


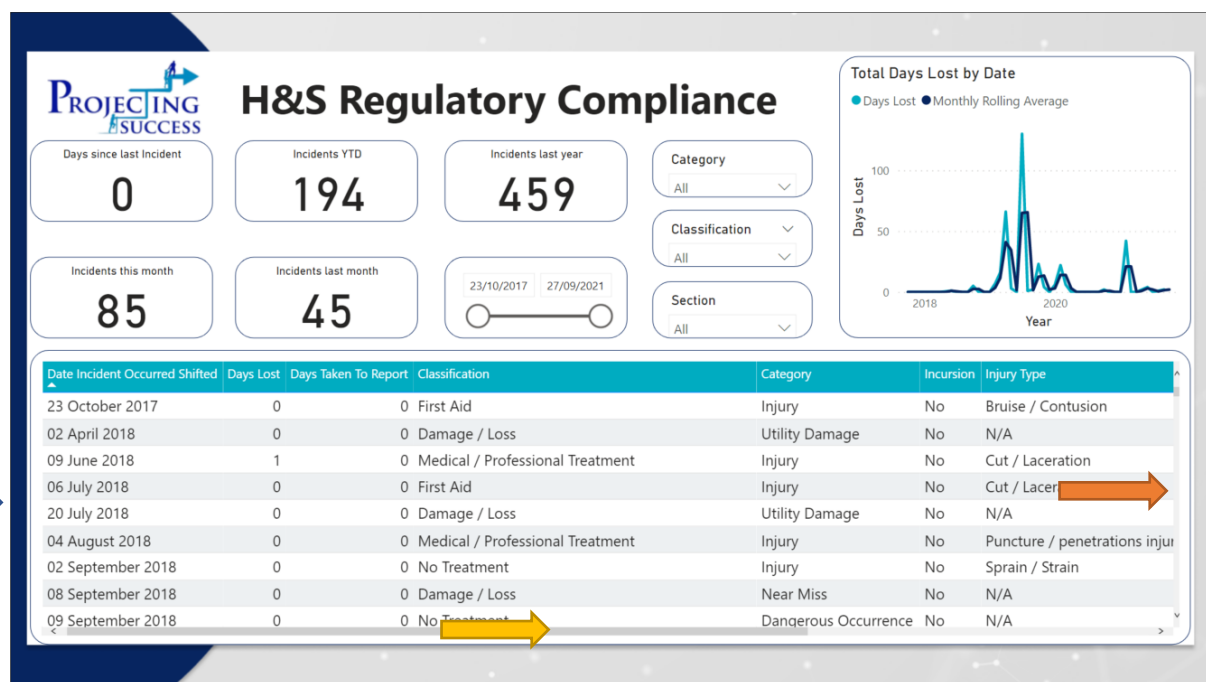


H&S Regulatory Compliance Dashboard User Guide

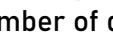

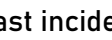

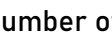
Using the Dashboard

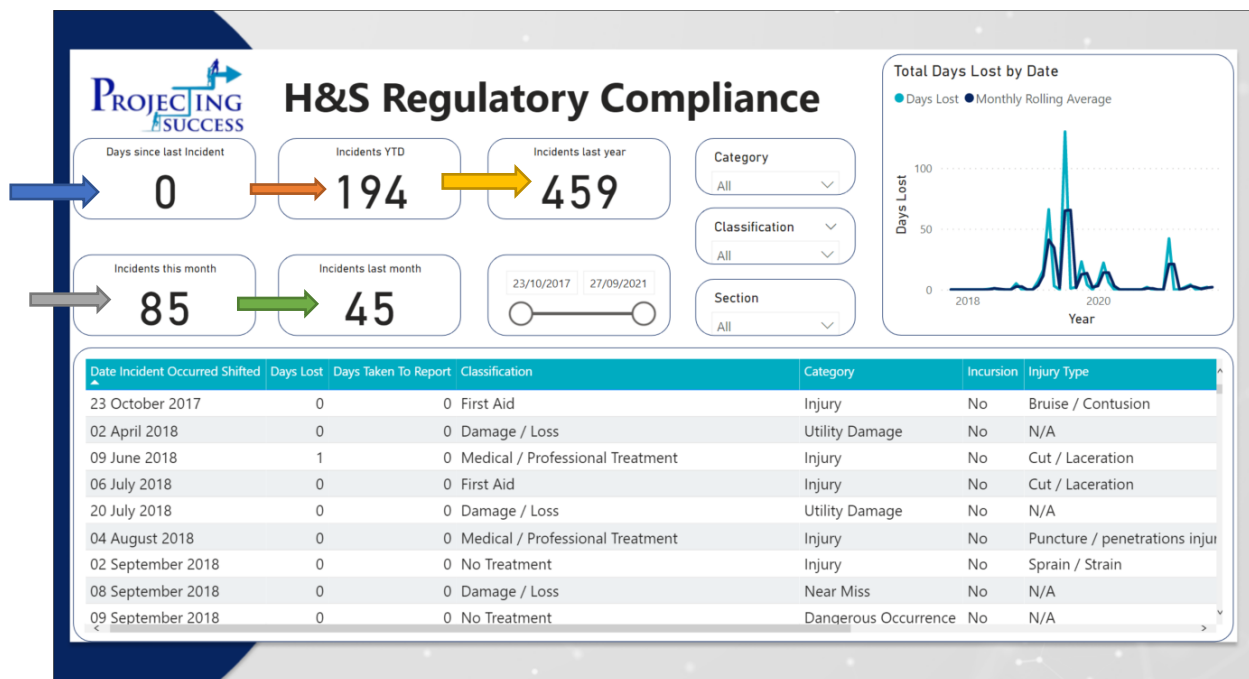
The Main Table

The main table of the dashboard [] has an entry for each incident that has occurred, with a column for each of the pieces of information