The purpose of this document is to guide Highways England’s Supply Chain colleagues through the process of accessing and exporting action records on Airsweb.

Please note: It is important that the data entered is factual, accurate, and relevant. These reports may be disclosed as part of regulatory monitoring, legal or coronial proceedings. Furthermore, the detail of these reports may inform Safety Alerts, and/or be escalated to the Board and members of senior management.

Data must be reported in accordance with Highways England instruction to Supply Chain via GG 128 within the DMRB: https://www.standardsforhighways.co.uk/dmrb/search?q=GG%20128&pageNumber=1

Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.

Airsweb link: https://highwaysengland.airsweb.net/Default.aspx
If you are having any technical issues with completing this information on Airsweb then please contact the Airsweb Supply Chain inbox via: Airwebsupplychain@highwaysengland.co.uk
Highways England Supply Chain Airsweb Guidance - Step by Step - Accessing and exporting Action records

1. Access AirsWeb by selecting an appropriate link and ‘Login’

2. To access an action and see a high level overview go to ‘Action Tracking’:

   Via the tiles in the main screen

3. This will take you to a screen where you can view Actions based on several quick search criteria:

4. You should now have a table displayed under ‘Action Tracking’

   Please note: the blue cross is used to censor sensitive information and/or unique identifying numbers – this will not be present on your system.
5. To complete a full search on all actions that you have access to:

Select ‘**Action Tracking**’ from the left hand side navigation menu
Then select [Search] from the bar at the top of the main screen

6. Under Hierarchy select ‘**Site/Project**’ from the Dropdown

7. This will take you into the search screen where you have the option to enter as much criteria as you desire, taking into account though that this will restrict your search (i.e. if you leave it blank then you will conduct a blanket search of everything that you have access to).

8. Once you have selected all of the criteria that you want to apply then click ‘**submit**’.
9. This will now take you through to a table of all actions meeting your criteria. The table will be identical as that shown in step 4.

10. To run a report and export full Action details into excel select from the banner above (or if you are no longer in this screen then access this by selecting ‘Action Tracking’ from the left hand navigation bar as shown in step 5)

11. Follow steps 6 and 7 and once criteria has been selected then click ‘Submit’

12. Once the data has been loaded you will see a file next to the submit button in blue text. Select this to access your exported data.