

Viewing Historical Report Data

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Overview

When the Point in Time Reporting feature is enabled, users can view a report's historical data based on a selected date. This feature makes it possible for users with continuous assessments to view the status of assessments from previous periods (e.g., reviewing a report from a current assessment period, then rewinding the data to view results from the last quarter), or to compare and contrast non-assessment data to review the health or status trend of an organization (e.g., reviewing a report on open incidents by location, then rewinding the data to view the numbers from the previous month).

Note:

You can only view historical report data on reports that have the Point in Time Reporting feature enabled.

User Account Requirements

To enable the Point in Time Reporting feature and view historical report data, the user must have **Administrator** permissions.

Related Information/Setup

Please refer to the Enabling Point in Time Reporting article for information on how to enable the **Point in Time Reporting** feature.

Navigation

1. From the *Home* screen, click the Home dropdown.

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Home Dropdown

2. From the **Home** dropdown, select the **Reports** application.

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Reports				

Reports Application

3. From the list of reports, click the report that you want you to view the historical data for.

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Reports	~	Incident	Risk Management	Risk Management (Standard)					
	Risk	Manage	ement						
	Corporate Risk Heat Map Sorted by Unique ID (Ascending)								
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Report Name

Viewing Historical Report Data

 From the report you want you to view the historical data for, click the **Point in Time Reporting** icon.

(<i>Note:</i> If Point in Time Reporting has not been enabled for not be visible.	r this report, this icon will
	Reports V Incident Risk Management Risk Management (Standard) Risk Management (Standard)	\$ 0 £
	RM - Summary of Issues by Business Unit Riverdale Industries	Ar 20 T 27 C D D D Last Updated: May 28, 2024
	The following chart presents the prioritization of issues by the business unit derived from the findings of the Risk Assessment. Issue Priority by Business Unit	



Point in Time Reporting Icon

 Click the **Report Date** field to select a date from the calendar. The date selected is based on the current user's time zone.

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3. Click the **Apply** button to reload the report with historical data.

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Apply Button

4. To view data from a different date, click the **Point in Time Reporting** icon, select a date, then click the **Apply** button to reload the report.



5. To return to present-day data, click the **Point in Time Reporting** icon, then click **Clear**.

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RM - Summary of Issues by Business Unit		Report Date	うて C D D T	
The following chart presents the pri	ioritization of issue	s by the business unit derived from the findings of the Risk Assessment.	CLEAR	APPLY
Issue Priority by Busine	ss Unit			

Clear Button