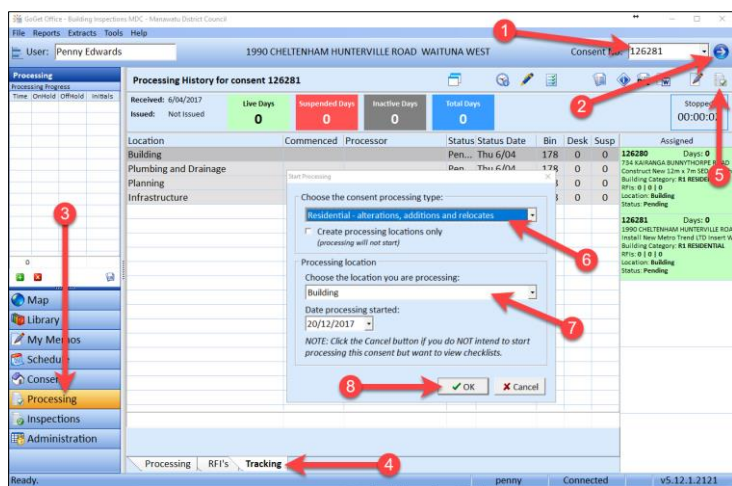


Start processing a consent

- 1 If you are allocated a consent, click on the **Processing** function panel and double click on the consent in the **Assigned** column, or
- 1 Enter consent number and click on launch button (Nos 1 and 2)
- 2 Click on the **Processing** function panel and click on the **Tracking** tab (Nos 3 and 4)
- 3 Click on the **Start Processing** button (No 5)
- 4 If required, select the processing type and then select your location (Nos 6 and 7) and click on **OK** (No 8)

You will now see all the processing checklists.



Process a checklist

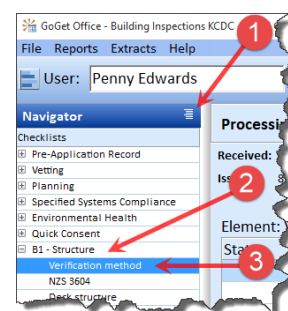
- 1 Double click on the first checklist you want to use to display the Level 2 elements
- 2 Double click on the first checklist element you want to use to display the Level 3 checklist items
- 3 For the checklist item, write your notes or use/edit the notes in the Prompt area and select an appropriate status
- 4 Move to the next checklist item and repeat until you have completed all the items
- 5 Click on **Save**

This will return you to the Level 2 elements. Repeat the above steps for each element.

If you require further information, create your RFI on the relevant checklist item – see Create a RFI.

Navigator (optional)

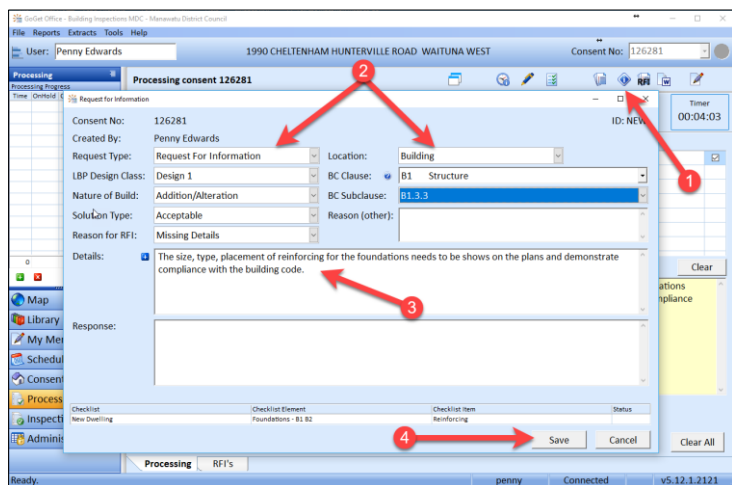
- 1 Click on the **Navigator** button to display all the checklists in the navigation area (No 1)
- 2 Double click on a checklist name to display the Level 2 elements (No 2)
- 3 Double click on an element to display the Level 3 checklist items (No 3)



Create a RFI

Create your RFI on the checklist item to ensure it is linked for signing off once you receive an acceptable response.

- 1 Click on the **Add new request for information** button (No 1)
- 2 Select the appropriate details in the top half of the RFI window (No 2)
- 3 Enter the RFI details for the RFI letter (No 3)
- 4 Click **Save** (No 4)



You can always review or edit any RFIs you have created. Click on the RFI tab at the bottom of the screen. Double click on a RFI if you want to edit it.

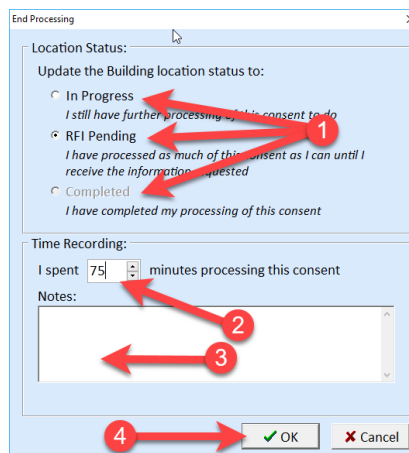
Continue your processing.

