



# Reports Guide

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## **About this document**

This document is supplied as a part of the Reactec Eco-System.

## **Intended purpose**

This document is intended to provide an overview of the Reactec Eco-System hardware.

## **Intended audience**

This document is intended for all users of the Reactec Eco-System.

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## **Original instructions**

**Read this document before using the equipment**

**Retain this document for future use**

## **Document information**

Published on: 12 April 2024

Document ID: 290-103 - 23

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## Conventions used

This guide uses the following formats for safety notices.



### **WARNING**

Provides important information to prevent serious problems, for example, the loss of data.



### **Caution**

Provides important information to prevent serious problems, for example, the loss of data.



### **Information**

Provides additional information.



### **Tip**

Provides useful hints and tips.

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# 1 Reactec Analytics overview

Reactec Analytics is a cloud-based software application with multiple functions to support the analysis and reporting of workplace risk data as collected by Reactec devices and Reactec partner devices.

Reactec Analytics provides fully auditable and tamper-proof data management, allowing users to view a variety of online reports and to manage the monitored risk:

- View live collated exposure data and employee location
- Access daily HAV exposure trends and KPIs from specific teams to company-wide activity
- Monitor alerts and alarms from daily activities
- Monitor social distance proximity detections
- Track third-party sensor exposure trends and KPIs
- View reports by division, region, or other categorisations, for example, by project
- Email or download reports as PDF documents
- Record interventions and control measures to support risk management

## 1.1 Reports modules

The Reports modules are accessible from the toolbar in Reactec Analytics and are used to view information about operator HAV exposure and tool usage. This allows analysis, monitoring of policies and planning and where required, recording of any actions that need to be taken.

There are seven types of Reports module:

**HAV** - Reports operator HAV exposure data

**Tools** - Reports tool usage and behaviour

**Resources** - Reports resource use

**Location** - Reports GPS location data collected by RASOR devices

**Notifications** - Reports the alerts and alarms communicated to Reactec Analytics

**Noise** - Reports operator noise exposure data

**Social Distancing** - Reports operator social distance proximity detection data

## 1.2 Reactec Analytics key HAV monitoring reports

**Table 1 - Summary of the key HAV monitoring reports from Reactec Analytics.**

Report	Purpose	Users	Frequency
Dashboard	Assess HAV exposure performance	All levels of operational and Health & Safety Management.	Monthly/Quarterly/Annually
Operator Daily Exposure	Identify exposed employees and exposure levels exceeding risk assessment plans.	Immediate line operational and Health & Safety Management.	Daily/Weekly
Operator Average Exposure	Identify most at risk employees and effectiveness of work rotation plans	All levels of operational and Health & Safety Management.	Weekly/Monthly/Quarterly/Annually
Top Tool Exposure	Identify tools whose use is creating highest exposure risk.	Immediate line operational and Health & Safety Management. Mid level managers responsible for tool procurement policies.	Monthly/Quarterly/Annually

Report	Purpose	Users	Frequency
Tool Vibration Trends	Analyse vibration performance over time and users for tools creating the highest exposure risk.	Immediate line operational and Health & Safety Management.	Monthly/Quarterly/Annually
Control Measure Analysis <i>*Only appropriate if control measures recorded</i>	Track effect of input of control measures of HAV exposure performance over time against target exposure levels.	All levels of operational and Health & Safety Management.	Quarterly/Annually

### 1.3 Reactec Analytics reports

There are many reports supported by Reactec Analytics.

