



# ReportIt ABC's

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## Basic Overview

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# What is ReportIt?

The requirement for ReportIt is actually over **12** years old!

It's origin came from the **severe** underreporting of accidents in the Army.

It's based on two fundamental concepts:

- 1.** Accident reporting is too complex!

(Provide the Army with a TurboTax<sup>®</sup> like way of reporting accidents.)

# What is ReportIt?

2. Injury /Damage information already exists in **other** databases.

(Collect this information to **proactively** help identify & report accidents.)



# What will ReportIt offer me?



# What will ReportIt offer me?



# What will ReportIt offer me?

**Offline Application**

- Allow you to run ReportIt on your local machine.
- Coming Soon!

**Hazards Management**

- Coming Soon!

**SOH Inspections**

- Coming Soon!

**HFACS**

- Allow CRC to assign HFACS Nano Codes to accident findings for better analysis.
- Coming Soon!

**Mobile Application**

- Provide support for Smart Phone / Mobile support.
- Coming Soon!

**Final Operating Capability**

# How do I access ReportIt?

Direct - <https://reportit.safety.army.mil/>

From the CRC homepage - <https://safety.army.mil/>

The screenshot shows the USACR/Safety Center Home Page. At the top, there is a navigation bar with the Army logo, the slogan "ARMY SAFE IS ARMY STRONG", and a search bar. Below the navigation bar is a yellow notice box. The main content area is divided into several sections: "Messages from Leadership", "Latest PLRs", "Knowledge Magazine Survey", and "Top USACR/Safety Center Tools". The "Top USACR/Safety Center Tools" section features four tool icons: TRIPS, ReportIt, GRAT, and ARAP. The ReportIt icon is highlighted with a red box. A pop-up window is overlaid on the right side of the page, containing the following text:

**ReportIt**  
ReportIt is the single Army accident and risk management system for collecting injury, illness and loss data and effectively managing its safety and occupational health program.

**Launch**

**ReportIt is now the official Army accident reporting tool.**  
**LRAS Loss Reporting Automation System**  
You will no longer use the Loss Reporting Automation System (LRAS) as of 3 October to report new accidents.  
Please close out any existing accident reports ASAP.

**Launch**

# How do I access ReportIt?

The screenshot shows the ReportIt website interface. At the top, there is a navigation bar with the Army logo and the slogan "ARMY SAFE IS ARMY STRONG". Below this is a main navigation area with four icons: "Should Report?", "Create Report", "Resume Report", and "Review Report". The main content area is divided into several sections:

- ReportIt will be the single Army accident reporting and risk management system...** This section features an image of soldiers and text explaining the system's purpose for collecting injury, illness, and loss data.
- The New ReportIt Dashboard!** A section with a "NEW!" starburst icon and a screenshot of the dashboard, stating it is streamlined, organized, intuitive, and much faster.
- Worksheets** A section with four PDF icons labeled "Ground Guided", "Ground Expert", "Aviation Guided", and "Aviation Expert".
- ALARACT 371/2011** A section with text regarding reporting requirements for accidents as of September 2011.
- What is ReportIt?** A section explaining the centralized mechanism for collecting injury, illness, and loss reports.
- What will ReportIt do for me?** A section detailing the support provided by the USARCRC, including data collection, storage, and dissemination.
- Want to learn more about ReportIt?** A section with a link to read the business case.
- Need Some Guidance?** A section providing links to user guides for ground and aviation reports.
- Timeline** A section with a timeline diagram showing the release dates for various ReportIt components from FY 09 to FY 12.

At the bottom of the page, there is a footer with the Army logo and a list of links: "USARC/SAFETY CENTER HOME", "CONTACTS & FEEDBACK", "PRIVACY & SECURITY", "FOIA REQUEST", and "ACCESSIBILITY".



Don't know if an incident should be reported or not? Left-clicking on this icon will launch a step-by-step interview to help you make that determination!



Ready to report an accident? Left-clicking on this icon will allow you to create a report in Guided or Expert mode!



Need to continue working on a report or access the Safety Office Console? Left-clicking on this icon will take you to your Dashboard so you can access both!



Need to review a report submitted to you? Left-clicking on this icon will take you to your Dashboard and reports in review!

# How do I manage my reports?

## The ReportIt Dashboard

The dashboard features a navigation menu on the left with categories like 'My Dashboard', 'My Profile', 'My Alerts', and 'My Accident Reports'. The main content area displays 'Reports In Draft Status (Submitter)' with a table of report details.

| Status            | Form  | Class      | Report ID        | Created By                      | UBC    | Accident Date | Date Created | Date Due At CRC | Action  |
|-------------------|-------|------------|------------------|---------------------------------|--------|---------------|--------------|-----------------|---------|
| Draft             | UASAR | D          | Not yet assigned | Jones, Jon S Mr CTR USA OSA USA | --     | --            | 3/26/2012    | --              | [Icons] |
| Draft             | AAAR  | F          | Not yet assigned | Jones, Jon S Mr CTR USA OSA USA | --     | --            | 4/13/2012    | --              | [Icons] |
| Draft             | --    | A          | R20100524001     | Jones, Jon S Mr CTR USA OSA USA | --     | --            | --           | --              | [Icons] |
| Draft<br>Past Due | AGAR  | Reportable | R20110925008     | Jones, Jon S Mr CTR USA OSA USA | --     | 9/25/2011     | 9/26/2011    | 10/25/2011      | [Icons] |
| Draft             | 2397  | A          | R20120326006     | Jones, Jon S Mr CTR USA OSA USA | WEEEEE | 3/26/2012     | 3/26/2012    | 6/24/2012       | [Icons] |
| Draft<br>Past Due | AAAR  | D          | R20120410001     | Jones, Jon S Mr CTR USA OSA USA | WEEEEE | 4/10/2012     | 4/10/2012    | 5/10/2012       | [Icons] |
| Draft<br>Past Due | AGAR  | D          | R20120417002     | Jones, Jon S Mr CTR USA OSA USA | WEEEEE | 4/17/2012     | 4/17/2012    | 5/17/2012       | [Icons] |
| Draft             | 285   | A          | R20120417004     | Jones, Jon S Mr CTR USA OSA USA | WEEEEE | 4/17/2012     | 3/26/2012    | 7/16/2012       | [Icons] |

Your reports are filtered & organized by **role**:

Submitter

Board Member

Reviewer

Safety Officer

# How do I manage my reports?

New **Action Icons** make it easier to manage your reports:



**Collaborate** – Launches the Collaboration Summary for that report and allows you to start or join a discussion group with the Submitter and/or Reviewers. It is **only** available for board members and/or when safety officer rules apply.



**Delete** – Allows the Submitter to delete that report. It is **only** available when the report is in Draft or Rejected status.



**Edit** – Allows the Submitter or Board Member (with edit rights) to enter and make changes to that report. It is **only** available when the report is in Draft or Rejected status.



**View Forms** – Allows authorized users to open the associated DA Forms. The forms will open in a separate window as an Adobe PDF file and can be saved locally.

# How do I manage my reports?

New **Action Icons** make it easier to manage your reports:



**Report Status** – Launches the Report Status tracker in a separate window. This provides a way to track the report, from creation through receipt at the CRC. It is available to authorized users once the report has been submitted for review.



**Recall** – This allows the Submitter to pull back a report. It is **only** available to the Submitter and when the report is in review.



**Manage Reviewers** – Allows authorized users to view, add, edit, and/or delete reviewers associated with that report. It is **only** available once the report has passed audit.



**Request Extension** – Allows the Submitter to request a date extension, from the CRC, for that report. It is **only** available for reports with a due date and in Draft or Rejected status.

# How do I manage my reports?

New **Action Icons** make it easier to manage your reports:



**Review** – Launches the Reviewer Tasks page. It is only available for Reviewers when the report is awaiting their review.



**Locked** – This allows the report to be locked from editing. It is only available to CRC personnel.

# How do I manage my reports?

Advanced Search allows me to find any/all reports that I'm associated with!

- 12 searchable fields
- Results returned in same window

**My Dashboard**

Jones, Jon S Mr CTR USA OSA USA

- Dashboard Help & Tutorials...
- My Profile
- My Alerts
- Advanced Search...
- My Accident Reports
  - Submitter
    - In Draft (8)
    - In Review (1)
    - Rejected (0)
    - Past Due (4)
    - At CRC (0)
    - Finalized (0)
  - Investigation Board
    - In Draft (0)
    - In Review (2)
    - Rejected (0)
    - Past Due (1)
    - At CRC (0)
    - Finalized (3)
  - Reviewer
    - For My Review (9)
    - I'm Reviewing (2)
    - I've Reviewed (In COC Review)
    - I've Reviewed (Rejected) (0)
    - I've Reviewed (At CRC) (0)
    - I've Reviewed (Final) (3)

**Advanced Search**

The Advanced Search tool allows you to search accident reports based on the various criteria.

**Advanced Search**

The Advanced Search tool allows you to find reports based on the criteria listed below. You must make at least one (1) entry or selection.

Report ID:

Report Description:

Local Number:

Date Created (from):  Date Created (to):

Date Occurred (from):  Date Occurred (to):

Date Due at CRC (from):  Date Due at CRC (to):

Form Type:  Classification:

Created By (name):  Responsible UIC:

Country:  State:

My Role:

| Status                | Form | Class      | Report ID    | Created By                      | UIC    | Accident Date | Date Created | Date Due At CRC | Action |
|-----------------------|------|------------|--------------|---------------------------------|--------|---------------|--------------|-----------------|--------|
| Draft<br>Past Due     | AGAR | Reportable | R20110925008 | Jones, Jon S Mr CTR USA OSA USA | --     | 9/25/2011     | 9/26/2011    | 10/25/2011      |        |
| In Review<br>Past Due | AGAR | Reportable | R20120207003 | Jones, Jon S Mr CTR USA OSA USA | JJONES | 2/7/2012      | 2/8/2012     | 3/8/2012        |        |
| Draft<br>Past Due     | AGAR | D          | R20120417002 | Jones, Jon S Mr CTR USA OSA USA | WEEEEE | 4/17/2012     | 4/17/2012    | 5/17/2012       |        |

# How do I create a report?

From the Landing Page...



