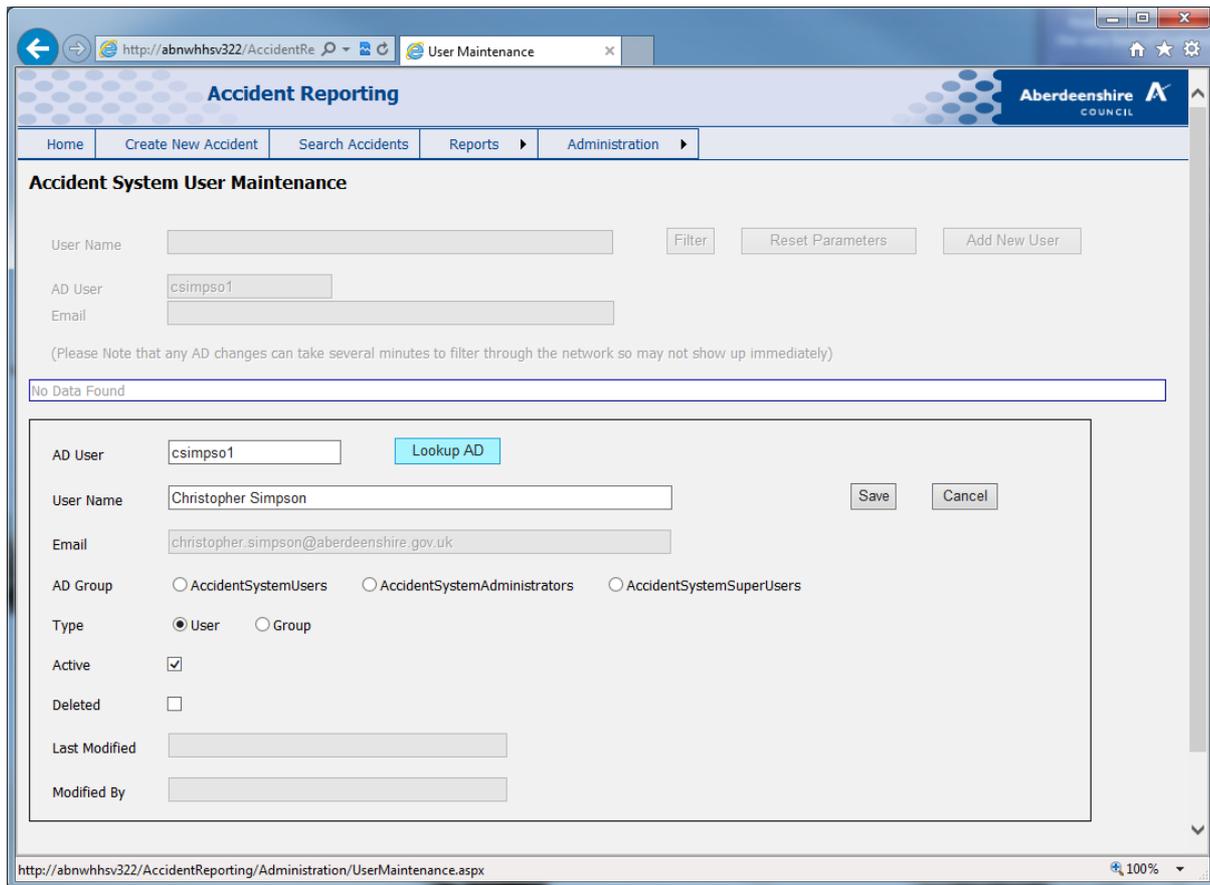


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Fig 7. Search for user – not found



The screenshot shows a web browser window with the URL <http://abnwhsv322/AccidentRe...> and a tab titled "User Maintenance". The page header includes "Accident Reporting" and the Aberdeenshire Council logo. A navigation menu contains "Home", "Create New Accident", "Search Accidents", "Reports", and "Administration".

The main content area is titled "Accident System User Maintenance". It features a search form with the following fields and buttons:

- User Name:
- AD User:
- Email:
- Buttons: Filter, Reset Parameters, Add New User

Below the search form, a message states: "(Please Note that any AD changes can take several minutes to filter through the network so may not show up immediately)". A search results box displays "No Data Found".

A modal window is open for adding a new user, containing the following details:

- AD User: (with a "Lookup AD" button)
- User Name: (with "Save" and "Cancel" buttons)
- Email:
- AD Group: AccidentSystemUsers AccidentSystemAdministrators AccidentSystemSuperUsers
- Type: User Group
- Active:
- Deleted:
- Last Modified:
- Modified By:

The browser's address bar at the bottom shows <http://abnwhsv322/AccidentReporting/Administration/UserMaintenance.aspx> and the zoom level is set to 100%.

Fig 8. Add new user details

Enter the user's logon/AD name and click the Lookup AD button, the system will retrieve the user's name and email address automatically. If the AD User does not exist on our network a warning message will be displayed.

Now set the Active Directory, (AD) group. The vast majority of users should be added to the **AccidentSystemUsers** group. Users who require access to the reports and have specifically been defined as requiring that access by their line manager, should be set as **AccidentSystemAdministrators**. Only Specific System super users should be placed in the **AccidentSystemSuperUsers** group.

There are 2 options for Type, set them as a **User**.

Active is checked by default and Deleted is unchecked, a new user is being created so they should be active.

Click the Save button to create the new user, see Fig 9. If you do not wish to continue click the cancel button to return to filter options.