#### 1.3.1 Dashboard

**Table 2 - List of available dashboards**

Report	Description	Use	Frequency
Annual Total HAV Exposure Threshold (Available for TEP and SEP)	Column chart that shows annual days monitored.	Review levels of activity RAG'd to HAV thresholds	Monthly/Quarterly
Average Dust Exposure Trend (PM 4.25)	Across the data set the trend in average daily TWA exposure to dust levels <4.25µm	Make a high level assessment of daily exposure level trend	Monthly/Quarterly
Average Dust Exposure Trend (PM 10)	Across the data set the trend in average daily TWA exposure to dust levels <10µm	Make a high level assessment of daily exposure level trend	Monthly/Quarterly

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Average HAV Exposure Trend (Available for TEP and SEP)	Graph that shows current and prior year by month of overall workforce average daily exposure.	Review trend of overall HAV exposure	Monthly/Quarterly
Average Noise Exposure Trend	Line chart displaying the average noise exposure in the current and previous years along with a trend line.	Review trend of overall noise exposure	Monthly/Quarterly
Average Operator Contact Exposure	Tabled summary that shows operator contact by data group.	Compare contact levels between operating groups	Monthly/Quarterly
Average Operator HAV (available for TEP or SEP) and Noise Exposure	Tabled summary that shows HAV and noise exposure by data group	Compare HAV and noise exposure levels between operating groups	Monthly/Quarterly
Average Operator Points HAV Exposure (Available for TEP or SEP or both)	Tabled summary that shows HAV exposure by data group.	Compare HAV exposure levels between operating groups	Monthly/Quarterly
Average Operator Proximity To Danger	Table displaying statistics based on average proximity to danger incursions in the selected period broken down by group.	Compare incursion levels between operating groups	Monthly/Quarterly

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Basestation / Docking Station Current Status	Pie chart that shows hardware activity levels.	Monitor hardware activity	Monthly/Quarterly
Contact time trend	Shows the average daily operator contact time for the filtered period.	Monitor performance change	Monthly/Quarterly
Control Measure Analysis	Time graph of data that shows interventions against overall HAV daily exposure level.	Monitor effectiveness of controls	Monthly/Quarterly
Controls Measures	Table that shows raised controls and their status.	Control measure management	Monthly/Quarterly
HAV Risk Flag (Available for TEP or SEP)	Summary grid that indicates if there are high risk individuals within your workforce and whether the level of monitoring of workers is acceptable. The worker risk level and acceptable level of monitoring is configurable.	Quickly assess overall or filtered by Region Division, or Group where in your organisation your HAV risk levels meet expectations.	Monthly/Quarterly
Incursion Time Trend	Line chart displaying the average proximity to danger incursion time per week for the period along with a trend line.	Monitor performance change	Monthly/Quarterly
Interventions	Column chart that shows interventions raised by month.	Overview of level of interventions raised	Monthly/Quarterly

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Interventions by category	Pie chart displaying the number of interventions by category created in the selected period.	Identify most common intervention types	Monthly/Quarterly
Monthly contact events	Column chart that shows monthly contact events.	Review levels of contact RAG'd to proximity thresholds	Monthly/Quarterly
Monthly Total HAV Exposure (Available for TEP or SEP or both)	Column chart that shows monthly days monitored.	Review levels of activity RAG'd to HAV thresholds	Monthly/Quarterly
Operator Exposure (Available for TEP and SEP)	General management report that shows the exposure distribution for a date range.	Review trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly
Operator Noise Exposure	Pie chart displaying the number of operator days in the selected period where an operators noise exposure is below BAV or above EAV/ELV.	Review total exposure level breaches over time.	Monthly/Quarterly
Operators and signatures	Lists operators against whom an intervention has been raised and their signatures have been collected.	Overview of acknowledgement of personal interventions	Monthly/Quarterly

Report	Description	Use	Frequency
Total Contact Events	Shows the total number of contact events compared with the previous period.	Monitor performance change	Monthly/Quarterly
Total Proximity To Danger Incursions	Bar chart displaying the number of short, moderate, and sustained proximity to danger incursions for the selected period and previous period.	Review levels of proximity incursions RAG'd to proximity thresholds	Monthly/Quarterly

### 1.3.2 Live Dashboard

**Table 3 - Live dashboard report**

Report	Description	Use	Frequency
Live Dashboard	Lists key statistics received from RASOR devices active within the day on HAVS, noise and proximity breaches	Monitor the exposure levels of deployed operators and track the locations of active RASORs.	N/A

