

Web-Enabled Safety System (WESS) User Guide

Version 1.0



Naval Safety Center (NAVSAFECEN)

Prepared by: NAVSAFECEN Information Systems, Code 50

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1 Introduction and Overview

1.1 Welcome to WESS

The **Web-Enabled Safety System** (WESS) is the Naval Safety Center's on-line reporting and data retrieval system.

- Allows users to submit initial Class A and B notifications to the Naval Safety Center.
- Allows users to report mishaps and hazards on-line.
- Allows users to update investigation reports as needed and provides a central log of all reportable incidents.
- Provides users with a query tool to retrieve canned and ad-hoc reports and logs.

1.2 Mishap Investigation, Reporting and Recordkeeping

- Mishap investigation is one of the fundamental tools to ensure a safe and healthful working environment for Navy and USMC military and civilian personnel.
- Record-keeping and reporting is vital to provide safety information to the Department of the Navy (DoN) and the Department of Defense (DoD).
- These records and reports are required by federal law and provide information to identify unsafe acts and conditions and to apply corrective or preventive measures to preclude recurrence.
- WESS – The Web-Enabled Safety System – provides an on-line, interactive, electronic means of managing mishap information and consolidating all types of incidents into one consolidated database at the Naval Safety Center.

1.3 Prior to WESS

- All communities reported mishaps and hazards to the Naval Safety Center via Naval Messages or other hard copy forms.
- Incident reporting via message or hard copy involved a significant administrative burden, was labor-intensive and resulted in a time lag due to reporting delays or periodic bulk data submissions.
- Nearly all customers had to ask for data. The majority of mishap analysis had to be or could only be performed by the Naval Safety Center staff.

1.4 Advantages of WESS

- Meets VCNO's web-enabled requirement.
- Provides real-time interactive reporting and data retrieval.
- Consolidates all mishap types into one electronic database

- Eliminates need for redundant local data entry systems – All reportable mishaps must be reported using WESS, which allows one central location of all reported incidents.
- Allows real-time, rapid retrieval and download of data so activities can perform their own analyses.

1.5 Purpose of WESS

- All reportable mishaps are transmitted electronically to the NAVSAFECEN mishap database.
- Besides material damage, fatalities and disability mishaps, data must also be collected on lost work time, no lost work time, light, limited, and restricted duty injuries and occupational illnesses.
- WESS standardizes mishap reporting procedures and safety record-keeping requirements across all mishap types, environments and activities.

1.6 Scope of Mishaps Reported in WESS

- Class A, B, C and D military and civilian on-duty mishaps, and Class A, B and C military off-duty mishaps.
- Class A, B, C and D injuries and occupational illnesses that involve medical treatment beyond first aid, loss of consciousness, and/or days away from work, as well as light duty or limited duty for on or off-duty military personnel, or days of job transfer or restricted work for on-duty civilian personnel.
- Class A, B, C and D government material or property damage mishaps. This includes property damage caused by a government evolution, operation, equipment or component part(s) to other government or non-government property.
- Other Reportable Mishaps - including:
 - Inpatient hospitalization of 3 or more personnel (single mishap), beyond observation and/or diagnostic care - SIB required
 - Injury (beyond first aid) or death of non-DoD personnel as the result of a DoD operation, evolution, or while onboard any naval vessel
 - PT/PFT/PRT (onset began during or within 1 hour after event)
 - GMV or GVO vehicle mishap causing \geq \$5K damage or injury
 - All motor vehicle mishaps in which the use of alcohol was a contributing factor
 - Air Cargo/Parachute/HRST
 - Ordnance (live fire mishaps, ordnance impacting off range) - Class A and B require an SIB
 - Friendly Fire incidents - Class A, B and C require an SIB
 - Negligent weapons discharge causing injury (beyond first aid) or death
 - Altercations, attack, or assault, incurred in the performance of official duties (e.g., SP, MP, medical personnel, etc.)
 - Diagnosed occupational disease (cumulative trauma disorder, musculoskeletal disease)
 - Occupational TB exposure
 - Contractor mishaps (Supervised by DoD)

- Diving (e.g., hyperbaric treatment, CNS, oxygen toxicity, POIS, etc.)
- Hearing Loss (work-related Significant Threshold Shift (STS) as determined by competent medical authority)
- Heat or cold related injuries (On-duty)
- Work-related needle sticks (Sharps) with suspected infectious material
- Afloat mishaps involving on or off-duty DoD personnel, or any non-DoD personnel
- Afloat Collisions, Allisions, Groundings, Flooding, and Fires regardless of cost
- Afloat electrical shocks
- Man-overboard with injury
- Reportable Hazards (HAZREPs) - including:
 - All identified hazards, near misses, or non-reportable incidents where information is valuable if shared with command, community of interest or all Navy/USMC
 - Hazards with severity of RAC 1 or 2
 - Friendly Fire incidents < Class D threshold
 - Negligent discharges without injury or death
 - Man-overboard underway without injury or death
 - All other electrical shocks without injury or death
 - Property damage or injury < Class D threshold

1.7 Characteristics of WESS

- WESS is menu driven - actions are listed in a menu tree format
- WESS will automatically tailor the data elements required for entry based on the selected classification, type of mishap, and activity utilizing a Turbo-tax type logic.
- Access to the system is controlled by approved PKI-associated accounts. Only command authorized users may add, modify, delete, release or retrieve mishap report data.
- Activities, through their Safety Authorities (SAs), will manage WESS account requests, access, notifications, release authority, routing and report permissions (e.g., review, endorsement, etc.).
- WESS output includes user-based data reports such as the OSHA Injury & Illness Logs, and Annual Summary reports.
- Data may be downloaded by the user for analysis.

1.8 Navigating WESS

- Users may navigate through a report using the directory tree.
- Training Modules provide for details and properties of the Entry tools, e.g. Radio Buttons, Check Boxes and Drop Down Menu Boxes.
- To assist in preventing data loss due to local computer failure or loss of electrical power the report is saved as the user advances to the next screen.
- Users may stop, log out, re-enter WESS at a later time and continue where they stopped in a data entry process by accessing the report under their draft folder.

- Users can create templates with routine information to streamline reports - pre-populate UIC/RUC/MCCs, POC info, locations, etc. With the use of templates, users should be sure the document has the information that is pertinent to future reports to simplify the entry and avoid redundancy. If not used correctly, a template can cause validation problems with the report.

2 How to Access and Setup an Account

2.1 Access to WESS

To either request an account or to log into the system utilize the following link: <http://www.public.navy.mil/navsafecen/Pages/wess/WESS.aspx>. See Figure 1 below showing the Log In button where you can access the WESS Application through the NAVSAFECEN website.

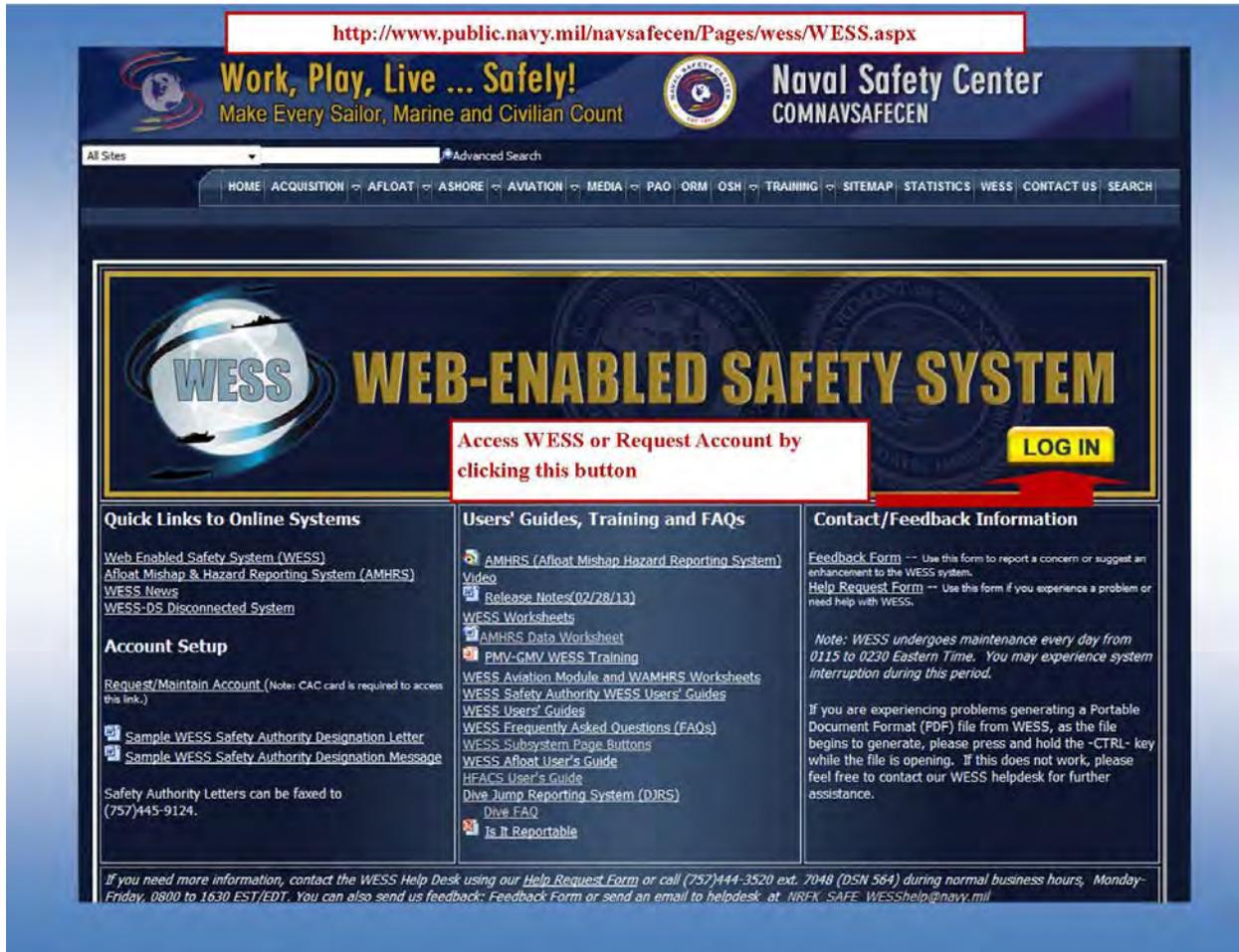


Figure 1

2.2 WESS Permissions

After clicking the Log In button displayed in Figure 1, the user will need to be authenticated to access the WESS application from the use of the Common Access Card (CAC). Figure 2 should display immediately after clicking the Log In button. If the system fails to authenticate the user, the user will not be allowed access to the WESS Application. (Note: Be sure the user is utilizing their own CAC to access WESS)

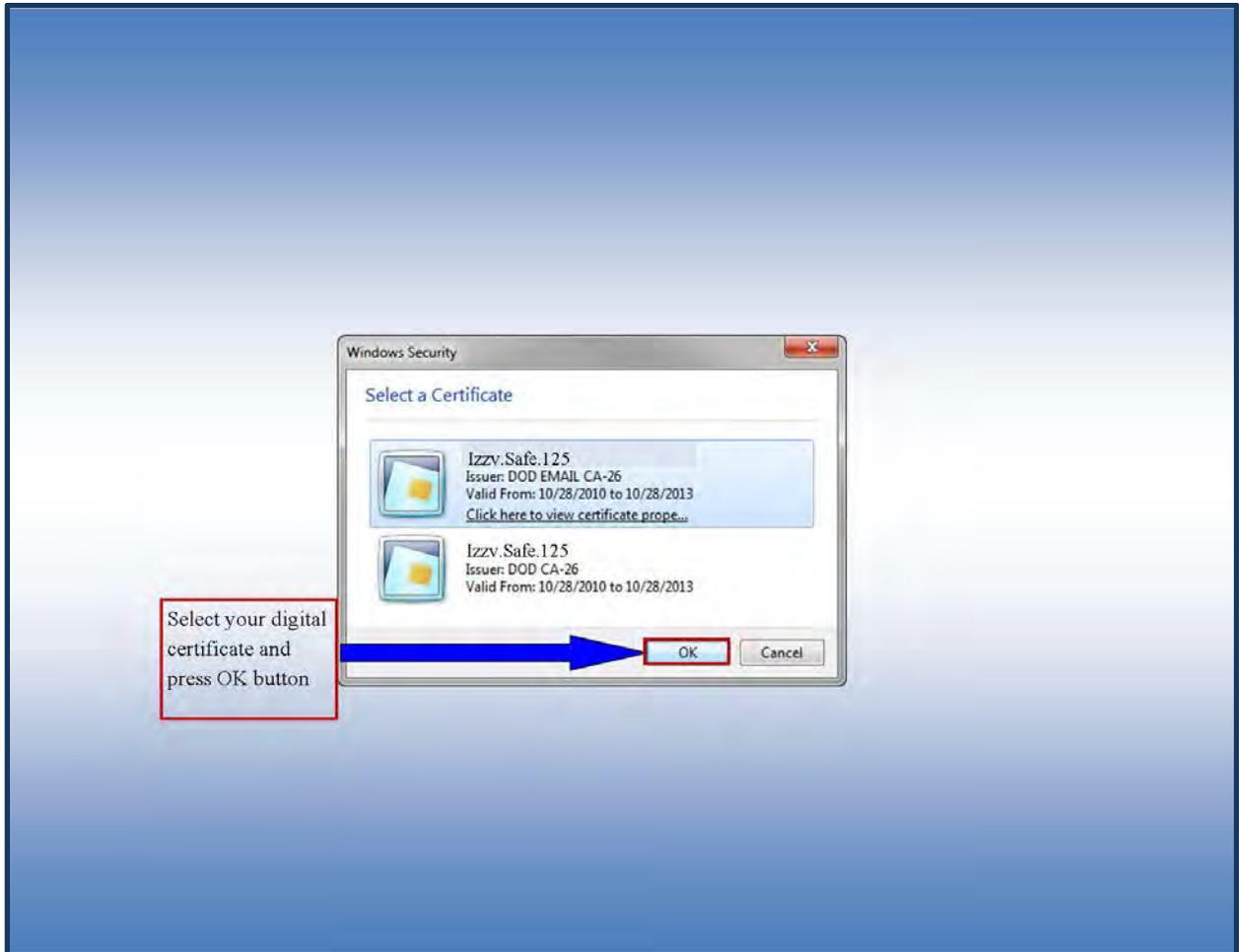


Figure 2

Note – the user can select either certificate.

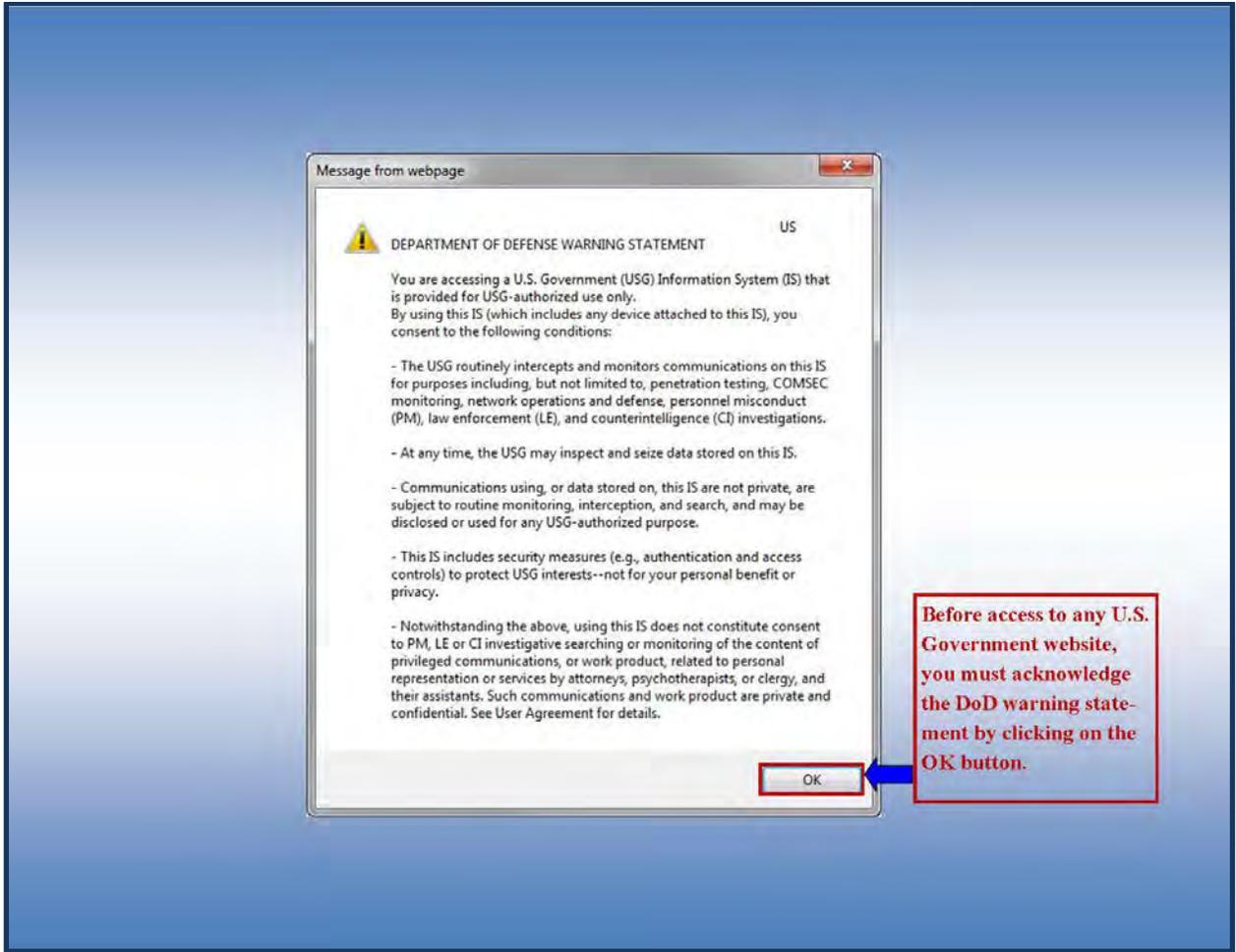


Figure 3

Figure 3 is to acknowledge you are entering a U.S. Government website.

After the warning statement, the system will then take the user to the WESS login page. From the login page the user will either enter the system, if a WESS account is active for the CAC in the system, or the user will receive the form to request an account if an account is not located in the system.

Safety Data Reporting System - FOR OFFICIAL USE ONLY

WESS Version # 3.2.0 R4

Web Enabled Safety System WESS

US DEPARTMENT OF DEFENSE WARNING STATEMENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564) during normal business hours, M-F, 0800 to 1630 EST/EDT.

Click "PKI Login" New Users will be Prompted with the account registration screen.

Current Users will be forwarded into WESS for access of approved subsystems.

Figure 4

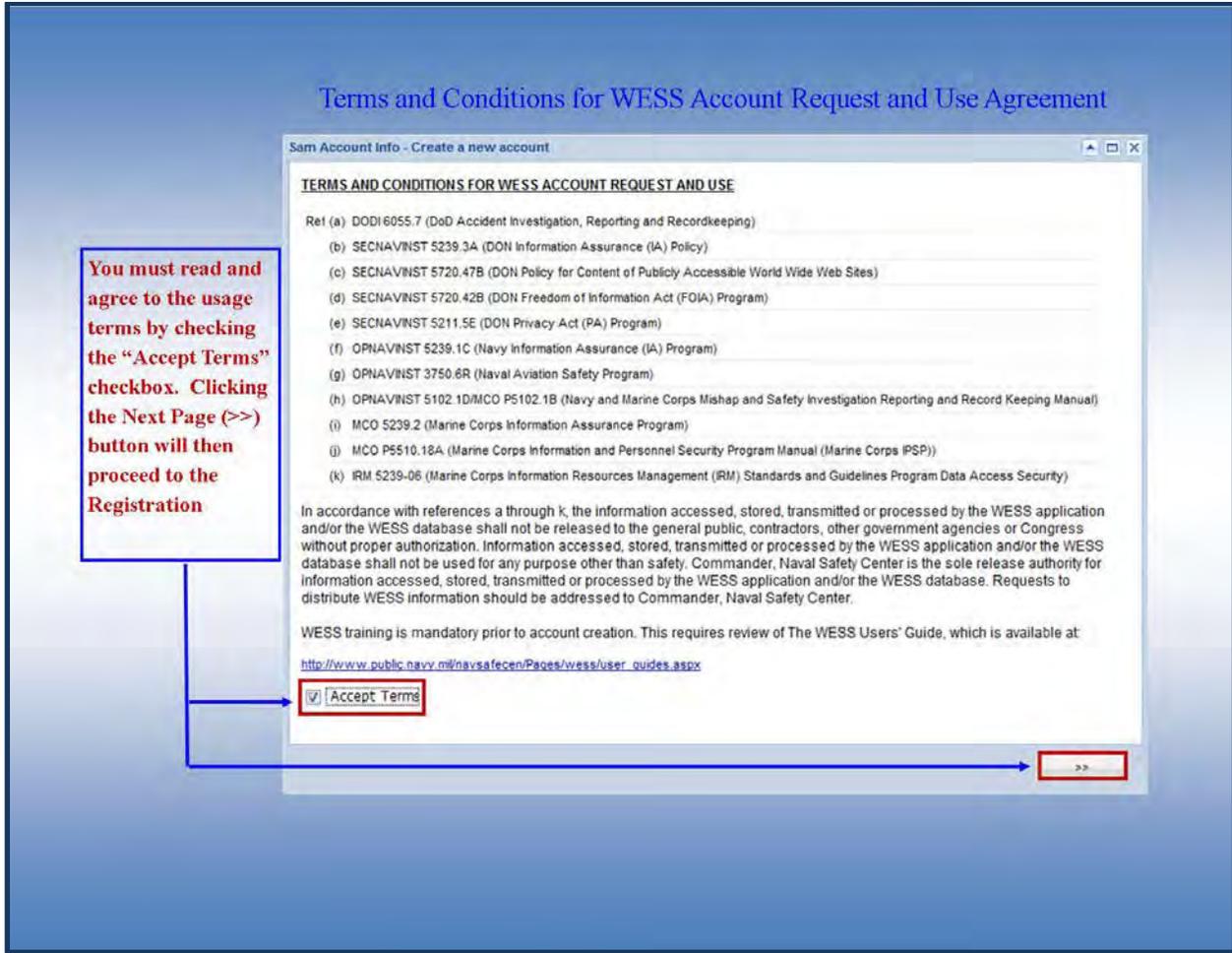


Figure 5

Figure 5 illustrates the terms and conditions of using the WESS Application, and is the first screen to appear when the system does not detect an active or pending account. If the system has a pending account, the user should receive a message advising the account is pending approval.

