

- Creating Reports -

FOR RISKMAN VERSION 2509

Last reviewed October 2025

CONTENTS

Introduction.....	4
What do reports look like?	4
Components of a report.....	5
What types of charts can I generate?	7
How to identify your report requirements	9
What data will I see when I run a report?.....	11
The steps to follow to create a report.....	11
Creating a report.....	13
Where to go to create a report	13
The report creation page	14
Choose the file format.....	15
Date / time range	16
Basic filters	17
Filtering by custom selection.....	19
Advanced filters	20
Choose a report layout.....	27
Additional options	28
Run the report.....	30
Save the report	31
Working with existing reports	34
The My Reports interface	34
Run a My Report	35
Edit a My Report.....	35
Delete a My Report.....	35
Clone a My Report.....	35
Moving reports between folders.....	36
Moving folders to a new location.....	36
Share a My Report folder with other people.....	38

Creating Reports

Assigning Sharing Permissions	40
Related Topics.....	43

INTRODUCTION

This guide provides you with all the information required to create qualitative reports. Please note that although the screenshots used in this guide will not match what is in your system, the techniques and functionality are transferable to any dataset in any module.

Especially if you are new to creating reports, we would strongly recommend familiarising yourself with the theoretical content of this guide before actually going to create a report – your experience will be a much smoother one.

What do reports look like?

Here is a sample of data output:

Incidents by Facility and Location					RiskMan Education	
ID	Incident Date/Time	Gender Age	Summary Details	Service Day Of Week	Severity	
Facility Wattle Private						
Location Community Health Centre						
418	31 Jan 2012 14:25	Male 50	Overdose verapamil (None Entered)	(None Entered) Tuesday	XXXXXXXXXX	
2824	12 Jan 2012 21:30	Male 48	Unwitnessed fall from chair. Foot pain. (None Entered)	Medical Specialties Directorate Thursday	XXXXXXXXXX	
Number of items for Community Health Centre: 2						
Location GICU						
394	31 Jan 2012 22:30	Male 30	Wrong technique (None Entered)	Musculoskeletal & ICU Directorate Tuesday	XXXXXXXXXX	
397	31 Jan 2012 (None Entered)	Male 73	Extra dose given (None Entered)	Musculoskeletal & ICU Directorate Tuesday	XXXXXXXXXX	
413	31 Jan 2012 23:45	Male 20	Extra dose of antibiotics. (None Entered)	Musculoskeletal & ICU Directorate Tuesday	XXXXXXXXXX	
417	31 Jan 2012 23:10	Female 50	Incorrect rate of Potassium Infusion (None Entered)	Musculoskeletal & ICU Directorate Tuesday	XXXXXXXXXX	
429	31 Jan 2012 14:00	Female 50	Wrong rate Nimodopine (None Entered)	Musculoskeletal & ICU Directorate Tuesday	XXXXXXXXXX	
431	31 Jan 2012 22:00	Female 78	Dose omitted (Intravite and trace elements IV) (None Entered)	Musculoskeletal & ICU Directorate Tuesday	XXXXXXXXXX	
Number of items for GICU: 6						
Location Operating Suite						
577	25 Jan 2012 07:20	Male 20	Protective equipment missing from mouth gag in tonsil set. (None Entered)	Surgical Services Directorate Wednesday	XXXXXXXXXX	
2854	28 Jan 2012 16:30	Female 57	Unsterile surgical equipment (None Entered)	Surgical Services Directorate Saturday	XXXXXXXXXX	
47 discrete records in the current selection. Date Range: 1 Jan 2012 to 31 Jan 2012 10/11/2017 3:05:53 PM Page 1 of 7						

This example is based on an incident register, but reports will look the same irrespective of which register they are from. Note that the data in this report has been aggregated (grouped) on two levels; first by facility, then by location.

There is a fairly light amount of summary data for each incident in the report.

Creating Reports

Your generated report can be either **A4** or **A3** in size, and in either **portrait** or **landscape** orientation.

Refer to the next page to see a breakdown of each editable component of the report.

Components of a report

Report title and organisation name

Incidents by Facility and Location				RiskMan Education		
ID	Incident Date/Time	Gender Age	Summary Details	Service Day Of Week	Severity	
Facility		Wattle Private				

The report title and organisation name values can be defined when you save your report. There is also an option available that allows you to change these titles when you run the report – this can be useful, for example, if you want the title of the report to reflect the time frame of data in it, e.g.

Incidents by Facility and Location, Q3 2018

Field label bar

Incidents by Facility and Location				RiskMan Education		
ID	Incident Date/Time	Gender Age	Summary Details	Service Day Of Week	Severity	
Facility		Wattle Private				

This grey bar appears at the top of every page. It contains the names of the summary fields included in your report. You are able to choose which summary fields should appear in your report.

Data aggregation / grouping

Incidents by Facility and Location				RiskMan Education		
ID	Incident Date/Time	Gender Age	Summary Details	Service Day Of Week	Severity	
Facility		Wattle Private				
Location		Community Health Centre				
418	31 Jan 2012 14:25	Male 50	Overdose verapamil (None Entered)	(None Entered) Tuesday	xxxxxxxxxx	
2824	12 Jan 2012	Male	Unwitnessed fall from chair. Foot pain.	Medical Specialties Directorate	xxxxxxxxxx	

The majority of the time you will want to aggregate (or group) the data in your report; you can aggregate the data by as many as 5 fields. Note that if you want to generate a chart, the chart is based on the field you chose to aggregate by.

Summary field data

Creating Reports

397	31 Jan 2012	Male	Extra dose given	Musculoskeletal & ICU Directorate Tuesday	xxxxxxxxxx
	(None Entered)	73	(None Entered)		
413	31 Jan 2012	Male	Extra dose of antibiotics.	Musculoskeletal & ICU Directorate Tuesday	xxxxxxxxxx
	23:45	20	(None Entered)		
417	31 Jan 2012	Female	Incorrect rate of Potassium Infusion	Musculoskeletal & ICU Directorate Tuesday	xxxxxxxxxx
	23:10	50	(None Entered)		
429	31 Jan 2012	Female	Wrong rate Nimodopine	Musculoskeletal & ICU Directorate Tuesday	xxxxxxxxxx
	14:00	50	(None Entered)		
431	31 Jan 2012	Female	Dose omitted (Intravite and trace elements IV)	Musculoskeletal & ICU Directorate Tuesday	xxxxxxxxxx
	22:00	78	(None Entered)		
Number of items for GICU: 6					

This is the summary information for each record in your report. You are able to choose which summary fields should appear in your report. Note that you can have up to **4 rows** of data **per record** in a report.

Page footer

2834	28 Jan 2012	Female	Unsterile surgical equipment	Surgical Services Directorate Saturday	xxxxxxxxxx
	16:30	57	(None Entered)		
47 discrete records in the current selection. Date Range: 1 Jan 2012 to 31 Jan 2012 10/11/2017 3:05:53 PM Page 1 of 7					

The footer of each page can contain the discreet record count, the date range of the data included in the report, when the report was generated, and the page count.

Report criteria

Incidents by Facility and Location				RiskMan Education	
ID	Incident Date/Time	Gender Age	Summary Details	Service Day Of Week	Severity
Report Criteria (If Applicable)					
Incident Date from 1 Jan 2012					
Incident Date to 31 Jan 2012					
Incident Involved Patient/Client					
Facility Wattle Private					
Comment/Footnote This report details all incidents by facility and location and is used in the monthly subcommittee meeting.					

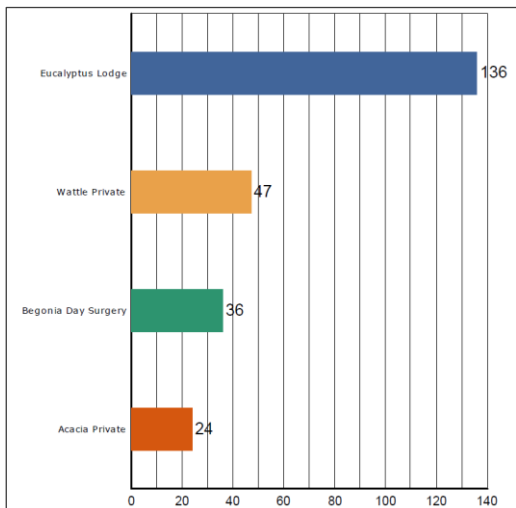
At the very end of your report you will find the **Report Criteria**. It includes:

- The **filtering** applied to the report (if any), and
- The report **Comment / footnote** (if entered), which is a free text area where you can put comments or information that helps contextualise the report, which is especially useful if the report you create is for other people and not just yourself

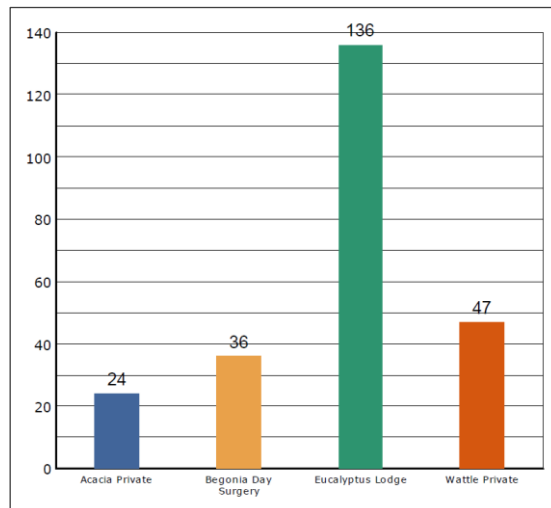
What types of charts can I generate?