### 1.3.3 Operator Dashboard

**Table 4 - Live dashboard report**

Report	Description	Use	Frequency
Operator Dashboard	Shows Average HAV Exposure data, Tool Exposure data, SD Contact Exposure, Exclusion Zone Detections, Noise Exposure and Dust Exposure data over the specified date range.	This report is useful when viewing an employee's detailed exposure risk data.	On demand

### 1.3.4 Operator Risk Overlay Dashboard

**Table 5 - Operator Risk Overlay dashboard report**

Report	Description	Use	Frequency
Operator Risk Overlay	Provides a graphical overlay for a single operator of multiple health risks such as HAVS, Noise and Dust.	Gain a better insight into the source and interdependency of risks eg from HAVS exposure identify a tool use which is generating high dust levels.	On demand

### 1.3.5 HAV Management - Exposure Data Reports

**Table 6 - HAV management exposure data report**

Report	Description	Use	Frequency
Workforce Average Exposure	General management report that shows the exposure trend for a date range.	Review trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly
Exposure Levels Reached	General management report that shows the number of operator days that fell into each HSE exposure level.	Review total exposure level breaches over time.	Monthly/Quarterly
Workforce Daily Exposure	Graphical report that shows the daily exposure data for each operator over the specified date range.	Review the spread of exposure points across the workforce or group, day by day. Useful for comparing operator's level of exposure.	On demand/Weekly

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<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Operator Daily Exposure	Shows the daily exposure data for each operator. The report shows the operator's total exposure as well as the time spent using tools and Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review who has breached exposure levels, on what projects and from which tools they have accrued exposure. Also review tool sharing activity. This reports displays intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention	Daily/Weekly

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Report	Description	Use	Frequency
Operator Average Exposure	Shows the <b>number of days</b> monitored for the specified date range and the same prior period. It also reports the <b>number of times</b> the operator has breached thresholds. The exposure variance illustrates increased or decreased exposure relative to the prior period. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review operators most exposed overall and their exposure trends. Further view of tools used overall to understand main source of exposure as well as specific daily tool use and tool sharing. This information better supports exposure reduction planning.	Weekly/Monthly / Quarterly/Annually
LIVE Operator HAV Exposure	Lists all watch data transmitted by RASOR devices for watches which have not been docked.	Review operators HAV exposure levels during the working day	N/A
LIVE Operator HAV Location	Identifies the location of active RASOR devices at the time of their last communication.	Track the location of active RASOR devices.	N/A

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Operator Exposure Action	Lists the daily exposure data for each operator as well as the source of the exposure and any interventions logged against them. There is space for an operator signature in the case of companies who wish to download PDF copy and have the report signed and filed for personnel files.	Review who has concerning levels of exposure, which tools have driven the exposure and what interventions have been put in place. Where an intervention has been added, a signature box is available to collect a signature against the intervention.	Weekly/Monthly
Top Tool Exposure	General management report that shows the aggregate exposure to each tool for the selected date range.	Review which tools are most exposing operators to HAV overall and the trend of exposure. This can help in understanding actions that will provide the greatest benefit in reducing exposure to workers by identifying tool replacements or changes in working practices.	Monthly/Quarterly/Annually
Intervention List	General management report that lists all Interventions with full details of who the Intervention has been logged against and when.	Record interventions taken against concerning levels of exposure. Interventions can be recorded against individual operators and by project/ group.	Monthly/Quarterly
Blocked Data	General management report that lists all Blocked Data records and who blocked it.	Review what data has been blocked and by whom.	On demand

