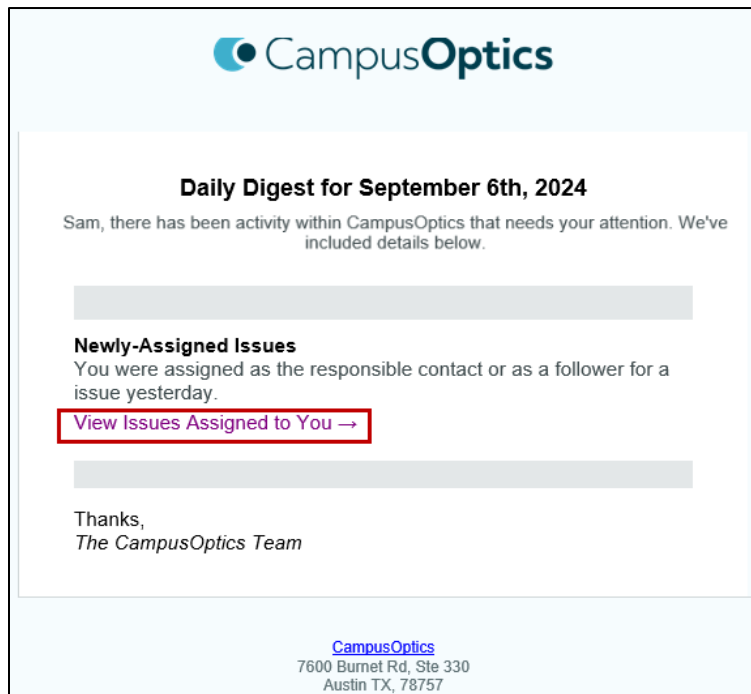


# UTA Environmental Health & Safety CampusOptics Job Aid

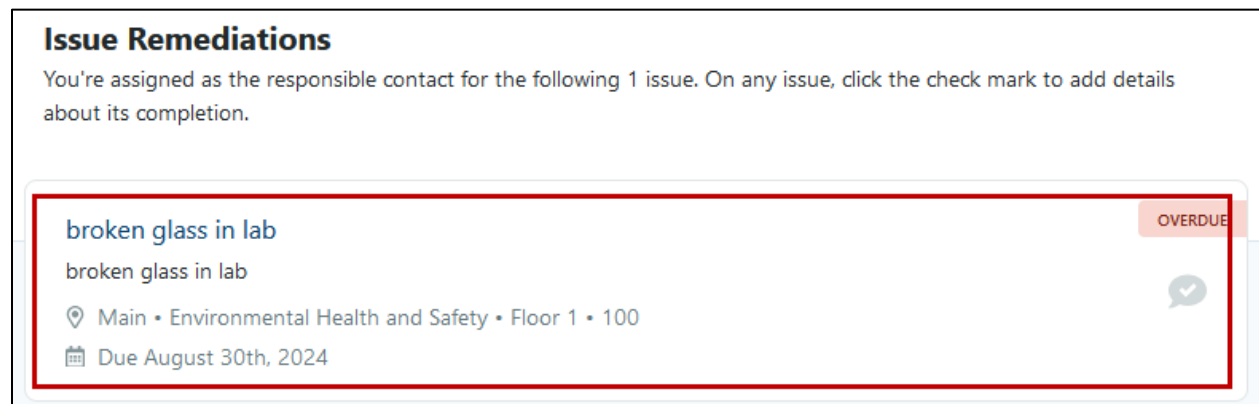
The purpose of this job aid is to guide a responsible party of any deficiencies identified by the UTA Environmental Health & Safety (EHS) department, and how to document resolution of those issues inside the tool, CampusOptics.

If deficiencies are found during a safety inspection, the inspector will log an issue in CampusOptics, which automatically generates emails for items needing attention.