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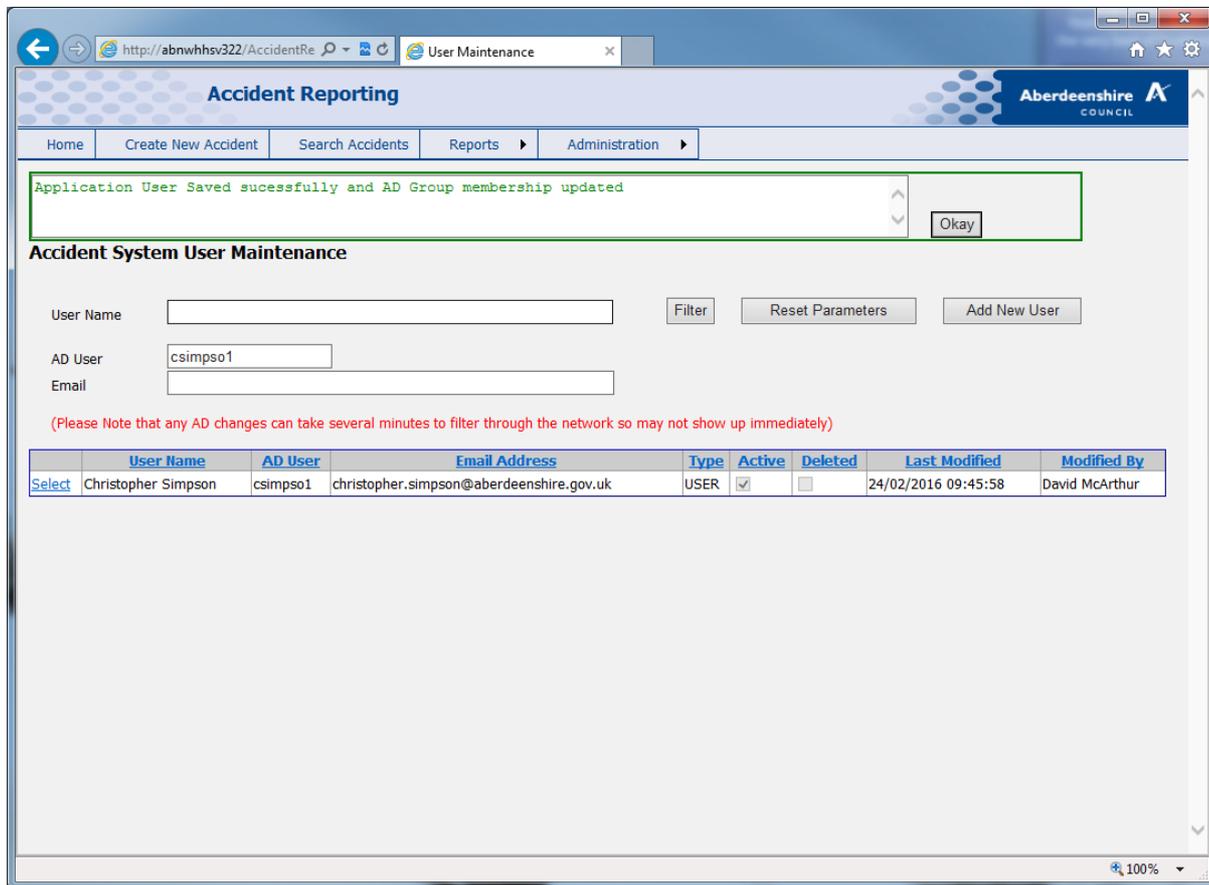


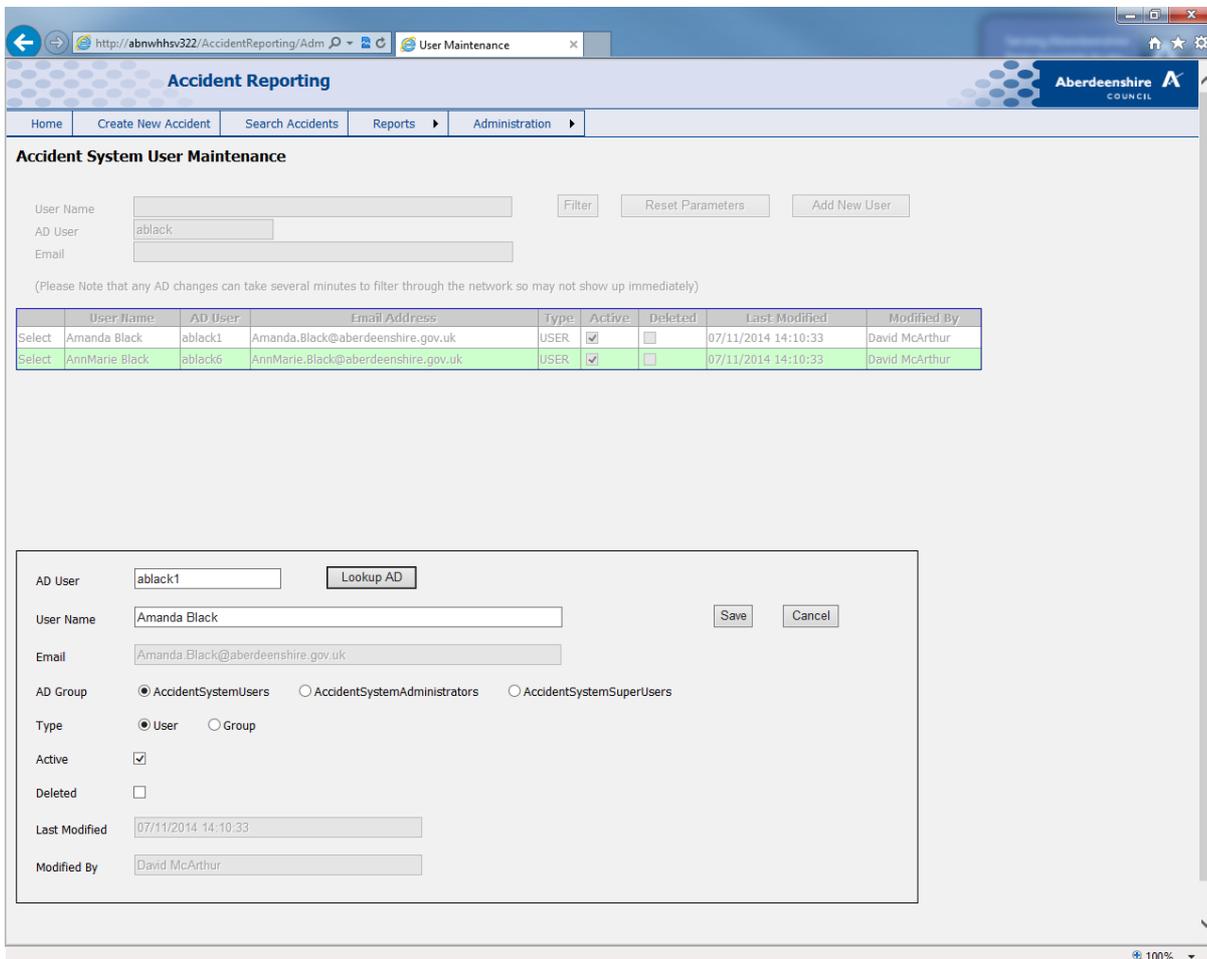
Fig 9. New user created.

