

NUS USER GUIDE

EHS360 – WORKPLACE SAFETY AND HEALTH INFORMATION REGISTRY (WSHIR) MODULE

Index

Rivo Navigation

WSHIR Module

WSHIR

Navigation

Access to EHS360 System

- Proceed to EHS360 Website and click 'Launch EHS360'
- Prompt for 2FA



National University of
Singapore

Welcome NUSSTF\oshghpf

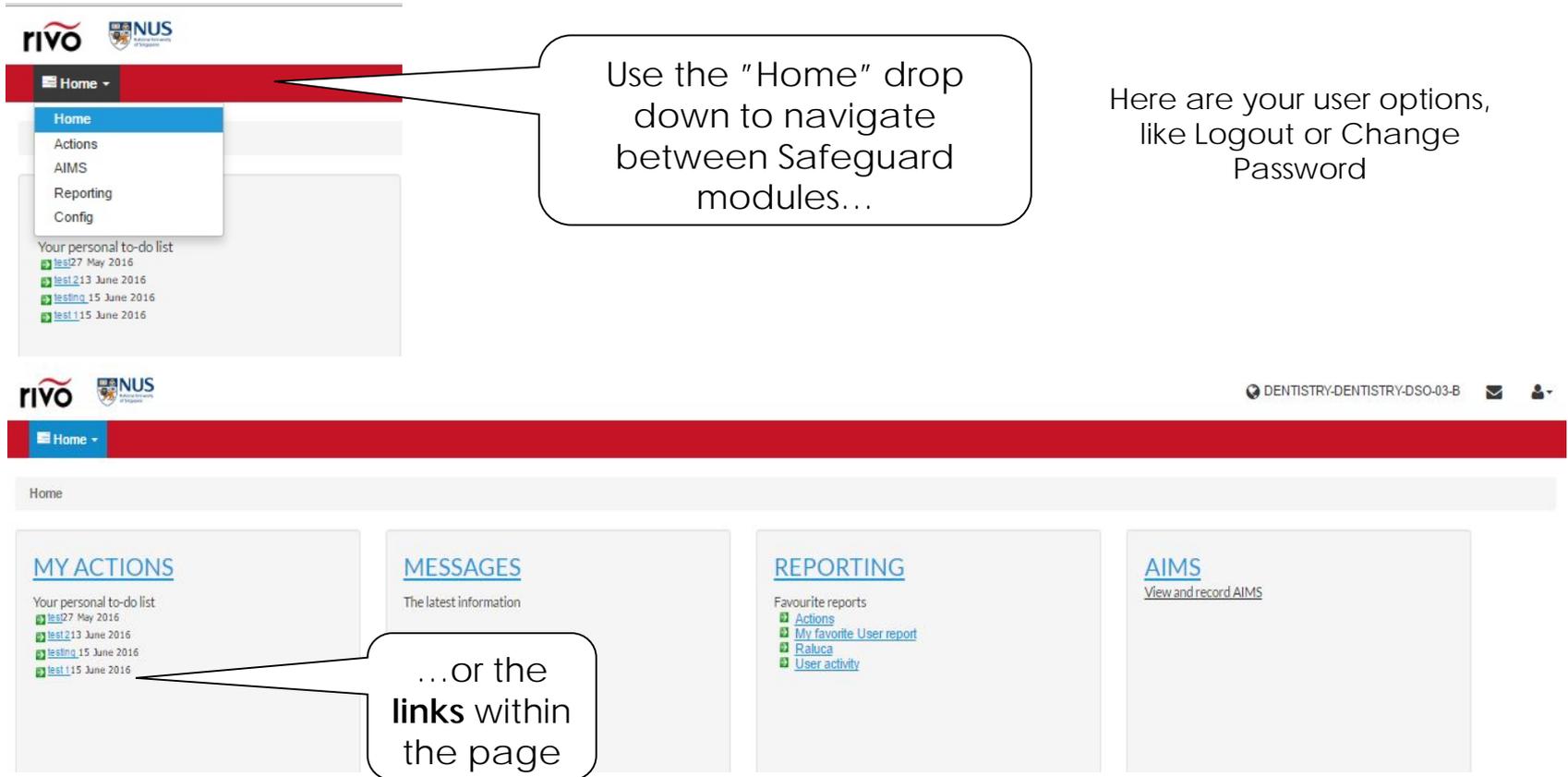
This application requires a 2nd factor authentication
for security reasons. Please click Continue to proceed

Continue

[Change Password](#) [Forgot Password?](#)

RIVO Home Page

The home page gives you an immediate overview of the status for each area within RIVO.



The screenshot shows the RIVO Home Page interface. At the top left, there is a navigation bar with the RIVO logo and the NUS logo. A red bar contains a 'Home' dropdown menu. A callout box points to this menu with the text: "Use the 'Home' drop down to navigate between Safeguard modules...". Below the menu, there is a section titled "Your personal to-do list" with a list of items: [test27](#) May 2016, [test1213](#) June 2016, [testing_15](#) June 2016, and [test1115](#) June 2016.

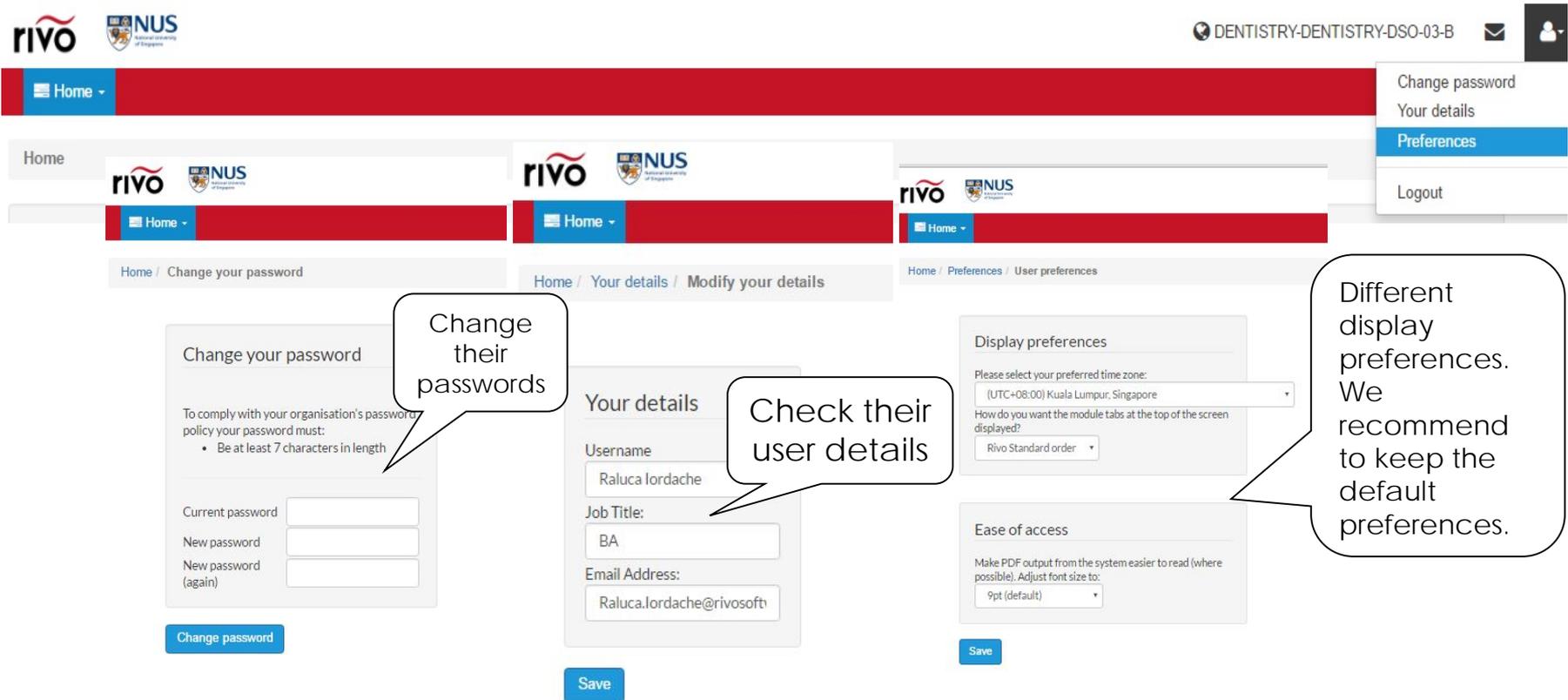
On the right side of the page, there is text: "Here are your user options, like Logout or Change Password".

