



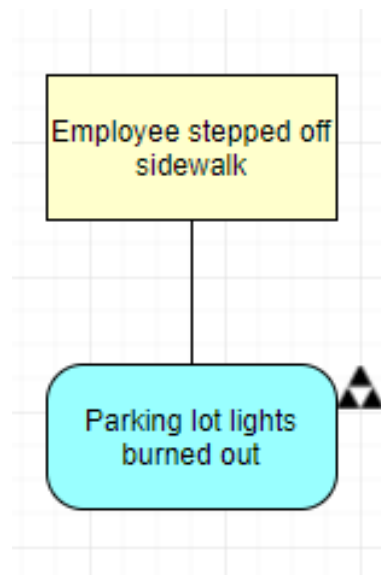
TapRoot®

Changing the Way The World Solves Problems

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The latest release of TapRoot® VI introduced the ability to add Analysis Comments to the custom report builder. Any analysis comment made on the Root Cause Tree can now be added to a custom report.

- First, a causal factor will need to be added to the SnapCharT®.



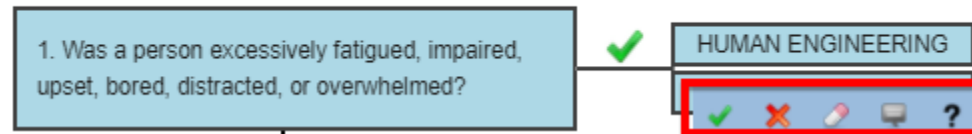
Once we have identified a causal factor, exit the SnapCharT® and notice we have the causal factor we selected on the SnapCharT® appear in the **Causal Factors Identified** section toward the bottom of the page.

Causal Factors Identified

- ✓ CAUSAL FACTOR: Parking lot lights burned out
 - [Analyze with Root Cause Tree®](#)
 - ✓ NATURAL DISASTER / SABOTAGE
 - ✓ procedure not available or inconvenient for use (ROOT CAUSE)

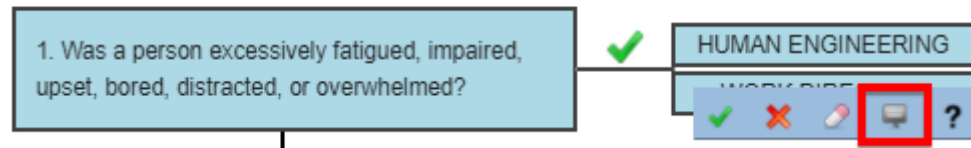
When we open the root cause tree notice when the mouse hovers over a root cause, a menu appears.

Individual Performance

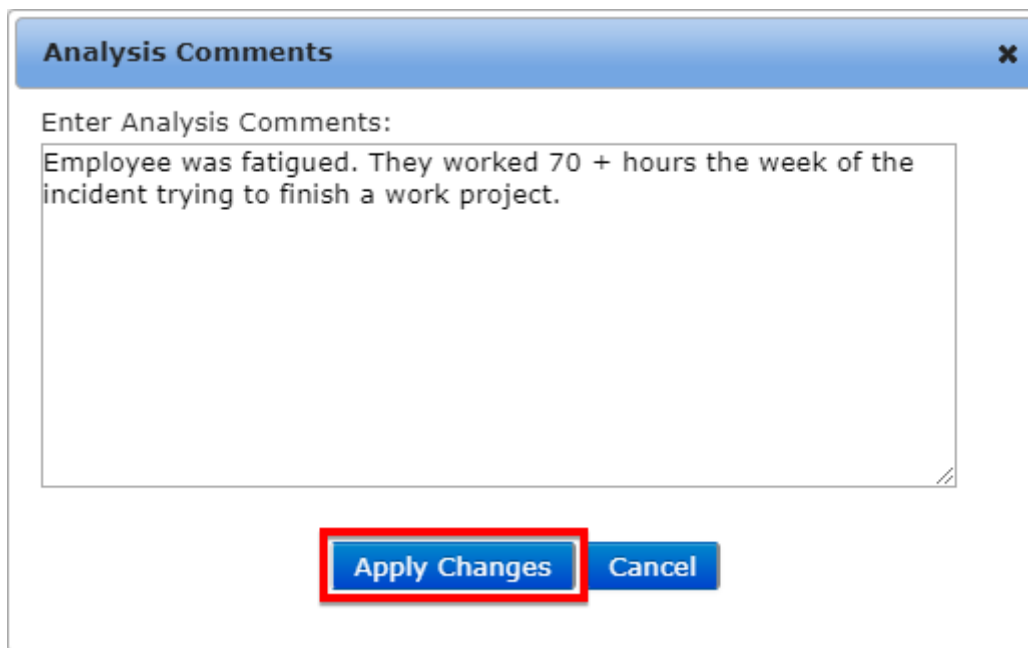


- On this menu, the analysis comment icon will appear. When the **analysis** icon is selected an **analysis comment** window will appear.

