

SENTINEL REPORT GENERATOR

Please note you will only be able to run a report on the Faculty/School/Service to which you have been set permissions:

To run a report:

Log on → Adhoc Reporting → Report Generator

1. Enter report name (type in appropriate name for your report)
2. For module name select **accidents and incidents**
3. Double click on the columns button – (Information used for building a report is pulled from fields used in the main accident report form, therefore reports can be tailored).

E.g – To run a basic report which is specific to date range and School/Service - please select the following entries for the **Column** field:

Date of incident
School/Service Where Accident Happen
Incident Classification
Brief Description of Incidents
Building Location
Category of Affected Person
RIDDOR Reportable

Then press ok which returns you to the previous screen

4. The **Query** field is dependant upon what information you are trying to obtain – the example below illustrates how to run a report for the date period 01/04/2008 – 31/06/2008, for Residential and Commercial Services, the report only wants to show unwanted fire signals:

- a) Under available dictionary item – double click on **Date of incident**
Under Operator – select greater than or equal to
Under Value – type 01/0/2008 - ADD
Under Operator – select less than or equal to
Under Value – type 31/06/2008 - ADD
Under available dictionary item – double click on **School/Service Where Accident Happened**
Under Operator – select containing
Under value – type Residential and Commercial Services – ADD
Under available dictionary item – double click on **Incident Classification**
Under Operator – select containing
Under value – type unwanted fire signal – ADD

Then press ok

The screenshot shows a web browser window titled "http://www.leedsuniversity-sentinel.org.uk - Report Generator - Query Selection - Microsoft Internet Explorer provided by ISS". The main content area is titled "Report Generator - Query Selection".

Search String
inc

Available Dictionary Items
Incident Classification

Operator
Containing

Value
Unwanted Fire Signal

Query Details

```
Date Of Incident >= "01/04/08" AND  
Date Of Incident <= "31/06/08" AND  
School/Service Where Accident Happened Containing "Residential And Commercial Services" AND  
Incident Classification Containing "Unwanted Fire Signal"
```

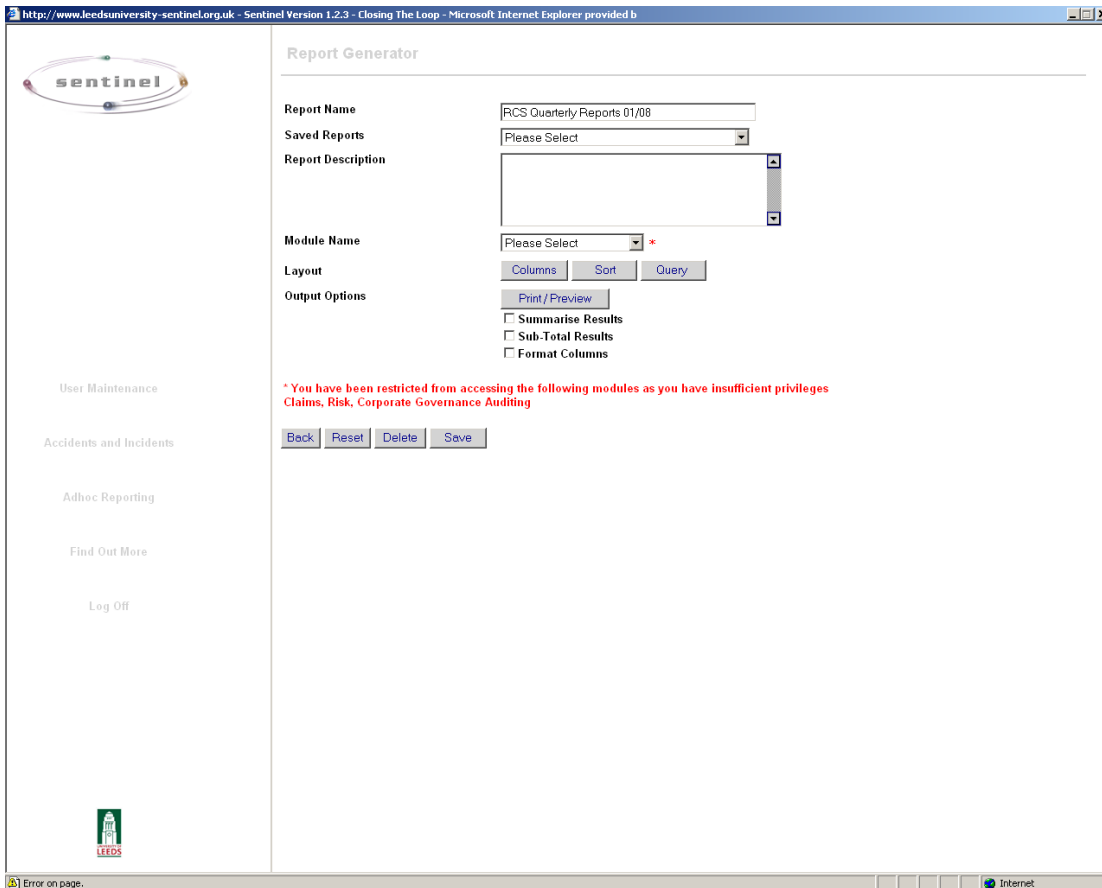
Selected Column Description (Incident Classification)

No Description Available

Buttons: Add, Remove, And/Or, (... +), (... -), (... +), (... -)

Buttons: Cancel, OK

Windows taskbar: Done, Internet



Select Print/Preview to generate the report

For a breakdown of Available Dictionary Items used for the report generator please refer to [Report Generator - Query Options Explained](#) which is also found on our website.

Available Dictionary Items	Operator	Valu	Report type
Date of incident	Greater than / equal	Date from	
Date of incident	Less than / equal	Date to	
School/Services	Containing	RCS	
School/Services	Containing	Catering	
Incident Classification	Not Containing	Unwanted Fire Signals	For Accidents and Incidents only
Incident Classification	Containing	Unwanted Fire Signals	For Fire Incidents only