

# - Classification Editor -

FOR RISKMAN VERSION 2103

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## INTRODUCTION

This reference guide is aimed at Administrators who will be responsible for configuring and maintaining the RiskCat set of classifications to be used with Incident Entry and Incident Reports in RiskMan.

### What is RiskCat?

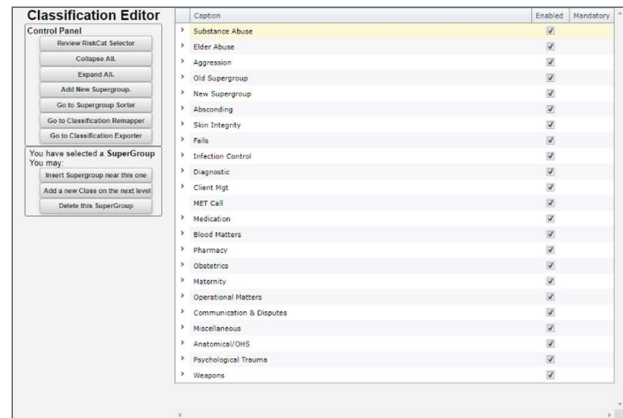
RiskCat is the tool which provides users entering incidents with the ability to select the nature of an incident e.g. Aggression, Falls, Medication Errors, Infection Control, Injuries, Pressure Ulcers. These listings are grouped up to 3 levels:

**Supergroups** (top level)

**Classes** (second level)

**Definitions** (third level)

Your RiskMan Administrator has full control over the content and layout of your RiskCat and a remapping tool to enable you to re-map existing posted and/or unposted incidents from old classifications to new classifications



The administration and management of these classifications is done through the 'Classification Editor' tool which includes the following options:

- Ability to add new, delete existing, or rename Supergroups, Classes and Definitions
- Design the layout of the RiskCat by changing the order in which the Supergroups are displayed as well as the order in which the accompanying classes and definitions are displayed within each Supergroup
- Specify the text and background colours for each Supergroup (and accompanying Classes and Definitions)
- Specify which Supergroups are not displayed for specific "Incident Involved" types
- Ability to re-map existing unposted and/or posted incidents to new supergroups/classifications/ definitions

**Note:** If you wish additional customisations that are not available in the standard Classification Editor e.g. certain incident fields or sections are only displayed based on a selected classification, please contact support at RiskMan - [support@riskman.net.au](mailto:support@riskman.net.au)

## THE CLASSIFICATION EDITOR

### How do I access the Classification Editor?

The 'Classification Editor' can be accessed by selecting *Administration -> Classification Editor* from the menu.

The Classification Editor is made up of four sections:

- 1 The **Changes need saving** menu
- 2 The Control Panel
- 3 The selection menu
- 4 The Classifications list

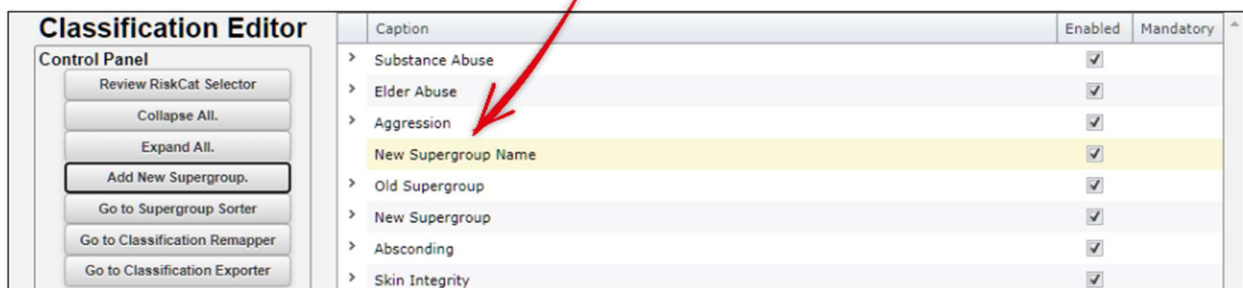
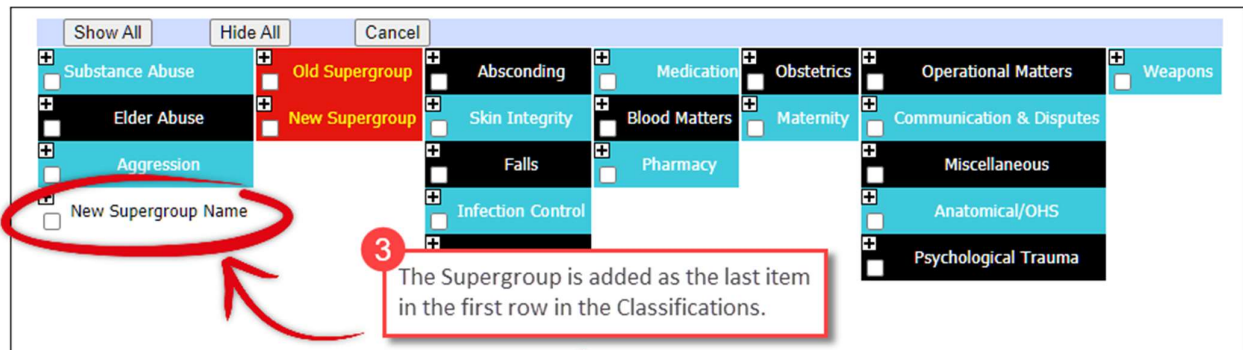
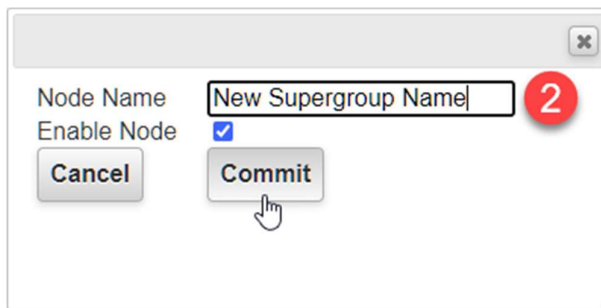
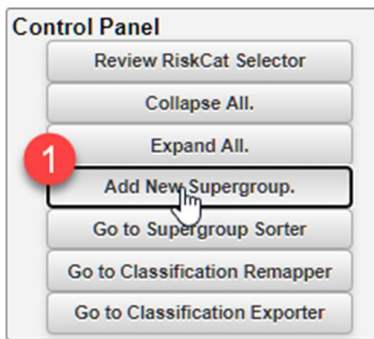
The screenshot shows the Classification Editor interface. On the left, there are three main sections: 'Changes need saving' (containing 'Save Edits' and 'Cancel Edits' buttons), 'Control Panel' (containing buttons for 'Review RiskCat Selector', 'Collapse All.', 'Expand All.', 'Add New Supergroup.', 'Go to Supergroup Sorter', 'Go to Classification Remapper', and 'Go to Classification Exporter'), and 'You have selected a SuperGroup' (containing 'Insert Supergroup near this one', 'Add a new Class on the next level', and 'Delete this SuperGroup' buttons). On the right, there is a table of classifications with columns for 'Caption', 'Enabled', and 'Mandatory'. The table lists various categories like Substance Abuse, Elder Abuse, Aggression, etc., with checkboxes for 'Enabled' and 'Mandatory'. Red callout boxes with numbers 1, 2, 3, and 4 point to the respective sections described in the text above.

Caption	Enabled	Mandatory
> Substance Abuse	<input checked="" type="checkbox"/>	
> Elder Abuse	<input checked="" type="checkbox"/>	
> Aggression	<input checked="" type="checkbox"/>	
> Old Supergroup	<input checked="" type="checkbox"/>	
> New Supergroup	<input checked="" type="checkbox"/>	
> Absconding	<input checked="" type="checkbox"/>	
> Skin Integrity	<input checked="" type="checkbox"/>	
> Falls	<input checked="" type="checkbox"/>	
> Infection Control	<input checked="" type="checkbox"/>	
> Diagnostic	<input checked="" type="checkbox"/>	
> Client Mgt	<input checked="" type="checkbox"/>	
MET Call	<input checked="" type="checkbox"/>	
> Medication	<input checked="" type="checkbox"/>	
> Blood Matters	<input checked="" type="checkbox"/>	
> Pharmacy	<input checked="" type="checkbox"/>	
> Obstetrics	<input checked="" type="checkbox"/>	
> Maternity	<input checked="" type="checkbox"/>	
> Operational Matters	<input checked="" type="checkbox"/>	
> Communication & Disputes	<input checked="" type="checkbox"/>	
> Miscellaneous	<input checked="" type="checkbox"/>	
> Anatomical/OHS	<input checked="" type="checkbox"/>	
> Psychological Trauma	<input checked="" type="checkbox"/>	
> Weapons	<input checked="" type="checkbox"/>	

## How do I add a new Supergroup?

### Option 1: Placing a new Supergroup at the bottom of the list of Supergroups

- 1 Click on the **Add New Supergroup** button
- 2 Type the new Supergroup label in the **Node Name** field. You can choose to set the Supergroup enabled or disabled. Click the **Commit** button
- 3 The new Supergroup will be added in the Classifications Editor list after the last item in the first row of the existing Classifications



**Option 2: Place the new Supergroup near a selected Supergroup**

Highlight a Supergroup in the list, the position of the new Supergroup will be at the bottom of the Classifications row that your selected Supergroup is in.