New User Account Registration Form

Sam Account Info - Contact Information

First Name:	<input type="text" value="First Name"/>
Middle Name:	<input type="text" value="Middle Name"/>
Last Name:	<input type="text" value="Last Name"/>
Reason for Account:	<input type="text" value="Reason for Account"/>
UIC:	<input type="text" value="Enter UIC or Activity Name for Lookup"/> <input type="button" value="🔍"/>
Rank:	<input type="text" value="Rank"/>
Email:	<input type="text" value="Email"/>
Telephone Number:	<input type="text" value="Telephone Number"/>
DSN Telephone Number:	<input type="text" value="DSN Telephone Number"/>

After accepting the Terms and Conditions, the New User Account Registration Form will appear.

Figure 6

The user will need to complete the new user account registration form, as seen in Figure 6. The user should expect an email verification message if the request was submitted to a WESS Administrator for access.

The screenshot shows a software window titled "Sam Account Info - Contact Information". The window contains several input fields and a dropdown menu. A red callout box on the right side of the window contains the text "Enter the user information required on the form." with a red arrow pointing to the "First Name" field.

First Name:	Safe
Middle Name:	Middle Name
Last Name:	Izy
Reason for Account:	To report and track mishap and hazard events
UIC:	N63393
Rank:	LT
Email:	safe.izy@navy.mil
Telephone Number:	(757)444-3520 EXT 7000
DSN Telephone Number:	564-3520 EXT 7000

Figure 7

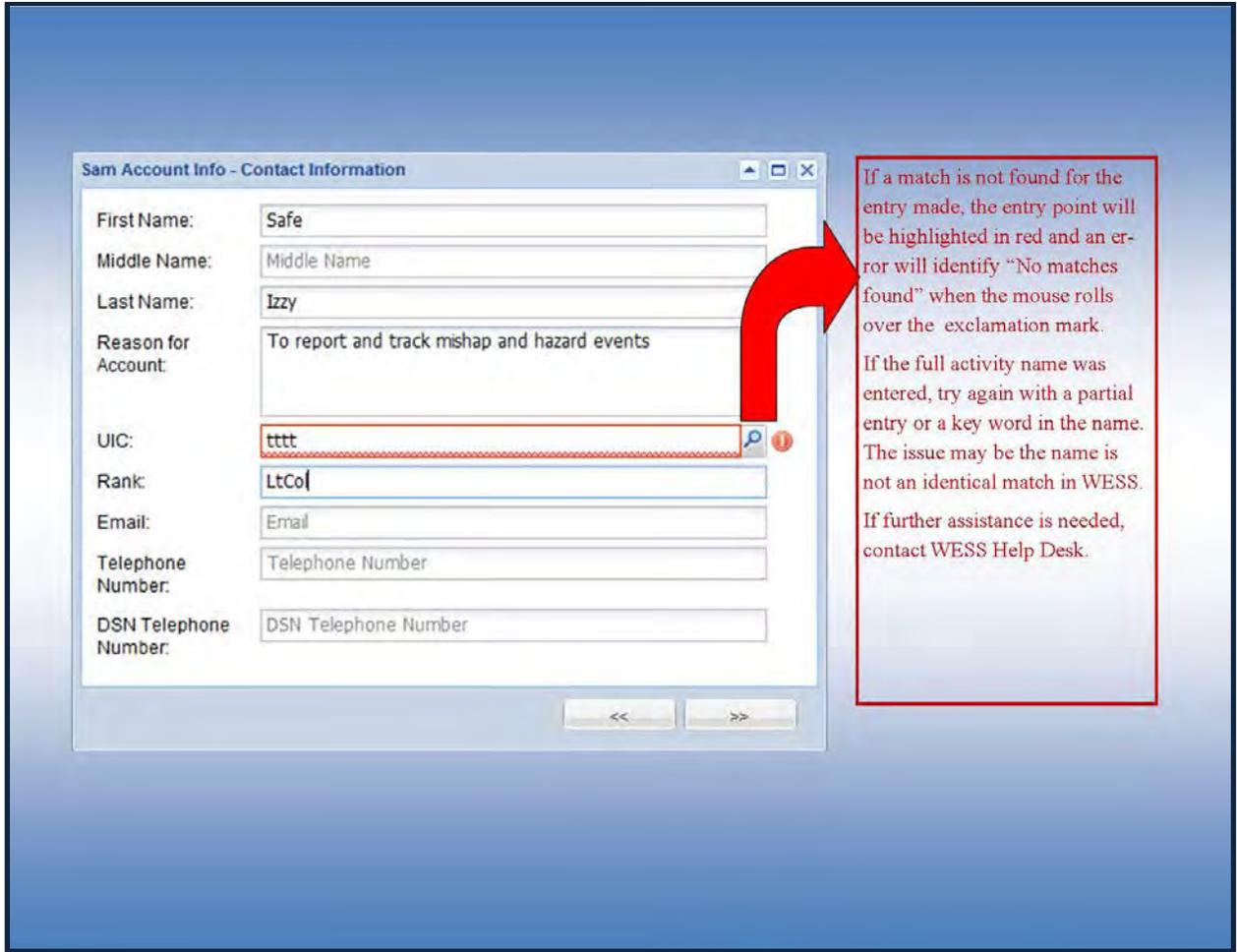


Figure 8

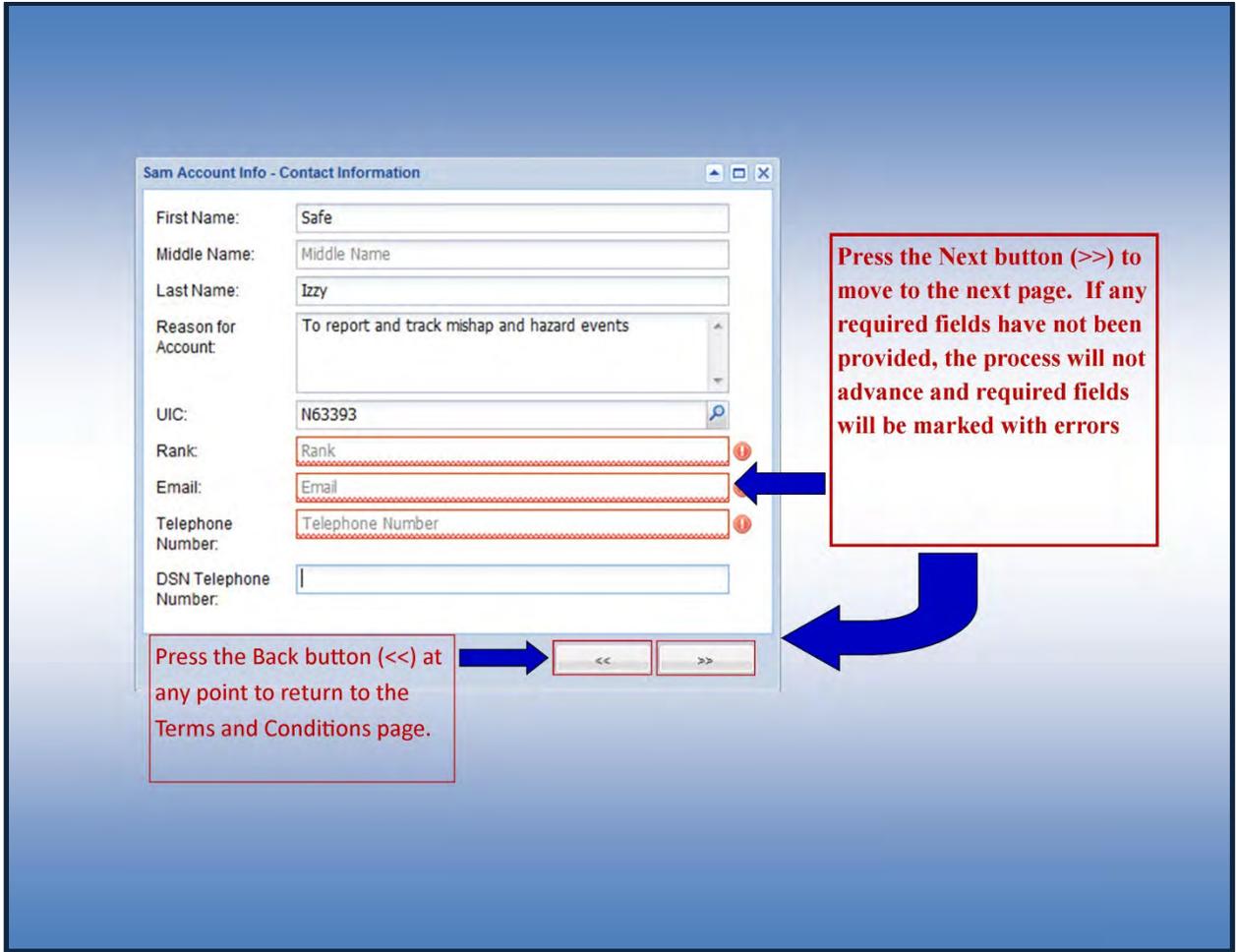
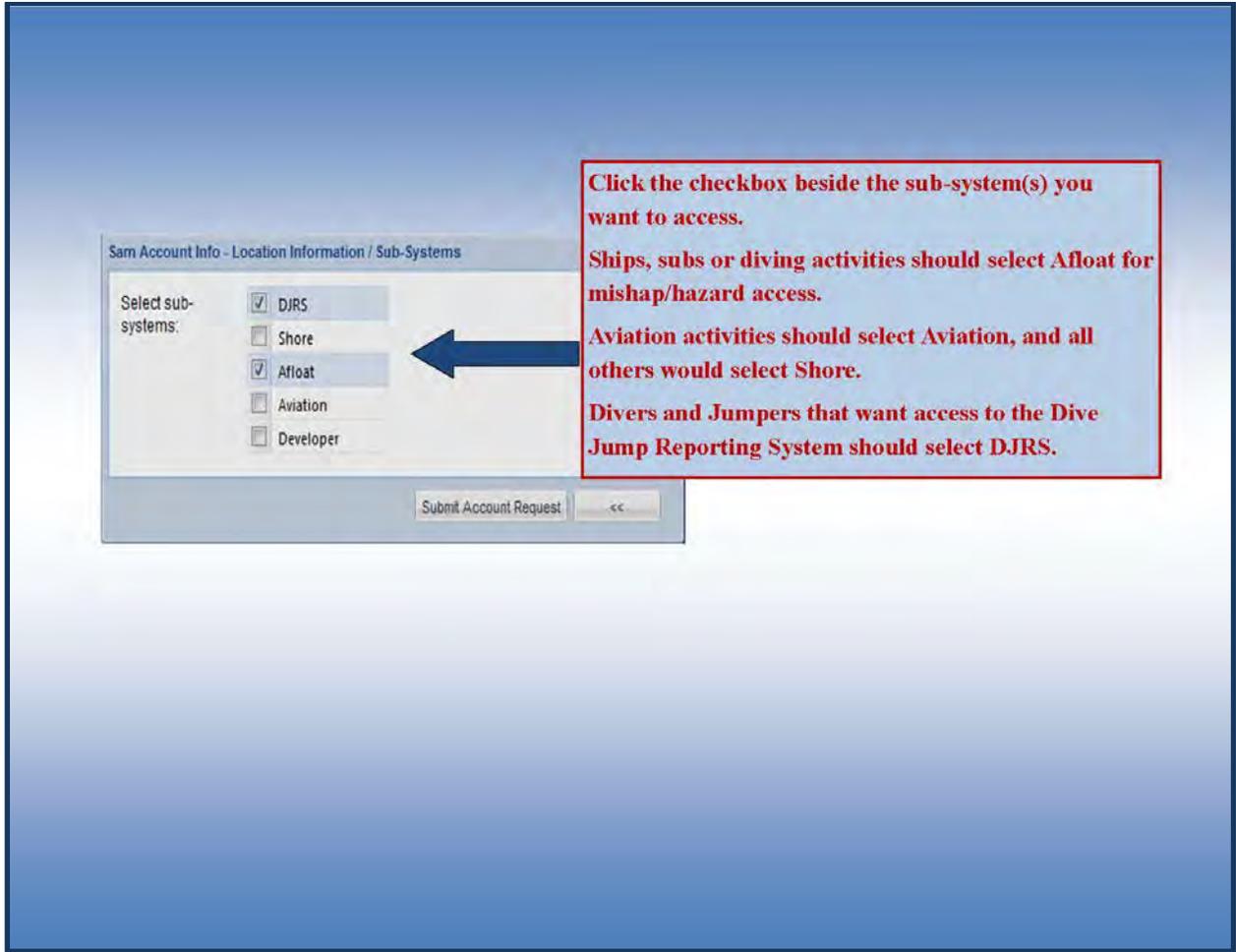


Figure 9

**Figure 10**

On the next page (see Figure 10) you will be able to select the subsystems you wish to access in the application. DJRS is for the Dive and Jump communities. Shore is used by the Shore and Ground communities, as well as all other communities to report off-duty mishaps. Afloat is used by the Afloat community. Aviation is used by the Aviation community. Your access controls what you are able to review within the WESS system as well as what you will have permissions to submit in the system.

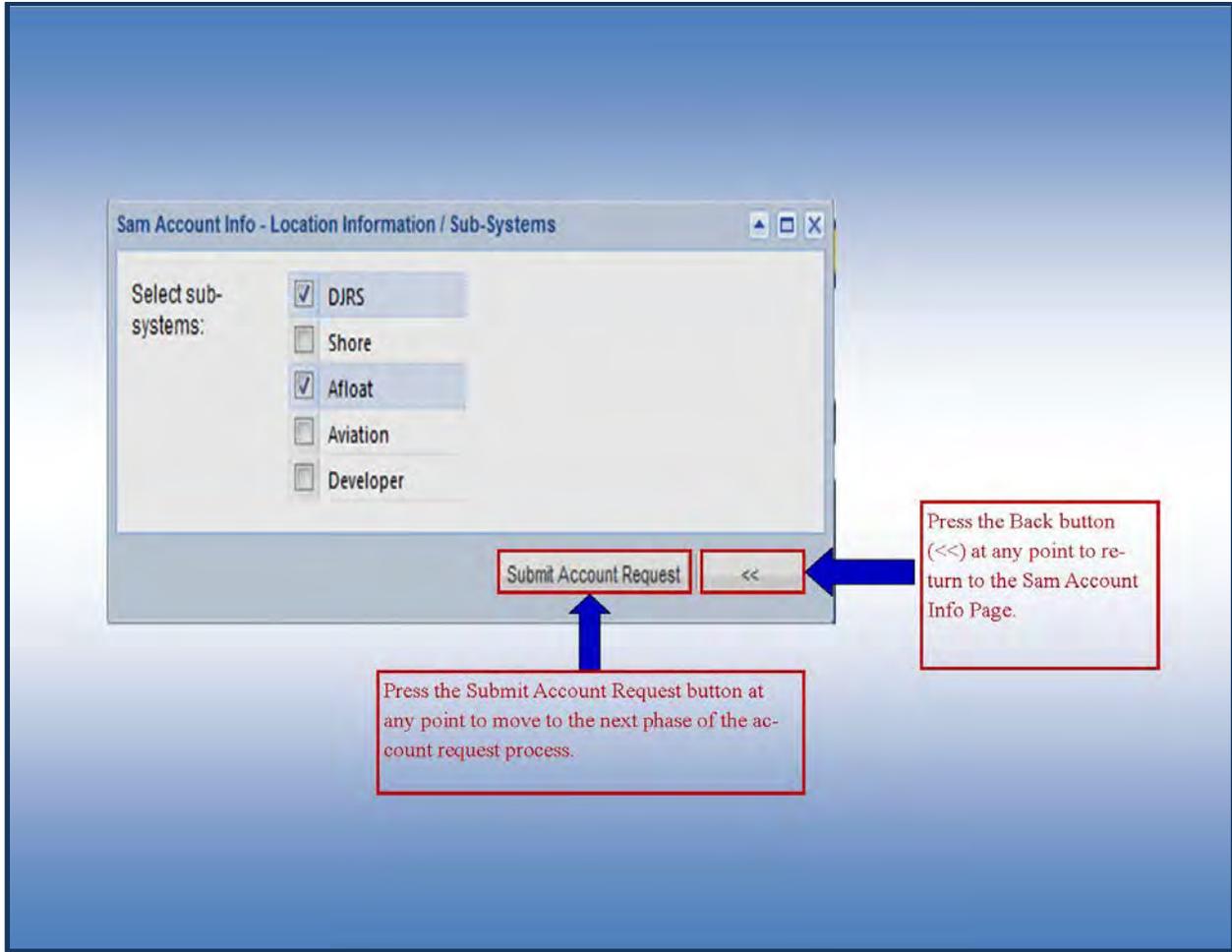


Figure 11

The user must select one of the Subsystems to avoid receiving an error which will stop the process of requesting the WESS account. Figure 12 illustrates what the user will receive if a Subsystem is not selected.

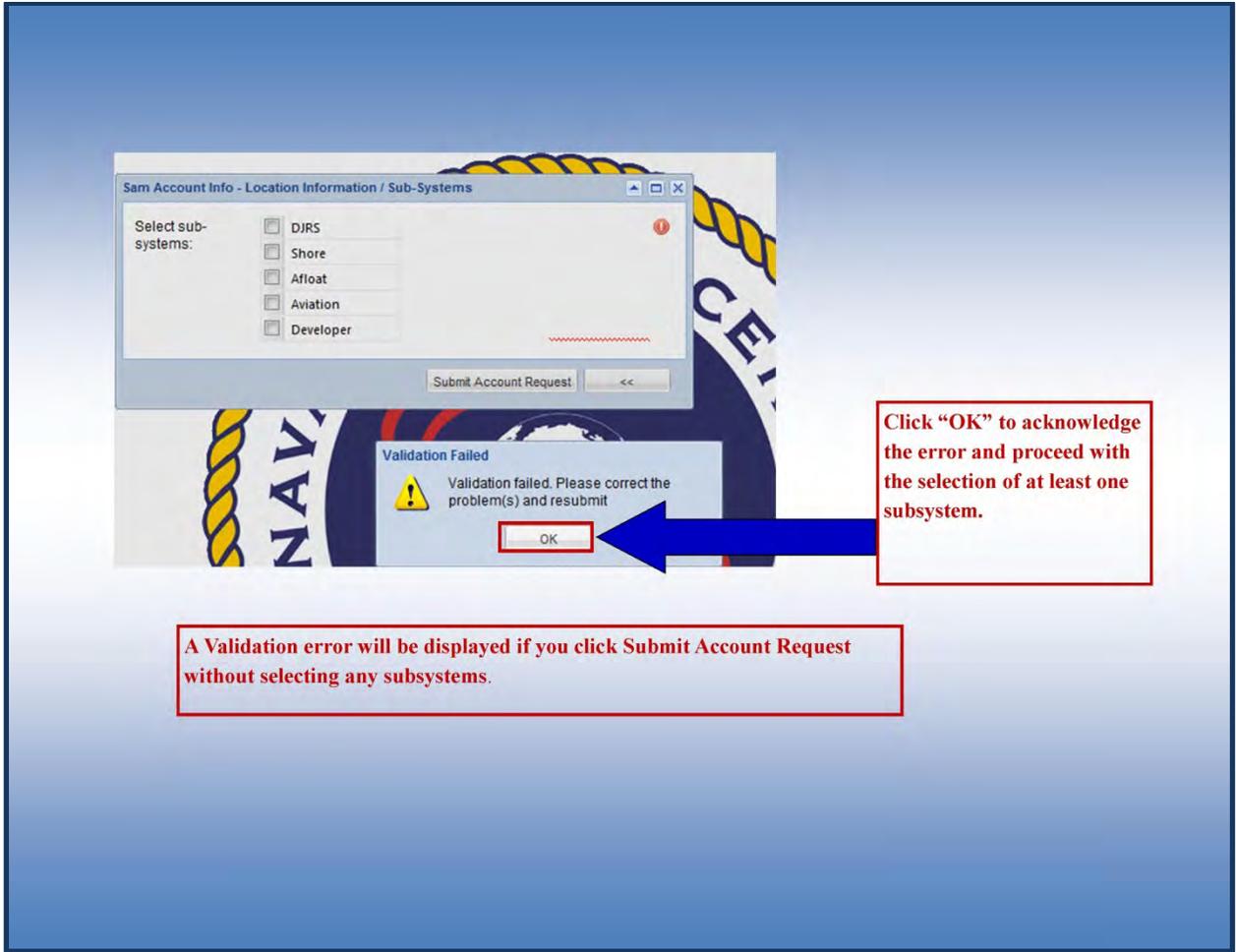


Figure 12

Once the user has completed the form and selected the Subsystem of their choice, the customer will then receive a dialogue box showing the message illustrated in Figure 13.

