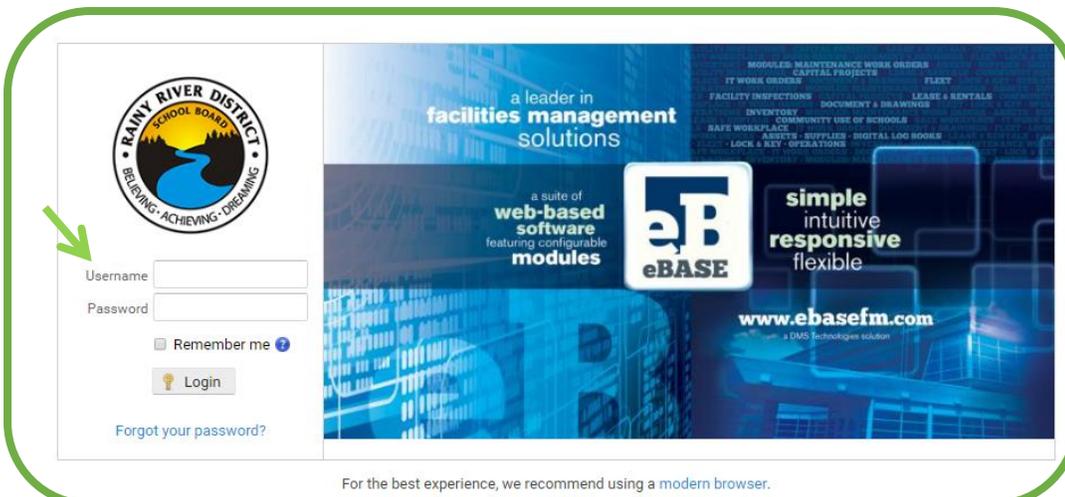


SUBMITTING AN INCIDENT REPORT

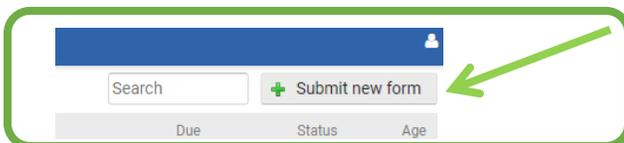
1. Access the Incident Reporting module in eBASE through the RRDSB Staff Portal by clicking the icon highlighted below.



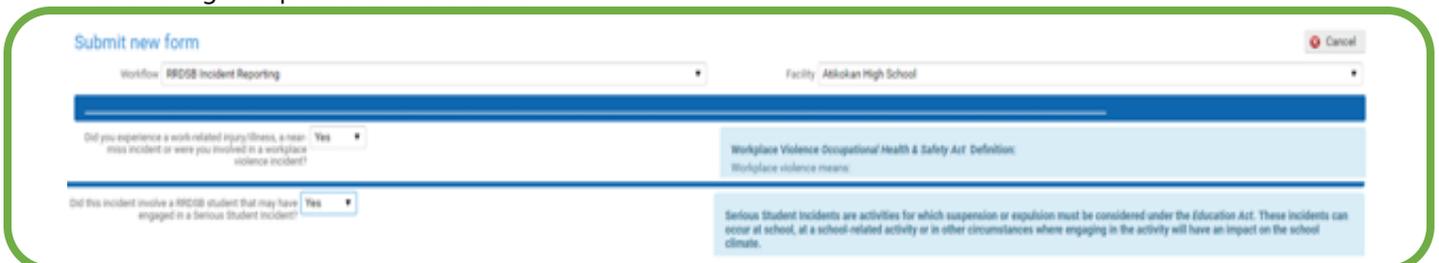
2. Log in with your RRDSB credentials to submit a form (same as your Network login).



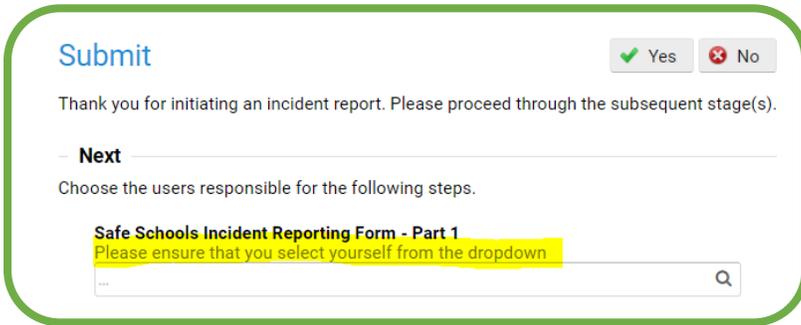
3. Once in the Incident Reporting module, click on the *Submit new form* button to the right of the page.



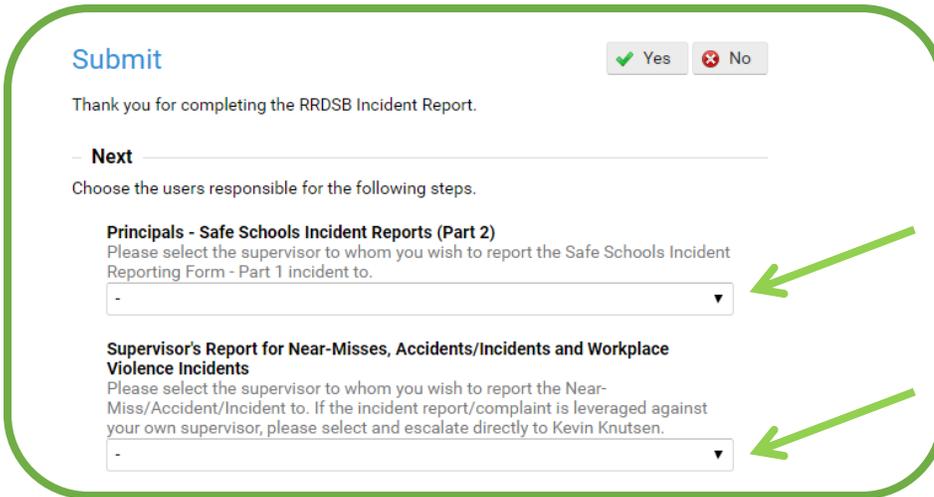
4. You will be prompted to select the form and select your facility. Follow the steps outlined as you work through answering the questions in the form.



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.

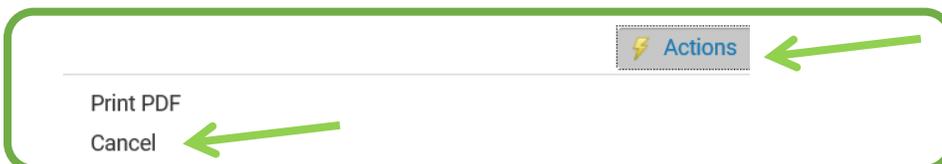


Please note: Some fields are mandatory and the form will not allow you to submit without entering information in these fields. Mandatory fields will be indicated in red.

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".



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.