

## Accountability & Compliance Management

Accountability and Compliance Requirements are used when creating and approving orders and transfers. Authorized users can configure (define) accountability and compliance requirements by adding, editing, and inactivating the requirements.

1. Click the **Admin & Settings** link in the navigation menu, then click the **Define Accountability/Compliance Requirements** button in the Order Management section of the **Admin & Settings** page.



2. The page displays the previously defined accountability requirements.

Define Accountability/Compliance Requirements  Include Inactive

Description	Days In Between	Inactive	
-1VOMS testing	5		<input checked="" type="checkbox"/>
&+Cold Storage Log	30		<input checked="" type="checkbox"/>
Accountability Testing	40		<input checked="" type="checkbox"/>
VOMS Testing	28		<input checked="" type="checkbox"/>
reconciling inventory	5		<input checked="" type="checkbox"/>
maximum interval of days between inventory reconciliation	5		<input checked="" type="checkbox"/>
Inventory Submission Report (Reconciliation)	4		<input checked="" type="checkbox"/>
Cold Storage Temperature Submission	30		<input checked="" type="checkbox"/>

**ADD**

3. To edit the number of days a user can go before completing an accountability/compliance submission, click the **Edit** icon (  ), make the changes, and click **Save**.

4. To add a new accountability/compliance requirement, click the **Add** button. Enter a description for the requirement and the number of days in between submission requirements. Click **Save**.



5. To view the inactivated defined accountability requirements, click the **Include Inactive** check box.

Define Accountability/Compliance Requirements  Include Inactive

Description	Days In Between	Inactive	
Inventory Submission Report (Reconciliation)	5		<input checked="" type="checkbox"/>
Cold Storage Temperature Submission	5		<input checked="" type="checkbox"/>
Custom Value	3		<input checked="" type="checkbox"/>
Inventory Submission Report	3		<input checked="" type="checkbox"/>
Cold Storage Temperature Submission	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kaiser's disposition 1,2,3,11	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kaiser's disposition	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ADD**