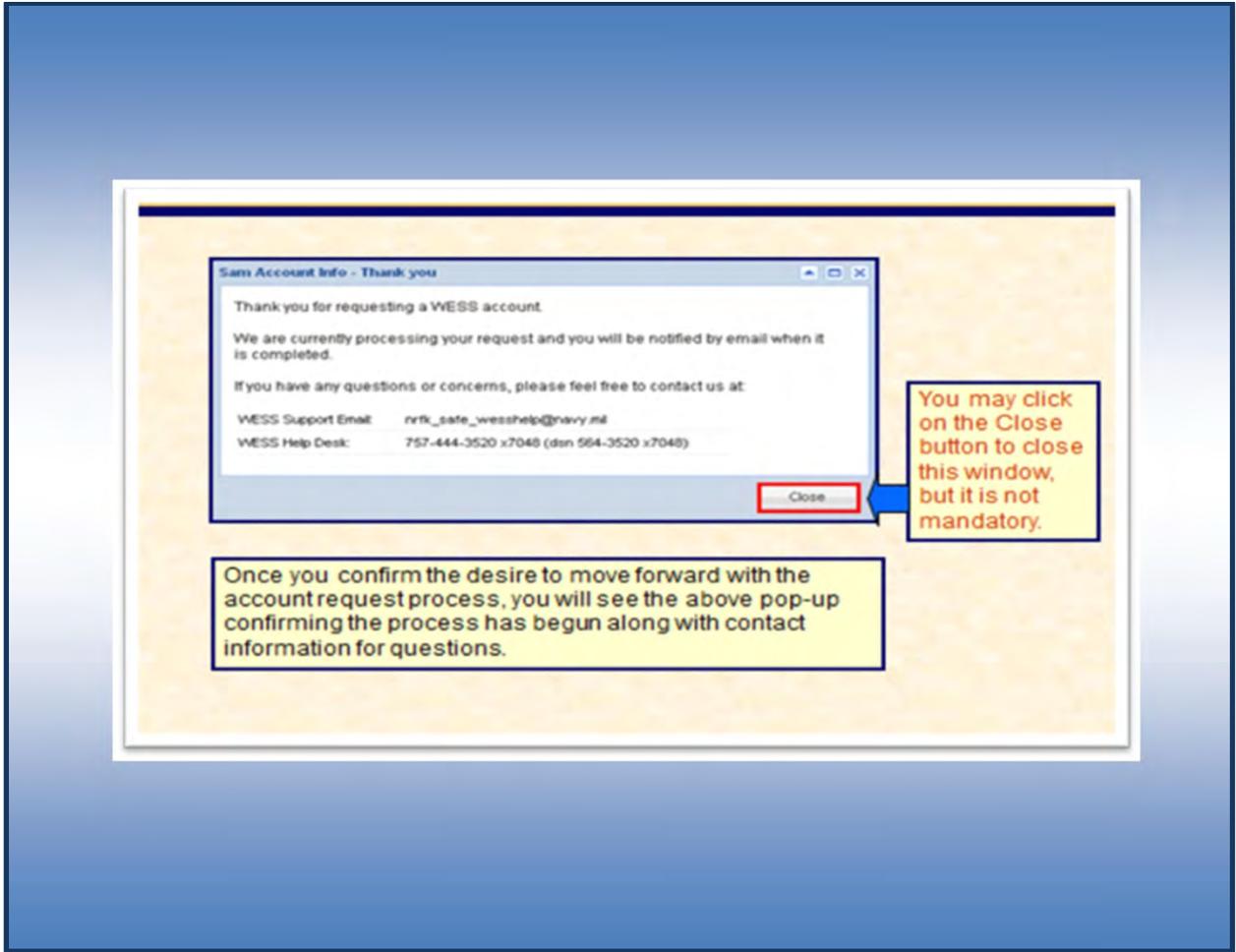


Figure 13

The user can then close the window of that message – see figure 14 as an illustration of this step.

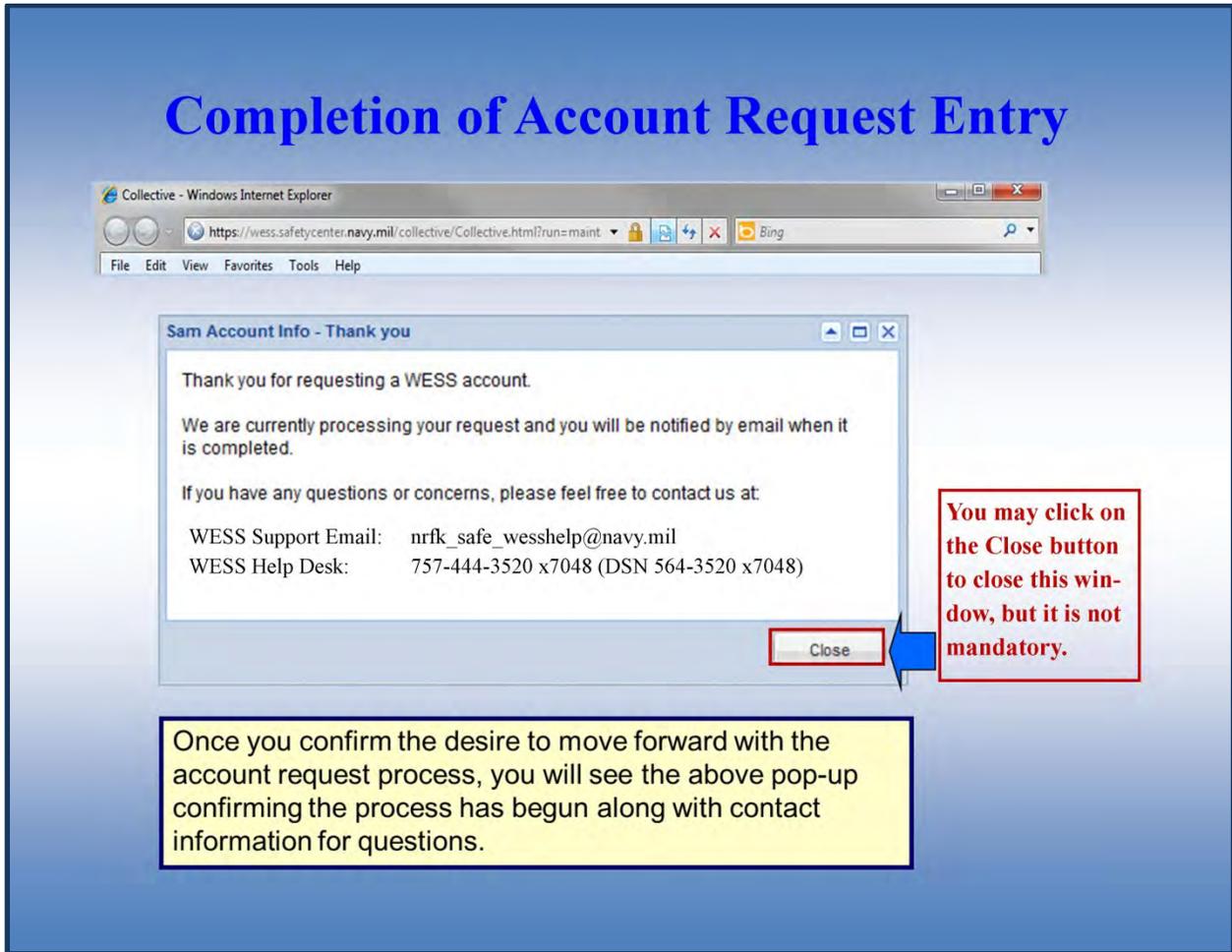


Figure 14

The user should then receive an email from the system's email generator account (safe-wessadmin@navy.mil) verifying the email address that will be associated to the WESS account. See Figure 15, which illustrates a sample email verification message sent.

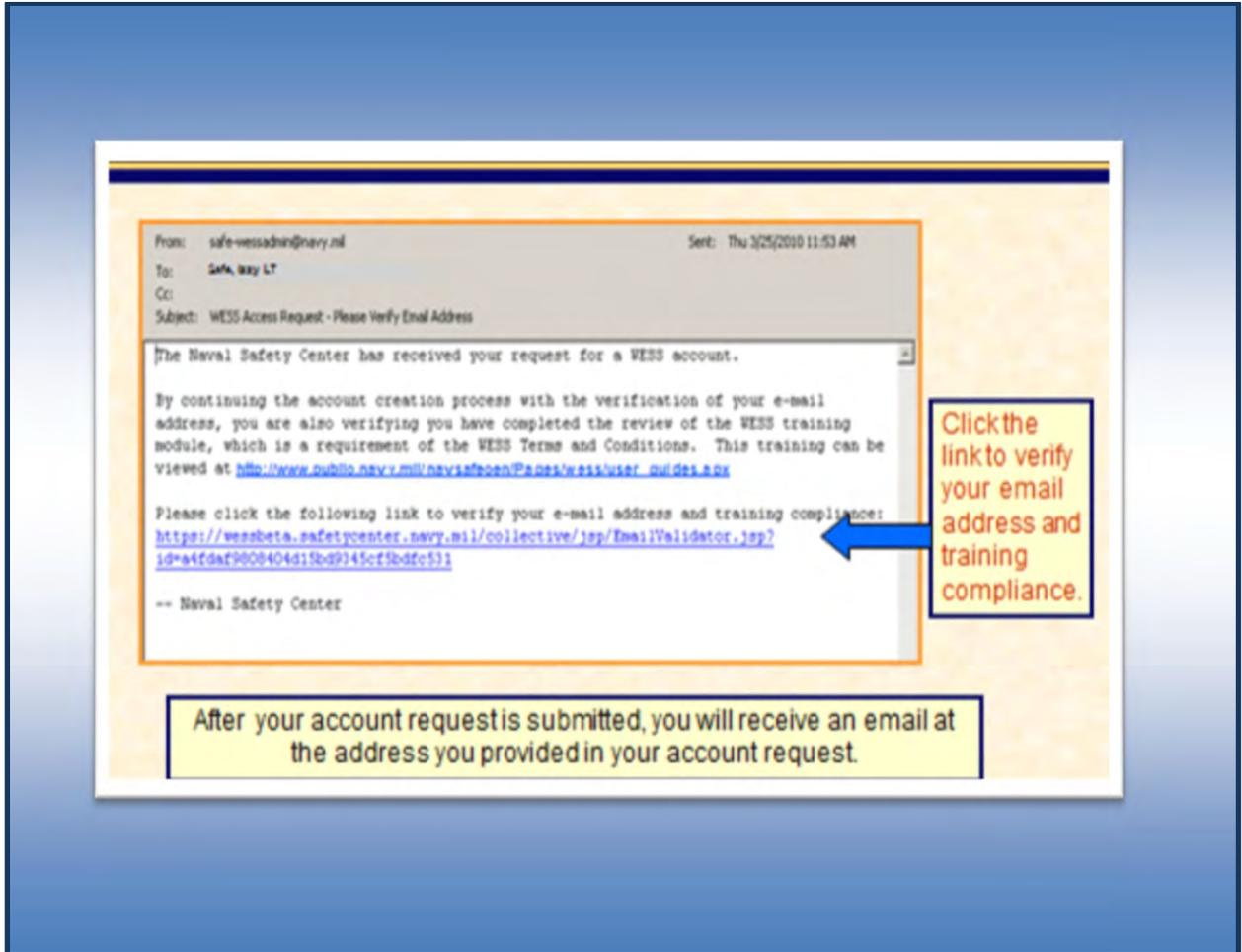


Figure 15

Once again after clicking the email verification link, you will have to be authenticated by the WESS application to verify your email address. The system is connecting via an SSL connection which requires authentication each time you log into the system or move from one module to another in some cases. This will be described as each situation prompts authentication throughout this document. See Figure 16 as an illustration of authentication of the email address.

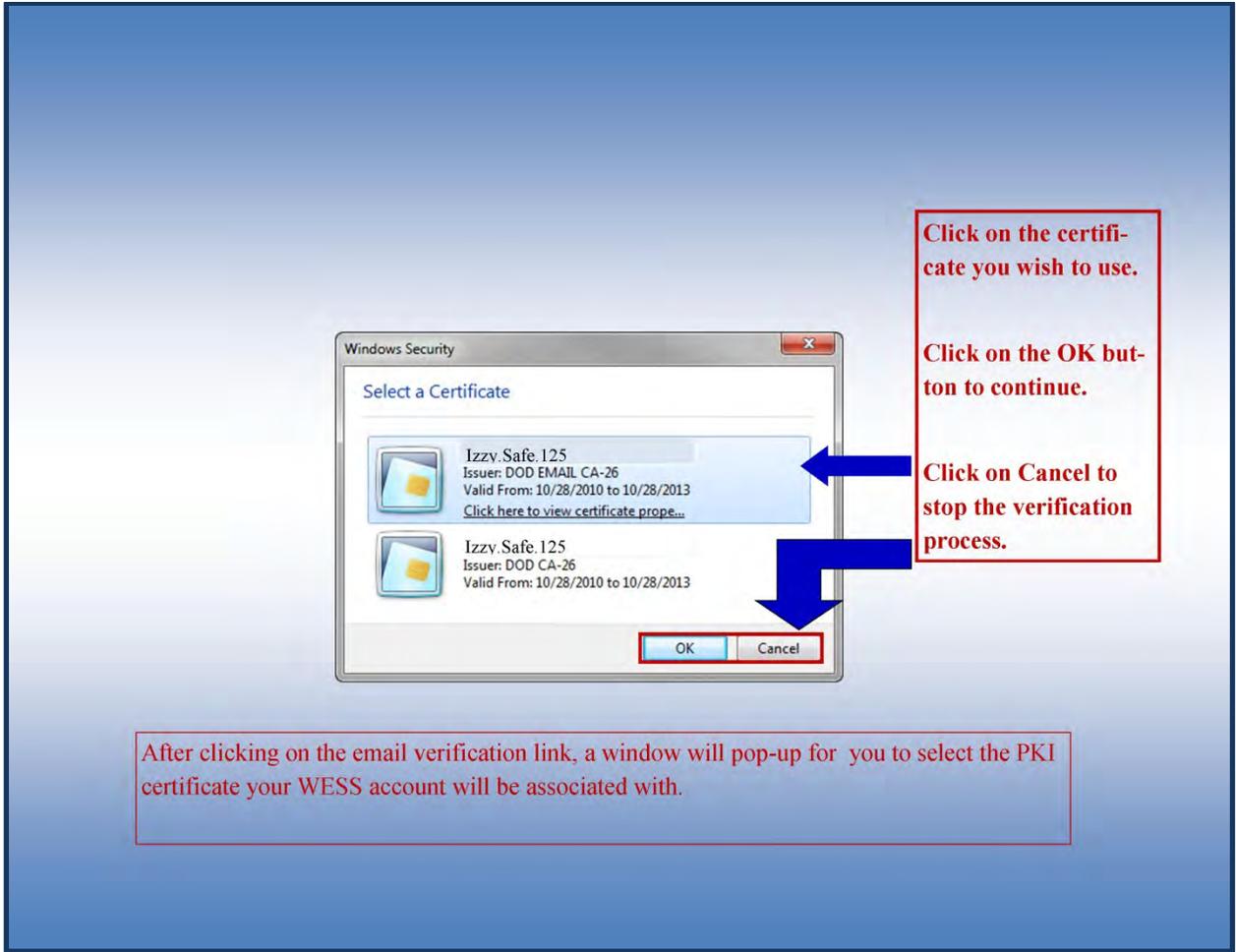


Figure 16

Figure 17 displays a confirmation message showing the email verification process completed successfully.

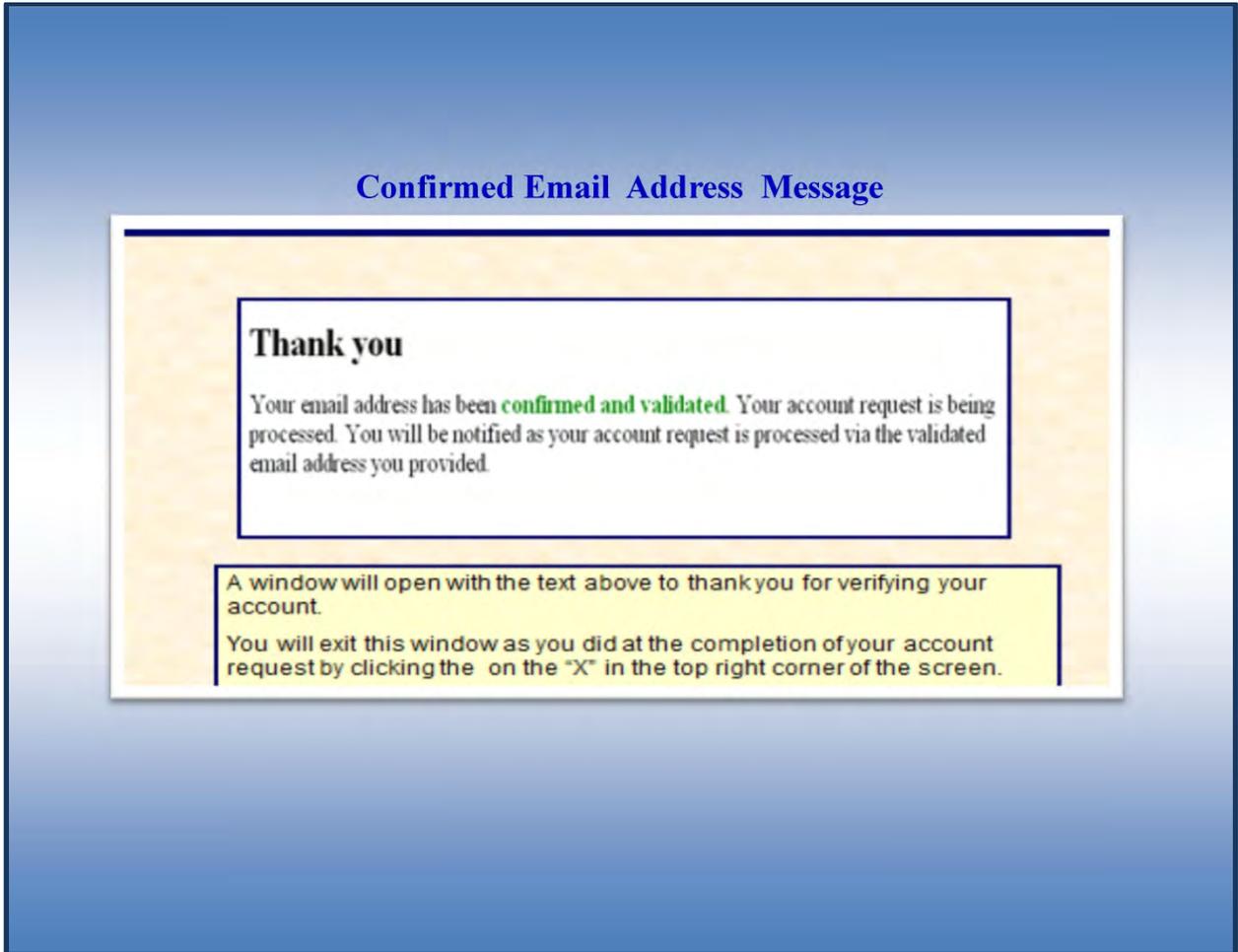


Figure 17

After a user requests the account and attempt to click the Login button again from the website at <http://www.public.navy.mil/navsafecen/Pages/wess/WESS.aspx> (see Figure 1), the user will then receive an error message stating the account is pending email verification. The system is designed such that the user should receive the email verification message within minutes after completing the account request. See illustration of error message in Figure 18.



Figure 18

After the email has been verified successfully, the account will then be forwarded to the Authorities for approval. The first authorizing role is the Safety Authority (SA). Any requests for WESS accounts from a command or activity will go through the SA for endorsement and selection of the appropriate permissions. The request will then be forwarded to COMNAVSAFECEN for approval and account creation. This person receives the SA role by submitting a request via message, or by letter (on command letterhead) via email or fax to NAVSAFECEN. A sample SA letter and message can be accessed at the following links http://www.public.navy.mil/navsafecen/Documents/WESS/Sample_WESS_SA_Letter.doc. http://www.public.navy.mil/navsafecen/Documents/WESS/Sample_WESS_SA_Msg.doc. Then once the SA approves the request, the system forwards the request to the Delegated Authority (DA) at the Naval Safety Center. The DA is an internal NAVSAFECEN WESS user with special privilege to review all request for that subsystem and approve or reject before the account is sent to the WESS Administrator (WA) for creation. After approval from the DA, then the WA creates the account and the user will receive an email stating the account request has been approved for the Subsystems requested. See Figures 19, 20 and 21 as an illustration of these steps.

