



National Highways supply chain colleagues – Accessing and editing hours worked, on the Highways Accident Reporting Tool


This guidance is designed to assist users in every step of the process when accessing and editing hours worked onto 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

Highways Accident Reporting Tool - supply chain colleagues guidance – accessing and editing hours worked

1. Access Highways Accident Reporting Tool by selecting the appropriate [link](#).



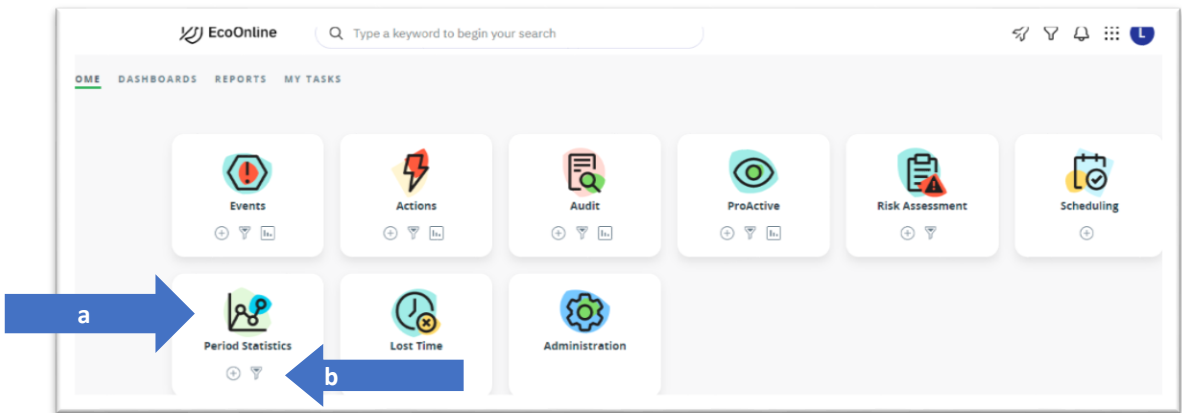
The login screen for EcoOnline. It features the EcoOnline logo at the top, followed by the text 'Select your sign in method'. Below this are two buttons: 'Highways England Employees' (grey) and 'Username and Password' (green). A blue arrow points from the 'Username and Password' button to a text box on the right.

Supply chain colleagues no longer need to remember an additional username, because this is now your email address.

If you don't already have an account please contact us via, HARTsupplychain@highwaysengland.co.uk

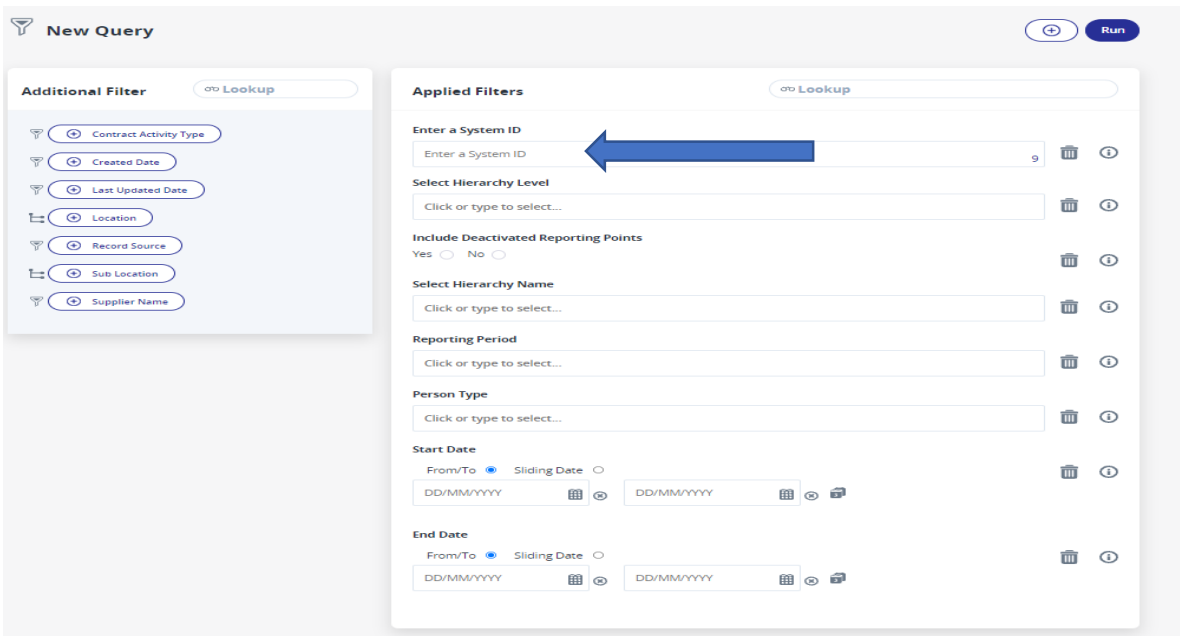
For National Highways supply chain colleagues, please select '**Username and Password**'

