

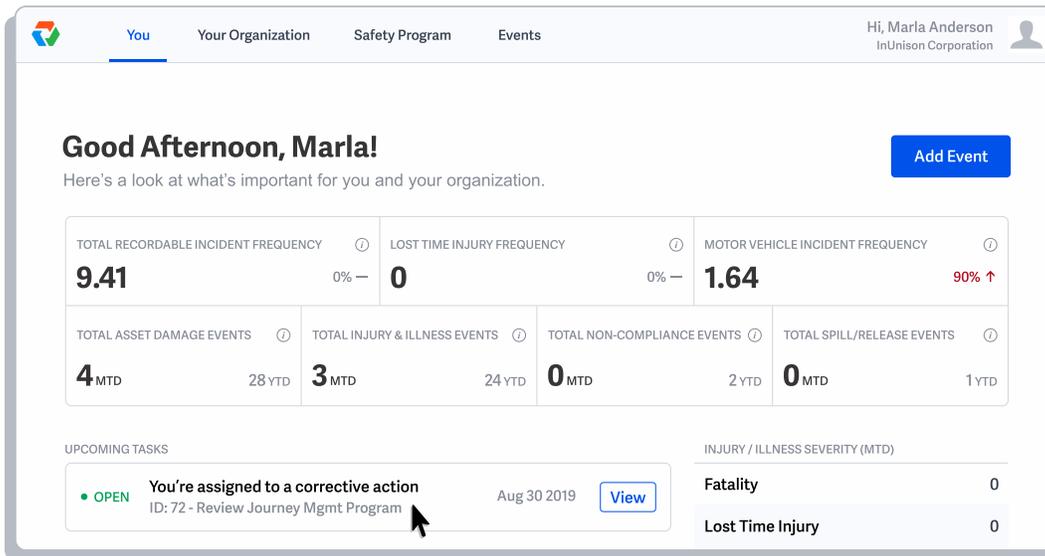
# Complete a Corrective Action

## Overview

Majority of the events entered into your InUnison platform will have Corrective Actions assigned to them. If you have been assigned to a Corrective Action, you will receive an email with a link to your InUnison portal or you can view the Corrective Action from your dashboard.

## Step 1

Log in to <https://inunison.io> and scroll down to the Upcoming Tasks list. Click on the Corrective Action that you would like to complete.



Hi, Marla Anderson  
InUnison Corporation

**Good Afternoon, Marla!** Add Event

Here's a look at what's important for you and your organization.

TOTAL RECORDABLE INCIDENT FREQUENCY	0%	LOST TIME INJURY FREQUENCY	0%	MOTOR VEHICLE INCIDENT FREQUENCY	90% ↑
<b>9.41</b>		<b>0</b>		<b>1.64</b>	

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

UPCOMING TASKS

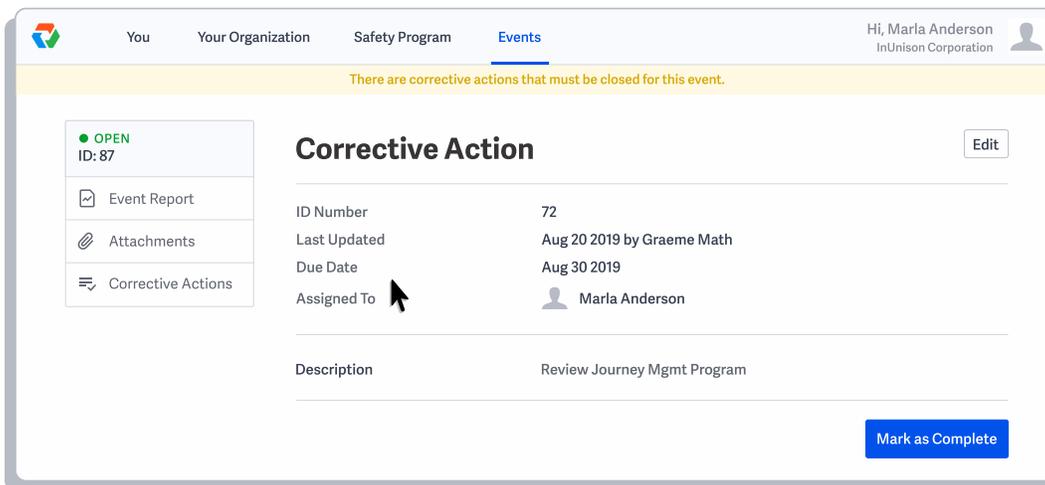
- OPEN **You're assigned to a corrective action**  
ID: 72 - Review Journey Mgmt Program Aug 30 2019 [View](#)

INJURY / ILLNESS SEVERITY (MTD)

Fatality	0
Lost Time Injury	0

## Step 2

Review the details of the Corrective Action including the due date and the description.



Hi, Marla Anderson  
InUnison Corporation

There are corrective actions that must be closed for this event.

- OPEN ID: 87
- Event Report
- Attachments
- Corrective Actions

### Corrective Action Edit

ID Number	72
Last Updated	Aug 20 2019 by Graeme Math
Due Date	Aug 30 2019
Assigned To	Marla Anderson
Description	Review Journey Mgmt Program

[Mark as Complete](#)

### Step 3

Once you have completed the tasks in the Corrective Action description, click Mark as Complete.

There are corrective actions that must be closed for this event.

● OPEN  
ID: 87

📄 Event Report

📎 Attachments

☰ Corrective Actions

**Corrective Action** Edit

ID Number: 72

Last Updated: Aug 20 2019 by Graeme Math

Due Date: Aug 30 2019

Assigned To:  Marla Anderson

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Description: Review Journey Mgmt Program

Mark as Complete

### Step 4

Click Yes to mark the Corrective Action as complete. If you are not ready to mark it as complete, click No to return to the Corrective Action screen.

**Are you sure you want to mark the Corrective Action as completed?**

If yes, the corrective action will be closed. To make changes, it will need to be reopened.

No

Yes

### Step 5

Your Corrective Action is now marked in the event as complete. There is an option to add additional Corrective Actions if required.

● CLOSED  
ID: 87

📄 Event Report

📎 Attachments

☰ Corrective Actions

**Corrective Actions** + Add Action

Choose an action from the list below to view details and make changes.

STATUS	ASSIGNED TO	DESCRIPTION	DUE DATE	COMPLETED DATE
● CLOSED	Marla Anderson	Review Journey Mgmt Program	Aug 30 2019	Aug 30 2019

You have now successfully completed a corrective action.

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