



National Highways Supply Chain colleagues – creating Dashboards on Highways Accident Reporting Tool

This guidance is designed to assist users in every step of the process when creating Dashboards on our 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 – National Highways Supply Chain Colleagues guidance - Creating Dashboards

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Introduction

It is recommended that all sections of the guidance are reviewed prior to using the dashboards for the first time. Each section can then be referred to on an as needed basis after that.

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

Creating your own dashboard by querying data


You can query the data in two ways:

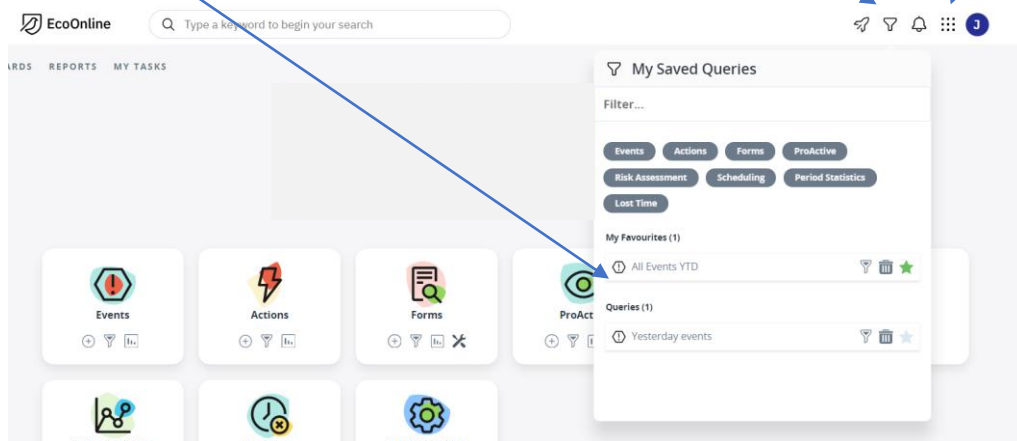
- by using a 'Saved Query' or
- by creating a new query.




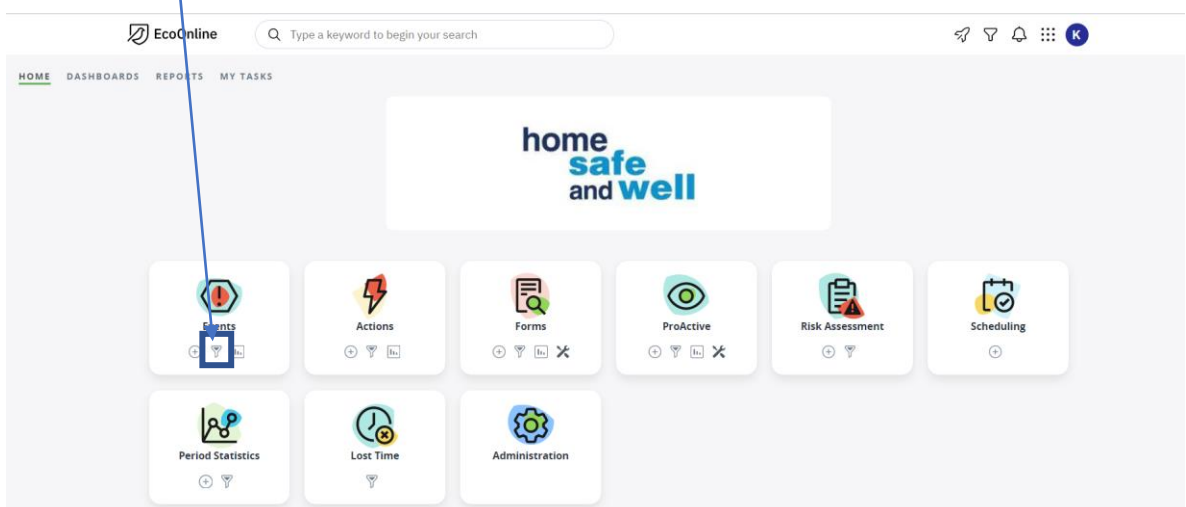
Use the Shortcut Menu to quickly navigate the system.



1. For My Saved Queries: Click on the **Query icon**  and select the query required.



2. For new queries: decide which module you want to run a query on, and click on the **Query icon**  for that module.



For this guidance the 'Events' module is being used, but the same process can be followed to create dashboard tiles from all other modules

EcoOnline

Type a keyword to begin your search

3

New Query

+

Run

Additional Filter

Lookup

+

Above ground, on ground or below ground

+

Accident Type

+

Actions taken by Utility Supplier in response to incident

+

Actual Severity

+

Affected Person Type

+

Age Range

Applied Filters

Enter a System ID

Enter a System ID

Select Hierarchy Level

Click or type to select...

Include Deactivated Reporting Points

Yes No

Select Hierarchy Name

Click or type to select...

The **New Query** page will display the most commonly used items to search on. The **Additional Filter** panel allows you to add in further fields to query, including a Free Text Search field for specific queries. The **Lookup** field helps you find the Additional Filter you require (as the list is quite long).

If you do not select any options from within the **Applied Filter** fields, when you click on **Run**, the Query will return ALL of the data you have access to, regardless of status or severity for example. It is therefore important to take the time to get this initial data source right for your query.

Use the **Sliding Date** option for queries needed regularly such as every month / quarter / rolling year. This way you do not have to keep selecting new event dates, the system will automatically update and move through time with you.

Click on the **Dustbin** if the Filter is not required.

Here is an example of how to search for all the lost time injuries for 'this year'.

The initial results are shown in a table format which can be exported directly to Excel or as a .csv file with the ability to further select which fields are displayed from the drop down options.

Applied Filters

Lookup

Select Hierarchy Level

Click or type to select...

Event Date

From/To Sliding Date

This Year

Event Type

Personal illness or injury

Event Sub Type

RIDDOR > 7 Days 4 to 7 Day Injury 1 to 3 Day Injury Non-RIDDOR > 7 Day Injury

EcoOnline

Type a keyword to begin your search

3

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Create New

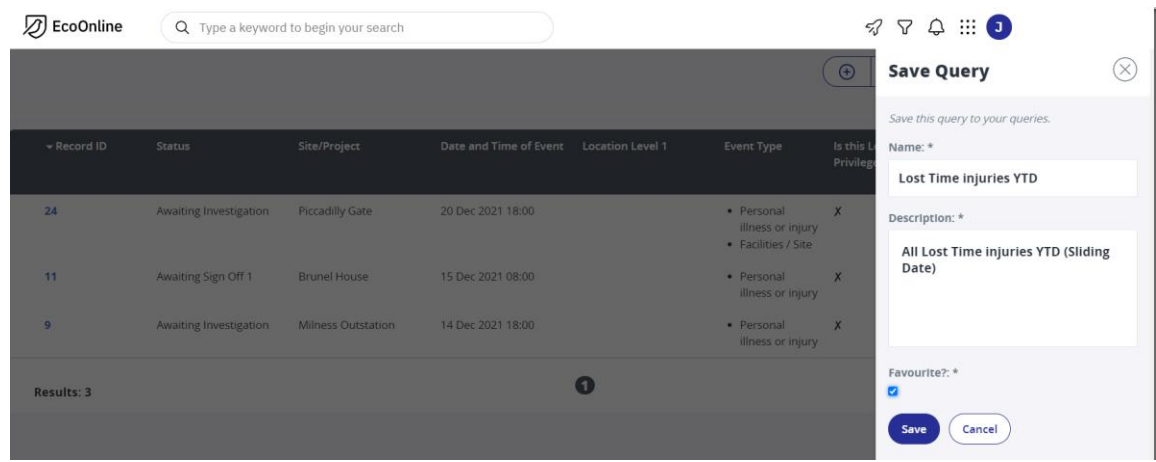
Save

Record ID	Status	Site/Project	Date and Time of Event	Location Level 1	Event Type	Is this Legally Privileged?	Open Actions/Total Actions
11	Awaiting Sign Off 1	Brunel House	15 Dec 2021 08:00		Personal illness or injury	X	1/1
9	Awaiting Investigation	Milness Outstation	14 Dec 2021 18:00		Personal illness or injury	X	0/0

