



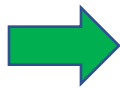
## Mobile Sign on Instructions

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



To begin, please input your Site Name below.

If you do not know your Site Name, please  
contact your company's EHS Insight  
administrator.

 .ehsinsight.com

Proceed



You may sign in using the Single Sign-On (SSO)  
provider listed below.

Sign In with Okta

Or, if you have an EHS Insight application  
account, you may sign in using it below.

Sign In

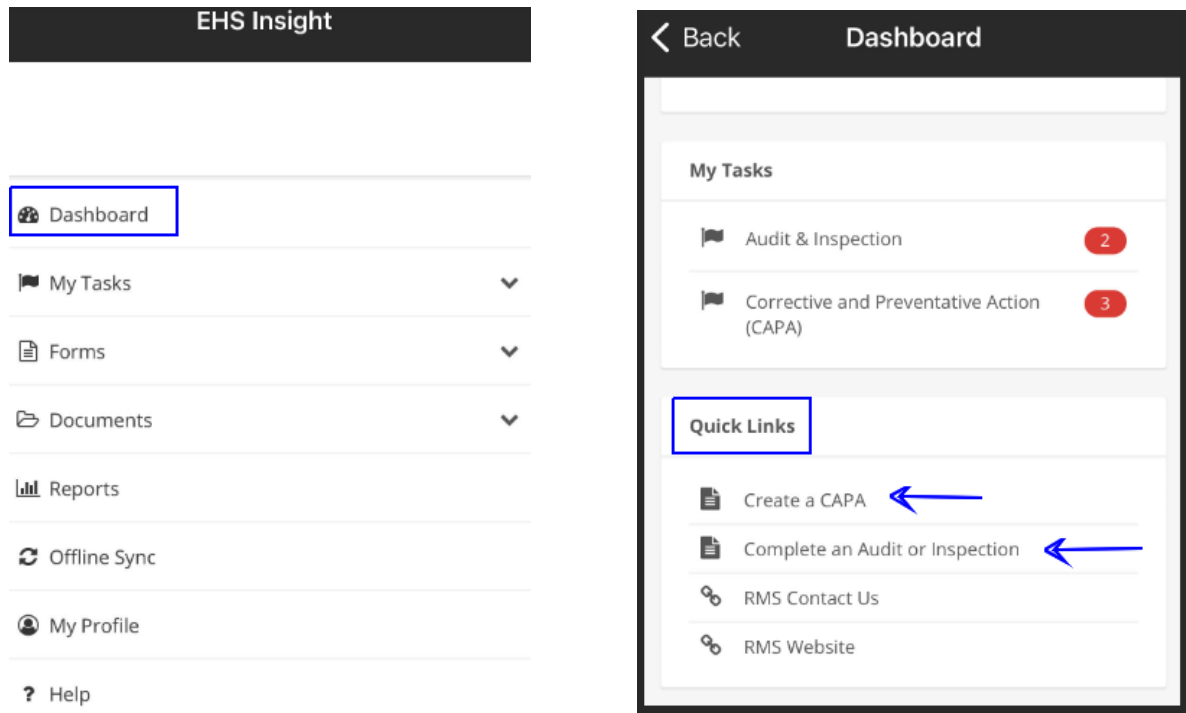
You have successfully signed into EHS Insight  
using Single Sign-On (SSO).

Please click the button below to return to the EHS  
Insight app and complete the sign-in process.

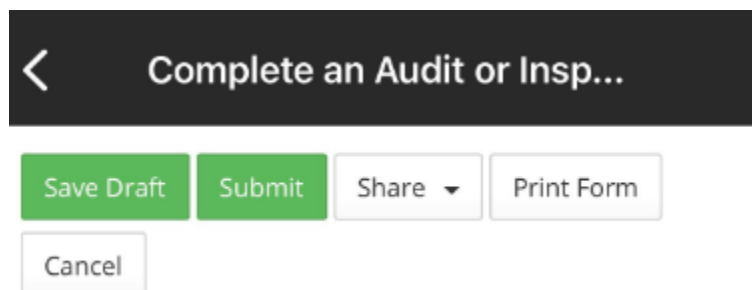
Open App

Choose Dashboard and then scroll down to “Quick Links.”

Choose “Create a CAPA” or “Complete and Audit or Inspection.”