 Ready to report an accident? Left-clicking on this icon will allow you to create a report in Guided or Expert mode!



# How do I create a report?

From the Dashboard...



The screenshot shows the REPORT IT dashboard. At the top, there are three buttons: 'Should I Report?' (with a question mark icon), 'Create Report' (with a clipboard icon), and a third button. A mouse cursor is clicking on the 'Create Report' button. Below the buttons, there are tabs for 'Dashboard', 'Issue Tracking System', and 'Safety Office Console'. The main content area is titled 'Reports In Draft Status (Submitter)'. It includes a search bar and a table of reports.

| Status | Form | Class | ReportID     | Created By                      | UIC | Accident Date | Date Created |
|--------|------|-------|--------------|---------------------------------|-----|---------------|--------------|
| Draft  | --   | A     | R20100524001 | Jones, Jon S Mr CTR USA OSA USA | --  | --            | --           |



Ready to report an accident? Left-clicking on this icon will allow you to create a report in Guided or Expert mode!



**Expert Mode**

Best for the safety professionals or those familiar with the accident reporting process. You'll enter data straight into the appropriate fields without a lot of questions!

You can always switch to Guided Mode at any point during the reporting process.

**Guided Mode**

Recommended if you are new to ReportIt or the accident reporting process. This mode offers more guidance and therefore more questions to lead you through your report.

You can switch to Expert Mode at any point during the reporting process.

[Guided Accident Worksheets](#)

[Go Back](#)

# How do I create a report?

Choose a mode...



The screenshot shows two columns for mode selection. The left column is titled 'Expert Mode' and features an illustration of a person with a clipboard and several forms labeled 'AGAR', 'AAAR', '2397', and '285'. Below the illustration, the text reads: 'Best for the safety professionals or those familiar with the accident reporting process. You'll enter data straight into the appropriate fields without a lot of questions!' and 'You can always switch to Guided Mode at any point during the reporting process.' At the bottom of this column is a button labeled 'Start in Expert Mode...'. The right column is titled 'Guided Mode' and features an illustration of a person with a question mark on a clipboard and three numbered buttons (1, 2, 3). Below the illustration, the text reads: 'Recommended if you are new to ReportIt or the accident reporting process. This mode offers more guidance and therefore more questions to lead you through your report.' and 'You can switch to Expert Mode at any point during the reporting process.' Below this text is a link: 'Guided Accident Worksheets' and a button labeled 'Start in Guided Mode...'. At the bottom left of the entire interface is a 'Go Back' button.

## Expert Mode:

- For safety professionals
- User selects form type & accident classification
- Faster than Guided Mode
- Relies on user's safety knowledge

## Guided Mode:

- For non-safety trained personnel
- More pages/questions than Expert



# How do I create a report?

## Expert Get Started...



**Expert Mode**

AGAR AAAR 2397 285

Best for the safety professionals or those familiar with the accident reporting process. You'll enter data straight into the appropriate fields without a lot of questions!

You can always switch to Guided Mode at any point during the reporting process.

Start in Expert Mode

The graphic shows several overlapping forms labeled AGAR, AAAR, 2397, and 285, along with a clipboard containing a checklist with green checkmarks and a red X, and two orange spheres.



**Get Started (Expert Mode)**

To create the new report, make the appropriate selections below then click the Continue button to proceed.

---

Was the person (or persons) involved in this incident on-duty?

Yes

No

---

Did this incident occur during or is your unit currently in a combat operation?

Yes

No

---

Please select the Form Type

**Form AAAR**  
Abbreviated Aviation Accident Report

**Form 2397**  
Full Aviation Accident Report

**Form AGAR**  
Abbreviated Ground Accident Report

**Form 285**  
Full Ground Accident Report

**I'm not sure**  
(if you select this option you will be placed in Guided Mode when you click the Continue button).

---

Please select the Classification

**Class A**  
The resulting total cost or reportable damage is \$2,000,000 or more, an Army aircraft is destroyed, or an injury and/or occupational illness results in a fatality or permanent total disability.

**Class B**  
The resulting total cost of reportable property damage is \$500,000 or more but less than \$2,000,000, an injury and/or occupational illness results in permanent partial disability, or three or more personnel are hospitalized as inpatients.

**Class C**  
The resulting total cost of property damage is \$50,000 or more but less than \$500,000, a nonfatal injury causes any loss of time from work beyond the day or shift on which it occurred, or a nonfatal illness or disability causes loss of time from work or disability at any time (lost-time case).

**Class D**  
The resulting total cost of property damage is \$2,000 or more but less than \$50,000, or a nonfatal injury that does not meet the criteria of a Class C accident (no-lost-time case).

**Class E**  
The resulting cost of property damage is less than \$2,000.

**Class F**  
Turbine Engine Foreign Object Damage Incident (FOD). Reportable damage confined to turbine-engines as a result of **unavoidable** internal or external FOD. Turbine engine FOD incidents are to be reported on an AAAR as a Class F incident, regardless of cost.

**Reportable**  
All occurrences that cause injury, occupational illness, or property damage of any kind must be reported to the Soldier's/employees/unit's servicing/supporting safety office.

**I'm not sure**  
(if you select this option you will be placed in Guided Mode when you click the Continue button).

---

Is there a formally-appointed Investigation Board?

Yes

No

---

[C-Back](#) [Continue](#)

# How do I create a report?

## Guided Get Started...



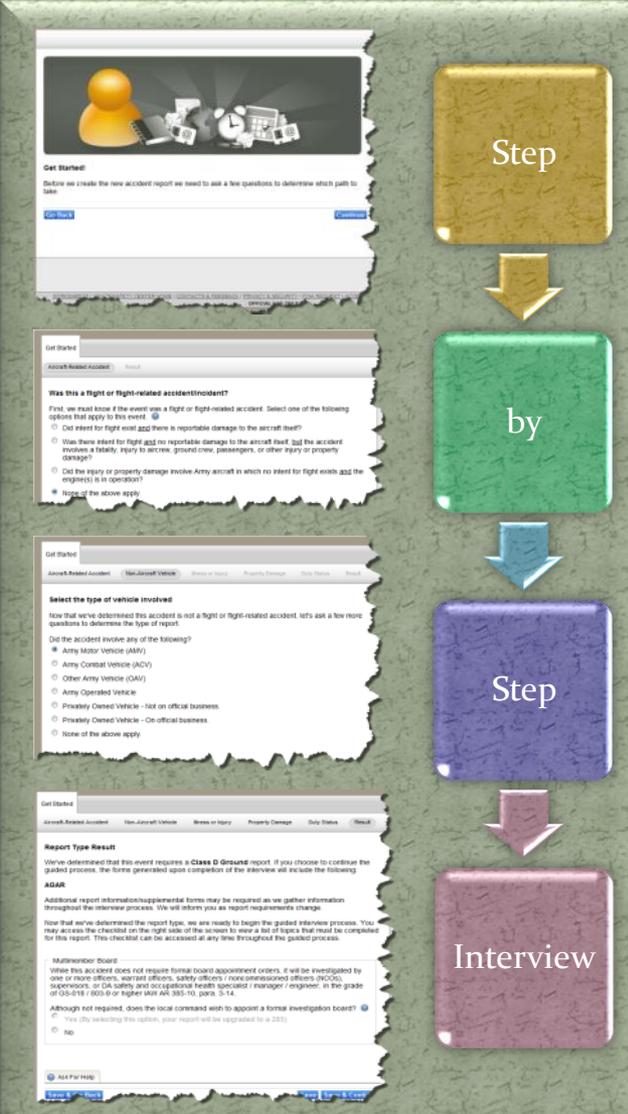
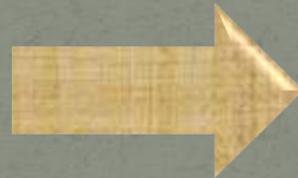
**Guided Mode**

Recommended if you are new to ReportIt or the accident reporting process. This mode offers more guidance and therefore more questions to lead you through your report.

You can switch to Expert Mode at any point during the reporting process.

[Guided Accident Worksheets](#)

Start in Guided Mode



Step

by

Step

Interview

**Get Started**

Before we create the new accident report we need to ask a few questions to determine which path to take.

**Get Started**

Was this a flight or flight-related accident?

First, we must know if the event was a flight or flight-related accident. Select one of the following options that apply to this event.

- Did event for flight event and there is reportable damage to the aircraft itself?
- Was there event for flight and no reportable damage to the aircraft itself but the accident involves a fatality, injury to air crew, ground crew, passengers, or other injury or property damage?
- Did the injury or property damage involve Army aircraft in which no event for flight exists and the engine(s) is in operation?
- None of the above apply.

**Get Started**

Select the type of vehicle involved

Now that we've determined this accident is not a flight or flight-related accident, let's ask a few more questions to determine the type of report.

Did the accident involve any of the following?

- Army Motor Vehicle (AMV)
- Army Combat Vehicle (ACV)
- Other Army Vehicle (OAV)
- Army Operated Vehicle
- Privately Owned Vehicle - Not on official business
- Privately Owned Vehicle - On official business
- None of the above apply.

