



Shelby County Schools  
**Online Student & Visitor**  
**Accident Reporting**  
User Manual

## Overview

In accordance with SCS board policy 6043, Health Care Management (Students), any accident involving students that occurs on the property of the Shelby County Schools and/or while under the approved supervision of District employees shall be reported within twenty-four (24) hours after the accident occurs.

In conjunction with the Department of Information Technology, the Department of Risk Management has developed an online Intranet website that will allow schools and departments to report student & visitor accidents. This site is only accessible from computers on the SCS network. All users are required to log in using their SCS user name and password. Users will only have access to students assigned to the same location as the user. User access is controlled by the Department of Risk Management. To establish additional user accounts for your location or department, please contact the Department of Risk Management at 416-5515 or you may email Jeri Rudolph.

After logging in to the site, users will have the ability to:

- Enter a new accident report for a student
- Review accident report statuses
- Respond to any concerns or questions sent by Risk Management

When a new accident report is submitted to Risk Management, the following will occur:

- The Risk Management administrator(s) will receive an email notification stating that a new accident report has been submitted
- Risk Management will review the accident report and will either:
  - Accept the report
  - Return the report for additional information
- The user who submitted the report will receive an email notification indicating the action taken by Risk Management. Reports that are returned for additional information should be updated by the user and resubmitted to Risk Management.

The following pages will provide you with step-by-step instructions on how to:

- Enter a new report
- Search for a specific report(s)
- Update a returned report
- Print an individual report
- Logout

Any questions or concerns regarding employee accidents should be directed to the Department of Risk Management at 416-5515. Inquiries may also be sent via email to Jeri Rudolph ([rudolphjl@scsk12.org](mailto:rudolphjl@scsk12.org)).

## Log In Page

Users can access the login page from <http://incidentreport.scsk12.org>.

The screenshot shows a web browser window with the address bar displaying <http://incidentreport.scsk12.org>. The page header features the Shelby County Schools (SCS) logo and the title "Injury/Illness - Student 2014-2015". Below the header, there are three links: "Employee", "Student", and "Visitor". A text box with the instruction "Please click on one of the link" points to these links. Two callout boxes provide instructions: "Click Student to Report a Student Accident" and "Click Visitor to Report a Visitor Accident". Below the links, there is a "Log In" section with the prompt "Please enter your username and password." It contains two input fields: "User Name:" and "Password:". A "Log In" button is located below the password field. Three callout boxes provide instructions for the login fields: "Enter User Name here", "Enter Password here", and "Click Login".

Employee      [Student](#)      [Visitor](#)

Please click on one of the link

Click Student to Report a Student Accident

Click Visitor to Report a Visitor Accident

Please enter your username and password.

**Log In**

User Name:

Password:

[Log In](#)

Enter User Name here

Enter Password here

Click Login

Users should enter their SCS user name and password in the appropriate fields and click the Login button to login.

After logging in the user will be directed to the Memo page which will provide users with any special instructions and contact information for the Department of Risk Management.

Click **Continue** to enter a new report and/or access an existing one.





Injury/Illness - Student  
2014-2015

Memo

Continue

Click Continue

This is Memo test's !!!!!!!

October 2, 2014

## Enter a New Report

- Click New next to student's name for which you need to report an accident. (The list of students should reflect the student's that are assigned to your location in SMS.)
- To search for a particular student, enter his/her first and/or last name in the appropriate fields and click Search.
- If you cannot find the student on your list, you may create a manual report by clicking Create Manual Report

**To Search enter: Last Name and/or First Name & Click Search**

**Click Create Manual Report to create a report for a student that does not appear on your location's list**

**Click New**

The screenshot shows the SCS (Shelby County Schools) Student Search interface. At the top, there is a navigation bar with the SCS logo and a welcome message. Below this, there are three buttons: "Create Manual Report", "Student Search", and "Report Search". The "Student Search" button is highlighted. Below the buttons, there is a search form with fields for "First Name", "Last Name", and "Grade". A "Search" button is located to the right of the "Grade" field. A "Report Count: 2020" is displayed next to the "Search" button. Below the search form, there is a table of students with columns for "ID", "Gender", "Grade", "Date of Birth", and "Report". The "Report" column contains a "New" link for each student. A callout box points to the "New" link with the text "Click New". Another callout box points to the "Create Manual Report" button with the text "Click Create Manual Report to create a report for a student that does not appear on your location's list". A third callout box points to the search form with the text "To Search enter: Last Name and/or First Name & Click Search".