### 1.3.6 HAV Management - Tool Data Reports

**Table 7 - HAV management tool data reports**

Report	Description	Use	Frequency
Tool Tag Variation	Shows comparisons between tool programmed vibration magnitude and watch sensed vibration.	Assess if tools are being used for the wrong task Assess if tools are being used incorrectly by the operator Assess if tool tags have been programmed incorrectly It is recommended that tool tag variations merit investigation only when it has been determined from the top tool exposure report that the tool is heavily used and creates a significantly higher SEP to TEP risk assessment.	On demand/ Monthly/Quarterly
Tool Usage	Shows use of individual tools ranked by trigger time.	Identify if tools are used more than others to address over reliance on specific tools and to support proactive and predictive tool maintenance Assess overall tool use within a project or team Assess numbers of days specific tool types are used to assess sufficient stock levels and remove redundant tools Understand correct tool use for projects through viewing tool usage per day by operators	Quarterly/Annually
Tool Utilisation	Lists tools, grouped by manufacturer, and tool type and reports on inventory and usage.	When tools have been assigned to Tool Types, track the tool inventory and tool usage. Useful for anyone responsible for maintenance or replacement of tools.	Quarterly/Annually

Report	Description	Use	Frequency
Tool Vibration Trends	Shows average sensed vibration of all tools, relative to tool tag vibration over set time periods within 24 months.	View sensed vibration level trend, which may highlight poor performing tools or poor tool use. Details of who has used the tool and the exposure points accrued can be listed from selecting <b>Details</b> and <b>Operators</b> .	On demand/ Quarterly/Annually
Tool Service Status	Shows service status for each tool that has been configured for Track Service Management.	Review service status of tools. The report details dates of the last and next service period, the trigger or hours remaining until the next service and the percentage of service period that has been used. Useful for anyone responsible for maintenance or replacement of tools.	Monthly/ Quarterly/ Annually

### 1.3.7 HAV Management - Resource Data Reports

**Table 8 - Resource data reports**

Report	Description	Use	Frequency
Devices Signed Out	Lists HAV watches that are currently signed out, who signed them out and when.	Establish when any watch has not been returned Track lost watches. HAV exposure data will not be reported until watches are returned to the docking/charging station.	On Demand
Spot Check	Shows daily operator HAV exposure data and tool usage history over the specified date range by each individual tool record.	View HAV exposure data, which tools have been used and for how long. The watch creates a new tool record for every tool tagged and for every instance vibration is determined after a 15 minute period. This report is useful when viewing an employee's detailed HAV exposure data.	On Demand
HAV Device Switched Off	Lists all operators who have switched the watch off and for how long, over the specified data range.	Track which operators have switched the watch off and for how long. Select <b>Details</b> to list, by day, the duration the device was switched off and the action that caused it to switch back on.	On Demand

Report	Description	Use	Frequency
Docking Station Allocation	Lists all docking/charging stations within the account and reports which units are active and how many watches have been signed out within the chosen time period.	Improve visibility of the activity level of Reactec assets. Based on docking stations, the report identifies which hardware is active and how many watches have been signed out from the docking station.	On Demand
Noise Spot Check	Shows daily operator Noise exposure data over the specified date range.	Review operators noise exposure levels	On Demand

### 1.3.8 Location Reports

**Table 9 - Location reports**

Report	Description	Use	Frequency
Live Workforce Location	Identifies the location of active RASOR devices at the time of their last communication.	Overview where RASOR devices are being actively used.	N/A
Operator Location History	Illustrates the movements of active RASOR units since being assigned to an operator.	Allows tracking of RASOR operators.	N/A

## 1.3.9 Notification Reports

**Table 10 - Notification reports**

Report	Description	Use	Frequency
Operator Check-ins	Show all open check-in activity.	Track active lone workers being managed by check-in notifications.	N/A
Operator Alarms	Reports all alarm activity over a selected time period. An action icon allows all details of the alarm to be reviewed.	Ensure alarms are managed adequately and repeating patterns identified for action.	Weekly/Monthly
Operator Alerts	The same information reported for alarms but covering notifications considered less critical and classified as alerts.	Review alert trends.	Monthly/Quarterly
Operator Slips/Trips/Falls	Reports all slip/trips/Falls activity over a selected time period. An action icon allows the details of the slips/trips/falls to be reviewed by day.	Ensure slips/trips/falls are managed adequately and repeating patterns identified for action.	Weekly/Monthly
Operator Mandown	Reports all Mandown activity over a selected time period. An action icon allows the details of the Mandown events to be reviewed by day.	Ensure Mandown events are managed adequately and repeating patterns identified for action.	Weekly/Monthly

