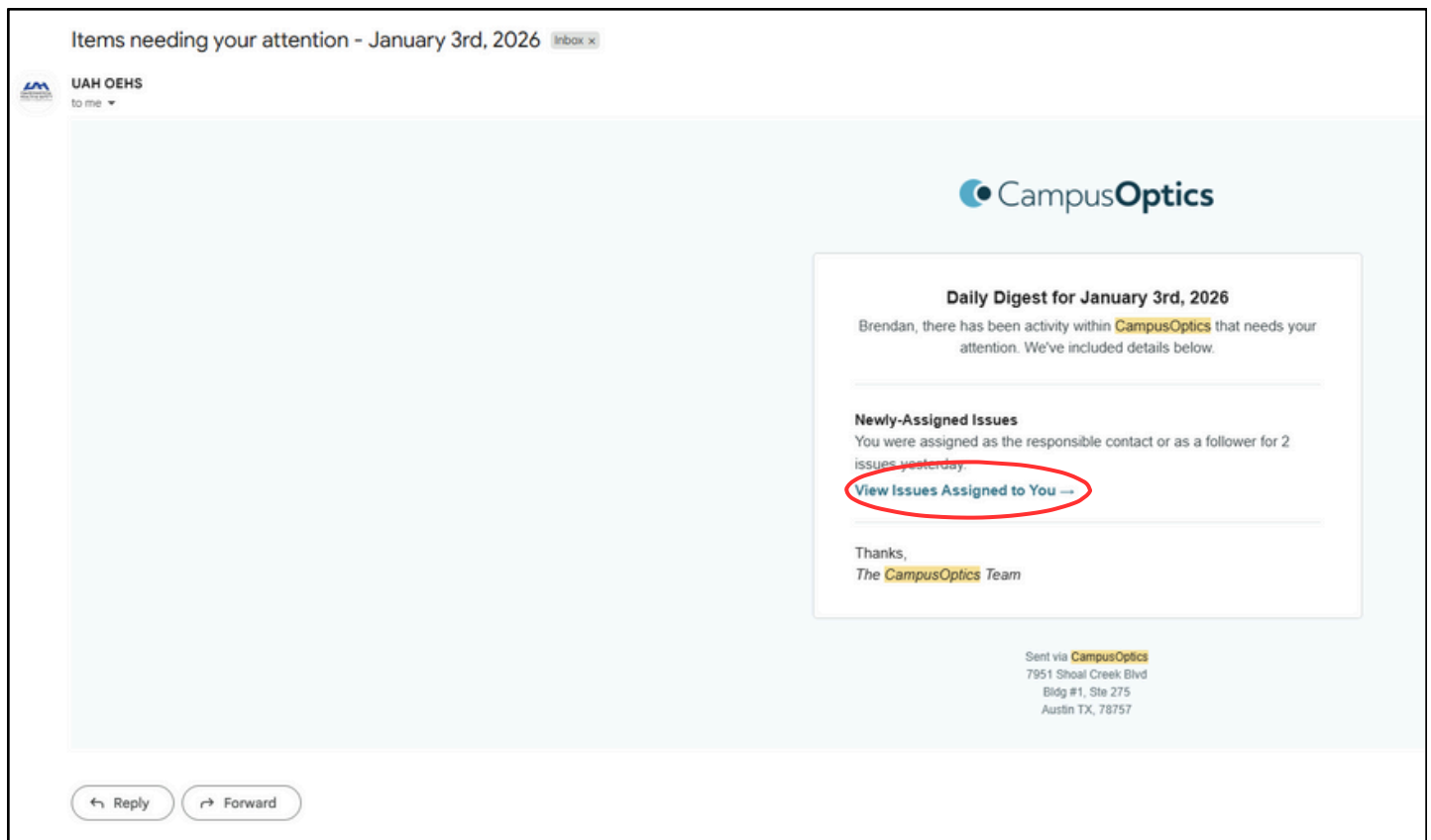


CampusOptics Guide: Inspections

Email Notifications:

If there are deficiencies found during a safety inspection, the inspector will log an issue in CampusOptics which automatically generates emails for items needing attention. The Daily Digest email will come from UAH OEHS. From the email, you can click to access the assigned issues in CampusOptics through the 'View Issues Assigned to You' option.