ID	Gender	Grade	Date of Birth	Report
4299810	M	9	01/18/1999	<a href="#">New</a>
4171257	F	12	03/18/1995	<a href="#">New</a>
3067645	M	12	09/09/1997	<a href="#">New</a>
3145558	M	10	05/05/1999	<a href="#">New</a>
2955530	F	12	05/23/1997	<a href="#">New</a>
2955522	F	12	05/23/1997	<a href="#">New</a>
3277425	F	9	12/04/1999	<a href="#">New</a>
2964905	F	11	04/12/1996	<a href="#">New</a>
1968530	M	12	10/29/1993	<a href="#">New</a>
2945684	M	11	09/25/1998	<a href="#">New</a>
4311737	F	12	01/21/1997	<a href="#">New</a>
3455196	M	9	03/07/2000	<a href="#">New</a>
2033285	F	12	09/01/1997	<a href="#">New</a>
2964677	M	10	07/20/1999	<a href="#">New</a>
3233739	F	9	07/22/2000	<a href="#">New</a>
3061548	F	10	05/29/1999	<a href="#">New</a>
2191622	F	12	12/19/1996	<a href="#">New</a>
2106975	F	12	01/10/1997	<a href="#">New</a>
2743147	F	11	10/01/1998	<a href="#">New</a>
1555563	M	12	09/26/1996	<a href="#">New</a>
3091122	M	9	04/21/1999	<a href="#">New</a>
4389149	M	9	03/13/2001	<a href="#">New</a>
3064159	F	9	05/19/2000	<a href="#">New</a>
3069328	F	10	01/13/1999	<a href="#">New</a>
4169516	F	9	05/01/2000	<a href="#">New</a>
3067930	M	10	01/21/1999	<a href="#">New</a>
3719712	M	11	09/22/1998	<a href="#">New</a>
3236776	M	9	11/11/1999	<a href="#">New</a>
2959731	M	11	05/19/1998	<a href="#">New</a>
3093965	F	10	02/09/1999	<a href="#">New</a>

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- Complete all required fields on the form (required fields are noted with a red asterisk)
- Click Submit to Risk Management (you may click Save & Complete Later if you need to gather additional required information)

School/Location Name: White Station High School-2783

Date of Report: 10/7/2014 9:41:48 AM

Injury or Illness: ☒ Injury ☐ Illness \*

Date of Incident: \*

Time of Incident: Hour Minute AM/PM \*

Student Name: Kevin Abance (4229818)

Gender: ☒ Male ☐ Female \*

Last Name: Abance

First Name: Kevin

Grade: 9

Date of Birth: 01/18/1999

Parent/Guardian Last Name: DeGraw

First Name: Eduardo

Home Address: 6272 Midsummer Wy

Apt: 4

City: Memphis

State: TN

Zip Code: 38115

Home Telephone Number: (901) 438-4899

Emergency Contact Number: (901) 438-4899

Location Where Incident Occurred: Select \*

Your student's personal data will be pre-populated in these fields. If data is incorrect or missing it should be updated in SMS. Data will be refreshed from SMS on a nightly basis.

Body Part Injured: Select Injury Type: Select Add

☐

☐

☐

☐

☐

☐

Give a clear description of the incident and how it occurred: \*

Check Appropriate Action Required:

- ☐ No Treatment Needed
- ☐ First Aid
- ☐ Primary Care Doctor
- ☐ Ambulance Required
- ☐ Emergency Room

Parent/Guardian Contacted: ☐ Yes ☒ No

Response of Parent/Guardian:

Did this incident occur during athletic sports? (conditioning, practice, or game):

☐ Yes ☒ No Select

Disposition: ☒ Class ☐ Doctor's Office ☐ Home ☐ Hospital

Please indicate if a witness was present: ☐ Yes ☒ No

Witness Name:

Witness Phone:

If more than one witness was present, please indicate all witness names & contact information in the comments section.

Witness comments:

Report Entered By: User 1

Reporting Location Comments

Save and Complete Later Submit to Risk Management for Review


Click Submit to Risk Management

Click Save and Complete Later if you need to gather additional required information. This will place your report in a Pending status.

