

Figtree User Guide 5 – Reporting

Introduction

The purpose of this user guide is to provide instructions on how to run reports in the Figtree workplace safety incident and hazard reporting tool. The information that is available will depend on your level of access within the Figtree system. In most cases, only WHS and management staff will have full access to detailed reports for your area.

There are 3 separate tabs within the Reporting section of Figtree, they are:

System → Reporting → **Standard Reports**
(Reports which are readily available within Figtree)

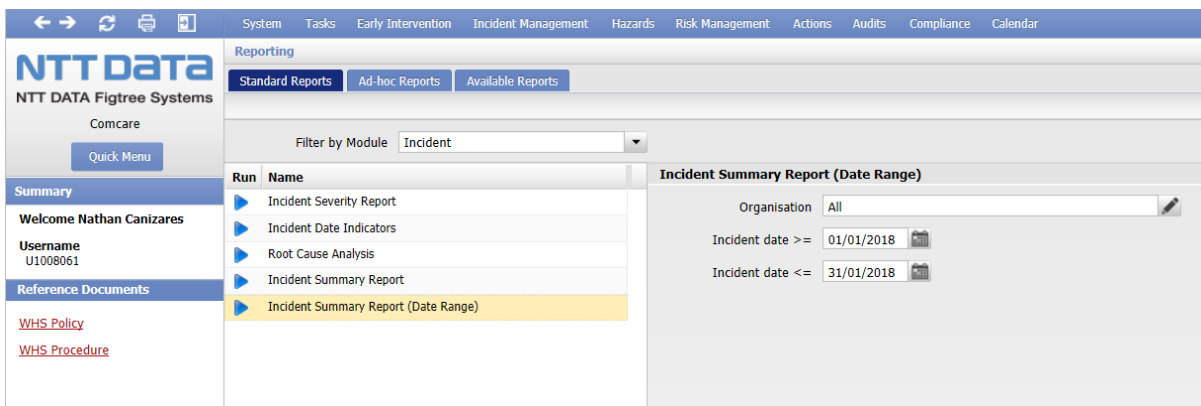
System → Reporting → **Ad-hoc Reports**
(Custom built reports which can be shared amongst Figtree users)

System → Reporting → **Available Reports**
(A library of reports previously run by the user)

1. Standard Reports

Standard Reports have been purposely built by Figtree to provide useful data in a neat and presentable format. These particular reports are not editable.

You may 'Filter by Module' to narrow the list of reports. For example, choose 'Incident' in the drop down selection and 'Incident Summary Report (Date Range)' will appear. Click on this report and then fill 'Organisation and 'Incident date' fields. Press the **Run** button to launch the report within Figtree, a copy will also be sent to your email.



The screenshot shows the Figtree Reporting interface. At the top, there is a navigation bar with tabs for System, Tasks, Early Intervention, Incident Management, Hazards, Risk Management, Actions, Audits, Compliance, and Calendar. Below this, the 'Reporting' section is active, with sub-tabs for Standard Reports, Ad-hoc Reports, and Available Reports. A 'Filter by Module' dropdown is set to 'Incident'. A list of reports is displayed, with 'Incident Summary Report (Date Range)' highlighted. To the right, the configuration for this report is shown, including fields for Organisation (set to 'All'), Incident date >= (set to 01/01/2018), and Incident date <= (set to 31/01/2018). The left sidebar contains the NTT DATA Figtree Systems logo, user information (Welcome Nathan Canizares, Username U1008061), and reference documents (WHS Policy, WHS Procedure).

2. Ad-hoc Reports

The Ad-hoc report function allows users to create, save and update as required their customised data reports. The data results can be exported to various formats (CSV, Excel, HTML). The Work Environment Group has created two Ad-hoc reports which can be easily copied and used for WHS reporting in your area.

