




National Highways supply chain colleagues - Accessing and exporting incident records on the Highways Accident Reporting Tool

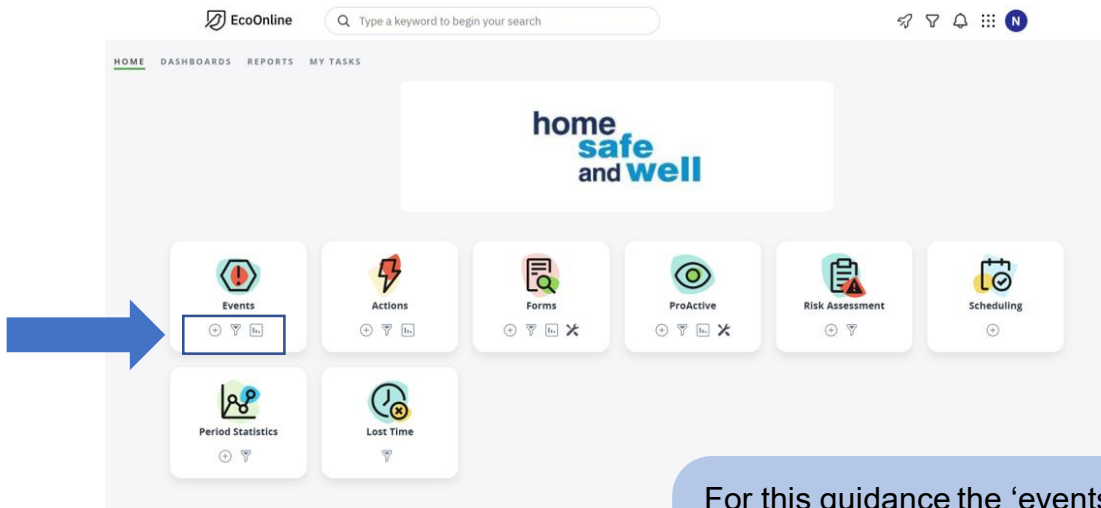
This guidance is designed to assist users in every step of the
process when accessing and exporting incident records on
the Highways Accident Reporting Tool


Highways Accident Reporting Tool can be accessed here:
<https://ehsuk.ecoonline.net/nationalhighways>

If you are experiencing any technical issues with using
Highways Accident Reporting Tool, please contact us via;
HARTsupplychain@highwaysengland.co.uk

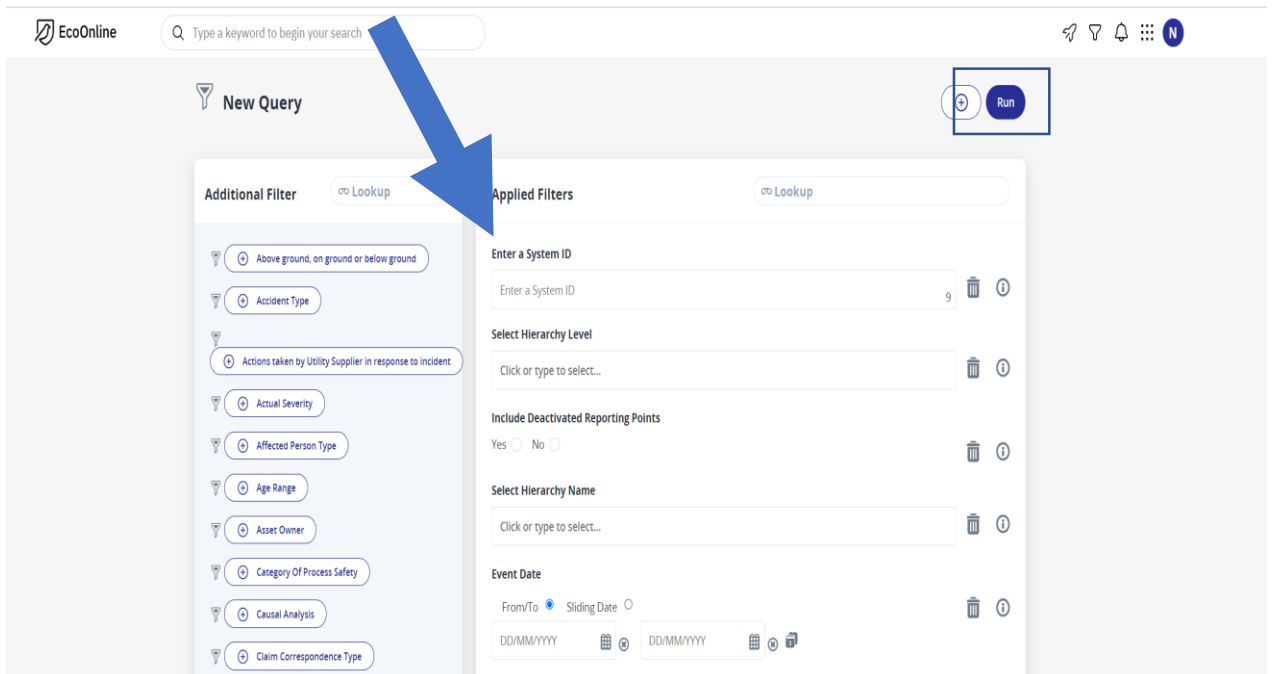
National Highways supply chain colleagues guidance - Accessing and exporting incident records on the Highways Accident Reporting Tool

