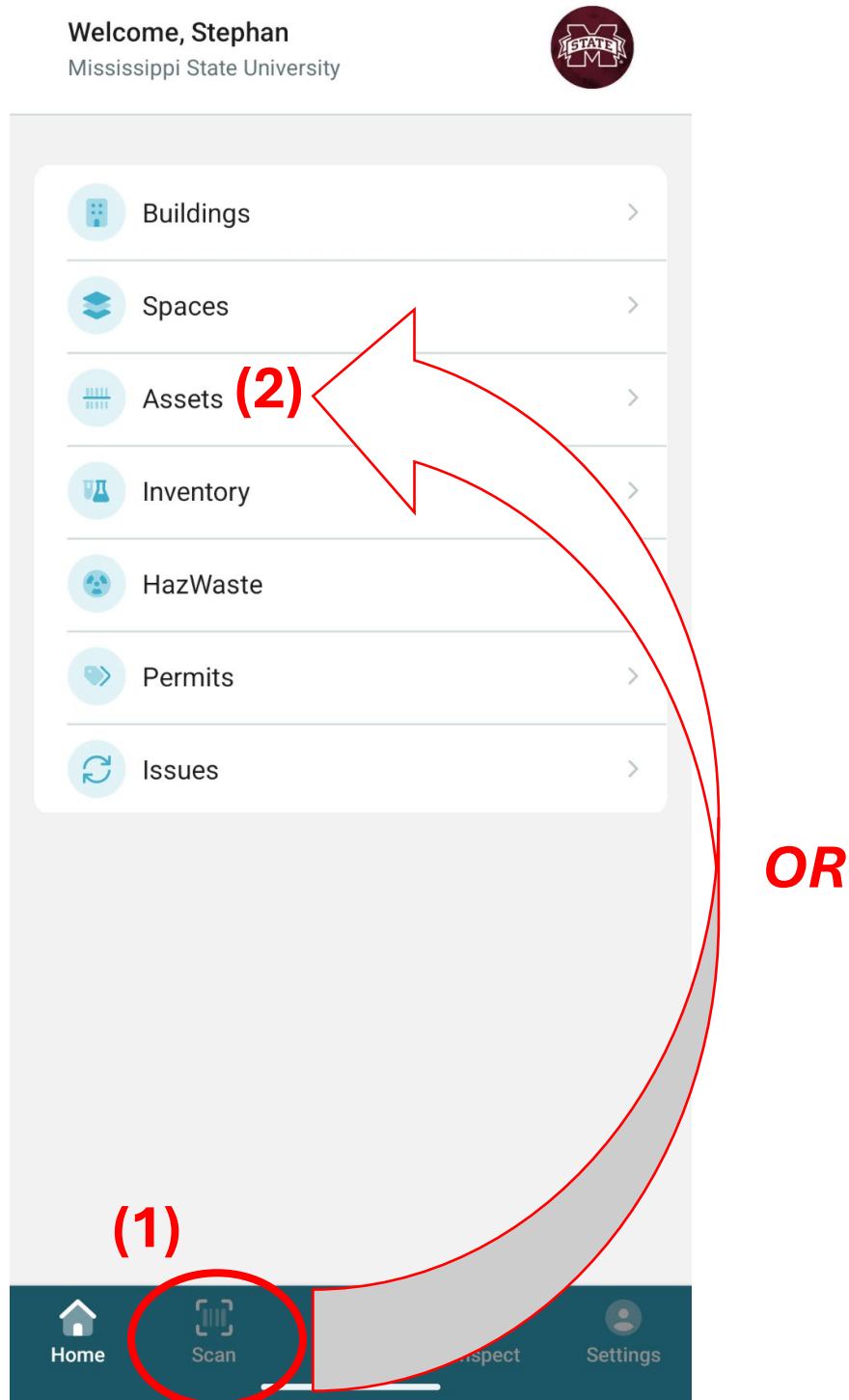


Completing X-Ray Shielding Device Inspections

Option 1. Mobile App:

1. **(1)** At the bottom of the home screen, select “Scan” to locate the asset via the barcode label. **(2)** Alternatively, manually search the asset list to locate the item.



