

How to Navigate the Camms Events Register

Login Directions

To login to Camms click on the following landing page link: cammsrisk

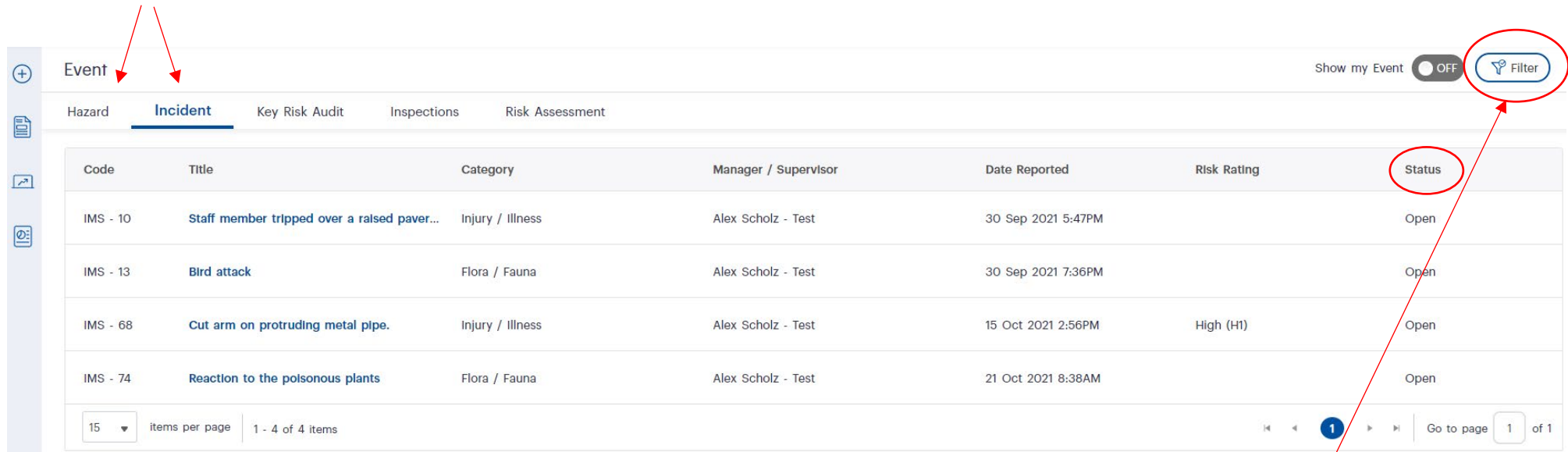
The landing page looks like this. -

The screenshot shows the Camms.Risk login interface. At the top, the logo 'Camms.Risk' is displayed in blue. Below it, the text 'Welcome Back' and 'Please log in to your account' is centered. There are three input fields: the top one contains a group of people icon (highlighted with a red circle and arrow), the middle one contains a single person icon (highlighted with a blue circle and arrow), and the bottom one contains a padlock icon (highlighted with a green circle and arrow). Below the fields are a 'Remember Me' checkbox and a 'Forgot your password?' link. A large blue 'Login' button is at the bottom, with a red arrow pointing to it. At the very bottom, the copyright notice '© A Product of Camms 2021' and the website 'www.cammsgroup.com' are shown.

- In the Organisation field type in “uniwa_test”
- In the Username type in your UWA email address e.g. john.smith@uwa.edu.au
- In the password field type in your **P**heme password.
- Then click “Login”.

Reviewing the Events Register

- Once logged in you will be automatically sent to the Events Register.
- The Event Register is a table of all recorded events including incidents, hazards, inspections, audits and risk assessments.
- The Events Register look like the below:
- The table display can be adjusted to show hazards or incidents, including near miss incidents.



The screenshot shows the Events Register interface. At the top, there is a navigation bar with the word "Event" and a "Show my Event" toggle set to "OFF". A "Filter" button is circled in red. Below the navigation bar, there are tabs for "Hazard", "Incident", "Key Risk Audit", "Inspections", and "Risk Assessment". The "Incident" tab is selected. The main area contains a table with the following columns: Code, Title, Category, Manager / Supervisor, Date Reported, Risk Rating, and Status. The "Status" column header is circled in red. The table contains four rows of incident data. At the bottom, there is a pagination control showing "15 items per page" and "1 - 4 of 4 items".

Code	Title	Category	Manager / Supervisor	Date Reported	Risk Rating	Status
IMS - 10	Staff member tripped over a raised paver...	Injury / Illness	Alex Scholz - Test	30 Sep 2021 5:47PM		Open
IMS - 13	Bird attack	Flora / Fauna	Alex Scholz - Test	30 Sep 2021 7:36PM		Open
IMS - 68	Cut arm on protruding metal pipe.	Injury / Illness	Alex Scholz - Test	15 Oct 2021 2:56PM	High (H1)	Open
IMS - 74	Reaction to the poisonous plants	Flora / Fauna	Alex Scholz - Test	21 Oct 2021 8:38AM		Open

The display is set to default to events with an “Open” Status.

If you would like to review hazards or incidents with a “Closed” status or both you can adjust this by clicking on the “Filter” button.

In the filter section you can filter records on a number of parameters. To add Hazards and Incidents to the display that have a “Closed” status - click on the “Status” button and then select “Closed” from the drop-down menu with your mouse.

The screenshot shows a filter section with the following fields:

- Code: Please Enter Code
- Title: Please Enter Title
- Manager / Supervisor: Please Select Manager / Supervisor
- Type: Hazard x
- Incident Review Status: Please Select Incident Review Status
- Hierarchy: Please Select Hierarchy
- Category: Please Select Category
- Location: Please Select Location
- Date Reported: StartDate, EndDate
- Status: Open x, Closed x (dropdown menu is open, showing Open, Closed, Draft)
- Priority: Please Select Incident Review Status
- Incident Reported By: Please Select Incident Reported By

Buttons: Clear, Search

IMS - 66	Air Quality and Lighting	Mould In ceiling panels.	Alex Scholz - Test	15 Oct 2021 2:28PM	Open
IMS - 72		Multiple test		19 Oct 2021 12:31PM	Open

15 items per page | 1 - 7 of 7 items | Go to page 1 of 1

- Then click on the “Search” button.
- This will refresh the display to include closed hazards and incidents records in the Events Register Display.
- For more advanced filtering, you can also select other parameters to filter records for example -
 - The “Location” field of where the hazard or incident occurred
 - The “Category” field to filter different categories of hazards or incidents e.g. chemical related hazards
 - The “Manager / Supervisor” field that allows searches on hazards and incidents managed by particular managers /supervisors.