National Highways supply chain colleagues - Recording a standalone action

This guidance is designed to assist users in every step of the process when recording a standalone action on the Highways Accident Reporting Tool

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

Highways Accident Reporting Tool - supply chain colleagues guidance - Recording a standalone action.

1. Access Highways Accident Reporting Tool by selecting the appropriate link.
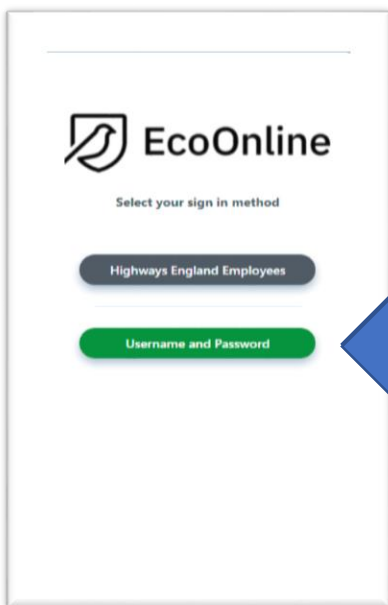

Supply chain colleagues no longer need to remember an additional username, because this is now your email address.

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 **+ icon** on the **actions** tile, to add an action.
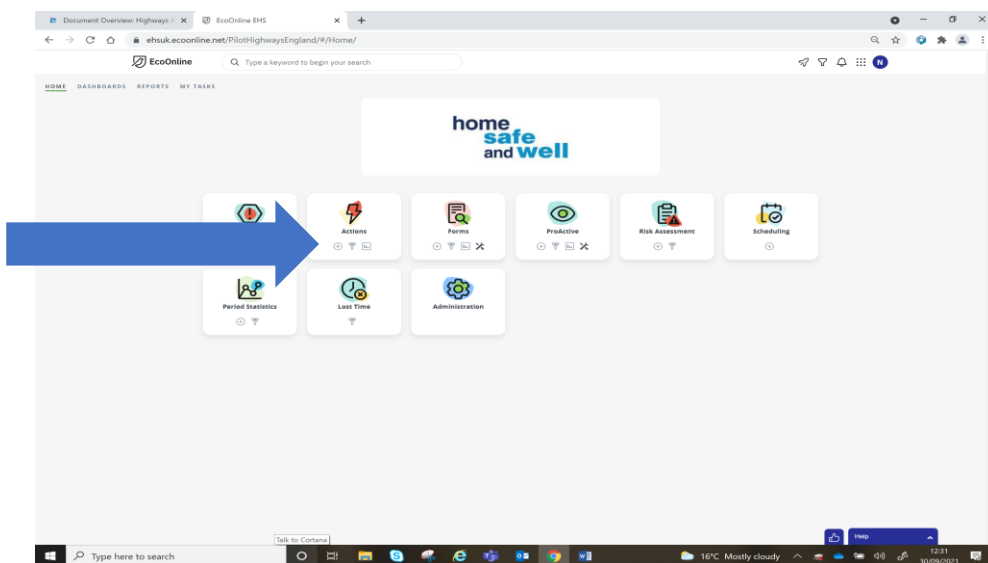
3. You are now in the **'Loading an action'** screen.
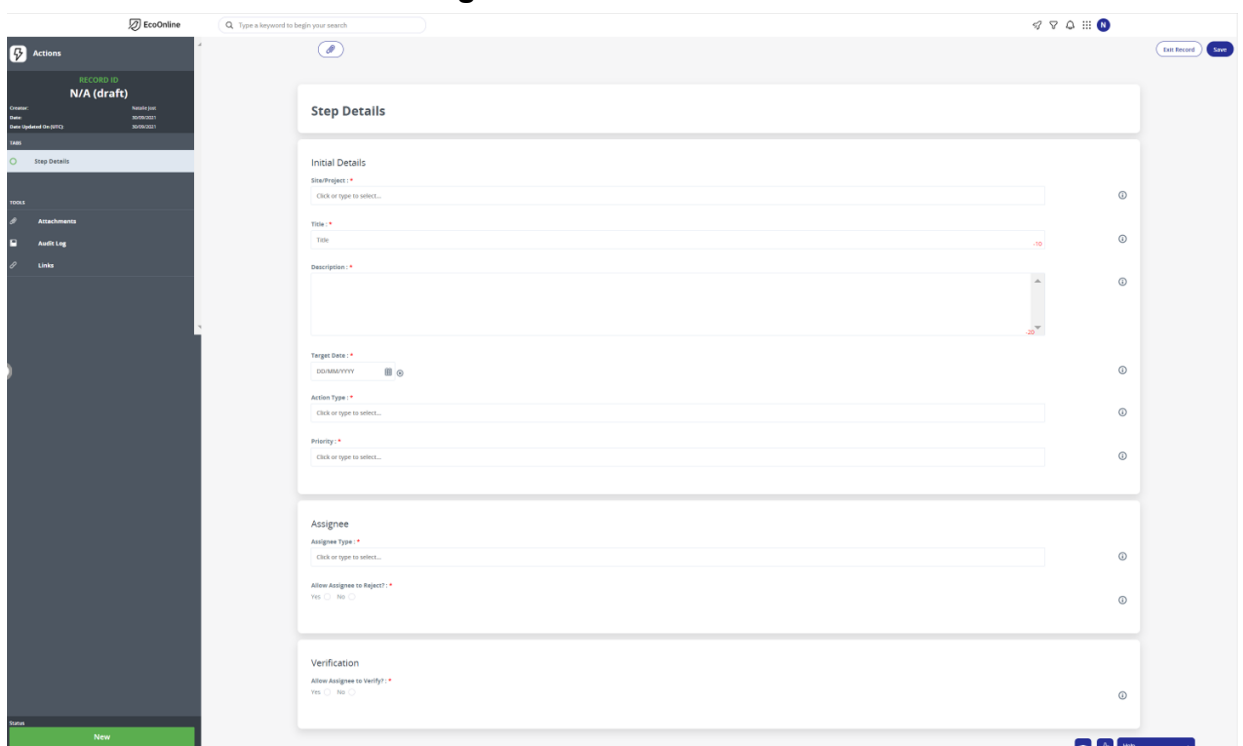
4. Navigate through the form completing each field required;