- 1 Click the **Insert Supergroup near this one** button
- 2 Type the new Supergroup label in the **Node Name** field. You can choose to set the Supergroup enabled or disabled. Click the **Commit** button
- 3 The new Supergroup will be added in the Classifications Editor list after the last item in the first row of the existing Classifications

**Classification Editor**

Caption	Enabled	Mandatory
> Substance Abuse	<input checked="" type="checkbox"/>	
> Elder Abuse	<input checked="" type="checkbox"/>	
> Aggression	<input checked="" type="checkbox"/>	
> Old Supergroup	<input checked="" type="checkbox"/>	
> New Supergroup	<input checked="" type="checkbox"/>	
> Absconding	<input checked="" type="checkbox"/>	
> Skin Integrity	<input checked="" type="checkbox"/>	
> Falls	<input checked="" type="checkbox"/>	
> Infection Control	<input checked="" type="checkbox"/>	
> Diagnostic	<input checked="" type="checkbox"/>	
> Client Mgt	<input checked="" type="checkbox"/>	
> Inserted Supergroup	<input checked="" type="checkbox"/>	
> Medication	<input checked="" type="checkbox"/>	

## How do I add a new Class?

### Option 1: Place a new Class at the end of a Supergroup listing

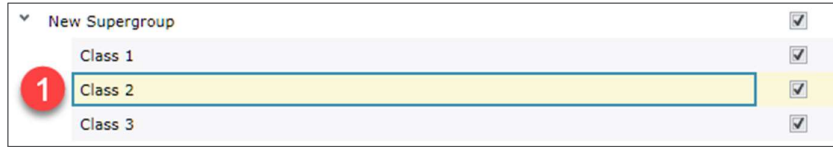
- 1 Highlight the Supergroup in the list that you want the Class to appear under
- 2 Press the **Add a new Class on the next level** button
- 3 Type the new Class label in the Node Name field. You can choose to set the Class enabled or disabled. Click the Commit button
- 4 The new Class will be added in the Classifications Editor list after the last Class item in the Supergroup that was selected

The screenshot shows the 'Classification Editor' interface. On the left is a 'Control Panel' with buttons for 'Review RiskCat Selector', 'Collapse All.', 'Expand All.', 'Add New Supergroup.', 'Go to Supergroup Sorter', 'Go to Classification Remapper', and 'Go to Classification Exporter'. Below this is a section titled 'You have selected a SuperGroup You may:' with buttons for 'Insert Supergroup near this one', 'Add a new Class on the next level', and 'Delete this Sub\_Group'. The main area is a table with columns 'Caption', 'Enabled', and 'Mandatory'. The table lists various supergroups and classes. A red circle '1' highlights the 'New Supergroup' row. A red circle '2' highlights the 'Add a new Class on the next level' button. A red circle '3' highlights the 'Commit' button in a modal dialog. A red circle '4' highlights the 'New Class Name' row in the table. The modal dialog has a text field for 'Node Name' containing 'New Class Name', a checked 'Enable Node' checkbox, and 'Cancel' and 'Commit' buttons.

Caption	Enabled	Mandatory
> Substance Abuse	<input checked="" type="checkbox"/>	
> Elder Abuse	<input checked="" type="checkbox"/>	
> Aggression	<input checked="" type="checkbox"/>	
> Old Supergroup	<input checked="" type="checkbox"/>	
▼ New Supergroup	<input checked="" type="checkbox"/>	
Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Class Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Absconding	<input checked="" type="checkbox"/>	
> Skin Integrity	<input checked="" type="checkbox"/>	
> Falls	<input checked="" type="checkbox"/>	
> Infection Control	<input checked="" type="checkbox"/>	
> Diagnostic	<input checked="" type="checkbox"/>	
> Client Mgt	<input checked="" type="checkbox"/>	
> Inserted Supergroup	<input checked="" type="checkbox"/>	
> Medication	<input checked="" type="checkbox"/>	
> Blood Matters	<input checked="" type="checkbox"/>	
> Pharmacy	<input checked="" type="checkbox"/>	
> Obstetrics	<input checked="" type="checkbox"/>	
> Maternity	<input checked="" type="checkbox"/>	
> Operational Matters	<input checked="" type="checkbox"/>	
> Communication & Disputes	<input checked="" type="checkbox"/>	
> Miscellaneous	<input checked="" type="checkbox"/>	
> Anatomical/OHS	<input checked="" type="checkbox"/>	
> Psychological Trauma	<input checked="" type="checkbox"/>	
> Weapons	<input checked="" type="checkbox"/>	

**Option 2: Place a new Class above or below a selected Class within a Supergroup**

1 Highlight the Class in the list where the new Class is to appear above or below it



2 Click the respective **Insert a Class above the selected one** or **Insert a Class below the selected one** link. A new label 'New Class' will be added to the list.

Ensure that this label is selected (if not, by double click the label) and enter your new **Classification name**

3 Type the new Class label in the Node Name field. You can choose to set the Class enabled or disabled. Click the **Commit** button

4 The new Class will be added in the Classifications Editor list above or below the Class item that was selected

### Classification Editor

**Control Panel**

Review RiskCat Selector

Collapse All.

Expand All.

Add New Supergroup.

Go to Supergroup Sorter

Go to Classification Remapper

Go to Classification Exporter

You have selected a Class.  
You may:

2 Insert a Class above the selection

Insert a Class below the selection

Add a Definition on the next level

Delete this Class.

Caption	Enabled	Mandatory
> Substance Abuse	<input checked="" type="checkbox"/>	
> Elder Abuse	<input checked="" type="checkbox"/>	
> Aggression	<input checked="" type="checkbox"/>	
> Old Supergroup	<input checked="" type="checkbox"/>	
▼ New Supergroup	<input checked="" type="checkbox"/>	
Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 New Class Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Absconding	<input checked="" type="checkbox"/>	
> Skin Integrity	<input checked="" type="checkbox"/>	
> Falls	<input checked="" type="checkbox"/>	
> Infection Control	<input checked="" type="checkbox"/>	
> Diagnostic	<input checked="" type="checkbox"/>	
> Client Mgt	<input checked="" type="checkbox"/>	
> Inserted Supergroup	<input checked="" type="checkbox"/>	
> Medication	<input checked="" type="checkbox"/>	
> Blood Matters	<input checked="" type="checkbox"/>	
> Pharmacy	<input checked="" type="checkbox"/>	
> Obstetrics	<input checked="" type="checkbox"/>	
> Maternity	<input checked="" type="checkbox"/>	
> Operational Matters	<input checked="" type="checkbox"/>	
> Communication & Disputes	<input checked="" type="checkbox"/>	
> Miscellaneous	<input checked="" type="checkbox"/>	
> Anatomical/OHS	<input checked="" type="checkbox"/>	
> Psychological Trauma	<input checked="" type="checkbox"/>	
> Weapons	<input checked="" type="checkbox"/>	

Node Name

Enable Node

Cancel    Commit 3



## How do I add a new Definition?

### Option 1: Place a new Definition at the end of a Class listing

- 1 Highlight the Class in the list that the Definition is to appear under
- 2 Press the **Add a Definition on the next level** button
- 3 Type the new Definition label in the Node Name field. You can choose to set the Definition enabled or disabled. Click the **Commit** button
- 4 The new Definition will be added in the Classifications Editor list below the Class item that was selected

**Classification Editor**

**Control Panel**

- Review RiskCat Selector
- Collapse All.
- Expand All.
- Add New Supergroup.
- Go to Supergroup Sorter
- Go to Classification Remapper
- Go to Classification Exporter

You have selected a **Class**.  
You may:

- Insert a Class above the selection
- Insert a Class below the selection
- Add a Definition on the next level**
- Delete this Class

