Authorised Learning Material

riskware

Analytics Module

User Manual

Document Version 1.2

PAN software

“Without data, you're just another person with an opinion”

W. Edwards Deming

Table of Contents

Before you begin

Welcome to Riskware

Whether you're using Riskware for the first time or returning after an upgrade - welcome!

Over the years, Riskware has evolved into a world-class AI Powered Governance, Risk and Compliance (GRC) and Safety (HSE) platform. It's designed to deliver all the power and functionality you need to manage risk effectively, while keeping the experience intuitive and user-friendly.

Riskware includes 10 core seamlessly integrated modules, outlined below:

Feature Platform

This manual provides help and guidance for the **Risk Analytics Module.**

For more information on riskware visit www.riskware.com.au

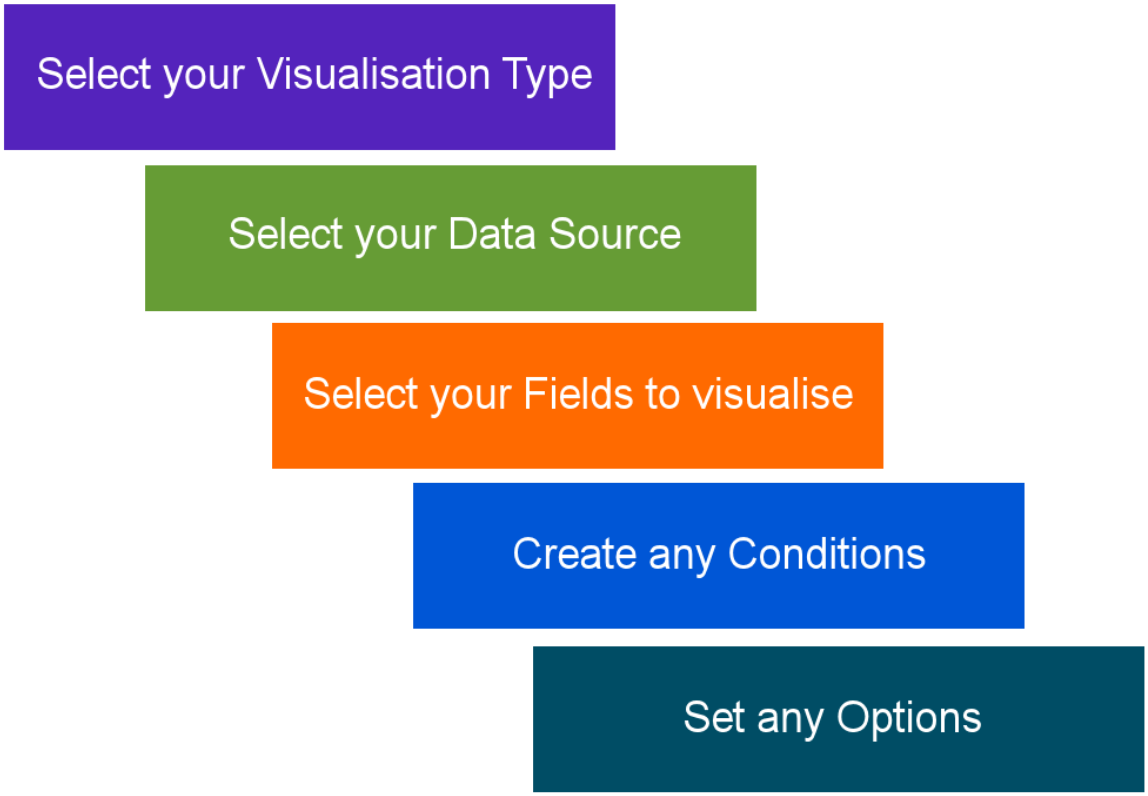
Get to know Visualisations

What is a Visualisation?

A *Visualisation* is a graphical representation of information and data.

By using visual elements such as charts, graphs, maps and gauges, data visualisations offer a user-friendly way to view and understand trends, outliers and patterns in your data.

Composition for a Visualisation



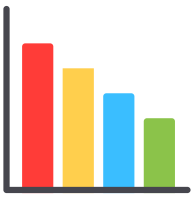
Visualisation Types

A *Visualisation Type* is a particular graphical representation of data (as described below) which you can select to visualise and analyse your data.

Visualisations 101

What is a Pie Chart Visualisation?

A *Pie Chart Visualisation* presents data in a circular form with each slice of the circle proportional to the values that they represent.

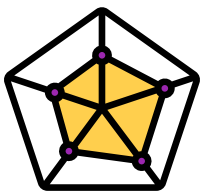


What is a Bar Chart Visualisation?

A *Bar Chart Visualisation* presents data with rectangular bars with heights or lengths proportional to the values that they represent.

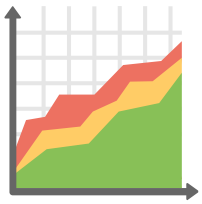
What is a Line Chart Visualisation?

A *Line Chart Visualisation* presents data on the X and Y axes as a series of data points connected by a line, illustrating trends or changes over time or categories.



What is a Radar Chart Visualisation?

A *Radar Chart Visualisation* presents multiple data points on a circular graph, connecting them to form a web or polygon shape.



What is a Stacked Area Visualisation?

A *Stacked Area Visualisation* presents data as areas stacked on top of each other along the X and Y axes. It shows multiple data series as a series of data points connected by lines, with each series stacked vertically to represent cumulative values.

What is a Pyramid Chart Visualisation?

A *Pyramid Chart Visualisation* presents data on a triangle with lines divided into sections proportional to the values that they represent.

What is a Donut Chart Visualisation?

A *Donut Chart Visualisation* is similar to a Pie Chart, which presents data in a circular form where each slice is proportional to the values that they represent. However, a *Donut Chart* has a hole in the centre, often used to display the total amount.

What is a Gauge Visualisation?

A *Gauge Visualisation,* also known as a speedometer chart, represents data on a dial with the needle representing the data point value.

What is a Metric Visualisation?

A *Metric Visualisation* presents data as a single numeric value.

What is a Geo Map Visualisation?

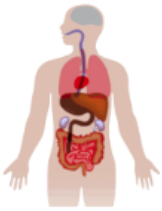
A *Geo Map Visualisation* presents data on a map based on its latitude and longitude coordinates.

What is a Data Table Visualisation?

A *Data Table Visualisation* presents data into rows and columns where each row represents a unique record and each column represents a particular attribute of the record.

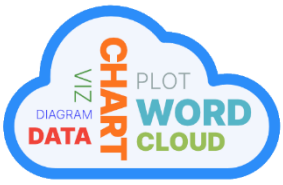
What is a Heat Map Visualisation?

A *Heat Map Visualisation* presents data using coloured cells (such as in a risk matrix), with colours representing different levels of risk or severity.



What is a Body Map Visualisation?

A *Body Map Visualisation*, also known as an injury hotspot chart, represents data by indicating specific bodily locations, showing how data points relate to different areas of the human body.



What is a Word Cloud Visualisation?

A *Word Cloud Visualisation*, is visual representation of text data in which the size of each word indicates its frequency or importance within a given body of text. This helps highlight dominant topics, trends or areas of interest in your incident, risk or any other data stored in Riskware

Data Source

A *Data Source* is a tile that contains the data you want to visualise, such as risk, safety, compliance, incidents or any other information you have recorded.

Fields

A data *Field* is a storage unit within a database where individual pieces of information are kept. When a user enters data into an input form, it is saved in a specific field in the database, making it available for visualisation and analysis. Examples include incident descriptions, risk ratings and dates entered.

Conditions

Conditions are criteria used to filter the data you want to visualise. For example, you can set conditions such as a date range, specific business unit, or any other relevant criteria for your visualisation.

Options

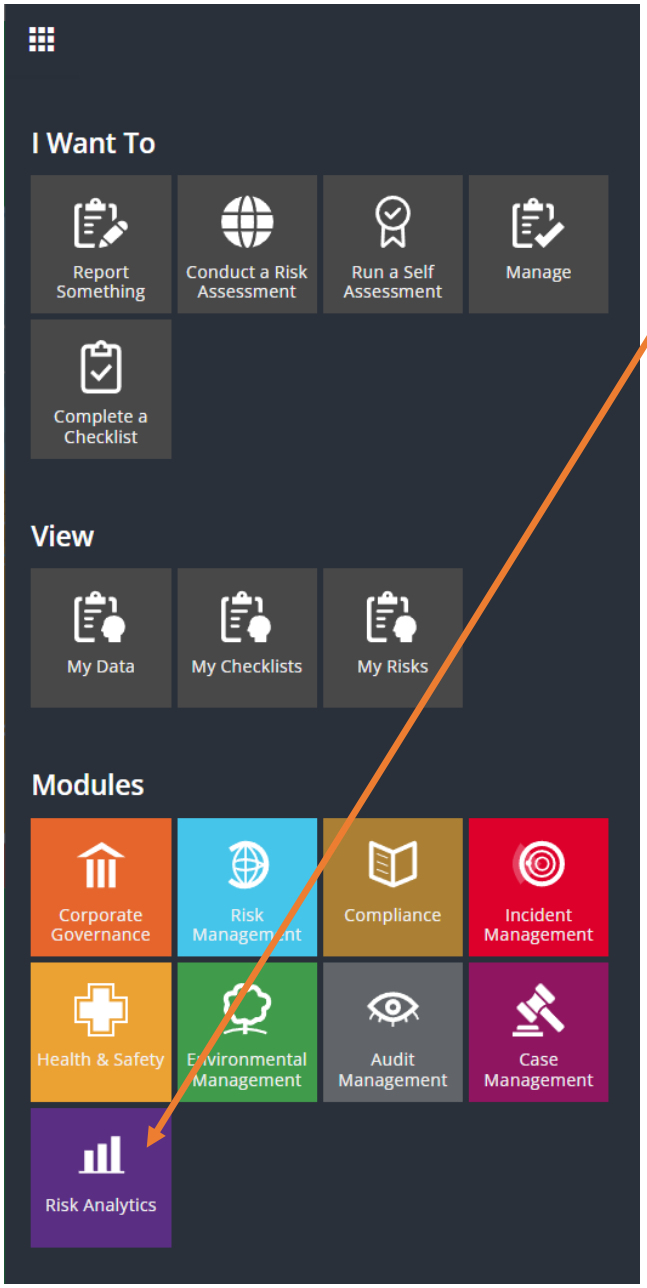
Each visualisation has an *Options* tab with unique attributes for fine-tuning. Note that different visualisations have specific options applicable to them. These will be explored further in the following chapters.

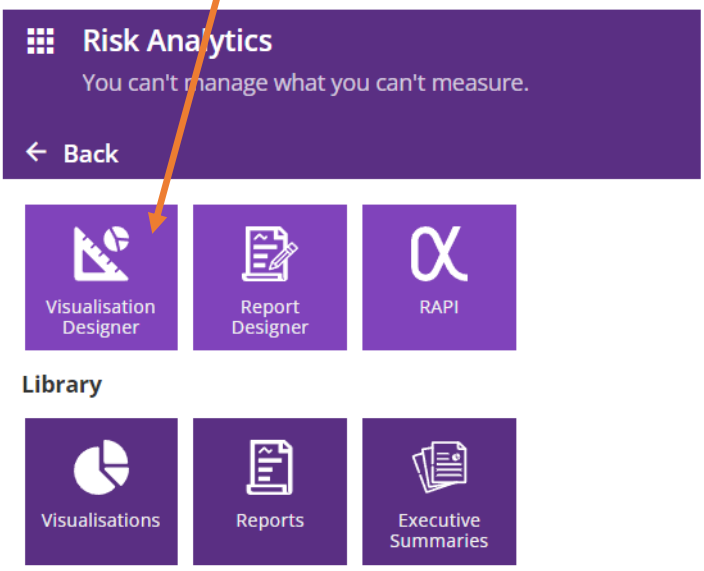
Getting started with the Risk Analytics Module

Accessing the Risk Analytics Module

STEP 1 – From the System Menu click on the *Risk Analytics* Module

STEP 2 – From the Risk Analytics Module, click on the *Visualisation Designer*

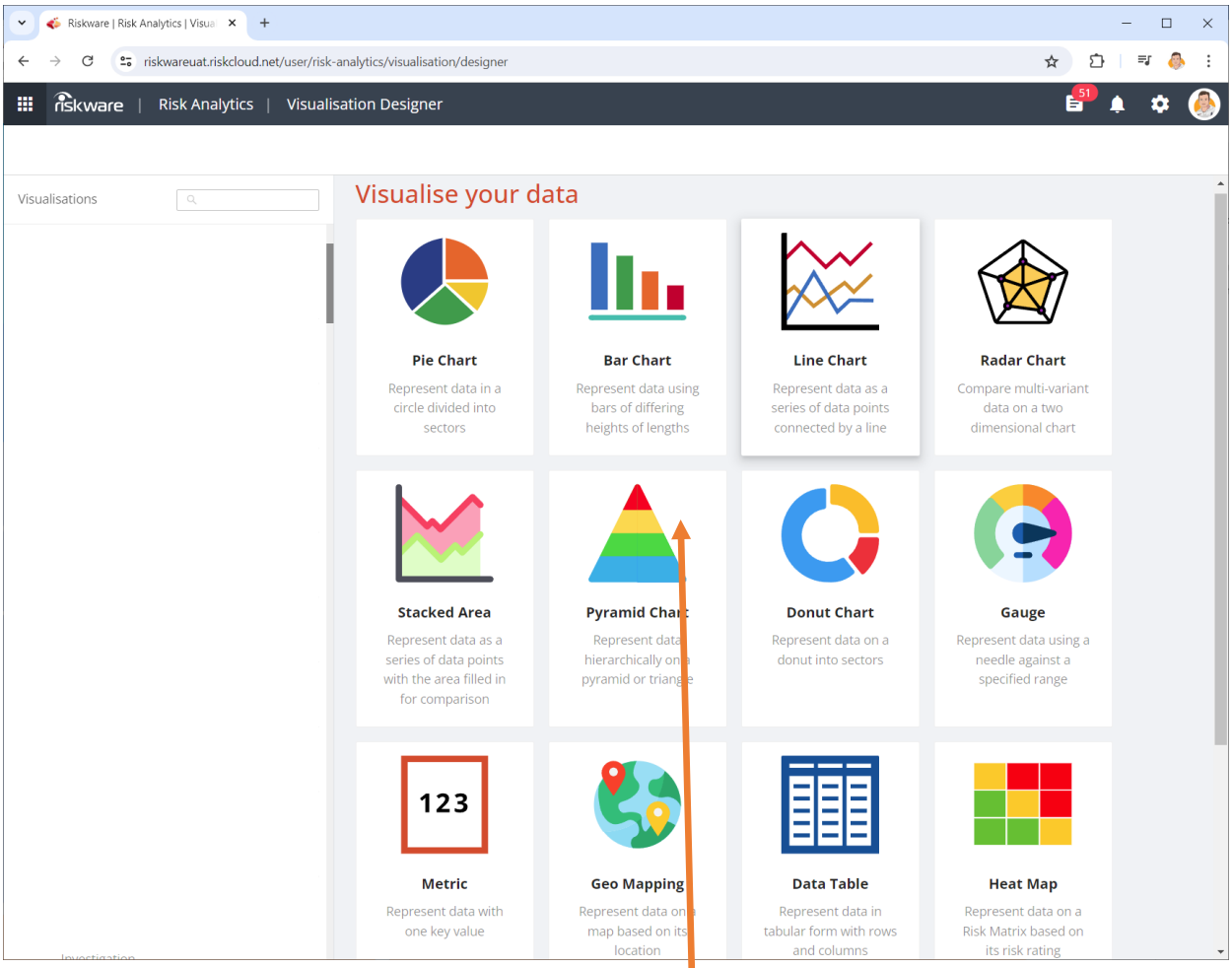




	If you do not have access to the *Risk Analytics Module,* please consult with your System Administrator to grant you access.

