



National Highways Supply Chain colleagues guidance – Step by Step – Updating/Completing an Action assigned to you

This guidance is designed to assist users in every step of the
process when updating or completing an Action assigned to
you

Highways Accident Reporting Tool can be accessed here:
<https://highwaysengland.airsweb.net/Default.aspx>

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

Highways Accident Reporting Tool – National Highways Employee Guidance - Step by Step – Updating/Completing an Action assigned to you

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



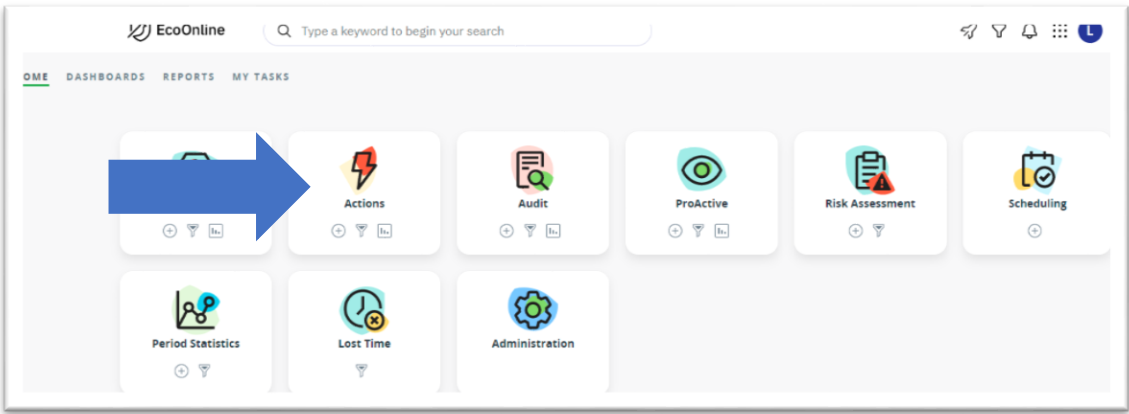
Supply chain colleagues no longer need to remember an additional username, because this is now your email address.



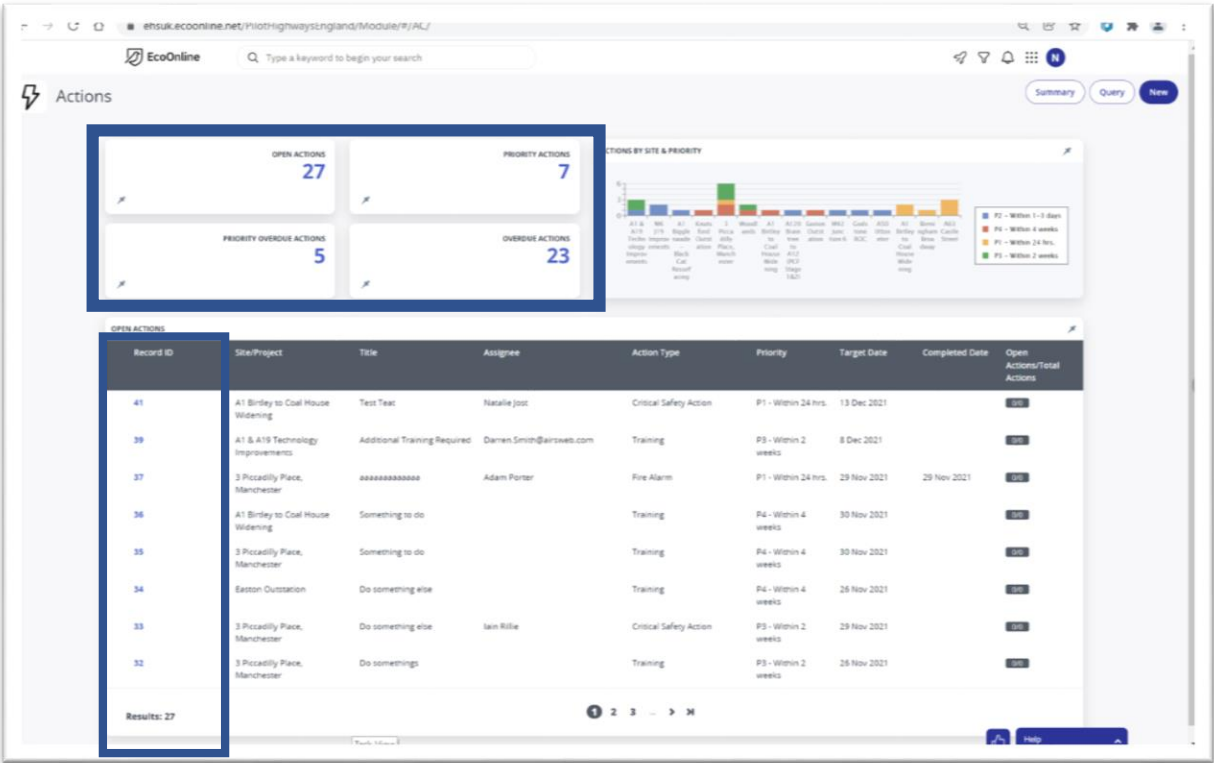
If you don't already have an account please contact us via, HARTsupplychain@highwaysengland.co.uk

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

2. On the home screen main tiles, simply select the **actions** tile, to view all actions open.



3. All actions are listed here. Use the tiles to filter actions to – open, priority and overdue actions. Select the relevant action by selecting the **Record ID** in **blue text**.



4. This screen allows you as the action assignee, to update the action record

Assignee : **Natalie Jost**

Allow Assignee to Reject? No

Verification

Allow Assignee to Verify? No

Verifier : **Natalie Jost**

Assignee Completion

Outcome :

Action Complete : ☐

Update these fields to annotate the actions taken and therefore the **'outcome of the action'**

In Progress

5. Tick the **'action complete'** box, once the action has been completed.

6. Select **Save** to save your updates.

7. The action has now been closed, you can exit the record.

Assignee : **Natalie Jost**

Allow Assignee to Reject? No

Verification

Allow Assignee to Verify? Yes

Assignee Completion

Outcome : completed all required actions

Completed Date : 21/12/2021

Action Complete : ☒

Exit Record

Closed