At the bottom of the page, there is a red bar with a 'Home' dropdown menu. Below this, there is a section titled "Home" with four main panels: "MY ACTIONS", "MESSAGES", "REPORTING", and "AIMS". A callout box points to the "MY ACTIONS" panel with the text: "...or the links within the page".

- MY ACTIONS**: Your personal to-do list
 - [test27](#) May 2016
 - [test1213](#) June 2016
 - [testing_15](#) June 2016
 - [test1115](#) June 2016
- MESSAGES**: The latest information
- REPORTING**: Favourite reports
 - [Actions](#)
 - [My favorite User report](#)
 - [Raluca](#)
 - [User activity](#)
- AIMS**: [View and record AIMS](#)

RIVO Home Page

There are some options at the top of the page that allow the user to:



The screenshot displays the RIVO Home Page interface. At the top, there is a navigation bar with the RIVO and NUS logos on the left, the user ID 'DENTISTRY-DENTISTRY-DSO-03-B' in the center, and an email icon and user profile icon on the right. A dropdown menu is open from the user profile icon, listing 'Change password', 'Your details', 'Preferences', and 'Logout'. Below the navigation bar, there are three panels illustrating different user actions:

- Change your password:** A form with fields for 'Current password', 'New password', and 'New password (again)'. A callout bubble says 'Change their passwords'.
- Your details:** A form with fields for 'Username' (Raluca Iordache), 'Job Title' (BA), and 'Email Address' (Raluca.Iordache@rivosoft). A callout bubble says 'Check their user details'.
- Display preferences:** A form with a dropdown for 'Please select your preferred time zone' (UTC+08:00 Kuala Lumpur, Singapore) and a dropdown for 'How do you want the module tabs at the top of the screen displayed?' (Rivo Standard order). A callout bubble says 'Different display preferences. We recommend to keep the default preferences.'

Each panel has a 'Change password', 'Save', or 'Save' button at the bottom.

RIVO Home Page

Select location

Please select the location you wish to switch to from the drop down box and click 'Select location'.

DENTISTRY-DENTISTRY-DSO-03

Select location

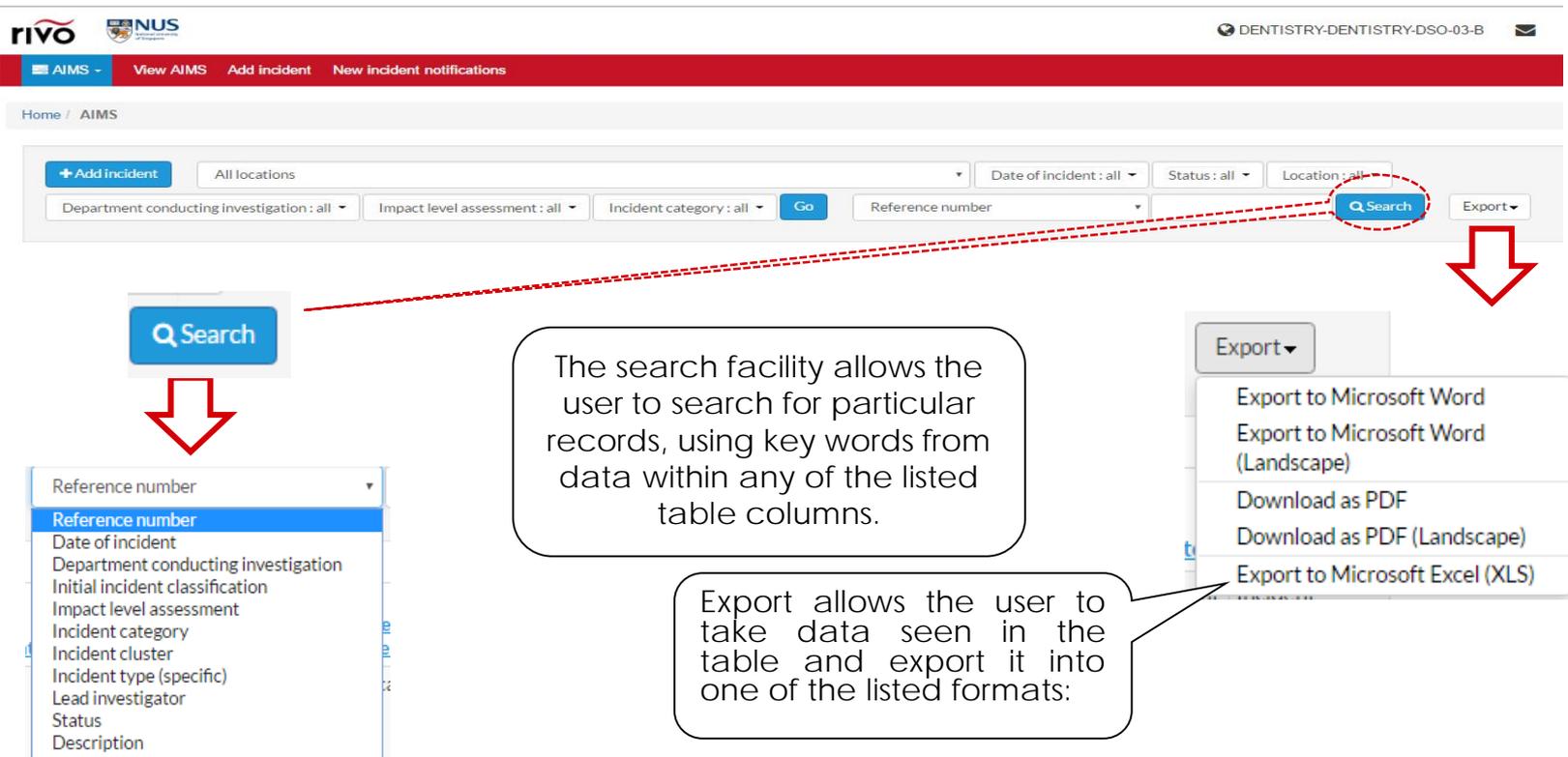
Click here to see the list of locations you have access to and then select the desired location .

If the user has access to more than one location, clicking here allows the user to change it. The location that the user will see when he first logs in , is the home location that he has set in his user profile.

