



# Reports Guide

---

## About this document

This document is supplied as a part of the Reactec Eco-System.

## Intended purpose

This document is intended to provide an overview of the Reactec Eco-System hardware.

## Intended audience

This document is intended for all users of the Reactec Eco-System.

---

## Original instructions

**Read this document before using the equipment**

**Retain this document for future use**

## **Document information**

Published on: 02 July 2025

Document ID: 290-103 - 28

## **Copyright and proprietary information**

Copyright © 2025 Reactec. All Rights Reserved. You must obtain prior written permission for the republication or redistribution of any content.

This user guide is protected by national and international copyright and other laws. Unauthorised storage, reproduction, transmission and/or distribution of this user guide, or any part of it, may result in civil and/or criminal proceedings.

Where this user guide and any associated documents refers to quotes and links from the HSE please note that such public sector information is published by the Health and Safety Executive and licensed under the Open Government License v 3.0.

## **Trademarks**

Other product and company names in these materials may be trademarks or registered trademarks of other companies and are the property of their respective owners. They are used only for explanation purposes only and to the respective owners' benefit, without intent to infringe.

## **Contact address**

Reactec Ltd.  
Vantage Point,  
3 Cultins Road,  
Edinburgh,  
EH11 4DF

Contact Reactec support if you have any questions:

[helpdesk@reactec.com](mailto:helpdesk@reactec.com)

[www.reactec.com/support](http://www.reactec.com/support)

Registered in Scotland (no. SC221428).

## Conventions used

This guide uses the following formats for safety notices.



### **WARNING**

Provides important information to prevent serious problems, for example, the loss of data.



### **Caution**

Provides important information to prevent serious problems, for example, the loss of data.



### **Information**

Provides additional information.



### **Tip**

Provides useful hints and tips.

# Contents

1 Reactec Analytics overview .....	5
1.1 Reports modules .....	5
1.2 Reactec Analytics key HAV monitoring reports .....	6
1.3 Reactec Analytics reports .....	7
1.3.1 Dashboard .....	8
1.3.2 Live Dashboard .....	13
1.3.3 Operator Dashboard .....	14
1.3.4 HAV Management - Tool Data Reports .....	14
1.3.5 Noise Reports .....	16
1.3.6 Dust Reports .....	20
1.3.7 Proximity Reports .....	24
1.3.8 Combined Risks Reports .....	25
1.3.9 Location Reports .....	26
1.3.10 Resource Data Reports .....	26
1.3.11 Notification Reports .....	28
2 Operations .....	30
2.1 Reactec Analytics reports filtering .....	30
2.2 Scheduling a report .....	30
2.2.1 View or manage scheduled reports .....	31
2.3 Configuring the dashboards .....	32
2.4 Configuring the HAV risk flag dashboard report .....	32



# 1 Reactec Analytics overview

Reactec Analytics is a cloud-based software application with multiple functions to support the analysis and reporting of workplace risk data as collected by Reactec devices and Reactec partner devices.

Reactec Analytics provides fully auditable and tamper-proof data management, allowing users to view a variety of online reports and to manage the monitored risk:

- View live collated exposure data and employee location
- Access daily HAV exposure trends and KPIs from specific teams to company-wide activity
- Monitor alerts and alarms from daily activities
- Monitor social distance proximity detections
- Track third-party sensor exposure trends and KPIs
- View reports by division, region, or other categorisations, for example, by project
- Email or download reports as PDF documents
- Record interventions and control measures to support risk management

## 1.1 Reports modules

The Reports modules are accessible from the toolbar in Reactec Analytics and are used to view information about operator H&S risk exposure and tool usage. This allows analysis, monitoring of policies and planning and where required, recording of any actions that need to be taken.

There are seven types of Reports module:

**Hand Arm Vibration** - Reports operator HAV exposure data.

**Tools** - Reports tool usage and behaviour

**Noise** - Reports operator noise exposure data

**Dust** - Reports operator dust exposure data

**Proximity** - Reports operator incursion data for proximity to moving vehicles, machinery or restricted areas.

**Combined Risks** - Overlays operator HAV, noise and dust exposure data

**Location** - Reports GPS location data collected by RASOR devices

**Resources** - Reports resource use

**Notifications** - Reports the alerts and alarms communicated to Reactec Analytics

**Tip**

HAV, Noise and Dust reports can be toggled to view data in different formats.