EDIT EXISTING USER

To edit an existing user, find them on the data-grid and click the [Select](#) link, this will display the user's current settings, see Fig 10 overleaf. You would edit a current user to change which AD group they belong to or to change them from Active to Deleted if they no longer should have access to the system. Do NOT change their AD User. Please note the Type definition of 'User' should always be selected, the Group Type was inherited from the previous system and is not currently used.

Having made any changes clicking the Save button will apply the changes to the database and move the user to the selected AD group if that changes. If the User status is changed to Deleted the user will be removed from their current AD group. Please note that the AD changes can take several minutes to filter through the network, so will not show up immediately if you change a user and then open up again to review immediately. If you do not want to make any changes click the Cancel button.

From mountain to sea



Accident Reporting

Home | Create New Accident | Search Accidents | Reports | Administration

Accident System User Maintenance

User Name: Filter | Reset Parameters | Add New User

AD User:

Email:

(Please Note that any AD changes can take several minutes to filter through the network so may not show up immediately)

	User Name	AD User	Email Address	Type	Active	Deleted	Last Modified	Modified By
Select	Amanda Black	ablack1	Amanda.Black@aberdeenshire.gov.uk	USER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/11/2014 14:10:33	David McArthur
Select	AnnMarie Black	ablack6	AnnMarie.Black@aberdeenshire.gov.uk	USER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/11/2014 14:10:33	David McArthur

AD User:

User Name:

Email:

AD Group: AccidentSystemUsers AccidentSystemAdministrators AccidentSystemSuperUsers

Type: User Group

Active:

Deleted:

Last Modified:

Modified By:

Fig 10. Edit Current User

USER GROUP MAPPING

Having created a user, the second stage of the process is to define which Sub-Service groups they have access to. The group mapping restricts a user to only have access to Accidents within their Sub-Service groups.

Select the user-name and/or Sub-Service Group from the drop-down-lists and Click Filter to see which groups a user is currently mapped to, see Fig 12.

To add a new user mapping select their name from the drop-down list and Filter to check if they are already mapped, see Fig 13. A new user will have none. Click the Add New Mapping button to enter the details, see Fig 14.

Select User Group Maintenance from the Administration menu to map a user to a Sub-Service group, see Fig11.