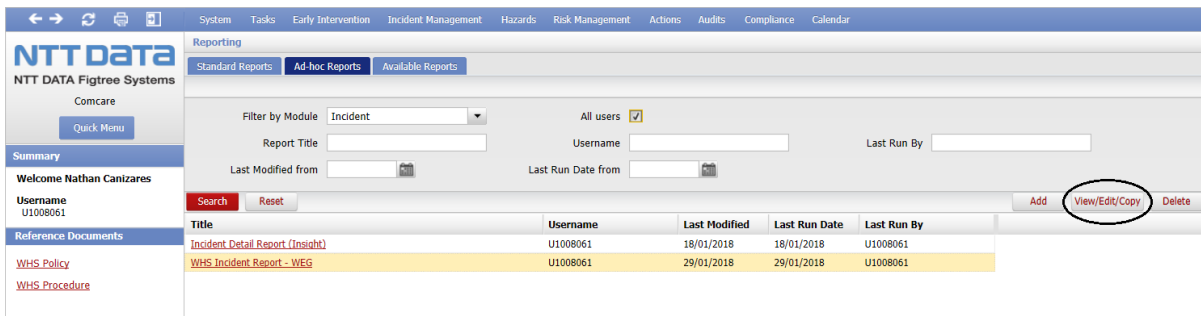
WHS Incident Report - WEG

Searchable by selecting; 'Filter by Module' = Incident, also ensure 'All users' is ticked.

WHS Hazard Report - WEG

Searchable by selecting; 'Filter by Module' = Hazard, also ensure 'All users' is ticked

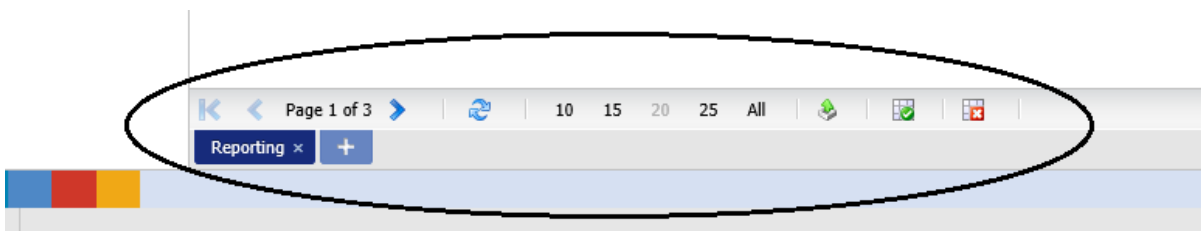
Try searching for these reports, once located, click to highlight and press the 'View/Edit/Copy' button.



The screenshot shows the 'Reporting' section of the NTT DATA Figtree Systems interface. The 'Ad-hoc Reports' tab is selected. The interface includes a search filter for 'Incident' and 'All users' checked. A table lists reports, with 'WHS Incident Report - WEG' highlighted. The 'View/Edit/Copy' button is circled in red.

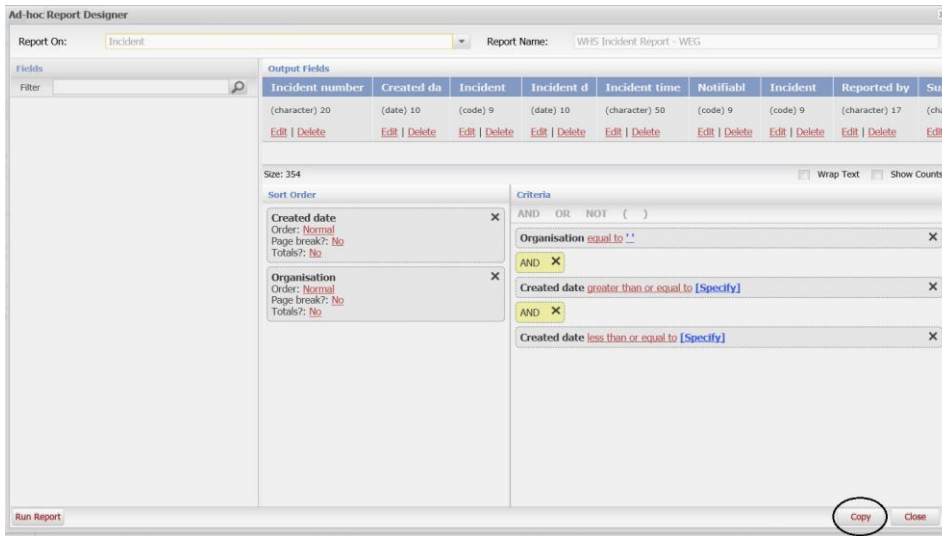
| Title | Username | Last Modified | Last Run Date | Last Run By |
|----------------------------------|----------|---------------|---------------|-------------|
| Incident Detail Report (Insight) | U1008061 | 18/01/2018 | 18/01/2018 | U1008061 |
| WHS Incident Report - WEG | U1008061 | 29/01/2018 | 29/01/2018 | U1008061 |

You may need to toggle 'Page', or change view quantity to 'All' to locate.



