

Tours Skills Documentation (4)

Please initial next to each item. Be prepared to explain your responses to your trainer. Sign at the bottom along with the trainer who confirmed your skills demonstration.

You will find the material needed to successfully complete this checklist in the following Chateau Knowledge Base [Sections/Articles](#):

- [Tours](#)

	Task	Initial		Task	Initial
1.	Find the Schedule and Current Tour Subtabs		14.	Describe Detector Specific Tours (as needed)	
			15.	Describe an Evergreen Tour (as needed)	
2.	Explain the Schedule		16.	Describe REN Attachment (as needed)	
3.	View the Schedule through a certain date		17.	Build a Tour from the Component Grid Note: An inspection with an InspectionWhy = ReTest will NOT satisfy a required inspection generated by the Rules (Weekly, Monthly, Quarterly, MMQ, etc.)	
4.	Explain each column		18.	View a Current Tour and explain each column	
5.	Explain Group SubRows		19.	Find the Refresh Button	
6.	Explain Inspections per Tour		20.	Open and View a Tour	
7.	Explain Make Tours LUnit Specific		21.	Edit the Name of a Tour	
8.	Expand a LUnit in the Schedule		22.	Remove Components (back to the Schedule)	
9.	Select rows to put into Tours		23.	Move Components to a different Tour	
10.	Create New Tour		24.	Assign Tour to a Technician	
11.	Can a component be in the Schedule and in a Tour?		25.	Determine which Tour a Tag is in	
12.	How does a component get back into the Schedule from a Tour?		26.	Describe how to edit a component that is in a current Tour	
13.	How can you view the specific tag number for items in the Schedule?		27.	Explain Chateau Mobile Sync Status	

Technician Name

Technician Signature

Date

Trainer Name

Trainer Signature

Date