The following are examples of the same data being plotted in the various chart types in qualitative reports:

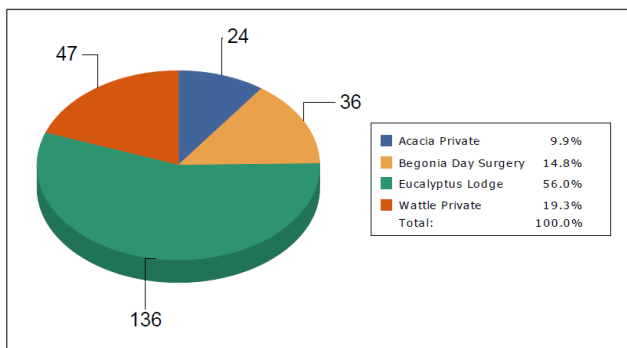
Bar (horizontal)



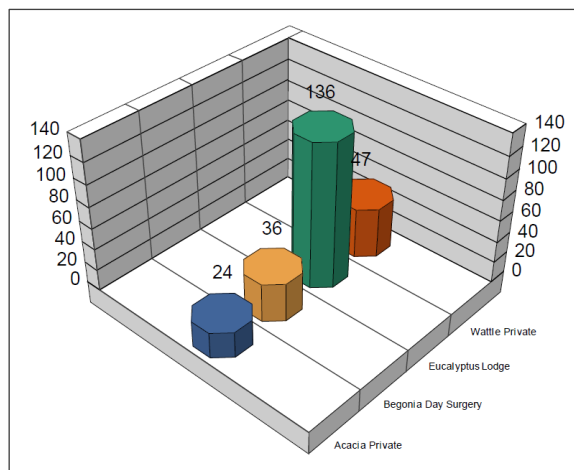
Bar (vertical)



Pie



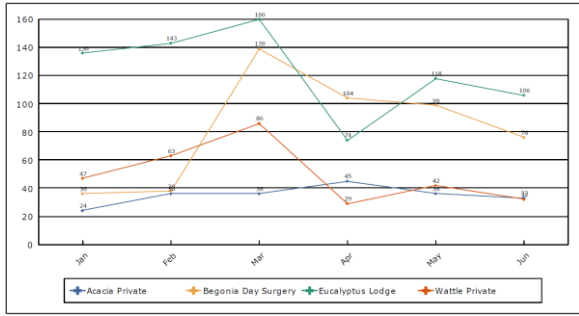
3D column



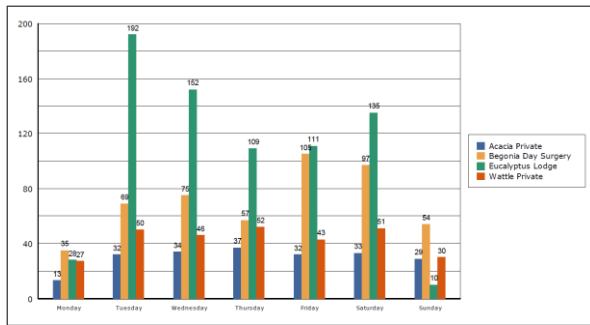
Timeline

Timeline with regression (trend) line

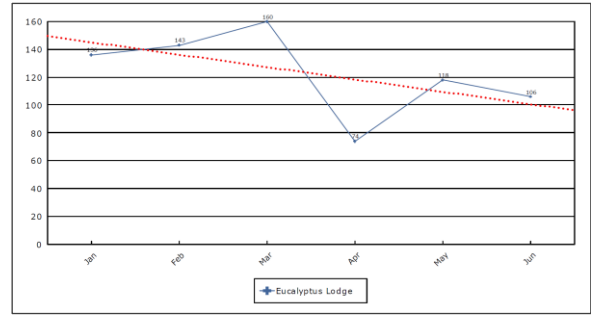
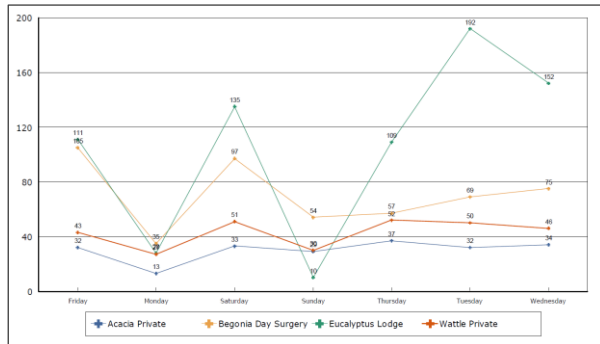
Creating Reports



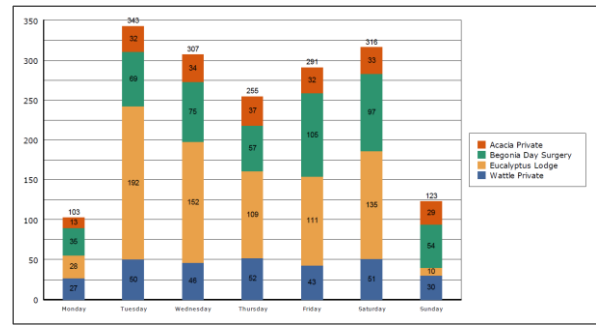
Bar side by side



Line



Stacked bar



Cross tab data table

	Friday	Monday	Saturday	Sunday	Thursday	Tuesday	Wednesday	Total
Acacia Private	32	13	33	29	37	32	34	210
Begonia Day	105	35	97	54	57	69	75	492
Eucalyptus Lodge	111	28	135	10	109	192	152	737
Wattle Private	43	27	51	30	52	50	46	299
Total	291	103	316	123	255	343	307	1,738

How to identify your report requirements

Identifying your report requirements is extremely important. You must have an idea of what you want to achieve with this report before you go to create it. This means being familiar with the dataset in your system, and understanding the needs of the audience of the report (be that you, or other people).

Before you attempt to create a report in RiskMan, it is essential to have the answer to the following questions:

What type of records am I reporting on? And...

How do I need this information to be presented? Or What's the question I am trying to answer with this report?

Example answers for question one:

- I need to report on **all patient falls**
- My report should only include **risks with an inherent score of extreme or major**
- I have to report on all the quality activities which are **due for completion within the next two months**
- I need a report displaying all the quality activities relating to a **particular standard**
- I need a report the shows me all **complaints** that are **not marked as closed**, and are **more than 28 days old**
- I need a report which details **staff LTIs**
- I want a summary of all the risks relating to a **particular Responsible Executive**
- I need to see all of the audits that have **outstanding actions** attached to them

This statement is critical because it will help you define what kind of **filtering** you need to apply. If you do not get your filtering correct, your report will not be accurate!

Example answers for question two:

- I need to know **how serious** the falls are
- I want to know **which Risk Categories** have the most severe risks
- I need to know **who is responsible** for these Quality Activities
- I want to know the **status** of all the quality activities related to this standard
- I need to know **where** these staff incidents are occurring
- I'd like the risks to be **grouped** based on their **risk rating**

Creating Reports

Note that with the statements above, they are all identifying what the *key question* is that you are asking about these particular records. Most people are able to articulate that they require a patient falls report. But what do you actually want to know about the patient falls?

- How serious have they been?
- Which resulted in injuries?
- Where are they occurring?
- What time of day are they occurring?
- Which day of the week has more falls?
- What was the context of the fall?
- Which falls involved mobility aids?
- Et cetera

What we are trying to determine here is the **aggregation / grouping** for your report. Eg. Group by day, group by location, group by severity, group by hour of the day. Your chart (if required) will be based on the grouping you choose, and grouping is determined by the report **Layout** you choose.

What data will I see when I run a report?

The data that you see in a report is dependent on how your individual user profile has been configured. The configuration of your user profile establishes what we refer to as the User Domain – that is, all the records that you have permission to see and report on in a given register. There are many different ways a user profile can be configured; it will usually be one of the following:

- You can only report on records which match your user profile **restrictions**. For example, when you enter records, you are limited to entering for facility A only – not facilities B and C. This same restriction is enforced when you run reports – you can only see the data from facility A when you run reports, not facilities B and C.
- The only records you can see when you run a report are those where an **alert** has triggered and granted you permission.
- A combination of the above two scenarios; whereby you can report on records which match your user profile restriction, *plus* any records to which you've been granted permission via an alert.
- You have a user profile restriction that limits you to *enter* records for facility A, *however* for running reports, you are permitted to see data from facilities A *and* B, but not C. This example is not as common – where a user has wider permissions for reports than they do for data entry and management.
- You are able to report on *all* records in a given register. This is usually the case for administrators or system owners.

It should also be noted that specifically in the incident and feedback registers, records must be **posted** in order to appear in any qualitative reports you run. Occasionally, some clients opt to bypass this process. If you are unsure, please consult your system administrator.

The steps to follow to create a report

The following is a simple summary of the steps involved in creating a report:

1. Identify your report requirements

- Which data are you reporting on? What is it that you need to know about that data?
-

2. Apply the necessary filters to your data

- If you don't apply the correct filter criteria, your report will not be accurate
-

3. Choose an appropriate layout for your report

Creating Reports

- If you have the permission to do so, you can create a new layout, or modify an existing one

-

4. Run the report

- Check that everything is as you expect it to be. Make changes as necessary.

-

5. Save the report

- Save the report for future use. You can run it whenever you need it, or even setup schedules to make the report generate automatically (if you have the permission to do so)

Remember, a report in RiskMan is always made up of:

The filtering you apply

(so that only the correct records appear in the report), and

The layout that you choose

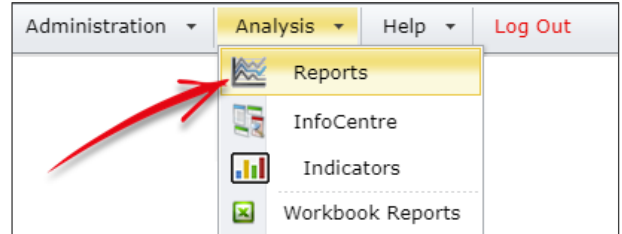
(which determines how the information is going to be presented)

CREATING A REPORT


Where to go to create a report

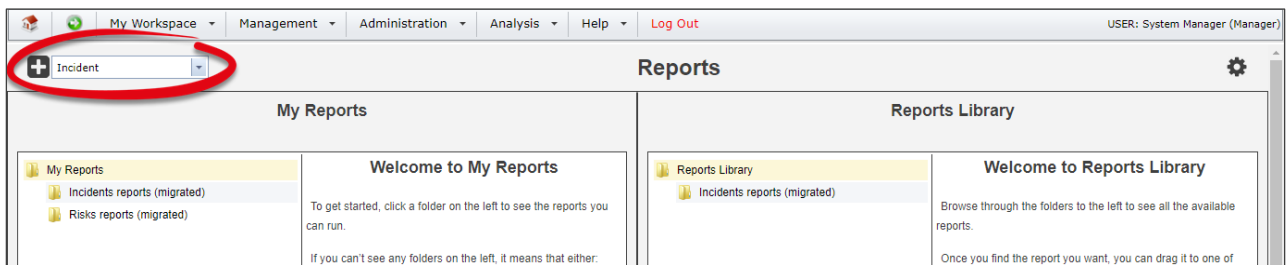
Navigate to *Analysis > Reports*.

Depending on the permissions you have in your user profile, the screen might look like the image here, or you might not be able to see the Library.