**Get Started**

**Report Type Result**

We've determined that this event requires a **Class D Ground** report. If you choose to continue the guided process, the forms generated upon completion of the interview will include the following:

**ADAR**

Additional report information/supplemental forms may be required as we gather information throughout the interview process. We will inform you as report requirements change.

Now that we've determined the report type, we are ready to begin the guided interview process. You may access the checklist on the right side of the screen to view a list of topics that must be completed for this report. This checklist can be accessed at any time throughout the guided process.

**Multinuclear Board**

Unless this accident does not require formal board appointment orders, it will be investigated by one or more officers, warrant officers, safety officers / non-commissioned officers (NCOs), sergeants, or GS-6/5 and occupational health specialist / manager / engineer, in the grade of GS-6/5 / GS-6/5 or higher with AW 395-10, para. 3-14.

Although not required, does the local command wish to appoint a formal investigation board?

- Yes (By selecting this option, your report will be upgraded to a 205)
- No

**ADD FOR ME**

# How do I get help while in a report?

Safety & Technical Help is provided on each and every screen!

Hover over the question mark icon ( ? ) to see field specific help...

The screenshot displays the 'REPORT IT' Army Accident Reporting System interface. At the top, there is a navigation bar with tabs for 'Overview', 'General', 'Personnel', and 'Materiel'. Below this, there are sub-tabs for 'General Introduction', 'Date and Time', and 'Unit A'. The main content area is titled 'When did this accident occur?' and contains a form with the following fields:

- 'Enter the date and time of the accident.' with a text input containing '20110925', a calendar icon, and a time input containing '0500'.
- 'Enter the period of day.' with a dropdown menu showing 'Night' and a question mark icon.

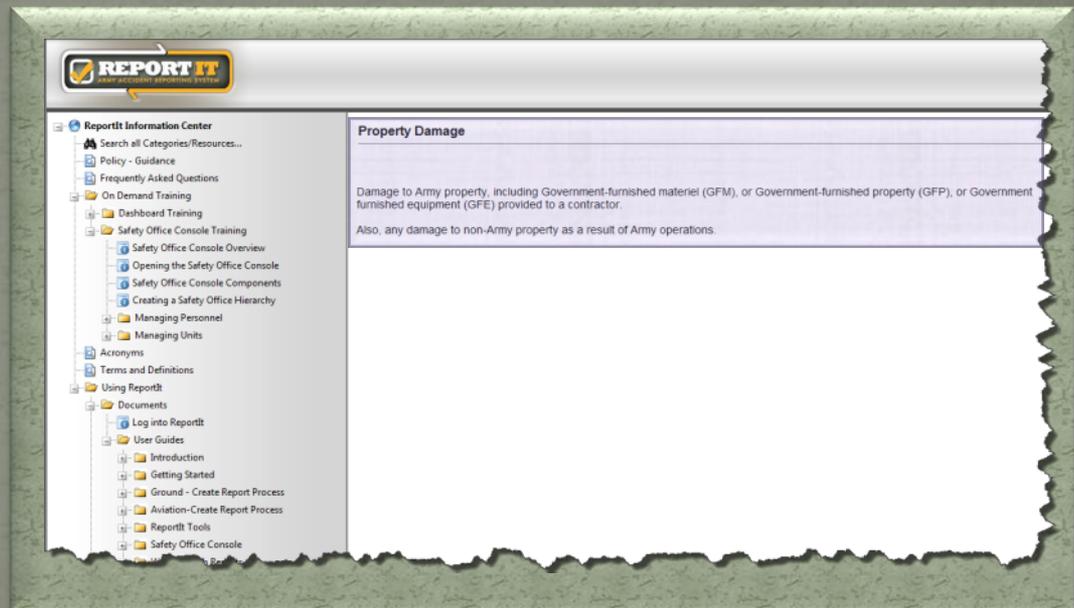
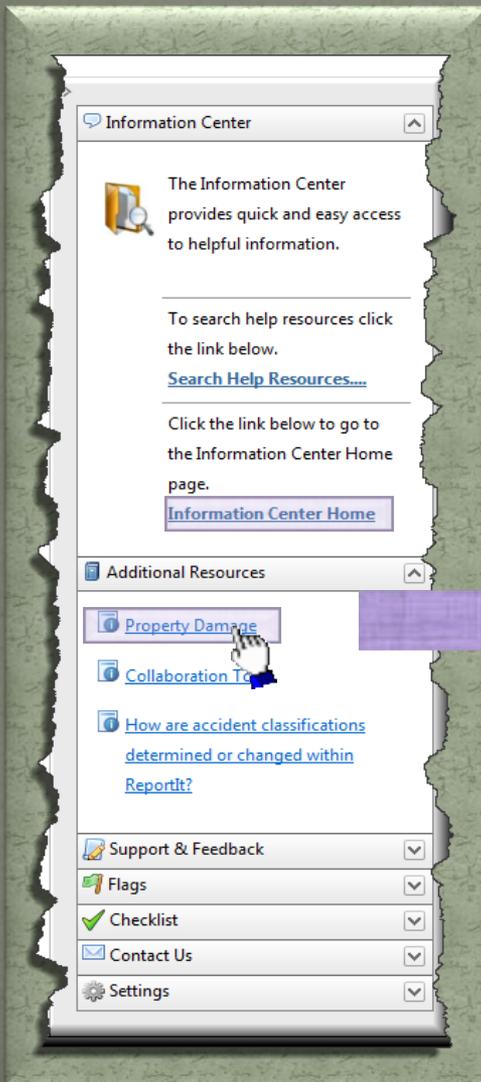
A help tooltip is displayed over the question mark icon in the time input field. The tooltip contains the following text:

- Date:** You can enter the date of the accident within the text field using the **YYYYMMDD** format or click on the calendar icon.
- If using the calendar, years can be easily navigated through by left-clicking on the month/year title.
- DA Form 285-AB Block 1a, b, & c
- Time:** Enter the time of the accident in local military time (24-hour clock).
- DA Form 285-AB Block 1d

# How do I get help while in a report?

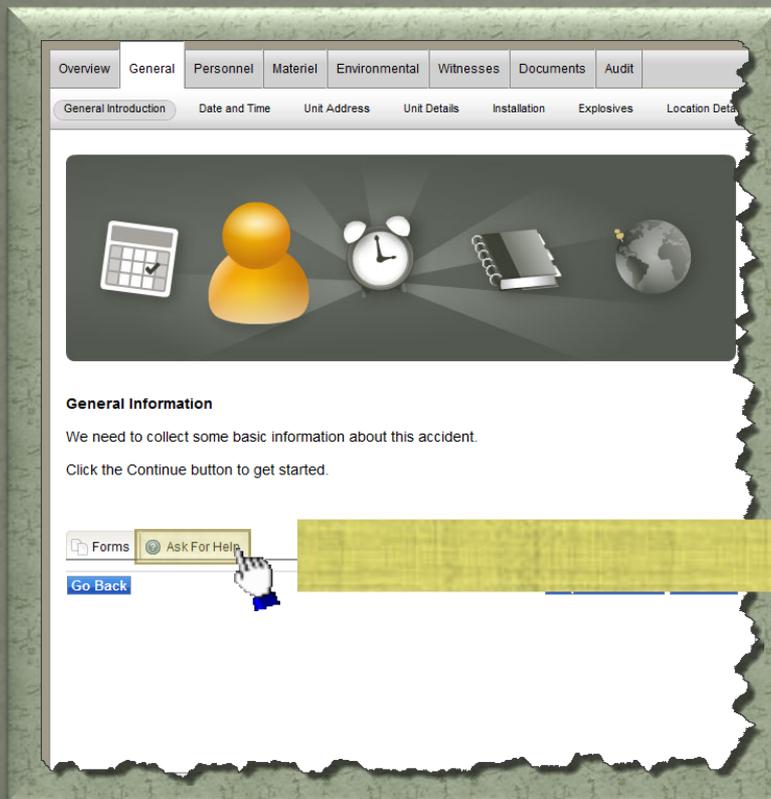
Help is provided via the ReportIt Information Center **(on every screen)** by clicking on:

- A link within the Information Center Section
- An item in the Additional Resources Section



# How do I get help while in a report?

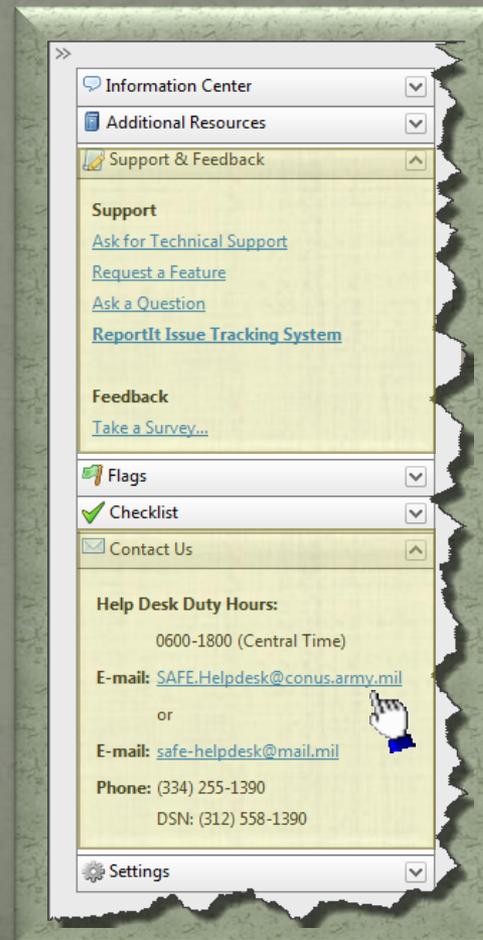
I can ask for help by clicking on the **“Ask for Help”** tab located at the bottom of every page!



