

FORS COLLISION MANAGER

INSTRUCTIONS FOR SYSTEM USE

FORS Collision Manager – Instructions for system use

1. Definitions.....	1
2. Getting started.....	2
2.1. Overview.....	2
3. Registration.....	3
3.1. Registering a company.....	3
3.2. Registering a new user.....	4
4. Configuring preferences.....	5
4.1. Configure company preferences.....	5
5. Spreadsheet.....	6
5.1. Configure spreadsheet.....	6
5.2. Import data from the spreadsheet.....	7
5.3. Export data to the spreadsheet.....	8

1. Definitions

WRRR	Work Related Road Risk
Incident	An accident or near miss
Portal	The FORS Collision Manager website, database and all associated web-based services and spreadsheets
Visitor	Anyone who accesses the portal who is not a registered user who has logged in
Registered company	A company registered and approved by the site administrator to use the restricted areas of the portal
Company administrator	A special registered user with the ability to add/remove/modify the registered users associated with their registered company
Registered user	A user approved to view a specific registered companies data set within the restricted areas of the portal
Subscribers	All registered users (regardless of their registered company)
Site administrator	A special user with the ability to add/remove/modify registered companies
Data set	All data submitted to the portal by subscribers , consisting of private data and shared data
Private data	All personal data is considered private
Shared data	All non- private data
Anonymised data	Shared data with references to the registered company and its assets removed
Company data	Additional data included in the portal by request of the registered company

2. Getting started

Welcome to FORS Collision Manager. This guide provides high level information on how to use the system.

2.1. Overview

FORS Collision Manager consists of a website and a spreadsheet. Where possible the website should be used for creating, editing and reporting on incidents. The spreadsheet can be used to maintain an offline record of your incidents.

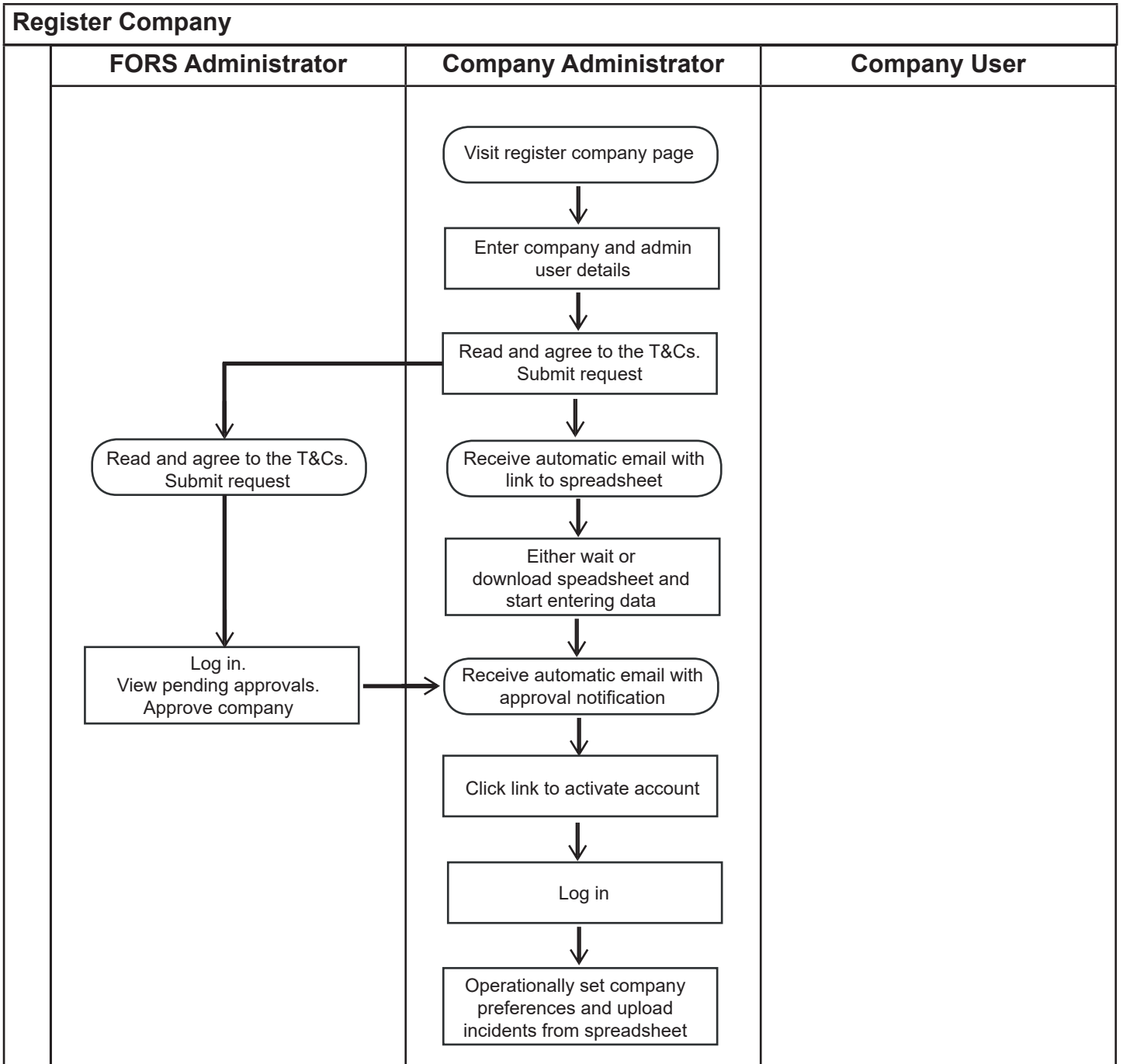
The website comprises:

