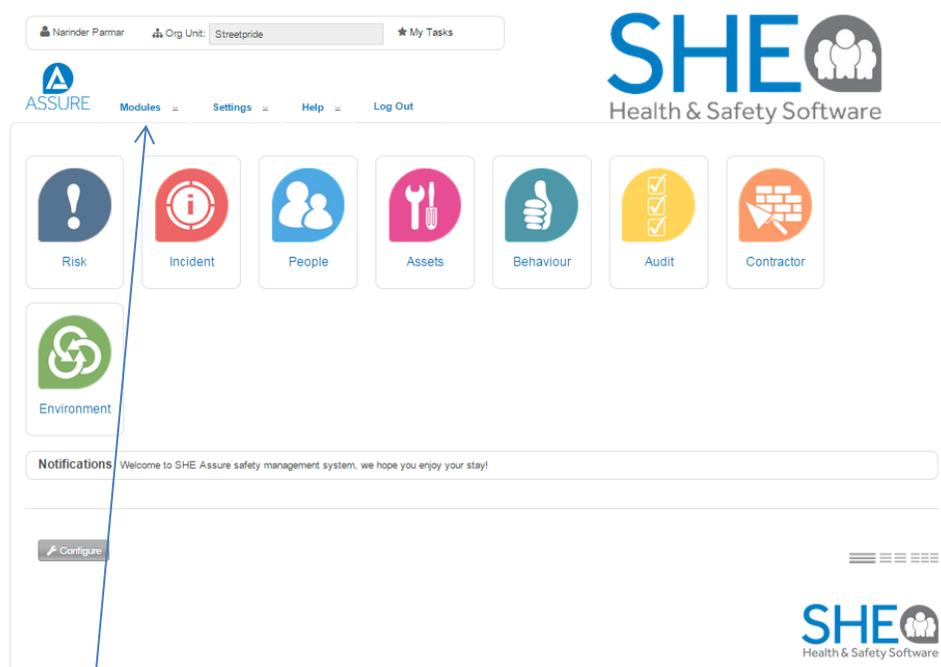


HOW TO RUN YOUR REPORTS (STATISTICAL) IN THE INCIDENT MODULE

Supervisors and Managers will be able to produce statistical reports on Incidents in their service area.

Step 1: Access the Assure Health & Safety Management System using the following link: <https://www.sheassure.net/coventrycc/Login> and log onto the system.

The Home Page will be displayed:



Step 2: Click on the Modules tab and select > Incident and then >Incident Record

The following screen will be displayed:

Home → Incident → Incident Record

Incident Record

+ New Record

The screenshot shows the 'Incident Record' page for Reference 3. The page is divided into several sections:

- Reference:** 3
- Org Unit:** Business Service Centre 2
- Incident Date:** 23/10/2015
- Type of Incident:** Accident
- Incident Details:** IP fell from the table wh...
- Incident Severity:** Fatality
- Review Date:** No Review Set
- Last Edited:** 17/11/2015 00:45:17

There are also icons for filters (8), reports (1), and a search icon (0).

Step 3: Click on the **Filters** icon, which will show the following sub section:

The screenshot shows the 'Filters' sub-section of the Incident Record page. It includes the following elements:

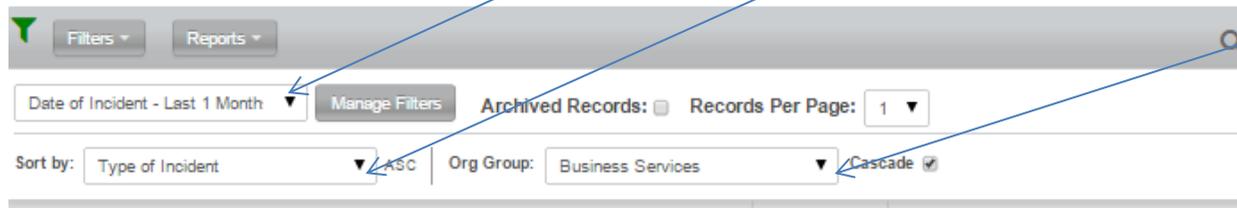
- Filters:** A dropdown menu with a search icon.
- Reports:** A dropdown menu.
- Manage Filters:** A button.
- Archived Records:** A checkbox.
- Records Per Page:** A dropdown menu set to 1.
- Sort by:** A dropdown menu set to Date Created, with an ASC indicator.
- Org Group:** A dropdown menu set to Please select an Org Group...

