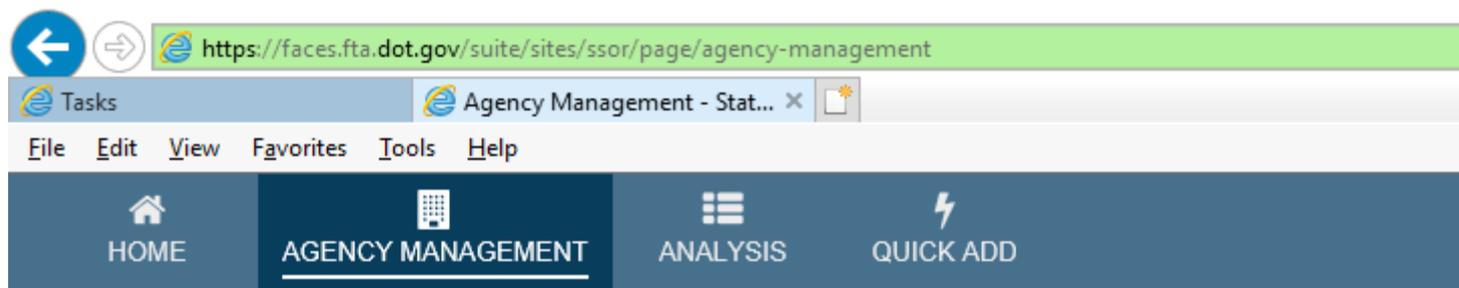


State Safety Oversight Reporting (SSOR) Tool

SSOR – Hazard and Associated CAP Data Entry

- Hazard and associated CAP data entry occurs from the Agency Management Tab
- Go to Agency Management > Hazards



Colorado Public Utilities Commission > Hazards



SSOR – Hazard and Associated CAP Data Entry

- To add a new Hazard, click on the +NEW HAZARD button in the top right or bottom right corner of the hazard main page

The screenshot displays the SSOR web application interface. At the top, there is a navigation bar with tabs for HOME, AGENCY MANAGEMENT, ANALYSIS, and QUICK ADD. The current page is titled "Colorado Public Utilities Commission > Hazards". Below the navigation bar, there are several utility icons (Profile, Contacts, CAPs, Hazards, STARS, Internal Audits, Events, Issues) and a "Report Year" dropdown menu set to 2019. A "Currently Viewing" dropdown shows "Colorado Public Utilities Commission" with a notification bell icon. A prominent blue button labeled "+ NEW HAZARD" is located in the top right corner.

Below the navigation area, there is a "Filters" section with a dropdown arrow. Underneath, there are filter fields for "Agency" (a dropdown menu with "-- Select a Value --"), "Date Identified From" (a date input field with a help icon), and "Date Identified To" (a date input field with a help icon). A "CLEAR ALL FILTERS" link is also present.

The main content area is titled "Hazards" and contains a table with the following columns: Hazard ID, Agency, Description, Identification Method, Date Identified, Plan, Approved?, Proposed Implementation Date, Status, and three action icons (refresh, print, search). The table lists five hazards, all from the Denver Regional Transit District (RTD), with descriptions of red signal violations. The "Approved?" column shows green checkmarks for all entries. The "Status" column shows a clock icon for the first and last entries, and a yellow warning icon for the middle three.

At the bottom of the table, there is a pagination control showing "1 - 5 of 35" and a "Items per page" dropdown menu with options 5, 10, 25, 50, 100. A second "+ NEW HAZARD" button is located in the bottom right corner of the page.

SSOR – Hazard and Associated CAP Data Entry

- On the new hazard page, there will be 5 data items to enter:
 - Agency (select the agency from the drop down menu)
 - Description of the hazard
 - Agency Hazard Identifier
 - Identification Method
 - Date Identified
- There is a 6th item that can be entered – the Hazard CAP Action Plan Document can be uploaded into SSOR for the specific hazard
- The individual CAP actions can also be entered for the hazard on this page. Under CAP Actions, click on the +Add CAP Action link in the lower left corner of the page

SSOR – Hazard and Associated CAP Data Entry

The screenshot shows a web browser window with the URL <https://faces.fta.dot.gov/suite/sites/ssor/page/agency-management>. The page title is "Agency Management - Stat...". The browser's address bar shows "US Department of Transportation [US]" and a search bar. The page has a navigation bar with "HOME", "AGENCY MANAGEMENT", "ANALYSIS", and "QUICK ADD". The main content area is titled "Colorado Public Utilities Commission > Hazard > NEW".

At the top of the form are "CANCEL" and "SUBMIT" buttons. The form fields are:

- Agency:** A dropdown menu with "-- Select a Value --".
- Agency Hazard Identifier:** A text input field.
- Date Identified:** A text input field with a placeholder "mm/dd/yyyy".
- Description:** A large text area.
- Identification Method:** A large text area.
- Hazard CAP Action Plan Document:** An "UPLOAD" button and a "Drop file here" area.

Below the form is a section titled "CAP Actions" containing a table:

#	CAP Action	Department	Individual	Proposed Implementation Date	Proposed Date Change Log	Actual Implementation Date
Please add a CAP Action, if applicable						
Add CAP Action						

At the bottom of the form are "CANCEL" and "SUBMIT" buttons.

SSOR – Hazard and Associated CAP Data Entry

- To add a CAP Action, enter the following information:
 - Description of the CAP Action
 - Department responsible for the CAP Action
 - Individual responsible for the CAP Action
 - Proposed Implementation Date
 - Actual Implementation Date will remain blank and will be filled in later once the CAP has been implemented
- Once data has been entered, click on the Submit button in the top right or bottom right corners of the page

CAP Actions

#	CAP Action	Department	Individual	Proposed Implementation Date	Proposed Date Change Log	Actual Implementation Date
1		<input type="text" value="Add a Department"/>	<input type="text" value="Add an Individual"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="x"/>	<input type="text" value="mm/dd/yyyy"/> <input type="text" value="x"/>

[Add CAP Action](#)

CANCEL

SUBMIT

SSOR – Hazard and Associated CAP Data Entry

- Hazard information and CAPs associated with Hazards can be edited clicking on the pencil icon to the left of the Hazard from the Hazard Main page to change information or add the actual implementation date for the CAP action
- If you open a Hazard and do not want to make any changes, you can click the CANCEL button in the top left or top right
- You can view the information about the Hazard by clicking the magnifying glass icon to the right of the Hazard
- You can view the CAP Actions associated with the Hazard by clicking the See CAP Action icon to the far right
- CAP actions associated with Hazards do not show up on the CAP page
- I have not been able to find a way to delete a Hazard once it has been entered if you find out later it is a mistake