User Guide: Ground

U.S. ARMY COMBAT READINESS/SAFETY CENTER

Revision History

Date	Version	Description	Author
09/18/2011	1.0	Initial version	Susan Byrd
06-12-2011	2.0	Added release notes as an addendum	Susie Byrd
18 Apr 2012	2.1	Appendix D – Required Fields (AGAR) Safety Office and Personnel Report Editing Safety Office Installations UIC moves UIC Review Authority Collaboration for Report Submitter / Safety Office	Gail Hadden
22 May 2012	2.2	New Dashboard	Gail Hadden

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Table of Contents

About this Guide

This document is divided into chapters. Within the chapters are lessons that cover specific topics of the chapter. Some lessons provide you with easy to read and follow step/action tables.

This document contains the following chapters:

- Chapter 1: Introduction
- Chapter 2: Getting Started
- Chapter 3: Processes
- Chapter 4: ReportIt Tools
- Chapter 5: Safety Office Console
- Chapter 6:Getting Help with ReportIt
- Appendix A – Additional Features
- Appendix B – ReportIt Release Updates
- Appendix C – Safety Office Console
- Glossary

Who will use it?

This guide is for the following users:

- Active AKO account users

Typographical Conventions

This document uses the following topographical conventions:

- Command buttons and field names appear in **bold**.
- Screen tabs and views appear in *italics*.
- Text entry display as *[Last Name]*
- Hyperlinks appear in blue underlined text.
- Cross-references appear in parenthesis, ex (refer to page ...)
- Notes, Tips and Cautions are included in the document in the following format:

Notes will include additional information about a topic.

A tip gives you tips, tricks, and shortcuts you can use when working in ReportIt.

Caution alerts you to specific steps or results to be aware of when performing a task.

Chapter 1: Introduction

Before you begin using the ReportIt application, it is important to understand what the ReportIt application is and how it will benefit you in accident and incident reporting tasks.

At the end of this chapter, you should be able to:

- ✓ Understand what ReportIt is
- ✓ The benefits of using ReportIt

1.1 What is ReportIt?

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

1.2 Benefits

ReportIt assists the Army in meeting its mandate, as defined in AR 385-10, to capture all military, civilian employee and contractor incidents and report/record those incidents within a centralized repository. Three challenges that affect all personnel and accident classes are:

1. Inconsistent, complex, and inefficient reporting practices
2. Lack of functionality to accommodate all reporting requirements
3. A resultant failure to adequately report injuries, illnesses, and loss events

ReportIt helps address the problem of under-reporting within the Army by:

- Providing a single, efficient, standardized system for reporting
- Help Army commands promote a culture of reporting
- Automating current demanding and somewhat perplexing manual processes
- Increase data integrity through the use of business rules in the form of passive and active validations
- Accommodating all classes and types of incidents for military, civilian, and contractor personnel

Chapter 2: Getting Started

Now that you have background on what ReportIt is and the benefits of using the ReportIt application, you are ready to access the system, understand software and hardware components of the application, and navigation.

At the end of this chapter, you should be able to:

- ✓ Understand system requirements for ReportIt
- ✓ Log into the ReportIt application
- ✓ Navigate the ReportIt application
- ✓ Understand the data field types found in the ReportIt application

2.1 System Requirements

In order for the ReportIt application to function efficiently, ensure the following hardware and software requirements are present on your computer:

- Microsoft® Internet Explorer® 7.0 or later
- Valid AKO account or valid CAC account

2.2 Log into ReportIt

There are two ways of logging into the ReportIt application:

1. Enter your username and password
2. Use your CAC credentials

Follow the steps below to log into the ReportIt application:

Step	Action
1	Type the URL below into your IE browser window. https://reportit.safety.army.mil **Result**: The ReportIt login page displays.
2	Enter your *[username]*, *[password]* and then click Login. ***Or*** Insert your CAC card into your keyboard or laptop, and click CAC Login and enter your CAC card credentials. **Result**: The ReportIt default home page displays.

Tips

Save the URL address to your **Favorites** for easy access.

2.3 The ReportIt Desktop

The ReportIt desktop displays when you log into the application. The image below explains what you can do from the ReportIt desktop. Refer to the table below for a description of each numbered component.

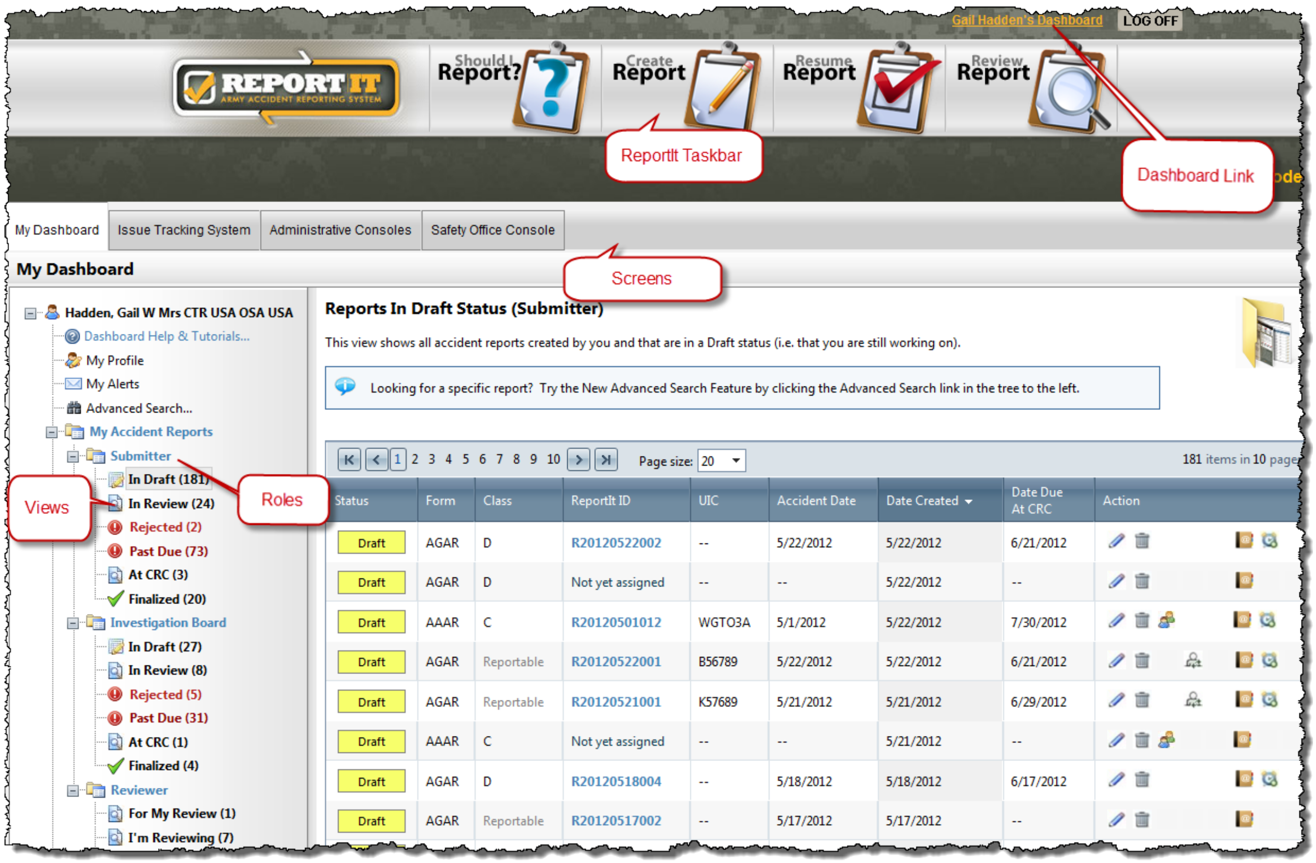
Component	Description
1	This link will open the official home page of the United States Army.