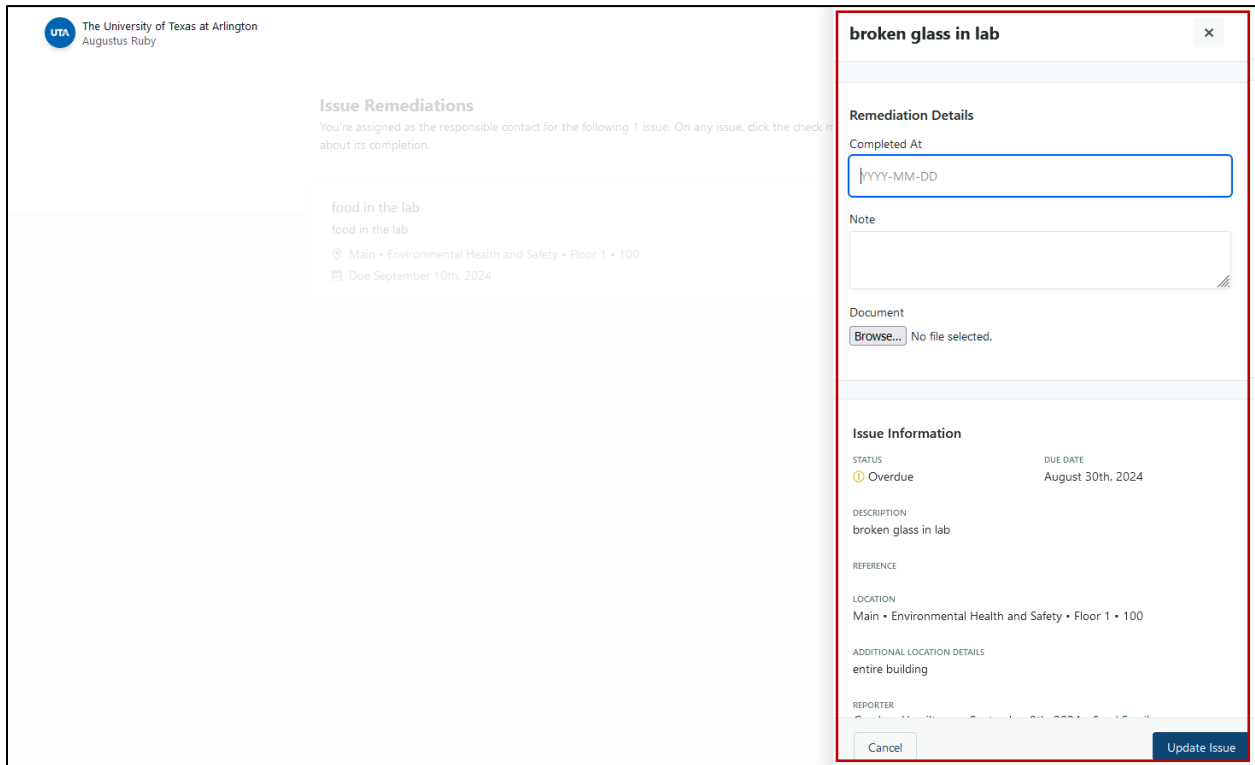
1. When an email is received, click the **View Issues Assigned to You** link which will open the CampusOptics Issue Remediation Portal. This is based on UTA email address. Issues cannot be forwarded to other users for to update. Please contact EH&S or your inspector if the issue should be reassigned to another responsible contact.



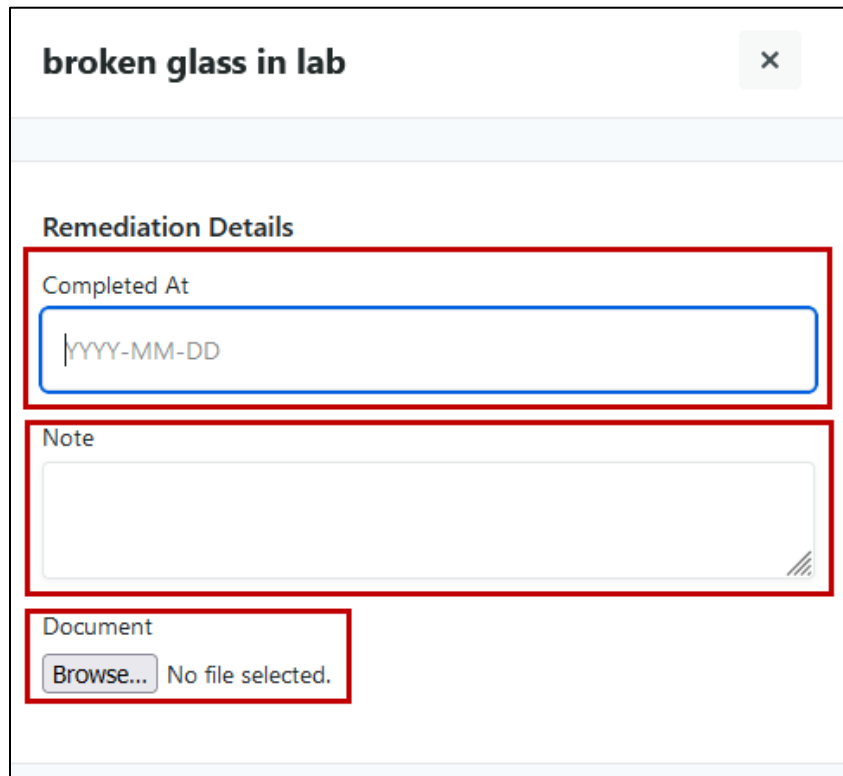
2. On the CampusOptics Issue Remediation Portal, the user will see an Issue or list of Issues. **Click** anywhere on the tile for more details.