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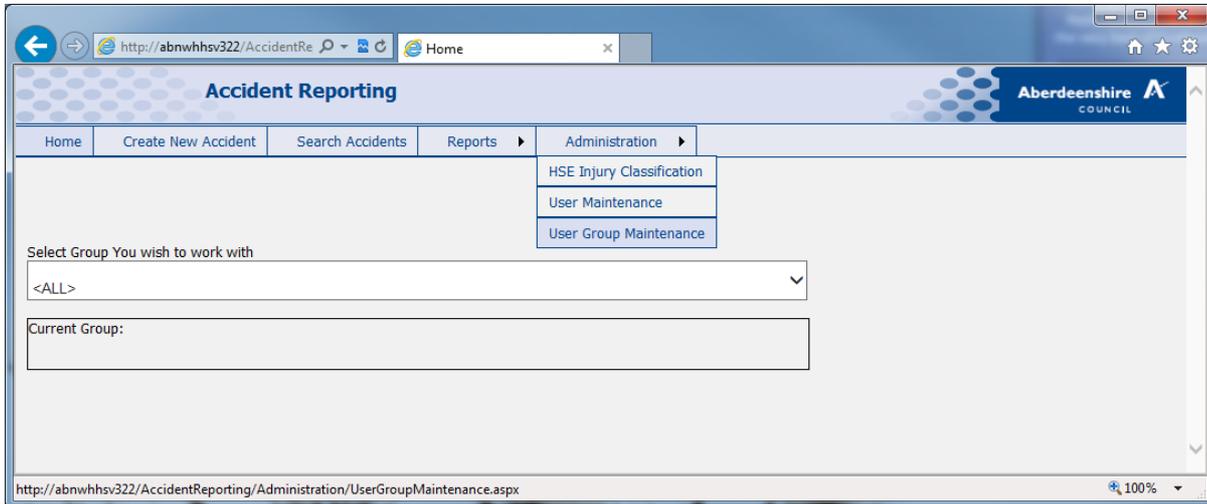
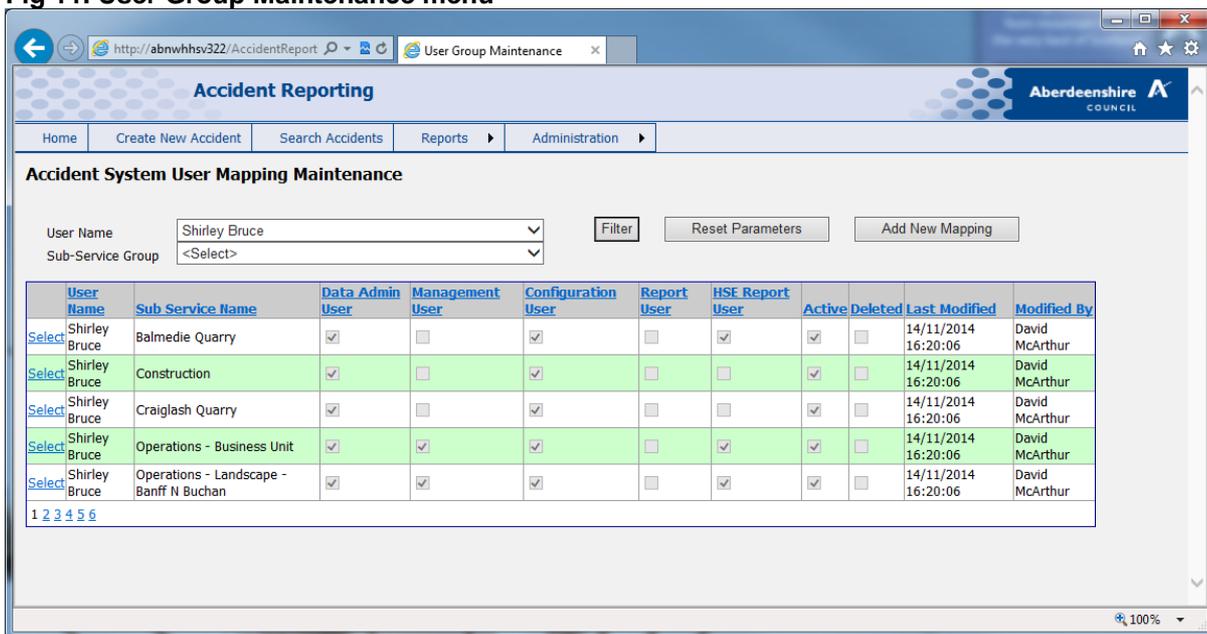
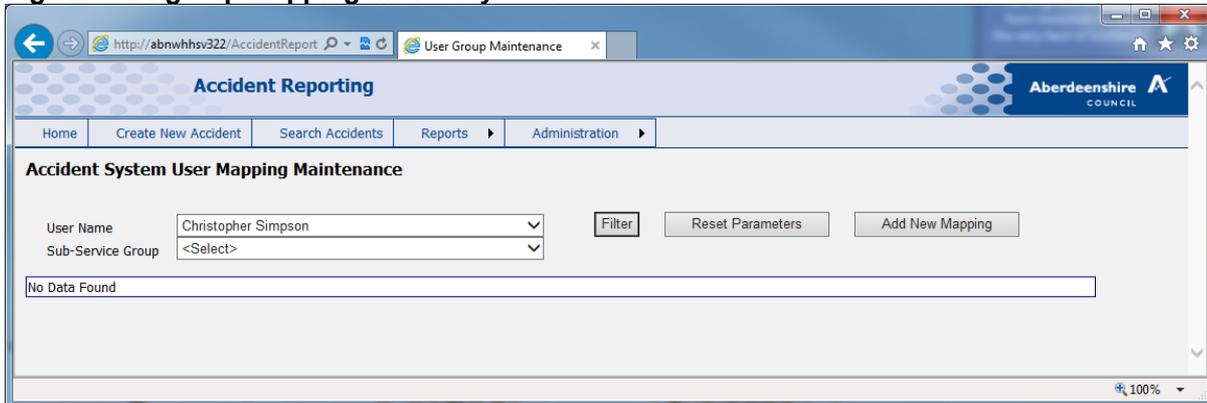


Fig 11. User Group Maintenance menu



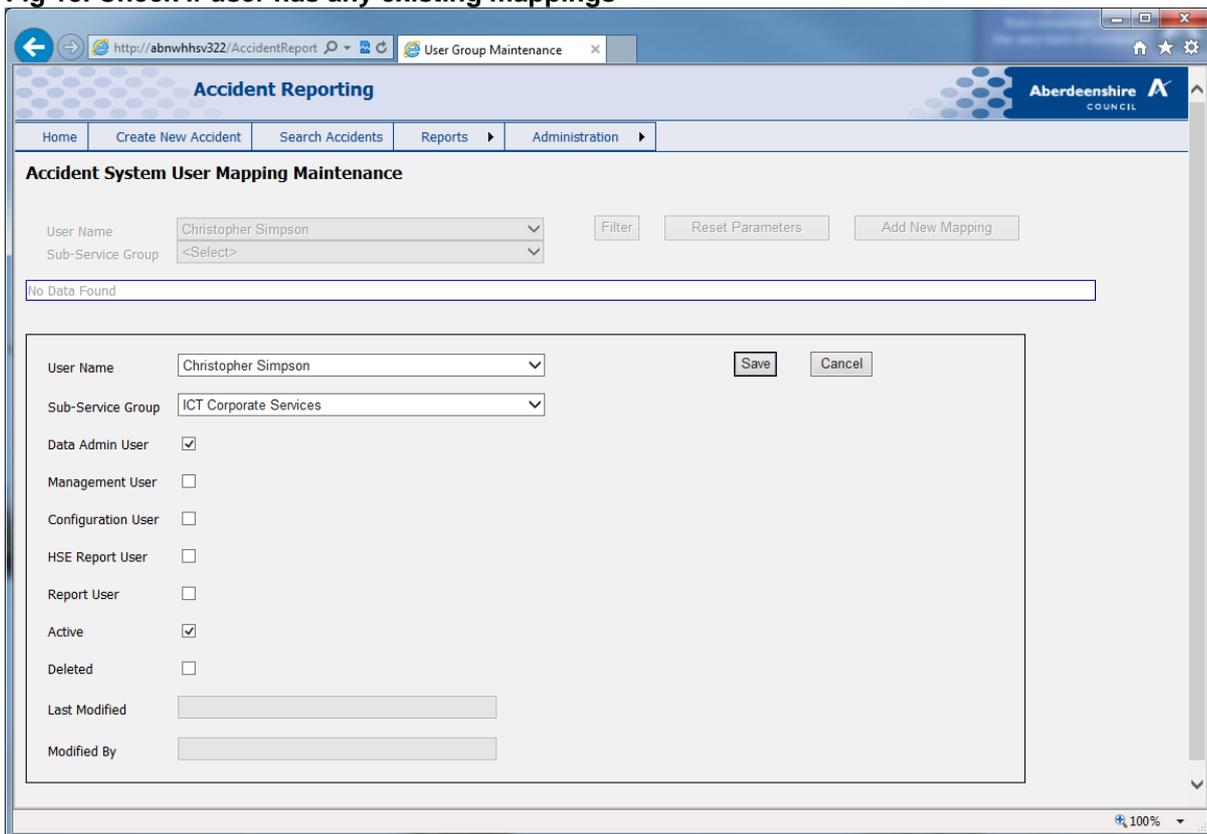
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Fig 12. User group mapping filtered by user