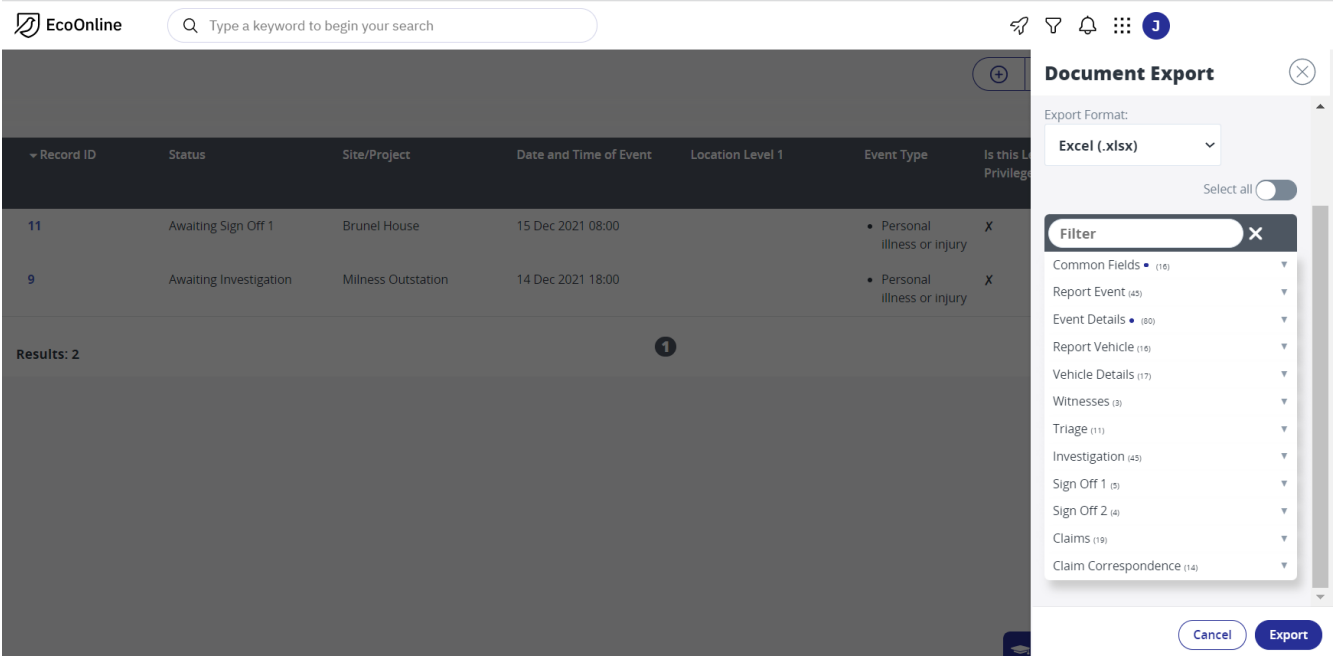
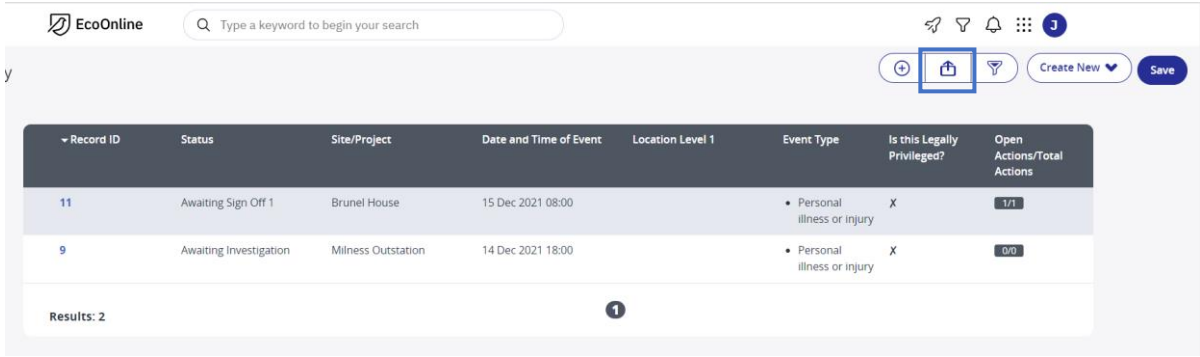
Results: 2

1

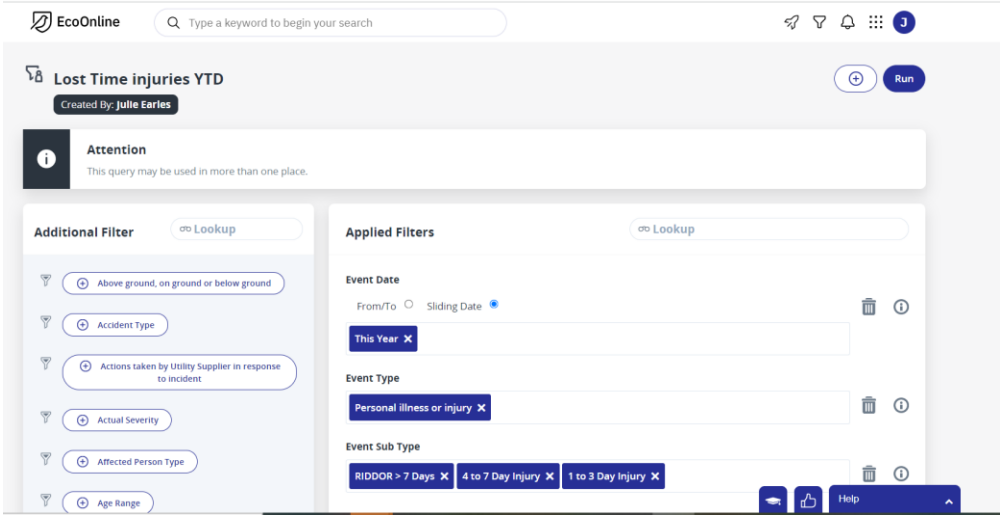
3. **Save** the query with an appropriate name and complete the Description box. The query can also be saved as a Favourite (as shown in 1 above).



4. Click on **Export** to generate the file if required and select which fields are to be displayed on the export, to make it more manageable.



5. Filter the saved query further if required by selecting and deselecting filters as before. In this example you might only want to view incidents for a particular location which is completed by adding in a 'Hierarchy Level' and 'Name' from the additional filters.



6. **Save** the new query as before, with a new name to indicate the new query criteria.

