Introduction

This guide is aimed at Managers/Administrators who are required to create Custom Report Layouts for one or more Registers in RiskMan e.g. Incidents, Feedback, Risk, Quality or any other custom register that you may have included in RiskMan. Examples of custom reports are featured on the following pages

Custom Report Layout Editor

 To create a custom report layout from a Register Reports page, click on the Customise Layout button to open the Custom Report Layout Editor

Layout Choice	
Select Layout:	Comprehensive Custom Report
Report Type	
Standard Fo	rmat (RPT) 🔘 Portable Doc Format (PDF) 🔘 Word Document (DOC) 🔘 Excel Wo
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- In addition, 2 pop-up windows will also display the "Layout Settings" and "Display Fields" windows. The latter window will be hidden behind the "Layout Settings" window
 - To move the pop-up windows, click your mouse at the top of the window, and drag to desired position
 - To hide a pop-up window, click on the respective

button. Details on how to open these windows, and any other pop-up windows are outlined on the following pages

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	Show Organisation Name:	\checkmark			
	Show Report Lines:				

Example: Incident Custom Report Layout Editor

Viewing an Existing Custom Report Layout

- 1. Select the report from the Select Layout list
 - Both the Layout Settings and Display Fields (hidden under the Report Settings) pop-up windows will also display

• You can hide/move these pop-up windows as required (refer to example above)

Modify a Custom Report Layout

Care should be taken when modifying existing reports as they may affect other users in your organisation who may be using this report. An alternative to modifying an existing report is to **Clone** the report and include your modifications

- 1. Select the report from the Select Layout **0** list
- 2. Modify the report as required (refer to details on the following pages)
- 3. Press Save 2

		0
Select Layout:		Save
	(Sub-Report) Corrective Actions	
	(Sub-Report) Pressure Injury	
	(Sub-Report) RCA Causal Factors	
	(Sub-Report) Recommendations	
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Clone a Custom Report Layout

Cloning a Custom Report layout is useful if you like the style of an existing report but you would like to make minor changes

- 1. Select the report from the **Select Layout 0** list
- 2. Press the Clone 2 button
- 3. As the **Report Name** S will be cleared from the Report Settings window, enter a new **Report Name** (you can leave the title the same if it is relevant)
- 4. Modify the report as required (*refer to details on the following pages*)
- 5. Press Save 4

elect Layout: By Location		Save		New	Clone
Layout Settings Helper Tools					Created on Last edited on
ncidents by Location					Ac
Page Header 🗄 Reset to Default	Layout Settings				
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Incident ID Gender Summary 1	Type:	Incident	Ū (Site	
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Delete a Custom Report Layout

Care should be taken when deleting a layout. Report layouts **cannot** be recovered, and deleting a layout might break a user's My Report if it can no longer be found.

- Select the report you with to delete from the Select Layout list
- 2. Press the Delete button
- Press OK to the pop-up message "Are you sure you want to delete this report?" if you wish to proceed

Example: Incident Report

Select Layout: By Location	~							Save	New	Cl	ione	Delete	Clo
Layout Settings Helper	r Tools									L		n 10 Jan 2011 by Sys n 29 Oct 2013 by Sys	
Incidents by Location	, 🚺 Title	e of the Rep	ort				Acurity Hea	alth Group - D	evelopment				
L	et to Default							•					
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ID Incident Date	Severity	Site		Summary									
Date/Time		Specialty				Column	headings						
Groups + Res	et to Default * Please note: Th	he font sizes for the gro	uping fields are la	arger on the actual repo	ort.								
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Location	Location			B Repo	o <mark>rt Groupi</mark>	ing							
Detail 🛨													
	4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 1	8 • • • 9 • • • 10 • • • 1	1 · · · 12 · · · 13	3 · 1 · 14 · 1 · 15 · 1 · 16	16 • • • 17 • • • 18 • • •	19 20 21	1 · · · 22 · · · 23 · ·	· 24 · I · 25 · I · 26	27 28				
ID Incident Date	Severity	Site		Summary									
Date/Time		Specialty		4	Content f	from the l	Incident R	lecord					
					content								
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Example: "By Location (incl Classifications)" from Incidents. This report provides detail on incidents grouped by Location. In addition there is a sub-report to display the associated Classifications

4

Example: Feedback Report

Select Layout: Issue Summary Report		Save	New	Clone	Delete	Close
Layout Settings Helper Tools					reated on 9 Jan 2012 by Syste edited on 9 Jan 2012 by Syste	
Issue Summary Report 1 Title of the Report ZHead Development	Layout Settings			۲		
Page Header 🗄 Reset to Default	Name: Type:	Issue Summary Re		^		
Drag a field here	Style: Hidden: Include items that have no	Blue	V			
Groups T Reset to Default * Please note: The font sizes for the grouping fields are larger on the actual report.	Page Options					
Group Group	Page Type: Page Size:	● Portrait ○ Lar ● A4 ○ A3	dscape			
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Detail E · · · 1 · 1 · 1 · 2 · · 1 · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · · · 15 · · · 16 · · · 17 · · · 18 · · · 19 · ·	Layout Options Show Report Title: Show Organisation Name:	✓ ▼				
Drag a field here	Show Report Lines:	v V		~		

ue Summary	Report 🕕		ZHead Ris	kMan Educati
oup	Treatment			
Number o	f items for Absence of caring: 7			
Number o	f items for Inadequate diagnosis: 1			
Number o	f items for Inadequate nursing care: 3		In this example the second Report	
Number o	f items for Inadequate treatment: 2	}	Group heading - Issue Category has	
Number o	f items for Negligent treatment: 2		been hidden so only the totals are displayed	
Number o	f items for Rough treatment: 1		uspiayea	
Number o	f items for Wrong diagnosis: 1)		
mber of items	for Treatment: 17			
			Issue Category	
	2		Absence of caring	41.2%
			7 Inadequate diagnosis	5.9%
			Inadequate nursing care	17.6%
			Inadequate treatment	11.8% 11.8%
			Rough treatment	5.9%
	2		Wrong diagnosis	5.9%
		-	Total:	100.0%

Example: "Issue Summary Report" from Feedback. This report does not contain any detail and is designed to show the total number of issues raised grouped by Issue Group e.g. Access, Communication

Example: Risk Report

Select Layout: Risks by Accountable Exec (Actions & Controls)	Save New Clone Delete Close
Layout Settings Helper Tools	Created on 6 Sep 2012 by System Manager (Manager) Last edited on 6 Sep 2012 by System Manager (Manager)
Risks by Accountable Executive 1 Title of the Report	×
Page Header 🗄 Reset to Default	
Layout Setti	tings 🛞
ID Next Review Date Risk Category Risk Name Name:	Risks by Accountable Exec (Actions & Con
Column headings Description Type: Style:	Blue
Groups 🕀 Reset to Default * Please note: The font sizes for the grouping fields are larger on the actual report.	
Page Options	O Portrait Landscape
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Content from the Risk Record Description Show Organisation Show Report Lines	
Sub-Reports Show Record Date	
Suppress Border Teidel Labels On Each Page	
2. [Sub-Reports: Show Actions and Controls asso	ociated with each Risk

as	ks by Accou	ntable Executiv	re 🕛						RiskMan Educatio
D	Next Review Date	Risk Category		Risk Name Description				Residual Risk	Control Assessment Management Plan
lisk	Owner	Fernandez, Brett (Brett) 3						
	Risk Category	Finance							
6	(None Entered)	Finance		Unplanned and unbudge Unplanned and unbudge				Low	(None Entered)
	Risk Category	Information	n Management						
	18 Jul 2012	Information Managemer	t	IT disaster recovery plan IT disaster recovery plan				Medium	Moderate (6) Active Management
Col	ntrols 5								
Contr	ol		Las	t Reviewed By	Last Reviewed On	Assessment		Next Review By	Next Review On
	of internal services perf I. Could be carried out b	ormance to criteria may be y Internal Audit.	(No	ine Entered)	(None Entered)	Review Pending		(None Entered)	(None Entered)
	ce level Agreement repo on a monthly basis	rts distributed to Bayside	(No	ne Entered)	(None Entered)	Review Pending		(None Entered)	(None Entered)
	tions 5								
Act							tion Response		
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ction		cated To ne Entered)	Completed On (None Entered)		have been developed and ed		one Entered)		
Action None	e Entered) (No			Disaster recovery plans are to be regularly teste Disaster recovery plan	ed commisioned by Shared th recommendations to hir	(N (N			

