

fountain quick reference

Reporting HSE data

To create reports using real-time HSE data, follow these five steps on the Scenario Configuration window.

Creating a report

- 1 Choose the source of the scenario.
 - **System Scenarios** are part of the application.
 - **My Scenarios** are the ones you saved.
 - **User Scenarios** are the ones other people saved.
- 2 Select the scenario.
- 3 Type a title and description for your report, and select the way you want your data to display.
- 4 Choose the data you want in your report.
- 5 Click the **Run Report** button.

The screenshot shows the 'SCENARIO CONFIGURATION' window with the following elements:

- 1** Radio buttons for 'System Scenarios', 'My Scenarios', and 'User Scenarios'. A dropdown menu shows '<All Users>'. Buttons for 'Expand All' and 'Collapse All' are below.
- 2** A tree view under 'Scenarios' with expandable items: All Incidents, High Value Learnings, Environmental Incidents, People Incidents, Asset Incidents, Reputation Incidents, Security Incidents, Non-Conformance Incidents, Transportation Incidents, Investigations, Findings and Action Items, Assessments, Personnel Assignments, and Meetings.
- 3** Text input for 'Title: Incident Analysis' and 'Description: Incident Analysis'. A dropdown for 'Output: Discovery Grid' is also present.
- 4** A 'Filters' section with tabs for 'Filters', 'Categories', and 'Values'. It includes:
 - 'Date Incident Occurred' with a 'Year to Date' dropdown and 'From'/'To' date pickers.
 - 'Site' with a dropdown set to '[ALL]' and a 'Site in Which Incident Occurred' list.
 - 'Department 1' with a dropdown set to '[ALL]' and a note 'Department 1 associated with this Incident'.
 - 'Event Type' with a dropdown set to '[ALL]' and a note 'Level of Consequence for the Incident'.
- 5** Buttons for 'Save', 'Save As', 'Delete', and 'Run Report'.