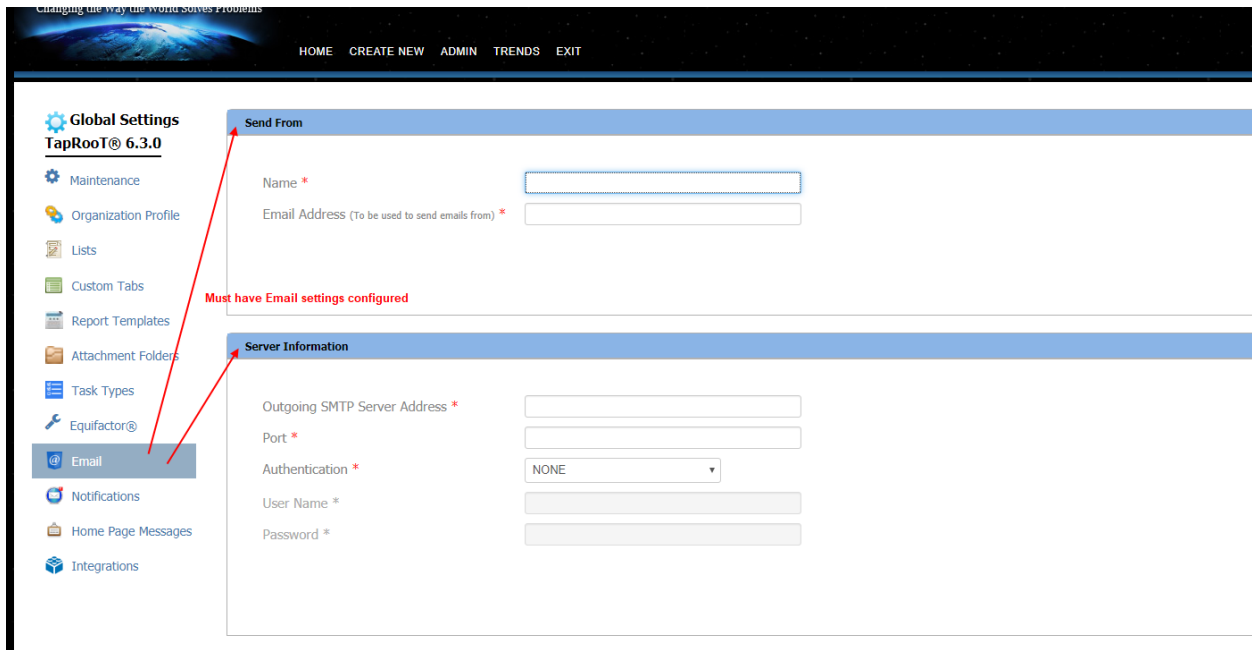


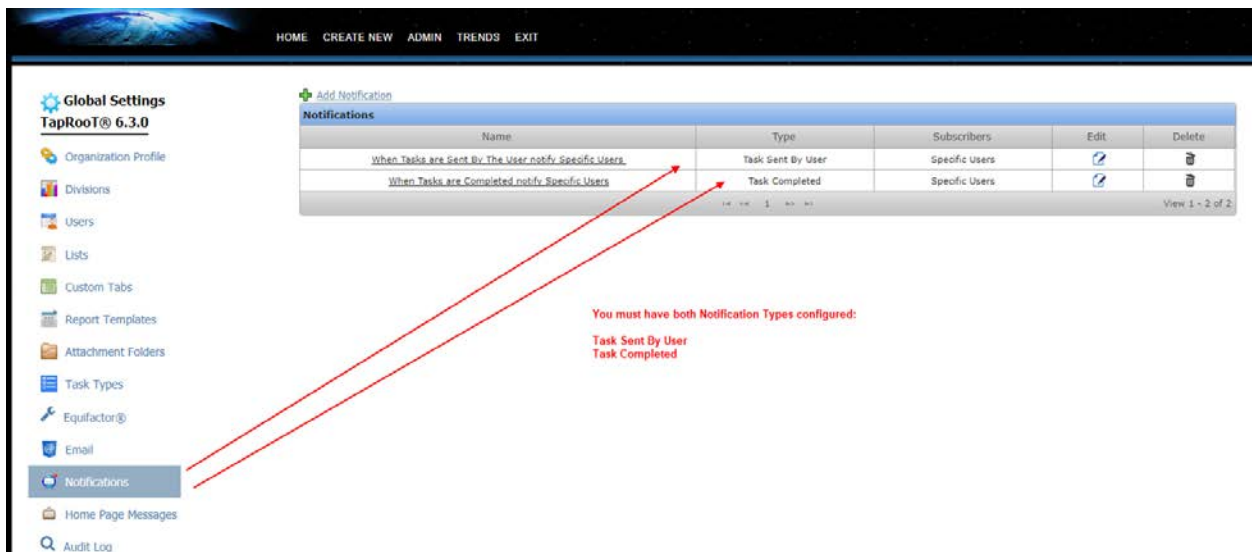
To utilize Corrective Action Notifications, you MUST have 2 ADMIN features configured:

**1. In the ADMIN > Email page, you must have the appropriate email settings configured.**

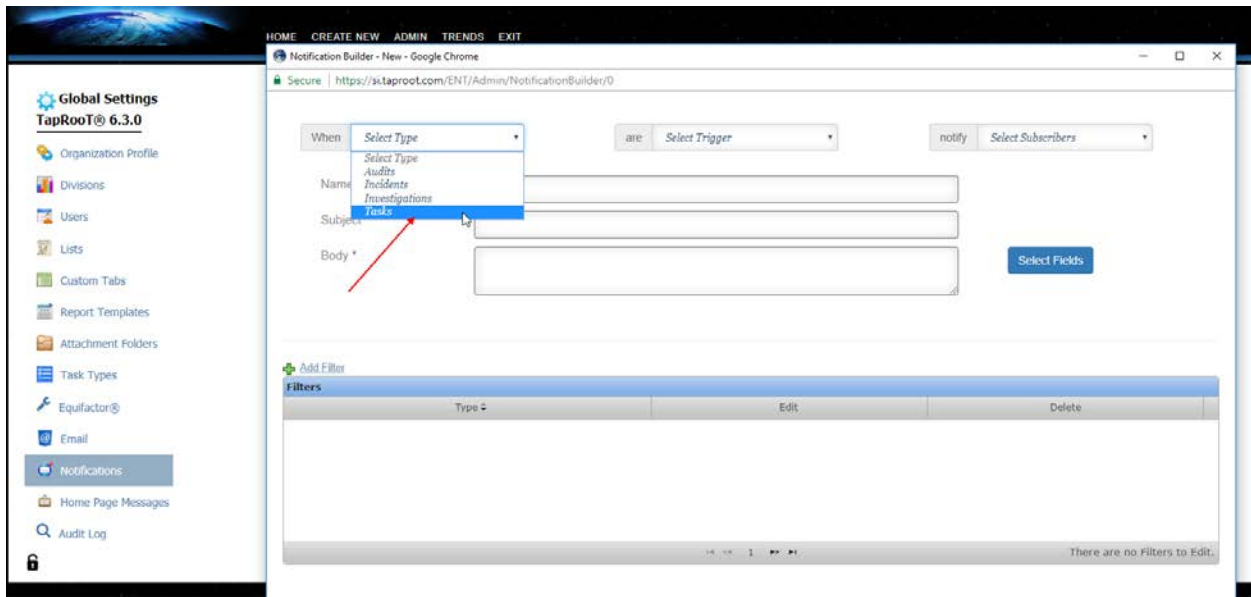


**2. In the ADMIN > Notifications page, you must have BOTH Corrective Action TYPES created. They are:**

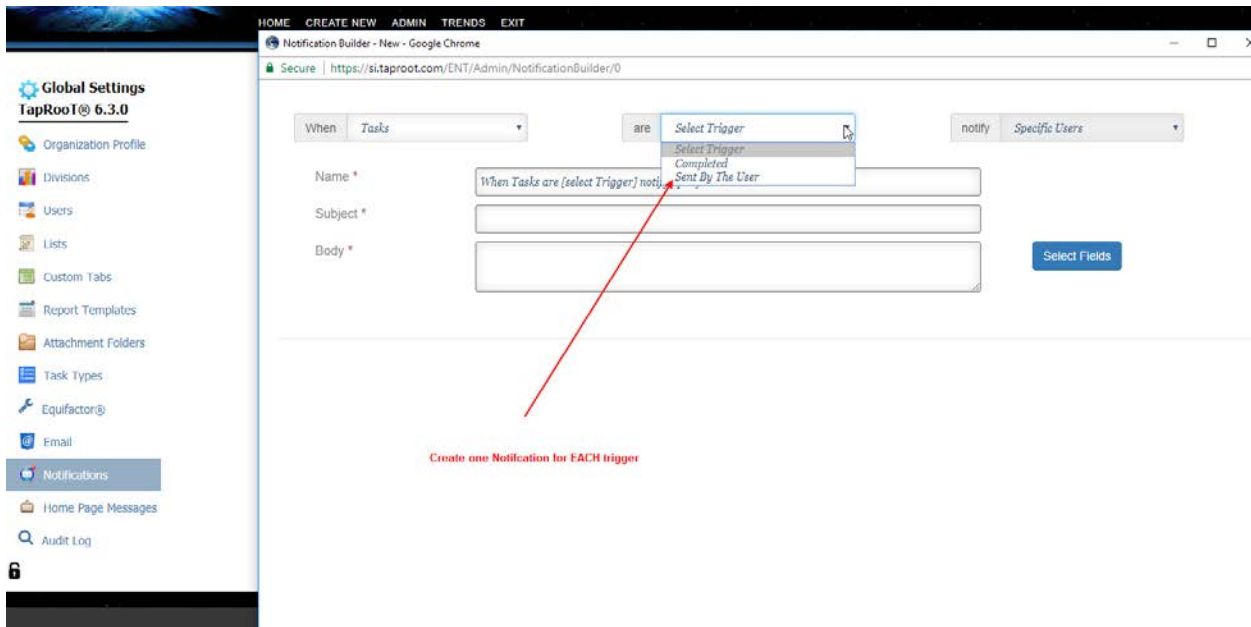
- Task Sent By User
- Task Completed



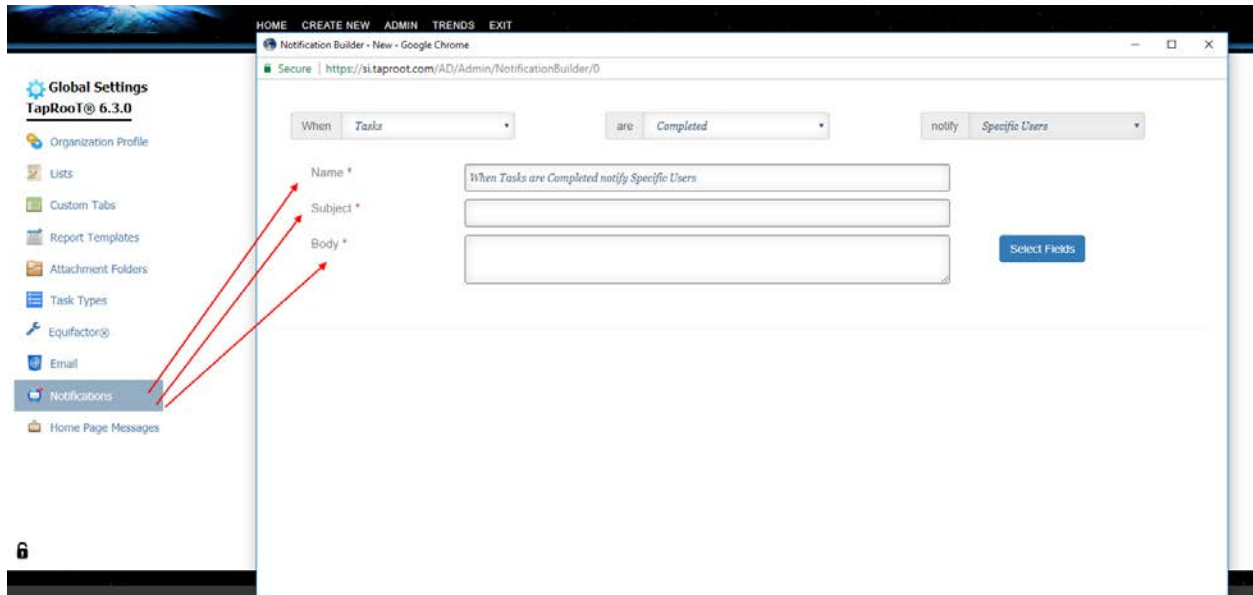
- These can be configured by Clicking on Add Notification > choosing the “When” field dropdown menu and selecting *Tasks*



- Then, choosing the “are” field dropdown menu and selecting *Task Sent By User* or *Task Completed* trigger (REMEMBER YOU MUST SET UP BOTH)



- Then, enter the appropriate information into the Name, Subject and Body fields



2

Once these have been configured appropriately, **users can set up Notifications for Specific Users within the Corrective Action Task of an Investigation** (either users within the software or NON software users by clicking Add Subscriber). Users choose when to Notify Subscribers (Now or When Task is Completed) and an email notification that corresponds with the configured Admin Task Notification is sent.

