

CAMS SYSTEM

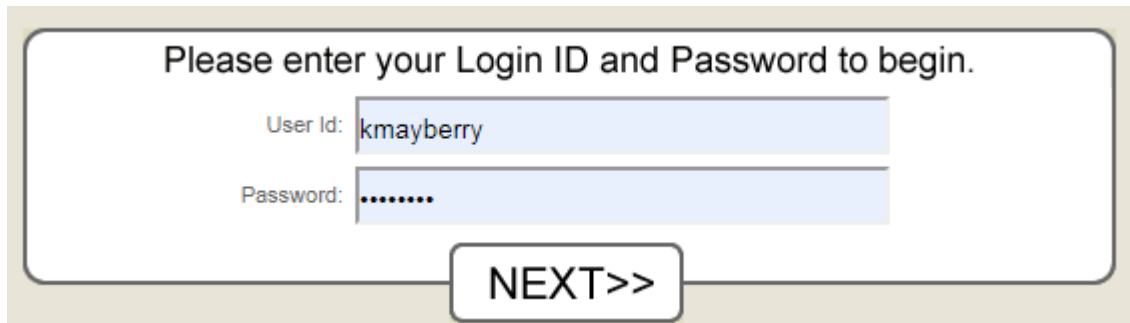
From the CIAO TOOLKIT – Click on the Asset Protection “Shield” Icon

You will then have a menu that drops down and you want to click on CAMS

You will then see this log on screen:

User ID – LCXXXX (LC0111) Four Digit Store Number

Password – Welcome1 or welcome1 (you will either be a capital W or lowercase w)



Please enter your Login ID and Password to begin.

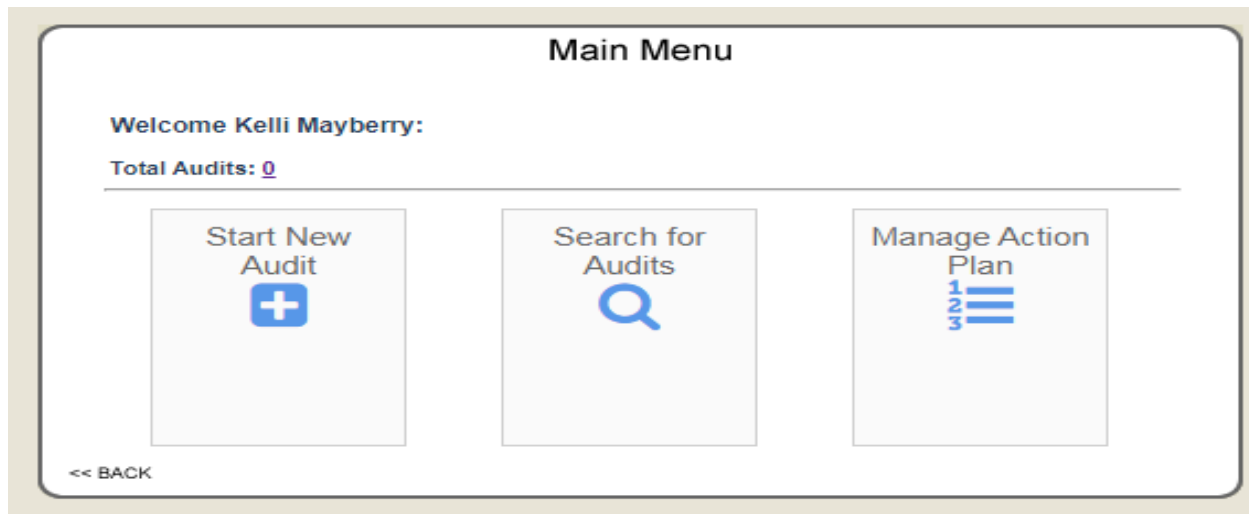
User Id: kmayberry

Password:

