Working From Home (W FH) Checklist

How to Guide.
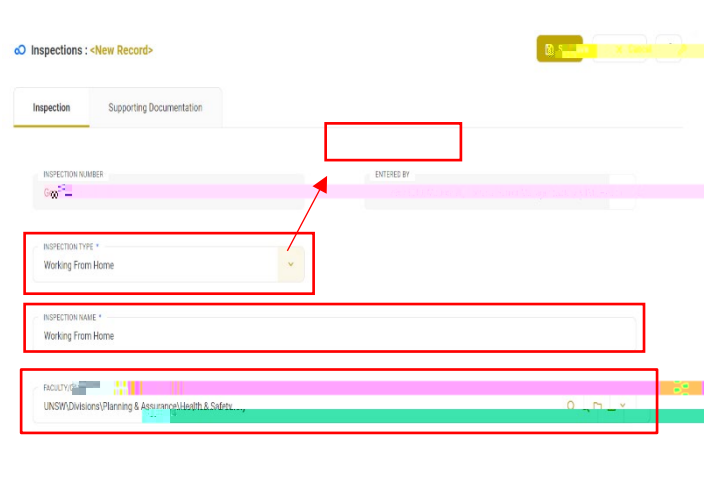
On the left side of the screen select Workspaces, then Inspection Management , then Inspections.

| Action Management |
| Audit Manage... |
| Stakeholder Management |
| Inspection Management > Inspections |
| Inspection Plan |

In the Inspections module, select the   icon. This will take you to a new record.

The New Record the record number is greyed out and will auto generate on save. The Entered By should auto populate with your name.
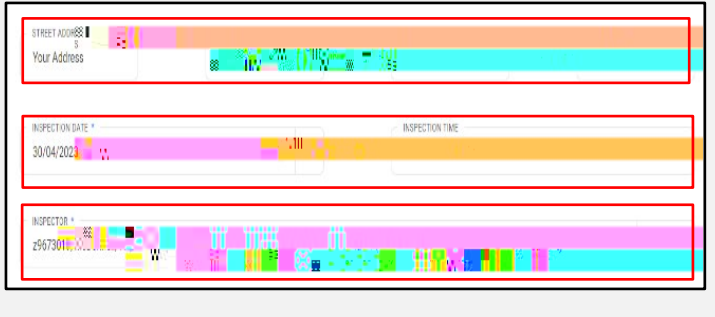
1. In the Inspection Type box use the drop-down arrow to select Working from Home.
2. In Inspection Name add "Working from Home" (do not add your Name, Job Title or Other Information.)

The Faculty/Division   should auto populate with details relevant to your reporting line.

3. Add your primary Home Address details of where you will be WFH.
4. Amend the Inspection Date   and Inspection Time   according to when the inspection was conducted.

The Inspector Field   should be auto populated with your details.

CRICOS Provider Code 00098G

In Inspection Results you can enter a positive observation of your WFH set up, this is optional. 5. In Inspection Checklist, using the drop-down arrow select the WFH Checklist .	

In the WFH Checklist there are 8 items you need to check.
6. Select the correct answer using:
   a. The Yes/No or N/A button, once this is ticked additional items will appear.
   b. Select the bubble to add comments (optional).
   c. Select the attachment icon to add pictures (optional).	

7. After the checklist is filled in Save the inspection first before adding actions or completing the inspection.	
8. If you need to adjust something over any of the items, add an Action using the button.	

9. In the Action module add the following information:
   a. Add a title for the Action such as WFH Actions.
   b. Add as much detail into the Action D 0.00cu4scr i