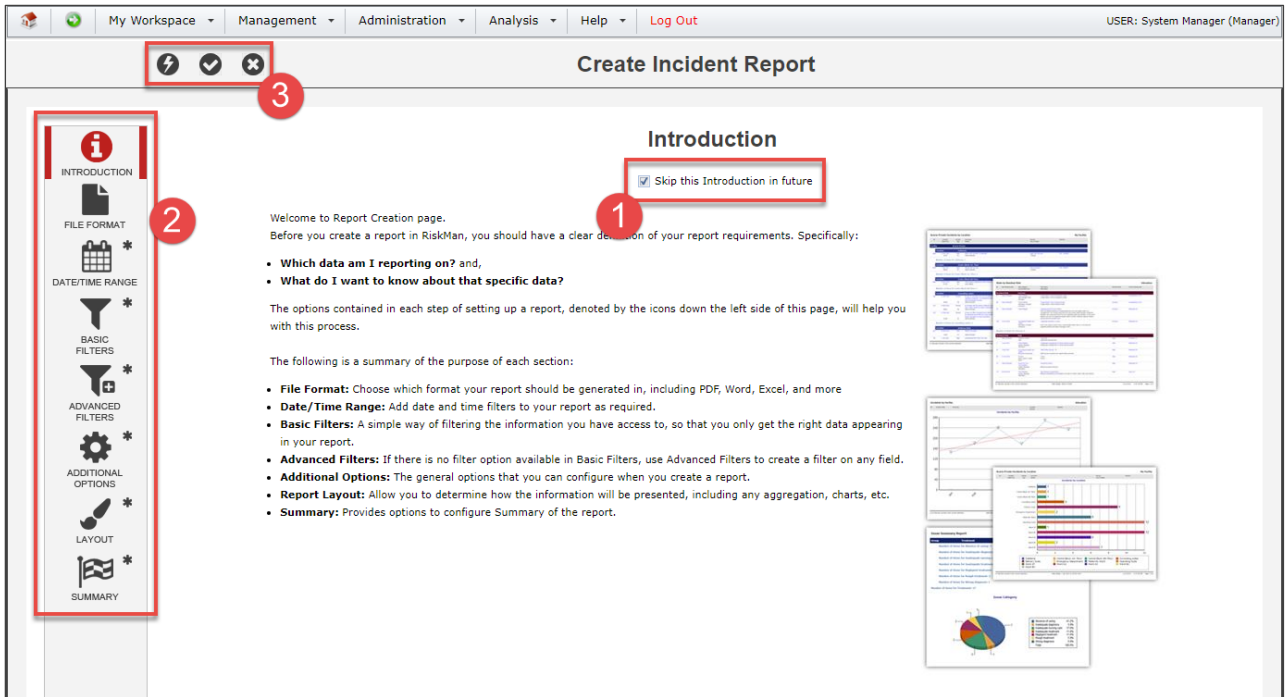


In the top left of the page, there will be a drop

down box containing the names of all the registers for which you are able to create reports. Select the desired register and click the  icon to go to the report creation page.



The report creation page



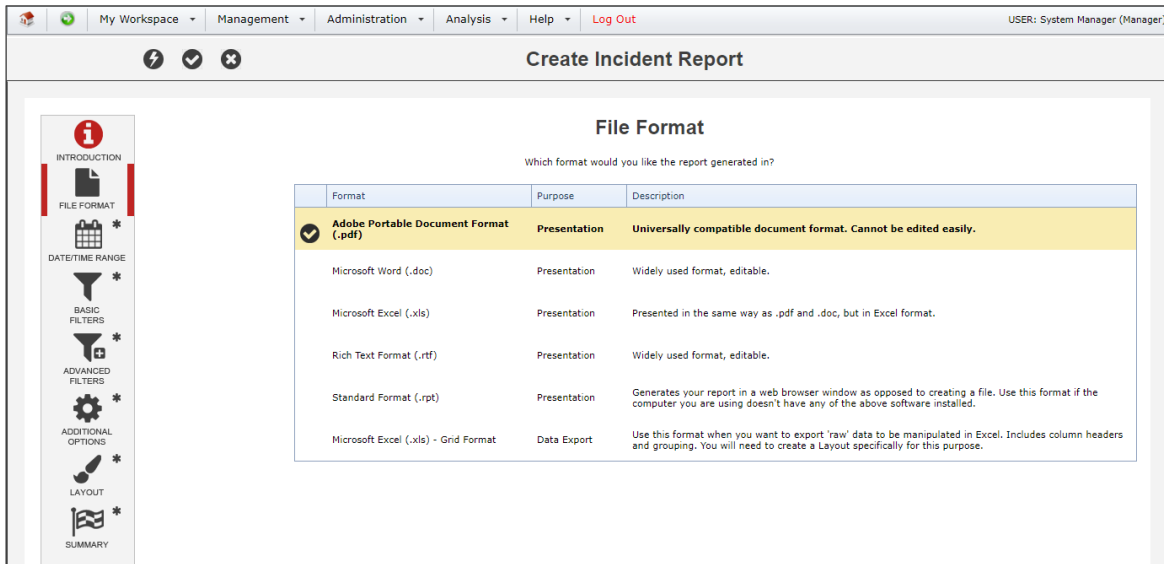
❶ When you first load the report creation page, you will land on the **Introduction**. After reading this information, note the **Skip this introduction in future** checkbox, and tick this option if you no longer need to see this information.

❷ Down the left of the page are various **Option Groups**. The idea is to visit each group and configure the available options as required for your report. An asterisk denotes you have not yet visited that option group this time round.

❸ In the toolbar are the function buttons to ⚡ run the report now, ✓ save the report, and ✕ cancel & return to the previous screen.

CHOOSE THE FILE FORMAT

On the File Format option group, you can choose the type of file in which you want your report generated. In most systems the default choice is PDF. The table provides a description of each file format.



Presentation formats

These options provide you with a fully formatted presentation report, and chart if desired.

Data export format

Use this option to export your report data directly to a Microsoft Excel spreadsheet. From there you can manipulate the data as you see fit. We recommend that you create a report **Layout** for the specific purpose of exporting data. Please refer to the **Report Layout Editor** guide for more information.

The following is an example of data exported to Excel:

The screenshot shows an Excel spreadsheet titled 'DataSnapshot (4).xlsx [Compatibility Mode] - Excel'. The data is organized in a table with the following columns: IncidentID, Incident Date, Incident Involved, Full Name, Facility, Location, Severity, and Summary. The data includes various incidents such as falls, medication errors, and equipment issues.

IncidentID	Incident Date	Incident Involved	Full Name	Facility	Location	Severity	Summary
89	29 Jan 2012	Patient/Client	Thomas Piper	Acacia Private	Ward B2	ISR 4 MINOR	Pt fell from chair. No injuries sustained
117	1 Jan 2012	Patient/Client	Lilly Crompton	Acacia Private	Ward A2	ISR 4 MINOR	Pt found lying on the floor. No injuries noted
142	30 Jan 2012	Patient/Client	Michael Walsh	Acacia Private	Ward A2	ISR 3 MEDIUM	Pt found in bathroom on the floor hitting
143	3 Jan 2012	Environmental	Lauren Haupt	Acacia Private	Operating Suite	ISR 4 MINOR	Inappropriate equipment available so unable to perform all cases booked for theatre. Equipment not being available to perform all cases in theatre
144	4 Jan 2012	Patient/Client	Jean Stadus	Acacia Private	Ward B3	ISR 4 MINOR	Pt give another patient medications
145	4 Jan 2012	Patient/Client	Gladys Hansen	Acacia Private	Ward B3	ISR 3 MEDIUM	Pt was given incorrect tablets oxycotin 10mg. NUM informed
146	3 Jan 2012	Patient/Client	Marjorie Auty	Acacia Private	Ward A3	ISR 4 MINOR	Pt given wrong medication
153	5 Jan 2012	Patient/Client	Thelma Renach	Acacia Private	Ward A2	ISR 4 MINOR	Pt absconded from hospital. Brought back to hospital by staff from cafeteria
156	5 Jan 2012	Patient/Client	Ellen Ebery	Acacia Private	Ward A2	ISR 4 MINOR	Found patient on floor no injury sustained
156	7 Jan 2012	Patient/Client	Shirley Callaghan	Acacia Private	Ward A2	ISR 4 MINOR	Pt fell whilst going to the toilet
167	9 Jan 2012	Patient/Client	Eleanor Stevens	Acacia Private	Ward A2	ISR 4 MINOR	Pt found on floor? Slipped out of chair
168	9 Jan 2012	Patient/Client	Michael Ellis	Acacia Private	Ward B3	ISR 4 MINOR	Pt found wandering outside the hospital
174	6 Jan 2012	Patient/Client	Sheila Brewer	Acacia Private	Operating Suite	ISR 3 MEDIUM	Skin tear occurred to patient whilst having surgery
175	7 Jan 2012	Patient/Client	Nichelle Pyne	Acacia Private	Ward A3	ISR 4 MINOR	Incorrect dose of Penicillin given to patient
177	17 Jan 2012	Staff Member	Nicole McCormack	Acacia Private	Operating Suite	ISR 4 MINOR	Lumbar strain
178	16 Jan 2012	Patient/Client	Gurpal Singh	Acacia Private	Ward A2	ISR 4 MINOR	Pt written up for coversyl plus and but only given conveyl BP slightly elevated 150/70
179	19 Jan 2012	Patient/Client	Susan Coughlin	Begonia Day Surgery	Ward A3	ISR 4 MINOR	Oxycotin SR given instead of endone.
180	20 Jan 2012	Patient/Client	Jeffrey Kiropp	Acacia Private	Ward B3	ISR 4 MINOR	Pt fell out of bed No injury sustained from the fall
181	21 Jan 2012	Patient/Client	Jeffrey Aitling	Acacia Private	Ward A2	ISR 4 MINOR	Pt fell whilst walking. Nil obvious injuries sustained
182	24 Jan 2012	Patient/Client	Amaiss O Conell	Acacia Private	Ward A3	ISR 5 NEAR MISS	Pt complaining that she did not sleep as she was disturbed and frighten from the shouting next door.

DATE / TIME RANGE

Filter your records by date

The default date range is always the last full calendar month. Change the date restrictions as required. In some registers, date range filtering is often not used.

Date Range

Select the date range you wish to report on, and the date field from the form you want to base it on.

Don't apply any date restrictions to this report

Apply the following date restrictions: Where the **Incident Date** 1 was from 01 Jan 2012 to 31 Dec 2016

2 From the above date range, only include data from the following months: January February March

1 Select the date field from the register that you want to base your filter on. The available fields in this drop down can be modified via *Administration > List & Codes Maintenance > ([Register name]) [Register name] Report Date Selection*

2 This option allows you to filter for certain months from a date range that spans 2 or more years. In the example above, we've set the date range from 2012 to 2016, but from that date range, we only want the data from the first 3 months of each year.

Note

Date filtering is for running your report now, and is not retained when you save your report.

Filter your records by time

In registers where it makes sense to do so (the Incident register for example), you will be able to filter records to only include those which happened in a certain time frame. The default behaviour is to not filter by time.

If you want to filter by time, type in the desired time in 12 hour format, then use the spinner button to set AM or PM.

Time Frame

Select the time range you wish to report on, and the time field from the form you want to base it on.