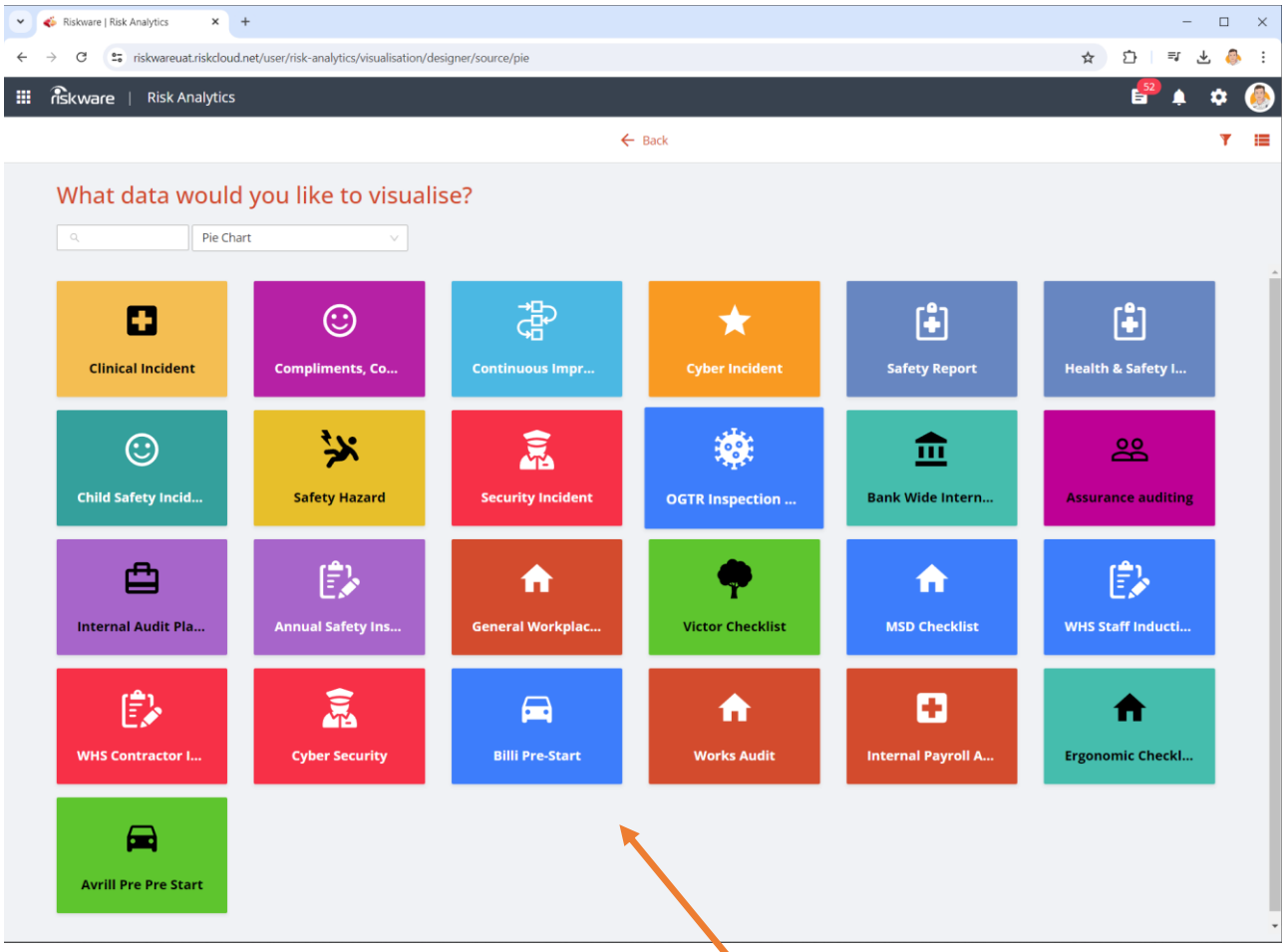
Creating your first Visualisation

Select your Visualisation Type



From the available *Visualisation Types,* select your preferred Visualisation

Select your Data Source



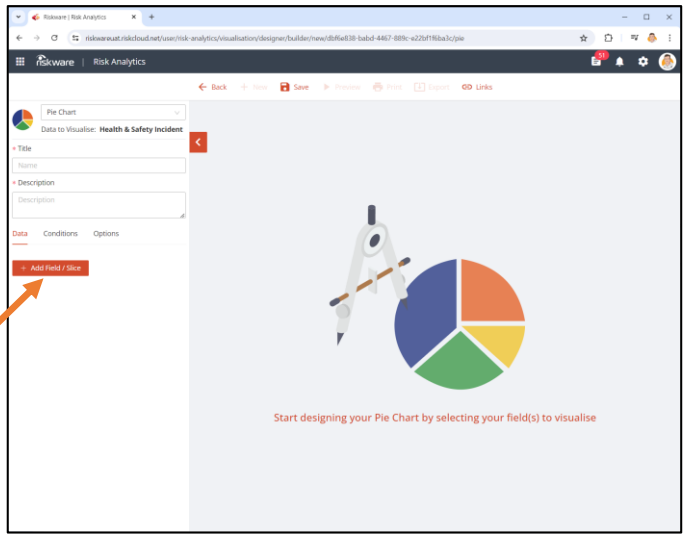
From your available data sources, select the data tile you wish to visualise

	The above screen will not reflect your application. Please select the appropriate tile to visualise.

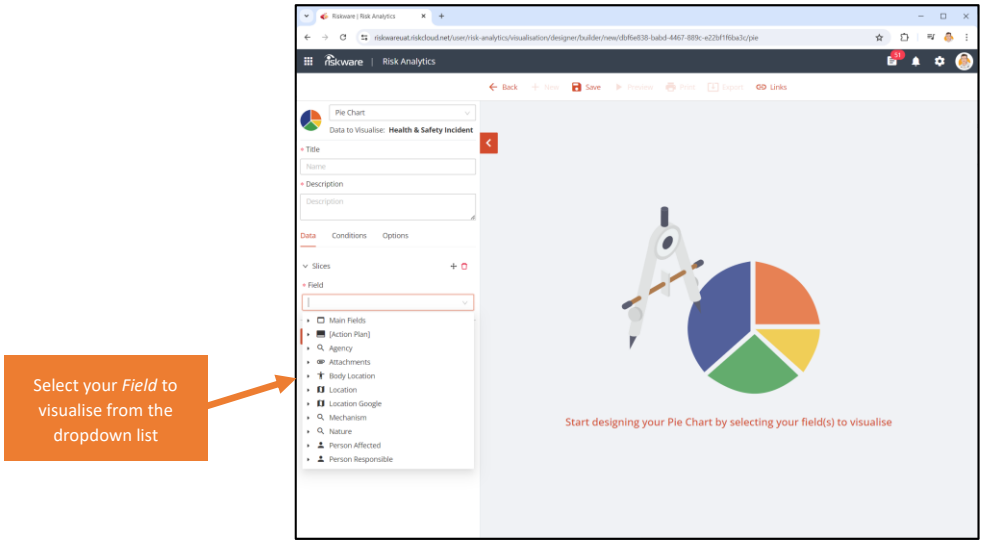
Pie Chart Visualisation

Pie Chart Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

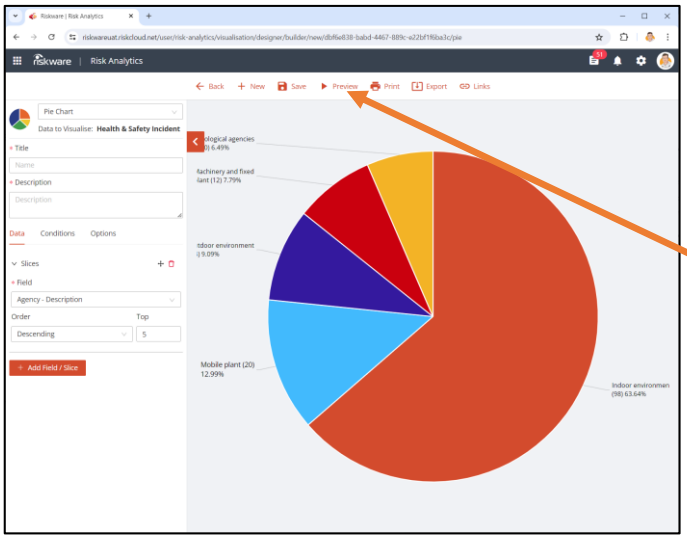


Ensure the *Field* name corresponds to the data you want to visualise.

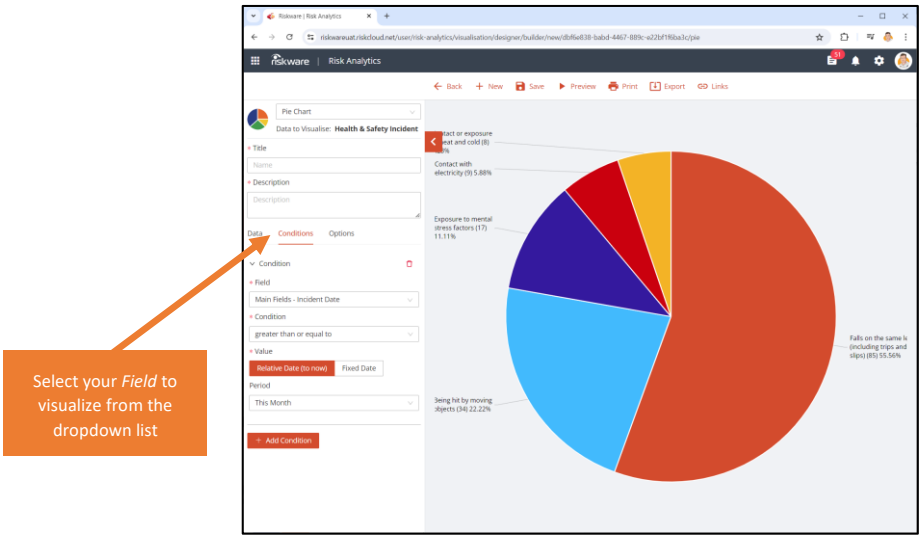
	Where a category field is available, click on the expander icon and select the description.

	When you have a large amount of data to visualise, select a Top Number, such as 5. This will return the top 5 results based on your criteria.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Pie Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Display the field descriptions on the chart

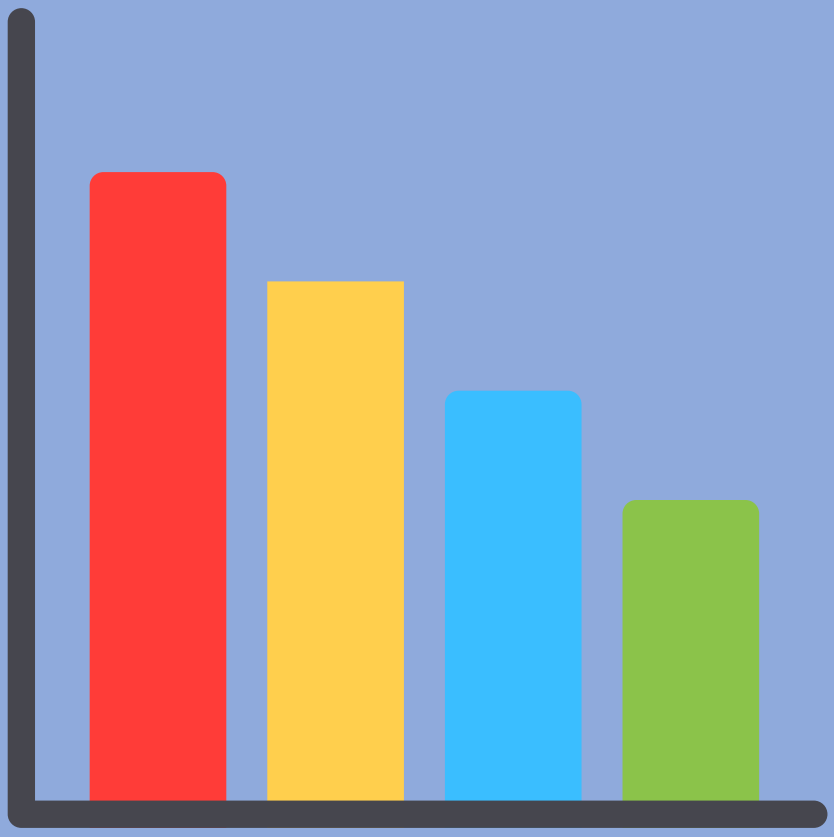
Tips for Pie Chart Visualisations

When should you use the Pie Chart Visualisation?

- **Show Proportions**: Display the relative sizes of parts to a whole, making it easy to see the proportion of different categories.
- **Highlight a Single Data Series**: Compare a few categories within a single dataset.
- **Visualise Simple Data**: Present simple, straightforward data without too many categories (ideally no more than 5-7).

When should you not use the Pie Chart Visualisation?

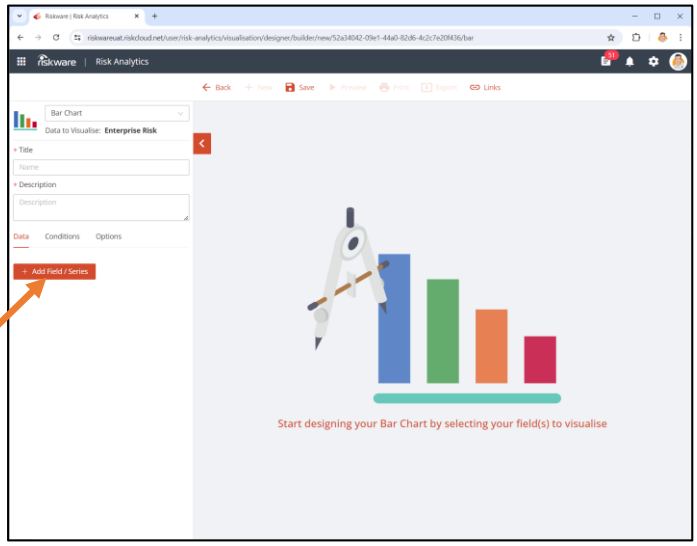
- **You Have Too Many Categories**: Too many slices can make the chart hard to read and interpret.
- **Data is Too Complex**: More complex data relationships are better shown with other types of charts, like bar or line charts.
- **Showing Changes Over Time**: Pie charts are not suitable for illustrating trends or changes in data over time.
- **Precise Comparisons are Needed**: If you need to make precise comparisons between values, a bar chart is usually more effective.



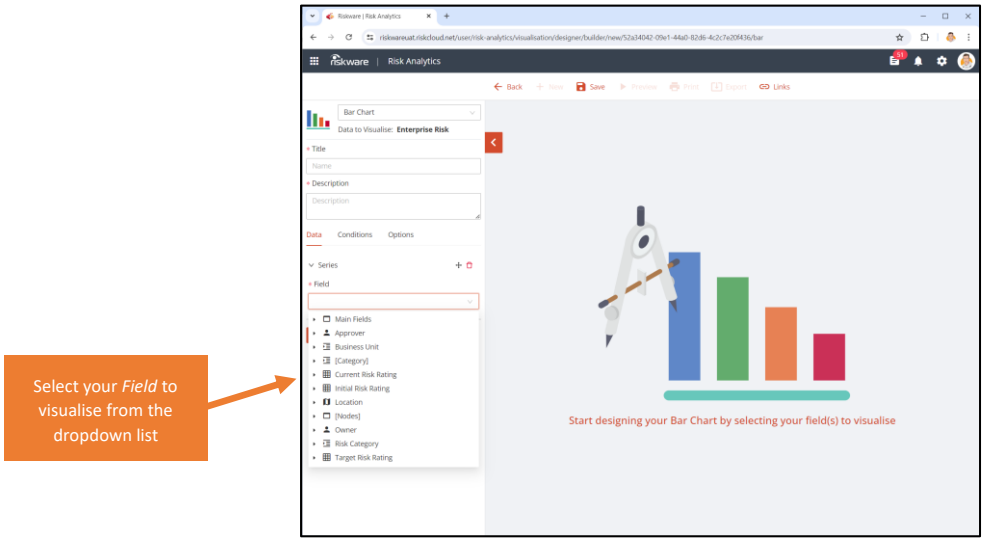
Bar Chart Visualisation

Bar Chart Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

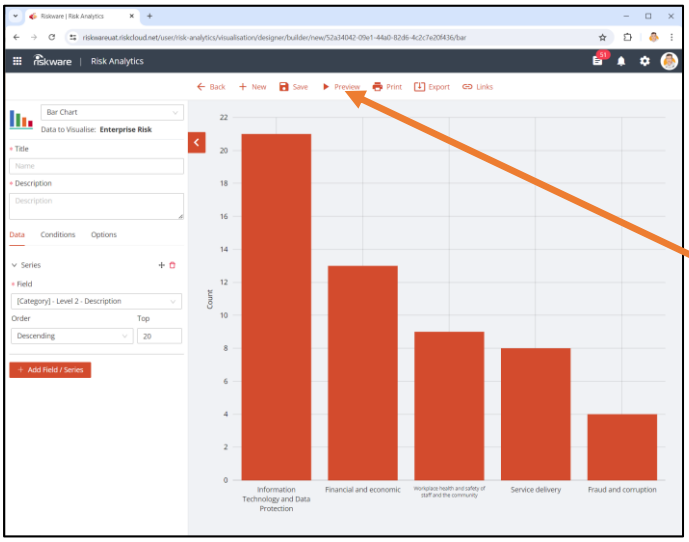


Ensure the *Field* name corresponds the data you want to visualise.

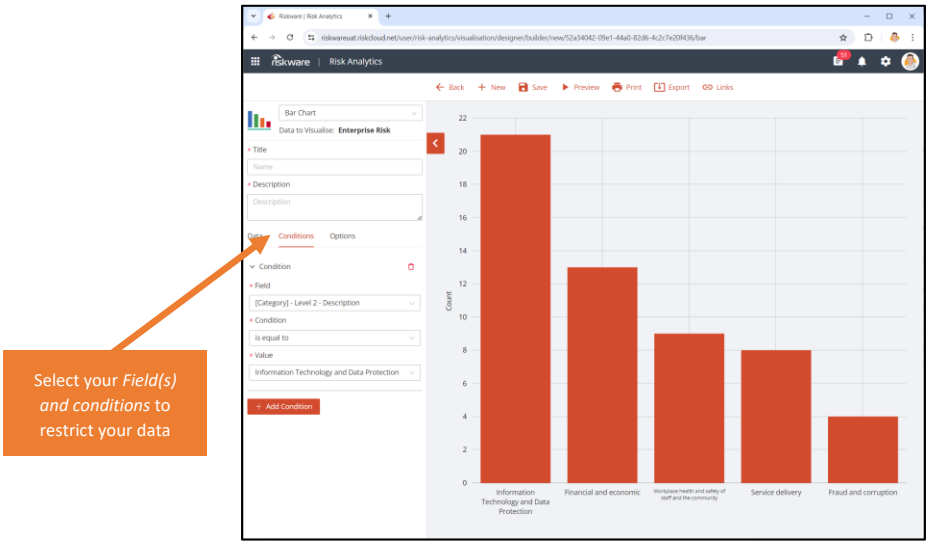
	Where a category field is available click on the expander icon and select the description.

	When you have a large amount of data to visualize, select a Top Number, such as 5. This will return the top 5 results based on your criteria.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Bar Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Display the field descriptions on the chart
Stacked	Displays data segmented within the one bar

Tips for Bar Chart Visualisations

When should you use the Bar Chart Visualisation?