# How do I get help while in a report?

Through the Information Center, I can also:

- Ask for technical support
- Request a new feature
- Ask a question
- Take a survey
- Email the CRC Helpdesk



# How do I review the DA forms?

From the Dashboard...

Hover over the folder icon (  ) and then click on "Open Forms"...

|                                 |       |            |                  |                                    |       |           |           |            |   |
|---------------------------------|-------|------------|------------------|------------------------------------|-------|-----------|-----------|------------|---|
| <b>Draft</b>                    | UASAR | D          | Not yet assigned | Jones, Jon S Mr CTR<br>USA OSA USA | --    | --        | 3/26/2012 | --         |   |
| <b>Draft</b>                    | AAAR  | F          | Not yet assigned | Jones, Jon S Mr CTR<br>USA OSA USA | --    | --        | 4/13/2012 | --         |   |
| <b>Draft</b><br><b>Past Due</b> | AGAR  | Reportable | R20110925008     | Jones, Jon S Mr CTR<br>USA OSA USA | --    | 9/25/2011 | 9/26/2011 | 10/25/2011 |   |
| <b>Draft</b>                    | AAAR  |            | R20120410001     | Jones, Jon S Mr CTR<br>USA OSA USA | WEEEE | 4/10/2012 | 4/10/2012 | 5/10/2012  |   |

View Report

- [Open Forms](#)



**DA FORM 104 (Rev. 10-10)**  
VEHICLE EQUIPMENT/MATERIAL INVOLVED

1. TIME & DATE OF ACCIDENT: a. Yr: 2012, b. Mth: 03, c. Day: 26, d. Time: 0500, e. PERIOD OF DAY: Day, f. ACFT CLASS: A, g. COMBAT STATUS: Combat

2. UNIT IDENTIFICATION: a. LIC/Unit Code: 25, b. Unit Address: USA OSA USA, c. Unit's Branch: , d. Type Location: , e. Army HQ's: , f. GNS Coordinates/Lat/Lon:

3. VEHICLE/EQUIPMENT/MATERIAL INVOLVED: a. Type of Item/Nomenclature: , b. Make/Model #: , c. Serial #: , d. Ownership: , e. Estimated Cost of Damage: , f. Vehicle Collision:

4. FAILURE MODE: a. Part Nomenclature: , b. Part #: , c. Part Mfg #: , d. Part Manufacturer Code: , e. EIR/GDR Submitted:

5. WHY DID THE MATERIAL FAIL/MALFUNCTION? (Check the root causes in Aia 104 (P) or Aia 102 (S) and list the root causes in the matter failure/malfunction) (Use Aia 104 and 102, add to the first address on this page if it is not applicable)

6. LEADER: (Not ready, willing, or able to endorse statement) (Not clear, not practical) (Shortcomings in type, capability, amount or condition of equip/supplies) (Equipment/Personnel/Design) (Inadequate Manufacture) (Equipment/Material Not Provided) (Inadequate Maintenance)

7. DIRECT SUPERVISION:  AR  ICP  Equip/Personnel/Design  Inadequate Manufacture

8. UNIT COMMAND SUPERVISION:  TM  Other  Equip/Material Not Provided  Inadequate Maintenance

9. HIGHER COMMAND SUPERVISION:  PM  None Exists  Inadequate Facilities/Services  Other

10. NAME (Last, First, MI) (Include Address and UIC if different than Aia 6a and 6b): , 12. SSN: , 13a. PERSONNEL CLASSIFICATION: , 13b. DATE ASSIGNED (HHMM/YYMMDD):

13c. DATE OF REEMPLOYMENT FROM COMBAT ZONE, IF APPLICABLE (YYYYMMDD): , 14. MOS/JOB SERIES: , 15a. DUTY STATUS:  Onsite  Away  Home (DDMM/YYMMDD)  Home (DDMM/YYMMDD)

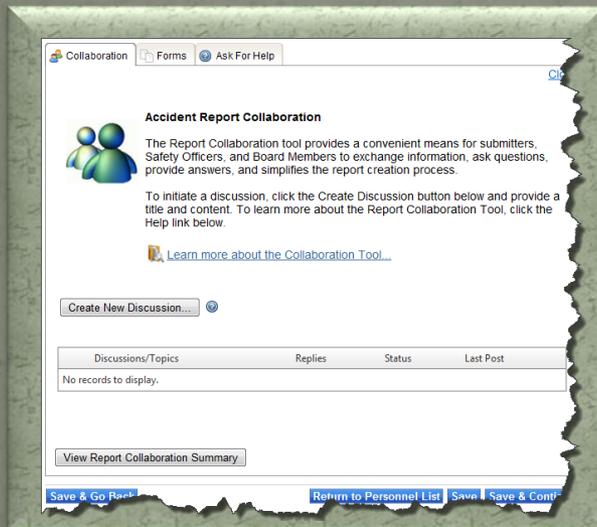
15b. IF OFF DUTY (If on leave - DDD)  Leave  Pass (DDMM/YYMMDD)  Pass (DDMM/YYMMDD)

16. HOME ADDRESS: , 17. FLIGHT STATUS:  Yes  No

# What is the Collaboration Tool?

Provides authorized users the ability to discuss the report online!

- Submitters can request support from their safety office.
- Safety Officers can provide feedback once the report is created.



# How do I access the Collaboration Tool?

From the Dashboard...

Left-click the “two-people” icon (  ) under the Action column...

| Status            | Report ID | Classification | Report Number | Owner           | Unit | Start Date | End Date  | Due Date  | Action  |
|-------------------|-----------|----------------|---------------|-----------------|------|------------|-----------|-----------|---|
| Past Due          | AAAR      | D              | R2012041000   | Jones, Jon S Mr | CTR  | 4/10/2012  | 4/10/2012 | 5/10/2012 |      |
| Draft<br>Past Due | AGAR      | D              | R20120417002  | Jones, Jon S Mr | CTR  | 4/17/2012  | 4/17/2012 | 5/17/2012 |                  |
| Draft             | 2397      | A              | R20120326006  | Jones, Jon S Mr | CTR  | 3/26/2012  | 3/26/2012 | 6/24/2012 |    Collaborate   |
| Draft             | 285       | A              | R20120317001  | Jones, Jon S Mr | CTR  | 3/17/2012  | 3/17/2012 | 7/16/2012 |                  |

**Accident Report Collaboration Summary**

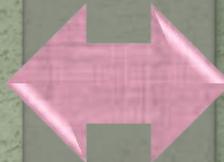
Collaboration discussions for this report are listed below. To view discussion entries and comments for a specific discussion, click the discussion name in the table.

[Return to My Dashboard...](#) [Open Report...](#)

Report Collaboration | Report Summary

The tree structure below contains a quick view of the most significant information for the selected report.

- Report 20120417002
  - General Information
    - Date of Accident: 4/17/2012
    - Time of Accident: 0800
    - Period of Day: Day
    - Classification: D
    - Responsible Unit (UIIC): WTEST1
    - Responsible Unit (Name): ds
    - Location Description: sad
    - Country: BH (Belize)
    - Total Accident Cost: \$0
  - Personnel Involved
    - Name: ew we Rank/Classification: Active Army Injury Severity: No Injury Injury Cost: \$0
  - Material
    - Name: Buggy Model: Horse Driven Owner: Army Estimated Cost: \$0
    - Name: MC-4 Model: Unspecified Owner: Unspecified Estimated Cost: \$0



**Accident Report Collaboration Summary**

Collaboration discussions for this report are listed below. To view discussion entries and comments for a specific discussion, click the discussion name in the table.

[Return to My Dashboard...](#) [Open Report...](#)

Report Collaboration | Report Summary

**Accident Report Collaboration**

The Report Collaboration tool provides a convenient means for submitters, Safety Officers, and Board Members to exchange information, ask questions, provide answers, and simplifies the report creation process.

To initiate a discussion, click the Create Discussion button below and provide a title and content. To learn more about the Report Collaboration Tool, click the Help link below.

[Learn more about the Collaboration Tool...](#)

[Create New Discussion...](#)

| Discussions/Topics     | Replies | Status | Last Post |
|------------------------|---------|--------|-----------|
| No records to display. |         |        |           |

# How do I access the Collaboration Tool? From within a report...

This screenshot shows the 'Accident Report Collaboration' tool interface. At the top, there are tabs for 'Overview', 'General', 'Personnel', 'Materiel', 'Environmental', 'Witnesses', 'Documents', and 'Audit'. Below these are sub-tabs for 'General Introduction', 'Date and Time', 'Unit Address', 'Unit Details', 'Installation', 'Explosives', and 'Location Details'. The main content area includes a text box for describing the mission, a section for 'Off-Duty' status, and a question: 'Was the task a Mission Essential Task List (METL) task?' with radio buttons for 'Yes' and 'No'. A 'Collaboration' button is visible, along with a 'Forms' and 'Ask For Help' button. The 'Accident Report Collaboration' section explains that the tool allows Safety Officers and Board Members to exchange information and provides instructions on how to initiate a discussion. A 'Create New Discussion...' button is present, and a table below it shows 'Discussions/Topics', 'Replies', 'Status', and 'Last Post' with the message 'No records to display.' At the bottom, there are 'Save & Go Back' and 'Save' / 'Save & Continue' buttons.