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

EcoOnline

Type a keyword to begin your search

3

★ Lost Time injuries YTD

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Create New

Edit

Record ID	Status	Site/Project	Date and Time of Event	Location Level 1	Event Type	Is this Legally Privileged?	Open Actions
24	Awaiting Investigation	Piccadilly Gate	20 Dec 2021 18:00		Personal illness or injury Facilities / Site	X	0/2
11	Awaiting Sign Off 1	Brunel House	15 Dec 2021 08:00		Personal illness or injury	X	1/1
9	Awaiting Investigation	Milness Outstation	14 Dec 2021 18:00		Personal illness or injury	X	0/0

Results: 3

1

CUSTOM NAME

3

CUSTOM NAME

2021-12

CUSTOM NAME

United Kingdom
Ireland
Netherlands
Belgium
France
Poland
Czechia
Austria
Hungary
Slovakia
Croatia
Serbia
Italy
Spain
Portugal
Luxembourg
Denmark
Lithuania
Latvia
Estonia
Cyprus
Malta
Greece
Bulgaria
Romania
Bosnia and Herzegovina
Montenegro
Albania
North Macedonia
Turkey
Cyprus
Malta
Greece
Bulgaria
Romania
Bosnia and Herzegovina
Montenegro
Albania
North Macedonia
Turkey

Record ID	Status	Site/Project	Date and Time of Event	Location Level 1	Event Type
24	Awaiting Investigation	Piccadilly Gate	20 Dec 2021 18:00		Personal illness or injury
11	Awaiting Sign Off 1	Brunel House	15 Dec 2021 08:00		Personal illness or injury
9	Awaiting Investigation	Milness Outstation	14 Dec 2021 18:00		Personal illness or injury

Results: 3

1

8. For this example, ‘graph tile’ has been selected. Select 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 ‘Group by – Injury Type’

EcoOnline

Type a keyword to begin your search

3

★ Lost Time injuries YTD

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Create New

Edit

Record ID	Status	Site/Project	Date and Time of Event	Location Level 1	Event Type
24	Awaiting Investigation	Piccadilly Gate	20 Dec 2021 18:00		Personal illness or injury
11	Awaiting Sign Off 1	Brunel House	15 Dec 2021 08:00		Personal illness or injury
9	Awaiting Investigation	Milness Outstation	14 Dec 2021 18:00		Personal illness or injury

Results: 3

1

CUSTOM NAME

Bar chart showing injury counts by location. The chart has three bars for 'Cut / laceration', 'Fracture', and 'Strain / sprain', all with a value of 1. A legend shows a blue square for 'Injury Type'.

New Tile

Add Saved Query

Chart Properties

Group By

Injury Type

Show Data Labels

Target

Y Axis Label

Cancel

Save

💡

Right click on the chart to download as a PDF, SVG, CSV, XLS etc.

9. Click **Save** to save this chart 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.

! Tile Pinned

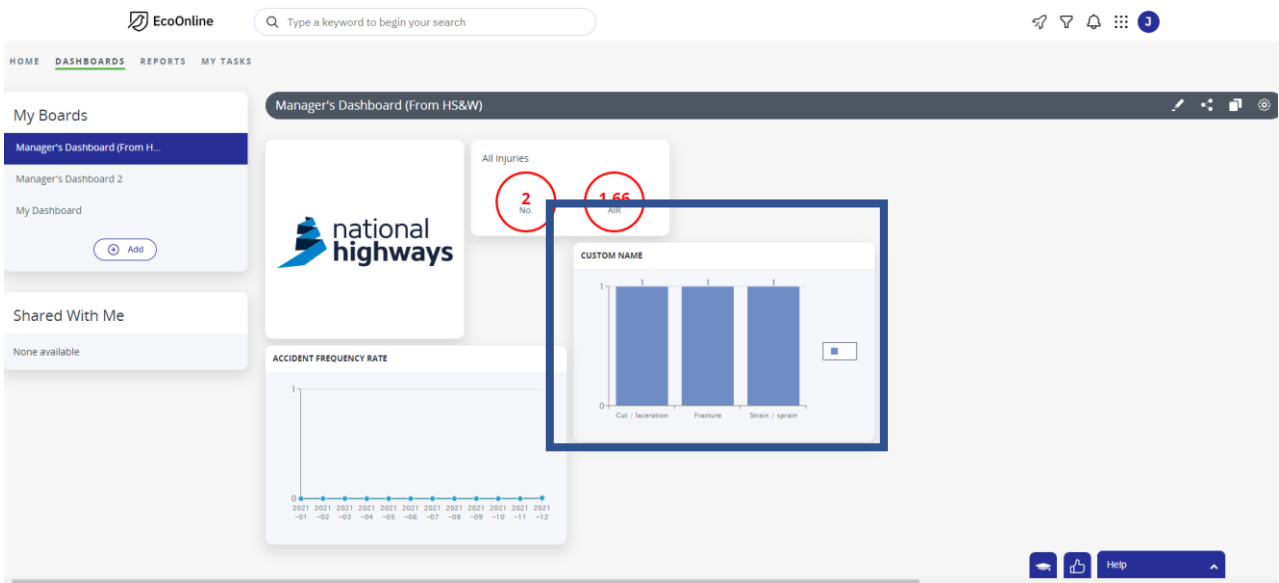
Tile has been pinned, do you want to go to your dashboard now?

Cancel

OK

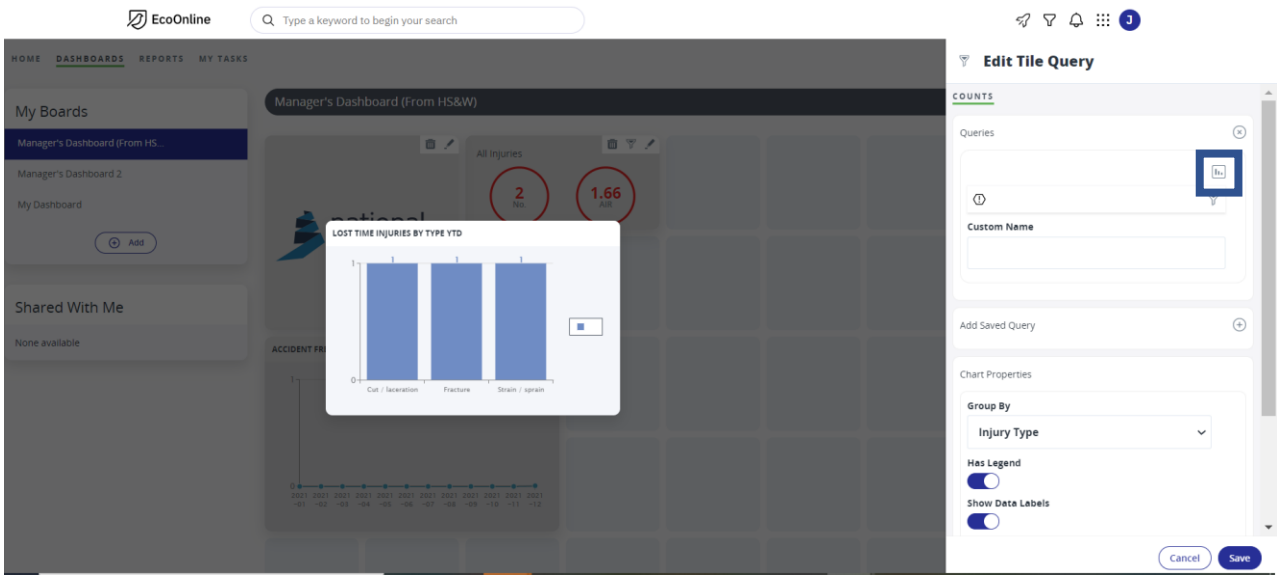
💡

10. Click on the **pencil icon** to immediately re-name the tile you have just added, otherwise they will all say 'Custom Name'.