The screenshot shows the pagination controls at the bottom of the report list. The 'Page 1 of 3' and 'All' options are circled in black.

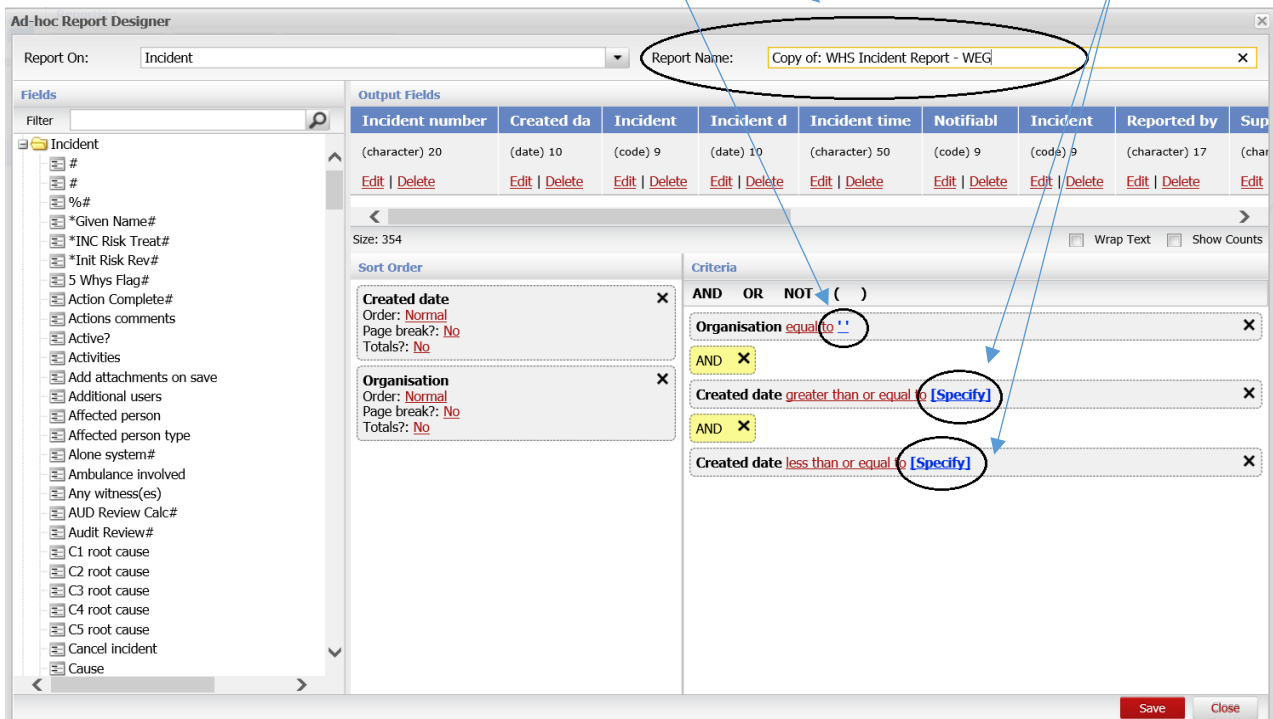
In the next screen, press the 'Copy' button to create a duplicate version of the report.



The next step is to edit the 'Report Name'.

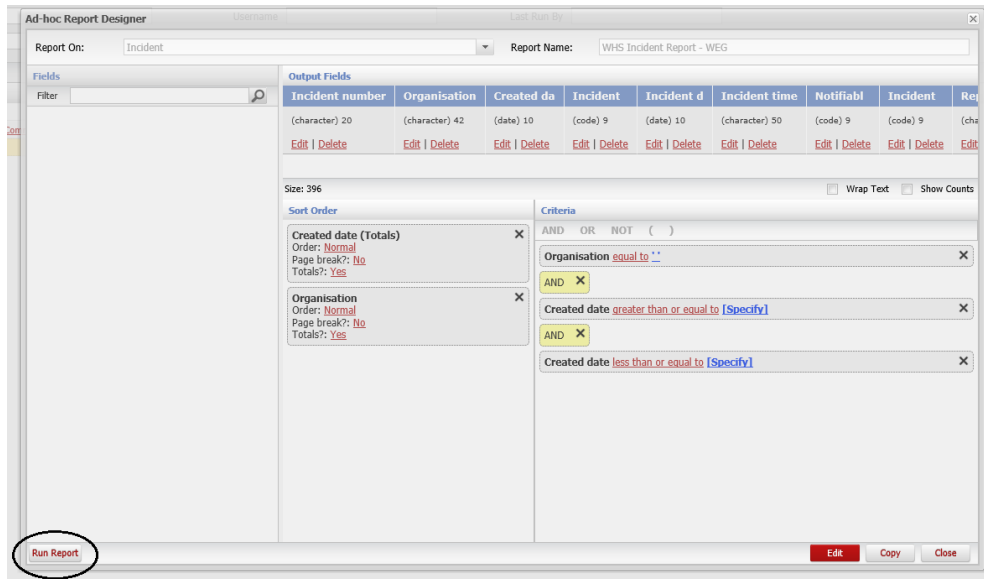
Then specify 'Organisation' by clicking on '_'

