How to Submit Censitrac Quality Feedback

1. Log into Censitrac
2. Click on the “Workflow” Icon

3. Click on “Quality Feedback”

4. You will see this screen

![Quality Feedback Screen]

Fill out the fields with the appropriate information

“Case Reference” – Enter the case number

“Asset Name” – If your issue is with a pan or peel pack with a barcode label you can scan the label to populate this field.

“Quality Event” – From the drop-down menu pick the category of event that best fits your issue.

“Event Date” - Should automatically show today’s date.

“Event Time Delay” – Number of minutes of case delay caused by this event, if any.

“Responsible Party” – If the person responsible for the quality issue is known you can enter their name here. If you do not know who is responsible enter “unknown”

“Reported By” – Your user ID and name will automatically be filled in.

“Comments” – Enter any additional details you feel are relevant, if any.

5. Once you have filled in all fields click the “Enter” button. You will see this confirmation:

![Feedback has been entered]

6. Quality feedback submissions are emailed to all CSP Managers and supervisors daily to be reviewed and corrected.