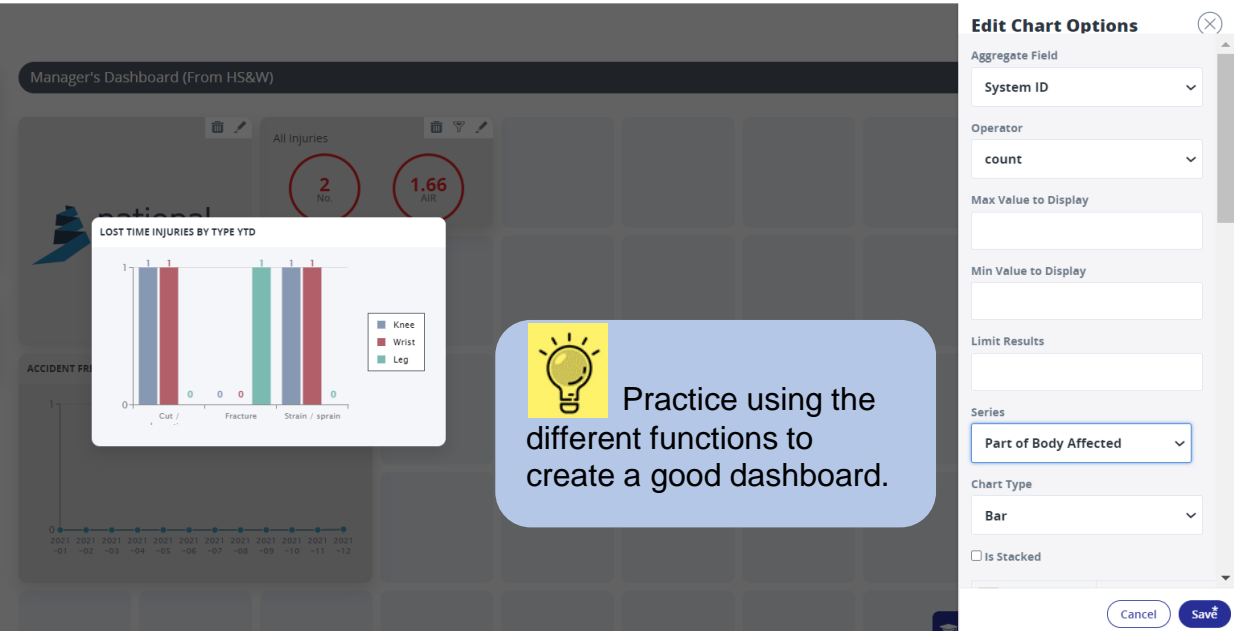
11. To edit the Tile Query (without affecting the original saved query) click on the **dashboard pencil icon** and then the **Query icon** to show the same screen used earlier.

12. To edit the Chart Options click on the **Chart Icon**: there are several options available to enhance the display.

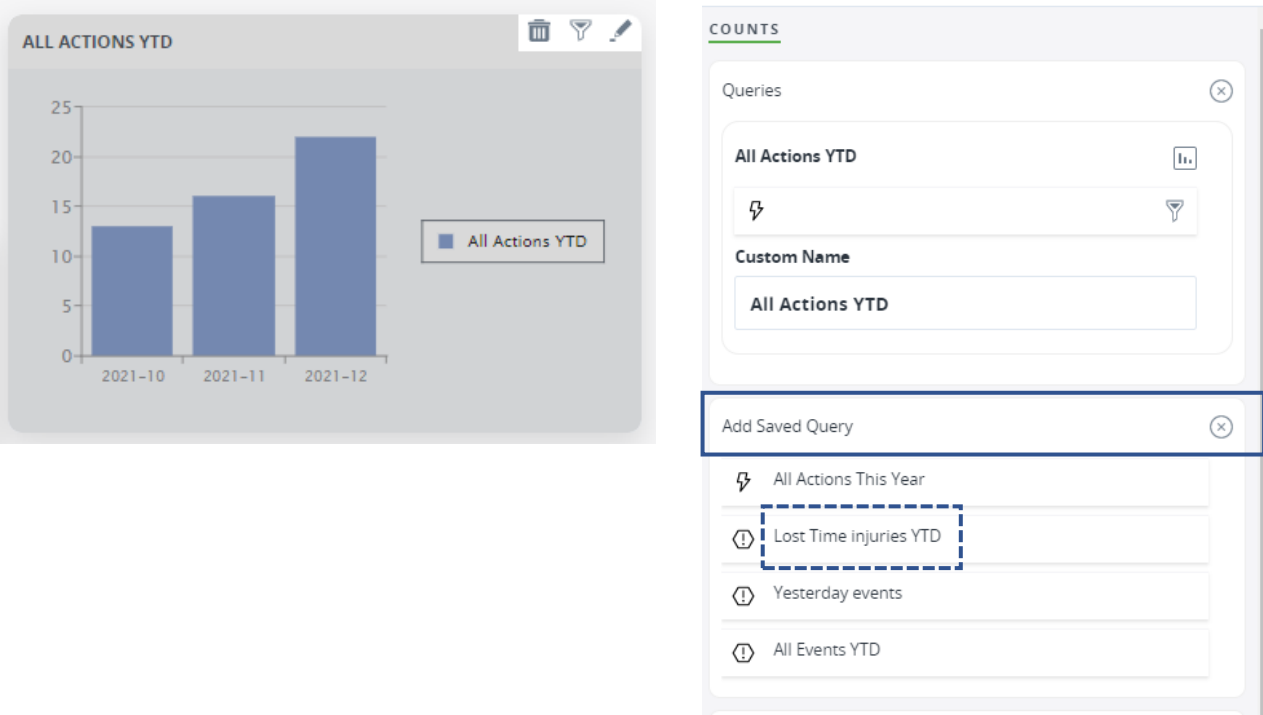


- **Aggregate field:** the 'what is being counted'. Note System id refers to the Record Id in the system; one record could have multiple events, for example, more than one injury, more than one contributing factor for the event. Use 'Event Details' for the additional event count.
- **Operator:** Depends on which Aggregate field is selected, but for count type aggregates such as Lost Workdays, under Operator you can 'sum, avg, min, max or stdev' (standard deviation).
- **Max Value to display:** use this to define a maximum threshold for which data is displayed (all other values above this are not shown)
- **Min value to display:** use this to define a minimum threshold for which data is displayed (all other values below this are not shown)
- **Limit results:** limit the results to a number of items such as top ten, top five etc.
- **Series:** use this to delve further into the results shown and split them up into other more meaningful categories
- **Chart Type:** select from pie, line, bar, horizontal bar, radar, heat map or grid
- **Colours:** use the default options or use the [National Highways](#) Visual Identity Guidelines RGB codes
- **Sort direction:** Ascending or descending
- **Sort by Property:** Count of or Group by





13. To display multiple queries on one tile, click on the **Edit Query icon** on the tile you want to add to, click on **Add Saved Query** and select the Query you want to include on the Tile.



14. Click on the **chart icon** to change the Graph type on the additional query if required.



15. Click on **Additional Y Axis** to differentiate between the scales of the two displays.



Edit Tile Query

COUNTS

RATE

Accident Frequency Rate

Select Hierarchy Level

Select Hierarchy Name

Event Date

From/To ☐ Sliding Date ☒

12 Months X

Select Date Calculation Type

Aggregate

🕒 Edit Chart Options

🔍 Edit Rate Formula



For the tiles which use a calculated rate from the data entered into HART, you are able to edit the rate formula. These are identified by 'RATE' in the Tile Query header.

