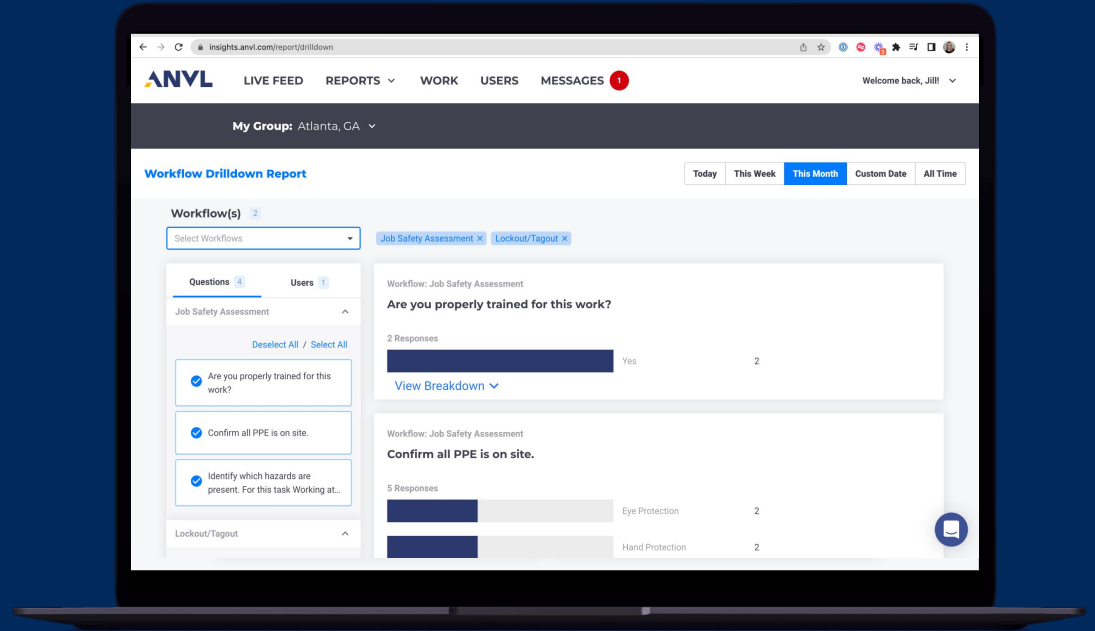




Workflow Drilldown

May 2022



Workflow Drilldown Highlights

- Quickly find responses to workflow questions so you know where to focus first
- Select multiple workflows for easy access to responses from all of your workflows
- Drilldown down to the user level to see responses from a particular user or subset of users
- See workflows related to the responses and click-through to see details

The screenshot shows the ANVL Workflow Drilldown interface. At the top, there are navigation tabs: LIVE FEED, REPORTS, WORKFLOWS, USERS, and MESSAGES. A dropdown menu under REPORTS is open, showing options for Dashboard, Workflow Summary, and Workflow Drilldown. A blue callout box points to this menu with the text: "Under Reports, select 'Workflow Drilldown'".

Below the navigation, there's a section for "My Group: Attn" with a dropdown menu. A blue callout box points to it: "Use the user list to see responses from specific users." To the right, there are filters for "Today", "This Week", "This Month", "Custom Date", and "All Time".

The main content area is titled "Workflow(s) 2" and has a "Select Workflows" dropdown. Two workflows are selected: "Job Safety Assessment" and "Lockout/Tagout". A blue callout box points to the "Job Safety Assessment" workflow: "Select multiple workflows to review question-level responses." Below this, there are two sections for questions. The first section is "Are you properly trained for this work?" with 2 responses. A blue callout box points to the "View Breakdown" link: "See responses to individual questions and click-through for details." The second section is "Confirm all PPE is on site." with 5 responses. A blue callout box points to the "Eye Protection" response: "Expand to see workflow details for each response." On the left side, there are checkboxes for "Are you properly trained for this work?", "Confirm all PPE is on site.", and "Identify which hazards are present. For this task Working at...". A blue callout box points to the "Are you properly trained for this work?" question: "Use the question list to quickly find what you're looking for."