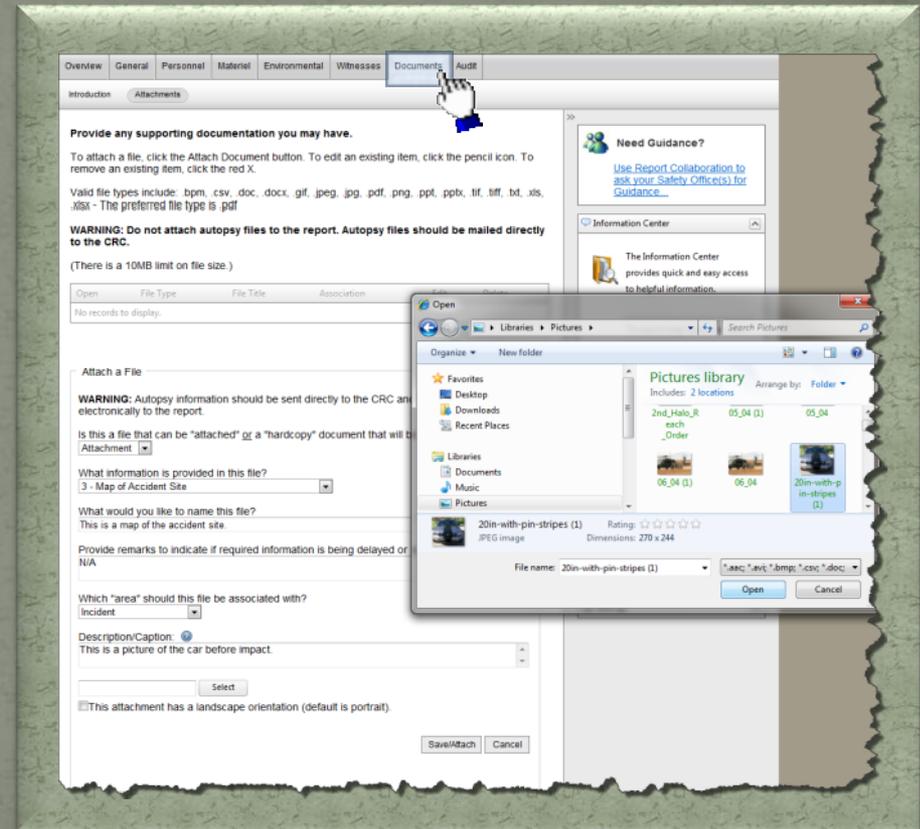
OR

This screenshot shows the 'When did this accident occur?' form. It features the same top navigation tabs as the previous screenshot. The form includes fields for 'Enter the date and time of the accident' (with values 20120417 and 0800), 'Enter the period of day' (set to Day), and two questions: 'Did the accident occur during combat?' (radio buttons for Yes and No) and 'Did the accident occur due to Army operations?' (radio buttons for Yes and No). There is a text box for 'Enter a description for the ReportIt dashboard' containing the text 'Content Manager Update for Wind Direction'. On the right side, there is a 'Need Guidance?' sidebar with a link 'Use Report Collaboration to ask your Safety Officer(s) for Guidance...' and an 'Information Center' section with a link 'Search Help Resources...'. A hand cursor is pointing at the 'Need Guidance?' link.

# How do I attach support documentation?

Left-click on the **Documents** tab:

- Select **Attachment** from the dropdown
- Provide additional information
- Left-Click on the **“Select”** button
  - Locate and choose your document or picture
  - Left-click **“Save/Attach”** button



# How do I submit a report?

If all your data is complete, left-click on the **Audit** tab...

➤ **IMPORTANT – Check the box!**

➤ Left-click on the “Check Report for Errors” button

Overview General Personnel Materiel Environmental Witnesses Documents **Audit**

Introduction **Report Audit**

**Your Report is Ready for Inspection!**

We are ready to initiate the audit of your report. The evaluation process may take several minutes to complete. Once you click the "Check Report for Errors" button below, do not press any buttons within your browser. When the inspection is complete, the results will be displayed for you.

Check here to complete the final evaluation of your report. By checking this box, you are indicating that you have completed all of the data entry for this report. Your report will now be evaluated to ensure it meets all the requirements of the currently displayed accident class and form type.

If you have not completed the entire report, you may leave the box un-checked and we will do a basic evaluation to alert you to any items that will need correction prior to the final evaluation.

**You must check the box and run audit before being allowed to submit this report!**

Check Report for Errors...

# How do I submit a report?

Fix any/all errors by left-clicking on hypertext...

The screenshot shows a web application interface for report auditing. At the top, there are tabs for 'Overview', 'General', 'Personnel', 'Materiel', 'Environmental', 'Witnesses', 'Documents', and 'Audit'. Below the tabs, there are sub-tabs for 'Introduction' and 'Report Audit'. The main content area is titled 'Report Contains Errors/Warnings' and contains the following text:

Our inspection of the information you have provided indicates that one or more steps contain either errors or warnings. The table below lists each error/warning. The Possible Action(s) column provides links that allow you to navigate directly to that step (or steps) to resolve the problem.

The list of audit errors/warnings below is a snapshot from the last report evaluation executed at the date/time shown below:  
**6/5/2012 10:39:26 AM**

**These results can be refreshed by re-auditing the report. To initiate another audit, click the Audit Report button at the bottom of this page.**

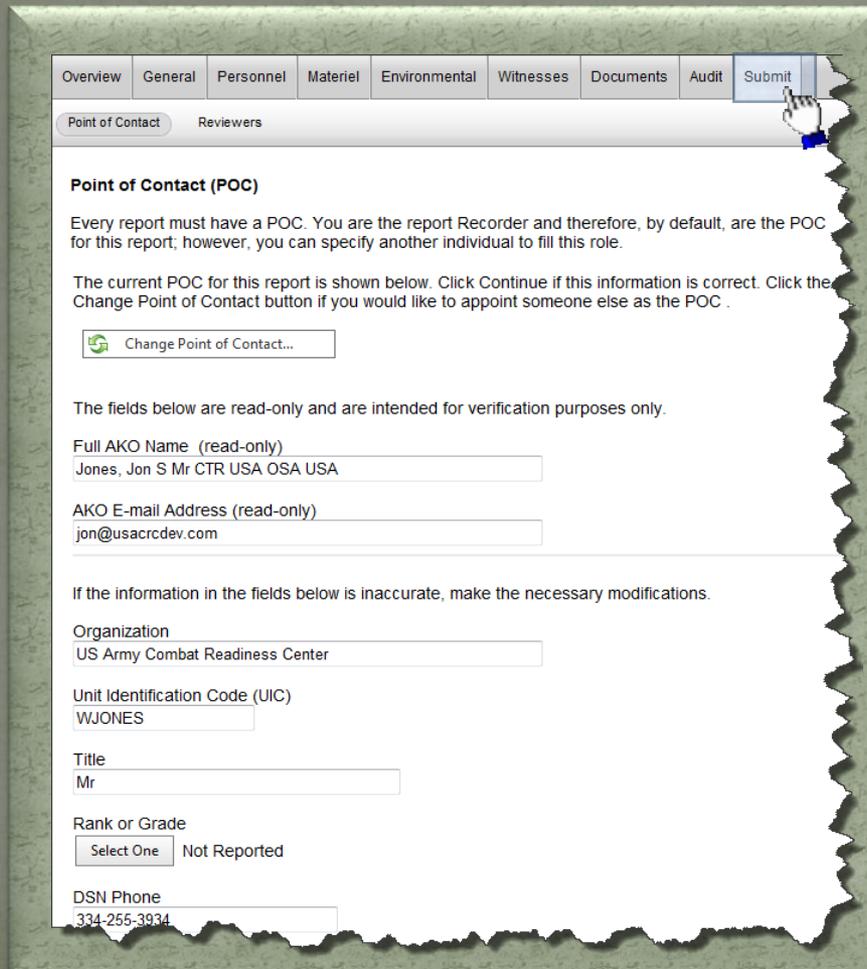
Below the text, there are three status indicators: 'Error(s) found', 'Warning(s)', and 'No steps flagged'. A table titled 'Personnel' lists the following errors:

| Error Description  | Possible Action(s)   |
|--|--|
| <b>1 - Doe, Joe E</b><br>You must specify the Date of Hire. (Error Code: 00908)  | <a href="#">Update Date of Hire...</a><br><a href="#">Update Service Classification...</a> |
| You've indicated ew we was on duty when the accident occurred , but you did not specify the Time Work Began. (Error Code: 00839) | <a href="#">Fix this Error...</a>  |
| You indicated the activity for ew we is 'Parachuting'; therefore the Parachute Equipment Type must be specified.                 | <a href="#">Update Jumper Information...</a><br><a href="#">Update Activity...</a>         |

All errors must be fixed **before** a report can be submitted for review!

# How do I submit a report?

Once Audit is passed, left-click on the Submit tab...



Overview General Personnel Materiel Environmental Witnesses Documents Audit **Submit**

Point of Contact Reviewers

**Point of Contact (POC)**

Every report must have a POC. You are the report Recorder and therefore, by default, are the POC for this report; however, you can specify another individual to fill this role.

The current POC for this report is shown below. Click Continue if this information is correct. Click the Change Point of Contact button if you would like to appoint someone else as the POC .

 Change Point of Contact...

The fields below are read-only and are intended for verification purposes only.

Full AKO Name (read-only)  
Jones, Jon S Mr CTR USA OSA USA

AKO E-mail Address (read-only)  
jon@usacrcdev.com

If the information in the fields below is inaccurate, make the necessary modifications.

Organization  
US Army Combat Readiness Center

Unit Identification Code (UIC)  
WJONES

Title  
Mr

Rank or Grade  
Select One Not Reported

DSN Phone  
334-255-3934

Verify the information for the report Point-of-Contact (POC) **before** continuing!

# How do I submit a report?

## Add/Manage Reviewers...

Overview General Personnel Materiel Environmental Witnesses Documents Audit Submit

Point of Contact Reviewers

### Manage Reviewers

You can add, edit, and view the individuals designated to review this report. This includes board member (if applicable), supervisory/command, and safety office reviewers.

