

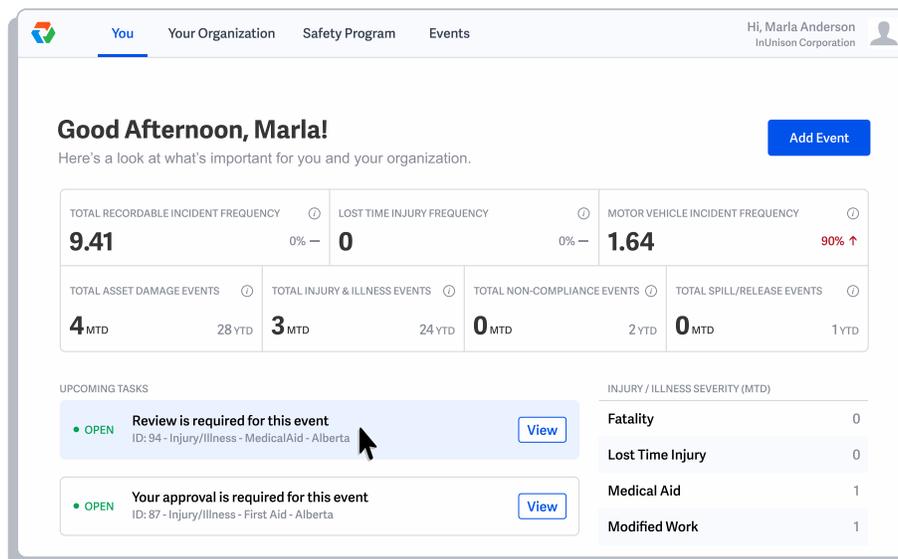
Review an Event

Overview

As a Manager or Admin, you will be notified via email if you have been selected to review 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 review.



The dashboard shows a greeting "Good Afternoon, Marla!" and a summary of safety metrics. The metrics include:

- TOTAL RECORDABLE INCIDENT FREQUENCY: 9.41 (0% change)
- LOST TIME INJURY FREQUENCY: 0 (0% change)
- MOTOR VEHICLE INCIDENT FREQUENCY: 1.64 (90% increase)
- TOTAL ASSET DAMAGE EVENTS: 4 MTD (28 YTD)
- TOTAL INJURY & ILLNESS EVENTS: 3 MTD (24 YTD)
- TOTAL NON-COMPLIANCE EVENTS: 0 MTD (2 YTD)
- TOTAL SPILL/RELEASE EVENTS: 0 MTD (1 YTD)

Under "UPCOMING TASKS", there are two items:

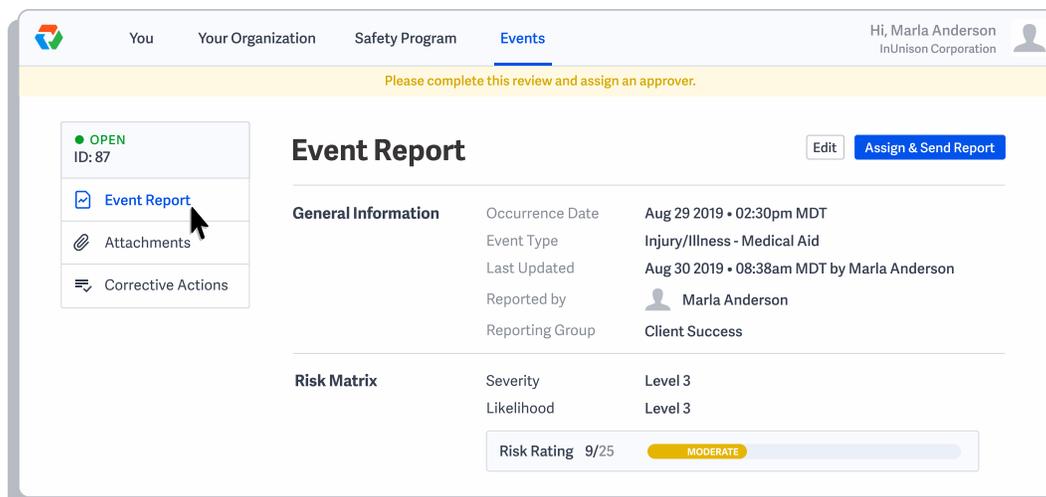
- Review is required for this event** (ID: 94 - Injury/Illness - MedicalAid - Alberta) with a "View" button.
- Your approval is required for this event** (ID: 87 - Injury/Illness - First Aid - Alberta) with a "View" button.

