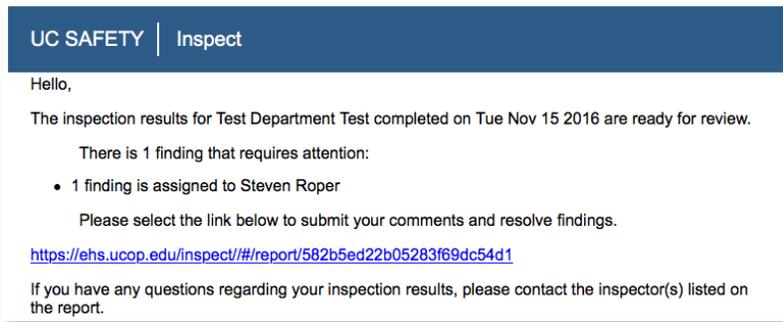


Logging in to *Inspect*

- Select the link in the Notification email (if applicable)



OR

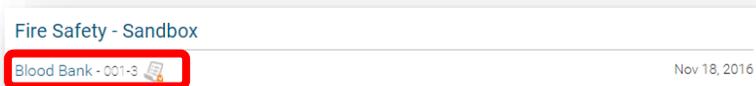
- Login to <https://ehs.ucop.edu/inspect/#!/> using your Single Sign-On credentials

Reviewing Findings

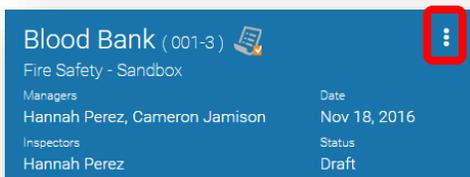
- Select the **Inspection Reports** button on the Home page



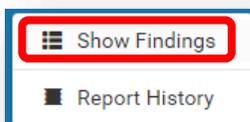
- Select the department name



- By default, only non-compliant items are displayed. To view all findings select the navigation dots in the blue field

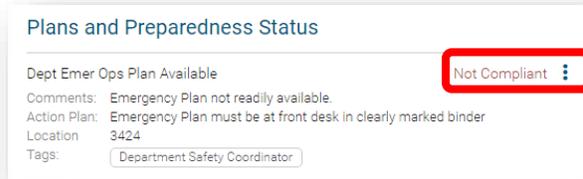


- Select **Show Findings**



Resolving Findings

- Select navigation dots for the finding



Plans and Preparedness Status

Dept Emer Ops Plan Available **Not Compliant** ⋮

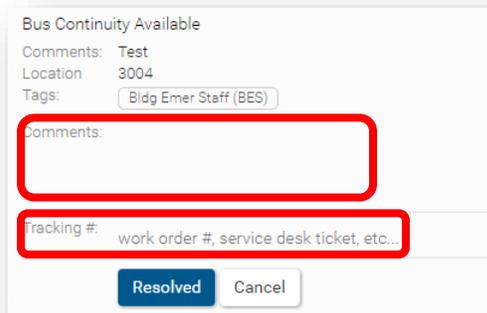
Comments: Emergency Plan not readily available.
Action Plan: Emergency Plan must be at front desk in clearly marked binder
Location: 3424
Tags: Department Safety Coordinator

- Select desired action from the following options:
 - Mark as Resolved
 - Mark as In Progress
 - Mark as No Further Action



- Mark as Resolved
- Mark as In Progress
- Mark as No Further Action

- Enter comments and work order number (if applicable)



Bus Continuity Available

Comments: Test
Location: 3004
Tags: Bldg Emer Staff (BES)

Comments:

Tracking #: work order #, service desk ticket, etc...

- Select Resolved/In Progress/No Further Action button to change the status of the finding