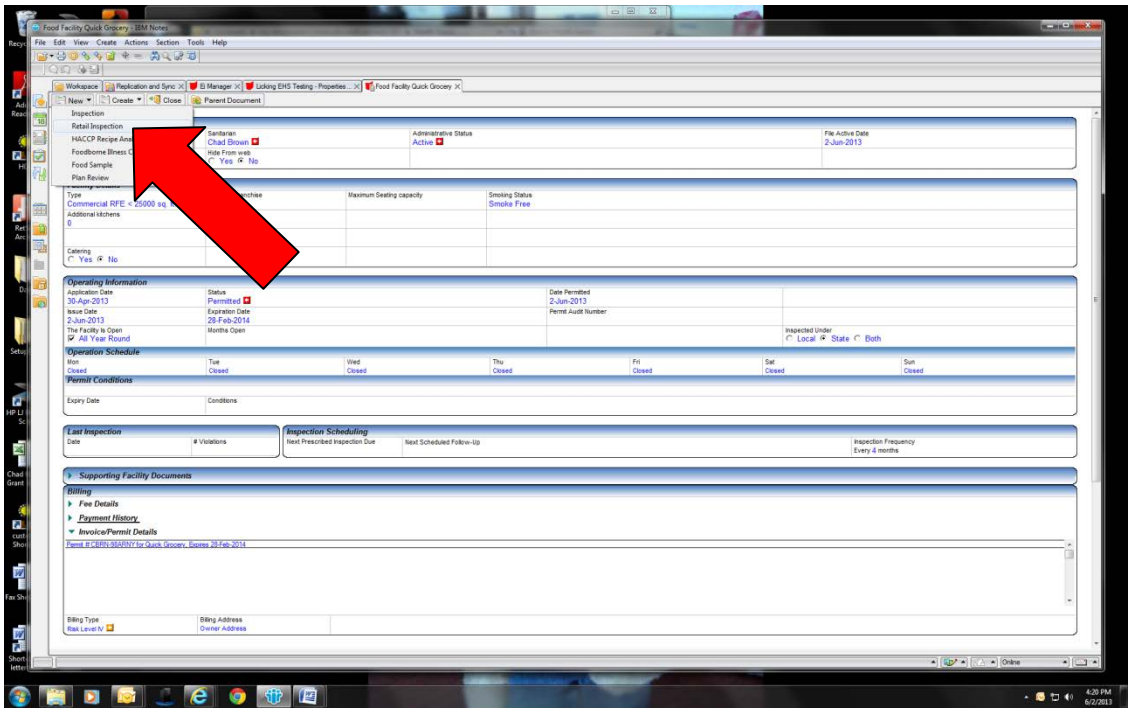
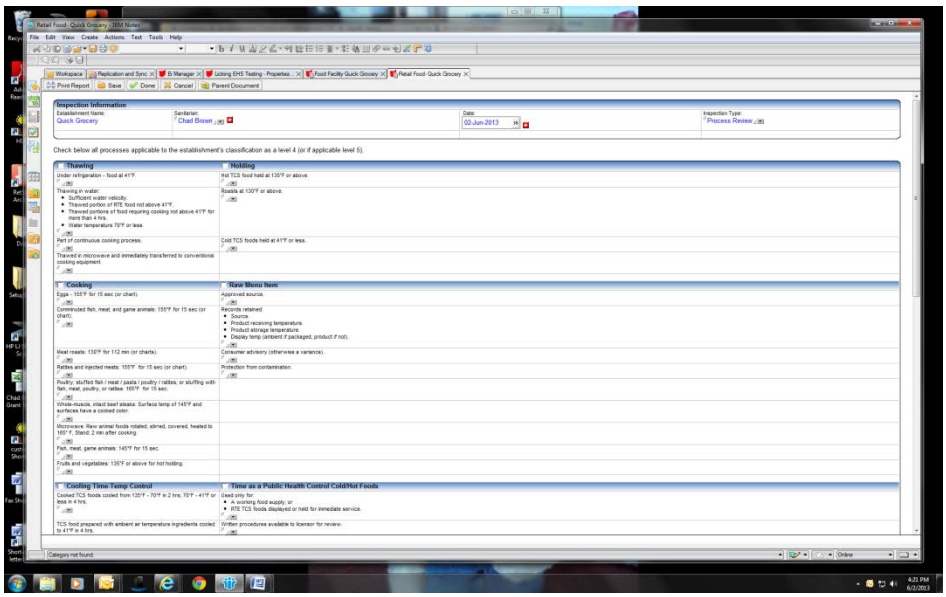
Licking County Health Department
Health Space Process Review Inspection Procedures

Follow steps 1-8 for conducting a standard inspection. Once this is completed follow these steps to complete a Process Review Inspection.

