

How to prepare the "Plan for Improvement" under the ISAS scheme

In the ISAS MS-DOS operation:

1. In the main menu, select 'Recommendation for evaluation'
2. type "R" to pRint-all
3. Select printout options and untick all boxes, then exit by pressing "Esc" a number of times.
4. Select Print Evaluation, Install different printer to : Plain - no control codes or margins
5. Select the print destination to File and type in a file name of less than 8 letters, e.g. 'recom'.
6. In print out options, only tick "Answered questions" in column 2 and "Recommendations" in column 3. Leave the others blank.
7. Click start printing

In the MS - Word

1. Open the file 'recom' in the ISAS directory;
2. Use global replace (Ctrl-H)
 - (i) Replace "^p^p" by "^p" to remove the blank lines, repeat a number of times.
 - (ii) Replace "^pNothing found to print^p" with '^p
 - (iii) Replace "^pQuestion Recommendation^pText:^w" with "^t"
3. Delete the title S-CHASE EVALUATION.....
4. Highlight all text by pressing Ctrl-A
5. Select Table, Change Word to Table, select number of columns to 2, then click ok
6. Highlight the first column, use global replace (Ctrl-H) to replace "Question " with ""
7. Highlight the entire table, copy it; then switch to the 'Plan for Improvement' file and paste onto the first cell.

That's it! Piece of cake!

It is recommended that you copy the "Plan for Improvement" file to the auditee and ask them to complete column B. You can then complete column C in your next audit.