Caption	Enabled	Mandatory
> Substance Abuse	<input checked="" type="checkbox"/>	
> Elder Abuse	<input checked="" type="checkbox"/>	
> Aggression	<input checked="" type="checkbox"/>	
> Old Supergroup	<input checked="" type="checkbox"/>	
▼ New Supergroup	<input checked="" type="checkbox"/>	
Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>New Class Name</b> 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>New Definition Name</b> 4	<input checked="" type="checkbox"/>	
Class 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Absconding	<input checked="" type="checkbox"/>	
> Skin Integrity	<input checked="" type="checkbox"/>	
> Falls	<input checked="" type="checkbox"/>	
> Infection Control	<input checked="" type="checkbox"/>	
> Diagnostic	<input checked="" type="checkbox"/>	
> Client Mgt	<input checked="" type="checkbox"/>	
> Inserted Supergroup	<input checked="" type="checkbox"/>	
> Medication	<input checked="" type="checkbox"/>	
> Blood Matters	<input checked="" type="checkbox"/>	
> Pharmacy	<input checked="" type="checkbox"/>	
> Obstetrics	<input checked="" type="checkbox"/>	
> Maternity	<input checked="" type="checkbox"/>	
> Operational Matters	<input checked="" type="checkbox"/>	
> Communication & Disputes	<input checked="" type="checkbox"/>	
> Miscellaneous	<input checked="" type="checkbox"/>	
> Anatomical/OHS	<input checked="" type="checkbox"/>	
> Psychological Trauma	<input checked="" type="checkbox"/>	
> Weapons	<input checked="" type="checkbox"/>	

Node Name:

Enable Node:

**Commit** 3    **Cancel**

**Option 2: Placing the new Definition above or below a selected Definition within a Class**

- 1 Highlight the Definition in the list that the New Definition is to appear above or below
- 2 Press the **Insert a Definition above or below the selection** button
- 3 Type the new Definition label in the Node Name field. You can choose to set the Definition enabled or disabled. Click the **Commit** button
- 4 The new Definition will be added in the Classifications Editor list below the Class item that was selected

The screenshot displays the 'Classification Editor' interface. On the left is a 'Control Panel' with buttons for 'Review RiskCat Selector', 'Collapse All.', 'Expand All.', 'Add New Supergroup.', 'Go to Supergroup Sorter', 'Go to Classification Remapper', and 'Go to Classification Exporter'. Below this is a section titled 'You have selected a Definition You may:' with three buttons: 'Insert a Definition above the selection', 'Insert a Definition below the selection' (highlighted with a red circle 2), and 'Delete this Definition'. The main area is a table with columns 'Caption', 'Enabled', and 'Mandatory'. The table lists various categories like Substance Abuse, Elder Abuse, Aggression, etc. Under 'New Supergroup', 'Class 2' is expanded, showing 'Definition 1', 'Definition 2' (highlighted with a red circle 1), and 'New Definition Name' (highlighted with a red circle 4). A modal dialog is open over 'New Definition Name', containing a text field with 'New Definition Name', an 'Enable Node' checkbox (checked), and 'Cancel' and 'Commit' buttons (with 'Commit' highlighted by a red circle 3).

## Mandatory Classes

There is an option in the **Classifications Editor** that allows you to specify a Supergroup/Class combination to be a mandatory selection if it is displayed in the RiskCat.

- 1 Click in the **Mandatory Class** checkbox in the Mandatory column that corresponds to the Supergroup .  
The **Changes need saving** menu will be displayed above the **Control Panel**
- 2 Click the **Save Edits** button

The screenshot shows the Classification Editor interface. On the left is a control panel with a 'Changes need saving' notification and several buttons. The main area is a table with columns for 'Caption', 'Enabled', and 'Mandatory'. The 'Used By' row under 'Substance Abuse' is highlighted in yellow, and its 'Mandatory' checkbox is checked and circled in red with the number '1'. The 'Save Edits' button in the control panel is also circled in red with the number '2'.

Caption	Enabled	Mandatory
Substance Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Substance Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Used By	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Found By	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Elder Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Type Of Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edited Class Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Alleged Offender	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Confirmation Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Relationship of Offender	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Aggression	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Aggression Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
new	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Aggression Context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Old Supergroup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Old Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Old Class 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Old Class 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> New Supergroup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Class 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Definition 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Definition 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Definition Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Definition 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Absconding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Abscond Context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Abscond Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> Skin Integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## How do I rename a Supergroup, Class or Definition?

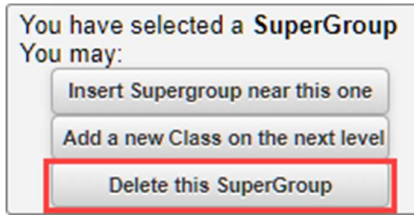
- 1 Double click the existing **Supergroup, Class** or **Definition** and enter the new label name. Click away from the text you have just entered. The **Changes need saving** menu will appear above the Control Panel menu.
- 2 Press **Save edits** when ready to save

The screenshot shows the 'Classification Editor' interface. On the left is a 'Control Panel' with various buttons. A red callout '2' points to the 'Save Edits' button in the 'Changes need saving' section. The main area is a table with columns for 'Caption', 'Enabled', and 'Mandatory'. A red callout '1' points to the 'Types Of Abuse' row, which is highlighted in green.

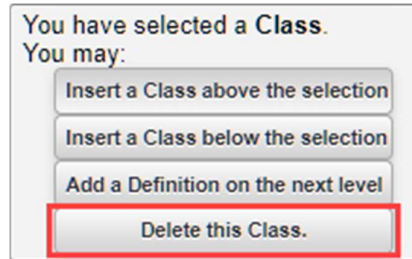
Caption	Enabled	Mandatory
Substance Abuse	<input checked="" type="checkbox"/>	
Substance Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Used By	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Found By	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elder Abuse	<input checked="" type="checkbox"/>	
Types Of Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edited Class Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alleged Offender	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confirmation Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationship of Offender	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aggression	<input checked="" type="checkbox"/>	

## How do I delete a Supergroup, Class or Definition?

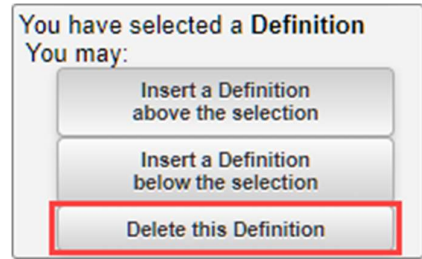
Depending on which item you select the **You have selected...** menu buttons will change to display the options related to your selection.



**Supergroup** selected menu



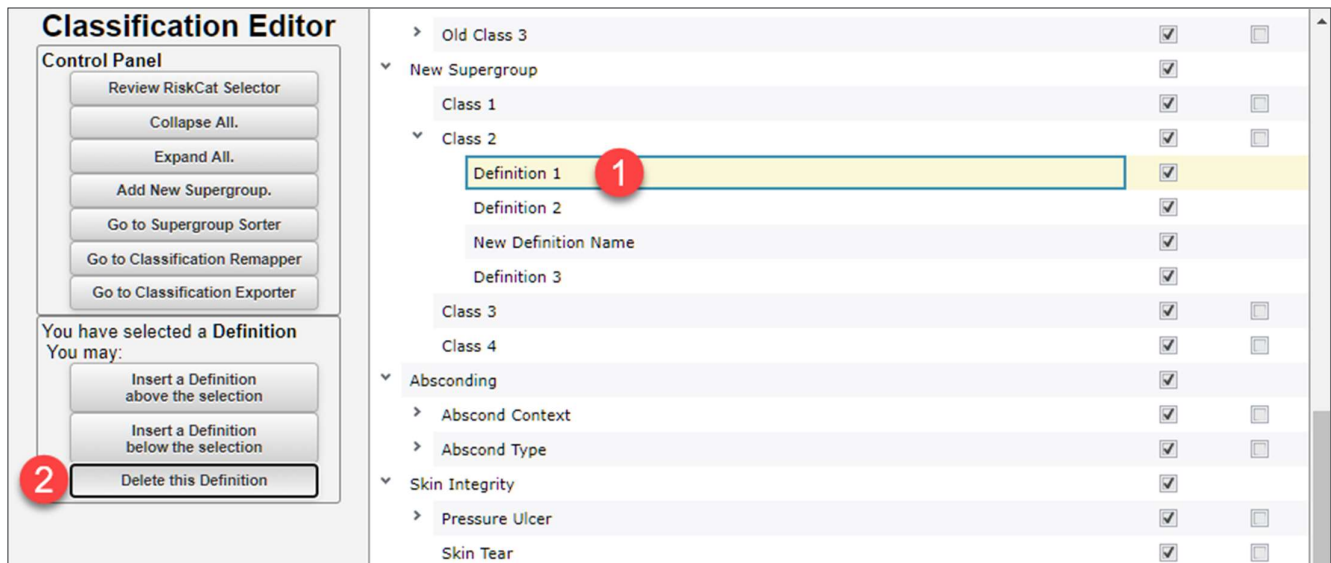
**Class** selected menu



**Definition** selected menu

To delete a **Supergroup**, **Class** or **Definition** do the following:

- 1 Highlight the **Supergroup**, **Class** or **Definition** in the list that you want to delete
- 2 Press the respective **Delete this Supergroup**, **delete this Class** or **Delete this Definition** button in the **You have selected...** menu



**Note:** Once you click the **Delete this** button your selection will be deleted immediately. You will not need to save this action; it is automatically saved. You will not be asked to confirm the delete action!