- DENTISTRY-DENTISTRY-DSO-03
- DENTISTRY-DENTISTRY-DSO-03-A
- DENTISTRY-DENTISTRY-DSO-03-B
- DENTISTRY-DENTISTRY-DSO-03-C
- DENTISTRY-DENTISTRY-DSO-03-D
- DENTISTRY-DENTISTRY-DSO-03-E
- DENTISTRY-DENTISTRY-DSO-03-F
- DENTISTRY-DENTISTRY-FoD-01
- ENGINEERING-BIOMEDICAL ENGINEERING-DSO-04
- ENGINEERING-BIOMEDICAL ENGINEERING-E3A-07-02A
- ENGINEERING-BIOMEDICAL ENGINEERING-E3A-07-15
- ENGINEERING-CHEMICAL & BIOMOLECULAR ENGINEERING-E5-03-35
- NON NUS-NON NUS-FIELD RESEARCH
- NON NUS-NON NUS-HOSPITAL / CLINIC
- NON NUS-NON NUS-LABORATORY
- NON NUS-NON NUS-OTHERS
- NUS-COMMON AREAS-BUILDING FACILITY
- NUS-COMMON AREAS-BUS STOP
- NUS-COMMON AREAS-CARPARK
- NUS-COMMON AREAS-F&B
- NUS-COMMON AREAS-OTHERS
- DENTISTRY-DENTISTRY-DSO-03

Useful Hints

Within each module on the list pages, users will see the following options at the top of the table:



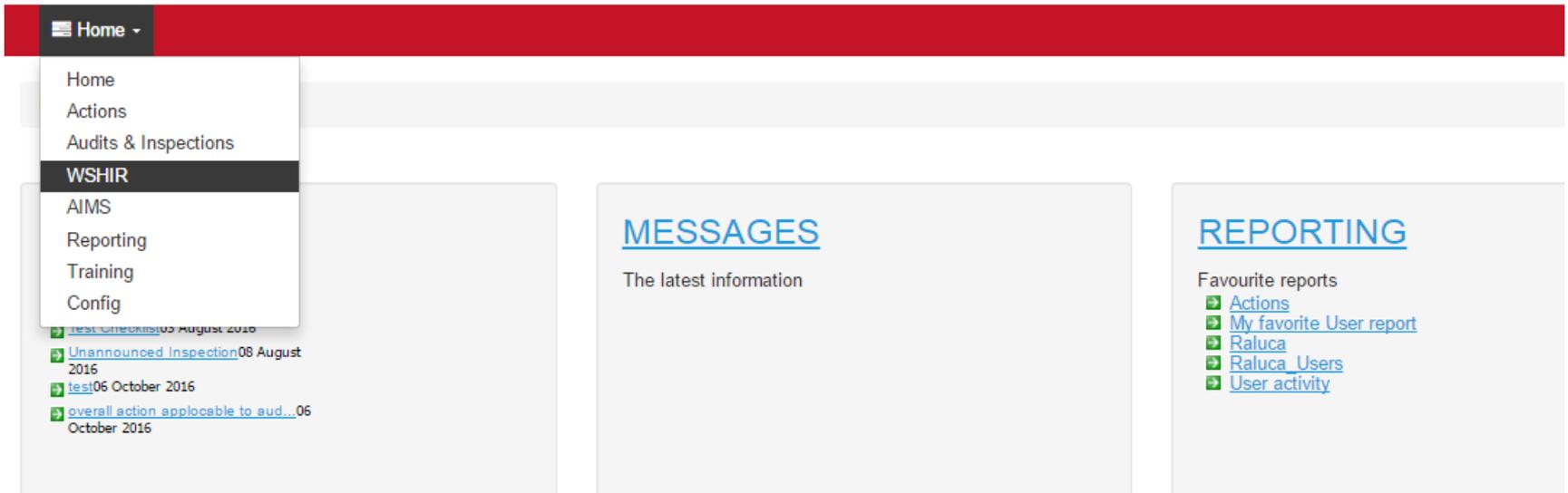
The screenshot shows the RIVO AIMS interface. At the top, there are navigation links: "AIMS -", "View AIMS", "Add incident", and "New incident notifications". Below this is a breadcrumb "Home / AIMS". The main area contains a search and filter section with various dropdown menus for "All locations", "Date of incident", "Status", "Location", "Department conducting investigation", "Impact level assessment", and "Incident category". A "Go" button is next to these filters. A "Reference number" input field is followed by a "Search" button (circled in red) and an "Export" dropdown menu (indicated by a red arrow). A callout box points to the "Search" button, stating: "The search facility allows the user to search for particular records, using key words from data within any of the listed table columns." Another callout box points to the "Export" dropdown menu, stating: "Export allows the user to take data seen in the table and export it into one of the listed formats:". A third callout box points to a "Search" button in a separate window, which has a dropdown menu listing various fields: "Reference number", "Date of incident", "Department conducting investigation", "Initial incident classification", "Impact level assessment", "Incident category", "Incident cluster", "Incident type (specific)", "Lead investigator", "Status", and "Description". The "Export" dropdown menu in the main interface lists: "Export to Microsoft Word", "Export to Microsoft Word (Landscape)", "Download as PDF", "Download as PDF (Landscape)", and "Export to Microsoft Excel (XLS)".

WSHIR Module

Overview

Accessing WSHIR Module

Click on the 'WSHIR' value under "Home" to display a list of WSHIR's that have been reported.



The screenshot shows the RIVO system interface. At the top left, there is a red navigation bar with a 'Home' dropdown menu. The dropdown menu is open, showing options: Home, Actions, Audits & Inspections, **WSHIR** (highlighted), AIMS, Reporting, Training, and Config. Below the menu, there is a list of WSHIR items:

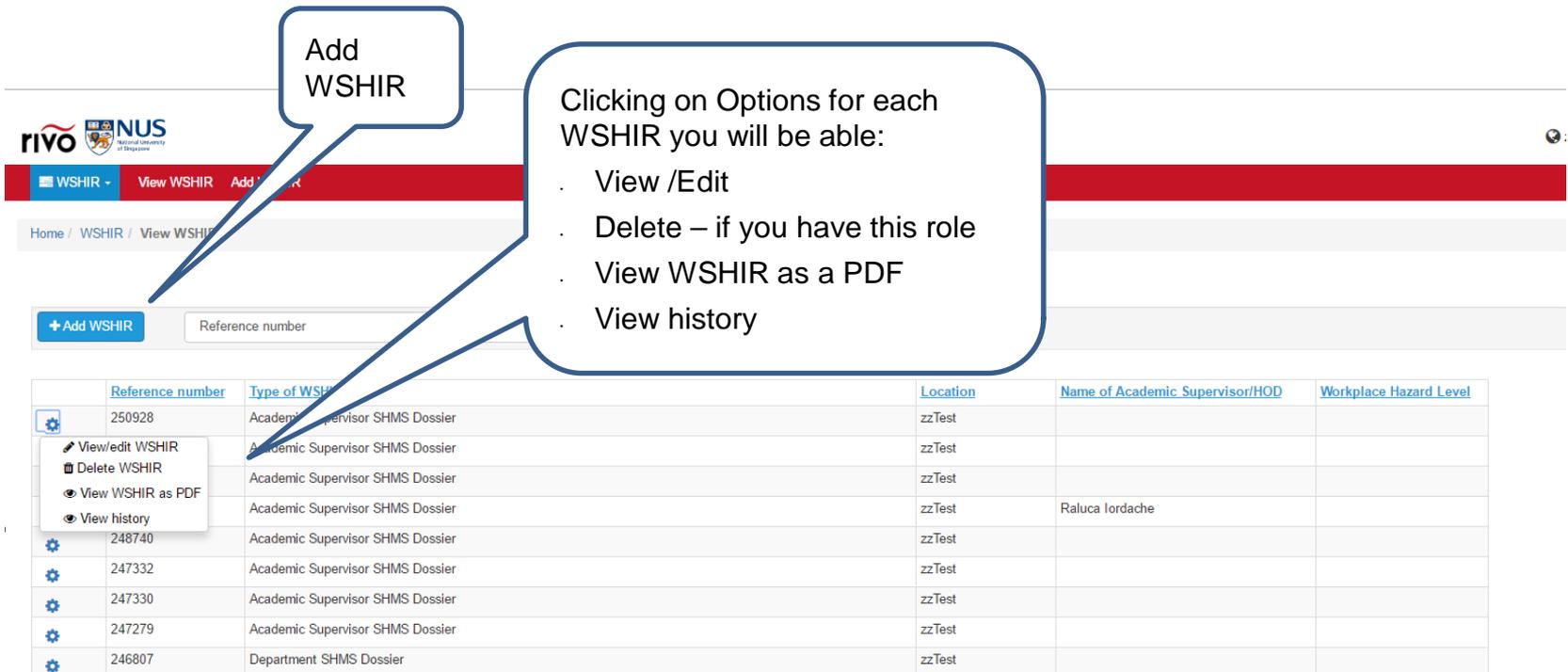
- test_Chris...05 August 2016
- Unannounced Inspection 08 August 2016
- test 06 October 2016
- overall action applicable to aud...06 October 2016