- **Compare Different Categories:** Easily compare different groups or categories of data.
- **Show Changes Over Time:** Display changes in data over time, especially when the changes are large.
- **Visualise Quantitative Data:** Present numerical data clearly, making it easy to see differences between categories**.**
- **Handle Multiple Data Series:** Compare multiple data series side by side.
- **Display Data with Many Categories:** Manage more categories than a pie chart can handle without becoming cluttered

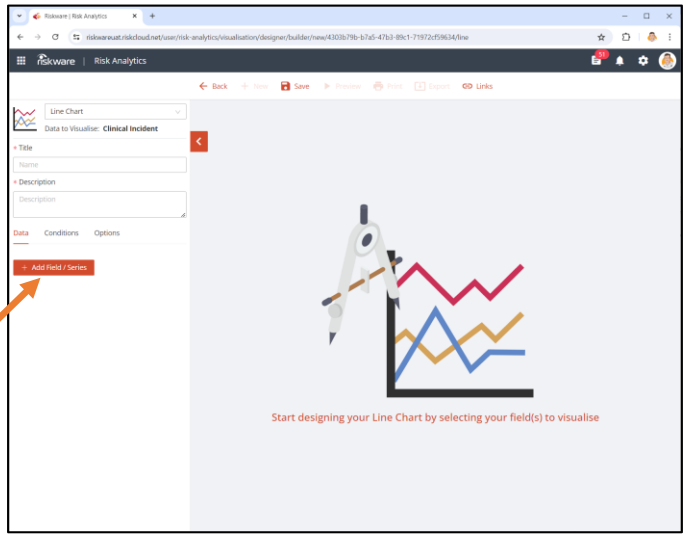
When should you not use the Bar Chart Visualisation?

- **You Need to Compare Data Accurately:** Bar lengths make it easy to see differences and make precise comparisons.
- **Data Values Vary Greatly:** Clearly show significant differences in data values.
- **Presenting Categorical Data:** Display data that can be divided into distinct categories, such as survey results, sales numbers, or demographic information.

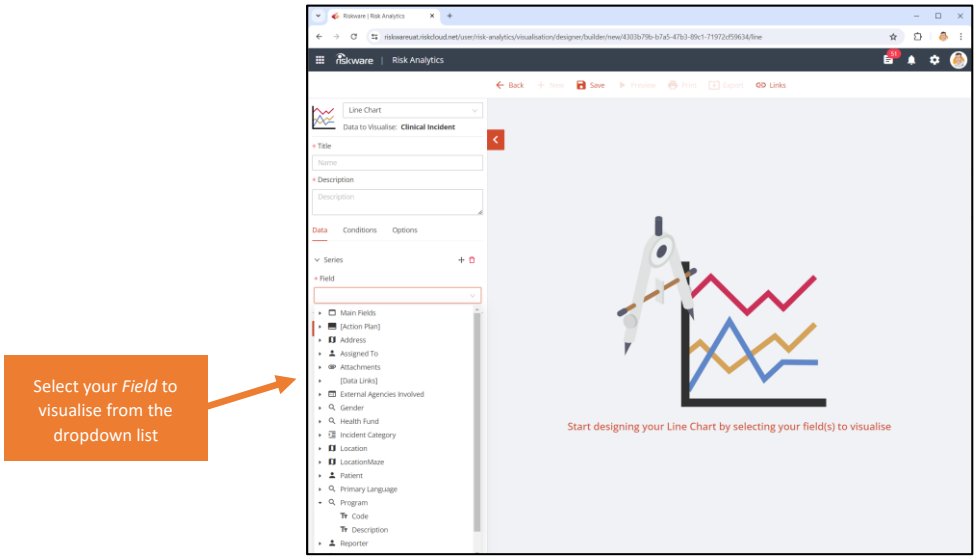
Line Chart Visualisation

Line Chart Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

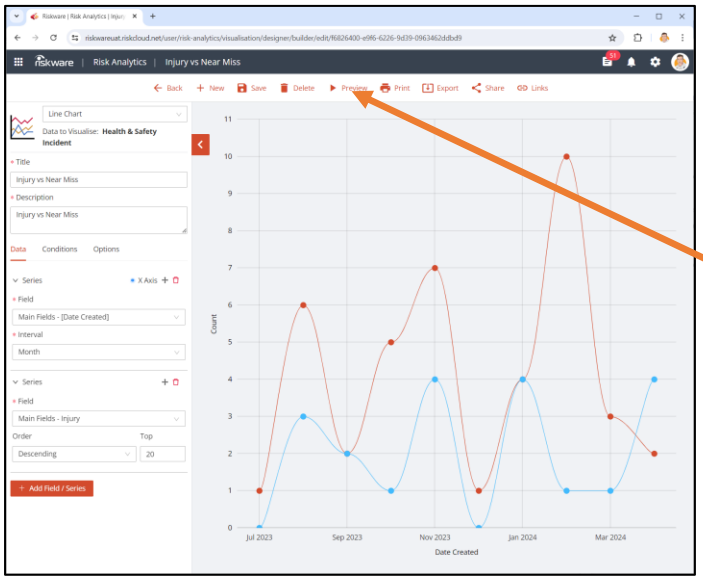


Ensure the *Field* name corresponds the data you want to visualise.

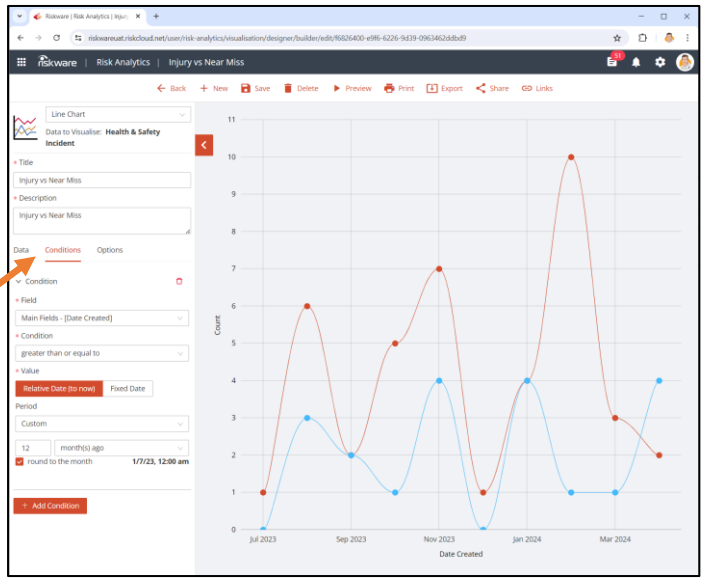
	The first field is always the X-Axis – ideally this should be a date field. The second field is displayed on the Y-Axis.

	Be cautious when using the *Day* or *Hour* interval option, as it may return a large amount of data, potentially causing your browser to respond slowly.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Line Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Display the field descriptions on the chart

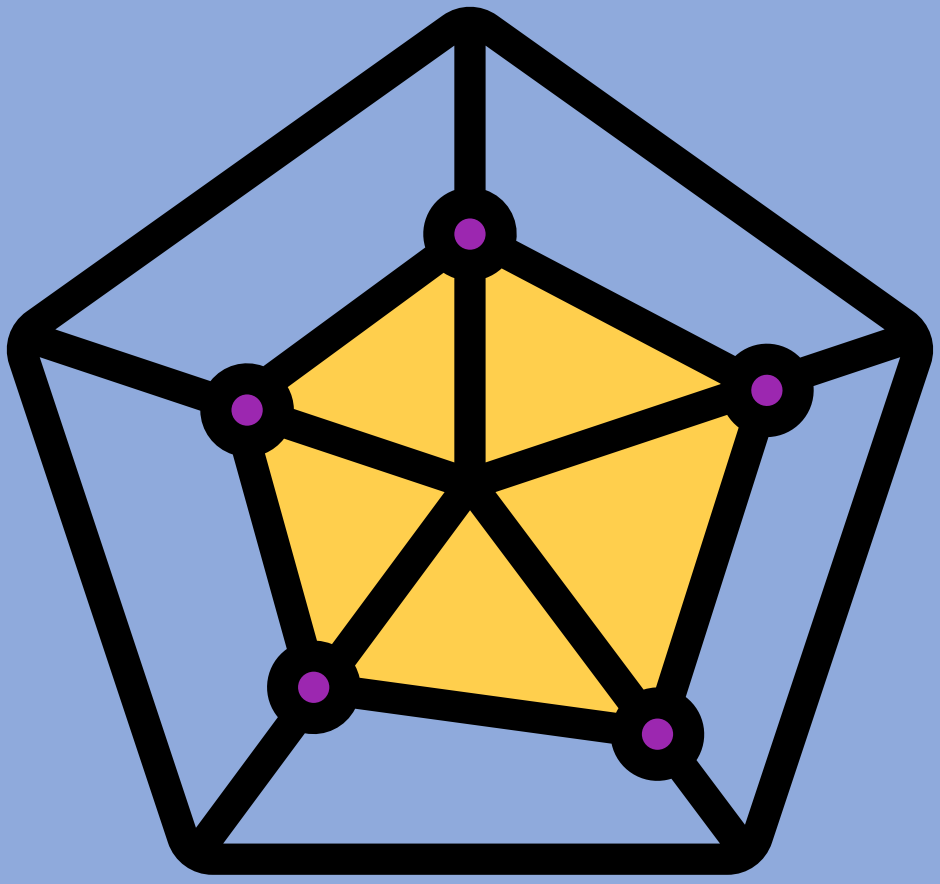
Tips for Line Chart Visualisations

When should you use the Line Chart Visualisation?

- **You Need to Show Data Trends:** They clearly illustrate trends, growth, or decline over time, making it easy to identify long-term patterns.
- **Data Points are Numerous:** They can handle numerous data points without becoming cluttered, providing a clear visual representation of the data.
- **You Want to Emphasize Continuity:** They emphasize the continuous nature of the data, making them ideal for showing gradual changes and trends.
- **Visualizing Relationships Between Variables:** They help in understanding the relationship between two or more variables over time.

When should you not use the Line Chart Visualisation?

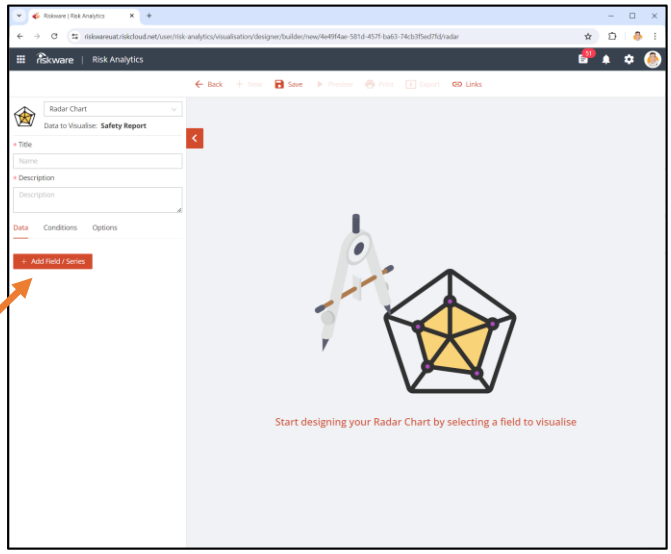
- **Data is Categorical:** Line graphs are not suitable for representing categorical data that does not have a natural order or sequence.
- **You Have Sparse Data Points:** If you have few data points, a bar chart or scatter plot might be more appropriate to clearly show the data value.



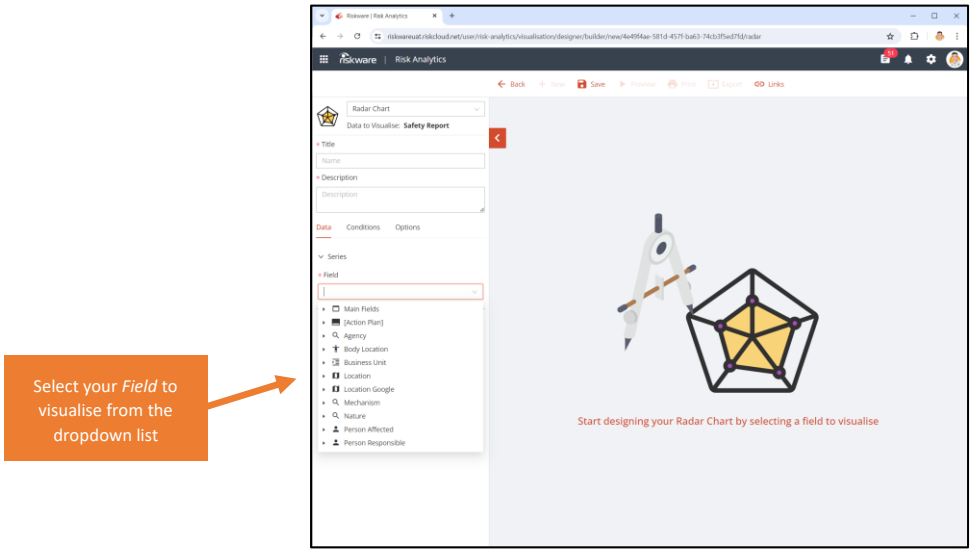
Radar Chart Visualisation

Radar Chart Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

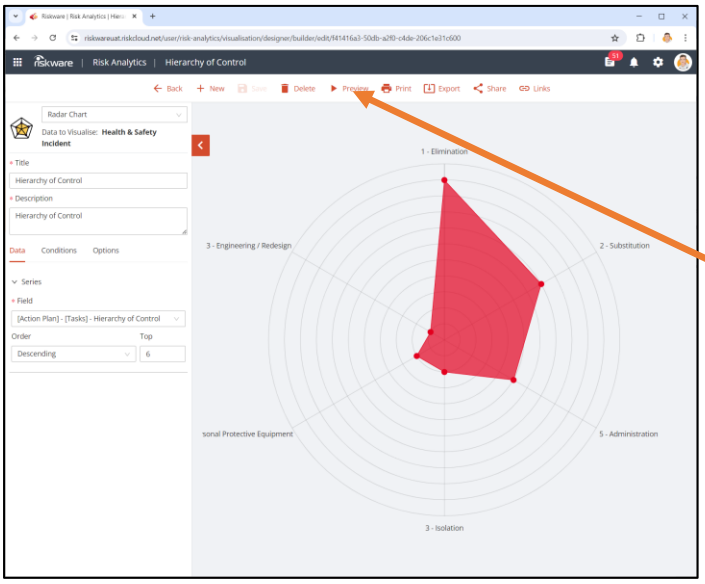


Ensure the *Field* name corresponds the data you want to visualise.

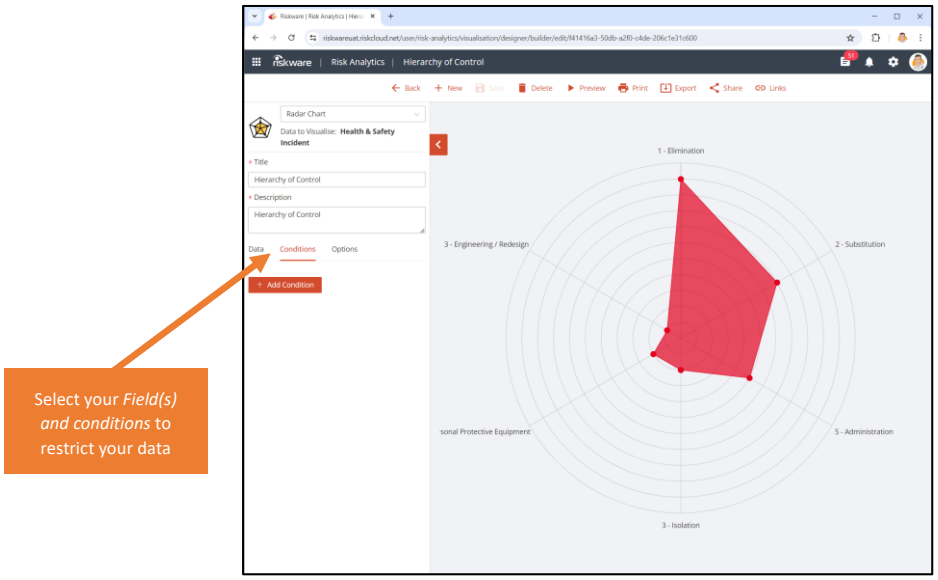
	Where a category field is available click on the expander icon and select the description.