### 1.3.10 Noise Reports

**Table 11 - Noise reports**

Report	Description	Use	Frequency
Workforce Average Noise Exposure	General management report that shows the exposure trend for a date range.	Review trend of overall Noise exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly
Workforce Daily Noise Exposure	Graphical report that shows the daily exposure data for each operator over the specified date range.	Review the spread of exposure points across the workforce or group, day by day. Useful for comparing operator's level of exposure.	On demand/Weekly
Operator Average Noise Exposure	Shows the <b>number of days</b> monitored for a specified date range and the same prior period. Shows the <b>number of times</b> the operator has breached thresholds. The exposure variance illustrates increased or decreased exposure relative to the prior period. The report identify active operators who have not used the system in the report period.	Review operators most exposed overall and their exposure trends. This information better supports exposure reduction planning.	Weekly/Monthly / Quarterly/Annually

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Operator Daily Noise Exposure	Shows the daily exposure data for each operator. The report shows the operator's total exposure and Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review who has breached exposure levels, on what projects. This reports displays intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention.	Daily/Weekly
Operator Daily Noise Exposure (Minuendo devices)	Shows the daily exposure data for each operator using Minuendo Smart Alert Ear Plugs, including data for each ear and ambient noise. The report shows the operator's total exposure and Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review who has breached exposure levels, on what projects. This reports displays intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention.	Daily/Weekly

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Operator Noise Exposure Action	Lists the daily exposure data for each operator as well as the source of the exposure and any interventions logged against them. There is space for an operator signature in the case of companies who wish to download PDF copy and have the report signed and filed for personnel files.	Review who has concerning levels of exposure and what interventions have been put in place. Where an intervention has been added, a signature box is available to collect a signature against the intervention.	Weekly/Monthly
Live Operator Noise Exposure	Lists all noise data transmitted by RASORs, for noise dosimeter devices which have not been docked.	Review operators noise exposure levels during the working day.	N/A

### 1.3.11 SAFE-DISTANCE Reports

**Table 12 - Proximity reports**

Report	Description	Use	Frequency
Workforce Contact	Shows, for each operator, number of days monitored, total and average contact time and the number of contact instances identified as short, moderate or sustained.	Identify employees or operations resulting in poor levels of social distancing to develop intervention measures. Action buttons allow an analysis for each individual of the key times of the day for contact or the key individuals. Contact instances within the same day with the same person are aggregated in the RAG (Red, Amber, Green), short, moderate and sustained reporting. Therefore, if two individuals have two short interactions but the combined time is moderate, this will be reported as one moderate instance. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention.	Daily/Weekly
Contact Spot Check	Lists, for each individual, when they were monitored and the contact time within that period.	Ensure individuals are protected when you expect them to be.	Daily/Weekly

Report	Description	Use	Frequency
Safe Zone Time	Shows, for each operator, the amount of time tagged into a safe zone and the total time tagged into a safe zone.	Ensure individuals are protected when you expect them to be. Select <b>Action</b> to see details of tagging in and out of safe zones.	N/A
Safe Zone Location	Identifies the location of safe zone tags for tags that have programmed latitude and longitude data.	Create a visual rendering of the location of SAFE-ZONES.	N/A
Live Operator Contact Tracing	Lists all SAFE-DISTANCE social distance alert and alarm data transmitted by RASORs for HAVwear devices which have not been docked.	Review operators potentially unsafe contacts during the working day.	N/A