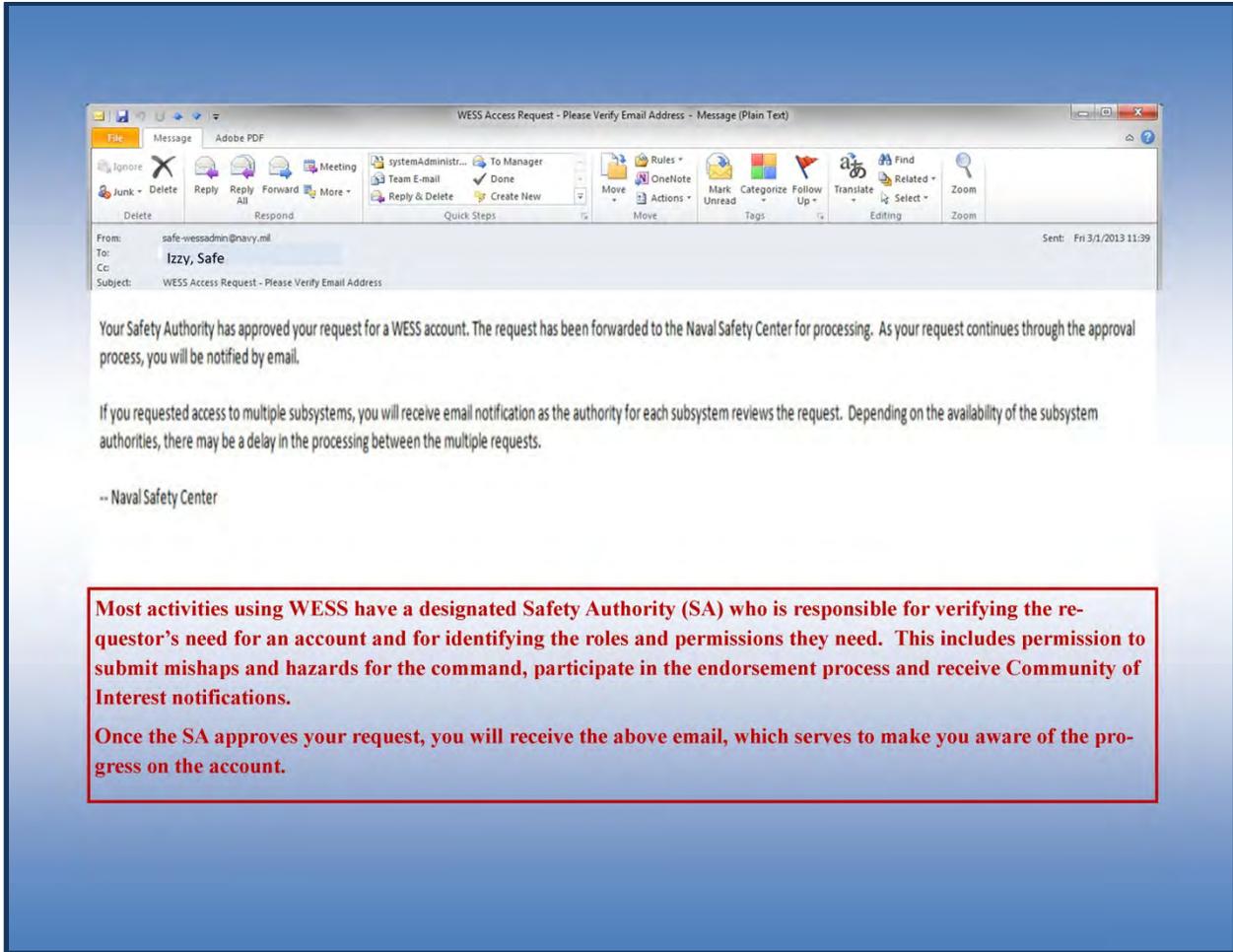


Figure 19

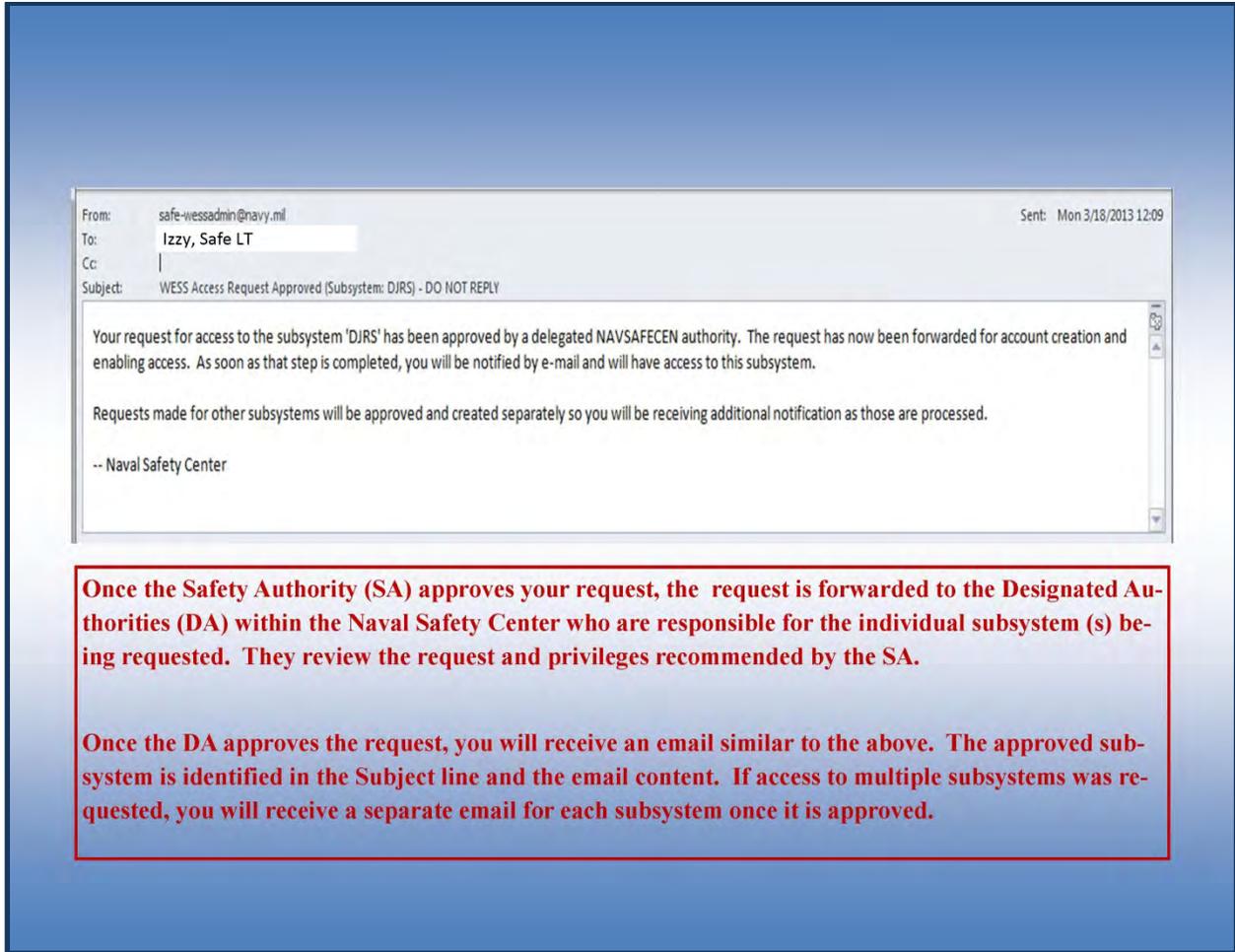


Figure 20

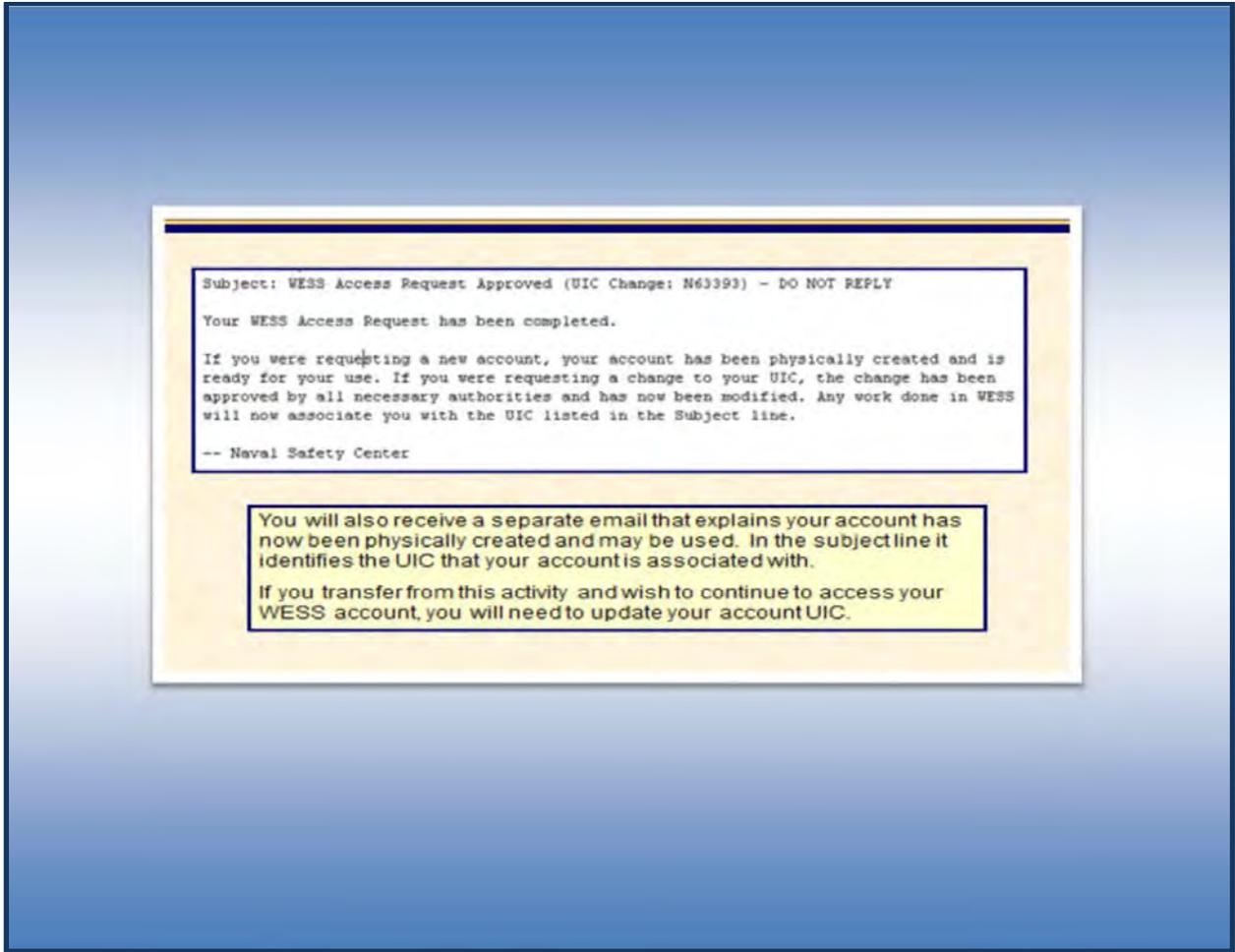


Figure 21

There are instances when the user is not sure of the status of their account so they go to the site and try to log in. When the user attempts to login and the account is in a pending status, the user will receive an error message (see Figure 22 below).

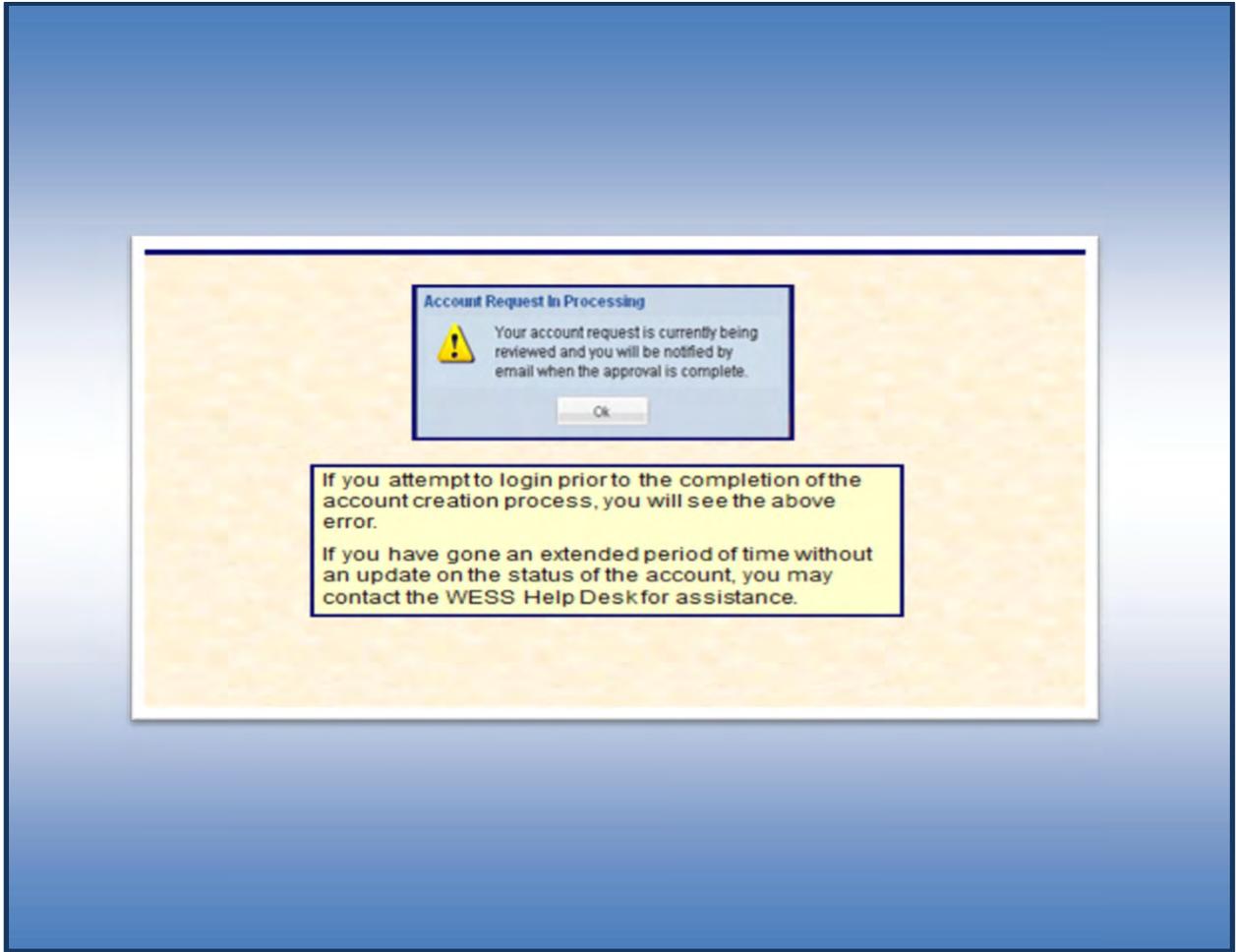


Figure 22

Once the account has been approved by all the authorities, the user will receive an email stating the account is active and listing the Subsystem(s) that the user should have access to within the WESS application. See Figure 23 as an illustration of this message.

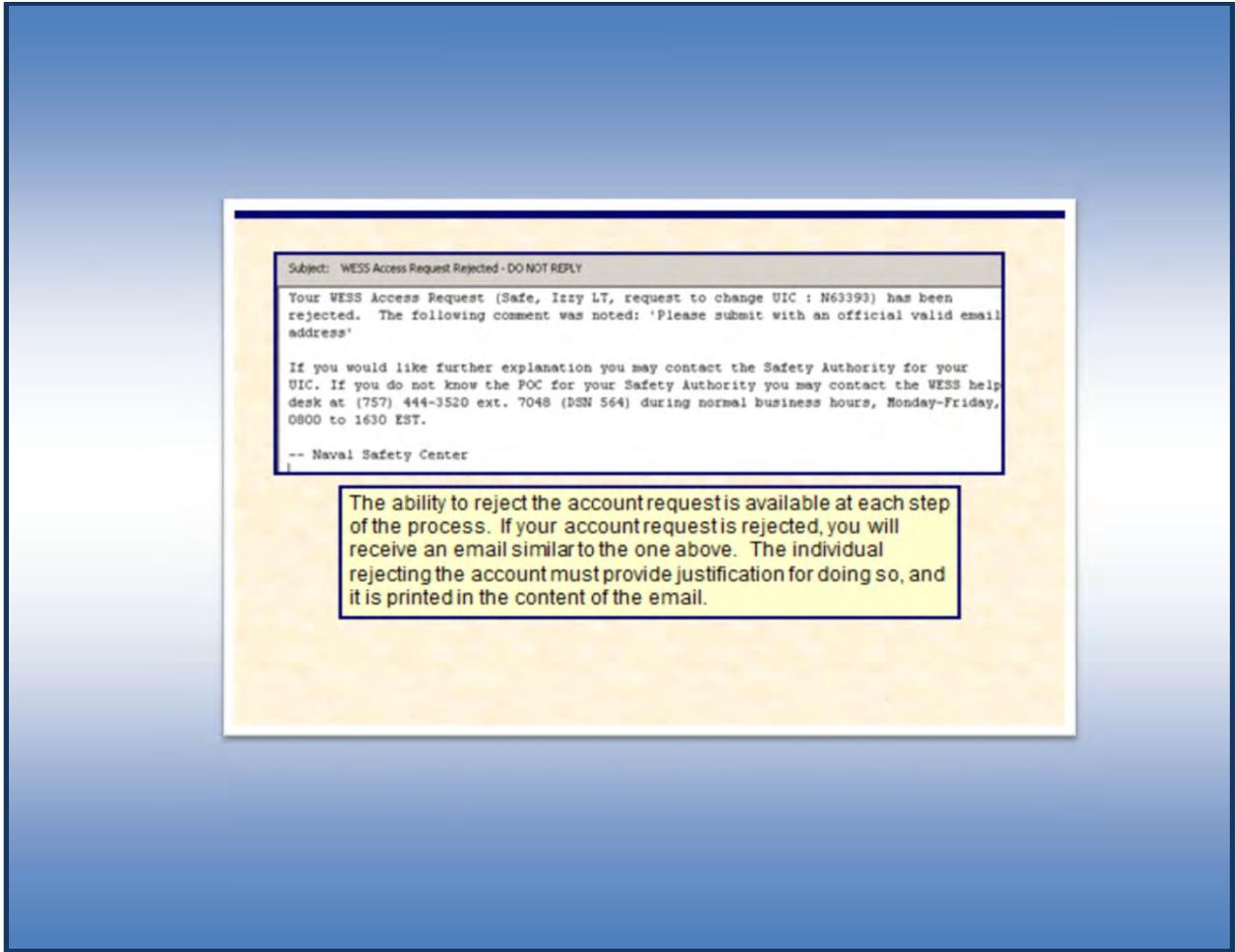


Figure 23

2.3 Safety Authority Responsibilities

The Safety Authority (SA) is a WESS user (account holder) with the command designated authority to establish and manage WESS accounts for other users within a single command/activity or a group of command/activities.

As mentioned in section 2.2 of this document, permissions are assigned by the SA when the SA receives the email notification message from WESS that the account is pending their approval after the user has verified the email address. The SA manages the accounts for the assigned UIC in the WESS system.

These responsibilities include the following:

- Approves requests for WESS access for their personnel.
- May be a collateral-duty or full-time Safety Officer, XO, Safety Supervisor, Base, Regional or Echelon 2, 3 or 4 Safety Manager, or other authority designated by the command.

- Will electronically receive all requests for WESS accounts from within their command/activity/AOR.
- Recommends approval/disapproval of account requests
- If approved, indicates what type of information access they are granting for the WESS User.
- May grant access for Community of Interest (COI) notifications and endorsements, and may suspend accounts under their authority.

2.4 SA Account Approving/Updating Process

The SA receives an email message as a notification of the pending action required for a user's new account request or updated request. See Figure 24 as a sample of this message the SA will receive from the system account safe-wessadmin@navy.mil.

