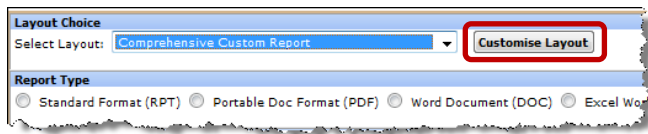



**Introduction**

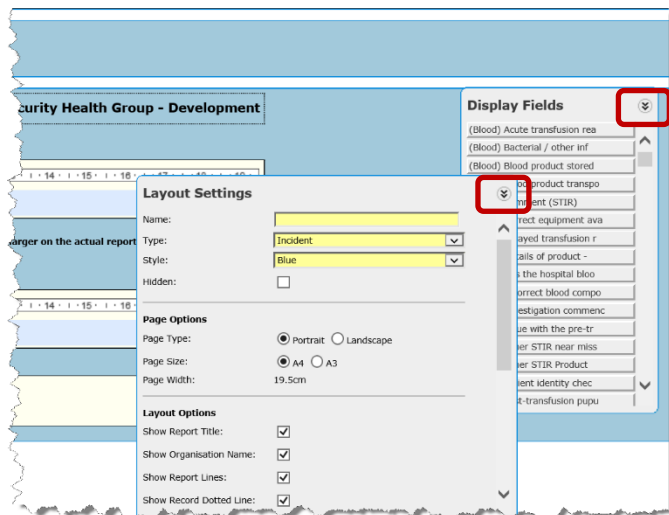
This guide is aimed at Managers/Administrators who are required to create Custom Report Layouts for one or more Registers in RiskMan e.g. Incidents, Feedback, Risk, Quality or any other custom register that you may have included in RiskMan. Examples of custom reports are featured on the following pages

**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



- 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



*Example: Incident Custom Report Layout Editor*

**Viewing an Existing Custom Report Layout**

- 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

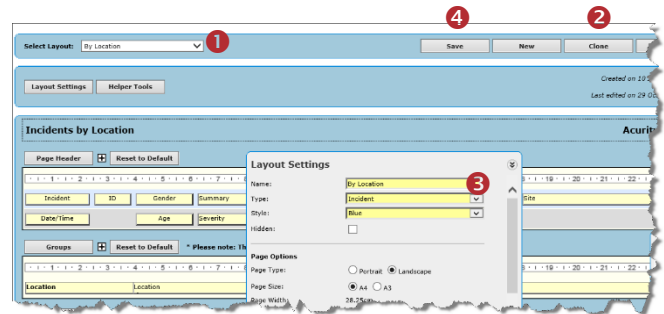
- Select the report from the **Select Layout** **1** list
- Modify the report as required (refer to details on the following pages)
- Press **Save** **2**



**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

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



**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 wish to delete from the **Select Layout** list
- 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 [v] Save New Clone Delete Close

Layout Settings Helper Tools Created on 10 Jan 2011 by System Manager (Manager) Last edited on 29 Oct 2013 by System Manager (Manager)

**Incidents by Location** 1 Title of the Report Acurity Health Group - Development

Page Header [v] Reset to Default

ID	Incident Date	Severity	Site	Summary
	Date/Time		Specialty	

2 Column headings

Groups [v] Reset to Default \* Please note: The font sizes for the grouping fields are larger on the actual report.

Location	Location

3 Report Grouping

Detail [v]

ID	Incident Date	Severity	Site	Summary
	Date/Time		Specialty	

4 Content from the Incident Record

Sub-Reports

	Suppress Border	Repeat Field Labels On Each Page
1. Classifications [v]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. [v]	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5 Sub-report to show the Classifications associated with each Incident

**Incidents by Location** 1 Education

ID	Incident Date Time	Severity	Facility Specialty	Summary
<b>Location</b> <span style="color: red;">3</span> Ward B3				
<span style="color: red;">4</span> 144	4 Jan 2012 08:30	ISR 4 MINOR	Acacia Private Orthopaedic	Pt give another patient medications
<b>Supergroup</b> <span style="color: red;">5</span>				
Clinical Support System		Other Event Type	(No Definition)	
Medication		Error Type	Wrong patient	
<span style="color: red;">4</span> 145	4 Jan 2012 08:30	ISR 3 MEDIUM	Acacia Private Orthopaedic	Pt was given incorrect tablets oxycontin 10mg, NUM informed
<b>Supergroup</b> <span style="color: red;">5</span>				
Clinical Support System		Identification Processes	Incorrect identification	
Medication		Error Type	Wrong patient	
<span style="color: red;">4</span> 168	9 Jan 2012 18:30	ISR 4 MINOR	Acacia Private Orthopaedic	Pt found wandering outside the hospital

*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*

**Example: Feedback Report**

Select Layout: Issue Summary Report [Save] [New] [Clone] [Delete] [Close]

Layout Settings [Helper Tools] Created on 9 Jan 2012 by System Manager (Manager)  
Last edited on 9 Jan 2012 by System Manager (Manager)

**Issue Summary Report** ZHead Development

Page Header [Reset to Default]

Groups [Reset to Default] \* Please note: The font sizes for the grouping fields are larger on the actual report.

Group [Group]

Category [Category] **2 Report Groupings**

Detail [Detail]

**Layout Settings**

Name: Issue Summary Report

Type: Issues

Style: Blue

Hidden:

Include items that have no Issues:

**Page Options**

Page Type:  Portrait  Landscape

Page Size:  A4  A3

Page Width: 19.5cm

**Layout Options**

Show Report Title:

Show Organisation Name:

Show Report Lines:

**Issue Summary Report** 1

ZHead RiskMan Education

Group	Treatment
	Number of items for Absence of caring: 7
	Number of items for Inadequate diagnosis: 1
	Number of items for Inadequate nursing care: 3
	Number of items for Inadequate treatment: 2
	Number of items for Negligent treatment: 2
	Number of items for Rough treatment: 1
	Number of items for Wrong diagnosis: 1
	Number of items for Treatment: 17

**Issue Category**

■	Absence of caring	41.2%
■	Inadequate diagnosis	5.9%
■	Inadequate nursing care	17.6%
■	Inadequate treatment	11.8%
■	Negligent treatment	11.8%
■	Rough treatment	5.9%
■	Wrong diagnosis	5.9%
Total:		100.0%

**2** In this example the second Report Group heading - Issue Category has been hidden so only the totals are displayed

*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

**1 Title of the Report**

**2 Column headings**

**3 Report Groupings**

**4 Content from the Risk Record**

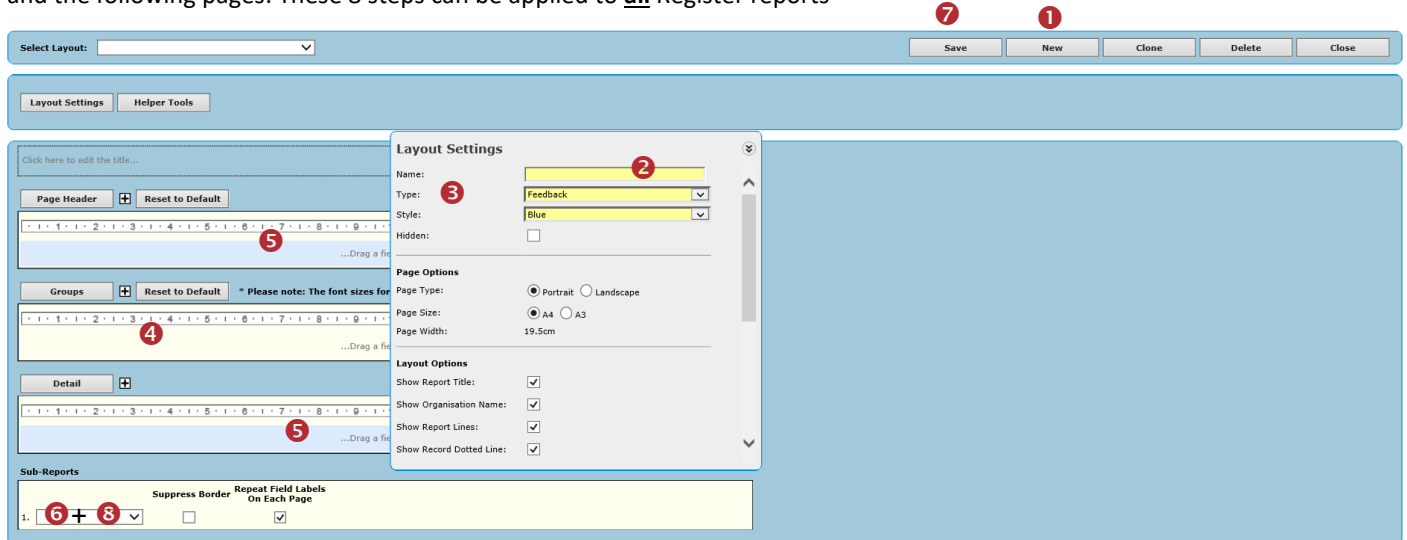
**5 Sub-reports: Show Actions and Controls associated with each Risk**

