



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.

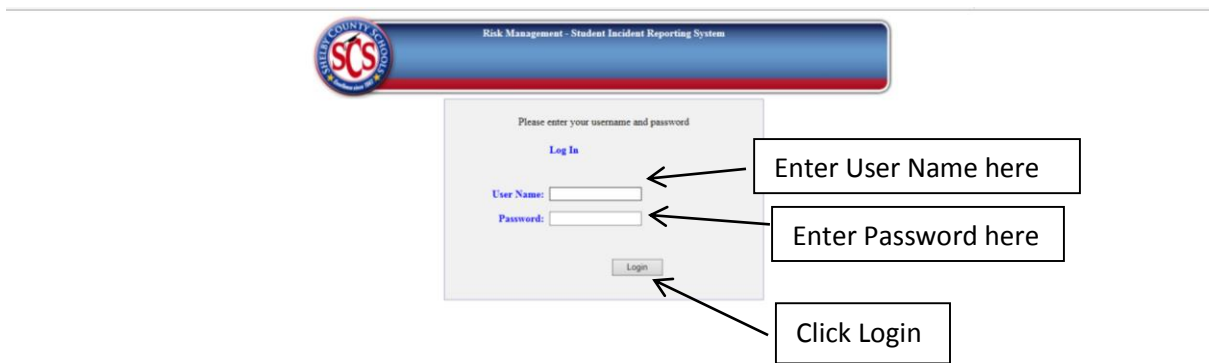
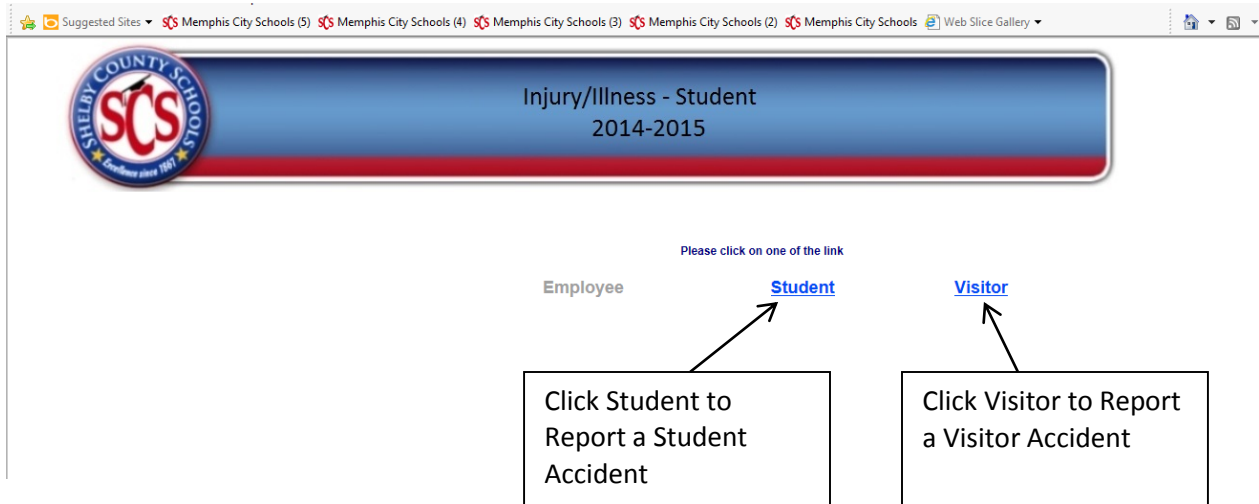
The following pages will provide you with step-by-step instructions on how to:

- 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).

Log In Page

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



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.



Risk Management - Student Incident Reporting System
2017 - 2018
Welcome: Local, StudentUser - Local User
[Logout](#)

Continue

Click Continue

Welcome to the Shelby County School's Student Incident Reporting System!

Please maintain a hard copy of all student accident reports at the school for one year. Hard copies should no longer be sent to Central Office.

When completing an accident report, be sure to include ALL factors that contributed to the accident.

PARENT INQUIRIES: If a parent/guardian requests for a copy of their child's accident report, please print the electronic copy from this system; we discourage the distribution of the hand written copies. Inquiring parents should be directed to Jeri Rudolph at 416-1993. You may also provide them with her email address which is rudolphj1@scsk12.org.

