HOW-TO: NAVIGATE THE PORTAL

FOR: Inspectors

DESCRIPTION: Overview of common terms, site navigation, and features available to inspectors

PREREQUISITES:

- You must be an active FACT Inspector or Inspector Trainee
- You must be assigned as an inspector to an organization that was migrated to the new FACT Accreditation Portal
- Review the following Applicant Training Materials:
  - How To: Login (IT.GDE.8.003)
  - How To: Navigate the Portal (IT.GDE.8.004)
  - How To: Navigate the Application – Applicant Guide (IT.GDE.8.005)

PROCESS:

1. Log in to the FACT Accreditation Portal.
2. The Inspector Dashboard displays.

Left Navigation Pane

3. My Inspections – A list of your assigned applications as an inspector.
4. My Applications – A list of your organization’s applications.
5. *Forms – A quick link to the Inspector Evaluation form
   (https://www.surveymonkey.com/r/FACTInspectorEvaluation)
6. *Tools – A quick link to the FACT Inspector Area (http://www.factwebsite.org/inspectorarea/)
7. *Help – A quick link to inspector training resources (http://www.factwebsite.org/portal/)

*Starred items will open in a new tab.
Current Inspections

1. Organization Name
   The name of the organization being inspected

2. Application Type
   Compliance – A link to the applicant’s view of the compliance application

3. Submitted
   Date the application was last submitted to FACT by the applicant

4. Due
   Due date for the inspectors to submit their inspection findings

5. Inspection Date
   The first day of the scheduled inspection

6. Accreditation Report
   The organization’s current Accreditation Report
   *Available after the Accreditation Committee outcome decision is recorded

7. Application History
   A log of application status changes

8. Open Inspection
   Access the application to review and enter findings

9. Open Inspection Overview
   Access the form to enter Site Descriptions, Overall Impressions, and submit findings

10. Coordinator
    FACT staff assigned to the organization being inspected

11. Application Statuses
The application’s location in the accreditation workflow:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFI</td>
<td>FACT has returned the application to the applicant with one or more “Requests for Information” (RFIs)</td>
</tr>
<tr>
<td>Pre-Inspection</td>
<td>Inspection Team has been assigned and the inspection date is set</td>
</tr>
<tr>
<td>Under Inspection</td>
<td>Inspection is in progress</td>
</tr>
<tr>
<td>Pending Committee Review</td>
<td>The application is pending Accreditation Committee review</td>
</tr>
<tr>
<td>Post Committee RFI</td>
<td>The Committee requested additional information</td>
</tr>
<tr>
<td>Complete</td>
<td>The application is complete. No further action required at this time.</td>
</tr>
</tbody>
</table>

RECOMMENDED TUTORIAL:

- [How To: Review an Application – Inspector Guide (IT.GDE.8.027)](IT.GDE.8.027)