1. Access the Highways Accident Reporting Tool by selecting the appropriate [link](#).
2. From the home screen, click on the 'query icon'  under the events tile



For this guidance the 'events' module is being used – but the same process can be followed to access and export data from all other modules. 

3. If you are searching for a specific record where you know the unique record ID, enter the number here and select 'run'. This will display the record.



4. If you are looking for collective records or records where the ID number is not known, select the relevant filters you wish to apply, from those listed on the left hand side of the screen. For example; if you want to specify a date range, select 'event date' and select, 'run'

Event Date

From/To Sliding Date

DD/MM/YYYY DD/MM/YYYY

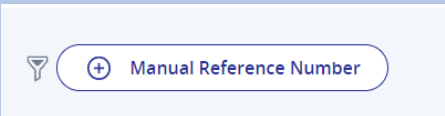
Records Older Than Specified Days

Records Older Than Specified Days

The more filters you add the more your search criteria will be reduced.

If you select no filters – the records shown relate to all incidents reported within the projects/regions you have the relevant permission level to access.

If you are searching for a specific record that was previously reported on Airsweb, select, 'manual reference number' from the filter options. This is the field where the Airsweb reference will be stored.



5. The selected events will now be listed, as shown below. To look at specific event record, click on the applicable 'Record ID' number shown in **blue and bold**

Record ID	Status	Site/Project	Date and Time of Event	Location Level 1	Event Type	Is this Legally Privileged?
106	In Progress	Area 7	28 Sep 2021 08:00			X
105	Closed	MP-0179 - A2 Bean & Ebbsfleet Junction Improvement (Study)	28 Sep 2021 14:00		• Personal illness or injury	X
104	In Progress	Outstation - Tingley	28 Sep 2021 11:30			X
103						
102						
101						
100	In Progress	Area 14	28 Sep 2021 06:00			X
99	In Progress	Area 1 & 2	28 Sep 2021 08:00			X
98	In Progress	Area 13	28 Sep 2021 14:00		• Infrastructure / Asset	X
97	In Progress	Area 13	28 Sep 2021 01:00		• Security	X

Results: 46

These are not real events, these are examples used for training purposes only.

This view is sorted by 'Record ID', descending order.

You can customise your view by selecting the relevant header to sort in descending or ascending order.

6. To view this selected data in a chart/graph format – select ‘create new’ and select your chosen presentation method from the options available

If you would like to export this as a raw data extract, simply select the export icon shown here;

Date and Time of Event	Location Level 1	Event Type	Is this Privile
28 Sep 2021 08:00			X
28 Sep 2021 14:00		• Personal illness or injury	X
28 Sep 2021 11:30			X
28 Sep 2021 16:00		• Mental Health & Wellbeing	X
28 Sep 2021 16:00			X
28 Sep 2021 08:00			X
28 Sep 2021 06:00			
28 Sep 2021 08:00			
28 Sep 2021 14:00			
28 Sep 2021 01:00			

If you would like to continue utilising the data within the Highways Accident Reporting Tool – please continue:

7. It is now time to choose how you would like to view the data. For this example, ‘number tile’ has been selected. Use the options on the right hand side of your screen to determine how you would like your data to be shown. For example, here we have selected ‘event type’

By right clicking on the bar chart/graph you have produced, you have the option to export this via; PDF, SVG, CSV, XLS etc.