Example: "Risk by Accountable Exec (Actions & Controls)" from the Risk Register. This report shows all risks grouped by Accountable Executive & Risk Category. In addition there are 2 sub-reports to display the associated Actions and Controls

Creating a New Report Layout

The numbers on the example below represent the **8 steps** to creating a custom report layout. These steps are described on this and the following pages. These 8 steps can be applied to <u>all</u> Register reports

						U							
Select Layout:					Save	New	Clone	Delete	Close				
Layout Settings Helper Tools													
Click here to edit the title	Layout Settings	•	۲										
	Name:	2											
Page Header 🛨 Reset to Default	Туре: 🚯	Feedback 🗸	^										
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Drag a fi	Hidden:												
	Page Options												
Groups 🛨 Reset to Default * Please note: The font sizes for	Page Type:	Portrait Landscape											
······································	Page Size:	● A4 ○ A3											
4	Page Width:	19.5cm											
Drag a fi	Layout Options												
Detail	Show Report Title:	√											
	Show Organisation Name:	 ✓ 											
	Show Report Lines:	✓											
Drag a fi		 ✓ 	\sim										
Sub-Reports		•											
Suppress Border Repeat Field Labels On Each Page													

Step **①**: Press New

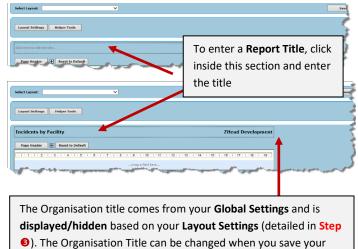
If you have just opened the Custom Report Layout Builder you can proceed to Step **2**

If you have selected a report from the **Select Layout** list to view, press the **New** button to clear the content

Step 2: Report Title

The **Report Title** is entered directly into the section under the **Layout Settings**

The Report Title appears in the top LHS of your Report



filters and report layout to your "My Reports" page

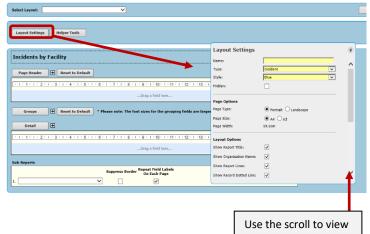
Step Step

If you have closed the **Layout Settings** pop-up window, click on the **Layout Settings** button

The Layout Settings allow you to

- Specify the name of your report
- Select the type of report you are creating
- Select the Style & Dimensions of the Report
- Specify Site/Region Restrictions placed on this report

Enter or details in the **Layout Settings** pop-up window as described on the next page. These settings will remain when you close this window



Descriptions of the Layout Settings

Layout Settings		۲
Name:		
Туре: 🛛	Incident 🗸	\cap
Style: 3	Blue	
Hidden: 4		
Page Options		
Page Type:	Portrait 🔘 Landscape	
Page Size:	● A4 ○ A3	
Page Width: 6	19.5cm	
Layout Options		
Show Report Title:		
Show Organisation Name:		
Show Report Lines:	v	
Show Record Dotted Line:	\checkmark	~
Show Discrete Record Count:		
Show Date Range:		
Show Date & Page Number:		
Totals		١.
Show Grand Total:		
Restrictions		
Site:	Bowen Royston Wakefield <mark>8</mark>	
		V
	L	

• Name: Appears in your Select Layout drop down list on the Register Report's page

O Type: What part of the Register Entry form is the data coming from - includes

Incidents: Incidents, Classifications, Contributing Factors, Associated Risks, Journals, Group Incidents

Risks: Risks, Journals, Associated Incidents, RRControls, RRAction, RRCatalystCauses, RRAssurance, RRConsequences, RRInvestigation

Note: Types commencing with RR relate the sub-form sections on the Risk Entry form

Feedback: Feedback, Issues, Group Feedback, Journals, Actions

Quality: Quality Activities, Classifications, Journals, Associated Risks, Group Quality Activities

Note: If you require Report Types associated with the Recommendations based on the Recommendation Status (similar to that in the Incident Report types e.g. Rec (AII), Rec (Accepted), contact <u>support@riskman.net.au</u>

	<u>commendations</u> ecommendation#1		1 >
	Responsibility for Rec#1	🖉 👷 Rec#1 Project Code	_
ſ	Rec#1 Status	Proposed 🗸	
	Neeve Due Date	Rec#1 Completed On	
	Rec#1 Outcome		~
			-
-	•		

Example: Recommendations on an Incident Entry Form

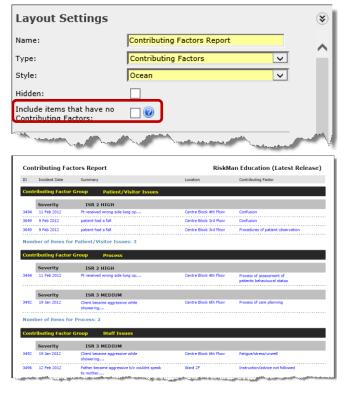
If you create a report based on one of the following **Report Types** in any Register (you may have additional ones depending on the setup in your RiskMan system), then a new option will display called **"Include items that have no <report type name>"**:

- Journals (all Registers)
- Classifications (any Register that uses RiskCat)
- Contributing Factors (Incidents)
- Associated Risks (any Register that allows association to risks)
- Associated Incidents (Risk)
 - Associated Activities (Risk)
- Issues (Feedback)
- Actions (Feedback)

How is this option used?

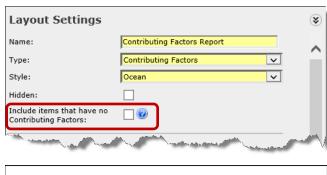
If the report you are creating is a **Parent** report e.g. you are creating a Classification report in Incidents; or an Issues report in Feedback; and the report is not going to be used as a sub-report, then this new option will be adhered to.

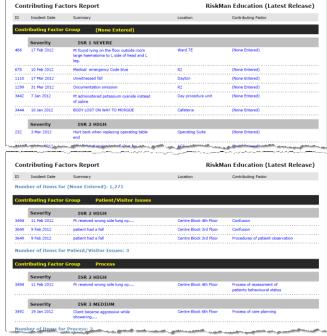
If the report you are creating is going to be used a **Sub-Report** then this new option will not be used.