- **Home page** – Where you arrive on the site
- **About page** – For more information about FORS Collision Manager
- **Contact page** – Gives you details of how you can contact us
- **Login page** – Allows you to log in and reset your password
- **Dashboard page** – Overview of your company's performance, you are directed here after login
- **Incidents pages** – Where you will add, edit and view incidents
- **Reports page** – Where you can obtain a number of predefined reports
- **Spreadsheet page** – Where you can download the FORS Collision Manager spreadsheet
- **Administration pages** – several pages only available to administrators

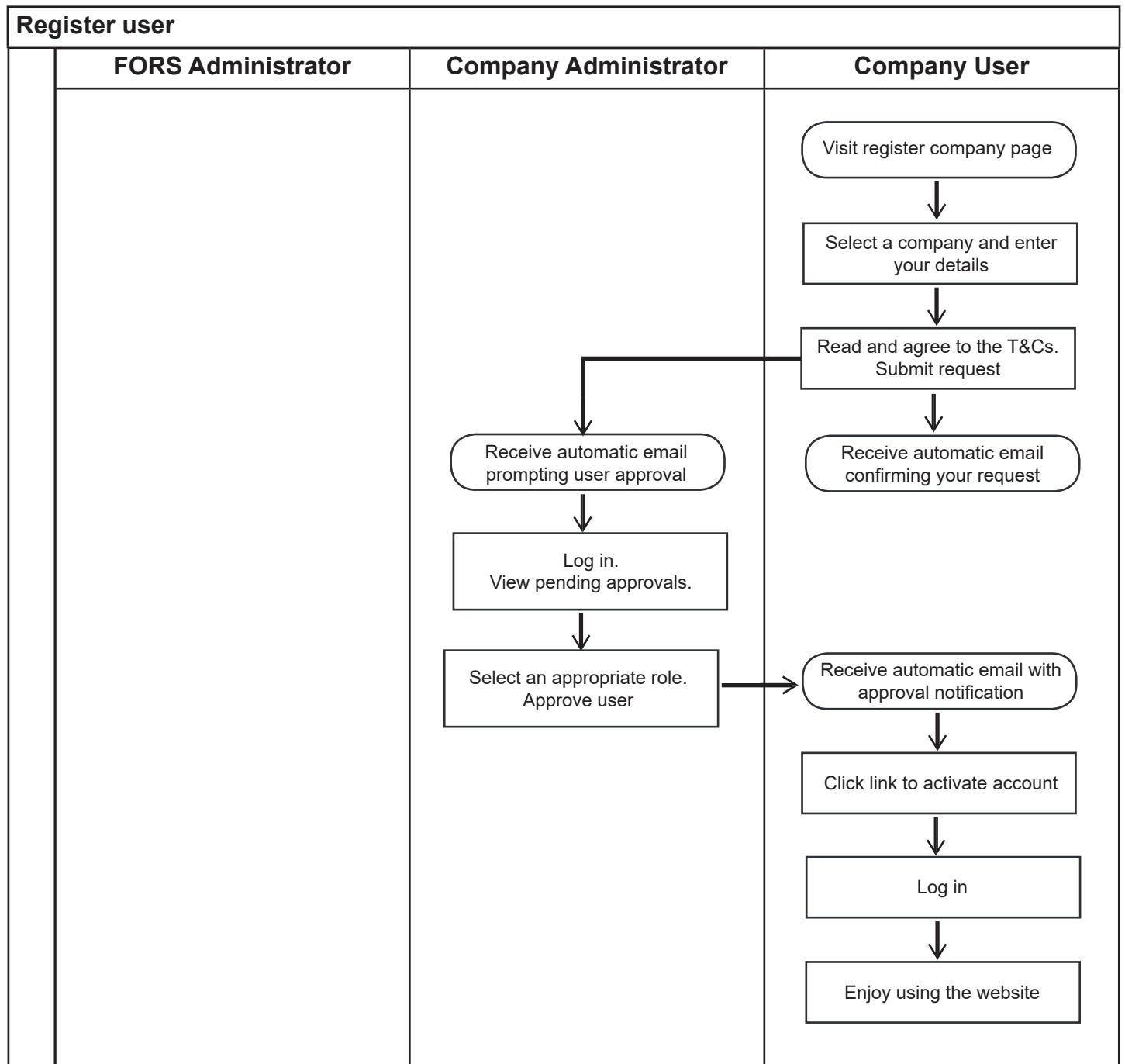
Rather than describe each page in detail we have compiled a number of common processes you will need to follow.

