CampusOptics Laboratory Guidance Document

CampusOptics is a cross-functional EH&S platform designed for institutions of higher education. It allows EH&S the opportunity to consolidate various safety-related records and information. It is utilized for inspections related to laboratories, assets (eg biosafety cabinets, snorkels, etc), shops (makerspaces, Facilities Management, etc), and fire safety (fire extinguishers, buildings, drills, AEDs, etc).

It has the capability to consolidate all safety-information related to laboratories on campus. This includes inspections, issues related to inspections, chemical inventory, incidents, etc. Its utilization will continue to grow as users learn more about its capabilities.

The system sends email notifications when an issue is assigned. An individual will not receive emails unless they have signed in to CampusOptics at least once.
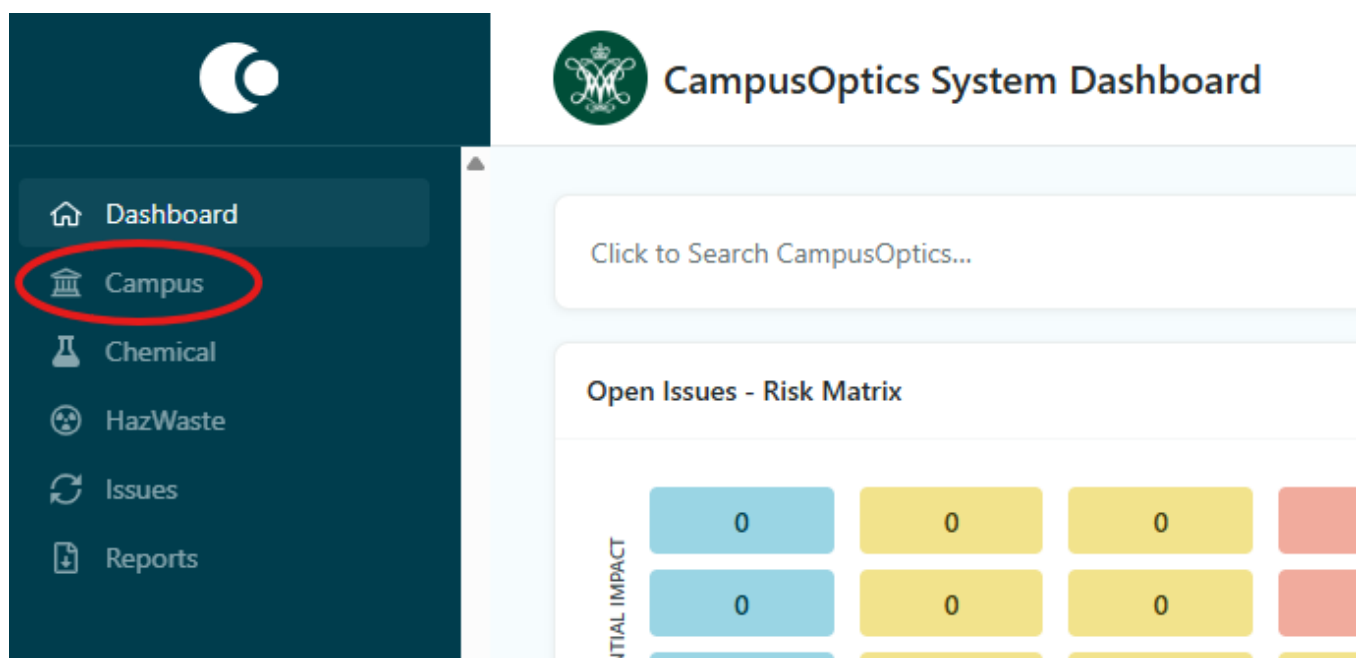
Laboratory Information

To look at a space (lab) you are associated with, sign in to CampusOptics by going to:

wm.campusoptics.com

Once signed in you will see a dashboard and a menu on the left. To see your lab space:
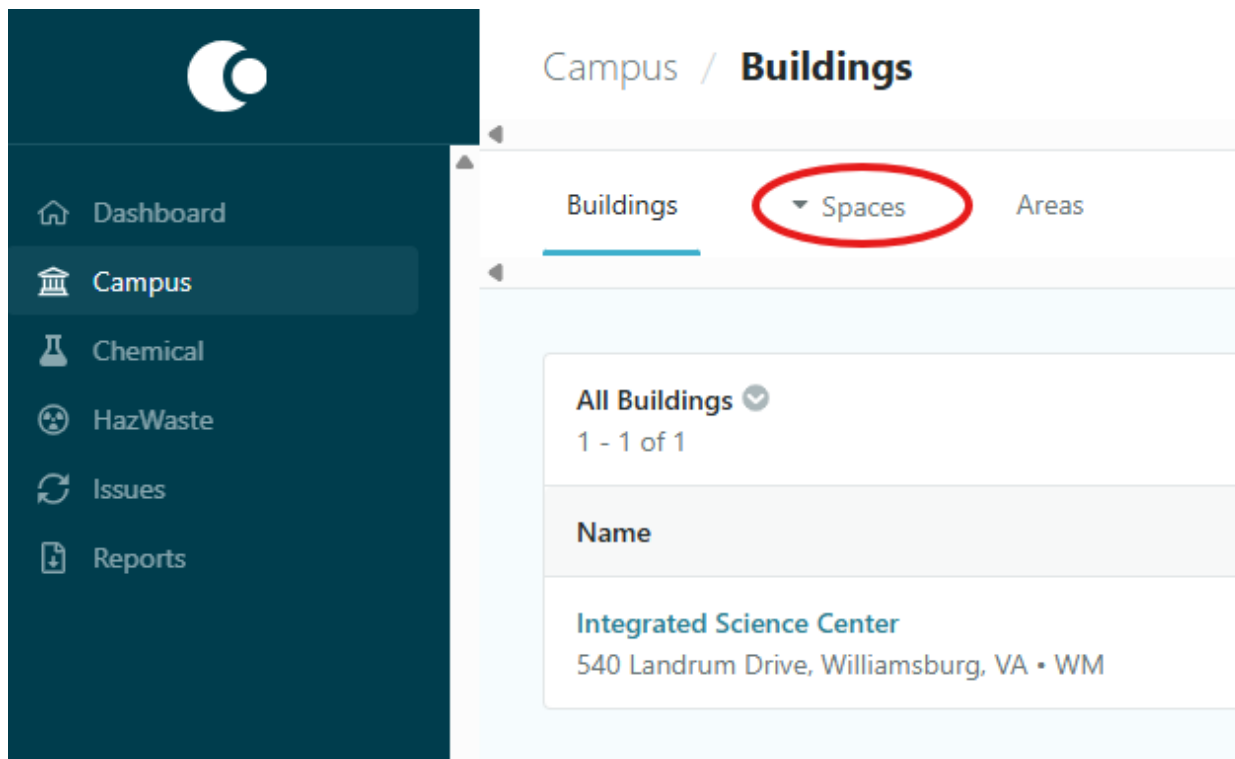
Click on "Campus" on the left menu

