



D A M S T R A

Manage Event
Severity Levels

Safety



[DISCLAIMER]

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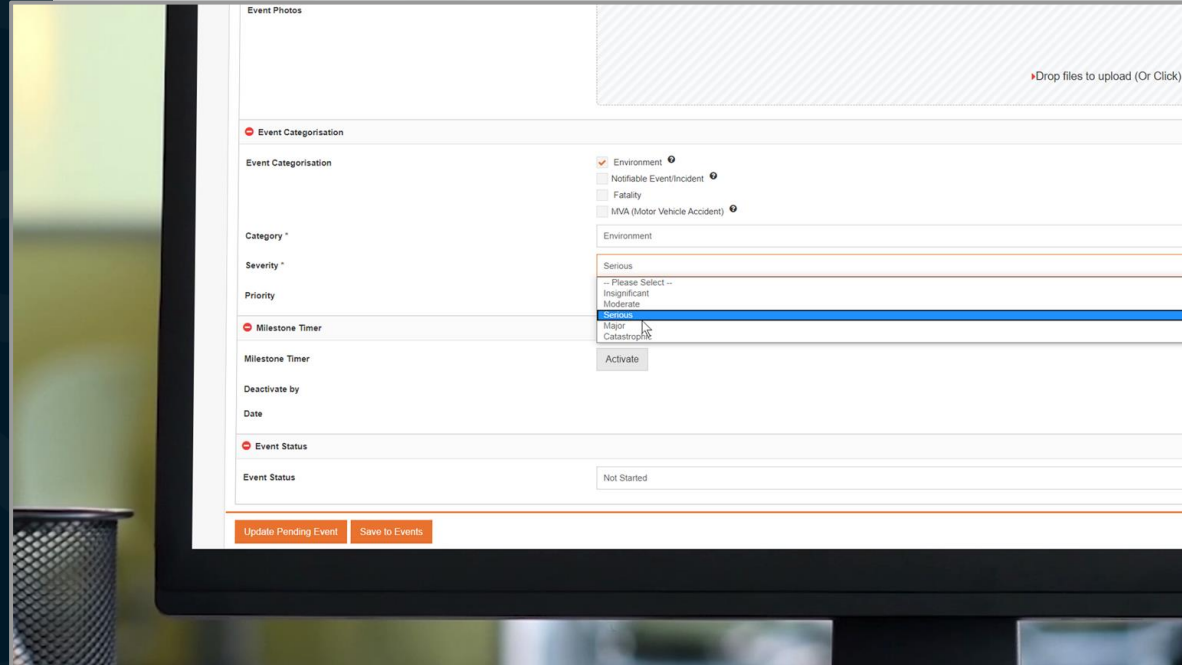
Manage Event Severity Levels

Introduction


Event Severity is used to assign a level of importance to each recorded Event in your System.

By default, your system is supplied with three severity levels with the names Level 1, Level 2 and Level 3.

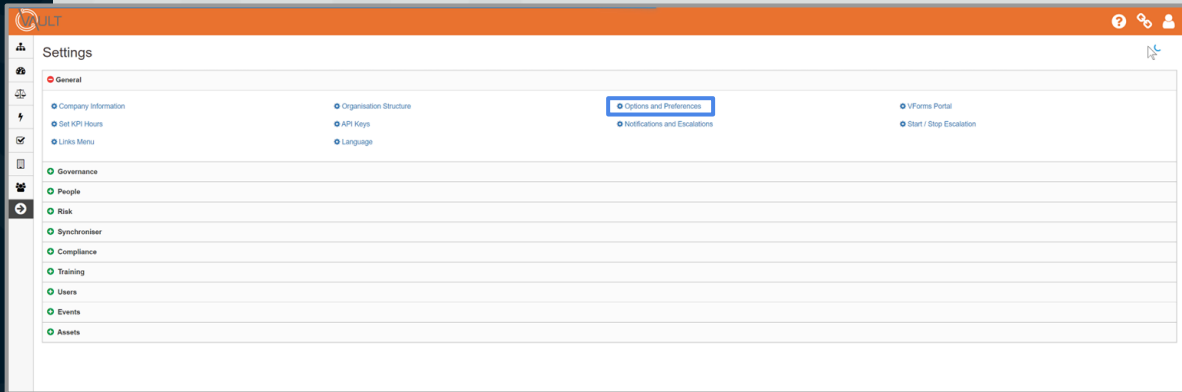
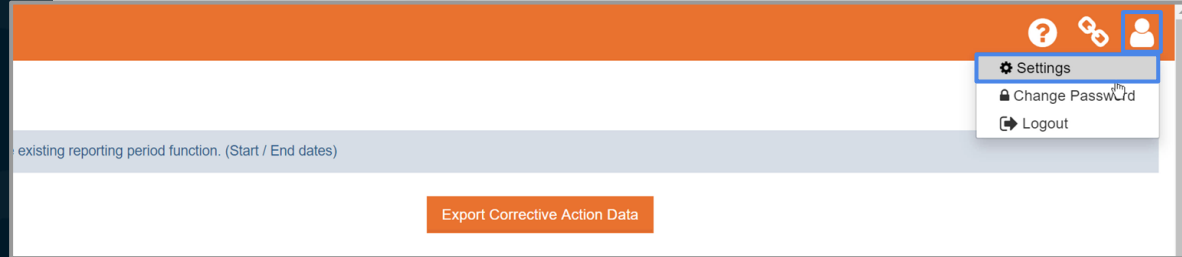
However, the number of severity levels and their names can be changed to suit the needs of your Organisation.



