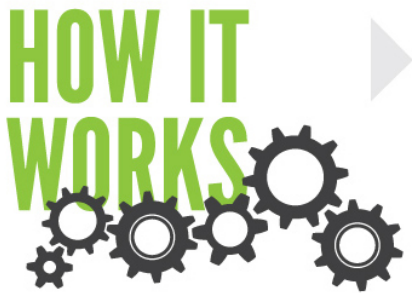


How It Works

The screenshot displays two windows from a software application. The top window, titled 'Locations', contains a table with columns: Order, Location Name, Group, Surface, Upper, Lower, Rank, Zone, Room Number, Personnel, Notes, and Corrective Action. A green arrow points to the 'Rank' column of the first row, which is circled with a '3'. The bottom window, titled 'Plans', contains a table with columns: Plan Name, Created By, Randomize, and Randomize Settings. A checkbox in the 'Randomize' column is checked and circled with a '1'. A 'Settings' button next to it is circled with a '2'. To the right of the 'Plans' window is a 'Plan Locations' window with columns: Location..., Group, Surface, Upper, Lo..., Rank, Room N..., Personnel, Notes, and Correcti... The 'Rank' column of the first row is highlighted in green and circled with a '5'. A green arrow points to the 'Notes' column of the first row, which is circled with a '4'.



We will walk you through the process of working with randomization for the first time from start to finish. Refer to *Chapter 5 - Randomization* for detailed information about steps 1 and 2 if necessary, or to get a general overview of what randomization is and see examples.

STEP 1 - Turning Randomization On

Click the checkbox to turn on randomization for the selected plan. Once checked the Settings button next to it will become enabled.

STEP 2 - Unit Location Risk Ranking

You can categorize your locations into up to 5 predefined ranks. Keep the default percentage values or change them. Check out *Chapter 5 - Randomization* for more info.

STEP 3- Ranking Locations

With your ranks created from Step 2, now rank each location you wish to randomize by adding a number to the Rank column.

STEPS 4 & 5 - Randomizing Plan Locations

Click the Randomize Plan icon (4) and you will see your locations randomized based on the rank numbers you gave them (5).