Edit Rate Formula

A

B

*

C

A

Event Tracking Query (AFR), Event Details, COUNT

<

B

Period Statistics Query (AFR), Total Hours Worked, SUM

<

C

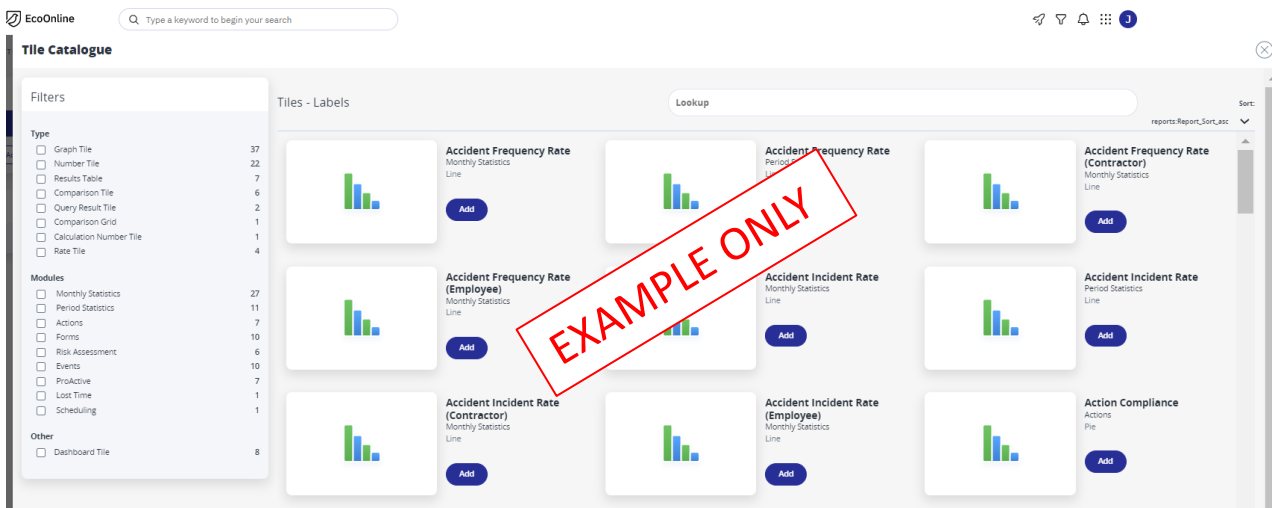
100000

<

16. Simply repeat step 1 onwards to create different data sets / tables / graphs. These can be added to your dashboard.

Creating your own dashboard from the Tile Catalogue

1. From the open Dashboard, click on the **pencil icon** and then click on the **plus icon** to open the 'Tile Catalogue' to select one of the most commonly used dashboard tiles:



The menu on the left lets you search for different modules and types of tile instead of having to look at the whole list. Once you have a few tiles on your Dashboard you will find these displayed under Other, in case you wish to use them again on a different dashboard.

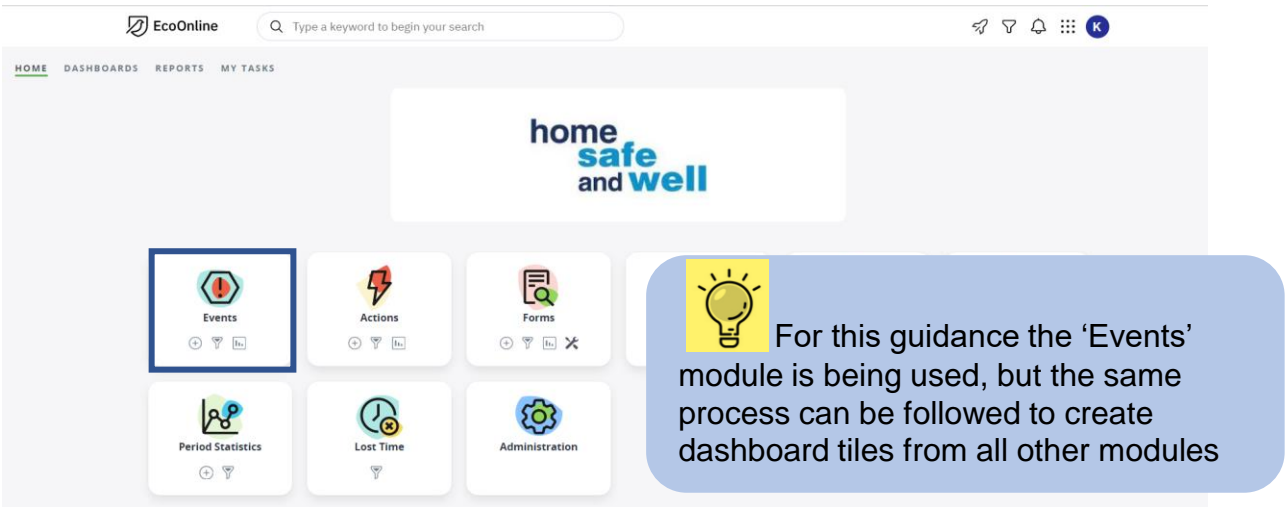


Remember: your access rights determine which Modules are available for you to use and which projects / schemes or regions, you will be able to view.

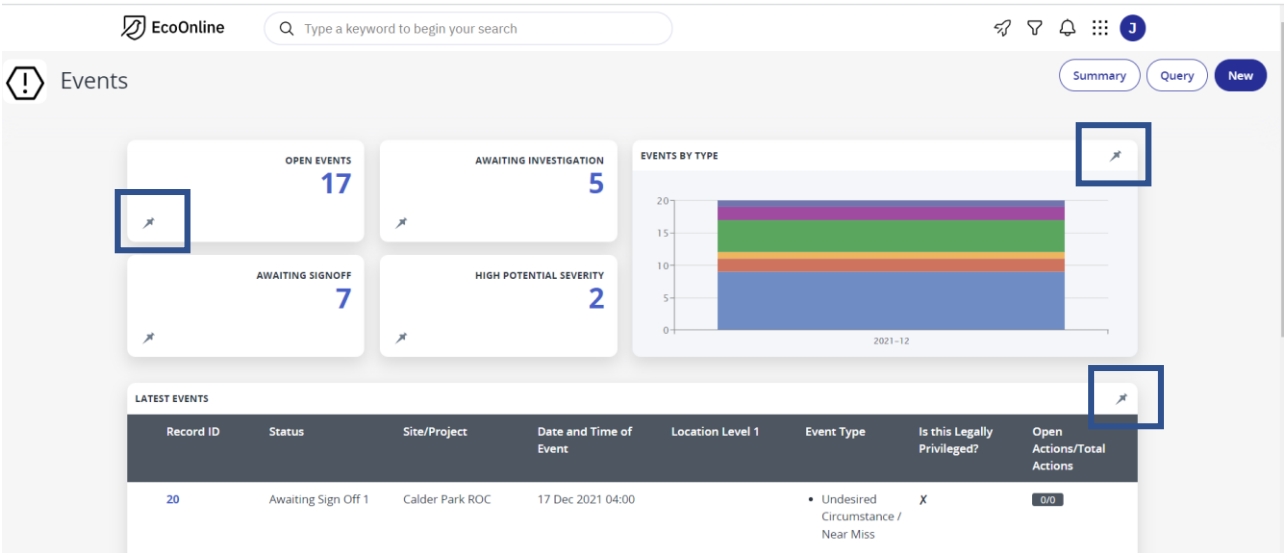
2. Click on the **Add** button for whichever Tile you want in your chosen dashboard.
3. The selected tile will immediately appear on your Dashboard; click on the **plus icon** again to be able to select further tiles from the Tile Catalogue.

