

# Accessing Mishap Data Through WESS

## There are three ways to get your data:

1. Use the WESS “Custom Reports” link.
2. Use the WESS “Pre-formatted Reports” link.
3. Call the Naval Safety Center and talk to the Data Analysis Division.

## How to use “Custom Reports:”

Custom Reports is a Naval Safety Center designed system to allow customers the ability to retrieve data with as much flexibility as possible.

1. Log into WESS.
2. Select the link on the left under the “Data Retrieval” section titled “Custom Reports.”
3. Select the main category of your report topic from the “Create a New Report” section.

**Step 1**—Label the report. This label will display at the top of the report.

**Step 2**—From the list displayed, select the fields you want to see on the report.

**Step 3**—Select the conditions of the report to narrow the search for the data retrieved. For example, you are only interested in reports for a date range of 10/01/2005 through 09/30/2006 and only Class A events.

**Step 4**—Select the groups. This will group your data by the field(s) you select: by UIC, by gender, etc.

**Step 5**—Select the sort order of the data. For example, you want the data displayed by date order.

**Step 6**—Select the output. This option allows you to download the report and save the results in the following formats: HTML, PDF and Excel. **Note:** Excel will allow you the most flexibility to work with the results.

## How to use “Preformatted Reports:”

1. Log into WESS.
2. Select the link on the left under the “Data Retrieval” section titled “Pre-formatted Reports.”
3. You will be prompted for your User Name and Password.



Photo by Dan Steber

4. From the list supplied, select the main category of your report.
5. From the list supplied, select the report you want to run.
6. Enter the prompted information if any is displayed.
7. Abracadabra—you have your pre-formatted report.

If there is a report you run on a regular basis and would like to have the Naval Safety Center develop it as a pre-formatted report or a custom report, please submit a feedback form and a developer will work with you to create the report.

## How to get data from the Naval Safety Center Data Analysis Division:

1. Do your homework and document the following first:
  - a. Decide on your final objective.
  - b. Identify what fields you want to see on the report.
  - c. Identify the conditions of the report: date range, UIC, mishaps or hazards, etc.
2. Call the Data Analysis Division at (757) 444-3520, Ext. 7184 (DSN 564).
3. Discuss your requirements with the Data Analysis Division and send them the requirements you gathered. ♦