Finish processing

You want to stop.

- 1 Click on the **Save** (or the **Back**) button to return to the level above until you get to the list of checklists
- 2 On the final save, select the option you want, eg In Progress, RFI Pending, Completed (No 1 below)
- 3 Record the time you took for processing (if required) and enter any notes you want (Nos 2 and 3)
- 4 Click on **OK** (No 4)
- 5 Click on the **Back** button

The status changes to your selection.



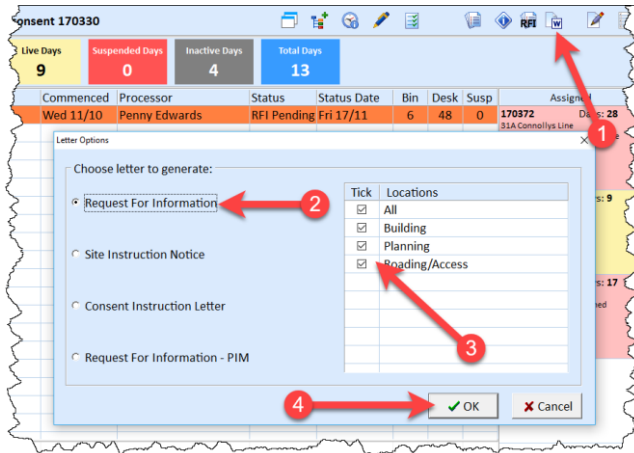
Note: Select **In Progress** even if you have RFIs but there is still processing work you can do before the RFI letter goes out.

Select **Completed** only if you have no RFIs and have finished all the processing for your location.

Create the RFI letter

When the last location enters a status of Completed or RFI Pending, GoGet will prompt for the RFI letter.

- 1 Click on the **RFI Letter** button (No 1 below)
- 2 Click on **Request for Information** (No 2)
- 3 Mark all the locations to be included in the RFI letter (No 3)
- 4 Click on **OK** (No 4)
- 5 When the Processing Progress entry dialogue box appears, click on **Save** to stop the clock



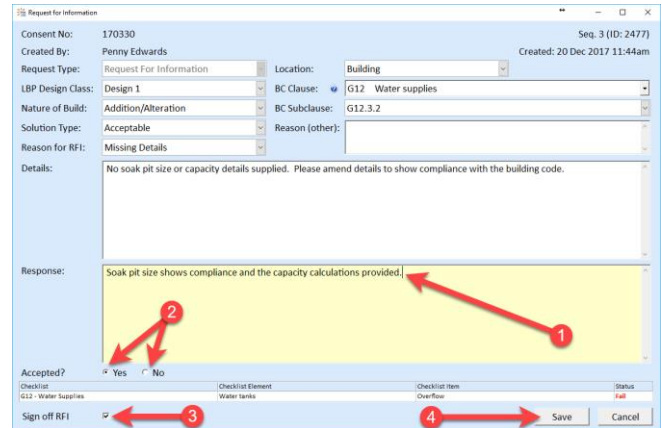
The document will open in Microsoft Word. You may need to click on the Word button on the taskbar at the bottom of the screen.

Make any final adjustments you want to the letter, save and send.

All locations with a status of RFI Pending change to Suspended.

Record RFI Responses

- 1 Click on the **Processing** function panel and double click on the consent in your **Assigned** column
- 2 Click on the **Start Processing** button and select your location
- 3 Click on the **RFI** tab
- 4 Double click on your first RFI and record your response notes (No 1)
- 5 Click the **Yes** option if you are accepting the response or **No** if you are not (No 2)
- 6 Click in the **Sign Off RFI** box (No 3)
- 7 Click on **Save** (No 4)
- 8 Respond to the GoGet prompt to sign off the checklist item
- 9 Repeat for remaining RFIs.



- 10 Continue your processing

or

Click on **Save** and click on **Completed** if you are finished

Mark required inspections

- 1 Click on the **Required Inspections** button



- 2 Double click in the **Required** column against the inspections required, enter the number required if more than one and double click the **LBP** column if LBP details are required
- 3 Click on **Save**

Mark required documentation

- 1 Click on the **Undock Consent Panel** button and select the tab at the bottom that you want



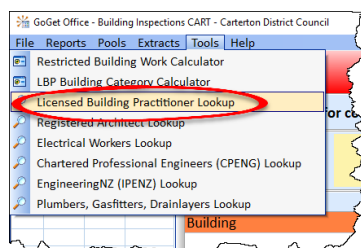
- 2 Click on the **Edit** button
- 3 Double click in the **Required** column (and any other column if appropriate)
- 4 Click on **Save**

Repeat for other relevant tabs.

Check LBP details

Use the LBP Lookup features on the Tools menu to check LBP details.

Save copies into an appropriate folder in the Attachments area.



You can view any of these documents when you click on the **Consents** function panel and then on the **Attachments** tab.

Run reports

Run the following reports:

- 1 Click on **Reports** in the menu bar (No 1)
- 2 **Processing Summary** report (No 2)
- 3 **Required Items** report (No 3)
- 4 **Time** report – if required (No 4)

Use the **File To** button to save copies into the Attachments area.

