

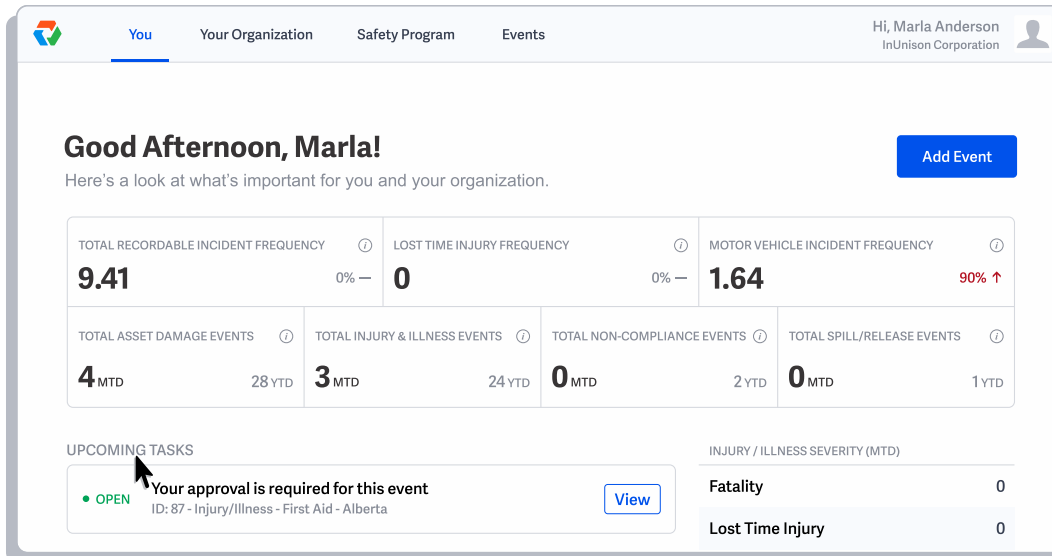
# Approve an Event

## Overview

As a Manager or Admin, you will be notified via email if you have been selected to Approve an Event within the InUnison system. You can access this event through the link in the email or from your InUnison dashboard.

## Step 1

Log in to <https://inunison.io> and scroll down to your Upcoming Tasks list. Click on the event that requires your approval.



Hi, Marla Anderson  
InUnison Corporation

**Good Afternoon, Marla!**  
Here's a look at what's important for you and your organization.

**9.41** TOTAL RECORDABLE INCIDENT FREQUENCY (0% —) | **0** LOST TIME INJURY FREQUENCY (0% —) | **1.64** MOTOR VEHICLE INCIDENT FREQUENCY (90% ↑)

4 MTD (28 YTD) TOTAL ASSET DAMAGE EVENTS | 3 MTD (24 YTD) TOTAL INJURY & ILLNESS EVENTS | 0 MTD (2 YTD) TOTAL NON-COMPLIANCE EVENTS | 0 MTD (1 YTD) TOTAL SPILL/RELEASE EVENTS

**UPCOMING TASKS**

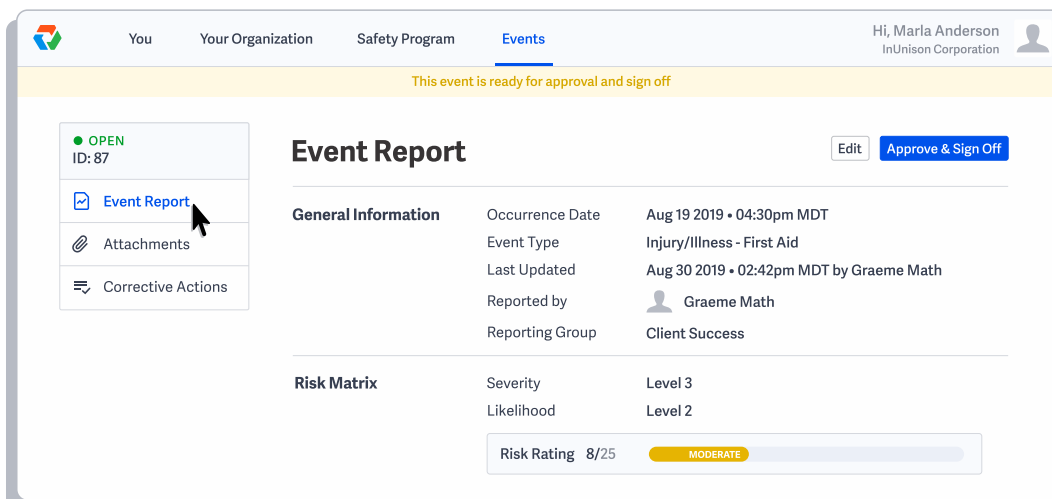
- OPEN** Your approval is required for this event  
ID: 87 - Injury/Illness - First Aid - Alberta [View](#)

