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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® like way of reporting accidents.)
2. Injury /Damage information already exists in other databases.

(Collect this information to proactively help identify & report accidents.)
What will ReportIt offer me?

- **Should I Report?**
  - Complete

- **Abbreviated Reporting**
  - Guided & Expert Modes
  - Complete

- **Safety Office Console**
  - Complete

- **Long Forms & UAS Reporting**
  - Coming Soon!

- **XForms**
  - Provide data entry via DA Forms
  - Coming Soon!
What will ReportIt offer me?

**CRC Quality Control Module**
- Coming Soon!

**Initial Notification**
- Coming Soon!

**Civilian Reporting**
- Enhancement to current capabilities to produce CA1/CA2
- Coming Soon!

**Close Call**
- Coming Soon!

**Data Collection**
- Connect to external databases to find possible unreported accidents for you.
- Coming Soon!
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!
How do I access ReportIt?

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

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

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
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...

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?
Choose a mode...

**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

Step by Step Interview
How do I create a report?

Expert Get Started...

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.
How do I create a report?

Guided Get Started...

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

Step by Step Interview
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...
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”...

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<th>D</th>
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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...
How do I access the Collaboration Tool?
From within a report...
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
How do I submit a report?

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

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...

Verify the information for the report Point-of-Contact (POC) before continuing!
How do I submit a report?

Add/Manage Reviewers...

At least 1 Reviewer with Primary Approval Authority is required!

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...
How do I review a report?

Task 1 – Review the 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.
Task 1 – Review the Report

Form review launches the DA Forms as an Adobe PDF.
How do I review a report?

Task 1 – Review the Report

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

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...

Optional

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...

Two important rules:

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

Another way from the Dashboard, left-click on the “torso” icon or the “Submit” tab within a report...
Additional training materials can be found within the ReportIt Information Center.