needed to comply to RIDDOR. Scrolling through the table is done using scroll bars [] & [].




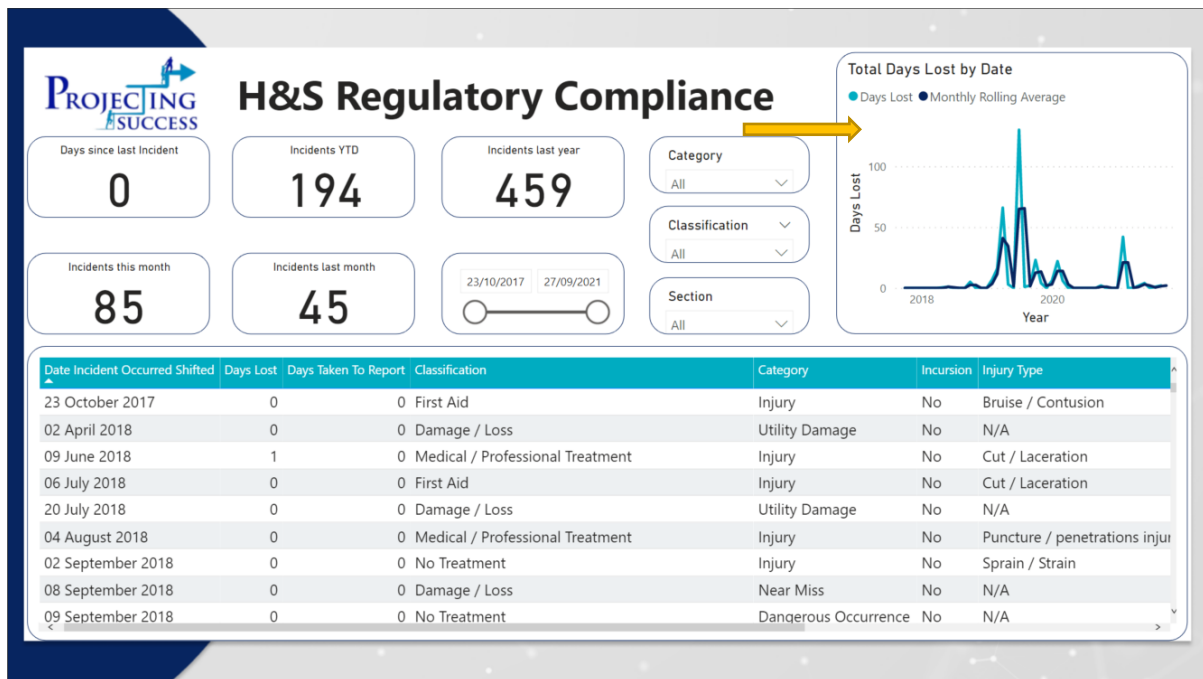
The Metric Cards

At the top of the Dashboard there are some cards which show some key metrics. They are: number of days since the last incident [], number of Incidents year to date [], number of incidents last year [], number of Incidents this month [] and number of incidents last month [].

