

This document will describe the steps you can take to access the Grid Highlight feature, set criteria and highlight your results for better analysis. By using SafetyNet’s Grid Highlight feature, you can identify trends in your data by applying color and/or icons to identify trends within the various reports.

Covered Topics:

- Finding Highlight Tool
- Create a Rule
- Create an Advanced Rule

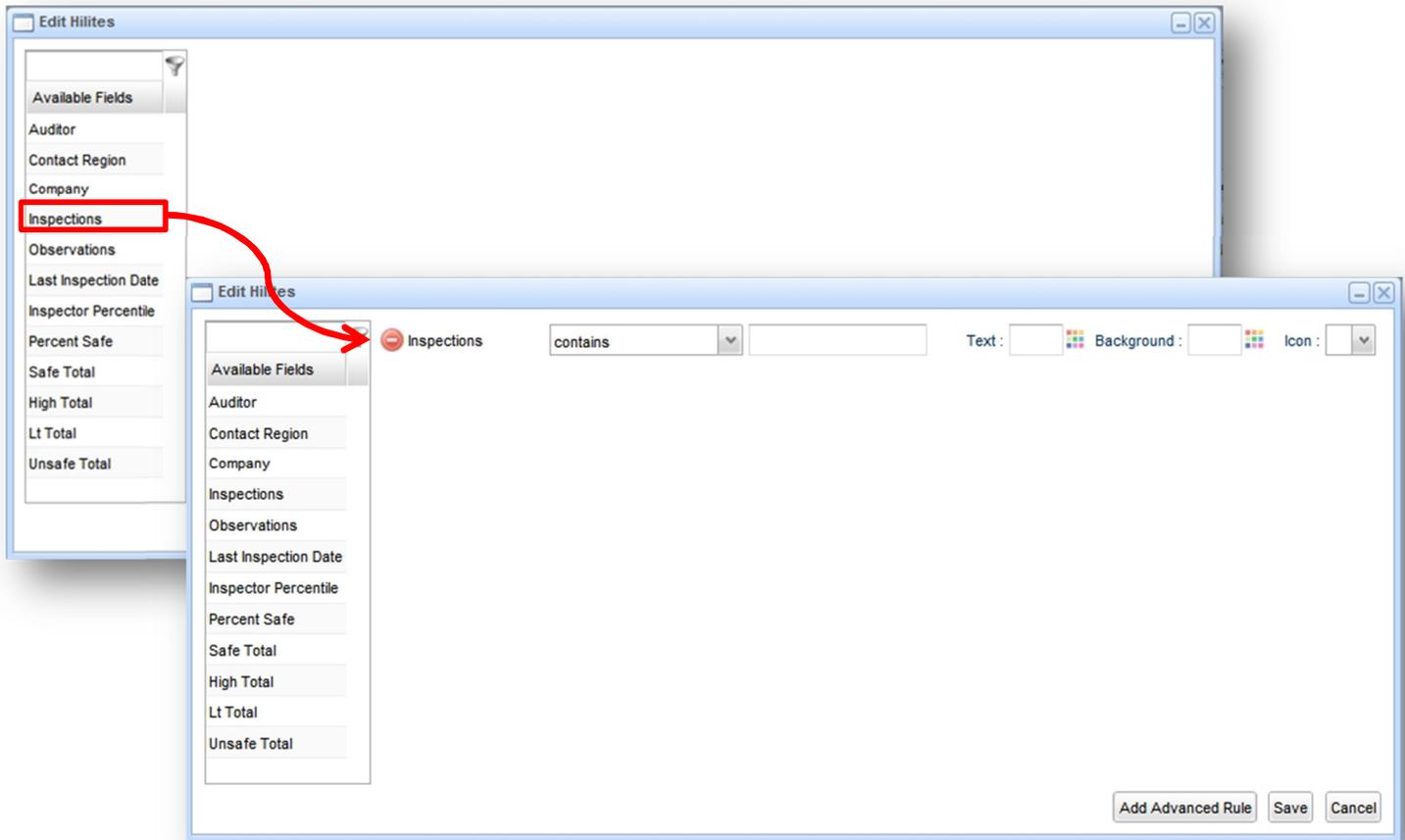
Find the Tool

From the Grid menu, click on the picture of a “Paint Pallet”:

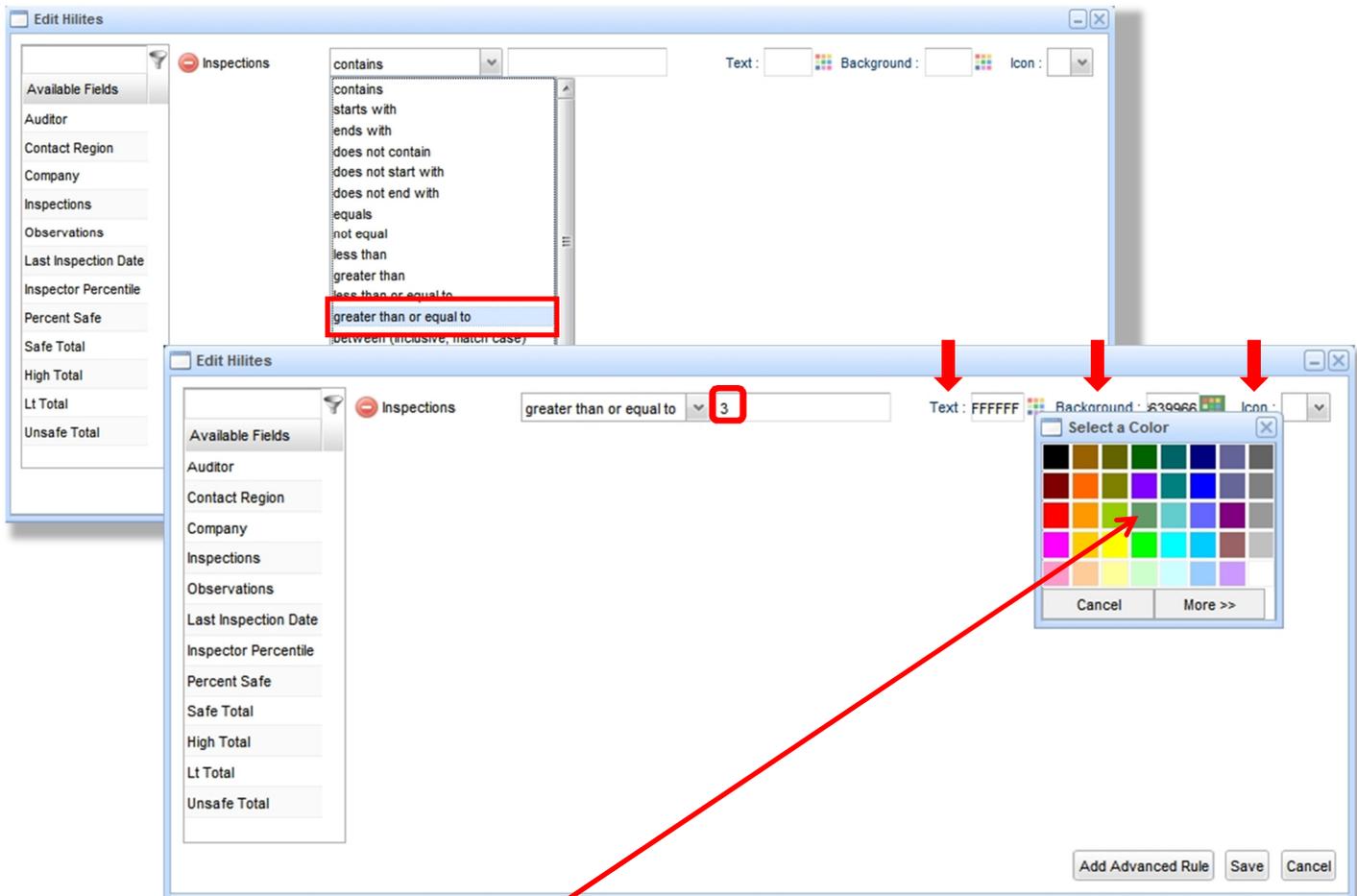


Create a Rule

Step 1: Once you click on the Paint Pallet, select one of the items in the “Available Fields” list to reflect which column you would like to apply the highlighting to.



Step 2: Identify the rule you wish to apply, variable to evaluate and specific color/symbol designation for display.