	When you have a large amount of data to visualize, select a Top Number, such as 5. This will return the top 5 results based on your criteria.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Radar Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Count - Display the field values on the chart
Colour	Background – colour for the web/polygon Text – colour of the text for the data points

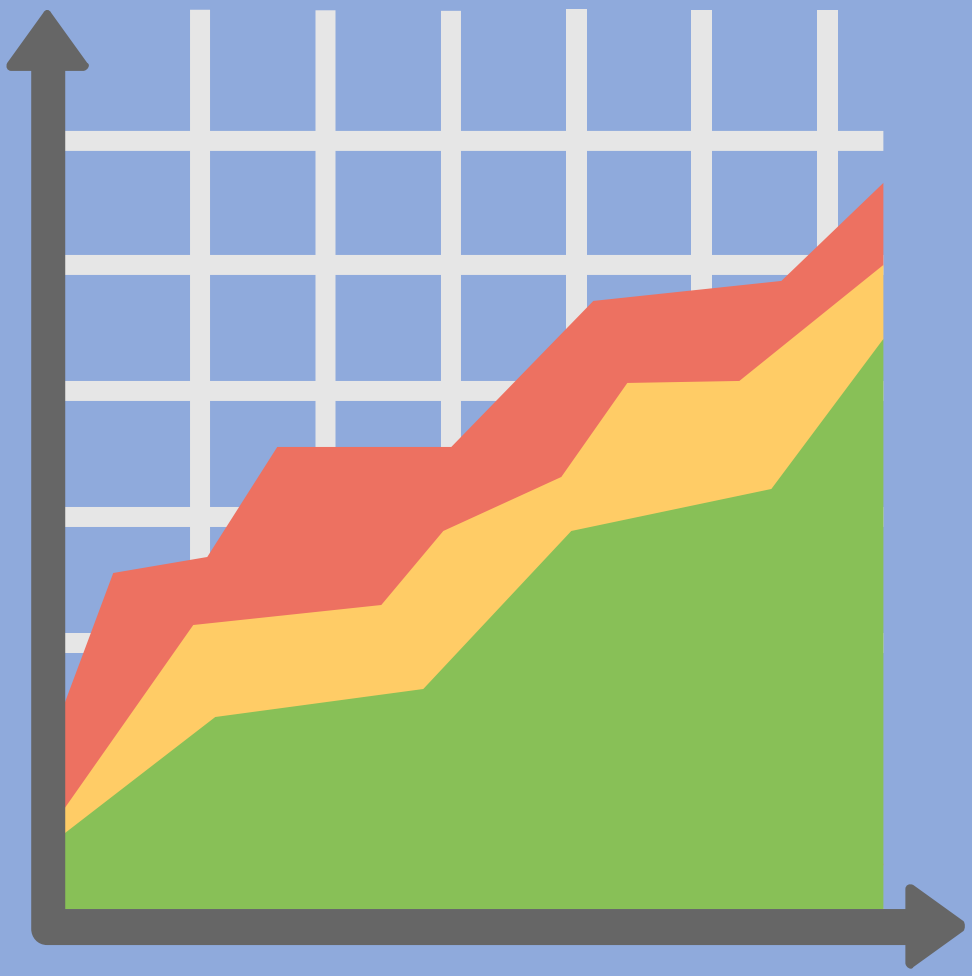
Tips for Radar Chart Visualisations

When should you use the Radar Chart Visualisation?

- **Compare Multiple Variables:** Display multivariate data to compare multiple variables simultaneously.
- **Illustrate Patterns:** Show patterns and relationships in complex data sets, especially when you have more than three variables.
- **Quantitative Data:** They are best suited for quantitative data rather than qualitative data.

When should you not use the Radar Chart Visualisation?

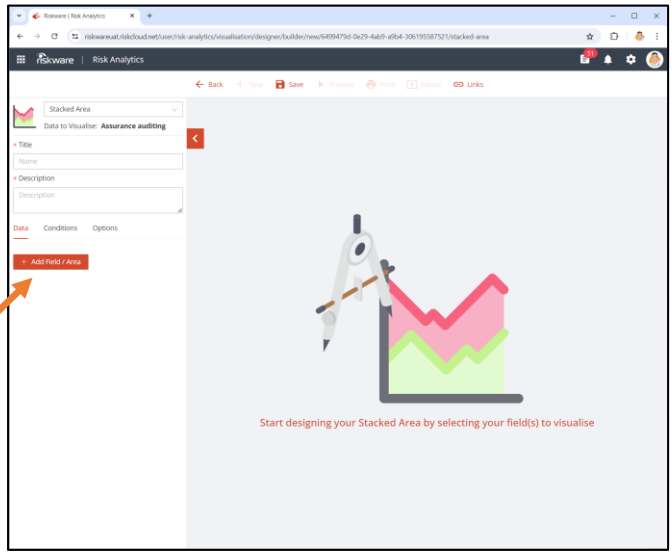
- **You Have Too Many Variables:** Too many variables can make the chart cluttered and hard to read.
- **You Need to Show Trends Over Time:** For showing trends over time, line charts are usually more effective.



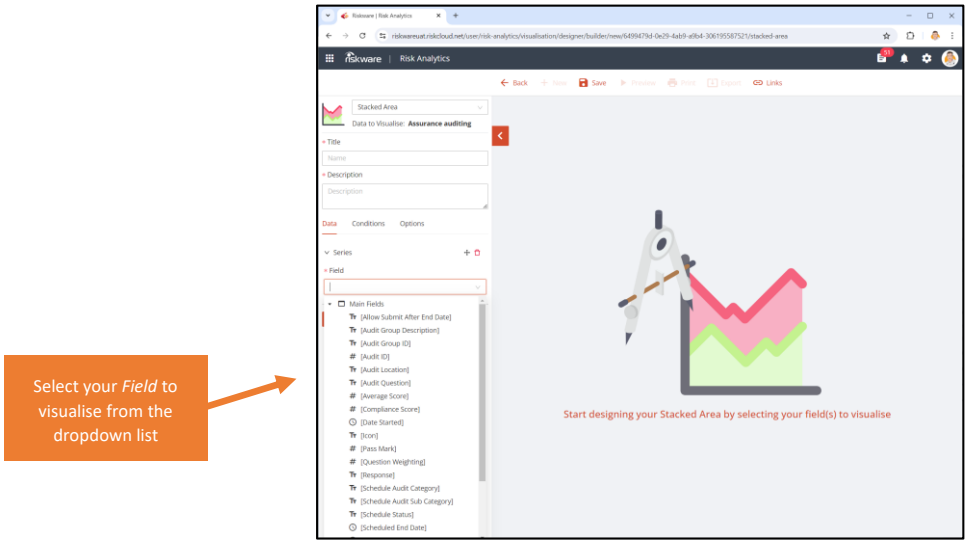
Stacked Area Chart Visualisation

Stacked Area Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

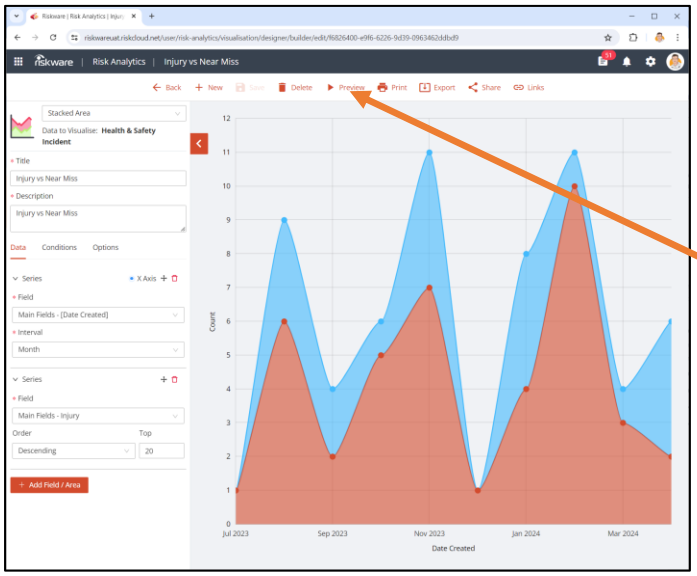


Ensure the *Field* name corresponds the data you want to visualise.

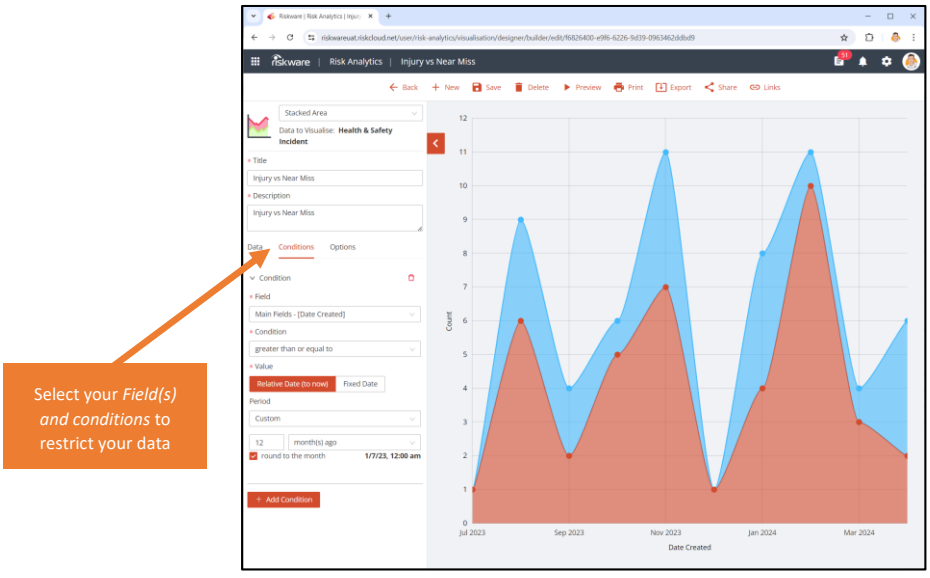
	The first field is always the X-Axis – ideally this should be a date field. The second field is displayed on the Y-Axis.

	Be cautious when using the *Day* or *Hour* interval option, as it may return a large amount of data, potentially causing your browser to respond slowly.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Stacked Area Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Count – Displays the value of the data point

Tips for Stacked Area Chart Visualisations

When should you use the Stacked Area Chart Visualisation?

- **Show Part-to-Whole Relationships Over Time:** Display how different components contribute to the total over a continuous time period.
- **Visualize Multiple Data Series:** Compare multiple data series and their cumulative effect.
- **Highlight Trends and Patterns:** Illustrate trends and patterns in the data while also showing the cumulative value.

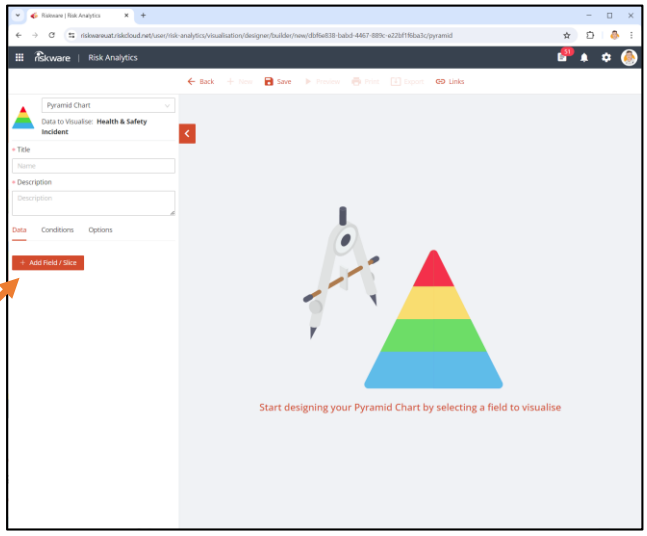
When should you not use the Stacked Area Chart Visualisation?

- **You Have Too Many Categories:** Too many categories can make the chart cluttered and difficult to read.
- **Data is Not Accumulative:** If the data doesn't accumulate or add up to a total, a different chart type might be more appropriate.
- **You Need Precise Comparisons Between Individual Data Series:** They can make it difficult to compare individual values precisely because the values are stacked on top of each other.
- **Showing Non-Continuous Data:** They are not suitable for categorical data that doesn't have a natural order or sequence.

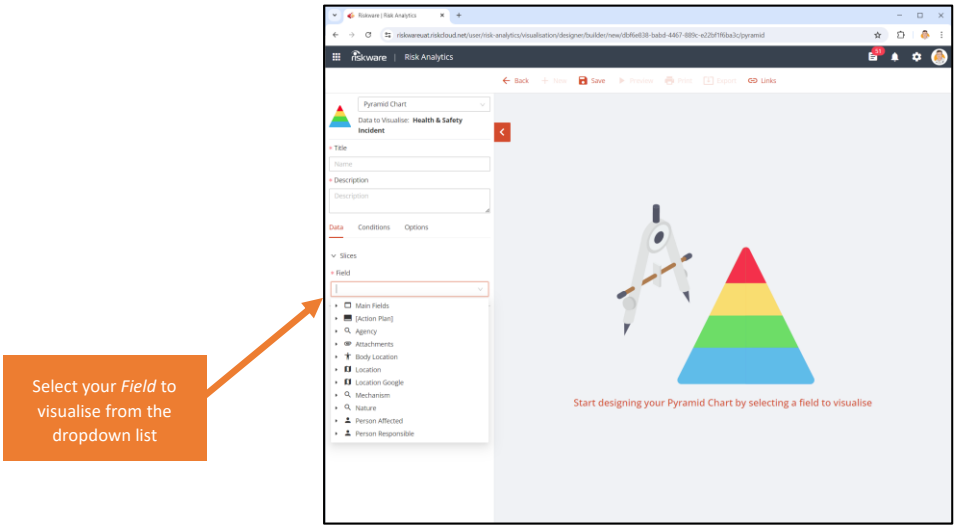
Pyramid Chart Visualisation

Pyramid Chart Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

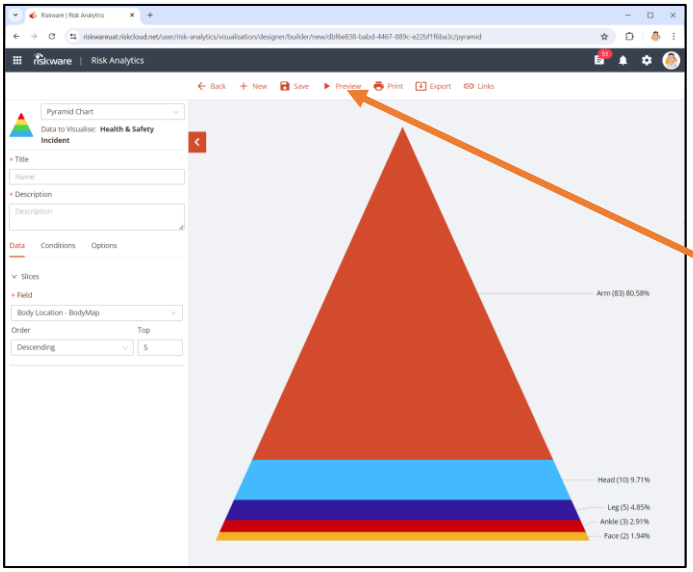


Ensure the *Field* name corresponds the data you want to visualise.

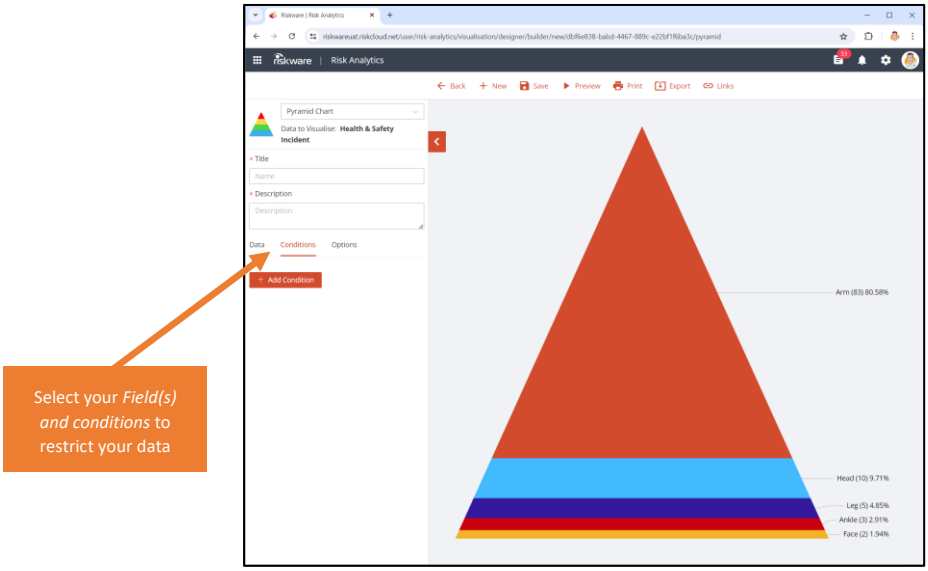
	Where a category field is available click on the expander icon and select the description.

	When you have a large amount of data to visualize, select a Top Number, such as 5. This will return the top 5 results based on your criteria.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Pyramid Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Display the field descriptions on the chart

Tips for Pyramid Chart Visualisations

When should you use the Pyramid Chart Visualisation?

- **Show Hierarchical Data:** Display data in a hierarchical or descending order of importance or size.
- **Compare Quantities or Percentages:** Visualize the distribution or proportion of different categories relative to a total, typically in a descending order.
- **Highlight Part-to-Whole Relationships:** Illustrate how various categories contribute to a whole, with the largest category at the top (or bottom) and decreasing in size towards the base.
- **Emphasize Segmentation:** Segment data into clear, distinct categories or levels that have a logical order or sequence.

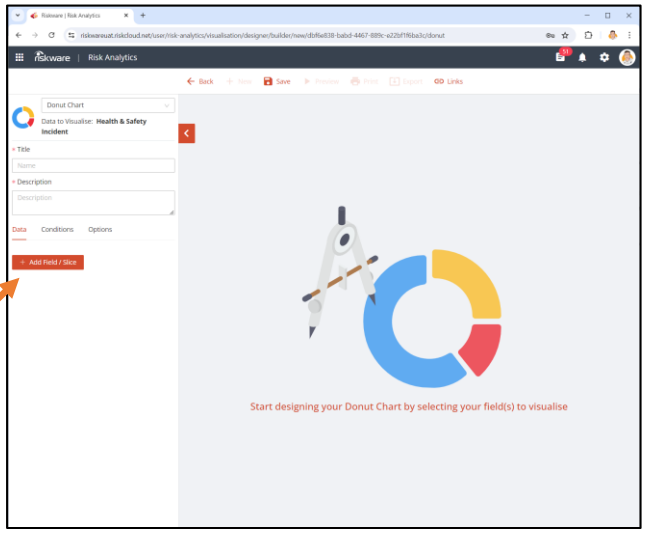
When should you not use the Pyramid Area Chart Visualisation?

