

# Imperium Job Hazard Analysis Document

User guide manual



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## Imperium JHA Documentation

The Job Hazard Analysis comes with an end-to-end solution based on the Occupational Safety and Health Administration standards. The module consists of multiple Surveys, with industry specific questions to review Job Hazards at a workplace. The Job Hazard Analysis – Survey Responses dashboards collects data of all the submissions and reflects a visual representation of every User Response.

The Job Hazards Analysis Solution has Surveys of the following categories.

- **Biological Hazards Survey:** The survey has various questions to get exposure of biological hazards associated with the worker's job-roles. The survey validates any health hazards involved in working with natural elements, organic materials, for workplaces such as hospitals, botany labs, zoology labs, pharmaceutical factories (pharmacologists), medical equipment manufacturing places etc.
- **Chemical Hazards Survey:** The survey consists of questions, to determine the chemicals-based risk factors to human health, and the severity of hazards. The survey can be assigned to workers belonging to chemical industries, petrochemical factories, and to people working as chemical engineers, forensic scientists, hazardous waste chemist, pharmacologists etc.
- **Ergonomics Hazards Survey:** The survey is primarily configured to gain the insights of workplace, as the responses show the likelihood of causing any injury or strain to the workers. The survey is an appropriate fit for factory workers, on-field engineers, firefighters, garage workers, as well as in-house office employees.
- **Physical Hazards Survey:** The survey conducts analysis of the workplace, and any hazardous elements that could be a threat to the physical health of employees. The survey is an appropriate fit for factory workers, on-field engineers, firefighters, garage workers, as well as in-house office employees.

Name	Branching	Save Responses By	Default Duration	Default Duration Unit	Created On
Ergonomics Hazards Survey	Enabled	Survey	30.00	Days	11/2/2021 4:18 PM
Physical Hazards Survey	Enabled	Survey	30.00	Days	11/2/2021 3:32 PM
Chemical Hazards Survey	Enabled	Survey	30.00	Days	11/2/2021 12:31 PM
Biological Hazards Survey	Disabled	Survey	30.00	Days	11/2/2021 11:10 AM

The solution is based on Model-driven Application and Canvas Application. The Model-driven application is the Admin Panel to configure Surveys. The end-user attempts the Survey on either Canvas Application, while each response and score submitted is stored in the Model Driven Application. Where Admin can navigate in individual users' profile and view the submissions.

## Survey Configuration

Imperium Job Hazard Analysis solution enables Admin to configure new surveys, edit existing survey questions, or add new questions or response options.

To apply Survey configuration, navigate to 'Survey Configuration' area to create and assign logic-based Surveys.

Survey Configuration tutorial: <https://www.youtube.com/watch?v=dl4TByRM5-w>

## Survey

Create a new Survey, by navigating into the Survey entity, click '+New', which opens a main Survey form with the following fields:

- Name: It is a required field. Give a name to your Survey.
- Branching: This is a required field, enable or disable branching that applies to the Survey.
- Save response by: This is a required field. Set an option to Save submission responses at the end of Survey, Section or Question.
- Default Duration: This is a required field. Define a duration time of the Survey.
- Default Duration Unit: This is a required field. Set a unit of the defined duration.

The screenshot shows the 'New Survey' form in a Power Apps environment. The top bar indicates 'Power Apps' and 'Imperium Job Hazard Analysis Manage...'. The main title is 'SANDBOX'. The left sidebar lists various components and settings. The 'New Survey' form has four tabs: 'General', 'Branching Rules', 'Assignment', and 'Analytics'. The 'General' tab is selected, displaying the following fields:

- Name: A text input field with a red asterisk indicating it is required.
- Branching: A dropdown menu set to 'Disabled' with a red asterisk indicating it is required.
- Save Responses By: A dropdown menu set to 'Survey' with a red asterisk indicating it is required.
- Default Duration: A text input field with a red asterisk indicating it is required.
- Default Duration Unit: A text input field with a red asterisk indicating it is required.

Add multiple Sections to the Survey by clicking on + New Survey Section a quick create form appears:

- Survey: The field is locked and set to the survey by default.
- Order: This is a required field. Order determines the sequence of the section in the survey.
- **Section:** Click on the blank field, '+ New section' and a **New Section**, a pop-up message appears, click OK to proceed.
  - Name: This is a required field. Give an appropriate name to section.
  - Section Summary: This is not a required field. Provide a summary of the section. Define the type of questions this section contains.

Quick Create: Section ×

Name	...
Section Summary	...
Total Score	...

Save and Close ▼ Cancel

To add questions to the Section, navigate in the Section, move downwards on the same page to Section Questions. Click **+ New Section Question**. A quick create form appears:

- Section: The field is locked with section name by default.
- Order: This is a required field. Order determines the sequence of the question in a section.
- Question: This is the required field. Click on the blank field, '+New Question'. A pop-up message will appear. Click 'OK' to proceed.

A New Question form will appear with some mandatory fields:

- Title: This is the required field. Give a title to question. The same title is used to look up the question for configuring a section.
- Response Type: This is a required field. Select the type of response you want to produce for the question.
  - Text: The response will be based on text entered by the user on Questionnaire canvas app or portal.
  - Single-Select: Define the options end-users have as choices, out of which only one option can be selected. For example: Are you married? Yes, No.

- **Multi-Select:** When end-user has multiple options available, out of which user can select multiple options as answer to the question. For example: Which languages can you speak? English, German, French, Chinese, Italian, Arabic, Russian.
  - **Image:** If the answer to the question should be an image, the select this response type. This will give an attachment option to the end user for an image type.
  - **Document:** If the answer to the question should be a document, then select this response type. This will give a documentation attachment option to the user.
  - **Numeric:** This will allow end user to enter a numeric response as the answer to the question.
- **Required:** This is a required option. Define whether the question is required or not. Based on this field, a warning message displays to the end user if the question is not attempted before submission, or when moving forward with the next question.

Click 'Save' to save the changes.

