



# - List Page Reference -

FOR RISKMAN VERSION 2503

Last reviewed March 2025

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## List Page Reference

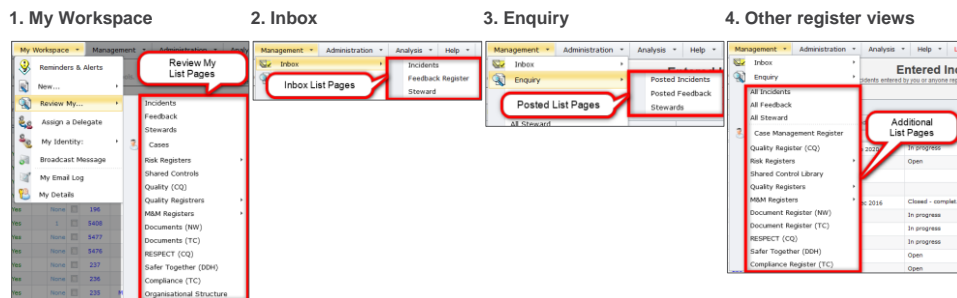
## WHAT IS A LIST PAGE?

List pages are views in Riskman where you see a list of records.

Archived	Dist	ID	Link	Notification Da	Reporters Nam	Su	First Name	Incident Date	Incident Invol	Severity	Type Of Injury	Date Entered		
		1	4005	4004	2 Oct 2023	System Ma...	fjhkdjr	Cabell Hunt...	Centre Bloc...	skfjhkrdf	2 Oct 2023	Patient/Cle...	ISR 4 MINOR	2 Oct 2023
		None	4004	Master	2 Oct 2023	System Ma...	fjhkdjr	Cabell Hunt...	Centre Bloc...	skfjhkrdf	2 Oct 2023	Patient/Cle...	ISR 4 MINOR	2 Oct 2023
		None	4003		2 Oct 2023	System Ma...	djkw	Cabell Hunt...	AC2,test	m,adm	2 Oct 2023	Patient/Cle...	ISR 5 NEAR...	2 Oct 2023
		None	4002		2 Oct 2023	System Ma...	kh	Acacia Priv...	Centre Bloc...	jkjh	2 Oct 2023	Patient/Cle...	ISR 4 MINOR	2 Oct 2023
		None	4001	4000	2 Oct 2023	System Ma...	kh	Acacia Priv...	Centre Bloc...	jkjh	2 Oct 2023	Patient/Cle...	ISR 4 MINOR	2 Oct 2023
		None	4000	Master	2 Oct 2023	System Ma...	kh	Acacia Priv...	Centre Bloc...	jkjh	2 Oct 2023	Patient/Cle...	ISR 4 MINOR	2 Oct 2023
		1	3999		30 Aug 2023	Danish/Test	Kar	Cabell Hunt...	Centre Bloc...	Mat	30 Aug 2023	Patient/Cle...	ISR 4 MINOR	30 Aug 2023
		1	3998		30 Aug 2023	D'anishapost	Kar	Cabell Hunt...	Centre Bloc...	Mat	30 Aug 2023	Patient/Cle...	ISR 5 NEAR...	30 Aug 2023
		1	3997		30 Aug 2023	Danish/Test	Kar	Mercy	ACAS	Mat	30 Aug 2023	Patient/Cle...	ISR 5 NEAR...	30 Aug 2023
		1	3996		30 Aug 2023	Danish apost	Kar	Cabell Hunt...	AC2,test	Mat	30 Aug 2023	Patient/Cle...	ISR 3 MEDI...	30 Aug 2023
		1	3995		30 Aug 2023	Danish Test	Kar	Cabell Hunt...	Centre Bloc...	Mat	30 Aug 2023	Patient/Cle...	ISR 5 NEAR...	30 Aug 2023

List Pages can be accessed from the main navigation menu:

1. My Workspace > Review My > (register name i.e. Incidents)
2. Management > Inbox > (register name i.e. Incidents)
3. Management > Enquiry > (register name i.e. Posted Incidents)
4. Management > All Incidents & other register views

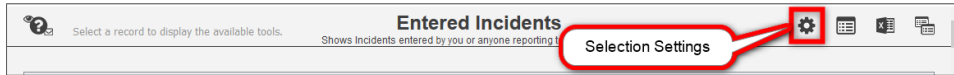


The number of List Pages that a user will see in their menus will depend on:

- the number of Registers the user has access to
- and the user's permission level for viewing the menus.

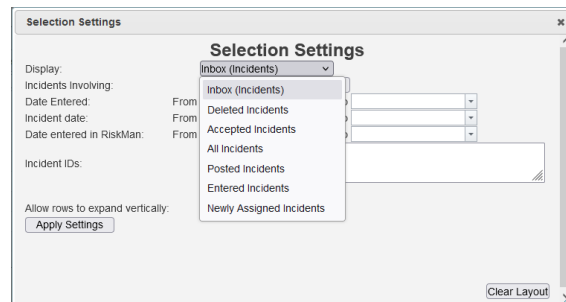
## List Page Reference

Each List page has the Selection Settings menu.

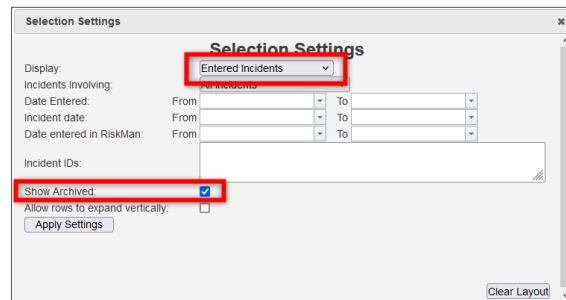


Selection Settings give the user access to eight different List pages via the Display drop down list.

