

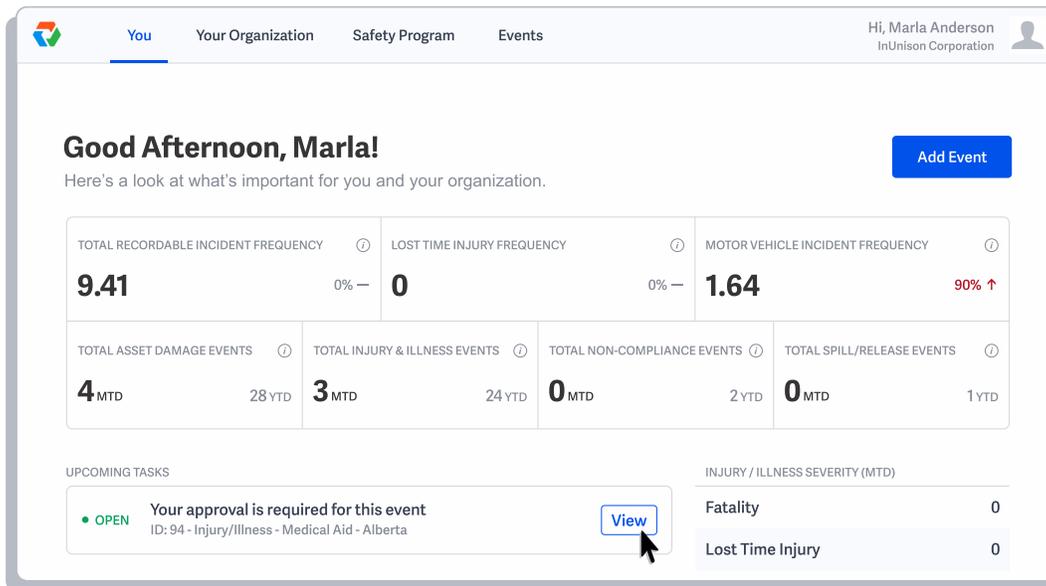
Assign an Approver

Overview

Once an event has been reviewed, an Approver needs to be assigned in order to carry that event through the InUnison workflow.

Step 1

Log in to <https://inunison.io> and right click on the event that you would like to assign an approver to.



The screenshot shows the InUnison dashboard for user Marla Anderson. The dashboard includes a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. A greeting 'Good Afternoon, Marla!' is displayed with an 'Add Event' button. Below this is a summary of safety metrics:

TOTAL RECORDABLE INCIDENT FREQUENCY	LOST TIME INJURY FREQUENCY	MOTOR VEHICLE INCIDENT FREQUENCY
9.41	0	1.64
0%	0%	90% ↑

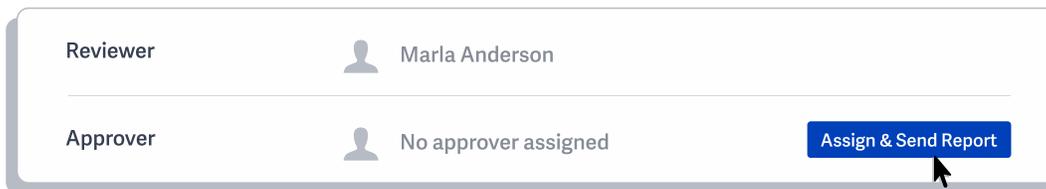
Additional metrics are shown in a grid below:

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

An 'UPCOMING TASKS' section shows an 'OPEN' task: 'Your approval is required for this event' (ID: 94 - Injury/Illness - Medical Aid - Alberta) with a 'View' button. To the right, an 'INJURY / ILLNESS SEVERITY (MTD)' table shows 0 Fatalities and 0 Lost Time Injuries.

Step 2

Once you have completed your review of the event, you need to assign an Approver. Click on Assign & Send Report.



The screenshot shows the event review form. The 'Reviewer' field is populated with 'Marla Anderson'. The 'Approver' field is currently empty, showing 'No approver assigned'. An 'Assign & Send Report' button is visible at the bottom right of the form.

Step 3

Choose an Approver from the dropdown menu and click Assign & Send.

Assign Approver & Send Report

The report will be sent to the organization once an approver is assigned.

Assign Approver

Please choose 

Step 4

An Approver has now been assigned to the event. Click Send for Approval.

Reviewer  Marla Anderson

Approver  Marla Anderson

You have now successfully assigned an approver. This item has been removed from your Upcoming Tasks list.

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