Risks by Accountable Executive						RiskMan Education
ID	Next Review Date	Risk Category	Risk Name Description	Residual Risk	Control Assessment Management Plan	
<b>Risk Owner</b>		Fernandez, Brett (Brett)				
<b>Risk Category</b>		Finance				
66	(None Entered)	Finance	Unplanned and unbudgeted capital expenditure Unplanned and unbudgeted capital expenditure	Low	(None Entered)	
<b>Risk Category</b>		Information Management				
7	18 Jul 2012	Information Management	IT disaster recovery planning IT disaster recovery planning	Medium	Moderate (6) Active Management	
Controls						
Control	Last Reviewed By	Last Reviewed On	Assessment	Next Review By	Next Review On	
Audit of internal services performance to criteria may be useful. Could be carried out by Internal Audit.	(None Entered)	(None Entered)	Review Pending	(None Entered)	(None Entered)	
Service level Agreement reports distributed to Bayside GMs on a monthly basis	(None Entered)	(None Entered)	Review Pending	(None Entered)	(None Entered)	
Actions						
Action By Date	Allocated To	Completed On	Action Description	Action Response		
(None Entered)	(None Entered)	(None Entered)	Disaster recovery plans have been developed and are to be regularly tested	(None Entered)		
(None Entered)	(None Entered)	(None Entered)	Disaster recovery plan commissioned by Shared Services Committee with recommendations to hire DRP resource commencing next financial year	(None Entered)		
20 Apr 2004	(None Entered)	(None Entered)	Disaster Recovery plan not formalised, for urgent attention	(None Entered)		

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 **all** Register reports



#### Step 1: Press New

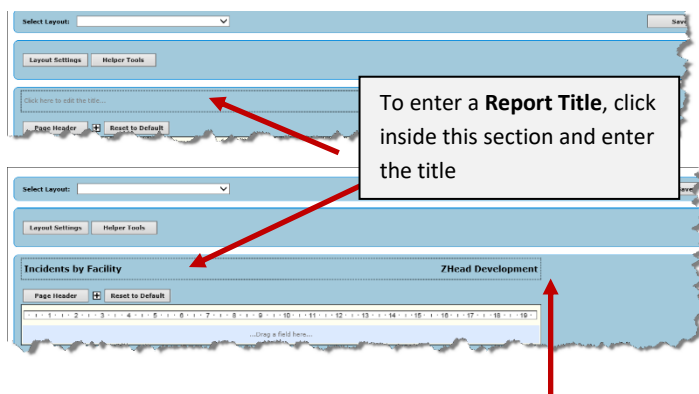
If you have just opened the Custom Report Layout Builder you can proceed to **Step 2**

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



The Organisation title comes from your **Global Settings** and is **displayed/hidden** based on your **Layout Settings** (detailed in **Step 3**). The Organisation Title can be changed when you save your filters and report layout to your "My Reports" page

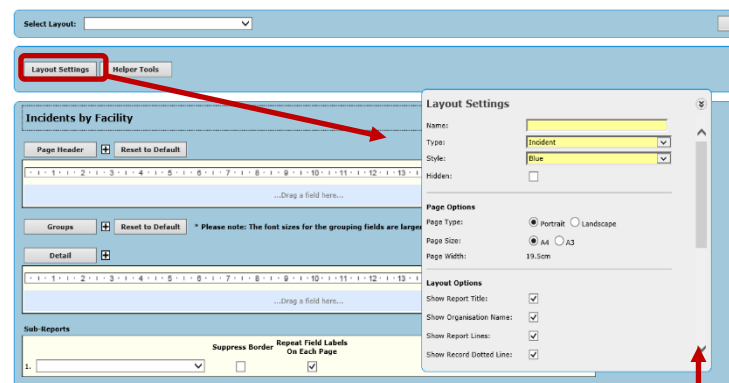
#### Step 3: Layout Settings

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



Use the scroll to view more information

**Descriptions of the Layout Settings**

**Layout Settings**

Name: 1 [Text Field]

Type: 2 [Incident]

Style: 3 [Blue]

Hidden: 4

---

**Page Options**

Page Type: 5  Portrait  Landscape

Page Size:  A4  A3

Page Width: 6 19.5cm

---

**Layout Options**

Show Report Title:

Show Organisation Name:

Show Report Lines:

Show Record Dotted Line:

---

Show Discrete Record Count:

Show Date Range:

Show Date & Page Number:

---

**Totals**

Show Grand Total:

---

**Restrictions**

Site: 8 [List: Bowen, Royston, Wakefield]

Recommendation#1	Rec#1 Project Code
Responsibility for Rec#1	
Rec#1 Status	Proposed
Rec#1 Outcome	Rec#1 Completed On

**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 as a **Sub-Report** then this new option will not be used.

**1 Name:** Appears in your **Select Layout** drop down list on the Register Report’s page

**2 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, RRAAction, 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 (All), Rec (Accepted), contact <https://hub.rldatix.com/SupportHUB/s/>

**Layout Settings**

Name: Contributing Factors Report

Type: Contributing Factors

Style: Ocean

Hidden:

Include items that have no Contributing Factors:

ID	Incident Date	Summary	Location	Contributing Factor
<b>Contributing Factor Group: Patient/Visitor Issues</b>				
<b>Severity: ISR 2 HIGH</b>				
3494	11 Feb 2012	Pt received wrong side lung op...	Centre Block 4th Floor	Confusion
3649	9 Feb 2012	patient had a fall	Centre Block 3rd Floor	Confusion
3649	9 Feb 2012	patient had a fall	Centre Block 3rd Floor	Procedures of patient observation
Number of Items for Patient/Visitor Issues: 3				
<b>Contributing Factor Group: Process</b>				
<b>Severity: ISR 2 HIGH</b>				
3494	11 Feb 2012	Pt received wrong side lung op...	Centre Block 4th Floor	Process of assessment of patients behavioural status
<b>Severity: ISR 3 MEDIUM</b>				
3492	19 Jan 2012	Client became aggressive while showering...	Centre Block 6th Floor	Process of care planning
Number of Items for Process: 2				
<b>Contributing Factor Group: Staff Issues</b>				
<b>Severity: ISR 3 MEDIUM</b>				
3492	19 Jan 2012	Client became aggressive while showering...	Centre Block 6th Floor	Fatigue/stress/unwell
3496	12 Feb 2012	Father became aggressive b/c couldn't speak to mother...	Ward 2F	Instructions/advice not followed

**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 **only** show those incidents that

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

**Layout Settings**

Name: Contributing Factors Report

Type: Contributing Factors

Style: Ocean

Hidden:

Include items that have no Contributing Factors:

**Contributing Factors Report** RiskMan Education (Latest Release)

ID	Incident Date	Summary	Location	Contributing Factor
<b>Contributing Factor Group (None Entered)</b>				
<b>Severity</b> <b>ISR 1 SEVERE</b>				
466	17 Feb 2012	Pt found lying on the floor outside room large haematoma to L side of head and L leg.	Ward 7E	(None Entered)
478	10 Feb 2012	Medical emergency Code blue	R2	(None Entered)
1110	17 Mar 2012	Unwitnessed fall	Dayton	(None Entered)
1299	31 Mar 2012	Documentation omission	R2	(None Entered)
3442	7 Jan 2012	Pt administered potassium cyanide instead of saline	Day procedure unit	(None Entered)
3448	10 Jan 2012	BODY LOST ON WAY TO MORGUE	Cafeteria	(None Entered)
<b>Severity</b> <b>ISR 2 HIGH</b>				
232	3 Mar 2012	Hurt back when replacing operating table end	Operating Suite	(None Entered)