2. On the home screen main tiles, under the '**Period Statistics**' tile, there are 2 ways you can access records:
- a. Selecting the tile itself: this takes you into **all** of the hours records that you have access to. If you choose this option go straight to Step 6.
 - b. Selecting the filter icon: to specify a criteria of all records that you wish to view.



The home screen of the EcoOnline application. It shows a navigation bar with 'HOME', 'DASHBOARDS', 'REPORTS', and 'MY TASKS'. Below this is a grid of tiles: 'Events', 'Actions', 'Audit', 'ProActive', 'Risk Assessment', 'Scheduling', 'Period Statistics', 'Lost Time', and 'Administration'. A blue arrow labeled 'a' points to the 'Period Statistics' tile, and another blue arrow labeled 'b' points to the filter icon (a funnel) on the 'Period Statistics' tile.

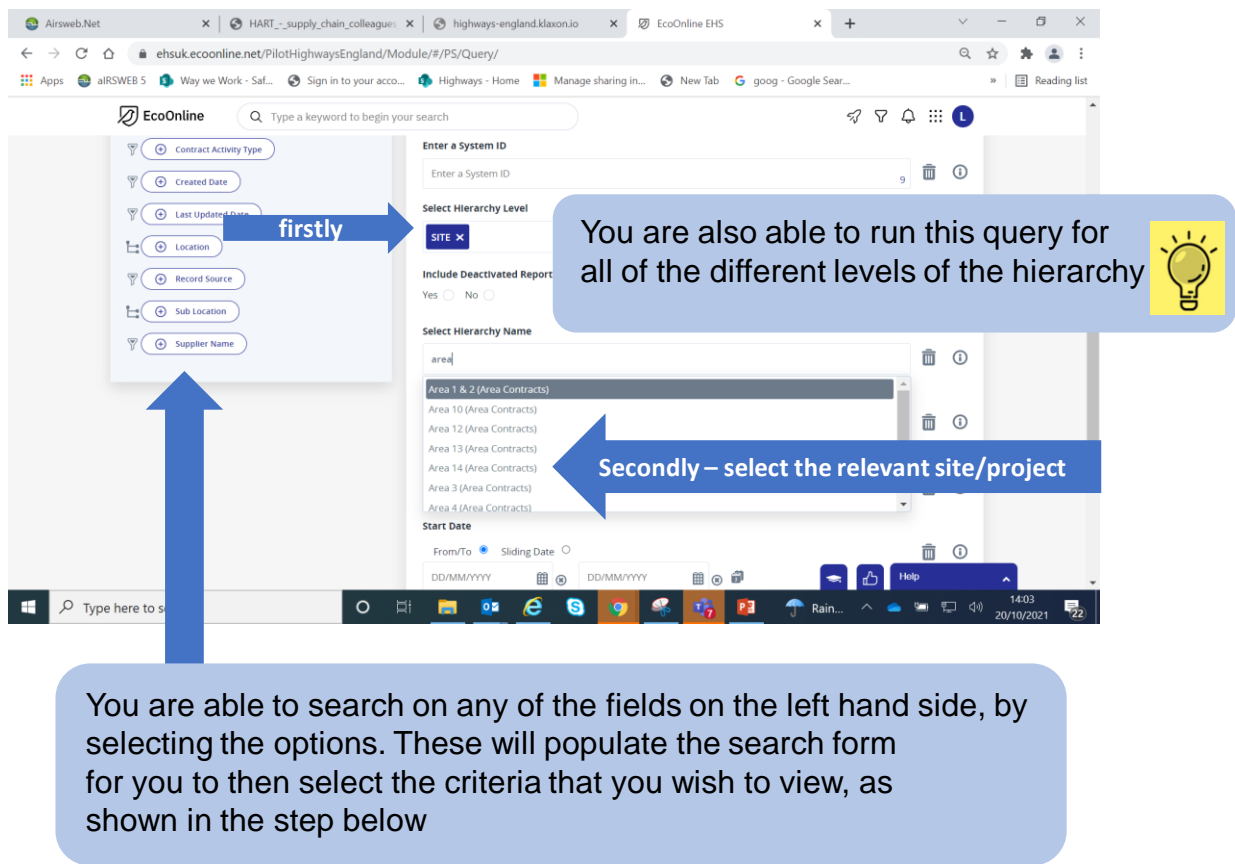
3. If you are searching for a specific record where you know the unique record ID, enter the number here and select '**run**'. This will display the record;