- **You Have Many Categories:** Too many categories can make the chart overcrowded and difficult to interpret.
- **Data is Not Hierarchical:** If your data doesn't naturally fit into a hierarchical structure, a different chart type might be more suitable.
- **Precision in Measurement is Needed:** They may not be suitable for precise measurement or comparison of exact values, especially if the differences are subtle or require detailed analysis.

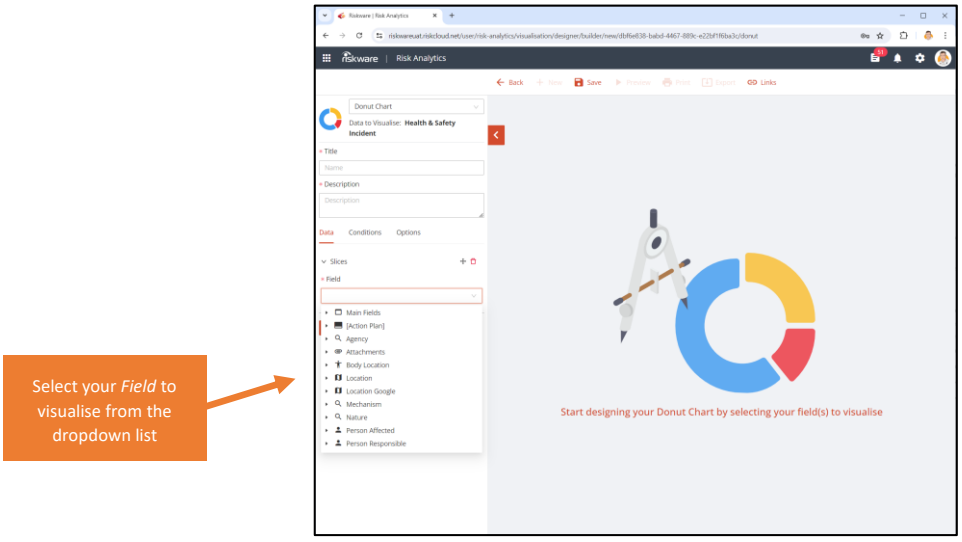
Donut Chart Visualisation

Donut Chart Visualisation

Step 1 Click on the *Add Field/Slice* button



Step 2 Select one or more fields to visualise

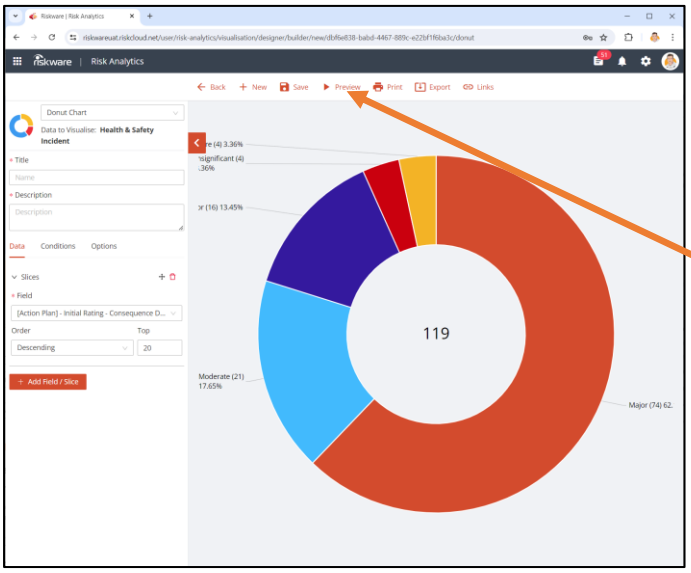


Ensure the *Field* name corresponds the data you want to visualise.

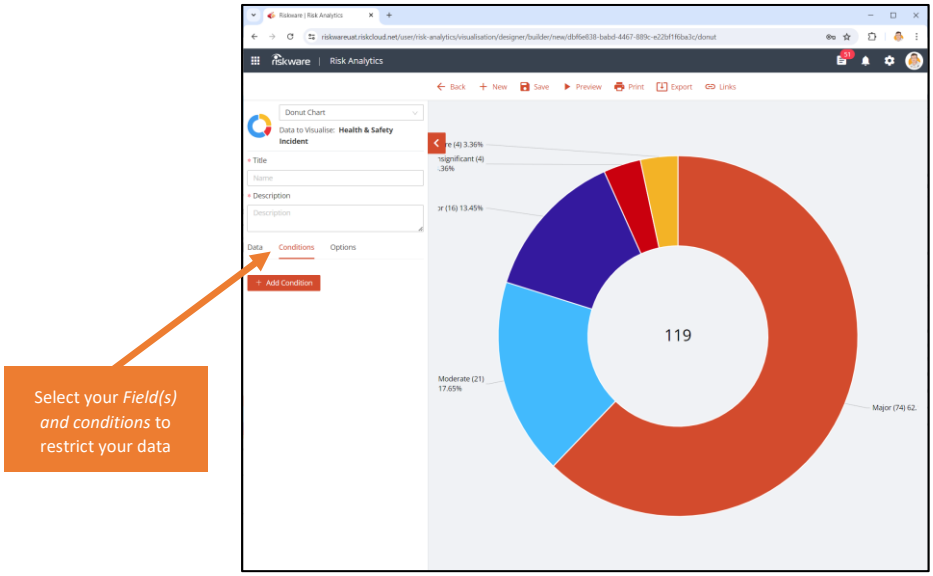
	Where a category field is available click on the expander icon and select the description.

	When you have a large amount of data to visualize, select a Top Number, such as 5. This will return the top 5 results based on your criteria.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Donut Chart Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Legend	Displays a legend for the data visualised
Data Options	Select “Use Current Date”
Labels	Display the field descriptions on the chart

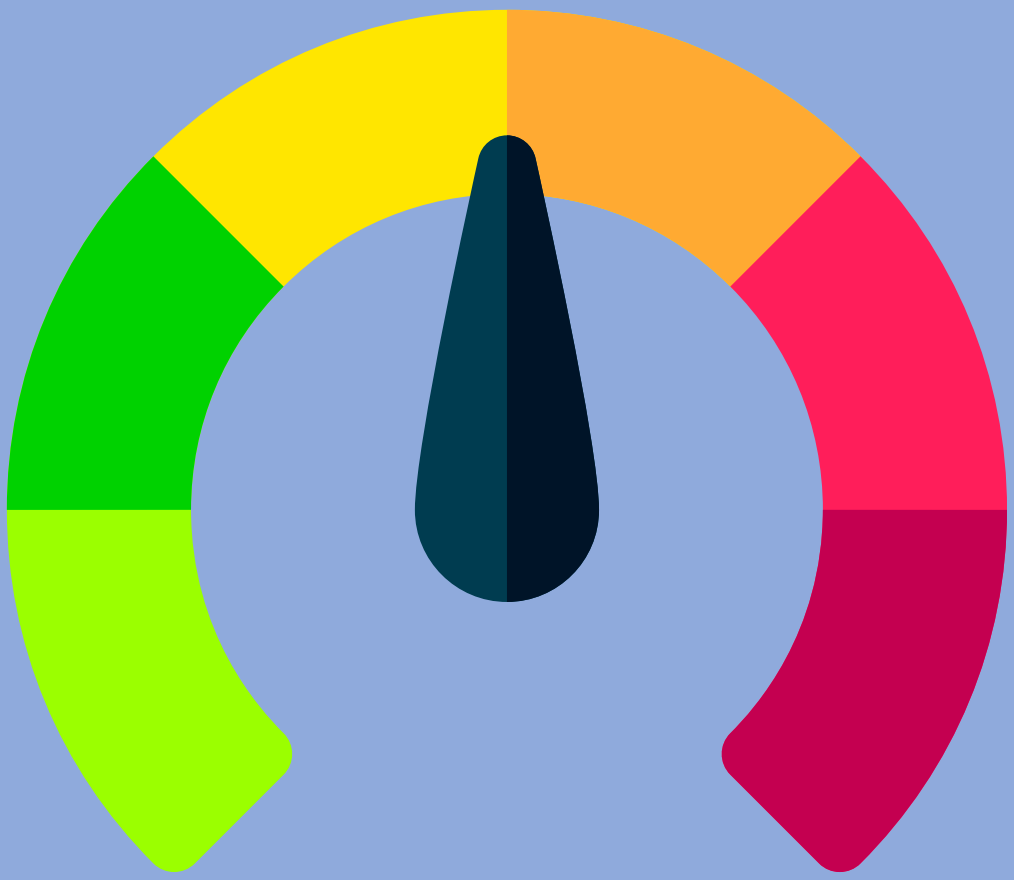
Tips for Donut Chart Visualisations

When should you use the Donut Chart Visualisation?

- **Show Proportions of a Whole:** Display the relative sizes of parts to a whole, similar to a pie chart.
- **Compare Multiple Categories:** Compare different categories within a single dataset.
- **Highlight Individual Slices:** Emphasize individual categories or segments of your data while maintaining a visual of the overall distribution.
- **Include Additional Information:** Use the central space for additional labels, legends, or data values, making it more informative.

When should you not use the Donut Area Chart Visualisation?

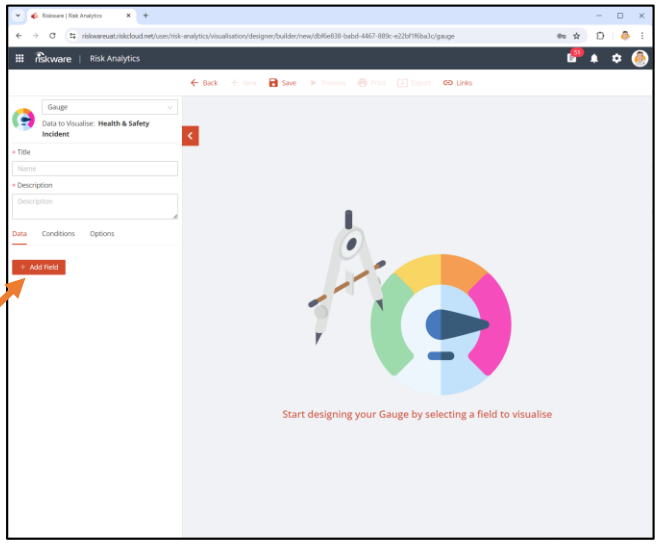
- **You Have Too Many Categories:** Too many slices can make the chart cluttered and hard to read. It's best to limit the number of categories to avoid confusion.
- **Precise Comparisons are Needed:** If precise comparisons between the sizes of slices are required, a bar chart might be more effective.
- **Data Values are Similar:** When the data values are very similar, it can be difficult to distinguish between slices. In such cases, consider using a different type of chart for better clarity.



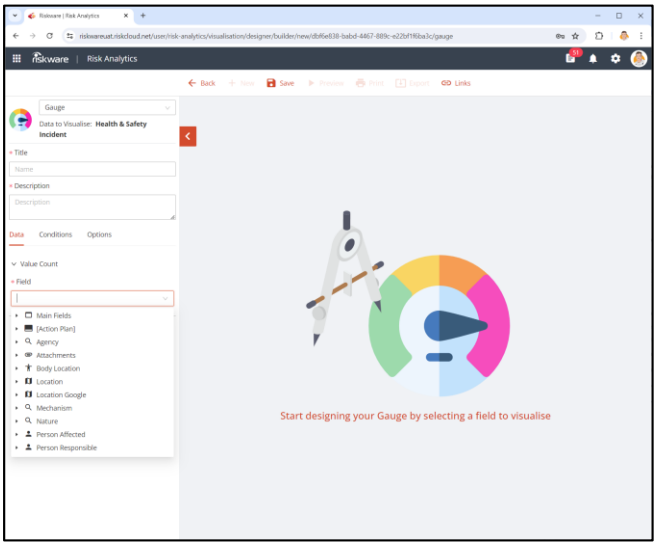
Gauge Visualisation

Gauge Visualisation

Step 1 Click on the *Add Field/Slice* button

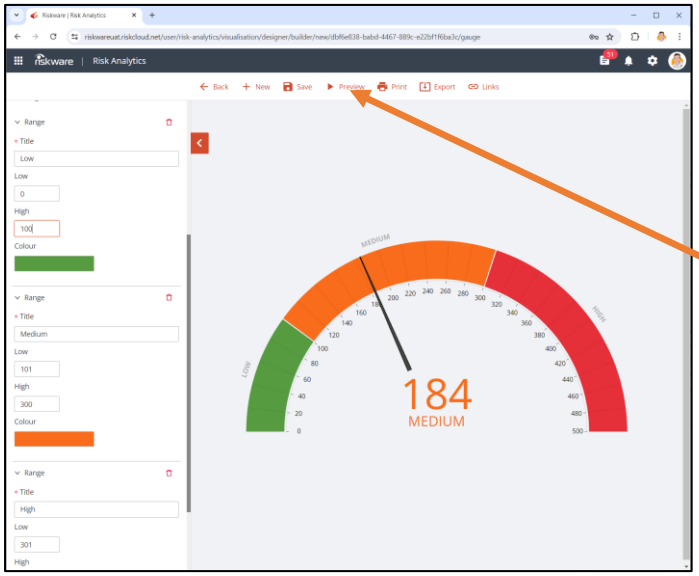


Step 2 Select one or more fields to visualise

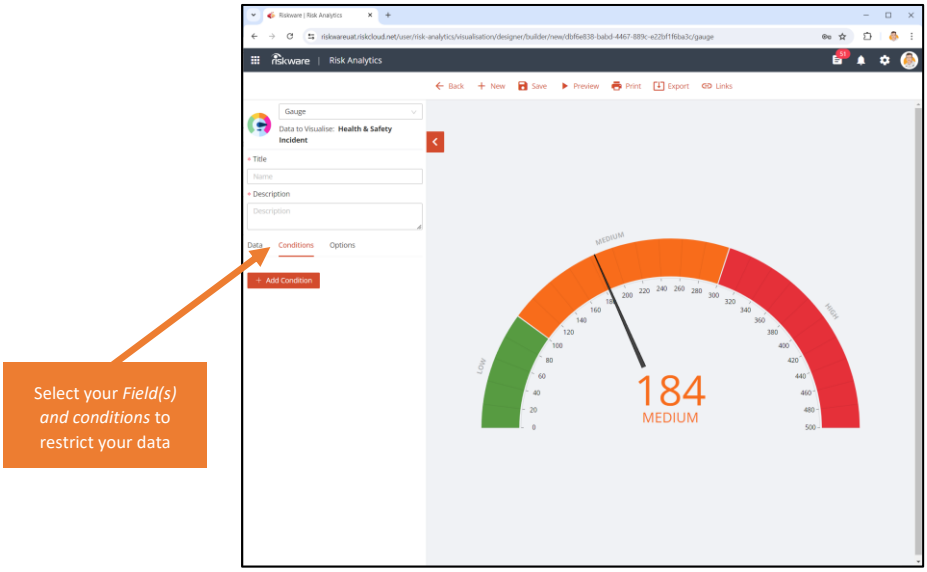


Ensure the *Field* name corresponds the data you want to visualise.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Gauge Options

Option	Definition
Description	Displays the text you entered as the visualisation description as a heading
Data Options	Select “Use Current Date”
Ranges	Set the range in colours for your Guage based on your visualisation

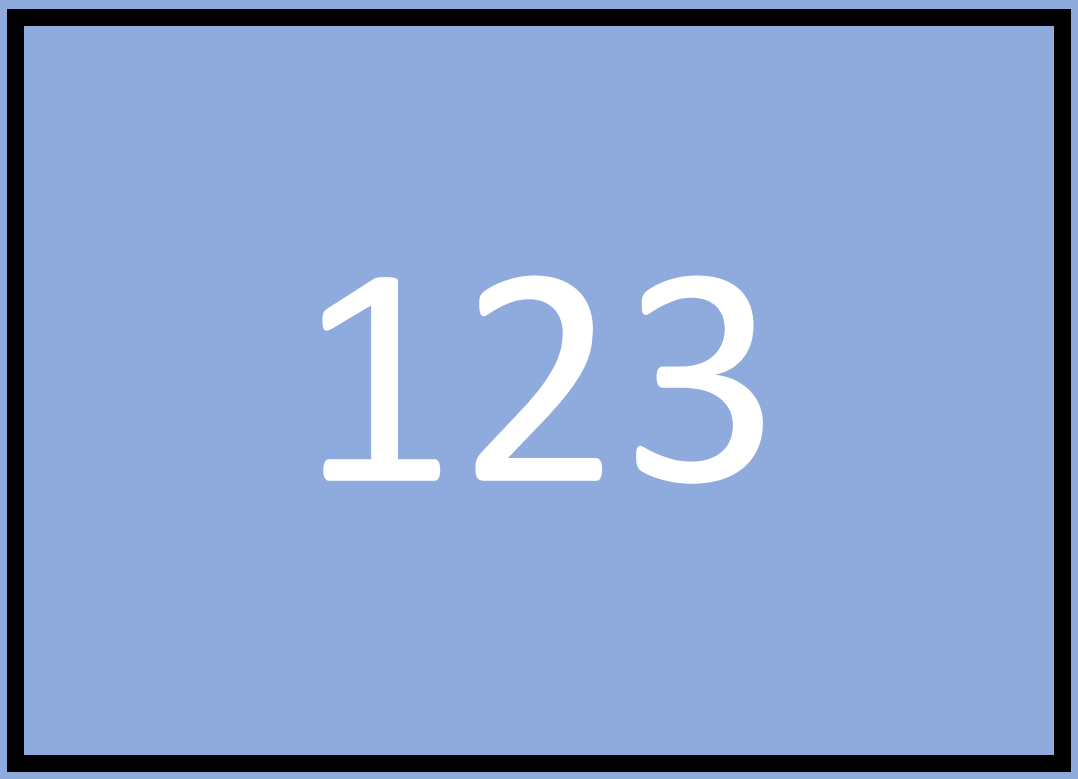
Tips for Gauge Visualisations

When should you use the Gauge Visualisation?