Example: In this example, a **Contributing Factors Report** has been created to show incidents grouped by their assigned Contributing Factor Group and Severity. It will <u>only</u> show those incidents that

have an assigned Contributing Factor. All other incidents will not be included in the report





Example: In this example, we have used the same **Contributing Factors Report** but this will also include incidents that have no assigned Contributing Factor

This type of report may be useful if you wish to check that all Incidents that have an Extreme or High severity rating, have at least one Contributing Factor selected

6 Style: Select the colour/style for your report

Hidden: If you check Hidden, the report will not be available in the **Select Layout** list on your Register Report page. Check Hidden if the report you are creating is a sub-report and it would not make sense to run the report on its own

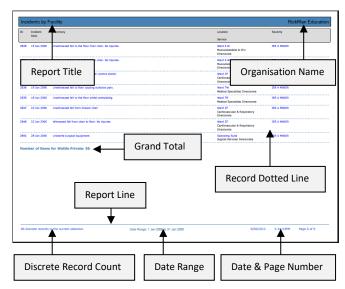
Page Options:

• Page Type & **Page Size**: Is the report to be portrait or landscape and will you be printing on A4 or A3 paper

Note: To use A3 printing, an A3 printer driver needs to be setup on your RiskMan Web Server and you need to be able to print to an A3 printer from your workstation

9 Page Width: This will be determined by the selected Page Type and Page Size

Layout Options - 🛿 Refer to the example below:



Restrictions

⁽³⁾ Contains a list of your Sites/Regions based on your User Profile Site/Region Reporting Restrictions. The purpose of this list is to enable you to restrict reports so that only users with matching or higher Site/Region Reporting Restrictions can **view** that report on the specific Register Reports page. If a report has no Site/Region restrictions then it will be available to all users who have access to that Register Reports page

To restrict a report to one or more Sites/ Regions

- Highlight the Sites/Regions in the list (hold your CTRL button if you wish to highlight more than one item)
- If the report is to be made available to everyone who has access to the respective Register reports page, <u>DO</u> <u>NOT</u> highlight any Sites/Regions

Step 1: Report Groups

The **Report Groups** section is where you select how you wish the report to be grouped. Grouping your report is optional e.g. you may not want to include any grouping fields if the report is to be used as a sub-report

1. Add a Report Group Field

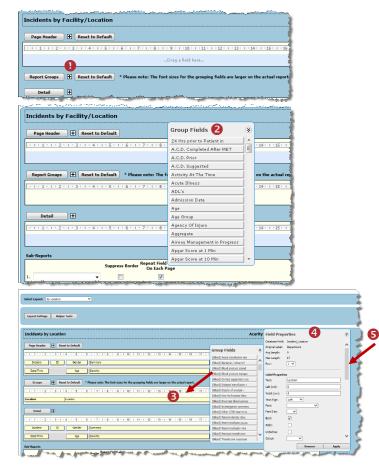
• To add a group field, you will need to add a Report Group row, by pressing the Add 主 button

The Group Fields pop-up window showing a list of available fields will also display (this pop-up window can also be opened by clicking on the Report Groups button)

Find the field in the Group Fields list and drag to the Report Groups section. To add another Group field, add another row and repeat this step

④ The **Field Properties** window will display when you select a Group field or when you click on a group field in the

Report Groups section. You will not be able to see all details in this window at once, however, you can use the scroll down bar on the **Field Properties** window to view any additional information **S**

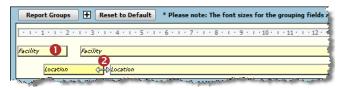


2. <u>Modify the field width or position of a group field on</u> <u>the Report Layout page</u>

• To move a field, click on the field and drag to the desired position

Note: You cannot move the field to another row. This must be done via the Field Properties

O To change the width of your field, click on the edge (your cursor will change to ⇔) and drag to the desired width



3. <u>Modify the field width or position via the Field</u> <u>Properties</u>

The position and widths of your grouping fields can also be modified via the **Field Properties** of that field

• Click on the **Report Group** field to display its **Field Properties**

2 Modify the following in the Field Properties window

- Label Left/Width/Alignment: These fields enable you to change the Report Grouping label's position (from the margin), width and alignment e.g. centred, left align
- Field Left/Width/Alignment: These fields enable you to change the content of the Report Grouping's position (from the margin), width and alignment e.g. centred, left align

Press Apply



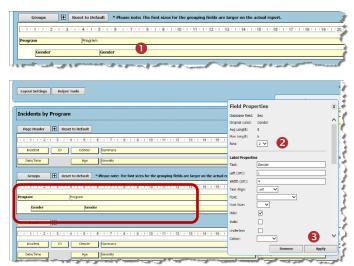
4. Move a group field to another row

If you need to move a group field from one row to another, or you wish to insert a new row and move one of your current groupings to another row, this needs to be done via the **Field Properties** window

• Click on the field that you wish to move to display its Field Properties

Enter the Row number

8 Press Apply



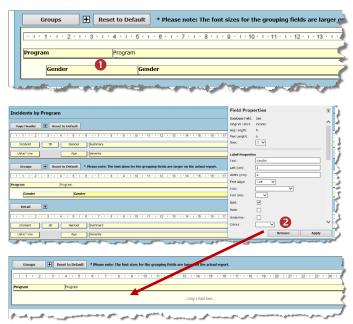
Note: You <u>cannot</u> drag and drop a field from row to another. If you have a blank row in the middle of the "Report Groups" section (as in the example above), it should be filled, as it will be saved with the report. To fill the row, either add another grouping or move the existing groupings (by changing the **Row** number) so that the blank row becomes the last row in this section. On saving the report the blank rows at the end of this section will be removed

5. <u>Remove a field</u>

If you need to remove a grouping field, this needs to be done via the **Field Properties** window

• Click on the field that you wish to delete to display its Field Properties

Press Remove



6. Font, style and colour changes

You can change the colour scheme of your report as well as the font size and style in the group fields. Below are a list of ways in which you can change the group aesthetics of your report:

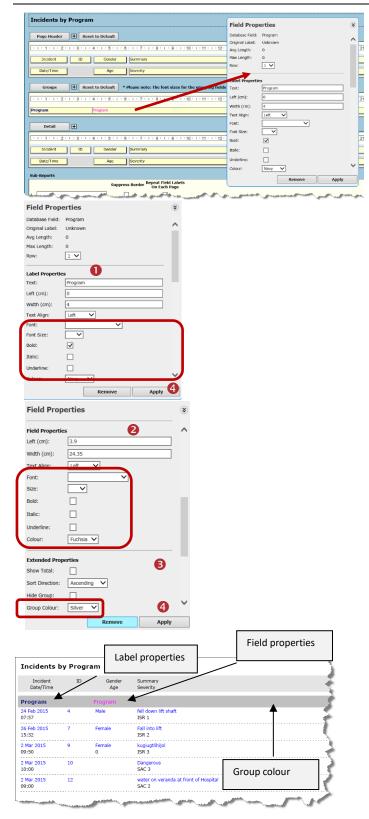
• Change the font style, size and colour of the Label Properties. This will change the font size and style of the group label heading once the report is generated.

Change the font style, size and colour of the Field
 Properties. This will change the font size and style of the group field heading once the report is generated.

Change the Group Colour scheme under Extended Properties. Please note that changing the Group Colour may over-ride over colour changes such as individual field or label property font colours or selecting the Style in Layout Settings.

Output Press Apply

RISKMAN GUIDE TO USING THE CUSTOM REPORT LAYOUT EDITOR



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7. <u>All other modifications to a field need to be done via</u> <u>the Field Properties</u>

Below is a list of additional modifications that can only be made to a grouping field via the **Field Properties**

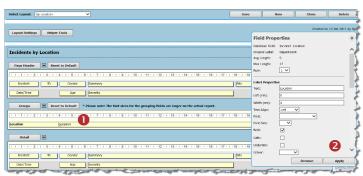
• Label Text: Changing the label of a grouping or removing the label if you only want to show the grouping value in your report e.g. Acacia Private instead of Campus: Acacia Private

- Show Total: Show the total number of records at the end of each grouping
- Sort Direction: Sort the content of a grouping in ascending or descending order
- Hide Group: Hide the Group heading if you only want to show a total for a grouping (useful for summary reports)
- Chart Properties: Select a chart, its position, title and title position/alignment. There are two types of charts available; standard charts and comparison charts. Standard charts represent only one grouping of data (e.g. location). Comparison charts are used when there are two groups of data (e.g. program and location) and compares the results.