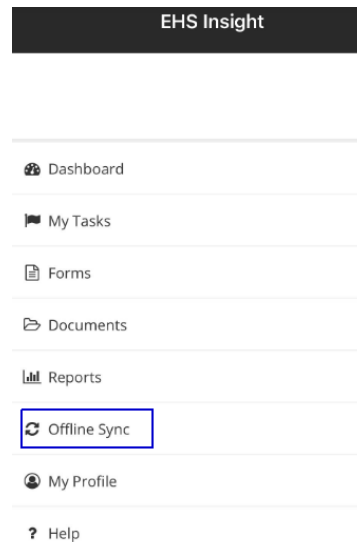


**TIP:** Once you have completed your inspection or CAPA you will need to scroll to the top of your phone to click “submit” or “save draft” and other options.

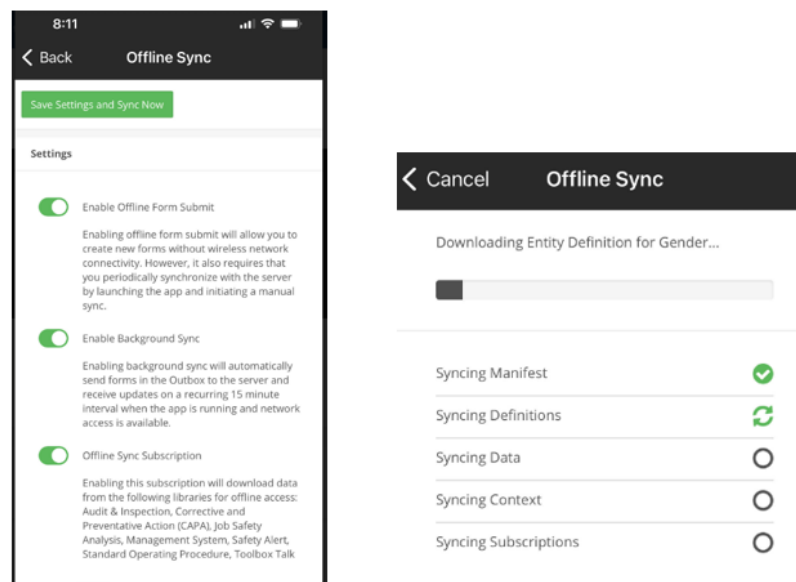


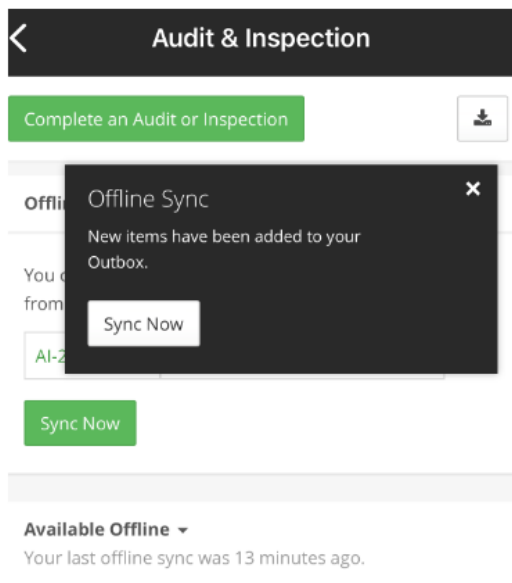
## Offline Sync Option

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.



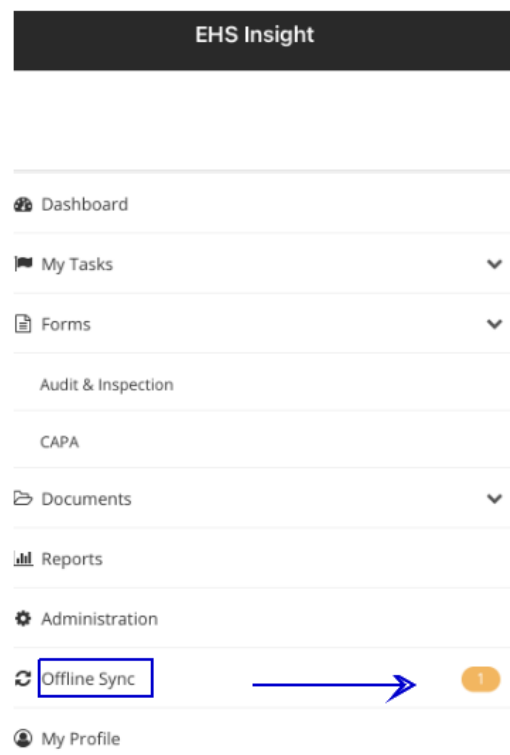
Press the options on the screen until all appear in green. Then hit “save.” The app will begin downloading the sync options. Then click the back arrow on your phone until you reach the dashboard. You can later turn off the sync option when you leave the area.