Don't apply any time restrictions to this report

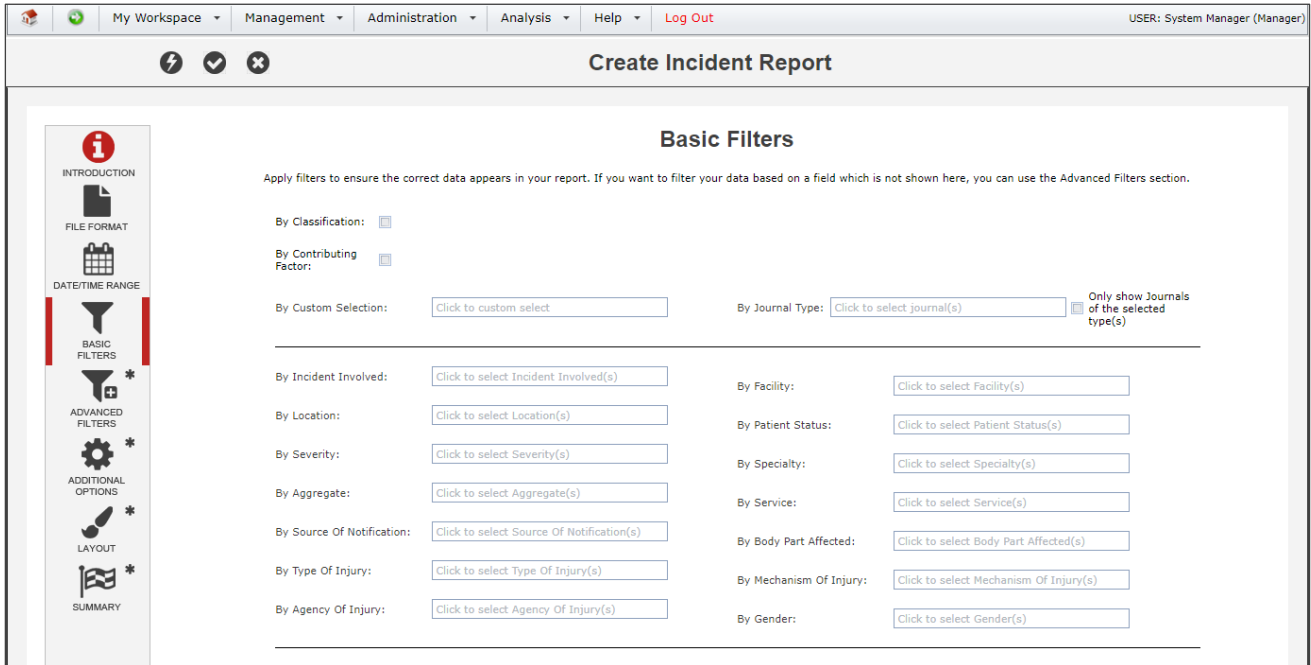
Apply the following time restrictions: Where the time range between 8:00 AM and 4:00 PM

Note

For technical reasons, creating a time filter that crosses over midnight (for example, 11:00pm to 7:00am) is not possible here. If you need to filter for a time frame that crosses over midnight, it needs to be done in the Advanced Filters option group. An example is provided in this guide.

BASIC FILTERS

This is where you can start filtering your records, so that you only get the correct records appearing in your report.



Some key points about adding basic filters:

- Selecting nothing will include everything. So, if for example you wanted data from all facilities, you do not need to go and select all facilities; it is implicit that all facilities will be included unless you say otherwise.
- Adding filters helps you to build a test. That test is then applied to every record, one at a time. If the test fails, the record will not be included in the report. If the test passes, the record will be included in the report.
 - So for example, the following filter condition:
By Incident Involved:
 - Means that an incident will only appear in your report if the Incident Involved field was Staff Member.
 - In this next example:
By Incident Involved:
 - Means that an incident will only appear in your report if the Incident Involved field was **either** Staff Member **or** Volunteer. So, if you select multiple values, the test between them is an OR test.

Creating Reports

- If you filter by multiple fields, for example:

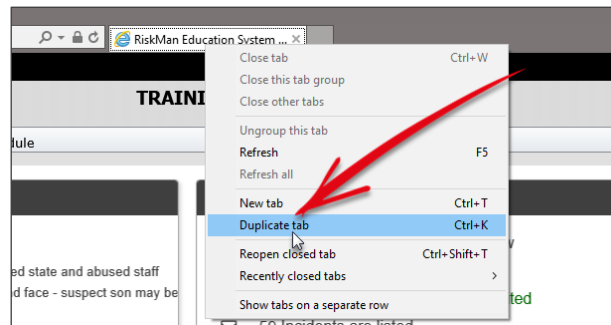
By Incident Involved:

By Facility:

- Means that an incident will only appear in your report if the Incident Involved field was **either** Staff Member **or** Volunteer, **and** it occurred at Eucalyptus Lodge. So, when you filtering your data by more than one field, the test between those fields is an AND test.
- The fields that appear in Basic Filters are the main/key fields that you are likely to need. The fields that are shown here can be controlled by navigating to *Administration > List & Codes Maintenance > ([Register name]) [Register name] Report Filter Options*.

Tip

While you are still getting used to your dataset, it can be a good idea to look at the actual form to find the fields you wish to filter by, and the values you wish to filter for. The easiest way to do this is to right-click the browser tab and select "Duplicate", or similar:



This way, you can have one tab with the report creation page open, and the other tab with the form in question open, which should help you find the fields you need more quickly:

Creating Reports

The screenshot displays the RiskMan Training Site interface. The browser address bar shows the URL: https://sites.riskman.net.au/Riskman_TrainingDemo_V1602/Default.aspx. The page title is "TRAINING SITE". The user is logged in as "System Manager (Manager)". The form is titled "When Did It Happen?" and "What Happened?". The "When Did It Happen?" section includes fields for "Incident Date" (13 Nov 2017) and "Incident Time". The "What Happened?" section includes a "Type of incident" dropdown, a "Summary" text area, a "Brief Detail of Incident" text area, and an "Immediate Action Taken" text area. There are also radio buttons for "Did this involve any equipment / device / consumable?" and "Did the Incident Result in Harm?". A "Body Parts Affected" text area is present. A dropdown menu for "Treatment required" is open, showing options: "No treatment (remained at work)", "First aid (remained at work)", "Medical treatment (GP, Physio)", "Hospital admission", and "Fatality".

Filtering by custom selection

Sometimes you will have filter criteria where it isn't possible to reproduce using basic or advanced filters. In many cases, the system can support all kinds of special filter criteria via the **By Custom Selection** box.

For example, in a feedback register, you might want to have a filter that only includes complaints that are still open and are more than 30 days old. Though this is not possible via the general user interface, RiskMan Support can assist you in adding this special filter criteria as an option in the By Custom Selection box.

The content of the By Custom Selection box is available by navigating to *Administration > List & Codes Maintenance > ([Register name]) Custom ([Register name]) Report Selection*.

ADVANCED FILTERS

If the field you want to filter by is not available as a basic filter, or if you need to do any filtering greater than just “and/or”, you can add **advanced filters**.

For the purpose of explaining how advanced filters work, let’s assume that the report we are creating is for worker injuries.

You must always carefully consider which information would need to be in place on the respective data entry form that would count it as a record you want included in your report. Again, we’d recommend opening a blank incident entry form to assist identifying which fields will need to be tested. In the case of our example, we’ve decided we’ll need to create conditions for two fields:

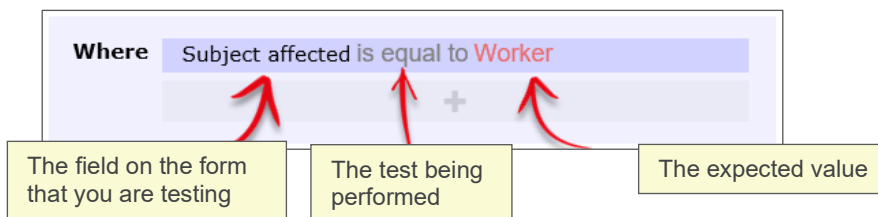
The image shows two parts of a form. The top part is titled "Who Was Affected?" and contains a dropdown menu labeled "The subject affected is a...". The dropdown is open, showing options: "Patient / Client", "Worker", "Relative / Visitor", and "Non-Individual / Environment". Below this is a label "Patient affected type" with a small downward arrow. The bottom part is titled "Initial Assessment" and contains a dropdown menu labeled "Level of harm sustained" with the value "Injury/illness" selected.

We want to test that the subject affected was a **Worker**, and that the level of harm sustained was **Injury/illness**.

We need to create a condition for each of those fields.

Adding conditions

Conditions work like this:



The image shows a form with a search bar at the top containing the text "affe". Below the search bar are three fields: "Patient affected type", "Subject affected", and "Take a statement from affected wo...". A red arrow points from the search bar to the "Subject affected" field.

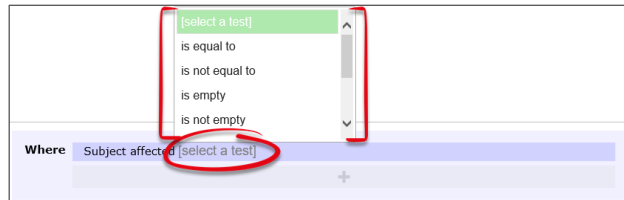
Once you have identified the name of the field you need to test, start typing that field name in the filter box. The list of fields will show the fields that match what you type.

Creating Reports

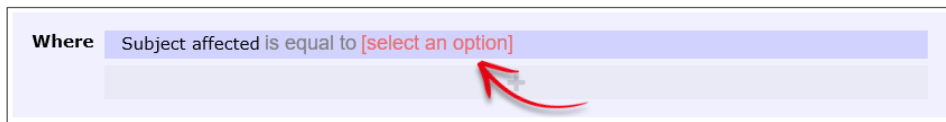
Once you find the field you need, click and drag it to the **drop zone**:



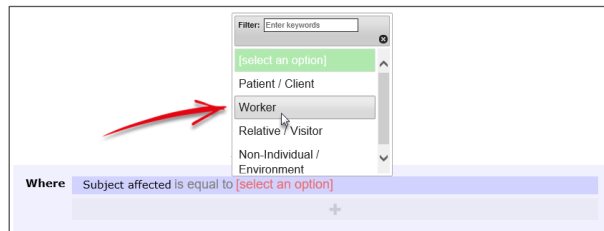
Once you have added the field in the drop zone, you need to select the type of test you need to perform:



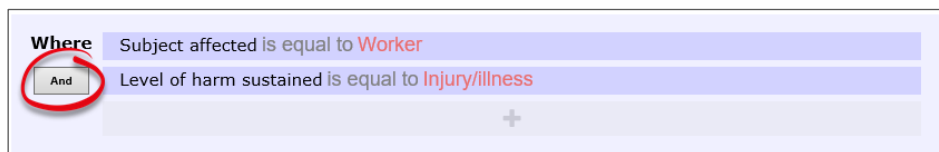
Then you need to select the value that you want for your test. Click **select an option**:



The values from the field you have selected will appear. Choose the value you are testing for (**Worker** in our case):



We then have to add our second condition. Follow the same process to find the field you need to test:



Note that for each subsequent field you add as a condition, there is a button at the start of each which contains **And** and **Or** (highlighted above). This allows you to stipulate whether both conditions need to be met in order for a record to be included, or if either of those conditions can allow a record to be included (click the button to change between **And** and **Or**).