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Type:	-	Time Line Month (Data Points) 🛛 👻
Date F	ïeld:	Incident Date 👻
	w. A.w.	and the start, and the second se
	Field will b date you v	select a Time Line chart, the Date become a read/write tield. Select the vish to base the month or year on, on the chart

Click on the respective grouping field to display its Field
 Properties

If you make any changes, press Apply



Step 6: Details

The Details section is where you select the fields you wish to display in your report. As some reports can be summary reports which only show totals, it is not a requirement to include Details in the report. You can select as many fields as required provided they can fit across 4 rows based on your selected layout option: Portrait or Landscape, A4 or A3

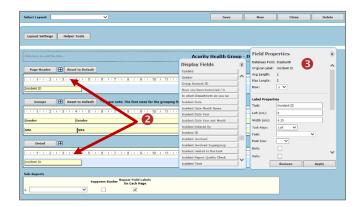
- 1. Add a Field to display in the report
- Click on the **Details** button to open the **Display Fields** list

❷ Find the field in the Display Fields list and drag to the Details section. Notice the same field will also appear in the Page Header section - this represents the column header for that field in your report. Continue to add fields until you have filled Row 1

• Whenever you add a field, the respective Field Properties window will display

If you wish to add another row of fields, click on the Add
 button and repeat the above steps

	1 1 1 1	2 '	1.20	3 1	1.1.1	4 ·	1.	5		1.1	6	1	1	7	1	•	8	•		9	• 1		10 ·	1	1
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		Incident Date Year	
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	Δ	Incident Entered By	
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1 . 1 . 1 . 2	3 · I · 4 · I · 5 · I · 6 · I · 7 · I · 8 · I · 9 · I · 10 · I · 11 · I · 12 · I · 13 · I · 14 ·	Incident Involved	
10101020	3 1 4 1 5 1 5 1 5 1 7 1 8 1 9 1 10 1 11 1 12 1 13 1 14	Incident Involved Supergroup	
cident ID		Incident related to this task	
		Incident Report Quality Check	
b-Reports		Incident Time	_ *
	Suppress Border Repeat Field Labels On Each Page		-

2. <u>Modify the field width or position of a Detail field on</u> <u>the Report Layout page</u>

• To move a field, click on either the Page Header or Detail field and drag to the desired position. Notice that both the Page Header and Detail fields will move together

Note: You cannot move the field to another row. This must be done via the Field Properties

② To change the width of your field, click on the edge of either the Page Header or Detail field (your cursor will change to ⇔) and drag to the desired width

Incidents by Facility/Location	and a second	a	
Page Header 🕂 Reset to Default	Display Fields	۲	
······································	Incident Involved Supergroup	- ^	14 1 1 1
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	Investigated By		1
Facility Facility	Investigations/Findings		
Location Location	Issue Summary		
	Job Title		
	Last Visited On		a field he
	Location		3
Detail 🛨	Longterm Outcome		
······································	Lost time inc /likelu	1.	14 1 1 1
Incident ID Incident Date	Incident Involved		Servio
Open Field Properties (alre	ady open)		

3. <u>Modify the field width or position via the Field</u> <u>Properties</u>

The position and widths of the Display fields can also be modified via the **Field Properties** of that field

• Click on the **Detail** or **Page Header** field to display its Field Properties

Modify the following in the Field Properties window:

2 Label Left/Width/Alignment: These fields enable you to change the **Page Header** position, width and alignment e.g. centred, left align. You will find these under the **Label Properties** section

Field Left/Width/Alignment: These fields enable you to change the Detail position, width and alignment e.g. centred, left align. You will find these under the Field Properties section

Output Press Apply

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Laycool Settlings Helper Tools					
ncidents by Outcome	Field Pro			Acur	ity I
Page Header 🗄 Reset to Default	Database Field Original Label: Avg Length: Max Length:			^ + 22 + 1	• 23
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Groups	Text: Left (cm):	Summary 6.25		1	. 23
verity Severity	Width (cm): Vext Alian: Font:	11.5	~) <u> </u>	
Detail	Font Size: Bold:		*	1 + 1 + 22 + 1	• 23
Incident ID Gender Summary Date/Time Age [Clinical Area	Italic:	Remove	Apply	<u> </u>	

.syout Settings Helper Tools			
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	Colour:	×	~
Incident ID Gender Summary			

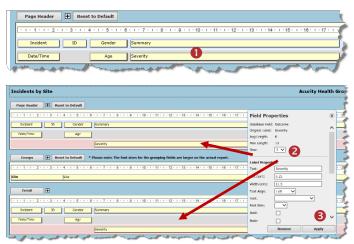
4. Move a field to another row

If you need to move a field from one row to another, this needs to be done via the **Field Properties** in the same way you do for the Report Group fields

• Click on the field that you wish to move in either the **Detail** or **Page Header** sections to open its **Field Properties** window

2 Enter the Row number

8 Press Apply



Note: You <u>cannot</u> drag and drop a field from one row to another. As is with Report Groups, if there is a blank row at the end of the Details/Page Header sections, it will disappear once you save the report. If there is a blank row in the middle of the Detail/Page Header sections, it will remain when you save the report. You will need to move your fields around so that the blank rows appear at the bottom of the Detail/Page Header sections

5. <u>Remove a field</u>

If you need to remove a display field, this needs to be done via the **Field Properties**

• Click on the field that you wish to remove in either the **Detail** or **Page Header** sections to open its **Field Properties** window

Press Remove

 Press Ok to the pop-up message "Are you sure want to remove this field?" if you wish to proceed

• The field in both the **Display** and **Page Header** sections will be removed

Incidents by Site		
Page Header E Reset to Default ************************************	Field Properties Database Field: Outcome Ondine (Labe): Seventy	 • 17 · 1 • 17 · 1
Date/Time Age Seventy	Avg Length: 6 Max Length: 13 Row: 2 V	
Groups	Label Properties Text: Seventy Left (cm): 6.25 Width (cm): 11.5	• 17 • 1
Detail	Text Align: Left V Font: V Font Size: V	+ 17 + 1
Incdett ID Gender Summary Date/Time Age Severity	Bold: Italic: 2 Remove Apply	

Layout Settings Helper Tools	
ncidents by Site	
Page Header 🕢 Reset to Default	
i · 1 · i · 2 · i · 3 · i · 4 · i · 5 · i · 6 · i · 7 · i · 8 · i · 9 · i · 10 · i · 11 · i · 12 · i · 1	3 - 1 - 14 - 1 - 16 - 1 - 16 - 1 - 17 - 1 - 18 - 1 - 10 - 1 - 2
Incident ID Gender Summary	Clinical Area
Date/Time Age 3	Specialty
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I · 1 · I · 2 · I · 3 · I · 4 · I · 5 · I · 6 · I · 7 · I · 8 · I · 9 · I · 10 · I · 11 · I · 12 · I · 1	3 · I · 14 · I · 15 · I · 16 · I · 17 · I · 18 · I · 19 · I · 2
te Site	
Detail	
	3 · i · 14 · i · 15 · i · 18 · i · 17 · i · 18 · i · 19 · i · 2
Detail III 1 1 2 1 3 1 6 1 7 1 8 1 9 1 10 1	3 · 1 · 14 · 1 · 15 · 1 · 18 · 1 · 17 · 1 · 18 · 1 · 19 · 1 · 2 Clinical Area