The main content area is divided into three columns. The middle column is titled 'MESSAGES' and contains the text 'The latest information'. The right column is titled 'REPORTING' and contains a section 'Favourite reports' with the following links:

- Actions
- My favorite User report
- Raluca
- Raluca_Users
- User activity

WSHIR List Page view

Clicking on the WSHIR value under home you will be directed on the List Page View of the module where you will be able to see the types of WSHIR raised in the system.



Add WSHIR

Clicking on Options for each WSHIR you will be able:

- View /Edit
- Delete – if you have this role
- View WSHIR as a PDF
- View history

	Reference number	Type of WSHIR	Location	Name of Academic Supervisor/HOD	Workplace Hazard Level
⚙️	250928	Academic Supervisor SHMS Dossier	zzTest		
✎		Academic Supervisor SHMS Dossier	zzTest		
🗑		Academic Supervisor SHMS Dossier	zzTest		
📄		Academic Supervisor SHMS Dossier	zzTest	Raluca Iordache	
👁		Academic Supervisor SHMS Dossier	zzTest		
⚙️	248740	Academic Supervisor SHMS Dossier	zzTest		
⚙️	247332	Academic Supervisor SHMS Dossier	zzTest		
⚙️	247330	Academic Supervisor SHMS Dossier	zzTest		
⚙️	247279	Academic Supervisor SHMS Dossier	zzTest		
⚙️	246807	Department SHMS Dossier	zzTest		

Add WSHIR (For OSHE Administrator)

You can add 2 types of WSHIR records :

- Academic Supervisor SHMS Dossier
- Department SHMS Dossier



WSHIR - View WSHIR Add WSHIR

Home / WSHIR / Add WSHIR

Cancel

Short Description	Long Description
Academic Supervisor SHMS Dossier	Academic Supervisor Safety Health Management System Dossier
Department SHMS Dossier	Department Safety Health Management System Dossier

Academic Supervisor SHMS (For OSHE Administrator)

Reference number :
Automatic number – generated by the system

WSHIR ID - All WSHIR Record are being identified by the WSHIR ID which is actually the location at which the WSHIR is registered against

Details of Academic Supervisor – clicking on Select will open a search window, connected to the users list available in the system – you will be able to change the already chosen Academic Supervisor!
Once selected his main information will be listed in the table

Home / WSHIR / Academic Supervisor SHMS Dossier

Reference number
250928

WSHIR ID
ARTS & SOCIAL SCIENCES | GEOGRAPHY | GEOADZ

Details of Academic Supervisor

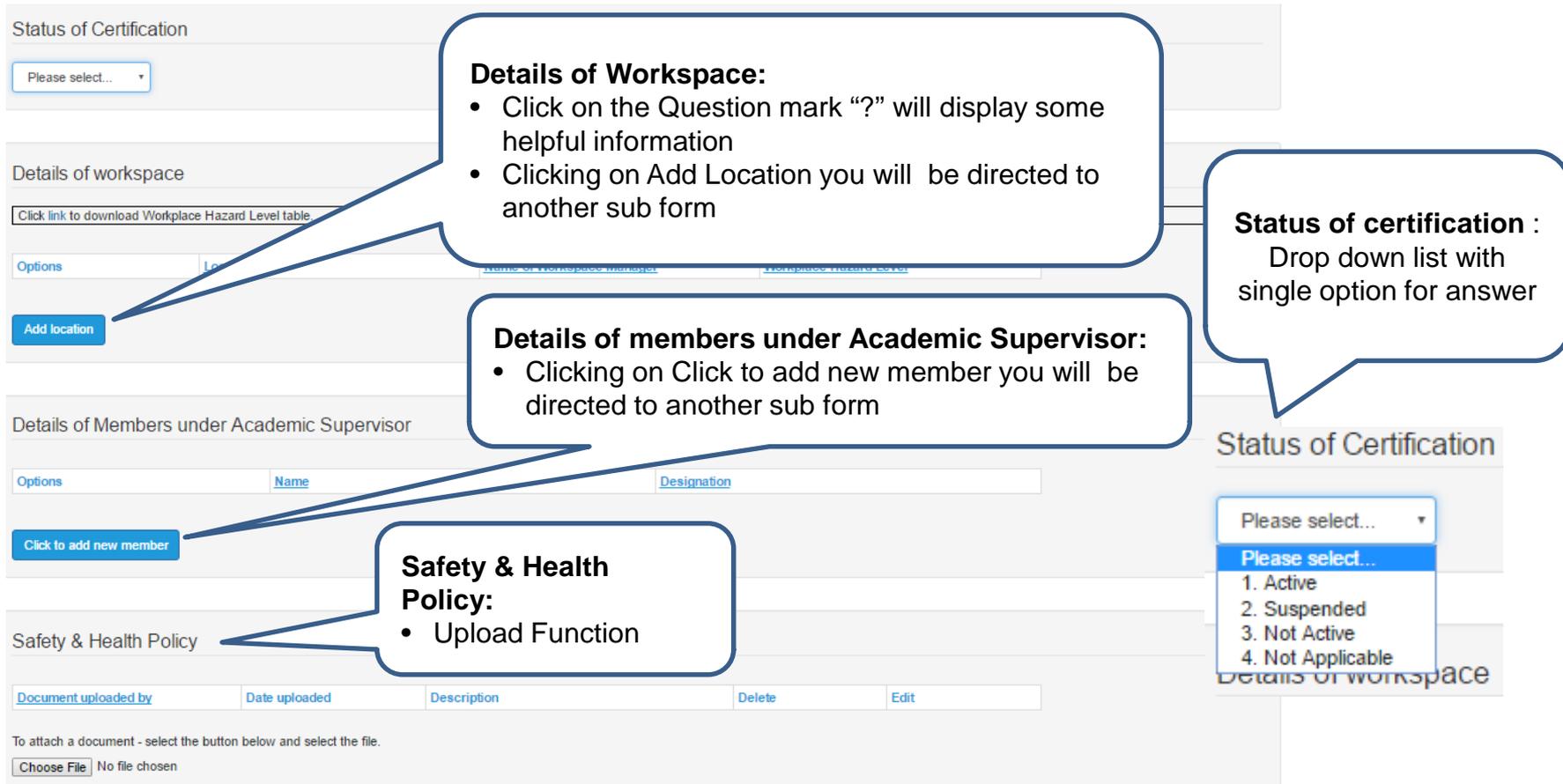
Name: _____

Name	Email address	Contact phone number	Department
<input checked="" type="checkbox"/> Raluca lordache	Raluca.lordache@rivosoftware.com		zzTest

Select...
Designation: _____

Certification Number
0

Academic Supervisor SHMS



Status of Certification

Please select... ▾

Details of workspace

Click link to download Workplace Hazard Level table.

Options

Add location

Details of Members under Academic Supervisor

Options

Name

Designation

Click to add new member

Safety & Health Policy

Upload Function

Document uploaded by

Date uploaded

Description

Delete

Edit

To attach a document - select the button below and select the file.

