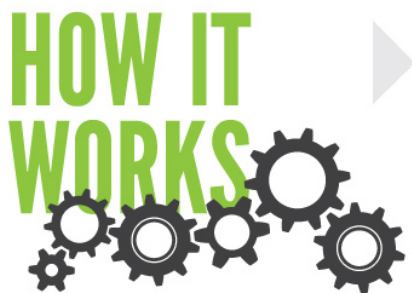


How It Works

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 header, which is circled with the number 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 the number 1. A 'Settings' button next to it is circled with the number 2. Below this, a 'Plan Locations' window shows a table with columns: Location..., Group, Surface, Upper, Lo..., Rank, Room N..., Personnel, Notes, and Correcti... The 'Rank' column has two rows highlighted in green, with values 1 and 2, circled with the number 5. A green arrow points to the 'Correcti...' column header, which is circled with the number 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).