

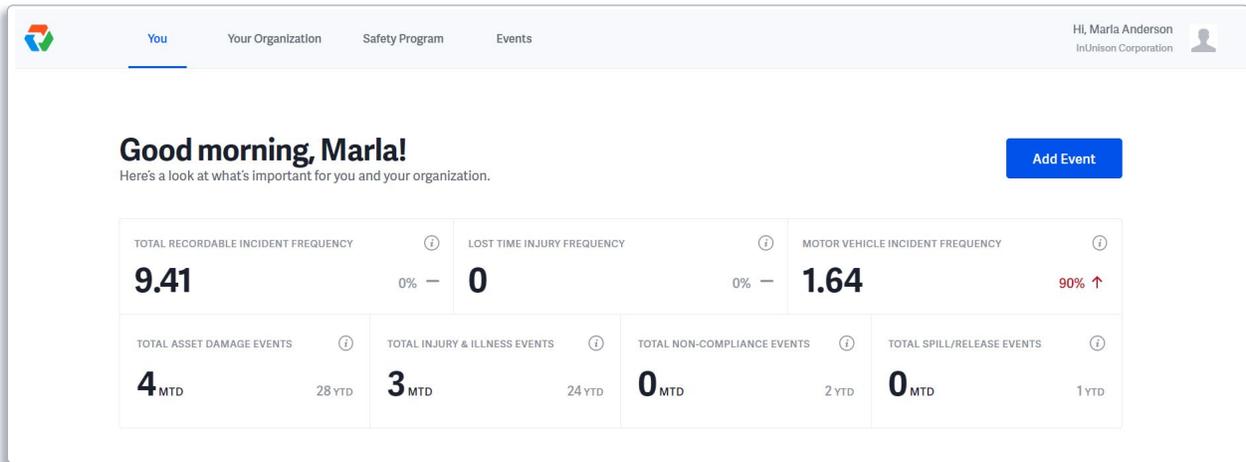
Event Filtering

Overview

The more data that is entered into your InUnison system, the harder it will be to find an event in the Events listing. There is a filtering tool to assist you in narrowing down the list so you can easily find what you are looking for.

Step 1

Log in to www.inunison.io and click on Events in the top menu.

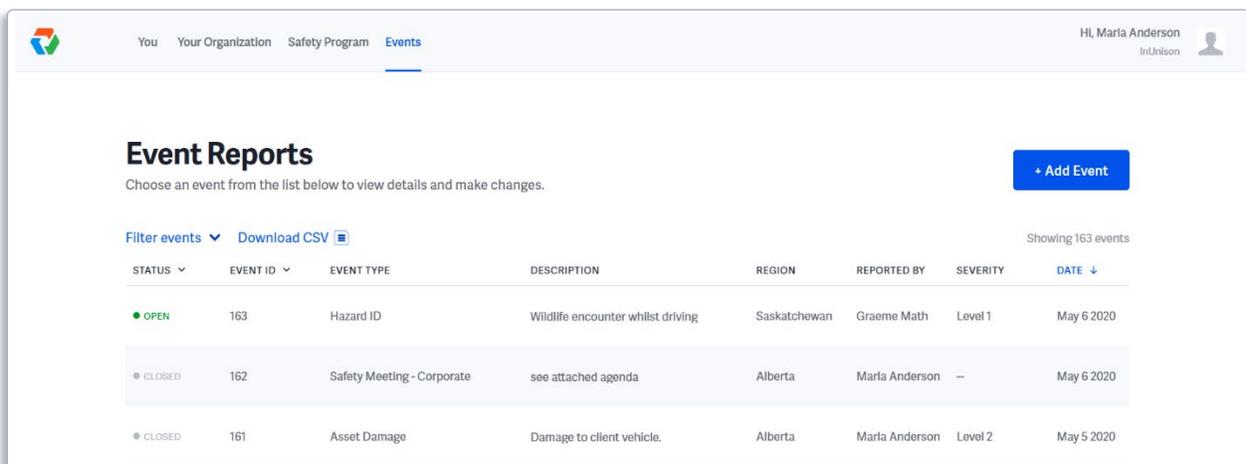


The dashboard shows a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. A greeting 'Good morning, Marla!' is followed by a message: 'Here's a look at what's important for you and your organization.' and an 'Add Event' button.