Click on a tab to add, edit, or view the different types of reviewer.

Step 1 Command Reviewer(s) Step 2 Safety Office Reviewer(s) Step 3 Courtesy Copy Recipient(s) All

#### Supervisory/Command Review Section

Click on the "Add Reviewer" button to add reviewers for this report. Add as many reviewers as needed.

Supervisory/Command reviewers will receive this report in the order they appear in the table below. Use the Up and Down arrows to change the routing order.

At least one reviewer is required for this report.

| Reviewer Name  | Move Up | Move Down | Title | Organization            | Review Status    | Remarks |
|--|---------|-----------|-------|-------------------------|------------------|---------|
| Nelson, John I. Mr.<br>CTR USA OSA USA<br>Primary Approval Authority |         |           | CTR   | Cape Fox Government Ser | Not Yet Notified |         |

Add Reviewer

Collaboration Forms Ask For Help

Save & Go Back I'm Finished - Submit Report to Reviewers

At least 1 Reviewer **with** Primary Approval Authority is **required!**

Step 1 Command Reviewer(s) Step 2 Safety Office Reviewer(s) Step 3 Courtesy Copy Recipient(s) All

### Courtesy Copy Recipients

Courtesy Copy Recipients are individuals who will be included in this report is complete and has been submitted, but who do not have any other role in the report.

| Recipient Name                         | Title | Remarks |
|--|-------|---------|
| No Courtesy Copy Recipients specified. |       |         |

Add Recipient

Step 1 Command Reviewer(s) Step 2 Safety Office Reviewer(s) Step 3 Courtesy Copy Recipient(s) All

### Safety Office Review

The table below lists the safety office reviewer(s) that this report will be routed through.

If none are listed or you would like to include additional local safety office reviewers, click on the "Add Reviewer" button. Add as many reviewers as needed.

Safety Office reviewers will receive this report in the order they appear in the table below. Use the Up and Down arrows to change the routing order.

At least one safety office reviewer is required for this report.

Refresh Safety Office Reviewers...

| Reviewer Name  | Review Status    | Remarks |
|--|------------------|---------|
| Safety Office Test - 1<br>Primary Approval Authority | Not Yet Notified |         |

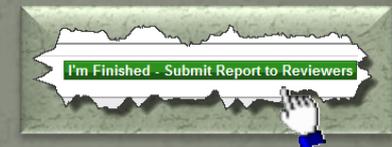
First Review Level

| Reviewer Name  | Review Status    | Remarks |
|--|------------------|---------|
| FORSCOM<br>Jon Jones<br>TEST 4<br>Primary Approval Authority | Not Yet Notified |         |
| Ashley Batchelor<br>TEST 1<br>Primary Approval Authority     | Not Yet Notified |         |

Second Review Level

Add Reviewer

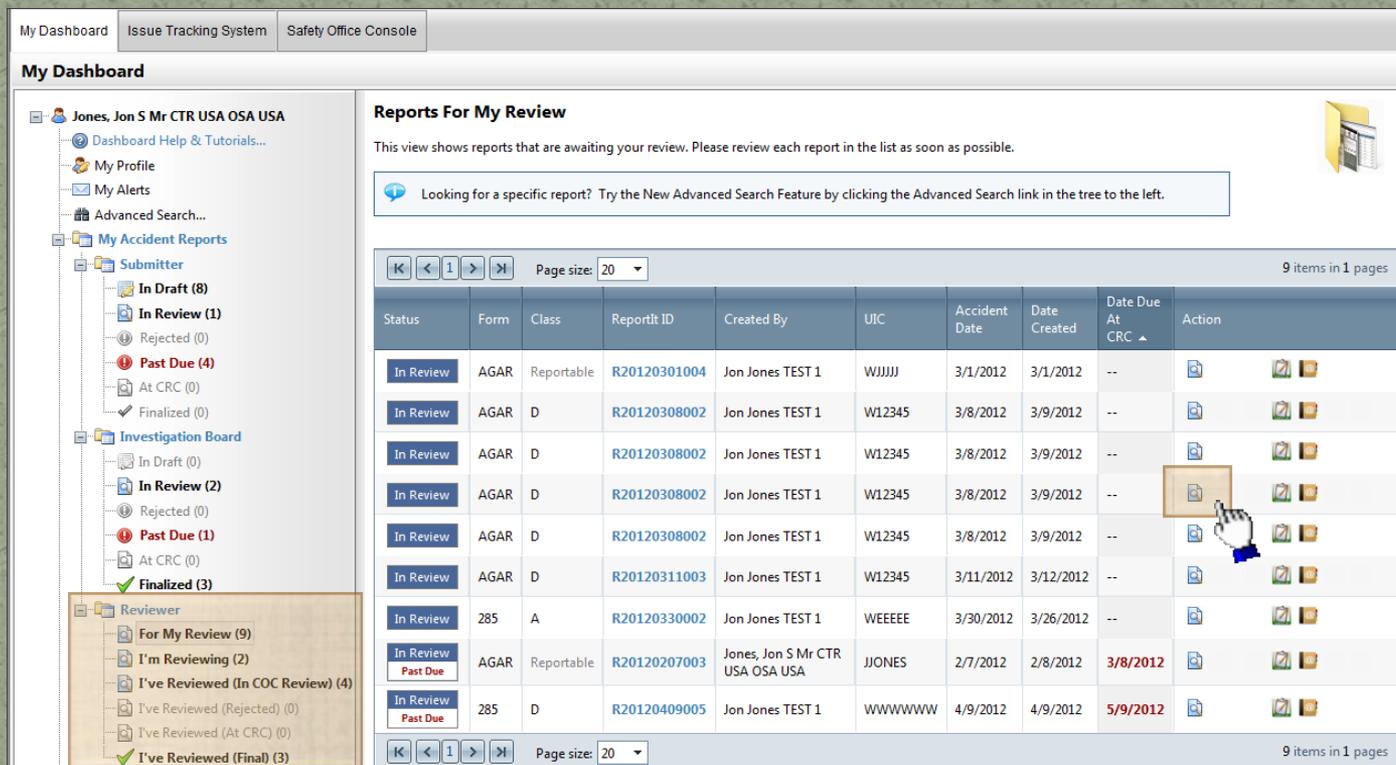
Left-click on "I'm finished" when ready to submit!



# How do I review a report?

From the Dashboard, under “Reviewer” role...

Left-click the “magnifying glass” icon (  ) under the Action column...



**My Dashboard**

Issue Tracking System Safety Office Console

**My Dashboard**

Jones, Jon S Mr CTR USA OSA USA

- Dashboard Help & Tutorials...
- My Profile
- My Alerts
- Advanced Search...
- My Accident Reports
  - Submitter
    - In Draft (8)
    - In Review (1)
    - Rejected (0)
    - Past Due (4)
      - At CRC (0)
      - Finalized (0)
  - Investigation Board
    - In Draft (0)
    - In Review (2)
    - Rejected (0)
    - Past Due (1)
      - At CRC (0)
      - Finalized (3)
  - Reviewer
    - For My Review (9)
    - I'm Reviewing (2)
    - I've Reviewed (In COC Review) (4)
    - I've Reviewed (Rejected) (0)
    - I've Reviewed (At CRC) (0)
    - I've Reviewed (Final) (3)

**Reports For My Review**

This view shows reports that are awaiting your review. Please review each report in the list as soon as possible.

Looking for a specific report? Try the New Advanced Search Feature by clicking the Advanced Search link in the tree to the left.

| Status                | Form | Class      | Report ID    | Created By                      | UIC     | Accident Date | Date Created | Date Due At CRC | Action  |
|-----------------------|------|------------|--------------|---------------------------------|---------|---------------|--------------|-----------------|---|
| In Review             | AGAR | Reportable | R20120301004 | Jon Jones TEST 1                | WJJJJJ  | 3/1/2012      | 3/1/2012     | --              |          |
| In Review             | AGAR | D          | R20120308002 | Jon Jones TEST 1                | W12345  | 3/8/2012      | 3/9/2012     | --              |          |
| In Review             | AGAR | D          | R20120308002 | Jon Jones TEST 1                | W12345  | 3/8/2012      | 3/9/2012     | --              |          |
| In Review             | AGAR | D          | R20120308002 | Jon Jones TEST 1                | W12345  | 3/8/2012      | 3/9/2012     | --              |          |
| In Review             | AGAR | D          | R20120311003 | Jon Jones TEST 1                | W12345  | 3/11/2012     | 3/12/2012    | --              |          |
| In Review             | AGAR | D          | R20120330002 | Jon Jones TEST 1                | WEEEEEE | 3/30/2012     | 3/26/2012    | --              |    |
| In Review<br>Past Due | AGAR | Reportable | R20120207003 | Jones, Jon S Mr CTR USA OSA USA | JJONES  | 2/7/2012      | 2/8/2012     | 3/8/2012        |    |
| In Review<br>Past Due | 285  | D          | R20120409005 | Jon Jones TEST 1                | WWWWWWW | 4/9/2012      | 4/9/2012     | 5/9/2012        |    |

# How do I review a report?

## Task 1 – Review the Report

My Review Steps

---

**Step 1 - Review**  Visited

---

The first step of the process is to review the information in this report. To meet the various needs of reviewers, three options are provided. Please read each option below to determine which path is right for you.

| Option #1<br>Quick Summary   | Option #2<br>Review Form   | Option #3<br>Step-by-Step   |
|--|--|---|
| <p>This option provides the <u>quickest</u> means of review. The Report Quick Summary tab provides an overview of the most significant information for this report.</p> <p>When your review is complete, the Reviewer Remarks tab can be used to enter general commentary.</p> | <p>This option allows you to open the completed form in another window and execute your review via the form.</p> <p>While conducting your review, the Reviewer Remarks tab can be used to enter general commentary.</p> <p>The form preview will open in another browser window.</p> | <p>This option allows you to navigate through the entire report step by step. Although this option is more time consuming it is the <u>most thorough</u>.</p> <p>While conducting your review you can provide commentary directly in the page being reviewed.</p> |
|  Quick Summary...   |  Review Form...   |  Review Report...  |

There are **3** ways to review report data:

- Quick Summary
- DA Form
- The report in Expert Mode

# How do I review a report?

## Task 1 – Review the Report

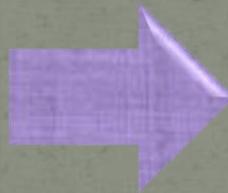
Quick Summary provides basic accident information.

