Build new shared tracking tools until new systems can come online

Form redesign

Adobe workflow setup

Report design and testing Harmony

User testing Harmony

Edit and program in VB.Net checklist and tab divider generator

Edit and maintain 46 application forms

built CPR waiver tracker

run reports from application tracker

built application tracker

maintain enough supplies to ensure unit/division made it through buying freeze

mail merge envelopes for large mail outs instead of labels saving $$

provide technical assistance on multiple certification topics

process CPR Waivers

update old procedures with screen shots

write multiple procedures

provide archives training to new Admin staff

turned Word based Applications into PDF fill in forms for Certification and website

train QA on use of Adobe Pro for Bates stamping for hearing paperwork

pend letter is a template 8/7/15

organized back files of certifications into binders

new printer configuration coordination end of July 2015

multiple large mail outs for QA

facilitate date stamper sent for repair

desk review tool completed 9‐15‐15

configured desktop printer as temporary fax machine while printer was down

Completed process of making Archive sharepoint CALCULATE retention CORRECTLY and generate a report CORRECTLY!

compilation of ALL processes into comprehensive procedure manual from start to finish for certification including small side procedures and helpful tools

certificaiton box working for team 7/29/15

AdobePro used as workaround for date stamper while down

Admin for Archive sharepoint

500++ record merges for DS3 as of 9/2015

24 boxes of archives send in August 2015

user friendly regulations for management and website 8‐15‐15

updated code on checklist 9/1/15