The screenshot shows the Microsoft Power Apps 'Sandbox' environment. The left-hand navigation pane includes sections like 'Components' (Surveys, Sections, Questions, Survey Submissions, User Groups, Users), 'Canvas App' (Questionnaire), and 'Advanced' (Branching Rules, Pre-Defined Responses, Operators, Conditions, Actions, Metrics, Score Conditions, Score Actions). The main workspace displays the configuration for a survey section named 'Ergonomics Risk Factors'.

**Ergonomics Risk Factors - Saved**

**Section**

**General** | Related

Name	Ergonomics Risk Factors
Section Summary	This section consists of questions to determine the risks associated with ergonomics of a workplace.
Total Score	0.70

**Section Questions**

Buttons: + New Section Question, Refresh, Flow, Run Report

Question	Order
Are all shelving or storage units secured?	1
How often are the daily use materials left uncleared are not properly disposed off?	2
Can design and organization of your work space cause any injury or strain?	3
Does the walking and/or driving paths have any any harmful obstructions?	4
How often do you experience any blind spots or poorly lit areas in the work space?	5

Quick Create: Section Question ×

Section	*  Ergonomics Risk Factors
Question	* <input type="text" value="Look for Question"/>
Order	* ...

Save and Close Cancel

### Pre-Defined Response:

From the 'Related' tab, define Pre-Defined Responses for the Question.

- Click on 'Add Existing Response'.
- On the Lookup record form, click on '+ New Record'.
- Click 'Pre-Defined Response' in the record type.
- Response Title: It is a required field. Give the title to pre-defined response.
- Score: This is not a required field. Add a score to the field.
- Click 'Save and Close'.
- The Pre-Defined Response is auto selected in the Lookup records now. Click 'Add' to configure the Response against the Question. Whenever the Question appears at the user end, the Pre-Defined Response will be available to choose from the option set based on the response type selected (single-select or multi-select).

Go back to return to Section page. Click on the Question listed in the grid below main form. There are two grids on the questions page. The Pre-Defined Responses appear in the grid view below the main question form.



The screenshot shows the configuration interface for a survey question in Power Apps. The question is titled 'Are all shelving or storage units secured?'. The response type is 'Single-Select', it is required, and is not scorable. The 'Pre-Defined Responses' section shows two responses: 'No' with a score of 1.00 and 'Yes' with a score of 5.00. The 'Branching Rules' section is currently empty, showing a table with columns for Name, Rule Description, Priority, Survey, and Question. A red box highlights the 'Add Existing Pre-Defin...' button in the Pre-Defined Responses section.

## Branching Rules:

Branching Rules allow configuring conditions and logics, based on which multiple actions can be performed.

Branching Rules tutorial: <https://www.youtube.com/watch?v=SWWygqTvWBE>

To configure Branching Rules, navigate in a Survey and click 'Branching Rules' tab. The tab has a sub-grid with list view of rules configured on the Survey. Create new branching rule by Clicking on the ellipsis. Click '+ New Branching Rule.' The main form for 'New Branching Rule' appears with the following form fields:

- Name: This is a required field. Give a name to the branching rule.
- Rule Description: This is a required field. Describe the branching rule, so it is easier to pick it later.
- Priority: This is a required field. Define the priority of your rule. At times, multiple rules are configured. To execute a particular function before the other, assign priority numerically. Rules will execute in ascending order of priority.
- Survey: This is the required field. Select the survey from the lookup records.
- Question: The question is defaulted and unlocked.

Click 'Save' to start defining conditions inside the branching rule.

**Are all shelving or storage units secured?** - Saved

Question

General Related

Required \* Yes

Scorable \* ...

Modified By [Aqsa Nabi](#)

Pre-Defined Responses

Add Existing Pre-Defin... Refresh Flow Run Report

Response Title Score

No 1.00

Yes 5.00

1 - 2 of 2

Branching Rules

+ New Branching Rule Add Existing Branchin... Refresh

Name Rule Description Priority Survey Question

No data available.

0 - 0 of 0

**New Branching Rule**

General

Name \* ...

Rule Description \* ...

Priority \* ...

Survey \* ...

Question [Are all shelving or storage units secured?](#)

## Conditions:

The grid view for conditions is right below the main branching rule form. Create conditions based on the responses of the end user. Click ellipsis, click '+ New Condition'. A quick create form for conditions appear, with the following form fields:

- **Name:** This is a required field. Give a name to the condition.
- **Branching Rule:** This is a required field. The Branching Rule is defaulted and locked.
- **Question:** This is a required field. Associate the Question from the lookup records option.
- **Operator:** Lookup the relevant Operator as this is the base of the condition.

- **Pre-Defined Response:** If the answer to the question should be compared with the pre-defined response, then select the pre-defined response from the lookup records.
- **Response Value:** If the answer to the question should be compared with a custom response, then enter a value in the field.

Click 'Save and Close' to save and close the quick create form changes successfully. A condition is now associated with the branching rule. To define an action based on the condition, move downwards, into Actions grid view.

**Power Apps** | Imperium Job Hazard Analysis Manage... | **SANDBOX**

Save Save & Close New Deactivate Delete Refresh Check Access Assign Share Email a Link Flow Word Templates Run Report

**Rule: Ask if there are any sharp materials.** - Saved

Branching Rule

**General** Related

Name \* Rule: Ask if there are any sharp materials.

Rule Description \* Rule is valid if user responds Usually

Priority \* 1

Survey \* Ergonomics Hazards Survey

Question How often are the daily use materials left uncleaned are not properly disposed off?

Conditions **New Conditions** Refresh Flow Run Report

Fulfill Condition if there are sharp materials. Rule: Ask if there are any sharp mat Rule is valid if user responds ... How often are the daily use materi Equals Usually

1 - 1 of 1

**Actions** New Action Refresh Flow Run Report

Ask question if condit Ask question if there ar... Rule: Ask if there are any if Rule is valid if user responds Usually Yes Question Please mention the nar ---

1 - 1 of 1

Quick Create: Conditions

Name \* ---

Branching Rule \* Rule: Ask if there are any sharp materi...

Question \* Question: Required fields must be filled in.