## Retrieving Saved Reports

To retrieve and submit a saved report:

- Click Report Search



### Injury/Illness - Student 2014-2015

[Create Manual Report](#)
[Student Search](#)
[Report Search](#)

Welcome: [Logout](#)

#### Student Search

Location

White Station High School

First Name

Last Name

Grade

All

Record Count: 2020


[Search](#)

Student Name	ID	Gender	Grade	Date of Birth	Report
Abaca, Kevin	4299810	M	9	01/18/1999	<a href="#">New</a>
Abda, Feven	4171257	F	12	03/16/1995	<a href="#">New</a>
Abdulhadi, Jamal	3087645	M	12	08/06/1997	<a href="#">New</a>
Abdulhadi, Abdurahman	3145858	M	10	08/09/1999	<a href="#">New</a>
Abdun, Lulu	2965530	F	12	05/23/1997	<a href="#">New</a>
Abdun, Sophia	2965522	F	12	05/23/1997	<a href="#">New</a>
Abdus-Rasheed, Sheena	3277425	F	9	12/04/1999	<a href="#">New</a>
Ables, Shantel	2964005	F	11	04/12/1998	<a href="#">New</a>
Abu-Kharybeh, Michael	1968530	M	12	10/28/1993	<a href="#">New</a>
Abu-Obeid, Mohammed	2945684	M	11	08/25/1998	<a href="#">New</a>
Acchiardo, Caroline	4311737	F	12	01/21/1997	<a href="#">New</a>
Acerra, Wesley	3455196	M	9	05/07/2000	<a href="#">New</a>
Achkar, Seham	2033285	F	12	08/01/1997	<a href="#">New</a>
Ackerson, John	2964677	M	10	07/20/1999	<a href="#">New</a>
Acosta-Juarez, Brenda	3233739	F	9	07/22/2000	<a href="#">New</a>
Adams, Amber	3081548	F	10	05/05/1999	<a href="#">New</a>
Adams, Amethyst	2191822	F	12	12/18/1996	<a href="#">New</a>
Adams, Gracie	2106975	F	12	01/10/1997	<a href="#">New</a>
Adams, Mallory	2743147	F	11	10/01/1998	<a href="#">New</a>
Adams, Kenneth	1935563	M	12	09/26/1996	<a href="#">New</a>
Adams, Sergio	3081122	M	9	04/21/1999	<a href="#">New</a>
Adeloyisan, Paul	4389149	M	9	03/13/2001	<a href="#">New</a>
Akoto, Tyra	3084159	F	9	05/19/2000	<a href="#">New</a>
Akoto, Jada	3068328	F	10	01/13/1999	<a href="#">New</a>
Alam, Jerin	4169516	F	9	05/01/2000	<a href="#">New</a>
Alamiry, Sejjad	3087930	M	10	01/21/1999	<a href="#">New</a>
Albulheini, Ibraheem	3719712	M	11	09/22/1996	<a href="#">New</a>
Aldhewaleh, Ahmed	3236776	M	9	11/11/1999	<a href="#">New</a>
Aldosh, Ali	2969731	M	11	05/18/1998	<a href="#">New</a>
Aldridge, Tatoria	3083565	F	10	02/08/1999	<a href="#">New</a>

1 2 3 4 5 6 7 8 9 10 ...

Click Report Search

- Choose Pending from the Status drop down menu.
- Click Search
- Click View next to the report you would like to open



### Injury/Illness - Student 2014-2015

[Create Manual Report](#)
[Student Search](#)
[Report Search](#)

Welcome: Test User 1 [Logout](#)

#### Report Search

School Year

2014-2015

Locations

White Station High School

Status

All Pending

Last Name

First Name

Incident Beg. Date

Incident End Date

Record Count: 1

[Search](#)

RptID	School	Student Name	Date of Incident	Time Of Incident	Injury Type	Grade	Location	Sport Name	Disposition	Status	Report
19	White Station High School	Abaca, Kevin	10/7/2014	04:00 PM	Bumped, Other	9	Field Trip	Baseball	Home	Pending	<a href="#">View</a>

Choose Pending from the Status drop down menu

Click Search

Click View to open the saved report

- Make the necessary updates to the report
- Click Submit to Risk Management for Review

☐ Ambulance Required

☐ Emergency Room

Parent/Guardian Contacted: ☒ Yes ☐ No

Response of Parent/Guardian:

[test parent response for a save and complete later](#)

Did this incident occur during athletic sports? (conditioning, practice, or game):

☒ Yes ☐ No

Disposition: ☐ Class ☐ Doctor's Office ☒ Home ☐ Hospital

Please indicate if a witness was present: ☒ Yes ☐ No

Witness Name:

Witness Phone:

[If more than one witness was present, please indicate all witness names & contact information in the comments section.](#)

Witness comments:

[Test witness comments for a save and complete later](#)

Report Entered By:

Reporting Location Comments

[Test reporting location comments for a save and complete later. 10/7/2014 9:57:25 AM.](#)

[Submit to Risk Management for Review](#)

Click Submit to Risk  
Management for Review



## Updating Reports

Once a report has been submitted or accepted, users can only update the Reporting Location Comments field. If additional information has been received, it should be entered in the Comments section. If the report has already been accepted, when the user clicks Submit to Risk Management for Review, the report status will change to Submit and Risk Management will receive an email notification.

