

# Assessment & Inspection Management System (AIMS)



## User Guide for Managing Corrective Actions

This guide describes **how to manage** and **respond to corrective actions** in the AIMS. Other topics described include:

- systems and login requirements
- email notifications
- viewing Inspection reports.

# Table of Contents

<a href="#"><u>Systems Requirements &amp; Support</u></a>	3
<a href="#"><u>User Requirements</u></a>	4
<a href="#"><u>Corrective Actions Homepage Overview</u></a>	5
<a href="#"><u>Respond / Manage Corrective Actions</u></a>	6
<a href="#"><u>View Reports</u></a>	7
<a href="#"><u>Email Notifications</u></a>	8



# System Requirements & Support

## Harvard Key

**Harvard Key** is the **login credential** for AIMS

- **To troubleshoot Harvard Keys**, contact HUIT at 617-495-7777 / [ithelp@Harvard.edu](mailto:ithelp@Harvard.edu) or <https://key.harvard.edu>

## Internet Browsers

- Compatible with Chrome, Firefox, Safari and Edge

\* For **AIMS technical support**, email [lab\\_safety@harvard.edu](mailto:lab_safety@harvard.edu)

# User Requirements

---

## To Respond to Corrective Actions

- ✓ **Must** be listed as a **Lab Safety Officer (LSO)** to your lab's group profile in AIMS
- ✓ **Must** be **individually** assigned to the specific Corrective Action

**NOTE:** Users with **Area Manager** role may **view** all inspection content, including corrective actions, for your lab groups.

# Corrective Actions Homepage Overview

1

## Corrective Actions

- under **Findings & Reports**

2

## Subtabs

- **Open Actions** (default)
- **Actions** by Inspection
- **Recently Closed**
- **Extensions Requests**

3

## Response Icon buttons

- Manage
- Report

The screenshot shows the Corrective Actions homepage interface. On the left is a navigation sidebar with 'Findings & Reports' expanded to show 'Corrective Actions'. The main content area has subtabs: 'Open Actions', 'Actions by Inspection', 'Recently Closed', and 'Extension Requests'. Below the subtabs are filters for 'Show: All Mine', an 'Export Action Report' button, and a date range selector (Start Date: 02/03/2013, End Date: 02/04/2023). A table displays a list of corrective actions with columns: Due Date, Assigned To, Assignee Dept, Inspection Date, Inspected, Inspection Dept, and Corrective Action. A 'Manage Report' button is visible at the bottom right of the table.

**1** For full filter search options

**2** Exports report of all actions displayed on screen into Excel

**2** Exports report of all correction actions into Excel

*default set to view past year*

**3** Manage Report

# Respond / Manage Corrective Actions

## Go TO

- Findings & Reports
- Corrective Actions
- Open Actions

## Select

- **Manage** response button icon

## Review

## Respond

- **Response Options**
  - ✓ Comment
  - ✓ Attach File
  - ✓ Reassign
  - ✓ Extend - request extension
  - ✓ Complete

Open Actions | Actions by Inspection | Recently Closed | Extension Requests

Show: All Mine

Filters

Export Action Report

Start Date: 02/03/2013 | End Date: 02/04/2023

EXPORT OPEN CORRECTIVE ACTIONS

Due Date	Assigned To	Assignee Dept	Inspection Date	Inspected	Inspection Dept	Corrective Action	
11/18/23	Nancy Doherty(nancy_doherty@harvard.edu)		11/15/22	Research Lab:Oberg	Harvard College Observatory	In-service cranes and hoists must be inspected annually by a licensed person, and monthly by users.	Manage Report

Comment

Attach File

Reassign

Extend

Complete

# View Reports

## Go To

- Findings & Reports
- Corrective Actions

## Select

- **REPORT** button

## View Report

- **Simple Report View** is default
- **View full report**  
- select **View Full** button

Due Date	Assigned To	Assignee Dept	Inspection Date	Inspected	Inspection Dept	Corrective Action	
10/27/18	Joana de Sousa (joana_desousa@harvard.edu)		9/27/18	Research Lab: EHS Test Lab	Environmental Health and Safety	Bookmark or download copy of the University's Chemical Hygiene Plan.	Manage Report

## Inspection History

#14364 | General Lab

View previous  
inspection reports

Export into PDF

Export

Toggle between simple  
and full reports views

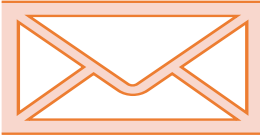
View Full

GROUP NAME  
EHS Test Group

INSPECTED ON 1/8/20 4:07 PM BY  
Joana de Sousa

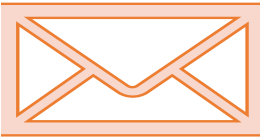
# Email Notifications

Inspectors assign two types notifications



## Corrective Action Notifications

- Are only sent to **individuals assigned to specific corrective actions**
- Also included is a link to the inspection report link



## Inspection Report Notifications

- Are only sent to **those assigned** by inspector
- Email consists of a link to the inspection report