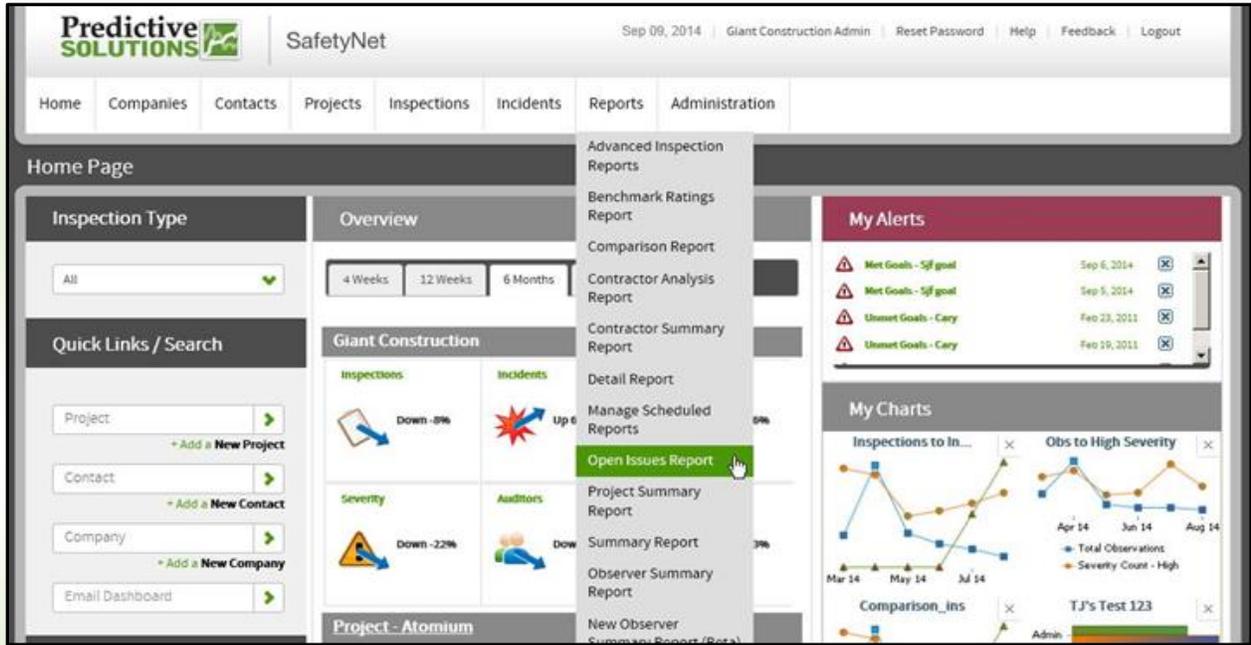


- From the home page, click on **Reports** and select **Open Issues Report**.



- From the **Open Issues Report** page, you can filter the report to show the open issues you wish to address, then resolve through one of two ways::

- Option 1** - Place a check in the white box (left side of report) and click on the green check (upper right). You can check multiple boxes if you wish. This closes the issue(s) out immediately and marks it complete with the date and time the green box is checked.
  - Note:** This option does not provide an opportunity to update comments or recommendations

Loaded saved grid: "Default" [Info](#) Displaying 224 of 224 records

	Inspection Date	Auditor	Contractor	Project	Category	Sub-Category	Severity	Due Date	Elapsed Time...	Comments	
<input type="checkbox"/>	08/29/2014 07:20	Charlize Theron	49ers Commerical	Atomium	Fall Protection	Fall protection at 6	High	08/30/2014	13		[Edit]
<input type="checkbox"/>	08/29/2014 07:08	Stephen Villar...	76'ers Industrial	Atomium	Electrical	Electrical room protected	High	08/31/2014	13	Add lock to the...	[Edit]
<input type="checkbox"/>	08/24/2014 11:14	Construction...	Flyers Commerical	Atomium	Confined Space	Electrical / fire prevention	Medium	08/27/2014	17		[Edit]
<input type="checkbox"/>	08/22/2014 11:18	Grace Herrera	Braves Contractors	Atomium	Excavations	Daily inspections doc	High	08/28/2014	19	Nombre de emp...	[Edit]
<input type="checkbox"/>	08/22/2014 11:18	Grace Herrera	Braves Contractors	Atomium	Excavations	Daily inspections doc	High	08/28/2014	19	Nombre de emp...	[Edit]
<input type="checkbox"/>	08/10/2014 10:23	Construction...	ABC Acme Inc	Atomium	Confined Space	Atmospheric conditions	High	08/24/2014	31	elkjaljfkla fjka...	[Edit]
<input type="checkbox"/>	08/05/2014 15:30	Scott Falkowi...	84 Lumber	Atomium	Powder Actuate...	Tool Condition	High	10/06/2014	36	Hiti	[Edit]
<input type="checkbox"/>	07/30/2014 11:52	Scott Falkowi...	Brewers Inc.	Atomium	Fire Protection	Emergency vehicle access	Low	08/11/2014	42		[Edit]
<input type="checkbox"/>	07/16/2014 11:24	Scott Falkowi...	49ers Commerical	Atomium	Powder Actuate...	Tool Condition	Medium	09/16/2014	56	Just click on an...	[Edit]
<input type="checkbox"/>	07/16/2014 11:17	Scott Falkowi...	84 Lumber	Atomium	Administration	Document pre-const mtgs	High	09/16/2014	56		[Edit]
<input type="checkbox"/>	07/15/2014 13:42	Giant Constru...	ABC Acme Inc	Atomium	Administration	MSDS manual	Medium	09/17/2014	57		[Edit]

- **Option 2** - Click on the 'Edit' button (right side of report).