The 'New Query' screen in the application. It has two main sections: 'Additional Filter' on the left and 'Applied Filters' on the right. The 'Additional Filter' section has a 'Lookup' button and a list of filters: 'Contract Activity Type', 'Created Date', 'Last Updated Date', 'Location', 'Record Source', 'Sub Location', and 'Supplier Name'. The 'Applied Filters' section has a 'Lookup' button and several input fields: 'Enter a System ID' (with a blue arrow pointing to it), 'Select Hierarchy Level', 'Include Deactivated Reporting Points' (Yes/No), 'Select Hierarchy Name', 'Reporting Period', 'Person Type', 'Start Date' (From/To and Sliding Date), and 'End Date' (From/To and Sliding Date). A 'Run' button is at the top right.

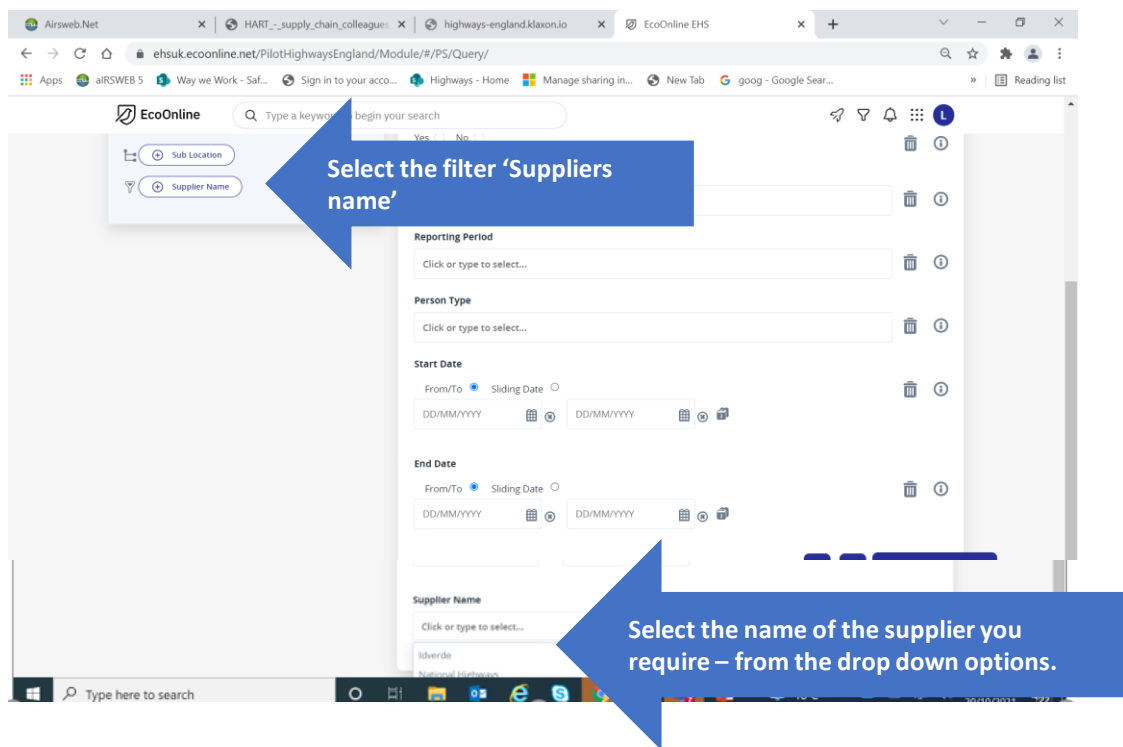
4. If you are looking for collective hours or entries where the ID number is not known, the following options are required:

a. For entries relating to a specific site/project:



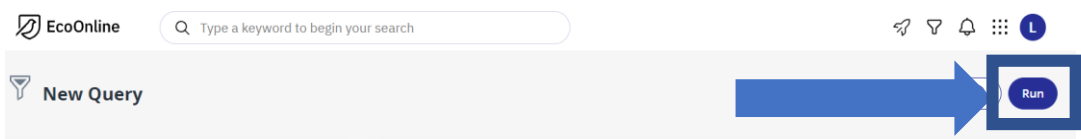
The screenshot shows the EcoOnline search interface. On the left, a sidebar contains filter options: Contract Activity Type, Created Date, Last Updated Date, Location, Record Source, Sub Location, and Supplier Name. A blue arrow labeled "firstly" points to the "Location" filter. In the main search area, the "Enter a System ID" field is empty. Below it, the "Select Hierarchy Level" dropdown is set to "SITE". A blue callout box with a lightbulb icon says: "You are also able to run this query for all of the different levels of the hierarchy". Below that, the "Select Hierarchy Name" dropdown is open, showing a list of areas: Area 1 & 2 (Area Contracts), Area 10 (Area Contracts), Area 12 (Area Contracts), Area 13 (Area Contracts), Area 14 (Area Contracts), Area 3 (Area Contracts), and Area 4 (Area Contracts). A blue arrow labeled "Secondly – select the relevant site/project" points to this list. At the bottom, a blue callout box says: "You are able to search on any of the fields on the left hand side, by selecting the options. These will populate the search form for you to then select the criteria that you wish to view, as shown in the step below".

b. For entries relating to a specific supplier:



The screenshot shows the EcoOnline search interface. On the left, the "Supplier Name" filter is selected. A blue arrow points to it with the text "Select the filter 'Suppliers name'". In the main search area, the "Reporting Period" and "Person Type" dropdowns are set to "Click or type to select...". Below them, the "Start Date" and "End Date" fields are set to "From/To" with date pickers. At the bottom, the "Supplier Name" dropdown is open, showing a list of suppliers: Idverde, National Highways, and others. A blue arrow points to this list with the text "Select the name of the supplier you require – from the drop down options."


5. Once you have selected the criteria that you require, select 'Run'



The screenshot shows the EcoOnline search interface. At the bottom, there is a "New Query" button and a "Run" button. A blue arrow points to the "Run" button.