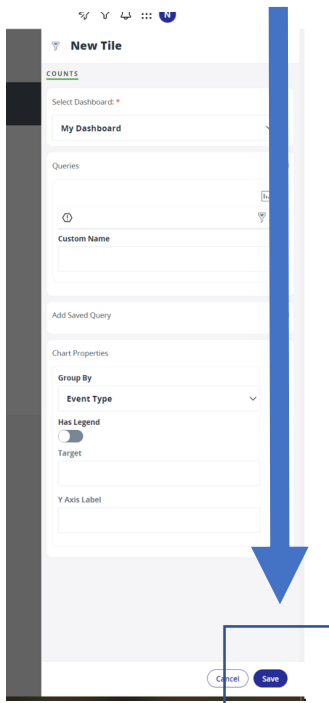
If you would like to display a target on your data tables, simply select ‘has legend’ and add the target value.

Has Legend

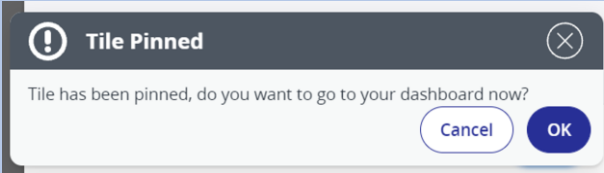
Chart Properties

- Group By: Event Type
- Has Legend:
- Target: _____
- Y Axis Label: _____

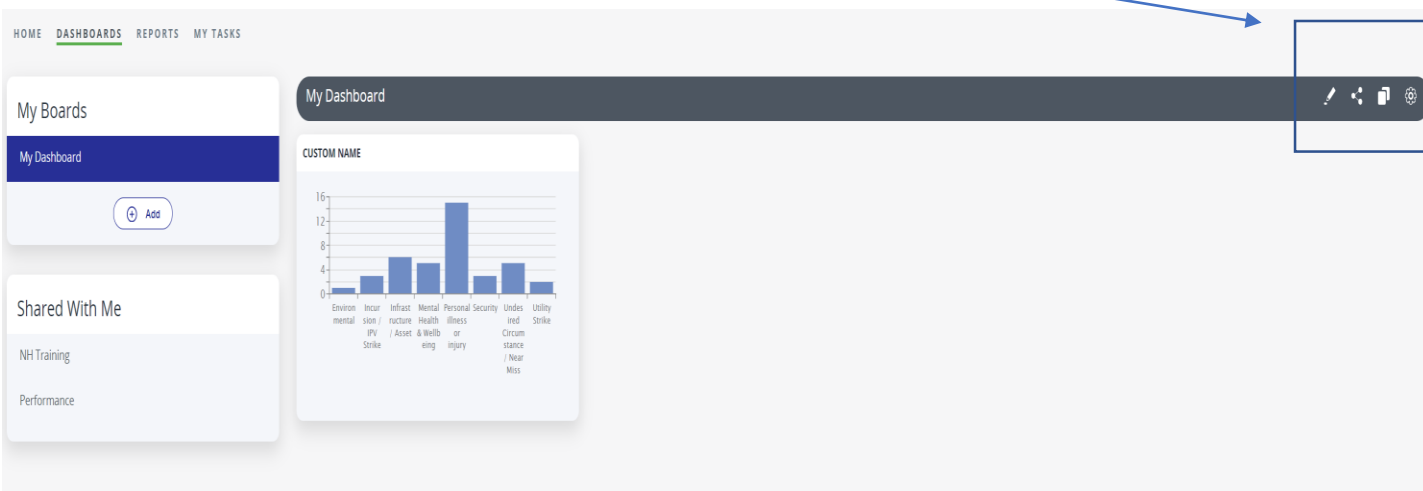
8. Select 'save' to save this chart/table into your dashboard.







Once this has been saved, you will see a pop up message to confirm this has been actioned. This gives you the option to go directly to your dashboard or continue to query more data.





9. By selecting 'ok' to go to your dashboard, you will see your chosen data in the format you have chosen. From here you have the following options;



Edit  allows you to edit the table, you can make it larger, you can add a title, add labels to the axis and query the data. 

Share  this enables you to share your chart with the colleagues you select. Please note, the data they see will be determined by their permission levels. 

Copy  this enables you to copy this chart onto another dashboard – if you are creating more than one dashboard, perhaps for different groups or needs. 

10. Simply repeat steps 3 to 8 to create different data sets/tables. These can be added to your dashboard.