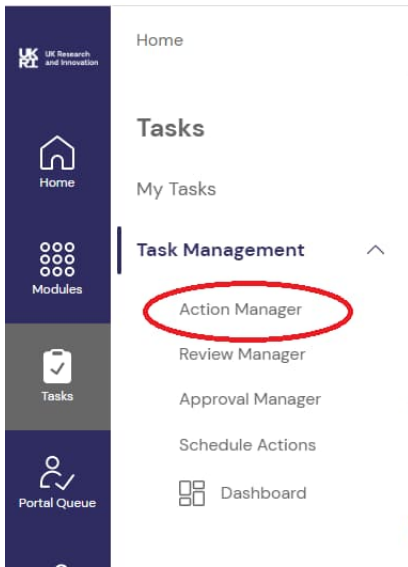


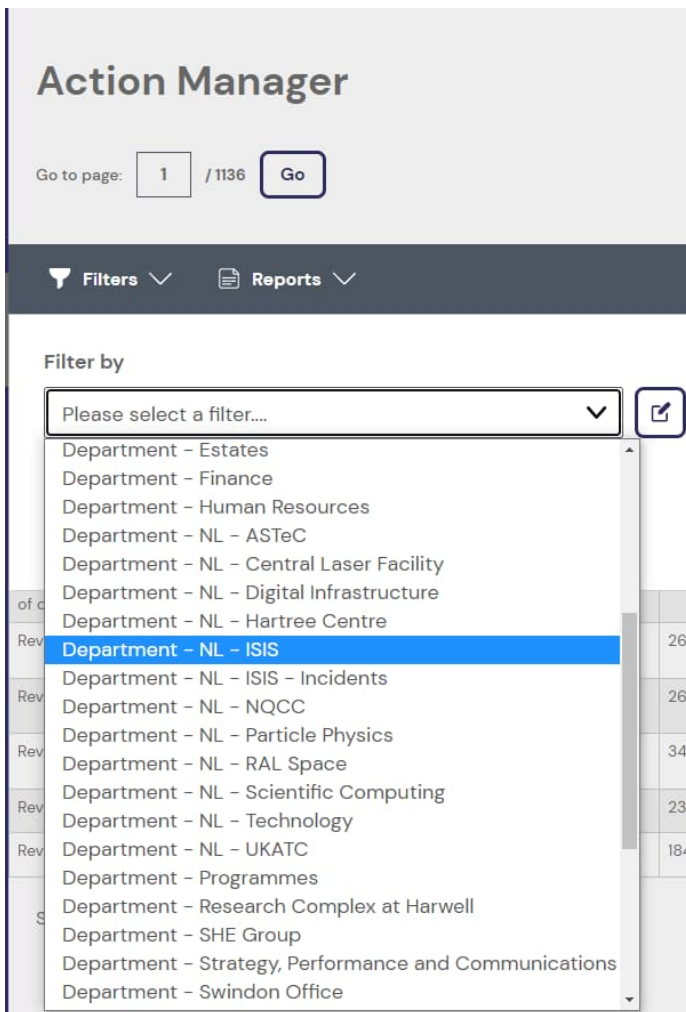
Department Outstanding actions

Log into Assure

Click Tasks->Task Management-> Action Manager:



In Filters choose the relevant department:



This should generate a list of all outstanding actions for the Department. Clicking on the various column headers will sort ascending/descending, so you should be able to see the incident Reference.

If you want to view the action, use the 'Go To Record' option from the cog-wheel on the right of each entry:

Filters ▾ Reports ▾										
Action	Module	Reference	Org Unit	Created By	To Be Done By	Due Date	Priority	Status	Attachments	
TSA2 (near remote handling cell)	Safety Tours	76	Science and Technology Facilities	Susan Clark	Elliot Taylor	01/09/2023	Medium	In Progress	0	⚙️
Ref - 7.2.1 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low	Edit Complete Assign Delete Detail Go To Record		⚙️
Ref - 7.2.2 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low			⚙️
Ref - 7.2.3 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low			⚙️
Ref - 7.2.4 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low			⚙️
Ref - 7.2.5 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low			⚙️
Ref - 7.2.6 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low			⚙️
Ref - 7.2.7 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low			⚙️
Ref - 7.2.8 - Recommendation - Code 32 - Fire and Emergency Management	SHE Audit	154	ISIS	Robert Done	Robert Done	01/05/2023	Low		Not Started	0 ⚙️
Ref - 7.2.5 - Recommendation - Code 20 - Controlling Explosive and Flammable Gases and Dusts	SHE Audit	164	ISIS	Robert Done	Robert Done	01/05/2023	Low		Not Started	0 ⚙️

You should also get the option to Edit the action.

To get the list into Excel, click on 'Reports':

Filters ▾

Reports ▾

Standard Reports

Select ▾

☐ Show Images

Queue report to download as ▾

Quick Reports

Select ▾

Select
CPD Q Report
Quarterly Data Dump

And select the "Quarterly Data Dump" from the "Quick Reports". You should then see the option to "Download CSV". Clicking on this should put a CSV file in your local Downloads folder which can be opened in Excel.