NEXT>>

Click NEXT >>

You will then see this screen: Click on **“Start New Audit”**

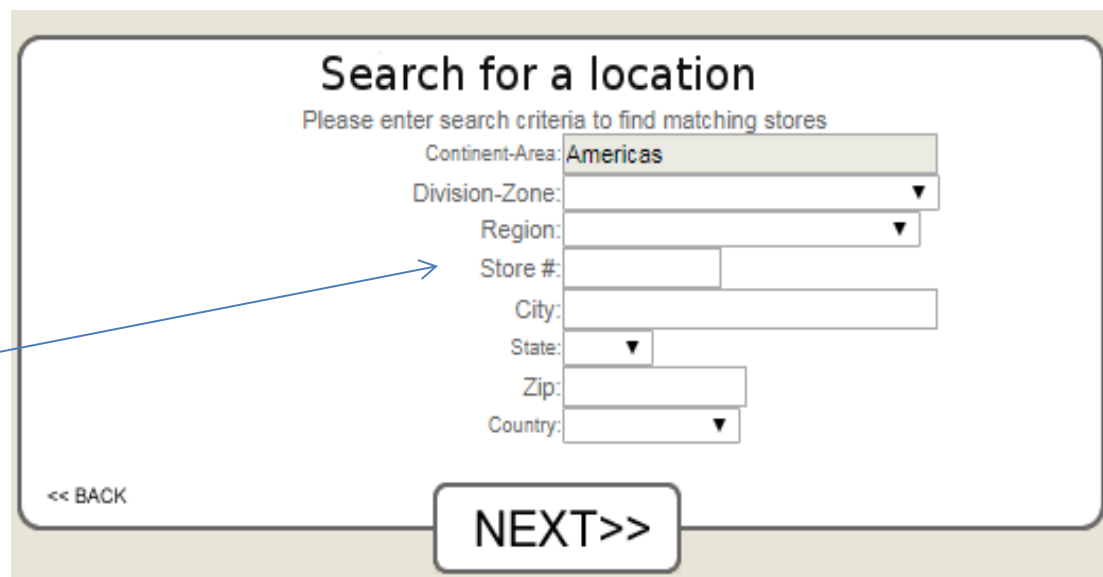


The Main Menu screen displays a welcome message for Kelli Mayberry and shows a total of 0 audits. It features three primary action buttons: 'Start New Audit' with a plus icon, 'Search for Audits' with a magnifying glass icon, and 'Manage Action Plan' with a list icon. A '<< BACK' button is located at the bottom left.

Now you will see this screen and fill out the following information:

STORE#

If not already there.



The 'Search for a location' screen prompts the user to enter search criteria. It includes dropdown menus for 'Continent-Area' (set to Americas), 'Division-Zone', and 'Region'. Text input fields are provided for 'Store #', 'City', 'Zip', and 'Country'. A '<< BACK' button is at the bottom left, and a 'NEXT >>' button is at the bottom right. A blue arrow points from the 'STORE#' text in the previous block to the 'Store #' input field.

Click NEXT >>

You will then see this screen:

Please choose an audit to begin

Store: 0222

Address: 910 E Woodland Ave (Rte 420)

City: Springfield

State: PA

Zip: 19064

Country: US

Class: All

Audit: Select

<< BACK

NEXT >>

Click the drop down arrow for
AUDIT

You will see several items listed.
You will select:

Store Manager Monthly Inspection*

You will pick the one that matches
your store model: *Full Lab

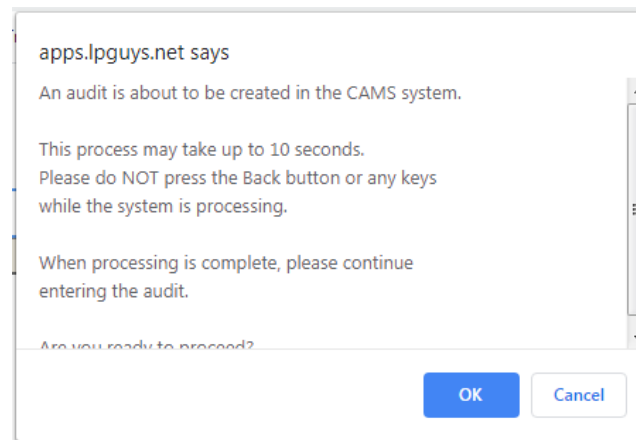
*Macy's

* No Lab

*Urgent Care

Click NEXT >>

This screen will pop
up and you will click,
OK.



WORKBENCH SCREEN

This is the Workbench Screen: You will access this screen several times during the process of starting and completing this inspection.