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6. Modify the label of a Display field

The label of the column header for a field is done via the **Field Properties**

• Click on the field in either the **Page Header** or **Detail** section to open its **Field Properties** window

Enter the new label in the Text field under Label
 Properties

• Press Apply - the label will be changed in both the Page Header and Detail sections

• You may need to adjust the width of the field that you have re-labelled and also move the other fields to new positions (as in the example below)

Incidents by Site		
Page Header Reset to Default		
	Field Properties 🛞	· 17
	Database Field: Outcome	
Incident ID Gender Summary	Original Label: Severity	
Date/Time Age Severity	Avg Length: 6	_
	Max Length: 13	
	Row: 2 V	
Groups 🛨 Reset to Default * Please note: The font sizes	fo Label Properties	
	Text: Severity	· 17
	Left (cm): 6.25	
site Site	Width (cm): 11.5	
	Text Align: Left V	
Detail	Font:	
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Date/Time Age Severity	Italic:	
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Incidents by Site	and and and a second	
	an and a second a second a second a second a second a second	
Page Header Reset to Default	Field Properties (3)	
	1	
Page Header Reset to Default	Field Properties (*) Database Field: Outcome Orginal Label: Severty	
Page Header • Reset to Default • • • 1 • 1 • 2 • • 3 • • • 4 • • 5 • • • 6 • • • 7 • • • 8 • • • 9 • • • • • • • • • • • •	Database Field: Outcome	
Page Header • Reset to Default • • • 1 • 1 • 2 • • 3 • • • 4 • • 5 • • • 6 • • • 7 • • 8 • • 9 • Inddert ID Gender Summary	Database Field: Outcome Original Label: Seventy Avg Length: 6 Max Length: 13	
Page Header • Reset to Default • • • 1 • 1 • 2 • • 3 • • • 4 • • 5 • • • 6 • • • 7 • • 8 • • 9 • Inddert ID Gender Summary	Database Field: Outcome Original Label: Severity Avg Length: 6	
Page Header Image: Reset to Default I · 1 · 1 · 2 · 1 · 3 · 1 · 4 · 1 · 5 · 1 · 6 · 1 · 7 · 1 · 8 · 1 · 9 · 1 · 9 · 1 · 10 · 10 · 10 · 10	Database Field: Outcome Original Label: Seventy Avg Length: 6 Max Length: 13 Row: 2	
Page Header Reset to Default Reset to Default Reset to Default Reset to Default Groups Reset to Default Please note: The font sizes	Database Field: Outcome Original Label: Seventy Arg Length: 6 Hax Length: 13 Roit: 2 2 Io Label Properties	
Page Header Image: Reset to Default Incident ID Gender Summary Date/Time Age Seventy	Database Field: Outcome Original Label: Seventy Arg Length: 6 Hax Length: 13 Roit: 2 2 Io Label Properties	
Page Header Reset to Default Reset to Default Reset to Default Reset to Default Groups Reset to Default Please note: The font sizes	Database Field: Outcome Orginal Label: Seventy Arg Length: 6 Hax Length: 13 Rolf: 2 2 for Label Properties Text: Seventy Left (cm): 6.25	
Page Header • Reset to Default Indient ID Gender Summary Date/Time Age Seventy Groups • Reset to Default • Please note: The font sizes Site Site	Database Field: Outcome Orginal Label: Severity Arg Length: 6 Hax Length: 13 Rom 2 2 to Label Properties T text: Severity Left (cm): 6.25	
Page Header • Reset to Default Incident ID Gender Summary Date/Time Age Seventy Groups • Reset to Default • Please note: The font sizes	Database Field: Outcome Original Label: Seventy Ary Length: 6 Hax Length: 13 Rov: 2 V Label Properties Text: Seventy Left (cm): 6.25 Width (cm): 11	
Page Header • Reset to Default Indient ID Gender Summary Date/Time Age Seventy Groups • Reset to Default • Please note: The font sizes Site Site	Database Field: Outcome Original Label: Seventy Avg Length: 6 Hax Length: 13 Form 2 ~ Label Properties Text: Seventy Left (cm): 6.25 Width (cm): 11 Text Align: Left ~ Fort: ~	
Page Header • • •	Database Field: Outcome Original Label: Seventy Avg Length: 6 Hax Length: 13 Row: 2 ~ 16 Label Properties 1 Left (cm): 6.25 Width (cm): 11 Text Align. Left ~ Font: ~	
Page Header • • •	Database Field: Outcome Original Label: Seventy Avg Length: 6 Hax Length: 13 RoW: 2 ~ 1 Left (cm): 6.25 Width (cm): 11 Text lign: Left ~ Font: V Text lign: Left ~ Text V Text lign: Left ~	
Page Header • • •	Database Field: Outcome Original Label: Seventy Avg Length: 6 Hax Length: 13 Form 2 ~ Label Properties Text: Seventy Left (cm): 6.25 Width (cm): 11 Text Align: Left ~ Fort: ~	

7. Font, style and colour changes

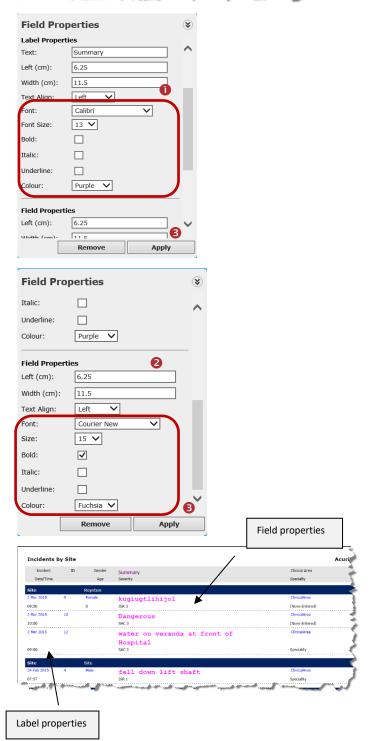
You can change the font size, style and colour in the detail and header fields as listed below:

• Change the font style, size and colour of the Label Properties. This will change the font size and style of the label heading once the report is generated.

Change the font style, size and colour of the FieldProperties. This will change the font size and style of the field heading once the report is generated.

8 Press Apply

Incident ID Gender Burmary Age Sevently Barbase Field: Surmary Batteria Age Sevently Reset to Default: Please note: The finite group Age: Surmary Groups ID Reset to Default: Please note: The finite group Text: Surmary User Surmary int - i - 2 - 3 - 4 - i - 5 - 6 - i - 7 - i - 8 - i - 6 - i - 10 - i - 11 Text: Surmary Uet (cm): 6.25 inte Ste Text: Surmary Uet (cm): 1.5 Detail: ID Gender Surmary Vet (cm): Vet (cm): Incident: ID Gender Surmary Bait: Vet (cm):	Page Header 🗄 Reset to Default	Field Prop	perties		۲
Date/Time Age Severity Max Length: 50 Groups ① Reset to Default • Please note: The font sizes for the groups Ref Image: Severity Ref	I • 1 • I • 2 • I • 3 • I • 4 • I • 5 • I • 6 • I • 7 • I • 8 • I • 9 • I • 10 • I • 11				^
Groups • Reset to Default • Please note: The font sizes for the group • Int is 2 · 1 · 3 · 1 · 4 · 1 · 5 · 1 · 6 · 1 · 7 · 1 · 6 · 1 · 9 · 1 · 10 · 1 · 11 • Etc • Detail • Officit • Officit		Avg Length: Max Length:	24 50		
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Decail Tot: V 1 • 1 • 1 • 2 • 1 • 3 • 1 • 4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 8 • 1 • 9 • 1 • 10 • 110 Fort: V Incident ID Gender Summary Bold: V		Left (cm):	6.25		Ē
Incider# ID Gender Summary Bold:		Font:		~	
					~