Operator \* ---

Save and Close | Cancel

### Actions:

To create an action against a condition, click '+ New action', a quick create form appears with multiple form fields:

- Name: This is a required field. Define a name for the action.
- Branching rule: This is a required field. The field is defaulted with the branching rule and locked.
- Action description: This is a required field. Describe the action so it is easy understanding the performance and execution details.
- Trigger Condition: This is a required field.
  - Select **Yes** to trigger the condition based on the branching rule and associated condition.
  - Select **No** to trigger the condition based on the branching rule and associated condition.
- Target Type: This is a required field. The condition applied on the question needs a next step defined. The target type has four entities, which determine the next entity the action takes an end-user to. The end user attempting the survey, will be redirected to any one of the options configured for the question. Once the target type section is completed, the end user is redirected to the next question of the section.
  - Section: For the end-user to land on a new section when the condition is met, select Section. A new form field will appear to select the section from the lookup record.
  - Survey: For the end-user to land on a new survey when the condition is met, select Survey, where a new form field appears to select the survey from the lookup record.

- End of Survey: For the end-user to end the survey if condition matches the response, select End of Survey.
- Target URL: Select this option if you want to send a URL to the end-user when the condition matches the response. Paste the URL in Target URL.

Click 'Save & Close' on the quick create form to save changes.

The screenshot displays the 'Sandbox' environment in Power Apps, specifically the 'Branching Rule' configuration page. The rule is named 'Rule: Ask if there are any sharp materials.' and is linked to the 'Ergonomics Hazards Survey'. The condition is set to 'How often are the daily use materials left uncleanned are not properly disposed off?'. The rule is valid if the user responds 'Usually'. The 'Actions' section is currently empty, and a 'New Action' button is highlighted with a red box.

Quick Create: Action

×

Name

\*

---

Branching Rule

\*

Rule: Ask if there are any sharp materi...

Action Description

\*

---

Trigger Condition

\*

No

Target Type

\*

---

Save and Close

▼

Cancel

Click 'Save & Close' to save all the configurations applied on the question. The question page with question title appears on the screen. Click 'Save & Close' to save changes. The section page with section title appears on the screen. click 'Save & Close' to save changes. The Survey page with Survey title appears on the screen.

The Survey has Score-based emails set, these emails are configured based on score calculated at the end of Survey submission. The system checks for the condition set and sends an email accordingly to the email recipients.

On the main Survey form, configure the email notification channel.

- Send Score-based notification when the score is: This is a required field. Provide an operator which compares the end-user's score with the score defined on the Survey.
- Than: This is a required field. Provide a numeric value to compare the end-user's Survey score with.
- To: This is a required field. Select the recipient of email from the lookup.
- Email Template: This is a required field. Create a new or select an existing email template from the lookup.

## Branching Rules:

Inside Branching Rule tab on the main Survey, A grid view defines with conditions and actions listed too, from where admins can navigate inside condition or action to make required changes.

The screenshot shows the 'Branching Rules' tab for the 'Ergonomics Hazards Survey'. The interface includes a top navigation bar with 'Power Apps' and 'Imperium Job Hazard Analysis Manage...'. The left sidebar lists various components like Home, Recent, Pinned, Surveys, Sections, Questions, Survey Submissions, User Groups, Users, Canvas App, Questionnaire, and Advanced options. The main content area displays a table of branching rules. The 'Branching Rules' tab is highlighted in the top navigation bar. The table has columns for Name, Rule Description, Priority, Survey, and Question. There are three rules listed, each with a description, priority, and associated survey/question.

Name	Rule Description	Priority	Survey	Question
Rule: Ask if there are any sharp materials.	Rule is valid if user responds 'Usually'	1	Ergonomics Hazards Survey	How often are the daily use materials left under
Rule: Ask if there are blind spots or poorly lit areas.	Rule is valid if user responds 'Usually'.	1	Ergonomics Hazards Survey	How often do you experience any blind spots c
Rule: Ask question if there are any obstructions	Rule is valid only if user responds 'Usual...	1	Ergonomics Hazards Survey	Does the walking and/or driving paths have an

## Assignment:

To view certain Assignments configured on the Survey, click on a Survey, navigate to the 'Assignment' tab, where multiple grids are established, each defining a different set of information related to Survey Assignment and User Submissions.

The screenshot shows the 'Assignment' tab for the 'Ergonomics Hazards Survey'. The interface includes a top navigation bar with 'Power Apps' and 'Imperium Job Hazard Analysis Manage...'. The left sidebar lists various components like Home, Recent, Pinned, Surveys, Sections, Questions, Survey Submissions, User Groups, Users, Canvas App, Questionnaire, and Advanced options. The main content area displays two tables. The top table, 'Survey Assignment', lists assignments with columns for Survey, User, User Group, Assigned On, Due Date, Submission, Submitted On (Submission), Reminder Type, Reminder Week, Reminder Month, and Reminder Template. The bottom table, 'Survey Assignment Configuration', lists configurations with columns for Survey, Assignment Recurrence, Recurrence Week Day, Recurrence Month, Due Date Type, Duration, Duration Unit, Due Date, and Assignment End Date. Both tables have a search bar and a 'Refresh' button.

Survey	User	User Group	Assigned On	Due Date	Submission	Submitted On (Submission)	Reminder Type	Reminder Week	Reminder Month	Reminder Template
Ergonomics Haz Summer Green	---	---	12/8/2021	1/5/2022	Pending	---	Disabled	---	---	---
Ergonomics Haz Aqia Nabi	---	---	12/3/2021	1/1/2022	Submitted	Submission-110 12/3/2021 10:29 AM	Disabled	---	---	---
Ergonomics Haz Aqia Nabi	---	---	12/3/2021	1/1/2022	Submitted	Submission-110 12/3/2021 12:42 PM	Disabled	---	---	---

Survey	Assignment Recurrence	Recurrence Week Day	Recurrence Month	Due Date Type	Duration	Duration Unit	Due Date	Assignment End Date
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	1/6/2022	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	12/9/2021	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	1/1/2022	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	1/1/2022	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	11/3/2021	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	12/3/2021	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	12/3/2021	---
Ergonomics Hazards 1 Once	---	---	---	---	30.00	Days	11/4/2021	---

## Analytics:

The Average Score of Survey is stored in the Analytics tab. The form has three main locked fields, each representing a different set of data.