Luxottica Asset Protection

[Main Menu](#) | [Tasks](#) | [Logoff](#)

Audit Workbench Manager

Audit:	Store Manager Monthly Inspection - Full Lab	Audit Number:	0222-297451
Audit Date:	1/11/2020	Region:	Robert Dake
Audit Status:	In Progress	Asset Protection:	Blake Smith
Auditor:	Kelli Mayberry	Store Mgr:	N/A
		Store:	0222 - Springfield, PA

[Workflow History](#)
Last Saved: 1/11/2020 8:14:24 PM by Kelli Mayberry
Previous Audit has 1 Open Item(s). [Click to View now](#) [View](#)

[Pre-Audit](#) | [Preview Audit](#)
[Audit](#) | [Email Audit](#)
[Post Audit](#) | [Update Status](#)
Currently: In Progress
[Action Plan](#)
[Attachments](#) | [Delete Audit](#)
[SmartAlert™ History](#)

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You will now fill out the PRE-AUDIT

Click on the Pre-Audit Button


Audit Information:


Audit: Store Manager Monthly Inspection - Full Lab
Audit #: 0222-297451
Store: 0222 - Springfield, PA


Audit Details:

Start Date: 
Start Time:
End Date: 
End Time:

System Completed:

Audit Performed By: 

Audit Assigned To: 

Zone: 

Region: 

Asset Protection:

Store Manager: 

Audit Announced:

Re-Audit:

Click on the Magnifying glass icon:

- The box below will pop up and you will need to enter your LUX ID #
- Click search and your name will come up
- Click on your name – This will populate your name in your pre-audit.
- Scroll all the way to the bottom of the page: Click **SAVE**

Employee Lookup:

Employee ID:
Last Name:
Email:
Location #:

Please enter an Employee ID or Last Name and press the Search button to find the matching person. Please click on the name to select the person.

Employee Id	Store #	Employee Name	Position	Department
N/A	N/A	Use Search to find employees.		
		No User		

Now you will be taken back to the WORKBENCH Screen:

Luxottica Asset Protection

🏠 Main Menu

📌 Tasks

🚪 Logoff

You will now click on the **AUDIT** button and this will launch you into the actual audit

Audit Workbench Manager

Audit: Store Manager Monthly Inspection - Full Lab
Audit Date: 1/11/2020
Audit Status: In Progress
Auditor: Kelli Mayberry

Audit Number: 0222-297451
Region: Robert Dake
Asset: Blake Smith
Protection: N/A
Store Mgr: 0222 - Springfield, PA
[Change Store](#)

[Workflow History](#)
Last Saved: 1/11/2020 8:14:24 PM by Kelli Mayberry
Previous Audit has 1 Open Item(s). Click to View now [View](#)

[Pre-Audit](#) [Preview Audit](#)
[Audit](#) [Email Audit](#)
[Post Audit](#) [Update Status](#)
Currently: In Progress
[Action Plan](#)
[Attachments](#) [Delete Audit](#)
[SmartAlert™ History](#)

<< BACK

Assigned To: K

Section	Score	Done
H&S MANUAL & PERMITS	0%	<input type="checkbox"/>
EMERGENCY EVACUATION PROCEDURES	0%	<input type="checkbox"/>
FIRE PROTECTION AND LIFE SAFETY	0%	<input type="checkbox"/>
LAB CHEMICAL STORAGE AND USE	0%	<input type="checkbox"/>
WASTE DISPOSAL	0%	<input type="checkbox"/>
LAB SAFE WORKING PRACTICES	0%	<input type="checkbox"/>
ELECTRICAL SAFETY	0%	<input type="checkbox"/>
GENERAL HOUSEKEEPING	0%	<input type="checkbox"/>
GENERAL INFO	0%	<input type="checkbox"/>

Audit Score: 0

[Previous](#) [Next](#)

← This list will be on the left hand side of the screen. You click on each one to open up that portion of the audit. The small boxes have to have a checkmark in them for this section to be completed.

During the audit, click **SAVE** after every section so you do not lose info you have already input. This menu bar will be at the top of the audit.

[🏠 Workbench](#) [🖨️ Print](#) [💾 Save](#) [🚪 Logoff](#)

Once you are in the audit and click on a section, the questions will populate and you will need to answer all questions that are in each section. Remember all sections need completed before you get the checkmark in the box.

To answer the question you click on the drop down box and select Yes or No. Yes is always an affirmation that it is being done. No means it is not being done.