2. Under the “INSPECT NOW” heading, to initiate the inspection and log observations.

7:53 5G^E  

← X-Ray Shielding Device FAKE0002 

Area
100

CUSTOM FIELDS

Type
Apron

BARCODES

 FAKE0002
Added 6/16/2026

INSPECT NOW

X-Ray Shielding Devices - ANNUAL ... Start
Available - due 6/16/2027 7 questions >

ALL INSPECTIONS

Upcoming 1 >

Completed 0 >

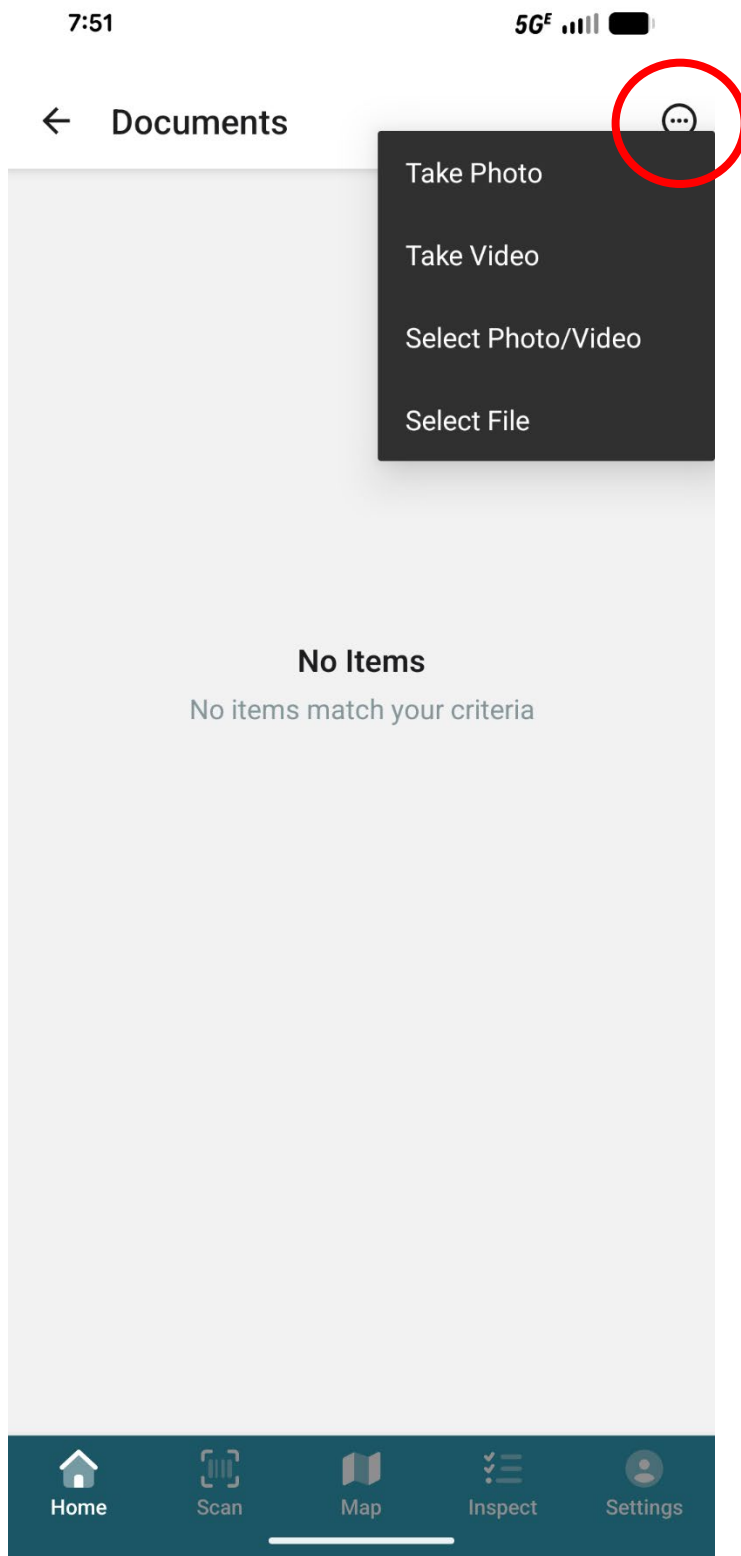
ATTACHMENTS

Documents >

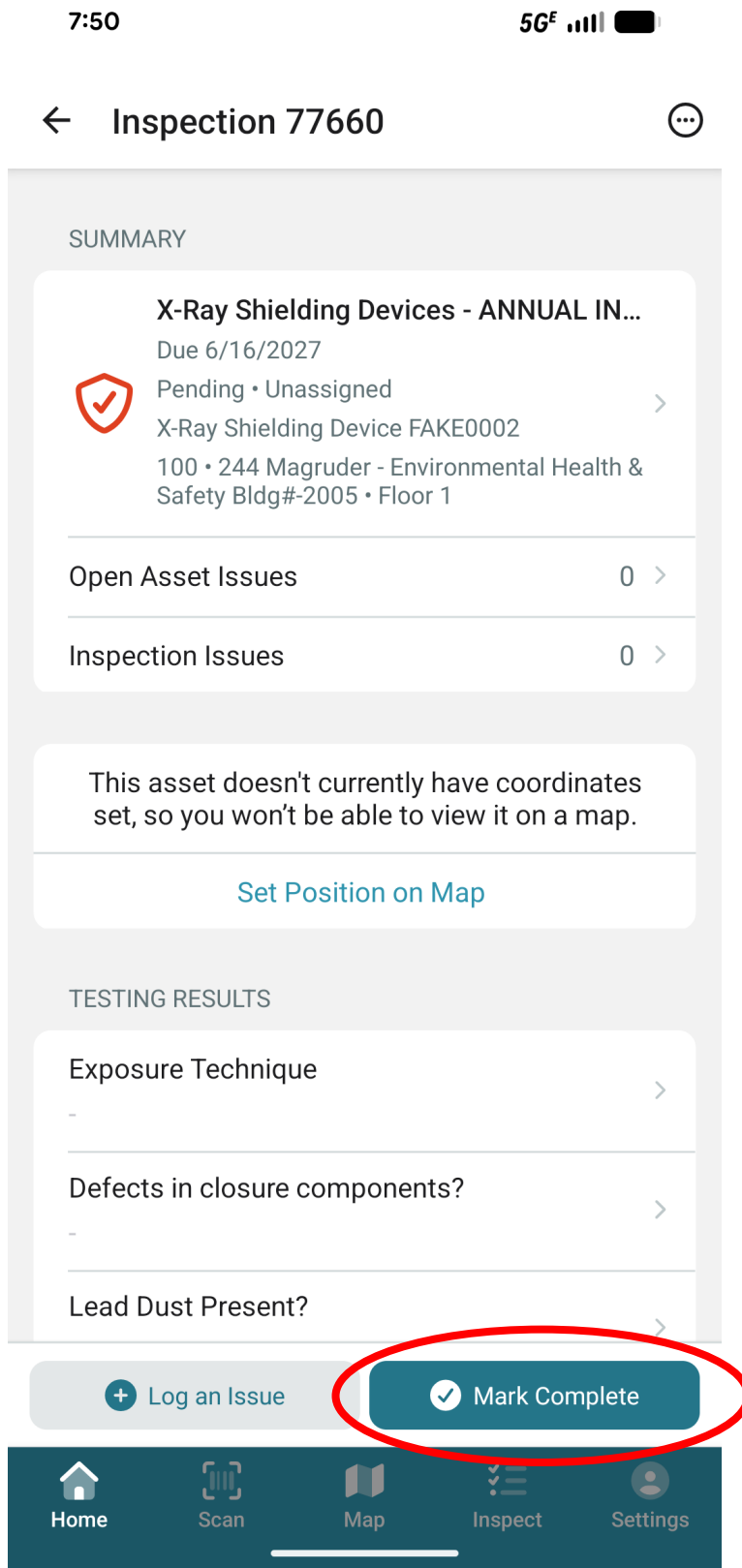
Notes >

Home Scan Map Inspect Settings

3. At the bottom of the list, select “Documents” to attach pertinent photos and other supporting information upon clicking on the “...” icon.