ATHLETIC RELATED ACCIDENTS: The Athletics office has access to view all athletic related injuries.

COORDINATED SCHOOL HEALTH: The Coordinated School Health office has access to view all incident reports; be sure to report illnesses as well as injuries.

If you have any questions or need assistance with utilizing this system, please contact Jeri Rudolph at 416-1993.

Enter a New Report

- Click Student Search
- 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
- Click the New link next to the student's name for which you need to create a report

Click Student Search

Risk Management - Student Incident Reporting System
2017 - 2018
Welcome: Local, StudentUser - Local User
Logout

Loc: Belle Forest Elementary - 3650

Report Search Student Search Manual

Employee Search:

Grade Student Id First Name Last Name If not found, enter Student Id manually:

--ALL-- Search Create Manual Report

(Click Column header for sorting)

	Student ID	First Name	Last Name	Grade
New	386753	Khylla	Abdul-Malik	3rd
New				5th
New				1st
New				5th
New				4th
New				5th
New	383427	Angetica	Adams	2nd
New	389172	Iray	Adams	3rd
New	289430	Christopher	Addison	5th
New	407168	Jayohna	Agnew	1st

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

Click New

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

- 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)

Loc: Belle Forest Elementary - 3650

New Incident Report: (* indicates required field)

Student Information:

School/Location Name: Belle Forest Elementary - 3650

Student ID: 386753

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

*Time of Incident: *Hour Minute AM

*First Name:

*Last Name:

Middle Name:

*Gender: Male Female

Grade:

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

*Parent/Guardian First Name:

*Parent/Guardian Last Name:

*Home Address:

Apt:

*City:

*State:

*Zip:

*Home Phone:

Alternate/Cell Phone:

Parent/Guardian Email:

*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

Parent/Guardian Contacted: Yes No

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

Report Entered By: Local, StudentUser On: 08/28/2017

Report Location Comments:

Click Submit to Risk Management

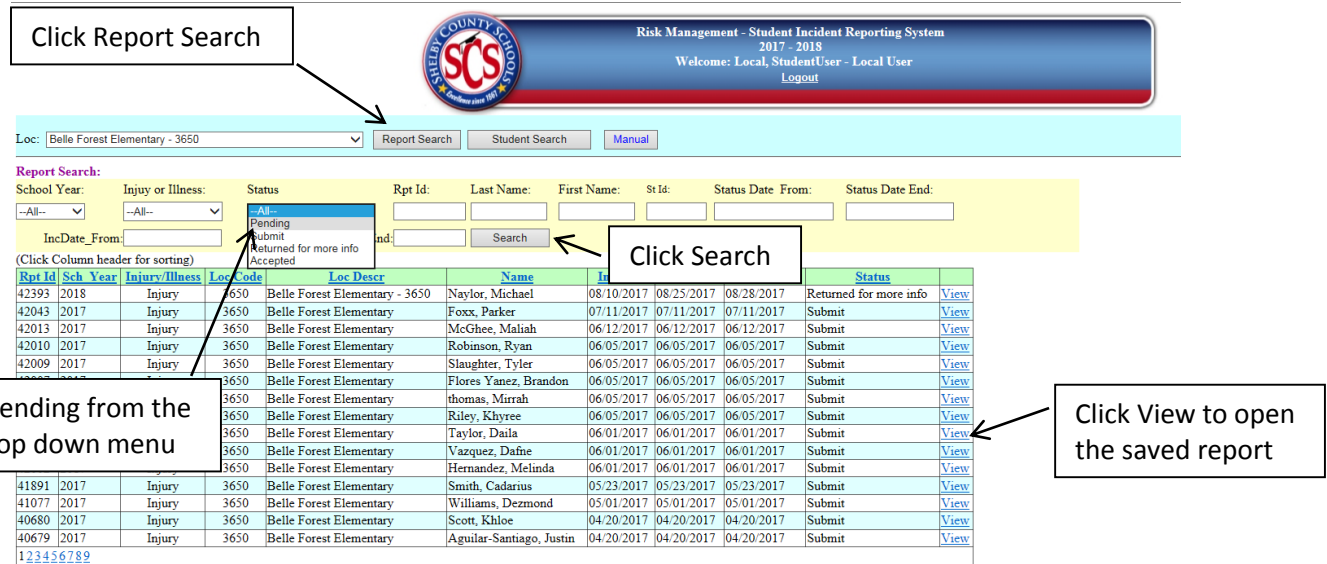
Click Save and Complete Later if you need to gather additional required information. This will place your report in a Pending status.