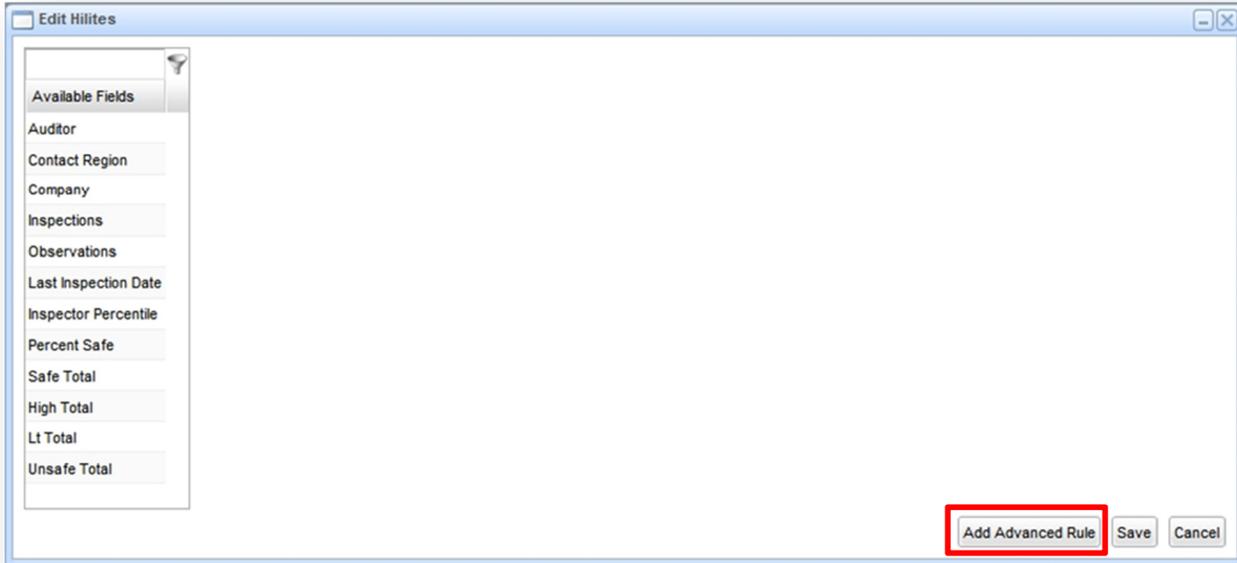
The screenshot shows two instances of the 'Edit Hilites' dialog box. The top instance shows the rule selection dropdown menu with 'greater than or equal to' highlighted. The bottom instance shows the rule set to 'greater than or equal to' with the value '3' entered. A 'Select a Color' palette is open, showing a grid of colors with a red arrow pointing to a specific color.

