

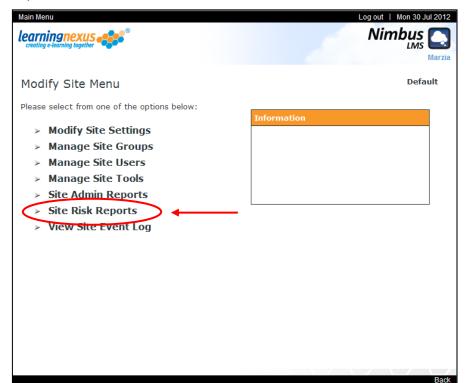
Risk reports yield data specific to the Health & Safety Risk Assessments, and can only be generated if the optional LMS Risk Assessment module is included in your licence.

Risk Reports by Topic, generate data detailing the risk status of each of the selected users for each of the selected risk assessment topics. To generate this type of report:

1. From the Main Menu, click on the Administration option:

	Course Catalogue 🏓 Learning	Tools 🛃 Reports 8	& Certificates 📥	User Pro
	Administration	Search the c	ourse catalogue	
м	ain Menu			P
	Recently Used Courses			
	Recently Used Courses			
	Recently Used Courses		Last Used	Status
			Last Used 19/07/2012	
	Course			
	Course Introduction to Risk Assessment v2	Act 1998 v8 (Non-Audio)	19/07/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking	. ,	19/07/2012 27/06/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection A	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection A Freedom of Information Act 2000 v8	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection A Freedom of Information Act 2000 v8 Diversity, Equality and Discrimination	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection / Freedom of Information Act 2000 v8 Diversity, Equality and Discrimination Microsoft Outlook 2010 - Level 4	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection / Freedom of Information Act 2000 v8 Diversity, Equality and Discrimination Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2	(Non-Audio) v2	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012	

2. This will take you to the **Modify Site Menu** where you will need to select the **Site Risk Reports** option:





3. On the screen that will appear you will be able to select a series of options for your report, such as the time frame, whether to include retired users or topics, and the details that will be included in the report. Once you set your preferences in the User Options, Topic Options, Report Options and Details options sections, click on Risk Report by Topic :

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	s from the options below; choose ti elect the type of report that you w	Default he date period for which you would rould like to generate.
User Options: Show User ID: Sort by User Name: Sort by User ID: Show Active Users: Show Retired Users:	Topic Options: Show Topic Course ID: Sort by Topic Title: Sort by Topic Course ID: Show Active Topics: Show Retired Topics:	 Risk Report by Topic Risk Report by User
Report Options: Start Date: Aug v 2010 v End Date: Nov v 2012 v	Detail Options: Include if 'At Risk': Include if 'Not at Risk': Include if 'Not Complete':	≻ Risk Detail Summary



4. You will now see a page displaying two boxes. The one to the left contains the list of all the Risk Assessments allocated to your site. The box on the right contains the list of the users registered on the site. In each of the boxes, select the courses and users for which the report should display data, then click on **Generate Report:**

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lisk Report By Topic	Default
ease select the assessment topics and users for enerate Report'.	which you would like to view a report and then click
Available Assessment Topics: -	Available Users: -
Find Items: OStarting with OContaining	Find Items: Starting with Containing
► Find	► Find
Search By: OID Title	Search By: Name OID
Stress Risk Assessment	Loren, Sofia Murray, Andy Weir, David
Stress Risk Assessment VDU and Workstation Safety Risk Assessment	Murray, Andy Weir, David Windsor, Elizabeth
Stress Risk Assessment VDU and Workstation Safety Risk Assessment	Murray, Andy Weir, David Windsor, Elizabeth
	Murray, Andy Weir, David Windsor, Elizabeth
Stress Risk Assessment VDU and Workstation Safety Risk Assessment	Murray, Andy Weir, David Windsor, Elizabeth
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 Depending on the number of users you selected, you may see a message warning you that the report might take some time to be generated. If this happens, click OK. The report will be generated and will appear on the screen.

Note: By default the selection in the **Details options** section is for **'At Risk'** users, which means that only users that have been identified as at risk will be displayed in the report.