You should add comments in the big white box. The paperclip is where you can add a picture if you would like. This would be most used on something that does not meet standards. On some questions when you answer No, there will be automatic responses that you can fill in the comment box.

Assigned To: Kelli Mayberry Audit #: 0222-297451 Audit Date: 1/11/2020 Status: In Progress Spell Check									
Store Manager Monthly Inspection - Full Lab			Q#	Question	N/A	Poss Points	Answer / Points	Points Earned	
Section	Score	Done							
H&S MANUAL & PERMITS	(0%)	<input type="checkbox"/>	#1	Is the most current Health and Safety Manual available in the lab? (Does the lab staff know where to access if kept electronically?)		1	<input type="button" value="▼"/> range: 0 or 1		
EMERGENCY EVACUATION PROCEDURES	0%	<input type="checkbox"/>							
FIRE PROTECTION AND LIFE SAFETY	0%	<input type="checkbox"/>							
LAB CHEMICAL STORAGE AND USE	0%	<input type="checkbox"/>							
WASTE DISPOSAL	0%	<input type="checkbox"/>	#2	Is there an SDS binder in the lab?		1	<input type="button" value="▼"/> range: 0 or 1		
LAB SAFE WORKING PRACTICES	0%	<input type="checkbox"/>							
ELECTRICAL SAFETY	0%	<input type="checkbox"/>							
GENERAL HOUSEKEEPING	0%	<input type="checkbox"/>							

Once you have answered all the questions and completed the audit:



Click the WORKBENCH button and this will take you back to the Workbench.

Audit Workbench Manager

Audit: Store Manager Monthly Inspection - Full Lab	Audit Number: 0222-297451
Audit Date: 1/11/2020	Region: Robert Dake
Audit Status: In Progress	Asset Protection: Blake Smith
Auditor: Kelli Mayberry	Store Mgr: Kelli Mayberry
	Store: 0222 - Springfield, PA

[Workflow History](#)
Last Saved: 1/11/2020 8:51:34 PM by Kelli Mayberry
Previous Audit has 1 Open Item(s). [Click to View now](#) [View](#)

[Pre-Audit](#) [Preview Audit](#)

[Audit](#) [Email Audit](#)

[Post Audit](#) [Update Status](#)
Currently: In Progress

[Attachments](#) [Delete Audit](#)

[SmartAlert™ History](#)

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You have a few more steps before you are done!

You can add **POST AUDIT** notes – like what you Need to order or fix.

Example: order burn cream for first aid kit

FROM AN IGEL STATION

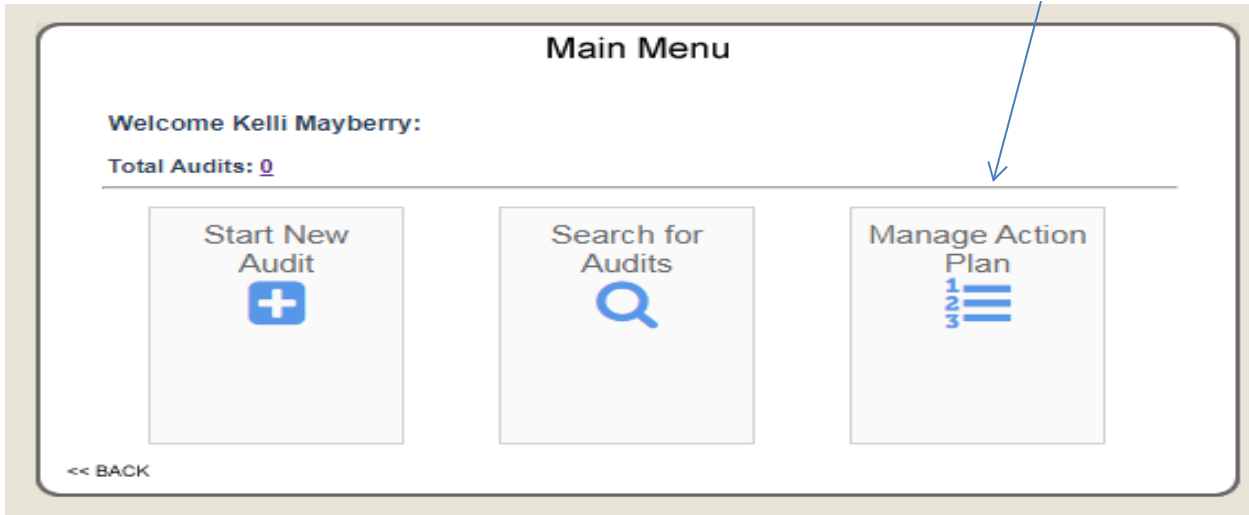
You will want to PRINT a copy, so you will click On the **PREVIEW AUDIT** – Menu will open and you will click Print Audit. You can also go back in and click Print Action Plan

You will now **UPDATE STATUS** so click on the button and select COMPLETE

Once you have done this your audit will be counted as complete.