Report	Description	Use	Frequency
Operator Contact Exposure Action	Shows, for each operator, the daily SAFE-DISTANCE contact data. Shows the operator's total contact time and time within cohorts, with the contact time graded as short, moderate or rustained.	Review to see who has collated high levels of potentially unsafe contact. This report displays intervention notes against specific operators where recorded. Where an intervention has been added a signature box is available to collect a signature against the intervention. The signature is made within the box using a touch screen or mouse movements.	Weekly/Monthly
Exclusion zone detections	Lists, by operator, exclusion zone breach records, naming individuals and date and time of occurrence.	Identify cause of individual breaches of iNDiCATOR exclusion zones.	Daily/Weekly

### 1.3.12 Dust Reports

Table 13 - Noise reports

Report	Description	Use	Frequency
Operator Average Dust Exposure	Table by process of operator exposure by particulate size	Review detailed exposure by activity	On demand/Weekly
Operator Dust Exposure Analysis	Graph of exposure pattern within a day for each operator	Review detailed exposure by time	On demand/Weekly

Report	Description	Use	Frequency
Workforce Daily Dust Exposure	Graphical report that shows the daily exposure data for each operator over the specified date range.	Review the spread of exposure points across the workforce or group, day by day. Useful for comparing operator's level of exposure.	Weekly/Monthly

### 1.3.13 Proximity Reports

Table 14 - Noise reports

Report	Description	Use	Frequency
Workforce Incursions	Summary by operator of the frequency and severity of incursions into exclusion zones	Review levels of proximity incursions RAG'd to proximity thresholds	Weekly/Monthly
Beacon Incursions	Summary by Beacon of the frequency and severity of incursions into exclusion zones	Review levels of proximity incursions RAG'd to proximity thresholds. This report has the ability to drill down into the data to be able to also identify who and when.	Weekly/Monthly
Incursion Spot Check	Check operators who have signed out watches and incursion time relative to sign out time	Check watches used as expected	Daily

<b>Report</b>	<b>Description</b>	<b>Use</b>	<b>Frequency</b>
Live Operator Proximity	List of exclusion zone incursions for watches currently signed out	Check live for dangerous activity	On demand
Beacon Location	Identify where incursions have occurred and how frequently	Review proximity location patterns	Daily/Weekly
Safe Zone Time	List of operators who have entered a Safe Zone and for how long	Allows a review of safe zone activity for excess use of detection disabling	On demand
Authorised Incursions Time	List of operators who have entered an authorised exclusion zone and for how long	Allows a review of authorised close proximity working for excess use of detection disabling	On demand
Pairing Events	Provides details on operators who have pairing activities with Beacons.	Provides an audit trail of operator use of Beacons and therefore vehicles.	On demand



## 2 Operations

This section provides information about the common operations performed.

### 2.1 Reactec Analytics reports filtering

The Reactec Analytics Toolbar provides access to the available reports modules.

To access a report, select the required reports module from the drop-down menu.

Use the **Filter** panel to filter the data used in a report by the group, region or division, and by date range. Labels can be assigned to operators and provide a fine-grained method of dynamically grouping operators. All reports that contain operator data can be filtered by one or more labels. Where multiple labels are selected, an operator will be included in the report results if they are currently assigned to any one of the selected labels.



#### Information

Reactec Analytics maintains a history of label assignments to allow reports run on historical data to be filtered using the labels that were assigned to the operators at the time the data was stored in Reactec Analytics.

To filter the data, select the required filter criteria using the drop-down menus in the **Filter** panel and select **View**.

The report chart displays the data for the chosen report, filtered according to the selected filter criteria.

### 2.2 Scheduling a report

Scheduled reports can be sent to one or more email addresses on a predefined schedule. These reports can be sent as PDFs or as links to the report in Reactec Analytics. These are useful to ensure key stakeholders are kept informed.

To schedule a report, follow these steps:

1. On the toolbar, navigate to the report that you want to schedule.  
For example, **HAV > Exposure Levels Reached**.
2. Using the **Filter** panel, filter the report data as required, then select **Email**.  
The **Email PDF report** window opens.
3. Within the **Recipients** box, select each person you want to receive a PDF copy of the report and select **Add**.
4. Select **Periodically**.  
The Schedule options are displayed.
5. Select the frequency that the report should be sent.
6. Select **OK**.  
The window closes and the scheduled report is added to the list on the **Report Emails** page.