Choose File No file chosen

Details of Workspace:

- Click on the Question mark “?” will display some helpful information
- Clicking on Add Location you will be directed to another sub form

Details of members under Academic Supervisor:

- Clicking on Click to add new member you will be directed to another sub form

Status of certification :

Drop down list with single option for answer

Status of Certification

Please select... ▾

Please select...

1. Active
2. Suspended
3. Not Active
4. Not Applicable

Academic Supervisor SHMS

— Details of Workspace

Home / WSHIR / Details of workspace form

Details of workspace

Options Location Name of Workspace Manager

Add location

Details of Workspace:

- Clicking this button will open another form

Location:

- Select the relevant location from the list

Major Hazard(s) in Workspace

In most cases, based on the "YES" answer more information will display

Location

Please select the location at which the details of workspace form occurred.

zzTest

Name of Workspace Manager (if any):

Select...

Workspace Hazard Level

Workspace Hazard Level

Low Medium High

Major Hazard (s) in Workspace

Chemical Hazard:

Yes

Level of Hazard

CSL1 CSL2 CSL3 CSL4

Please describe the hazard:

Biological Hazard:

Please select...

Chemical Hazard:

Please select...

Biological Hazard:

Please select...

Ionising Radiation Hazard:

Please select...

Non-Ionising Radiation Hazard:

Please select...

Laser Hazard:

Please select...

Physical Hazard:

Please select...

Save Cancel

Academic Supervisor SHMS

— Details of members under Academic Supervisor

Details of Members under Academic Supervisor

Options [Name](#)

[Click to add new member](#)

Safety Lead – single selection

Details of members under Academic Supervisor – Click to Add new member - Clicking on this button will open a sub form

Other members – multiple chooser

Other Member(s)

SAFETY LEAD
Name of Safety Lead:

Name	Email address	Contact phone number	Department
<input checked="" type="checkbox"/> Tan Bee Guan	OSHTBG@NUS.EDU.SG	65163399	UNIVERSITY ADMINISTRATION OFFICE OF SAFETY, HEALTH AND ENVIRONMENT

Select...
OTHER MEMBERS
Name:

Name	Email address	Contact phone number	Department
<input checked="" type="checkbox"/> Raluca Iordache	Raluca.Iordache@rivosoftware.com		zzTest
<input checked="" type="checkbox"/> Samantha Tan	OSHTLHS@NUS.EDU.SG	66015054	UNIVERSITY ADMINISTRATION OFFICE OF SAFETY, HEALTH AND ENVIRONMENT

Add...
Designation:

[Save](#) [Cancel](#)

Academic Supervisor SHMS

Legal & Other Requirements ?

Select the legal and other requirements applicable to Workspace:

- Arms and Explosives (Amendment) Act
- Biological Agents and Toxin Act
- Chemical Weapons Convention (NACWC)
- Environmental Protection & Management Act
- Environmental Public Health Act
- Fire Safety Act
- Misuse of Drug Act
- Petroleum And Flammable Materials (PFM) Regulations
- Poisons Act
- Radiation Protection Act
- Sewerage and Drainage Act
- Singapore Biosafety Guidelines for Research on Genetically Modified Organisms (GMOs)
- WHO guidelines for biosafety
- Workplace Safety and Health Act
- Any other Acts or Guidelines (if yes, please provide details)

Arms and Explosives (Amendment) Act
Note :This Act regulates 15 substances which are classified as explosive precursors under Singapore Police Force.

Biological Agents and Toxin Act
Note : This Act regulates the possession, use, import, transfer and transportation of biological agents (BAs) and toxins that are known to be hazardous to human health. This is administered by Ministry of Manpower.

Legal & Other requirements – for each applicable requirement – extra information will be displayed

Academic Supervisor SHMS – Licence/Permit/Waiver

WSHIR ID

ADMIN [v] TEST [v] OCAHEAD [v]

Licence / Permit / Waiver – Summary table

Licence/Permit/Waiver

Options	ID	Type	Regulatory Authority	Radiation	Chemical	Biological	Others	Licence Holder / Responsible Person	Licence / Permit / Waiver Number	Approval Date	Expiry Date	Termination Date	Status
	501358	Radiation	NEA- Radiation Protection and Nuclear Science Department	L4 licence				TEST STAFF	FZ002	02 May 2018	01 August 2018	None specified	Active

Add

Licence / Permit / Waiver –
Clicking on “Add” = will open a sub form

Save Save and Add Another Cancel

Academic Supervisor SHMS – Licence/Permit/Waiver

Type of Licence/Permit/Waiver

Please select the type of Licence/Permit/Waiver you want to add:

Radiation Chemical Biological Others

* Regulatory Authority

Please select...

* Name of Licence/Permit/Waiver

Please select...

* Licence/Permit/Waiver Number

* Name of Licence/Permit/Waiver Holder/Person Responsible:

Select...

Licence / Permit / Waiver –
Select the relevant type to open form.

Licence / Permit / Waiver –
Fields marked with (*) are mandatory

Licence / Permit / Waiver –
Select from drop-down list. Additional fields specific to the selected licence will be made available

Licence / Permit / Waiver –
Email reminders will be sent to staff when licence is expiring

Academic Supervisor SHMS – Licence/Permit/Waiver

Additional persons to be notified for licence expiry

Additional person 1: [Select...](#)

Additional person 2: [Select...](#)

Additional person 3: [Select...](#)

Additional person 4: [Select...](#)

Additional person 5: [Select...](#)

Licence / Permit / Waiver –
Email reminders will be sent to staff when licence is expiring

* Approval/Expiry Date

* Approval Date: [None specified](#) 

* Expiry Date: [None specified](#) 

* Date created: 24 July 2018

Licence / Permit / Waiver –
Email reminders will be sent based on expiry date. This section should be updated when the licence/permit/waiver is renewed

Academic Supervisor SHMS – Licence/Permit/Waiver

Other Information

* Type of Ionising apparatus

Storage location

Equipment Name

Serial Number

Model

Name(s) of L5 Licencee(s) in charge of Ionising apparatus (responsible for safe use of equipment)

* L5 Licencee 1: [Select...](#)

L5 Licencee 2: [Select...](#)

L5 Licencee 3: [Select...](#)

L5 Licencee 4: [Select...](#)

L5 Licencee 5: [Select...](#)

Licence / Permit / Waiver –
For L3 Licence only. L5
licensees put in charge of the
safe use of equipment will
receive a one-time email
informing them of the entry
made in WSHIR

Other Information

Name(s) of L6 Licencee(s) in charge of radioactive materials (responsible for safe use of radioactive materials)

* L6 Licencee 1: [Select...](#)

L6 Licencee 2: [Select...](#)

L6 Licencee 3: [Select...](#)

L6 Licencee 4: [Select...](#)

L6 Licencee 5: [Select...](#)

Licence / Permit / Waiver –
For L4 Licence only. L6
licensees put in charge of the
safe use of radioactive
material will receive a one-time
email informing them of the
entry made in WSHIR

Academic Supervisor SHMS – Licence/Permit/Waiver

Termination of Licence/Permit/Waiver

Licence/Permit/Waiver Terminated with the Authority:

No

Licence / Permit / Waiver –
To indicate if the
licence/permit/waiver is not
renewed or terminated before
expiry date

Remarks & Status of Licence/Permit/Waiver

Remarks:

Status of Licence/Permit/Waiver

Please select...

Licence / Permit / Waiver –
Status (Active, Expiring,
Expired or Terminated) will be
automatically updated

Upload a copy of licence/permit/waiver

**Documents uploaded are required to comply with Personal Data Protection Act (PDPA).*

Max file size : 10MB ; File format: pdf, doc, docx, xls,xlsx, ppt, pptx, zip, zipx, gif, png, jpg.