**TapRoot**  
Changing the Way the World Solves Problems

Incident Investigation Action Plan

Details Sharing Attachments Corrective

Create SMARTER Corrective Actions

Phase Step

- Plan
- Investigate
- Analyze
- Fix
- Report

6 Develop fix

View Snap

Add Corrective Action

Corrective Actions

CORRECTIVE ACTION: 1234

1. Consider recommending that the procedure be revised to conform to the field labeling.
2. If the field labeling is particularly poor, then consider recommending that the procedure then be revised to conform to the field labeling.
3. It may be a good idea to test the ideas.
4. Of course, explain any changes that are being recommended that the field labeling.

Tasks

- Implementation (Due: Aug 31 2017)
- Verification (Due: Sep 15 2017)

Corrective Action - 1234 - Google Chrome

Secure | https://sit.taproot.com/ENT/ActionPlan/CorrectiveActionBuilder-13/ktSXMWcA4pc%3d

Corrective Action Name\* 1234

Corrective Action\*

1. Consider recommending that the procedure be revised to conform to the field labeling.

2. If the field labeling is particularly poor, then consider recommending that the procedure then be revised to conform to the field labeling.

3. It may be a good idea to test the ideas.

4. Of course, explain any changes that are being recommended that the field labeling.

Task

Type:\* Implementation

Responsible Person:\* Angie Comer (comer@taproot.com)

Due Date:\* Aug 31 2017

Completed:

Description\*

1. Consider recommending that the procedure be revised to conform to the field labeling.

Notes

+

Add Subscriber

FullName	Email	Delete
Angie Comer	comer@taproot.com	

View 1 - 1 of 1

Notify Subscribers: \* Now

Apply Changes Cancel

Tasks

- Implementation (Due: Aug 31 2017)
- Verification (Due: Sep 15 2017)

Due Date History:

Initial Due Date : Jul 27 2017

Revised Due Date : Aug 31 2017

Responsible Person: Global Admin (support@taproot.com)

Description: FOR 1234

Due Date History:

Initial Due Date : Jul 31 2017