## 1.2 Reactec Analytics key HAV monitoring reports

**Table 1 - Summary of the key HAV monitoring reports from Reactec Analytics.**

Report	Purpose	Users	Frequency
Dashboard	Assess HAV exposure performance	All levels of operational and Health & Safety Management.	Monthly/Quarterly/Annually
Operator Average HAV Exposure	Identify most at risk employees and effectiveness of work rotation plans	All levels of operational and Health & Safety Management.	Weekly/Monthly/Quarterly/Annually
Operator Daily HAV Exposure	Identify exposed employees and exposure levels exceeding risk assessment plans.	Immediate line operational and Health & Safety Management.	Daily/Weekly

Report	Purpose	Users	Frequency
Top HAV Exposure Source	Identify tools whose use is creating highest exposure risk.	Immediate line operational and Health & Safety Management. Mid level managers responsible for tool procurement policies.	Monthly/Quarterly/Annually
Tool Vibration Magnitude Trends	Analyse vibration performance over time and users for tools creating the highest exposure risk.	Immediate line operational and Health & Safety Management.	Monthly/Quarterly/Annually
Control Measure Analysis <i><b>*Only appropriate if control measures recorded</b></i>	Track effect of input of control measures of HAV exposure performance over time against target exposure levels.	All levels of operational and Health & Safety Management.	Quarterly/Annually

## 1.3 Reactec Analytics reports

There are many reports supported by Reactec Analytics.

### 1.3.1 Dashboard

Menu	Report	Description	Use	Frequency
Hand Arm Vibration	Operator Exposure (Available for TEP and SEP)	General management report that shows the exposure distribution for a date range.	Review trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly
HAV, Dust & Noise Exposure	Key Statistics (Available for HAV, Noise, Dust and Proximity)	A summary of the number of employees monitored in the selected period and average days per week employees were monitored. Also summarises overall average daily exposure and highest individual average daily exposure.	Quickly assess overall or filtered by Region, Division, or Group where in your organisation your risk levels meet expectations.	Monthly/Quarterly
Hand Arm Vibration	Average Operator HAV (available for TEP or SEP) and Noise Exposure	Tabled summary that shows HAV and noise exposure by data group	Compare HAV and noise exposure levels between operating groups	Monthly/Quarterly



Menu	Report	Description	Use	Frequency
Hand Arm Vibration	HAV Risk Flag (Available for TEP or SEP)	Summary grid that indicates if there are high risk individuals within your workforce and whether the level of monitoring of workers is acceptable. The worker risk level and acceptable level of monitoring is configurable.	Quickly assess overall or filtered by Region Division, or Group where in your organisation your HAV risk levels meet expectations.	Monthly/Quarterly
Exposure Trends	Annual Total HAV Exposure Threshold (Available for TEP and SEP)	Column chart that shows annual days monitored.	Review levels of activity RAG'd to HAV thresholds	Monthly/Quarterly
Exposure Trends	Average HAV Exposure Trend (Available for TEP and SEP)	Graph that shows current and prior year by month of overall workforce average daily exposure.	Review trend of overall HAV exposure	Monthly/Quarterly
HAVS/Dust/Noise	Average Operator HAV Exposure (Available for TEP or SEP), Noise and Dust Exposure	Tabled summary that shows HAV, Noise and Dust exposure by data group.	Compare HAV, Noise and Dust exposure levels between operating groups	Monthly/Quarterly

Menu	Report	Description	Use	Frequency
Exposure Trends	Monthly Total HAV Exposure (Available for TEP or SEP or both)	Column chart that shows monthly days monitored.	Review levels of activity RAG'd to HAV thresholds	Monthly/Quarterly
Proximity	Average Proximity Incursions	Table displaying statistics based on average proximity to danger incursions in the selected period broken down by group.	Compare incursion levels between operating groups	Monthly/Quarterly
Proximity	Total Proximity Incursions	Bar chart displaying the number of short, moderate, and sustained proximity to danger incursions for the selected period and previous period.	Review levels of proximity incursions RAG'd to proximity thresholds	Monthly/Quarterly

Menu	Report	Description	Use	Frequency
Proximity	Proximity Incursion Time Trend	Line chart displaying the average proximity to danger incursion time per week for the period along with a trend line.	Monitor performance change	Monthly/Quarterly
Exposure Trends	Average Noise Exposure Trend	Line chart displaying the average noise exposure in the current and previous years along with a trend line.	Review trend of overall noise exposure	Monthly/Quarterly
Noise	Operator Noise Exposure	Pie chart displaying the number of operator days in the selected period where an operators noise exposure is below BAV or above EAV/ELV.	Review total exposure level breaches over time.	Monthly/Quarterly