**Option #1**  
Quick Summary

This option provides the quickest means of review. The Report Quick Summary tab provides an overview of the most significant information for this report.

When your review is complete, the Reviewer Remarks tab can be used to enter general commentary.

 Quick Summary...



Quick Summary

The Quick Summary is provided to reduce the time required for you to review this report. The most significant information for this report is shown in the tree below.

**To return to your Reviewer Tasks, click the My Tasks tab at the top of the page.**

 **Report 20120301004**

-  **General Information**
  -  [Date of Accident:](#) 3/1/2012
  -  [Time of Accident:](#) 0100
  -  [Period of Day:](#) Day
  -  [Classification:](#) R
  -  [Responsible Unit \(UIC\):](#) WJJJJ
  -  [Responsible Unit \(Name\):](#) ijjdsds
  -  [Synopsis:](#) sddsdsds
  -  [Country:](#) US (United States)
  -  [State:](#) AL (Alabama)
  -  [Total Accident Cost:](#) \$12
-  **Environmental Conditions (Weather)**
  -  [Condition:](#) (Dust, Fumes, Gasses, Smoke, Vapors) *No description provided*
-  **Materiel**
  -  [Name:](#) dsdsds [Model:](#) dsdsds [Owner:](#) GSA [Estimated Cost:](#) \$12

# How do I review a report?

## Task 1 – Review the Report

Form review launches the DA Forms as an Adobe PDF.

### Option #2 Review Form

This option allows you to open the completed form in another window and execute your review via the form.

While conducting your review, the Reviewer Remarks tab can be used to enter general commentary.

The form preview will open in another browser window.

 Review Form...



| U.S. ARMY ABBREVIATED GROUND ACCIDENT REPORT(AGAR)   |  |   |   |  |  |  |           |
|--|--|---|---|--|--|--|-----------|
| For use of this form, see AR 385-40 and DA Pamphlet 385-40; the proponent agency is OCSA   |  |   |   |  |  |  |           |
| 1. TIME & DATE OF ACCIDENT   | a. Yr<br>2012                              | b. Mth<br>3                                   | c. Day<br>1   | d. Time<br>0100  | 2. PERIOD OF DAY<br><input checked="" type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Dusk <input type="checkbox"/> Dawn | 3. ACDT CLASS<br>R                           | 4. COMBAT |
| 5. UNIT IDENTIFICATION   | a. UIC (6-digit Code)<br>WJJJJJ            | b. Unit Address<br>sas, ijij, MA 12212-121    |   |  | c. Unit's Branch<br>SF   |  |           |
| 6. LOCATION OF ACCIDENT  | a. Exact Location<br>sasasa                |   |   | b. Type Location<br>H4   |  |  |           |
| d. State/Country   | Alabama / United States                    |   | e. <input type="checkbox"/> Off Post <input checked="" type="checkbox"/> On Post Name: Prattville, AL |  | 7. EXPLOSION   |  |           |
| 8. MISSION   | a. Briefly describe the mission.<br>dsdsds |   |   |  |  |  |           |
| 9. VEHICLE/EQUIPMENT/MATERIEL INVOLVED   |  |   |   |  |  |  |           |
| a. Type of Item (Nomenclature)<br>dsdsds   |  | b. Make/Model #<br>dsdsds                     |   | c. Serial #<br>dsdsds  | d. Ownership<br>GSA  | e. Estimated Cost<br>\$12                    |           |
| #1 Materiel Failure/Malfunction Information (Blks 9g-9l)   |  |   |   |  |  |  |           |
| g. Failure Mode  |  | h. Part Nomenclature                          |   | i. Part #  | j. Part NSN  | k. Part Manufacturer                         |           |
| a. Type of Item (Nomenclature)   |  | b. Make/Model #                               |   | c. Serial #  | d. Ownership   | e. Estimated Cost                            |           |
| Materiel Failure/Malfunction Information (Blks 9g-9l)  |  |   |   |  |  |  |           |
| g. Failure Mode  |  | h. Part Nomenclature                          |   | i. Part #  | j. Part NSN  | k. Part Manufacturer                         |           |
| 10. WHY DID THE MATERIEL FAIL/MALFUNCTION? (Check the root cause(s) in Blk 10a. In Blk 10b, explain how the root cause(s) led to the materiel failure/malfunction.) <i>Note: Field 10(a) applies to the first materiel on this page (# 1).</i> |  |   |   |  |  | b. Describe how the explain why (root cause) |           |
| a. LEADER<br>(Not ready, willing, or able to enforce standards)  |  | STDS/PROCEDURES<br>(Not clear, Not practical) |   | SUPPORT<br>(Shortcomings in type, capability, amount or condition of equip/supplies/services/facilities) |  |  |           |
| <input type="checkbox"/> Direct Supervision  |  | <input type="checkbox"/> AR                   | <input type="checkbox"/> SOP  | <input type="checkbox"/> Equip/Materiel Improperly Designed  | <input type="checkbox"/> Inadequate Manufacture  |  |           |
| <input type="checkbox"/> Unit Command Supervision  |  | <input type="checkbox"/> TM                   | <input type="checkbox"/> Other  | <input type="checkbox"/> Equip/Materiel Not Provided   | <input type="checkbox"/> Inadequate Maintenance  |  |           |
| <input type="checkbox"/> Higher Command Supervision  |  | <input type="checkbox"/> FM                   | <input type="checkbox"/> None Exists  | <input type="checkbox"/> Inadequate Facilities/Services  | <input type="checkbox"/> Other   |  |           |

# How do I review a report?

## Task 1 – Review the Report

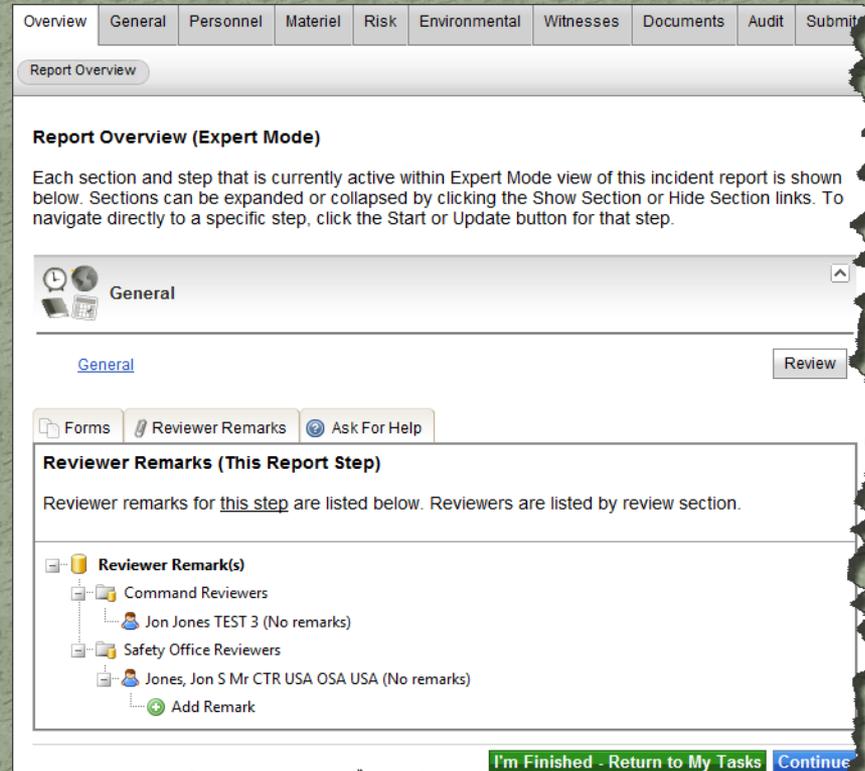
Report review allows for a field-by-field review within ReportIt **Expert Mode**.

### Option #3 Step-by-Step

This option allows you to navigate through the entire report step by step. Although this option is more time consuming it is the most thorough.

While conducting your review you can provide commentary directly in the page being reviewed.

 Review Report...



The screenshot shows the 'Report Overview (Expert Mode)' interface. At the top, there is a navigation bar with tabs: Overview, General, Personnel, Materiel, Risk, Environmental, Witnesses, Documents, Audit, and Submit. Below this is a 'Report Overview' section with a title 'Report Overview (Expert Mode)'. The main content area is divided into sections. The first section is 'General', which is expanded to show a 'General' sub-section with a 'Review' button. Below this is a 'Reviewer Remarks (This Report Step)' section, which contains a list of reviewer remarks. The list is organized into two categories: 'Command Reviewers' and 'Safety Office Reviewers'. Under 'Command Reviewers', there is one entry: 'Jon Jones TEST 3 (No remarks)'. Under 'Safety Office Reviewers', there is one entry: 'Jones, Jon S Mr CTR USA OSA USA (No remarks)'. At the bottom of the list is an 'Add Remark' button. At the bottom right of the interface, there is a green button labeled 'I'm Finished - Return to My Tasks' and a blue button labeled 'Continue'.