So, for our example, a record will only be included in our report if the subject affected was a **Worker**, and the level of harm sustained was **Injury/illness**.

What types of tests can be conducted?

Test name	Description
Is equal to	You want the stated value to be in this field
Is not equal to	You do not want the stated value to be in this field, but any other value is fine
Is empty	The field you are testing contains no data
Is not empty	The field you are testing does contain data
Contains the keyword	The field you are testing contains a keyword or particular string of text
Does not contain the keyword	The field you are testing does not contain a keyword or particular string of text
Is one of	More than one value being present in this field could satisfy this test
Is not one of	Any of these values not being present in this field could satisfy this test
Is less than	Can only be used on date, time, and numeric fields
Is greater than	Can only be used on date, time, and numeric fields
Is less than or equal to	Can only be used on date, time, and numeric fields
Is greater than or equal to	Can only be used on date, time, and numeric fields

Test examples

Is equal to	Incident Day Name is equal to Monday
Is not equal to	Specific location is not equal to Car park
Is empty	Closed on is empty
Is not empty	Date of birth is not empty
Contains the keyword	Action taken at time contains the keyword police
Does not contain the keyword	Occupation does not contain the keyword nurse
Is one of	Specific location is one of 4 selected

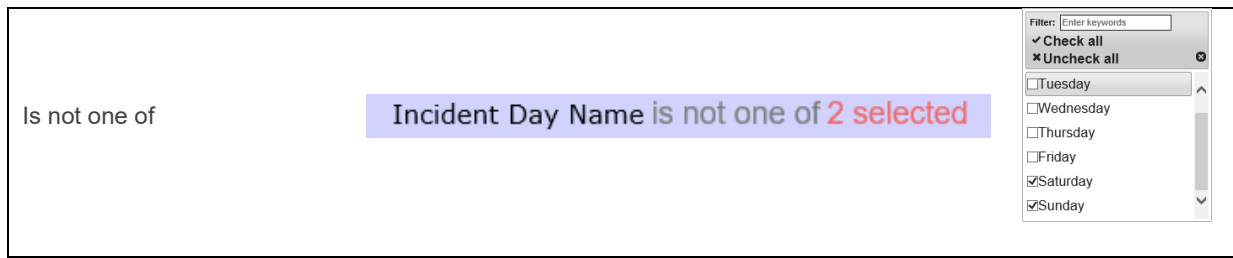
Filter:

Check all

Uncheck all

- Meeting room
- Office
- Reception
- Shared/public toilet
- Staff lunch room
- Other

Creating Reports

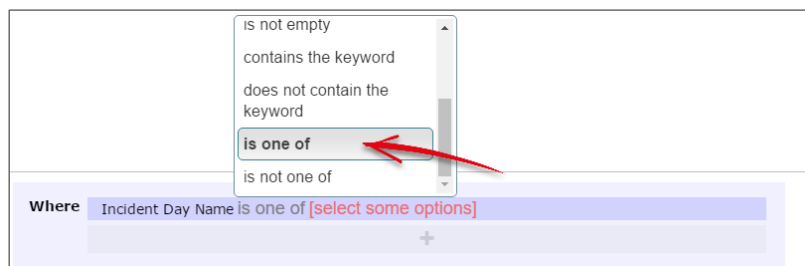


Multi-test conditions

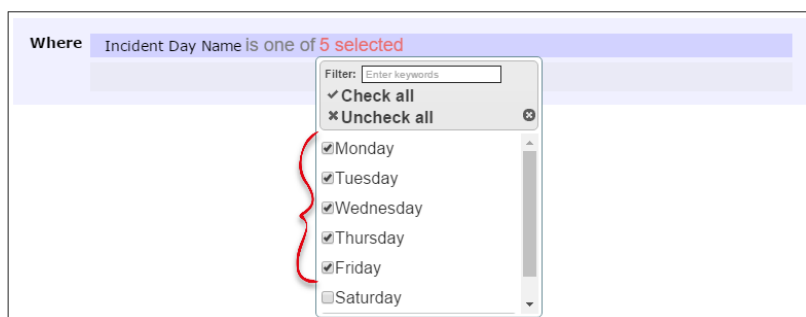
There will be times where you want to create conditions with more than one test. There are two main scenarios:

- Your condition tests one field for more than one possible value
- Your condition comprises of two or more different fields being tested

Testing **one field for more than one possible value** is straightforward. Select the field you wish to test, add it to the drop zone, and change the test type to **is one of**:

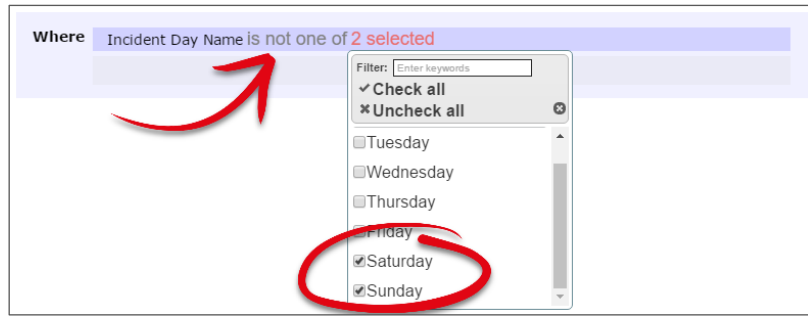


You can then go and select multiple values from the list:



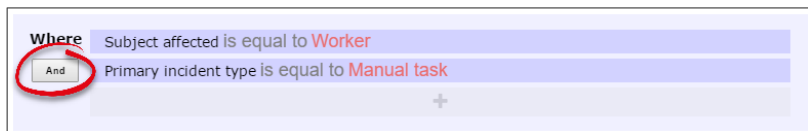
If you wanted to achieve the opposite, you could use the **is not one of** test (usually because it's more efficient):

Creating Reports



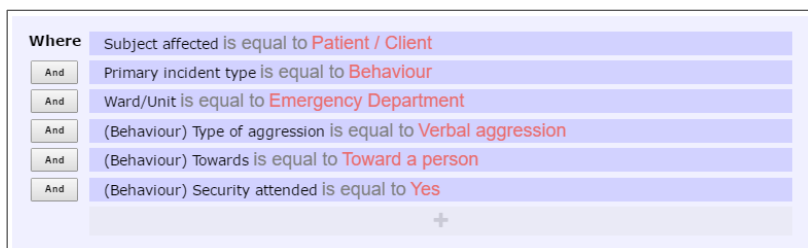
When your condition requires the **testing of two or more fields**, there are two distinct scenarios. The first is when that condition is the only one you require for your report filter purposes.

Use the **And/Or** button to determine whether all tests must be passed, or whether just one could satisfy the condition:



In the above example, we've chosen **And** to ensure that a record will not be counted unless both of the tests we have added are passed.

In a lengthier example, we have said that a record should only be counted if all of these tests are passed:




But what if we wanted a record to be counted based on two *unrelated* conditions, and each of these conditions tested multiple fields?

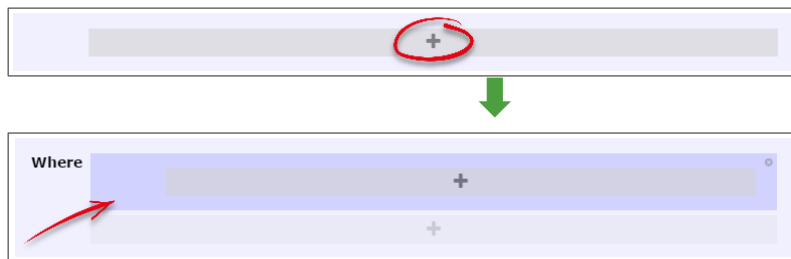
Let's use the following example: We want records to be counted if they were **either**:

- Worker incidents that happened on Saturdays and Sundays, OR
- Relative/Visitor incidents that happened in the Emergency Department

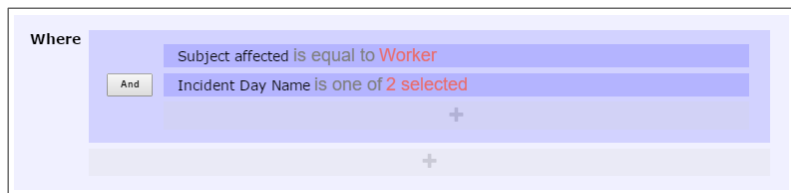
We have two distinct sets of conditions there; each condition has its own sub-tests.

Creating Reports

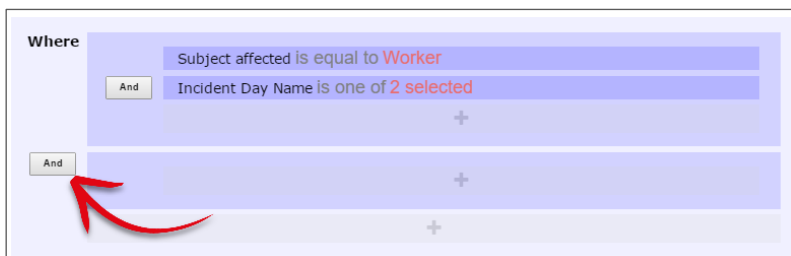
In this situation, you need to create two separate conditions in the drop zone. Click the  button in the drop zone to do this:



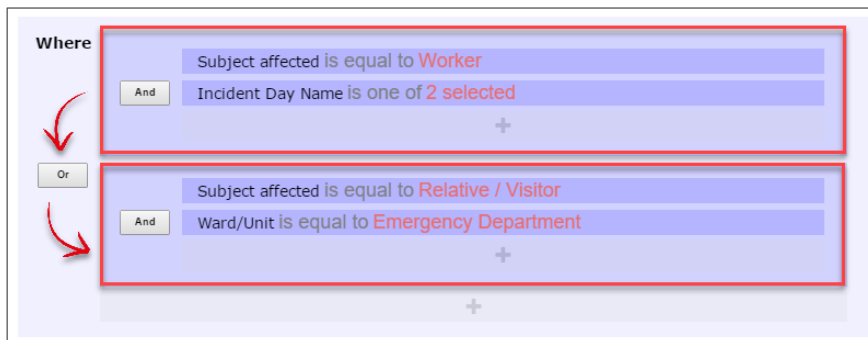
Note the new darker-blue box, with its own additional drop zone. This is where you can go and add the tests which make up the first condition listed above in our example:



You can now click the outer-most drop zone to add a second distinct condition. Note the new **And/Or** button:



Once we add in the tests required for our second, unrelated condition, it looks like this:

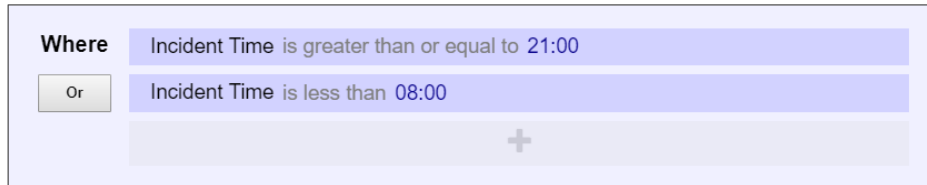


The image above uses red boxes to illustrate that there are 2 completely separate conditions for this report; each condition has several tests which must be met before a record would be counted.