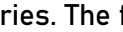





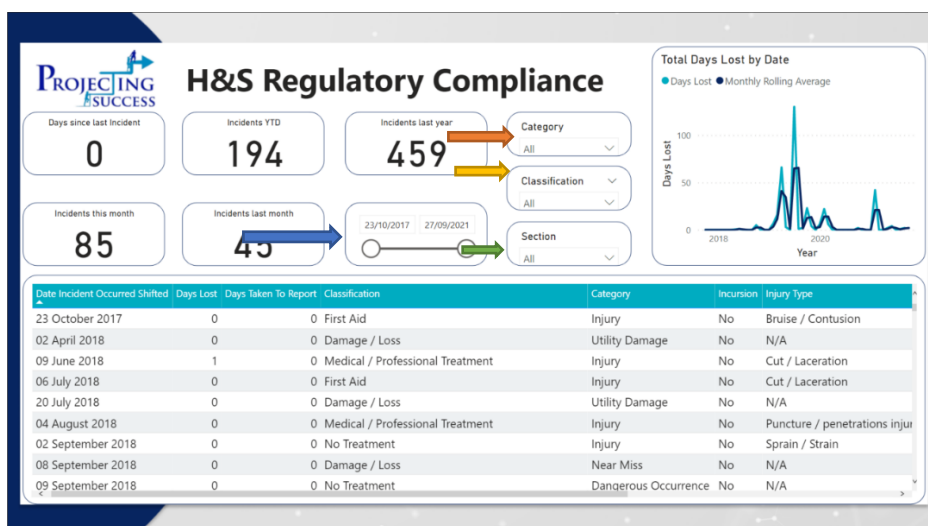
The Graph

The Graph [] in the top righthand corner shows the total number of days lost over time, as well as a monthly rolling average.

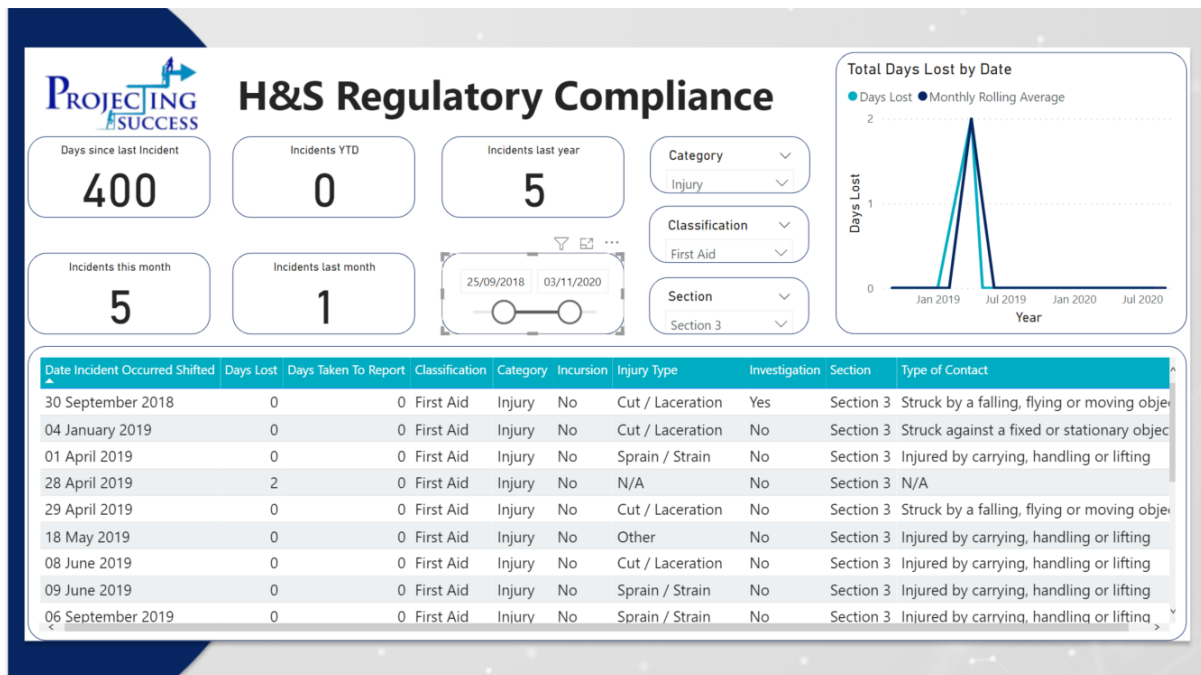


The Filters

Next to the metric cards, there are 4 filters which affect the cards (apart from the date filter), the table and the graph. This allows you to narrow down the results and see metrics relating to specific categories. The filters are: date filter [], category filter [], classification filter [] and section filter [].