Menu	Report	Description	Use	Frequency
Exposure Trends	Average Dust Exposure Trend (PM 4.25)	Across the data set the trend in average daily TWA exposure to dust levels <4.25µm	Make a high level assessment of daily exposure level trend	Monthly/Quarterly
Exposure Trends	Average Dust Exposure Trend (PM 10)	Across the data set the trend in average daily TWA exposure to dust levels <10µm	Make a high level assessment of daily exposure level trend	Monthly/Quarterly
Control Measures	Interventions	Column chart that shows interventions raised by month.	Overview of level of interventions raised	Monthly/Quarterly
Control Measures	Interventions by category	Pie chart displaying the number of interventions by category created in the selected period.	Identify most common intervention types	Monthly/Quarterly

Menu	Report	Description	Use	Frequency
Control Measures	Operators and signatures	Lists operators against whom an intervention has been raised and their signatures have been collected.	Overview of acknowledgement of personal interventions	Monthly/Quarterly
Control Measures	Controls Measures	Table that shows raised controls and their status.	Control measure management	Monthly/Quarterly
Control Measures	Control Measure Analysis	Time graph of data that shows interventions against overall HAV daily exposure level.	Monitor effectiveness of controls	Monthly/Quarterly
Control Measures	Basestation / Docking Station/Gateway Current Status	Pie chart that shows hardware activity levels.	Monitor hardware activity	Monthly/Quarterly

### 1.3.2 Live Dashboard

Report	Description	Use	Frequency
Live Dashboard	Lists key statistics received from RASOR and Gateway devices active within the day on HAVS, Proximity, Noise and Dust breaches. Informs by operator, messages received and acknowledged.	Monitor the exposure levels of deployed operators and track the locations of active RASORs.	N/A

### 1.3.3 Operator Dashboard

Report	Description	Use	Frequency
Operator Dashboard	Shows Average HAV Exposure data, Tool Exposure data, SD Contact Exposure, Exclusion Zone Detections, Beacon Incursions, Dust Exposure data and Noise Exposure over the specified date range.	This report is useful when viewing an employee's detailed exposure risk data.	On demand

### 1.3.4 HAV Management - Tool Data Reports

Report	Description	Use	Frequency
Tool Vibration Magnitude Trends	Shows average sensed vibration of all tools, relative to tool tag vibration over set time periods within 24 months.	View sensed vibration level trend, which may highlight poor performing tools or poor tool use. Details of who has used the tool and the exposure accrued can be listed from selecting <b>Details</b> and <b>Operators</b> .	On demand/ Quarterly/Annually
Tool Tag Variation	Shows comparisons between tool programmed vibration magnitude and watch sensed vibration.	Assess if tools are being used for the wrong task Assess if tools are being used incorrectly by the operator Assess if tool tags have been programmed incorrectly It is recommended that tool tag variations merit investigation only when it has been determined from the top tool exposure report that the tool is heavily used and creates a significantly higher SEP to TEP risk assessment.	On demand/ Monthly/Quarterly

Report	Description	Use	Frequency
Tool Usage	Shows use of individual tools ranked by trigger time.	Identify if tools are used more than others to address over reliance on specific tools and to support proactive and predictive tool maintenance Assess overall tool use within a project or team Assess numbers of days specific tool types are used to assess sufficient stock levels and remove redundant tools Understand correct tool use for projects through viewing tool usage per day by operators	Quarterly/Annually
Tool Inventory Utilisation	Lists tools, grouped by manufacturer, and tool type and reports on inventory and usage.	When tools have been assigned to Tool Types, track the tool inventory and tool usage. Useful for anyone responsible for maintenance or replacement of tools.	Quarterly/Annually
Tool Service Status	Shows service status for each tool that has been configured for Track Service Management.	Review service status of tools. The report details dates of the last and next service period, the trigger or hours remaining until the next service and the percentage of service period that has been used. Useful for anyone responsible for maintenance or replacement of tools.	Monthly/ Quarterly/ Annually