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Step **G** Sub-Reports

Sub-Reports are reports that are based on the sections of a Register form where a user can select more than one item. These include:

Incidents: Classifications, Contributing Factors, Journals, Associated Risks, Group Incidents

Feedback: Issues, Actions, Journals, Group Feedback

Risks: Journals, Associated Incidents, RRControls, RRAction, RRCatalystCauses, RRAssurance, RRConsequences, RRInvestigation

Note: Types commencing with RR relate the sub-form sections on the Risk Entry form

Quality: Classifications, Journals, Associated Risks, Group Quality Activities

Note: Refer to Step **9**, for more details on how to create a Sub-Report

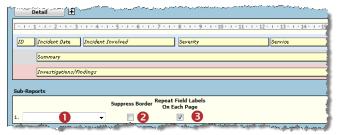
To select an existing sub-report to be included with your main report

• Click inside the drop down list and select the sub-report you wish to attach to your main report

• If you check **Suppress Border**, there will be no border around the Sub-Report within the main report.

• The **"Repeat Field Labels on Each Page"** option means that if the sub-report extends to the next page, any column headers for that sub-report will be repeated on the next page

By default in the Sub-Reports section, only one row will display. Once you select a sub-report from the list, another sub-report row will display. You can select up to 5 subreports for any Register report



Example: No sub-reports have been selected

· I · 1 · I · 2 · I · 3 · I · 4 · I	5 . 1 . 6 . 1 .	7 • 1 • 8 • 1 • 9 • 1 • 10 • 1 • 11 •	1 - 12 - 1 - 13 - 1 - 14 - 1 - 15 - 1 - 1
D Incident Date Age Gr Summary	oup	Incident Involved	Severity
ub-Reports	Suppress Border	Repeat Field Labels On Each Page	
ub-Reports . Journals SR A4L	Suppress Border	Repeat Field Labels On Each Page V	

Example: One sub-report has been selected. Notice an additional sub-report line will display

Step Save Report

When you have completed customising your report layout, and have included any sub-reports, you are now ready to save your Report

• Press the Save button to save the report

Press the Close button to close the Custom Report Layout Editor



You will be returned to the respective Register Reports page and the report you just saved will automatically be selected in the Select Layout list

ayout Choice					
elect Layout:	Incidents by Facility/Location 3	•	Customise Layout		
eport Type					
Standard Fo	rmat (RPT) 💿 Portable Doc Format	(PDF)	Word Document (DOC)	Excel Workbook (XLS)	O E

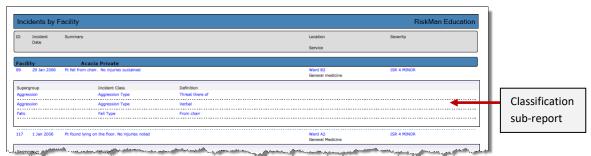
Note: If you <u>do not</u> press the **Close** button, then the report that you created will not be available in the **Select Layout** list on the respective **Register Reports** page. You will need to refresh the page to view the report. If you <u>do</u> press the **Close** button then the report you created will automatically be selected from the **Select Layout** list on the respective Register Reports page (as in the example above)

Step 8: Create a Sub Report

A sub-report is a custom report that when associated with a **Register Report** links to each Register record that is displayed in your report (*refer to examples below and on the next page*)

elect Layout: Classi	fication SR A4L	v			
Layout Settings	Helper Tools				
Classifications				ZHead Deve	elopment
Page Header	Reset to Default				
Supergroup	3 · I · 4 · I · 5 · I · 6 · I · 7	• I • 8 • I • 0 • I • 10 • I • 11 • I • 12 • I • 13 • Definition	1 • 14 • 1 • 15 • 1 • 16 • 1 • 17 • 1 • 18 • 1 • 19	0 · 1 · 20 · 1 · 21 · 1 · 22 · 1 · 23 · 1 · 24 · 1 · 25 · 1 · 28 · 1	27 - 1 - 28
Groups		ote: The font sizes for the grouping fields are larg	ger on the actual report.		
	3 • 1 • 4 • 1 • 5 • 1 • 6 • 1 • 7	· · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 ·	1 - 14 - 1 - 15 - 1 - 16 - 1 - 17 - 1 - 18 - 1 - 15	7 - 1 - 20 - 1 - 21 - 1 - 22 - 1 - 23 - 1 - 24 - 1 - 25 - 1 - 26 - 1	27 1 28

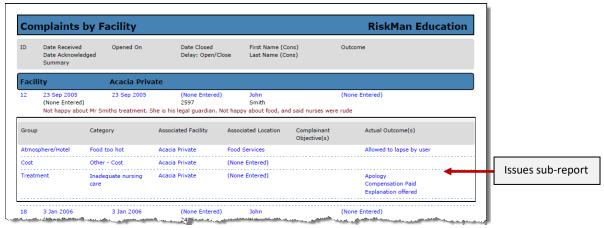
Example: Classification Sub-Report used in Incidents



Example: Incident Report showing a Classification Sub-Report

Select Layout: Issue A4L SR	~	Save	New	Clone	Delete	Close
Layout Settings Helper Tools					on 9 Jan 2012 by Syste on 1 Aug 2012 by Syste	
Issues				ZHe	ead Developme	nt
Page Header 🛨 Reset to Default						_
1 2 3 4 5 6 .	I · 7 · I · 8 · I · 9 · I · 10 · I · 11 · I · 12 · I · 13 ·	· 14 · i · 15 · i · 16 · i · 17 · i · 18 · i · 19 · i · 20	· I · 21 · I · 22 · I	23 · 1 · 24 · 1 · 25	· I · 26 · I · 27 · I ·	28
Group Category	Associated Facility Ass	clated Location Complainant Objective(s)		Actual Outcome(s)		
Groups 🕢 Reset to Default * Pla	case note: The font sizes for the grouping fields are larg	r on the actual report.				
Detall 🛨						
1 2 3 4 5 6 .	I · 7 · I · 8 · I · 9 · I · 10 · I · 11 · I · 12 · I · 13 ·	· 14 · I · 15 · I · 16 · I · 17 · I · 18 · I · 19 · I · 20	· · · 21 · · · 22 · ·	23 · 1 · 24 · 1 · 25	· · · 28 · · · 27 · · ·	28





Example: Feedback Report showing an Issues Sub-Report

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Select Layout:	Sub-Report) Actions A4L	~		Save	New	Clone	Delete	Close
Layout Settings	Helper Tools						on 6 Sep 2012 by Syste n 18 Oct 2012 by Syste	
Actions						ZHe	ead Developme	ent
Page Header	Reset to Default							
Action By Date	Allocated To	Completed On	10 · · · 11 · · · 12 · · · 13 · · · 14 · · · 15 · · · 18 · · · 17 · Action Description	Action Response	0 - 1 - 21 - 1 - 22 - 1	123111241125		
Groups	Reset to Default	* Please note: The font sizes fo	r the grouping fields are larger on the actual report.					
Detail	Đ							
· · · 1 · · · 2	3 4 5	6 • 1 • 7 • 1 • 8 • 1 • 9 • 1 •	10 · · · 11 · · · 12 · · · 13 · · · 14 · · · 15 · · · 16 · · · 17 ·	· · 18 · · · 19 · · · 2	0 · · · 21 · · · 22 · ·	· 23 · I · 24 · I · 25	28 27	28
Action By Date	Allocated To	Completed On	Action Description	Action Response				