- After clicking the issue, a popup menu will appear on the right side of the screen with further information.



- Users have access to update the issue remediation completion date, add notes regarding the issue, and if necessary, add documents, such as an image of the rectified issue.



5. Further down the issue panel, you will see summaries of issue information such as status, due date, a detailed description, location, reporter, recommendations, work order numbers, additional comments, documents, and notes.

### Issue Information

STATUS	DUE DATE
⚠ Overdue	August 30th, 2024

DESCRIPTION  
broken glass in lab

REFERENCE

LOCATION  
Main • Environmental Health and Safety • Floor 1 • 100

ADDITIONAL LOCATION DETAILS  
entire building

REPORTER  
Candace Hamilton on August 28th, 2024 • [Send Email](#)

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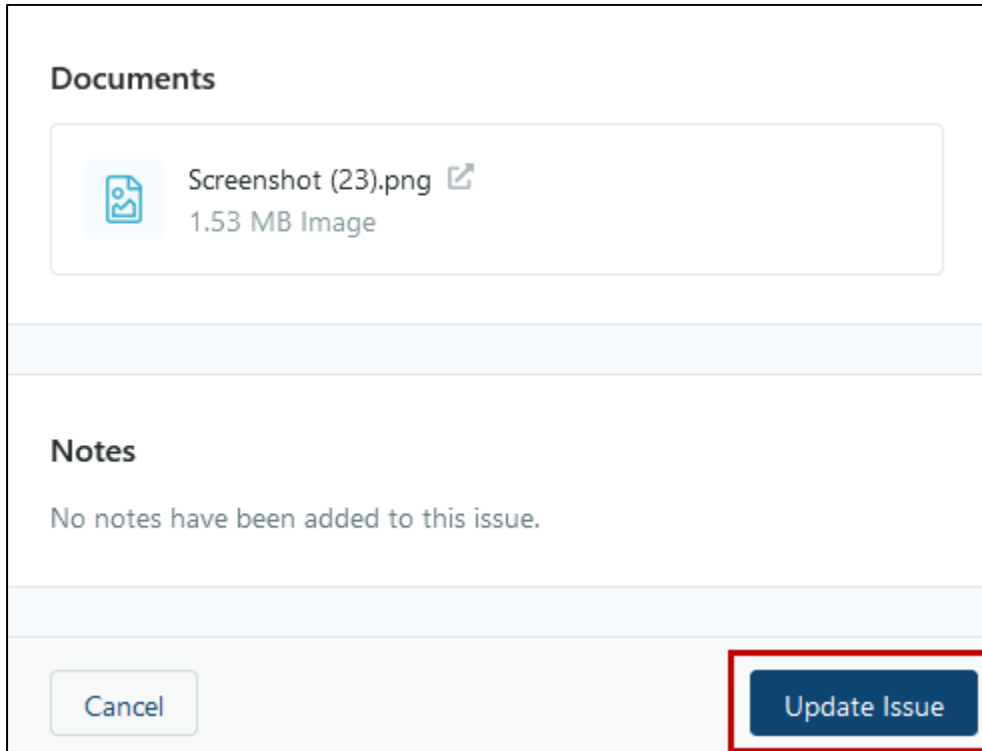
### Custom Fields

RECOMMENDATIONS  
clean up broken glass

WORK ORDER NUMBER  
n/a

ADDITIONAL COMMENTS  
No broken glass is allowed in labs

6. After making the necessary updates in the remediation details, click **Update Issue** in the bottom right corner of the Issue Details Panel. Once an issue has been updated it will be removed from your dashboard.



If further assistance or clarification is needed with using CampusOptics, please contact the Reporter directly via the Send Email link or [ehsafety@uta.edu](mailto:ehsafety@uta.edu).