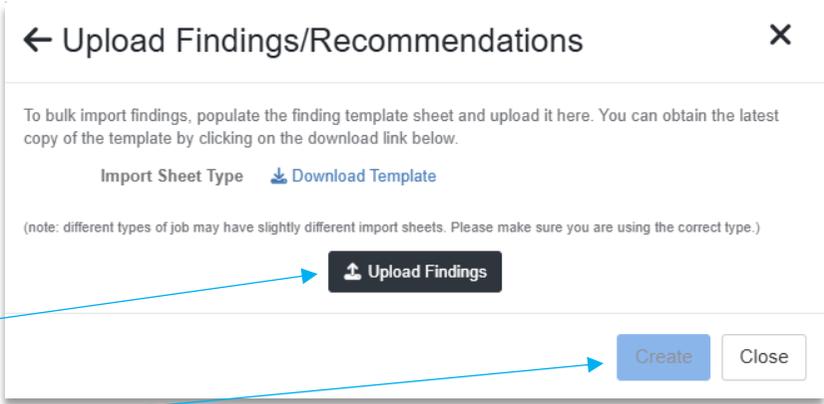


Role: Service Provider Admin (Compliance)

Task: Add compliance inspection documentation and findings

[Video guide link](#)

<p>1 Following an automated email notification, click the link in the email or navigate to <i>Task Management > My Tasks</i>.</p> <p>Select the compliance job awaiting action.</p>	
<p>2 Review any information shown, including in the Timeline.</p> <p>3 Set the date of the inspection or check.</p> <p>4 Upload required documentation, using naming convention (see right).</p> <p>5 Bulk upload findings by clicking <i>Upload Findings</i>.</p>	

<p>6 Do not download Template from here. Instead, download the specific Template from:</p> <p>www.em.admin.cam.ac.uk/what-we-do/estate-operations/estate-maintenance/remedial-action-templates</p>		
<p>7 Return here when template is populated, and click to upload.</p>		
<p>8 Click <i>Create</i> to close this window and see findings listed.</p>		
<p>9 If only a few Findings need to be added, this can be done individually by clicking <i>Add Finding</i>.</p>		
<p>10 Scroll back to top of page and click:</p> <p></p>		