**Contributing Factors Report** RiskMan Education (Latest Release)

Number of Items for (None Entered): 1,271

ID	Incident Date	Summary	Location	Contributing Factor
<b>Contributing Factor Group Patient/Visitor Issues</b>				
<b>Severity</b> <b>ISR 2 HIGH</b>				
3434	11 Feb 2012	Pt received wrong side lung op...	Centre Block 4th Floor	Confusion
3649	9 Feb 2012	patient had a fall	Centre Block 3rd Floor	Confusion
3649	9 Feb 2012	patient had a fall	Centre Block 3rd Floor	Procedures of patient observation
<b>Number of Items for Patient/Visitor Issues: 3</b>				
<b>Contributing Factor Group Process</b>				
<b>Severity</b> <b>ISR 2 HIGH</b>				
3434	11 Feb 2012	Pt received wrong side lung op...	Centre Block 4th Floor	Process of assessment of patients behavioural status
<b>Severity</b> <b>ISR 3 MEDIUM</b>				
3482	19 Jan 2012	Client became aggressive while allowing...	Centre Block 6th Floor	Process of care planning
<b>Number of Items for Process: 2</b>				

**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

- 3 **Style:** Select the colour/style for your report
- 4 **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

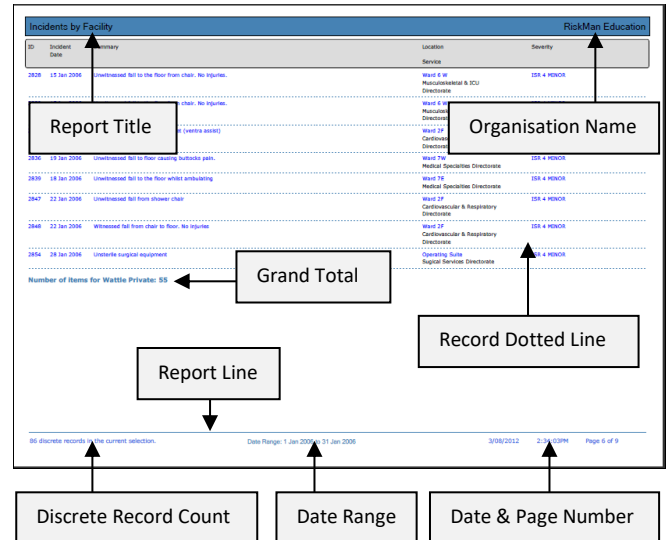
**Page Options:**

5 **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

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

**Layout Options - 7** Refer to the example below:



**Restrictions**

8 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, **DO NOT** highlight any Sites/Regions

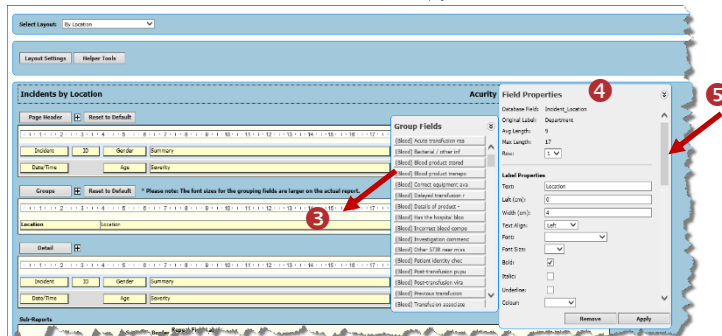
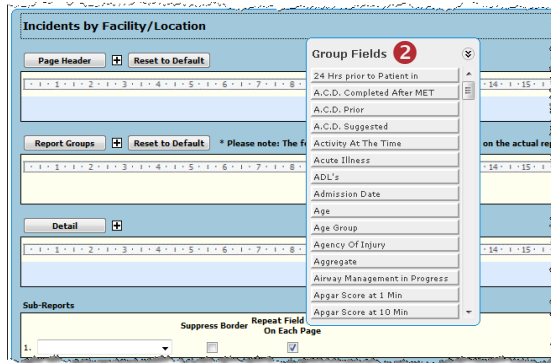
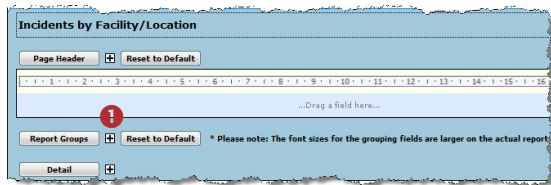
**Step 4: Report Groups**

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**

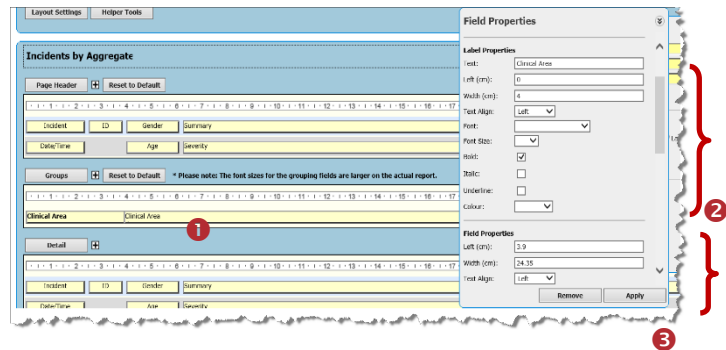
- To add a group field, you will need to add a Report Group row, by pressing the **Add** button
- The **Group Fields** pop-up window showing a list of available fields will also display (this pop-up window can also be opened by clicking on the **Report Groups** button)
- Find the field in the **Group Fields** list and drag to the **Report Groups** section. To add another Group field, add another row and repeat this step
- 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 **5**



- **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

**3 Press Apply**

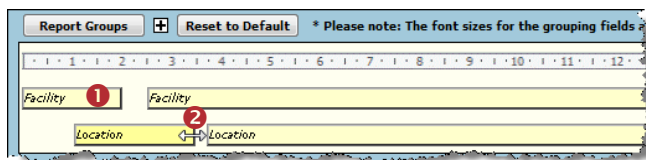


**2. Modify the field width or position of a group field on the Report Layout page**

**1** 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*

**2** To change the width of your field, click on the edge (your cursor will change to ⇄) and drag to the desired width



**3. Modify the field width or position via the Field Properties**

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

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

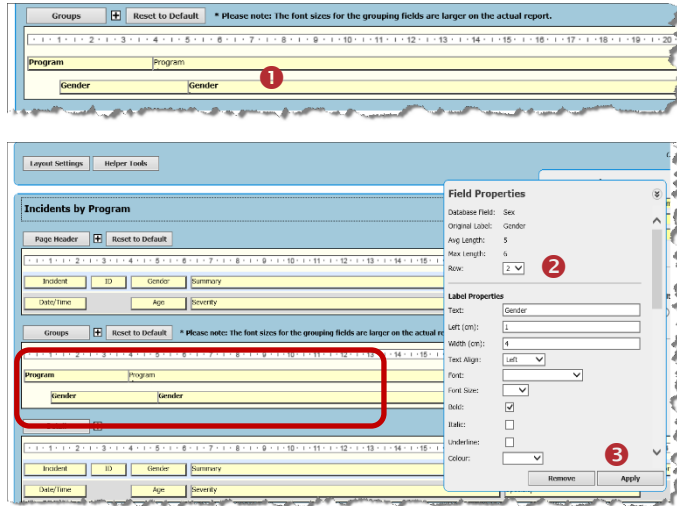
**2** Modify the following in the **Field Properties** window



**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

- 1 Click on the field that you wish to move to display its **Field Properties**
- 2 Enter the **Row** number
- 3 Press **Apply**

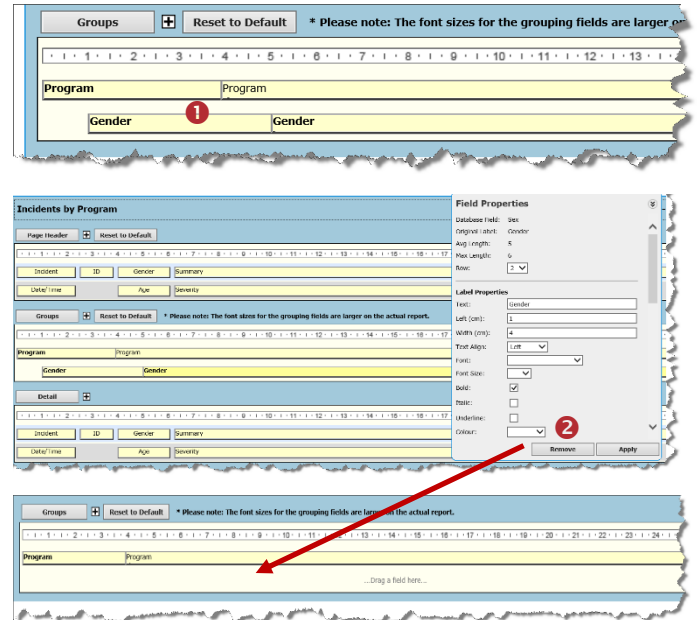


**Note:** You cannot drag and drop a field from row to another. If you have a blank row in the middle of the "Report Groups" section (as in the example above), it should be filled, as it will be saved with the report. To fill the row, either add another grouping or move the existing groupings (by changing 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. Remove a field**