TOTAL RECORDABLE INCIDENT FREQUENCY	0%	LOST TIME INJURY FREQUENCY	0%	MOTOR VEHICLE INCIDENT FREQUENCY	90% ↑
9.41		0		1.64	
TOTAL ASSET DAMAGE EVENTS	28 YTD	TOTAL INJURY & ILLNESS EVENTS	24 YTD	TOTAL NON-COMPLIANCE EVENTS	2 YTD
4 MTD		3 MTD		0 MTD	
				TOTAL SPILL/RELEASE EVENTS	1 YTD
				0 MTD	

Step 2

You will notice a Filter events option right above the listing of events.



The 'Event Reports' page has a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison'. A message says 'Choose an event from the list below to view details and make changes.' and there is an 'Add Event' button.

Filter events ▾ Download CSV 📄

Showing 163 events

STATUS ▾	EVENT ID ▾	EVENT TYPE	DESCRIPTION	REGION	REPORTED BY	SEVERITY	DATE ↓
● OPEN	163	Hazard ID	Wildlife encounter whilst driving	Saskatchewan	Graeme Math	Level 1	May 6 2020
● CLOSED	162	Safety Meeting - Corporate	see attached agenda	Alberta	Marla Anderson	—	May 6 2020
● CLOSED	161	Asset Damage	Damage to client vehicle.	Alberta	Marla Anderson	Level 2	May 5 2020

Step 3

Click on Filter events to open the filtering options.

Event Reports

Choose an event from the list below to view details and make changes.

[Filter events](#) [Download CSV](#) + Add Event

Showing 163 events

Event type: Please choose
Region: Please choose
Severity: Please choose
Date Range: Please choose

Step 4

Choose how you would like to filter the events and select the appropriate drop-down menu. In our example, we are filtering by Hazard ID.

Event Reports

Choose an event from the list below to view details and make changes.

[Filter events](#) [Download CSV](#) + Add Event

Showing 17 events

Event type: Hazard ID
Region: Please choose
Severity: Please choose
Date Range: Please choose

Hazard ID Clear filters

STATUS	EVENT ID	EVENT TYPE	DESCRIPTION	REGION	REPORTED BY	SEVERITY	DATE
● OPEN	163	Hazard ID	Wildlife encounter whilst driving	Saskatchewan	Graeme Math	Level 1	May 6 2020
● OPEN	160	Hazard ID	Trip hazard - skipping rope	Alberta	Graeme Math	Level 1	Apr 16 2020

You will notice that your event listing is now only showing Hazard ID events. You can review these events as required. If you want to change your filtered request, you can choose other options from the drop-down menus and/or click the x beside your filtered choices or click “Clear filters” on the right to remove them.

Step 5

If you would like to download these selected events to a .csv file, click on Download CSV.

Event Reports

Choose an event from the list below to view details and make changes.

[Filter events](#) [Download CSV](#) + Add Event

Showing 17 events

Event type: Hazard ID
Region: Please choose
Severity: Please choose
Date Range: Please choose

Hazard ID Clear filters

STATUS	EVENT ID	EVENT TYPE	DESCRIPTION	REGION	REPORTED BY	SEVERITY	DATE
● OPEN	163	Hazard ID	Wildlife encounter whilst driving	Saskatchewan	Graeme Math	Level 1	May 6 2020

You will be given an option to download all events or the filtered list.

Download a CSV of events ×

Would you like to download all events, or the filtered list of 17 events?

All events Filtered list of 17 events

The CSV will now be available for you to use and format in Excel.

You have now successfully filtered your events.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!