Local MODE Displaying records 1 to 162 of 162

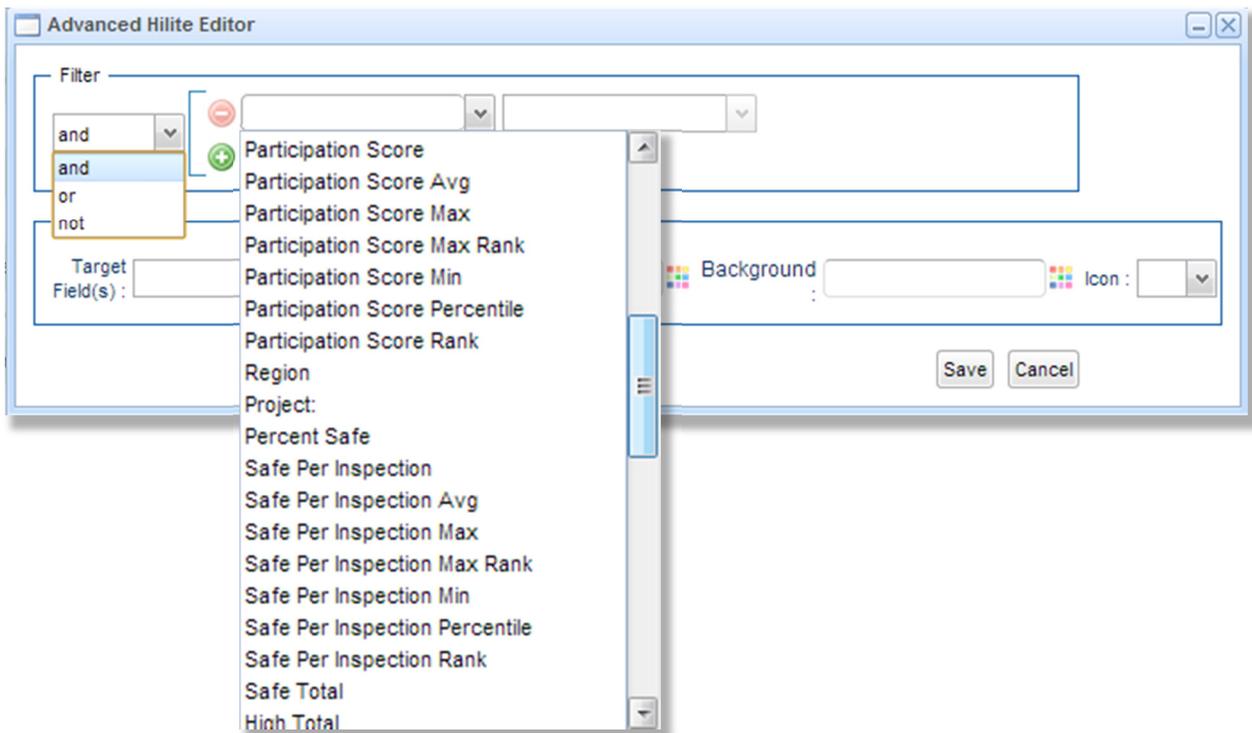
Auditor	Contact Region	Company	Inspections	Observations	Safe Total	Percent Safe	Unsafe Total	High Total	Lt Total	Last Inspectio...	Inspector Percentile
Bob Hegburg	Central	The CRS Team	6	579	559	0.97	20	2	0	02/23/2013	★★★★★ (93.33%)
Construction ...		Giant Construction	8	62	49	0.79	13	3	0	02/28/2013	★★★★★ (73.33%)
Angela Bassett	West	Giant Construction	3	30	29	0.97	1	0	0	01/21/2013	★★★★★ (13.33%)
Gary Busey	Central	Giant Construction	1	30	29	0.97	1	0	0	07/30/2012	★★★★★ (46.67%)
Scott Falkowitz		3T Industrial, Inc.	5	27	24	0.89	3	0	0	02/21/2013	★★★★★ (20.00%)
Gary Beswick		TESTERS	2	19	17	0.89	2	1	0	11/07/2012	★★★★★ (40.00%)
Brenda Blethyn	South	Giant Construction	1	18	17	0.94	1	1	0	02/26/2013	★★★★★ (66.67%)
Rafael Tinoco		Techno-Safety	1	13	12	0.92	1	1	0	02/25/2013	★★★★★ (60.00%)
Nate Mansfield		Braves Contract...	4	8	0	0.00	8	2	0	05/07/2012	★★★★★ (80.00%)
Safety Manager		Giant Construction	1	3	3	1.00	0	0	0	01/12/2013	★★★★★ (6.67%)
Dan Preston		Industrial Scientific	2	2	0	0.00	2	0	0	05/07/2012	★★★★★ (33.33%)
Apple Tester		Apple, Inc.	1	2	2	1.00	0	0	0	07/25/2012	
Charlize Theron		Giant Construction	1	2	1	0.50	1	1	0	07/24/2012	★★★★★ (53.33%)
Ben Kingsley	South	Giant Construction	1	1	0	0.00	1	0	0	02/22/2013	★★★★★ (26.67%)

Create a Rule

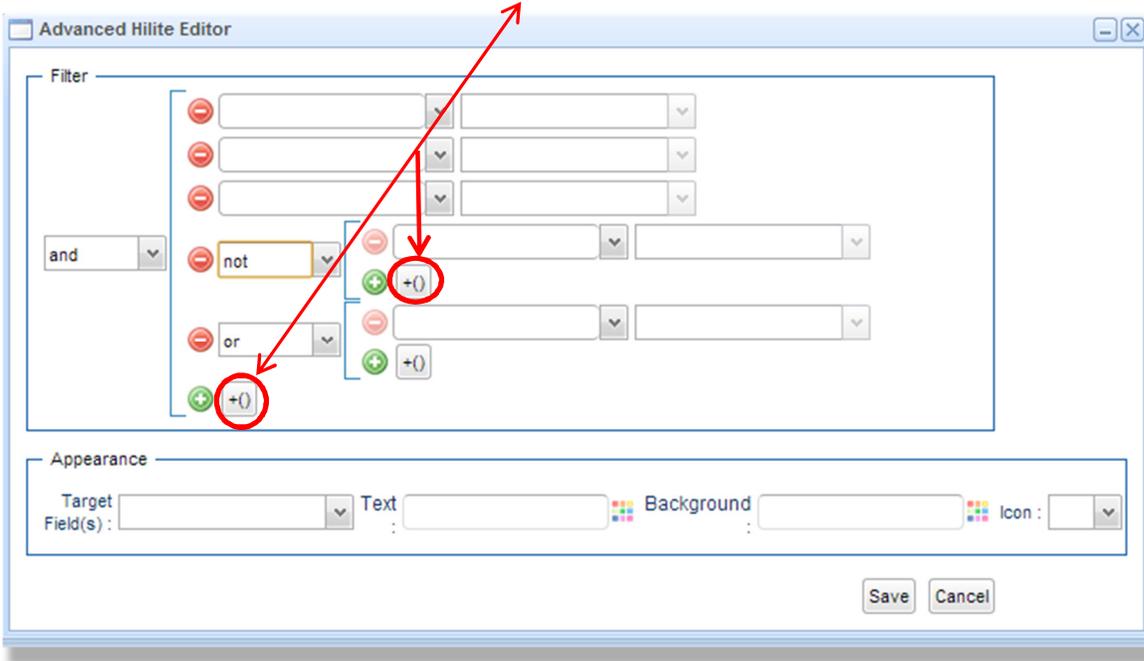
Step 1: Once you click on Paint Palette, Select Add Advanced Rule



