MySafety Management Report Guidance

Aim of this guidance note: for users with the appropriate permissions to gain insight into how to complete management reports including DSE compliance reports, incident summary reports and action registers.

Contents

Standard Reporting

Standard reports can be produced in three formats:

- Graph Based Report
- Data Extract Based Report
- Text / Register Based Report

Graph Based Reporting

1. Log in to MySafety using your QMUL credentials (e.g. abc123@qmul.ac.uk)
2. Click on the Management Reports Module
3. Choose report topic

Note: graph based reports can be identified by this 'graph' symbol

4. Enter report title e.g. 'EAF Incident Summary'
5. Select date parameters using either range or YTD (year to date)
6. If necessary, choose areas from the organisation hierarchy that you wish to receive data for and move into the selection box by clicking the green plus.

Note: If you select 'ALL' in the dropdowns you will only return individual records that have been expressly marked in their fields as applying 'ALL'. It does not mean it will return ALL records. **If you wish to return all records under a certain hierarchy tier, you should leave the tiers below blank.**

Note: to remove a previously made selection, select the organisation and click on the red X.

Note: You may see that organisation parameters are already set. This is because your permissions have been restricted to view information from this area only. To request additional permissions, please contact hs-helpdesk@qmul.ac.uk.

7. If necessary, choose areas from the location hierarchy that you wish to receive data for and move into the selection box by clicking the green plus.

Note: If you select 'ALL' in the dropdowns you will only return individual records that have been expressly marked in their fields as applying 'ALL'. It does not mean it will return ALL records. **If you wish to return all records under a certain hierarchy tier, you should leave the tiers below blank.**

Note: to remove a previously made selection, select the location and click on the red X.

8. Select display options i.e. chart, data or both
9. Choose filter criteria

Note: Only select filter criteria if necessary, if you would like to view all data, do not make any selections

10. Choose run options

Note: options available – PDF, pop-out webpage, excel

Data Extract Based Reporting

1. Log in to MySafety using your QMUL credentials (e.g. abc123@qmul.ac.uk)
2. Click on the Management Reports Module
3. Choose report topic

Note: data extract based reports can be identified by this symbol

4. Enter report title e.g. 'EAF Injury Extract'
5. Select date parameters using either range or YTD (year to date)
6. If necessary, choose areas from the organisation hierarchy that you wish to receive data for and move into the selection box by clicking the green plus.

Note: If you select 'ALL' in the dropdowns you will only return individual records that have been expressly marked in their fields as applying 'ALL'. It does not mean it will return ALL records. **If you wish to return all records under a certain hierarchy tier, you should leave the tiers below blank.**

Note: to remove a previously made selection, select the organisation and click on the red X.

Note: You may see that organisation parameters are already set. This is because your permissions have been restricted to view information from this area only. To request additional permissions, please contact hs-helpdesk@qmul.ac.uk.

7. If necessary, choose areas from the location hierarchy that you wish to receive data for and move into the selection box by clicking the green plus.

Note: If you select 'ALL' in the dropdowns you will only return individual records that have been expressly marked in their fields as applying 'ALL'. It does not mean it will return ALL records. **If you wish to return all records under a certain hierarchy tier, you should leave the tiers below blank.**

Note: to remove a previously made selection, select the location and click on the red X.

8. Choose filter criteria

Note: Only select filter criteria if necessary, if you would like to view all data, do not make any selections

9. Choose run options

Note: options available – excel

Text / Register Based Reporting

1. Log in to MySafety using your QMUL credentials (e.g. abc123@qmul.ac.uk)
2. Click on the Management Reports Module
3. Choose report topic

Note: text / register based reports can be identified by this spreadsheet symbol

4. Enter report title e.g. EAF Workstation Assessment Register
5. Select date parameters using either range or YTD (year to date)
6. If necessary, choose areas from the organisation hierarchy that you wish to receive data for and move into the selection box by clicking the green plus.

Note: If you select 'ALL' in the dropdowns you will only return individual records that have been expressly marked in their fields as applying 'ALL'. It does not mean it will return ALL records. **If you wish to return all records under a certain hierarchy tier, you should leave the tiers below blank.**

Note: to remove a previously made selection, select the organisation and click on the red X.

Note: You may see that organisation parameters are already set. This is because your permissions have been restricted to view information from this area only. To request additional permissions, please contact hs-helpdesk@qmul.ac.uk.

7. If necessary, choose areas from the location hierarchy that you wish to receive data for and move into the selection box by clicking the green plus.

Note: If you select 'ALL' in the dropdowns you will only return individual records that have been expressly marked in their fields as applying 'ALL'. It does not mean it will return ALL records. **If you wish to return all records under a certain hierarchy tier, you should leave the tiers below blank.**

Note: to remove a previously made selection, select the location and click on the red X.

8. Choose filter criteria

Note: Only select filter criteria if necessary, if you would like to view all data, do not make any selections

9. Choose run options

Note: options available – PDF, pop-out webpage, excel

Advanced Reporting

Query Builder

1. Log in to MySafety using your QMUL credentials (e.g. abc123@qmul.ac.uk)
2. Click on the Management Reports Module
3. Click on the advanced reporting tab
4. Click on 'QueryBuilder'

Note: a new window will open. Please ensure you have enabled pop ups for the website.

5. Choose data source e.g. DSE

Note: Once you have selected this, further criteria will appear

6. Choose filter criteria e.g. DSE.OrgLevel1
7. Select 'LIKE'
8. Enter free text between two percentage signs e.g. %humanities%

Note: adding percentage signs will allow the search to be more flexible

9. Select output columns

Note: this will depend on how much information you require. Each output column will display as a data column in the excel spreadsheet

10. Click run query
11. Click export
12. Click ok to note 'Export complete. Click on link to save the file'
13. Click on 'click here to save the export'
14. Open downloaded excel document