- Total Submitted Survey: Locked field. Represents the number of times Survey is assigned to a user.
- Total Calculated Score: Locked field. Represents the total calculated score from the Canvas Application, summation of each user's score.
- Survey Average Score: Locked field. Average Score, based on total submissions and total score.

Ergonomics Hazards Survey - Saved	
Survey	
General	Branching Rules
Assignment	Analytics
Related	
Total Submitted Surveys	2.00
Last updated:	12/9/2021 4:13 PM
Total Calculated Score	1,440.00
Survey Average Score	720.00

## Scoring:

Define Score Rules based on responses received from each submission and configure rules with certain actions. The main Survey form has a sub-grid below the main form with a list of applied rules on the Survey Sections.

Score Rules tutorial: <https://www.youtube.com/watch?v=dZjl0rceipo>

Select '+New Score Rule'. Admin is navigated to a new Main form, with the following form fields:

- Name: This is a required field. Give a name to the Rule.
- Rule Description: This is a required field. Describe the Rule purpose.
- Priority: This is a required field. Prioritize Rule by giving a number.
- Survey: This is a required field. The Survey is pre-selected.
- Section: This is a required field. Select the target Section on which the Score Rule should apply.



- **Metric:** This is a required field. Select Metric from the Lookup field or create one from the quick create form. The main purpose of associating Score Rules with Metrics is to group rules based on an attribute. Admin can create multiple Score Rules based on one Metric, for example:
  - Create rule if end-user's score is lower than the custom score.
  - Create rule if end-user's score is higher than the custom score.
  - Create rule if end-user's score is equal to the custom score.
 Similarly, Admin can create more rules and use a distinct Metric. Both Metrics have separate set of rules for the same Survey, which allows system to verify conditions of set of Score Rules based on individual Metrics and execute multiple Score Actions.

Save and close to save changes.

**Ergonomics Hazards Survey - Saved**

Survey

General Branching Rules Assignment Analytics Related

Default Duration \* 30.00

Default Duration Unit \* Days

Allow Anonymous Submission \* ☐ No

Survey Sections

Section	Section Summary (Section)	Order
Ergonomics Risk Factors	This section consists of questions to determine the risks associated with ergonomics of a work...	1
Severity of Ergonomics Hazards	The section determines the severity of hazards	2

Score Rules

Name	Rule Description	Priority	Section	Metric
Rule if user score is equal to the ideal score	If the score of end-user is equal to the L...	3	Ergonomics Risk Factors	Probability
Rule if user score is equal to the ideal score	If the score of end-user is equal to the L...	2	Severity of Ergonomics Hazards	Severity
Rule if user score is greater than ideal score	If the score of end-user is greater than L...	1	Ergonomics Risk Factors	Probability
Rule if user score is greater than ideal score	If the score of end-user is greater than L...	1	Severity of Ergonomics Hazards	Severity
Rule if user score is less than ideal score	If the score of end-user is less than ideal...	2	Ergonomics Risk Factors	Probability

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**New Score Rule**

General

Name \* ---

Rule Description \* ---

Priority \* ---

Survey \* **Ergonomics Hazards Survey**

Section \* ---

Metric \* ---

Sending request...

Navigate in the Rule from the Score Rules Sub-grid, and create a Condition based on which an Action should be executed.

Click 'New Score Condition' from the sub-grid, which navigates the Admin to a Quick Create form.

- Name: This is a required field. Give a name to the Condition.
- Score Rule: This is a required field. The Score Rule is defaulted.
- Section: This is a required field. Select the target Section on which the Score Rule should apply.
- Operator: This is a required field. Select the operator type to perform comparison with.
- Custom Score: This is a required field. Give the score in a numeric form to compare the end-user's score with.


Save and close to save changes.

The screenshot displays the 'Rule if user score is equal to the ideal score' configuration page in Power Apps. The page is titled 'Rule if user score is equal to the ideal score - Saved' and is part of the 'Imperium Job Hazard Analysis Manage...' application. The 'General' tab is active, showing fields for Name, Rule Description, Priority, Survey, Section, and Metric. Below these fields are two sub-grids: 'Score Conditions' and 'Score Actions'. The 'Score Conditions' sub-grid has a 'New Score Condition' button highlighted with a red box. The 'Score Actions' sub-grid shows an action to 'Show a text message at the end of survey'.

Name	Score Rule	Section	Operator	Custom Score
For equal score value	Rule if user score is equal to the ideal	Ergonomics Risk Factors	0.70	0.70

Name	Action Description	Score Rule	Trigger Condition	Display String
Execute for equal score value	Show a text message at the end of survey	Rule if user score is equal to the ideal score	Yes	Probability of getting affected by Workp...

Quick Create: Score Condition ×

Name	*	...
Score Rule	*	 Rule if user score is equal to the idea...
Section	*	...
Operator	*	...
Custom Score	*	...

Save and Close ▼ Cancel

Navigate to the Score Actions sub-grid and create an Action, which uses the related condition.

Click '+New Score Action' from the Score Actions sub-grid, which navigates to a quick create form.

- Name: This is the required field. Give a name to the Score Action.
- Action Description: This is a required field. Describe the Action.
- Score Rule: This is a required field. The Score Rule will be defaulted in the form.
- Trigger Condition: This is a required field. Set the option to Yes or No.
- Display String: This is a required field. Input the text which should be displayed on the Canvas app once the end-user submits the Survey.

Save and close the form to save changes.