On the right, "INJURY / ILLNESS SEVERITY (MTD)" shows:

- Fatality: 0
- Lost Time Injury: 0
- Medical Aid: 1
- Modified Work: 1

Step 2

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



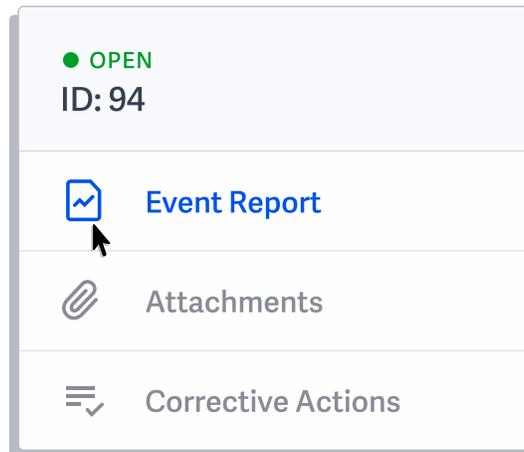
The "Event Report" page for event ID 87 shows the following details:

- General Information:**
 - Occurrence Date: Aug 29 2019 • 02:30pm MDT
 - Event Type: Injury/Illness - Medical Aid
 - Last Updated: Aug 30 2019 • 08:38am MDT by Marla Anderson
 - Reported by: Marla Anderson
 - Reporting Group: Client Success
- Risk Matrix:**
 - Severity: Level 3
 - Likelihood: Level 3
 - Risk Rating: 9/25 (MODERATE)

Navigation options include "Event Report", "Attachments", and "Corrective Actions". A yellow banner at the top of the report area says "Please complete this review and assign an approver." Buttons for "Edit" and "Assign & Send Report" are also visible.

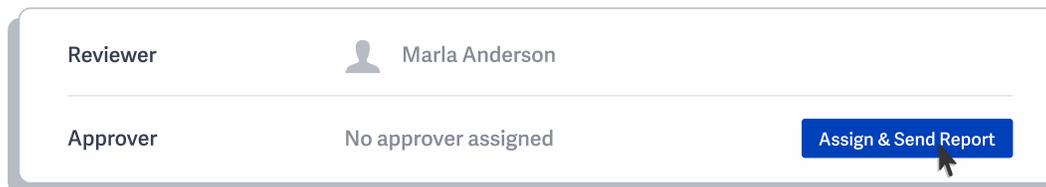
Step 3

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



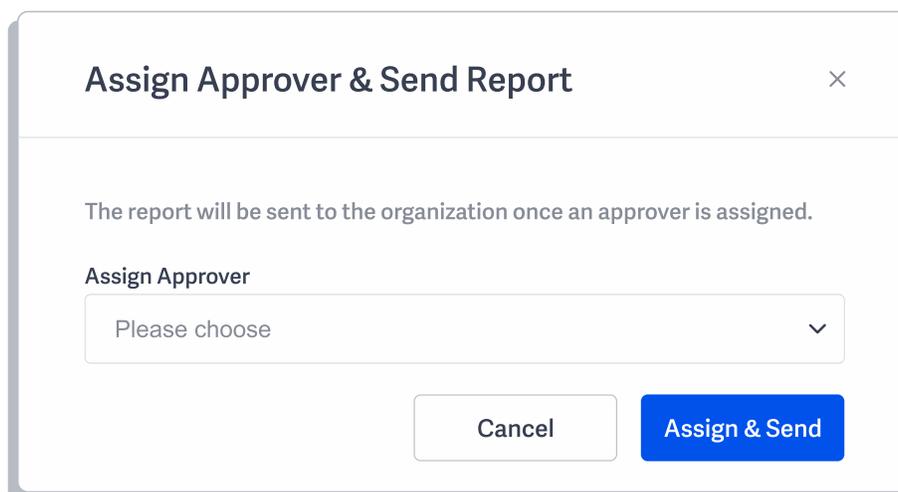
Step 4

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



Step 5

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



Step 6

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

Reviewer	 Marla Anderson	
Approver	 Graeme Math	Send for Approval

You have now successfully reviewed an event. This item has now 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!