How to use the Operational Exception Enquiry

Overview

This Quick Reference Guide shows how to use the Operational Exception Enquiry function in RMU. It is a read only view and is used to display the exceptions around both staff and student’s use of devices compared to what is considered acceptable:

Work Instructions

To use the Operational Exception Enquiry in RMU, follow the process below:

1. Click on the Operational Exception Enquiry menu.
2. Search for the exceptions via:
   - locating the percentage results in red; or
   - locating the red traffic lights.

3. Click on the red traffic light to view more about the exception.
4. The following screen is a view of the student exception report.