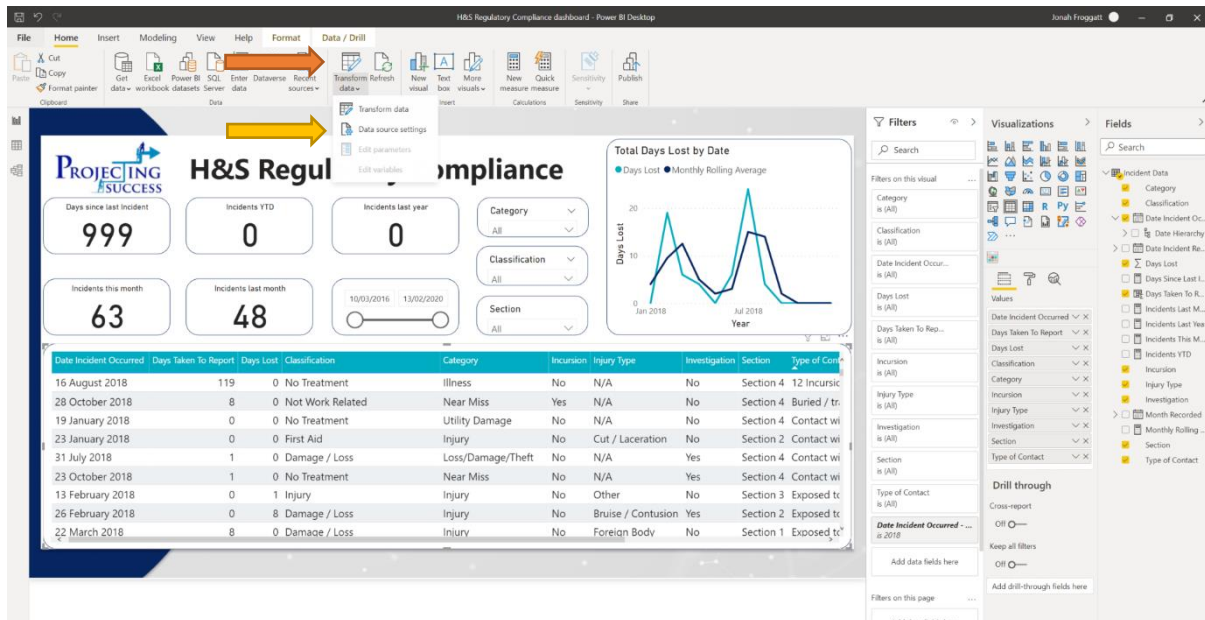


Here we can see the filters in use (see how the graph time scale has changed, the table has been filtered, and the metrics have changed):

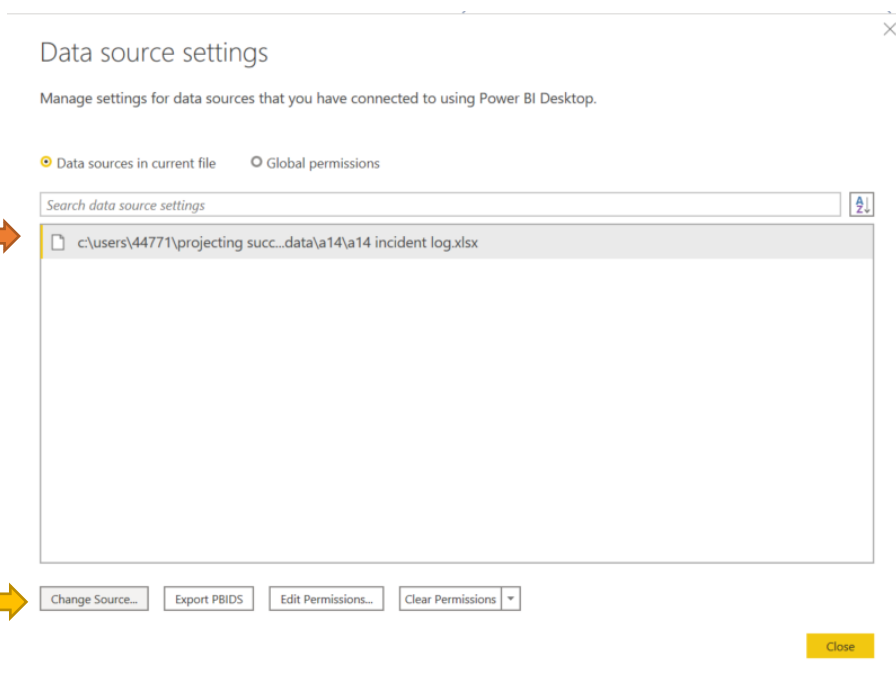


Updating the Dashboard/ Changing the Data Source

The dashboard is based on the spreadsheet “A14 accident log.xlsx”, but if you want to change it, you’ll need to have a spreadsheet with the same number of columns and the same column names. Once you have the spreadsheet, go to transform data in the home tab [] and click on data source settings [].



This opens the data source settings. Now click on the first entry [], click change source [].



Data source settings

Manage settings for data sources that you have connected to using Power BI Desktop.

☒ Data sources in current file ☐ Global permissions

Search data source settings

c:\users\44771\projecting succ...data\A14\A14 incident log.xlsx

Change Source... Export PBIDS Edit Permissions... Clear Permissions...

Close

Then press browse [] and locate the file path of the new spreadsheet. Then press ok [] and we are done.