The screenshot shows the 'Accident Reporting' web application interface. The main heading is 'Accident System User Mapping Maintenance'. Below this, there are two dropdown menus: 'User Name' with 'Christopher Simpson' selected, and 'Sub-Service Group' with '<Select>' selected. To the right of these dropdowns are three buttons: 'Filter', 'Reset Parameters', and 'Add New Mapping'. Below the filters, a message box displays 'No Data Found'.

Fig 13. Check if user has any existing mappings



The screenshot shows the 'Accident Reporting' web application interface. The main heading is 'Accident System User Mapping Maintenance'. Below this, there are two dropdown menus: 'User Name' with 'Christopher Simpson' selected, and 'Sub-Service Group' with '<Select>' selected. To the right of these dropdowns are three buttons: 'Filter', 'Reset Parameters', and 'Add New Mapping'. Below the filters, a message box displays 'No Data Found'. Below this, there is a form for entering mapping details. The form includes a 'User Name' dropdown with 'Christopher Simpson' selected, a 'Sub-Service Group' dropdown with 'ICT Corporate Services' selected, and a 'Save' button and a 'Cancel' button. Below these are several checkboxes: 'Data Admin User' (checked), 'Management User' (unchecked), 'Configuration User' (unchecked), 'HSE Report User' (unchecked), 'Report User' (unchecked), 'Active' (checked), and 'Deleted' (unchecked). At the bottom of the form, there are two text input fields for 'Last Modified' and 'Modified By'.

Fig 14. Enter mapping details

Select the user-name from the drop-down list followed by the Sub-service group they are to be given access to, from that list.

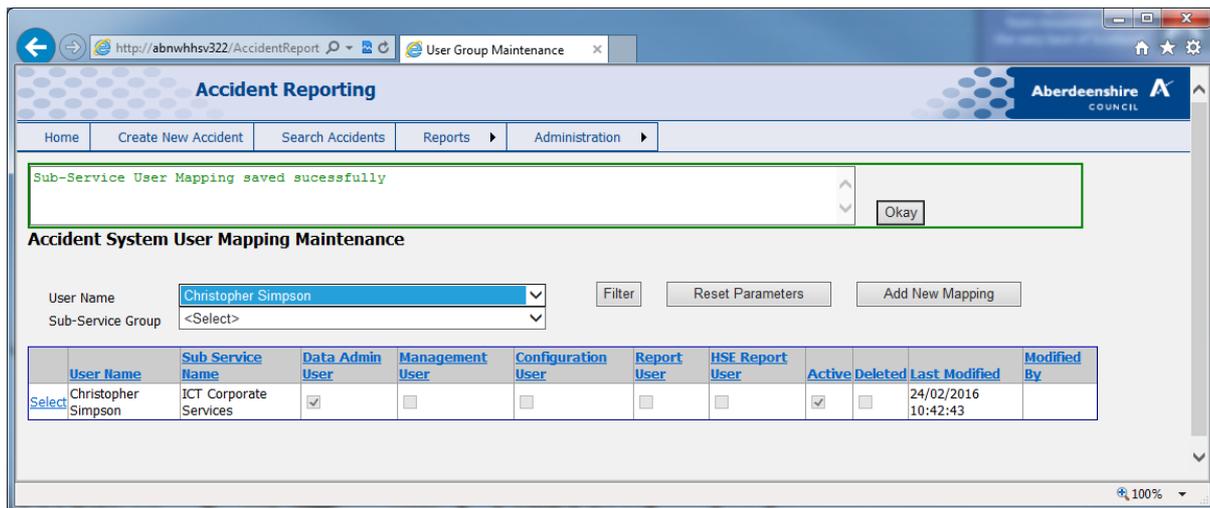
When creating a user mapping, the user can map users to Sub-groups they themselves have access to. Now set their privilege level as follow...

- Data Admin User – this is the level for users who enter Accidents for the specified group.

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- Management User – this is the level for group managers who may review accidents within this group.
- Configuration User – this is the privilege level for Accident System Service Coordinators who will be able to create and map new users.
- HSE Report User – this is the level particularly for members of the Health and Safety team and specific other users who can access the reports.
- Report User – this level is not currently used.

The Active check-box indicates this is an active mapping. If a user has a current active mapping and they move out of hat section uncheck Active and check Deleted to prevent them from accessing this group. Click Save to create the mapping, see Fig 15.



