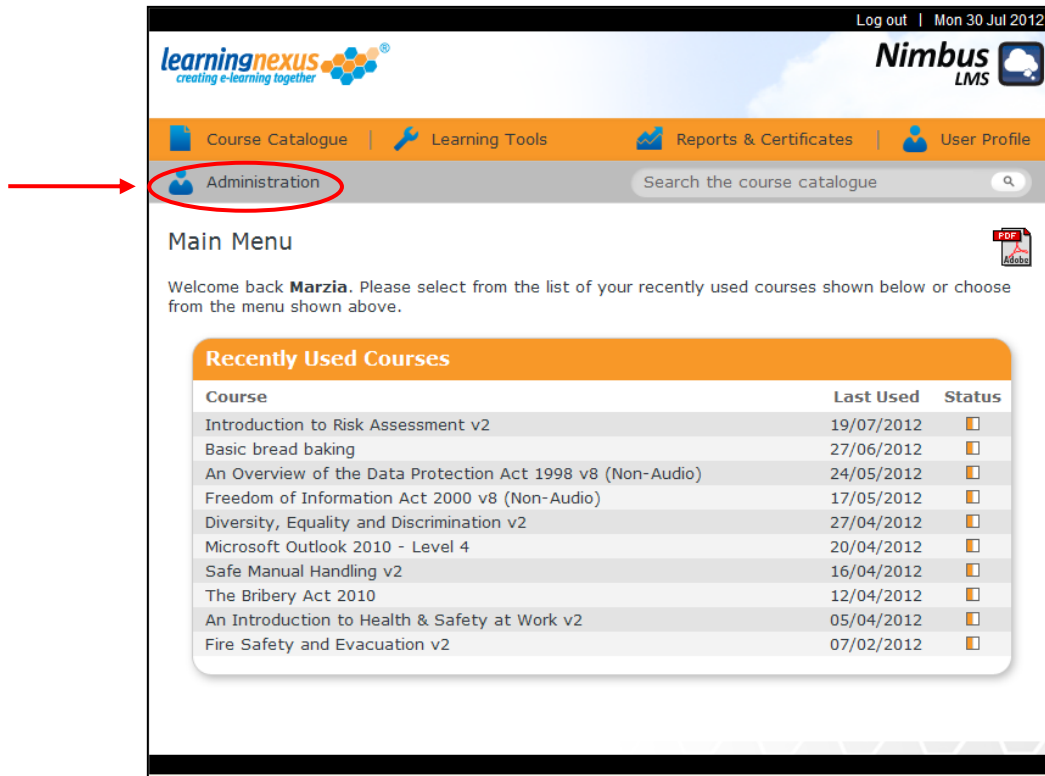


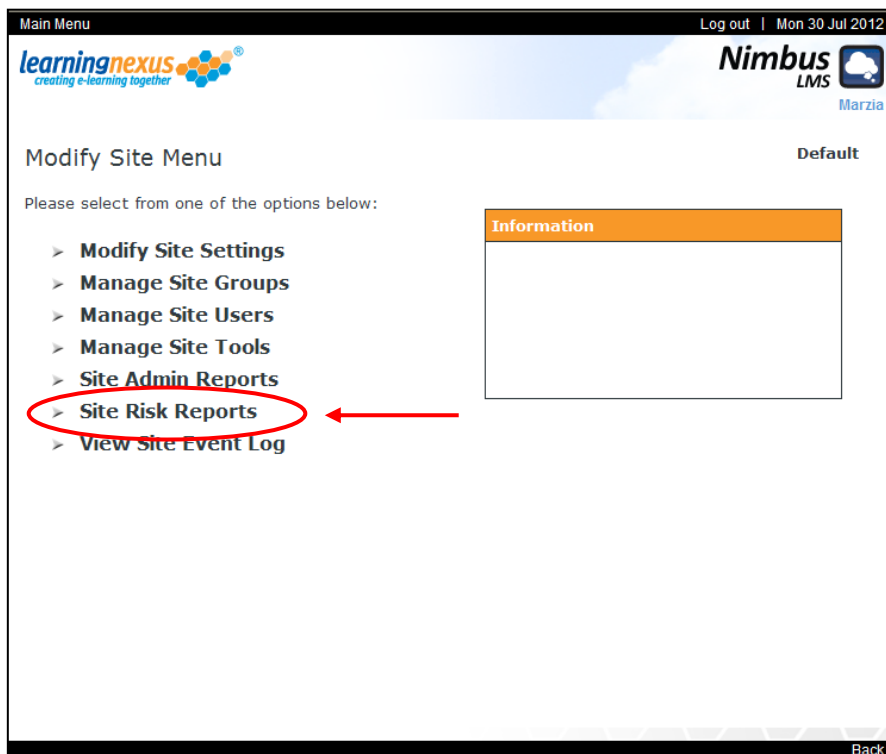
Risk reports yield data specific to the Health & Safety Risk Assessments, and can only be generated if the optional LMS Risk Assessment module is included in your licence.

