Historical Assessments

To access the Historical Assessments List :

1. Select "**Menu**" tab at the bottom.
2. Select "**Historical Assessments**".

You can do a number of things on this List.

View a PDF version of the Completed Audit.

1. Select "**View**" beside the Requirement.

Close a Audit with status of "Ready To Close"

1. Select the **Cog** on the requirement you wish to **close**.
2. Select "**Close Assessment**".
3. Enter in Sign of Comment or Signature.
4. Select "**Close Audit**".

Share the Audit via Email

1. Select the **Cog** on the requirement you wish to **share**.

2. Select "**Share This Assessment**".
3. Either enter in a **new email address** or select a **previously used one.**
4. Select **Add.**
5. You can also add a "**custom message**', if you select the **text box**.
6. Select "**Save**".

PLEASE NOTE:
You can't **close** an **Audit/Inspection** which is **InReview** and you can't **Reopen** a **Audit** which is **Closed** from this list.