




Themis Discoverer provides EHS Coordinators and Super Users with access to the details of EHS incidents reports within their area of responsibility. The data is presented in a report format which may be manipulated, printed or exported.

- 1 Log on to Themis using the **UOM EHS Incident Report Super User, UOM EHS Coordinator Dept, UOM EHS Coordinator Dept & Below** or **EHS Coordinator Dept & One Above** responsibility.
- 2 Select the **Discoverer Report** function to display a list of the available reports. The example below shows reports that are available to EHS Coordinators.

Focus	Name	Description	Owner	Last Modified
	Discoverer Workbooks			
	 EHS Incident Mgt Rpt - EHS Coord		UOM	December 11, 2007 3:07:49 AM EST
	 EHS Incident Status Monitor		UOM	November 29, 2007 11:18:32 PM EST

- 3 Select the report you wish to run then click on the **Expand** icon () to display the available worksheets.

	 EHS Incident Mgt Rpt - EHS Coord		UOM	December 11, 2007 3:07:49 AM EST
	Sheet 1			

Note: all reports currently available contain a single worksheet.

- 4 Click on the worksheet name hyperlink (eg. "Sheet 1") to run the query.

Depending on the report selected, it will either commence running automatically (e.g.: *EHS Incident Status Monitor*) or will require you to specify report parameters (e.g.: *EHS Incident Mgt Rpt – EHS Coord*).

If report parameters are required

Where parameters are required, the report parameters screen will display. **Note:** the parameters displayed are dependent on the report selected. Compulsory parameters are indicated by a *****.

- 5 Specify the report parameters.

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Enter Start Date for report in format DD-MMM-YYYY

Creation date of the first Incident Report in this Management Report (Example: 23-MAY-2008)

* Enter End Date for report in format DD-MMM-YYYY


Creation date for last Incident Report in this Management Report (Example: 23-MAY-2008)

- 6 Click on the **Go** button.

The report will commence running. The Query Progress screen will automatically update the progress of the report selected.

Sheet 1

Query Progress

 **Executing query**

Estimated Time	Unknown
Elapsed Time	00:00:01

Once the report has completed the results will display.

Report results

The top section of the results screen displays the specified report parameters (if applicable).

Parameters

Select values for the following parameters.

* Indicates required field

* Enter Start Date for report in format DD-MMM-YYYY

Creation date of the first Incident Report in this Management Report (Example: 27-MAY-2008)

* Enter End Date for report in format DD-MMM-YYYY

Creation date for last Incident Report in this Management Report (Example: 27-MAY-2008)

If you do not wish the parameters to display on the result page, click on the **Parameters** icon. The parameters will be removed and the icon will change to **Parameters**. To return the parameters to the screen, click on the **Parameters** icon again.

The bottom section of the results screen displays the report results.

Table

Tools [Layout](#) [Sort](#) [Rows and Columns](#)

Up 25 Rows Down Rows 1-25, Columns 1-6 of 72 Left 6 Columns Right

	Incident Report Number	Creation Date	Nature of Report	Are you the injured person ?	Reporter Full Name	Reporter Phone No
1	20074180	02-JAN-2007	Injury or illness	No		
2	20074222	04-JAN-2007	Property loss or damage	N/a		
3	20074240	04-JAN-2007	Environmental damage	N/a		
4	20074461	12-JAN-2007	Injury or illness	No	MONTALTO, MR SALVATORE (SAM)	

7 View, manipulate or export the report as required.

For further information on these functions refer to the **Viewing, Manipulating and Exporting EHS Discoverer Reports** quick reference card.

8 Click on the **Exit** hyperlink to close the Discoverer screen and return to your Personal Home Page.