



**ONTRAC**  
Rail Safety Software

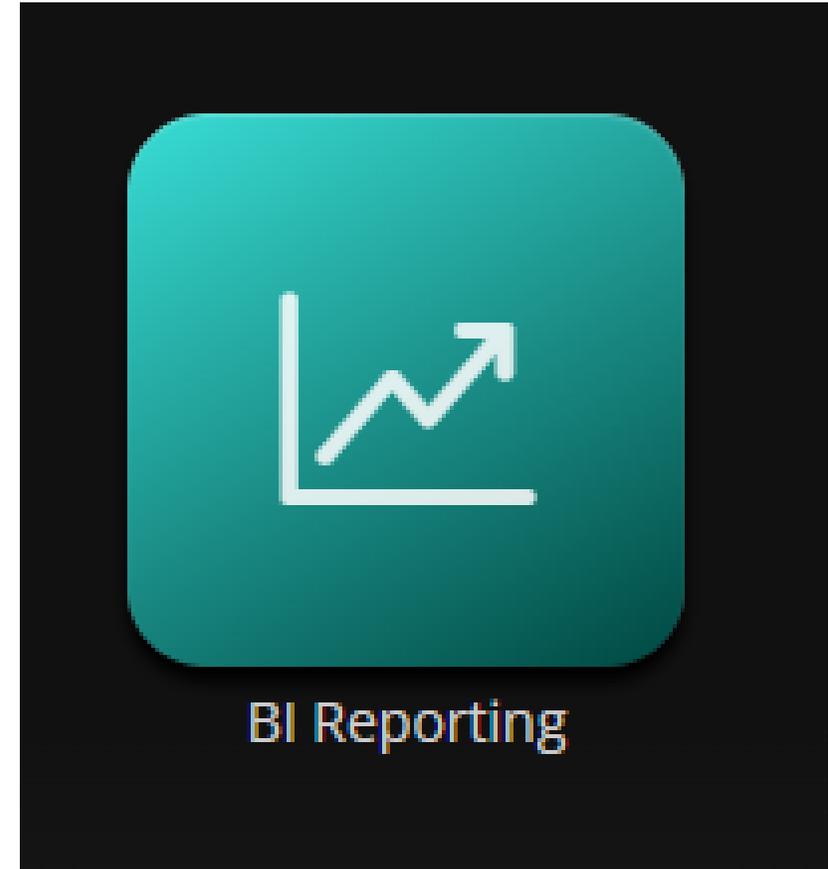
# V4 RailHub BI User Guide

Technology Makes it Possible, People Make it Happen

# BI User Groups

To access the new RailHub BI Reporting your Organisation will need to subscribe to the RailHub BI Reporting and your Client Admin, or OnTrac, will need to assign this role to your user account to be able to access this.

1. Super / Global User ( 5 initial users but more can be purchased)
2. Planner
3. Responsible Manager



# Super User BI

The Super user can access their BI reporting directly through Bi reporting icon or



Select a Global Report

Select a Global Report ▼

Select a Custom Report

Select a Custom Report ▼

Select a Custom Report

**Custom Reports**

- SWP v3
- SWPv4

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A super user login in via V4 will have to select the Custom Reports in the top right hand corner of the page. This will then allow access to both V3 & V4 BI reports.

# Super User BI View

The Super User can now see the 17 BI reports they have access to, by clicking into each report this will then open the individual reporting screen.

You can view the RailHub BI Reporting Full Screen by clicking on the button

Each page has an Information Button which can be viewed by simply clicking on the button on the top left of each page

To Navigate through the additional sections of the report, simply click through the Top Navigation Menu, which will load the next element of the report. The Navigation Menu changes to Orange to show the section of the report which you are currently viewing.

The dashboard features a top navigation menu with 17 buttons: Home (highlighted in orange), Users, SWP, Late Verified, 019 10% Checks, 019 10% Checks by RM, 019 10% Checks by Year, Packs by Location, Packs Returned, Pack Status, Collab, Rejected and Used, Packs by Month, Walking Planned vs Actual, Work Planned vs Actual, Task Briefs, and WPP. An 'Enter Fullscreen' button is in the top right corner.