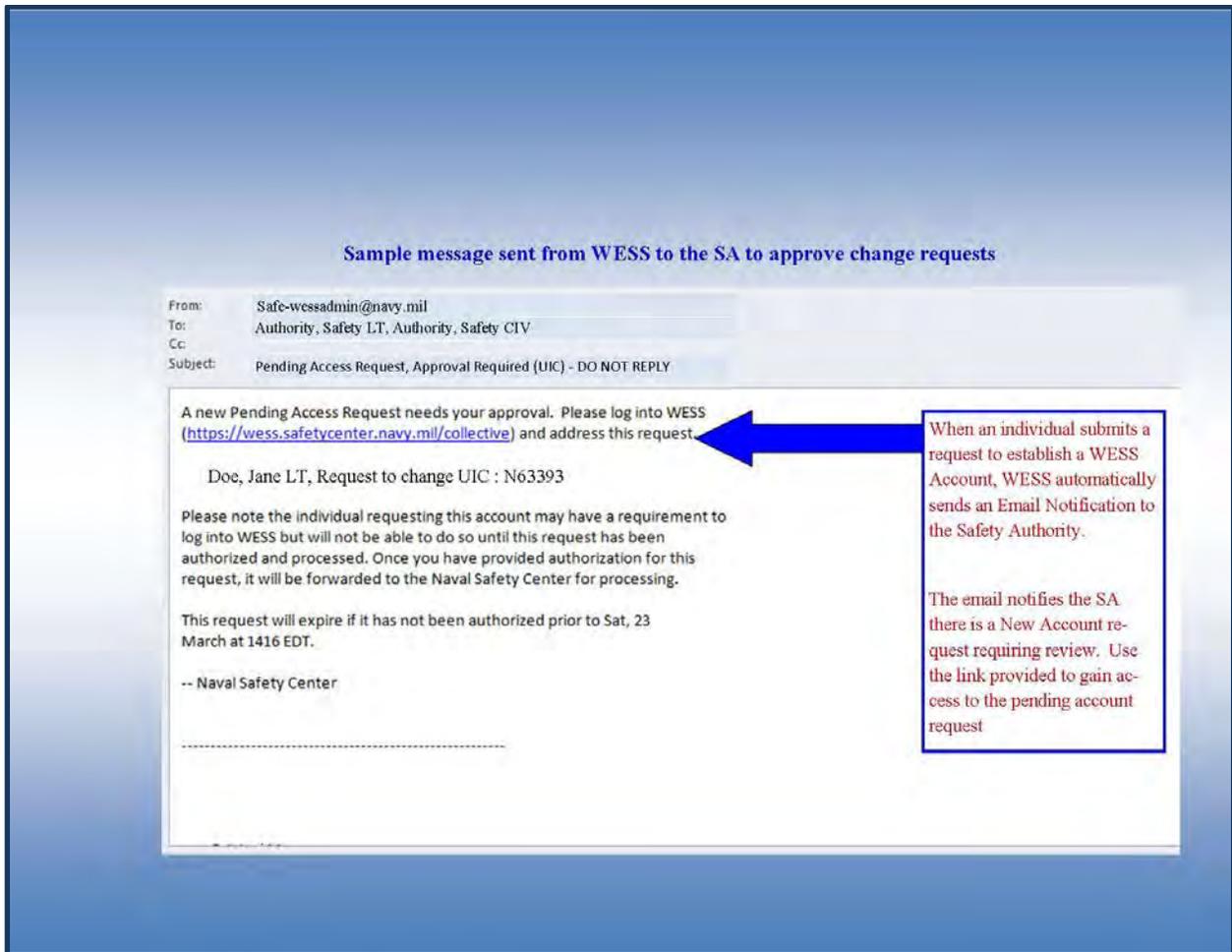


Figure 24

Once the SA clicks the link from within the email message, the user will be directed to authenticate by selecting a pki certificate. After selecting the registered certificate, the DoD Notice and Consent banner appears. Once OK is selected, the My Workspace page opens showing various folders under the Action Items section of the My Workspace window. See Figure 25 as a sample of the My Workspace screens you should view to approve the request.

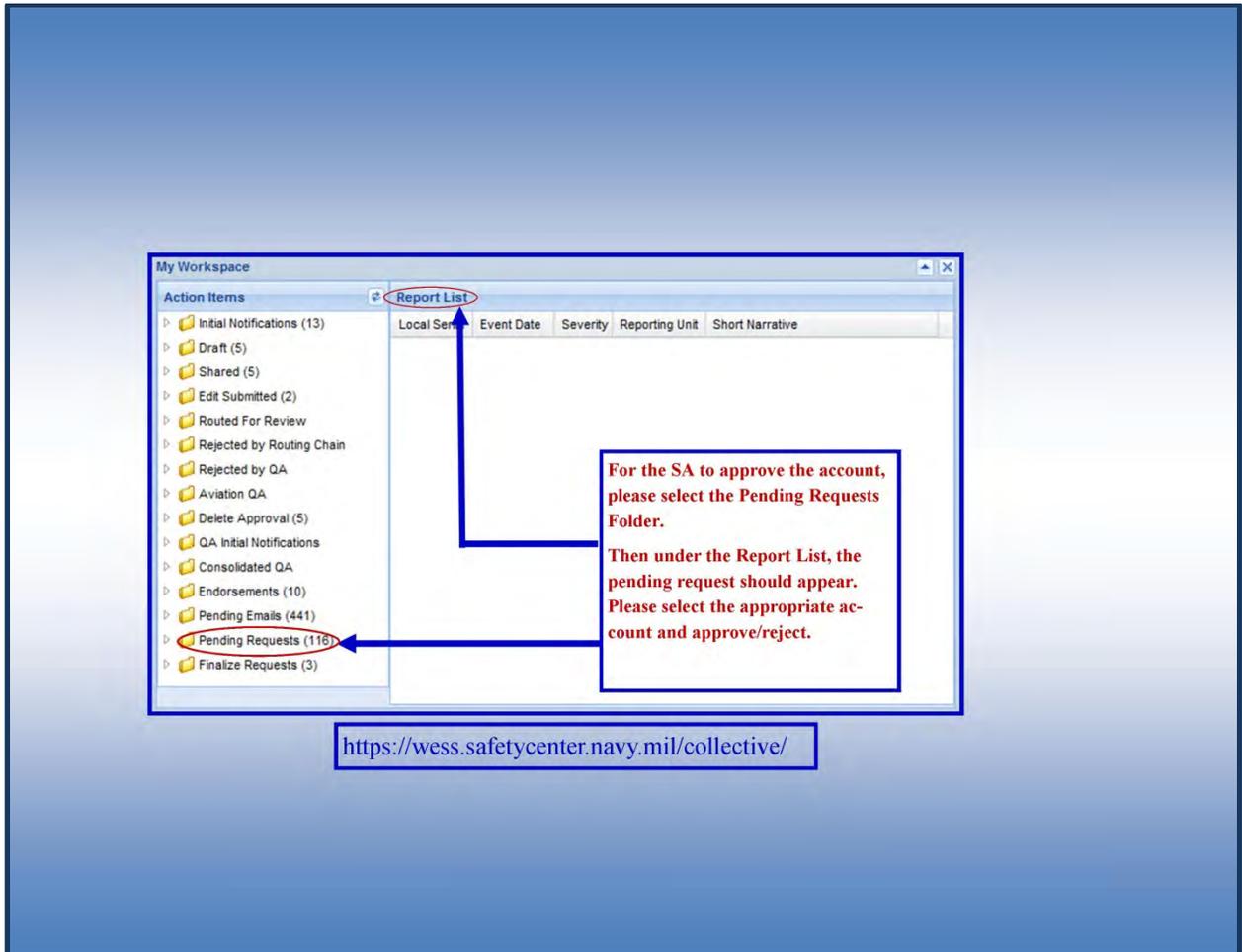


Figure 25

When the SA has pending accounts for approval, the number of accounts will show up next to the Action Item Pending Requests in the My Workspace window. The SA should select each account request under the Report List and select the appropriate subsystems and then approve or reject the request.

Action is required from the SA whenever a user requests an account, request to update their UIC to a new command, or when updates to permissions is required for the user to complete functions mandated by their position such as releasing a report.

Approving / Rejection Screen from My Workspace

UIC Change Request [N50107] - Request Contact Information

First Name:

Middle Name:

Last Name:

Rank:

Reason for Account:

UIC:

Email:

Telephone Number:

DSN Telephone Number:

Sub-Systems:

- Afloat
- Aviation
 - DJRS: Dive
 - DJRS Logging
- Shore/Ground
 - DJRS: Jump
 - DJRS Jump Logging

SA must select a sub-system which should include at least one selection under that Sub-System

Figure 26

2.5 Modify Existing User Accounts

The SA will sometime receive requests to modify existing accounts which include providing users with additional privileges or removing privileges for those users that are from the SA's UICs they provide access control to. The SA will make these changes using the Account Maintenance screen. See Figure 27.

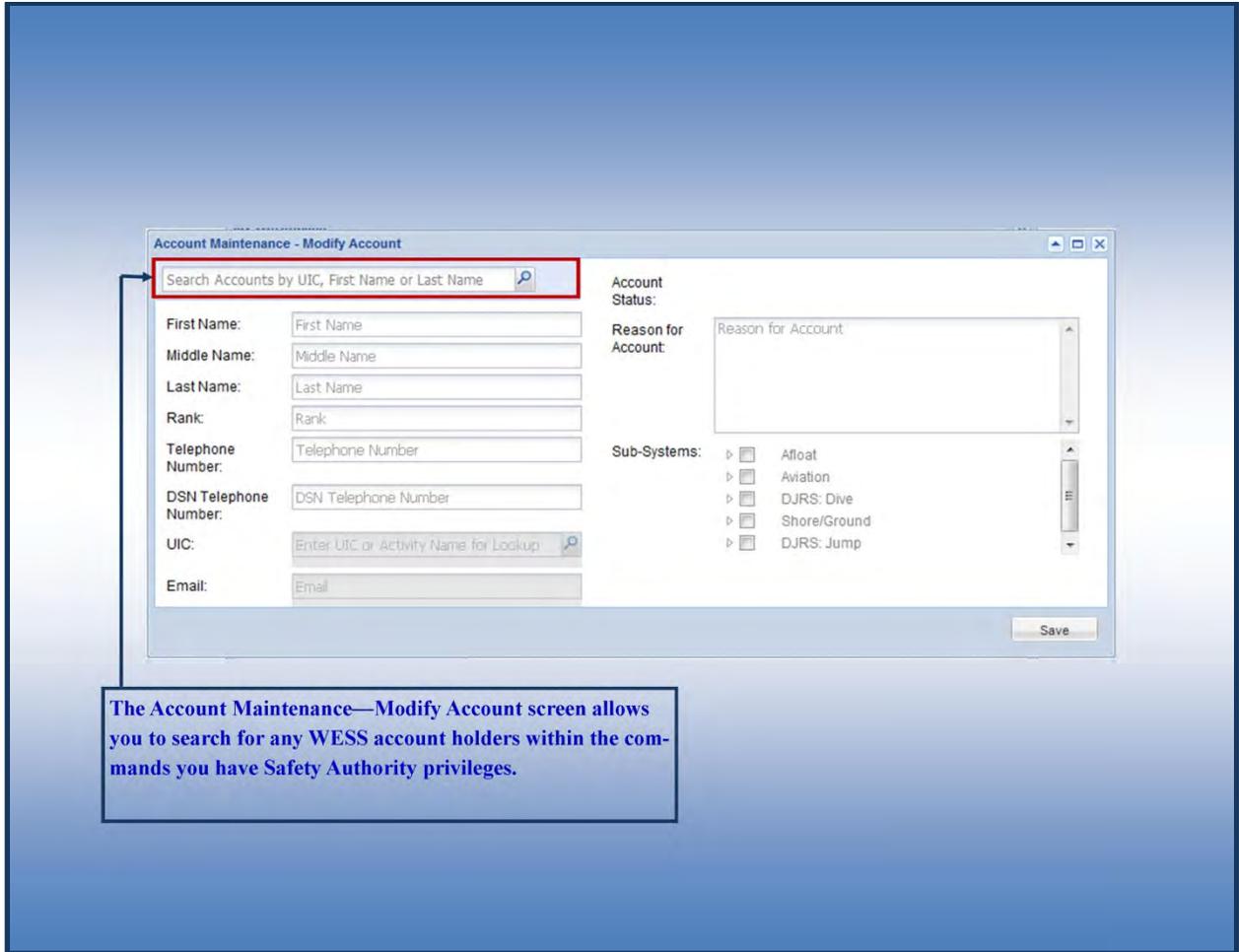


Figure 27

To get to this screen the SA can access from WAHMRS or MVRS modules by selecting menu option Start > Account Maintenance > Modify Account. From the Shore/Ground On-Duty module, the SA can select the Maintain Account from the left side menu options under the Activities heading, see Figure 28. This route will also take you to the System Access Management (SAM) which is accessed through the collective screen within WESS.

Referring to Figure 27, the SA can complete a search for a user by using Last Name space First Name, or UIC the user is associated to. Once the account is located, the SA should modify the appropriate fields and save the changes.

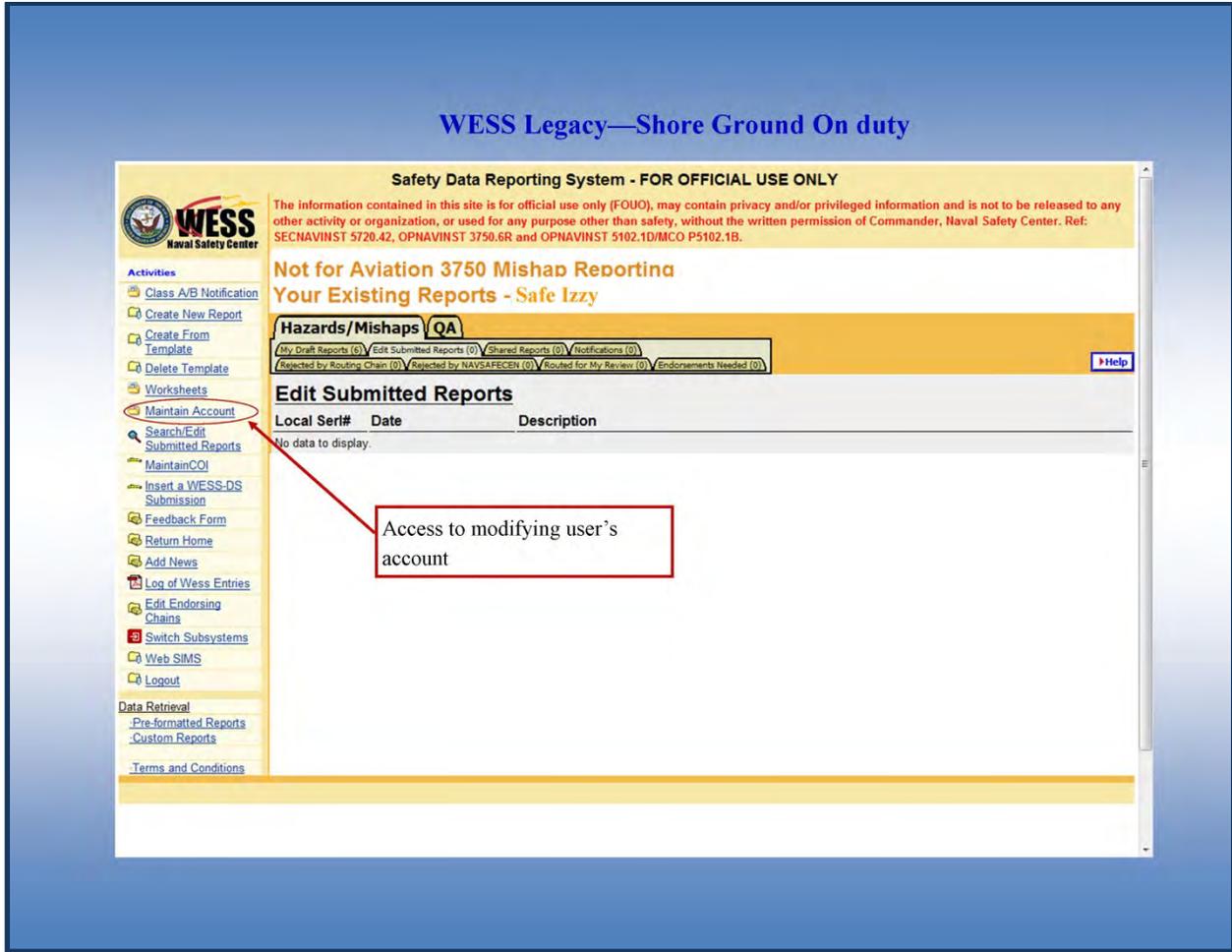


Figure 28

Note: Figure 28 also displays the shore ground reports that are entered into the system. This is the area the user will enter on-duty Shore/Ground mishaps (to include Shipyards, Ordnance, and off-duty military personnel mishaps).

Select the Account to Modify

Once the search results are displayed, select the WESS account you wish to modify by clicking on that line.

The screenshot shows a web application window titled "Account Maintenance - Modify Account". At the top, there is a search bar containing the text "Izzy". Below the search bar, a list of search results is displayed. The first result is "Hurt, Izzy Capt" and the second is "Safe, Izzy LT". The second result is highlighted with a blue selection bar. A blue arrow points from the instruction box to this highlighted result. Below the search results, there are several form fields for account details: "Last Name", "Rank", "Telephone Number", "DSN Telephone Number", "UIC", and "Email". To the right of these fields, there are sections for "Account Status", "Reason for Account", and "Sub-Systems". The "Sub-Systems" section has four checkboxes: "Afloat", "Aviation", "Dive Jump Reporting System", and "Shore". A "Save" button is located at the bottom right of the window.

Figure 29

Reviewing User Account Information

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- Afloat
- Aviation
 - Aviation Data Entry
 - Aviation Endorser
 - Aviation Modification

Information for the selected account is displayed. You can now modify customer information, the account status, add and remove subsystem and privilege access or any combination of the three.

Figure 30

Modify Customer Information

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- Afloat
- Aviation
 - Aviation Data Entry
 - Aviation Endorser
 - Aviation Modification

First Name: Izzy

Middle Name:

Last Name: Hurt

Rank: Capt

Telephone Number: (757) 444-3520 EXT 7000

DSN Telephone Number: 564-3520 EXT 7000

UIC: N63393

Email: izzy.hurt@navy.mil

You can modify any content in the highlighted section. In this example, we have modified the telephone numbers by adding extensions.

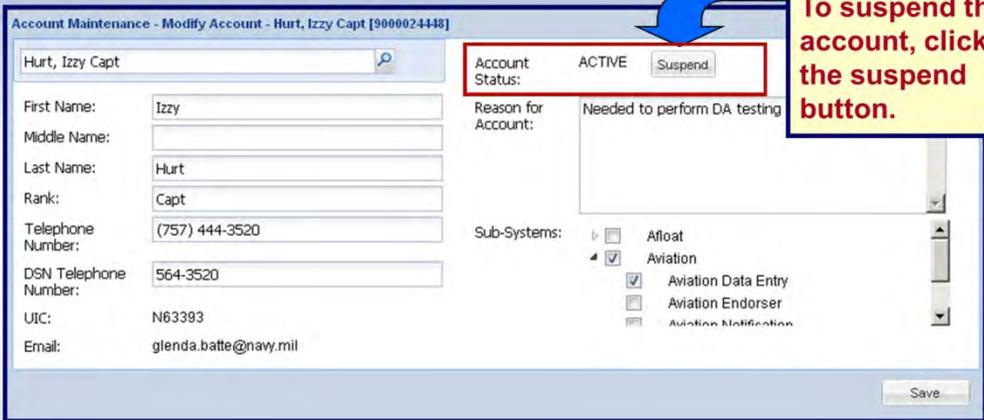
NOTE: You may not change the UIC or email address. Only the account owner and WESS Administrators may change these fields.

See slide Saving Modifications for finalizing change.

Figure 31

2.5.1 Modify Account Status

Modify Account Status



Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing

Sub-Systems:

- Afloat
- Aviation
 - Aviation Data Entry
 - Aviation Endorser
 - Aviation Notification

First Name: Izzy
Middle Name:
Last Name: Hurt
Rank: Capt
Telephone Number: (757) 444-3520
DSN Telephone Number: 564-3520
UIC: N63393
Email: glenda.batte@navy.mil

To suspend the account, click the suspend button.

This example shows an active customer.

Figure 32

2.5.2 Suspend User Account



Figure 33

From figure 33, notice in the image where it displays comments that are required in order to complete the request to suspend the account. The SA should provide the reason the account is being suspended. If the SA fails to provide a comment, the system will display a validation failed. See figure 34 which displays a sample of the error message from the system.

Suspending an Account

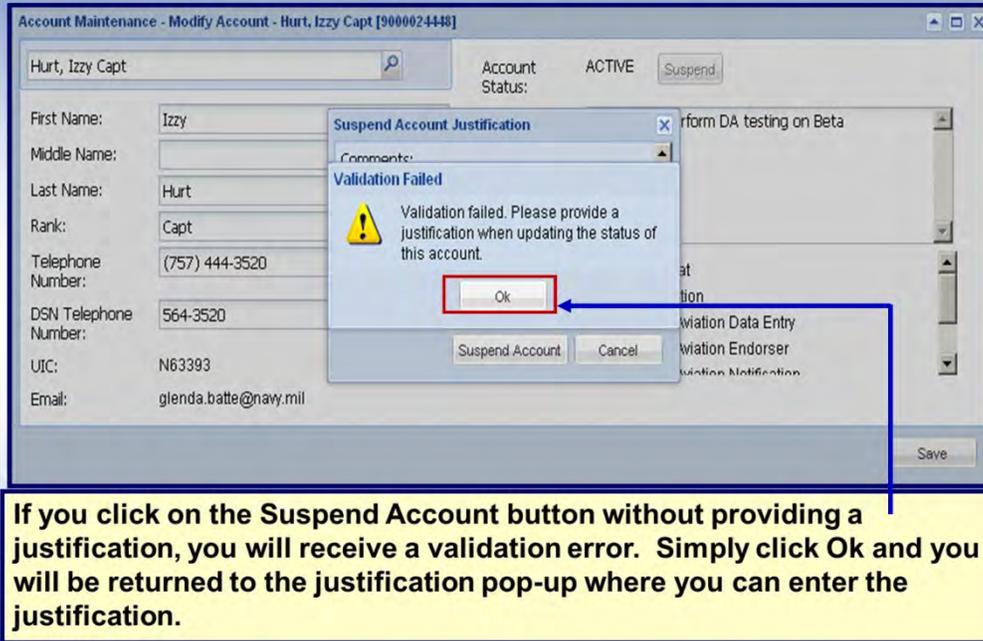


Figure 34

Once the comment is completed select the save button in the Account Maintenance Screen to save changes made to the system. Figure 35 is a demonstration of what the SA will see once the account has been suspended.

Suspending an Account

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

First Name: Izzy
Middle Name:
Last Name: Hurt
Rank: Capt
Telephone Number: (757) 444-3520
DSN Telephone Number: 564-3520
UIC: N63393
Email: glenda.batte@navy.mil

Account Status: **SUSPENDED**

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- Afloat
- Aviation
 - Aviation Data Entry
 - Aviation Endorser
 - Aviation Notification

If you choose to suspend the account and no errors exist, you will be returned to the Modify Account screen and the status will change from Active to Suspended.

