

Analytics Dashboards User Guide

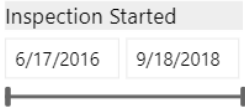



About the Dashboards

The Injury & Illness Reporting and Investigation analytics dashboards are a robust tool for performing dynamic reporting on various data points. Data displayed on the dashboard can be exported for use in a variety of reports to meet your business needs.

Access is automatically provided based on your administrative role(s) in the Workers' Compensation program for your location.

Dashboard Controls

Use the dashboard controls to view different layers of data based on your business needs.

Dashboard	Description
	<p>Displayed on every dashboard tab, there are a variety of filters for dynamic reporting on various data points. Filters allow users to analyze statistics and quickly identify trends to improve program compliance.</p>
	<p>Drill down the data by clicking on any chart or using the buttons in the upper corners when hovering over a chart.</p> <ul style="list-style-type: none"> • Single arrow – drill down or drill up one field at a time • Double arrow – drill down all fields at once • Split arrow – expands all data across all programs and includes hierarchy (e.g., year, FY quarter, month, and days)
	<p>Select the Focus Mode button to expand a view.</p>
	<p>To export tables to Comma Separated Value (CSV) format, click the three-dot menu and select Export data.</p>

Injury & Illness Reporting Dashboards

Injury and Illness Reporting Dashboard

Use this report to view data on injury and illness reports.

- 1) The dashboard can be accessed at <https://app.riskandsafety.com/analytics/EFR>
- OR
- 1) From the top menu on the platform home page, select **Apps**, then select **Analytics**
- 2) Select **Injury and Illness Reporting**

Investigations Dashboard

Use this report to view data on injury and illness investigations.

The dashboard can be accessed at <https://app.riskandsafety.com/analytics/Inspect-Main>

- 1) Using the filter options on the left side of the page, under “Programs,” select **Workers Compensation**
- OR
- 1) From the top menu on the platform home page, select **Apps**, then select **Analytics**
- 2) Select **Inspect**
- 3) Using the filter options on the left side of the page, under “Programs,” select **Workers Compensation**

Tabs

Located on the bottom of the screen, there are a variety of tabs that allow a user to view data from different vantage points within the analytics dashboard. Tab functionality is included below:

Overview

The Overview tab provides basic data about illness and injury reports submitted at an organization, including the number of reports, the number of biohazard reports, employee type, reports by department, and other key metrics.

Comprehensive

The Comprehensive tab provides the complete data for all reports for an organization including timelines on reporting.

Investigations Dashboard Tabs

Overview

- Provides users with the total number of investigations and findings for an organization
- System default tab of the analytics dashboard
- Drill down levels include: location, year, FY quarter, month, day, program, inspected, configuration, and category
- Data displayed is static

- Focus numbers across the top of the screen provide a quick summary of the number of inspections and quantity of findings, including the percentage of compliance.

Top

- Provides an analysis of the most frequently identified non-compliant investigation preventive action items for a specific location for a specific period of time
- System default displays the top three findings in order from least to most compliant; users can choose the number of items to view or use the eraser to see all checklist items ranked in this order
- Rank by Findings allows users to identify significant non-compliances or trending issues for a program/location, from most to least compliant
- Findings Detail shows all instances (by location) where the ranked findings have been identified
- Data displayed is static

All Items

- Provides a comprehensive list of all investigation preventive action questions
- System defaults for all data entered into the system for the organization based on role permissions
- Data displayed is static

Unresolved

- Provides the total number of unresolved investigations, number of checklist items, and findings that are incomplete during a certain period of time.
- System defaults to annual comparison
- Drill down levels include: year, FY quarter, month, and day
- Unresolved Findings Detail allows users to identify significant unresolved or open findings, ranked from most to least, easily identifying trending issues for a program/location for a calendar year
- Data displayed is live, based on status and not the initial report finding values

Resolved

- Provides the total number of resolved investigations, number of checklist items, and findings that are completed during a certain period of time.
- System defaults annual comparison
- Drill down levels include: year, FY quarter, month, and day

- Resolved Findings Detail allows users to identify the most significant findings resolved, ranked from most to least, easily identifying trending issues for a program/location for a calendar year
- Data displayed is live, based on status and not the initial report finding values

Percentage (%) Resolved

- Provides data that can be used to determine whether findings are being resolved within a specific period of time
- System defaults to annual comparison
- Drill down levels include: year, FY quarter, month
- Data displayed is live, based on status and not the initial report finding values

Comprehensive

- Provides a full analysis of investigation data for an organization
- System defaults for all data entered into the system for the organization based on role permissions
- Drill down levels include: location, year, FY quarter, month, day, program, inspected, configuration, and category
- Dashboard filters can be used to scope data for analysis
- Data displayed is static