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

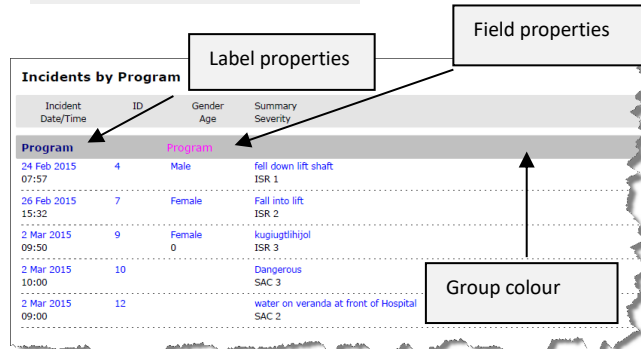
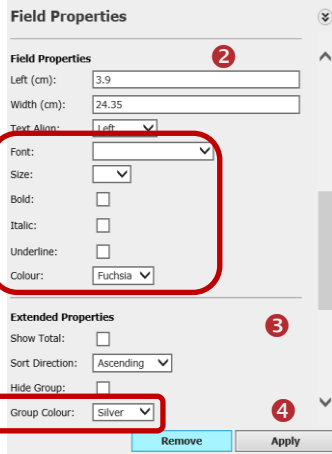
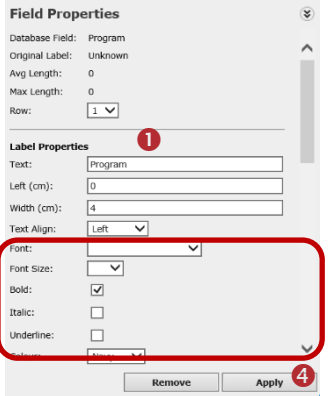
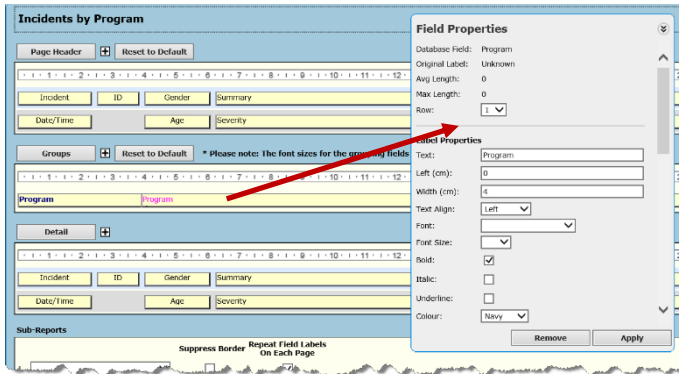
- 1 Click on the field that you wish to delete to display its **Field Properties**
- 2 Press **Remove**



**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:

- 1 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.
- 2 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.
- 3 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**.
- 4 Press **Apply**



**7. All other modifications to a field need to be done via the Field Properties**

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**

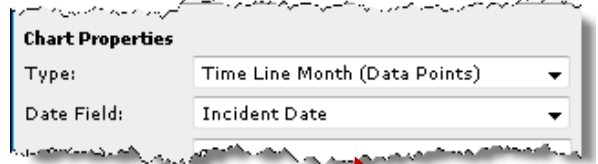
- **Show Total:** Show the total number of records at the end of each grouping
- **Sort Direction:** Sort the content of a grouping in ascending or descending order
- **Hide Group:** Hide the Group heading if you only want to show a total for a grouping (useful for summary reports)
- **Chart Properties:** 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.

- Standard**

  - 3D Column
  - Bar (Horizontal)
  - Bar (Vertical)
  - Pie
  - Time Line Mth
  - Time Line Mth (Data Points)
  - Time Line Mth/Yr
  - Time Line Mth/Yr (Data Points)
  - Time Line Yr
  - Time Line Yr (Data Points)

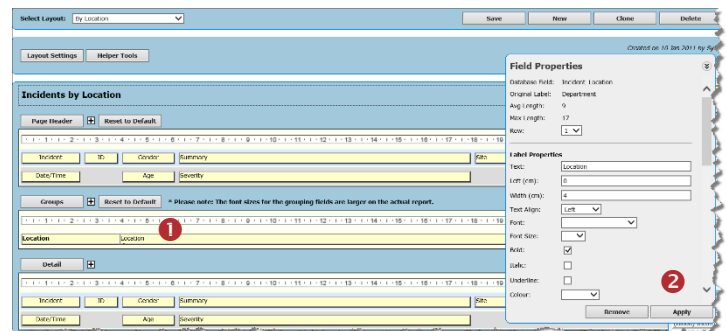
**Comparison**

  - Bar Side By Side
  - Stacked Bar
  - Stacked Bar (Data Points)
  - Line
  - Line (Data Points)
  - Cross Tab Small
  - Cross Tab Large



When you select a Time Line chart, the **Date Field** will become a read/write field. Select the date you wish to base the month or year intervals on, on the chart

- 1 Click on the respective grouping field to display its **Field Properties**
- 2 If you make any changes, press **Apply**



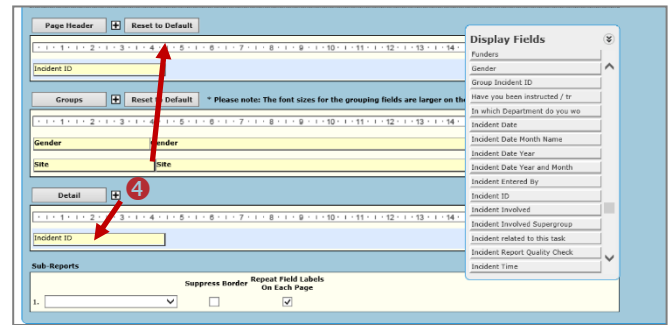
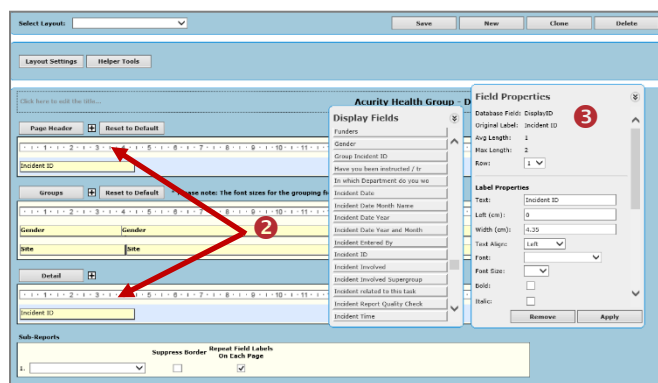
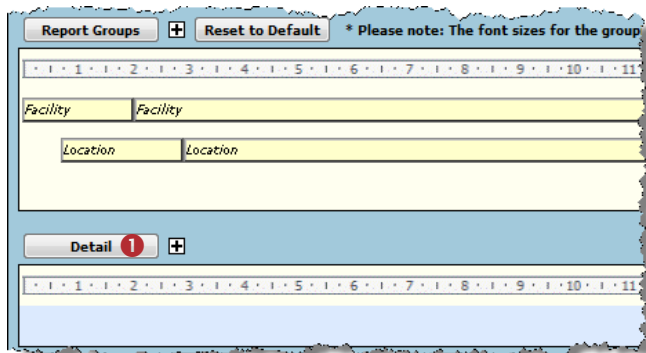
**Step 5: Details**

