



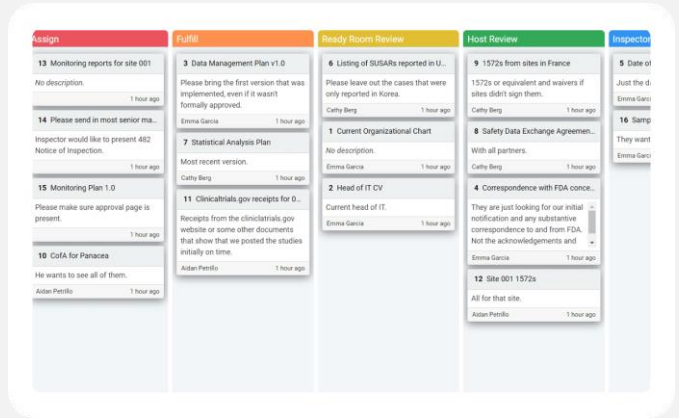
# READY ROOM

DATA SHEET

## Ready Room Inspection Management Solution

### Be Ready for Your Next Inspection

Ready Room is a cloud-based solution for managing inspection logistics. Generate and assign requests, attach documents, and move them through review and release using an easy drag-and-drop workflow. Integrated comment threads, chat, and scribe notes keep the front and back rooms connected, whether they're down the hall from each other, in different offices, or working from home.



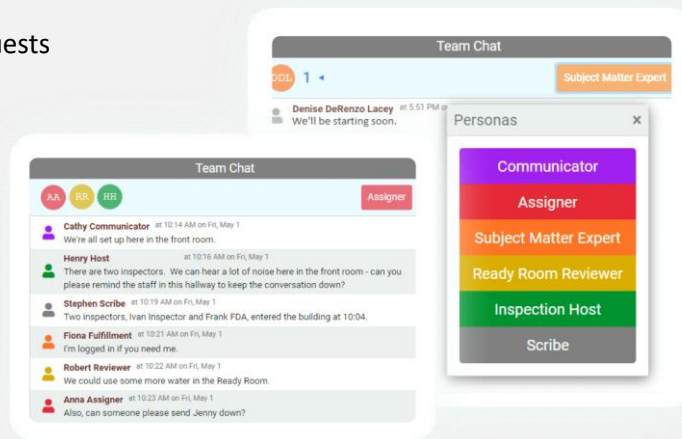
### Ready to Roll

Create an inspection with three pieces of metadata. Ready Room configures in seconds. With dedicated areas for training and mock inspections, you can practice logistics or put the team through their paces with a full mock.

### Ready, Steady

Color-coded personas help team members focus on their assigned roles:

- The Communicator generates requests with the **purple** New Request button
- The Assigner pairs SMEs to requests that appear in the **red** Assign column
- SMEs upload documents or enter responses to assigned tasks from the **orange** Fulfill column
- The Ready Room Reviewer QCs draft responses in the **yellow** column
- The Inspection Host releases final responses from the **green** column to the Inspector, who sees only released documents and responses





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### Ready to Connect

Ready Room routes inspection team communications into useful channels. Any change to the inspection board propagates instantly to all users' screens—no lag time and no refresh required.



Comment threads on each request allow exchange of useful information.



Integrated chat promotes informal communication among team members.



Scribe notes are segregated from the team chat for easy reference.

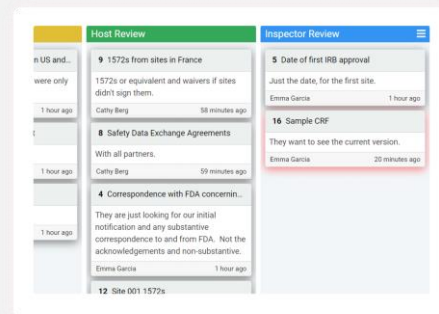
ID	Request	Requested By	Response	Attachments
16	Sample CRF	Inspector 1	No Response	PAN-001 Casebook v6.2.pdf
5	Date of first IRB approval	Inspector 1	16 August 2018, Site 002.	No attachments

### Ready for the Inspector

The inspector uses an anonymized user name and password to log into the system from any computer—but sees only released documents and responses. Deactivate the inspector at the end of each day or the end of an inspection.

### Ready for More

- Unlimited inspections and users
- Create and track activity of multiple inspectors
- Invite users from any domain – sponsor, vendor, or contractor
- Attach documents of any type
- Download status reports at any time
- Export released documents for a permanent record of inspection activity



### Ready to Get Started?

Visit <https://readyroom.net>, email [info@synclinical.com](mailto:info@synclinical.com), or call us at (978) 880-3242 to schedule a demo.

Get ready.