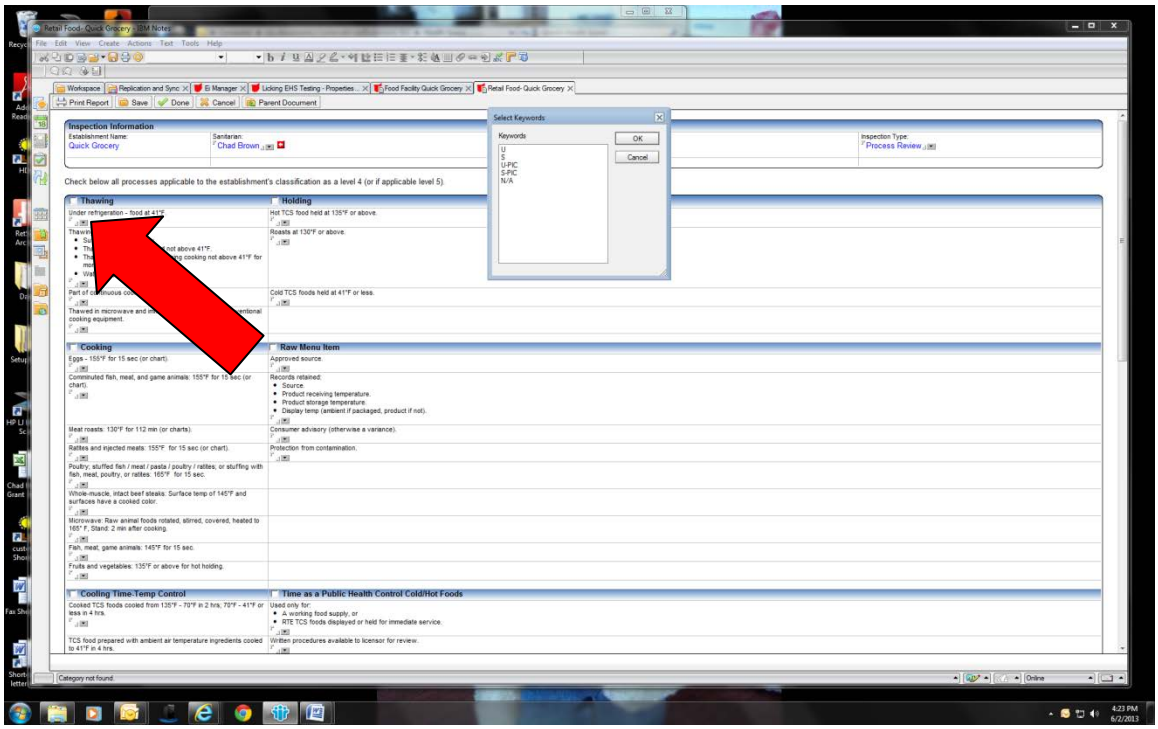
1. Click on New and select Retail Inspection



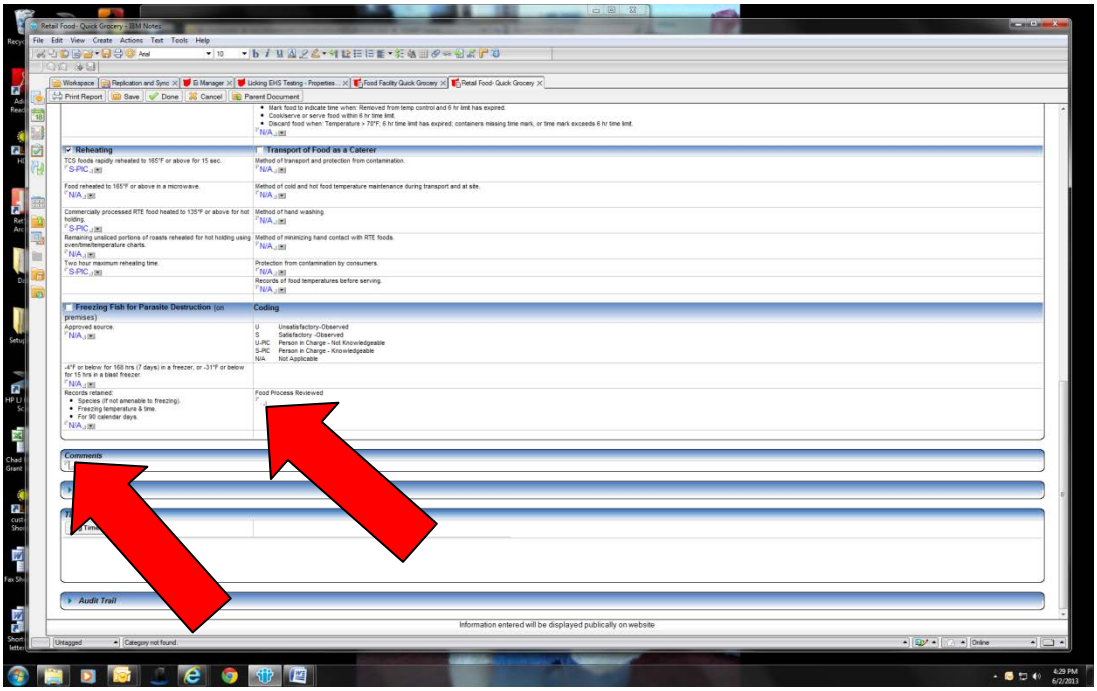
2. The Process Review form will open.



