Getting Started Guide

About Inspect

Inspect is a cloud-based inspection tool that offers customizable inspection questionnaires, mobile app capabilities, and comprehensive analytics to streamline the identification and mitigation of risks at any organization.

Inspect Features

- Conduct inspections, including self-inspections
- Automated email notifications and routing to Responsible Person(s)
- Conduct inspections on mobile, desktop, or both
- Customize checklists, assign groups to respond to findings, and include administrators or inspectors to verify corrected findings

Installing the Inspect Mobile App

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

Setting up Inspect

To set up an inspection checklist at your organization, contact service@riskandsafety.com.

- A Customer Success Team (CST) member will reach out with questions to customize your program and checklist, role assignments, and routing groups.
- Provide your own checklist or begin from an RSS template
- A Customer Success Team (CST) member will populate the checklist and your specific configurations
- CST will train your team on how to use inspect
- CST will also provide analytics dashboards to users with the Admin role

Inspect Roles

Admin: Manage users, reports, access inspection dashboards and all associated data with inspections, including creating and editing checklists and routing groups for their program.

Inspector: Conducts inspections and verifies resolutions. Can view reports within the program and has access to dashboard data.

Responsible Person: Can view reports, respond to findings on reports, and use the "Discussion" feature.