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**

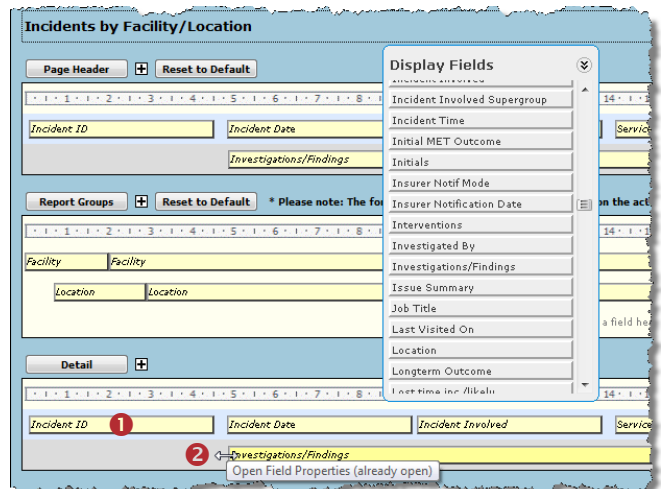
**1. Add a Field to display in the report**

- 1 Click on the **Details** button to open the **Display Fields** list
- 2 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
- 3 Whenever you add a field, the respective **Field Properties** window will display
- 4 If you wish to add another row of fields, click on the **Add** button and repeat the above steps



**2. Modify the field width or position of a Detail field on the Report Layout page**

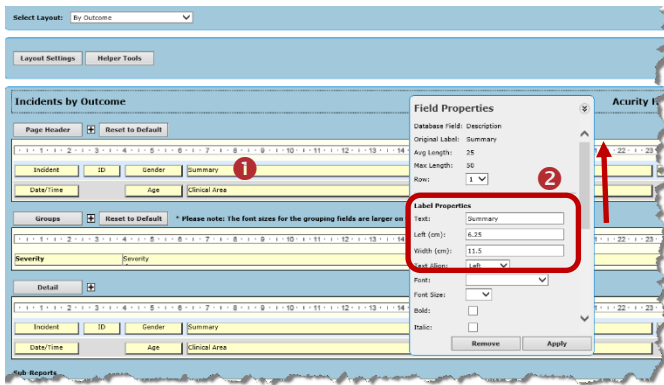
- 1 To move a field, click on either the **Page Header** or **Detail** field and drag to the desired position. Notice that both the **Page Header** and **Detail** fields will move together
- Note: You cannot move the field to another row. This must be done via the Field Properties*
- 2 To change the 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



**3. Modify the field width or position via the Field Properties**

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

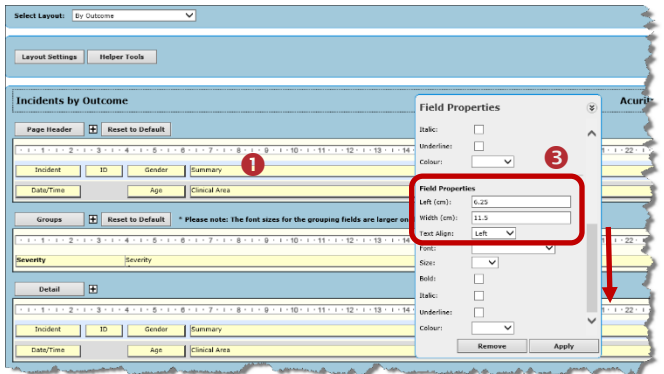
- 1 Click on the **Detail** or **Page Header** field to display its **Field Properties**
- Modify the following in the **Field Properties** window:
  - 2 **Label Left/Width/Alignment:** These fields enable you to change the **Page Header** position, width and alignment e.g. centred, left align. You will find these under the **Label Properties** section
  - 3 **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
  - 4 Press **Apply**



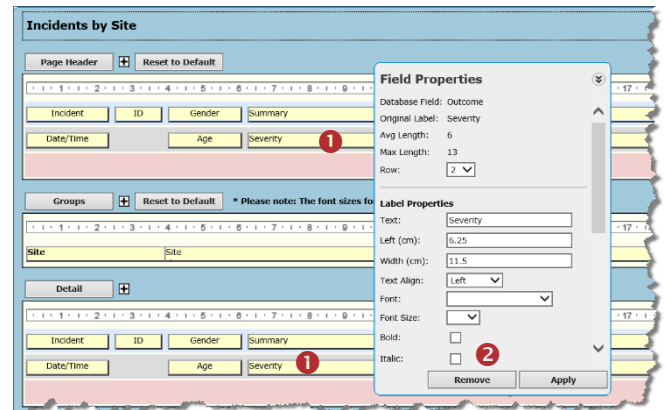
**5. Remove a field**

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

- 1 Click on the field that you wish to remove in either the **Detail** or **Page Header** sections to open its **Field Properties** window
- 2 Press **Remove**
  - Press Ok to the pop-up message “Are you sure want to remove this field?” if you wish to proceed



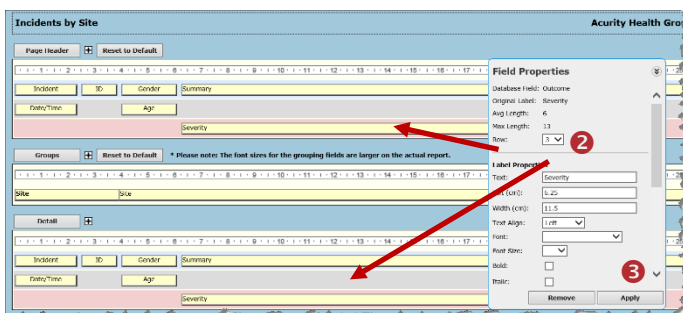
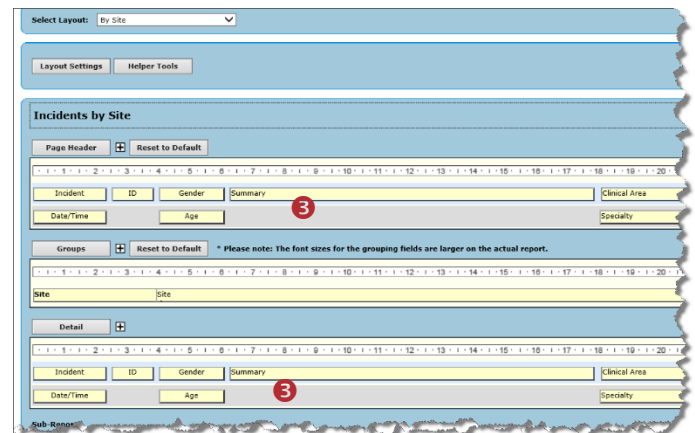
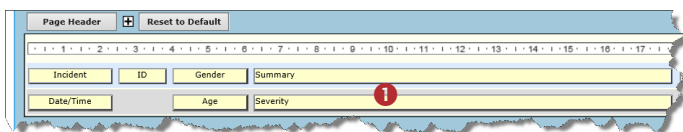
- 3 The field in both the **Display** and **Page Header** sections will be removed