- **Show Progress Towards a Goal:** Display the current status of a metric relative to a target or goal.
- **Indicate Performance Levels:** Represent performance levels, such as low, medium, and high, or different thresholds.
- **Visualise a Single Data Point:** Emphasize a single data point within a range, making it clear and easy to understand.

When should you not use the Gauge Visualisation?

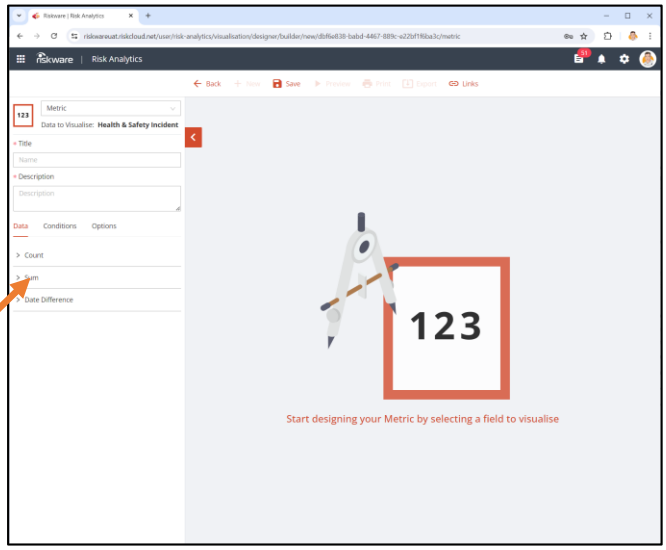
- **You Have Multiple Data Points:** They are not suitable for comparing multiple metrics or data points. Use bar charts, line charts, or other types for such comparisons.
- **Precise Data Analysis is Needed:** They are more about quick, high-level insights rather than detailed data analysis.



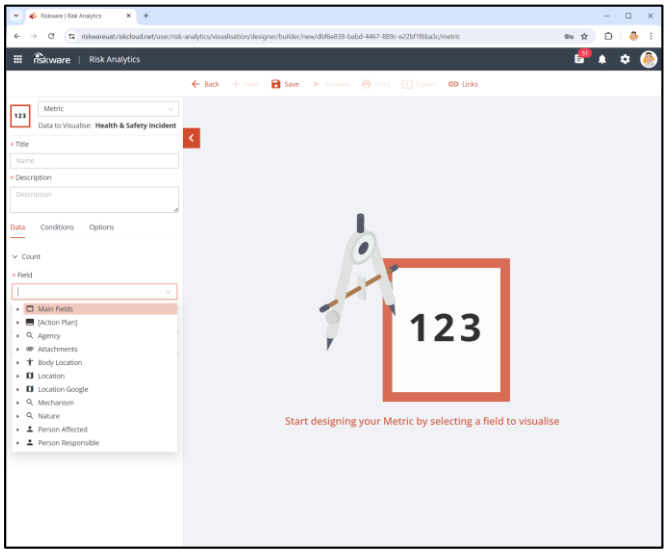
Metric Visualisation

Metric Visualisation

Step 1 Click on the *Add Field/Slice* button

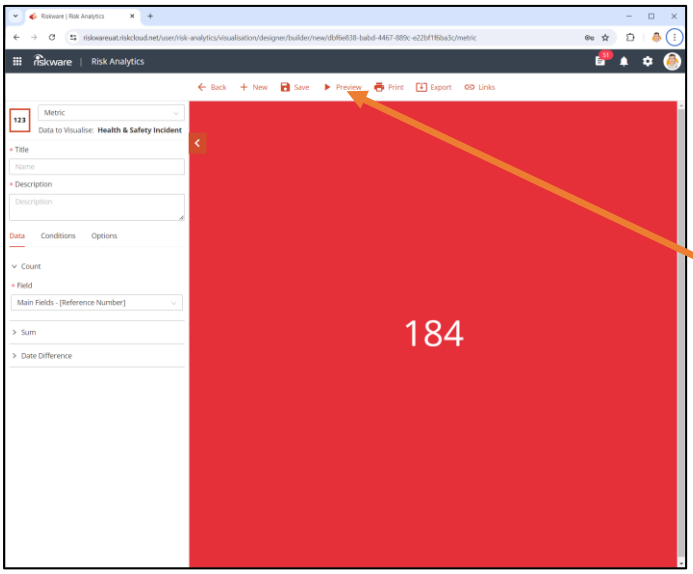


Step 2 Select one or more fields to visualise

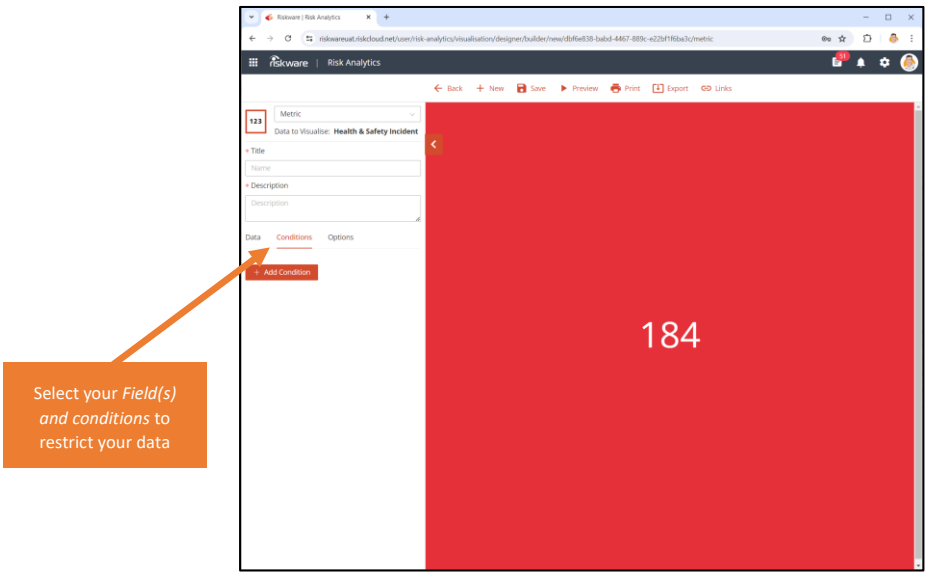


Data	Definition
Count	Count the number of records
Sum	Add the field value
Date Difference	Determine the difference between two dates based on a unit of measure

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Metric Options

Option	Definition
Data Options	Displays the text you entered as the visualisation description as a heading
Colour	Select “Use Current Date”
Thresholds	Set colours for thresholds or bands based on predefined values

Tips for Metric Visualisations

When should you use the Metric Visualisation?

- **Highlight Key Performance Indicators (KPIs):** Focus on critical metrics that represent the health or performance of a system, process, or business.
- **Provide a Quick Snapshot:** Offer an at-a-glance view of an important number without additional context or comparison, ideal for dashboards.
- **Show Current Values:** Display real-time or up-to-date values of key metrics, such as revenue, number of active users, or conversion rates.
- **Track Targets:** Monitor progress towards specific goals or benchmarks, such as daily sales targets or budget utilization.

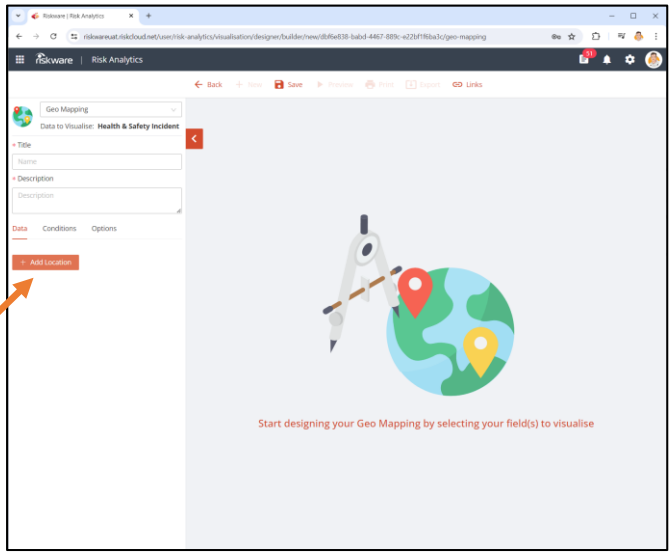
When should you not use the Metric Visualisation?

- **Context is Important:** They don't provide context or comparison, which might be necessary for understanding the significance of the number.
- **Multiple Data Points Need Comparison:** If you need to compare several metrics or show relationships between data points, other chart types like bar charts or line charts would be more effective.
- **Complex Data Analysis is Required:** They are not suitable for detailed analysis or when multiple variables need to be considered together.

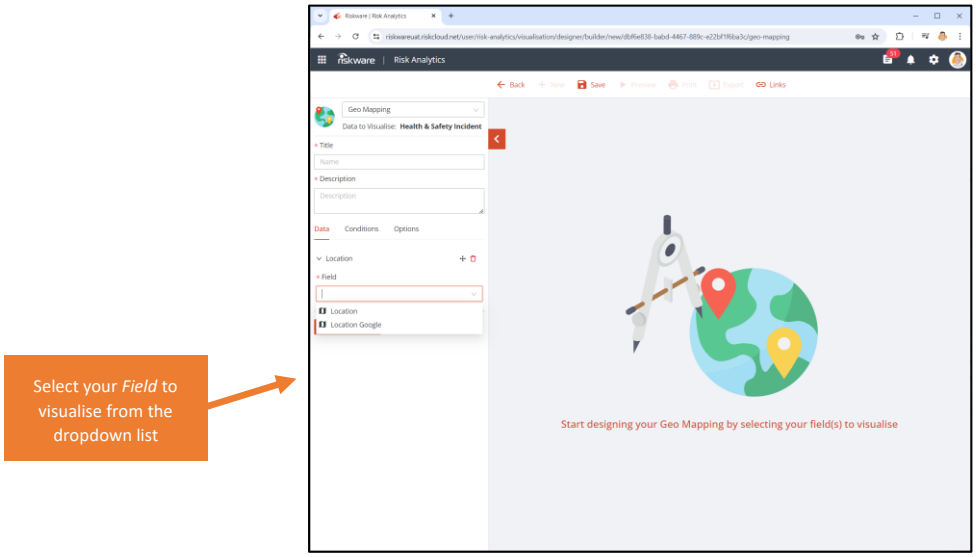
Geo Map Visualisation

Geo Map Visualisation

Step 1 Click on the *Add Field/Slice* button



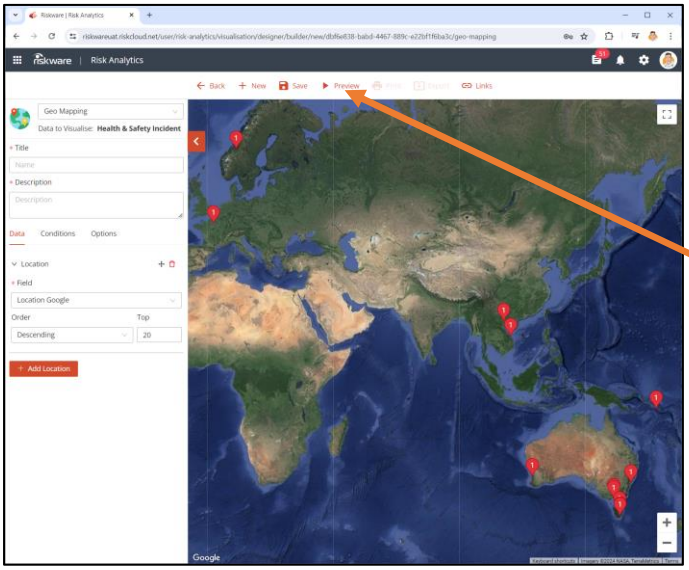
Step 2 Select one or more fields to visualise



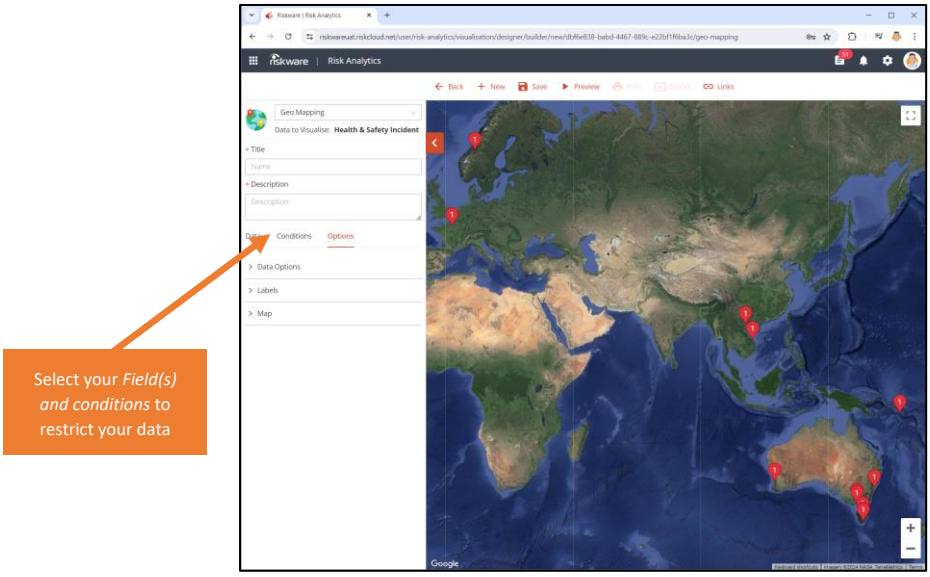
Ensure the *Field* name corresponds the data you want to visualise.

	This option is only available ifyou are visualising location data.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Geo Map Options

Option	Definition
Data Options	Displays the text you entered as the visualisation description as a heading
Labels	Count – Show/Hide the count for the location when you mouse over
Map	Google – Display data on Google Maps Basic – Display data on a simple map MazeMap – Display data on MazeMap (Must be configured to use this option) HeatMap – Display the magnitude of data values through variations in colour intensity

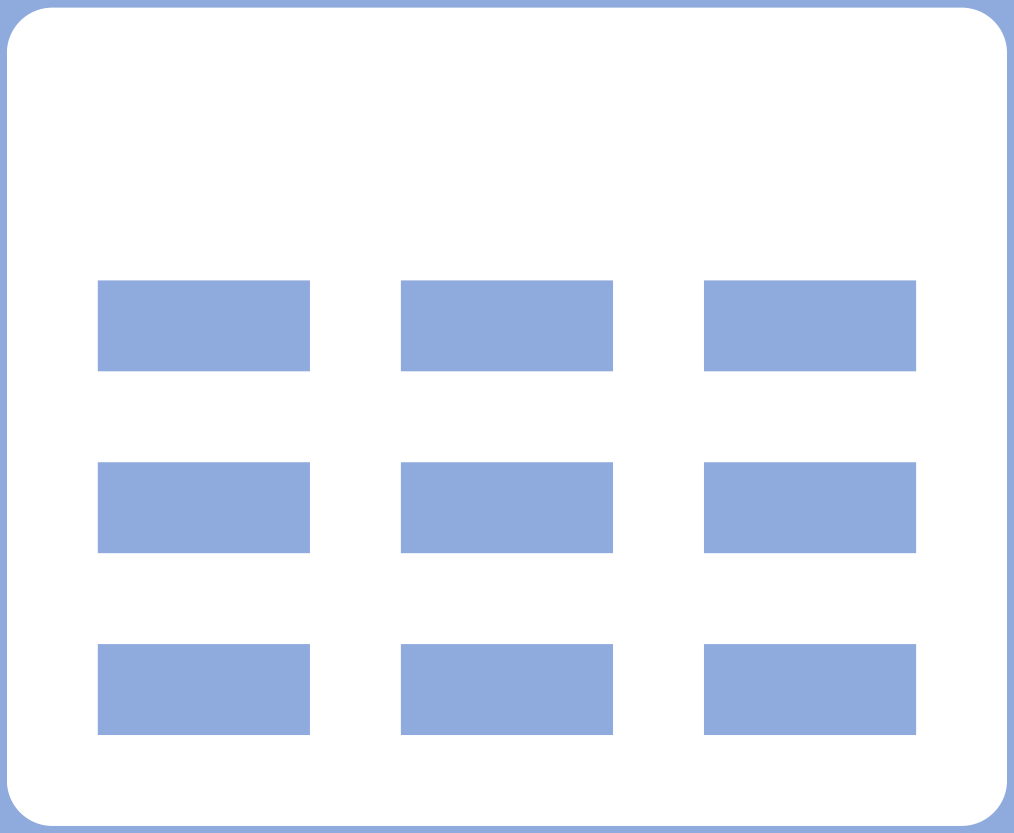
Tips for Geo Map Visualisations

When should you use the Geo Map Visualisation?

- **Show Geographical Distribution:** Visualise how data is distributed across different geographical areas, such as countries, states, or cities.
- **Highlight Location-Based Patterns:** Identify trends and patterns that are specific to certain locations.
- **Represent Spatial Relationships:** Demonstrate relationships between different geographic locations.
- **Display Regional Comparisons:** Compare data across different regions, making it easy to see variations and differences.
- **Present Location-Specific Metrics:** Show metrics that are inherently tied to specific locations, such as population density, weather data, or sales by region.

When should you not use the Geo Map Visualisation?

