## SUBMITTING AN INCIDENT REPORT



1. Access the Incident Reporting module in eBASE through the RRDSB Staff Portal by clicking the icon highlighted below.



2. Login with your RRDSB credentials to submit a form (same as your Network login).

NI RIVER DISTRI	a leader in facilities management solutions	MODULES MANYTELANCE WERK ORBERS TH WORK GROENT FLET FACILITY INSPECTIONS DOCUMENT A BRANNESS DUVERTON DOCUMENT A BRANNESS COMMUNITY UKE OF SCHOOLS AREF WORKSLACE. HUPPLIES BRITAL LOG SOCKE LOCK & KEY, OFERATIONS
Username	esuite of web-based software featuring configurable modules	simple intuitive responsive flexible
Password Remember me 🕑	BA	www.ebasefm.com
🏆 Login		
Forgot your password?		

3. Once in the Incident Reporting module, click on the *Submit new form* button to the right of the page.



4. You will be prompted to select the form and select your facility. Follow the steps outlined as you work through answering the questions in the form.

Submit new form	© Cancel
Workfow RBDSB Incident Reporting	Facility Atticidan High School •
Did ynu regenteror a wydr onlated rywy Uness, a naan msa incident o'r wer you trocjeed in a wortytae sidence incident?	Workplace Violence Occupational Health & Eafety Act' Definition: Workplace internet means:
Did this incident involve a MRDDB student that may have Yes • engaged in a Serious Student incident?	Serious Student incidents are activities for which suspension or expulsion must be considered under the Education Act. These incidents can occur at school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school climate.

5. Ensure to select yourself from the drop-down list to complete subsequent form stages that are activated for you to complete.



5. Once you have filled in the subsequent stages that activated for you to complete in the form, click *Submit* at the bottom of the page. You will be prompted to select which Supervisor you would like to submit the form(s) to, to complete the next stages.

Submit				• 100	• 110	
hank you for compl	eting the RRDSB I	ncident Report.				
Next						
hoose the users rea	sponsible for the f	following steps.				
Principals - Safe	e Schools Inciden	t Reports (Part 2)	)			
Please select th Reporting Form	e supervisor to w - Part 1 incident t	hom you wish to r o.	eport the Safe S	Schools In	cident	
Please select th Reporting Form -	e supervisor to w - Part 1 incident t	hom you wish to r o.	eport the Safe S	Schools Ind	cident	

Please note: Some fields are mandatory and the form will not allow you to submit without entering information in these fields. Mandatory fields will be indicated in red.

6. An email notification will be sent to the Supervisor(s) to advise there is a form in the system requiring their action. The electronic copy of your incident report will be saved in your eBase profile.

**To Print a Report:** If you wish to print a hard copy of the report, open the report in your web browser, right-click on the webpage and click "Print".

**To Cancel a Report:** If you wish to cancel an incident report that has not been submitted yet, open the report in your web browser, click "Actions" at the top-right, and then click "Cancel".

	General Actions
Print PDF	
Cancel	

**Can't Find a Previously Submitted Report?:** On the My Status webpage, view the Filters on the left side, click the checkbox(es) for the Status options you wish to view (ie. Active, Completed) and click "Apply".

This document is available in alternative formats upon request.