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:

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
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.

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