

## About Inspect

Inspect is a cloud-based inspection tool that provides streamlined inspections using a mobile device, as well as a desktop component for managing completed inspection reports. The flexible workflow allows for single inspector, multiple inspector (for cross-discipline involvement) and self-led inspections. Inspect also comes with a reporting dashboard that provides trend analysis to identify top concerns and improve results.

## Installing the Inspect Application

### For iOS Users

1. Navigate to the App Store
2. Search for “RSS Inspect”
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

### For Android Users

1. Navigate to the Google Play Store
2. Search for “RSS Inspect”
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

## Doing an Inspection on a Mobile Device

1. Log in to Inspect on your mobile device using your campus credentials
2. Choose a checklist and department on the Configuration page and select **Let's Go**
3. Swipe left to select desired checklist categories
4. Select **X** to create a finding
5. On the finding detail page, enter comments, photos and action plan
6. Select **Save** when done with finding
7. If applicable, use the **Notes** section to enter general inspection notes
8. Once all findings have been documented, select the navigation dots at the top right to save the inspection
9. Select the **Submit Inspection** button on the homepage to sync inspection with the desktop version
10. Select the navigation dots for the desired inspection and submit as Draft or Completed

## Accessing an Inspection on the Desktop

1. Log in to Inspect at <https://hawaii.risksafety.solutions/inspect> using your campus credentials
2. Select the **Inspection Reports** button
3. Use the search feature to view reports in different statuses and select **Search**
4. Select the desired report
5. Depending on the report status, you will be able to edit comments, action plans and photos

## Changing the Status of a Report

1. Reports in Draft mode can be submitted by selecting the **Submit** button at the top of the report
2. Reports in Pending Upload or Ready for Review status can be sent to the Responsible Person by selecting the **Send** button at the top of the report