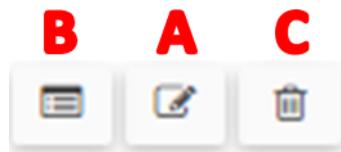




Standard Reports

These are used to generate reports for one off events e.g. an incident or accident report etc. As new standard reports are added we will populate them out to your databases.

- A. Edits the field selections and layout.
- B. Generates the Report.
- C. Deletes reports you have created.



Home / Report / Standard

ADD NEW

| EXCEL | PDF | FILTER | GROUP | Name | Description | Register | Report Template | Document ID | Version | |
|-------|-----|--------|-------|--------------------|----------------------------|--------------------|----------------------------|-------------|---------|--|
| | | | | Incident Reporting | Injury Only | Incident Reporting | Injury Incident Report-v1 | SR003 | 1 | |
| | | | | Incident Other | Non Injury Incident Report | Incident Reporting | Other Incident Report-v1 | SR004 | 1 | |
| | | | | Incident Other | Damage to Property | Incident Reporting | Other Incident Report-v1 | SR004 | 2 | |
| | | | | Vehicle Accident | Vehicle Accident | Vehicle Accident | Vehicle Accident Report-v1 | SR001 | 1 | |

A. Edit Fields & Layout

Click to make changes to the fields and layout of the report:

1. Tick the fields that you wish to filter on or untick if not required for filtering.
2. Use the arrows to change the order of the filter fields.
3. To generate a report for a specific incident result select them from the drop-down lists on the right – see section C on copying reports.
4. Under Display Fields – tick or untick to customise what fields are displayed in the report, again use arrows to change the order in which these fields appear in the list.
5. Click **SAVE**.

Home / Report / Standard

5

SAVE

COPY

BACK

Category: Standard Register: Incident Reporting Report Template: SR003 - Injury Incident Report-v1

Name: Incident Reporting Description: Injury Only

Include Header Include Footer

Filter Fields

| | | | |
|--|----------|-----------------|-----------------|
| <input checked="" type="checkbox"/> Date Report | | Date Report | ALL |
| <input checked="" type="checkbox"/> Report By | | Report By | ALL |
| 1 <input checked="" type="checkbox"/> Incident Result | 2 | Incident Result | Injury 3 |
| <input checked="" type="checkbox"/> Location | | Location | |
| <input checked="" type="checkbox"/> No | | No | |

Display Fields

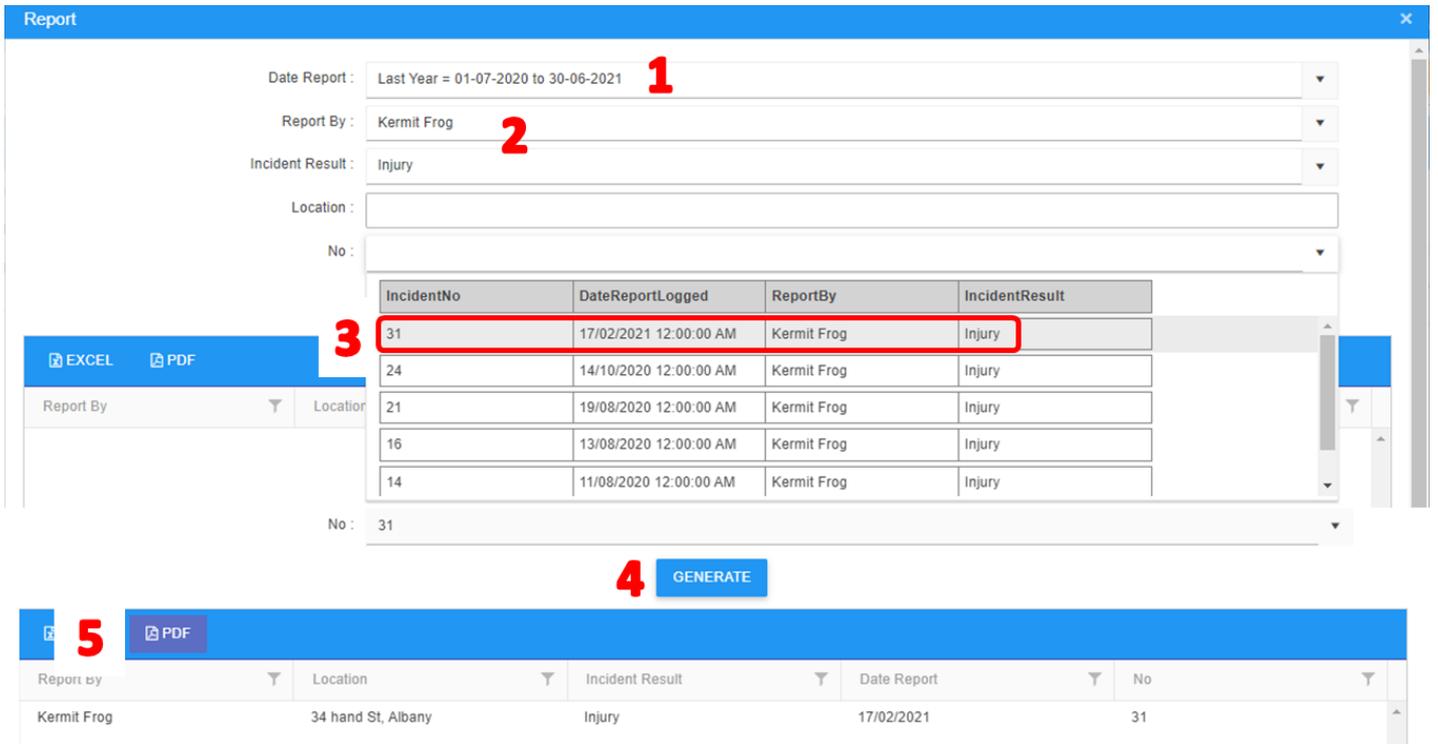
| Report By | Location | Incident Result | Date Report | No |
|-----------|----------|-----------------|-------------|----|
| | | | | |