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.

Retrieving Saved Reports

To retrieve and submit a saved report:

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



Click Report Search

Click Search

Choose Pending from the Status drop down menu

Click View to open the saved report

Rpt Id	Sch Year	Injury/Illness	Loc Code	Loc Descr	Name	Inj	Date	Status	View	
42393	2018	Injury	3650	Belle Forest Elementary - 3650	Naylor, Michael	08/10/2017	08/23/2017	08/28/2017	Returned for more info	View
42043	2017	Injury	3650	Belle Forest Elementary	Fox, Parker	07/11/2017	07/11/2017	07/11/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	McGhee, Maliah	06/12/2017	06/12/2017	06/12/2017	Submit	View
42010	2017	Injury	3650	Belle Forest Elementary	Robinson, Ryan	06/05/2017	06/05/2017	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	Slaughter, Tyler	06/05/2017	06/05/2017	06/05/2017	Submit	View
			3650	Belle Forest Elementary	Flores Yanez, Brandon	06/05/2017	06/05/2017	06/05/2017	Submit	View
			3650	Belle Forest Elementary	thomas, Mirrah	06/05/2017	06/05/2017	06/05/2017	Submit	View
			3650	Belle Forest Elementary	Riley, Khyree	06/05/2017	06/05/2017	06/05/2017	Submit	View
			3650	Belle Forest Elementary	Taylor, Daila	06/01/2017	06/01/2017	06/01/2017	Submit	View
			3650	Belle Forest Elementary	Vazquez, Dafne	06/01/2017	06/01/2017	06/01/2017	Submit	View
			3650	Belle Forest Elementary	Hernandez, Melinda	06/01/2017	06/01/2017	06/01/2017	Submit	View
41891	2017	Injury	3650	Belle Forest Elementary	Smith, Cadarius	05/23/2017	05/23/2017	05/23/2017	Submit	View
41077	2017	Injury	3650	Belle Forest Elementary	Williams, Dezmond	05/01/2017	05/01/2017	05/01/2017	Submit	View
40680	2017	Injury	3650	Belle Forest Elementary	Scott, Khloe	04/20/2017	04/20/2017	04/20/2017	Submit	View
40679	2017	Injury	3650	Belle Forest Elementary	Aguilar-Santiago, Justin	04/20/2017	04/20/2017	04/20/2017	Submit	View

- Make the necessary updates to the report
- 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

Click Report Search

Risk Management - Student Incident Reporting System
2017 - 2018
Welcome: Local, StudentUser - Local User
Logout

Loc: Belle Forest Elementary - 3650 Report Search Student Search Manual

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

(Click Column header for sorting)

Rpt Id	Sch Year	Injury/Illness	Loc Code	Loc Descr	Name	Inc Date	Status	View
42393	2018	Injury	3650	Belle Forest Elementary - 3650	Naylor, Michael	08/10/2017	Returned for more info	View
42043	2017	Injury	3650	Belle Forest Elementary	Foxx, Parker	07/11/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	McGhee, Maliah	06/12/2017	Submit	View
42010	2017	Injury	3650	Belle Forest Elementary	Robinson, Ryan	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	Slaughter, Tyler	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	ez, Brandon	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	trah	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	ree	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	lia	06/01/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	afine	06/01/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	Melinda	06/01/2017	Submit	View
4189	2017	Injury	3650	Belle Forest Elementary	arius	05/23/2017	Submit	View
4107	2017	Injury	3650	Belle Forest Elementary	Dezmond	05/01/2017	Submit	View
4068	2017	Injury	3650	Belle Forest Elementary	e	04/20/2017	Submit	View
4067	2017	Injury	3650	Belle Forest Elementary	antiago, Justin	04/20/2017	Submit	View