Drilldown by Workflow

The screenshot shows the ANVL 'Workflow Drilldown Report' interface. At the top, there are navigation tabs for 'LIVE FEED' and 'REPORT'. The user is logged in as 'Jill'. The main content area is titled 'Workflow Drilldown Report' and includes a 'Workflow(s)' dropdown menu with 3 items selected: 'Hot Work Permit', 'Job Safety Assessment', and 'Layered Process Audit'. Below the dropdown, a list of workflows is shown, with 'Job Safety Assessment' selected. The main content displays a survey question: 'Are you properly trained for this work?' with 85 responses. A horizontal bar chart shows the distribution of responses: 77 'Yes', 6 'No', and 2 'N/A'. Below the chart is a 'View Breakdown' link. Another survey question is visible below: 'Is all PPE in working order and free from damage?'. Three callout boxes provide instructions: 1. 'Customize the timeframe you are interesting in seeing.' points to the 'All Time' button in the top right. 2. 'Use the dropdown list to select which workflows you would like to see the responses to.' points to the 'Workflow(s)' dropdown menu. 3. 'Selected workflows are displayed here and can be unselected to remove those from the list.' points to the selected workflows in the top right of the workflow list.

Customize the timeframe you are interesting in seeing.

Use the dropdown list to select which workflows you would like to see the responses to.

Selected workflows are displayed here and can be unselected to remove those from the list.



PRO TIP: Selecting multiple workflows at once saves time and allows you to quickly see responses across your different workflows.

Drilldown by User

The screenshot displays the ANVL 'Workflow Drilldown Report' interface. At the top, there are navigation tabs for 'LIVE FEED' and 'REPORTS', and a user greeting 'Welcome back, Jill!'. Below this, the report title 'Workflow Drilldown Report' is shown, along with a 'My Group: Customer Demo' label. A blue callout box points to the 'Users' filter section, stating: 'Select individual users or a subset of users to display responses given by those users.' The 'Users' section includes a 'Deselect All / Select All' link and a list of users with checkboxes: CB Foshee (unchecked), Darrell Allen (checked), Jake Landgraf (unchecked), and Jill Turcic (checked). To the right, a horizontal bar chart shows the number of responses for each user across various risk categories. A second blue callout box points to the 'View Breakdown' link at the bottom of the chart, stating: 'Select "View Breakdown" to see the list of individual responses.' The chart data is as follows:

User	Fire or Explosion	Moving Vehicles	Answer Left Blank	Mechanical	Slips, Trips, Falls	Working at Height
CB Foshee	0	0	0	0	0	0
Darrell Allen	8	8	0	0	0	0
Jake Landgraf	0	0	7	0	0	0
Jill Turcic	0	0	0	5	4	3



PRO TIP: Filtering by users is an ideal way for managers to review responses from the team they supervise. Selecting timeframe and an individual user is a great way to provide coaching and prepare for reviews.

View Breakdown

The screenshot displays the ANVL 'Workflow Drilldown Report' for the 'Hill Valley' group. The report shows a list of responses with columns for NAME, RESPONSE, and DATE. A callout points to the 'Collapse Breakdown' button, another points to the 'RESPONSE' sort dropdown, and a third points to a response entry. A fourth callout points to the expanded details for a specific response.

Select "Collapse Breakdown" to close the list of individual responses

Sort the list to see the responses most important to you.

NAME	RESPONSE	DATE
Bill Barbour	Rare	3/23/22 10:39 AM
JoeClayton Brown	Almost Certain	5/6/22 12:40 PM
Bill Barbour	Almost Certain	3/23/22 10:39 AM
Creedance McHarty	Almost Certain	4/16/22 2:20 PM

Selecting a name will open up the workflow details associated with that response.

Risk Hazard Assessment - demouser01 - Creedance McHarty
101 - 101 - Alternate Category - 101 - 04/16/2022

0 Flagged Questions | 1 Interventions | 1 Stop Work

How severe would the consequences be if this identified risk occurred?
Critical

How severe would the consequences be if this identified risk occurred?
Moderate

You've indicated that there are safety risks present, please document your concerns and controls
ANSWER LEFT BLANK

Identify Hazards and Controls for: Environment
ANSWER LEFT BLANK

How likely is your identified risk to occur?
Almost Certain

How severe would the consequences be if this identified risk occurred?



Questions?
Email support@anvl.com

We welcome your feedback.
Email feedback@anvl.com