/SU/ActionPlan/CorrectiveActionBuilder-0/szYbjZMxfZ0%3d>. The interface features a blue header bar with two toggle buttons: "SMARTER" and "SIMPLE". The "SIMPLE" button is currently selected, indicated by a white slider and a yellow circle around it. Below the header, there is a form with two fields: "Corrective Action Name*" with a text input box and a help icon, and "Corrective Action*" with a larger text area.

Simple OR SMARTER Corrective Action

Do you require completing a SMARTER Corrective Action or is a Simple Corrective action sufficient? The **SMARTER** Corrective Action not only identifies the corrective action, but assigns individuals to implement the specific corrective action, verify the implementation, and validate the corrective action resolves the issue.

The screenshot shows a web browser window titled "Corrective Action - New - Google Chrome" with the URL <https://taproot6.com/SU/ActionPlan/CorrectiveActionBuilder-Q/szYbjZMxfZ0%3d>. The interface features a blue header bar with a toggle switch set to "SMARTER" (indicated by an orange dot) and "SIMPLE" (indicated by a grey dot). Below the header, the form includes a "Corrective Action Name*" field with a blue question mark icon. A "REASONABLE:" instruction states: "Ensure the Corrective Action is practical and, if needed, provide Justification." with a blue question mark icon. A large text area labeled "Justification (Optional)" is provided for input. At the bottom, a green navigation bar shows "2 of 7" with left and right arrow icons.