Next, specify the 'Created date' range. Click on [Specify] to open calendar options.

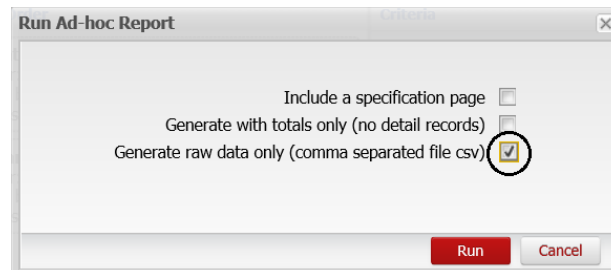


Once filled, press the **Save** button.

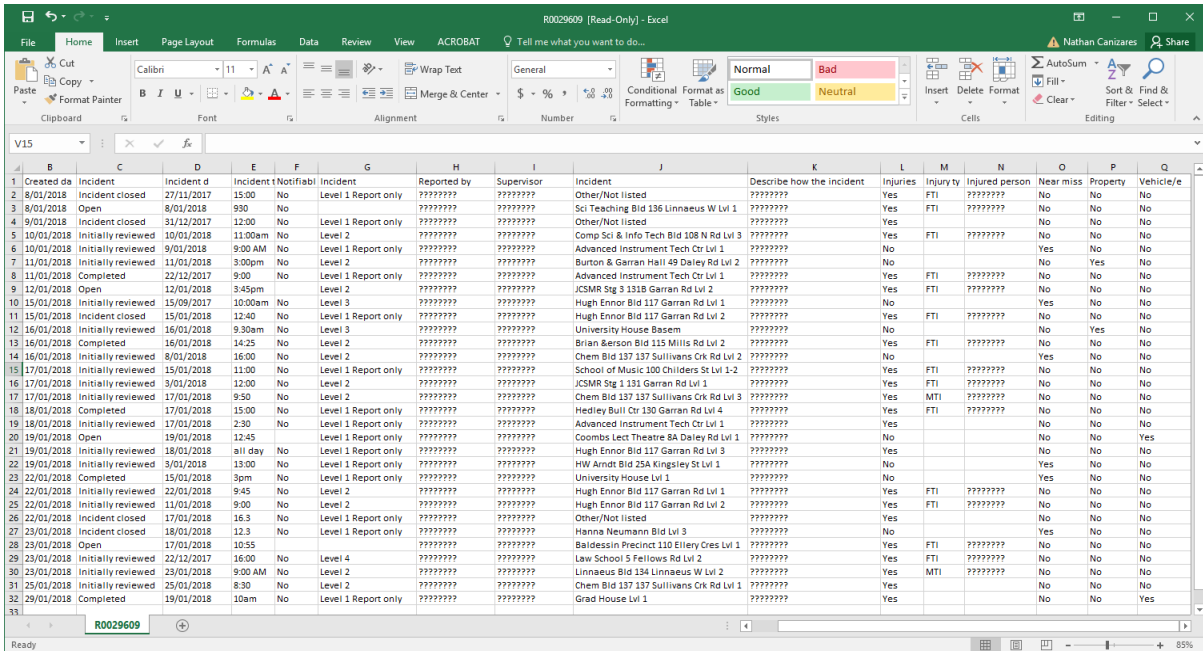
Once saved, click on the 'Run Report' button.



The following options window will appear. Tick 'Generate raw data only (comma separated file csv)' and press the **Run** button which will open a .csv version and also send a copy to your email.