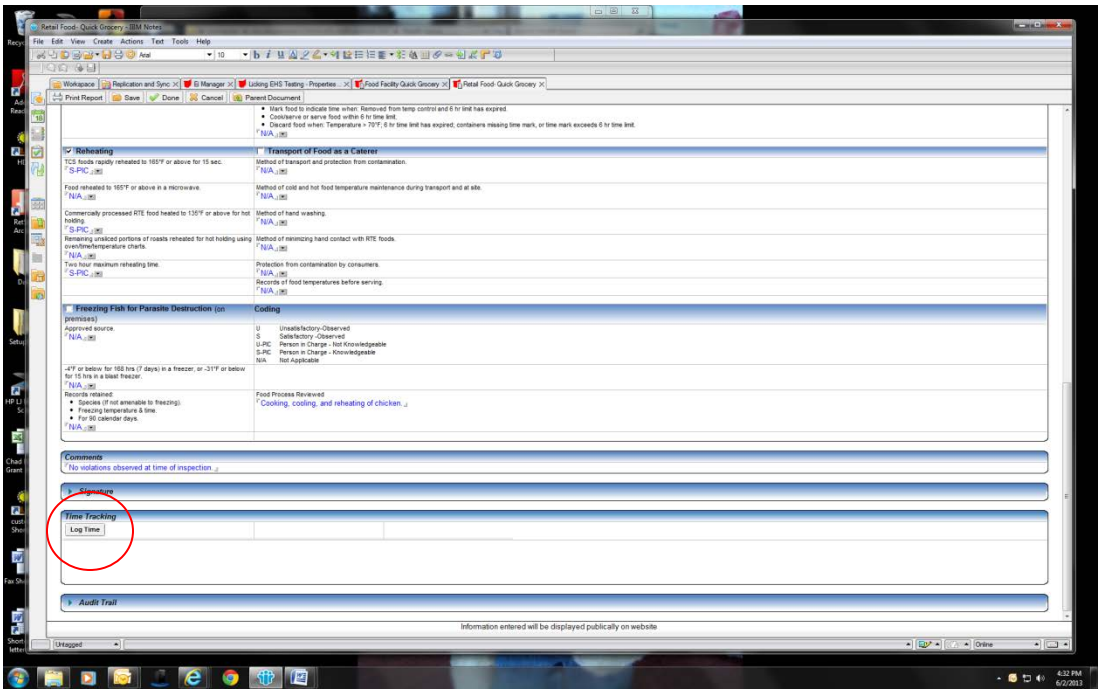
3. Complete the form by clicking on each dropdown box and selecting the appropriate answer.