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

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

Click Report Search

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

Rpt Id	Sch Year	Injury/Illness	Loc Code	Inc Descr	Name	Inc Date	Status Date	Status Date End	Status	View
42393	2018	Injury	3650	Belle Forest Elementary - 3650	Naylor, Michael	08/10/2017	08/25/2017	08/28/2017	Returned for more info	View
42043	2017	Injury	3650	Belle Forest Elementary	Foxx, Parker	07/11/2017	07/11/2017	07/11/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	McGhee, Maliah	06/12/2017	06/12/2017	06/12/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	Robinson, Ryan	06/05/2017	06/05/2017	06/05/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	Slaughter, Tyler	06/05/2017	06/05/2017	06/05/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	Flores Yanez, Brandon	06/05/2017	06/05/2017	06/05/2017	Submit	View
42006	2017	Injury	3650	Belle Forest Elementary	thomas, Mirrah	06/05/2017	06/05/2017	06/05/2017	Submit	View
42005	2017	Injury	3650	Belle Forest Elementary	Riley, Khyree	06/05/2017	06/05/2017	06/05/2017	Submit	View
42004	2017	Injury	3650	Belle Forest Elementary	Taylor, Daila	06/01/2017	06/01/2017	06/01/2017	Submit	View
42003	2017	Injury	3650	Belle Forest Elementary	Vazquez, Dafne	06/01/2017	06/01/2017	06/01/2017	Submit	View
42002	2017	Injury	3650	Belle Forest Elementary	Hernandez, Melinda	06/01/2017	06/01/2017	06/01/2017	Submit	View
41891	2017	Injury	3650	Belle Forest Elementary	Smith, Cadarius	05/23/2017	05/23/2017	05/23/2017	Submit	View
41077	2017	Injury	3650	Belle Forest Elementary	Williams, Dezmond	05/01/2017	05/01/2017	05/01/2017	Submit	View
40680	2017	Injury	3650	Belle Forest Elementary	Scott, Khloe	04/20/2017	04/20/2017	04/20/2017	Submit	View
40679	2017	Injury	3650	Belle Forest Elementary	Aguiar-Santiago, Justin	04/20/2017	04/20/2017	04/20/2017	Submit	View

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

Loc: Belle Forest Elementary - 3650 Report Search Student Search Manual

View Incident Report: Id Number: 42043

Print

Visitor Information:

School/Location Name: Belle Forest Elementary
 Date of Incident: 7/11/2017
 Time of Incident: 09:55 AM
 Last Name: Foxx
 First Name: Parker
 Middle Name:
 Student Id: 761091378
 Gender: Male
 Grade: 2nd
 Date of Birth: 5/17/2009
 Parent/Guardian First Name: Kelly
 Parent/Guardian Last Name: Foxx
 Home Address: 4040 Acorn Ridge Cv.
 Apt:
 City: memphis
 State: TN
 Zip: 38125
 Home Phone: 901 496-7327
 Alternate/Cell: 901 496-7327
 Email:

Location where incident occurred: Playground

Injury or Illness: Injury

Body Part	Injury
Face	Scraped
Mouth	Scraped
Teeth	Other

Click Print

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 at the top in the middle of the page.

Risk Management - Student Incident Reporting System
2017 - 2018
Welcome: Local, StudentUser - Local User
Logout

Loc: Belle Forest Elementary - 3650 Report Search Student Search Manual

Report Search:

School Year: --All-- Injury or Illness: --All-- Status: --All-- Rpt Id: Last Name: First Name: St Id: Status Date From: Status Date End:

IncDate_From: Submit Returned for more info Accepted

(Click Column header for sorting)

