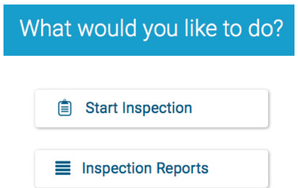
Inspection Reports

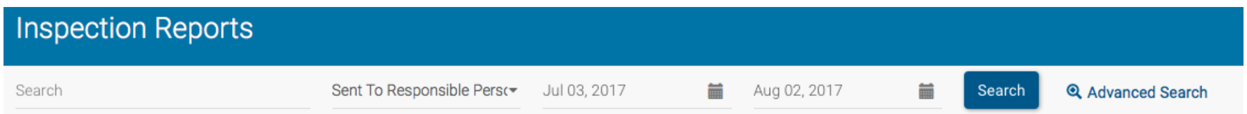
Note: For best performance, please access Inspect from the most current version of Chrome, Firefox, Safari or Internet Explorer.

Reviewing Inspection Reports

- Select the **Inspection Reports** button on the Home Page.

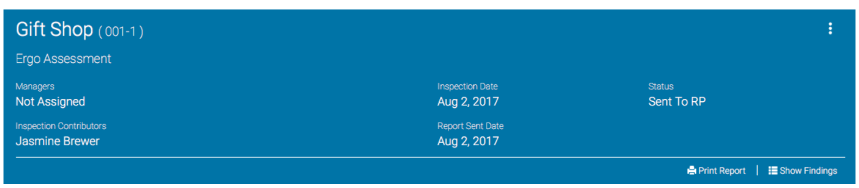


- Use the filters located at the top of the page to search by **name**, **status** and **date range** or select **Advanced Search** for additional options.



- Enter **Search**.
- Select the department name for the report you wish to view.

- By default, only non-compliant items are displayed. To view all findings, select **Show All**.

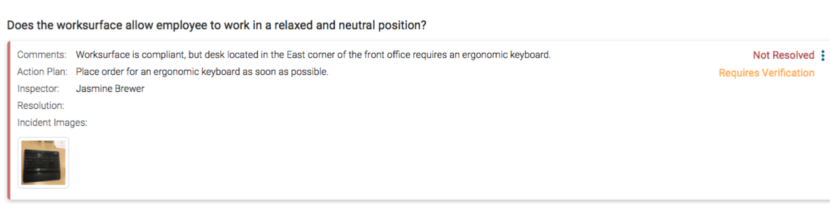


Changing the Status of a Report

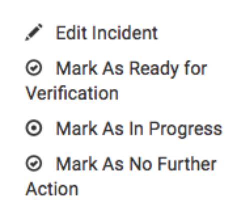
- Reports in **Draft** mode can be submitted by selecting the **Submit** button at the top of the report.
- Reports in **Pending Upload** or **Ready for Review** status can be sent to the Responsible Person by selecting the **Send** button at the top of the report.

Verification of Findings

- Findings identified as needing verification are indicated as such in the report.



- Select the navigation for the individual finding to Mark as Ready for Verification.



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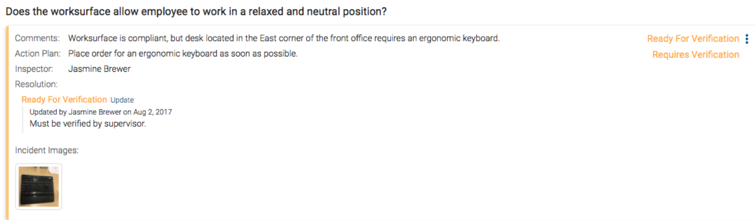
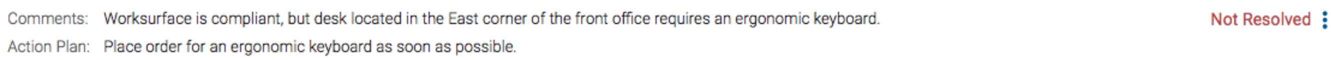
- Color banding of the tile changes to orange and indicates that finding is ready to be verified.



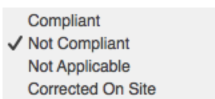
Resolving Findings

- Select navigation dots for the finding.



- Select **Edit Incident**.

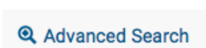
- Enter comments, add images, tags, routing group, location and action plan (if applicable)
- Select Compliant/Not Applicable/Corrected On site to change the status of the finding.



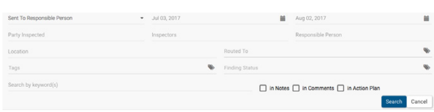
Open Findings

View All Open Findings

- Select the **Inspection Reports** button on the Home Page.
- Select **Advanced Search** at the top of the page.



