

UAUC Online Reporting System

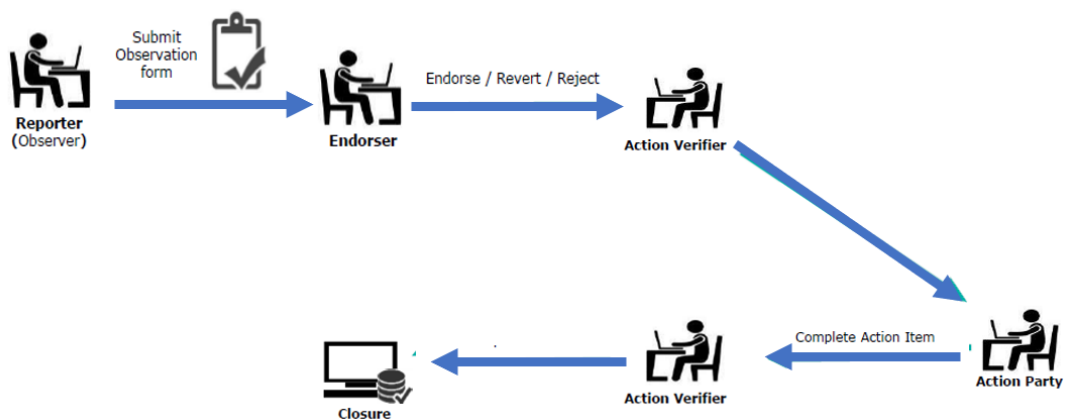
User Guide for Action Party

System User Roles and Tasks

No.	Role	Task
1	Admin	Assign and Edit user roles, UAUC Checklist, Locations, all UAUC System modifications
2	Reporter	Observe UAUC and report such act by creating and submitting the report
3	Endorser	Review/Revert/Reject the submitted Report assign action verifier
4	Action Verifier	Assign action party and Approve/Revert action item completion
5	Action Party	Perform action items and update action item status

Overview of UAUC System Process Flow

Process Flow



1. HSE UAUC Online Reporting System HOME Page

HSE UAUC HOME REPORT ¹ ABOUT CONTACT Hello aparty1! Log Out

UAUC Reports

[FILTER REPORTS >>](#)

[SHOW GRAPHS >>](#)

Reference No	Hazard Description	UAUC Type	Reporter Name	Report By	Observation Date	Status	Location	Endorser Name	Revert Remark	
UAUC/MS/2023/4	Test report from action verifier Test report from action verifier	UC	averifier1	GPM	10/17/2023	Pending Endorsement	YGN	endorser1	testing revision	Details
UAUC/YET/2023/3	Test report from endorser1	UC	endorser1	GPM	10/17/2023	Closed	YET	endorser1		Details
UAUC/YGN/2023/2	Test report 2 from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/YGN/2023/1	Test report from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details

2. Report Menu and Sub-menu for action party

- 1 Show the reports submitting by the login user
- 2 Show the **reports needed to revise**(Pending Revert), and **reports needed to complete action item**(Pending Action)
- 3 Click on **Task No** link to perform associated task
- 4 To submit a new report

HSE UAUC HOME REPORT ¹ ABOUT CONTACT Hello aparty1! Log Out

Waiting Completion UAUC Reports

1

My Reports

2

My Tasks

3

New Report

4

Task No	Title	Report Status	Due/Report Date	Remark
ACT/UAUC/YGN/2023/5/1	please check and proceed the report	Pending Action	11/24/2023	

3. Completing Action Item OR Saving As Draft

1 To complete action item, the user needs to fill Completion Remark and upload photo and attachment file then click on **Complete Action Item** to request to verify the action item OR click on **Save As Draft** to save the report for later request to verify.