Component	Description
2	This link will open the USACR/Safety Center Home page.
3	Links to: • USACR/Safety Center Home • About Us: Opens the U.S. Army Combat Readiness Center Information page • Help: Opens the U.S. Army Combat Readiness Center Information Help page with help resource information. • Contact & Feedback: U.S. Army Combat Readiness Center Information Contact Information
4	This link opens the ReportIt home page.
5	These four buttons start the reporting process in ReportIt: • Should I Report? • Create Report • Resume Report • Review Report
6	Information about the ReportIt application; ReportIt business case.
7	Links to Ground and Aviation worksheets that follow the flow of the Guided and Expert modes.
8	Graph of the estimated release dates for ReportIt
9	ReportIt Status bar

2.4 The Dashboard New!

The ReportIt dashboard is an interactive user interface that, somewhat resembling an automobile's dashboard, organizes and presents your report information in a way that is easy to analyze and navigate.

The dashboard link is visible in the top right-hand corner of the ReportIt window as seen in the image below.



ReportIt Dashboard

Components found in the ReportIt dashboard: (Your ReportIt role defines components)

- The ReportIt task bar which allows you to:
    - Decide if you should report it
    - Create a report
    - Resume a report
    - Review a report
- Screen tabs which include:
    - My Dashboard
    - Issue Tracking System
    - Administrative Consoles (if role permits)
    - Safety Office Console (if role permits)

2.4.1 My Dashboard

My Dashboard shows a list of all of your reports separated by roles that you may be associated with.

- Roles which include:
    - Submitter
    - Investigation Board (if applicable)
    - Reviewer (if applicable)
    - Safety Office Reports (if applicable)
- Views by Role:
    - Submitter:

- In Draft – This view shows all accident reports created by you and that are in a Draft status (i.e. that you are still working on).
- In Review – This view shows all accident reports created by you that are being reviewed by your commander(s), Safety Office(s), or recommendation reviewers.
- Rejected – This view shows all accident reports created by you that have been reviewed by at least one commander or Safety Officer and that have been rejected for corrections or modifications.
- Past Due – This view shows all accident reports created by you that are past due based on the Date Due at CRC.
- At CRC – This view shows all accident reports for which you are the Submitter and that have been reviewed by all member of your chain of command and Safety Officers and are in review by the CRC.
- Finalized – This view shows all accident reports created by you that have been reviewed by all applicable parties and are in a Final status.

o Investigation Board – Only displays if you have reports for which you are included in the Investigation Board
  - In Draft – This view shows all accident reports on which you are an Investigation Board member and the report is in Draft status.
  - In Review - This view shows all accident reports on which you are an Investigation Board member and that are currently in review by the submitter's chain of command or Safety Officers.
  - Rejected - This view shows all accident reports on which you are an Investigation Board member that have been rejected by a reviewer for correction or modification.
  - Past Due - This view shows all accident reports on which you are an Investigation Board member that are past due.
  - At CRC - This view shows all accident reports on which you are an Investigation Board member and that have been reviewed by all member of the Submitter's chain of command and Safety Officers and are in review by the CRC.
  - Finalized - This view shows all accident reports on which you are an Investigation Board member that have been through all reviewers and are in a Final status.

o Reviewer – Only displays if you have reports for which you are included as a Reviewer.
  - For My Review - This view shows reports that are awaiting your review. Please review each report in the list as soon as possible.
  - I'm Reviewing - This view shows reports that are currently in your review. Please complete your review as soon as possible.
  - I've Reviewed (In COC Review) - This view shows reports that you have already reviewed and that are in review by others in the chain of command.
  - I've Reviewed (Rejected) - This view shows all reports that you have reviewed and are in a Rejected status. All reports in this view are read-only.
  - I've Reviewed (At CRC) - This view shows all accident reports that you have reviewed and that are currently in review by the CRC.
  - I've Reviewed (Final) - This view shows all reports that you have reviewed and are in a Final status. All reports in this view are read-only.

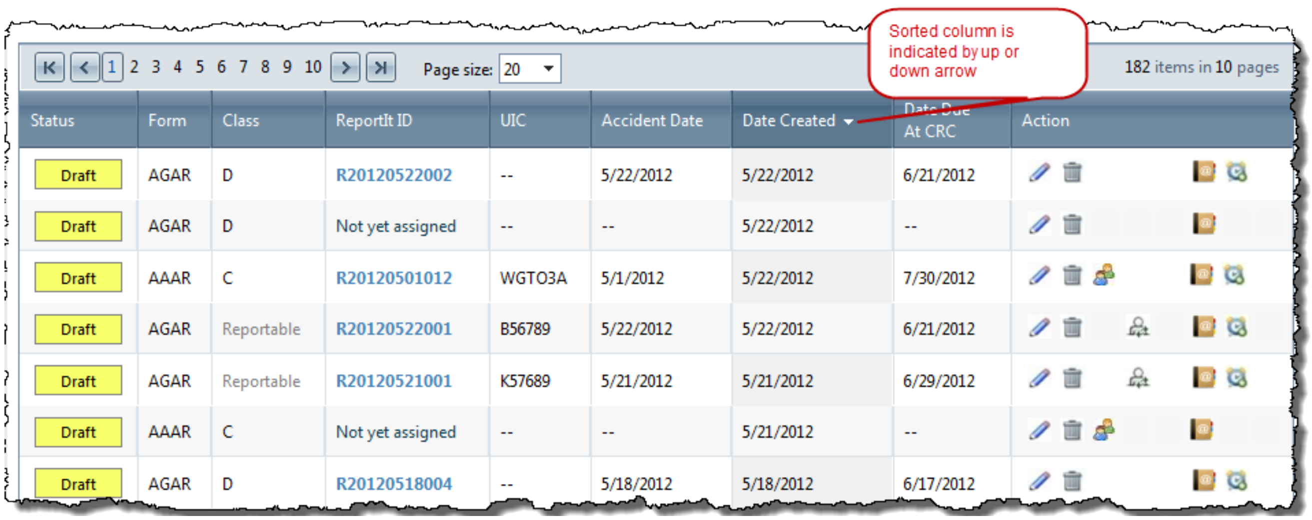
o Safety Office Reports (Collaboration)

- Reports In Draft - This view shows reports for which the Responsible UIC is within your purview and your Safety Office is directly associated to that UIC. As a Safety Officer, you can either collaborate/advise the submitter or edit the report directly (based on your permissions).
- Reports Rejected - This view shows reports for which the Responsible UIC is within your purview and your Safety Office is directly associated to that UIC. As a Safety Officer, you can either collaborate/advise the submitter or edit the report directly (based on your permissions).

2.4.2 Sorting the Dashboard

All columns in the dashboard are sortable with the exception of Action.

You sort the case list by clicking the column header (name). The list will sort ascending on the first click, then descending on the second click. The up arrow next to the column name indicates ascending order by that column data, and the down arrow next to the column name indicates descending order by that column data. To return to the default sort, click the column name a third time.



Status	Form	Class	ReportIt ID	UIC	Accident Date	Date Created	Date Due At CRC	Action
Draft	AGAR	D	R20120522002	--	5/22/2012	5/22/2012	6/21/2012	
Draft	AGAR	D	Not yet assigned	--	--	5/22/2012	--	
Draft	AAAR	C	R20120501012	WGTO3A	5/1/2012	5/22/2012	7/30/2012	
Draft	AGAR	Reportable	R20120522001	B56789	5/22/2012	5/22/2012	6/21/2012	
Draft	AGAR	Reportable	R20120521001	K57689	5/21/2012	5/21/2012	6/29/2012	
Draft	AAAR	C	Not yet assigned	--	--	5/21/2012	--	
Draft	AGAR	D	R20120518004	--	5/18/2012	5/18/2012	6/17/2012	

2.4.3 Dashboard Actions

The Icons displayed in the Action column are dependent on the Role and View you have selected.

