Inspect: Self-Inspections

About Inspect

Inspect is a cloud-based inspection tool that provides a way to complete streamlined inspections.
Self-Inspections can be done two ways:

1. Using the Inspect Mobile App on a mobile device. This is available for Apple and Android phones and tablets.

OR

2. Using the Inspect Desktop

Installing the Inspect Application

For iOS Users

1. Navigate to the App Store
2. Search for "RSS Inspect"
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

For Android Users

1. Navigate to the Google Play Store
2. Search for "RSS Inspect"
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

Doing an Inspection on a Mobile Device

1. Log in to Inspect on your mobile device using your organization credentials
2. Select **Start Inspection** from the Home page
3. Choose a checklist and department on the Configuration page and select **Let's Go**
4. Follow onscreen instructions to select categories on checklist
5. Select **X** to create a finding
6. On the finding detail page, enter comments, photos, action plan and days to resolve
7. Select navigation dots at the top right of the screen and select **Save** when done with finding
8. If applicable, use the **Notes** section to enter general inspection notes
9. Once all findings have been documented, select the navigation dots at the top right to **Save** the inspection
10. Complete all checklist questions for accurate analytics, either manually or by defaulting each category to Compliant or N/A by selecting the blue dots to the right of each category name
11. Select the **Submit Inspection** button on the homepage to sync inspection with the desktop version
12. Select the navigation dots for the desired inspection and submit as Draft or Completed

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Doing an Inspection on the Desktop

1. Log in to Inspect at https://csu.risksafety.solutions/inspect using your campus credentials
2. Select the **Start Inspection** button
3. Choose a checklist and department on the Configuration page and select Let's Go
4. Select + Add Incident to create a finding
5. On the finding detail page, enter comments, photos, action plan and days to resolve
6. Select Save when done with finding
7. Complete all checklist questions for accurate analytics, either manually or be defaulting each category to Compliant or N/A by selecting the blue dots to the right of each category name
8. If applicable, use the Notes section to enter general inspection notes
9. Once all findings have been documented, select the Submit button at the top right of the page

For more information about Inspect, contact service@RiskandSafetySolutions.com