See slide Saving Modifications for finalizing change.

Figure 35

Suspending an Account

From: safe-wessadmin@navy.mil
To: Hurt, Izzy LT
Cc:
Subject: WESS Account suspension - DO NOT REPLY

Your WESS Account has been suspended on March 11, 2010 by WESS Safety Authority Glenda BattenSA.
Reason: Account suspended effective 11 March 2010 until return from deployment

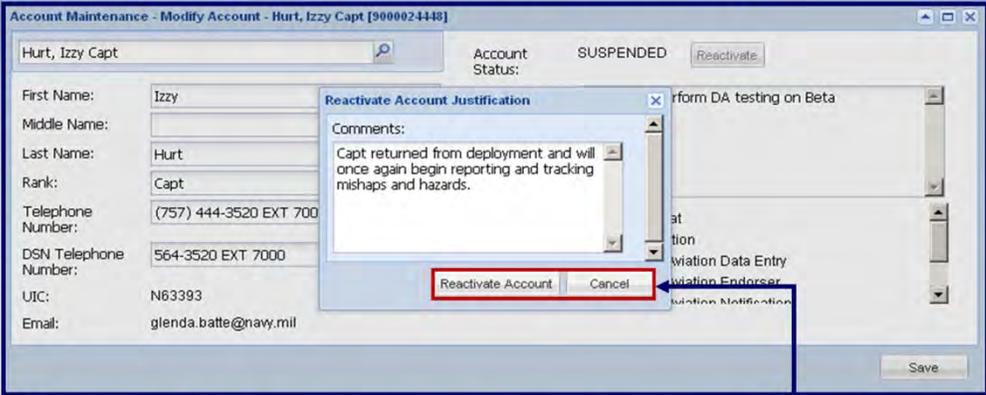
-- Naval Safety Center

The individual owning the suspended account receives the above email with your comments, and the account is suspended in WESS.

Figure 36

2.5.3 Activate Suspended Account

Reactivate an Account



You can click Cancel from the Reactivate Account Justification pop-up and return to the Modify Account page, or you can click Reactivate Account to complete the account reactivation process. As with Suspend Account, an error will be given if no justification is provided.

Figure 37

Reactivate an Account

From: safe-wessadmin@navy.mil
To: Batte, Glenda S. CIV NAVSAFECEN 52
Cc:
Subject: WESS Account activation - DO NOT REPLY

Your WESS Account has been activated on March 11, 2010 by WESS Safety Authority Glenda BatteSA.
Reason: Capt returned from deployment and will once again begin reporting and tracking mishaps and hazards.

-- Naval Safety Center

The individual owning the reactivated account receives the above email with your comments, and the account is made active in WESS.

Figure 38

2.5.4 Modify Subsystem Access and Privileges

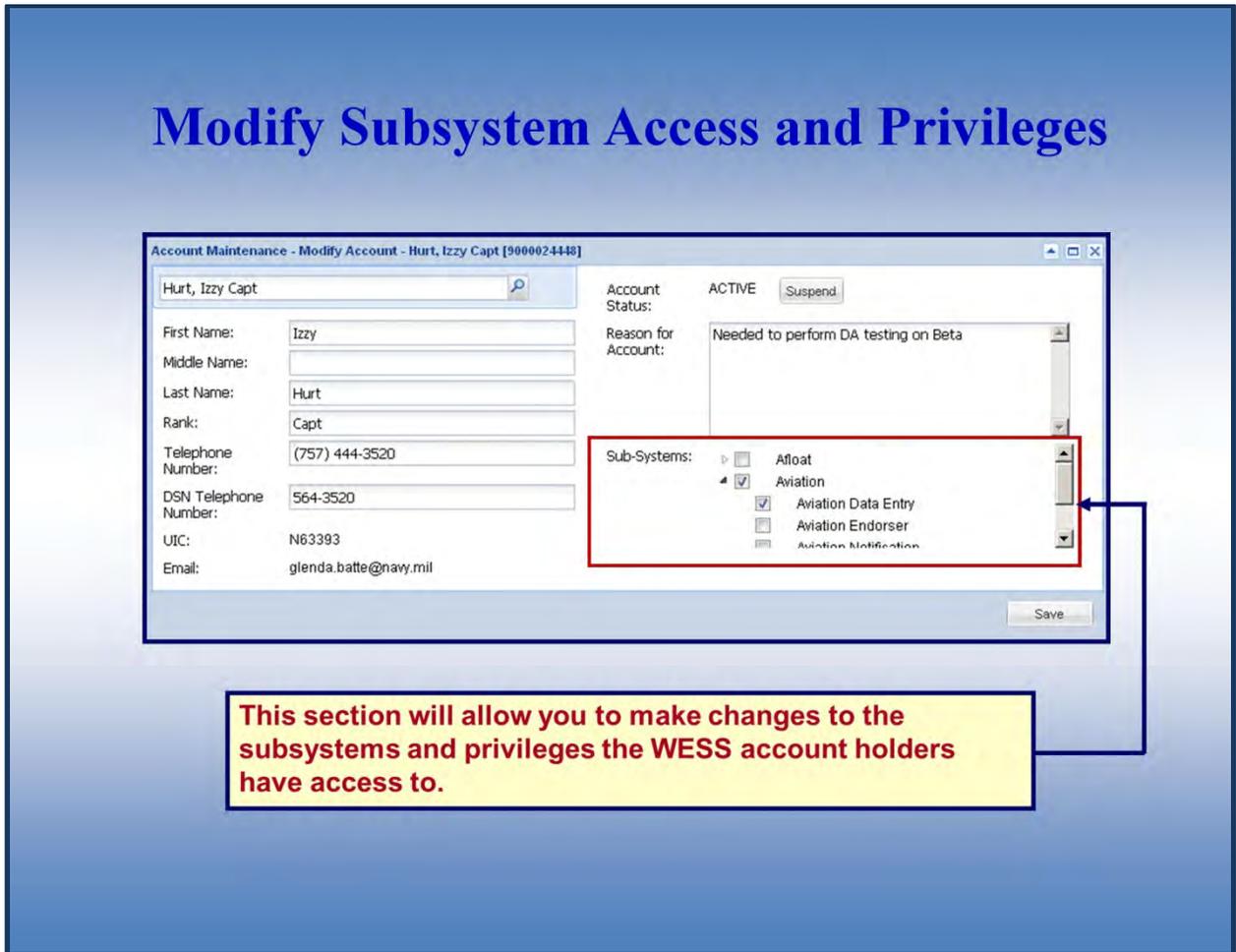


Figure 39

In Figure 39, the user should use the scroll bar to view additional content. Subsystem Access and privileges may be added or removed. For example, see figure 40 where a new subsystem is added.

Modify Subsystem Access and Privileges

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- Aviation Endorser
- Aviation Notification
- Dive Jump Reporting System
- DJRS Logging
- Shore

If a new Subsystem is added, a warning will pop up to remind you privileges must also be added.

To add a new subsystem, check the checkbox to the left of the desired subsystem.

Save

Figure 40

Modify Subsystem Access and Privileges

Account Maintenance - Modify Account - Hurt, Izzy Capt [9000024448]

Hurt, Izzy Capt

Account Status: ACTIVE

Reason for Account: Needed to perform DA testing on Beta

Sub-Systems:

- AN0at
- Aviation
- Aviation Data Entry
- Aviation Endorser
- Aviation Notification

Save

In this example, we have removed Aviation Data Entry from the original privileges and added Aviation Notification.

Figure 41

Figure 41 demonstrates how to update the privileges and then highlights the save button which should be selected to save the changes. A final box will be displayed that states the account has been saved. The SA should press the OK button.

3 Searching the System for Reports

Accessing the reports from the system can be accomplished in different ways. In some instances, the user will need to have some information about the events they are searching for. First, a description will be given on how reports can be searched using WESS. Then information will be provided on how to review the Pre-formatted reports that are accessible through the reporting tool Jasper Soft.

Often users wanted to verify that the report is in the system after they have entered the report. To verify any reports for the command the user is associated to, the user can utilize the Search/Edit option from the different subsystems within WESS.

3.1 Using the Search/Edit from within the WESS Subsystems

The Search/Edit option is located in several locations since there are different types of reports. The user can utilize Search/Edit from the AMHRS, MVRS, WAMHRS or the Shore/Ground Subsystems. From the AMHRS subsystem, the customer can see the menu option from within AMHRS across the top. See Figures 42 and 43 below as a sample demonstration.

3.1.1 AMHRS Subsystem Search

Search/Edit from AMHRS

The screenshot displays the WESS AMHRS Search/Edit interface. The top navigation bar includes options for Home, Afloat, Motor Vehicle, Aviation, Reports, and Search / Edit. The Search / Edit button is highlighted with a red box. A callout box points to this button with the text: "Select the Search/Edit from within the Afloat On-Duty module to search for Afloat mishaps." The main content area shows a list of reports with columns for ID, status, date, and description. The left sidebar lists various report categories such as Afloat (56), Aviation (1136), Class A (26), Class B (22), Class C (179), Class D (214), Consolidated (386), Delete Approval (4), Draft (6), Hazard (1080), Motor Vehicle (330), Q/A Initial Notification (8), Q/A MVRs Notification (8), Q/A Review Endorsements (73), Re-Submitted to QA (583), and Submitted to QA (899).

ID	Status	Date	Description
1291991509583	Aviation / Hazard	2010-Dec-05	Bird impacted left hand engine intake while on short final.
1297308247554	Aviation / Submitted to QA	2011-Feb-08	SH-60B: Magnetic Anomaly Detector departed aircraft during sensor deployment
1302883968745	Aviation / Hazard	2012-Mar-25	MOURNING DOVE REMAINS FOUND. NO INDICATIONS OF A STRIKE.
1004964153938	Aviation / Hazard	2011-May-02	BASH
1305058020396	Aviation / Hazard	2011-May-03	BASH
1307117611605	Aviation / Hazard	2011-May-03	Bird remains found on runway.
1307679681936	Aviation / Hazard	2011-Jun-05	BIRDSTRIKE TO WINDSHIELD DURING LOW LEVEL TRAINING FLIGHT.
1307992010031	Aviation / Hazard	2011-Apr-26	BIRD STRIKE ON STBD FLAP DURING NIGHT MSN. NO DAMAGE.
1309087956232	Aviation / Hazard	2012-Apr-26	Remains of two birds found on runway.
1310003671792	Aviation / Hazard	2012-Oct-17	Bird Remains found by Airfield personnel on West Field.

Figure 42

AMHRS -Afloat Search Edit Screen

Within the search fields, the user should complete at least one of the fields to the left which will provide results to the right once the search query the system for results.

Event Serial	Local Serial	Event Date	Short Narrative	Reporting UIC	Event Severity	Edit	View
1-1 of 0							

Figure 43

To get the best results from any of the search/edit menu options, the fewer the fields used the broader the search results. For example, using the reporting UIC should be enough to query the system to show all reports. Now if the system has more than 100 reports for that command UIC, the system will require you to narrow the search so that it only produces 100 or less results.

3.1.2 MVRS and WAMHRS Subsystem Search

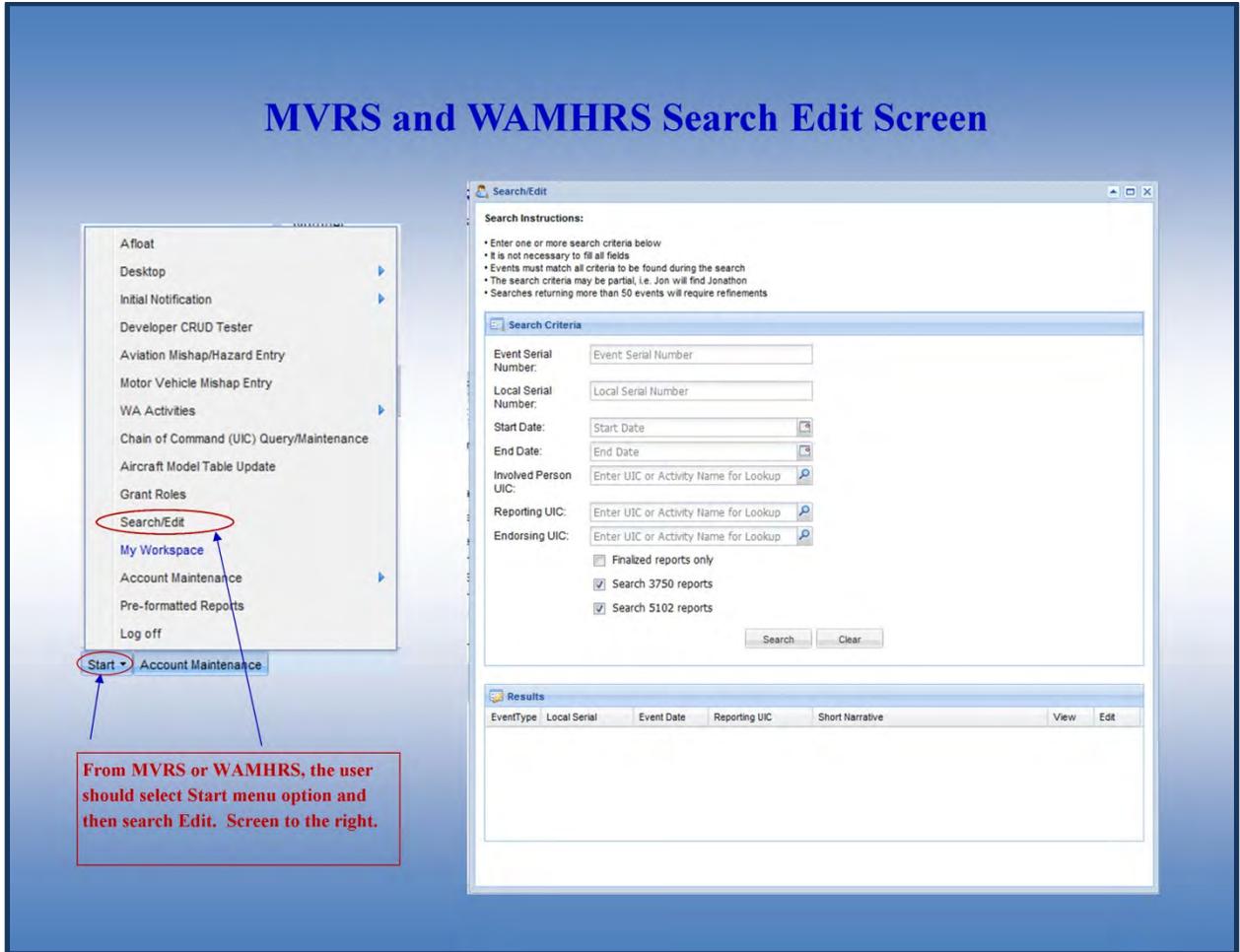


Figure 44

3.1.3 Shore/Ground Subsystem Search

Shore/Ground On-Duty Search Edit Screen



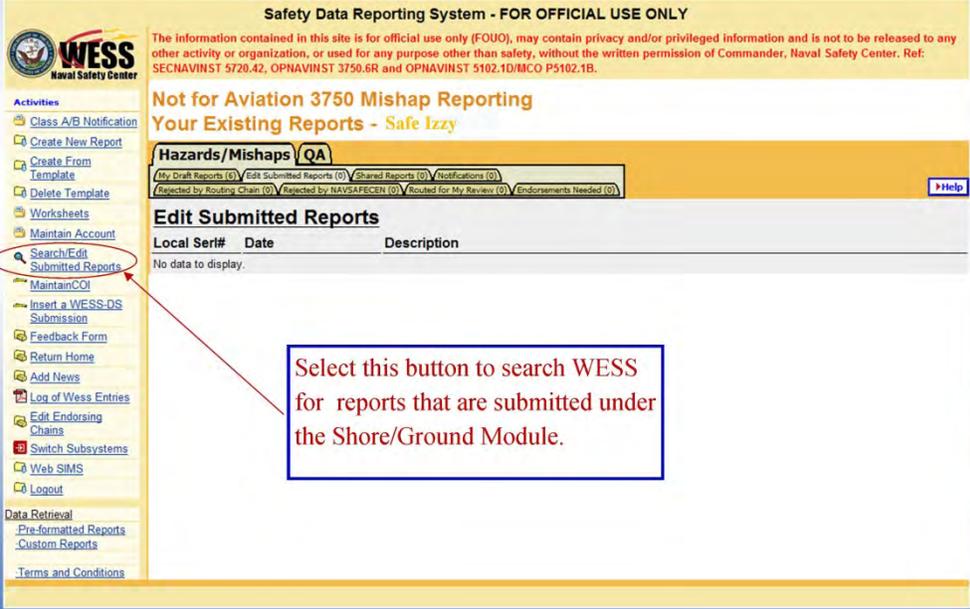


Figure 45

The user can access Jasper Reports from Classic WESS, refer to Figure 45.

Search/Edit Submitted Reports Screen

Web Enabled Safety System - FOR OFFICIAL USE ONLY

Search or Edit Submitted Reports [Help](#)

Search Instructions:

- Enter one or more search criteria below.
- It is not necessary to fill all fields.
- Events must match all criteria entered to be found during the search
- The search criteria may be partial, i.e. Jon will find Jonathon.
- Only reports submitted after 12 July 2004 are available for search and edit.
- Searches returning more than 100 events will require refinement.

Event Serial Number

Local Serial Number

Mishap Date Start Range

Mishap Date End Range

Involved Person

Involved Property

UIC's
RUC's
MCC's

Releasing Chain

Endorser

Reported by

Mishap Location

Report Creator Email Address

Point of Contact Email Address

WESS Reports Results

Report#	Local#	Mishap Date	Mishap Location	UIC/RCC/MCC
Please enter search criteria.				

Please enter search criteria and click the Search button.

Figure 46

Figure 46 illustrates the Search or Edit Submitted Reports screen. Notice the Search instructions within the screen, and the location where the system will display the results.

3.2 Retrieving Data Using Jasper – Preformatted Reports

A major goal in the development of WESS was to provide customers with unprecedented access to the variety of mishap and hazard information previously available only through Naval Safety Center analysts, on request.

WESS uses a data retrieval system called **JASPER**, a Java-based commercial software application, to analyze and retrieve data and to produce reports.

- **Pre-formatted or “Canned” Reports** – A collection of standardized logs & reports using pre-established search parameters usually involving comprehensive Navy and USMC-wide data. Some may be tailored by date, UIC, etc.
- **Customized Reports** - A series of reports intended for more detailed search capability allowing for user-defined search parameters. Customers may build and save detailed report templates for more specific queries. *This option is only functional for the Naval Safety Center’s Staff. However, this capability will soon be made available to WESS users (permissions/access dependent).*

NSC analysts may perform more complex or in-depth data analysis in-house.

- **Ad Hoc Reports** - Analysts may develop complex searches to analyze the data in response to customer inquiries, as required.

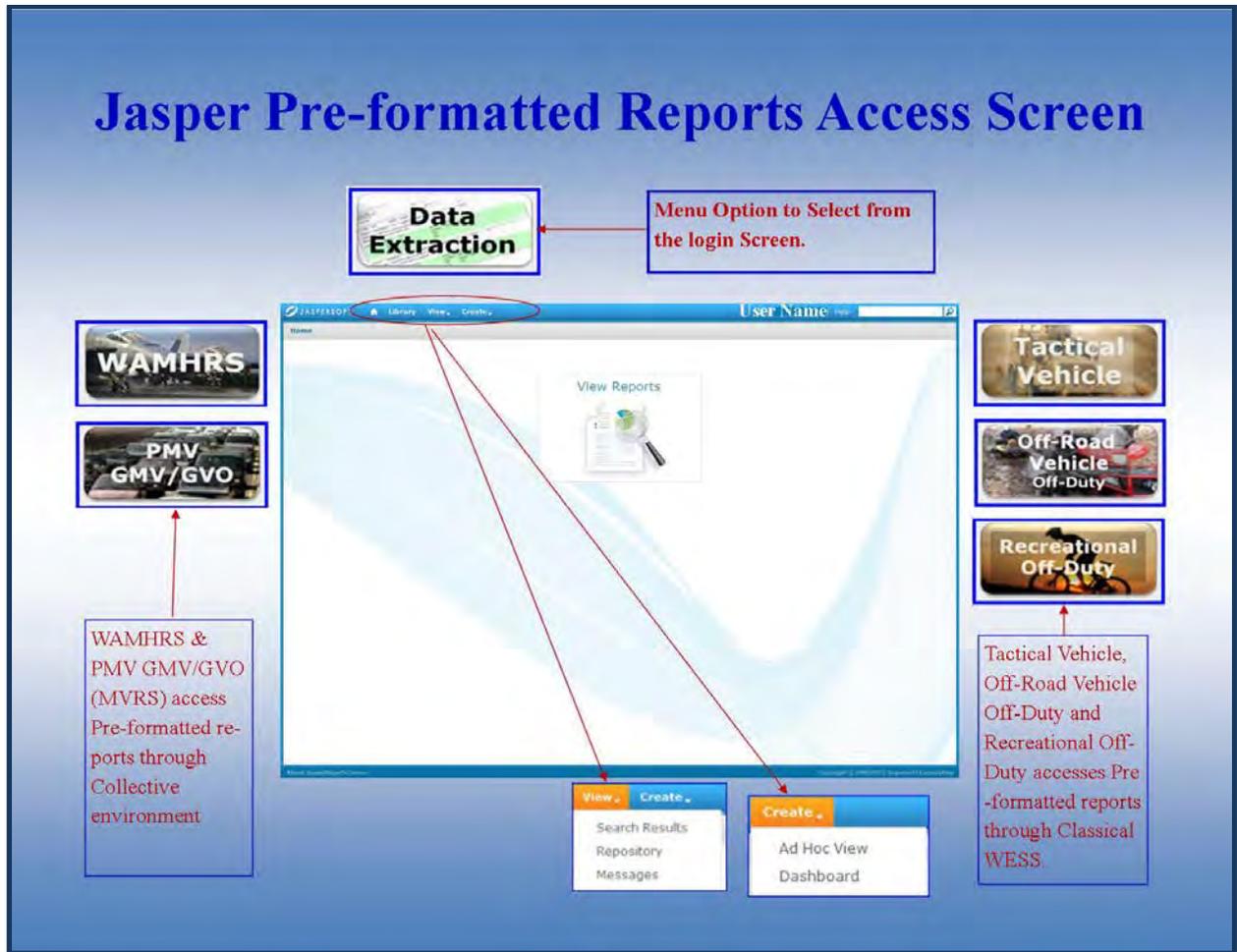


Figure 47

Currently, Figure 47 is the front page of the Jasper – Preformatted reports. It is recommended that the user utilize the menu options across the top which provides more information. From the View options, the user can select Search Results, Repository, Reports, or Messages. From the Create menu option the user can select Ad Hoc Report or Dashboard which are only accessible by Naval Safety Center Employees.