The result should look like the following.

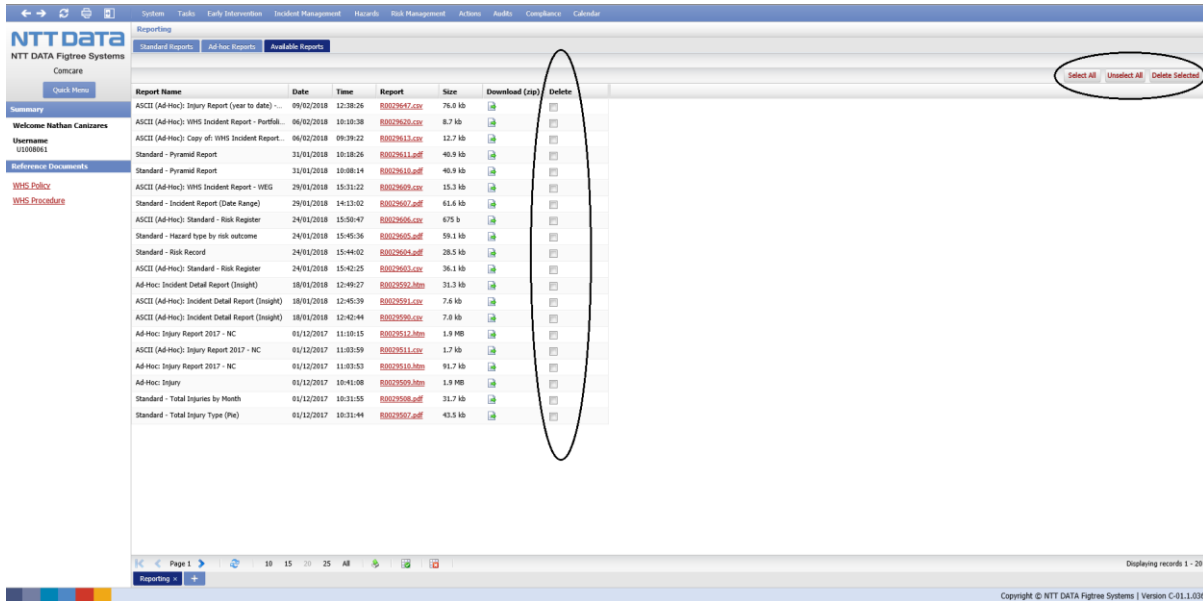


| Created on | Incident | Incident # | Incident / Notifabli | Incident | Reported by | Supervisor | Incident | Describe how the incident | Injuries | Injury ty | Injured person | Near miss | Property | Vehicle/e |
|---------------|--------------------|------------|----------------------|----------|---------------------|------------|--|---------------------------|----------|-----------|----------------|-----------|----------|-----------|
| 2/8/2018 | Incident closed | 27/11/2017 | 15:00 | No | Level 1 Report only | ???????? | Other/Not listed | ???????? | Yes | FTI | ???????? | No | No | No |
| 3/8/2018 | Open | 8/01/2018 | 9:30 | No | Level 1 Report only | ???????? | Sci Teaching Bld 136 Linnaeus W Lvl 1 | ???????? | Yes | FTI | ???????? | No | No | No |
| 4/9/2018 | Incident closed | 31/12/2017 | 12:00 | No | Level 1 Report only | ???????? | Other/Not listed | ???????? | Yes | FTI | ???????? | No | No | No |
| 5/10/2018 | Initially reviewed | 10/03/2018 | 11:00am | No | Level 2 | ???????? | Comp Sci & Info Tech Bld 108 N Rd Lvl 3 | ???????? | Yes | FTI | ???????? | No | No | No |
| 6/10/2018 | Initially reviewed | 9/01/2018 | 9:00 AM | No | Level 1 Report only | ???????? | Advanced Instrument Tech Ctr Lvl 1 | ???????? | No | | | Yes | No | No |
| 7/11/2018 | Initially reviewed | 11/01/2018 | 3:00pm | No | Level 2 | ???????? | Burton & Garran Hall 49 Daley Rd Lvl 2 | ???????? | No | | | No | Yes | No |
| 8/11/2018 | Completed | 22/12/2017 | 9:00 | No | Level 1 Report only | ???????? | Advanced Instrument Tech Ctr Lvl 1 | ???????? | Yes | FTI | ???????? | No | No | No |
| 9/12/2018 | Open | 12/01/2018 | 3:45pm | No | Level 2 | ???????? | JCSMR Sig 3 131B Garran Rd Lvl 2 | ???????? | Yes | FTI | ???????? | No | No | No |
| 10/15/2018 | Initially reviewed | 15/09/2017 | 10:00am | No | Level 3 | ???????? | Hugh Ennor Bld 117 Garran Rd Lvl 1 | ???????? | No | | | Yes | No | No |
| 11/15/2018 | Incident closed | 15/01/2018 | 12:40 | No | Level 1 Report only | ???????? | Hugh Ennor Bld 117 Garran Rd Lvl 2 | ???????? | Yes | FTI | ???????? | No | No | No |
| 12/16/2018 | Initially reviewed | 16/01/2018 | 9:30am | No | Level 3 | ???????? | University House Basem | ???????? | No | | | No | Yes | No |
| 13/16/2018 | Completed | 16/01/2018 | 14:25 | No | Level 2 | ???????? | Brian &erson Bld 115 Mills Rd Lvl 2 | ???????? | Yes | FTI | ???????? | No | No | No |
| 14/16/2018 | Initially reviewed | 8/01/2018 | 16:00 | No | Level 2 | ???????? | Chem Bid 137 137 Sullivans Crk Rd Lvl 2 | ???????? | No | | | Yes | No | Yes |
| 15/17/2018 | Completed | 15/01/2018 | 11:00 | No | Level 1 Report only | ???????? | School of Music 100 Childers St Lvl 1-2 | ???????? | Yes | FTI | ???????? | No | No | No |