Power Apps | Imperium Job Hazard Analysis Manage... | **SANDBOX**

Home | Recent | Pinned | Components | Surveys | Sections | Questions | Survey Submissions | User Groups | Users | Canvas App | Questionnaire | Advanced | Branching Rules | Pre-Defined Responses... | Operators | Conditions | Actions | Metrics | Score Conditions | Score Actions

**Rule if user score is equal to the ideal score** - Saved

Score Rule

General Related

Priority \* 3

Survey \* Ergonomics Hazards Survey

Section \* Ergonomics Risk Factors

Metric \* Probability

Score Conditions + New Score Condition Refresh Flow Run Report

For equal score value Rule if user score is equal to the ideal : Ergonomics Risk Factors 0.70 = 0.70

1 - 1 of 1

Score Actions + New Score Actions Refresh Flow Run Report

Execute for equal score value Show a text message at the end of survey Rule if user score is equal to the ideal score Yes Probability of getting affected by Workp...

1 - 1 of 1

Quick Create: Score Actions

Name \* ---

Action Description \* ---

Score Rule \* Rule if user score is equal to the idea...

Trigger Condition \* ---

Display String \* ---

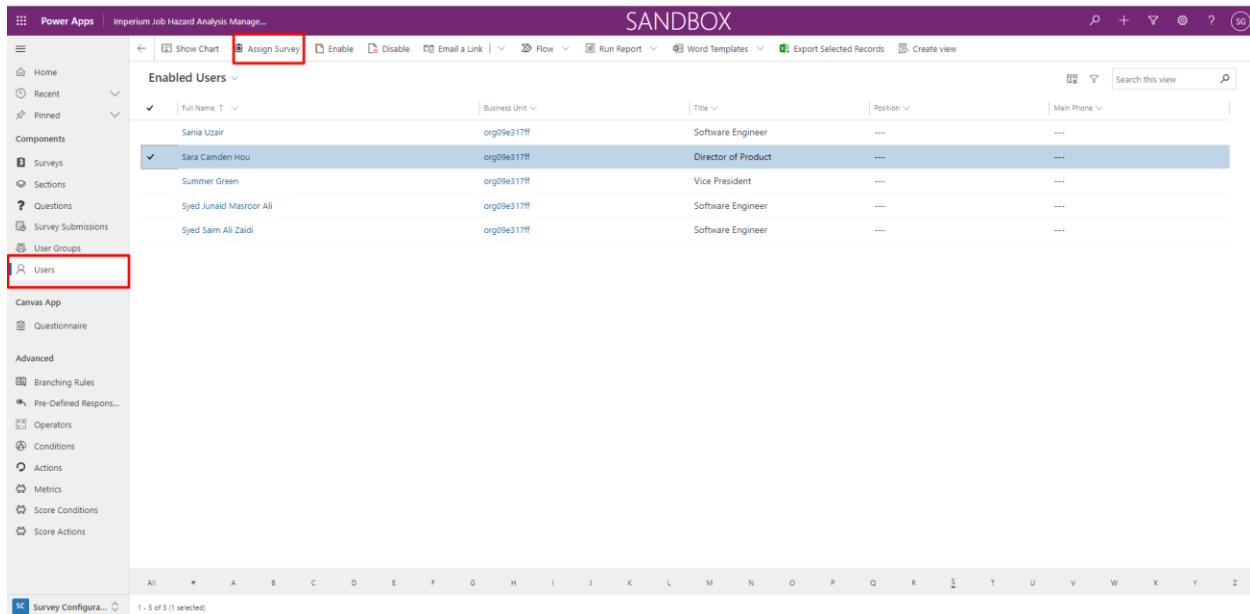
Save and Close Cancel

The Rule will be applied on the selected Section and compare results with the one input in the condition form. The system checks the fulfilled condition and displays the text in the Canvas application.

Admins can assign Job Hazard Analysis Surveys to Users and User Groups through different ways.

## Assignment From Users View

To assign surveys to users, navigate in the 'Users' view, single select/multiselect users and click on Survey: This is a required field. Lookup the survey you want to assign to the user.



- **Assignment Recurrence:** This is a required field. There are several options available to assign recurrence to the survey assignment.
  - **Once:** Select once if you want to assign the survey one time only.
    - **Due Date:** This is a required field. Define the due date for the survey.
  - **Daily:** Select daily if you want to assign the survey to the user daily.
    - **Due Date:** This is a required field. The default duration of the survey is displayed but can be changed as well.
    - **Due Date Unit:** This is a required field. The default duration unit of the survey is displayed but can be changed as well.
    - **Assignment End Date Limit:** This is a required field. Define the end date of the recurrence for the survey.
  - **Weekly:** Select weekly if you want to assign the survey to the user(s) on one day of each week.
    - **Assignment Weekday:** Define the day of the week when the survey should be assigned.
    - **Due Date Duration:** This is a required field. The default duration of the survey is displayed but can be changed as well.
    - **Due Date Duration Unit:** This is a required field. The default duration unit of the survey is displayed but can be changed as well.






- Assignment End Date Limit: This is a required field. Define the end date of the recurrence for the survey.
- Monthly: Select monthly if you want to assign the survey to the user(s) on one day of each month.
  - Assignment Month Day: Define the day of the month when the survey should be assigned.
  - Due Date Duration: This is a required field. The default duration of the survey is displayed but can be changed as well.
  - Due Date Duration Unit: This is a required field. The default duration unit of the survey is displayed but can be changed as well.
  - Assignment End Date Limit: This is a required field. Define the end date of the recurrence for the survey.
- Reminder: This is a required field. There are multiple options available, which can be selected based on the templates available and the type of recurrence selected.
  - Disabled: Choose disabled to not send any type of reminder to the end-user(s).
  - Daily: Choose daily to send a reminder daily.
    - Reminder template: Lookup a relevant template existing inside the template notification settings.
  - Weekly: Choose weekly to send reminders one day of every week.
    - Reminder Weekday: Choose the day of the week to send the reminder.
    - Reminder Template: Select a relevant template from the lookup of existing notification templates.
  - Monthly: Choose monthly to send reminder one date of every month.
    - Reminder Month Day: Select the date of month on which reminder should be sent every month.
    - Reminder Template: Select a relevant template from the lookup of existing notification templates.
  - Reminder End Date: An end date for the reminder, after which recurring reminders will not be sent.