Creating your own dashboard from the Home Page

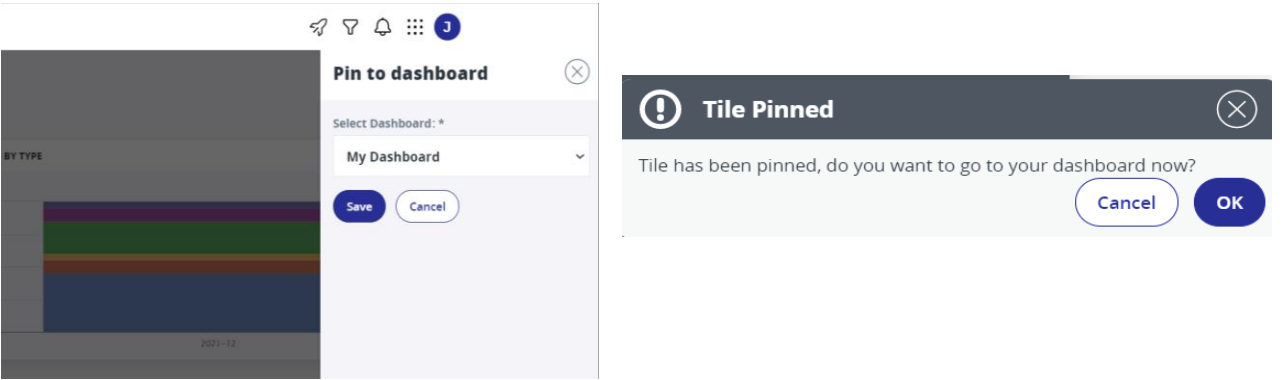
1. Click on the **Events** module to reveal the six pre-determined tiles.



2. Click on the **pin** shown in the corner of the required tile to pin it to your selected dashboard (if there is more than one).

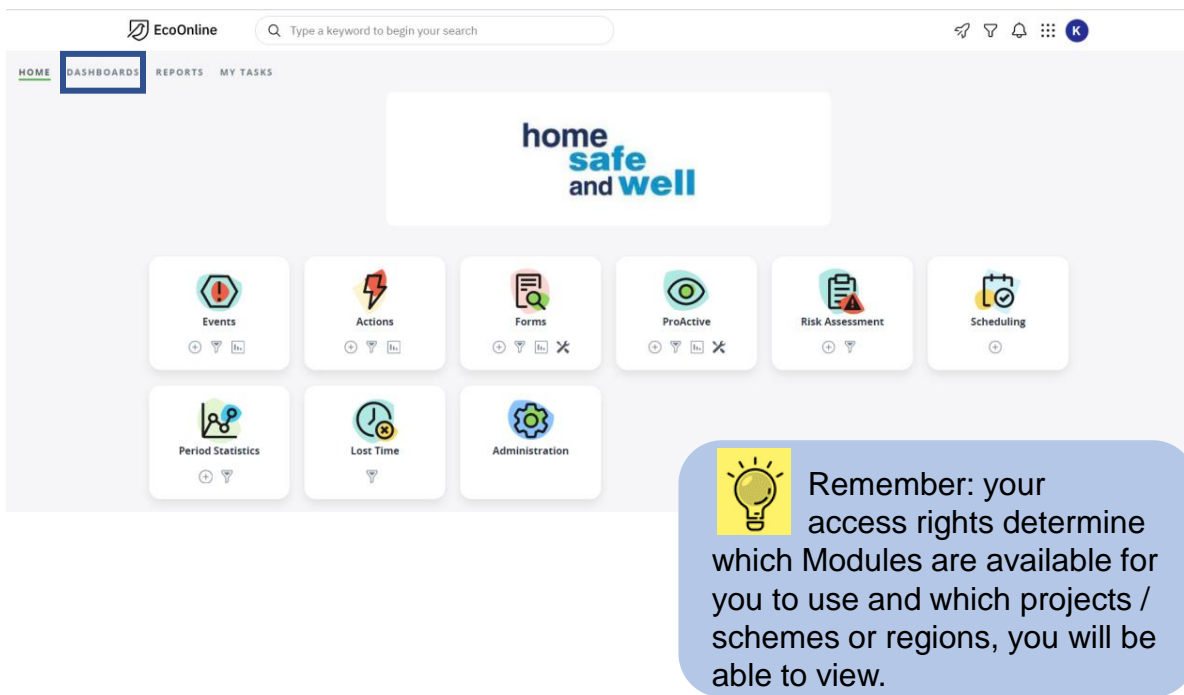


3. Click **Save** and confirm if you wish to view the dashboard now.



Viewing, sharing and copying dashboards

1. From the home screen, click **Dashboards** from the menu options in the top left hand corner.



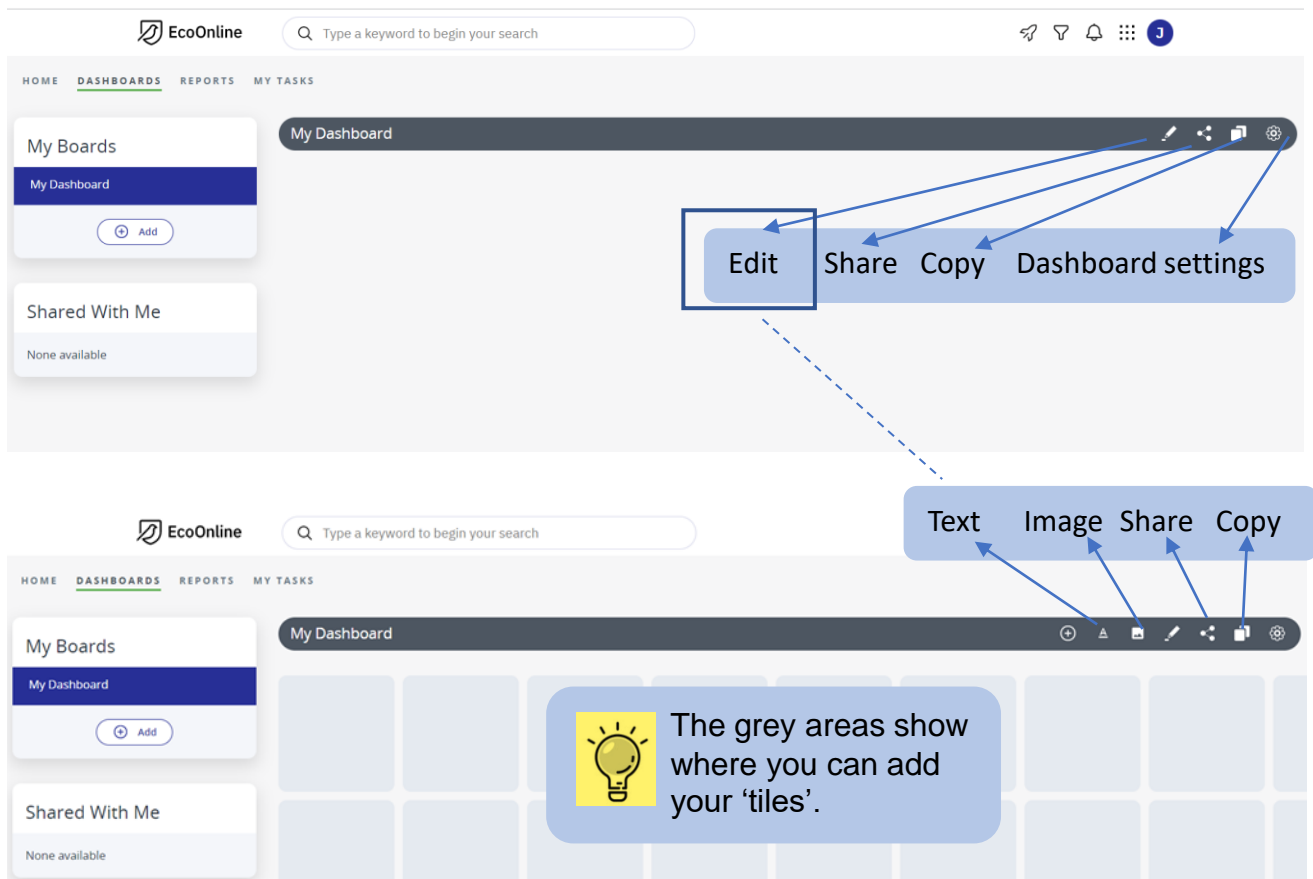
2. This will open up a blank dashboard screen (until such time you have added your data, known as tiles) and there can be more than one dashboard at a time, depending on what you create or receive from others (Shared with Me).