To locate the report that needs to be updated:

- Click Report Search
- Choose the appropriate status from the Status drop down menu or you may search by entering the student's first and/or last name and/or the date of the incident. If the report was returned for more information, choose Return for more info.
- Click Search
- Click View next to the report you want to update

Injury/Illness - Student 2014-2015

Click Report Search

Create Manual Report Student Search Report Search Welcome: Test User 1 Logout

Report Search

School Year: 2014-2015 Locations: White Station High School Status: All Last Name: First Name: Incident Beg. Date: Incident End Date: Record Count: 1

Search

Click Search

RptID	School	Student Name	Date of Incident	Time of Incident	Injury Type	Grade	Location	Sport Name	Disposition	Status	Report
19	White Station High School	Abarca, Kevin	10/7/2014	04:00 PM	Bumped, Other, Other, Bumped	9	Field Trip	Baseball	Home	Returned for more information	<a href="#">View</a>

Choose the appropriate status from the Status drop down menu or enter the student's first and/or last name and/or the incident date

Click View to open the saved report

- Make the necessary updates to your report
- Click Submit to Risk Management for Review

### Reporting Location Comments

Test reporting location comments for a save and complete later. 10/7/2014 9:57:25 AM.

Submit to Risk Management for Review

Click Submit to Risk Management for Review

## Searching for and Printing Individual Reports

- Click Report Search
- Enter search criteria which may be a combination of:
  - Fiscal Year - allows you to search for reports reported in a previous fiscal/school year
  - Status – search by report status:
    - Accepted – returns all reports that have been reviewed & accepted by Risk Management
    - Return for more info – returns all reports returned to the user for more information
    - Submit – returns all reports that have been submitted to Risk Management but no action has been taken by them
    - Pending – returns reports that have been saved by the user and have not been submitted to Risk Management
  - Last Name – returns all reports for students with that last name
  - First Name – returns all reports for students with that first name
  - Incident Beg. Date & Incident End Date – returns reports that have an incident date that falls between the dates entered. For example, the user may search for reports for incidents/accidents that occurred on or between November 1 and November 13.
- Click Search
- Click View to view individual reports

The screenshot shows the 'Injury/Illness - Student 2014-2015' web application. At the top is the Shelby County Schools (SCS) logo. Below it is a navigation bar with buttons for 'Create Manual Report', 'Student Search', and 'Report Search'. A callout box labeled 'Click Report Search' points to the 'Report Search' button. Below the navigation bar is the 'Report Search' form. It includes fields for 'School Year' (set to 2014-2015), 'Locations' (set to White Station High School), 'Status' (set to Returned for more information), 'Last Name' (set to A), 'First Name' (empty), 'Incident Beg. Date' (empty), 'Incident End Date' (empty), and a 'Record Count: 1'. A callout box labeled 'Click Search' points to the 'Search' button. Below the form is a table with the following data:

RptID	School	Student Name	Date of Incident	Time of Incident	Injury Type	Grade	Location	Sport Name	Disposition	Status	Report
19	White Station High School	Abarca, Kevin	10/7/2014	04:00 PM	Burned	9	Field Trip	Baseball	Home	Returned for more information	<a href="#">View</a>

Below the table, there are two callout boxes. One labeled 'Enter Search Criteria' points to the search input fields. Another labeled 'Click View' points to the 'View' link in the 'Report' column of the table.

- Click Print (must allow pop-ups on this site) – this will generate a PDF document of the viewed report (must have Adobe Reader installed)

**Injury/Illness - Student**  
2014-2015

Create Manual Report Student Search Report Search Welcome: School, ELEM Logout

**Injury/Illness Student Report** Print

School/Location Name: White Station Elementary 2777

Date of Report: 10/5/2014 3:31:26 PM

Injury or Illness: ☒ Injury ☐ Illness

Date of Incident: 10/5/2014

Time of Incident: 05:00 AM

Student Name: Test Oct 5 1 Test Oct 5 1 (100510051)

Gender: ☒ Male ☐ Female

Last Name: Test Oct 5 1

First Name: Test Oct 5 1

Grade: 5

Section:

Date of Birth: 10/7/2001

Parent/Guardian Last Name: Test Oct 5 P

First Name: TEST OCT 5 P

Home Address: sfsldfjdsfkjfdskjfd

Apt: skjdfslkdfjfdskjfd

City: sdkfjdsfkjfdskjfd

## Logging Out

Due to the sensitive nature of data captured in this system, the user should **ALWAYS** log out when he/she has completed the work that needs to be done in this system. To logout click the Logout button located in the top right corner of the page.