### Can I change the layout of the RiskCat?

The order in which the Classes and Definitions appear in your RiskCat, as well as which Supergroup and/or Class they appear under can be done via the ‘Classification Editor’ page.

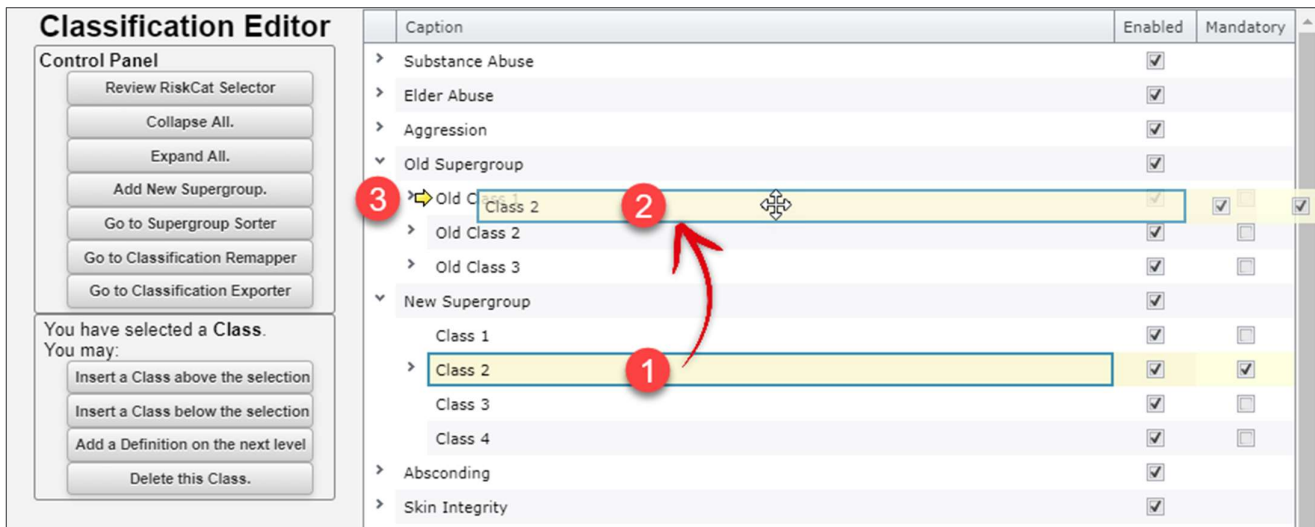
The layout of the Supergroups needs to be edited via the ‘Supergroup Sorter’ page.

#### Re-arrange Classes or Definitions

Moving a Class will also move the Definitions that belong to it. Definitions can be moved independent of the class they are under.

#### To reposition the Classes

- 1 Click on the respective **Class** in the list. A blue line will appear around your selection Class 3
- 2 Drag the **Class** over the Class you want it to appear under. You will see a yellow arrow appear identifying the target Class
- 3 Release the mouse and the moved **Class** will be re-positioned accordingly (dropping a Class on a class will position it directly under the Class it was dropped on)



#### To move a Class to the top position

Position your chosen **Class** under the top Class and follow the previous “reposition the Class” instructions.

1

Position the Class just under the top Class.

2


Drag the top Class onto the Class you want above it and drop it.

3

The dropped the Class will now be positioned under the Class it was dropped on.

**Note:** You can move a Class to appear under a different Supergroup and the Class Definitions will be moved along with the Class to the new position.

## To reposition the Supergroups

- 1 Click on the **Go to 'Supergroup Sorter'** button.
- 2 This will take you to the **'Classification Supergroup Sorter'** page
- 3 To move a Supergroup, click on the  icon next to the respective Supergroup and drag to the desired position
- 4 Press **Save Changes Now** when ready to save

**Control Panel**

Review RiskCat Selector

Collapse All.

Expand All.

**1** Add New Supergroup.

**Go to Supergroup Sorter**

Go to Classification Remapper

Go to Classification Exporter


**Classification Supergroup Sorter**

**Control Panel**

Review RiskCat Selector

Classification Editor

Classification Remapper

Click, hold and drag the  to move the Supergroups to where you want them. Click on a Supergroup to edit its properties. If you need more space, save. The grid will always start with 3 extra rows and columns.

Substance Abuse	Old Supergroup	Absconding	Medication	Obstetrics	Operational Matters	Weapons
Elder Abuse	New Supergroup	Skin Integrity	Blood Matters	Maternity	Communication & Disputes	
Aggression		Falls	Pharmacy		Miscellaneous	
		Infection Control			Anatomical/OHS	
		Diagnostic			Psychological Trauma	
		Client Mgt				
		Inserted Supergroup				

**2**

Substance Abuse	Old Supergroup	Absconding
Elder Abuse	New Supergroup	Skin Integrity
Aggression		Falls
		Infection Control

**3**

Substance Abuse		Absconding
Elder Abuse	New Supergroup	Skin Integrity
Aggression	Old Supergroup	Falls
		Infection Control

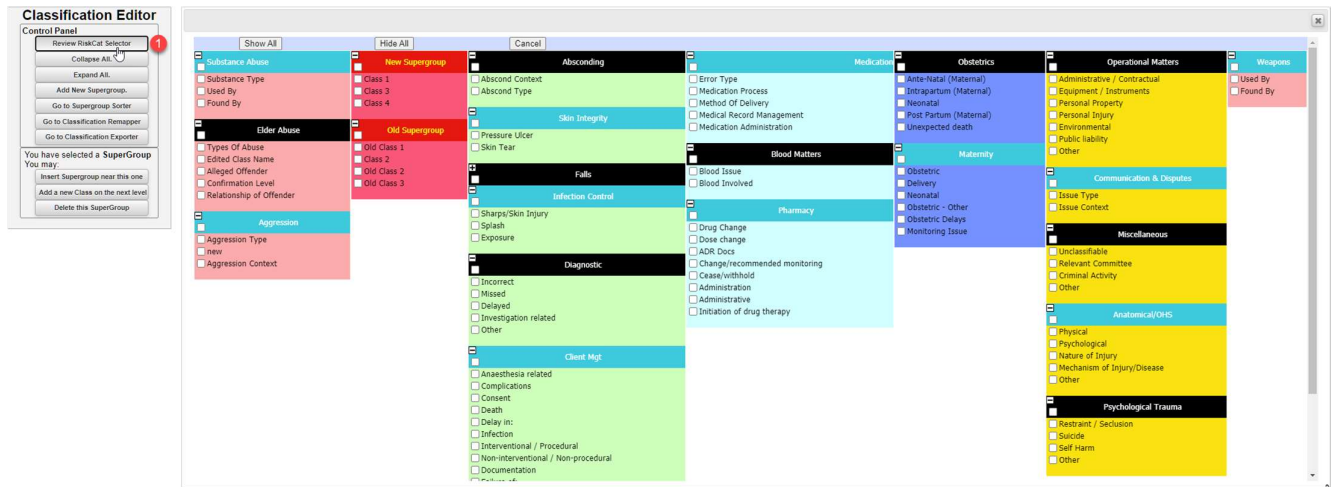
**There are Unsaved Changes.** **4**

Save Changes

Cancel Changes.

## Can I view the changes I have made to RiskCat?


To preview the RiskCat, you can display all **active** Supergroups, Classes and Definitions, by clicking on the 'Review RiskCat Selector' **1** link which is available on **ANY** page accessed from the Classification Editor.





### Can I printout the RiskCat Classifications?

A snapshot of your RiskCat, displaying all **active** Supergroups, Classes and Definitions, can be exported to Excel™ in spreadsheet format and printed from Excel™

- 1 To export your classifications, click on the ‘Goto the Classification Exporter’ link which is **ONLY** available on ‘Classification Editor’ page
- 2 To export your classifications to Excel™, click on the  icon. The classifications will display in spreadsheet format.

**Control Panel**

Review RiskCat Selector

Collapse All.

