



National Highways supply chain colleagues – accessing and exporting action records on Highways Accident Reporting Tool

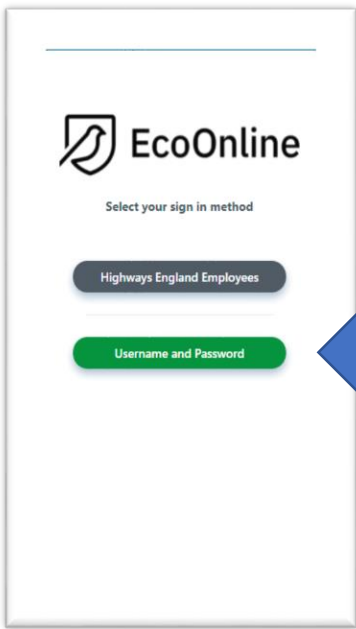
This guidance is designed to assist users in every step of the process when accessing and exporting action records on our Highways Accident Reporting Tool

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

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

Highways Accident Reporting Tool – National Highways supply chain colleagues Guidance - Step by Step – Accessing and Exporting Action Records

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




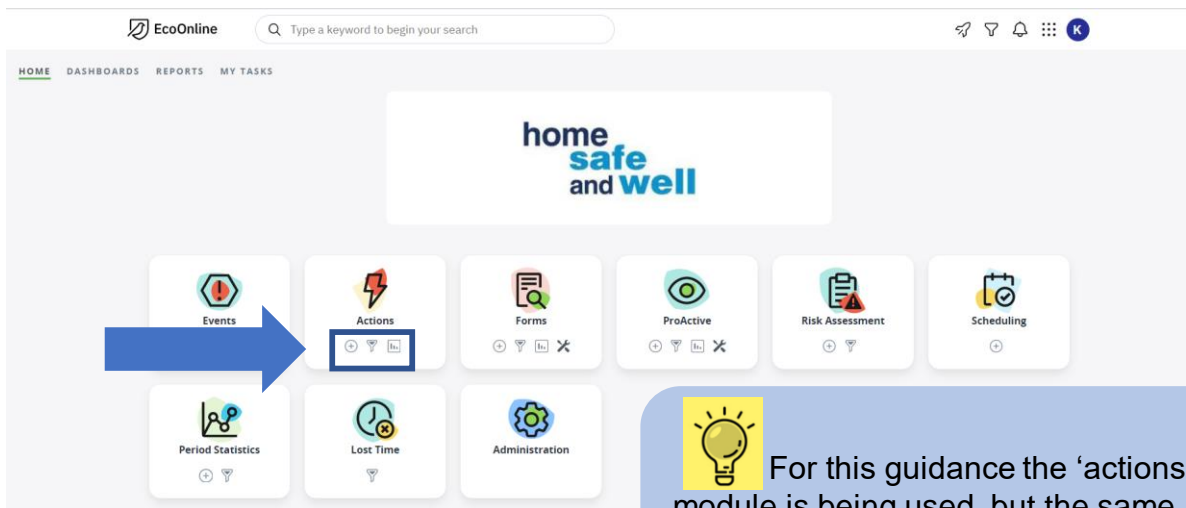
Supply chain colleagues no longer need to remember an additional username, because this is now your email address.



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

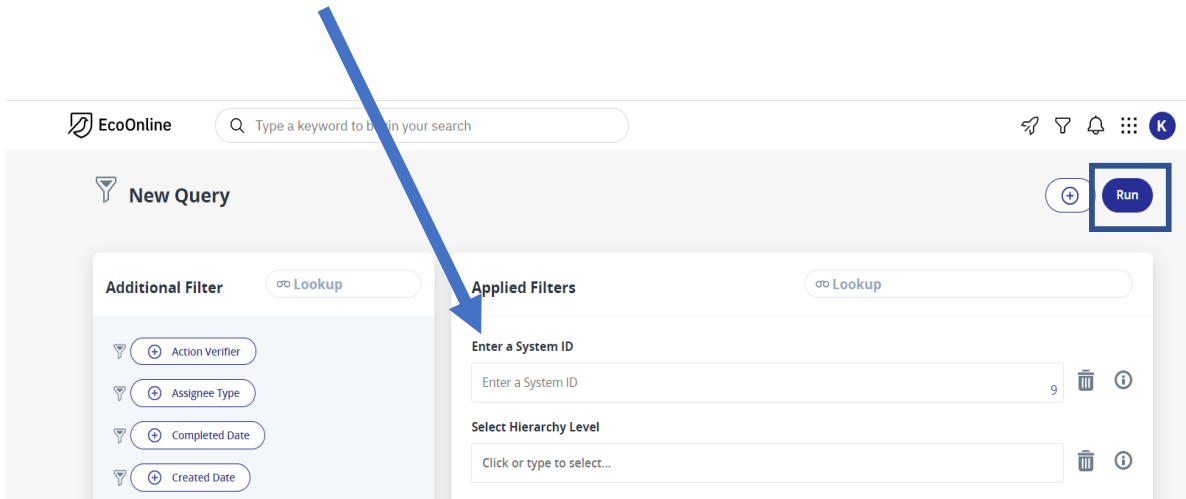
For National Highways supply chain colleagues, please select '**Username and Password**'

2. From the home screen, click the 'query icon'  under the actions tile



For this guidance the 'actions' 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 action and you know the unique action ID, enter the number here and select **run**. This will display the action.



