Pims HSE - General

Most HSE modules have the same structure, which is described in this section. Modules that deviate from this standard are described separately.

Data lists

Common functionality for all Pims lists is described in https://docs.omega365.com/?Area-ID=10002&Name=SOL-PROC-USG-00345

Only special features for Pims HSE lists are mentioned here.

Filter Panel

Filter panel is displayed by default when lists are opened. The filter can be hidden by clicking the Filter Panel button

Domain	ID		Inspection Type	Date	C
🔍	🔍 ▼		🔍 ▼	🔍	🔍
▶ NLNG	HSE-INS-0000647		EMT	27/05/2022 14:00	In
NLNG	HSE-INS-0000648				
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NLNG	HSE-INS-0000661				
NLNG	HSE-INS-0000662		SMT		
NLNG	HSE-INS-0000663				

Filter panel | My responsibilities ▼ | Status Localized | Sort by ▼

List with filter panel

List without filter panel

Add New

Click this button to add a new record. Details screen for the record will appear automatically.

Add Recurring

This button will appear on some of the Pims HSE modules.
When you click this button you will be taken to a screen to specify the frequency and schedule for the recurrence.
The highlighted record in the list will be used as a basis for the recurring records.

Add Recurring

Master record
HSE-INS-0000647 Inspection Test Omega 20/5

Starting from date	Until end date	Recurring dates (10)
Wed 22.06.2022	Mon 31.10.2022	06/27/2022

Recurring
○ Daily ● Weekly ○ Monthly

Happens every (1-3) [2] week(s) on

☑ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Recurring dates (10)
06/27/2022
07/11/2022
07/25/2022
08/08/2022
08/22/2022
09/05/2022
09/19/2022
10/03/2022
10/17/2022
10/31/2022

[Add recurring records] [Cancel]

No records will be created until you click the button "Add recurring records".
You will also be able to see for which dates the recurring records will be created under the heading "Recurring dates".

Grid View

By default the lists in Pims HSE will open in grid view.

By clicking the button "Grid view" you can change how you view the data.

List view

Data is displayed like cards with key information

◁ ‹ › ▷ 1-17 of total 269 ⋮ ⟳ ▼

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Inspection Test Omega 20/5

MSE/EMT/

27.05.2022 1-1100 (Acid Gas Removal Unit) Inomada

Departments/NLNG (Corporate)/Head Office/CM (Commercial Department)/CMM (Marketing Manager)/CMM/1/

Ongoing

Ongoing

Mellemsæther, Gunnar

HSE-INS-0000648

Plan

Planned

HSE Team, Test

HSE-INS-0000649

MSE/SMT/

02.06.2022 AUGJ

Plan

Planned

HSE Team, Test

HSE-INS-0000650

MSE to IA Worker Cup

MSE/EMT/

Ariosh

Engage stakeholders

Plan

Planned

HSE Team, Test

Map view

This will be valid only for modules that record information about location.
If a location in the setup is specified with longitude and latitude it will be displayed on the map view with a marker.

Full Year Calendar

This will highlight dates in calendar related to key date of the specific module. For Meetings for instance this will be Meeting Date (and created date if not set).
You can click on a date to see which records are recorded against this date, and also open these records from the date pop-up.
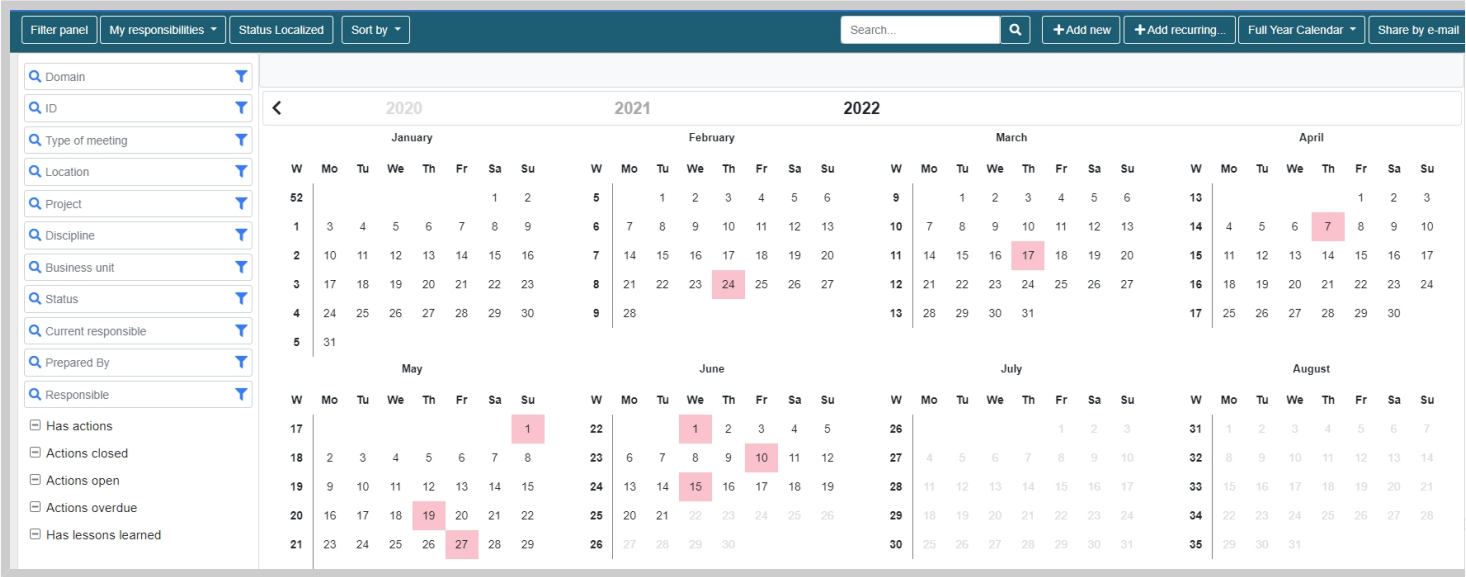
Analyze data