Icon	Description
	Edit - Available for Submitters or Investigation Board members with edit rights when report is in Draft or Rejected status
	Delete - Available for Submitters when report is in Draft or Rejected status
	Collaborate - Only available based on Board and SO rules (See Collaboration Tool)
	Manage Reviewers – Displays list of reviewers and the status of their review
	View Forms – Allows user to view the form(s) associated with the report.
	Report Status – Displays the Reviewers and the dates and times that the report passed certain milestones.

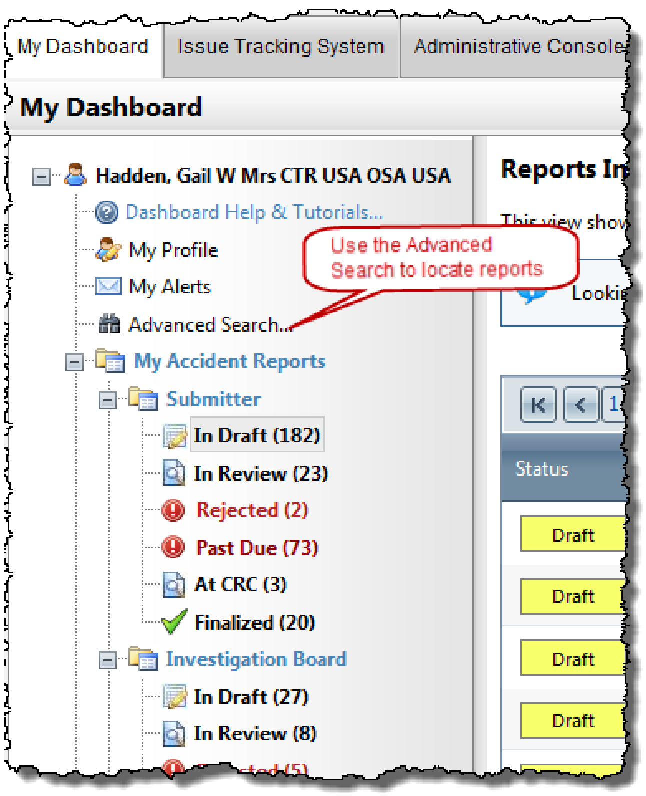
	Recall Report – Only available to the submitter when the report is In Review
	Request an Extension – Only available to the submitter when the report is past due and the report is in a Draft or Rejected status.
	Review Report – Only available for Reviewers when the report is awaiting their review.

2.4.4 Dashboard Default

Your dashboard default view is set based on the view you had set when you last navigated away from the dashboard. For example: if you were viewing reports "For My Review" when you last logged out, upon logging back into ReportIt the view that will be displayed will be "For My Review".

2.4.5 Using the Advanced Filter

While the list of reports will be easy to navigate at the beginning, as you use ReportIt, your list of reports will grow making it more difficult to locate a specific report or a group of reports. The advanced filter allows you to filter your case list to locate a specific report or a list of reports.



After clicking Advanced Search... from your dashboard, follow the steps below to use the advanced filter to locate a report or list of reports.

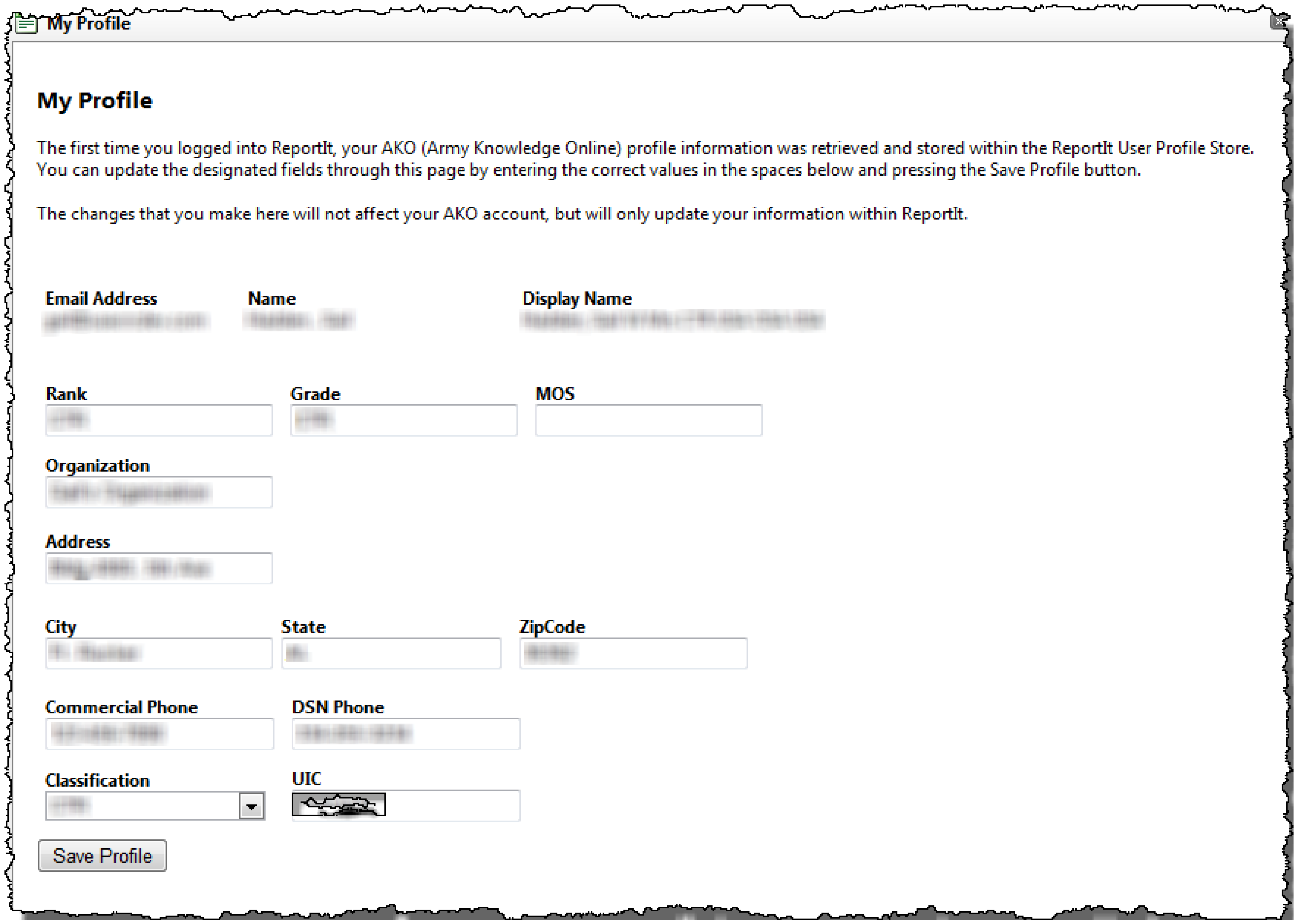
Step	Action
1	Enter your criteria in as many fields as needed to achieve the desired result. Your options for filtering are: • ReportIt ID • Report Description • Local Number • Date Report Created (an array) • Date of Accident (an array) • Date Due at CRC (an array) • Form Type • Accident Class • Created By • Responsible UIC • Responsible UIC Country • Responsible UIC State • My Role
Step	**Action**
2	Click Search... **Result**: The result list displays.

2.4.6 My Profile

Your AKO (Army Knowledge Online) profile information stores in the ReportIt User Profile view the first time you login. Updates to your profile are as needed.

Notes

Edits to your ReportIt profile will not affect your AKO account information.


My Profile

My Profile

The first time you logged into ReportIt, your AKO (Army Knowledge Online) profile information was retrieved and stored within the ReportIt User Profile Store. You can update the designated fields through this page by entering the correct values in the spaces below and pressing the Save Profile button.

The changes that you make here will not affect your AKO account, but will only update your information within ReportIt.