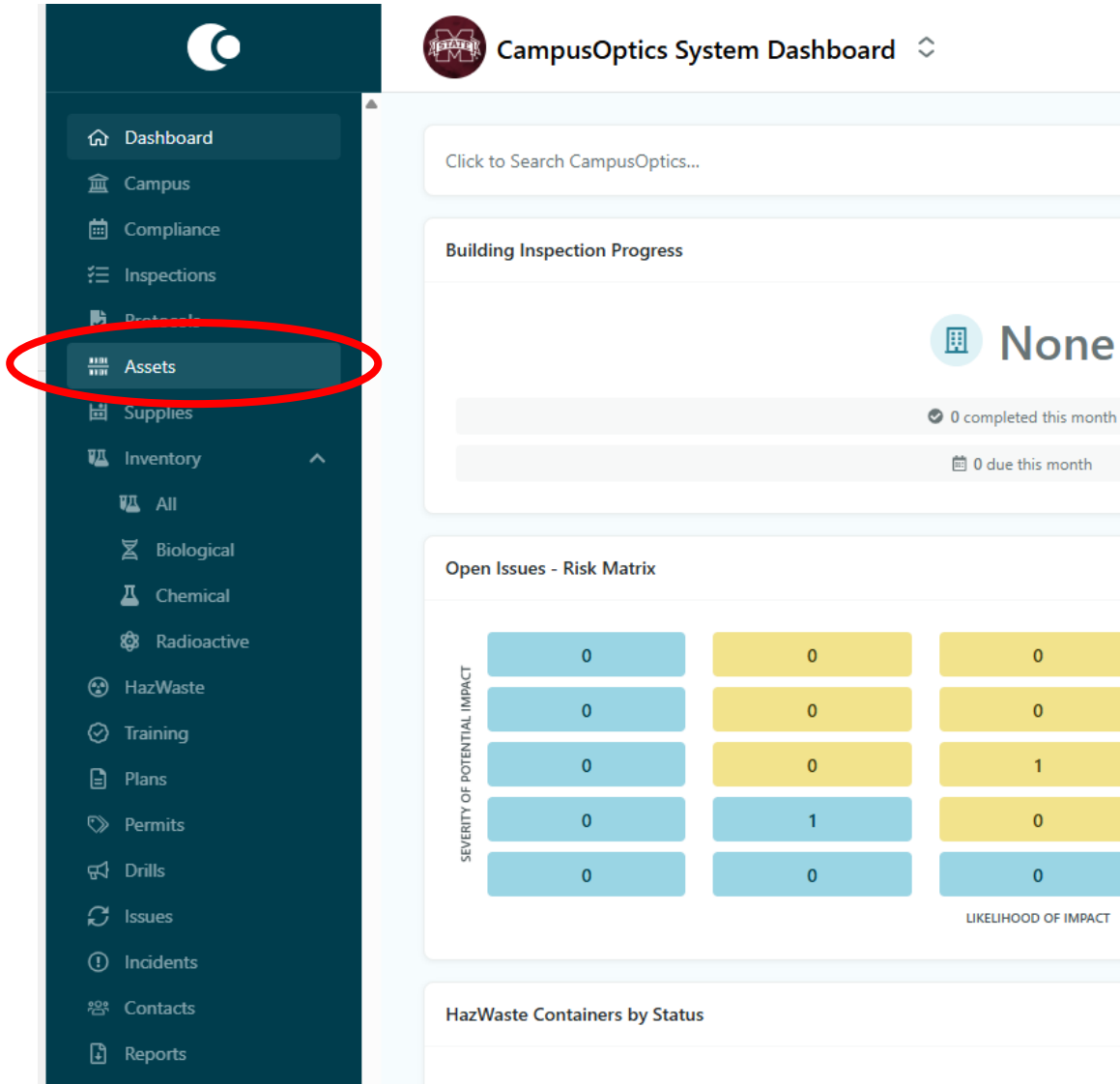


4. After logging data, select “Mark Complete” to submit the inspection.



Option 2. Desktop Version:

1. Using a web browser, log into [CampusOptics](#).
2. On the home screen, select “Assets” on the left-hand menu bar.



The screenshot displays the CampusOptics System Dashboard. On the left, a dark teal sidebar contains a menu with various options. The 'Assets' option, represented by a building icon, is highlighted with a red circle. The main content area on the right features a search bar at the top, followed by a 'Building Inspection Progress' section showing 'None' completed and due this month. Below this is an 'Open Issues - Risk Matrix' table, and at the bottom, a section for 'HazWaste Containers by Status'.

CampusOptics System Dashboard

Click to Search CampusOptics...

Building Inspection Progress

None

0 completed this month

0 due this month

Open Issues - Risk Matrix

SEVERITY OF POTENTIAL IMPACT	0	0	0
	0	0	0
	0	0	1
	0	1	0
	0	0	0
			LIKELIHOOD OF IMPACT

HazWaste Containers by Status

3. Click on “X-Ray Shielding Devices”.

The screenshot shows the 'Asset Types' page. The left sidebar contains a navigation menu with 'Assets' selected. The main content area is titled 'Assets / Asset Types' and shows a grid of asset types. The 'X-Ray Shielding Devices' asset type is highlighted with a red circle.