- Filter inspection reports by **Finding Status**.



Management

Making Changes to Departments

- Select the **Management** tab on the Home page.
- Select the **Location/People** tab.
- Use the search field to find the desired department.
- Select the navigation dots beside the search box.
- Select **Edit**.
- Make desired changes and select **Save**.

Mapping Departments to Buildings

- Select the **Management** tab on the Home page.
- Select the **Location/People** tab.
- Use the search field to find the desired department.
- Select the navigation dots beside the search box.
- Select **Edit**.
- In the "Building" field, search for the correct building.
- In the "Floor" field, search for the correct floor.
- Select **Save**.

Add New Departments

- Select the **Management** tab on the Home page.
- Select the Management tab on the Home page.

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Add New Departments (continued)

- Select the **Location/People** tab.
- Select the navigation dots beside the search box.
- Select **Add**.
- Enter department name, description, building, and floor.
- Select **Add**.

Add a Responsible Person

- To add a Responsible Person to a department, select the **Management** tab on the Home page.
- Select the **Location/People** tab.
- Use the search field to find the desired department.
- Select the navigation dots beside "Responsible People."
- Select **Add**.
- Search by name or email.
- Select **Add**.
- Use the "**Can't Find Person?**" link for information on adding someone not found in the system.

Delete a Responsible Person

- To delete a Responsible Person to a department, select the **Management** tab on the Home page.
- Select the **Location/People** tab.
- Use the search field to find the desired department.
- Select the navigation dots beside "Responsible People."
- Select **Delete**.
- Select the red **Delete** button.

Add an Inspector/Administrator

- To add an Inspector or Administrator, select the **Management** tab on the Home page.
- Select the **Program Roles** tab.
- Select the navigation dots beside "Program Roles."
- Select **Add**.
- Search by name or email.
- Select the desired role(s).
- Use the "**Can't Find Person?**" link for information on adding someone not found in the system.
- Select **Save**.

Edit or Delete an Inspector/Administrator

- To add an Inspector or Administrator, select the **Management** tab on the Home page.
- Select the **Program Roles** tab.
- Select the navigation dots beside the person to be edited/deleted.
- Select **Edit** to add or remove a role.
- Select Save.
- OR
- Select **Delete** to remove person from program.
- Select the red **Delete** button.

Add Routing Groups for Finding Resolution

- By default, findings are routed to the Responsible Person for the department. However, you can add other entities that can be selected for the resolution of specific findings (ie Facilities, Housekeeping, etc).
- Select the **Management** tab on the Home page.
- Select the **Routing** tab.
- Select the navigation dots beside "Routing Group."
- Select **Add**.
- Enter the name of the Routing Group.
- Select **Save**.

Add Tags

- Tags can be used to associate checklist questions for data reporting.
- Select the **Management** tab on the Home page.
- Select the **Checklist** tab.

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Add Tags (continued)

- Select the navigation dots beside "Tags."
- Select **Add**.
- Enter the tag name.
- Select **Save**.

Edit or Delete Tags

- Select the **Management** tab on the Home page.
- Select the **Checklist** tab.
- Select the navigation dots beside Tag to be edited.
- Select **Edit**.
- Enter desired changes.
- Select **Save**.
- OR
- Select **Remove** to remove the tag.
- Select the red **Delete** button.

Creating a New Checklist Category

- Select the **Management** tab on the Home page.
- Select the **Checklist** tab.
- Select the navigation dots beside "Checklist Categories."
- Select **Add**.
- Enter category name.
- Select whether category is required prior to report being sent to Responsible Person.
- Select **Save**.

Edit or Delete Checklist Category

Please Note: Deleting checklist categories will affect reporting associated with those findings.

- Select the **Management** tab on the Home page.
- Select the **Checklist** tab.
- Select the navigation dots beside "Checklist Categories" to be edited.
- Select **Edit**.
- Enter desired changes.
- Select **Save**.
- OR
- Select **Remove** to remove the finding.
- Select the red **Delete** button.

Creating Checklist Questions

- Select the **Management** tab on the Home page.
- Select the **Checklist** tab.
- Select the navigation dots beside the desired checklist category.
- Select **Create Finding**.
- Enter Finding, Action Plan (if applicable), Default Tags (if applicable).
- Select **Save**.

Edit or Delete Checklist Questions

Please Note: Deleting checklist questions will affect reporting associated with those findings.

- Select the **Management** tab on the Home page.
- Select the **Checklist** tab.
- Select the navigation dots beside Finding to be edited.
- Select **Edit**.
- Enter desired changes.
- Select **Save**.
- OR
- Select **Remove** to remove the finding.
- Select the red **Remove** button.

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