Click on "Spaces"

Use the drop-down menu to choose "All Spaces." This shows the spaces you have access to.
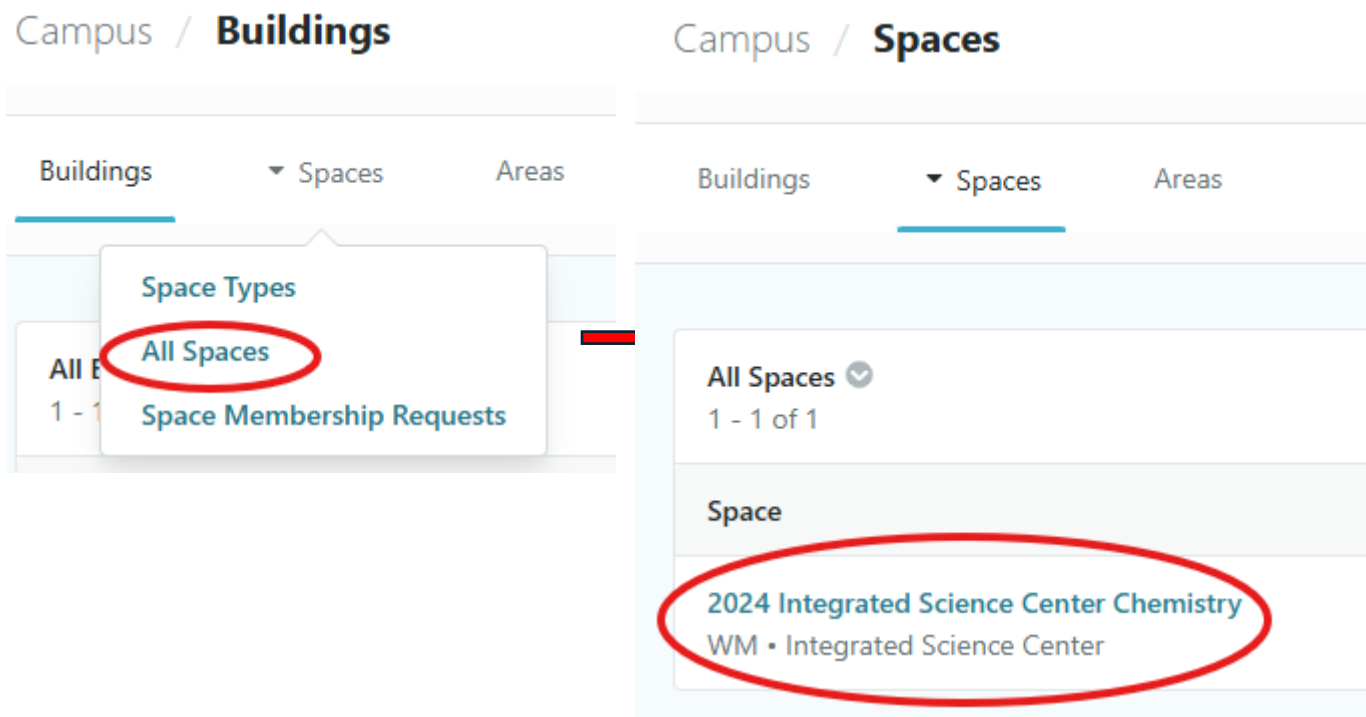
Clicking on your space will show members, inventory, issues, inspections, etc. Over time the utilization of this page by PIs and lab members will grow.

Issues

Click on "Issues" on the left menu. Issues is also linked on the space information page.

Open issues are listed under "Open Issues" and completed issues are under "Resolved Issues."

Clicking on an issue gives the information and pictures or notes associated with the issue. To complete the issue, use the drop-down menu from "Actions."

Any pictures or notes associated with the issue will be on the right side of the issue page. To add a picture, click on the folder icon, and to add a note click on the conversation bubble icon.

📂 1   💬 0

⊘ Actions   **Location** ⓘ   ⊘ Set Coordinates

This issue doesn't have any coordinates. You can set its coordinates from **its current building** or from **your current location.**

Documents

📄 **Mobile Image.jpeg** ⧉
2.45 MB Image

Notes

No notes have been added to this issue. Open the notes sidebar from the page header to create notes.