

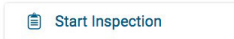
## Inspection Reports

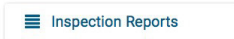
Note: For best performance, please access Inspect from the most current version of Chrome, Firefox, Safari or Internet Explorer.

### Reviewing Inspection Reports


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

What would you like to do?

 Start Inspection

 Inspection Reports

- 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.



Inspection Reports

Search Sent To Responsible Pers▼ Jul 03, 2017 Aug 02, 2017 Search Advanced Search

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

**Ergo Assessment**

Gift Shop - 001-1

Contributed By: Jasmine Brewer

Aug 2, 2017

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



Gift Shop (001-1)

Ergo Assessment

Managers	Inspection Date	Status
Not Assigned	Aug 2, 2017	Sent To RP
Inspection Contributors	Report Sent Date	
Jasmine Brewer	Aug 2, 2017	

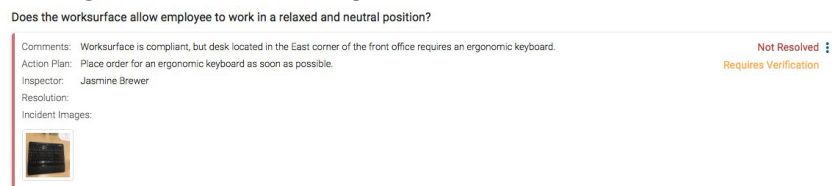
Print Report Show Findings

### 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.



Does the worksurface allow employee to work in a relaxed and neutral position?

Comments: Worksurface is compliant, but desk located in the East corner of the front office requires an ergonomic keyboard.

Action Plan: Place order for an ergonomic keyboard as soon as possible.

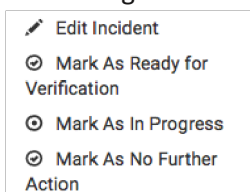
Inspector: Jasmine Brewer

Resolution:

Incident Images:

Not Resolved Requires Verification

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




- Edit Incident
- Mark As Ready for Verification
- Mark As In Progress
- Mark As No Further Action

For more information about Inspect, contact [ehs@csun.edu](mailto:ehs@csun.edu)

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

Does the worksurface allow employee to work in a relaxed and neutral position?

Comments: Worksurface is compliant, but desk located in the East corner of the front office requires an ergonomic keyboard.  
 Action Plan: Place order for an ergonomic keyboard as soon as possible.  
 Inspector: Jasmine Brewer  
 Resolution:  
 Ready For Verification Update  
 Updated by Jasmine Brewer on Aug 2, 2017  
 Must be verified by supervisor.

Incident Images:  


Ready For Verification  
 Requires Verification

## Resolving Findings

- Select navigation dots for the finding.

Comments: Worksurface is compliant, but desk located in the East corner of the front office requires an ergonomic keyboard.  
 Action Plan: Place order for an ergonomic keyboard as soon as possible.

Not Resolved

- Select **Edit Incident**.

 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.

Compliant  
 Not Compliant  
 Not Applicable  
 Corrected On Site

## Open Findings

### View All Open Findings

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

 Advanced Search

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

Sort By Responsible Person Jul 01, 2017 Aug 01, 2017  
 Party Inspected Inspectors Responsible Person  
 Location Inspected To  
 Tags Finding Status  
 Search by keywords  in News  in Comments  in Action Plan

- Enter **Search**.