Expand All.

Add New Supergroup.

Go to Supergroup Sorter

Go to Classification Remapper

**1** Go to Classification Exporter

You have selected a SuperGroup You may:

Insert Supergroup near this one

Add a new Class on the next level

Delete this SuperGroup

**Classification Exporter**

[Return to the 'Classification Editor'](#)

Edit Column	Delete Column	Supergroup	Class	Definition
Edit	Delete	Absconding	Abscond Context	Assessed At Risk
Edit	Delete	Absconding	Abscond Context	Known psychiatric diagnosis
Edit	Delete	Absconding	Abscond Context	Not Psychiatric Related
Edit	Delete	Absconding	Abscond Context	Previous attempts
Edit	Delete	Absconding	Abscond Context	Successful (Compromise)
Edit	Delete	Absconding	Abscond Context	Successful (No Compromise)
Edit	Delete	Absconding	Abscond Type	Attempted
Edit	Delete	Absconding	Abscond Type	Exit against medical advice
Edit	Delete	Absconding	Abscond Type	Exit prior to assessment

### What does the ‘Classification Supergroup Sorter’ page do?

The Classification Supergroup Sorter page allows you to:

- Specify the colour of the backgrounds and labels of your Supergroups and your Classes/Definitions
- Hide specific Supergroups when certain ‘Incident Involved’ types are selected in the Incident Notification e.g. you may only want to view specific hazard related classifications for Hazard incidents and OH&S related Supergroups for OH&S and staff incidents
- Specify if a selection from a Supergroup is mandatory if that Supergroup is displayed in RiskCat
- Specify if the classifications under a Supergroup are expanded to Class or Definition level or not expanded at all, by default
- Specify the alignment of your Supergroup titles e.g. left, right or centred

### To access the Classification Supergroup Sorter page

- 1 Click on the 'Go to Supergroup Sorter' link on ANY of the Classification Editor pages

#### Classification Editor

**Control Panel**

Review RiskCat Selector

Collapse All.

Expand All.

Add New Supergroup.

**1** Go to Supergroup Sorter

Go to Classification Remapper

Go to Classification Exporter

You have selected a **SuperGroup**  
You may:

Insert Supergroup near this one

Add a new Class on the next level

Delete this SuperGroup

Caption	Enabled	Mandatory
> Substance Abuse	✓	
> Elder Abuse	✓	
> Aggression	✓	
> New Supergroup	✓	
> Old Supergroup	✓	
> Absconding	✓	
> Skin Integrity	✓	
> Falls	✓	
> Infection Control	✓	
> Diagnostic	✓	
> Client Mgt	✓	
> Inserted Supergroup	✓	
> Medication	✓	



#### Classification Supergroup Sorter

**Control Panel**

Review RiskCat Selector

Classification Editor

Classification Remapper

Click, hold and drag the to move the Supergroups to where you want them.  
Click on a Supergroup to edit its properties.  
If you need more space, save. The grid will always start with 3 extra rows and columns.

Substance Abuse	Elder Abuse	Aggression	New Supergroup	Old Supergroup	Absconding	Skin Integrity	Falls	Infection Control	Diagnostic	Client Mgt	Inserted Supergroup	Medication	Blood Matters	Pharmacy	Obstetrics	Maternity	Operational Matters	Communication & Disputes	Miscellaneous	Anatomical/OHS	Psychological Trauma	Weapons

### Modify the title text and background colours

- 1 Click on the **Supergroup name**
- 2 Click on the respective **Change Color** button and 3 select a colour from the pop-up Color Picker
- 4 If you know the hexadecimal colour code, type it next to the respective colour field

### Example of how the colour selections affect your RiskCat

## Copy and Paste a Supergroups details

The Details of a Supergroup include the following:

- Text Colour** ..... Colour of the Classes and Definitions text
- Text Background colour**..... Colour of the background behind the Classes and Definitions text
- Title Text Colour**..... Colour of the Supergroup text
- Title Text Background colour** ..... Colour of the background behind the Supergroup text
- Mandatory Supergroup setting** ..... It will be mandatory to select one item in the Supergroup
- You may only select one item** ..... Only one item in this Supergroup is allowed to be selected
- Initial State**..... Sets the expanded/contracted state of the supergroup in the RiskCat selector
- Title Alignment**..... Sets the Text alignment of the Supergroup Title

To copy and paste the details of a Soupergroup:

- 1 Click on the **Supergroup** name that has the details
- 2 Click on the **Copy Details** button

**Classification Supergroup Sorter**

**Control Panel**

Review RiskCat Selector  
Classification Editor  
Classification Remapper

Click, hold and drag the to move the Supergroups to where you want them. Click on a Supergroup to edit its properties. If you need more space, save. The grid will always start with 3 extra rows and columns.

Substance Abuse	Abducting	Medication	Obstetrics	Operational Matters	Weapons
Elder Abuse	Skin Integrity	Blood Matters	Maternity	Communication & Disputes	
Aggression	Falls	Pharmacy		Miscellaneous	
	Infection Control			Anatomical/OHS	
	Diagnostic			Psychological Trauma	
	Client Mgt			New Supergroup	
	Inserted Supergroup			Old Supergroup	

Text Color: #000000 Change Color  
Background Color: #ffa000 Change Color  
Title Text Color: #ffffff Change Color  
Title Background Color: #000000 Change Color

Hide the selected Supergroup when 'Incident involved' is of these types: Client, Patient/Client, Resident, Staff Member, Volunteer, Relative/Visitor

Supergroup Initial State: Expanded To Class  
Supergroup Title Alignment: center

Copy Details Paste Details

- 3 Click on the **Supergroup** name that you want the copied details to be pasted into
- 4 Click on the **Paste Details** button

**Classification Supergroup Sorter**

**Control Panel**

Review RiskCat Selector  
Classification Editor  
Classification Remapper

**There are Unsaved Changes.**

Save Changes  
Cancel Changes.

Click, hold and drag the to move the Supergroups to where you want them.

Substance Abuse	Abducting	Medication	Obstetrics	Operational Matters	Weapons
Elder Abuse	Skin Integrity	Blood Matters	Maternity	Communication & Disputes	
Aggression	Falls	Pharmacy		Miscellaneous	
	Infection Control			Anatomical/OHS	
	Diagnostic			Psychological Trauma	
	Client Mgt			New Supergroup	
	Inserted Supergroup			Old Supergroup	

Text Color: #000000 Change Color  
Background Color: #ffa000 Change Color  
Title Text Color: #ffffff Change Color  
Title Background Color: #000000 Change Color

Hide the selected Supergroup when 'Incident involved' is of these types: Client, Patient/Client, Resident, Staff Member, Volunteer, Relative/Visitor

Supergroup Initial State: Expanded To Class  
Supergroup Title Alignment: center

Copy Details Paste Details

- 5 Click on the **Save Changes** button

## Altering the visual layout of your Supergroups

You are able to define the default layout for your Supergroups, including whether a Supergroup will display

- Fully collapsed, fully expanded, or expanded to the Class level and
- Left Justified, Right Justified or Centred

### To change the initial state of a Supergroup

- 1 Click on the Supergroup name
- 2 Select the desired option from the **Supergroup Initial State** list box
- 3 Click on the **Save Changes** button

The screenshot shows the 'Classification Supergroup Sorter' interface. On the left is a 'Control Panel' with buttons for 'Review RiskCat Selector', 'Classification Editor', and 'Classification Remapper'. Below it is a pink box with 'There are Unsaved Changes.' and 'Save Changes' and 'Cancel Changes.' buttons. A red circle '1' points to the 'Substance Abuse' header in the table. The table has columns for various supergroups: Substance Abuse, Absconding, Medication, Obstetrics, Operational Matters, Weapons, Elder Abuse, Skin Integrity, Blood Matters, Maternity, Communication & Disputes, Aggression, Falls, Pharmacy, Miscellaneous, Infection Control, Anatomical/OHS, Diagnostic, Psychological Trauma, Client Mgt, New Supergroup, and Inserted Supergroup, Old Supergroup. Below the table are color selection options for Text Color, Background Color, Title Text Color, and Title Background Color. A dropdown menu for 'Supergroup Initial State' is open, showing options: Fully Collapsed, Fully Expanded, Expanded To Class (highlighted), and Fully Collapsed. A red circle '2' points to this dropdown. A 'Save Changes' button is also highlighted with a red circle '3'. A 'details' link is visible at the bottom right of the dropdown menu.