Sub-Service User Mapping saved successfully

Okay

Accident System User Mapping Maintenance

User Name: Christopher Simpson Filter Reset Parameters Add New Mapping

Sub-Service Group: <Select>

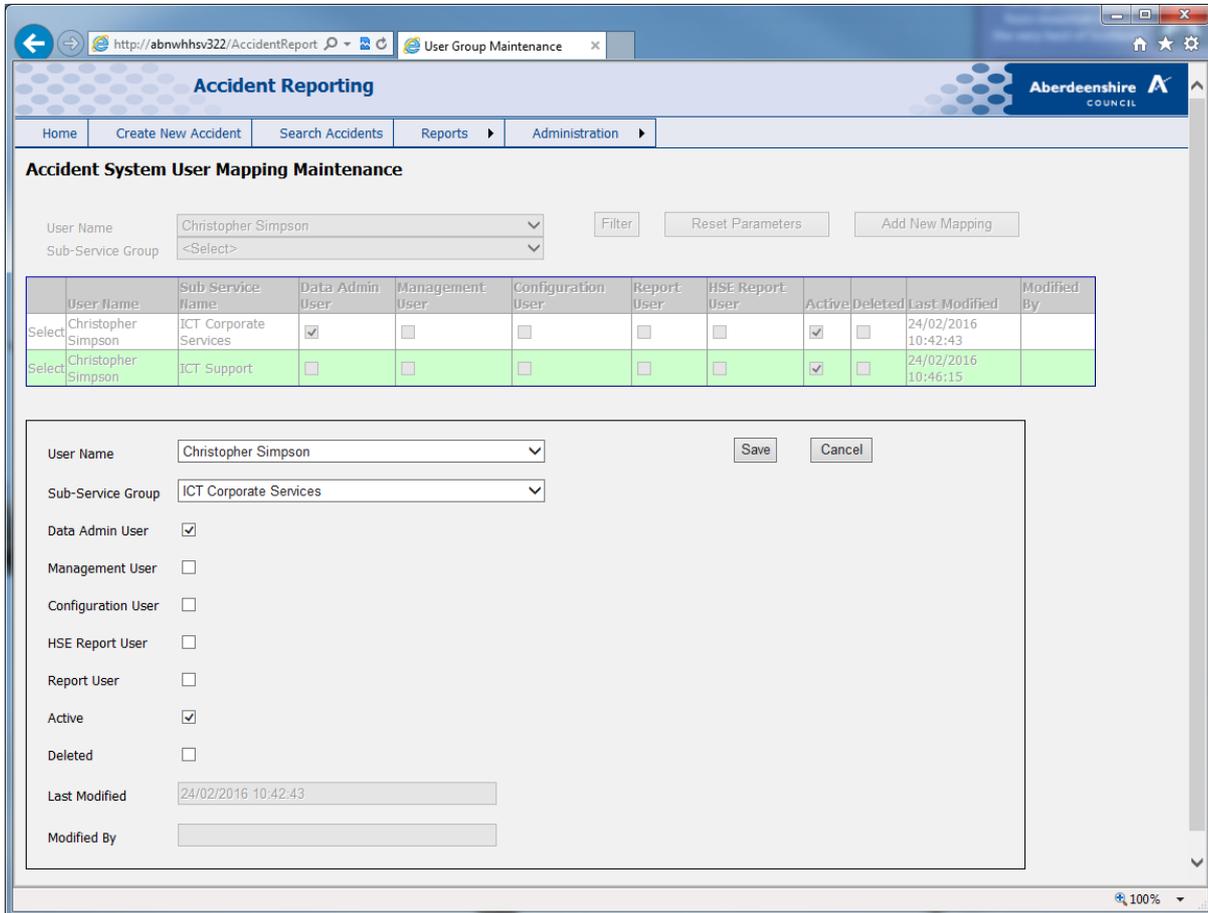
	User Name	Sub Service Name	Data Admin User	Management User	Configuration User	Report User	HSE Report User	Active	Deleted	Last Modified	Modified By
Select	Christopher Simpson	ICT Corporate Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24/02/2016 10:42:43					

Fig 15. New User mapping Created

EDIT USER MAPPING

To change a user's current mapping, filter the detail grid by user and/or Sub-Service Group until you find the mapping you wish to amend. Click the Select button on the record in the grid to open the details for editing as shown in Fig 16.

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The screenshot shows the 'Accident Reporting' system interface. The main heading is 'Accident System User Mapping Maintenance'. Below this, there are search filters for 'User Name' (Christopher Simpson) and 'Sub-Service Group' (<Select>). A table lists the current mappings:

	User Name	Sub Service Name	Data Admin User	Management User	Configuration User	Report User	HSE Report User	Active	Deleted	Last Modified	Modified By
Select	Christopher Simpson	ICT Corporate Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24/02/2016 10:42:43					
Select	Christopher Simpson	ICT Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24/02/2016 10:46:15	

Below the table is an 'Edit User Mapping' form with the following fields:

- User Name: Christopher Simpson
- Sub-Service Group: ICT Corporate Services
- Data Admin User:
- Management User:
- Configuration User:
- HSE Report User:
- Report User:
- Active:
- Deleted:
- Last Modified: 24/02/2016 10:42:43
- Modified By: (empty field)

Buttons for 'Save' and 'Cancel' are present at the top right of the form.

Fig 16. Edit User Mapping

Change the details and press Save to update the mapping. Click Cancel if you do not want to proceed.

MAPPING USER TO NEW SUB-SERVICE GROUP

If a new Sub-Service group is created in the system, no one will be currently mapped to that group. As the mapping process only allows a configuration user within a group to map users to the group no one would be able to map the first user to that group. To address this issue System users who are defined as **AccidentSystemSuperUsers** have access to all Sub-Service groups. So in the case of a new Sub-Service group the first configuration user in that group will have to be created by a member of the **AccidentSystemSuperUsers** group.

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HSE INJURY CLASSIFICATION

Within the System, depending upon the category of Accident, e.g. Specified, Reportable etc. only particular combinations of Injury category, Injury type and body part injured are valid for reporting to the Health and Safety Executive, (HSE).

