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: Airswebsupplychain@highwaysengland.co.uk
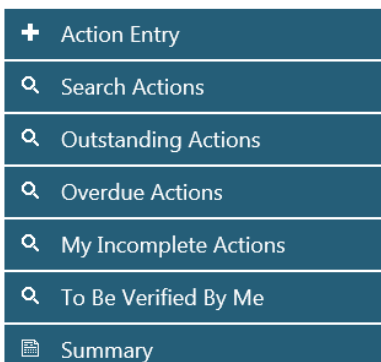
Highways England Supply Chain Airsweb Guidance - Step by Step - Accessing and exporting Action records

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'**:
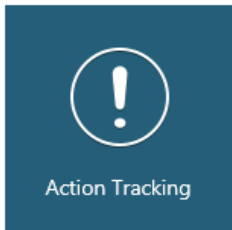
Via the tiles in the main screen

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

There is a variety of different criteria that you can utilise to view actions. Just click the relevant option to select.

If you have the individual Action ID then you can key it in here and click '**search'**

4. You should now have a table displayed under **'Action Tracking'**

System Action ID	Source	Action Assignee	Action Title	Target Date	Completed Date	Status	Assignee Verified		
	Event Tra...1193	...thew Farr	Joint Ops Meeting	2018-11-30		Not Started - Awaiting Re...	Yes		
	...vent Tr...321	...otte Tay...	Audit Compliance	2018-11-06		Not Started - Accepted	Yes		
	...vent...8933	...son	Please close down	2018-10-31		In Progress	Yes		
14...	...61479		Long term signal faults	2018-10-31		In Progress	Yes		
1440	...g 61215		Contact the VRO	2018-10-31		Not Started - Awaiting Re...	Yes		
1439	...g 61215					In Progress	Yes		
1435						Not Started - Accepted	Yes		
1424	...king 60740					Not Started - Awaiting Re...	Yes		
1414	...ng 60899	K...	re affirmining instructions	2018-10-31		Not Started - Awaiting Re...	Yes		
1366	...g 59080		Escalate to Connect Plus Services	2018-10-31		Not Started - Awaiting Re...	Yes		
1419	...61074		Radio book on process	2018-10-25		In Progress	Yes		
14...	...61554	...re	Please investigate	2018-10-24		Not Started - Accepted	Yes		
1...	...vent T...301	...urtis	update investigation	2018-10-24		Not Started - Accepted	Yes		
...	Event Tra...91	...s Wright	Mitigate risk a objects falling int...	2018-10-21		Not Started - Awaiting Re...	Yes		
14...	Event Trac...59391	...es Wright	SSOW compliance brief/supervis...	2018-10-21		Not Started - Awaiting Re...	Yes		
			1 2 3 4 5 6 7 8 9 10 ... >>					Page 1 of 14	

To view further details click on the Action ID which will take you into the Action

If you wish to export this table into excel then click this icon

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:
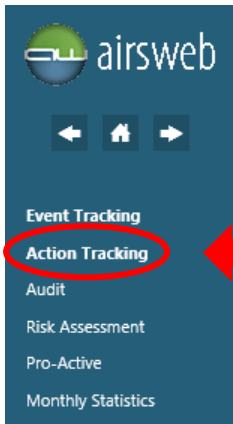
Select **'Action Tracking'** from the left hand side navigation menu

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).

☐ Action Tracking ☐ Event Tracking ☐ Audit ☐ Pro-Active ☐ Risk Assessment

System Action ID :	[ ]

If you know the source of the action you can select it here

Site/Project :	A45 Rushden Lakes S278 works Area 1 Area 10 (BBMM - ASC)
Action Assignee	[▼]
Assignee Verified :	○ No ○ Yes
Action Verifier :	[▼]
Completion / Verification Status :	○ Incomplete ○ Overdue ○ Awaiting Verification ○ Verified ○ Verification Rejected ⦿
Action Type :	[▼]
Priority :	[▼]
Status :	Not Started - Awaiting Response Rejected Not Started - Accepted In Progress
Target Date (From) :	[ ] ▼ ⓘ	**Target Date (To) :** [ ] ▼ ⓘ 🗓
Completed Date (From) :	[ ] ▼ ⓘ	**Completed Date (To) :** [ ] ▼ ⓘ 🗓
Department :	[▼]

Submit   **Reset**

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 [Export] 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.

Submit **Reset** **Open Export** ~~2019-09-07~~ ~~06:38Z~~