Step Details

Initial Details

Site/Project : *

Click or type to select...   ⓘ

Title : *

Title   -10   ⓘ

Description : *

[▲

                                                     -20] ⓘ

Target Date : *

DD/MM/YYYY 📅 ⊗   ⓘ

Action Type : *

Click or type to select...   ⓘ

Priority : *

Click or type to select...   ⓘ

Assignee

Assignee Type : *

Click or type to select...   ⓘ

Allow Assignee to Reject? : *
Yes ○   No ○   ⓘ

Verification

Allow Assignee to Verify? : *
Yes ○   No ○   ⓘ

Site/project fields – use the drop down option to select the project this action relates to.

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

Description – use this field to describe the detail of what the action relates to and specifically what is required to be completed by the colleague being assigned the action

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

Action Type – select the most appropriate option from the drop-down menu.

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

5. At this point, you appoint the person responsible for completing the action;

Assignee

Assignee Type : *

| Airsweb User ✕ | ⓘ |

Airsweb User
Unlisted

Click or type to select... ⓘ

Allow Assignee to Reject? : *
Yes ○ No ○ ⓘ

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

Select them from the options as they appear in this field**;**

Assignee : *

Click or type to select...

If they are not a HART user, select **'Unlisted'** and type their name into the Assignee field;

Assignee : *

Click or type to select...

'Allow the assignee to reject
Is the field you mark 'yes/no' dependant on if you would like to give the assignee, this option.

Allow Assignee to Reject? : *
Yes ○ No ○

Verification – Allow Assignee to Verify

Mark as 'yes' if you would like the assignee to verify the action, once complete.

Or 'no' if this is not required.

Verification

Allow Assignee to Verify? : *
Yes ○ No ○

6. To save this as an action – select the **'save'** button   Save*