Example: Actions Sub-report used with a Risk Report

Select Layout: (Sub-Report) Controls A4L			Save	New	Clone	Delete	Close
Layout Settings Helper Tools							em Manager (Manager) em Manager (Manager)
Controls					ZHe	ead Developme	ent
Page Header 🕂 Reset to Default							
· · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · ·	9 · · · 10 · · · 11 · · · 12 · · ·	13 · i · 14 · i · 15 · i · 1	6 · · · 17 · · · 18 · · · 19 · · · :	10 · · · 21 · · · 22 · ·	· 23 · I · 24 · I · 25	26 27	28
Control	Last Reviewed By	Last Reviewed On	Assessment	Next Review B	Sy N	lext Review On	
Groups Reset to Default * Please note: The font	sizes for the grouping fields are	e larger on the actual repo	ort.				
Detail							
1 2 3 4 5 6 7 8	9 · · · 10 · · · 11 · · · 12 · · ·	13 • • • 14 • • • • 15 • • • 1	6 · i · 17 · i · 18 · i · 19 · i · :	0 • • • 21 • • • 22 • •	· 23 · I · 24 · I · 25	26 27	28
Control	Last Reviewed By	Last Reviewed On	Assessment	Next Review B	sy N	lext Review On	
L							

Example: Controls Sub-report used with a Risk Report

ISK	is by Accou	ntable Executiv	/e					RiskMan E	ducation
	Next Review Date	Risk Category		Risk Name Description			Residual Risk	Control Assessmen Management Plan	t
k (Owner	Fernandez, Brett (Brett)						
	Risk Category	Finance							
	(None Entered)	Finance			dgeted capital expenditure dgeted capital expenditure		Low	(None Entered)	
ſ	Risk Category	Information	n Managemer	ıt					
	18 Jul 2012	Information Managemen	t	IT disaster recovery IT disaster recovery			Medium	Moderate (6) Active Managemen	t
n	trols								
trol				Last Reviewed By	Last Reviewed On	Assessment	Next Review By	Next Rev	
	f internal services perf Could be carried out b	formance to criteria may be by Internal Audit.		(None Entered)	(None Entered)	Review Pending	(None Entered)	(none Li	Controls sub-rep
	level Agreement repo a monthly basis	orts distributed to Bayside		(None Entered)	(None Entered)	Review Pending	(None Entered)	(None Ent	ered)
cti	ons								
ion E	By Date Allo	cated To	Completed On	Action Description		Action Respons	æ		
one I	Entered) (No	ne Entered)	(None Entered)	Disaster recovery pl are to be regularly t	ans have been developed a ested	nd (None Entered))	-	Actions sub-repo
ne I	Entered) (No	ne Entered)	(None Entered)	Services Committee	an commisioned by Shared with recommendations to I incing next financial year	(None Entered))		

Example: Risk Report showing a Controls & Actions Sub-report

To create a sub-report

Follow Steps **0** - **9** & **∂** outlined on the previous pages. When creating a Sub-Report consider the following

In Step 6 - Layout Settings

• Report Layout Name: If the report is only to be used as a sub-report, consider giving it a name that indicates this e.g. Classification SR A4L or (Sub-Report) Classification A4L, where SR = Sub-report, A4 = Page Type, L = Landscape

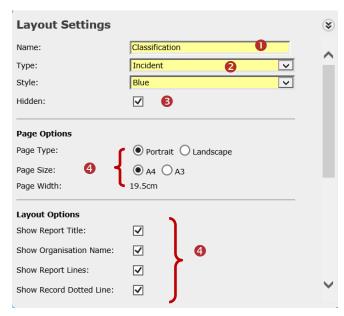
♥ Type: Select which part of the Register Form the information is coming from e.g. classifications in the Incident Register. On selecting one of these options, the fields available in the **Report Grouping** and **Detail** sections will include fields from these sections as well as fields from the main Register form

Check Hidden so the report is not available in the Select Layout list on the main Register reports page. In most cases a sub-report would not make sense if it was run as a standalone report

G Ensure the Page Type and Page Size is the <u>same</u> as the Report you will be associating this sub-report with

S Layout Options: You will not need to check all the Layout options. Suggested options to check:

- Show Report Title: This shows the Title of the report as in the example of the Risk Sub-reports on the previous page
- Show record Dotted Lines: These lines separate each record in the sub-report



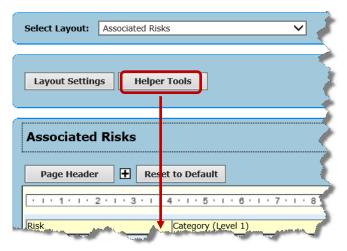
In Step **()** - Report Groups

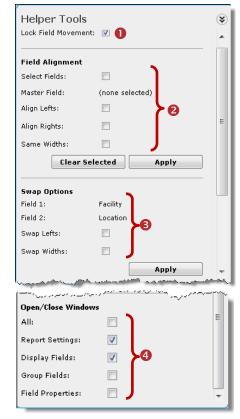
In most cases, when creating a sub-report, it does not need to be grouped (as in the examples on the previous pages)

Helper Tools

The Helper Tools button allows you to

- Align Detail, Page Header and Report Grouping fields
- Select fields that are to have the same width
- Swap the order of selected fields on the **same row**, in the same section
- Open and close various pop-up windows





1 Lock Field Movement:

 If <u>checked</u> (this is the default & recommended), it means that if you change the width or move the position of a display field in either the Page Header or Detail sections using your mouse, then <u>both</u> the header and field will be modified at the same time. If <u>unchecked</u>, then you will need to modify the Page Header and Detail fields independently

Pield Alignment:

The **"Field Alignment"** option allows you to align selected fields that appear underneath each other (useful if you have more than one row of Details), and make selected fields all have the same width

Example: Left Align selected fields

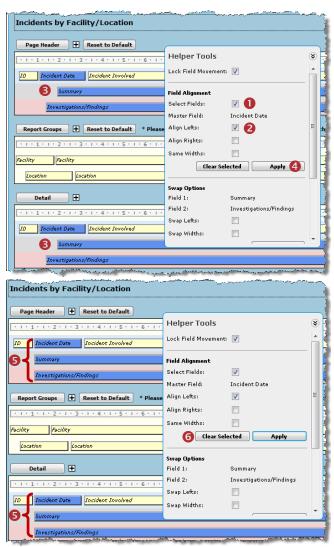
- Oheck Select Fields
- Oheck Align Lefts

• Click on the fields that you wish to align. The first field selected will be the "Master Field". All modifications will be based on this field

Output Press Apply

S All selected fields will be aligned to the "Master Field"

6 To clear the selected fields press **Clear Selected**



Swap Options:

This option allows you to swap the position and/or widths of 2 selected fields on the **same row**.