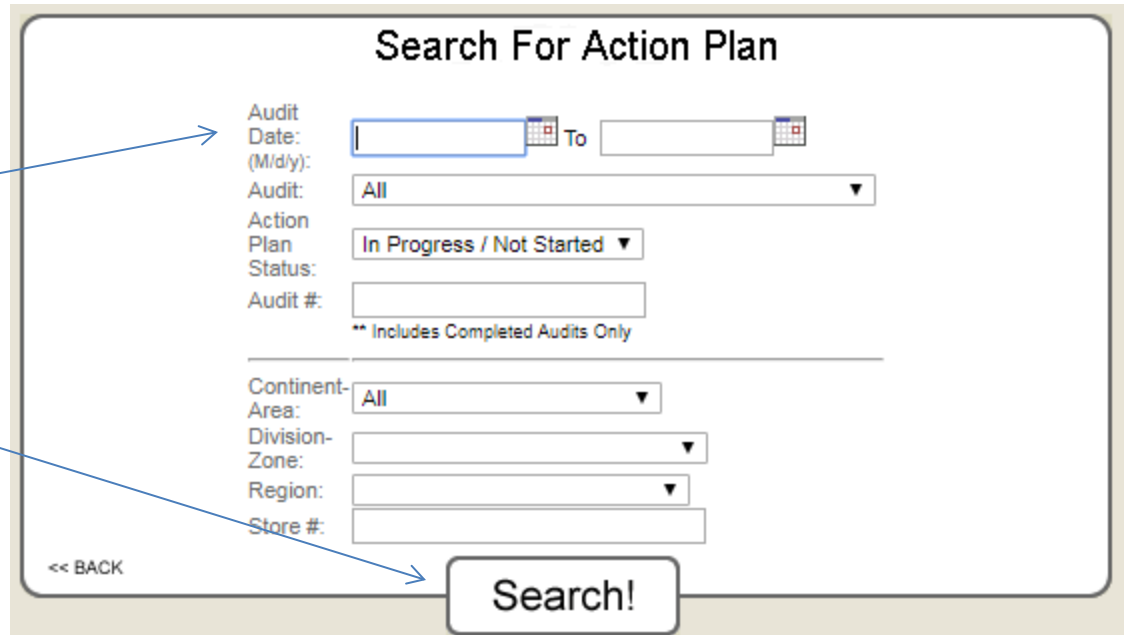
Now, onto managing the Action Plan

Completing the ACTION PLAN: Click on **MANAGE ACTION PLAN**



Insert a date range:
01/01/2020 to 01/31/2020

Click SEARCH



Once you click search, a box will pop up showing pending action plans that need completed

Audits Pending Action Plans - Page 1 of 1

View	Audit Date	Audit Description	Audit Number	Score	Store #	Store	Action Plan	Action Plan Status	Audit View
View	1/9/2020	2020 LensCrafters Lab Operations Visit (RxO)	[REDACTED]				Update	Not Started	View
View	1/6/2020	2019 LensCrafters Lab Operations Visit (RxO)	[REDACTED]				Update	Not Started	View

PENDING ACTION PLANS: 2

You will now click on **UPDATE**, this will open your action plan and you can now start completing your action plan.

Remember that you need to fill out the comment box to say how you corrected the issue. You also have to fill in the magnifying glass boxes on who completed the item. Don't forget to check off the small box!!!

<input type="text"/>	2/6/2020 (M/d/y)	<input type="text"/>	<input type="text"/>	No
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Check this box when item is completed:



VERY IMPORTANT! – CLICK SUBMIT RESPONSES

If you do not click your info will not be saved. This will allow you to go in and out As needed to keep your action plan updated.