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RSI BULLETIN #R-050

From: Daniel C. Ludwig

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Subject: Reports-on-Demand for Annual Audit Lists

In the past, Test Sponsors and Test Laboratories have been able to request from RSI a list of all scheduled /registered tests for use during the annual audit process. This snail-mail (postal delivery) system is still available, but RSI has now added functionality to Data-Interchange™, which provides you with the means to download your 'audit list' upon demand. This new functionality, combining access to data summaries (detailed in RSI Bulletin #R-045) with access to audit lists, is called Reports On-Demand.

Individuals within the Test Sponsor community who have been authorized to access Data-Interchange (<https://www.data-interchange.com>) for downloading ACC Data Summaries now have immediate access to download their audit list. Your unique log-on and password remain the same.

The User's Manual for reports on Demand is located on RSI's ACC Monitoring Agency website at http://www.registration-systems.com/Protected/welcome_DataInterchange.htm (User name: **acc** / Password: **rsi999**). Individuals within each sponsoring company that need a password for Reports-on-Demand must contact Kim Herald by email (kim.herald@registration-systems.com) or telephone (1-210-341-2680, ext 200) to obtain access to the Reports-on Demand site.

Test Laboratories will need to provide Kim Herald with a list of authorized individuals. This list must come from the Lab Manager/Director or similar position of authority. Individuals can be granted two levels of authority, both of which can download audit lists:

- Level one: Authority to change the list.
- Level two: Authority to request an audit list or to download one.

Once an individual receives authorisation, the same procedures apply as for the Test Sponsors detailed above.

The User's Manual for downloading audit lists and ACC Data Summaries is available at http://www.registration-systems.com/Protected/welcome_DataInterchange.htm.

Please direct your comments and queries to Kim Herald or Bill Mahoney.