Inspect for Inspectors

Installing the Inspect Mobile App

For iOS Users	For Android Users
1. Navigate to the App Store	1. Navigate to the Google Play Store
2. Search for "RSS Inspect"	2. Search for "RSS Inspect"
3. Select **Get**	3. Select **Install**
4. Launch the application	4. Launch the application
5. Login with your campus credentials	5. Login with your campus credentials

Performing an Inspection on a Mobile Device

1. Launch the app on your mobile device
2. Select **Start Inspection**
3. Choose a checklist from the drop-down and a party (or subject) to inspect
    - In the search field, type the subject of your inspection (department, building, lab group, etc.)
    - If an inspection has already been started on your device, you have the option to continue
4. Select **Let's go!**
5. If this is the first time performing this inspection, select the three-dot menu in the top right
6. Choose **Select Categories**
    - Choose the categories you want to inspect
    - Select **Done**
7. To create a finding for a question, select **X**
    - Add "Public Comments" you want the Responsible Person to see. "Private Comments" are available for only Inspectors and Administrators.
    - Adding images and notifying routing groups is also available
    - To add an image, select the camera icon in the Images field and take a picture
        i. To use a photo that's in your camera roll, select the photo icon and select the photo(s)
    - If the checklist is tied to building and room data, select the location of the finding from the **Location** drop-down
    - Select tags as appropriate for the finding from the **Tags** drop-down

For more information, contact service@RiskandSafety.com

- If the finding should be assigned to someone other than the responsible person, select a routing group from the **Route To** drop-down
- If the finding was corrected during your inspection, select the toggle next to "Corrected On Site"
- Enter the "Action Plan" for the finding and the "Days To Resolve" the finding. If already filled out, edit/amend as needed
- Select **Save** in the upper right corner

8. Complete all checklist questions for accurate reporting
    - You can set all remaining unanswered questions to **compliant** or **N/A** by selecting the three-dot menu in the top right corner or the three-dot menu beside each category
9. Select **Save** in the upper right corner
10. From the homepage, select **Submit/Edit Inspection**
11. Use the three-dot menu beside your report to **Submit as Draft** or **Submit as Completed**. Submitting as a draft will allow you to further edit on the desktop version and will merge your report with any collaborators you may have on the team.
    - If the report has a review step, submitting as complete will move the report to a review status where an Administrator will approve the report. If not, the report will be submitted to the Responsible Person for their response.
    - To continue editing an inspection, select **Edit Inspection**
    - You can also delete a draft by selecting **Delete**

Editing a Report on Desktop

Reports can be edited while in **Draft**, **Pending Upload**, and **Ready for Review** statuses.

1. From the Inspect homepage, select **Inspection Reports**
2. Select a report status (you can remove other statuses by selecting the x by their name)

Note: Only users with an Admin role will be able to make changes to reports in Ready for Review

3. To search for a report by other parameters, select **Advanced Search**
4. Select **Search** and choose a report
    - To make changes to an existing finding, select the three-dot menu to the far right of the finding
    - Select **Edit Incident**
    - Make any changes to the incident form and **Save**
5. To record a new finding, select the **X** beside a checklist question
    - Fill out the incident form and **Save**
6. When all checklist questions have been completed, select **Send** to submit the inspection

Performing an Inspection on Desktop

1. Login to https://app.riskandsafety.com/inspect/
2. Select **Start Inspection**
3. Choose a checklist from the drop-down and a party (or subject) to inspect
    - In the search field, type the subject of your inspection (department, building, lab group, etc.)
4. Select **Let's Go!**
5. Select **X** to create a finding
    - Add "Public Comments" you want the Responsible Person to see. "Private Comments" are available for only Inspectors and Administrators.
    - Adding images and notifying routing groups is also available
        i. To add an image, select file or Drag/Drop file in the "Attachments" field
    - If the checklist is tied to building and room data, select the location of the finding from the **Location** drop-down
    - If the finding should be assigned to someone other than the responsible person, select a routing group from the **Route To** drop-down
    - If the finding was corrected during your inspection, check the box next to "Corrected On Site"
    - Enter the "Action Plan" for the finding, and the "Days to Resolve" the finding
    - Check the box next to "Requires Verification" if you want to review the responsible person's response
6. Select **Save**
7. Complete all checklist questions for accurate reporting
    - You can set all remaining responses to **compliant** or **N/A** by selecting the three-dot menu in the top right corner or the three-dot menu beside each category
8. Select **Submit**

Submitting a Report

1. Reports in "Draft" mode can be completed and sent to the Responsible Person(s) by selecting **Submit** at the top of the report.
2. If the report has unanswered questions, the report will go to "Pending Upload"
    - To submit a report without answering all questions, go to the report again and select **Send**

Note: If your checklist contains the Admin Review feature, the report will automatically move to the "Ready for Review" status after selecting **Submit**

Inspection Reports

Advanced Search Features

1. Select **Advanced Search** at the top of the page
    - Filter by the subject of inspection in the **Party Inspected** field
    - Filter by dates by adjusting the inspection start and end date
    - Filter by **Inspectors** to view only reports that inspectors have contributed to
    - Filter by **Responsible Person** to review reports that are assigned to a Responsible Person
    - Filter by **Finding Status** to view reports with items that are “Ready for Verification”, “Not Resolved”, etc.
    - Filter by **Location** of a finding (only applies to inspections with building/room data)
    - Filter by Routing Groups using the **Routed To** field
    - Filter by **Tags** to search for findings tagged by the inspection team
    - **Search by Keyword** for any/all term within the report, select the location of that keyword using the associated checkboxes

View All Inspections with Open Findings

1. From the Inspect homepage, select **Inspection Reports**
2. Select **Sent to RP** from the report status field, unselect all other statuses
3. Select **Search**

Verify and Resolve Findings

1. Open an inspection report with findings with “Ready for Verification” status
2. Select the three-dot menu next to the finding labeled “Not Resolved”
3. Select the applicable option to change the status of the finding
    - **Mark as Resolved**
    - **Mark As In Progress**
    - **Mark as Not Resolved**
        - If the finding requires verification, the Inspector or Administrator will see the “Mark As Not Resolved” option
4. Start a **Discussion** to discuss the findings
5. Select **Incident History** to view the finding’s history

Note: Findings identified as Requires Verification are indicated as such in the report