### **1.3.5 Noise Reports**



Report	Description	Use	Frequency
Operator Average Noise Exposure	Shows the <b>number of days</b> monitored for a specified date range and the same prior period. Shows the <b>number of times</b> the operator has breached thresholds. The exposure variance illustrates increased or decreased exposure relative to the prior period. The report identify active operators who have not used the system in the report period.	Review operators most exposed overall and their exposure trends. This information better supports exposure reduction planning.	Weekly/Monthly / Quarterly/Annually
Operator Daily Noise Exposure (Smart Alert)	Shows the daily exposure data for each operator using Smart Alert Ear Plugs, including data for each ear and ambient noise. The report shows the operator's total exposure and Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review who has breached exposure levels, on what projects. This reports displays intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention.	Daily/Weekly

Report	Description	Use	Frequency
Operator Daily Noise Exposure (Dosimeter)	Shows the daily exposure data for each operator. The report shows the operator's total exposure and Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review who has breached exposure levels, on what projects. This reports displays intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention.	Daily/Weekly
Workforce Daily Noise Exposure	Graphical report that shows the daily exposure data for each operator over the specified date range.	Review the spread of exposure points across the workforce or group, day by day. Useful for comparing operator's level of exposure.	On demand/Weekly
Workforce Average Noise Exposure	General management report that shows the exposure trend for a date range.	Review trend of overall Noise exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly

Report	Description	Use	Frequency
Operator Noise Exposure Action	Lists the daily exposure data for each operator as well as the source of the exposure and any interventions logged against them. There is space for an operator signature in the case of companies who wish to download PDF copy and have the report signed and filed for personnel files.	Review who has concerning levels of exposure and what interventions have been put in place. Where an intervention has been added, a signature box is available to collect a signature against the intervention.	Weekly/Monthly
Noise Spot Check	Shows daily operator Noise exposure data over the specified date range.	Review operators noise exposure levels	On Demand
Live Operator Noise Exposure	Lists all noise data transmitted by RASORs, for noise dosimeter devices which have not been docked.	Review operators noise exposure levels during the working day.	N/A

### **1.3.6 Dust Reports**

Report	Description	Use	Frequency
Operator Average Dust Exposure	Table of operator exposure by particulate size highlighting when STEL or TWA alerts received.	Review detailed exposure by activity	On demand/Weekly

Report	Description	Use	Frequency
Operator Daily Dust Exposure	Shows the daily exposure data for each operator. The report shows the operator's total exposure as well as Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period	Review who has breached exposure levels and on what projects. This reports displays intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention	Daily/Weekly

Report	Description	Use	Frequency
Workforce Dust Exposure Analysis	Graph of exposure pattern within a day for each operator	Review detailed exposure by time	On demand/Weekly
Workforce Daily Dust Exposure	Graphical report that shows the daily exposure data for each operator over the specified date range.	Review the spread of exposure points across the workforce or group, day by day. Useful for comparing operator's level of exposure.	Weekly/Monthly
Workforce Dust Data Location	Heatmap rendering of all dust data collected with location information.	Review highest levels of dust exposure by location	Daily/Weekly
Live Operator Dust Exposure	Lists all dust data transmitted by RASORs or gateways for XD-One+ units not logged off	Review operators dust exposure data during the working day	N/A
Live Operator Dust Location	Identifies the location of active RASOR devices paired with an XD-One+ at the time of their last communication	Track the location of active XD-One+ paired with a RASOR	N/A
Dust Time Progression Dust Data Location	A time elapsed heatmap of dust data when data gathered from a RASOR one to one pairing	Review the progression of dust exposure by location and time	Daily

### 1.3.7 Proximity Reports

Report	Description	Use	Frequency
Workforce Incursions	Summary by operator of the frequency and severity of incursions into exclusion zones	Review levels of proximity incursions RAG'd to proximity thresholds	Weekly/Monthly
Beacon Incursions	Summary by Beacon of the frequency and severity of incursions into exclusion zones	Review levels of proximity incursions RAG'd to proximity thresholds. This report has the ability to drill down into the data to be able to also identify who and when.	Weekly/Monthly
Workforce Hazard Incursion Location	Identify where incursions have occurred and how frequently	Review proximity location patterns	Daily/Weekly
Incursion Spot Check	Check operators who have signed out watches and incursion time relative to sign out time	Check watches used as expected	Daily
Live Operator Proximity	List of exclusion zone incursions for watches currently signed out	Check live for dangerous activity	On demand
Safe Zone Location	Heatmap displaying locations of Safe Zones designated using Safe Zone Beacons	Allows a review of safe zone activity for excess use of detection disabling	On demand
Safe Zone Time	List of operators who have entered a Safe Zone and for how long	Allows a review of safe zone activity for excess use of detection disabling	On demand