| 16/17/2018 | Initially reviewed | 3/01/2018 | 12:00 | No | Level 2 | ???????? | JCSMR Sig 1 131 Garran Rd Lvl 1 | ???????? | Yes | FTI | ???????? | No | No | No |
| 17/17/2018 | Initially reviewed | 17/01/2018 | 9:50 | No | Level 2 | ???????? | Chem Bid 137 137 Sullivans Crk Rd Lvl 3 | ???????? | Yes | MTI | ???????? | No | No | No |
| 18/18/2018 | Completed | 17/01/2018 | 15:00 | No | Level 1 Report only | ???????? | Hedley Bull Ctr 130 Garran Rd Lvl 4 | ???????? | Yes | FTI | ???????? | No | No | No |
| 19/18/2018 | Initially reviewed | 17/01/2018 | 2:30 | No | Level 1 Report only | ???????? | Advanced Instrument Tech Ctr Lvl 1 | ???????? | Yes | | | No | No | No |
| 20/19/2018 | Open | 19/01/2018 | 12:45 | No | Level 1 Report only | ???????? | Coombs Lect Theatre 8A Daley Rd Lvl 1 | ???????? | No | | | No | No | Yes |
| 21/19/2018 | Initially reviewed | 18/01/2018 | all day | No | Level 1 Report only | ???????? | Hugh Ennor Bld 117 Garran Rd Lvl 3 | ???????? | Yes | | | No | No | No |
| 22/19/2018 | Initially reviewed | 3/01/2018 | 13:00 | No | Level 1 Report only | ???????? | HW Arndt Bld 25A Kingsley St Lvl 1 | ???????? | No | | | Yes | No | No |
| 23/22/2018 | Completed | 15/01/2018 | 3pm | No | Level 1 Report only | ???????? | University House Lvl 1 | ???????? | No | | | Yes | No | No |
| 24/22/2018 | Initially reviewed | 22/01/2018 | 9:45 | No | Level 2 | ???????? | Hugh Ennor Bld 117 Garran Rd Lvl 1 | ???????? | Yes | FTI | ???????? | No | No | No |
| 25/22/2018 | Initially reviewed | 11/01/2018 | 9:00 | No | Level 2 | ???????? | Hugh Ennor Bld 117 Garran Rd Lvl 2 | ???????? | Yes | FTI | ???????? | No | No | No |
| 26/22/2018 | Incident closed | 17/01/2018 | 16:3 | No | Level 1 Report only | ???????? | Other/Not listed | ???????? | Yes | | | No | No | No |
| 27/23/2018 | Incident closed | 18/01/2018 | 12:3 | No | Level 1 Report only | ???????? | Hanna Neumann Bld Lvl 3 | ???????? | No | | | No | Yes | No |
| 28/23/2018 | Open | 17/01/2018 | 10:55 | No | Level 1 Report only | ???????? | Baldessin Precinct 110 Ellery Cres Lvl 1 | ???????? | Yes | FTI | ???????? | No | No | No |
| 29/23/2018 | Initially reviewed | 22/12/2017 | 16:00 | No | Level 4 | ???????? | Law School 5 Fellows Rd Lvl 2 | ???????? | Yes | FTI | ???????? | No | No | No |
| 30/23/2018 | Initially reviewed | 23/01/2018 | 9:00 AM | No | Level 2 | ???????? | Linnaeus Bld 134 Linnaeus W Lvl 2 | ???????? | Yes | MTI | ???????? | No | No | No |
| 31/25/01/2018 | Initially reviewed | 25/01/2018 | 8:30 | No | Level 2 | ???????? | Chem Bid 137 137 Sullivans Crk Rd Lvl 1 | ???????? | Yes | | | No | No | No |
| 32/29/01/2018 | Completed | 19/01/2018 | 10am | No | Level 1 Report only | ???????? | Grad House Lvl 1 | ???????? | Yes | | | No | No | Yes |