4

B. Search & Generate Report

Click  to search for an event, on the report screen select as required e.g.:

1. Select a date range e.g. Last Month, Last Year or Custom (see notes) etc.
2. Make any selections as required from the fields listed.
3. Select the specific event you wish to create a report for.
4. Click **GENERATE**.
5. You can now export this to a PDF using the Template/Report as selected in section A.



Report

Date Report: Last Year = 01-07-2020 to 30-06-2021 **1**

Report By: Kermit Frog **2**

Incident Result: Injury **3**

Location:

No:

| IncidentNo | DateReportLogged | ReportBy | IncidentResult |
|------------|------------------------|-------------|----------------|
| 31 | 17/02/2021 12:00:00 AM | Kermit Frog | Injury |
| 24 | 14/10/2020 12:00:00 AM | Kermit Frog | Injury |
| 21 | 19/08/2020 12:00:00 AM | Kermit Frog | Injury |
| 16 | 13/08/2020 12:00:00 AM | Kermit Frog | Injury |
| 14 | 11/08/2020 12:00:00 AM | Kermit Frog | Injury |

No: 31

4 **GENERATE**

5 **EXCEL** **PDF**

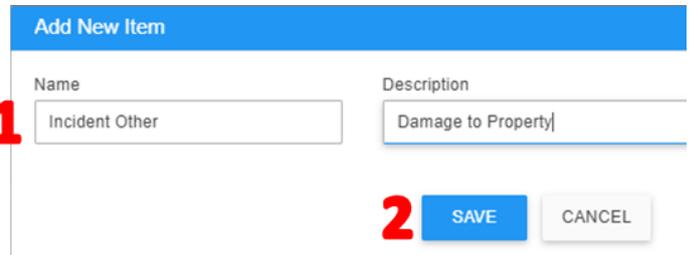
Report By: Kermit Frog Location: 34 hand St, Albany Incident Result: Injury Date Report: 17/02/2021 No: 31

C. Copy Report

Use this to create event reports you regularly use.

Edit the report as per section A, click **COPY**

1. Type in a Name and Description.
2. Click **SAVE**.
3. Select a Report Template – see notes.
4. Make data selections as required.
5. Click **SAVE**.