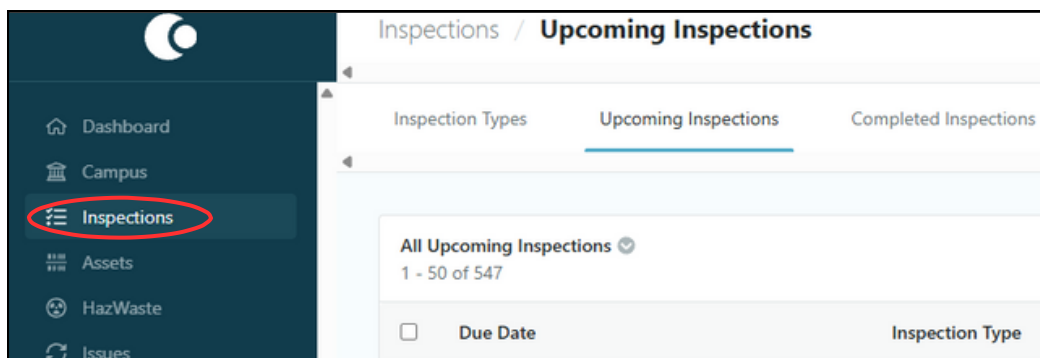


Accessing via CampusOptics:

Issues can also be accessed by logging into CampusOptics. Log in as you normally would and find the Inspections tab or the Issues tab on the side bar.

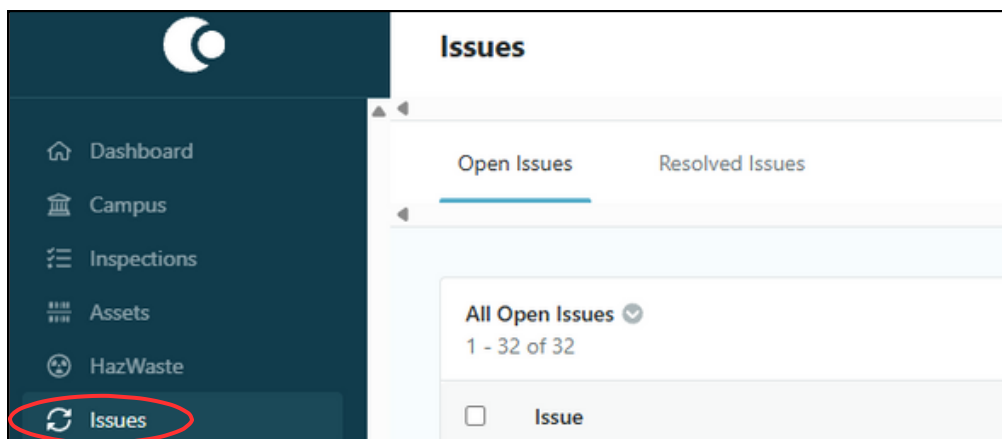
Inspections Tab:

The Inspections tab in CampusOptics allows you to see all upcoming and completed inspections for spaces to which you are assigned. Click on the inspection you want to view to find all relevant information, including any inspection item issues found during a completed inspection.



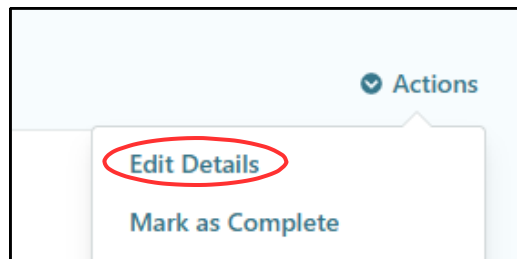
Issues Tab:

The Issues tab in CampusOptics allows you to view all open or resolved issues that have been assigned to you. Click on the issue to view information and pictures or notes associated with the issue.



Resolving Inspection Issues:

When ready to resolve an issue, click on it and then click the Actions drop down menu. From there select Edit Details, and under Custom Fields explain how the issue was resolved and select Update Issue. Finally, click the Actions drop down menu again and select Mark as Complete.

A screenshot of a form titled 'Custom Fields'. Below the title is a text input field with the placeholder text 'Explain how this issue was resolved:'. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Update Issue' on the right. The 'Update Issue' button is circled in red.

You can also upload a picture showing any corrections by selecting the Documents icon in the upper right hand corner of the Issue Details page.