* Instructions on building and editing Ad-hoc reports are available for more advanced users. Please email whs@anu.edu.au to obtain.

3. Available Reports

This tab simply contains any reports which have previously been launched by the user. You can simply double click to open and also delete reports you no longer need.



| Report Name | Date | Time | Report | Size | Download (Zip) | Delete |
|--|------------|----------|------------------------------|---------|----------------|--------|
| ASCC (Ad-Hoc) Injury Report (year to date) - ... | 09/02/2018 | 12:38:26 | R0029647.csv | 76.0 kb | | |
| ASCC (Ad-Hoc) WHS Incident Report - Partial... | 06/02/2018 | 10:30:38 | R0029626.csv | 8.7 kb | | |
| ASCC (Ad-Hoc) Copy of WHS Incident Report... | 06/02/2018 | 09:39:22 | R0029613.csv | 12.7 kb | | |
| Standard - Pyramd Report | 31/01/2018 | 10:18:26 | R0029611.pdf | 40.9 kb | | |
| Standard - Pyramd Report | 31/01/2018 | 10:08:14 | R0029610.pdf | 40.9 kb | | |
| ASCC (Ad-Hoc) WHS Incident Report - WEG | 29/01/2018 | 15:31:22 | R0029609.csv | 15.3 kb | | |
| Standard - Incident Report (Date Range) | 29/01/2018 | 14:13:02 | R0029607.pdf | 61.6 kb | | |
| ASCC (Ad-Hoc) Standard - Risk Register | 24/01/2018 | 15:50:47 | R0029606.csv | 675 b | | |
| Standard - Hazard type by risk outcome | 24/01/2018 | 15:45:36 | R0029605.pdf | 59.1 kb | | |
| Standard - Risk Record | 24/01/2018 | 15:44:02 | R0029604.pdf | 28.5 kb | | |
| ASCC (Ad-Hoc) Standard - Risk Register | 24/01/2018 | 15:42:25 | R0029603.csv | 36.1 kb | | |
| Ad-Hoc Incident Detail Report (Inight) | 18/01/2018 | 12:49:27 | R0029592.htm | 31.3 kb | | |
| ASCC (Ad-Hoc) Incident Detail Report (Inight) | 18/01/2018 | 12:49:39 | R0029591.csv | 7.6 kb | | |
| ASCC (Ad-Hoc) Incident Detail Report (Inight) | 18/01/2018 | 12:42:44 | R0029590.csv | 7.0 kb | | |
| Ad-Hoc Injury Report 2017 - NC | 01/12/2017 | 11:01:15 | R0029512.htm | 1.9 MB | | |
| ASCC (Ad-Hoc) Injury Report 2017 - NC | 01/12/2017 | 11:03:59 | R0029511.csv | 1.7 kb | | |
| Ad-Hoc Injury Report 2017 - NC | 01/12/2017 | 11:03:53 | R0029510.htm | 91.7 kb | | |
| Ad-Hoc Injury | 01/12/2017 | 10:41:08 | R0029509.htm | 1.9 MB | | |
| Standard - Total Injuries by Month | 01/12/2017 | 10:31:55 | R0029508.pdf | 31.7 kb | | |
| Standard - Total Injury Type (Pie) | 01/12/2017 | 10:31:44 | R0029507.pdf | 45.5 kb | | |