6. You can now see all the records that meet the criteria that you have searched for. (If you want to view but not export records go straight to step 9)

Record ID	Site/Project	Reporting Period	Start Date	End Date	Person Type	Average Headcount (Total)	Hours Worked (Total)
13	A1 Birtley to Coal House Widening	October 2021	1 Oct 2021	31 Oct 2021		0	0
12	A1 & A19 Technology Improvements	October 2021	1 Oct 2021	31 Oct 2021		0	0
11	A1 Birtley to Coal House Widening	October 2021	1 Oct 2021	31 Oct 2021	• Visitor • Contractor	56	3,000
10	A66 Trans-pennine route dualling	October 2021	1 Oct 2021	31 Oct 2021	• Contractor	100	3
9	A57 (T) to A57 Link Road	October 2021	1 Oct 2021	31 Oct 2021		0	0
8	A1 Scotswood to North Brunton	October 2021	1 Oct 2021	31 Oct 2021	• Contractor	20	300
7	A63 Castle Street	October 2021	1 Oct 2021	31 Oct 2021	• Employee • Contractor	70	1,300
6	Area 6 & 8	September 2021	1 Sep 2021	30 Sep 2021	• Contractor • Employee	35	

7. If you wish to export the records, select the  icon. You have the ability to choose the format that you view the data in and the fields that you wish to see by making your selection here and selecting the ‘export’ button;

Document Export

Sort By: [Dropdown]

Export Format: [Dropdown] Excel (.xlsx)

Select all ☐

Filter

Common Fields ☐ (16)

Reporting Point / Period ☐ (17)

People ☐ (18)

Totals ☐ (19)