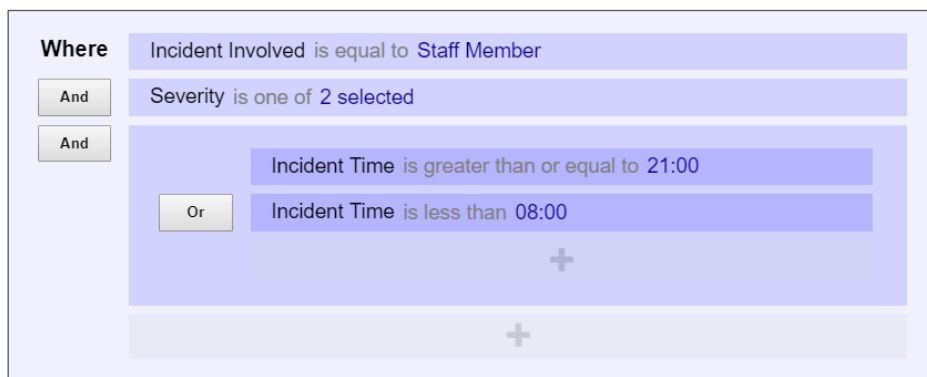
Creating a time filter that crosses midnight

Earlier in this guide, it was mentioned that in the Date/Time Range options group, you could not create a filter for a time range that crossed midnight.

The following is an example of an advanced filter that crosses midnight:

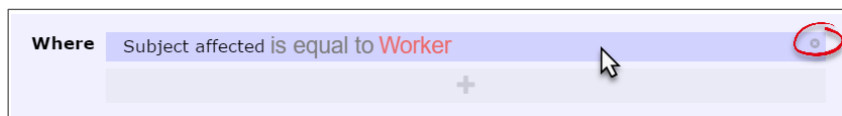


Or, when you have additional filter criteria for your report:



Deleting tests

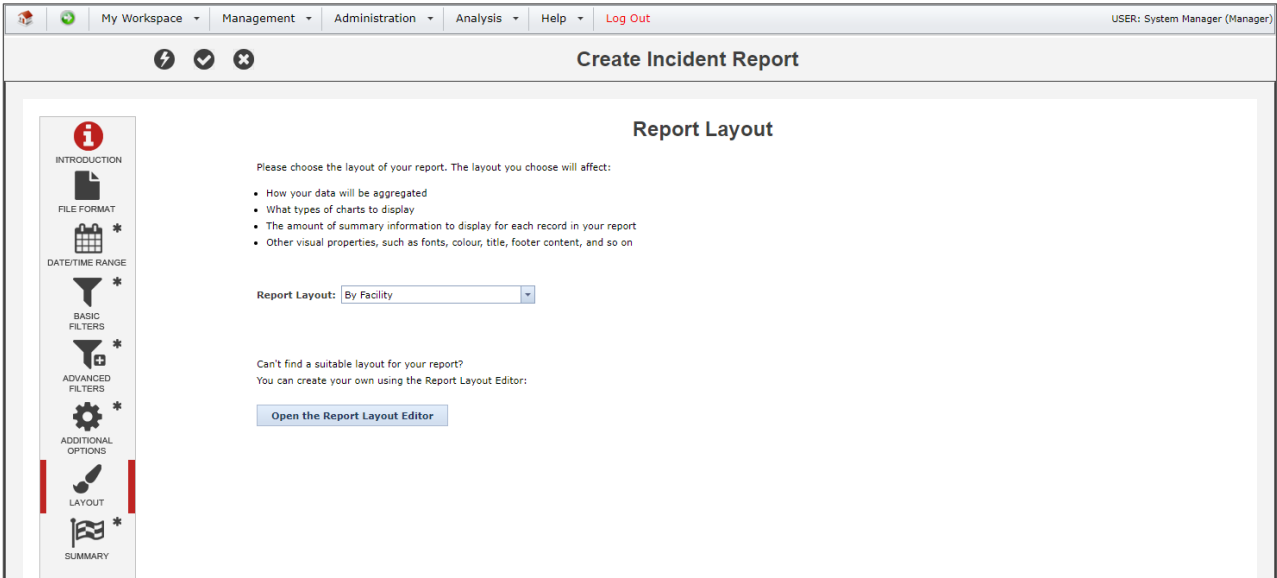
Deleting tests is simple. When you hover your mouse over any test, you will note the ✕ icon at the end of the row:



Click the ✕ icon to delete the test. You will not be prompted to confirm this action.

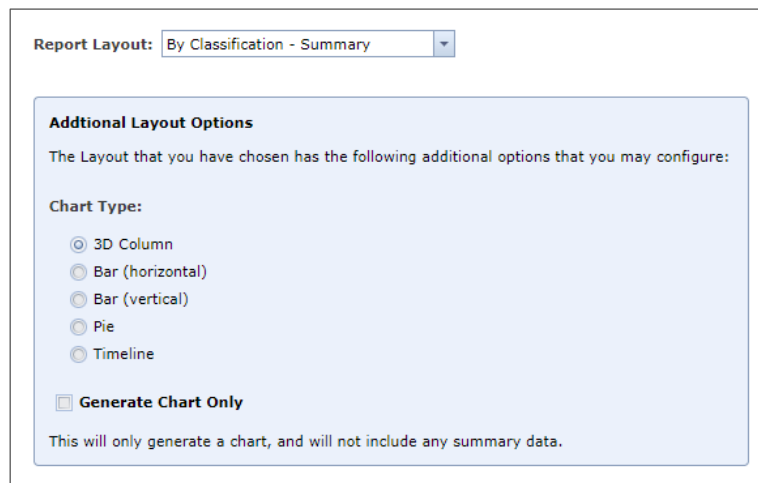
CHOOSE A REPORT LAYOUT

You will need to select an appropriate layout for the purpose of your report. Remember, the layout is connected to the question “What do you need to know about that data?”, as the layout controls the way the data is to be aggregated, along with all the other visual properties of the report.



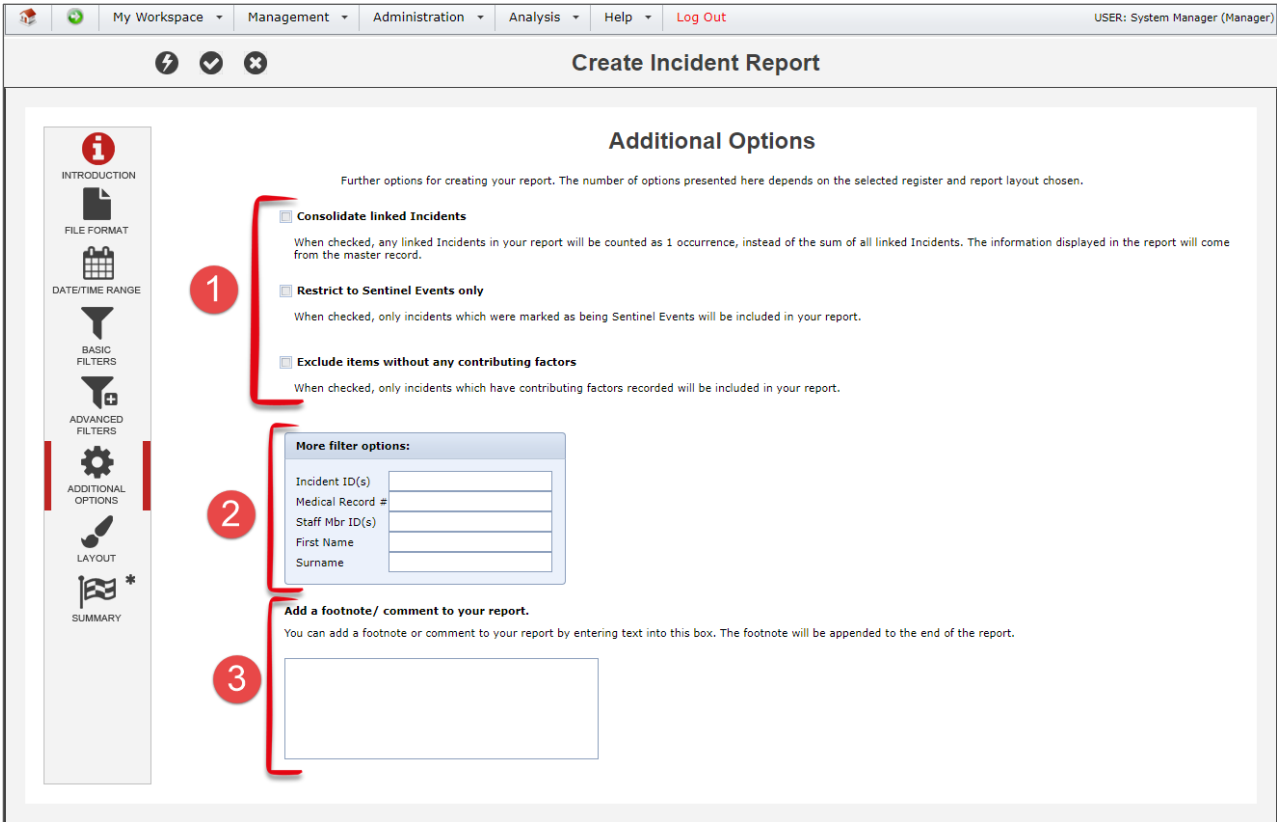
If you have the permission to do so, you can use the **Report Layout Editor** to create a new layout, or edit an existing one. Please refer to the **Report Layout Editor guide** for instructions on how this works.

Some report layouts are “hard-coded”, and cannot be modified. Some of these layouts have some extra options that you can configure; the following is an example of such options:



ADDITIONAL OPTIONS

Various extra report options are available depending on the register your report based on, and the layout you choose.



1 Further report options will be displayed here. Each has an explanation, and the options that you see are dependent on your system configuration, and the register in question.

2 More filter options are available here, and the filter options displayed depend on the register the report based on. If you want to filter the report to include certain record IDs, please make sure you enter the IDs separated with a comma, and no spaces, e.g. 155,158,164,177,191 etc

3 This is where you can enter a comment or footnote for the report. The text entered here will appear at the end of the report, with the report criteria:

Creating Reports

Incidents by Facility and Location				RiskMan Education	
ID	Incident Date/Time	Gender Age	Summary Details	Service Day Of Week	Severity
<input type="text" value="Report Criteria (If Applicable)"/>					
Incident Date from 1 Jan 2012					
Incident Date to 31 Jan 2012					
Incident Involved Patient/Client					
Facility Wattle Private					
Comment/Footnote This report details all incidents by facility and location and is used in the monthly subcommittee meeting.					

RUN THE REPORT

Once you have applied all the necessary settings, you can run your report. To do so, click the run icon ⚡ in the toolbar.

