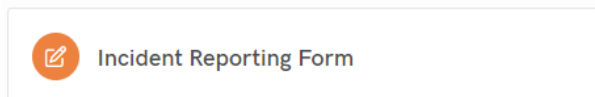


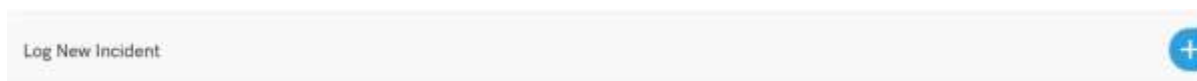
Incident Reporting System User Guide

To access the system, log into <https://myadmin.aber.ac.uk> using your University username and password.

Select the icon named 'Incident Reporting Form' on the 'Apex Applications' page:



To start completing the form, please click 'Log New Incident'.



Upon selecting to log a new incident, users will be provided with information and a link to the Health, Safety and Environment Incident Reporting Data Protection Statement. Further information is also available at: <https://www.aber.ac.uk/en/hse/data-protection-information/>.

To progress with completing the form, please click the 'Continue' button at the bottom of the page.



The incident report form includes five sections, which are:

- Your Details
- Date, Time and Location
- Incident Details
- Affected Person(s)
- Injuries

Users can navigate between each section by using the toggle buttons shown below:



Guidance to assist users with the information required for each field is available at:

<https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/reporting/>.

Fields denoted with a red asterisk represent mandatory fields, which must be completed prior to submission:

* Your Department ?

In the 'Incident Details' section, users can upload supporting evidence and documents in respect of the incident or near miss. The system can support any files types, and multiple documents can be uploaded for the same incident. To do so, users should click on the 'Upload Document' button under the 'Any Supporting Evidence / Documents' banner.



Any supporting evidence / documents?

Search [] Go Actions ▾

Upload Document

On the resulting screen, users should click the 'Choose File' button, and select the required file from the relevant folder.

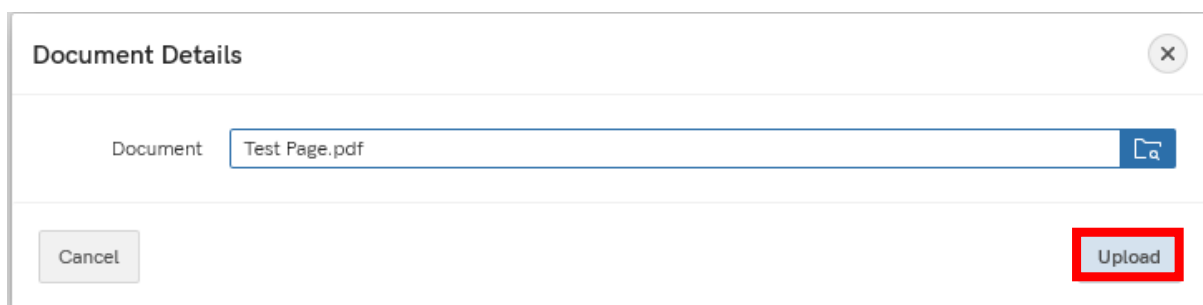


Document Details

Document Choose file

Cancel Upload

Once selected, click the 'Upload' button.



Document Details

Document Test Page.pdf

Cancel Upload

Note: Users can only upload one document at a time during this process. To upload multiple documents for a particular incident report, the upload processes will need to be repeated for each document.

In the 'Affected Person(s)' section, users can add details for multiple affected persons relating to a particular incident. To do so, users should click the 'Add Person' button under the 'Affected Person(s)' banner.



Affected Person(s)

Search [] Go Actions ▾

Add Person

Once all fields on the 'Person Details' screen have been completed, click the 'Create' button.



Person Details

* Name of person affected

* Address and contact details of person affected

* Person Capacity

* Did the person affected suffer an injury?

Note: Users can only upload details of one affected person at a time during this process. To upload multiple affected persons for a particular incident report, the process will need to be repeated for each person.

In the 'Injuries' section, users can add details for multiple injuries relating to a particular affected person. To do so, users should click the 'Add Injury' button under the 'Injuries' banner.



Injuries

Once all fields on the 'Injury Details' screen have been completed, click the 'Create' button. The 'Affected Person' field drop-down will be populated with the individuals' details entered in the previous section.



Injury Details

* Affected Person

* Parts of body affected

* Nature of the injury(s)

* Was first aid administered?

* Was time off required from work as a result of the incident?

* Did the person affected go directly to hospital for treatment?

Once all sections have been completed, users should click the 'Review' button which will be displayed at the end of the workflow navigation.

A progress bar at the top of the form with five steps: 'Your Details', 'Date, Time and Location', 'Incident Details', 'Affected Person(s)', and 'Injuries'. The first four steps are marked with green checkmarks, indicating they are completed. The 'Injuries' step is marked with a yellow circle, indicating it is the current step. To the right of the progress bar is a red-bordered button labeled 'Review'. To the left of the progress bar are two buttons: a back arrow and a 'Cancel' button.

Users will then be directed to a screen which provides a summary of all information submitted, prior to submission. Each section can be edited, prior to submission, by clicking the 'Edit' button located on the respective banner.

Two banners are shown. The first banner is labeled 'Incident Details' and has a blue 'Edit' button on the right. The second banner is labeled 'Date, Time and Location' and also has a blue 'Edit' button on the right.

Once all sections have been completed, navigate to the bottom of the review page, and click the 'Submit Form' button.

A section titled 'Workflow' containing a 'Workflow Comments' text area. Below the text area is a 'Delete' button with a trash icon. At the bottom right of the section are two buttons: 'Save As Draft' and 'Submit Form'. The 'Submit Form' button is highlighted with a red border.

Users will be able to view the incident report forms that they have submitted, the details for which will be displayed, with their unique identifier, under the 'My Completed Incident Report Forms' banner.

A banner with a right-pointing arrow icon and the text 'My Completed Incident Report Forms'.