

# Quick Reference Card PRISMA Reporting tool

English | Belonging to PRISMA Reporting tool version 2.0 d.d. 29-7-2022

**My tasks**  
Click here to go to the tab with all your tasks.

**Subprojects**  
Click here to go to the tab with all your subprojects.

**Help**  
This button is currently not in use.  
*Do you need help? Then contact your PCA.*

**Releases**  
Click here to see which updates have been made to the tool.

**Log out**  
Click here to log out.

**My findings**  
Set here whether you only want to see the findings you created.

**Crumb toad**  
Here you can see which tab you are currently in. You can click on any part to go back.

**Subproject details**  
Here you can see the most important details of your subproject.

**Findings**  
Click this tab to create or edit findings.

**Nonconformities**  
Click on this tab to create or edit nonconformities.

**Documents**  
Click this tab to upload or download documents.

**Reports**  
Click on this tab to create or view findings or deviation reports.

**Search**  
Type here to search.

**Send all my Fs to LA**  
Click here to send all findings to the Lead Assessor. This takes the findings to step 2

**+ New finding**  
Click here to create a new finding.

**Rows per page**  
Set here how many findings you want to see on the tab at the same time.

**< >**  
Click here to go to the next page of findings.

**Detailed information of the findings.**

**Click here to open the finding in a new tab. Tip! Hold down Ctrl to open multiple findings at once.**

Status	ID	Requirement	Created by	Owner	Modified on
TAF	F-19	7.1-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-20	7.2-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-21	7.3-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-22	7.4-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-23	8.1-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-24	8.2-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-25	8.3-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-26	8.5-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-27	9.1-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06
TAF	F-28	9.3-ISO/IEC 17021-1: 2015	Maria de LM Gonzalez	Maria de LM Gonzalez	11-07-2022 11:06



# Quick Reference Card PRISMA Reporting tool

English | Belonging to PRISMA Reporting tool version 2.0 d.d. 29-7-2022

## Form

Register all information about your finding or non-conformity in these fields.

## Layout

In fields where you can enter free text, it is possible to apply formatting.

## Zoom out

Click here to enlarge the field.

The screenshot shows the 'Create Finding by Assessor' form in the PRISMA Reporting tool. The interface includes a dark blue sidebar with navigation options like 'My tasks', 'Fish projects', 'Help', and 'Releases'. The main content area is titled 'Subproject details' and 'Create Finding by Assessor'. It contains several sections: 'Type of assessment' with radio buttons for Office, Laboratory, Documents, Observation, Shadow, Office-revise, and Other; 'Requirements' with radio buttons for Standards, Decisions, VP-883, and Schedule Requirements; 'Specimen Group', 'Specimens', and 'Subspecimens' text input fields; 'Assessed scope parts' with a rich text editor; 'Locations' and 'Location (if different)' text input fields; 'Aptee (Name, function)\*' text input field; 'Registrations and documents referenced\*' with another rich text editor; 'Observations' with a third rich text editor; and 'Verdict\*' with radio buttons for Finding and Non-conformity. A 'SAVE' button is located at the bottom left. Three yellow callout lines point to specific elements: one to the 'Specimen Group' field, one to the rich text editor toolbar for 'Assessed scope parts', and one to the 'Non-conformity' radio button.

## Create

Click here to create the finding or non-conformity (NC). After you created the finding or NC, it is possible to duplicate or delete the finding or NC.

## Finding / Non-conformity

Select here whether you want to create a finding or an non-conformity. When you create a non-conformity, additional fields appear to fill in.

