



National Highways supply chain colleagues – Accessing audit records to assign an action

This guidance is designed to assist users in every step of the process when accessing and exporting audit records to assign an action on 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 Colleague Guidance - Step by Step – Accessing Audit Records to assign an action


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

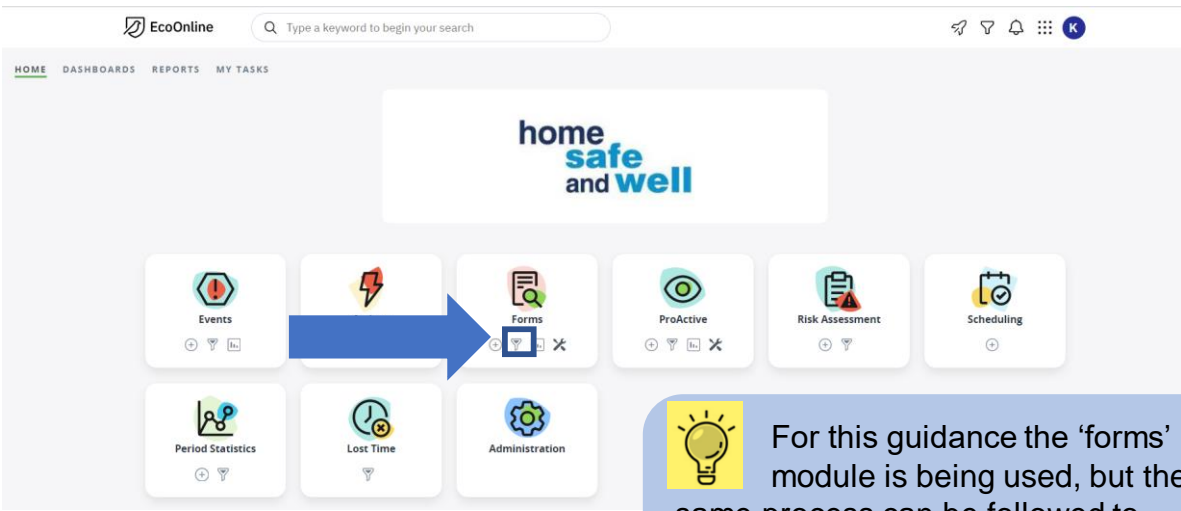


Supply chain colleagues no longer need to remember an additional username, because this is now your email address.

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

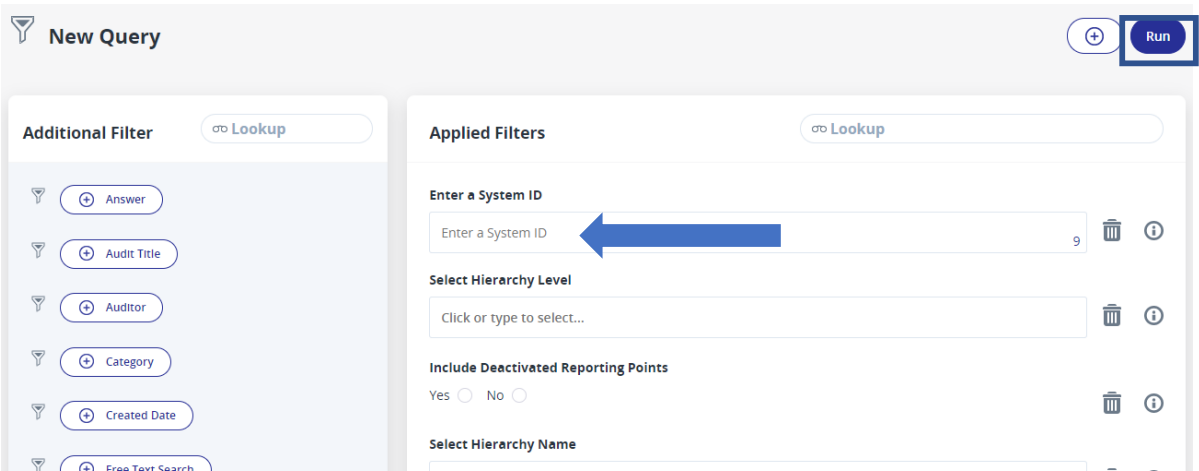
For National Highways supply chain colleagues, please select '**Username and Password**'

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



For this guidance the 'forms' module is being used, but the same process can be followed to access data from all other modules within HART, by following steps 2-5.

3. If you are searching for a specific audit and you know the unique audit ID enter the number in the "enter a system ID" box and select **run**. This will display the form.



4. If you are looking for an audit 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.

New Query

Additional Filter

Lookup

Answer

Audit Title

Auditor

Category

Created Date

Free Text Search

Last Updated Date

Location

Overdue

Record Source

Scoring List

Sub Location

Applied Filters

Lookup

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...

Function

Click or type to select...

Audit Date

From/To Sliding Date

DD/MM/YYYY DD/MM/YYYY

Status

In Progress Sign Off Closed

The more filters you add the more your search criteria will be reduced.
If you select no filters – the records shown relate to all audits within the projects/regions you have the relevant permission level to access.

5. The audits will now be listed, as shown below. To open the audit to create an action click on the applicable ‘Record ID’ number shown in **blue and bold** on the left hand side

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								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 audit 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 add an action to the audit record select the ⚡ icon.

EcoOnline

Type a keyword to begin your search

Forms

RECORD ID 33

Creator: Adam Porter

Date: 16/11/2021

Date Updated On (UTC): 16/11/2021

TABS

Audit Details

Configuration

Location

Structural Safety Risk Score

Event Details

Weather & Environment

⚡

Exit Record

Save

Audit Details

All

Site/Project

A1 Birtley to Coalhouse

Template

Structural Safety Report

Start date

16/11/2021

Title

test

7. You are now in the ‘loading an action’ screen.

New Action
19/11/2021 09:56

AttachmentsCloseSave

Site/Project : *
A1 Birtley to Coalhouse (RIP) X

Title : *
Title-10

Description : *


8. Navigate through the form completing each field required.

Title : *
Title

Description : *

Target Date : *
DD/MM/YYYY

Action Type : *
Click or type to select...



Title – this is the name you would to associate this action with.

Description – use this field to describe the detail of what the action relates to and specifically what the colleague being assigned the action needs to do.

Target date – the date this action is to be completed by.

Action type – select the most appropriate from the drop-down list.

9. Continue to add details to the action including priority level and assignee details.


Priority : *
Click or type to select...

Record Raised From
Audit

Assignee Type : *
Click or type to select...


Allow Assignee to Reject? : *
Yes No

Allow Assignee to Verify? : *
Yes No



Priority – Choose the option that is relevant to the action. This is the timescale the action needs to completed within;

P1 = Within 24 hours
P2 = Within 1-3 days
P3= Within 2 weeks
P4 = Within 4 weeks



Assignee Type – if the colleague you are selecting is a registered user of the Highways Accident reporting Tool, select ‘**HART user**’.

Begin to type their name is the “assignee” field that appears and select from the dropdown list.

If they are not a HART user, select ‘**Unlisted**’ and type their name and email address into the fields that appear.

Allow the assignee to reject / Allow the assignee to verify- mark the field yes/no as required. If you select “no” to allow the assignee to verify, you will be required to input a verifier name.

10. To save this action – select the ‘save’ button

AttachmentsCloseSave