**Injury/Illness - Student**  
2014-2015

Create Manual Report Student Search Report Search Welcome: School, ELEM Logout

**Injury/Illness Student Report** Print

School/Location Name: White Station Elementary 2777

Date of Report: 10/5/2014 3:31:26 PM

Injury or Illness: ☒ Injury ☐ Illness

Date of Incident: 10/5/2014

Time of Incident: 05:00 AM

Student Name: Test Oct 5 1 Test Oct 5 1 (100510051)

Gender: ☒ Male ☐ Female

Last Name: Test Oct 5 1

First Name: Test Oct 5 1

Grade: 5

Section:

Date of Birth: 10/7/2001

Parent/Guardian Last Name: Test Oct 5 P

First Name: TEST OCT 5 P

Home Address: sfsldfjdsfkjfdskjfd

Apt: skjdfslkdfjfdskjfd

City: sdkfjdsfkjfdskjfd

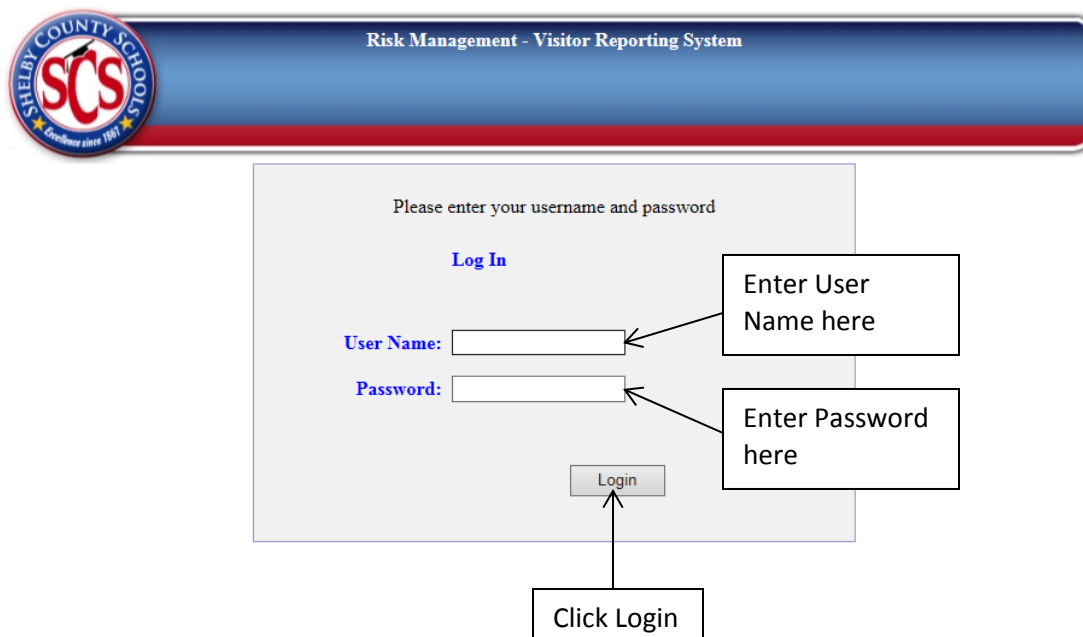
## Reporting a Visitor's Accident

Click Visitor to report a visitor accident. A visitor is anyone visiting your location that is not a SCS employee or a student assigned to your location; this includes parents and students that attend another school.



The screenshot shows the top header with the Shelby County Schools (SCS) logo and the text "Injury/Illness - Student 2014-2015". Below the header, there is a prompt "Please click on one of the link" followed by three links: "Employee", "Student", and "Visitor". A callout box with an arrow pointing to the "Visitor" link contains the text "Click Visitor to Report a Visitor Accident".

