# CAPRI Setup Checklist

| ACTIVITY | STATUS | RESPONSIBLE | COMMENTS |
|---|---|---|---|
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| 1.  Designated person will be responsible for setting up the CAPRI GUI Parameters | | | |
| A.  **Edit Exam List Parameters** The menu option **Edit Exam List Parameter (MAS)** is under Tools on the CAPRI menu bar. Exam List Parameter (MAS) is a tool used by sites to define which exams are performed at a division. | | | |
| B.  Determine which divisions will be performing C&P exams. To turn off a division so it is not available for user selection, the user selects the division on the left of the screen then selects the box labeled **Completely Inactivate this Division** in the **Edit Exam List Parameters (MAS)** window | | | |
| 2.  Review and assign appropriate menu options and security keys.<br>     **DVBA CAPRI GUI**-This is the option context to the main CAPRI application. All CAPRI users will need to be assigned access to this menu option | | | |
| 3.  Security Keys | | | |
| DVBA CAPRI EXAM LIST EDIT - should be assigned to the MAS ADPAC, C&P Clinic Clerk, or other individual who is responsible for maintaining the list of C&P exams performed at the site. | | | |
| DVBA CAPRI READ ONLY - Holders of this | | | |

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|---|---|---|---|
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| key will be forced into read-only mode when they use the CAPRI GUI. | | | |
| DVBA CAPRI WORKSHEET TAB - Assigning this key to the user will allow the C&P WORKSHEETS tab to be visible in the CAPRI GUI application.  Assigning this key to the user will allow the C&PWORKSHEETS tab to be visible in the CAPRI GUI application | | | |
| DVBAB CPWM DISALLOW REVIEW - User doesn't need their documents reviewed prior to release through the CAPRI C&P Worksheet Module. | | | |
| DVBAB CPWM OPTIONAL REVIEW - User can choose to send some documents for review and not other documents in the CAPRI C&P Worksheet Module. | | | |
| DVBAB CPWM REQUIRE REVIEW - User must have all documents reviewed by a reviewer prior to upload in the CAPRI C&P worksheet module. | | | |
| DVBAB CPWM REVIEWER - For users designated as a reviewer in the CAPRI C&P Worksheet Module, if the site chooses to use the review process, the user must be assigned the DVBAB CPWM REVIEWER key. | | | |