Email Address | Name | Display Name

Rank | Grade | MOS

Organization

Address

City | State | ZipCode

Commercial Phone | DSN Phone

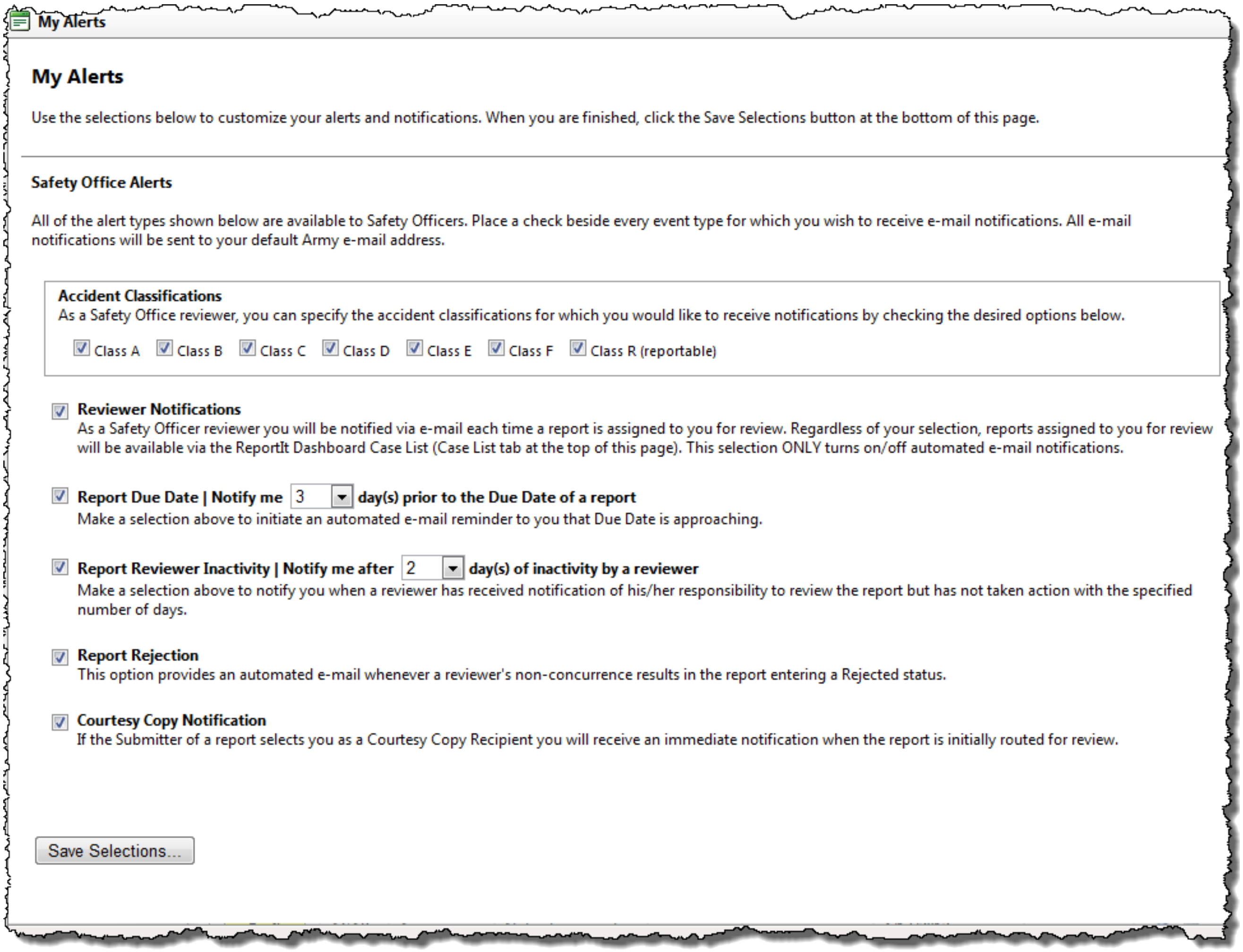
Classification | UIC [redacted]

Save Profile

My Profile View

2.4.7 My Alerts

My Alerts view gives you the ability to customize how you are notified of events that affect the report, such as a status change, or when a reviewer concurs or non-concurs. Notification is via your default Army e-mail address.



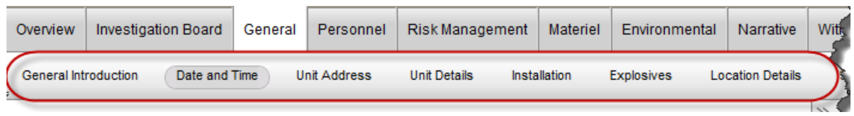
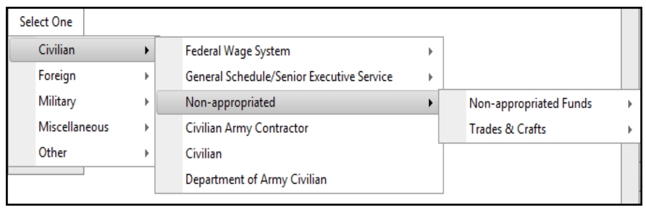
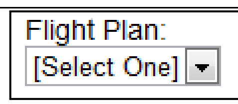
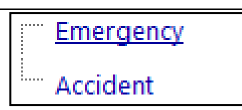
My Alerts View

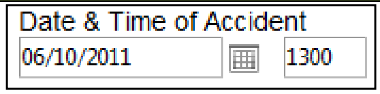
Your ReportIt role defines the available alert/notification options.

2.5 User Controls

ReportIt has many user-friendly options for easy data entry. For information on the available controls in ReportIt, refer to the table below.

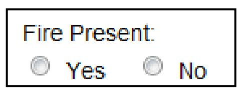
User Control	Display

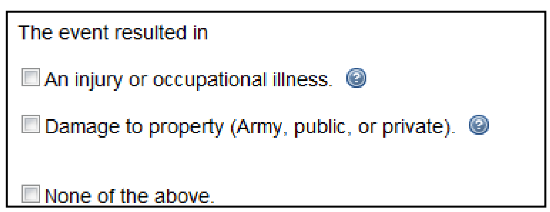
Screen tab bar	 In the hierarchy of the application, the screen is the top menu level. Screens are broken into categories of information of an accident report.
View links	 View links are dependent on the screen that is active. Views are the sub-menus of screens.
Selection buttons	 Selection buttons filter your options with each selection.
Drop-down list	 Clicking the arrow in a drop-down box opens the list of options available for the field the user can select.
Hyperlinks	 Text used to open a page. Hyperlinks usually appear underlined and in color, but may be indicated when the mouse pointer changes to a hand.

<table>
<tr><th>User Control</th><th>Display</th></tr>
<tr><td>Date/Time Field</td><td>

Use the calendar icon to select a date or enter the date directly into the Date field as mm/dd/yyyy. Time is entered as a 24-hour clock.</td></tr>
<tr><td>Text box</td><td>

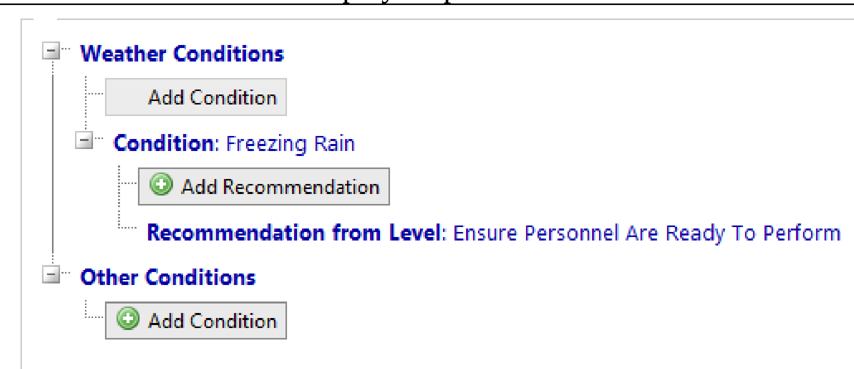
A rectangular box in which the user can type text, alphanumeric text, or numbers. If the box already contains text, the user can select that default text or delete it and type new text.</td></tr>
<tr><td>Command buttons</td><td>