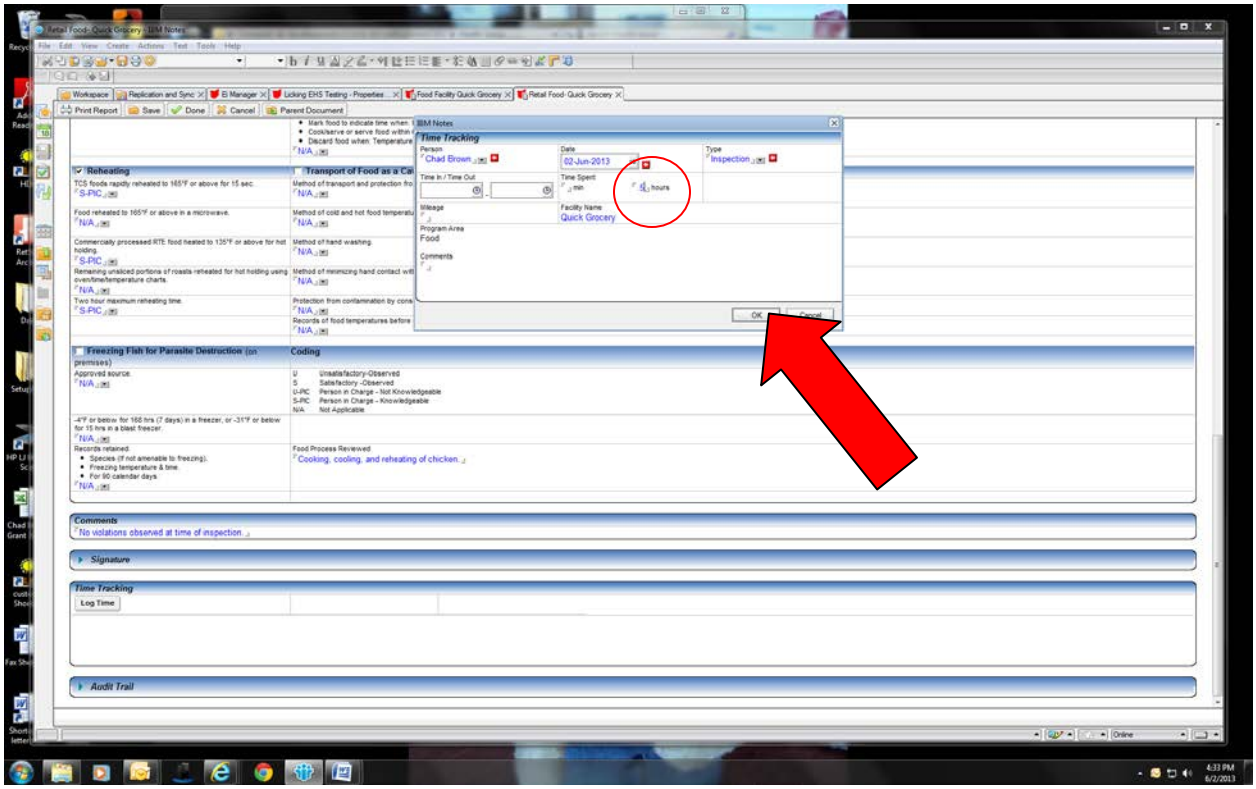
4. When this is complete scroll to the bottom to enter the process reviewed and comments by clicking in the dialogue boxes.