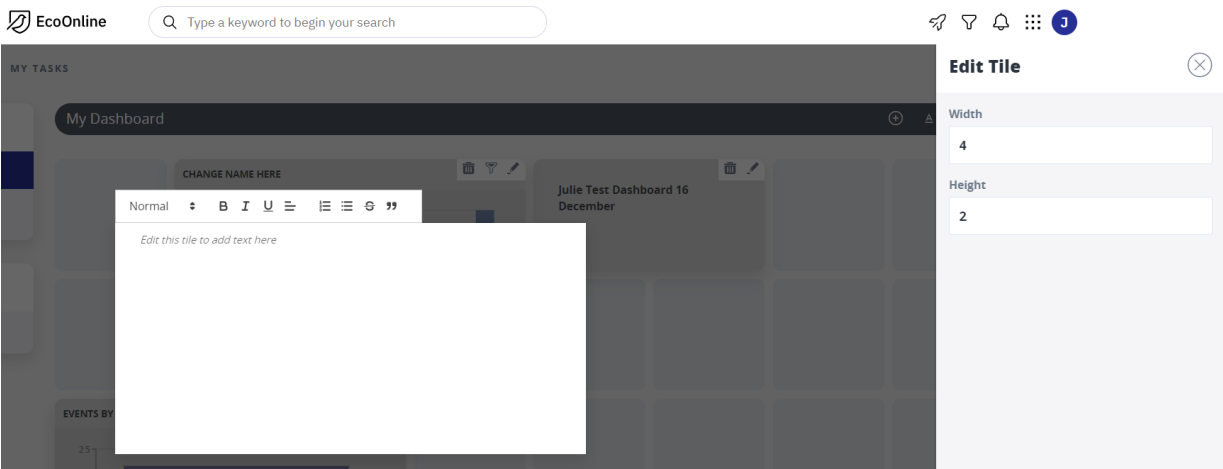


There are three ways of creating tiles for your dashboard:

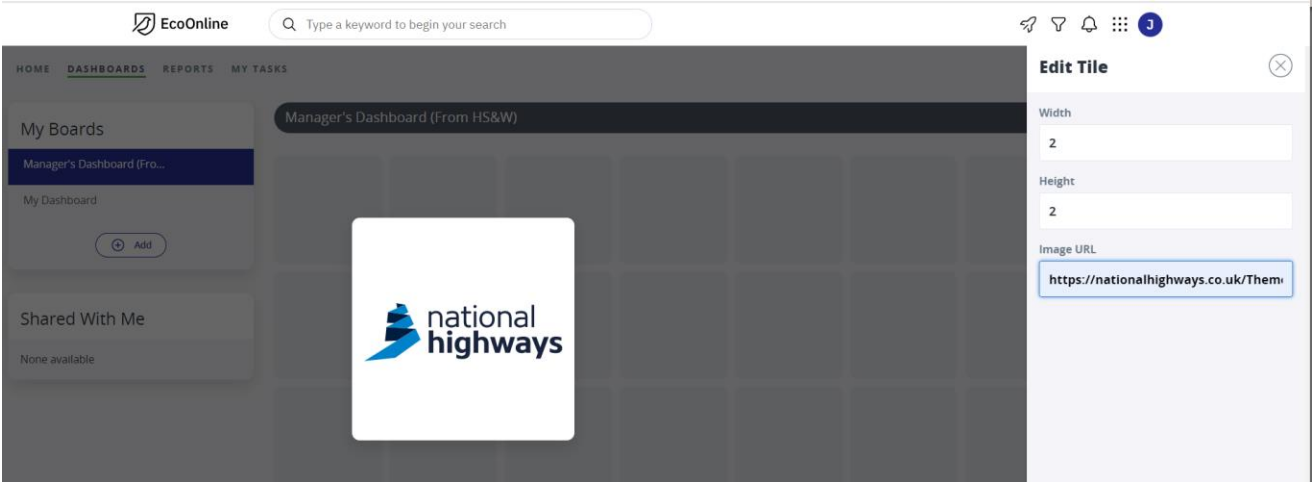
- by creating your own by querying data ([Section 1](#))
- from the Tile Catalogue ([Section 2](#))
- from the Home Page of each module ([Section 3](#))


3. Click on the **pencil icon** to edit the dashboard; this will give you further options to add text, add an image, share or copy the dashboard with others.