Date uploaded	Document uploaded by	Description	Filename
---------------	----------------------	-------------	----------

To attach a document - select the button below and select the file.

Browse...

Licence / Permit / Waiver –
Soft copies of the
licence/permit/waiver can be
uploaded here.

Academic Supervisor SHMS

Objectives & Programmes

Options	Objective	Description	Name of person responsible
---------	-----------	-------------	----------------------------

[Click to add new O & P](#)

Objectives & Programmes
Click to add new O&P – Opens up a sub form

Roles & Responsibilities

Document uploaded by	Date uploaded	Description	Delete
----------------------	---------------	-------------	--------

To attach a document - select the button below and select the file.

[Choose File](#) No file chosen

Roles & Responsibilities
Upload function

Communication, Participation & Consultation

Options	Document	Issued date	Issued
---------	----------	-------------	--------

[Upload document here](#)

Communication, Participation & Consultation
Upload document here – Opens up a sub form

Operational Control

Options	Title	Conducted by	Approval Date
---------	-------	--------------	---------------

[Upload Manuals / SOPs / SWPs here](#)

Operational Control
Upload Manual/SOPs/SWPs here – Opens up a sub form

Academic Supervisor SHMS – Objectives & Programmes

Objectives & Programmes

Objective

Brief description of programme to support the objective:

Name of person responsible:

Target completion date:

Academic supervisor SHMS – Communication, Participation & Consultation

Communication, Participation & Consultation

Title of Document (Circular, Minutes of Meeting, Alerts etc.)

Issued Date:

Issued by:

Related documents

[Date uploaded](#)

[Document uploaded by](#)

[Filename](#)

To attach a document - select the button below and select the file.

No file chosen

Save

Cancel

Academic Supervisor SHMS – Operational Control

Operational Control

Title of Manuals / SOPs / SWPs:

Conducted by:

Approval date:

Next revision date:

Hazardous Material Inventory

Date uploaded	Document uploaded by	Filename	Delete
17 October 2018	Raluca Iordache	NUS logo full colour RGB Horizontal 95x43.tif	Delete

To attach a document - select the button below and select the file.

[Choose File](#) No file chosen

Related documents

Date uploaded	Document uploaded by	Filename	Delete
17 October 2018	Raluca Iordache	NUS_WSHIR_access.docx	Delete

To attach a document - select the button below and select the file.

[Choose File](#) No file chosen

[Save](#) [Cancel](#)

When uploading photos, the pictures will be displayed as thumbnail! Once uploaded , relevant information will be displayed for each file.

Academic Supervisor SHMS

Emergency Preparedness & Response

Options	Name of appointed	Designation
---------	-------------------	-------------

[Click to add new emergency responder / new first aider](#)

Emergency Preparedness & Response – “Click to add new emergency responder/new first aider” – will open a sub form

Emergency Response Plan

Options	Title of ERP	Conducted by
---------	--------------	--------------

[Upload Emergency Response Plan here](#)

Emergency Response Plan – “Upload Emergency plan here” – will open a sub form

Performance Monitoring

Document uploaded by	Date uploaded	Description
----------------------	---------------	-------------

To attach a document - select the button below and select the file.

[Choose File](#) | No file chosen

Performance Monitoring – Upload function

Medical Surveillance

Options	Name of lab member	Medical surveillance requirement	Date - eye check	Date - hep A
---------	--------------------	----------------------------------	------------------	--------------

[Add lab member for medical surveillance](#)

Medical Surveillance – “Add lab member for medical surveillance” – will open a sub form

Academic Supervisor SHMS

– Emergency Preparedness & Response



Emergency Preparedness & Response

Name of appointed:

Designation:

Role:

Emergency Responder (Biological) Fire Warden

Emergency Responder (Chemical) First Aider

Fire Coordinator

Related documents

Date uploaded	Document uploaded by	Filename
---------------	----------------------	----------

To attach a document - select the button below and select the file.

No file chosen

Academic Supervisor SHMS – Emergency Response Plan

ERP

Title of ERP:

Conducted by:

Approval Date:

Next revision date:

Related documents

Title of ERP	Conducted By	Approval Date	Next Revision date	Delete
------------------------------	------------------------------	-------------------------------	------------------------------------	------------------------

To attach a document - select the button below and select the file.

No file chosen

Academic Supervisor SHMS - Medical Surveillance

Name of lab member

Name of lab member
[Select...](#)

Medical surveillance requirement

Medical surveillance requirement:

- Eye check-up (for laser)
- Hep. A vaccination
- Hep. B vaccination
- Respiratory fit-test
- Statutory medical examination
- Tetanus vaccination
- Other

Date-Eye check-up for laser

None specified 

Date - Hep. A vaccination

None specified 

For each selected requirement you need to capture the date.

Related documents

Date uploaded	Document uploaded by	Filename
---------------	----------------------	----------

To attach a document - select the button below and select the file.

[Choose File](#) No file chosen

[Save](#) [Cancel](#)

Academic Supervisor SHMS

Equipment Maintenance

Options	Name of equipment	Location
---------	-------------------	----------

[Add new equipment maintenance](#)

Emergency Response Plan – “Add new Equipment maintenance” – will open a sub form

Internal Audit

Options	Title	Conducted By
---------	-------	--------------

[Upload internal audit reports here](#)

Internal Audit – “Upload internal audit reports here” – will open a sub form

Management Review

Options	Title of Management Report	Conducted By
---------	----------------------------	--------------

[Add](#)

Management Review – “Add ” – will open a sub form

Any other documents

Document uploaded by	Date uploaded	Description
----------------------	---------------	-------------

To attach a document - select the button below and select the file.

[Choose File](#) No file chosen.

[Save](#) [Save and Add Another](#) [Cancel](#)

Any other documents – Upload Function

Academic Supervisor SHMS – Equipment Maintenance

Equipment Maintenance

Name of equipment

Type of equipment

Brand

Serial No.

Location

Person in charge of the equipment:
Select...

Date of service

Next service

Remarks

Related documents

Date uploaded	Document uploaded by	Filename
To attach a document - select the button below and select the file.		
<input type="button" value="Choose File"/> No file chosen		

Academic Supervisor SHMS – Internal Audit



Internal Audit

Title of audit report

Conducted by:

Date of audit conducted:

Next audit date:

Related documents

Date uploaded

Document uploaded by

Filename

To attach a document - select the button below and select the file.

No file chosen

Save

Cancel

Academic Supervisor – Management Review



Management Review

Title of Management Report:

Conducted by

Approval date:

Next management review date:

Related documents

Date uploaded	Document uploaded by	Filename	Delete
To attach a document - select the button below and select the file.			
<input type="button" value="Choose File"/> No file chosen			

Department SHMS

Filling in a Department SHMS Dossier is similar to filling in an Academic Supervisor Dossier , the only field , different but with the same functionality is :
“Details of Head of Department/Director”

Details of Head of Department / Director

Name:
Select...

