VNDLY Training

Completing Checklists

Role: Supplier

Accessing Checklists

There are several ways to access checklists:

1. Select the link in the email or in app notification. These take you directly to the **Checklist** tab of the work order OR
2. Navigate to **More** > **Manage Checklist Actions** OR
3. From the contractor's profile, select the **Checklists** tab.

Completing Checklist Items

1. Review the following for each checklist Item:
   a. Title
   b. Description
   c. Timing: This indicates if the checklist item is required pre- or post-onboarding.
   d. Status: Located in top right corner; i.e.: Pending, Rejected, Completed, etc.
      a. If an item is Rejected, the Corewell Health Liaison will add comments to explain the reason for rejection.
2. If available, select the **Take Action** button.
      a. If item has been submitted, only the **View** button will be available.
      b. To unsubmit from approval, select **View**, then **Unsubmit from Approval**
3. Make selections and enter information based on what is requested (examples: Pass or Fail, Last Completed Date).
4. Select **Save**.
5. Once completed, the client will review the checklist items. Then, the contractor will move to **Onboarded** status.