4. If you are looking for collective actions or actions 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 priority level, select “priority”, scroll to the bottom of the page, tick the priority level(s) you wish to search for and select **run**

New Query

Additional Filter

Lookup

Action Verifier

Assignee Type

Completed Date

Created Date

Free Text Search

Last Updated Date

Location

Parent Action ID

Priority

Applied Filters

Enter a System ID

Select Hierarchy Level

Include Deactivated Reporting Points


Select Hierarchy Name

Target Date

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

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

5. The selected actions will now be listed, as shown below. To look at a specific action record, click on the applicable ‘Record ID’ number shown in **blue and bold**

▼ Record ID	Site/Project	Title	Assignee	Action Type	Priority	Target Date	Completed Date	Open Actions/Total Actions
13	A30 Chiverton to Carland Cross	Depth detection during CAT scan and trial holing activities	Scott Exley	Training	P2 - Within 1-3 days	31 Oct 2021	27 Oct 2021	0/0
12	<div><div></div><div>These are not real actions, these are examples used for training purposes only</div></div>							0/0
11								0/0
10								0/0
9	A63 Castle Street	Lifting Plan	Katie Harman	Critical Safety Action	P1 - Within 24 hrs.	16 Oct 2021		0/0
8	Woodlands	Testing actions	Anna Gancarz	Nonconformance Report Logged	P3 - Within 2 weeks	15 Oct 2021		0/0

These action records are displayed by record ID in descending order. You can customise your view by selecting the relevant header that you wish to sort by and this will change to ascending/descending 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

EcoOnline

Type a keyword to begin your search

Create New

Save

Number Tile

Graph Tile

Map Tile

Custom Table Tile

Record ID	Site/Project	Title	Assignee	Action Type	Priority	Target Date	Completed Date	Open Actions/Total Actions
5	Area 9	Slips trips fall		Critical Safety Action	P1 - Within 24 hrs.	15 Oct 2021	14 Oct 2021	0/0
7	A50 Uttroxteter	do something	darren.smith@ecoonline.com	Sustainability	P2 - Within 1-3 days	15 Oct 2021		0/0
13	A30 Chiverton to Carland Cross	Depth detection during CAT scan and trial holing activities	Scott Exley	Training	P2 - Within 1-3 days	31 Oct 2021	27 Oct 2021	0/0
10	A120 Braintree to A12 (PCF Stage 1&2)	Check Excavation	Paul Fletcher	Critical Safety Action	P2 - Within 1-3 days	26 Oct 2021	19 Oct 2021	0/0
6	Birmingham Broadway	Broken electrical cable	Neil Tyson	Critical Safety Action	P1 - Within 24 hrs.	14 Oct 2021		0/0
4	M42 Junction 6	red zone training	Mark Byard	Training	P2 - Within 1-3 days	14 Oct 2021		0/0
1	M6 J19 Improvements	Review staff resource	Mark Baker	Critical Safety Action	P2 - Within 1-3 days	20 Oct 2021		0/0
3	M6 J19 Improvements	Emergency staffing levels	Mark Baker	Critical Safety Action	P2 - Within 1-3 days	20 Oct 2021		0/0
12	A63 Castle Street	Lifting Plan	Katie Harman	Critical Safety Action	P1 - Within 24 hrs.	23 Oct 2021		0/0

