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://csu.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

For more information about Inspect, contact service@RiskandSafetySolutions.com