



National Highways supply chain colleagues – Uploading attachments

This guidance is designed to assist users in every step of the process when uploading attachments on Highways Accident Reporting Tool

Highways Accident Reporting Tool can be accessed here:

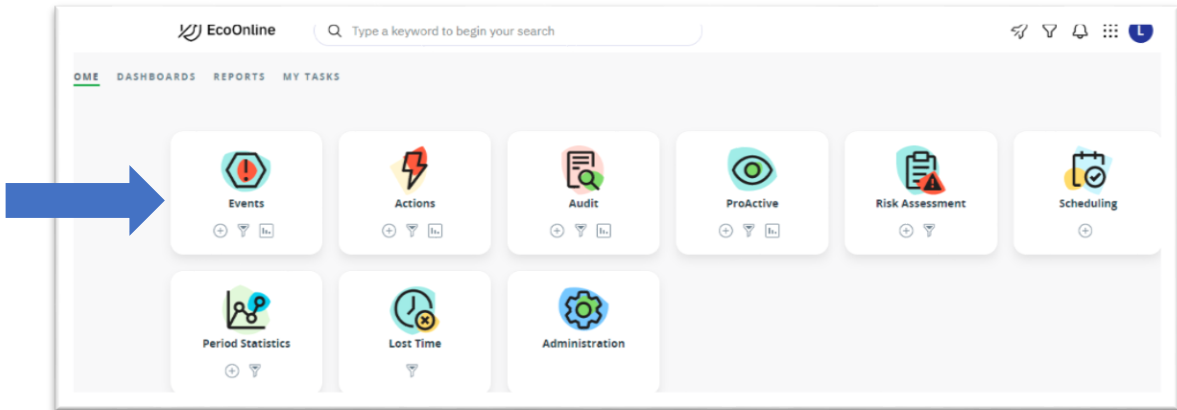
<https://ehsuk.econline.net/nationalhighways>

If you are experiencing any technical issues with using Highways Accident Reporting Tool, please contact us via;

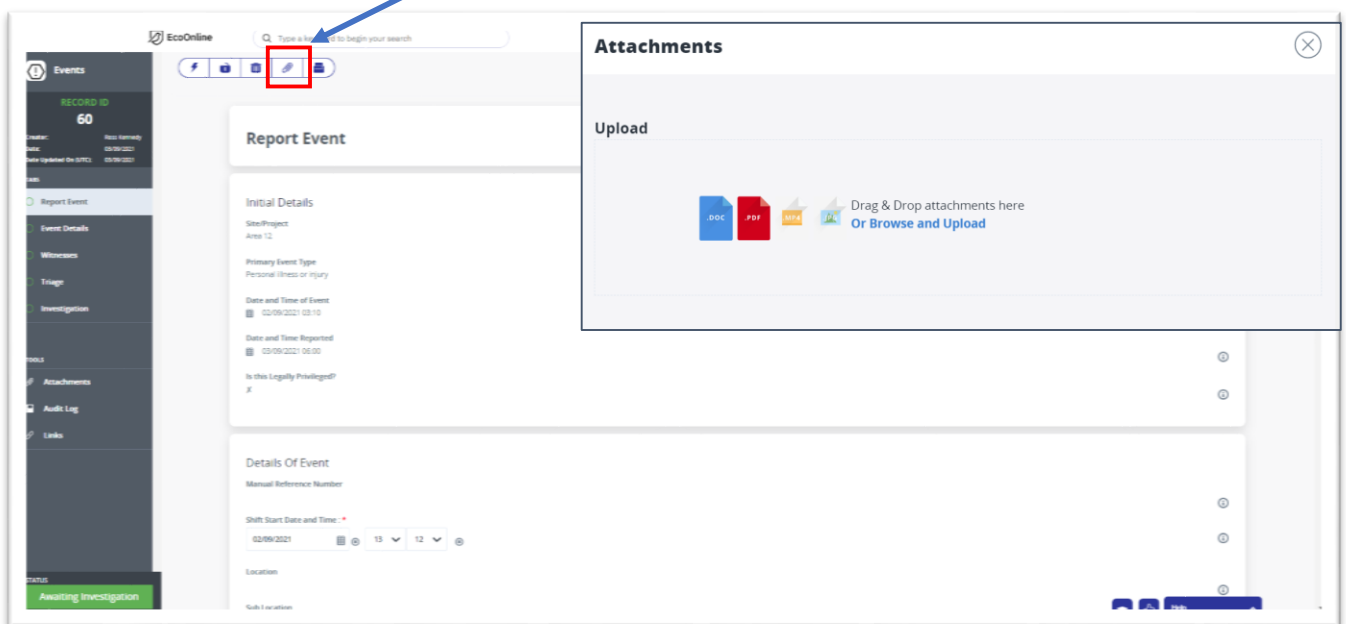
HARTsupplychain@nationalhighways.co.uk

National Highways supply chain colleagues guidance – Uploading attachments on the Highways Accident Reporting Tool.

1. Access the Highways Accident Reporting Tool by selecting the appropriate [link](#).
2. From the home screen, search for the record you would like to attach files to. (This can also be completed at the time of reporting an event, as detailed in the 'Recording an event' guidance.)

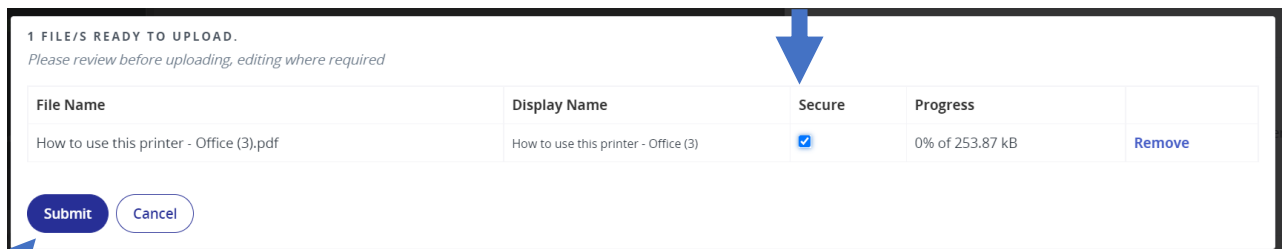


3. Once in the event record you can add attachments to the record, simply by selecting the paperclip icon here, causing this pop up box to appear.



4. Simply drag and drop the required attachments into the pop-up window or browse your folders to select and upload files directly.

Please note: for any files that contain private or sensitive information, you must tick the box labelled 'secure' as shown below, to protect visibility;



Click on **'Submit'** to upload the selected file.

Ticking the 'secure' field restricts the visibility of the attachment to:

- the person adding the attachment and
- a small group of users with high level access rights. In most cases this is colleagues within the National Highways Health Safety & Wellbeing team.