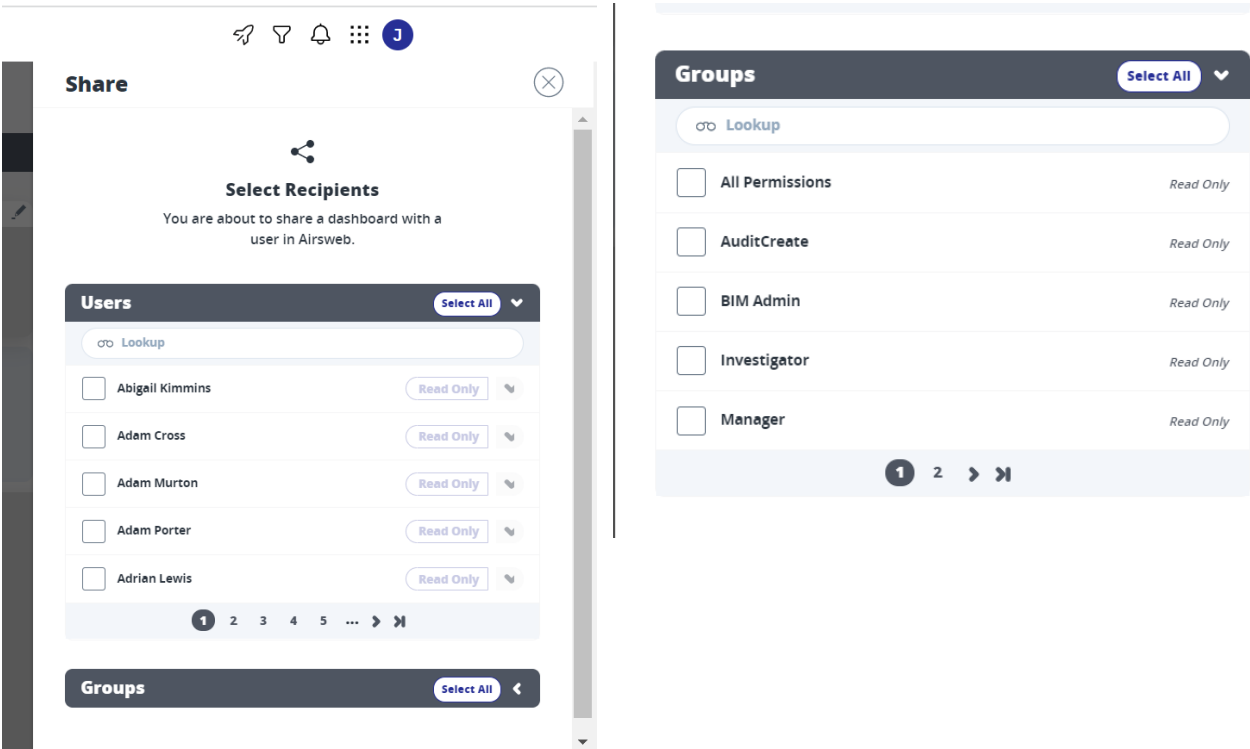


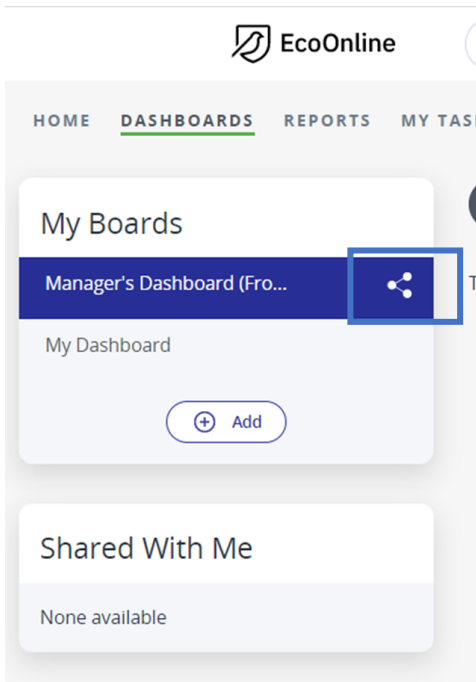



4. To add an image, use the associated URL such as for National Highways:
https://nationalhighways.co.uk/Themes/Corporate/img/logos/national-highways/svg/national-highways_rgb.svg



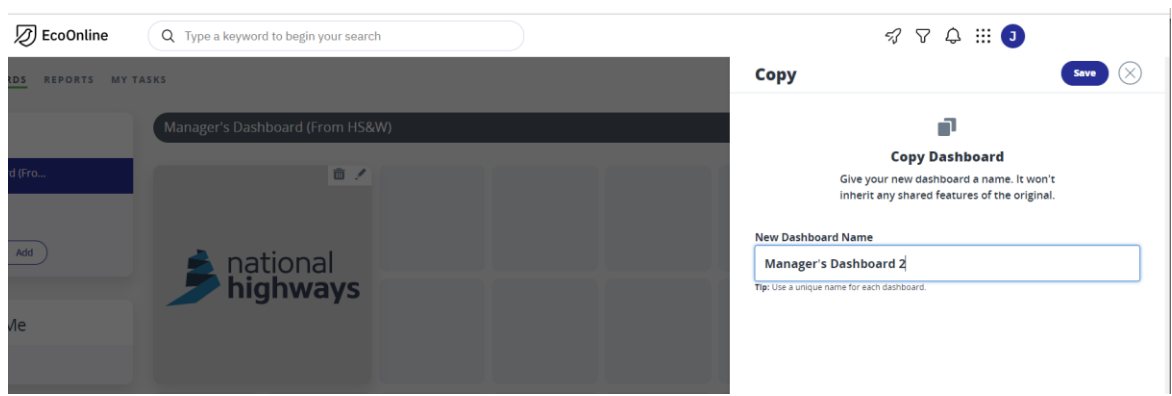
5. To Share a Dashboard:  click on the **Share Icon** and select the Recipients from the list shown or select a Group (based on access rights).





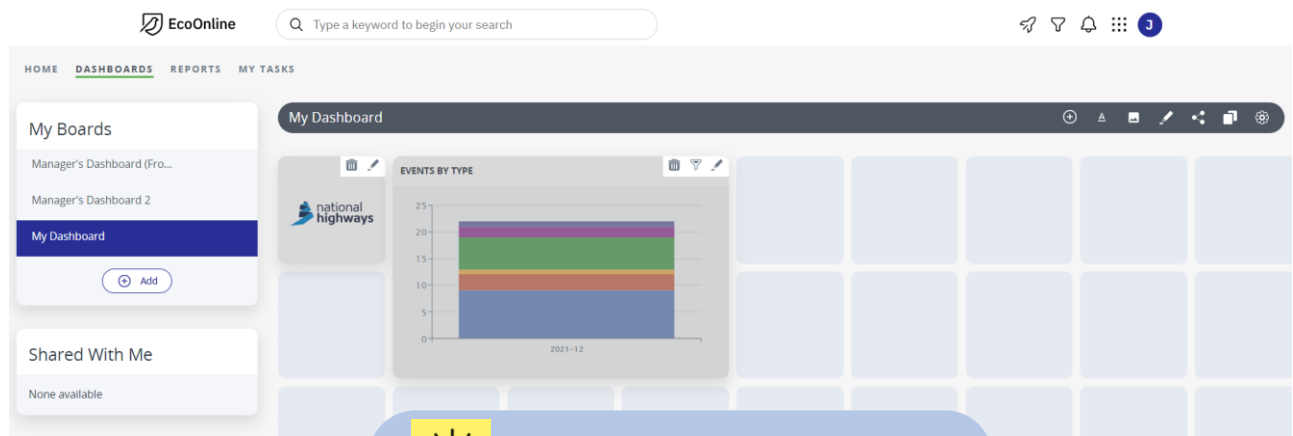
 The Share Icon will appear next to the name of the Dashboard which has been shared.


6. Copy – to copy a dashboard click on the  **Copy Dashboard icon** and save the Dashboard with a new name for the new version.



7. Settings – simply allows the title of the dashboard to be changed.

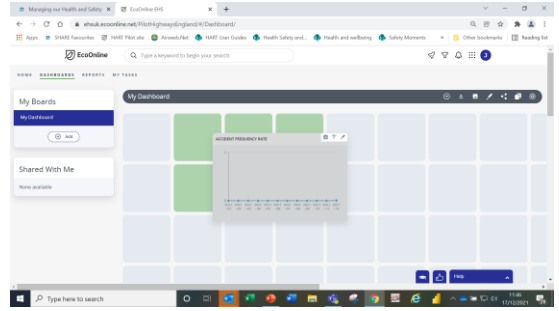
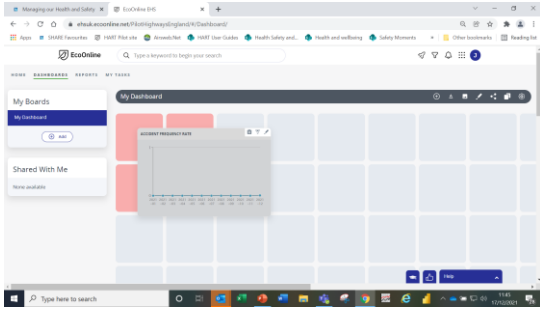
8. Once selected, your Dashboard will look like this. Click on the **internet browser toolbar** to zoom out when several tiles are displayed to check the dashboard layout looks ok.



 Up to 20 tiles can be added but limit the number to maintain focus for the viewer, and keep the tiles within the screen viewing area to avoiding scrolling up / down or left / right.



You can drag and drop the tile around on the dashboard, the pink areas show where the tile cannot be placed, the green will show where it can be placed.



9. The tile itself can be edited. Click on the **pencil icon**, rename the tile if desired, or change the size of the tile. Click **Save**.