Asset Type	Count	Overdue Inspections	Overdue Replacements
Autoclaves	21	16	5
Biosafety Cabinets	172	0	0
Eyewash Stations	391	386	0
Fire Pumps	26	4	0
Lasers	0	0	0
Safety Showers	199	1	0
X-Ray Shielding Devices	5	0	0
Sprinkler System Valves	960	960	0

4. Hit the “All X-Ray Shielding Devices tab and select the asset you aim to inspect.

The screenshot shows the 'All X-Ray Shielding Devices' tab. The left sidebar contains a navigation menu with 'Assets' selected. The main content area is titled 'Assets / Asset Types / X-Ray Shielding Devices' and shows a list of X-Ray Shielding Devices. The first device, 'X-Ray Shielding Device FAKE0002', is highlighted with a red circle.

Asset	Building
☒ X-Ray Shielding Device FAKE0002 Apron	244 Magruder - Environmental Health & Safety Bldg#-2005 Floor 1 • 100
☐ X-Ray Shielding Device LA00005 Apron	244 Magruder - Environmental Health & Safety Bldg#-2005 Floor 1 • 105
☐ X-Ray Shielding Device LA00002 Lap Shield	Longest Student Health Center Bldg#-0098
☐ X-Ray Shielding Device LA00001 Apron	Longest Student Health Center Bldg#-0098
☐ X-Ray Shielding Device LA00003 Lap Shield	Longest Student Health Center Bldg#-0098

- Click on the scheduled X-Ray Shielding Devices listed under the “NEXT INSPECTION” header.

Assets / All Assets / X-Ray Shielding Device FAKE0002

Overview Inspections Issues

Asset Details

Basic Information

ASSET TYPE	REPLACEMENT DATE	OWNER
X-Ray Shielding Device	Not Specified	Not Specified

Asset Location

CAMPUS	BUILDING	FLOOR	AREA
Main Campus	244 Magruder - Environmental Health & Safety Bldg#-2005	Floor 1	100

SPACE: Not Specified
COORDINATES: None Given
ADDITIONAL LOCATION DETAILS: None Given

Inspections

LAST INSPECTION	NEXT INSPECTION
None	X-Ray Shielding Devices - ANNUAL INSPECTION June 16th, 2027 (12 months from now)

Custom Fields

TYPE
Apron

Location

This asset d...

Related Items

- 100 Area • 2
- X-Ray S Inspecti

Associated B...

Documents

No documents

- Under the “Actions” dropdown, click on “Complete”.

AL INSPECTION (June 16th, 2027) 0 0 Logs

Actions

- Reschedule
- Assign Inspector
- Log an Inspection Issue
- Edit Responses
- Complete**
- Delete Inspection

Related Items

- X-Ray Shielding Devices - ANNUAL INSPECTION
Inspection Type • X-Ray Shielding Devices • Annually
- X-Ray Shielding Device FAKE0002
Asset • 244 Magruder - Environmental Health & Safety Bldg#-2005
- 100
Area • 244 Magruder - Environmental Health & Safety Bldg#-2005

Documents

No documents have been added to this inspection. Open the documents sidebar from the page header to attach documents.

Notes

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

7. Upon entering inspection data, click on “Complete Inspection” to log results.

Complete Inspection

Basic Information

Completed Date
2026-06-16

Completed Time
--:-- --

Inspector
Stephan Willias

Testing Results

Exposure Technique

Defects in closure components?
☐ Yes
☒ No

Lead Dust Present?
☐ Yes
☒ No

Crack Visible?
▼

Hole Visible?
▼

Overall Test Result
▼

Cancel Complete Inspection

8. At the top right of the page, select the folder icon to attach pertinent photos and other supporting information.

SPECTION (September 16...

0 0 Logs

Actions PDF Report

Inspector
Stephan Williams

FLOOR
Floor 1

AREA
100

COORDINATES
None Given

History

September 16th, 2026 • 8:54 am
Generated automatically
Share • Refresh • Delete

Related Items

- X-Ray Shielding Devices - ANNUAL INSPECTION
Inspection Type • X-Ray Shielding Devices • Annually
- X-Ray Shielding Device FAKE0002
Asset • 244 Magruder - Environmental Health & Safety Bldg#-2005
- 100
Area • 244 Magruder - Environmental Health & Safety Bldg#-2005
- The X-ray shielding device is damaged and wi...
Issue • The X-ray shielding device is damaged and will need to be disposed of as hazardous waste. Please submi...

Documents

Drop a File to Upload

Drag and drop up to 25 files at once, each up to 50 megabytes. You can also [click to upload a file](#)

No documents have been added.

9. If you need to go back to attach photos and other supporting information to the inspection, be sure that you click back under the same inspection. It will not let you add documents straight to the asset.