Designation:

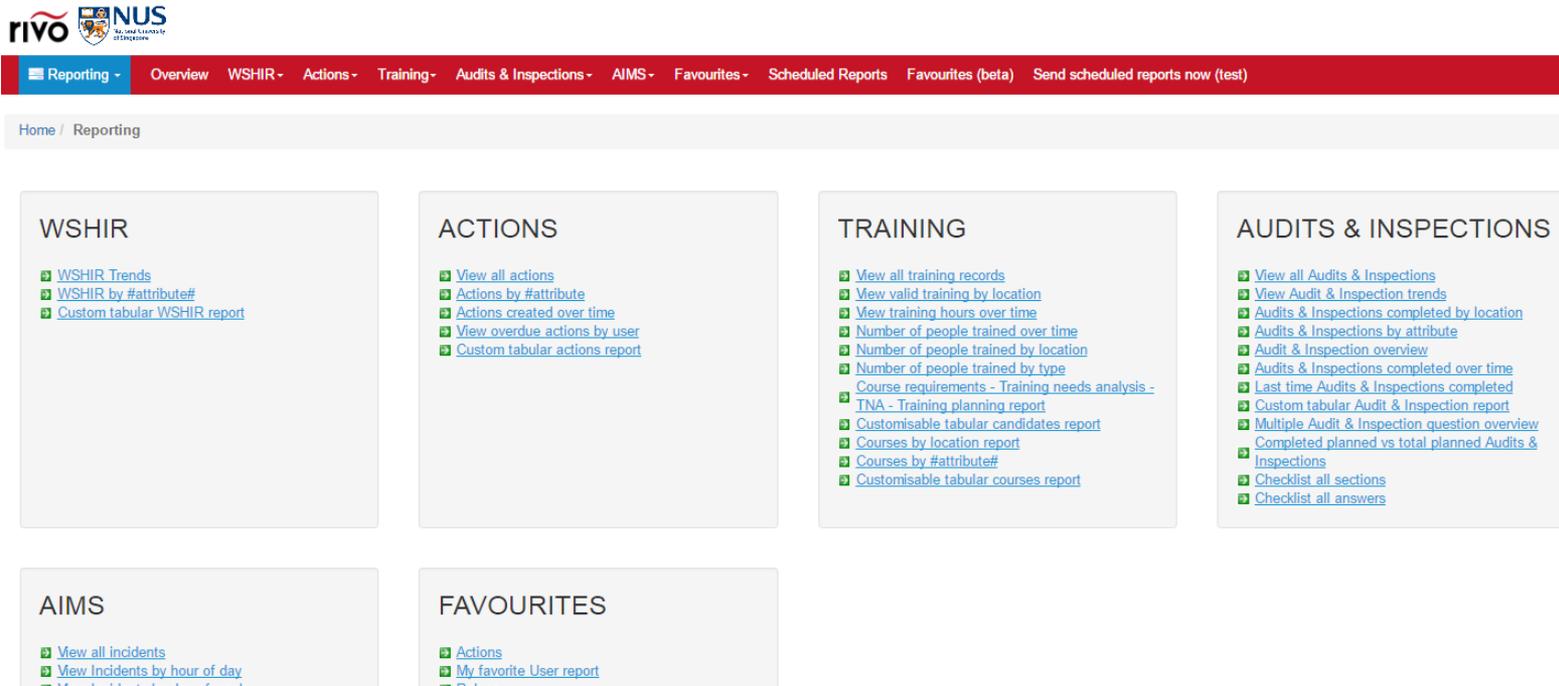
WSHIR Reports

Overview

Reporting

Click on the 'Reporting' value under 'Home' to display a list of reports for all modules that you have access to.

The list of reports for WSHIR is limited, as this is a custom module.



The screenshot shows the RIVO Reporting interface. At the top, there is a navigation bar with the following items: Reporting (selected), Overview, WSHIR, Actions, Training, Audits & Inspections, AIMS, Favourites, Scheduled Reports, Favourites (beta), and Send scheduled reports now (test). Below the navigation bar, the breadcrumb path is "Home / Reporting". The main content area displays a grid of report categories, each with a list of available reports:

- WSHIR**
 - View all WSHIR Trends
 - View WSHIR by #attribute#
 - View Custom tabular WSHIR report
- ACTIONS**
 - View all actions
 - View Actions by #attribute
 - View Actions created over time
 - View overdue actions by user
 - View Custom tabular actions report
- TRAINING**
 - View all training records
 - View valid training by location
 - View training hours over time
 - Number of people trained over time
 - Number of people trained by location
 - Number of people trained by type
 - Course requirements - Training needs analysis - TNA - Training planning report
 - Customisable tabular candidates report
 - Courses by location report
 - Courses by #attribute#
 - Customisable tabular courses report
- AUDITS & INSPECTIONS**
 - View all Audits & Inspections
 - View Audit & Inspection trends
 - Audits & Inspections completed by location
 - Audits & Inspections by attribute
 - Audit & Inspection overview
 - Audits & Inspections completed over time
 - Last time Audits & Inspections completed
 - Custom tabular Audit & Inspection report
 - Multiple Audit & Inspection question overview
 - Completed planned vs total planned Audits & Inspections
 - Checklist all sections
 - Checklist all answers
- AIMS**
 - View all incidents
 - View Incidents by hour of day
 - View Incidents by day of month
- FAVOURITES**
 - View Actions
 - View My favorite User report
 - View Reports

Note: You will be able to run reports only on data for locations that you have access rights to.

Reporting – Chart and Table

Some reports are in both chart and table formats.