**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

- 1 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
- 3 Press **Apply**

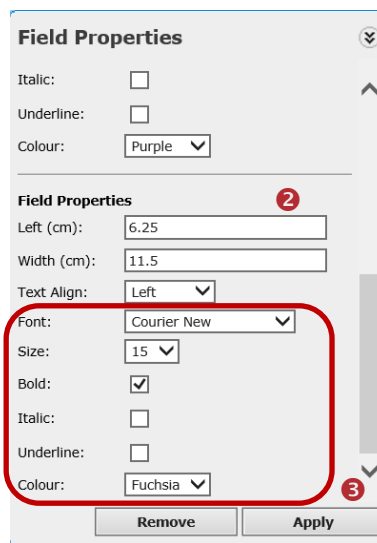
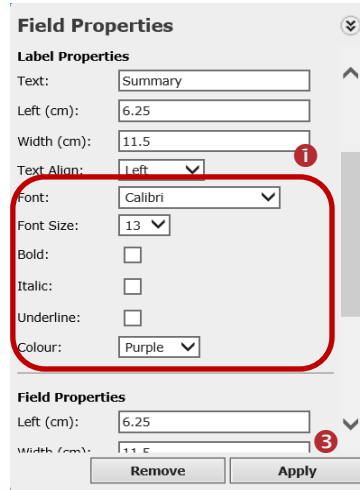
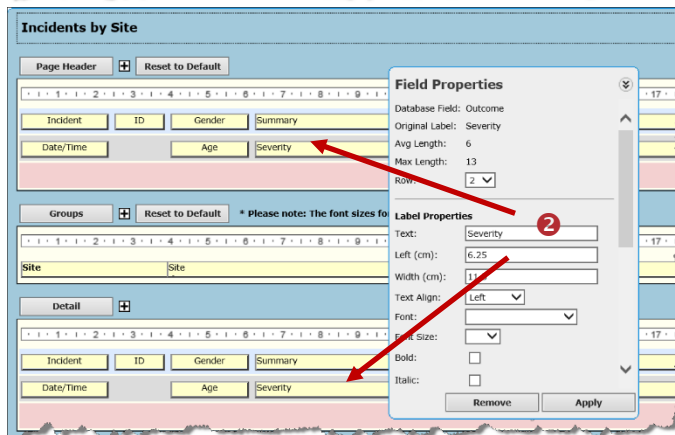
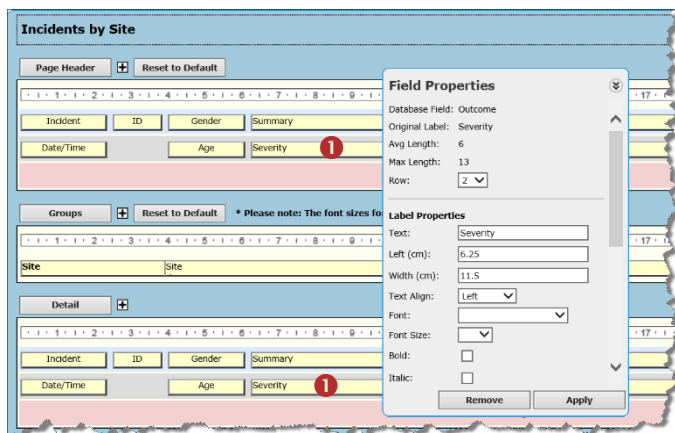
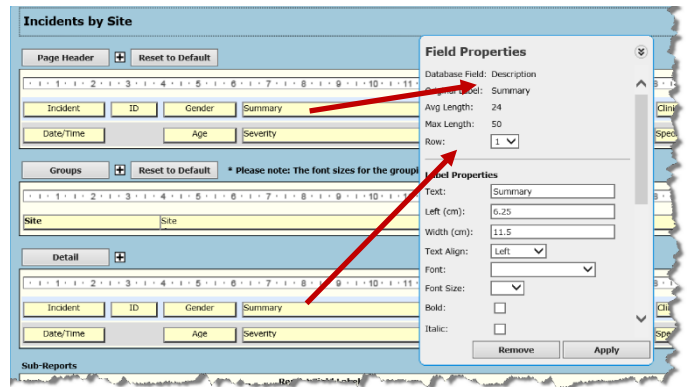


**Note:** You cannot drag and drop a field from one row to another. As is with Report Groups, if there is a blank row at the end of the Details/Page Header sections, it will disappear once you save the report. If there is a blank row in the middle of the Detail/Page Header sections, it will remain when 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

### 6. Modify the label of a Display field

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

- 1 Click on the field in either the **Page Header** or **Detail** section to open its **Field Properties** window
- 2 Enter the new label in the **Text** field under **Label Properties**
- 3 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)



### 7. Font, style and colour changes

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

- 1 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.
- 2 Change the font style, size and colour of the **Field Properties**. This will change the font size and style of the field heading once the report is generated.
- 3 Press **Apply**



Label properties

Field properties

**Step 6 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, RRAAction, RRCatalystCauses, RRAssurance, RRConsequences, RRInvestigation

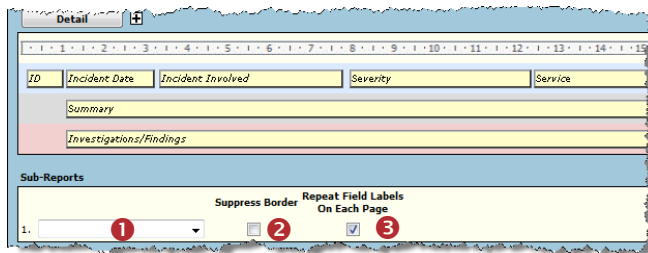
*Note: Types commencing with RR relate the sub-form sections on the Risk Entry form*

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

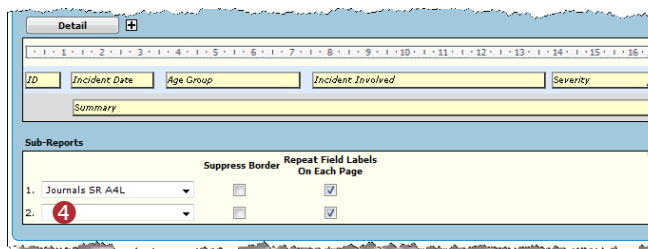
*Note: Refer to Step 8, for more details on how to create a Sub-Report*

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

- 1 Click inside the drop down list and select the sub-report you wish to attach to your main report
- 2 If you check **Suppress Border**, there will be no border around the Sub-Report within the main report.
- 3 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
- 4 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 sub-reports for any Register report



*Example: No sub-reports have been selected*



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

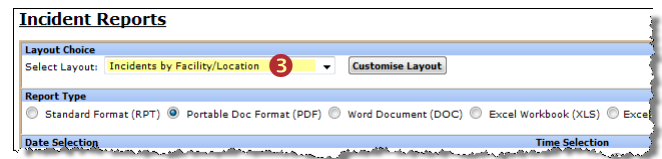
**Step 7 Save Report**

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

- 1 Press the **Save** button to save the report
- 2 Press the **Close** button to close the Custom Report Layout Editor



- 3 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



*Note: If you **do not** 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 **do** 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)

*Example: Classification Sub-Report used in Incidents*

*Example: Incident Report showing a Classification Sub-Report*

*Example: Issues Sub-Report used in Feedback*

*Example: Feedback Report showing an Issues Sub-Report*

Select Layout: (Sub-Report) Actions A4L [ Save New Clone Delete Close ]

Layout Settings [ Helper Tools ] Created on 6 Sep 2012 by System Manager (Manager)  
Last edited on 18 Oct 2012 by System Manager (Manager)

**Actions** ZHead Development

Page Header [ + ] [ Reset to Default ]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Action By Date	Allocated To	Completed On	Action Description	Action Response

Groups [ + ] [ Reset to Default ] \* Please note: The font sizes for the grouping fields are larger on the actual report.

Detail [ + ]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 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 ] Created on 6 Sep 2012 by System Manager (Manager)  
Last edited on 18 Oct 2012 by System Manager (Manager)

**Controls** ZHead Development

Page Header [ + ] [ Reset to Default ]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Control	Last Reviewed By	Last Reviewed On	Assessment	Next Review By	Next Review On

Groups [ + ] [ Reset to Default ] \* Please note: The font sizes for the grouping fields are larger on the actual report.

Detail [ + ]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Control	Last Reviewed By	Last Reviewed On	Assessment	Next Review By	Next Review On

Example: Controls Sub-report used with a Risk Report

**Risks by Accountable Executive** RiskMan Education

ID	Next Review Date	Risk Category	Risk Name Description	Residual Risk	Control Assessment Management Plan
<b>Risk Owner: Fernandez, Brett (Brett)</b>					
<b>Risk Category: Finance</b>					
66	(None Entered)	Finance	Unplanned and unbudgeted capital expenditure Unplanned and unbudgeted capital expenditure	Low	(None Entered)
<b>Risk Category: Information Management</b>					
7	18 Jul 2012	Information Management	IT disaster recovery planning IT disaster recovery planning	Medium	Moderate (6) Active Management

**Controls**

Control	Last Reviewed By	Last Reviewed On	Assessment	Next Review By	Next Review On
Audit of internal services performance to criteria may be useful. Could be carried out by Internal Audit.	(None Entered)	(None Entered)	Review Pending	(None Entered)	(None Entered)
Service level Agreement reports distributed to Bayside GMs on a monthly basis	(None Entered)	(None Entered)	Review Pending	(None Entered)	(None Entered)

**Actions**

Action By Date	Allocated To	Completed On	Action Description	Action Response
(None Entered)	(None Entered)	(None Entered)	Disaster recovery plans have been developed and are to be regularly tested	(None Entered)
(None Entered)	(None Entered)	(None Entered)	Disaster recovery plan commissioned by Shared Services Committee with recommendations to hire DRP resource commencing next financial year	(None Entered)
20 Apr 2004	(None Entered)	(None Entered)	Disaster Recovery plan not formalised, for urgent attention	(None Entered)

Controls sub-report

Actions sub-report

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



**To create a sub-report**

Follow **Steps 1 - 5 & 7** outlined on the previous pages. When creating a Sub-Report consider the following

**In Step 3 - Layout Settings**

**1 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

**2 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

**3 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 stand-alone report

**4 Ensure the Page Type and Page Size** is the **same** as the Report you will be associating this sub-report with

**5 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

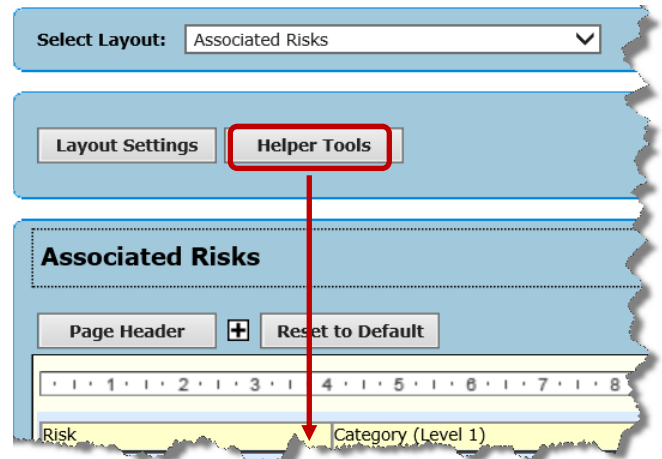
**In Step 4 - Report Groups**

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 **checked** (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 **both** the header and field will be modified at the same time.