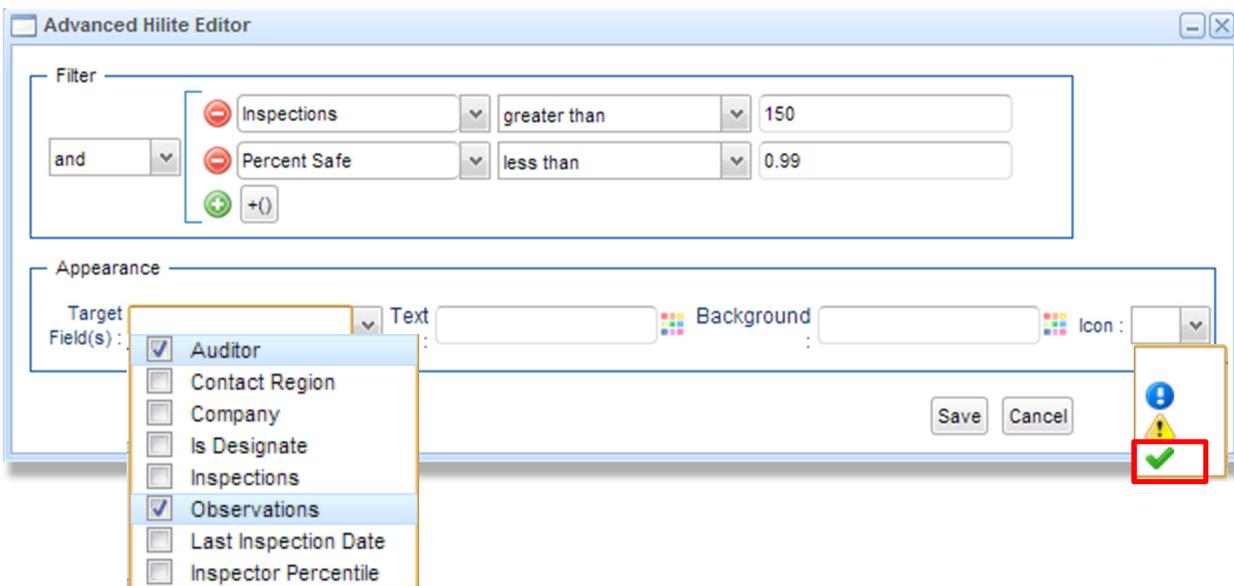
Step 2: Identify what type of rule you want to apply, along with what metrics should be included.



Note: This may include multiple metrics and sub – clauses



Step 3: Choose the metric to be highlighted (as you may have chosen a metric as a rule that does not appear in the existing columns) and how you want it to be displayed.



Auditor	Contact Region	Company	Is Designate	Inspections	Observations	Last Ins...	Inspector Percentile
✓ Bob Hoskins	South	Giant Construction	<input checked="" type="checkbox"/>	178	✓ 18647	02/15/2011	★★★★★ (84.75%)
✓ Bill Murray	South	Giant Construction	<input checked="" type="checkbox"/>	178	✓ 18526	09/22/2011	★★★★★ (90.68%)
✓ Bette Midler	South	Giant Construction	<input checked="" type="checkbox"/>	162	✓ 15111	02/15/2011	★☆☆☆☆ (71.19%)
Adrien Brody	South	Giant Construction	<input checked="" type="checkbox"/>	146	14687	02/25/2013	★★★★★ (94.92%)