The time taken for your report to run is dependent on many different factors, including:

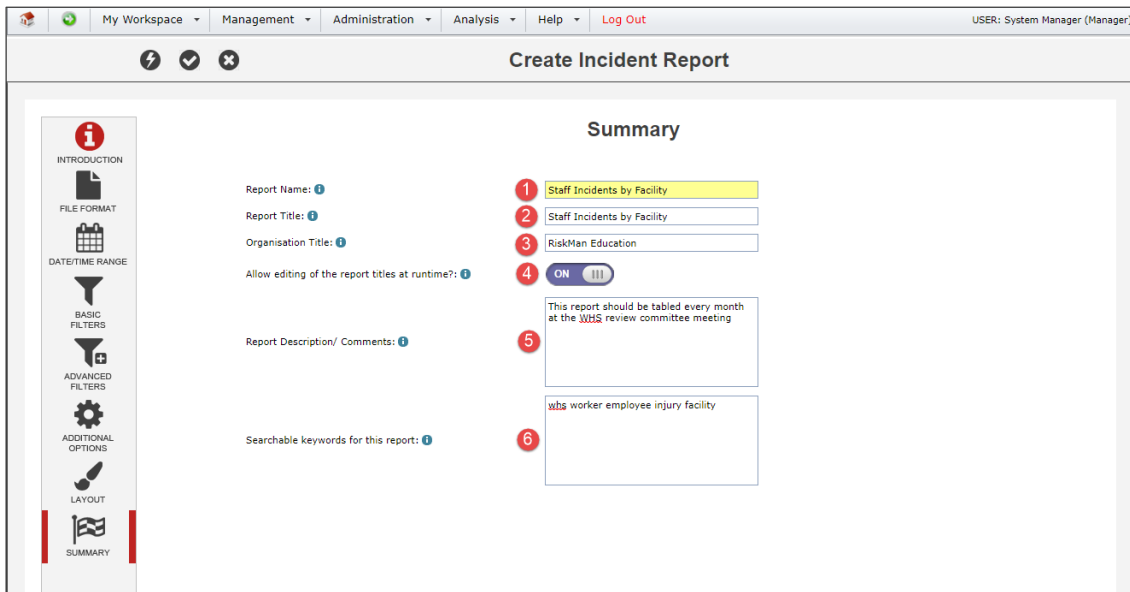
- The complexity of your report. Remember, the more information you request to be brought back in a report, the longer it will take to run.
- The demand on the server at any given time. This means that in some situations, due to the sheer number of users accessing the system, your report could take a little longer to run.

Note


If the browser you are using has a pop-up blocker function, this might prevent your report from appearing. You may need to consult your internal IT department for help resolving this.

SAVE THE REPORT

Once you have your report configured correctly, you can then save it for future use. The first step is to go to the **Summary** options group:



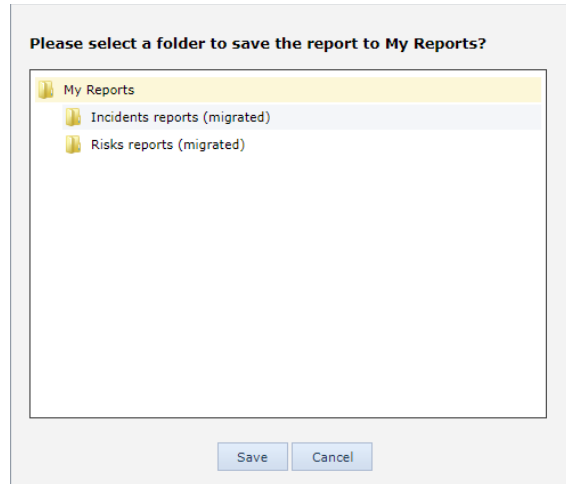
- ❶ The **Report Name** is the name you will see in your list of saved reports.
- ❷ The **Report Title** is the title that appears in the top left corner of every page in the generated report. More often than not, the Report Name and Report Title will be the same.
- ❸ The **Organisation Title** is the title that appears in the top right corner of every page in the generated report. The organisation name of your RiskMan system is the default value.
- ❹ You have the option to allow the **Report** and **Organisation Titles** to be modified when the report is run. This can be useful to contextualise each edition of the report – for example, the default Report Title might be “Staff Incidents by Facility”, but when you run the report you change it to read “Staff Incidents by Facility – September 2017”. This option is set **on** by default.
- ❺ Add a meaningful **Report Description** or **Comments**. It should be clear enough that anybody would know exactly what this report is for and what it contains *without having to run the report*.
- ❻ When browsing through your saved reports, there is also a search function. Add some useful **keywords**, related to the purpose/content of the report, which would make it quicker to find.

You can now save your report. To do so, click the save icon  in the toolbar. What you see next depends on your individual user permissions.

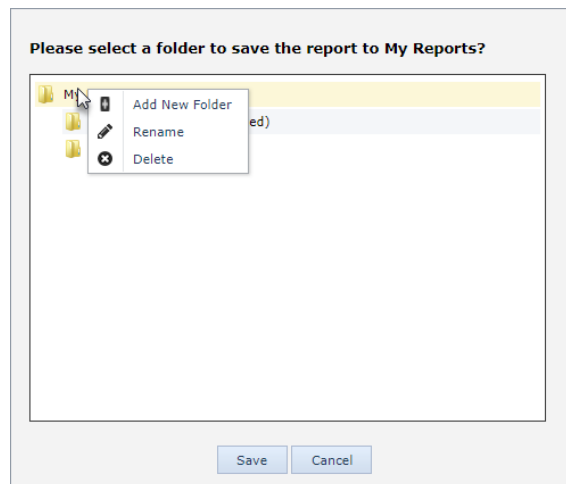
Creating Reports

- **If you only have permission to save to My Reports (or your organisation has not elected to use the Report Library)**

You will see your My Reports folder structure:



Select your desired folder, or create a new folder if required by right-clicking an existing folder:

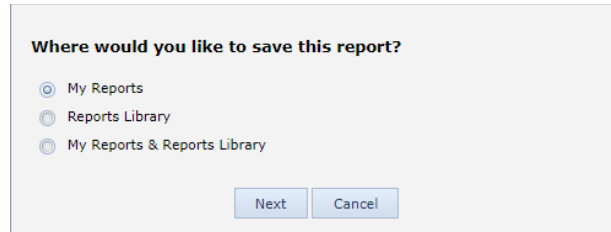


Give the new folder a name and press **enter**. Select the new folder by clicking it, and click the **Save** button. Once the report saves, you will be taken back to the Reports page.

Creating Reports

- **If you do have permission to save reports to the Report Library**

You will need to choose where you want to save this report – My Reports, the Report Library, or both:



Where would you like to save this report?

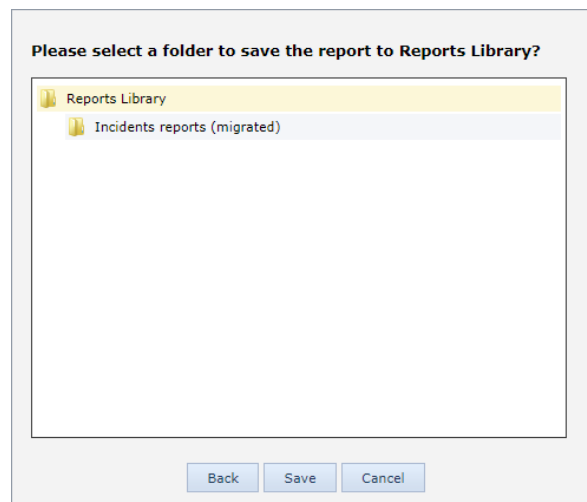
My Reports

Reports Library

My Reports & Reports Library

Next Cancel

If you choose to save to both My Reports *and* the Report Library, you will first go through the steps on the previous page to save the report in your My Reports folders. Then you will be prompted where you want to save the report in the Report Library:



Please select a folder to save the report to Reports Library?

Reports Library

Incidents reports (migrated)

Back Save Cancel

The same functionality applies as before; select an appropriate folder, or create a new one as required.

Once you have selected the desired folder, click the **Save** button. Once your report saves, you will be taken back to the Reports page.

WORKING WITH EXISTING REPORTS

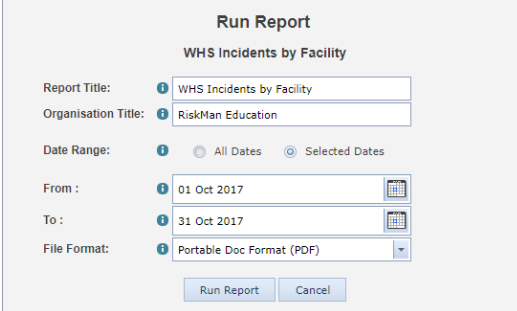
The My Reports interface

The screenshot shows the 'My Reports' interface. At the top, there is a navigation bar with 'My Workspace', 'Management', 'Administration', 'Analysis', 'Help', and 'Log Out'. Below this is a dropdown menu for 'Incident'. The main area is titled 'My Reports' and contains a sidebar on the left with a folder structure: 'My Reports', 'Incidents reports (migrated)', 'Risks reports (migrated)', and 'WHS reports'. A search bar is located above the report list. The report list table has columns for 'Report Name', 'Has Schedule?', 'Generated Reports', and 'Date Created'. The 'WHS Incidents by Facility' report is highlighted. Below the table is the 'Report Details' section for 'WHS Incidents by Facility', which includes fields for 'Target register', 'Created on', 'Created by', 'Report description', 'Reports generated by schedules', 'Added from library?', 'Original report title', and 'Original organisation title'.

- ❶ **Folder structure:** These are the folders containing reports. There is a limit to the number of subfolders you are able to create, determined by your system administrator. The maximum number of subfolder levels is five.
- ❷ **Report list:** When you select a folder, the reports saved in that folder are displayed here.
- ❸ **Search this folder:** You can also search for reports from the current folder by name, description, and keywords. Start typing your search term and any matching reports will appear in the report list.
- ❹ **Report details:** This is the information we entered in the **Summary** option group when the report was created.
- ❺ **Report functions:** When you select a report, the available functions will appear, based on your individual user permissions. Each function is described on the following pages.

Run a My Report

To run the selected report now, click the Run icon ⚡. You will see the following dialog:



The image shows a 'Run Report' dialog box. At the top, it says 'Run Report' and 'WHS Incidents by Facility'. Below this, there are several fields: 'Report Title:' with a value of 'WHS Incidents by Facility', 'Organisation Title:' with a value of 'RiskMan Education', 'Date Range:' with radio buttons for 'All Dates' and 'Selected Dates' (the latter is selected), 'From:' with a date of '01 Oct 2017', 'To:' with a date of '31 Oct 2017', and 'File Format:' with a dropdown menu set to 'Portable Doc Format (PDF)'. At the bottom, there are two buttons: 'Run Report' and 'Cancel'.