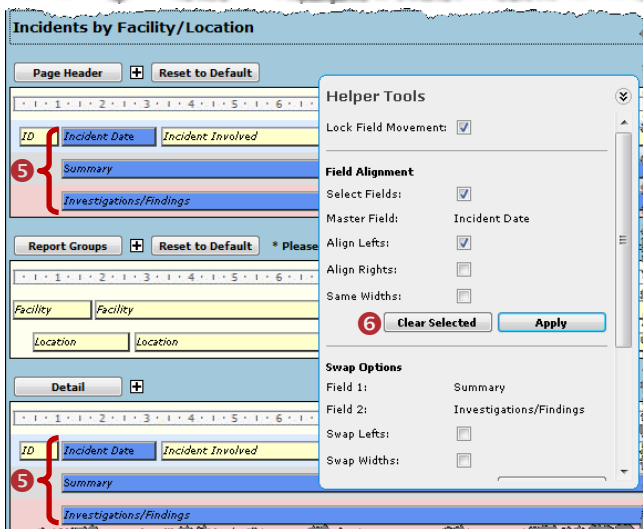
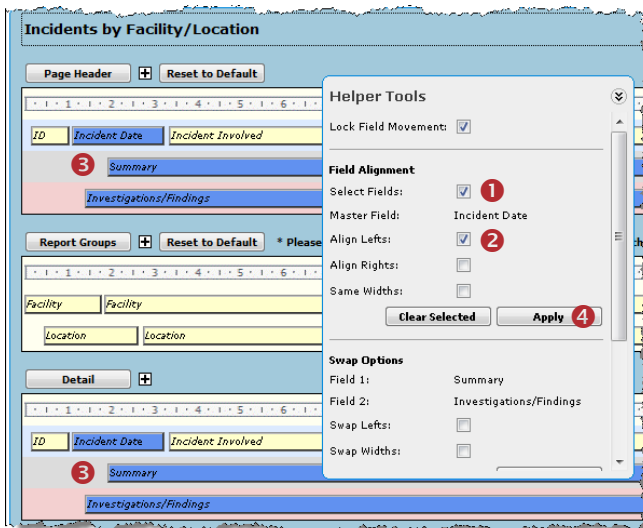
- If **unchecked**, then you will need to modify the **Page Header** and **Detail** fields independently

**2 Field 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**

- 1 Check **Select Fields**
- 2 Check **Align Lefts**
- 3 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
- 4 Press **Apply**
- 5 All selected fields will be aligned to the “**Master Field**”
- 6 To clear the selected fields press **Clear Selected**



**3 Swap Options:**

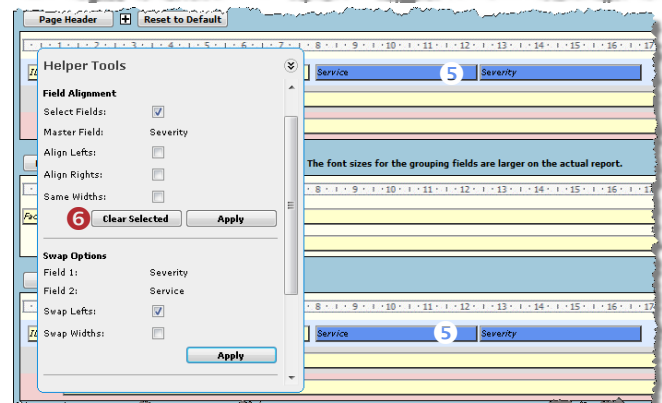
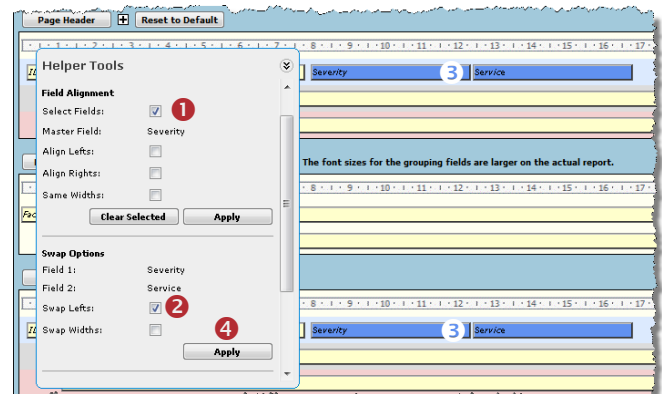
This option allows you to swap the position and/or widths of 2 selected fields on the **same row**.

*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**

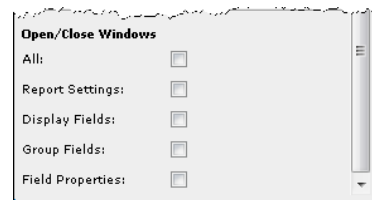
- 1 Check **Select Fields**
- 2 Check **Swap Lefts**
- 3 Click on the fields that you wish to swap. Ensure you select the same fields in the Page Header & Details sections
- Note: You cannot swap fields in the Report Groups section as there is only one grouping field per row
- 4 Press **Apply**
- 5 The selected fields will be swapped
- 6 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*



**4 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



**Link <Register> Sub-Reports**

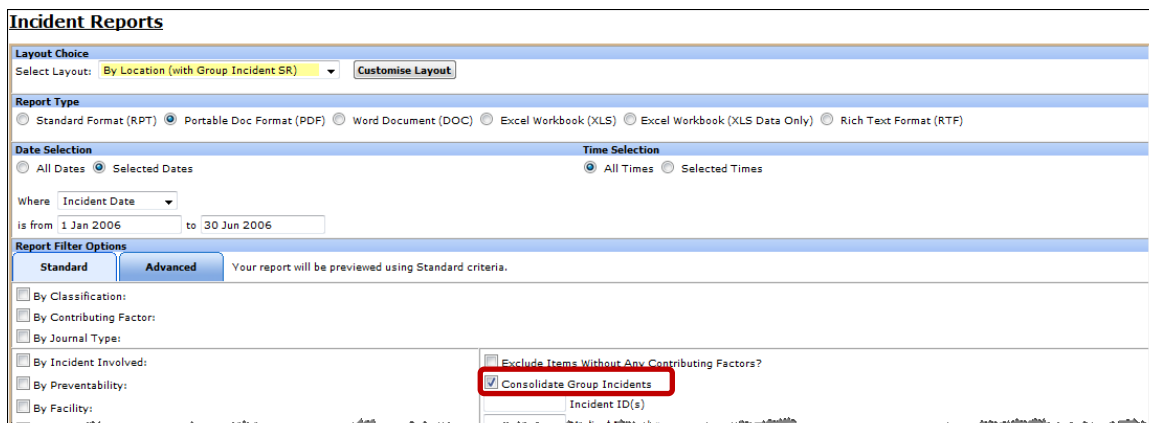
**Definition:** <Register> refers to any of the registers in your RiskMan system e.g. Incidents, Feedback, Risks and Quality.

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.