**New Survey Assignment Configuration**

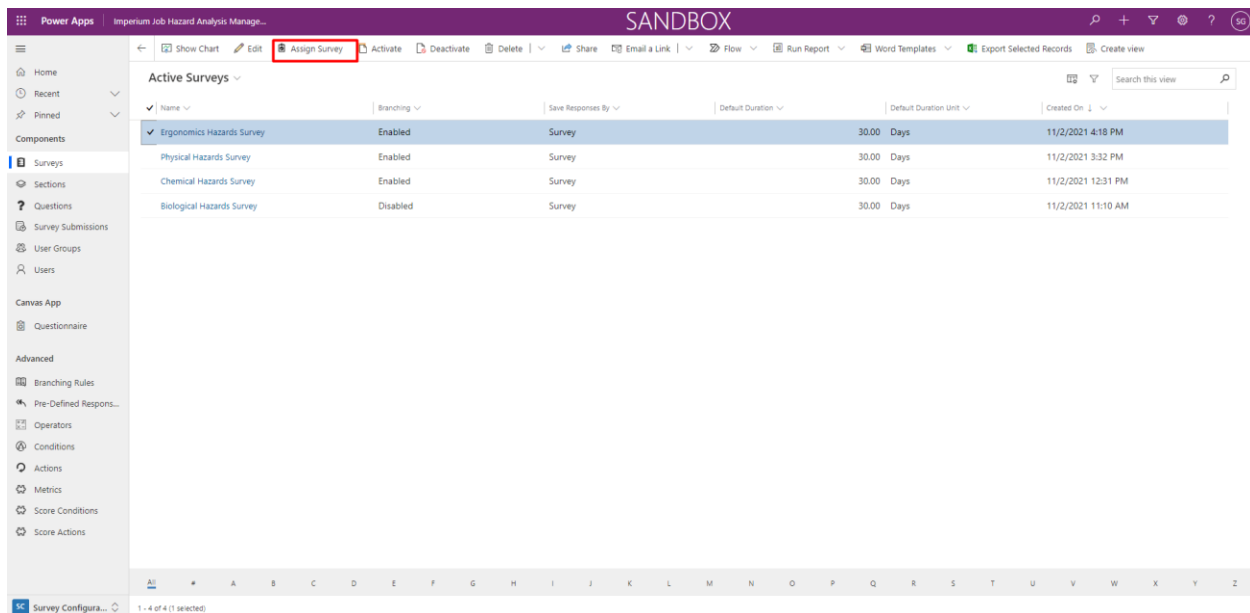
Save & Close

**New Survey Assignment Configuration** - Unsaved

General

Survey	*	 Biological Hazards Survey
Assignment Recurrence	*	Daily
Due Date Duration	*	30.00
Due Date Duration Unit	*	Days
Assignment End Date Limit	*	12/10/2021 
Reminder	*	Daily
Reminder Template	*	 Send Notification on Email  

Surveys can also be assigned to User or User Group from a Survey. Navigate in a Survey from the Survey view, click on 'Assign User', Assignment Form will pop-up with pre-selected Survey. Fill the form fields such as User/User Group, Assignment Recurrence, Reminder details, Score-based Notifications. Save & Close the form for the changes to take effect as defined.



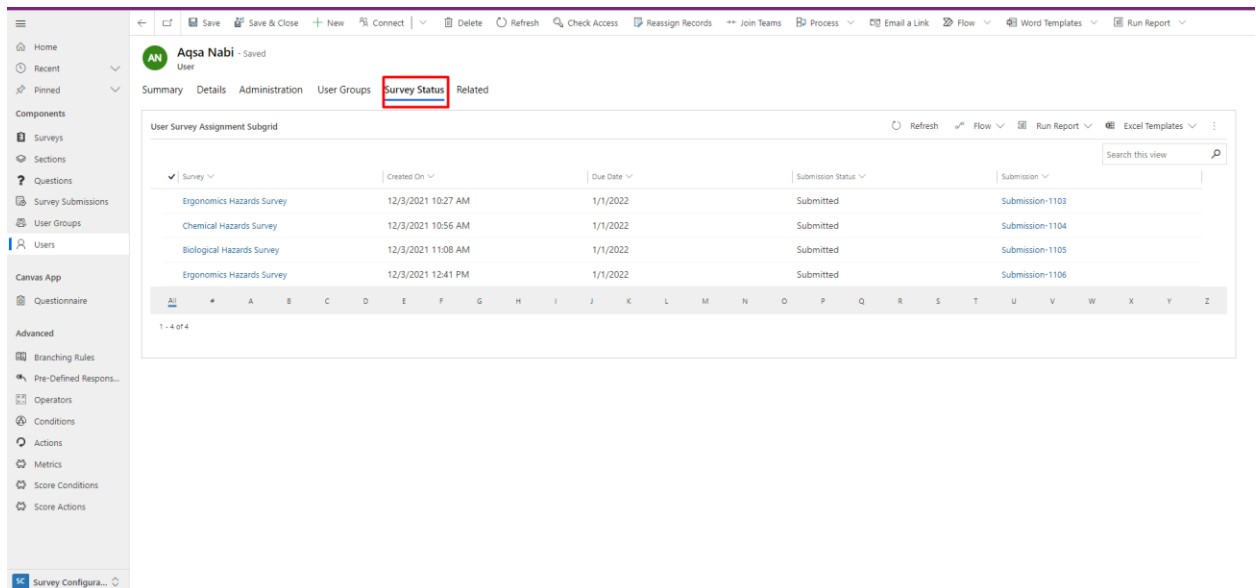
## View Assignment Details

In the Survey Configuration Area, navigate to a user from Users List view where multiple tabs are configured to view the Survey status assigned to the selected User.

- **Summary:** Basic contact information including email address, contact numbers, address details etc.
- **Details:** The tab has two main cards displaying secondary contact information and details.
- **Administration:** Displays the access level assigned to the user.
- **User Group:** The user group details, if the user is added to any user group.
- **Survey Status:** An insight to view the status of all the assigned surveys with creation and due date.
  - **Pending:** If the survey is assigned and not been submitted by the user then the status is displayed as Pending.
  - **In-progress:** If the survey is assigned and user is currently answering the survey questions then the status is displayed as In-Progress.
  - **Submitted:** If the survey is assigned and user has submitted the survey then the survey is displayed as Submitted.