Rpt Id	Sch Year	Injury/Illness	Loc Code	Loc Descr	Name	Inc Date	Enter Date	Rm Act Date	Status	
42393	2018	Injury	3650	Belle Forest Elementary - 3650	Naylor, Michael	08/10/2017	08/25/2017	08/28/2017	Returned for more info	View
42043	2017	Injury	3650	Belle Forest Elementary	Fox, Parker	07/11/2017	07/11/2017	07/11/2017	Submit	View
42013	2017	Injury	3650	Belle Forest Elementary	McGhee, Maliah	06/12/2017	06/12/2017	06/12/2017	Submit	View
42010	2017	Injury	3650	Belle Forest Elementary	Robinson, Ryan	06/05/2017	06/05/2017	06/05/2017	Submit	View
42009	2017	Injury	3650	Belle Forest Elementary	Slaughter, Tyler	06/05/2017	06/05/2017	06/05/2017	Submit	View
42007	2017	Injury	3650	Belle Forest Elementary	Flores Yanez, Brandon	06/05/2017	06/05/2017	06/05/2017	Submit	View
42006	2017	Injury	3650	Belle Forest Elementary	thomas, Mirrah	06/05/2017	06/05/2017	06/05/2017	Submit	View
42005	2017	Injury	3650	Belle Forest Elementary	Riley, Khyree	06/05/2017	06/05/2017	06/05/2017	Submit	View
42004	2017	Injury	3650	Belle Forest Elementary	Taylor, Daila	06/01/2017	06/01/2017	06/01/2017	Submit	View
42003	2017	Injury	3650	Belle Forest Elementary	Vazquez, Dafne	06/01/2017	06/01/2017	06/01/2017	Submit	View
42002	2017	Injury	3650	Belle Forest Elementary	Hernandez, Melinda	06/01/2017	06/01/2017	06/01/2017	Submit	View
41891	2017	Injury	3650	Belle Forest Elementary	Smith, Cadarius	05/23/2017	05/23/2017	05/23/2017	Submit	View
41077	2017	Injury	3650	Belle Forest Elementary	Williams, Dezmond	05/01/2017	05/01/2017	05/01/2017	Submit	View
40680	2017	Injury	3650	Belle Forest Elementary	Scott, Khloe	04/20/2017	04/20/2017	04/20/2017	Submit	View
40679	2017	Injury	3650	Belle Forest Elementary	Aguilar-Santiago, Justin	04/20/2017	04/20/2017	04/20/2017	Submit	View

1 2 3 4 5 6 7 8 9

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.

Injury/Illness - Student
2014-2015

Please click on one of the link

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

Click Visitor to Report a Visitor Accident

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

The image shows a screenshot of a web application's login page. At the top left is the logo for Shelby County Schools (SCS), featuring a red and white circular emblem with the text 'SHELBY COUNTY SCHOOLS' and 'SCS' in the center, and 'Established since 1891' at the bottom. To the right of the logo is a blue and red horizontal bar with the text 'Risk Management - Visitor Reporting System'. Below this bar is a light gray rectangular area containing the login form. The form has the heading 'Please enter your username and password' and a blue 'Log In' link. There are two input fields: 'User Name:' and 'Password:'. A 'Login' button is located below the password field. Three callout boxes with arrows point to the form elements: 'Enter User Name here' points to the User Name input field, 'Enter Password here' points to the Password input field, and 'Click Login' points to the Login button.

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.



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 and/or Anthony Krone at kronera@scsk12.org. 's 'h

yyyyyyww ddd dddd
gggg

YYYY

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YINGHONG'TEST testing testinf test yinghong test memo

Click Continue

Click New Report to enter a new report.



Loc:

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

*Last Name:

*First Name:

Middle Name:

*SSN(eg:999999999):

*Gender: Male Female

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

*Home Address:

Apt:

*City:

*State:

*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:

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

Select Pending

Click Search

Injury/Illness	Loc	Name	Inc Date	Enter Date	Rm Act Date	Status	View	New
Injury	2780	Rudolph, Jeri	10/07/2014	10/07/2014		Pending	View	New

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

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 with the SCS logo and the text 'Risk Management - Visitor Reporting System 2014 - 2015 Welcome: Test User 1 - Local User Logout'. 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 search form titled 'Report Search:'. The form includes fields for 'School Year', 'Injury or Illness', 'Status', 'Rpt Id', 'Last Name', 'First Name', 'SSN', 'Status Date From', 'Status Date End', and 'IncDate_From'. A 'Search' button is located at the bottom of the form. A callout box labeled 'Enter Search Criteria' points to the search fields. Below the search form 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	View	New

Below the table, there are two callout boxes: 'Click Search' pointing to the 'Search' button, and 'Click View' pointing 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)



Loc: Existing/New Report New Report

View Incident Report: Id Number: 8

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**

Click Print

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.



Loc: Existing/New Report New Report

View Incident Report: Id Number: 8

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**

Click Logout