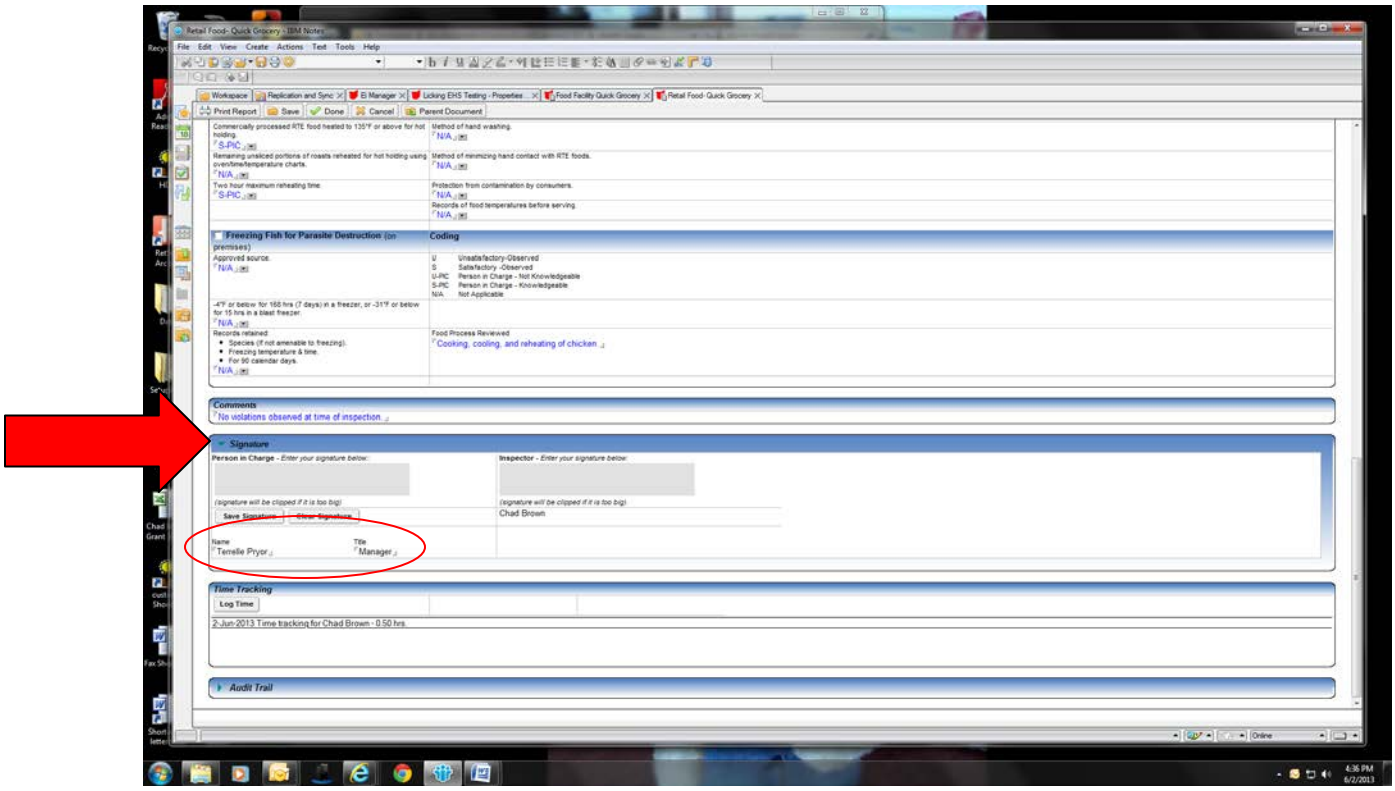
5. You will then need to complete the Time Tracking Section by clicking on Log Time.



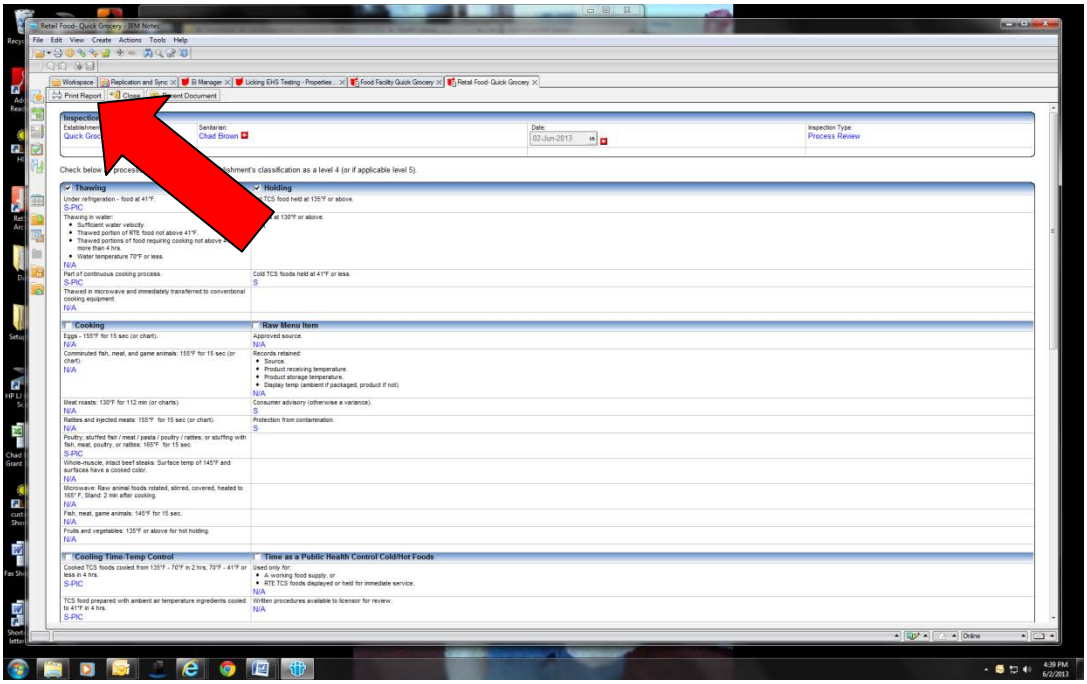
