HRFOCUS
HUMAN CAPITAL SOLUTIONS

My Focus

Health and Safety Configuration and Settings Guide

Prepared by:	HR Focus
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1. Establish licensed and scoped access

Modules/HealthAndSafety/Pages/HRF_HS_HR_DASHBOARD.aspx requires a valid session, active user in an HR group with the HR Health and Safety Dashboard security entry, and current HS module licence. Employee scope is checked through user access, including incident ownership for record actions.

Use native security administration for existing menu and HR group assignment, then verify ordinary access. A visible link or constructed URL is not unrestricted access.

Modules/HealthAndSafety/Process/HRF_HS_INCIDENT_PROCESS.aspx should open from the dashboard or legitimate workflow so employee, incident and return context stay intact.

2. Maintain native reference data

Review Health and Safety Setup and existing lookup pages before a new environment. Use actual native pages exposed there; a hidden or stale legacy index entry is not proof of availability.

Control or prerequisite	Use and boundary
HRF_HS_LT_EMPLOYER.aspx	Employer and Compensation Commissioner information. Review before preparing reports.
HRF_HS_LT_CONTRIBUTING_FACTOR.aspx	Permitted contributing factor choices.
HRF_HS_LT_DISEASE_NATURES.aspx	Disease nature capture choices.
HRF_HS_LT_INJURY_LEVELS.aspx	Injury severity choices.
HRF_HS_LT_PAYMENT_TYPES.aspx	Recorded payment types.

These routes are under Modules/HealthAndSafety/Lookups/. Preserve reference values used by historical records. No lookup changes or data initialisation were performed for these companions.

3. Check tasks workflow and reports

Control or prerequisite	Use and boundary
ENABLE_TASK_LINKING	The process reads this HEALTH AND SAFETY setting. The link requires a saved incident and enabled linking.
Workflow	Use configured workflow and authorised inbox actions. The dashboard resolves permitted actions from current workflow context. No new approval designer is provided.
Report preview	Modules/HealthAndSafety/Reports/HRF_HS_REPORT_PREVIEW.aspx receives incident context with WCL or Resumption kind. Use native actions.
PDF and report history	Validate preview, save/update and stored history on the target. No external filing is implied.

Keep Task Management, document and workflow rights in place. An incident may be visible while a linked item is outside user scope. Previewing a report does not accept incident saving.

4. Validate a representative setup

1. Open the dashboard as ordinary authorised HR and compare employee scope.
2. Apply restrictive company/date criteria and verify rows and totals.
3. Open a saved incident and review native sections and return route.
4. Check a denied employee or incident through an approved negative test.
5. In a separately authorised test, verify validation, saves, workflow and closure.
6. Inspect actual report downloads and saved history before operational use.

Capture evidence does not establish business saves, report updates or external submission. Keep medical and case detail private and evidence outside public guides. Coming Soon and held At Launch remain separate.