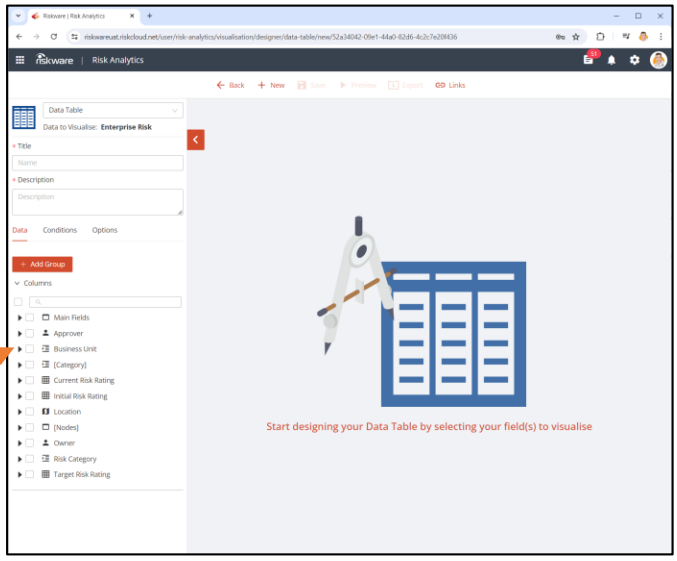
- **Data is Not Geographically Relevant:** If the data doesn't have a geographical component, a map will not add value and might even confuse the audience.
- **Precision is Required:** Maps can sometimes oversimplify data, making it difficult to interpret precise values or small differences.
- **Limited Data Points:** If you have very few data points, a map might not be the best way to visualize them. A simple table or list might be more effective.



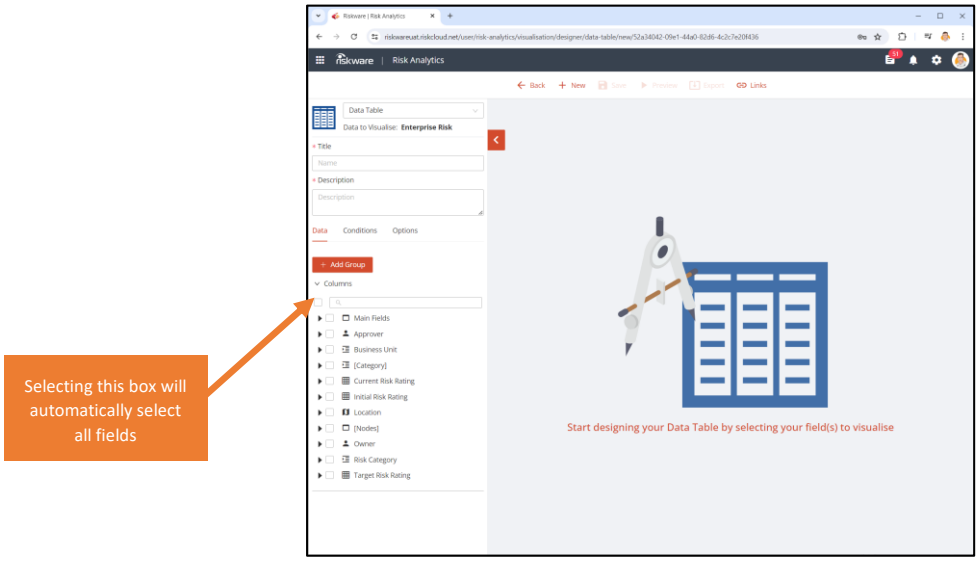
Data Table Visualisation

Data Table Visualisation

Step 1 Click on the *Add Field/Slice* button

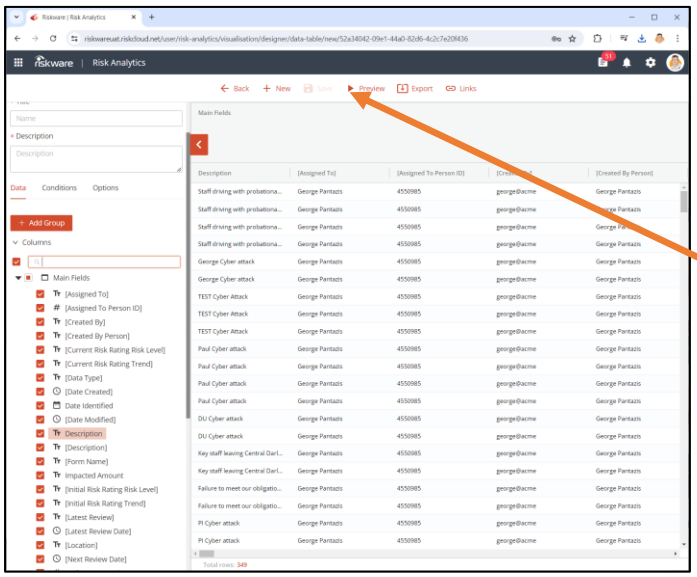


Step 2 Select one or more fields to visualise

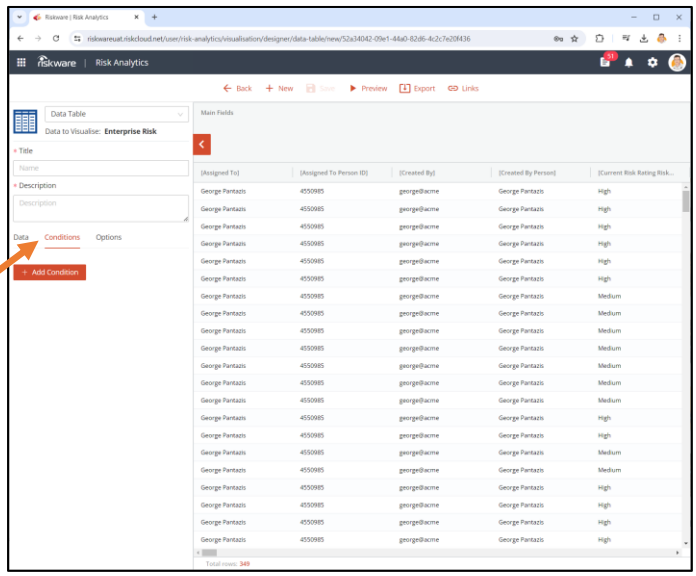


Ensure the *Field* name corresponds the data you want to visualise.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Data Table Options

Option	Definition
Size All Columns to Fit	Adjusts the columns to fit your screen resolution.

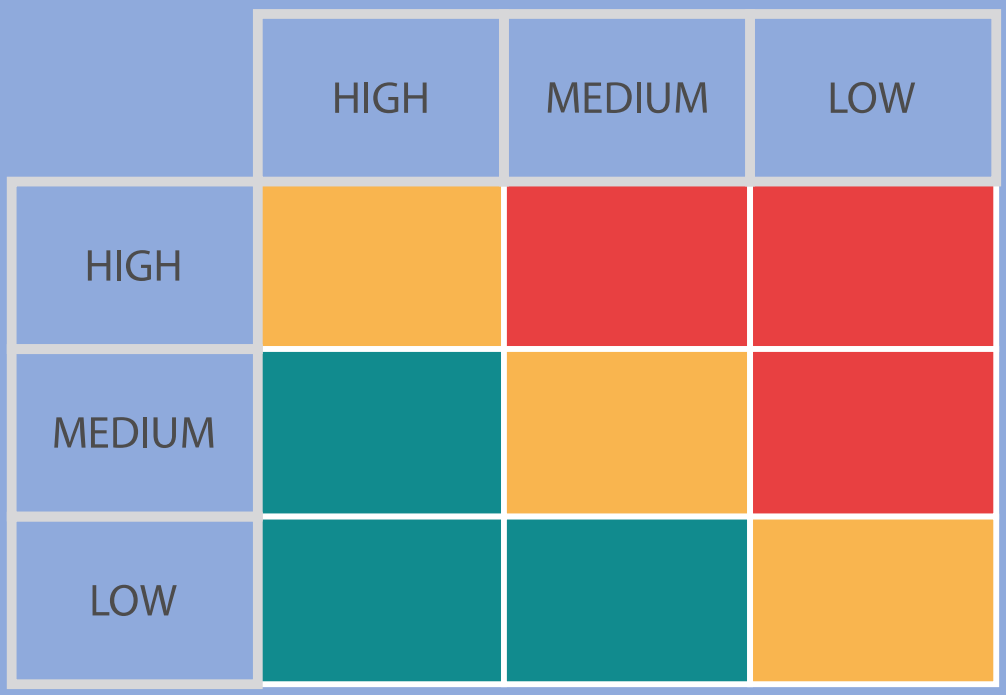
Tips for Data Table Visualisations

When should you use the Data Table Visualisation?

- **Export of data:** Export to CSV or Excel for analysis outside of Riskware.
- **Organize Data Systematically:** Structure data in rows and columns for easy scanning and retrieval.
- **Present Multiple Data Types:** Display different types of data, such as text, numbers, and dates, in a cohesive format.
- **Provide Exact Figures:** Ensure that exact values are visible and accessible, which is useful when precise numbers are important.
- **Allow Sorting and Filtering:** Facilitate sorting and filtering of data for better analysis and interpretation.
- **Accommodate Large Data Sets:** Manage large volumes of data efficiently, providing a comprehensive view in a compact format.

When should you not use the Data Table Visualisation?

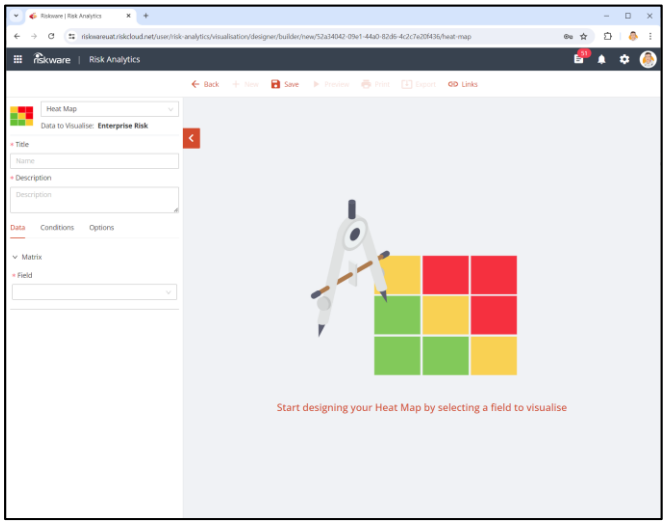
- **Data is Better Represented Visually:** For trends, patterns, and relationships, charts and graphs are usually more effective.
- **You Need to Highlight Overall Trends**: Tables can be overwhelming and difficult to interpret for identifying trends and patterns.
- **Data Set is Too Large for Easy Reading:** Very large tables can become cumbersome and difficult to read, making it hard for users to extract meaningful insights.
- **Visual Appeal is Important:** Tables are functional but not always the most visually appealing option for presenting data.



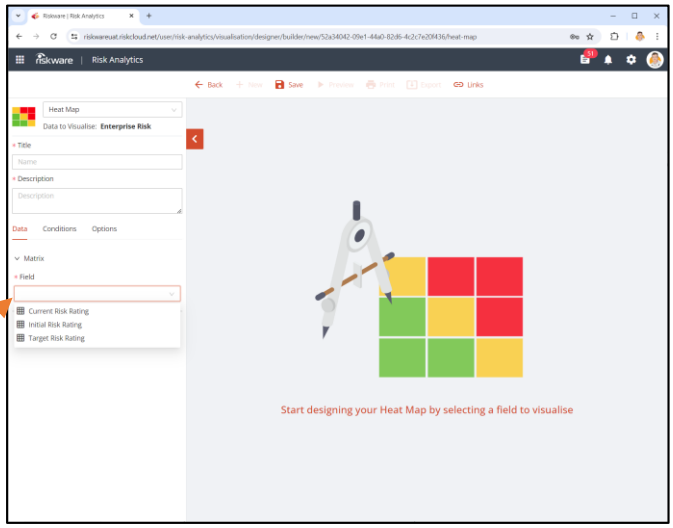
Heat Map Visualisation

Heat Map Visualisation

Step 1 Click on the *Add Field/Slice* button

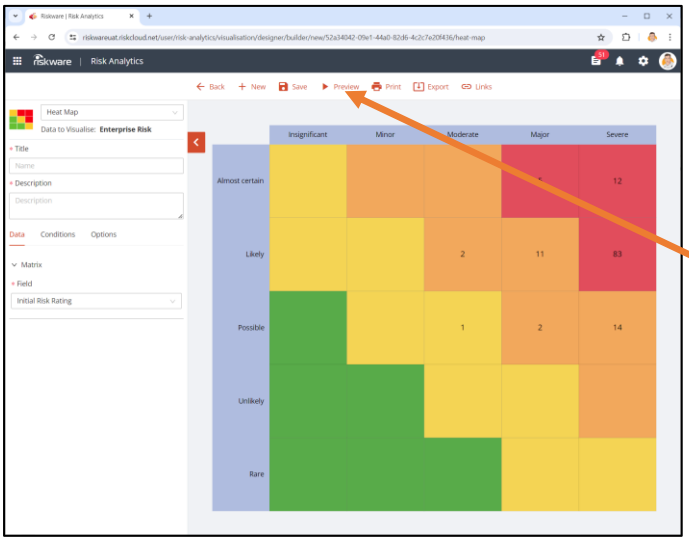


Step 2 Select one or more fields to visualise

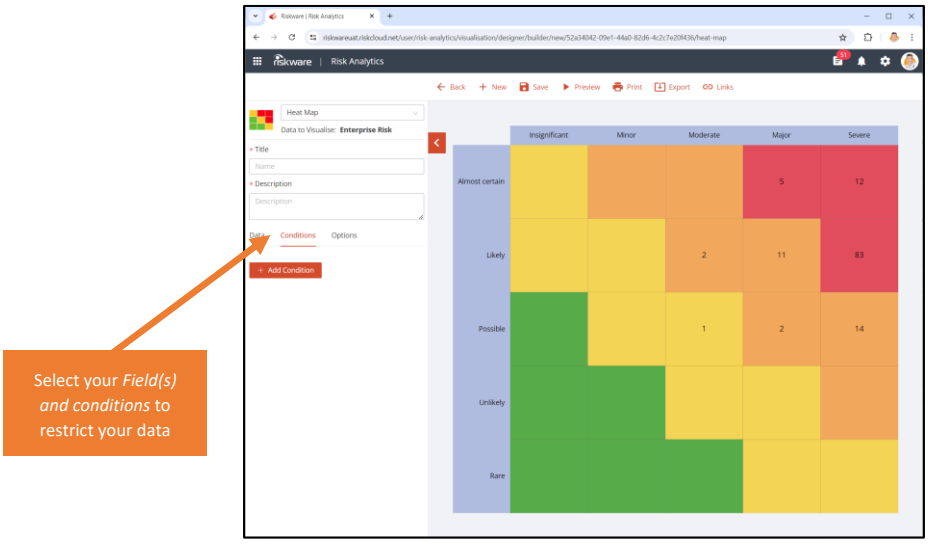


Ensure the *Field* name corresponds the data you want to visualise.

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



Heat Map Options

Option	Definition
Data Options	Select “Use Current Date”
Labels	Shows/Hides Consequence and Likelihood descriptors

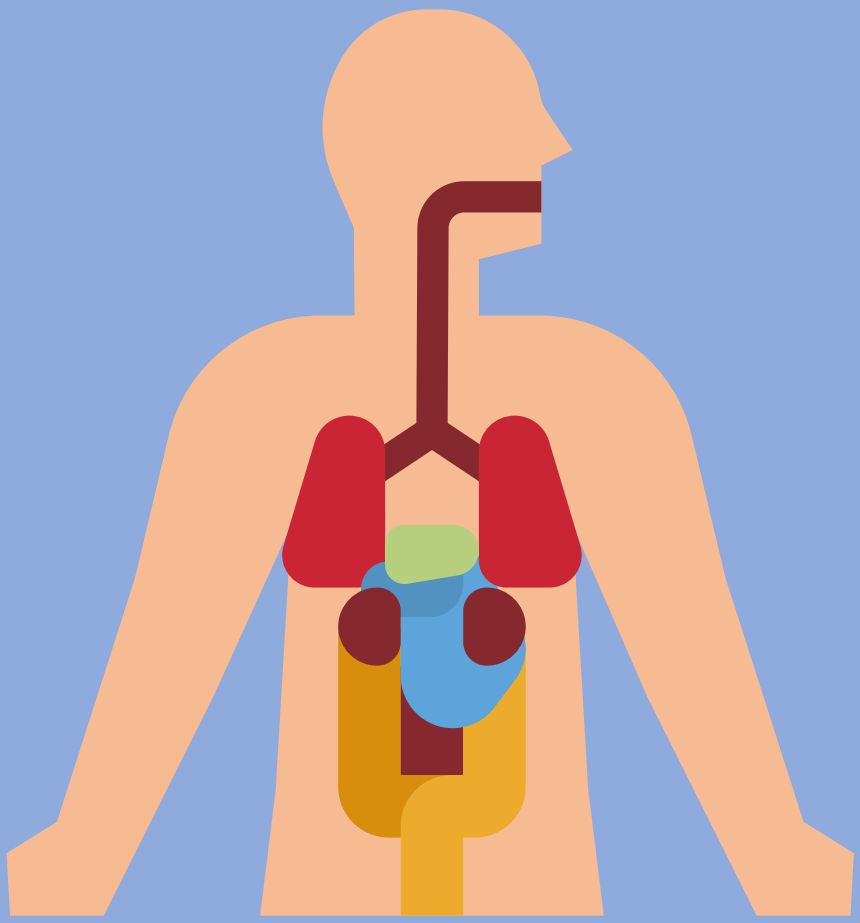
Tips for Heat Map Visualisations

When should you use the Heat Map Visualisation?

- **Visualise Risk Levels Across Multiple Dimensions**: Show the probability and impact of different risks in a two-dimensional format.
- **Communicate Risk Information Clearly**: Provide a clear and intuitive way to communicate risk information to stakeholders, making it easier to understand and discuss.

When should you not use the Heat Map Visualisation?

