Gator TRACS User Guide:

Surveys & Corrective Actions

For Principal Investigators & Lab Managers
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CORRECTIVE ACTIONS
Part 1: Accessing Your Corrective Actions

To view and manage all open corrective actions that have been assigned to you, first click Corrective Actions from the Gator TRACS sidebar menu.

In the Corrective Actions area, you may view open actions in two ways: at the top of the page, you may select either the Open Inspections tab, or the Open Actions tab.
By default, you will first arrive within the Open Inspections tab. This area presents all of your open actions grouped by their associated inspection (in this example, a single inspection with (5) open actions).

Alternatively, you may click the Open Actions tab, which will present a list of all individual open actions assigned to you (in this example, (5) open action line items).
CORRECTIVE ACTIONS
Part 2: Managing Open Corrective Actions

From either of the previously discussed tab views, select the Manage icon, which will bring you to the Action Management page.

In the Action Management page, you will see the details of the corrective action(s) assigned to you, including the survey question, inspector notes, action due date, and possibly a photo(s) of the given issue, if provided by the inspector.
CORRECTIVE ACTIONS – Part 2 (cont.)

Within the Action Management page is also a series of colored buttons, whose functions are detailed in the next few screen captures...

Click the **Comment** button if you wish to add comments (e.g. stating details on how the action was addressed).

Click the **Photo** button if you wish to attach a photo (e.g. depicting how a corrective action was addressed).

Note: Comments and photos must be added first before clicking the Complete button, which certifies and closes the action.
Click the **Extend** button to request a due date extension for that action (request is reviewed by EH&S for approval).

Click the **Reassign** button to assign the action to another user (e.g., for an action incorrectly assigned in a shared lab area).

Finally, to certify your corrective action as having been completed, click the **Complete** button.
SURVEY REPORTS
Part 1: Accessing Your Survey Reports

On this page, all completed laboratory inspection reports for your area(s) will be listed.

All inspection reports for your area(s) can be accessed by first clicking **Completed Surveys** from the Gator TRACS sidebar menu.
SURVEY REPORTS – Part 2: Viewing Survey Reports

To view any survey report, click the View Survey Report icon. A new tab will open in your browser, and the Simple view of the report will be presented.

Note: The Simple view only shows corrective actions that are associated with this report. Therefore, it is critical that PI’s/lab managers also take the time to review the Full version of the report, as it may contain additional actions that were corrected on-site (by the inspector or lab members), as well as any recommended actions or positive feedback.

To view the Full version of the inspection report, toggle the View Full button.