These valid combinations are defined in the System database and functionality has been added to the system to allow **AccidentSystemSuperUsers** to maintain these valid combinations. Members of the **AccidentSystemSuperUsers** AD group have a HSE Injury Classification menu under the Administration menu as shown in Fig 17.

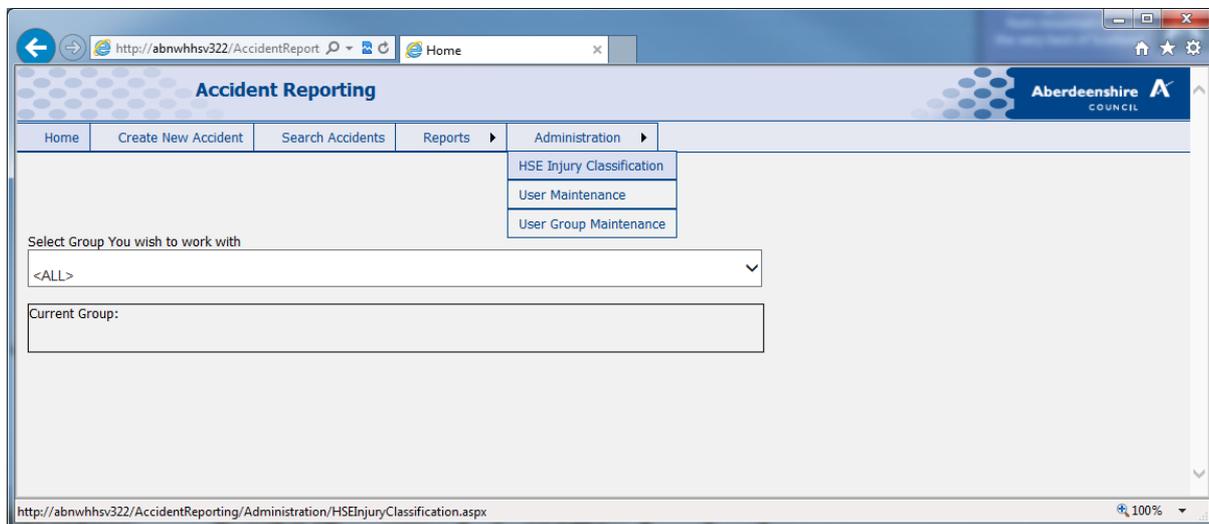
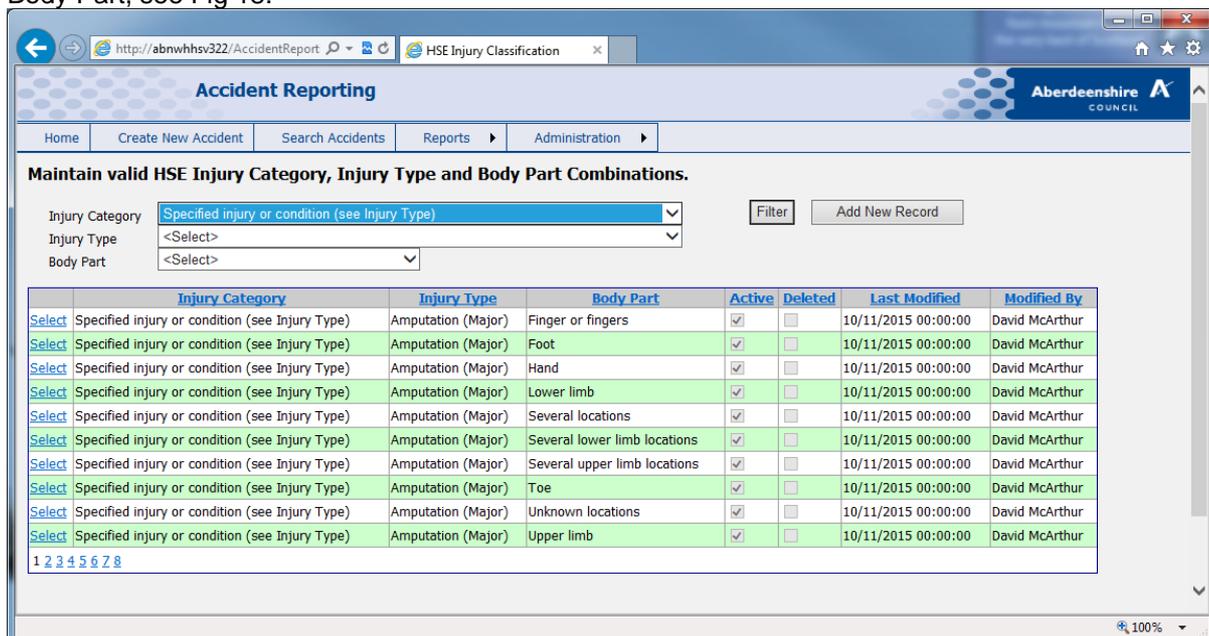


Fig 17. HSE Injury Classification menu

Selecting this menu opens the HSE Injury Classification maintenance form. The current valid combinations are displayed in the data-grid and these may be filtered by Injury category, Injury Type and Body Part, see Fig 18.