**Suggestion:** If you select “Fully Collapsed” position your Supergroups in one column - like a tree view. Refer to the section “How do I arrange my Supergroups into a tree view” for assistance

**Expanded to Class**

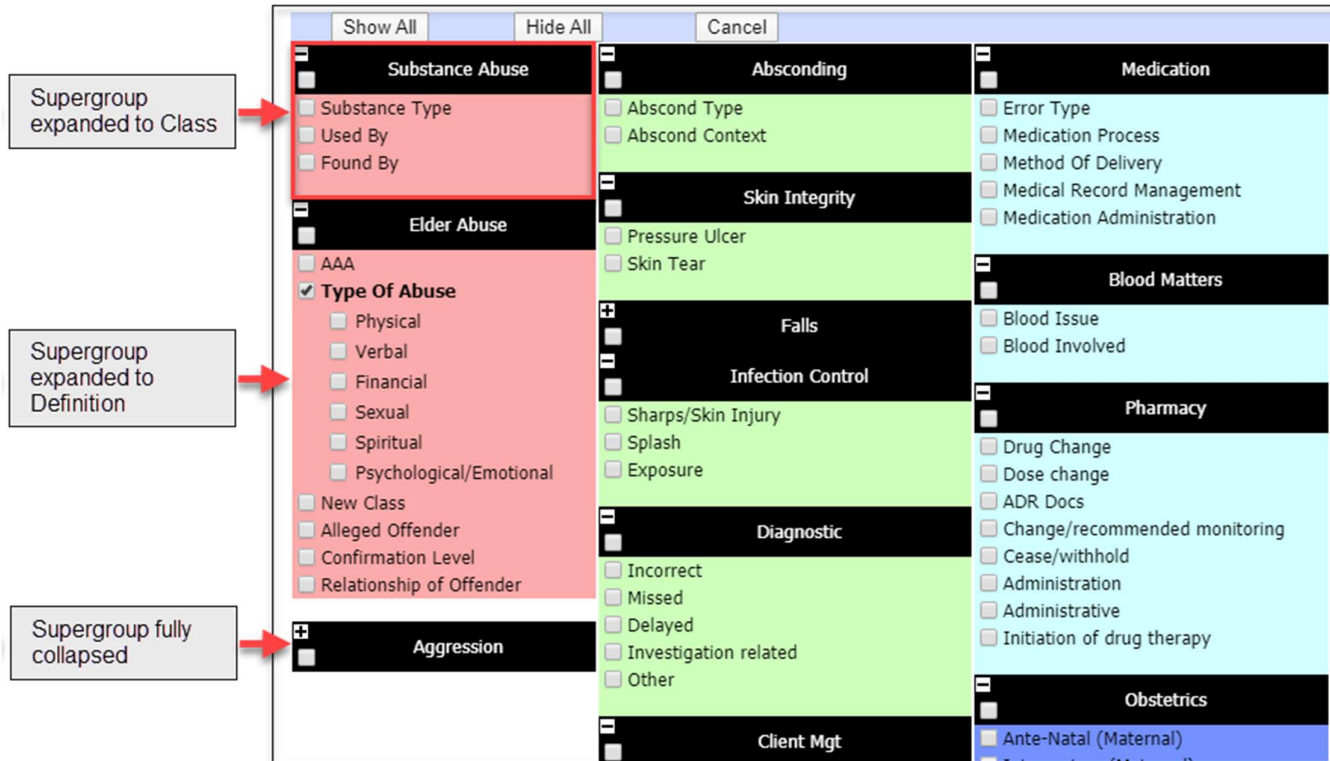
Default setting where RiskCat is expanded to the Class level (2nd level). Users can expand to the 3rd level by clicking on an individual Class or by pressing **Show All**

**Fully Expanded**

RiskCat will be expanded to Definition level (3rd level)

**Fully Collapsed**

RiskCat will not be expanded, and all that is viewed are the Supergroup headings. The user can then expand individual Supergroups to the Class and Definition levels or press **Show All** to fully expand all the classifications



### To change the title alignment for a Supergroup

- 1 Click on the **Supergroup** name
- 2 Select the desired alignment from the **Supergroup Title Alignment** dropdown box
- 3 Click on the **Save Changes** button

The screenshot shows the 'Classification Supergroup Sorter' interface. On the left is a 'Control Panel' with buttons for 'Review RiskCat Selector', 'Classification Editor', and 'Classification Remapper'. Below this is a pink box with the text 'There are Unsaved Changes.' and buttons for 'Save Changes' (circled with a red '3') and 'Cancel Changes.'. The main area is a grid of supergroups. A dropdown menu is open over the 'Supergroup Title Alignment' field, showing options: 'center', 'left', and 'right' (circled with a red '2'). The 'center' option is currently selected. Below the grid are color selection tools for 'Text Color', 'Background Color', 'Title Text Color', and 'Title Background Color'. There are also checkboxes for 'When shown, an entry in this supergroup is Mandatory.' and 'You may only select one item from this Supergroup.'

### Examples of Title Alignment

Three examples of supergroup title alignment are shown. Each example has a label above it: 'Left aligned', 'Centre aligned', and 'Right aligned'. Red arrows point from these labels to the corresponding supergroup titles in a list. The list includes 'Substance Abuse' (left-aligned), 'Elder Abuse' (left-aligned), 'Absconding' (center-aligned), 'Skin Integrity' (center-aligned), and 'Medication' (right-aligned). Each supergroup title is followed by a list of sub-items with checkboxes.

### Supergroups can be hidden based on selected 'Incident Involved' types

Supergroups can be hidden based on a selected 'Incident Involved' type. For example, you may only want to show specific clinical Supergroups for Patient/Client/Resident incidents and OH&S specific Supergroups for Staff incidents

- 1 Click on the **Supergroup** name
- 2 Next to the **Hide the selected Supergroup when 'Incident Involved' is of these types**, highlight the 'Incident Involved' types that you wish this Supergroup to be **HIDDEN**
- 3 Click on the **Save Changes** button

*Note: Hold your CTRL key and click to select more than one 'incident involved' type*

**Classification Supergroup Sorter**

Control Panel  
 Review RiskCat Selector  
 Classification Editor  
 Classification Remapper

**There are Unsaved Changes.**  
 Save Changes  
 Cancel Changes.

<b>Substance Abuse</b>	Absconding	Medication	Obstetrics	Operational Matters	Weapons
Elder Abuse	Skin Integrity	Blood Matters	Maternity	Communication & Disputes	
Aggression	Falls	Pharmacy		Miscellaneous	
	Infection Control			Anatomical/OHS	
	Diagnostic			Psychological Trauma	
	Client Mgt			New Supergroup	
	Inserted Supergroup			Old Supergroup	

Hide the selected Supergroup when 'Incident involved' is of these types  
 Hint: Hold <Ctrl> to select multiple items.

Client  
 Patient/Client  
 Resident  
 Staff Member  
 Volunteer  
 Relative/Visitor

Supergroup Initial State: Expanded To Class  
 Supergroup Title Alignment: left  
 Copy Details Paste Details

Click, hold and drag the mouse to



## How do I arrange my Supergroups into a tree view?

- 1 Drag the Supergroups into the first column, until there are no rows left and press **Save Changes Now**  
You will notice that 3 additional blank rows have appeared.

If you have more Supergroups to arrange continue to drag your Supergroups to the blank rows. Once these rows are filled with Supergroups you will need to press **Save Changes Now** so save your changes and add an additional 3 blank rows to the first column

Continue with the above steps until you have dragged all your Supergroups to the one column

- 2 Click on the **Save Changes** button

**Suggestion:** If you wish to display your Supergroups in one column, change the **Supergroup Initial State = Fully Collapsed** to enable a tree view. In this way a user will not see all the classifications at once and can expand individual Supergroups and Classes to see the list of respective Definitions

**Classification Supergroup Sorter**

Control Panel

Review RiskCat Selector

Classification Editor

Classification Remapper

**There are Unsaved Changes.**

Save Changes

Cancel Changes.

Click, hold and drag the to move the Supergroups to where you want them. Click on a Supergroup to edit its properties. If you need more space, save. The grid will always start with 3 extra rows and columns.

Substance Abuse

Elder Abuse

Aggression

Absconding

Skin Integrity

Falls

Infection Control

Diagnostic

Client Mgt

Medication

Blood Matters

Pharmacy

Obstetrics

Operational Matters

Communication & Disputes

Miscellaneous

Anatomical/OHS

Psychological Trauma

Weapons

New Supergroup

Old Supergroup

Inserted Supergroup

Maternity

Text Color: 000000 Change Color

Background Color: #6699FF Change Color

Title Text Color: #ffff Change Color

Title Background Color: #00codd Change Color

When shown, an entry in this supergroup is Mandatory.

You may only select one item from this Supergroup.