1. Inbox (Incidents)
2. Deleted Incidents
3. Accepted Incidents
4. All Incidents
5. Posted Incidents
6. Entered Incidents
7. Newly Assigned Incidents



8. Archived Incidents  
*This Selection Settings option is only available from the Entered Incidents Display view.*



## List Page Reference

The Following is an image of each List page header and gives a description of the type of records that are displayed in that view.

### Inbox view page



When auto-posting is *turned off* in the Global Settings, all Incidents that are submitted will be displayed in the **Inbox** view page. Incidents in the Inbox are un-posted and are not yet available to the Reports modules. These unposted incidents are considered “drafts” that have not yet been accepted and written to a “posted” master record. Every time there is an edit or change to an incident record a new version will be written to the Inbox. When you view the record, you can see the number of versions in the **Control Panel**.

### Deleted Incidents view page



Displays all Incidents that are marked as deleted in the register. Deleted incidents will **not** be visible in any of the other list page views except **All Incidents**, **Entered Incidents**, and **Archived incidents**.

### Accepted Incidents view page



Displays all Incidents that have a Posted (master record) and Inbox (draft) versions as well. When opened, the record shown is the Posted version, with the option to view the Unposted (draft) record that Posted version is based on.

### All Incidents view page



Displays all Incidents that exist in the register, posted or unposted (not including those marked as Deleted).

### Posted Incidents view page



Displays all Incidents that have been Accepted and Reviewed. Posted Incidents are written to the master record. Posted Incidents are made available to the Reports modules.

List Page Reference

## Entered Incidents view page



Displays all Incidents that the user has entered as well as records where they have been mentioned in the Review History (where the user has viewed or edited a record via another view).

This includes when the user is given access by an alert, a Journal entry, a Distribution List entry, or records entered by another user who is listed as their staff member/reporting to the user. Shows posted, unposted, deleted, or archived records.

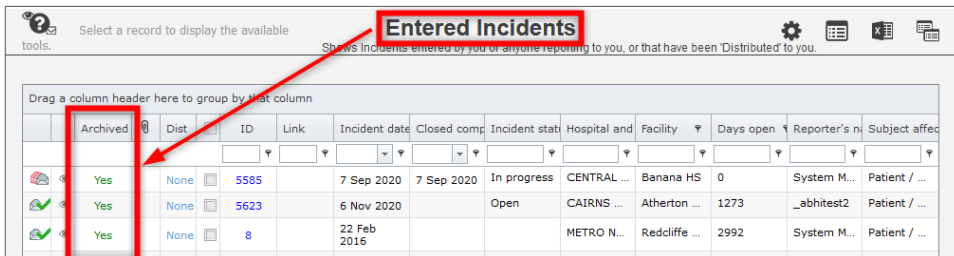
**NOTE:** If you have access to an incident but are receiving an error message when trying to open it,



return to **My Workspace > Review my > Incidents** and this will take you to a (unposted) draft of the posted incident. **Newly Assigned Incidents**

Incidents which you have access to by assignment. Access is specifically sent to you by a triggered Alert, a Distribution list entry, or your permission level. The Incidents in this view are those which you have not yet viewed. As soon as incidents in this view are reviewed, they will no longer appear in this view and will appear in your Entered Incidents view.

## Archived Incidents



Incidents which you have entered in the system will appear in the Entered Incidents view. From this view you can **Archive** or hide Incidents, you can only do these actions from this **Entered Incidents** view. When **Show Archived** is enabled in the Selection Settings window the Archived column will appear and a green **Yes** will indicate the record has a status of Archived.

**Commented [CP1]:** Is this entirely true as the review history includes where a user has been alerted but alerted un-viewed records do not show in this view

List Page Reference

## Multiple Views

Records can appear in more than one List page view at the same time.

For example:

**Newly submitted Incidents** can appear in any of the following list pages concurrently:

- Inbox – Incidents for Review
- All Incidents
- Entered Incidents
- Assigned Incidents

**Deleted Incidents** can appear in any of the following list pages concurrently:

- Deleted Incidents
- Entered Incidents
- Archived Incidents

**Accepted Incidents** can appear in any of the following list pages concurrently:

- Accepted Incidents
- All Incidents
- Entered Incidents
- Assigned Incidents
- Posted Incidents
- Archived Incidents

**All Incidents** can appear in any of the following list pages concurrently:

- Inbox – Incidents for Review
- All Incidents
- Entered Incidents
- Assigned Incidents
- Posted Incidents
- Archived Incidents

**Posted Incidents** can appear in any of the following list pages concurrently:

- All Incidents
- Entered Incidents
- Assigned Incidents
- Posted Incidents
- Archived Incidents

**Entered Incidents** can appear in any of the following list pages concurrently:

- Inbox – Incidents for Review
- All Incidents
- Entered Incidents
- Assigned Incidents
- Posted Incidents
- Archived Incidents
- Deleted Incidents

List Page Reference

### **Submitted records**

When an Incident is submitted it will be recorded in the **Inbox** as a draft awaiting review.

### **Review**

Reviewers open an incident from the Inbox and make the required changes. Once they have completed making their changes to the record they have two options:

1. **Posting** - Once a record is reviewed it can be Posted which writes it to a master record **or**
2. **Saving** - It can be saved *without* Posting which creates a new draft version in the Inbox

Incidents can be re-opened and edited as many times as required. Each time there is an edit to the record, and the record is posted or saved, a new draft version will be available.

### **Versions**

Posting register records like Incidents or Feedback can exist in several versions. These versions are not necessarily written to the Posted master record.

If a Posted version of a record is opened, edited from a previous draft version, and then posted, the resulting new posted master record will be updated in Posted Incidents, and a new draft based on the previous Posted record will be written.