3. Registration

3.1. Registering a company



3.2. Registering a new user



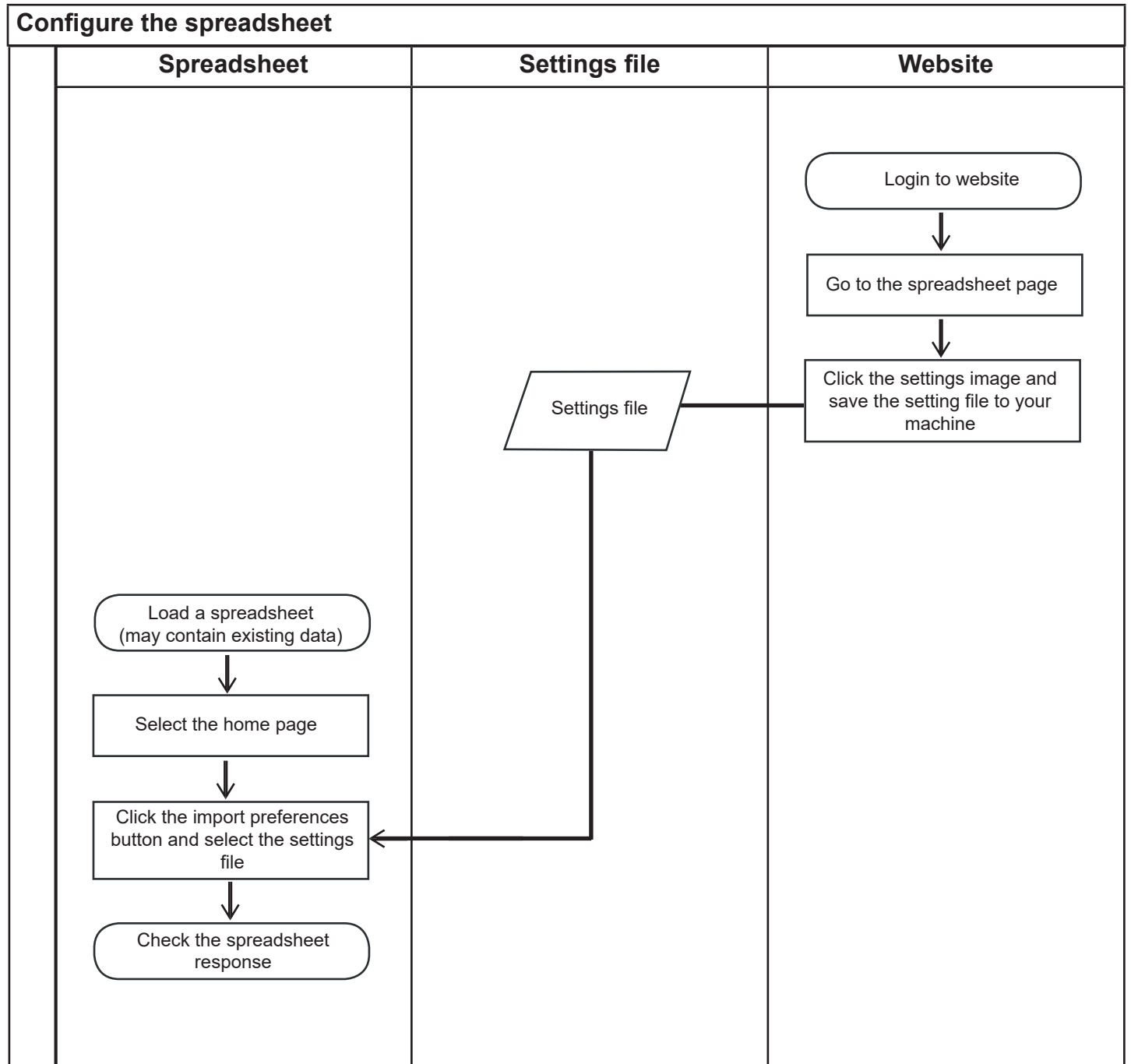
4. Configuring preferences

4.1. Configure company preferences

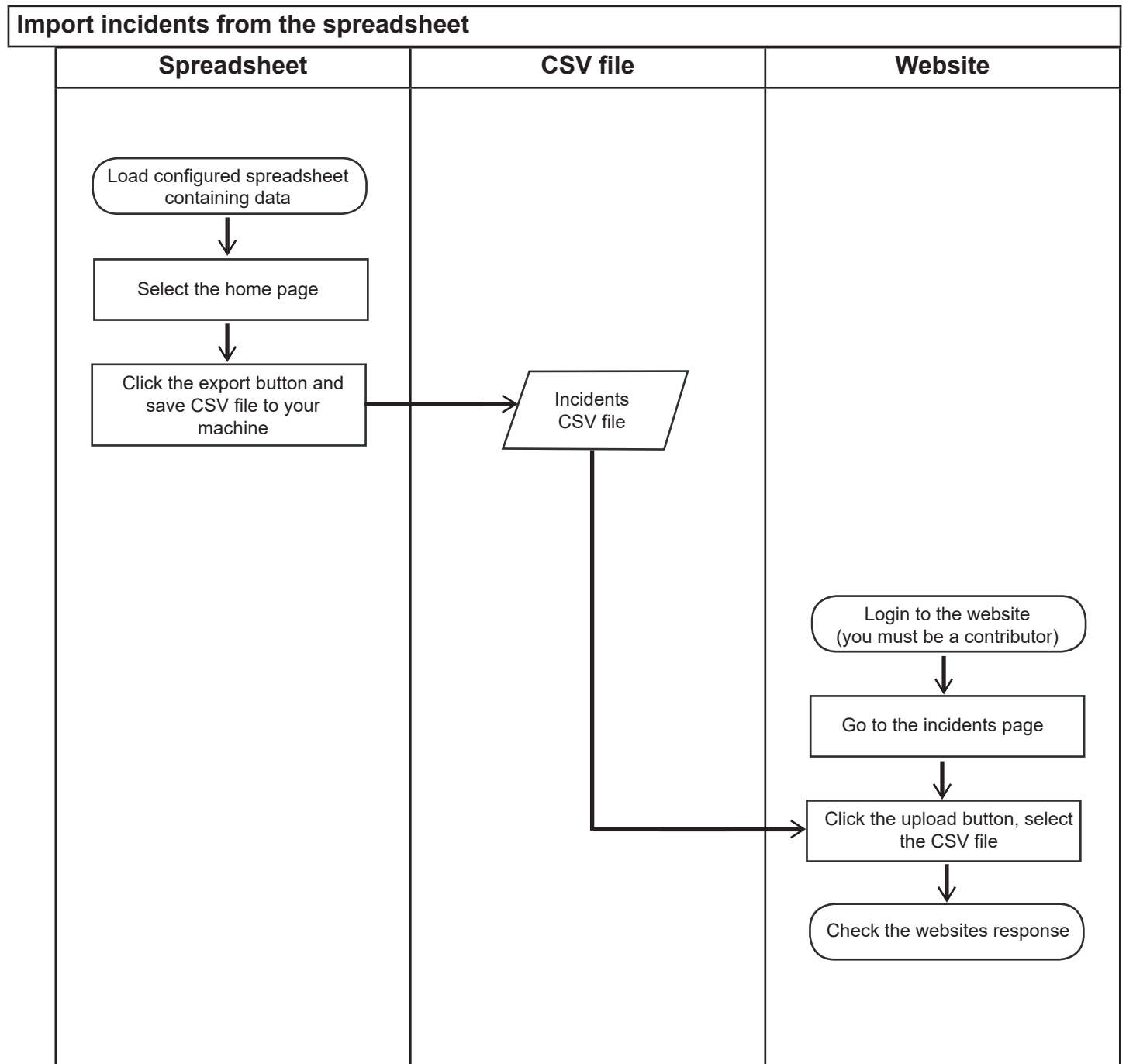
Configure company preferences		
Spreadsheet	Settings file	Website
		<pre>graph TD; A(Login to website (must be administrator)) --> B(Go to the company preferences page); B --> C(Enter 1-4 company headings); C --> D(Click the safe button); D --> E(Check the website response);</pre> <p>The flowchart in the 'Website' column outlines the following steps: 1. Login to website (must be administrator) - rounded rectangle; 2. Go to the company preferences page - rectangle; 3. Enter 1-4 company headings - rectangle; 4. Click the safe button - rectangle; 5. Check the website response - rounded rectangle. Arrows indicate a downward flow from one step to the next.</p>