Report	Description	Use	Frequency
Authorised Incursions Time	List of operators who have entered an authorised exclusion zone and for how long	Allows a review of authorised close proximity working for excess use of detection disabling	On demand
Pairing Events	Provides details on operators who have pairing activities with Beacons.	Provides an audit trail of operator use of Beacons and therefore vehicles.	On demand

### 1.3.8 Combined Risks Reports

Report	Description	Use	Frequency
Intervention List	General management report that lists all Interventions with full details of who the Intervention has been logged against and when.	Record interventions taken against concerning levels of exposure. Interventions can be recorded against individual operators and by project/ group.	Monthly/Quarterly
Operator HAVS, Noise Dust Overlay	Provides a graphical overlay for a single operator of multiple health risks such as HAVS, Noise and Dust.	Gain a better insight into the source and interdependency of risks eg from HAVS exposure identify a tool use which is generating high dust levels.	On demand

### 1.3.9 Location Reports

Report	Description	Use	Frequency
Live Workforce Location	Identifies the location of active RASOR devices at the time of their last communication.	Overview where RASOR devices are being actively used.	N/A
Live Operator HAV Location	Identifies the location of active RASOR devices at the time of their last communication.	Track the location of active RASOR devices.	N/A
Operator Location History	Illustrates the movements of active RASOR units since being assigned to an operator.	Allows tracking of RASOR operators.	N/A

### 1.3.10 Resource Data Reports

Report	Description	Use	Frequency
Watches Signed Out	Lists HAV watches that are currently signed out, who signed them out and when.	Establish when any watch has not been returned Track lost watches. HAV exposure data will not be reported until watches are returned to the docking/charging station.	On Demand
Operators without a Watch	Lists Operators who have not signed out a watch on the day and displays last seen date.	Track which Operators have not signed out a watch on the day.	On Demand

Report	Description	Use	Frequency
Active Gateways/Docking Stations	Lists all docking/charging stations within the account and reports which units are active and how many watches have been signed out within the chosen time period.	Improve visibility of the activity level of Reactec assets. Based on docking stations, the report identifies which hardware is active and how many watches have been signed out from the docking station.	On Demand
RASOR's Signed Out	Lists RASOR devices that are currently signed out, who signed them out and when.	Establish when any RASOR has not been logged out. Track lost RASOR devices.	On Demand

### 1.3.11 Notification Reports

Report	Description	Use	Frequency
Operator Messages	Summarised messages received by recipient. The messages are divided into two groups; 1) Messages that did not require acknowledgement, 2) Messages that required acknowledgement. For messages that required acknowledgement, the report tracks the number of messages that have been acknowledged and those that have not.	Review received and acknowledged messages to identify any that require action.	N/A
Operator Slips/Trips/Falls	Reports all slip/trips/Falls activity over a selected time period. An action icon allows the details of the slips/trips/falls to be reviewed by day.	Ensure slips/trips/falls are managed adequately and repeating patterns identified for action.	Weekly/Monthly
Operator Mandown	Reports all Mandown activity over a selected time period. An action icon allows the details of the Mandown events to be reviewed by day.	Ensure Mandown events are managed adequately and repeating patterns identified for action.	Weekly/Monthly
Operator Alerts to action	The same information reported for alarms but covering notifications considered less critical and classified as alerts.	Review alert trends.	Monthly/Quarterly

Report	Description	Use	Frequency
Operator Alarms to action	Reports all alarm activity over a selected time period. An action icon allows all details of the alarm to be reviewed.	Ensure alarms are managed adequately and repeating patterns identified for action.	Weekly/Monthly
Operator Check-ins to action	Show all open check-in activity.	Track active lone workers being managed by check-in notifications.	N/A



## 2 Operations

This section provides information about the common operations performed.

### 2.1 Reactec Analytics reports filtering

To access a report, select the **Risk Reports Menu** from the top right of the page then select the required report from the menu options.

Use the **Filter** panel to filter the data used in a report by the group, region or division, and by date range. Labels can be assigned to operators and provide a fine-grained method of dynamically grouping operators. All reports that contain operator data can be filtered by one or more labels. Where multiple labels are selected, an operator will be included in the report results if they are currently assigned to any one of the selected labels.



#### Information

Reactec Analytics maintains a history of label assignments to allow reports run on historical data to be filtered using the labels that were assigned to the operators at the time the data was stored in Reactec Analytics.

