Level II Inspection User Guide:

Inspection Task List

If you have DLC Coordinator or DLC Lead Contact authorizations you can quickly view all the Findings for their DLCs by selecting the **Inspection Task List** link on EHS Inspection and Audit page.


If you have not customized your Atlas Menu to include all EHS applications, go to the Full Catalog and search for **EHS Inspection and Audit**. Once on the EHS Inspection and Audit page click on the **Inspection Task List** link.

![Atlas screenshot](image)

The **Inspection Task List** is the view of all the Findings associated with a DLC, including closed Findings. The Task List table summarizes the **Finding ID#**, the **Assigned To**, the **PI/Supervisor**, the **Roomset**, the alpha-numeric **Finding Code**, a description of the **Finding**, whether the Finding is Documented Closure Required (**DCR**), the **Status**, the **Date** the inspection report was submitted, and the Inspection **Round**.

This view is limited to findings in the current inspection round and previous inspection round.
The Inspection Task List table can be sorted by ascending or descending order by clicking on the column heading. The indicator arrows tell you what the order is:

- Ascending order
- Descending order

Click **Hide Closed Findings** to view only Open Findings in the Task List.

Click a **Finding ID#** to view the details, update, or respond to a Finding. The sample task list screen grab below does not contain actual results, rather it’s a simulation of multiple inspections created in the SAP test environment.