**Tip**

You can edit scheduled reports on the **Report Emails** page.

## 2.2.1 View or manage scheduled reports

Administrators and Group Administrators can view a list of scheduled reports.

To view or manage scheduled reports, follow these steps:

1. On the toolbar, select **Report Emails**.  
A full list of scheduled reports is displayed.
2. Use the drop-down options to search for scheduled reports by a specific report, region, division, group or recipient.
3. Select **Filter**.
4. Select the report to be deleted or edited.  
If you select **Edit**, all the report parameters, including label filters, can be changed.
5. Select **Save**.

## 2.3 Configuring the dashboards

Both the dashboard and live dashboards can be configured to allow the user to edit the view to show data that is of greatest importance to them.

The dashboards operate under the existing data access controls for your account, e.g. if your account settings do not allow access to HAV exposure data, the dashboard will not show such reports as an option to place in the dashboard.

All levels of Users have editing permissions. to configure these levels follow these steps:

1. Login to the **Reactec Analytics**.
2. On the toolbar, navigate to **Dashboard** or **Live Dashboard**.
3. Using the Filter panel, select **Edit**.

Within the **Edit Dashboard** page, here you can remove reports, add reports and drag the blocks to re-arrange the view:

- Remove data by selecting the **X** within the block.
  - Add data by selecting **Add** at the top, choose from the list of available reports by selecting **+**, then select **Close**.
  - Re-arrange the page view by selecting anywhere within a block and dragging it to your preferred location.
4. Select **Save**.

## 2.4 Configuring the HAV risk flag dashboard report

A HAV risk report can be configured to your organisations expectations.

Only Administrators have editing permissions for this report.

To configure the HAV risk report, follow these steps:

1. On the toolbar, select **Data/Project Manager**.
2. Select **HAV Options**.
3. In **HAV Risk Dashboard Settings**, edit the **Risk Level** and **Monitoring Level** by selecting one of the drop-down options.
4. Select **Save**.

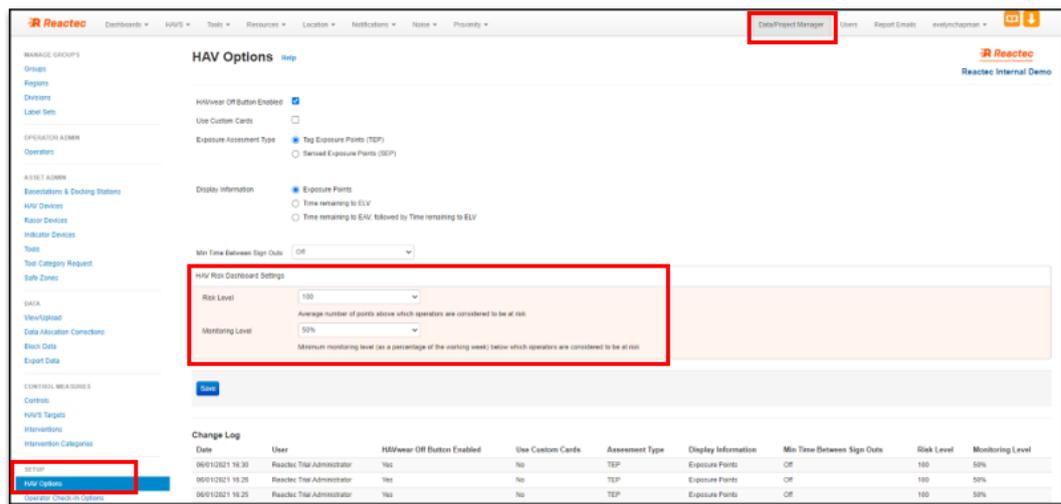


Figure 1 - HAV Options page