Business Leaders Health & Safety Forum Survey

The Business Leaders Health & Safety Forum is now using BraveGen to power its annual survey to collect health and safety statistics for the purpose of benchmarking across members and industry sectors.

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GETTING STARTED – LOGGING IN

When the survey is opened and ready for you to start entering your data you will receive and email from the forum with two key pieces of information. These are a:

a. Login Link: *this is a unique link for your company*
b. Passcode: *this is a unique passcode for your company*

To log in and get started:

1. Click on or copy the Login Link from your email and open in an internet browser. You will then be taken to a unique login page for your company
   We recommend using Google Chrome if you have this installed

2. "Choose a contact…" from the dropdown box, select your name from the list of available users

3. "Enter your passcode" from your email in the passcode box

4. Click the "Sign In" button. You will now be logged into the member portal for your company. On the main screen you will see 3 information boxes:
   a. Contact Information
   b. Survey
   c. Your Benchmark Report

CONTACT INFORMATION

Before getting into the survey we need to check the information that we hold on file for your company is current. To do this:

1. Click the button "Click here to begin…"

> 1. Contact Information
>
>   Enter general information about your company and key contact details
>
> → Click here to begin...

    You will then be taken to your companies Contact Information page

    From here you can:
    a. Update the company name
    b. Add, delete, or update users

If the user details are already correct you can skip to point 11 of this section and click the "Save" button

To update the company name:

2. Click in the "Company Name" field and change as required

To add a new user:

3. Click the "Add New User" button located at the top of the Contacts table

4. Complete the new user information. Minimum details required are:
    a. First Name
    b. Last Name
    c. Email
    d. Phone

5. Click the "Insert" button located below the new user fields

To delete a user:

6. Click the "Delete" button located on the far right of the required user

7. Click the "OK" button to confirm you want to delete this user

To update an existing user:

8. Click the "Edit" button located on the left of the required user

9. Update the fields as necessary

10. Click the "Update" button located below the user fields

You are now ready to return to the main screen and begin the survey. To do this:
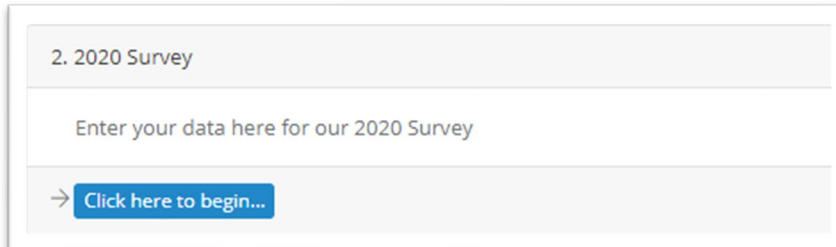
11. Click the "Save" button located at the bottom right of the screen

The Contact Information box will now show as completed allowing you progress to the survey section

SURVEY

After completing the Contact Information section, the survey will be enabled
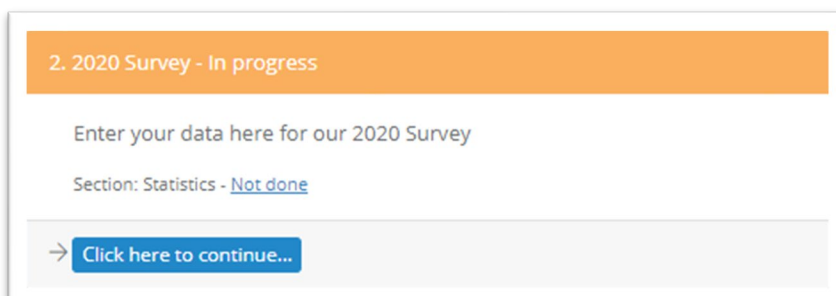
1. Click the button "Click here to begin…"

2. Complete data entry in the relevant fields for each of the questions. You can use the tab button to move to across to the next field

To save your progress at any stage

3. Click the "Save this section" button. When you return to the main screen the survey box is will now be showing as In Progress allowing you to jump back in and pick up where you left off


Once you have finished entering ALL your data you will need to tell the system that you are finished. To do this:

4. Click the checkbox at the bottom of the screen for "I have finished entering my data for this period"

5. Click the "Save this section" button.

You have now completed the survey. To return to the main screen:

6. <u>Click</u> the "<u>Close</u>" button located at the bottom right of the screen

7. <u>Click</u> the "<u>OK</u>" button to confirm that your changes have been saved
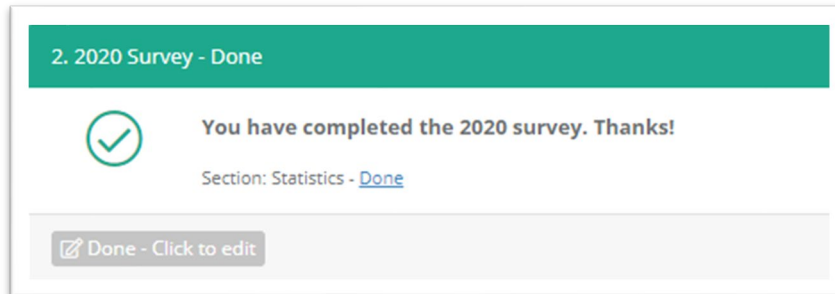
The survey box will now show as complete on the main screen