This will present defined graphs and bar charts of the data.
The charts are clickable, so you can click any bar or section to filter the rest of the data on that selection.

Clicking the menu in the top right corner of each chart will give you the option to export the chart, and also to remove any filter that is applied
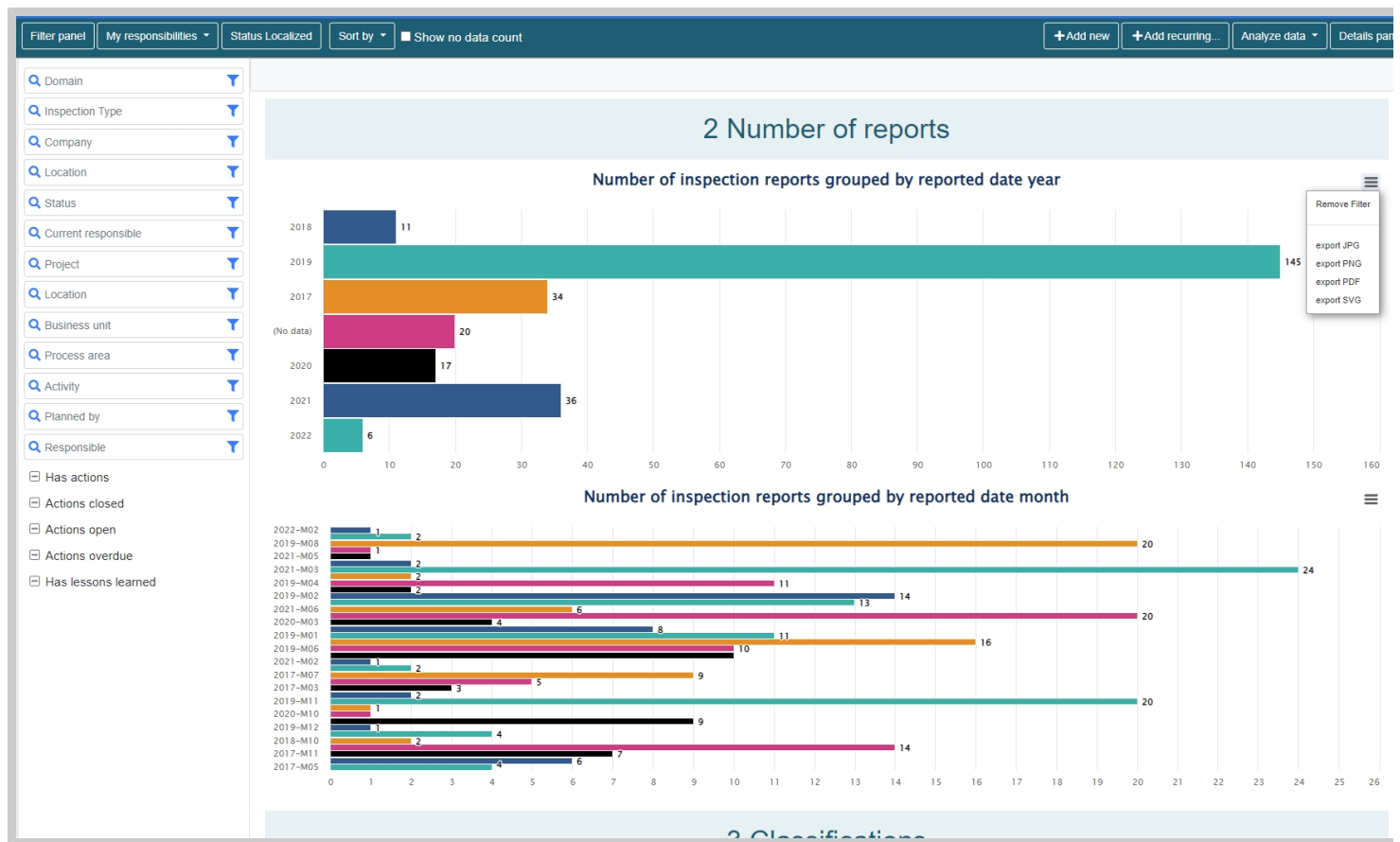
Share by e-mail

