



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: <u>https://ehsuk.ecoonline.net/nationalhighways</u>

If you are experiencing any technical issues with using Highways Accident Reporting Tool, please contact us via; home safe <u>HARTsupplychain@highwaysengland.co.uk</u> and well

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

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



2. On the home screen main tiles, simply select the **+ icon** on the **actions** tile, to add an action.

| D EcoOnline | Q. Type a keyword to begin you | r search | | | 53 | 7 4 11 🛯 | |
|---------------------------------------|--------------------------------|--------------------------------|-------------|-----------------|-----------------|----------|--|
| <u>ome</u> dashboards reports my task | s | ho | ome safe | | | | |
| | | \$ | o | | 5 | | |
| | | kctions Forms 맛 는 · · · 맛 는 | * ● ♥ ► ★ | Risk Assessment | Scheduling ③ | | |
| | Period Statistics Lo | SST Time Administra | tion | | | | |
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3. You are now in the 'Loading an action' screen.

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|----------------------------------|------------------------------|-----|-----------|
| Ctions | | | East Reco |
| RECORD ID | | | |
| N/A (draft) | | | |
| Neater Natalie jost | Step Details | | |
| atic Updated On (UTC) 30/06/2021 | | | |
| ans . | | | |
|) Step Details | Initial Details | | |
| | Site/Project : * | | |
| | Click or type to select | | 0 |
| 015 | | | |
| Attachments | Title :* | | |
| Audit Log | Title | -10 | 0 |
| 1 | | | |
| Linis | Description : * | | 0 |
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| | Action Type :* | | ~ |
| | Click of type to select | | • |
| | Priority | | |
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| | Click or how to select | | 0 |
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| | Allow Assignee to Reject?: • | | |
| | Yes 🔿 No 🔿 | | 0 |
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| | Verification | | |
| | Allow Assignee to Verify': * | | |
| | Ves 🔿 No 🔿 | | 0 |
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| New | | | - |

4. Navigate through the form completing each field required;

| Step Details | | | | |
|---------------------------------------------|---------------|--------------------------------------|-----------------------------------------------------|---|
| Initial Details | | | | |
| Site/Project : * | | | | |
| Click or type to select | | | () |) |
| Title : • | | | | |
| Title | | | -10 | > |
| Description : * | | | | |
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| | | | | |
| | | -20 | | |
| Target Date : * | | | | |
| DD/MM/YYYY III 🛞 | | | 0 | , |
| Action Type : * | | | 0 | |
| | | | 0 | |
| Priority : * Click or type to select | | | () | , |
| | | | | |
| | | | | |
| Assignee | | | | |
| Assignee Type : * | | | | |
| Click or type to select | | | 0 |) |
| Allow Assignee to Reject?:* | | | | |
| Yes O NO O | | | () |) |
| | | | | |
| Verification | | | | |
| Allow Assignee to Verify? : * | | | | |
| Yes 🔿 No 🔿 | | | () |) |
| | | | | |
| | | | | |
| Site/project fields use the drep d | 014/0 | (Title) is the name you | | |
| site/project fields – use the drop d | own | The – Is the name you | <u>, '-'</u> | |
| option to select the project this | · | would like to associate this | $\mathbf{\tilde{\mathbf{O}}}$ | |
| action relates to. | | action with. | 님 | |
| | | | | |
| | | | | |
| | | | | |
| Description – use this field to desc | ribe | 'Target date' – the date this | | |
| the detail of what the action relates | to and | action is to be completed | 217 | |
| specifically what is required to be | 1 Alexandre | by. | $\tilde{\mathbf{O}}$ | |
| completed by the colleague being | | | · 년 | |
| assigned the action | B | | | |
| | | | | |
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| | | | | |
| Action Type – select the | Priority – C | hoose the option that is relevant | t to | |
| most appropriate option from | the action. T | his is the timescale the action n | eeds | |
| the drop-down menu. | to complete | d within: | | |
| | P1 = Within | 24 hours | × Cr | |
| | P2 = Within | 1-3 days | E - | |
| | P3- Within (| 2 weeks | | |
| | | | | |

P4 = Within 4 weeks

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

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|------------------------------------|-----------------------------------------------------------------------------------|
| ignee Type : * irsweb User 🗙 | |
| rsweb User | |
| nlisted Click or type to select | |
| low Assignee to Reject? • * | |
| | |
| | |
| | |
| Assig | Inee Type – if the colleague you are selecting is a registered user of the |
| Highw | vays Accident reporting Tool, select 'HART user'. |
| | |
| Select | t them from the options as they appear in this field; |
| | |
| 1 | Assignee .* |
| | Click of type to select |
| | |
| If they | r are not a HART user, select 'Unlisted' and type their name into the |
| Assigr | nee field; |
| | |
| | Assignee:* |
| | Click or type to select |
| | |
| | |
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| | |
| 'Allow | the assignee to reject |
| Is the l | field you mark 'yes/no' dependant on if you would like to give the |
| assign | nee, this option. |
| | 년 · · · · · · · · · · · · · · · · · · · |
| | Allow Assignee to Reject? : * |
| | |
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| | |
| Verifi | ication – Allow Assignee to Verify |
| | |
| Mark | as yes if you would like the assignee to verify the action, once complete. |
| • | |
| Or no | o ii this is not required. |
| | |
| | Verification |
| | Allow Assignee to Verify? : * |
| | |
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| | |

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