To filter the data, select the required filter criteria using the drop-down menus in the **Filter** panel and select **View**.

The report chart displays the data for the chosen report, filtered according to the selected filter criteria.

### 2.2 Scheduling a report

Scheduled reports can be sent to one or more email addresses on a predefined schedule. These are useful to ensure key stakeholders are kept informed.

To schedule a report, follow these steps:

1. On the toolbar, navigate to the report that you want to schedule.  
For example, **HAV > Exposure Levels Reached**.
2. Using the **Filter** panel, filter the report data as required, then select **Email**.  
The **Email report** window opens.
3. Within the **Recipients** box, select each person you want to receive a copy of the report and select **Add**.
4. Select **Periodically**.  
The Schedule options are displayed.
5. Select the frequency that the report should be sent.
6. Select **OK**.  
The window closes and the scheduled report is added to the list on the **Report Emails** page.

**Information**

Reactec take very seriously the security arrangements around the data we process on our customers behalf so by default, these reports are emailed as links to the report in Reactec Analytics. It is possible for a top level administrator to amend the account setting to allow all reports to be sent by PDF, however Reactec would advise against this from a data security perspective. For more information, see "Configuring report email sensitivity" on page 1

**Tip**

You can edit scheduled reports on the **Report Emails** page.

## 2.2.1 View or manage scheduled reports

Administrators and Group Administrators can view a list of scheduled reports.

To view or manage scheduled reports, follow these steps:

1. Select the **Admin Menu** from the top left of the page.
2. Select **Automated Report Emails** the side menu. A full list of scheduled reports is displayed.

3. Use the drop-down options to search for scheduled reports by a specific report, region, division, group or recipient.
4. Select **Filter**.
5. Select the report to be deleted or edited.  
If you select **Edit**, all the report parameters, including label filters, can be changed.
6. Select **Save**.

## 2.3 Configuring the dashboards

The dashboard can be configured to allow the user to edit the view to show data that is of greatest importance to them.

The dashboard operates under the existing data access controls for your account, e.g. if your account settings do not allow access to HAV exposure data, the dashboard will not show such reports as an option to place in the dashboard.

All levels of Users have editing permissions. to configure these levels follow these steps:

1. Login to the **Reactec Analytics**.
2. On the toolbar, navigate to **Dashboard**.
3. On the required Dashboard Menu option, on the side menu, select **the pencil icon**.

Within the **Edit Dashboard** page, here you can remove reports, add reports and drag the blocks to re-arrange the view:

- Remove data by selecting the **X** within the block.
  - Add data by selecting **Add** at the top, choose from the list of available reports by selecting **+**, then select **Close**.
  - Re-arrange the page view by selecting anywhere within a block and dragging it to your preferred location.
4. Select **Save**.

## 2.4 Configuring the HAV risk flag dashboard report

A HAV risk report can be configured to your organisations expectations.

Only Administrators have editing permissions for this report.



To configure the HAV risk report, follow these steps:

1. On the toolbar, select **Admin Menu**.
2. Select **HAV Options**.
3. In **HAV Risk Dashboard Settings**, edit the **Risk Level** and **Monitoring Level** by selecting one of the drop-down options.
4. Select **Save**.

The screenshot shows the 'HAV Options' page. The sidebar on the left contains a navigation menu with categories like 'MANAGE GROUPS', 'OPERATION ADMIN', 'ASSET ADMIN', 'DATA', and 'CONTROL MEASURES'. The 'HAV Options' link is highlighted in the sidebar. The main content area is titled 'HAV Options' and contains several settings sections. The 'HAV Risk Dashboard Settings' section is highlighted with a red box and contains two dropdown menus: 'Risk Level' (set to 100) and 'Monitoring Level' (set to 50%). Below these settings is a 'Save' button. At the bottom of the page is a 'Change Log' table.

Date	User	H/Wear Off Button Enabled	Use Custom Cards	Assessment Type	Display Information	Min Time Between Sign Outs	Risk Level	Monitoring Level
06/01/2021 16:30	Reactec Trial Administrator	No	No	TEP	Exposure Points	Off	100	50%
06/01/2021 16:25	Reactec Trial Administrator	Yes	No	TEP	Exposure Points	Off	100	50%
06/01/2021 16:25	Reactec Trial Administrator	Yes	No	TEP	Exposure Points	Off	100	50%

Figure 1 - HAV Options page