All you need to do now is:

- Modify the Report and Organisation Titles as desired (if the option was enabled when the report was saved)
- Select the required date range for the report
- Choose the format in which you want the report generated

Edit a My Report

To edit the selected report, click the Edit icon ✎. Make any changes required and save your report in the usual way.

Delete a My Report

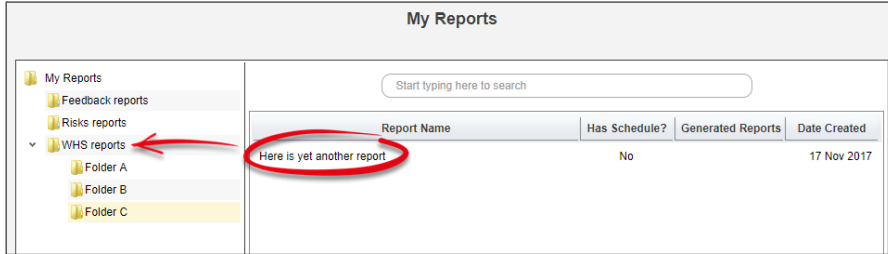
To delete the selected report, click the Delete icon 🗑️. You will be asked to confirm this action. Please note that deleted reports cannot be recovered, so be careful! Also, if you delete a report from a folder you have shared with other users, they will not be able to see that report anymore either.

Clone a My Report

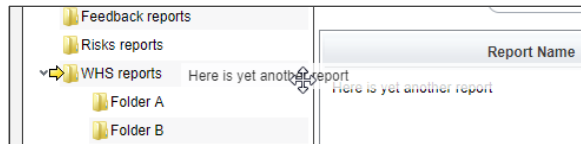
To clone the selected report, click the Clone icon 📄. This makes a copy of the report in the current folder. From there you can edit the cloned report as required. This can be a great time saver if you wish to have several similar reports.

Moving reports between folders

To move a report between folders, simply click and drag the report to the desired folder:



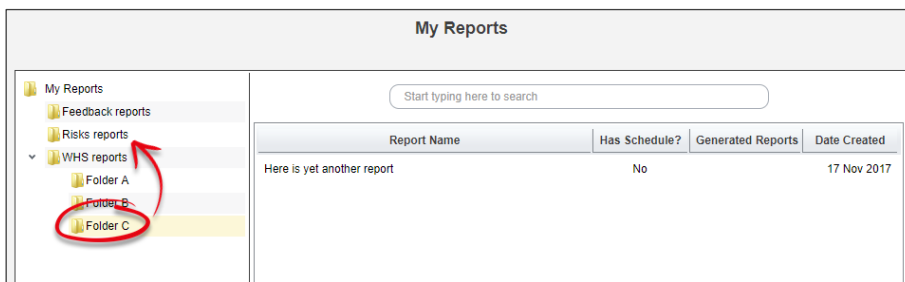
A green arrow appears over the target folder; release your mouse button when your cursor is over the desired folder:



You can only move reports between folders you have created yourself, or folders where you have the Read / Write / Maintain permission – this applies to both the destination folder, and the folder of the report being moved.

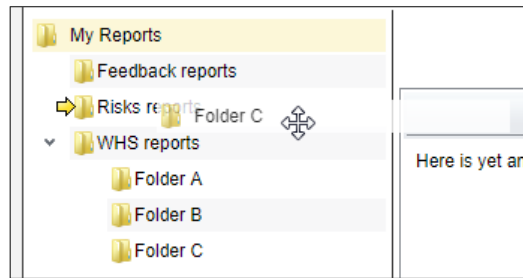
Moving folders to a new location

Folders can also be dragged and dropped to arrange them the way you want:

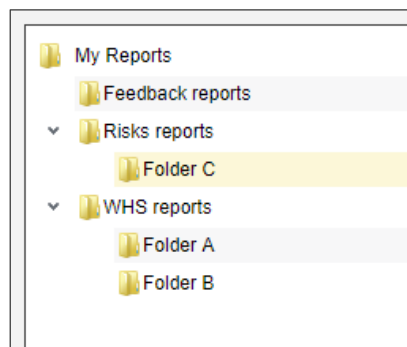


Creating Reports

A green arrow appears over the target folder; release your mouse button when your cursor is over the desired folder:



The end result:



You can only move folders you have created yourself, or folders where you have the Read / Write / Maintain permission – this applies to both the destination folder, and the folder being moved.

Share a My Report folder with other people

If you have the permission to do so, you can share folders from your My Reports with other people.

When other users run the reports from folders shared to them, the data that appears in the resulting reports will be based on *that user's* domain, rather than *your* domain. This means there is no risk of users potentially being able to see information to which they have no permission.

Start by finding the folder you want to share, and right click on it with your mouse. This brings up the available options:

Add New Folder creates a new folder on the next level within the current folder.

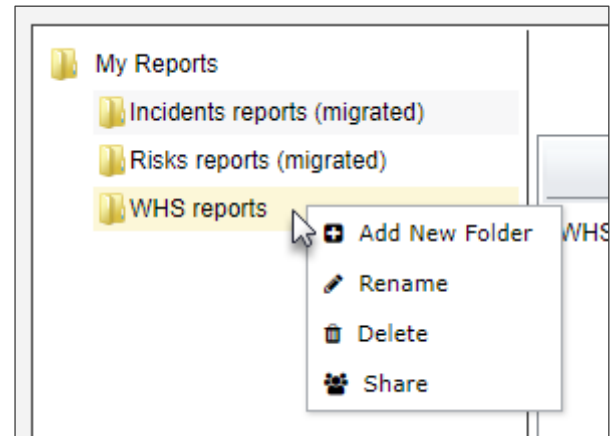
Rename allows you to change the name of the current folder.

Delete obviously deletes the current folder, however you cannot delete a folder unless it is already empty.

Share will allow you to set the share permissions for the current folder.

There are 3 levels of folder sharing permissions in My Reports:

- Read
- Read / Write
- Read / Write / Maintain



Creating Reports

Here's what each level of permission means:

PERMISSION	WHAT CAN THE USER DO?
Read	The user can see and run all the reports in the folder.
	They cannot add reports to the folder.
Read / Write	The user can see and run all the reports in the folder.
	They can add reports to the folder (provided they have the user permission to save reports).
Read / Write / Maintain	The user can see and run all the reports in the folder.
	They can add reports to the folder (provided they have the user permission to save reports).
	The user can modify the sharing permissions of the folder.
	The user can change the name of the folder.
	The user can add, modify, and delete their own subfolders.
	The user can move reports to other folders (refer to page 29).
	The user can move the folder to another folder (refer to page 30).
The user can delete the folder, provided the folder contains no reports or subfolders.	

Deleting a report

Even if a user has Read / Write / Maintain permission to a folder, they will not be able to delete a report which is not their own.

The only users who can delete a report are the **report's creator** and a user with the **Report Library Administrator** permission (*General > Reporting Permissions > Is Reports Library V2 Administrator*).

Assigning Sharing Permissions

The screenshot shows the 'My Reports Permissions' window. At the top, there are 'Save' and 'Close' buttons. Below them is a 'Folder Name' field containing 'WHS reports'. The interface is divided into three main sections, each with a numbered red circle indicating a step:

- 1 Share with all users (Read Only):** A checkbox is present next to the text.
- 2 Share with specific users:** This section is divided into three columns:
 - 1. Search for a user:** A text input field with the placeholder 'Start typing the user's name here'.
 - 2. Assign level of permission:** Three buttons with checkmarks: 'Grant Read', 'Grant Read/Write', and 'Grant Read/Write/Maintain'.
 - Users with Read permission:** A list box with a 'Remove' button below it.
 - Users with Read/Write permission:** A list box with a 'Remove' button below it.
 - Users with Read/Write/Maintain permission:** A list box with a 'Remove' button below it.
- 3 Share with an entire Template of users:** This section is divided into three columns:
 - 1. Select a Register:** A dropdown menu with 'Select Register' selected.
 - 2. Select a Template of users:** A dropdown menu with 'Select an Option' selected.
 - 3. Assign level of permission:** Three buttons with checkmarks: 'Grant Read', 'Grant Read/Write', and 'Grant Read/Write/Maintain'.
 - Templates with Read permission:** A list box with a 'Remove' button below it.
 - Templates with Read/Write permission:** A list box with a 'Remove' button below it.
 - Templates with Read/Write/Maintain permission:** A list box with a 'Remove' button below it.

1 Share with all users: Allows all users with permission to access Reports the ability to see this folder with **read only** permission.

2 Share with specific users: Start typing a user's name in the text box. When you find the desired user, grant them the level of permission you want them to have. Their name will be added to

Creating Reports

the respective list box on the right hand side. To remove a user, select their name from one of the 3 list boxes and click the **Remove** button.

③ **Share with entire Template of users:** Select the register which contains the template of users to whom you want to grant permission, then select the desired template from the second drop down box. When you find the desired template, grant it the level of permission you want it to have. The template will be added to the respective list box on the right hand side. To remove a template, select its name from one of the 3 list **boxes** and click the Remove button.

It should be noted that sharing permissions are not “cascaded” to any subfolders.

Let's look at the following folder structure example:

The screenshot shows the 'My Reports' interface. On the left, a tree view shows the following structure:

- My Reports
 - Feedback reports
 - Risks reports
 - WHS reports
 - Folder A
 - Folder B
 - Folder C

On the right, there is a search bar and a table with the following data:

Report Name	Has Schedule?	Generated Reports	Date Created
WHS Incidents by Facility	Yes	6	14 Nov 2017

Now we will grant the user **Brett** read only permission to the **WHS reports** folder. When a user has a folder shared with them, the folder title appears as follows:

The screenshot shows the 'My Reports' interface. The folder structure on the left is the same as in the previous screenshot, but the 'WHS reports' folder is highlighted with a red box and labeled 'WHS reports (shared by Manager)'. The table on the right shows the same data as before:

Report Name	Has Schedule?	Generated Reports	Date Created
WHS Incidents by Facility	Yes	6	14 Nov 2017

Note that Brett cannot see the other 3 folders in the WHS reports folder! Now we'll grant Brett read only permission to **Folder B**. Here is what Brett's view will be:

The screenshot shows the 'My Reports' interface. The folder structure on the left is the same as in the previous screenshot, but 'Folder B' is highlighted with a red box and labeled 'Folder B (shared by Manager)'. The table on the right shows a single report:

Report Name	Has Schedule?	Generated Reports	Date Created
Here is another report	No	1	17 Nov 2017

Creating Reports

As you can see, permissions apply only to the individual folder concerned, and not the subfolders within it. But what if we give Brett permission to see **Folder B** but NO permission to the **WHS reports** folder? Here is the result:

My Reports				
My Reports Folder B (shared by Manager)	Start typing here to search			
	Report Name	Has Schedule?	Generated Reports	Date Created
	Here is another report	No		17 Nov 2017

Creating Reports

RELATED TOPICS

Report Layout Editor

Report Schedules

Report Library