Once the survey has been closed you will still be able to view the information you entered however you will need to contact the programme administrator to make any changes.
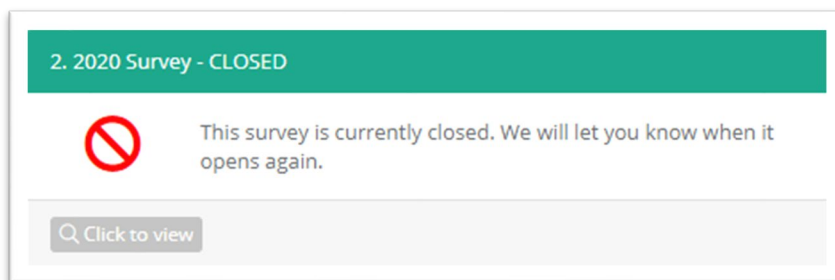
YOUR BENCHMARK REPORT

After the survey has closed and any verification steps have been completed by the programme administrator the online benchmarking reports will be enabled.

You will receive an email confirming this and can then log in top view the reports using the unique link and passcode provided for your company then:

1. <u>Click</u> the "<u>Click here to explore</u>" button
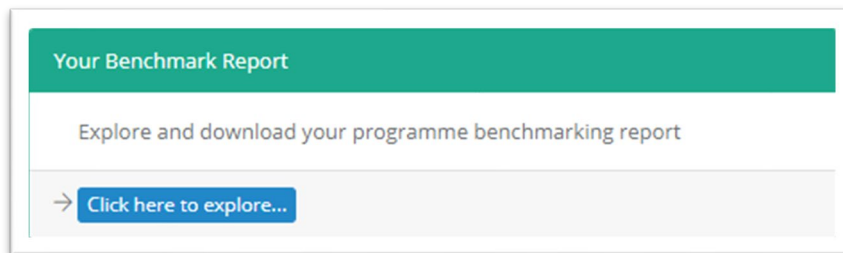
The reports are interactive dashboards displaying Health & Safety metrics and other information collated from our database of members.

There are currently two tabs in the report:

a. Forum Statistics: *this tab shows data and insights across all of forum and by industry sectors*
b. Your Statistics: *this tab shows data and insights for your company, your sector and all of forum*

For column graphs that have an X-axis and a Y-axis numbers have been shown as whole numbers while rates are shown with a decimal place.

Some tips for using the reports:

- mouse over any element of a chart or graph to display more detailed information
- click on any element to drill up or down (if the data allows)
- drag the blue bar at the bottom of graphs to change the visible date range
- click the >> menu in the top right of any chart/graph for additional options including:
  - expanding the chart/graph to a full-sized window
  - export the underlying data to a CSV file
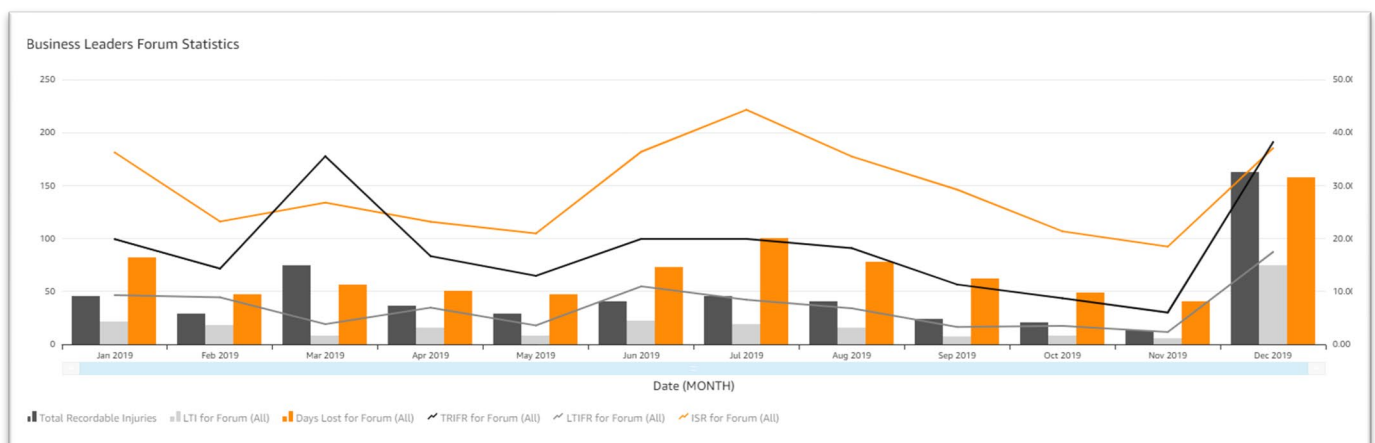
Please note that sector information will only show where there are 3 or more participating members to ensure confidentiality