Recommended: If you are swapping "Display" fields you should select the same fields in both the **Details** and **Page Header** sections

Example: Swapping the Severity & Service Display fields

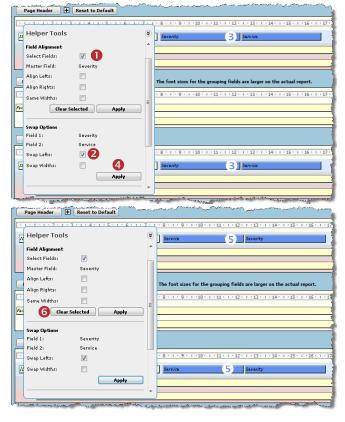
- Oheck Select Fields
- Oteck Swap Lefts

• Click on the fields that you wish to swap. Ensure you select the same fields in the Page Header & Details sections

Note: You cannot swap fields in the Report Groups section as there is only one grouping field per row

- Output Press Apply
- S The selected fields will be swapped
- **o** To clear the selected fields press **Clear Selected**

Note: You can also manually modify the widths and positions of fields from any row using drag and drop



Open/Close Window:

- If you check any of these options, the respective window/s will open.
- If you **uncheck** any of the options, the respective window/s will close

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Open/Close Windows	;	
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Display Fields:		
Group Fields:		
Field Properties:		-

CRLDatix RISKMAN GUIDE TO USING THE CUSTOM REPORT LAYOUT EDITOR

Link <Register> Sub-Reports

Definition: <Register> refers to any of the registers in your RiskMan system e.g. Incidents, Feedback, Risks and Quality.

In all Registers there is a concept of linking records with a similar theme. When you run a report that includes linked records you have the option to **"Consolidate Linked <Register>"** which means only the master record is included in the report.

If you would also like to view the child records, you would need to create a "Linked <Register>" sub-report.

Examples of where linking could be used:

- Incidents: A Linked Incident is usually one involving more than one person e.g. An Aggression incident.
 Each person involved would have their own Incident Record, but they would be linked together because they belong to the same event
- Feedback: A Linked Feedback could be; the same complaint raised by more than one complainant; a complaint and compliment received by one consumer
- **Risks:** An organisation with multiple sites may have a Falls Risk for each site which is managed by different Risk Owners. Each of these risks could be linked together
- **Quality:** Activity satisfaction surveys where the same tool is used on many occasions

Incident Reports	
Layout Choice	
Select Layout: By Location (with Group Incident SR)	
Report Type	
Standard Format (RPT) Portable Doc Format (PDF) Vord Document (DOC)	Excel Workbook (XLS) Excel Workbook (XLS Data Only) Rich Text Format (RTF)
Date Selection	Time Selection
All Dates Selected Dates	All Times Selected Times
Where Incident Date -	
is from 1 Jan 2006 to 30 Jun 2006	
Report Filter Options	
Standard Advanced Your report will be previewed using Standard c	riteria.
By Classification:	
By Contributing Factor:	
By Journal Type:	
By Incident Involved:	Exclude Items Without Any Contributing Factors?
By Preventability:	Consolidate Group Incidents
By Facility:	Incident ID(s)
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Example: When previewing a report that has a **"Grouped <Register>"** sub-report e.g. Group Incidents, then you would check the respective **"Consolidate Group <Register>"** field under the Standard tab e.g. Consolidate Group Incidents

Select Layout: Grouped Incidents SR A4L		Save	New		Clone	Delete	Close
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Example: Group Incident Sub-Report. The fields available to include in a Grouped <Register> sub-report will be those from the main Register Entry form - in this example that would be the Incident form fields

Excel[™] Reports

There are two options for exporting data to Excel in RiskMan, determined by your **Report Type** chosen on the report configuration page:

- Excel Workbook (XLS Data Only), and
- Excel Workbook (XLS Grid Format)

The **XLS Data Only** option will put your data into a 'flat' format (i.e. 1 row per record). You will need to create a **Layout** specifically for exporting your desired data.

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4 Jan 2006	08:30	70 to 79	ISR 4 MINOR	Acacia Private	Ward B Orthi	op Pt give another patie	nt medications	
4 Jan 2006	08:30	90 to 99	ISR 3 MEDIUM	Acacia Private	Ward B Orth	op Pt was given incorrect	t tablets oxycontin 10	mg. NUM
3 Jan 2006	13:50	30 to 39	ISR 4 MINOR	Acacia Private	Ward A Obst	etri Pt given wrong medi	ation	
5 Jan 2006	19:30	90 to 99	ISR 4 MINOR	Acacia Private				to hospita
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Sample "XLS Data Only" output

It should be noted that the XLS Data Only output will not export the names of the fields you have exported as column headers in the resulting spreadsheet.

The **XLS Grid Format** option is designed to utilise your <u>existing layouts</u>, and will export your data with the grouping used in the layout, and <u>will</u> include column headers.

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											0 Mar 20	

Sample "XLS Grid Format" output

It should be noted that the XLS Grid Format output option will not export any data from sub reports included in your report layout.

Exporting to Excel using the "XLS Data Only" output

If you wish use the XLS Data Only report type, you will need to create a report layout that contains all your fields on **one row**. You can select up to 30 fields to be included in the report.

The following <u>will not</u> be exported to Excel[™]

- Report Title & Organisation Title
- Layout Options & Colour schemes from the Report Settings
- Page Headers
- Charts

Consider the following when setting up your report:

- In the Report Settings set the Page Type and Page Size so that you can fit all the fields on one row
- In the Details section drag & drop up to 30 fields on Row 1 (only)

Tip: Each time you add a field, make the width of the field as small as possible so you can still recognise what the field is - you may also wish to relabel the field e.g. "Incident ID" to "ID"

Note: The field width and gaps between fields are ignored when exporting to Excel. Each field will have its own cell in the spreadsheet and there will be no empty cells

Select Layout: Excel Expert			Save	New	Clone	Delete	Close
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Suppress Border Repeat Field Labels On Each Page							

Example: Incident Report configured to output to Excel™

Incident Reports	
Layout Choice Select Layout: Excel Report	Customise Layout
Report Type Standard Format (RPT) Portable Doc Format (PDF) Word Doc	ocument (DOC) 🔿 Excel Workbook (XLS) 🖲 Excel Workbook (XLS Data Only) 🔿 Excel Workbook (XLS Grid Format) 🔿 Rich Text Format (RTF)

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2 117	1 Jan 2006	00:15	90 to 99	ISR 4 MINOR	Acacia Private	Ward A Genera	al Pt found lying on the	floor. No injuries note	d
3 142	30 Jan 2006		70 to 79	ISR 3 MEDIUM	Acacia Private	Ward A Genera	al Pt found in bathroom	on the floor fitting	
4 143	3 Jan 2006	(None	0 to 9	ISR 4 MINOR	Acacia Private	Operatir Orthro	palnappropriate equipm	ent available so unabl	e to perforr
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7 146	3 Jan 2006	13:50	30 to 39	ISR 4 MINOR			ri Pt given wrong medic		
8 153	5 Jan 2006	19:30	90 to 99	ISR 4 MINOR	Acacia Private	Ward A Genera	al Pt absconded from h	ospital. Brought back	to hospita
9 156	5 Jan 2006	18:30	90 to 99	ISR 4 MINOR	Acacia Private	Ward A Genera	al Found patient on floo	r no injury sustained	
10 166	7 Jan 2006	17:15	80 to 89	ISR 4 MINOR	Acacia Private	Ward A Genera	al Pt fell whilst going to	the toliet	
11 167	9 Jan 2006	14:00	100 plus	ISR 4 MINOR	Acacia Private	Ward A Genera	al Pt found on floor ? SI	ipped out of chair	
12 168	9 Jan 2006	18:30	70 to 79	ISR 4 MINOR	Acacia Private	Ward B Orthro	p Pt found wandering o	utside the hospital	

Example: Incident Report exported to $Excel^{M}$. When exporting to $Excel^{M}$ check the "Excel Workbook (XLS Data Only)" output option to ensure your report is exported in a spreadsheet format