Admins can also view the Submissions of each survey by navigating in their Submission Number from the Submission column. The page redirects and displays a card with survey and respondent details. A grid view below the card shows the response against each question of the survey.





## Assign From User Groups View:

Select an existing group from the 'User Groups' view or create user groups consisting of users to easily assign surveys to multiple users at once. Apply settings of survey recurrence, survey due date and reminder occurrence to a group of users. To create a group, navigate into User Group entity.

- Click + New on the top left pane
- New User Group form appears with field
  - Name: This is a required field. Give a name to the user group.
 Click save to add users to the user group.

A grid in the same tab with title 'Users' appears where multiple users can be added to form a group.

- Click on 'Add Existing Users.'
- Select users from the Lookup records table.

Surveys can be assigned to user groups from a Survey as well. Select a Survey from the Survey view, select a user group, fill the form fields such as Assignment Recurrence, Reminder details. Save & Close the form for the changes to take effect as defined.

Surveys can also be assigned to user groups from a Survey. Navigate in a Survey from the Survey view, click on 'Assign User Group', Assignment Form will pop-up with pre-selected Survey. Fill the form fields such as Assignment Recurrence, Reminder details. Save & Close the form for the changes to take effect as defined.

Power AppsImperium Job Hazard Analysis Manage...

SANDBOX

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HomeRecentPinnedComponentsSurveysSectionsQuestionsSurvey SubmissionsUser GroupsUsersCanvas AppQuestionnaireAdvancedBranching RulesPre-Defined Respons...OperatorsConditionsActionsMetricsScore ConditionsScore Actions

Show ChartEditAssign SurveyActivateDeactivateDeleteAssignShareEmail a LinkFlowRun ReportWord TemplatesExport Selected RecordsCreate view

Active User Groups

Group Name

Created On

New User Group

11/1/2021 2:16 PM

Survey Configura...

1 - 1 of 1 (1 selected)

New Survey Assignment Configuration

Save & Close

New Survey Assignment Configuration - Unsaved

General

Survey	*	Ergonomics Hazards Survey	
Assignment Recurrence	*	Once	
Due Date	*	1/8/2022	
Reminder	*	Disabled	

## Admin Configuration

### Admin Settings:

Admin can configure color settings and save notification templates for the application from this Area.

### App Settings:

The main application settings exist inside the admin configuration panel where to customize the color and picture of the application as per organization branding.

- **Primary Color:** This is a required field. Define the prime color of the application. Set a color that matches brand.

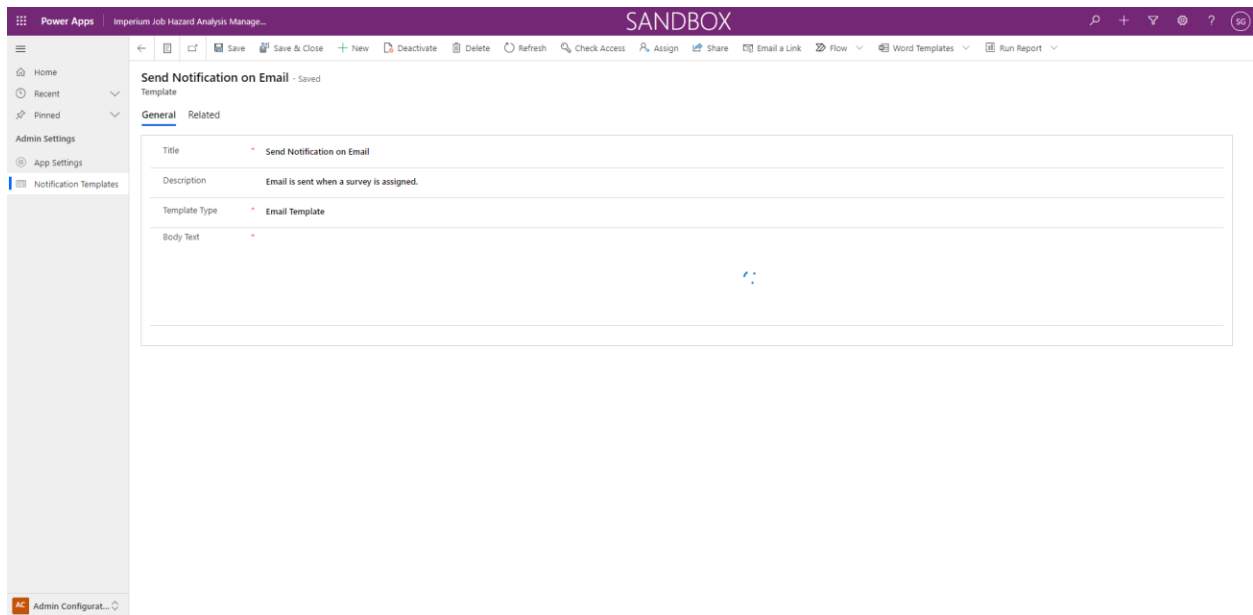
- Secondary Color: This is not a required field. The application's design specifies a secondary color, Define the color for the rest of the area as per choice.
- Brand logo: This is not a required field. Change the brand logo to add organization's logo.
- Pending Surveys: This is not a required field. Change the Pending Survey tile color on the Canvas App as per choice. The color indicates that the Survey is due, where Submission Status is Pending from the user-end.
- Expired Surveys: This is not a required field. Change the Expired Surveys tile color on the Canvas App as per choice. The color indicates that the Survey is expired, where Submission Status is Pending from the user-end as the due date is crossed.
- Submitted Surveys: This is not a required field. Change the Submitted Surveys tile color on the Canvas App as per choice. The color indicates that the Survey is completed, where Submission Status is Submitted from the user-end.
- My Pending Survey - Tile: This is not a required field. Change the Due Survey main tile color on the Canvas App as per choice.
- My Survey History - Tile: This is not a required field. Change the Survey History main tile color on the Canvas App as per choice.