# How do I review a report?

## Task 2 – Signify Concurrence

**Step 2 - Signify Concurrence**

If you have reviewed this report completely, please provide your concurrence or non-concurrence by making the appropriate selection below.

Please make a single selection below:

- I Concur with all information in this report
- I Concur with information in this report **with the Conditions Specified Below**
- I **DO NOT Concur** with the information in this report (comments required)

Additional Comment(s) or Condition(s)

Characters: 0 (Unlimited characters allowed)

Saving your concurrence or non-concurrence does not complete your review. To complete your review you must complete the last step below.

Save My Concurrence...

This is the reviewer's opportunity to agree or disagree with the data in the report. There are 3 options:

**Concur**

- Report continues up review chain
- Optional comments

**Non-Concur  
Continue  
Routing**

- Report continues up review chain
- Required comments

**Non-Concur  
Rejection**

- Report is sent back to the POC for changes
- Required comments

# How do I review a report?

## Task 3 – Add Reviewers

Optional

### Step 3 - Forward

If you would like to view all specified reviewers or add new reviewers, click the button below.  
Otherwise, go to Step 4.

View or Add Reviewers...

## Task 4 – Finish & Submit

### Step 4 - Finish

You must complete this step to finish your review.

I'm Finished - Submit the Report...

# How do I recall a report?

From the Dashboard, under “Submitter” role, “In Review” filter...  
Left-click the “green back arrow” icon (🔄) under the Action column...

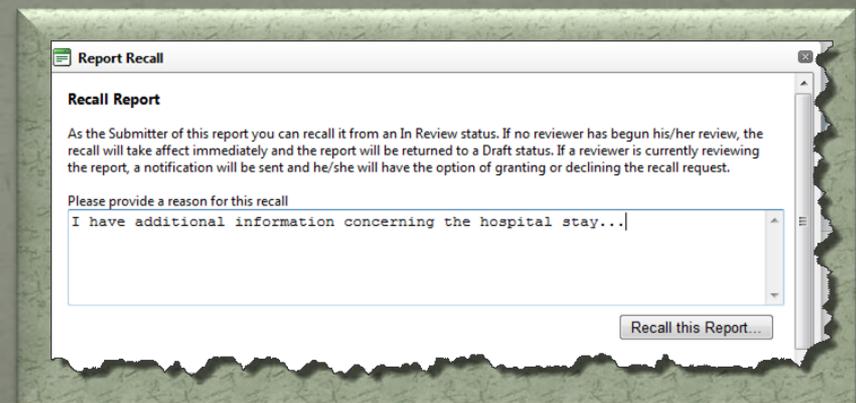


A screenshot of a web application interface showing a table of reports. The table has columns for Status, Form, Class, Report ID, UIC, Accident Date, Date Created, Date Due At CRC, and Action. The first row is highlighted in blue and contains the following data: Status: In Review (with a sub-label Past Due), Form: AGAR, Class: Reportable, Report ID: R20120207003, UIC: JONES, Accident Date: 2/7/2012, Date Created: 2/8/2012, Date Due At CRC: 3/8/2012. In the Action column for this row, there are several icons: a person, a document, a calendar, and a green back arrow. A mouse cursor is pointing at the green back arrow icon. Above the table, there are navigation controls including a page number '1' and a page size dropdown set to '20'. The text '1 items in 1 pages' is visible in the top right corner of the table area.

| Status                | Form | Class      | Report ID    | UIC   | Accident Date | Date Created | Date Due At CRC | Action |
|-----------------------|------|------------|--------------|-------|---------------|--------------|-----------------|--------|
| In Review<br>Past Due | AGAR | Reportable | R20120207003 | JONES | 2/7/2012      | 2/8/2012     | 3/8/2012        |        |

Two important rules:

- The Submitter (report POC) is the **only** individual that can recall a report!
- The report **must be** “In Review”!



A screenshot of a dialog box titled "Report Recall". The dialog has a title bar with a close button. Below the title bar, there is a section titled "Recall Report" with a brief instruction: "As the Submitter of this report you can recall it from an In Review status. If no reviewer has begun his/her review, the recall will take affect immediately and the report will be returned to a Draft status. If a reviewer is currently reviewing the report, a notification will be sent and he/she will have the option of granting or declining the recall request." Below this text is a text input field with the placeholder text "Please provide a reason for this recall" and the entered text "I have additional information concerning the hospital stay...". At the bottom right of the dialog is a button labeled "Recall this Report...".

**Report Recall**

**Recall Report**

As the Submitter of this report you can recall it from an In Review status. If no reviewer has begun his/her review, the recall will take affect immediately and the report will be returned to a Draft status. If a reviewer is currently reviewing the report, a notification will be sent and he/she will have the option of granting or declining the recall request.

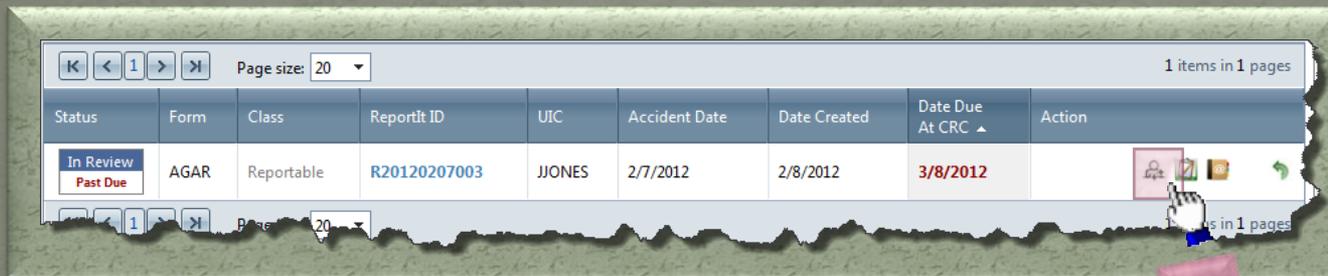
Please provide a reason for this recall

I have additional information concerning the hospital stay...|

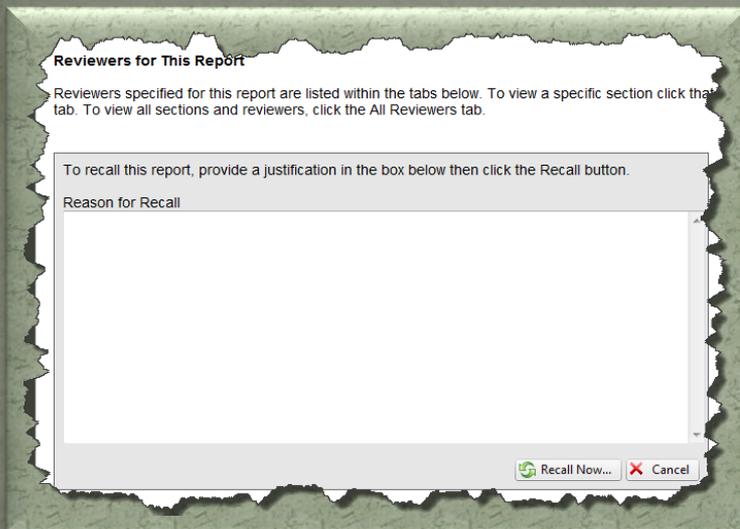
Recall this Report...

# How do I recall a report?

Another way from the Dashboard, left-click on the “torso” icon (  )  
OR the “Submit” tab within a report...



| Status                | Form | Class      | Report ID    | UIC    | Accident Date | Date Created | Date Due At CRC | Action  |
|-----------------------|------|------------|--------------|--------|---------------|--------------|-----------------|---|
| In Review<br>Past Due | AGAR | Reportable | R20120207003 | JJONES | 2/7/2012      | 2/8/2012     | 3/8/2012        |    |



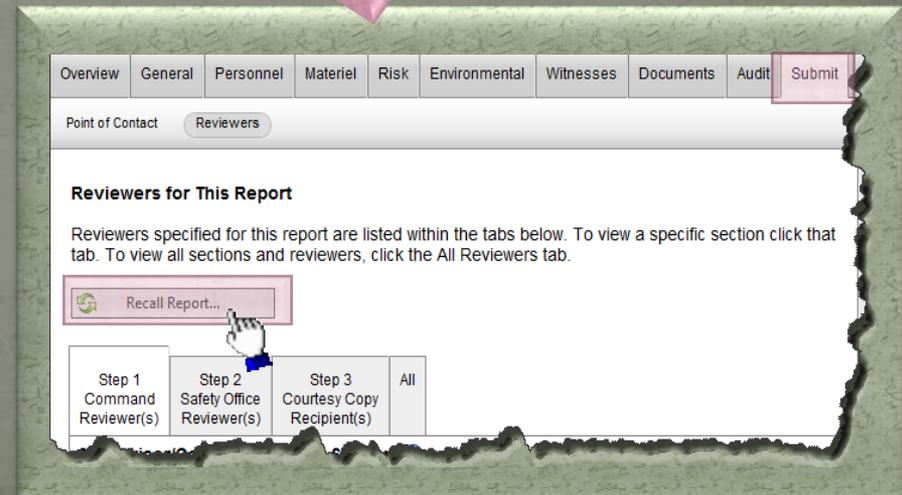
**Reviewers for This Report**

Reviewers specified for this report are listed within the tabs below. To view a specific section click that tab. To view all sections and reviewers, click the All Reviewers tab.

To recall this report, provide a justification in the box below then click the Recall button.

Reason for Recall



Overview General Personnel Materiel Risk Environmental Witnesses Documents Audit **Submit**

Point of Contact **Reviewers**

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# ReportIt ABC's

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Additional training materials can be found within  
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