Loaded saved grid: "Default" **Info** Displaying 224 of 224 records

	Inspection Date	Auditor	Contractor	Project	Category	Sub-Category	Severity	Due Date	Elapsed Time...	Comments	
<input type="checkbox"/>	08/29/2014 07:20	Charlize Theron	49ers Commerical	Atomium	Fall Protection	Fall protection at 6'	High	08/30/2014	13		[Edit]
<input type="checkbox"/>	08/29/2014 07:08	Stephen Villar...	76'ers Industrial	Atomium	Electrical	Electrical room protected	High	08/31/2014	13	Add lock to the...	[Edit]
<input type="checkbox"/>	08/24/2014 11:14	Construction...	Flyers Commerical	Atomium	Confined Space	Electrical / fire prevention	Medium	08/27/2014	17		[Edit]
<input type="checkbox"/>	08/22/2014 11:18	Grace Herrera	Braves Contractors	Atomium	Excavations	Daily inspections doc	High	08/28/2014	19	Nombre de emp...	[Edit]
<input type="checkbox"/>	08/22/2014 11:18	Grace Herrera	Braves Contractors	Atomium	Excavations	Daily inspections doc	High	08/28/2014	19	Nombre de emp...	[Edit]
<input type="checkbox"/>	08/10/2014 10:23	Construction...	ABC Acme Inc	Atomium	Confined Space	Atmospheric conditions	High	08/24/2014	31	elkjkdjfkda fjkd...	[Edit]
<input type="checkbox"/>	08/05/2014 15:30	Scott Falkowi...	84 Lumber	Atomium	Powder Actuate...	Tool Condition	High	10/06/2014	36	Hilti	[Edit]
<input type="checkbox"/>	07/30/2014 11:52	Scott Falkowi...	Brewers Inc.	Atomium	Fire Protection	Emergency vehicle access	Low	08/11/2014	42		[Edit]
<input type="checkbox"/>	07/16/2014 11:24	Scott Falkowi...	49ers Commerical	Atomium	Powder Actuate...	Tool Condition	Medium	09/16/2014	56	Just click on an...	[Edit]
<input type="checkbox"/>	07/16/2014 11:17	Scott Falkowi...	84 Lumber	Atomium	Administration	Document pre-const mtgs	High	09/16/2014	56		[Edit]
<input type="checkbox"/>	07/15/2014 13:42	Giant Constru...	ABC Acme Inc	Atomium	Administration	MSDS manual	Medium	09/17/2014	57		[Edit]

A pop-up window with the selected observation will appear as depicted below

**Observation**

\* **Project:** Atomium

\* **Inspection Date:** 06/11/2014 10:01 PM

\* **Safe/At-Risk Observation** At-Risk

\* **Contractor:** 3T Industrial, Inc..

\* **Inspection Type:** Safety

\* **Category:** Administration

\* **Sub-Category:** Document pre-const mtgs

\* **At-Risk Conditions - Severity** Medium

**Project Segment:** Foreman A

**Antecedent:** Culture

\* **Corrected?**  Yes  No

**Corrected By:** Supervisor

**Action Taken:** Trained

**Due Date:** 12/18/2014

\* **Completed Date:** 09/11/2014

9 :47 AM

- Steps To Resolve**

  1. Select **"Yes"** on the radio button next to **"Corrected?"**
  2. Use the drop-down menus to choose who the issue was **"Corrected By"** and what the **"Action Taken"** was.
  3. Scroll down to the **"Completed Date"** and use the calendar icon to select the date the item was corrected



**Comments & Photos**

4. Add a corrected photo by selecting **“Upload New Photo”**, then activate the photo by clicking on it.  
\*Failure to perform the “activation” step will prevent the photo from showing \*
5. Scroll down and enter text in the **“Comments/Observations”** or **“Recommendation/Comments”** fields
6. Be sure to click on **“Save and Close”** when completed

**\*Note that you can enter your edits to an observation once, and the same edit will apply to multiple instances of the same observation if they are identical in the system and grouped together.\***

**Recommended Additional Functionality** (Discuss with your Process & Tech Lead)

- **Edit By Email** – Open issues can be resolved by an email recipient. No log in or account is required to utilize this feature. To do this:
  - Click on “Edit” link from the emailed report
  - A pop-up display will appear that shows the unsafe observation details
  - The e-mail recipient can mark the item completed, the date the item was closed, who corrected the issue, and details of their corrective action although no photo can be added
- **Resolution Alert** – When a 3rd party closes the issue, an alert can be triggered which notifies the original observer by email of such action
- **Corrected By Name** - When a third party resolves an open issue, the system can mandate that they add their name
- **Track Comment History** – Since multiple people might have commented on a single observation, this function identifies who the people are as well as the time and date of the comment

**\*\*Applies to the open issues, single and advanced inspection reports\*\***

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