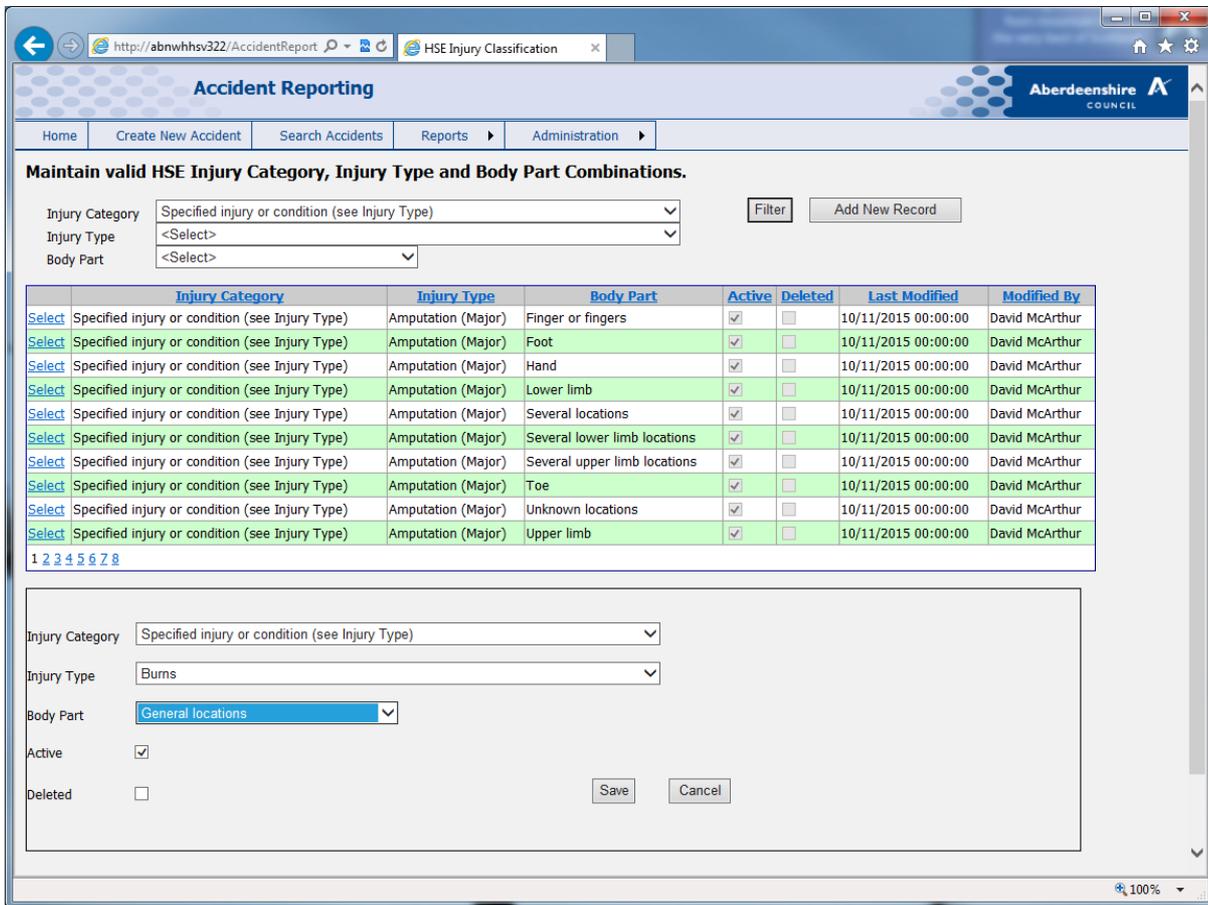


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Fig 18. HSE Injury Classification Filtered Results

ADD NEW VALID HSE INJURY CLASSIFICATION

To add a new valid combination, if for instance a new injury type or body part is specified in new HSE regulations. The body part would have to be defined in the system, contact ICT to do this there is no functionality within the system to do this. However, once created Select Add New Record and set the details on the form shown in Fig 19.



The screenshot shows the 'Accident Reporting' interface. At the top, there are navigation tabs: Home, Create New Accident, Search Accidents, Reports, and Administration. Below this is a section titled 'Maintain valid HSE Injury Category, Injury Type and Body Part Combinations.' It features three dropdown menus for 'Injury Category', 'Injury Type', and 'Body Part', along with 'Filter' and 'Add New Record' buttons. Below the form is a data grid with the following columns: Injury Category, Injury Type, Body Part, Active, Deleted, Last Modified, and Modified By. The grid contains 10 rows of data, all with 'Active' checked and 'Deleted' unchecked. Below the grid is a form for adding a new record, with 'Injury Category' set to 'Specified injury or condition (see Injury Type)', 'Injury Type' set to 'Burns', and 'Body Part' set to 'General locations'. The 'Active' checkbox is checked, and 'Deleted' is unchecked. 'Save' and 'Cancel' buttons are at the bottom of the form.

	Injury Category	Injury Type	Body Part	Active	Deleted	Last Modified	Modified By
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Finger or fingers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Lower limb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Several locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Several lower limb locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Several upper limb locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Toe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Unknown locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Upper limb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur

Fig 19. Add new HSE valid Combination

Select the new valid combination of Injury Category, Injury Type and Body Part from the drop-down lists and click Save to create new record in the database.

EDIT VALID HSE INJURY CLASSIFICATION

When editing you cannot change the combination details of a current combination, you may only mark it as deleted to make it no longer valid, Select the record from the data-grid and in this case the only option you have is to mark the record as Active or Deleted, see Fig 20. Click Save to save the changes.



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Accident Reporting

Home Create New Accident Search Accidents Reports Administration

Maintain valid HSE Injury Category, Injury Type and Body Part Combinations.

Injury Category: Specified injury or condition (see Injury Type) Filter Add New Record

Injury Type: <Select>

Body Part: <Select>

	Injury Category	Injury Type	Body Part	Active	Deleted	Last Modified	Modified By
Select	Specified injury or condition (see Injury Type)	Burns	General locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24/02/2016 12:02:28	David McArthur
Select	Specified injury or condition (see Injury Type)	Bone fracture	Other parts of face	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/12/2015 10:41:41	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Finger or fingers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Lower limb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Several locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Several lower limb locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Several upper limb locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur
Select	Specified injury or condition (see Injury Type)	Amputation (Major)	Toe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2015 00:00:00	David McArthur

1 2 3 4 5 6 7 8

Injury Category: Specified injury or condition (see Injury Type)

Injury Type: Burns

Body Part: General locations

Active:

Deleted:

Save Cancel

Fig 20. Editing HSE Valid Combination