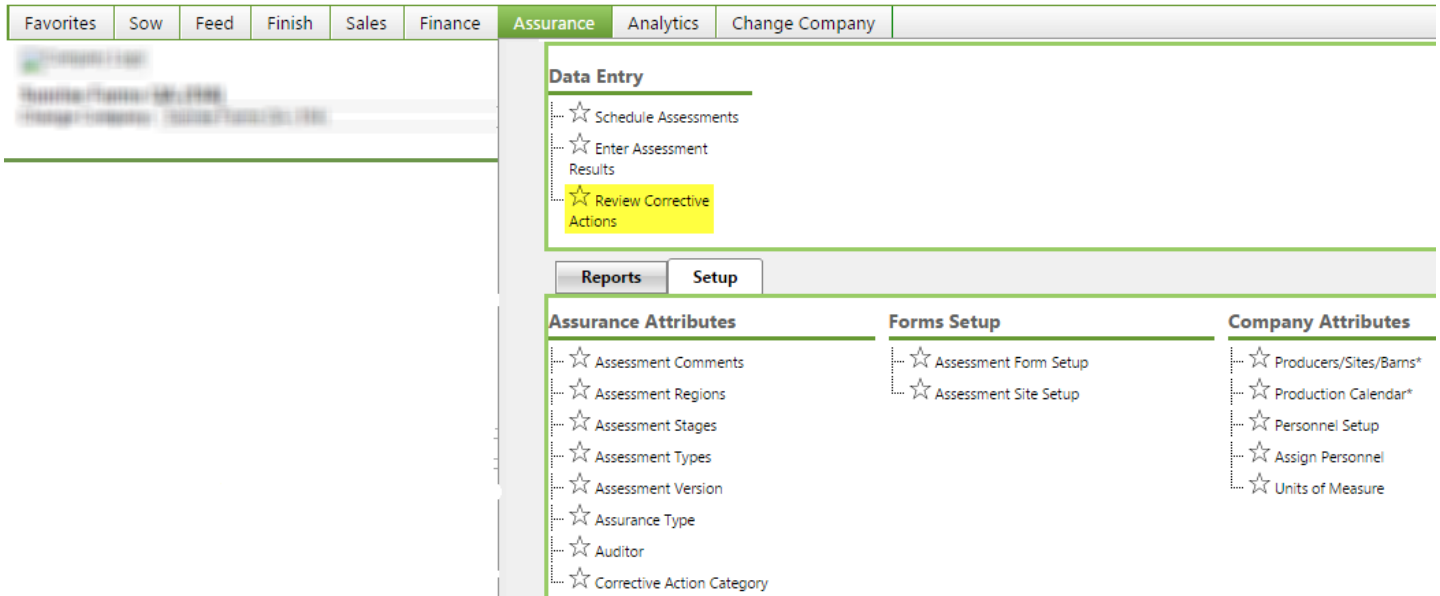


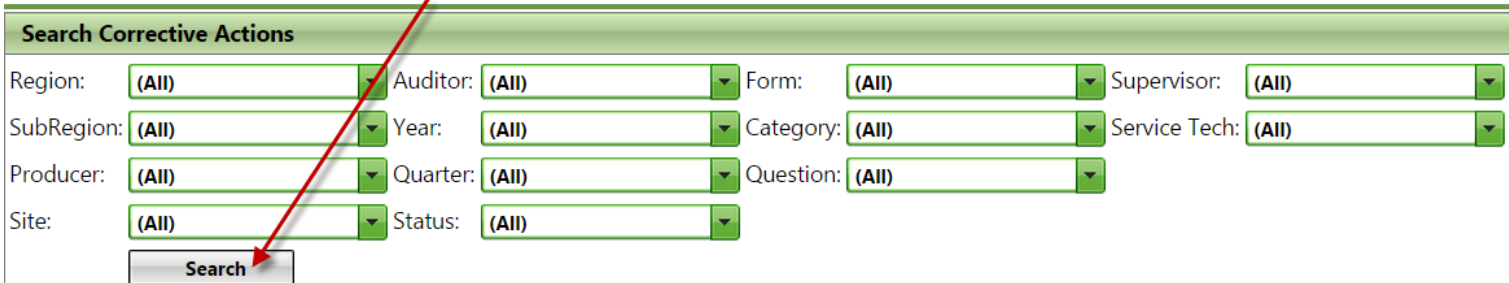
Review Corrective Actions

When questions on the Assessments fail, a Corrective Action will be generated. Review Corrective Actions is where you will Search and address the actions that need to be taken.



The screenshot shows the MetaFarms Assurance menu. The 'Assurance' tab is selected. Under the 'Data Entry' section, 'Review Corrective Actions' is highlighted. Below this, there are three columns of options: 'Assurance Attributes', 'Forms Setup', and 'Company Attributes'. The 'Assurance Attributes' column includes options like 'Assessment Comments', 'Assessment Regions', 'Assessment Stages', 'Assessment Types', 'Assessment Version', 'Assurance Type', 'Auditor', and 'Corrective Action Category'. The 'Forms Setup' column includes 'Assessment Form Setup' and 'Assessment Site Setup'. The 'Company Attributes' column includes 'Producers/Sites/Barns*', 'Production Calendar*', 'Personnel Setup', 'Assign Personnel', and 'Units of Measure'.

Enter your search criteria then click Search



The screenshot shows the 'Search Corrective Actions' form. It has several dropdown menus for search criteria: Region, SubRegion, Producer, Site, Auditor, Year, Quarter, Status, Form, Category, Question, Supervisor, and Service Tech. All dropdowns are currently set to '(All)'. A red arrow points from the text 'Enter your search criteria then click Search' to the 'Search' button at the bottom of the form.

Here you can view the questions that were unacceptable

View												
Region	Producer	Site	Status	Category	Deadline	Completed	Actions Taken	Form	Date	Category	Question	Delete
	Elm Creek	Elm Creek 1	Open		7/1/2015			Fall Checklist	6/1/2015	Fall Checklist	Gravel around building driveway.	<input type="checkbox"/>
	Elm Creek	Elm Creek 1	Open		7/1/2015			Fall Checklist	6/1/2015	Fall Checklist	Measure manure pit levels.	<input type="checkbox"/>

To enter you corrective action:

1. Click Edit 2. If completed change the status to Closed

View								
Delete Records								
Row	Edit	Region	SubRegion	Producer	Site	Status	Category	Deadline
1	Edit			Elm Creek	Elm Creek 1	Open	Facility	7/1/2015

Status: **Closed** Region: **The Category dropdown is setup under Corrective Action Category in General Attribut**
 Category: **Facility** SubRegion:
 Deadline: 7/1/2015 Producer: Elm Creek
 Completed: 6/15/2015 Site: Elm Creek 1
 Actions Taken: Removed Gravel. Category: Fall Checklist
 Date: 6/1/2015 Question: Gravel around building driveway.

3. Enter your data then click Save

Save Cancel

After saving your corrective action the status will change to Closed

View												
Delete Records												
Row	Edit	Region	SubRegion	Producer	Site	Status	Category	Deadline	Completed	Actions Taken	Form	Date
1	Edit			Elm Creek	Elm Creek 1	Closed	Facility	7/1/2015	6/15/2015	Removed Gravel.	Fall Checklist	6/1/2015
2	Edit			Elm Creek	Elm Creek 1	Open		7/1/2015			Fall Checklist	6/1/2015