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

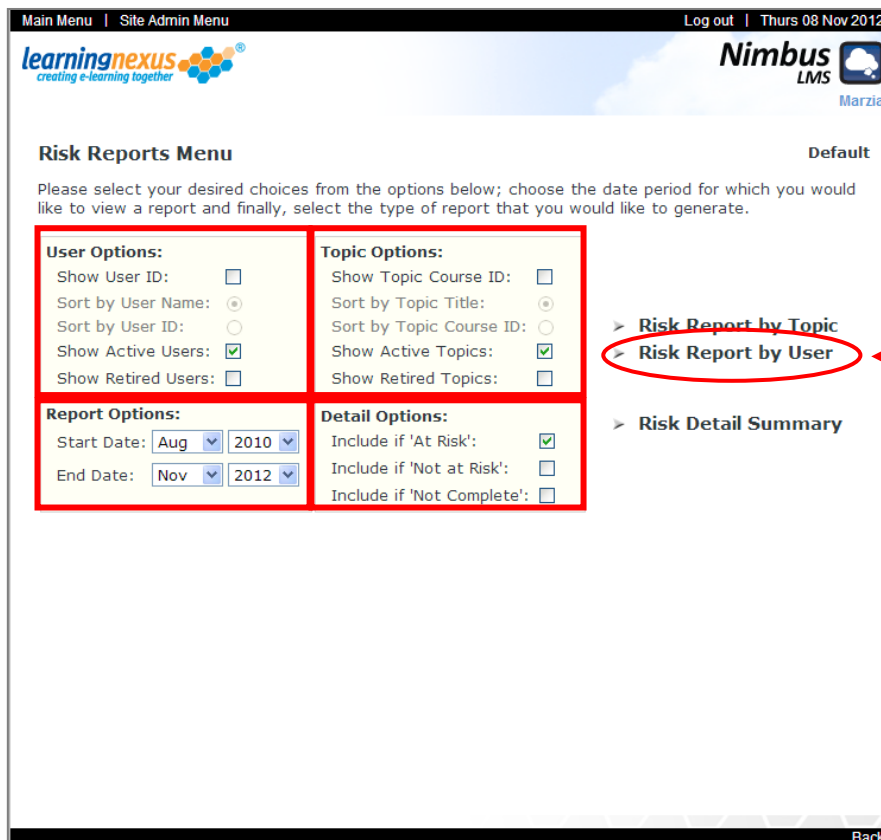
1. From the **Main Menu**, click on the **Administration** option:



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 User** :



Main Menu | Site Admin Menu Log out | Thurs 08 Nov 2012

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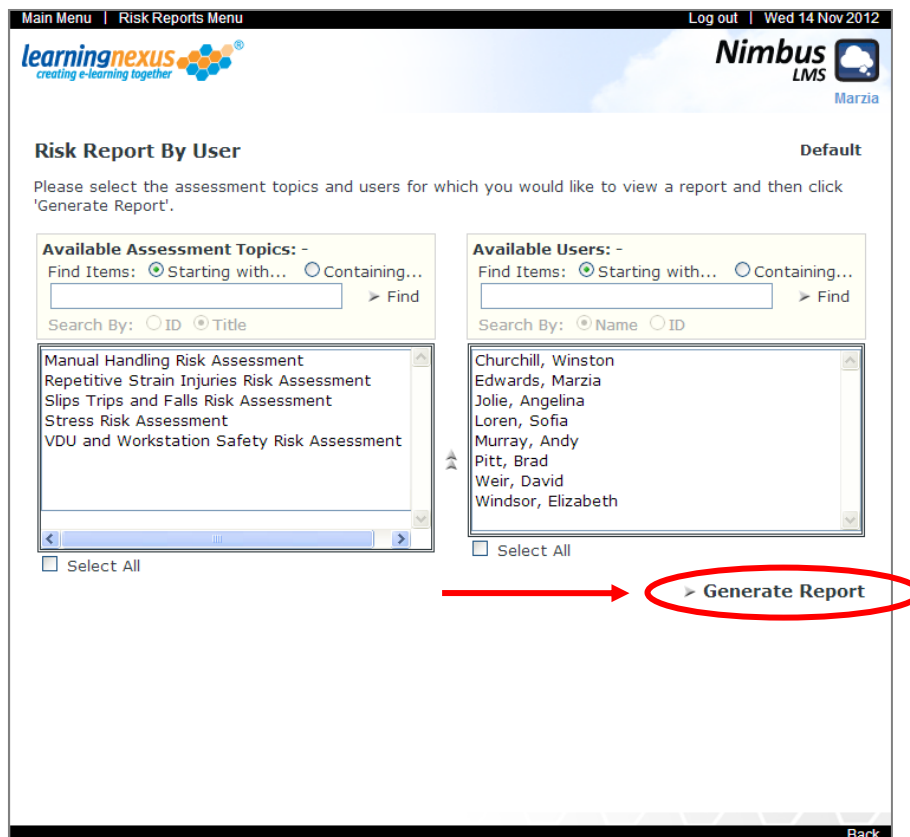
Risk Reports Menu Default

Please select your desired choices from the options below; choose the date period for which you would like to view a report and finally, select the type of report that you would like to generate.

User Options: Show User ID: <input type="checkbox"/> Sort by User Name: <input checked="" type="radio"/> Sort by User ID: <input type="radio"/> Show Active Users: <input checked="" type="checkbox"/> Show Retired Users: <input type="checkbox"/>	Topic Options: Show Topic Course ID: <input type="checkbox"/> Sort by Topic Title: <input checked="" type="radio"/> Sort by Topic Course ID: <input type="radio"/> Show Active Topics: <input checked="" type="checkbox"/> Show Retired Topics: <input type="checkbox"/>	Report Options: Start Date: Aug 2010 End Date: Nov 2012	Detail Options: Include if 'At Risk': <input checked="" type="checkbox"/> Include if 'Not at Risk': <input type="checkbox"/> Include if 'Not Complete': <input type="checkbox"/>	<ul style="list-style-type: none">> Risk Report by Topic> Risk Report by User> Risk Detail Summary
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Back

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**:



5. 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.