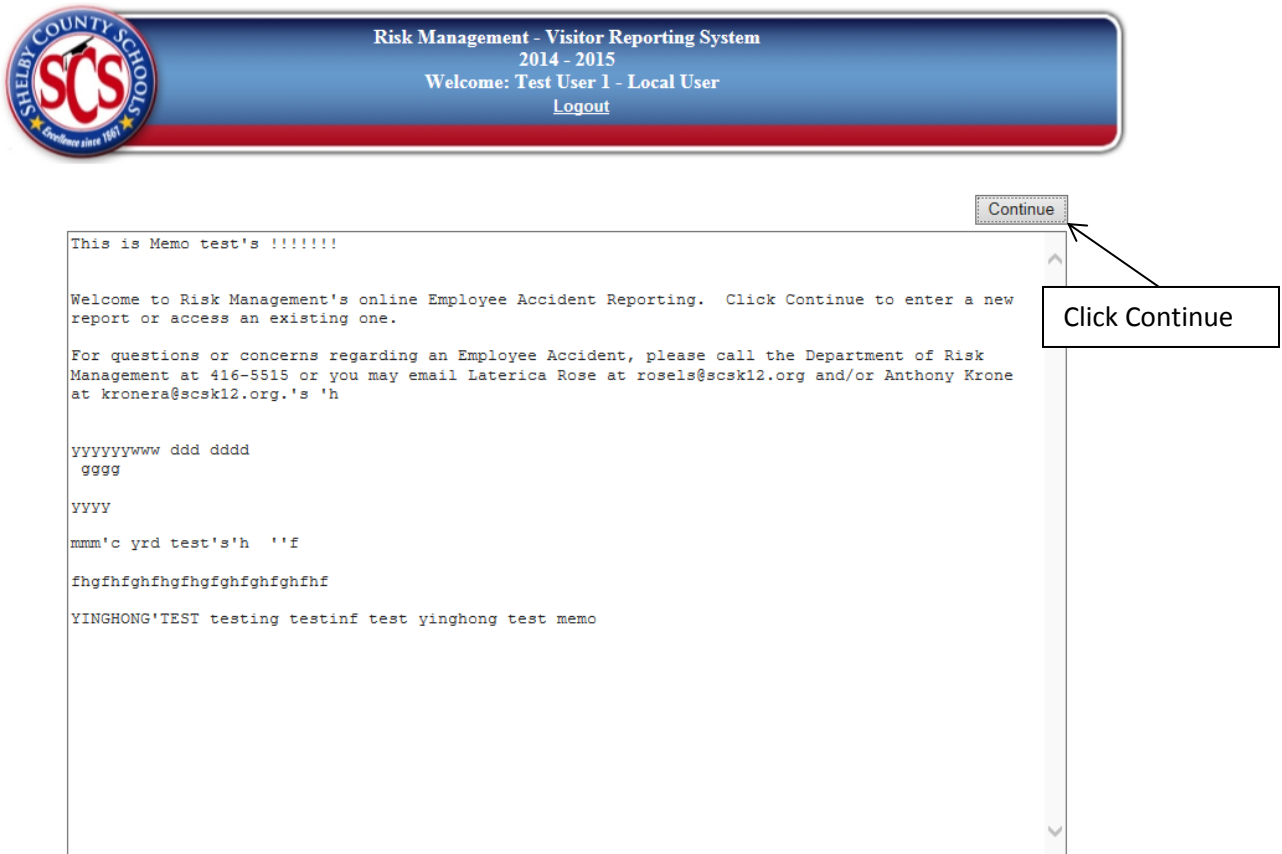
Enter your user name & password in the appropriate fields and click Login



The screenshot shows the login page for the "Risk Management - Visitor Reporting System". It features the SCS logo and a header bar. The main content area has a prompt "Please enter your username and password" and a "Log In" link. Below this are two input fields: "User Name:" and "Password:". Callout boxes with arrows point to these fields, containing the text "Enter User Name here" and "Enter Password here" respectively. At the bottom, a "Login" button is shown with a callout box containing the text "Click Login".

After logging in the user will be directed to the Memo page which will provide users with any special instructions and contact information for the Department of Risk Management.

Click **Continue** to enter a new report and/or access an existing one.



**Risk Management - Visitor Reporting System**  
2014 - 2015  
Welcome: Test User 1 - Local User  
[Logout](#)

[Continue](#)

This is Memo test's !!!!!!!

Welcome to Risk Management's online Employee Accident Reporting. Click Continue to enter a new report or access an existing one.

For questions or concerns regarding an Employee Accident, please call the Department of Risk Management at 416-5515 or you may email Laterica Rose at [rosels@scsk12.org](mailto:rosels@scsk12.org) and/or Anthony Krone at [kronera@scsk12.org](mailto:kronera@scsk12.org). 's 'h

