

How to use the actions screen

The Actions Screen Overview:

95% of the day to day action management will be undertaken direct from the home screen. The actions screen is an administrator screen that allows filtering and reporting of multiple machines.

1. Search Options: You can apply multiple filters to find a particular machine or a group of machines
2. Export selected actions: Open a Microsoft Excel spreadsheet including all actions for selected machines
3. Print Action Report: Open a printable PDF of all actions for selected machines
4. Display Action Details: Open the outstanding actions screen for the selected machine - single machine use only
5. Print Safety Label Form: Print an order form that includes all required labels for you selected machine(s)
6. Order Safety Labels: order labels for selected machine(s) online instantly

1. Keyword Search

1. FILTER BY

(Matched 88 of 88 machines) ✕ Clear All Filters

Action status

Risk rating

Assignee

Action category

SITES +

OWNERS (1 OF 8 SELECTED) +

MACHINES +

ASSESSMENTS +

ASSESSORS +

ACTION FILTERS +

BULK UPDATES - 0 SELECTED

0 Pending Changes

SAVE UNDO

5. EXPORT ACTIONS

5. SAFETY LABELS FORM

6. ORDER SAFETY LABELS

3. ACTION REPORT

6. RISK MANAGEMENT REPORT

Actions

Select All Machines (0 Selected)

4. Demo Co

+ Expand All 10 Items per page

<input checked="" type="checkbox"/>	A Thomson & Co - Tandem Axle (Plant Trailer) Engine Number: '12E11	Critical: 7 High: 5 Medium: 2	ACTION REPORT	14 ACTIONS
<input type="checkbox"/>	Abbey - Skyworker ST200 (Elevated Work Platform - Boom Type)	Critical: 37 High: 41 Medium: 7 Low: 1	ACTION REPORT	86 ACTIONS
<input type="checkbox"/>	Abbey Machinery - 2000 (Fertiliser Spreader - Trailing/Mounted) Asset Number: TRACK BY11	Critical: 4	ACTION REPORT	4 ACTIONS
<input checked="" type="checkbox"/>	Volvo - A25D 4x4 (Ejector Truck, Articulated) Asset Number: 2345661	Critical: 1 High: 17 Medium: 7	ACTION REPORT	25 ACTIONS
<input checked="" type="checkbox"/>	A.T.A - 0.9m x 0.6m (Box Trailer) Chassis / VIN: PA LIVE TEST	Critical: 2 High: 1 Medium: 2	ACTION REPORT	5 ACTIONS
<input type="checkbox"/>	Caterpillar - 330 (Excavator - Large) Asset Number: TEST 123 Chassis / VIN: TESTABC	High: 9 Medium: 7	ACTION REPORT	16 ACTIONS
<input checked="" type="checkbox"/>	A Thomson & Co - Tandem Axle (Plant Trailer)	Critical: 8	ACTION REPORT	8 ACTIONS
<input checked="" type="checkbox"/>	600 Machine Tools - 700DVS (Saw - Band/Scroll) Asset Number: TEST ASSESSORS	High: 1	ACTION REPORT	1 ACTION
<input checked="" type="checkbox"/>	Hino - 2848 6x4 (Tipper) Chassis / VIN: 2	High: 3	ACTION REPORT	3 ACTIONS
<input checked="" type="checkbox"/>	600 Machine Tools - 700DVS (Saw - Band/Scroll) Asset Number: 12345 Engine Number: ASD	High: 5 Medium: 1	ACTION REPORT	6 ACTIONS

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