Cancel Export

8. The following message is displayed, when the export has been successful. The download is available here

Export successfully requested

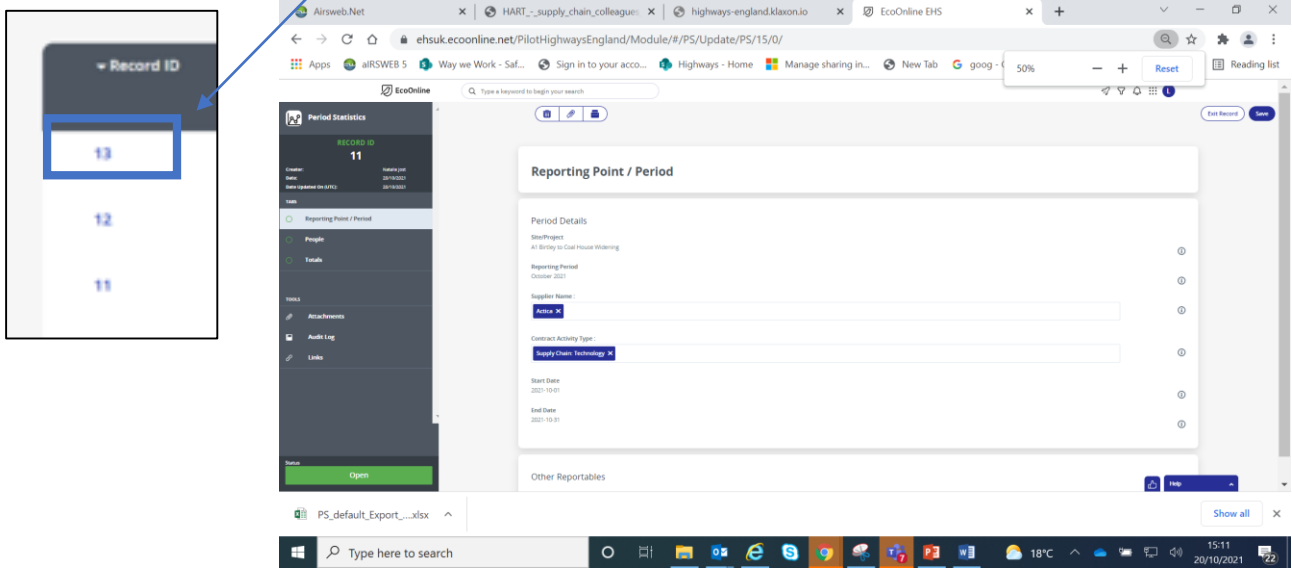
Please Wait

Your export is being generated, a link will appear below when it is ready

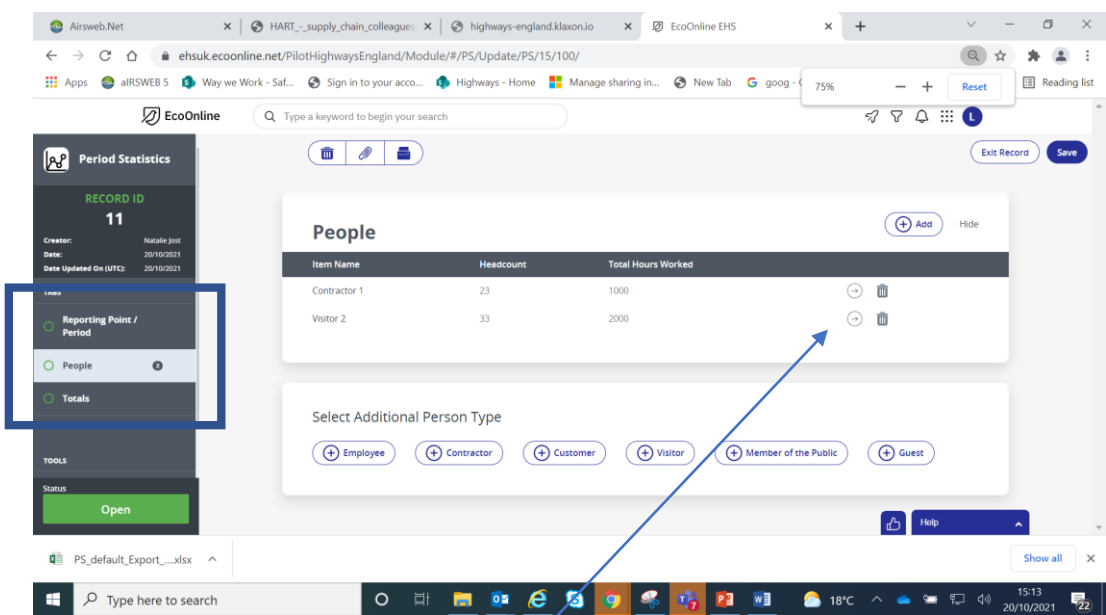
Download


PS_default_Export_...xlsx

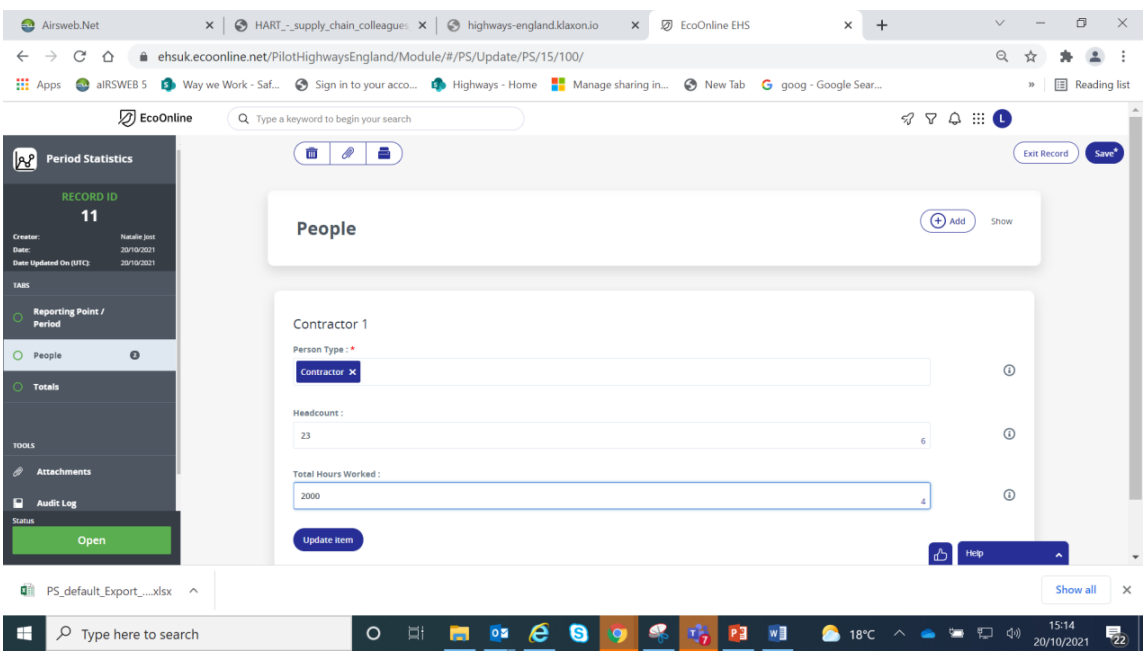
9. Click on the 'record ID' (shown in blue) relating to the entry you are looking for, to expand the record;