6. Enter your time in the Time Spent section. Then click OK



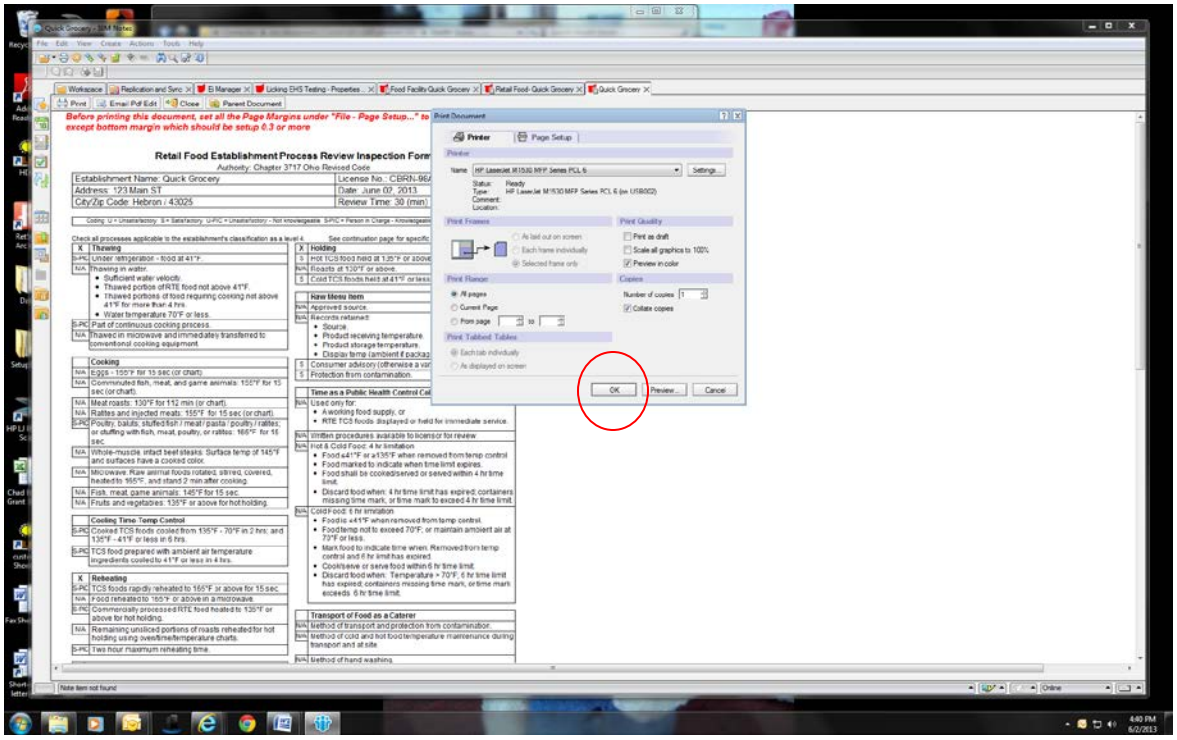
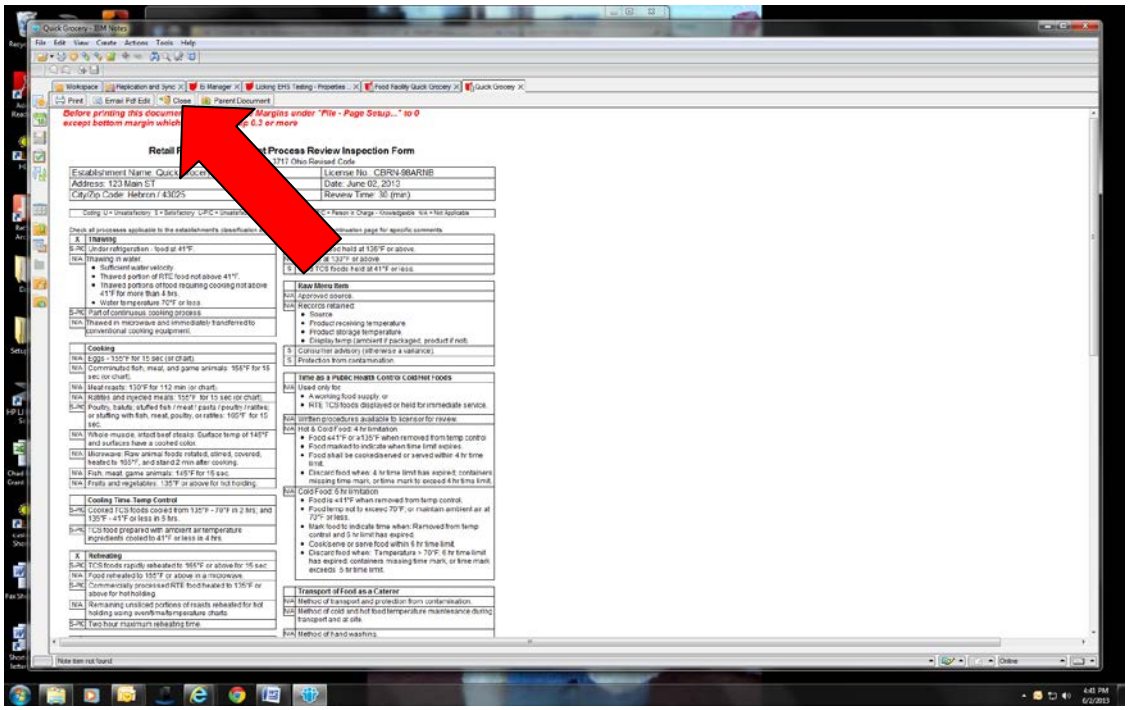
7. Next click on the arrow next to Signature and enter the name of the person receiving the inspection.



8. Click Print Report



9. Select the correct printer and click OK



10. After the report prints click Close