The system allows you to use an existing filter or create new filters to run various reports. As Supervisors and Managers the following **default** filters will be sufficient for you:

- Date of Incident – Last 1 month
- Date of Incident – Last 3 months
- Date of Incident – Last 6 months

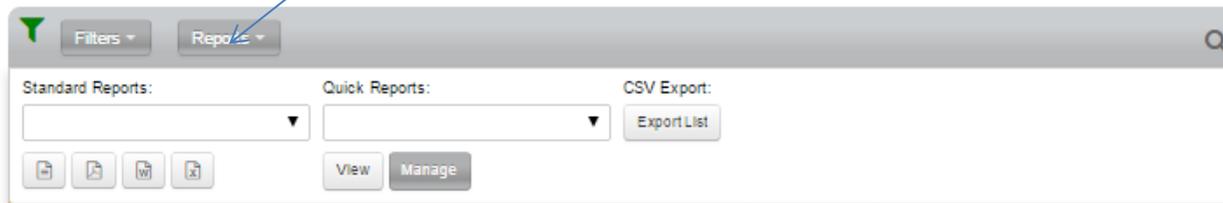
If you require more bespoke reports, please email [AssureHelpDesk](#) with your requirements.

Step 4: Select the **Date of Incident – Last 1 month** filter. Sort by: **Type of Incident** and Select your service area **a** from the **Org Group** field as shown below:

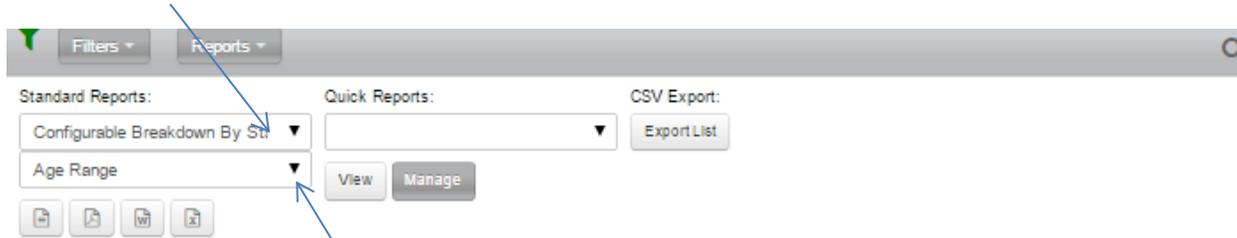


When you have selected the filter, the green icon will appear on the left of the **FILTERS** Box to indicate the records have been filtered. To remove the filter and return all your records, click on the icon again.

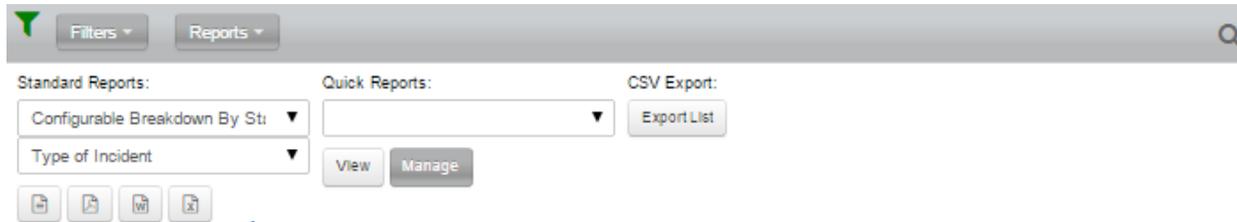
Step 5: Now click on the **Reports** Icon. The following screen is displayed



Step 6: In the Standard Reports field, select the option called **Configurable Breakdown by Status Report**



Step 7: Now change the Group By filter and select the option called **Type of Incident**. Your screen should now look like this:



Step 8: Choose how you want to view your report. You can view your report **In Viewer**, **PDF format**, **Word** or **Excel**, depending on which icon you select as shown.

Using the above filters and selecting Excel, the sample report below is produced:

Type of Incident	Total Incidents	RIDDOR	Lost Time	Days Lost	Near Miss	Breakdown by Who Was Involved
						Employee
Accident	1	0	0	0	0	1
Total	1	0	0	0	0	1

You can also run a report that provides a breakdown of Incidents by Date. Keep the same filter as above but in the Standard Reports section select **Configurable Breakdown by Date**. Here is a sample of the report run in Word:

Year	Month	Total Incidents	RIDDOR	Lost Time	Days Lost	Near Miss	Breakdown By Type of Incident		
							Accident	Violence & Aggression	Near Miss
2016	Jan	1	0	0	0.00	0	1		
	Total	1	0	0	0.00	0	1		
2015	Oct	18	0	5	0.00	0	10	5	3
	Nov	38	0	4	0.00	0	32	2	4
	Dec	3	0	0	0.00	0	2	1	
	Total	59	0	9	0.00	0	44	8	7
Total		60	0	9	0.00	0	45	8	7

If you are unsure of which report you need to select or are having any problems with retrieving your data, please contact AssureHelpDesk. Ext 1198.