5. Spreadsheet

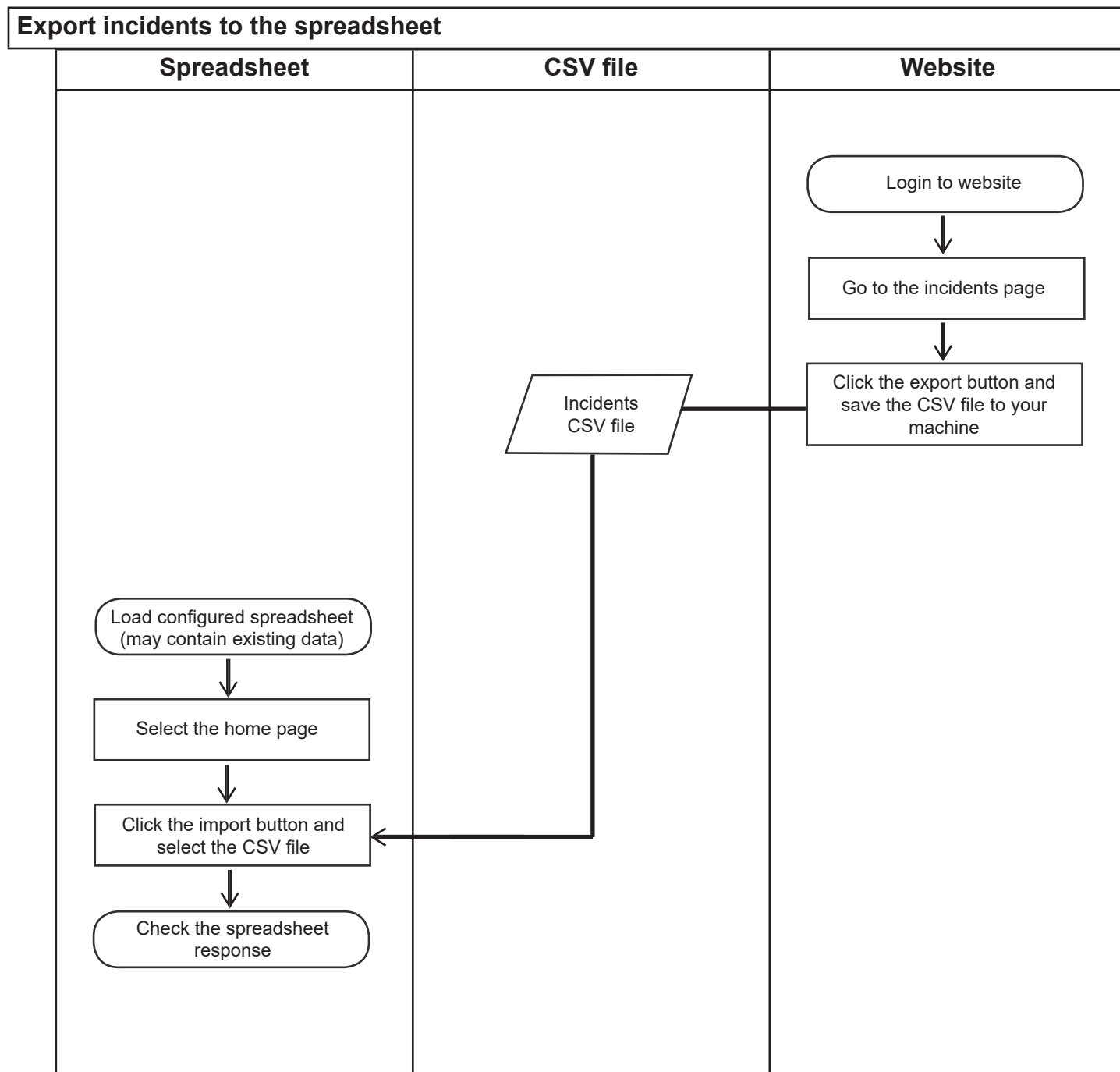
5.1. Configuring spreadsheet



5.2. Import data from the spreadsheet



5.3. Export data to the spreadsheet





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