Gives you the option to send an email to anybody. Message sending will be recorded in Pims for reference.

Each module can have their own set of custom made templates that can prepopulate the email contents before sending.

Share by e-mail

Use template

<div style="border:1px solid #ccc; padding:10px;">▼</div>

To

<div style="border:1px solid #ccc; padding:10px;"></div>

CC

<div style="border:1px solid #ccc; padding:10px;">× Mellemsæther, Gunnar (gunnarm@omega365.com)</div>

Subject

<div style="border:1px solid #ccc; padding:10px;">HSE-INS-0000647</div>

Attach documents

Include information

☐ Message content as attachment to email

Email message

<div style="border:1px solid #ccc; padding:40px;"></div>

Send   Cancel

Details panel

When clicking the "Details panel" button a section on the right side of the screen will appear with key information about the record that is currently highlighted in the list.

This is for quick reference without having to open the entire details screen.

Details screens

The HSE details screens are divided into two parts. The left part (blue circle) is referred to as meta data, and the right part (red circle) is referred to as details data.

Meta data

Steps

The top section of the meta data will display the steps defined in the module's workflow. The steps a record stands on currently will be displayed in green color.

Below workflow steps you will see a section displaying who is responsible for the record at this step, and also details about the step tasks and procedures. If logged on user is the one currently responsible, this section will be displayed with an orange border:

Responsible

Next section displays the persons assigned to roles for this record. These roles can vary based on the workflow implemented. Who can assign persons to each role, and when these persons can be assigned and modified is also part of the workflow setup.

Schedule

Depending on the workflow setup of the module, a section called "Schedule" may appear.

In here you can input target dates, and these will then be auto-populated with actual dates when the workflow reaches that step.

Action items is an example of a module that normally has schedule dates in its workflow.

About

Fields in this section are standardized, but for each installation we can configure which ones should be mandatory, and also if fields should be hidden or read-only.

Details

The details section comes with a standardized set of fields. For each installation we can configure which of these fields should be mandatory, and also hide or write-protect fields.

Editing

Users who have access to edit data on a report will see the "Edit" button in the top right corner. When clicking this button fields will become editable, and mandatory fields will be marked in red color with an asterisk in front.

Any missing data on mandatory fields will be visible on the top of the Details section.

Click the "Save" button in the top right corner to save data and exit edit mode

Workflow

If user is responsible person at the current step of the workflow, a button called "Next step" will appear on top of the list. Click this button to see what options are available to progress the workflow from the current step.

Override as superuser

A superuser with the correct privileges will be able to override the current responsible's access privileges and perform that person's tasks.

Users having that privilege will see a button like this on top of the list

The button will turn orange once clicked, to indicate override is active

Details panel
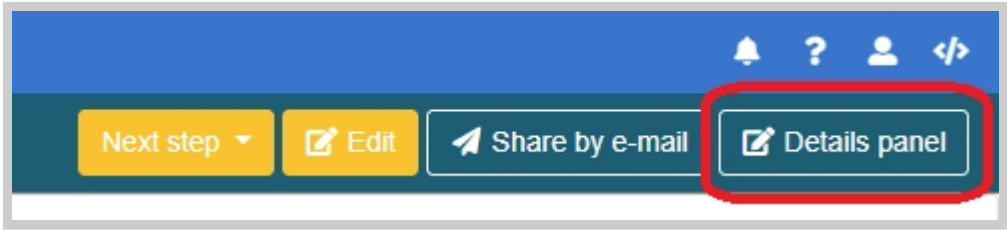
Clicking the button "Detail panel" on top of a list will display a section on the right part of the screen containing any of the below sections (depending on configuration of the module)