HSE UAUCHOMEREPORTABOUTCONTACTHello aparty1!Log Out

Reference NoUAUC/POC/2023/7

UAUC Reporttest from reporter 1

Type of UAUCUA

Reporter Namereporter1

Observation Date10/18/2023

Observation Time10:31 PM

Checklist

Reactions of People
Rearranging job

Immediate ActionTesting action

LocationPOC

Exact Locationcontrol room

Report Photo

Script Error

Action Item NoACT/UAUC/POC/2023/7/1

Endorser's Remarktake nec action

Action Item1. be sure for safety

Action TypePreventive

PriorityHigh

Due Date10/24/2023

Completion Remark

Action is completed and please approve

Action Item Photo

Choose FileNo file chosen

Attachment

Choose FileNo file chosen

Complete Action Item

Save As Draft

Cancel

4. My Reports Sub-menu for Action Party

1 Show the reports submitted and saved as draft by the user

2 To submit new report and revise the report, refer to *User Guide for Reporter*

<div><div>1</div><div>My Reports</div><div>My Tasks</div><div>2</div><div>New Report</div></div>		My UAUC Reports						
Task No	Title	UAUCType	Reporter/Observer Name	Observation Date	Status	Location		
1	UAUC/YGN/2023/8	Test report for user manual	UA	Tin Mg Win	10/19/2023	Pending Endorsement	YGN	Details

5. UAUC Reports Filtering (For all user roles)

Users can filter UAUC Reports on **FILTER REPORTS >>**

- 1 - Report Status
- 2 - Location (YGN, YET, POC, MS, RATU ENRA)
- 3 - UAUC Type (UA, UC)
- 4 - Duration (From Date – To Date)
- 5 - Employee Type (GPM, Contractor)
- 6 - Reporter

[FILTER REPORTS >>](#)

1

Report Status

All

2

Location

All

3

UA/UC

Pending Endorsement

Endorsed

Pending Action

Pending Closure

Pending Revert

Rejected

Closed

4

Date From

05/01/2023

to

10/19/2023

5

Employee Type

All

6

Reported By

All

Search

6. UAUC Reports by chart (For all user roles)

Users can UAUC reports count charts on **SHOW GRAPHS >>**

- 1 - Report by Type
- 2 - Report by Status
- 3 - Report by Location
- 4 - Report by Checklist



7. UAUC Report Details (For all user roles)

Users can see UAUC Report details for reference


Reference No	Hazard Description	UAUC Type	Reporter Name	Report By	Observation Date	Status	Location	Endorser Name	Revert Remark	
UAUC/MS/2023/4	Test report from action verifier Test report from action verifier	UC	averifier1	GPM	10/17/2023	Pending Endorsement	YGN	endorser1	testing revision	Details
UAUC/YET/2023/3	Test report from endorser1	UC	endorser1	GPM	10/17/2023	Closed	YET	endorser1		Details
UAUC/YGN/2023/2	Test report 2 from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/YGN/2023/1	Test report from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/POC/2023/7	test from reporter 1	UA	reporter1	GPM	10/18/2023	Pending Closure	POC	endorser1	pls change checklist	Details
UAUC/MS/2023/6	Testing for revised again	UC	reporter1	GPM	10/18/2023	Closed	MS	endorser1	revised test again insert location	Details
UAUC/YGN/2023/5	Test for revise page	UA	reporter1	GPM	10/18/2023	Endorsed	YGN	endorser1	unchange	Details

Report Details

Observer Name	reporter1	Report Photo	
Report By	GPM		
Company	GPM		
Endorser Name	endorser1		
Observation Date	10/17/2023		
Observation_Time	2:21 PM		
UAUType	UA		
Hazard_Description	Test report from reporter 1		
Immediate_Action	Testing action		
Location	YGN	Attached File	View File
Exact_Location	CAA	Checklist	Position of People
Status	Closed		Risk of poor manual handling

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Script Error


An error has occurred in the script on this page.

Line: 278
Char: 1
Error: Library not registered.
Code: 0
URL: outlook:000000038A1B81005E5101AA1B808002B2A56C2000454D534D44422E444C4C000000000000001B55FA20AA6611CD98C800AA002FC45A0C00000074696ED61756E

Do you want to continue running scripts on this page?

Yes No