

# Qualtrics: Near Miss Data issue

If we receive tickets where user reports that the Near Miss data is not updated properly and very frequently.

[https://docs.google.com/spreadsheets/d/1pFAFjo36DwZ\\_3tWoDtrfb3R6\\_ztNbBelyQiSNZuTHF0/edit#gid=1735302927](https://docs.google.com/spreadsheets/d/1pFAFjo36DwZ_3tWoDtrfb3R6_ztNbBelyQiSNZuTHF0/edit#gid=1735302927)

In this scenario, the user will not be having the Edit access for this spreadsheet.

Steps to follow:

Step 1: Open the Spreadsheet document

Step 2: Click on Share option available in the right most corner.

	StartDate	EndDate	Your email address:	Near-miss type	Category	Status	Title	Date	Time
4	2016-09-19 10:39:49	2016-09-19 10:40:18	xiangyun.ong@solvay.com		Facility (e.g. ventilation, electricity, light, noise, etc)	Completed	test		09/26/2016
5	2016-09-20 3:00:56	2016-09-20 4:02:13	keun-il.yoo@solvay.com		Others	On-going	Lab materials arrangem	09/20/2016	
6	2016-09-20 4:04:40	2016-09-20 4:05:56	keun-il.yoo@solvay.com		Others	Not-started	테스트	09/20/2016	테스트
7	2016-09-20 4:16:41	2016-09-20 4:17:28	keun-il.yoo@solvay.com		Others	Not-started	test		test
8	2016-09-20 6:08:50	2016-09-20 6:11:12	keun-il.yoo@solvay.com		Others	On-going	Test-2	Test-2	Test-2
9	2016-09-20 6:47:11	2016-09-20 6:47:30	xiangyun.ong@solvay.com		Chemical issue (e.g. spill, storage, labeling, transport)	On-going	test		09/26/2016
10	2016-09-20 6:52:00	2016-09-20 6:59:08	keun-il.yoo@solvay.com		Others	On-going	o		o
11	2016-09-20 7:53:34	2016-09-20 7:54:04	xiangyun.ong@solvay.com		Others	Not-started	test		09/20/2016
12	2016-09-20 9:09:07	2016-09-20 9:15:44	keun-il.yoo@solvay.com		Others	On-going		123	123
13	2016-09-20 9:41:16	2016-09-20 9:42:00	xiangyun.ong@solvay.com		Facility (e.g. ventilation, electricity, light, noise, etc)	Completed	Test		09/26/2016
14	2016-09-20 10:10:23	2016-09-20 10:10:53	keun-il.yoo@solvay.com		Lab safety (e.g. PPE, MSDS, etc)	Completed		9	9
15	2016-09-21 7:00:02	2016-09-21 7:04:47	keun-il.yoo@solvay.com		Security (e.g. Lab doors, entrance doors, etc)	On-going	Entrance door abnorma		09/21/2016
16	2016-09-21 8:48:00	2016-09-21 8:51:47	keun-il.yoo@solvay.com		Others	Completed	Too strong light in the h		09/21/2016
17	2016-09-22 4:12:02	2016-09-22 4:14:42	yu-jin.jo@solvay.com		Lab safety (e.g. PPE, MSDS, etc)	Completed	PPE		09/22/2016
18	2016-09-23 2:36:24	2016-09-23 2:40:25	jean-christophe.galland@solvay.com		General safety (e.g. Handrail, slip floor, etc)	On-going	Unflat pad on 1F		09/23/2016
19	2016-09-23 2:40:39	2016-09-23 2:42:40	jean-christophe.galland@solvay.com		Lab safety (e.g. PPE, MSDS, etc)	Completed	Scientists not wearing s		09/22/2016

Step 3: Share this document with the user by adding them in the people column.

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Link sharing on [Learn more](#)

Anyone at Solvay with the link can view Copy link

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People

Enter names or email addresses...

Shared with Marc CLAUSTRE-EXTERIEUR, apac.infra-servicedesk APAC, 15 other people, and 1 group

**Done** Advanced