Hazard and Incident Report Query

Version 1.0   February 2016

Never Stand Still   Work Health and Safety

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Introduction

Why would you run this query?

To obtain a report for a Faculty/Division or School/Unit summarising the hazards and incidents reported or corrective actions required using the UNSW Health and Safety Management System.

Who can run this query?

- UNSW Work Health and Safety Administrators
- UNSW Work Health and Safety Coordinators
- UNSW Sustainability
- UNSW Safety and Emergency
- Deans, Heads of Schools and Divisional Managers (or staff with delegated authority)

Running a Hazard and Incident Report Query

STEP 1: **Navigate to the Query Manager**

Log into the Admin Portal and go to: Main Menu > Reporting Tools > Query > Query Manager

STEP 2: **Enter Query Name**

Enter the relevant query name into the search field and then click on **Search**.

Hazards and Incidents: H92_QRY_UNSW_HS_INCIDENTS
Corrective Actions: H92_QRY_UNSW_HS_CORRECT_ACT

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By Query Name ▼ begins with H92_QRY_UNSW_HS_INCIDENTS

[Search] Advanced Search

STEP 3: **Choose Output Method**

Determine if you would like to view the results of the query on the screen (choose HTML) or in Excel (choose Excel).

Search Results

*Folder View -- All Folders -- ▼

Query							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
H92_QRY_UNSW_HS_INCIDENTS	WHSE Issues	Public		HTML	Excel	XML	Schedule	Favorite

Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

STEP 4: **Enter Query Criteria**

The criteria you need to enter will be the same for both queries.

H92_QRY_UNSW_HS_INCIDENTS - WHSE Issues

Incident Date from: 01012015
Incident Date to: 31052015
Department:
Academic Group:
View Results

H92_QRY_UNSW_HS_CORRECT_ACT - WHS Corrective Action
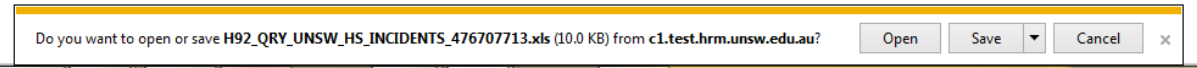
Incident Date from:
Incident Date to:
Department:
Academic Group:
View Results

HR92_QRY_UNSW_HS_INCIDENTS	HR92_QRY_UNSW_HS_CORRECT_ACT
Date Created From	The start date to report on inductions
To	The last date to report on inductions
Department	Choose the Faculty or Department by clicking on the magnifying glass
Academic Group	Leave blank or select the Academic Group (Faculty) by clicking on the magnifying glass.

STEP 5:   View the Results

Click on **View Results** for the query to begin. If you have chosen the HTML output option the results will be displayed on the screen and can not be downloaded.

If you have chosen the Excel option you will be asked to either *open* or *save* the file.

Do you want to open or save **H92_QRY_UNSW_HS_INCIDENTS_476707713.xls** (10.0 KB) from **c1.test.hrm.unsw.edu.au**?   Open   Save ▼   Cancel   ×

Click on **Open** the file will open in Excel on your computer and you can save the file to your local computer or network drive.

Click on **Save** the file will be saved to your computer and then you will be given the option to **open** the file or open the location where the file is stored (**Open folder**).

The H92_QRY_UNSW_HS_INCIDENTS_476707713.xls download has completed.   Open ▼   Open folder   View downloads   ×

Scheduling the Query

Scheduling a query allows you to set up when a query is run. You can schedule the date and time a query is to run. Scheduling a query to run in the evening is useful when you are running a query that contains a large amount of information. You can schedule a query to run overnight and pick up the reports in the Process Monitor.

STEP 1: **Navigate to the Query Viewer**
Menu > Reporting Tools > Query > Query Viewer

STEP 2: **Enter Query Name**
Enter the relevant query name into the search field and then click on **Search**.

Hazards and Incidents: H92_QRY_UNSW_HS_INCIDENTS
Corrective Actions: H92_QRY_UNSW_HS_CORRECT_ACT

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By [Query Name ▽] begins with [H92_QRY_UNSW_HS_INCIDENTS]

[Search] Advanced Search

STEP 3: **Schedule Query**
To schedule the query, click on **Schedule**.