Individual Performance



Once data has been added to this section, you must hit the [Apply Changes] button for these changes to be saved.



Analysis Comments ✕

Enter Analysis Comments:

Employee was fatigued. They worked 70 + hours the week of the incident trying to finish a work project.

Apply Changes **Cancel**

- Notice, after the analysis comment has been saved to this Root Cause, an icon appears at the top. This indicates that an analysis comment has been added.

Individual Performance



Now to add this comment to the custom reports. Select the **Reports** tab and click the **Report Builder** link.

Incident Investigation Action Plan

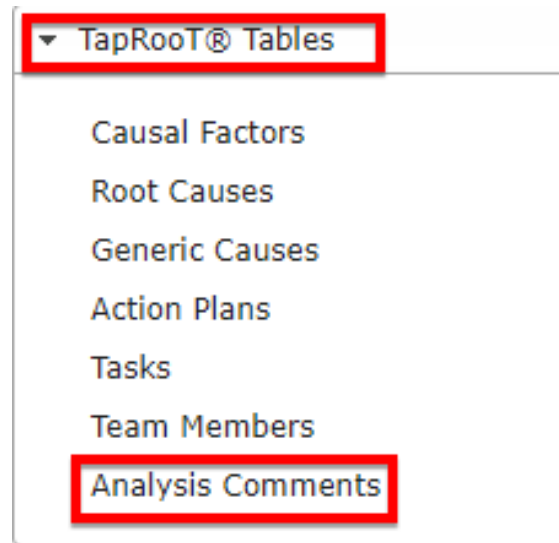
Details Team Members Attachments TapRoot® Report Reference Incident Overview Authorities / Stakeho

Report Your Findings

Phase	Step
✓ Plan	3 Define Causal Factors using SnapCharT® and Safeguards Analysis
✓ Investigate	
➔ Analyze	4 Analyze each Causal Factor for root causes using the Root Cause Tree®
Fix	
Report	5 Analyze each root cause for generic causes

Report Builder Template Builder Use a template

- Expand the **TapRoot® Tables** section on the left-hand side and hover the mouse over **Analysis Comments** until the directional arrows appear. Once the arrows appear, you can now drag and drop this field onto the report.



After this field has been added to the report, you can now save, name and exit the report.

The screenshot shows the TapRoot Report Builder interface in Google Chrome. The browser address bar shows the URL: <https://test.taproot6.com/SU/CustomReports/Create/Investigation/1-16251/hQu5Xufh7Tg%3d>. The interface includes a left sidebar with a 'Header' section containing checkboxes for 'Show Company Logo', 'Show Company Name', 'Show Company Address', 'Show Company Phone', 'Show Company Email', 'Show Company Website', 'Show Report Title', and 'Show Date Created'. Below this are sections for 'Visual Elements', 'TapRoot® Tables' (with options like Causal Factors, Root Causes, Generic Causes, Action Plans, Tasks, Team Members, and Analysis Comments), 'SnapCap Images', 'SnapCap Common Types', 'Attachments', 'Investigation Information' (highlighted), 'Details', and 'Incident Overview'. The main report area displays the title 'Analysis Comment Report' and the date 'Date : Aug 23 2017'. A red box highlights the text '[TapRoot® : Action Plans]' in the report content area. The top right of the interface has 'PORTRAIT' and 'LANDSCAPE' options.

- To see the final report with the analysis comment, save and exit the report builder. Select the report name with the mouse to generate this report.



You can now see the analysis comment we put on the Root Cause is now on the report.


Analysis Comment

Date: Aug 23 2017

System Improvements

Name: Ankle (Sprain)
 Incident Date: Dec 01 2016
 Incident Time: 01:00
 Location: System Improvements
 Classification: Environmental > Spill > New item > test Safety > Accident
 Summary: Employee sprained ankle

Causal Factor: Parking lot lights burned out

	Root Cause	Analysis Comments
	Lesson plan Needs Improvement	ergergregreg
	1. Was a person excessively fatigued, impaired, upset, bored, distracted, or overwhelmed?	Employee was fatigued. They worked 70 + hours the week of the incident trying to finish a work project.