

Mobile Sign on Instructions

First screen will ask your "Site Name" enter **universityofnotredame** You will then sign in using your Notre Dame credentials.



Creation Date: June 17, 2022 Revision Date: University of Notre Dame Risk Management & Safety



Choose Dashboard and then scroll down to "Quick Links."

Choose "Create a CAPA" or "Complete and Audit or Inspection."

EHS Insight		〈 Back Dashboard
		My Tasks
🖚 Dashboard		Audit & Inspection
My Tasks	~	Corrective and Preventative Action
E Forms	~	(CAPA)
🔁 Documents	*	Quick Links
Lill Reports		🖺 Create a CAPA
C Offline Sync		Complete an Audit or Inspection
My Profile		𝗞 RMS Contact Us
? Help		∞ RMS Website

TIP: Once you have completed your inspection or CAPA you will need to scroll to the top of your phone to click "submit" or "save draft" and other options.

Complete an Audit or Insp				
Save Draft	Submit	Share 👻	Print Form	
Cancel				

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Offline Sync Option

Prior to entering a space without internet or Wi-Fi coverage you can choose the offline sync option on the mobile app. This option is located when you first open the app.

EHS Insight			
🍘 Dashbo	bard		
My Task	ks		
🖹 Forms			
🔁 Docum	ents		
Lill Reports	5		
C Offline	Sync		
A My Prof	file		
? Help			

Press the options on the screen until all appear in green. Then hit "save." The app will begin downloading the sync options. Then click the back arrow on your phone until you reach the dashboard. You can later turn off the sync option when you leave the area.

8:11 lack	ଧା ବ୍ 🛋		
e Setting	s and Sync Now		
tings		Cancel Offline Sync	1
D E	nable Offline Form Submit		
Er cr yv bj	nabling offline form submit will allow you to reate new forms without wireless network onnectivity. However, it also requires that ou periodically synchronize with the server y launching the app and initiating a manual ync.	Downloading Entity Definition for C	Sender
) E	nable Background Sync		
El Se	nabling background sync will automatically end forms in the Outbox to the server and	Syncing Manifest	
re in ai	eceive updates on a recurring 15 minute tterval when the app is running and network ccess is available.	Syncing Definitions	
) 0	offline Sync Subscription	Syncing Data	
Ei fr A	nabling this subscription will download data rom the following libraries for offline access: udit & Inspection, Corrective and	Syncing Context	
Pi Ai	reventative Action (CAPA), Job Safety nalysis, Management System, Safety Alert, tandard Operating Procedure, Toolbox Talk	Syncing Subscriptions	

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<	Audit & Inspection	
Compl	lete an Audit or Inspection	*
Offlin You o from Al-2 Syno	Offline Sync New items have been added to your Outbox. Sync Now	×
Availa	able Offline 👻	

Your last offline sync was 13 minutes ago.

Once you complete the offline sync and return to your dashboard you can perform an Inspection or CAPA. When this information is complete you will briefly see a pop up on your phone appear stating **"Offline Sync – New items have been added to your outbox."**

When you return to an area with Wi-Fi/internet open the mobile app and click the "Offline Sync" area showing how many items you have available to sync. The example shows 1 in "yellow."

(Make sure your Wi-Fi is on).

EHS Insight	
🏙 Dashboard	
My Tasks	~
E Forms	~
Audit & Inspection	
CAPA	
> Documents	~
III Reports	
Administration	
C Offline Sync	
My Profile	

University of Notre Dame Risk Management & Safety



You will see the items ready to sync in your "Outbox." Click the "green sync now" box at the top of the screen. Once your sync is complete you will see "0" items remaining.

🕻 Back	Offline Sync		🗸 Back	Offline Sync
Sync Now	<pre>Items to sy</pre>	nc	Sync Now	
Status			You are currently	working offline .
You are currently Your last success You currently ha	You are currently working offline . Your last successful full sync was 4 minutes ago . You currently have 1 item(s) waiting to be sent to the server.		You currently have server.	• 0 item(s) waiting to be sent to the
Outbox			C	omplete
C-2206-#### Corrective and 2 minutes ago	Preventative Action (CAPA)	± ×		

During the sync process you will see the download process begin as shown.

〈 Car	ncel	Offline Sync		
Dov	wnloading Dash	boards		
Syn	ncing Outbox		0	
Syn	icing Manifest		0	
Syn	icing Definitions	5	0	
Syn	icing Data		0	
Syn	icing Context		0	
Syn	icing Subscription	ons	0	



You can remove the Offline Sync. If you choose to end the option for Offline Sync return to the front page of your mobile device which appears when opening the app. Click the "Offline Sync" area and scroll down to "settings." Unclick the sync boxes darkening them so they no longer appear in green. Click "save settings" at the top of the screen.