The main content area is divided into several sections:

- Licences:** Three tables showing 'Purchased', 'Assigned', and 'Remaining' licences across categories: NHD, Planner Licence, Signature Licence, WPP CEM, and WPP CRE.
- SSOW Planned Walking and Working:** Two tables comparing planned and working metrics for various categories like Safeguarded, Fenced Site of Work, etc.
- Pack Status:** A pie chart showing the distribution of pack statuses: In Progress (145, 39%), Pack Returned (63, 17%), Authorised (39, 10%), Checked (15, 4%), and Void (99, 26%).
- Compliance Score:** A gauge chart showing a score of 55.21% (10% progress).
- 10% 019 Checks reviewed:** A gauge chart showing 100% progress.
- Total Packs Created:** 374
- ePic Returned Packs:** 96
- Total Packs Checked or Rejected:** 60
- Variance of Expected vs Checked:** -43
- ePic Returned Packs by Month (last 6 Months):** A line chart showing monthly returns: May (25), June (17), July (53), August (34), September (107), and October (13). A green line indicates 'Packs created: 42'.
- Map of the United Kingdom:** A map showing the geographical distribution of packs with red dots.

At the bottom, it displays 'Contract end date: 01/01/2029' and 'Date and time of last refresh: 14/11/2022 13:04'. An information icon (i) is located in the top left of the dashboard area.

# Super User BI V4

The Super User can now see the 19 BI V4 reports they have access to, by clicking into each report this will then open the individual reporting screen.

You can view the RailHub BI Reporting Full Screen by clicking on the button

To Navigate through the additional sections of the report, simply click through the Top Navigation Menu, which will load the next element of the report. The Navigation Menu changes to Orange to show the section of the report which you are currently viewing.

Select a Global Report: Select a Global Report

Select a Custom Report: SWPv4

Enter Fullscreen

Home Users SWP Packs by Location 019 Planner Checks RM Checks Investigation Lessons Learned Late Verified Packs Returned Collab Rejected and Used Packs Vs Shifts Packs by Month Walking Planned Work Planned Task Briefs WPP

Depot: Search (Blank)

Licences

	NHD	Planner	Signature	WPP CEM	WPP CRE
Purchased	1787	5336	5443	220	220
Assigned	4	123	138	10	26
Remaining	1783	5213	5305	210	194

Operational SSOW Selection

	Walking Total	Priority	Working Total	Priority
Safeguarded site of work	5	1	5	1

Compliance Score: 0.00%

Packs Created and Late Verified: 5 (83.33%) Late Verification 1 (16.67%)

Packs Created Status

Packs Created: 5

Packs Checked: (Blank)

ePiC Packs Returned: (Blank)

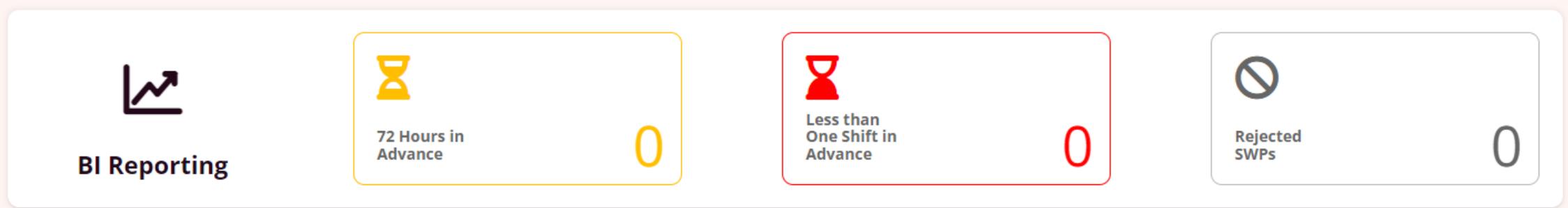
Variance: 0

Total Packs Returned

Contract end date: 31/03/22 Date and time of last refresh: 23/11/2022 11:31:35

# Planner BI

The planner can access their BI reporting through the BI reporting from their dashboard, as below or



The dashboard features four summary cards:

- BI Reporting**: Represented by a line graph icon.
- 72 Hours in Advance**: Represented by a yellow hourglass icon and a value of 0.
- Less than One Shift in Advance**: Represented by a red hourglass icon and a value of 0.
- Rejected SWPs**: Represented by a grey circle with a diagonal line icon and a value of 0.



Through the main BI icon and selecting planner from the drop down menu.



# Planner BI

The planner can now see the 8 BI reports they have access to, by clicking into each report this will then open the individual reporting screen.

