Ergonomic Evaluations for Admin

Accessing Ergonomic Evaluations

1. Login to the RSS Platform at https://app.riskandsafety.com/
2. Select **Programs** from the top navigation bar
3. Select **Ergonomic Evaluation** from the "Computer Ergonomics" program
4. Search for specific reports using the search field or filter by "User", "Status", "Status Date", "Inspection Date", or "Contributors"

Note: Select the down arrow in the search field to access advanced search features. Advanced Search field filters include "Report Status," "Contributor," "Responsible Person," "Incident Status," and "Date."

Edit Ergonomic Evaluations

1. Reports can be edited while in "Draft" status
2. Select the Ergonomics Evaluation to be edited
3. Under the "Details" tab, notes and attachments can be added, removed, or modified
4. Under the "People" tab, add and remove Contributors and Responsible People
5. Under the "Questionnaire" tab, modify individual assessment responses

Note: Select "Set remaining responses for all categories" to autofill unanswered questions with a checkmark, N/A, or N/O.

6. Select the pencil icon in the top right corner to edit the Inspection Date
7. "Delete Report," "Print Report," "Download Report Attachments," or view the report "History" by selecting the three-dot menu in the bottom right corner

Note: Reports with "Resolution" status cannot have the questionnaire changed, but "Responsible People" can be added in the People tab and incidents can be resolved under the Incident tab

Change the Status of an Evaluation

1. Reports in "Draft" mode can be completed and sent to the responsible person(s) by selecting the three-dot menu in the bottom right corner and selecting **Send to Resolution**
2. Add additional comments and select **Submit Report**

Ergonomic Assessment Metrics

1. From the Platform homepage, select **Programs** from the top navigation bar
2. Select **Computer Ergonomics**
3. Select the round plus button in the lower right corner
4. Search by name or email
5. Select **Create**

View and Add Roles

1. From the Platform homepage, select **Admin Tools** from the top navigation bar
2. Select **Programs**
3. Select Computer Ergonomics
4. Select the round plus button in the bottom right corner
5. Search for a person to add by entering a name in the search field
6. Select the role and access for the person, then select **Save** in the upper right corner