### **Notification Templates:**

Define notification templates based on the recurrence level. Click + New to create a new template:

- Title: This is a required field. Give a name to template.
- Template Type: This is a required field. Select the type of template.
- Description: This is not a required field. Give a description for the template.
- Body Text: This is a required field. Enter context for your template. There are proper formatting options available for the template content.

Click 'Save & Close' to use this template when configuring reminders for survey assignment.



## Survey Responses

### **Dashboards:**

The Sub-area has three main dashboards, for Admin to monitor real time-data.

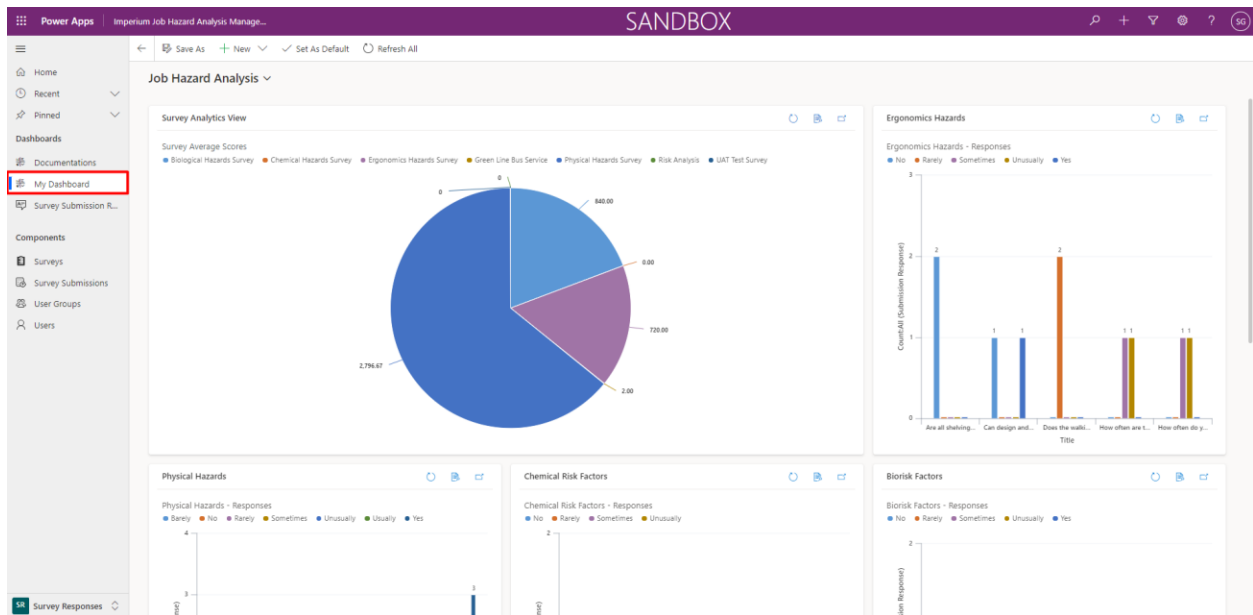
### **Documentation:**

The documentation dashboard has the knowledge base article for the Application with detailed steps mentioned for Survey Configuration and reviewing submission data.

### **My Dashboard:**

The dashboard has a graphical representation of the Submissions made for Job Hazard Analysis Surveys, deployed in the solution.

Admin can analyze responses against every question, responses based on Individual Sections and Average Score of Active Surveys.



## Survey Submission Responses:

A list view representing responses for every question based on the selected Survey and Section. Admin can apply filters to view responses for different Surveys, Sections and Questions.

Survey (Submission)	Submission	Section	Question	Response Text
Physical Hazards Survey	Submission-1100	Severity of Physical Hazards	Rate your overall workplace condition based on safety precautions ; 1	
Physical Hazards Survey	Submission-1102	Physical Health Risk Factors	Please mention detail of the temperature extremes you are facing...	
Physical Hazards Survey	Submission-1101	Physical Health Risk Factors	How often does your regular work include subject to vibrations?	Usually
Physical Hazards Survey	Submission-1101	Physical Health Risk Factors	How often are you exposed to any radiation?	Barely
Physical Hazards Survey	Submission-1101	Severity of Physical Hazards	What is the severity of exposure to hazardous elements/component	Low
Physical Hazards Survey	Submission-1101	Severity of Physical Hazards	Rate your overall workplace condition based on safety precautions ; 2	
Physical Hazards Survey	Submission-1102	Physical Health Risk Factors	Is there any noise in the workplace?	Yes
Physical Hazards Survey	Submission-1102	Physical Health Risk Factors	How often does your regular work include subject to vibrations?	Usually
Physical Hazards Survey	Submission-1102	Physical Health Risk Factors	Are you working at times of day that could affect your vision?	Yes
Physical Hazards Survey	Submission-1102	Physical Health Risk Factors	How often do you experience temperature extremes that could affect...	Usually
Physical Hazards Survey	Submission-1102	Physical Health Risk Factors	How often are you exposed to any radiation?	Sometimes
Physical Hazards Survey	Submission-1102	Severity of Physical Hazards	What is the severity of exposure to hazardous elements/component	High
Physical Hazards Survey	Submission-1102	Severity of Physical Hazards	Rate your overall workplace condition based on safety precautions ; 2	
Ergonomics Hazards Survey	Submission-1103	Ergonomics Risk Factors	Can design and organization of your work space cause any injury or...	Yes
Ergonomics Hazards Survey	Submission-1103	Ergonomics Risk Factors	Does the walking and/or driving paths have any any harmful obstru...	Rarely
Ergonomics Hazards Survey	Submission-1103	Severity of Ergonomics Hazards	Rate your overall workplace condition based on safety precautions ; 3	
Chemical Hazards Survey	Submission-1104	Chemical Risk Factors	How often are the hazardous chemicals not labelled and classified ;	Unusually
Chemical Hazards Survey	Submission-1104	Chemical Risk Factors	Are you exposed to anything that can be inhaled, ingested or absor...	Rarely