Command buttons initiate an action. Command buttons with an ellipses indicate another dialog box will appear (another action is needed before the action can be completed).</td></tr>
<tr><td>Option buttons</td><td>

Round button used to select one or a group of mutually exclusive options.</td></tr>
<tr><td>Checkbox</td><td>

Square box selected (to turn on) or cleared (to turn off), for an option. Some checkboxes allow you to select more than one box at a time.</td></tr>
<tr><td>Edit (icon)</td><td>
Opens a record for edits or updates.</td></tr>
<tr><td>Delete (icon)</td><td>
Permanently deletes a record.</td></tr>
</table>

<table>
<tr><th>User Control</th><th>Display</th></tr>
<tr><td>Move up (in a list)</td><td>Move a record up in a list.</td></tr>
<tr><td>Move down (in a list)</td><td>Move a record down in a list.</td></tr>
<tr><td>Field Help (icon)</td><td>Hover over the icon to display help text.</td></tr>
<tr><td>Tree Hierarchy Structure</td><td>



A tree structure is created by entering data into each “node”. For example, when you click Add Condition, complete data entry for a condition, and save the record, the Add Recommendation button appears below the condition. When you add a recommendation, you are assocciating that recommendation to the condition. The tree hierarchy also has expand and collapse buttons next to each “root” or parent. Each “node” of the tree is a hyperlink which will open the record for edit or updates.</td></tr>
</table>

In several areas of the application, options are only available using the right mouse Click, such as move up or down, and delete.

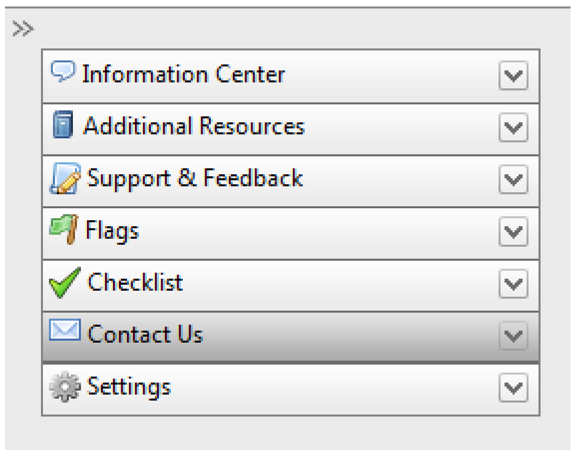
2.6 The ReportIt Sidebar

The ReportIt sidebar offers many helpful options to assist you while working with an accident report.

Sidebar options give you systematic instructions. These are located in the ReportIt Tools chapter of this document. Click the link to navigate to the desired topic.

Options in the ReportIt sidebar include:

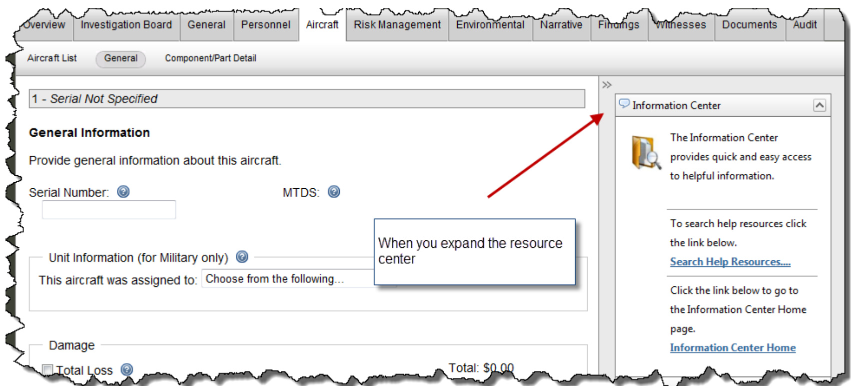
- **Information Center:** Help resources via the Information Center Home page. (Refer to Chapter 6: Getting Help with ReportIt)
- **Additional Resources:** Provides topic (page) specific help. When you click on the resource link, the help text displays through the Information Center
- **Support & Feedback**: Allows user to provide feedback on the ReportIt application. (Refer Chapter 6: Getting Help with ReportIt.)
- **Flags**: Allows you to tag or mark a page that you may want to return. The flag will appear in your checklist next to the page name. (Refer to4.2 Flag a Report Page)
- **Checklist**: Allows easy navigation to screens and pages in the report whether in the guided or expert mode. (Refer to4.2 Using the Checklist)
- **Contact Us**: Creates an email to the ReportIt support team. (Refer to Chapter 6: Getting Help with ReportIt)
- **Settings**: Edit settings for the ReportIt field list display. (Refer to 4.3 Display Code Values.)



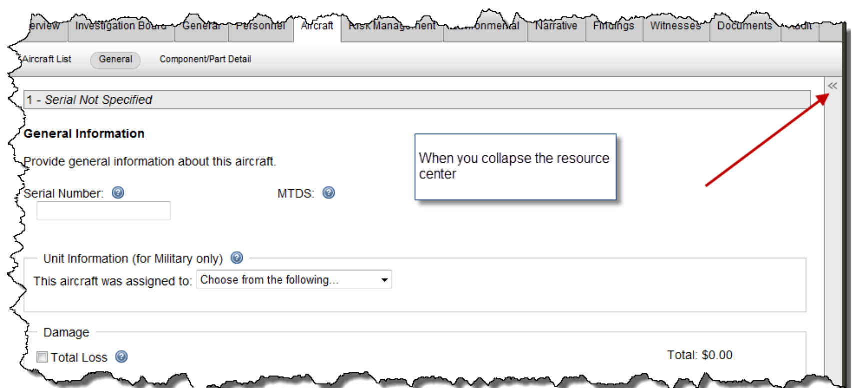
ReportIt Sidebar

2.6.1 Navigating the Resource Center Sidebar

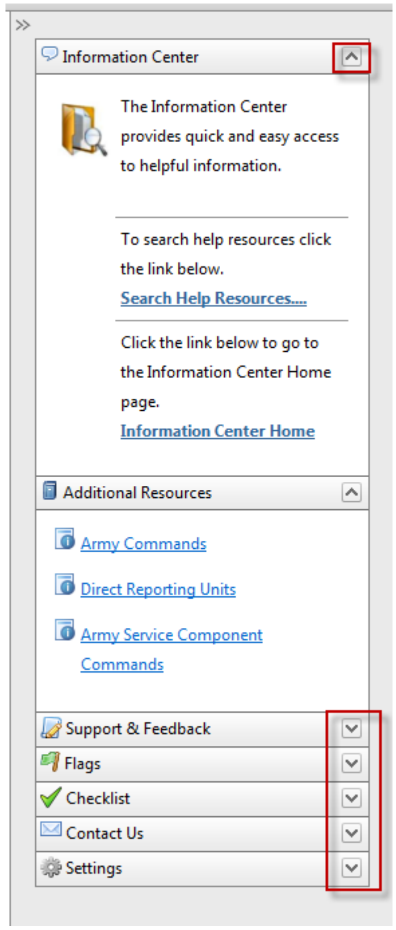
By default, the resource center sidebar displays on the right side of the ReportIt application. The table below describes the user controls available for easy navigation of the resource center.

<table>
<tr><th>User Control</th><th>Display</th></tr>
<tr><td>Expand or Collapse the resource center window</td><td>


Resource center expanded



Resource center collapsed
</td></tr>
</table>

User Control	Display
Expand or Collapse resource options	

Chapter 3: ReportIt Processes

ReportIt offers the user two ways of creating a report: Guided mode or Expert mode.

Guided mode asks the user questions about the accident/incident and builds the report by the answers you give.

Expert mode allows the user to enter the accident information without question guidance. This mode is for the user who prefers to enter data without the step-by-step assistance of the application. Expert mode displays the topics available for the form type selected. You can, however; switch to Guided mode as needed.