yyyyyywww ddd dddd  
gggg

YYYY

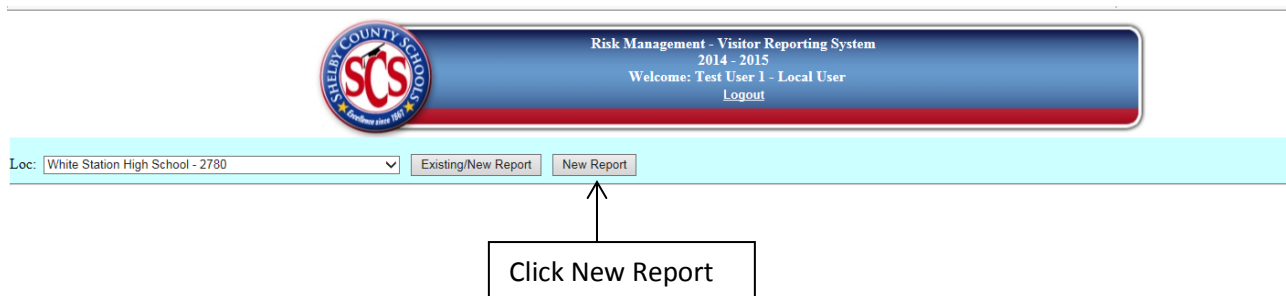
mmmm'c yrd test's'h ''f

fhghfhghfhghfhghfhghfhf

YINGHONG'TEST testing testinf test yinghong test memo

Click Continue

Click New Report to enter a new report.



**Risk Management - Visitor Reporting System**  
2014 - 2015  
Welcome: Test User 1 - Local User  
[Logout](#)

Loc:  Existing/New Report [New Report](#)

Click New Report

- Complete all required fields on the form (required fields are noted with a red asterisk)
- Click Submit to Risk Management (you may click Save & Complete Later if you need to gather additional required information)

**Visitor Information:**

School/Location Name: [White Station High School](#)

\*Date of Incident(mm/dd/yyyy):

\*Time of Incident: \*Hour  Minute  am

\*Last Name:

\*First Name:

Middle Name:

\*SSN(eg:999999999):

\*Gender: ☐ Male ☐ Female

\*Date of Birth(mm/dd/yyyy):

\*Home Address:

Apt:

\*City:

\*State: [TN](#)

\*Zip:

\*Home Phone:

Alternate/Cell Phone:

Email:

**\*Purpose of Visit:**

\*Location where incident occurred:

\*Injury or Illness: ☐ Injury ☐ Illness

\*Give a clear description of incident and how it occurred:

**\*Check Appropriate Action Required:**

☐ No Treatment Needed ☐ First Aid ☐ Primary Care Doctor ☐ Ambulance Required ☐ Emergency Room

Report Entered By: [Test User 1](#) On: 10/07/2014

**Report Location Comments:**

Save and Complete Later

Submit to Risk Management

Click Save and Complete Later if you need to gather more information

Click Submit to Risk management if the report is complete

## Retrieving Saved Reports

Click Existing/New Report

Risk Management - Visitor Reporting System  
2014 - 2015  
Welcome: Test User 1 - Local User  
Logout

Loc: White Station High School - 2780 Existing/New Report New Report

Click Existing/New Report

- Select Pending from the Status drop down menu
- Click Search
- Click View to open the report

Risk Management - Visitor Reporting System  
2014 - 2015  
Welcome: Test User 1 - Local User  
Logout

Loc: White Station High School - 2780 Existing/New Report New Report

**Report Search:**  
School Year: Injury or Illness: Status Rpt Id: Last Name: First Name: Status Date End:  
All Status-- Accepted Return for more info Submit Pending  
Search

Select Pending

Click Search

Injury/Illness	Loc	Name	Inc Date	Enter Date	Rm Act Date	Status	
Injury	2780	Rudolph, Jeri	10/07/2014	10/07/2014		Pending	<a href="#">View</a> <a href="#">New</a>

Click View

Make the necessary updates and click Submit to Risk Management.

**Report Location Comments:**

**Report Location Comments Log:**

Entered Date	Entered By	Comments
10/7/2014 11:28:20 AM	Test User 1	Enter any comments here.

Save and Complete Later Submit to Risk Management

Click Submit to Risk Management

## Updating Reports

Once a report has been submitted or accepted, users can only update the Reporting Location Comments field. If additional information has been received, it should be entered in the Comments section. If the report has already been accepted, when the user clicks Submit to Risk Management for Review, the report status will change to Submit and Risk Management will receive an email notification.

To locate the report that needs to be updated:

- Click Existing/New Report
- Choose the appropriate status from the Status drop down menu. If the report was returned for more information, choose Return for more info.
- Click Search
- Click View next to the report you want to update

Click Existing/New Report

Click Search

Choose the status

Click View

Rpt Id	Sch Year	Injury/Illness	Loc	Name	Inc Date	Enter Date	Rm Act Date	Status	
8	2015	Injury	2780	Rudolph, Jeri	10/07/2014	10/07/2014	10/07/2014	Return for more info	<a href="#">View</a> <a href="#">New</a>

- Make the necessary updates to the report
- Click Update

### Report Location Comments Log:

Entered Date	Entered By	Comments
10/7/2014 11:28:20 AM	Test User 1	Enter any comments here.