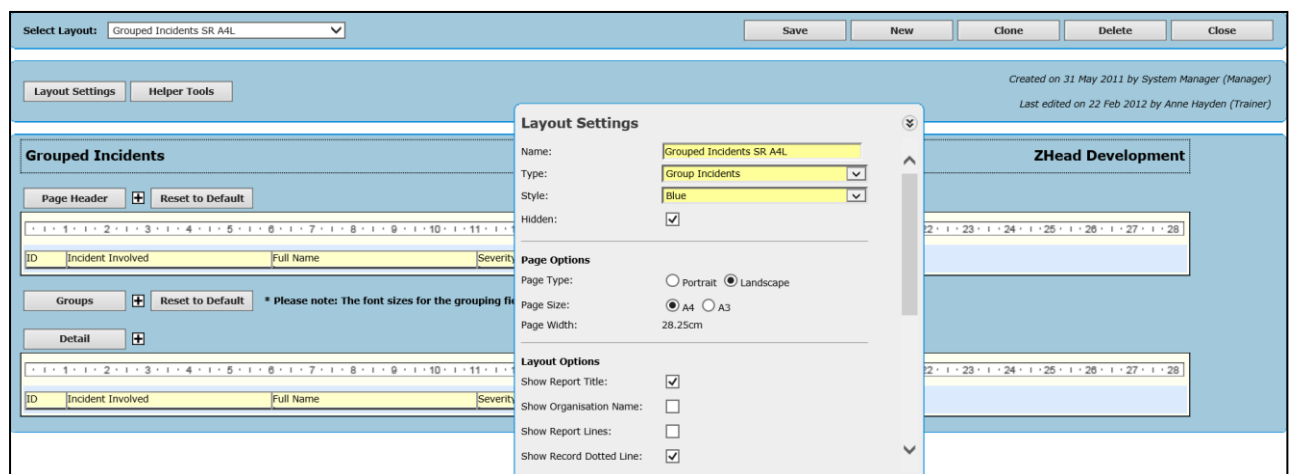
If you would also like to view the child records, you would need to create a “Linked <Register>” sub-report.

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



*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*



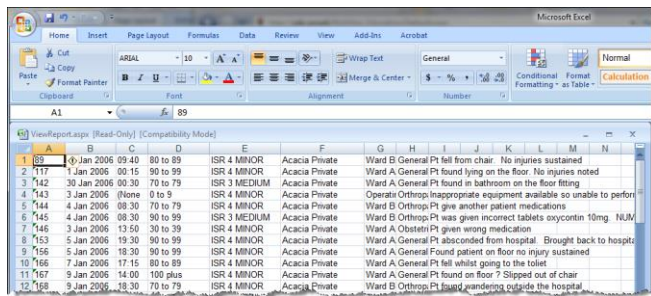
*Example: Group Incident Sub-Report. The fields available to include in a Grouped <Register> sub-report will be those from the main Register Entry form - in this example that would be the Incident form fields*

**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)

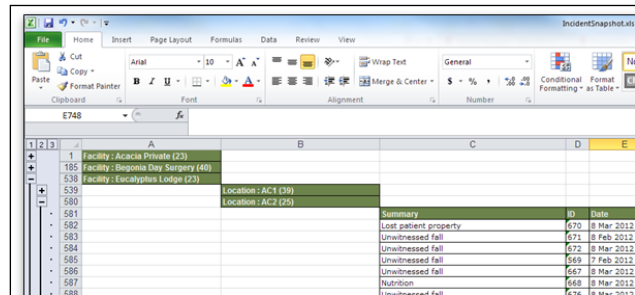
The **XLS Data Only** option will put your data into a ‘flat’ format (i.e. 1 row per record). You will need to create a **Layout** specifically for exporting your desired data.



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 existing layouts, and will export your data with the grouping used in the layout, and will include column headers.



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 **will not** be exported to Excel™

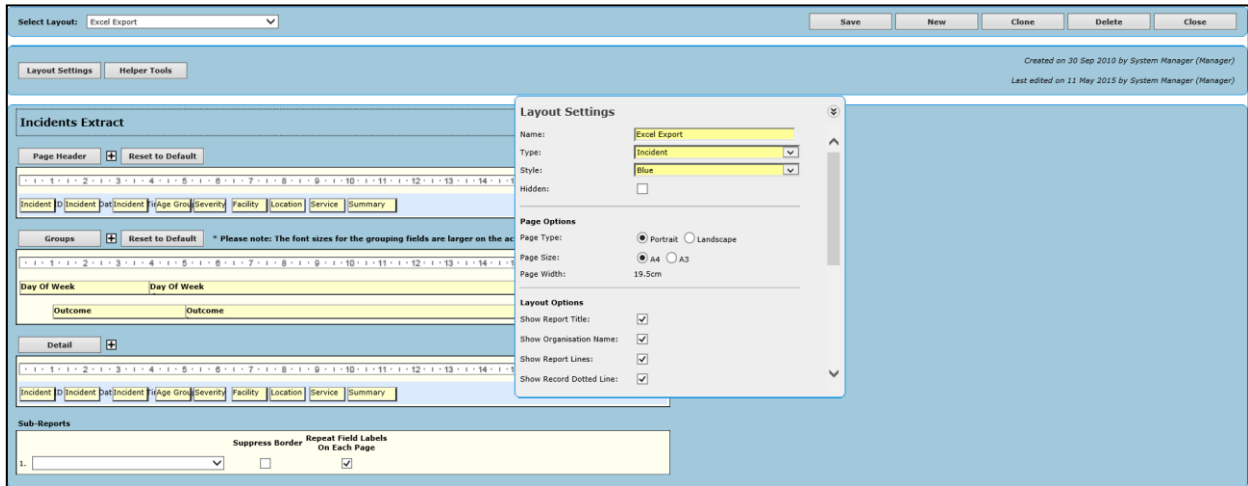
- Report Title & Organisation Title
- **Layout Options & Colour schemes** from the Report Settings
- Page Headers
- Charts

Consider the following when setting up your report:

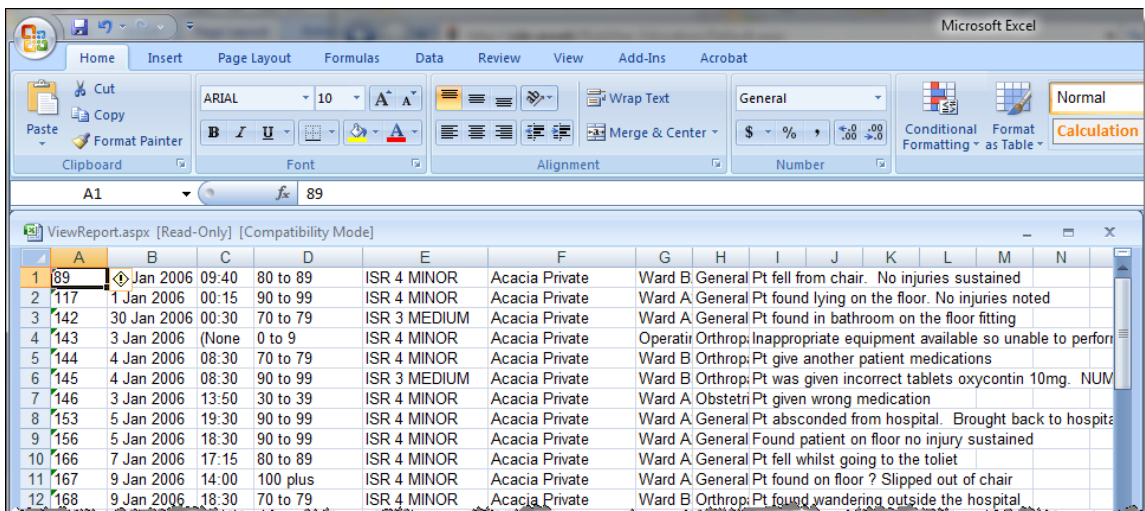
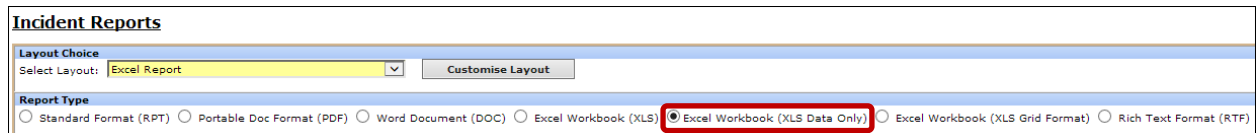
1. In the **Report Settings** set the **Page Type** and **Page Size** so that you can fit all the fields on one row
2. In the **Details** section drag & drop up to 30 fields on Row 1 (**only**)

**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



**Example:** Incident Report configured to output to Excel™



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