Smart LabTools
Complex Forms made Simple

# REPLACE WITH NAME OF LABORATORY

## REPLACE WITH NAME OF SCHEDULE

☑ 07/07/2018 Clear Form

| # | Item | Description 1 | Description 2 | Date Done | Date Due | Days Left | Status | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Some suggested lab uses: | | | | 08/25/18 | 49 | O.K. | |
| | Equipment Maintenance Schedule | | | | 07/24/18 | 17 | Almost Due | |
| | Employee Competency Schedule | | | | 06/24/18 | -13 | Due | ACT |
| | Calibration Verification Schedule | | | 07/07/18 | 07/07/19 | 365 | O.K. | |
| | Off-schedule Proficiency Testing | | | | | | | |
| | | | | | | | | |
| 2 | You may edit the the fields labeled | | | | | | | |
| | Item, Description 1, Description 2 | | | | | | | |
| | | | | | | | | |
| 3 | By entering 'Date Due'; 'Days Left', | | | | | | | |
| | 'Status', and 'Action' fields calculate | | | | | | | |
| | | | | | | | | |
| 4 | Click on the Check Box near date | | | | | | | |
| | for current date calculations. Also | | | | | | | |
| | updates with entry in any field | | | | | | | |
| | | | | | | | | |
| 5 | When entering a 'Date Done', input | | | | | | | |
| | the new applicable 'Date Due', or | | | | | | | |
| | blank out the 'Date Due' to clear | | | | | | | |
| | calculated fields | | | | | | | |
| | | | | | | | | |
| 6 | 'ACT' message in 'Action' column | | | | | | | |
| | appears with 'Due' status | | | | | | | |
| | | | | | | | | |
| 7 | 'Almost Due' message appears | | | | | | | |
| | when 'Date Due' is 30 days or less | | | | | | | |
| | | | | | | | | |
| 8 | 'Due' appears when 'Date Due' is | | | | | | | |
| | < 0 days | | | | | | | |
| | | | | | | | | |
| 9 | Read the FAQ's on the SLT website | | | | | | | |
| | to remove the blue highlighting | | | | | | | |
| | | | | | | | | |
| 10 | Be sure to use 'Adobe' Acrobat | | | | | | | |
| | Reader for calculations to occur | | | | | | | |
| | | | | | | | | |
| 11 | This application is useful for | | | | | | | |
| | Supervisors to keep on their | | | | | | | |
| | computer desktops for readily | | | | | | | |
| | tracking scheduled events | | | | | | | |
| | | | | | | | | |
| 12 | Click on the 'Clear Form' button to | | | | | | | |
| | begin | | | | | | | |
| | | | | | | | | |
| 13 | Comments appreciated: | | | | | | | |
| | Dan@smartlabtools.com | | | | | | | |
| | | | | | | | | |


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