Search Results
*Folder View [-- All Folders -- ▽]

Query				Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
Query Name	Description	Owner	Folder					
H92_QRY_UNSW_HS_INCIDENTS	WHSE Issues	Public		HTML	Excel	XML	Schedule	Favorite

Personalize | Find | View All | First 1 of 1 Last

STEP 4: **Enter Run Control**
When setting up a new schedule, click on **Add a New Value**. When editing an already scheduled query, click on **Find an Existing Value.**

Scheduled Query

[Find an Existing Value] [Add a New Value]

Private Query: N
Query Name: H92_QRY_UNSW_HS_INCIDENTS
Run Control ID: H92_QRY_UNSW_HS_INCIDENTS

[Add]

Find an Existing Value | Add a New Value

Enter a **Run Control ID**. A **Run Control ID** is a title given to a specific report to allow use of the same parameters in the future. It is useful to use a run control that can be easily identified and relates to the query. A Run Control ID only needs to be created once for each query. Note that spaces are not permitted – to join words, use the underscore "_" symbol. For example instead of *my run control*, use *my_run_control.*

STEP 5: **Enter Criteria**

Enter the criteria for the query. This page will be different depending on what criteria the query requires (see earlier notes on input criteria).

STEP 6: **Enter a Description**

Enter a **Description** for the query. This can be the same as your Run Control ID or can be another description. Then click on **OK** to go to the Process Scheduler.

Schedule Query

Run Control ID H92_QRY_UNSW_HS_INCIDENTS   Report Manager   Process Monitor

Query Name: H92_QRY_UNSW_HS_INCIDENTS

*Description: H92_QRY_UNSW_HS_INCIDENTS

Update Parameters

Prompt Name	Value
INCIDENT_DT	2014-01-01
INCIDENT_DT	2015-04-01
DEPTID	CENTRAL
ACAD_GROUP	

OK   Cancel   Apply

STEP 7: **Setup Process Scheduler**

Enter the **Run Date** and **Run Time** that you would like the query to run. Large reports can be scheduled to run overnight and the results can be ready for you to view the next day.

Select the **Format** for the data (xls or pdf are the two most useful formats). Then click on **OK**.

Process Scheduler Request   ⊠

                                                      ⑦ Help

User ID   Run Control ID ah

Server Name [▼]   Run Date 26/08/2015 🛅
Recurrence [▼]   Run Time 2:56:44PM   Reset to Current Date/Time
Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PSQUERY	PSQUERY	Application Engine	Web ▼	TXT ▼	Distribution

OK   Cancel

STEP 8: **Access the Scheduled Query Results**

Once the query has run you will be able to view the results. To access your data, log into **myUNSW** and go to **My Staff Profile**. Listed under **My Reports** are any reports and queries that you have run manually or have scheduled.

STEP 9: **View the Query Results**

Click on the name of the query to view the data.

My Reports

Report	Folder
H92_QRY_UNSW_HS_INCIDENTS	General
	2015-08-26-15.25.1

Report

Report ID:	1799	**Process Instance:**	2498100	Message Log
Name:	PSQUERY	**Process Type:**	Application Engine	
Run Status:	Success			

H92_QRY_UNSW_HS_INCIDENTS

Distribution Details

Distribution Node: REPORTNODE **Expiration Date:** 26/09/2015

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_2498100.stdout	289	26/08/2015 3:25:16.283768PM AEST
H92_QRY_UNSW_HS_INCIDENTS-2498100.csv	344	26/08/2015 3:25:16.283768PM AEST

Distribute To

Distribution ID Type	*Distribution ID
User	Z9500055

STEP 10:   **Open or Save the Results**

Depending on the output format that you chose when initially setting up the query, you can open the result in different ways. Click on the name of the report: H92_QRY_UNSW_INCIDENTS-<numbers>.csv *or*
H92_QRY_UNSW_HS_CORRECT_ACT-<numbers>.csv)