

Insights

🕒 EST. 4 MINUTE READING TIME

SSSPs are easy to create and easy to lose track of. A plan goes out to site, the job starts, and whether the site check ever came back is a question somebody has to go and ask. **Insights** is where *Apollo* answers it for you: what was created over a period, what came back filled in, what is still outstanding this morning, what has been chased every day without anybody acting, and what the site checks found when they were filled in. Anyone who can open the Apollo dashboard can open it, here:

- <https://eden.samconsulting.co.nz/apollo/insights>

The page opens on the week so far. Pick a different period from the **Period** menu (last week, the last four weeks, this month or last month), or set your own dates with the **From** and **To** fields, and narrow everything to one or more people with the **Person** menu. The address in your browser carries the period, the people and the list you are looking at, so a filtered view can be copied and sent to somebody and they will see the same thing.

Pre-starts Against Jobs Started

The bar at the top is the measure we report upwards: of the jobs that started work in the period, how many had a site check filed before work began. The bar is split into checked before the start, checked after it, awaiting a check with a link already out to site, and awaiting a check with no link sent at all. The last of those is the one in red, because it is the one nobody on site has been asked about yet.

The Counts

Under the bar are five counts, and each is a way into the list beneath it. Press **Created** for the SSSPs created in the period, **Filled in** for the ones a site check or toolbox talk came back on, **Outstanding now** for everything overdue, not sent, stale or with a toolbox talk missed as at this morning (an SSSP the office has [closed out](#) leaves this list and the morning summary the moment it is), **Not actioned** for the ones the morning summary has chased every day of the period without anything changing (and links sent to site that were never opened, and toolbox reminders that no talk followed), and **Controls absent** for the hazards a site check answered as having no controls in place. The pressed count is underlined, and the list below it changes to match.

Every row in the list opens its SSSP, and carries the one-line reason it is there - when it started, who holds the links, how many mornings it has been chased - together with the same stage and toolbox pills the dashboard draws. [Open board](#) takes the same filter across to the [dashboard](#).

Over Time and By Person

Over time draws site checks filed against SSSPs created, by day for a period of two weeks or less and by week for anything longer. **By person** lists everybody on an SSSP that moved in the period - whoever created it, the configured foreman, project manager and safety manager, and anyone holding a live capture link - with how many of their SSSPs were created, sent to site, checked, held a talk, are outstanding and are not actioned. Press a row to narrow the whole page to that person; press it again to let them go.

The Summary Email

The same report can come to you as an email. Press the bell (🔔) in the page header, choose how often - every morning, every weekday morning, weekly on a Monday, fortnightly or monthly - and [Save](#). Each email covers the period since the last one, opens with a short paragraph of what needs attention, and carries the counts and the lists with links back to the SSSPs. The full report, with the pre-starts bar, the chart and the by-person table, is attached as a PDF so it can be

forwarded or filed. A daily email is skipped on a quiet day; a weekly or longer one always arrives, because a quiet week is worth knowing about too. Choose **None** to stop them.

The same choice sits under **Email Settings** in your [account](#), which is where the link at the foot of each email lands, so you can change how often or stop the emails without opening Apollo.

Note: the summary respects your [notification settings](#). Turning off email notifications for your account, or setting quiet hours, applies to it as well.

If a count on the page does not match what you expected to see, or a summary did not arrive, let us know at support@samconsulting.co.nz.