The Guided mode does not follow form flow for data entry. It is suggested that you download a copy of the Guided worksheet to gather your data elements you will use before creating a new report. The Guided worksheet link is located at the bottom of the login page and the ReportIt default home page.

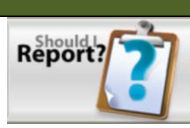
At the end of this chapter, you should be able to:

- ✓ Determine if a report should be created in ReportIt
- ✓ Create a Report
  - By Guided mode
  - By Expert mode
- ✓ Resume a report
- ✓ Add an attachment
- ✓ Review a report
- ✓ Audit a report
- ✓ Submit a Report

3.1 Should I report?

The *Should I Report* screen is a guided set of questions to assist answering the question; “Do I need to create a report.”

Follow the steps below to complete - *Should I report?*

Step	Action
1	Click  from the ReportIt task bar.
2	Click  to answer the systematic questions. **Results**: Depending on your answers, the accident will be a recordable or a reportable type accident.

Step	Action
3	Click **Yes** to report the accident ***Or*** Click **No Thanks** to close the *Should I Report?* window.

3.2 Create a Report

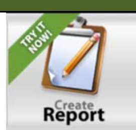
Accident reports are in either Guided mode or Expert mode. If you are new to the ReportIt application Guided mode will assist you by offering a question and answer scenario to complete the report. As you become more comfortable with the report creation process, Expert mode allows you to enter your accident data without guided assistance.

The ReportIt application offers the user the ability to start a report in one mode, switch to another quickly, easily, i.e., start your report in Guided mode, and switch to Expert mode at any time in the reporting process.

3.2.1 Create a Report in Guided mode

Guided mode is a systematic data entry process in the report creation. The answers you give allow ReportIt to decide what class and type of report you need, as well as what forms are required.

Follow the steps below to create a report in Guided mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click Start in Guided Mode... . **Result**: The *Get Started* screen displays.
3	Click Continue.
4	Select the appropriate answer for each category of questions. **Result**: The ***Result*** page displays the correct report type (AAAR, AGAR, 285 or 2397) from the selections made.
5	Click Save & Continue to begin the reporting process.

Categories of information display for the report class and type. Your selections will determine what questions are required. For information on viewing a form, refer to 3.6 Open the Form View on page 56.

As you enter your accident report data into ReportIt, the answers you give may change the report type and class. At the prompt, accept the change – or - continue your report as it is.

3.2.1.1 Ground Report Screens and Fields – [Guided Mode]

This section breaks down the screens/views/fields that you see when you create a report in Guided mode. It includes step-action tables, screen images, and field explanations to assist you in completing a ground report using Guided mode. Keep in mind that screens/views/fields are conditional to the information provided.

Get Started

Screen	View	Fields
Get Started: These screens will ask the user questions and the answer will determine the report type.	Aircraft-Related Accident	Q: Was this a flight or flight-related accident/incident? User select None of the above apply to the aircraft-related accident/incident question
	Non-Aircraft Vehicle	Q: Select the type of vehicle involved.
	Illness or Injury	Q: Did the accident result in any injury or occupational illness? (If you answer *Yes*; the severity of the injury must be determined and a list of injuries or illnesses will display.)
	Property Damage	Q: Did the accident result in property damage? (If you answer *Yes*: select the total estimated property damage cost of damage that resulted from the accident.)
	Duty Status	Q: Did the incident occur on duty?
	Combat Reporting	Q: Are normal investigation and reporting procedures impractical due to combat operations? Q: Did this incident occur during or is your unit currently in a combat operation?
	Result	Displays the report class and type.

The Screen tabs display both required and optional screens in an accident report creation. The report class defines the screen tabs that display. The example below is for a 285-AB form, accident class.

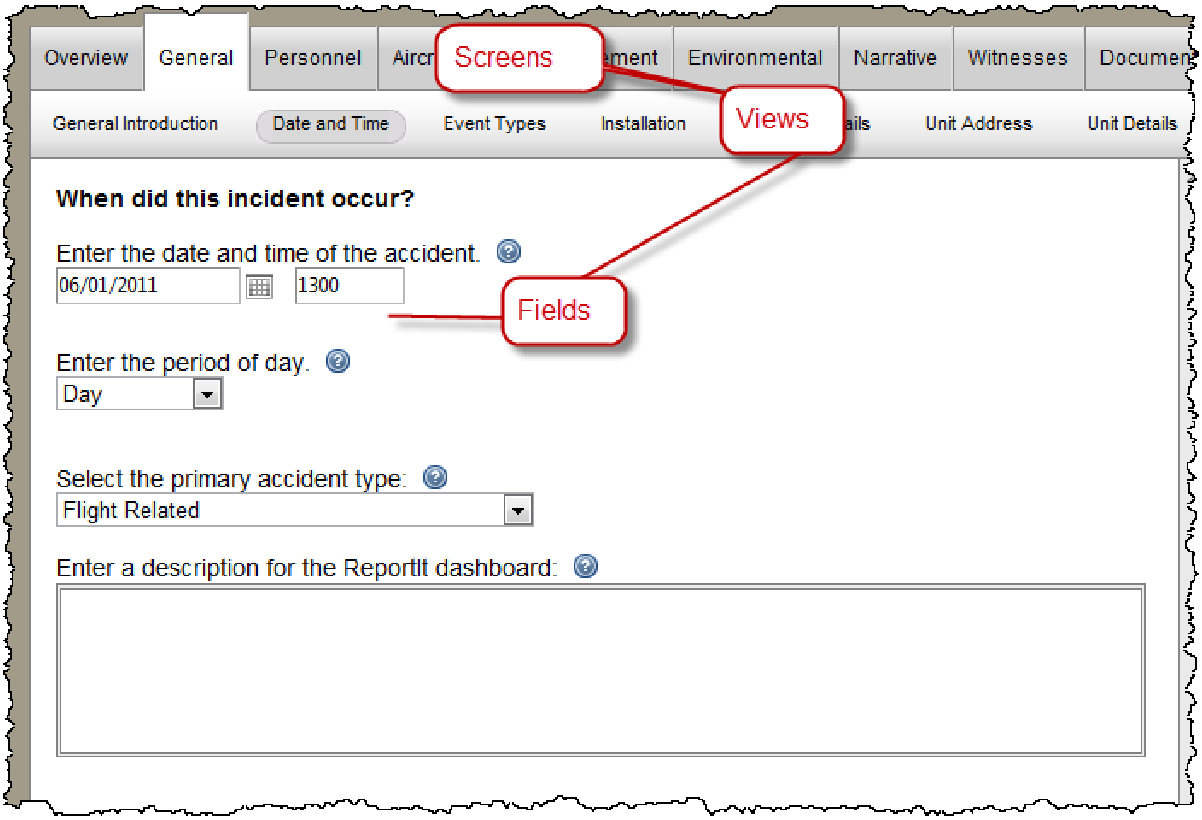
In order to work more efficiently in the ReportIt application, it is important to understand the terminology used in this guide, and how the application is configured to gather the accident information.

The hierarchy of a ReportIt screen elements:

- **Screens:** Categories of information located on the screen bar displayed as tabs, defined by your report type and class.
  - **Views:** Subsets of data elements per screen tab selected.
    - **Fields:** The uniquely named units within a view where data is entered

Refer to the image below to locate the application components in the example.