Attachments
Actions
Images (attachments that are images will here be displayed)
Comments
Notifications
Workflow history

Users will here be able to add data to any of these sections, apart from Images and Workflow history, which are auto-populated by the system.
Data can only be added when the Edit button on the record is clicked.
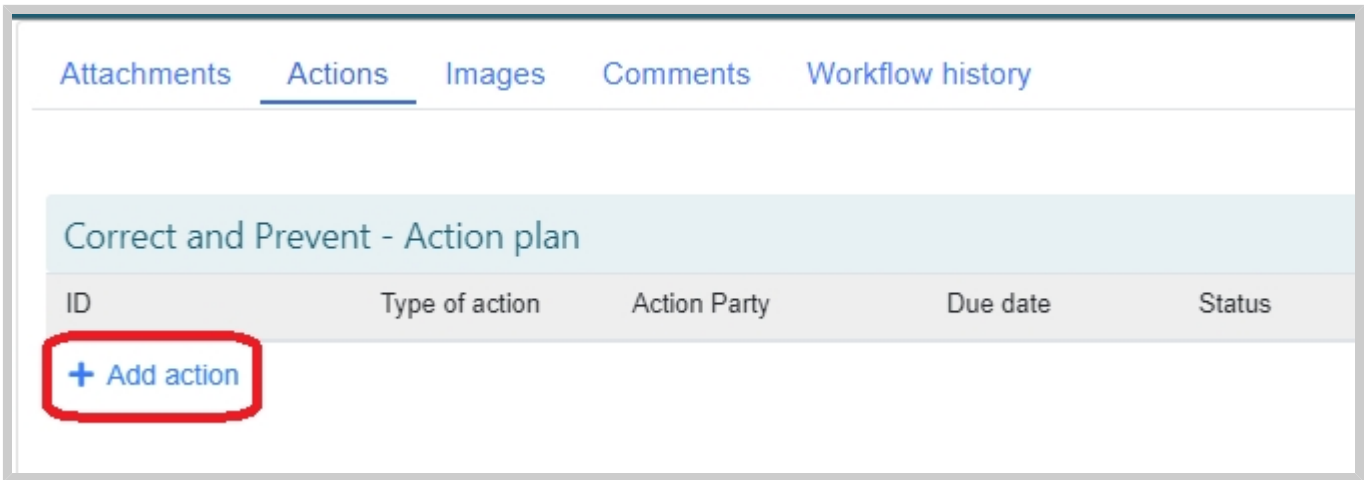
Click "Details panel" again to remove/hide this section.

Share by e-mail

Click this button to send an email with information about this report to any recipient of your choice.

This will bring up a window for adding information to the email before sending it.

Share by e-mail

Use template

[▼]   ✈ Send   Cancel

To

[   ]

CC

[× Mellemsæther, Gunnar (gunnarm@omega365.com)   ]

Subject

[DP-22-0000007   ]

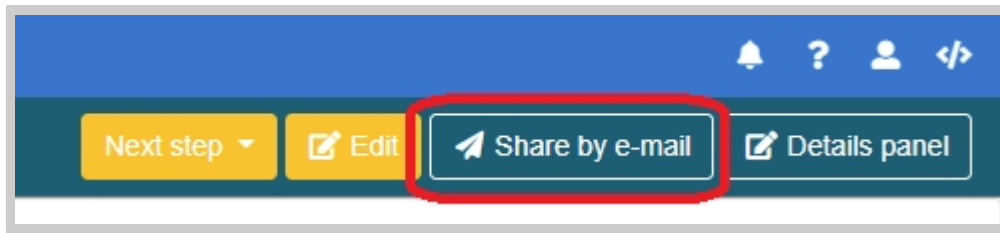**Attach documents**

Include actions

Attach information

Email message

[   ]

☐ Message content as attachment to email

Roles

For HSE there are 3 predefined roles which can be assigned to individual users. Additional roles can be created on request.

HSE

Standard for all users of HSE. Any user that should have access to Pims HSE must have this role assigned. This will give users the possibility to create new initial reports, and also to view already created reports in the system. These users can also be added to have tasks and responsibilities within specific HSE records.

HSE Team

This is for users who should be responsible for classifying incoming reports, and they will also have the possibility to modify reports inside Pims HSE.

HSE Admin

This is for users who should have access to configure the setup of Pims HSE, like editing contents of lookups. It is recommended to assign this role to a minimum number of users.