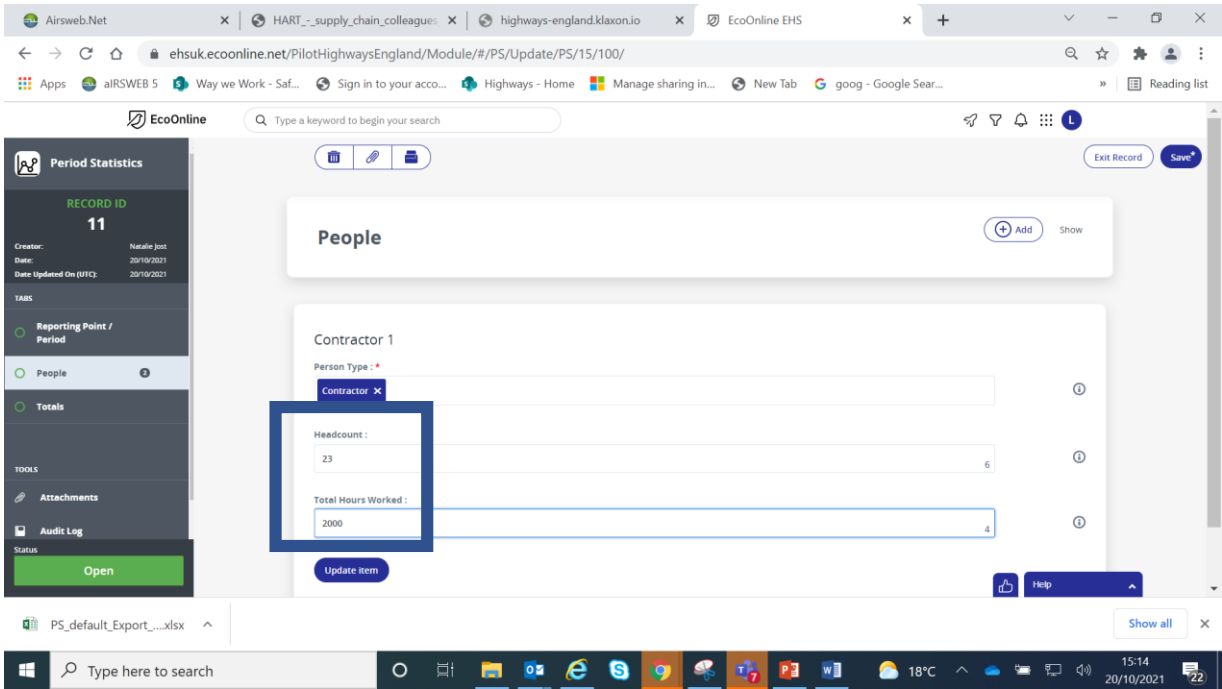
10. Navigate through the tabs on the left hand side of the screen, to view the full details stored within the record;



11. For entries consisting of different populations of people (for example; contractors, employee etc) use the arrow keys  to expand the data, held within each record;



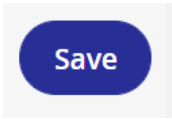
12. Correct the data within the record by overwriting the existing data, within the appropriate fields;



13. Once you are content the record consists of the accurate data select ‘**update item**’



14. If you need to update more than one row of data within this record repeat step 10. Select ‘**save**’ once all updates are complete;



15. The revised grand totals will be displayed for the overall record. Once you are content the record is accurate select ‘**exit record**’ to exit.