Home / Reporting / Actions / Actions by #attribute / Custom 'tasks by' re

Report parameters

Dates: Current | Year

Location(s): All locations

Select attribute required: Action type

Output types: Chart and table

Chart colour: Green

Chart size: Normal

Chart type: 3d Bar

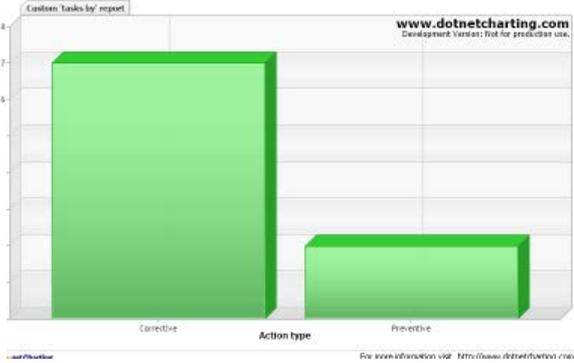
Run Report

You can choose how the data will be displayed – Chart, table or both

Set the parameters for the report and click on the 'Run report' button

Chart

Table



Custom 'tasks by' report

www.dotnetcharting.com

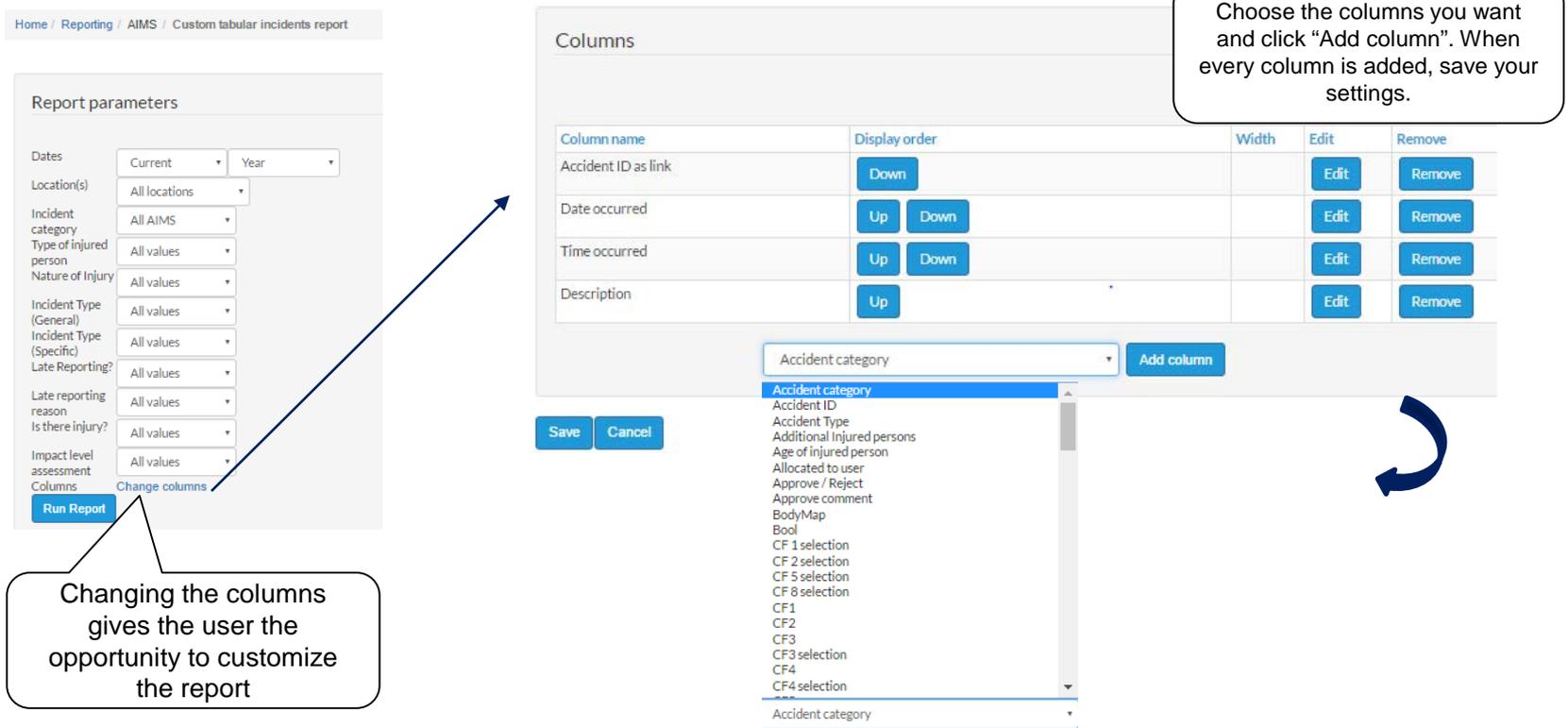
Development Version tool for production use.

Action type: Corrective, Preventive

Action type	Total
Corrective	7
Preventive	2

Custom Tabular Report

- Custom tabular actions report allows the user to build their own list page view by adding the columns available.



Home / Reporting / AIMS / Custom tabular incidents report

Report parameters

Dates: Current, Year

Location(s): All locations

Incident category: All AIMS

Type of injured person: All values

Nature of Injury: All values

Incident Type (General): All values

Incident Type (Specific): All values

Late Reporting?: All values

Late reporting reason: All values

Is there injury?: All values

Impact level assessment: All values

Columns: [Change columns](#) [Run Report](#)

Columns

Column name	Display order	Width	Edit	Remove
Accident ID as link	Down		Edit	Remove
Date occurred	Up Down		Edit	Remove
Time occurred	Up Down		Edit	Remove
Description	Up		Edit	Remove

Choose the columns you want and click "Add column". When every column is added, save your settings.

Accident category

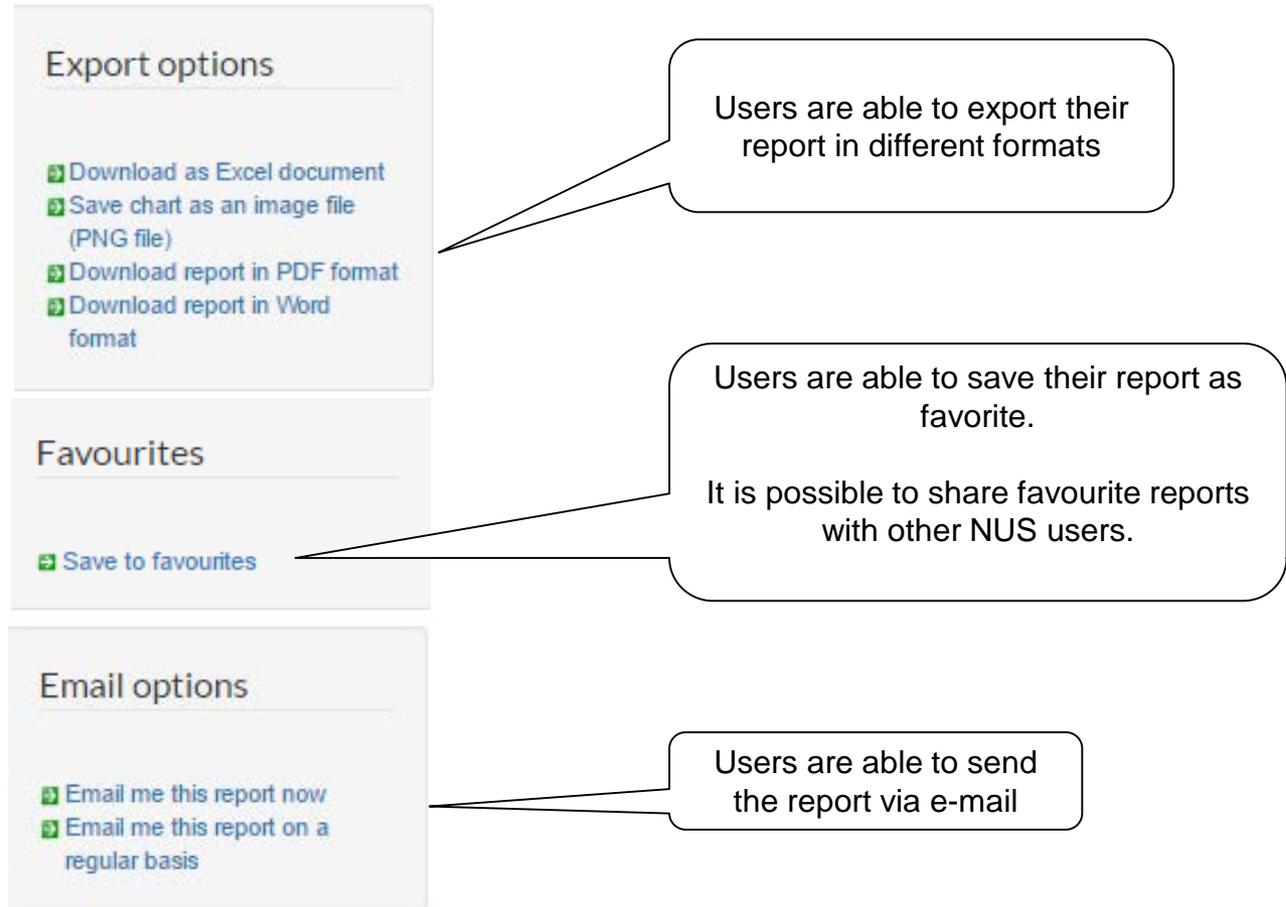
Add column

Save Cancel

Accident category
 Accident ID
 Accident Type
 Additional Injured persons
 Age of injured person
 Allocated to user
 Approve / Reject
 Approve comment
 BodyMap
 Bool
 CF 1 selection
 CF 2 selection
 CF 5 selection
 CF 8 selection
 CF1
 CF2
 CF3
 CF3 selection
 CF4
 CF4 selection
 Accident category

Changing the columns gives the user the opportunity to customize the report

Report Options



The image shows a screenshot of a report options menu with three sections: 'Export options', 'Favourites', and 'Email options'. Each section has a list of options with a small green icon to the left. Callout boxes are connected to specific options by lines.

- Export options**
 - Download as Excel document
 - Save chart as an image file (PNG file)
 - Download report in PDF format
 - Download report in Word format
- Favourites**
 - Save to favourites
- Email options**
 - Email me this report now
 - Email me this report on a regular basis

Callout 1: Users are able to export their report in different formats

Callout 2: Users are able to save their report as favorite. It is possible to share favourite reports with other NUS users.

Callout 3: Users are able to send the report via e-mail

THANK YOU