Manage Event Severity Levels Settings

To alter the number of levels, begin in 'Settings' which can be found under  toward the top of the screen.

In the 'General' section, **select** 'Options and Preferences'.



Manage Event Severity Levels

Select number of levels

The 'Incident Severity Levels' field is a drop-down where a choice of 3, 4 or 5 levels can be selected.

Make your selection and **click** 'Save'.

The screenshot shows the 'Settings / Options and Preferences' page in the QULT system. The 'Incident Severity Levels' field is highlighted with a blue border and shows a dropdown menu with '5 Severity' selected. The interface includes various other settings like 'Collapse Organisation Structures', 'KPI Formula Multiplier', and 'Company KPI Targets'. The 'Save' button is visible at the bottom left, and the 'Cancel' button is at the bottom right. A 'Help' icon is located in the bottom right corner.

Manage Event Severity Levels

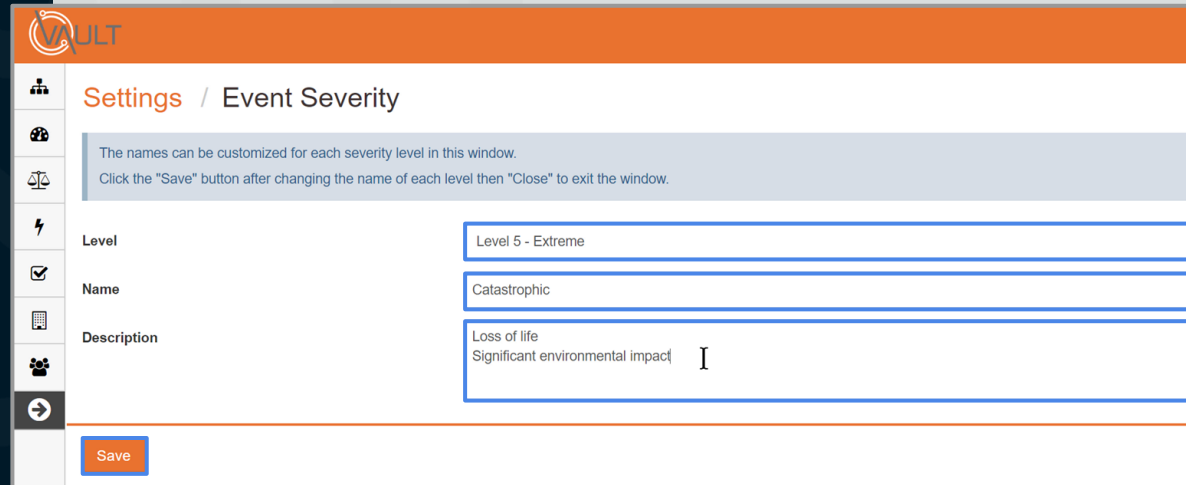
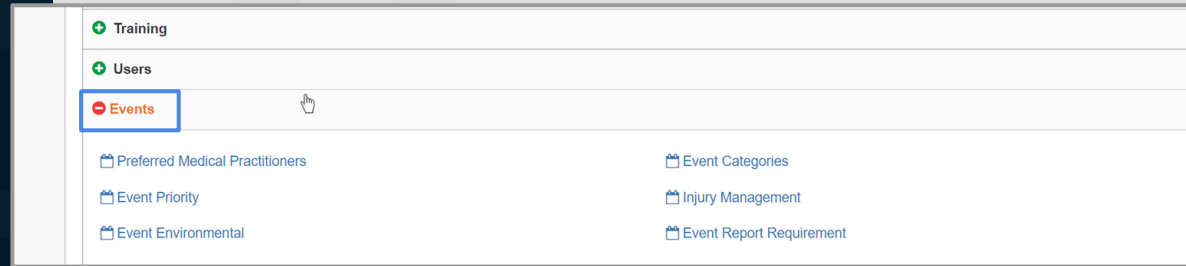
Define level names and descriptions

To edit the names and descriptions for each level, **click** to expand the 'Events' section, then **click** 'Event Severity'.

Work your way through the form, entering the 'Name' and 'Description' for each level in the drop-down.

Once all changes are made, **click** 'Save'.

The severity levels are now defined and can be selected when working with new and existing records in your Events register.



A screenshot of the Vault application's 'Settings / Event Severity' form. The form has an orange header with the 'VAULT' logo. Below the header is a navigation bar with 'Settings / Event Severity'. A light blue informational box contains the text: 'The names can be customized for each severity level in this window. Click the "Save" button after changing the name of each level then "Close" to exit the window.' The form has three input fields: 'Level' with the value 'Level 5 - Extreme', 'Name' with the value 'Catastrophic', and 'Description' with the value 'Loss of life Significant environmental impact'. A 'Save' button is located at the bottom left of the form.