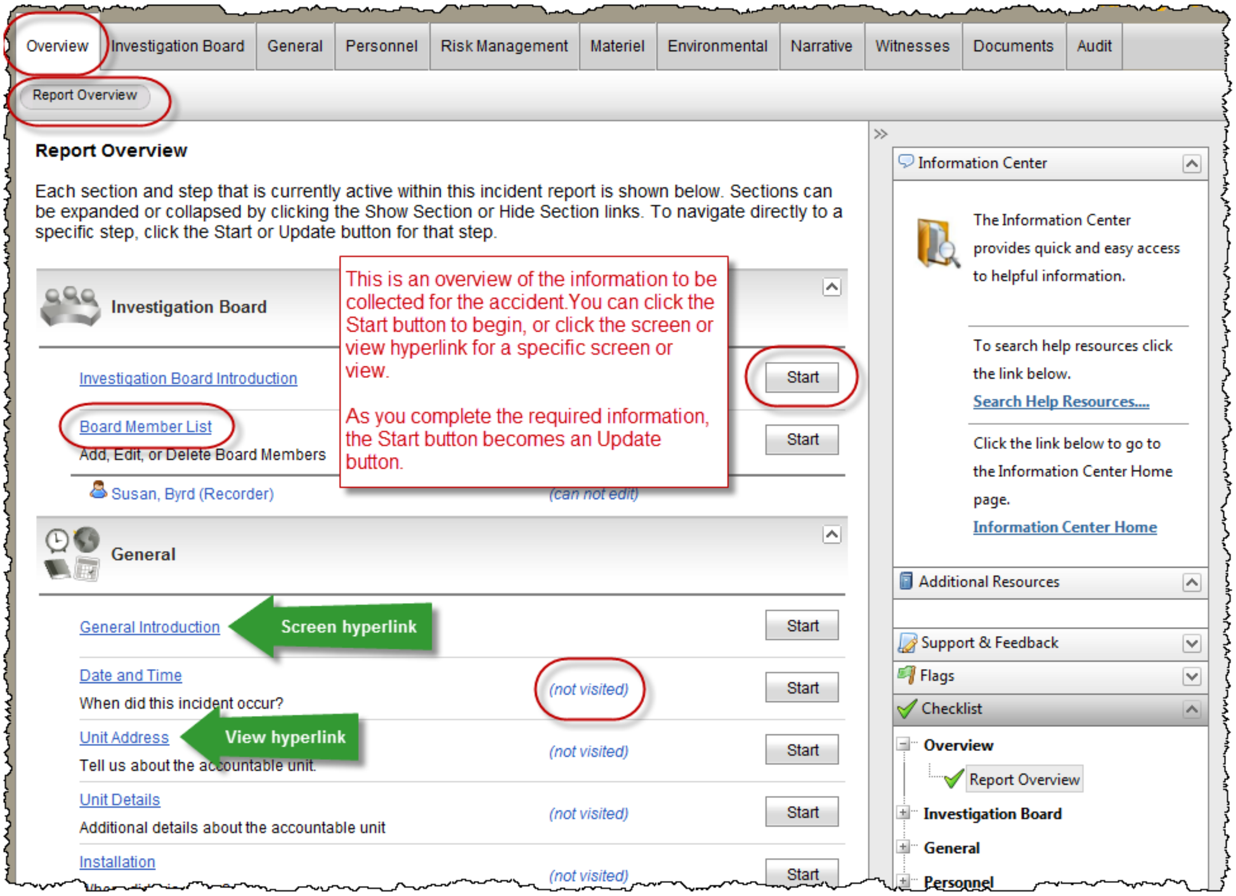
Example: **Screen** – General
View – Date and Time
Field – Enter the date and time of the accident



ReportIt Component Hierarchy Example

Overview

The Overview displays the "mile-high view" of what categories of information (screens) are available to complete your accident report. You can use the screen tabs to open the available views and the report field pages, or you can use the Start button for that view.



Overview Screen

Investigation Board

The Investigation Board screen allows the recorder to add, edit, or delete board members.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search) The report creator is, by default, added to the Board Member List as Recorder. This is not an editable record.

Screen	View	Fields
	View/Edit Board Member	Details for a board member include: • Name (pre-populated from AKO) • Email Address (pre-populated from AKO) • Rank • Branch • Classification • Board Position • Rating • Board Member Permissions (default is read-only access; however, edit capabilities may be added for a screen or the entire report.)

General

The General screen gathers basic information about the accident; such as date, time and mission.

Screen	View	Fields
General: Basic information about the accident. This information is required to submit a report.	Date and Time	When did the accident occur? • Date and Time • Period of day • Did the accident occur during combat? • Did the accident occur due to Army operations? • ReportIt Description (this displays in your ReportIt dashboard only.) • Briefly describe the mission the individual or unit was conducting at the time of the accident, if on duty. • Was the task a Mission Essential Task List (METL) task?
	Unit Address	Details about the accountable unit: • UIC code • Name of the Unit • Country/State/Home Station
	Unit Details	Additional details about the accountable unit: • Army Command Type • Army Command • Army Branch
	Installation	Where did this occur? Did the accident occur on post? • Country/State • Enter the name of the nearest installation/facility
	Explosives	Were explosives present at the time of the accident? Were explosives involved in the incident?
	Location Details	Describe the exact location of the accident. Enter the type of location. Enter either the Military Grid coordinates or the Lat/Long. If you use the lat/long coordinates, you

Screen	View	Fields
		can locate the coordinates interactively which will populate the fields for you.
	Synopsis	Enter a summary of events from the time of the accident until the aircraft was at rest.

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed, or injured) in the accident.	Personnel List /Personnel Details / Summary Personnel can be added, edited, or deleted	For each person involved in the accident, a detailed record for that person creates in ReportIt. For more than one personnel record, the order in which they appear in the Personnel List is the order they display on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Rank or pay grade • First Name/Last Name/ MI • SSN • DOB • Gender • Personnel classification or category • Was this individual in a flight status? • Individual's MOS • Country/Street address/City/State/Zip Code • Unit assigned to • Date this individual was hired or assigned to this unit • Was this individual on duty at the time of the accident?
	Duty	What was the individual's work history leading up to the accident? • Time the individual began/report to work? • How many hours were continuously worked without sleep? • How many hours of sleep did this individual get in the last 24 hours? Deployment History • Has this individual been deployed within 365 days prior to the accident? • Was this individual recently notified that he/she would deploy soon?

Screen	View	Fields

	Illness/Injury	Was this person injured?
		• What was the extent of the injury?
		  o If fatal: Date of Death; Time of Death; Cause of Death; Was an Autopsy Performed?
		• Was this individual treated in an emergency room?
		  o Name of physician/healthcare provider
		• Was treatment provided away from the worksite?
		  o Name of facility
		  o Country/Address/State/City/Zip Code
		• Time lost due to illness/injury
		  o Days lost due to hospitalization
		  o Days lost not due to hospitalization
		  o Days restricted
		• OSHA Form 300 case #
		• Details about the injuries:
		  o What body part?
		  o What was the injury to this body part?
		  o What was the cause of this injury?
		  o What object or substance directly caused this injury?

	Activity	What was the individual doing at the time of the accident?
		• Which activity or task was this individual performing at the time of the accident?
		  o Additional specifics concerning the [selected] activity
		• Give a description of the activity
		• Was this individual on a named operation, field exercise, or neither?
		  o Name of operation/exercise
		• Was this activity part of tactical training?
		  o Type of training facility used
		  o Type of training the individual was participating in at the time of the accident
		• Were night vision devices used at the time of the accident?
		  o Type of device
		• Did alcohol use by this individual cause or contribute to this accident?
		  o What was the BAC percentage?
		• Did drug use by this individual cause or contribute to this accident?
		  o What drugs were involved?

	PPE	What personnel protection equipment was required, available to, or used by this individual?
		• Type?
		  o Required?
		  o Available?
		  o Used?

Screen	View	Fields
	Mistake	Did this individual make a mistake that caused or contributed to the accident? • What mistake did this individual make? • How was the task/activity performed improperly in relation to this mistake? • Add Root Cause • Add Recommendation
	Associations	What items(s) and/or conditions are related to this individual: Materiel/Environmental

Risk Management

The Risk Management screen is for class C accidents and above.

Screen	View	Fields

Risk Management: Details about risk management performed by the responsible organization.	Mission	• At what level was the mission or training conducted?
		  o What was the rank of the person who approved the mission/training?
		  o What was the duty position of the person who approved the mission/training?