With the multiple modules within WESS, the user can get to the Jasper Reports from various ways. See Figure 48 which displays the one single way to get to Jasper from Classic WESS.

With a quick review into how to access the reports, browse to View > Repository – the user will then get a screen showing a tree view of two folders, Organization and Public, in the left panel. The users will work with the Organization folder. Press the plus (+) sign next to the Organization folder. See Figure 49.

Options to Access Pre-formatted Reports from Classic WESS

The image shows a screenshot of the Classic WESS (Web-based Error Reporting System) interface. On the left side, there are four large buttons for navigation: 'Mishap/Hazard Reporting', 'Tactical Vehicle', 'Recreational Off-Duty', and 'Shore/Ground On-Duty'. The main content area displays the 'Safety Data Reporting System - FOR OFFICIAL USE ONLY' header, a disclaimer, and a user-specific message: 'Not for Aviation 3750 Mishap Reporting Your Existing Reports - John Paul Jones'. Below this, there are tabs for 'Hazards/Mishaps' and 'QA'. A section titled 'Edit Submitted Reports' contains a table with columns for 'Local Serif', 'Date', and 'Description', which is currently empty. A sidebar on the left lists various activities, with 'Data Retrieval' containing 'Pre-formatted Reports' and 'Custom Reports', the former being circled in red.

Figure 48

In Classic WESS, the customer should select the Pre-formatted Reports. Classic WESS consists of the buttons shown in Figure 48 which are Mishap/Hazard Reporting, Tactical Vehicle, Recreational Off-Duty, and Shore/Ground On-Duty menu buttons. Once either of the buttons is selected, the user will be presented with the Classic WESS site then select the Pre-formatted Reports from under Data Retrieval – see the circled selection in Figure 48.

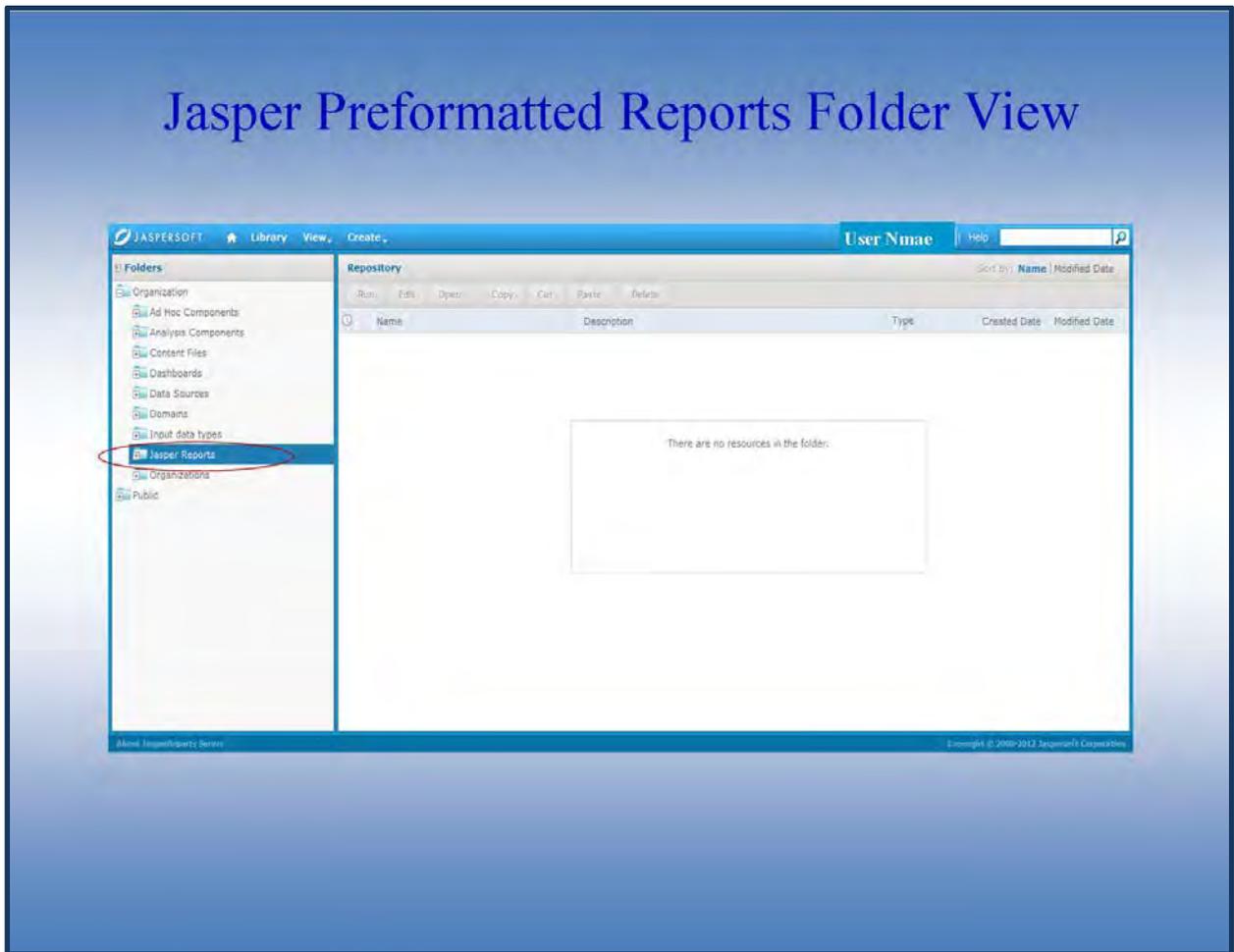


Figure 49

Figure 49 displays the folders that are accessible in Jasper. Jasper Reports is a sub-folder to the Organization folder in Jasper. The user will utilize the Jasper Reports folder to access the preformatted reports that are created to query WESS.

Note: Accessing Jasper is a timed process. If you are logged into Jasper without activity, the system will become unresponsive and will disconnect from the server. The user will need to reconnect by logging back into the WESS and connecting to the Jasper Reporting Tool through one of the available menu options as previously described.

3.2.1 Jasper Reconciliation Report

In Figure 50, notice the process for accessing the Reconciliation report through Jasper Reports > Reconciliation and then Reconciliation report. This report is used to see all reports entered for a specific UIC within one fiscal year. See figure 51 which displays the input controls for the Reconciliation Report.



Figure 50

Jasper - Reconciliation Report Input Controls

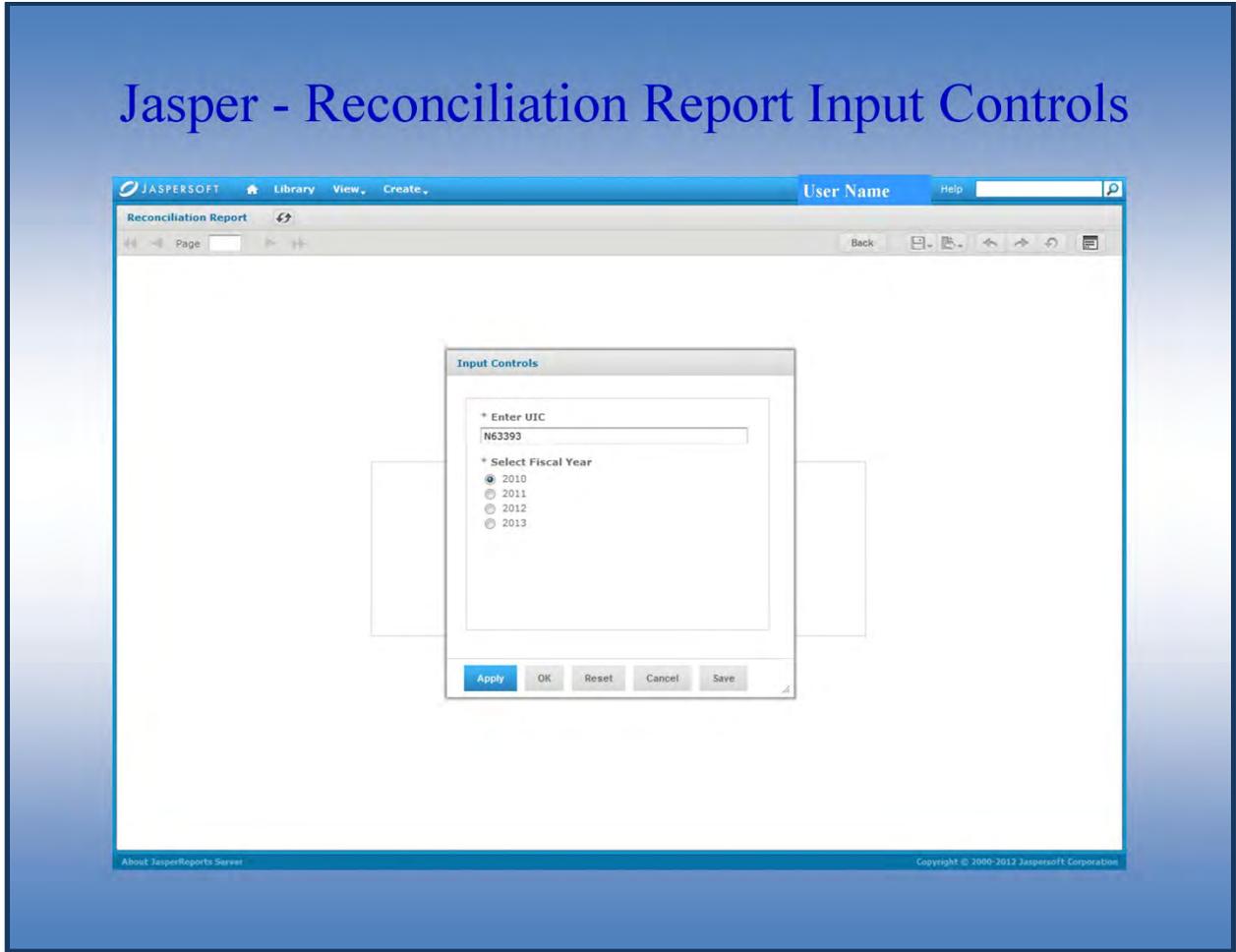


Figure 51

The Reconciliation Report input fields in Figure 51 display where to enter the UIC and provides selection options for the year being researched. This portion is used to determine if reports are entered and completed for the specified UIC. It is recommended that this report be generated often to receive information about the command's reports entered into the system. This report will display the reports that are pending action, for example, if the report status indicates draft, this means the report is still being worked and pending released to the database. No other user has access to the report if they are not added as an authorized drafter. Figure 52 demonstrates a sample of the report that the users will see with their command's information on it.

Jasper - Sample Reconciliation Report

Naval Safety Center
Web Enabled Safety System
For Official Use Only

Rpt No: NSC-500

Reconciliation Report
N63393 - NAVAL SAFETY CENTER NORFOLK
Fiscal Year 2012

Page 1
Run Date: 10-May-2013

Event Date	Reporting UIC	Involved UIC	Parent UIC	WESS Reportable Event Serial	Event Severity
10-01-2011	N63393			129566137115	null
Brief Narrative: null					
Status: DELETED					
10-04-2011	N63393			1319199193247	H
Brief Narrative: [REDACTED]					
Status: DELETED					
10-10-2011	N63393		M12116320	1319042414992	A
Brief Narrative: [REDACTED]					
Status: DELETED					
10-11-2011	N63393		M23453531	1319042151522	A
Brief Narrative: [REDACTED]					
Status: DELETED					

About JasperReports Server

Copyright © 2000-2012 JasperSoft Corporation

Figure 52

3.2.2 MC (Marine Corps) General Report

The MC General Report is a tool that can be used to query for data from WESS. Please refer to Figure 53 below. You can select arguments from the tables presented in the tool which will then return requested results. Below are a couple of examples as to how the tool will be used.

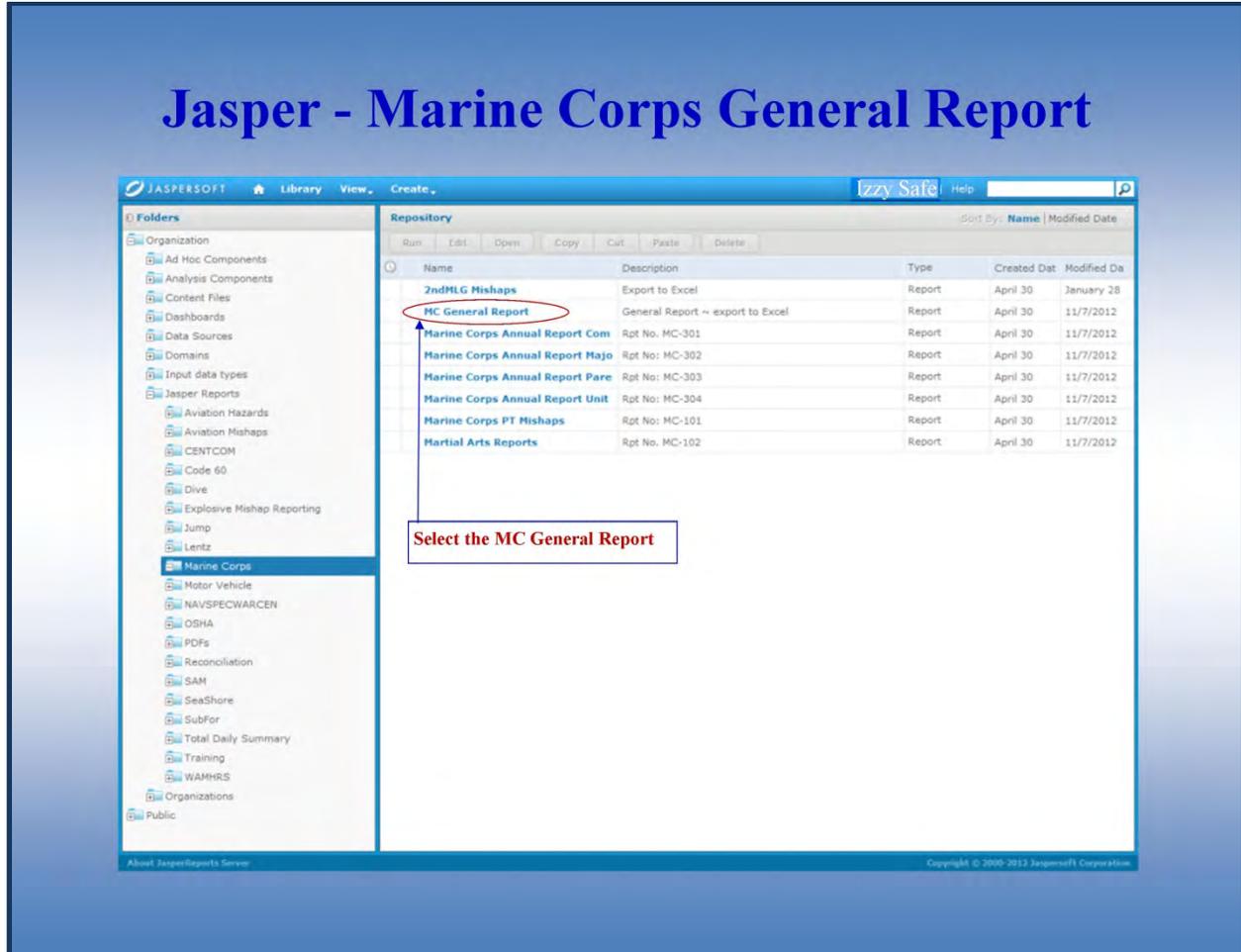


Figure 53

Examples: (Please refer to Figure 54)

Question 1: I would like to view the number of mishaps my unit and subordinate units have had for the past five years?

Enter a date range

Think about what level your command is at (Component Command, Major Command, Parent Command, or Unit Command). If you are at the Parent Command level then go to Parent Command and select your Unit from the pick list and press OK. You can download the results to Excel, PDF, etc. (the return should include your unit and any units that fall under your unit).

If you would like to restrict the report to just Class A's for your unit and not the subordinate units *Enter a date range, UIC of command, and go to Mishap Class and select A then press OK*

Question 2: I would like to know how many tactical mishaps the Marine Corps has had for the past two years. *Enter a Date Range and Mishap Type Tactical.*

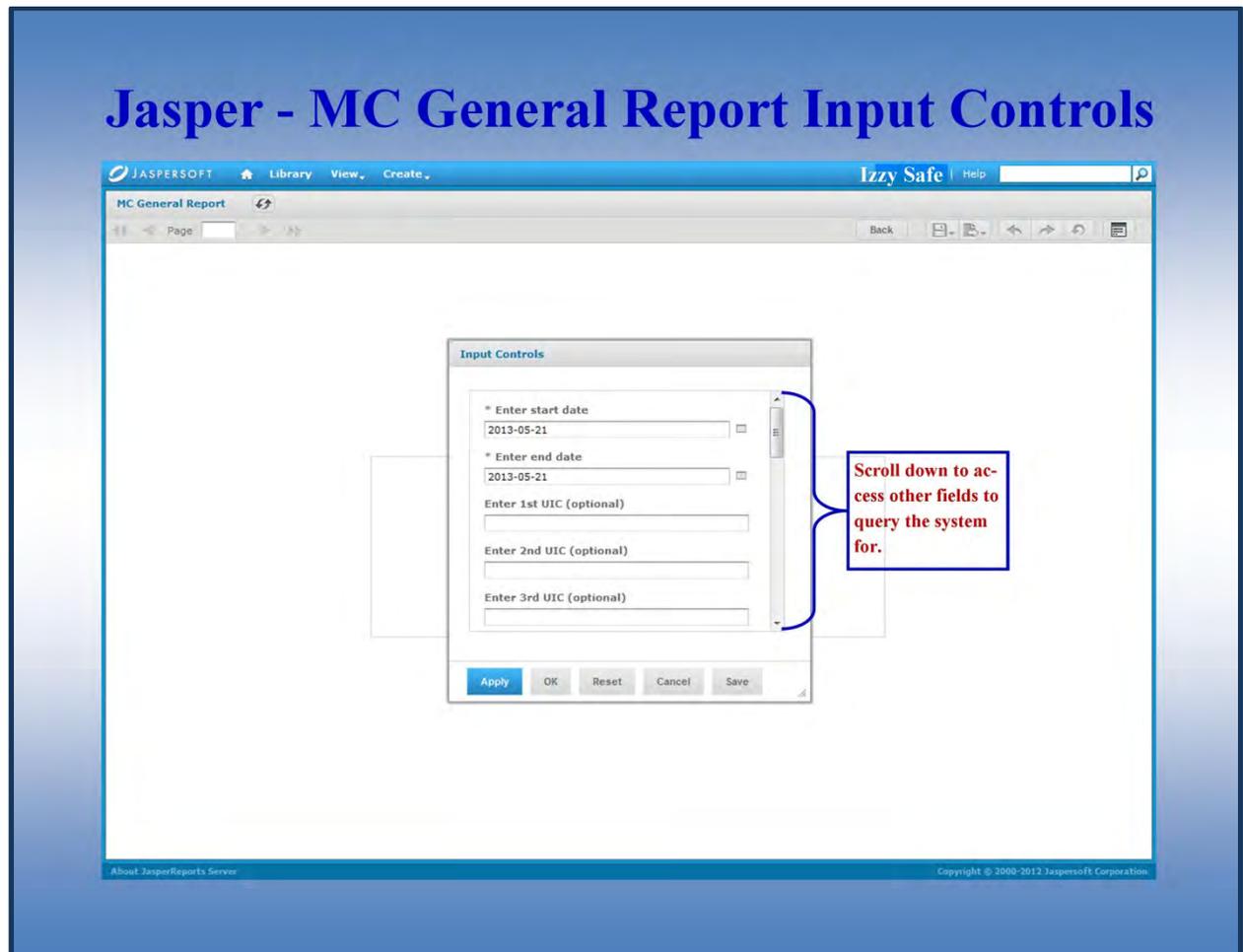


Figure 54

The input control fields are as follows for the MC General Report: (Note the * fields are required)

- *Enter Start Date (Note: Calendar available to select date)
- *Enter End Date
- 1st UIC (optional)
- 2nd UIC (optional)
- 3rd UIC (optional)
- *Please select Component Command
- *Please select Major Command
- *Please select Parent Command
- *Please select Unit Command
- *Please select Severity
- *Please select Mishap Type
- *Please select Operational Indicator
- *Please select State or Province
- *Please select Country
- *Please select Injury Classification
- *Please select Branch of Service
- *Please select Service Status
- *Please select PCN
- *Please select BLS Object Involved

For the fields that are led with an *, ALL is the pre selection for most of the fields. The user has the option to select one of the items from each drop down list provided.