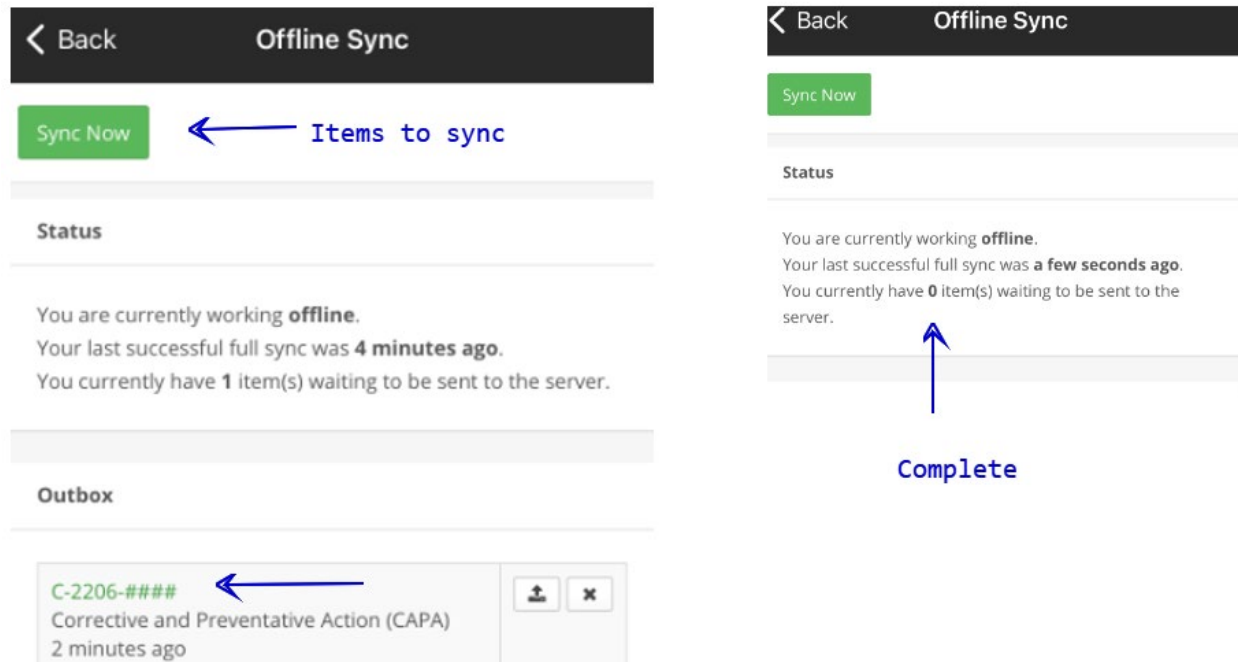


Once you complete the offline sync and return to your dashboard you can perform an Inspection or CAPA. When this information is complete you will briefly see a pop up on your phone appear stating **“Offline Sync – New items have been added to your outbox.”**

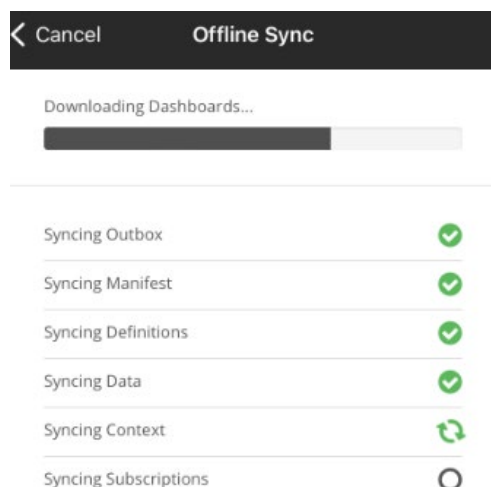
When you return to an area with Wi-Fi/internet open the mobile app and click the “Offline Sync” area showing how many items you have available to sync. The example shows 1 in “yellow.”  
(Make sure your Wi-Fi is on).



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.



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



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.