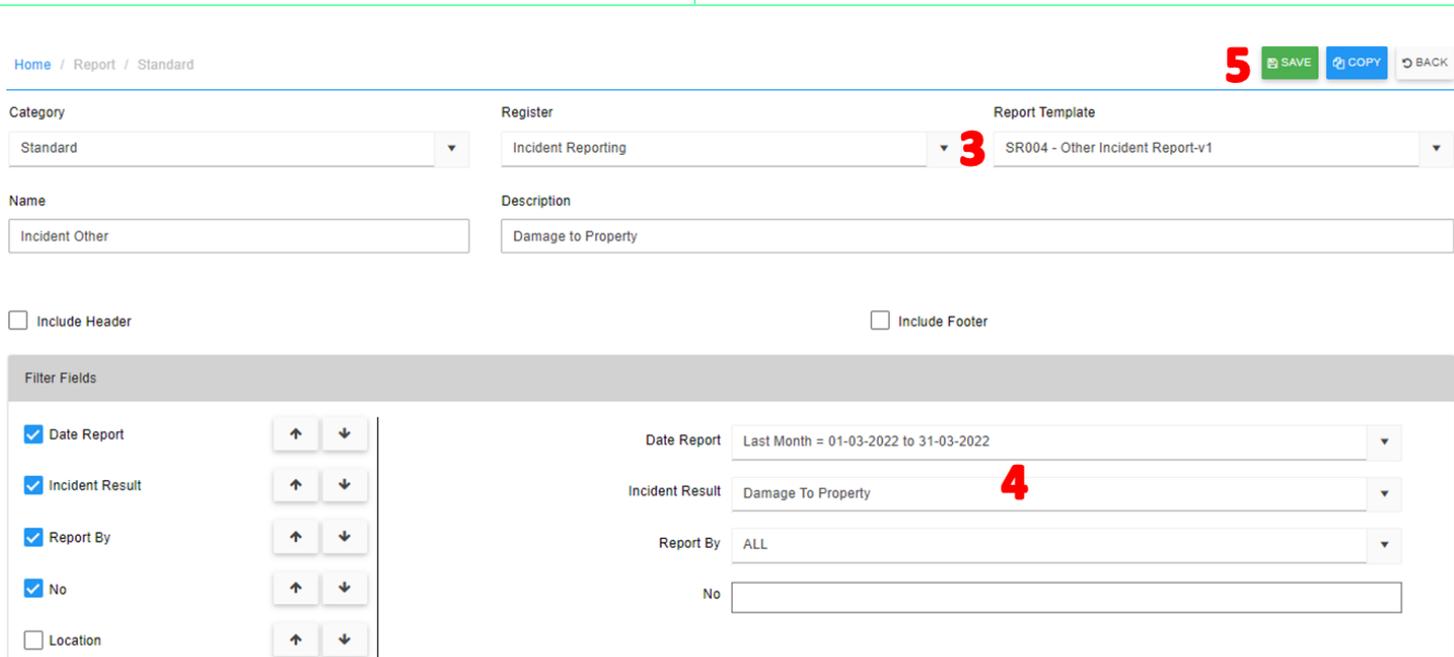


Add New Item

1 Name: Incident Other

Description: Damage to Property

2 **SAVE** **CANCEL**



Home / Report / Standard **5** **SAVE** **COPY** **BACK**

Category: Standard Register: Incident Reporting Report Template: SR004 - Other Incident Report-v1 **3**

Name: Incident Other Description: Damage to Property

Include Header Include Footer

Filter Fields

Date Report Incident Result Report By No Location

Date Report: Last Month = 01-03-2022 to 31-03-2022

Incident Result: Damage To Property **4**

Report By: ALL

No:

Contd/...

NOTES:

- Reports are generated for single events **ONLY** as per below, with data retrieved from a specific register.

| | | | | | |
|---|--------------------|--|------------------|---|--|
| NZ Main Test DB Over the Moon Dairy 23 Cricked Rd , Adelaide , SA , 8201 | | Other Incident Report | |  | |
| Details: | | | | | |
| Incident No: | 44 | Date & Time Occurred: | 14/02/2022 07:21 | | |
| Reported by: | Heidi Thonig | Date & Time Reported | 09/03/2022 | | |
| Location: | 45 Hold St | | | | |
| Type: | Damage To Property | | | | |
| Incident Description | dis and dat | | | | |
| Damage Description | opps stuff | | | | |
| <input checked="" type="checkbox"/> Investigation Report required? | | | | | |
| SR004-VVersionNo | | Powered by  | | page of | |

- When Custom Dates is selected you will to complete the From: & To: dates using the [date selector](#).

Custom Dates ▼

Dates : From: To:

- Report Templates are created in Administration/Templates/Reports

- They must have:
Type = Report
Status = Locked

See [creating report templates](#) for more info.

[Home](#) / [Administration](#) / [Templates](#) / [Reports](#)

| Document ID | V... | Full Title | Type | Status |
|-------------|------|----------------------------|---------|--------|
| SR001 | 1 | Vehicle Accident Report-v1 | Reports | Locked |
| SR003 | 1 | Injury Incident Report-v1 | Reports | Locked |
| SR004 | 1 | Other Incident Report-v1 | Reports | Locked |