### Risk Management

☐ Accepted ☒ Return for more info

By: Rudolph, Jeri on: 10/7/2014 11:42:08 AM

### Risk Management Comments Log: Label

Entered Date	Entered By	Comments
10/7/2014 11:42:08 AM	Rudolph, Jeri	Return of visitor accident report for more information.

Update

### Report Change Log:

Changed Date	Changed By	User Ad	User Title
10/7/2014 11:40:24 AM	Test User 1	whshs	Local User
10/7/2014 11:42:08 AM	Rudolph, Jeri	rudolphjl	Risk Management



## Searching for and Printing Individual Reports

- Click Existing/New Report
- Enter search criteria which may be a combination of:
  - Fiscal Year - allows you to search for reports reported in a previous fiscal/school year
  - Employee Type - allows you to search for reports submitted for regular or substitute employees
  - Status – search by report status:
    - Accepted – returns all reports that have been accepted by Risk Management
    - Return for more info – returns all reports returned to the user for more information
    - Submit – returns all reports that have been submitted to Risk Management but no action has been taken by them
    - Pending – returns reports that have been saved by the user and have not been submitted to Risk Management
  - Report ID – the report ID is assigned when the report is submitted
  - Last Name – returns all reports for visitors with that last name
  - First Name – returns all reports for visitors with that first name
  - SSN – returns reports for the visitors with that SSN
  - Status Date From & Status Date End – returns reports that are in the status indicated and fall between the dates stated. For example, the user may search for reports that were in a submit status on or between November 1 and November 13.
  - IncDate\_From & IncDate\_End – returns reports that have an incident date that falls between the dates entered. For example, the user may search for reports for incidents/accidents that occurred on or between November 1 and November 13.
- Click Search
- Click View to view individual reports


The screenshot shows the 'Risk Management - Visitor Reporting System' interface. At the top, there is a header bar with the SCS logo and the text 'Risk Management - Visitor Reporting System 2014 - 2015', 'Welcome: Test User 1 - Local User', and a 'Logout' link. Below the header, there are two buttons: 'Existing/New Report' and 'New Report'. A callout box labeled 'Click Existing/New Report' points to the 'Existing/New Report' button. Below these buttons is a 'Report Search:' section with various input fields: 'School Year' (dropdown), 'Injury or Illness' (dropdown), 'IncDate From' and 'End' (text boxes), 'Rpt Id' (text box), 'Last Name' (text box), 'First Name' (text box), 'SSN' (text box), 'Status Date From' and 'End' (text boxes), and a 'Status' dropdown menu. A 'Search' button is located to the right of the 'IncDate End' field. A callout box labeled 'Enter Search Criteria' points to the search input fields. Below the search section is a table with the following data:

Rpt Id	Sch Year	Injury/Illness	Loc	Name	Inc Date	Enter Date	Rm Act Date	Status		
8	2015	Injury	2780	Rudolph, Jeri	10/07/2014	10/07/2014	10/07/2014	Return for more info	<a href="#">View</a>	<a href="#">New</a>

Below the table, there is a callout box labeled 'Click Search' pointing to the 'Search' button. Another callout box labeled 'Click View' points to the 'View' link in the table row.

- Click Print (must allow pop-ups on this site) – this will generate a PDF document of the viewed report (must have Adobe Reader installed)

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Risk Management - Visitor Reporting System  
2014 - 2015  
Welcome: Test User 1 - Local User  
[Logout](#)

Loc:

View Incident Report: Id Number: 8

Click Print


Visitor Information:

School/Location Name: **White Station High School**  
Date of Incident: 10/7/2014  
Time of Incident: 05:00 am  
Last Name: **Rudolph**  
First Name: **Jeri**  
Middle Name:  
SSN: 832015792  
Gender: **Female**  
Date of Birth: 10/7/2014  
Home Address: 123 Anywhere St.  
Apt:  
City: **Memphis**  
State: **TN**  
Zip: 38111

## Logging Out

Due to the sensitive nature of data captured in this system, the user should **ALWAYS** log out when he/she has completed the work that needs to be done in this system. To logout click the Logout button located in the center of the page.

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Risk Management - Visitor Reporting System  
2014 - 2015  
Welcome: Test User 1 - Local User  
[Logout](#)

Loc:

View Incident Report: Id Number: 8

Click Logout

Visitor Information:

School/Location Name: **White Station High School**  
Date of Incident: 10/7/2014  
Time of Incident: 05:00 am  
Last Name: **Rudolph**  
First Name: **Jeri**  
Middle Name:  
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