The screenshot displays a dashboard titled "Planners RailHub BI" with a dark blue background. It features eight white-outlined oval buttons arranged in a 3x3 grid, with the bottom-right cell empty. The buttons are labeled as follows:

- Row 1: Pack Status, Rejected and Used, Late Verification
- Row 2: Collaboration, Lessons Learned, 100% Checks
- Row 3: Standard vs Component, Pack Location

In the bottom right corner of the dashboard, the text "Date and time of last refresh: 14/11/2022 13:02:33" is visible. At the bottom of the dashboard, the ONTRAC logo (a stylized 'O' with a circular arrow) and the text "ONTRAC Rail Safety Software" are displayed.

# Planner BI

When you are presented with each report you have the ability to filter the data using the different filter types such as Date Range or using the populated dropdown menus, below is an extract of the filters from one of the report pages.

<b>Pack Type</b> All	<b>Pack Number</b> All
<b>Pack Latest Status</b> All	<b>Date Range</b> 01/01/2021 31/03/2022
<b>Project</b> All	

Home

Planned Start Time  
28/07/2022 27/08/2022

Project  
Search

### Rejected and Used



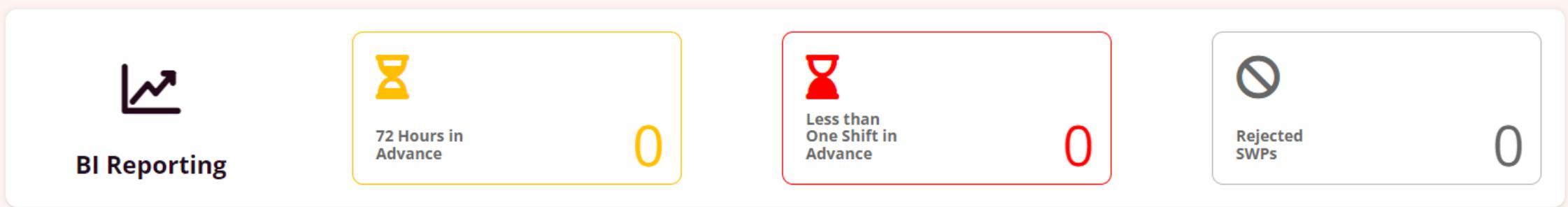
Re-used  
No  
Yes

Pack Number	Planned Start Date	Name	Link
1	28/07/2022 10:50:00	Stuart Planner	<a href="#">Link</a>
2	06/08/2022 22:00:00	Stuart Planner	<a href="#">Link</a>
3	27/08/2022 13:10:00	Stuart Planner	<a href="#">Link</a>

Pack Number	Pack Returned	Pack Status	Link
1	09/08/2022 13:37:33	Pack Returned	<a href="#">Link</a>

# Responsible Manager BI

The Responsible Manger can access their BI reporting through the BI reporting from their dashboard, as below or



The dashboard features four summary cards:

- BI Reporting**: Represented by a line graph icon.
- 72 Hours in Advance**: Represented by a yellow hourglass icon and a value of 0.
- Less than One Shift in Advance**: Represented by a red hourglass icon and a value of 0.
- Rejected SWPs**: Represented by a grey circle with a diagonal line icon and a value of 0.



Through the main BI icon and selecting RM from the drop down menu.



# Responsible Manger BI

The responsible Manger can now see the 10 BI reports they have access to, by clicking into each report this will then open the individual reporting screen.



# Responsible Manager BI

When you are presented with each report you have the ability to filter the data using the different filter types such as Date Range or using the populated dropdown menus, below is an extract of the filters from one of the report pages.

<b>Pack Type</b> All	<b>Pack Number</b> All
<b>Pack Latest Status</b> All	<b>Date Range</b> 01/01/2021 31/03/2022
<b>Project</b> All	

Home

Pack Location

Planned Start Time

28/07/2022 27/08/2022

COSS

Search

Stuart PIC

ELR

Search

WYS

Pack Number	Coss	ELR	ePic Pack Status	Link
1	Stuart PIC	WYS	Pack Returned	<a href="#">Link</a>
2	Stuart PIC	WYS	In Progress	<a href="#">Link</a>
3	Stuart PIC	WYS	In Progress	<a href="#">Link</a>

Packs by ELR

ELR

WYS

Microsoft Bing

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