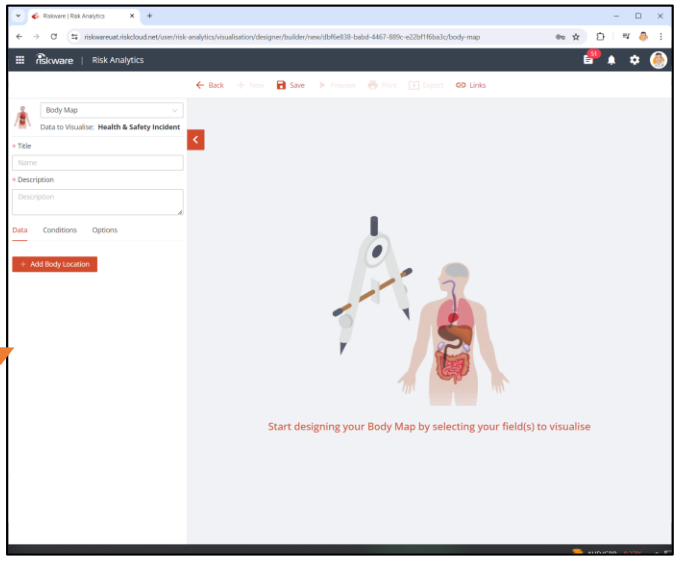
- **Data is Not Well-Suited to Two Dimensions:** If the risk data does not lend itself to a two-dimensional representation (e.g., it involves more than two key variables), another type visualisation may be more appropriate.



Body Map Visualisation

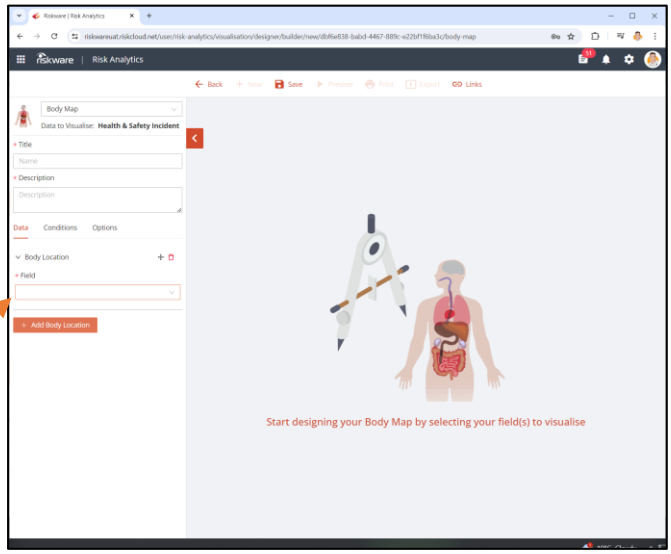
Body Map Visualisation

Step 1 Click on the *Add Field/Slice* button



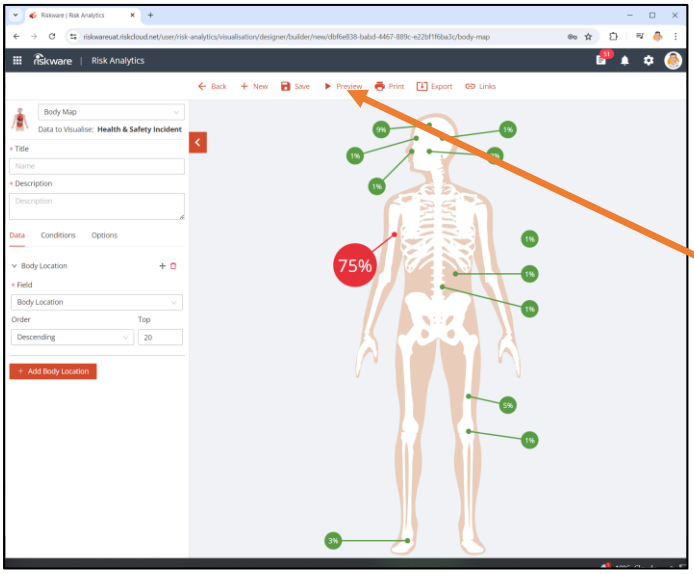
Click a *field* to visualise

Step 2 Select one or more fields to visualise

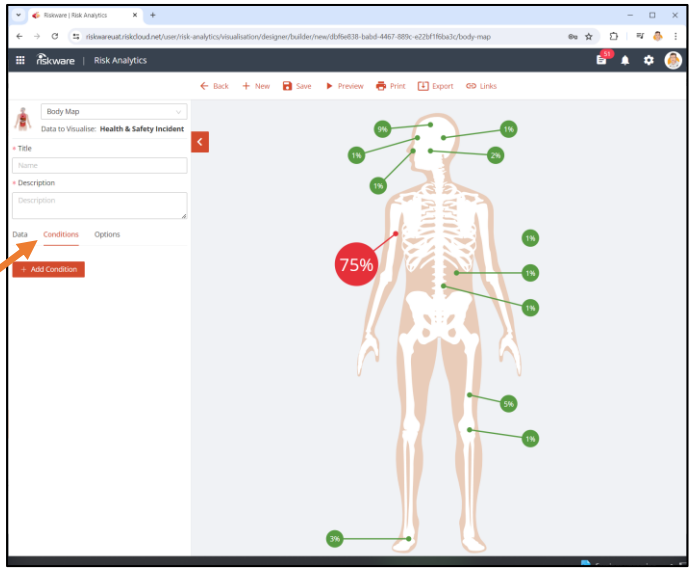


Selecting this box will automatically select all fields

Step 3 Click Preview to view your visualisation



Step 4 Click on the Conditions tab and enter any conditions



	This Visualisation is only available when the Bodily Location functionality is recorded

Body Map Options

Option	Definition
Data Options	Select “Use Current Date”
Labels	Toggle between displaying a percentage or actual count
Colour	Not Applicable for the Body Map Visualisation
Thresholds	Set colours for thresholds or bands

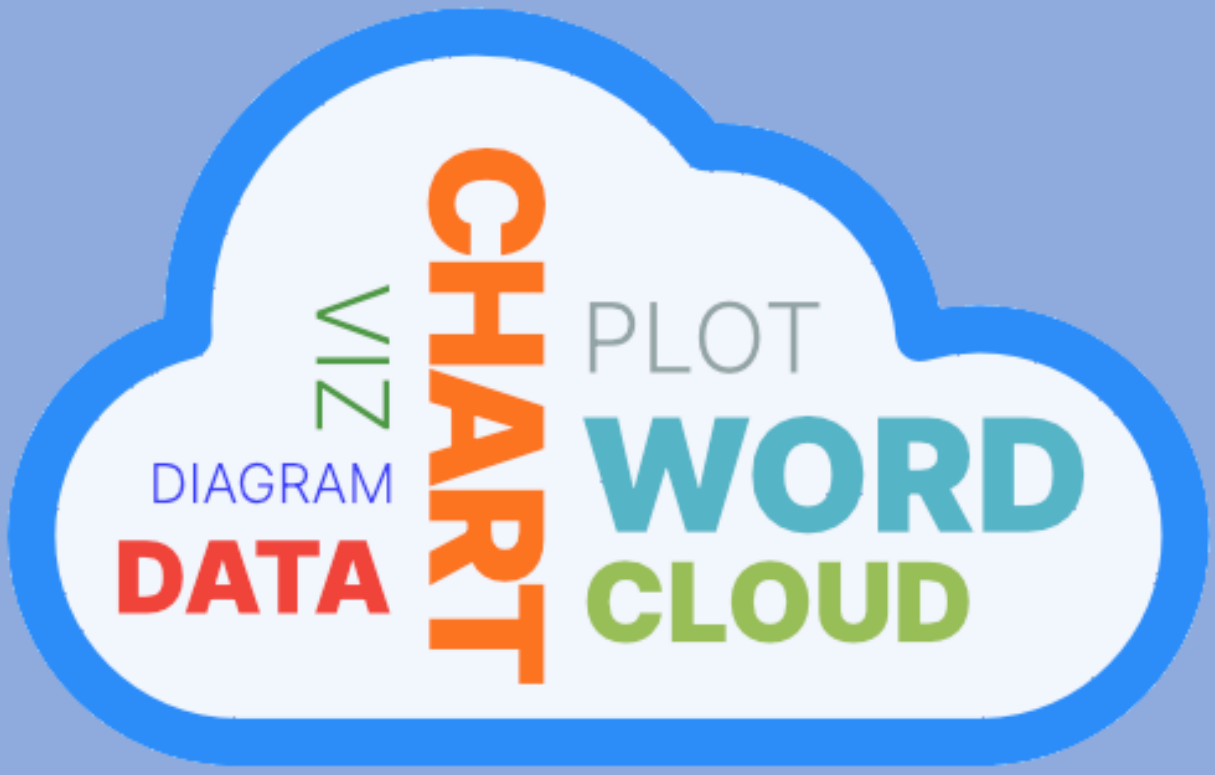
Tips for Body Map Visualisations

When should you use the Body Map Visualisation?

- **Show health-related data:** Visualise injuries on specific parts of the body (bodily locations).
- **Identify patterns or clusters:** Highlight patterns or clusters of safety incidents, injuries, or infection sites.
- **Illustrate anatomical data:** Provide a clear representation of anatomical data
- **Communicate health information clearly:** Offer a visual tool to communicate injured body parts.

When should you not use the Body Map Visualisation?

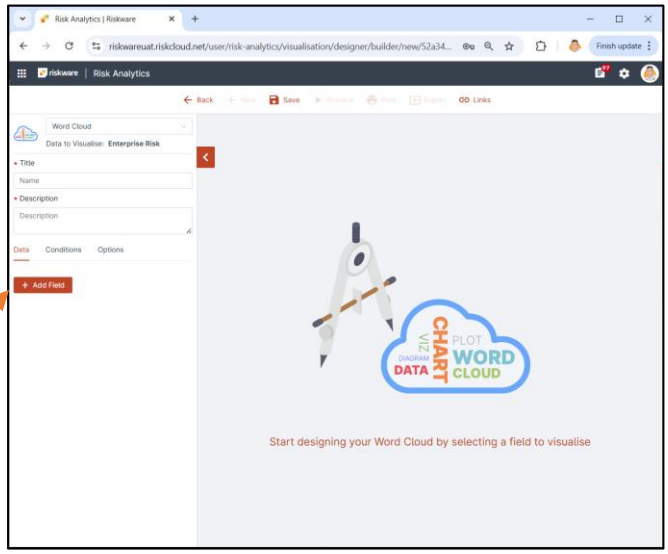
- **Data is not anatomically relevant:** If the data does not have a direct anatomical correlation, a body map will not be useful.
- **Detailed quantitative analysis is needed:** Body maps are more about visual representation and may not be suitable for detailed numerical analysis.



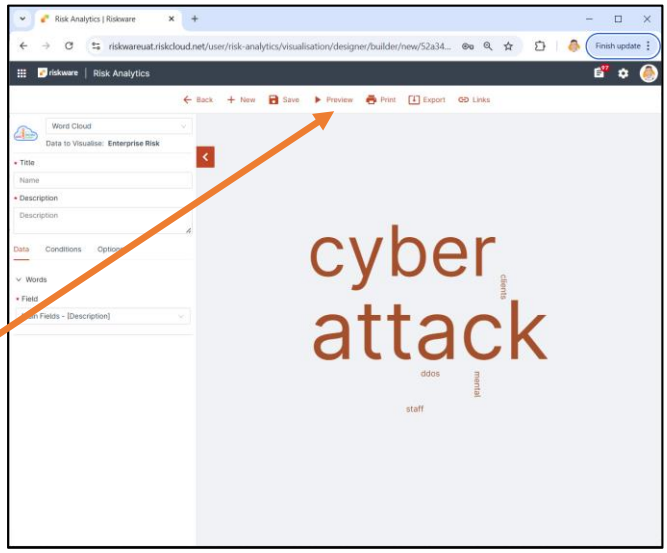
Word Cloud Visualisation

Word Cloud Visualisation

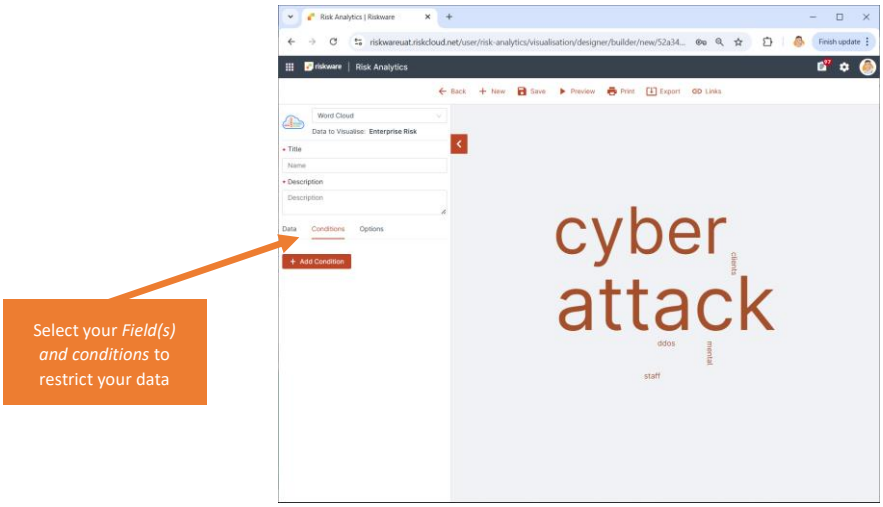
Step 1 Click on the *Add Field* button



Step 2 Click Preview to view your visualisation



Step 3 Click on the Conditions tab and enter any conditions



Word Cloud Options

Option	Definition
Total Words to Display	The total number of words to display on your Word Cloud. The default is 15
Include Words with an occurrence more than	Fine tune your Word Cloud to show words based on the number of times it is mentioned in your data
Exclude Words	Remove words from your Word Cloud. Multiple words can be entered by separating them with a comma
Colour	Change the colour of the words in your Word Cloud

Tips for Word Cloud Visualisations

When should you use the Word Cloud Visualisation?

- **Highlight Frequent Key Words:** Word clouds are effective for giving a quick visual overview of the most commonly reported incident types (e.g., “slip,” “manual handling,” “chemical exposure”) or recurring risk themes.
- **Summarise Free-Text Data: I**deal for visualising themes from open-ended data entry fields where users describe events in their own words.
- **Executive Summaries:** Useful as a quick-glance visual in high-level reports to show what issues are appearing most often without diving into raw numbers or detailed classifications.
- **Spot Emerging Trends:** Helps identify growing concerns based on the frequency of certain terms before they escalate into recurring risks.

When should you not use the Word Cloud Visualisation?

- **When Precise Quantification is Required:** Word Clouds don’t display exact values or rank incidents accurately. Use bar charts, tables, or dashboards when detail and comparison are needed.
- **Structured Categorisation:** For official reporting, compliance purposes or structured taxonomies.
- **Describing Severity or Impact:** Word Clouds show frequency, not severity. A term appearing often may not represent high risk, and rare but serious events could be visually underrepresented.

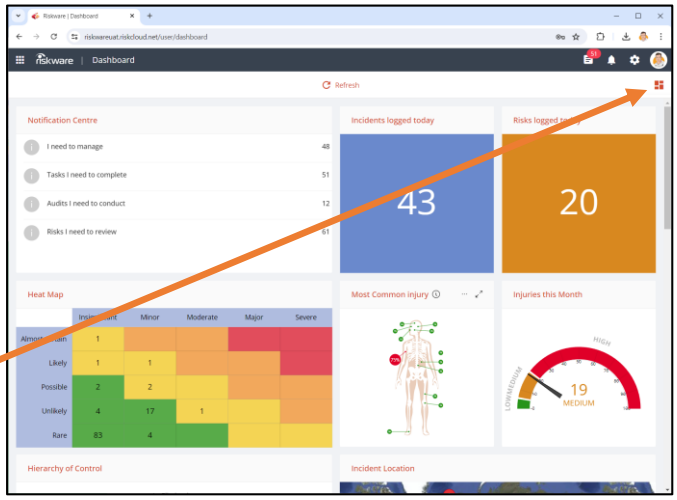
Adding your Visualisations to your dashboard

What is your Dashboard?

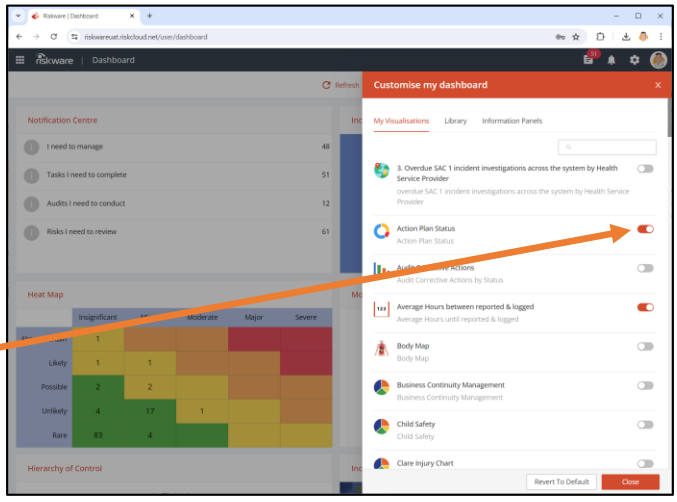
Your dashboard is your personalised interface (or home screen) that provides a comprehensive overview of the key visualisations you want to display.

Personalising your Dashboard

Step 1 Click on the *Customise My Dashboard* button



Step 2 Enable one or more Visualisations



Your Visualisation will now be added to the bottom which can be moved to your desired location on your dashboard.

	Your System Administrator may have setup a default dashboard for you. To revert back to the default, simply click the *Revert to Default* button located on the bottom of the *Customise my Dashboard* dialog box.

My Notes