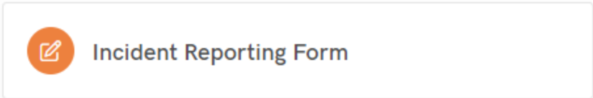
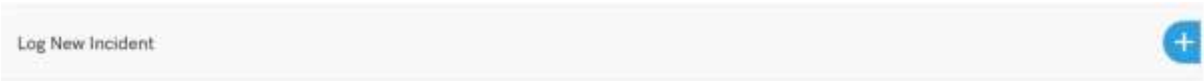
Incident Reporting System User Guide

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.

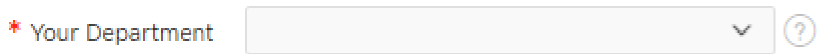
The incident report form includes five sections, which are:

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

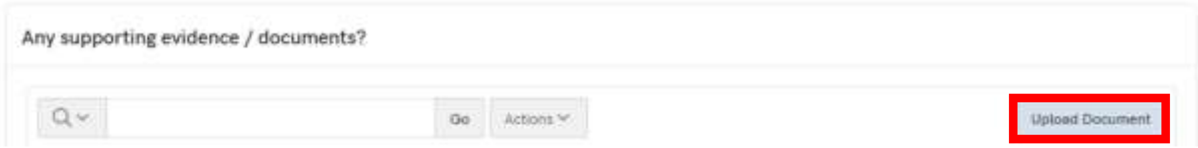
Users can navigate between each section by using the toggle buttons shown below:

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/.

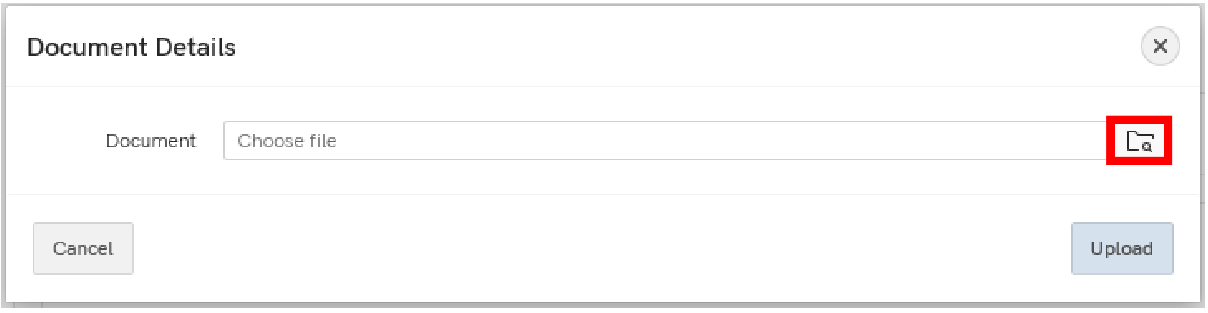
Fields denoted with a red asterisk represent mandatory fields, which must be completed prior to submission:



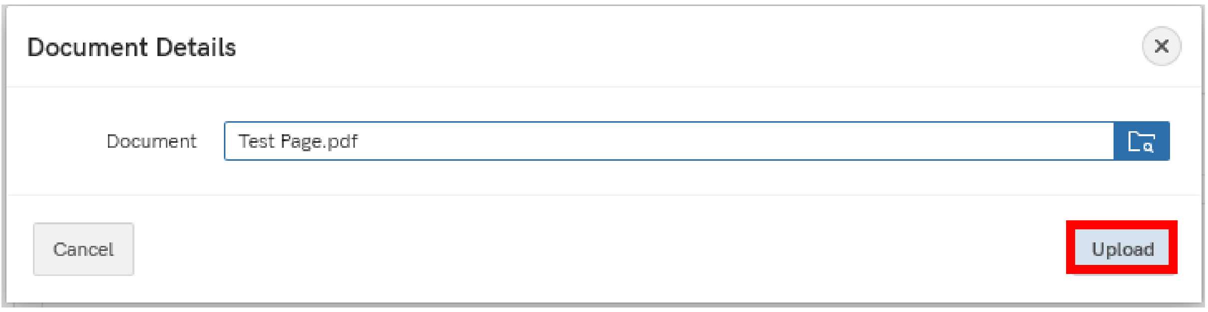
In the ‘Incident Details’ section, users can upload supporting evidence and documents in respect of the incident or near miss. The system can support any files types, and multiple documents can be uploaded for the same incident. To do so, users should click on the ‘Upload Document’ button under the ‘Any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



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

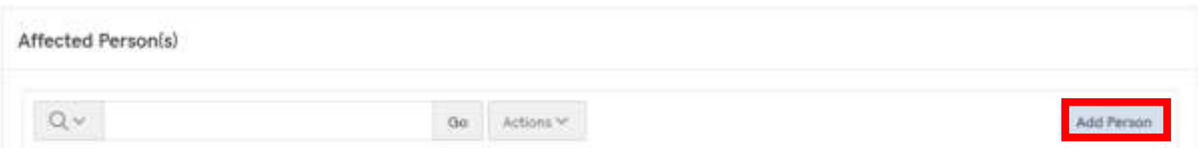


Once selected, click the ‘Upload’ button.



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.

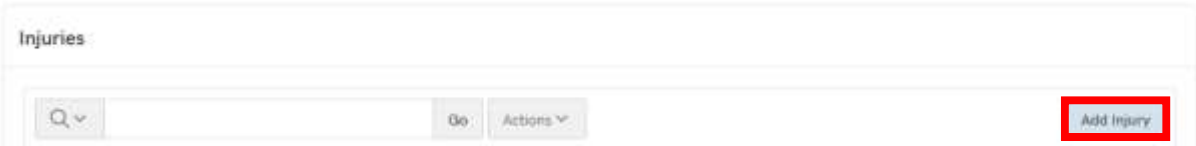
In the ‘Affected Person(s)’ section, users can add details for multiple affected persons relating to a particular incident. To do so, users should click the ‘Add Person’ button under the ‘Affected Person(s)’ banner.



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

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.

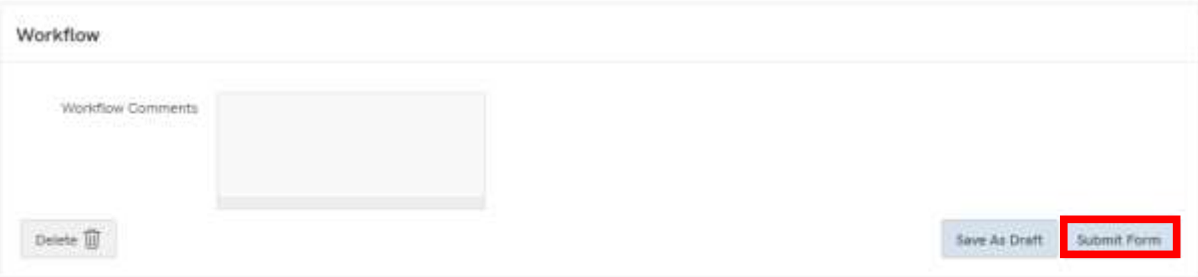


Once all fields on the ‘Injury Details’ screen have been completed, click the ‘Create’ button. The ‘Affected Person’ field drop-down will be populated with the individuals’ details entered in the previous section.

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

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.

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



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.