Hide the selected Supergroup when 'Incident involved' is of these types

Hint: Hold <Ctrl> to select multiple items.

Client

Patient/Client

Resident

Staff Member

Volunteer

Relative/Visitor

Supergroup Initial State: Fully Collapsed

Supergroup Title Alignment: center

Copy Details Paste Details

### Example of your RiskCat arranged in a tree view



### Example of one of the Supergroups expanded in RiskCat

To view the Classes & Definitions under a Supergroup, click on the respective **Expand [+]** button



### What happens to my existing incidents if changes are made to RiskCat?

If you make changes to the classifications in RiskCat your existing incidents (unposted and posted) will still retain the classifications originally selected.

It is **STRONGLY RECOMMENDED** that you re-map your existing **posted** incidents (where applicable) to your new classification set. This is to ensure that you have consistency with your Incident Reporting. It is not necessary to re-map your unposted incidents as you may like to keep the originally selected classifications for historical purposes.

Re-mapping of RiskCat classifications can be done through the re-mapping tool which is available from any of the Classification Editor pages

### To access the Classification Re-Mapper page

- 1 Click on the **Goto the Classification Re-mapper** link in the respective 'Control panel'



## Classification Re-mapper Options

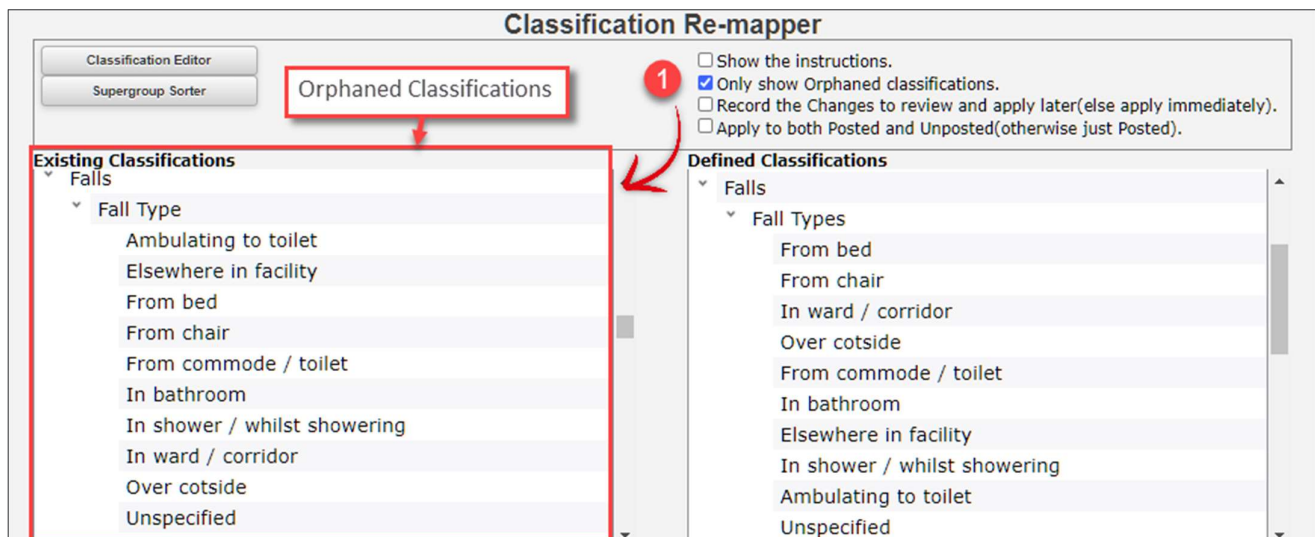
### Show the instructions

1 This will display the simple re-mapping instructions, tick the Show Instructions Checkbox



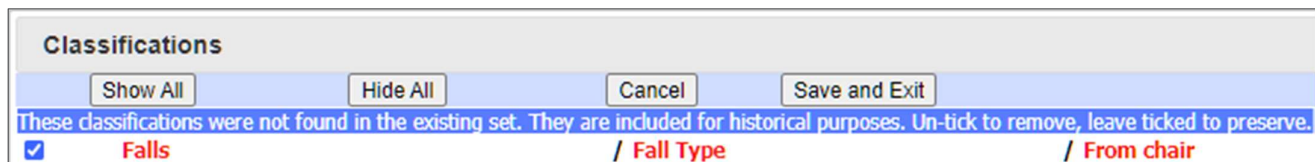
### Only show Orphaned classifications

1 The Classifications displayed in the **Existing Classifications** window will be restricted to only those Classifications that are no longer listed in the RiskCat but have records that are associated with them. These are referred to as 'Orphaned Classifications' and should be re-mapped to a Defined Classification.



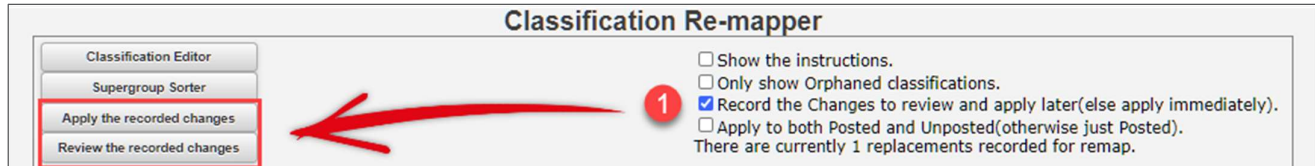
**NOTE:** Orphaned Classifications displayed in the Existing Classifications window will be Orphan Classifications in Posted records exclusively unless you also select the **Apply to both Posted and Unposted** option.

**NOTE:** Orphaned Classifications that are **not** re-mapped will display a message in the RiskCat Selector along with a checkbox option to remove the Orphaned Classification from the record by unticking it.



**Record the Changes to review and apply later (else apply immediately)**

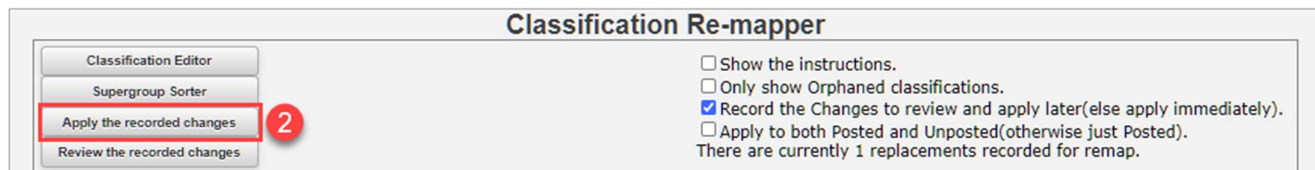
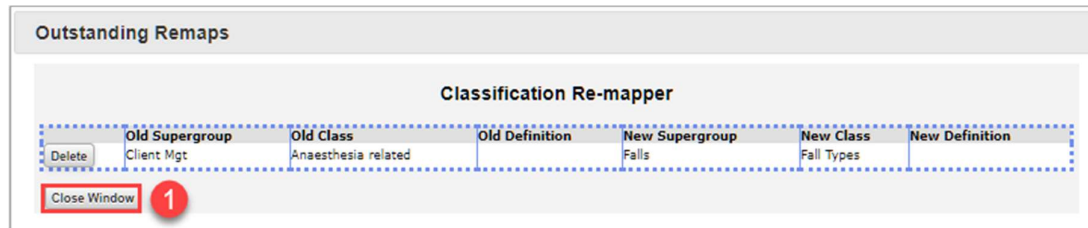
All Re-Mapping changes are applied immediately upon dropping the Existing Class on the Defined Class. There will not be any chance to cancel your changes unless you turn on the Record the Changes option. The Re-map changes that you make will be recorded and **NOT** applied until you click on the **Apply the recorded changes** button. Your changes are available for review by clicking on the **Review the recorded changes** button.



The Recorded Changes are displayed in the **Outstanding Remaps** window. The Old Supergroup, Class, and Definition are displayed as well as the New Supergroup, Class, and Definition. From this window you can chose to reject your remap changes by clicking on the **Delete** button.

To accept and save the remap changes:

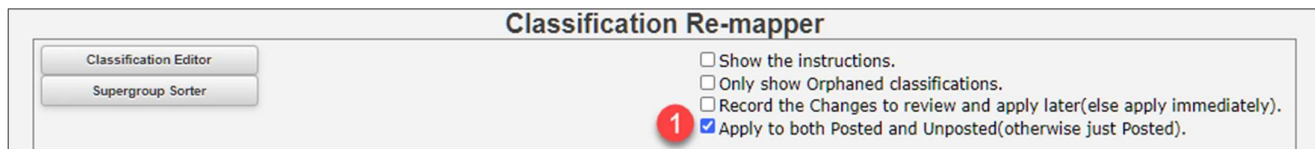
- 1 Close the **Outstanding Remaps** window
- 2 Select **Apply the recorded changes** button. Your changes will be saved.