**INJURY / ILLNESS SEVERITY (MTD)**

- Fatality: 0
- Lost Time Injury: 0

## Step 2

Review the details of the event by scrolling through the Event Report.



Hi, Marla Anderson  
InUnison Corporation

This event is ready for approval and sign off

**Event Report** [Edit](#) [Approve & Sign Off](#)

**General Information**

- Occurrence Date: Aug 19 2019 • 04:30pm MDT
- Event Type: Injury/Illness - First Aid
- Last Updated: Aug 30 2019 • 02:42pm MDT by Graeme Math
- Reported by: Graeme Math
- Reporting Group: Client Success

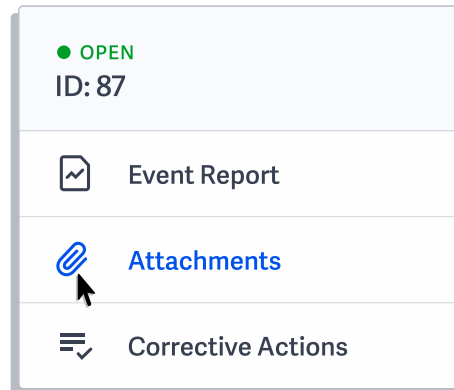
**Risk Matrix**

- Severity: Level 3
- Likelihood: Level 2

Risk Rating 8/25 **MODERATE**

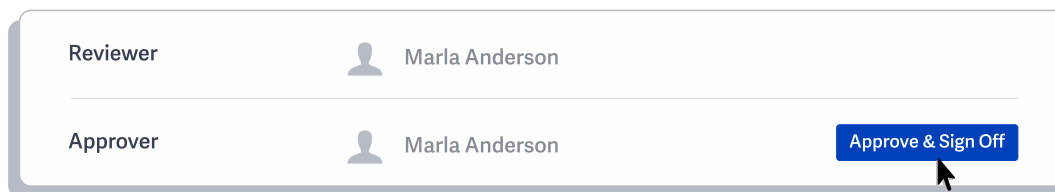
### Step 3

Click on the links on the left menu to review any Attachments and Corrective Actions.



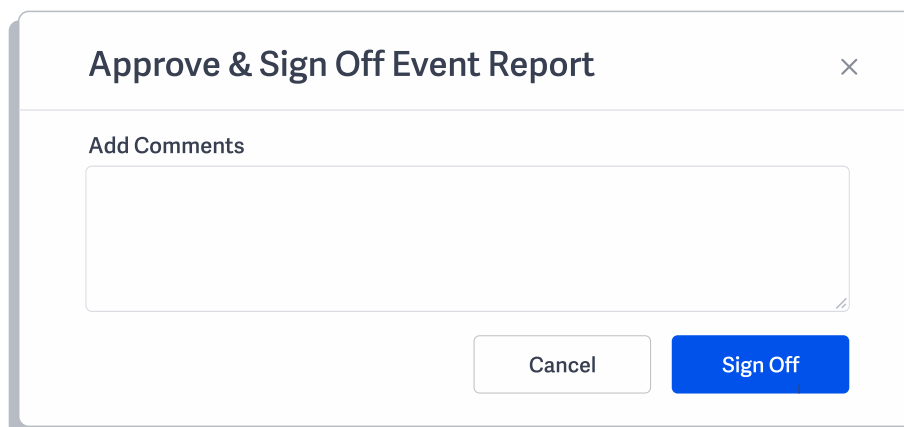
### Step 4

Once you have completed your review of the event, click on Approve & Sign Off.



### Step 5

A window will pop up for comments. Enter any comments that you have on the event and click Sign Off.



You have now successfully approved an event.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!