Figure 55 is a sample report showing the results when only the date is indicated in the input control. In this case, the report results give everything during that time period indicated in the range of the date fields.

Jasper - MC General Report Sample Output

The screenshot displays the Jasper MC General Report interface. The window title is "JASPERSOFT" and the user is logged in as "Izzy Safe". The report title is "MC General Report" and the data was refreshed on Jun 5, 2013 at 1:40:27 PM. The table below shows the sample output:

HT ID	Local Serl No	Reporting UIC	Involved UIC	Personnel UIC	Date	Time	Operational	Mishap Type
1389189148473	1791664C3-28	N88073	N88073	N88073	05/08/2013	18:30	Yes	COMBAT ZONE NOT DIRECT ENERGY ACTION
1389189148473	1791664C3-28	N88073	N88073	N88073	05/08/2013	18:30	Yes	CONTACT WITH OBJECTS/EQUIPMENT
1389259393283	184E2F4a013 1791664C3-28	N88073	N88073	N88073	05/09/2013	12:45	Yes	COMBAT ZONE NOT DIRECT ENERGY ACTION
1389259393283	184E2F4a013 1791664C3-28	N88073	N88073	N88073	05/09/2013	12:45	Yes	CONTACT WITH OBJECTS/EQUIPMENT
1389259393283	184E2F4a013 1791664C3-28	N88073	N88073	N88073	05/09/2013	12:45	Yes	OCCUPATIONAL NON-INDUSTRIAL
1389259393283	1791664C3-28	N88073	N88073	N88073	05/10/2013	12:18	Yes	COMBAT ZONE NOT DIRECT ENERGY ACTION
1389259393283	1791664C3-28	N88073	N88073	N88073	05/10/2013	12:18	Yes	CONTACT WITH OBJECTS/EQUIPMENT
1389259393283	1791664C3-28	N88073	N88073	N88073	05/10/2013	12:18	Yes	OCCUPATIONAL NON-INDUSTRIAL
138945912919	FY13-0088	N80283	N81832118	N81832118	05/04/2013	09:30	Yes	PIFFYPR1PFAOPTACT OMD SPON REC EVT
138914328327	FY13-0088	N80283	N81832126	N81832126	05/11/2013	12:30	Yes	CONTACT WITH OBJECTS/EQUIPMENT
138914348952	FY13-0088	N80283	N81832126	N81832126	05/11/2013	12:30	Yes	CONTACT WITH OBJECTS/EQUIPMENT
1389153433967	FY13-0088	N80283	N81832126	N81832126	05/18/2013	09:45	Yes	PIFFYPR1PFAOPTACT OMD SPON REC EVT
138924798372	N80862 079-891	N8123863	N8123863	N8123863	05/22/2013	08:50	Yes	CONTACT WITH OBJECTS/EQUIPMENT
138924798372	N80862 079-891	N8123863	N8123863	N8123863	05/22/2013	08:50	Yes	PIFFYPR1PFAOPTACT OMD SPON REC EVT
1387914783304	N80863	N8123863	N8123863	N8123863	05/01/2013	08:30	Yes	CONTACT WITH OBJECTS/EQUIPMENT
1387914783304	N80863	N8123863	N8123863	N8123863	05/01/2013	08:30	Yes	EQUIPMENT OPERATION NON-INDUSTRIAL
1387914783304	N80863	N8123863	N8123863	N8123863	05/01/2013	08:30	Yes	SUPTRIPFALL
1389211388888	18381	N81282	N81282	N81282	05/18/2013	18:00	Yes	CONTACT WITH OBJECTS/EQUIPMENT
138924841987	N81487	N81487	N81487	N81487	05/08/2013	08:30	Yes	PIFFYPR1PFAOPTACT OMD SPON REC EVT
1389181884827	1400091814	N81489	N81489	N81489	05/01/2013	08:30	Yes	CONTACT WITH OBJECTS/EQUIPMENT
1389181884827	1400091814	N81489	N81489	N81489	05/01/2013	08:30	Yes	INDUSTRIAL/OCCUPATIONAL - HW (ON DUTY)

Figure 55

The MC General Report would provide similar results that users desired from the custom reports from Classic WESS.

3.2.3 Aviation Hazard by Basic Aircraft Report

Similar to the previous two sub-sections, Aviation has a group of pre-formatted reports that can be used to query the WESS system to provide reports for further review or analysis. See the sample report pulled from the Aviation Hazard section under Jasper Reports menu option.

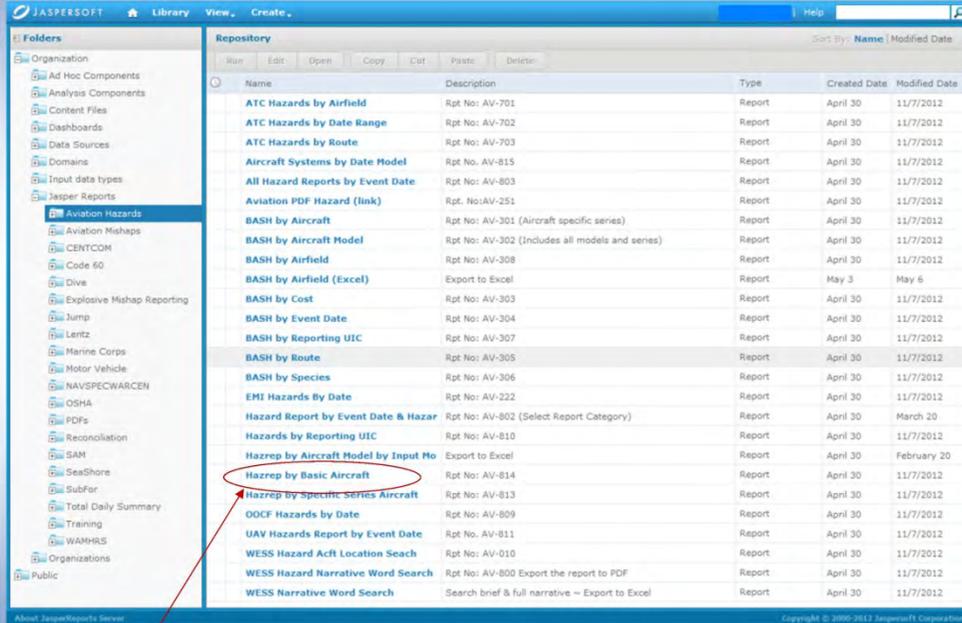
Jasper - Aviation Hazards Reports

Name	Description	Type	Created Date	Modified Date
ATC Hazards by Airfield	Rpt No: AV-701	Report	April 30	11/7/2012
ATC Hazards by Date Range	Rpt No: AV-702	Report	April 30	11/7/2012
ATC Hazards by Route	Rpt No: AV-703	Report	April 30	11/7/2012
Aircraft Systems by Date Model	Rpt No: AV-815	Report	April 30	11/7/2012
All Hazard Reports by Event Date	Rpt No: AV-803	Report	April 30	11/7/2012
Aviation PDF Hazard (link)	Rpt. No:AV-251	Report	April 30	11/7/2012
BASH by Aircraft	Rpt No: AV-301 (Aircraft specific series)	Report	April 30	11/7/2012
BASH by Aircraft Model	Rpt No: AV-302 (Includes all models and series)	Report	April 30	11/7/2012
BASH by Airfield	Rpt No: AV-308	Report	April 30	11/7/2012
BASH by Airfield (Excel)	Export to Excel	Report	May 3	May 6
BASH by Cost	Rpt No: AV-303	Report	April 30	11/7/2012
BASH by Event Date	Rpt No: AV-304	Report	April 30	11/7/2012
BASH by Reporting UIC	Rpt No: AV-307	Report	April 30	11/7/2012
BASH by Route	Rpt No: AV-305	Report	April 30	11/7/2012
BASH by Species	Rpt No: AV-306	Report	April 30	11/7/2012
EMI Hazards By Date	Rpt No: AV-222	Report	April 30	11/7/2012
Hazard Report by Event Date & Hazard	Rpt No: AV-802 (Select Report Category)	Report	April 30	March 20
Hazards by Reporting UIC	Rpt No: AV-810	Report	April 30	11/7/2012
Hazrep by Aircraft Model by Input Mo	Export to Excel	Report	April 30	February 20
Hazrep by Basic Aircraft	Rpt No: AV-814	Report	April 30	11/7/2012
Hazrep by Specific Series Aircraft	Rpt No: AV-813	Report	April 30	11/7/2012
OOCF Hazards by Date	Rpt No: AV-809	Report	April 30	11/7/2012
UAV Hazards Report by Event Date	Rpt No: AV-811	Report	April 30	11/7/2012
WESS Hazard Acft Location Search	Rpt No: AV-010	Report	April 30	11/7/2012
WESS Hazard Narrative Word Search	Rpt No: AV-800 Export the report to PDF	Report	April 30	11/7/2012
WESS Narrative Word Search	Search brief & full narrative ~ Export to Excel	Report	April 30	11/7/2012

Figure 56

Figure 56 displays the reports listed under the Aviation Hazards. As you can see from the examples provided, Jasper offers many pre-formatted reports to allow the WESS customer to access the data available in the system based on permissions. In the next example, a report from Jasper is conducted under the Aviation Hazard to review the list of hazard reports (Hazreps) entered based on type of aircraft carrier within a date range.

Jasper-Aviation Hazards Report Sample



Hazrep by Basic Aircraft

Figure 57

Figure 57 shows the selection of the report. Figure 58 provides an illustration of the input controls for the Aviation Hazrep by Aircraft report. Data is presented based on the user's permissions.

Jasper-Hazrep by Basic Aircraft Input Controls

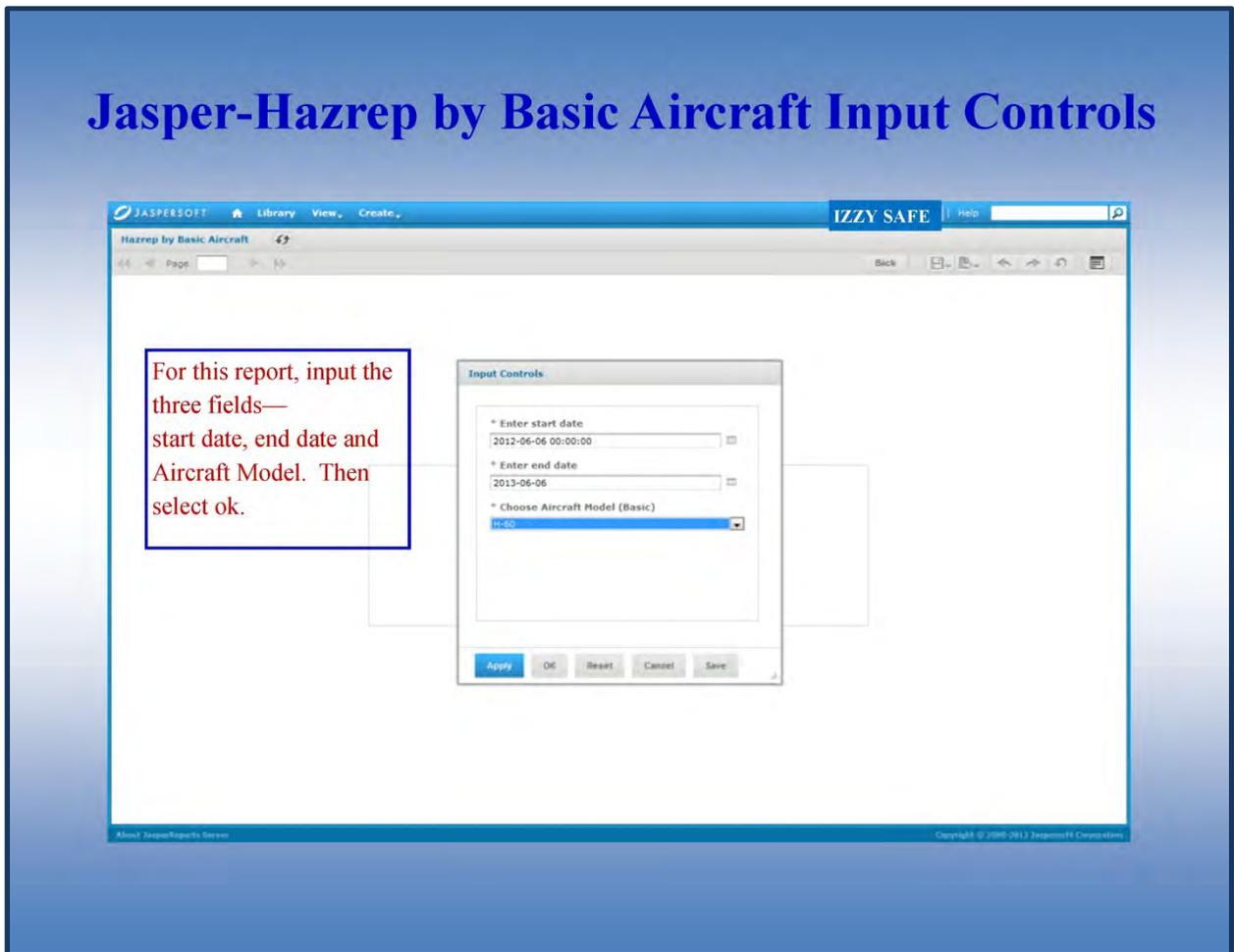
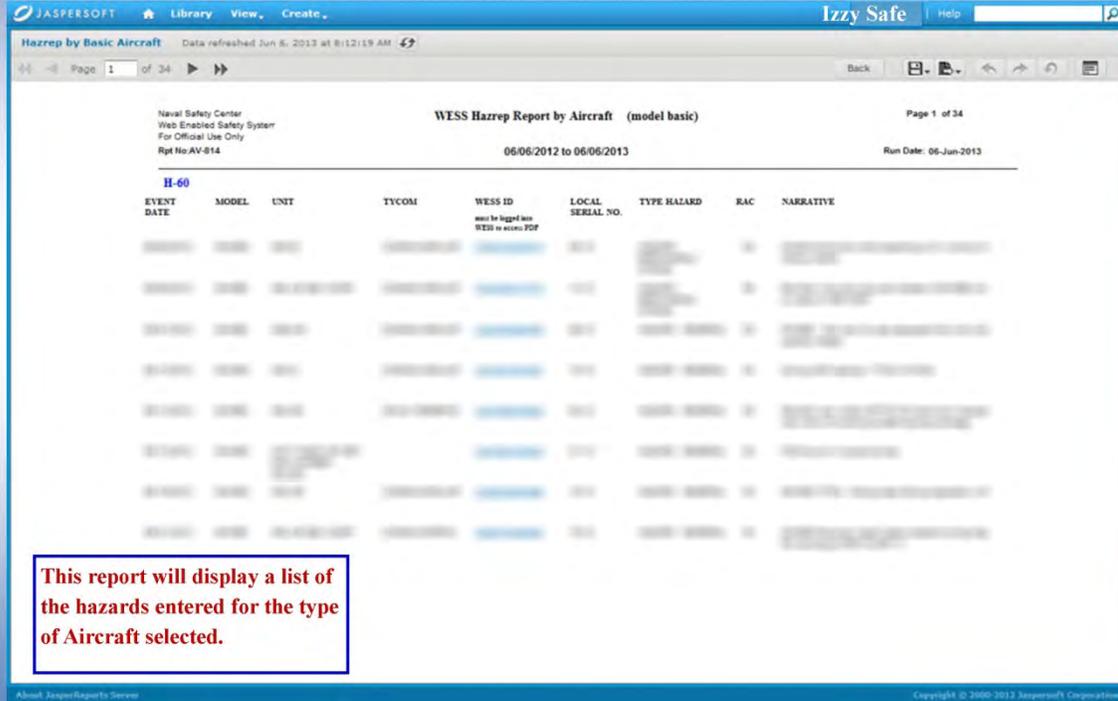


Figure 58

The results from running the report will provide a list of reports with a hyperlink to the actual Hazrep (see Figure 59). For privacy purpose, the information was blurred to protect the data provided in the report. Again all users have access to the information that is associated to their permissions in the system.

Jasper - Hazrep by Basic Aircraft Report Output



Naval Safety Center
Web Enabled Safety System
For Official Use Only
Rpt No AV-814

WESS Hazrep Report by Aircraft (model basic)

Page 1 of 34

06/06/2012 to 06/06/2013

Run Date: 06-Jun-2013

H-60

EVENT DATE	MODEL	UNIT	TYCOM	WESS ID <small>may be linked into WESS to access PDF</small>	LOCAL SERIAL NO.	TYPE HAZARD	RAC	NARRATIVE
06/06/2012	H-60	0001	00000000	00000000	001	0000-0000	0	
06/06/2012	H-60	0002	00000000	00000000	002	0000-0000	0	
06/06/2012	H-60	0003	00000000	00000000	003	0000-0000	0	
06/06/2012	H-60	0004	00000000	00000000	004	0000-0000	0	
06/06/2012	H-60	0005	00000000	00000000	005	0000-0000	0	
06/06/2012	H-60	0006	00000000	00000000	006	0000-0000	0	
06/06/2012	H-60	0007	00000000	00000000	007	0000-0000	0	
06/06/2012	H-60	0008	00000000	00000000	008	0000-0000	0	
06/06/2012	H-60	0009	00000000	00000000	009	0000-0000	0	
06/06/2012	H-60	0010	00000000	00000000	010	0000-0000	0	

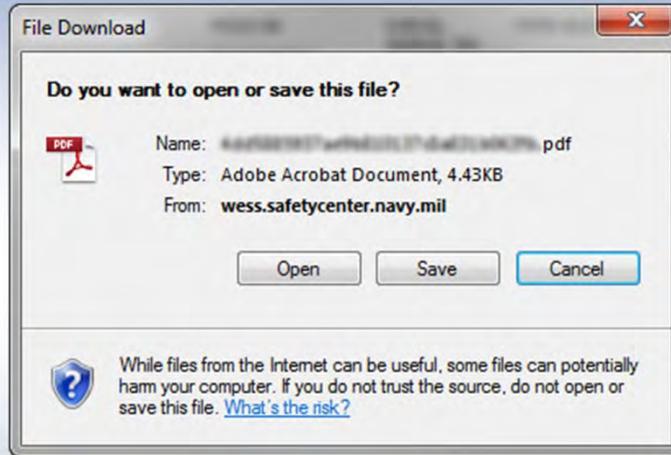
This report will display a list of the hazards entered for the type of Aircraft selected.

About JasperReports Server

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Figure 59

Jasper-Aviation Hazrep Report Download Sample



Can save the file for future local access or open the file.

Figure 60

Jasper-Hazrep Aviation Report

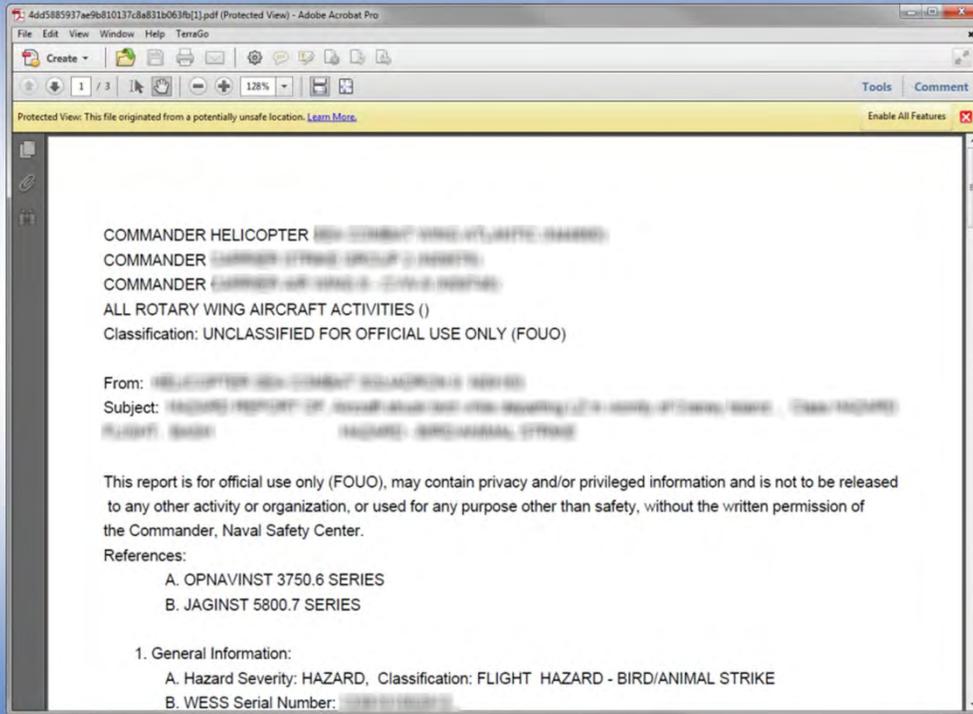


Figure 61

Figure 61 demonstrates a sample view of the actual report that can be generated from the link that is provided from the report. The WESS ID in Figure 59 is the link to this report.

More details will be provided about the data retrieval tool Jasper in a future document, which will provide more understanding of how it is used within the WESS Application.