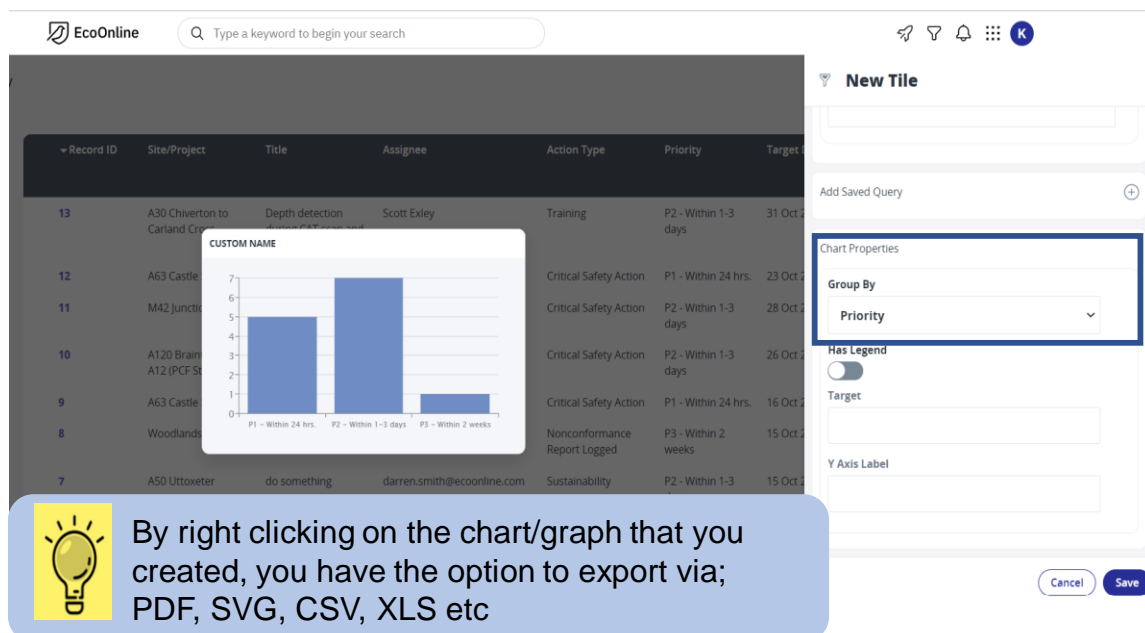
If you would like to export this as a raw data extract, simply select the export icon shown here:

Create New

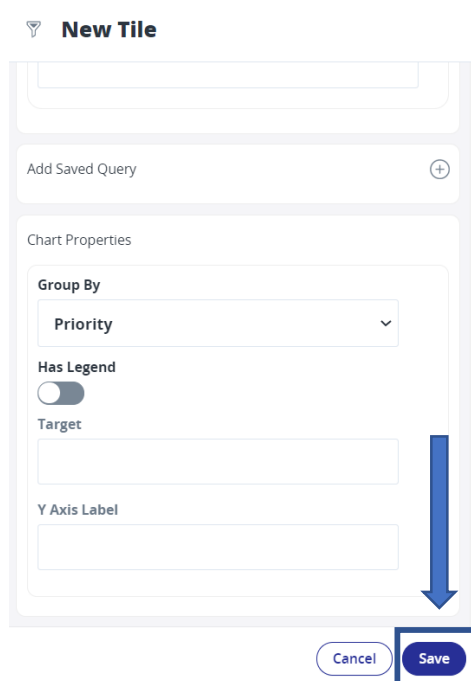
Save

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

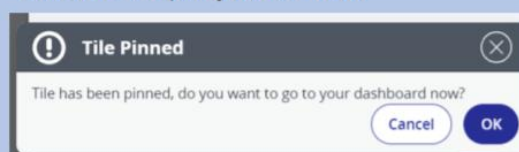
7. It is now time to choose how you would like to view the data. For this example, 'graph tile' has been selected. Use the options on the right hand side of your screen to determine how you would like your data to be shown. For example, here we have selected 'group by - priority'



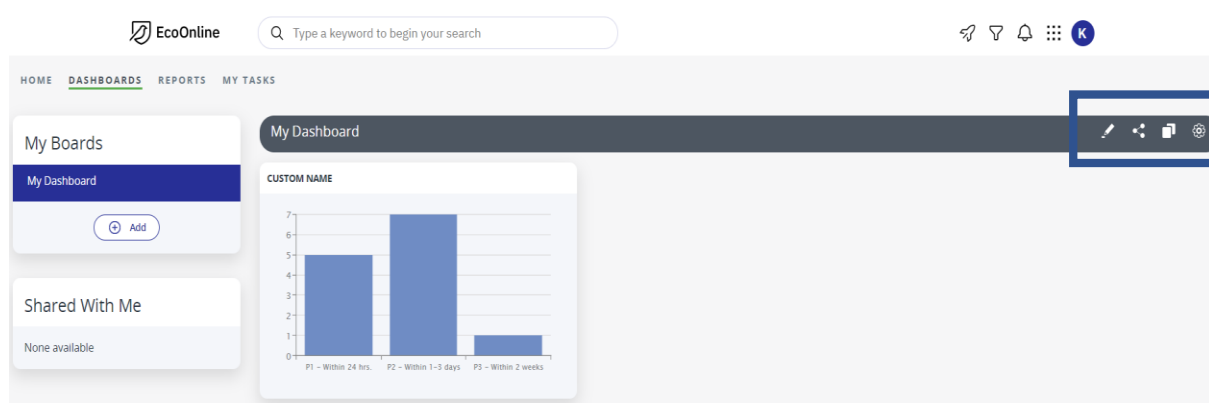
8. Click **save** to save this chart/table into your dashboard




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 3-8 to create different data sets/tables/graphs. These can be added to your dashboard.