**Apply to both Posted and Unposted (otherwise just Posted)**

- 1 This will apply your remap changes to both Posted and Unposted records.

If this option is unticked the changes will only be applied to the posted records in the system.



**NOTE:** In RiskMan systems that auto-post records the **'Apply to both Posted and Unposted'** option will not appear in the Classification Re-mapper menu.

## Re-mapping Incidents to New Classifications

The Classification Re-mapper consists of two list views. **Existing Classifications** and **Defined Classifications**.

**Existing Classifications** are all the historic Supergroups, Classes, and Definitions that populated the RiskCat selector prior Classification edits.

**Defined Classifications** are all the Supergroups, Classes, and Definitions as they currently exist in the RiskCat selector including your Classification edits.

The diagram shows two side-by-side list views. On the left, the 'Existing Classifications' list contains items like 'Agency of Injury', 'Client Mgt', 'Clinical Support System', 'Elder Abuse', 'Falls', and 'Fall Type' (with a sub-item 'Ambulating to toilet'). On the right, the 'Defined Classifications' list contains items like 'Substance Abuse', 'Elder Abuse', 'Aggression', 'Absconding', 'Skin Integrity', 'Falls', and 'Infection Control'. Red boxes with arrows point from descriptive text to each list. The text for 'Existing Classifications' is 'Classifications that exist in the current records in your system and appeared prior to editing'. The text for 'Defined Classifications' is 'Classifications that have been added or edited in the Classification Editor and appear in the RickCat'.

If the **1**  Apply to both Posted and Unposted(otherwise just Posted). is unchecked, the **Existing Classifications** list view will display classifications used by **Posted Incident** records.

If the  Apply to both Posted and Unposted(otherwise just Posted). is checked, the Existing Classifications list view will display classifications used by **Posted and Unposted** records.

In both cases the list of “orphaned” classifications (ie. no longer available in RiskCat) will display in the left hand column labeled **2** “Existing Classifications”

The screenshot shows the 'Classification Re-mapper' interface. At the top, there are buttons for 'Classification Editor' and 'Supergroup Sorter'. To the right, there are checkboxes: 'Show the instructions.' (unchecked), 'Only show Orphaned classifications.' (unchecked), 'Record the Changes to review and apply later(else apply immediately).' (checked), and 'Apply to both Posted and Unposted(otherwise just Posted).' (checked). Below these is a status message: 'There are currently 0 replacements recorded for remap.' The interface is split into two columns: 'Existing Classifications' on the left and 'Defined Classifications' on the right. The 'Existing Classifications' list includes 'Absconding', 'Agency of Injury', 'Aggression', 'Anatomical/OHS', 'Blood Matters', 'Client Mgt', 'Clinical Support System', and 'Communication & Disputes'. The 'Defined Classifications' list includes 'Substance Abuse' (with sub-items 'Substance Type', 'Used By', 'Found By'), 'Elder Abuse' (with sub-items 'Types Of Abuse', 'Edited Class Name', 'Alleged Offender'), and 'Infection Control'. A red circle with the number '1' points to the 'Apply to both...' checkbox, and a red circle with the number '2' points to the 'Client Mgt' item in the 'Existing Classifications' list.

**Note:** The  Apply to both Posted and Unposted(otherwise just Posted). checkbox not only changes the Existing Classifications list view, it also selects the type of records that are going to be remapped, Posted or Posted & Unposted

**To re-map the existing classes/definitions to the modified active RiskCat**

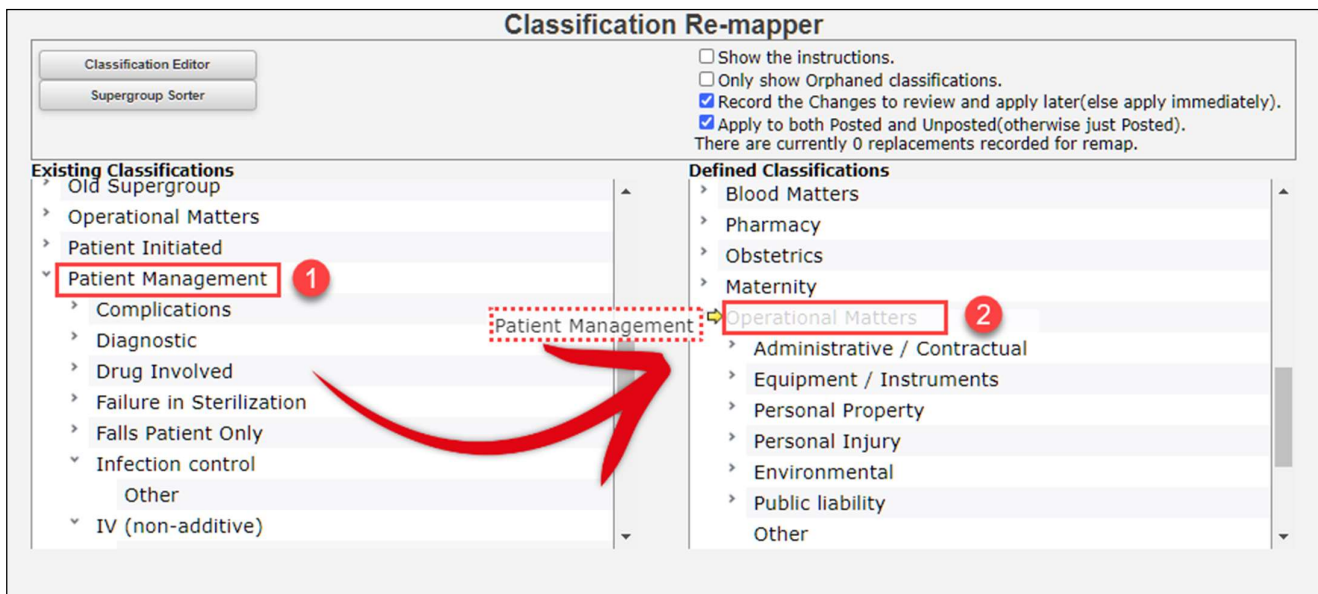
- 1 Click on the class or definition from the **Existing Classifications** list and holding your mouse,
- 2 drag it over the top of the Class or Definition that you wish to re-map to in the **Defined Classification** list

The yellow arrow icon ➡ identifies the Class/Definition remapping to

For each class/definition that is re-mapped, it will be removed from the **Existing Classifications** list on the left.

Once all the classes/definitions have been moved to the right and re-mapped for the selected Supergroup listing, the Supergroup that now has no Classes or Definitions will disappear from the **Existing Classifications** list on the left.

*Note: Ideally there should be no classifications listed in the Existing Classifications list after you have done the re-mapping*



- 3 Before you apply the changes check your changes by clicking on the **Review the recorded changes** link. A pop-up spreadsheet will display your changes.
- 4 If a re-mapping is not correct, click on the respective **Delete** button. The classification will be available to re-map again from the **Existing Classifications** list
- 5 Once you are happy with the re-mapping changes that you have done, click on the **Apply the recorded changes** link. The re-mapping will not take long

Once it is finished the **Apply the recorded changes** link will no longer be visible on the ‘Classification Re-mapper’ page.

### Classification Re-mapper

Classification Editor

Supergroup Sorter

Apply the recorded changes 5

Review the recorded changes 3

Show the instructions.  
 Only show Orphaned classifications.  
 Record the Changes to review and apply later(else apply immediately).  
 Apply to both Posted and Unposted(otherwise just Posted).  
 There are currently 1 replacements recorded for remap.

**Existing Classifications**

- Classification
- > Absconding
- > Agency of Injury
- > Aggression
- > Anatomical/OHS
- > Blood Matters
- > Client Mgt
- > Clinical Support System
- > Communication & Disputes
- > Diagnostic
- > Elder Abuse
- > Falls

**Defined Classifications**

- Classification
- > Substance Abuse
- > Elder Abuse
- > Aggression
- > Absconding
- > Skin Integrity
- > Falls
  - Fall Types
    - From bed
    - From chair
    - In ward / corridor
    - Over outside

**Outstanding Remaps** ✕

4 Classification Re-mapper

	Old Supergroup	Old Class	Old Definition	New Supergroup	New Class	New Definition
Delete	Falls	Fall Type	Elsewhere in facility	Falls	Fall Types	In ward / corridor
Delete	Aggression	Aggression Context		Aggression	Aggression Type	
Delete	Aggression	new		Aggression	new	

Close Window