

# RSS Away for Program Admins

The Field Safety program contains information on trips registered in Away as well as reporting data that can be configured and viewed in several ways. As a program administrator, you'll have access to the following sections:

- **Overview**
- **Dashboard**
- **Data Explorer**
- **Away**

## Getting Started

1. Log in to the RSS Platform at <https://app.riskandsafety.com/>
2. Select **Programs** from the top menu
  - a. **Note:** If you don't see this menu item, you do not have the Program Admin role
3. Select **Overview** beneath "Field Safety"
4. The default screen is "Overview." Navigate to other sections using the left-hand menu

**Note:** You can minimize or expand the left-hand menu by selecting the square toggle button next to "Field Safety" in the top left corner.

## Overview

This section provides a list of all completed forms for the Field Safety program. From Overview, you can do the following:

- Open and review trips by selecting a name in the "Form Name" column
- Sort trips by selecting the column headers
- Add and remove columns by selecting the three-dot menu on the right of the header

## Dashboard

This section provides configurable analytics data for the program. If you don't see any information here, you can configure the dashboard by adding a widget.

### Configuring the Dashboard

1. Select **Dashboard** in the left-hand menu
2. Select **Edit** in the top right corner
3. Change the name of the dashboard in the top left and use the checkmark to save

4. Select the **+** button in the top right
5. Select a widget from the list, then select **Add**
6. Select **Done**

### Configuring a Widget

1. Select **Edit** in the top right corner of the dashboard
2. Select the pencil icon at the top right of a widget
  - a. Choose the question type
  - b. Select a Chart type
  - c. Enter a title and description
3. Select **Save**
4. Move or resize the widget as desired by selecting the top border or bottom-right corner
5. Select **Done**

### Downloading a Metric/Widget Image

This can be useful for sharing metrics or adding them to reports.

1. In the top right corner of a widget, select the download icon (if you don't see this icon, you may be in edit mode—select **Done** in the top right corner of the dashboard)
2. An image file of the metric will be automatically downloaded to your downloads folder

## Data Explorer

This section provides exportable data for all questions and fields within a single program form.

**Note:** This data includes all Away trips created prior to *and* after the December 2024 update.

### Customizing and Exporting Trips including Legacy Away Data

1. Select **Data Explorer** in the left-hand menu
2. Select a data source from the drop-down menu
  - a. Arrange the column order by dragging column headers
  - b. Sort individual columns by selecting the column header
  - c. Select **Save Grid State** to save your custom grid
3. Select **CSV Export** or **Excel Export** to automatically download a copy of the data to your downloads folder

## UC Away – Register Travel

This section lists the individual forms within the Field Safety Program. Selecting a form provides the data related to only that form.

- Open and review trips by selecting a name in the “name” column
- Sort the trips by selecting the column headers
- Add and remove columns by selecting the three-dot menu on the right of the header

## Adding or Removing a Program Admin

1. From the Platform Homepage select **Admin Tools** in the top menu
2. Select **Programs**
3. Choose **Field Safety** from the list
4. Select the round + button in the lower right corner
5. Search for a person by name or email, then select their name
6. Check the box next to “Program Admin”
7. Select **Save**