	Responsible Leadership	• What was the rank of the person who was in charge of the mission/training?
		  o What was the duty position of the person who was in charge of the mission/training?
		  o What was the rank of the senior leader present during the mission/training?
		  o What was the duty position of the senior leader during the mission/training?

	Performed	• Was risk management performed?
		  o What was the rank of the person who performed RM?
		  o What was the duty position of the person who performed RM?

	Process Communicated	• Was risk management process communicated? o Which methods of communication were used?: Order; verbal/brief; worksheet; unknown; other.
	Identified Risk	• Was the accident event identified or considered during risk management? o What was the level of identified risk?

	Control Measures	• Were control measures applied?
		  o What was the rank of the person who was responsible for implementing controls?
		  o What was the duty position of the person who was responsible for implementing controls?

Screen	View	Fields
		o What was the level of risk after the controls were applied?
	Accepted Risk	• Was the potential for the accident event accepted as residual risk? o What was the rank of the person who accepted the residual risks? o What was the duty position of the person who accepted the residual risks?

Materiel

The Materiel screen collects all the necessary information about materiel involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on materiel.

Screen	View	Fields
Materiel: Details about the property/materiel involved in the accident.	Materiel List Materiel can be added, edited, or deleted	For property/materiel involved in the accident, a detailed record is created in ReportIt. All property/materiel involved in the accident is recorded, regardless of whether it caused or contributed to the report.
	General Information	General information about the materiel: • Type of property/materiel • Model Number • Serial number • Owner • Estimated cost of damage for this item
	Accident	• Describe the collision in which this property or materiel was involved
	Explosives and Ammunition	• Is this item an explosive or ammunition? • Select the reaction for this explosive device (if any) • Enter the lot number for this device • Enter the quantity for this item • Enter the net explosive weight for this device • Enter the DOD Identification/DOD Ammunition Code for this device
	Component	• Were there any components/parts that failed or malfunctioned related to this materiel item? o Describe the part o Part Number o National Stock Number o Part manufacturer o Was EIR/QDR submitted for this part? If yes, EIR/QDR number • Add failure • Add root cause • Add recommendation

Screen	View	Fields
	Associations	Associate personnel/environmental conditions to this materiel item.

Environmental

The Environmental screen collects information about the weather/environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	Conditions	• What were the environmental conditions present at the time of the accident? • What effect did the environmental condition have on the accident? • Provide a description • Add a recommendation
	Association	• Tell us about the materiel and/or personnel associated with this environmental condition.

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents have witnesses. If this section is optional for your class type, click the Skip This Section button.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • Is this a limited or general use report? • Add witness o Witness Name o Address/Phone #/DOB o Occupation/Employer/Rank/Background o Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if “Yes” to was it offered)

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

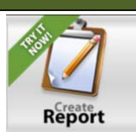
Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Materiel > [component].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Displays the forms that will print for this accident. Remarks can be added to a form type as required.

3.2.2 Create a Report in Expert mode

Expert mode displays the fields for the report type by screen category and view, rather than a page-by-page question and answer scenario as the guide mode. You still will provide the same information, however, with fewer pages.

As with Guided mode, your answers create the forms that are required for the report type. Expert mode is for the more experienced accident reporter but anyone can create a report in Expert mode at any time during the reporting process.

Follow the steps below to create a report in Expert mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click Start in Expert Mode... . **Result**: The *Get Started (Expert Mode)* screen displays.
3	Make your selections for your report and accident type.
4	Click Continue to enter the details of your accident report. **Result**: The *Report Overview* screen displays. Click the **Start** button for a section to enter the details. See the tables below for descriptions of screens/views/field pages.

3.2.2.1 Ground [Expert] Report Screens and Fields

This section will break down the screens/views/fields that you will see when you create a report in Expert mode. There will be step-actions tables as needed with screen images and field explanations to assist you in completing a ground report using Expert mode. The data you enter determines the screens and views that you see during report creation.

Get Started (Expert Mode)

Screen	View	Fields
Get Started: The fields in this screen allow you to define the report type, classification, etc.	Get Started	• Was this person (or persons) involved in this incident on-duty? • Did this incident occur during or is your unit currently in a combat operation? • Select the Form Type • Select the Classification • Is there a formally-appointed investigation board (dependent on your selection of form type and classification)?

Investigation Board

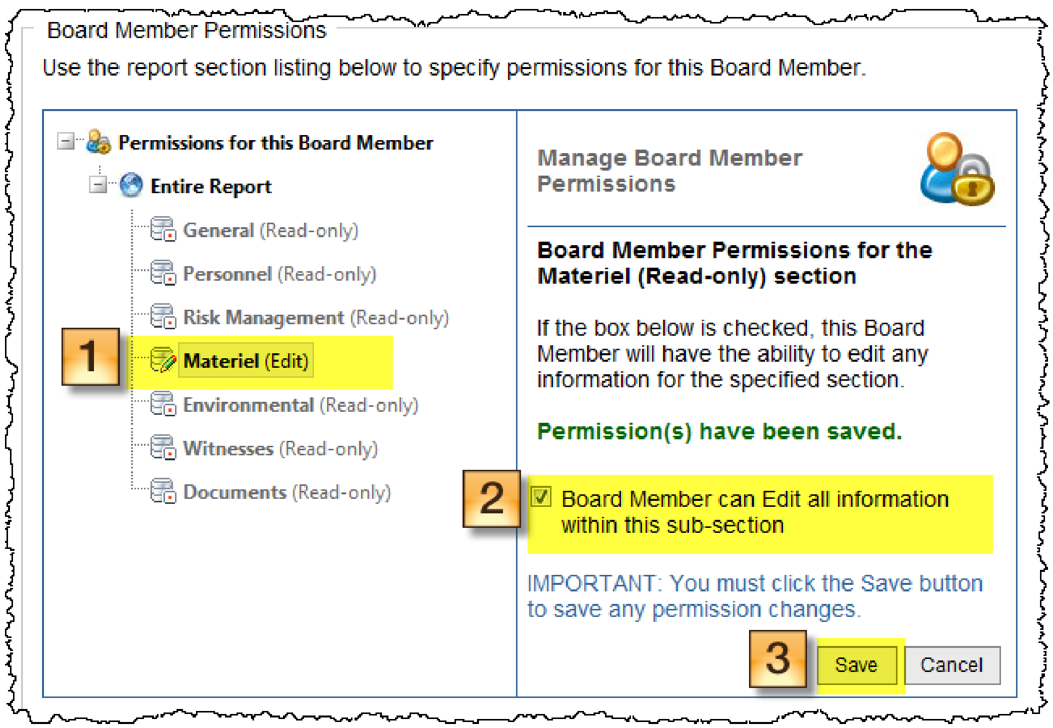
Add, edit, or delete board members in the Investigation Board screen.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search)
	View/Edit Board Member	Details for a board member include: • Name (populated from AKO) • Email Address (populated from AKO) • Rank • Branch • Classification • Board Position • Rating • Board Member Permissions

Follow the steps below to add an investigation board member:

Step	Action
1	Create a report or resume a report that meets the requirements for an investigation board. (Refer to 3.2 Create a Report on page 25) or (refer to 3.5 Resume a Report on page 56 to resume a report.)
2	Navigate to the **Investigation Board** screen.
3	Click [Add Board Member].
4	Enter the [*AKO User Name*] and then click [Find User...].

Step	Action
5	Complete the following fields: • Branch • Board Position • Rating
Notes	The name and e-mail address fields are pre-populated and not editable.
6	By default, board member permissions are read-only. Modify the *Board Member Permissions* as appropriate by: (1) Clicking the report screen name, i.e., Materiel, Environmental, and then (2) Click the checkbox to allow the board member to edit the information, and then (3) Click **Save**.



Step	Action
7	Click **Done with this Board Member** to return to the *Board Member List* view.
8	Repeat the steps to add another investigation board member as required.
9	Click **Done with Investigation Board** when all members are added.

General

The General screen gathers basic information about the accident; such as date, time, and location.

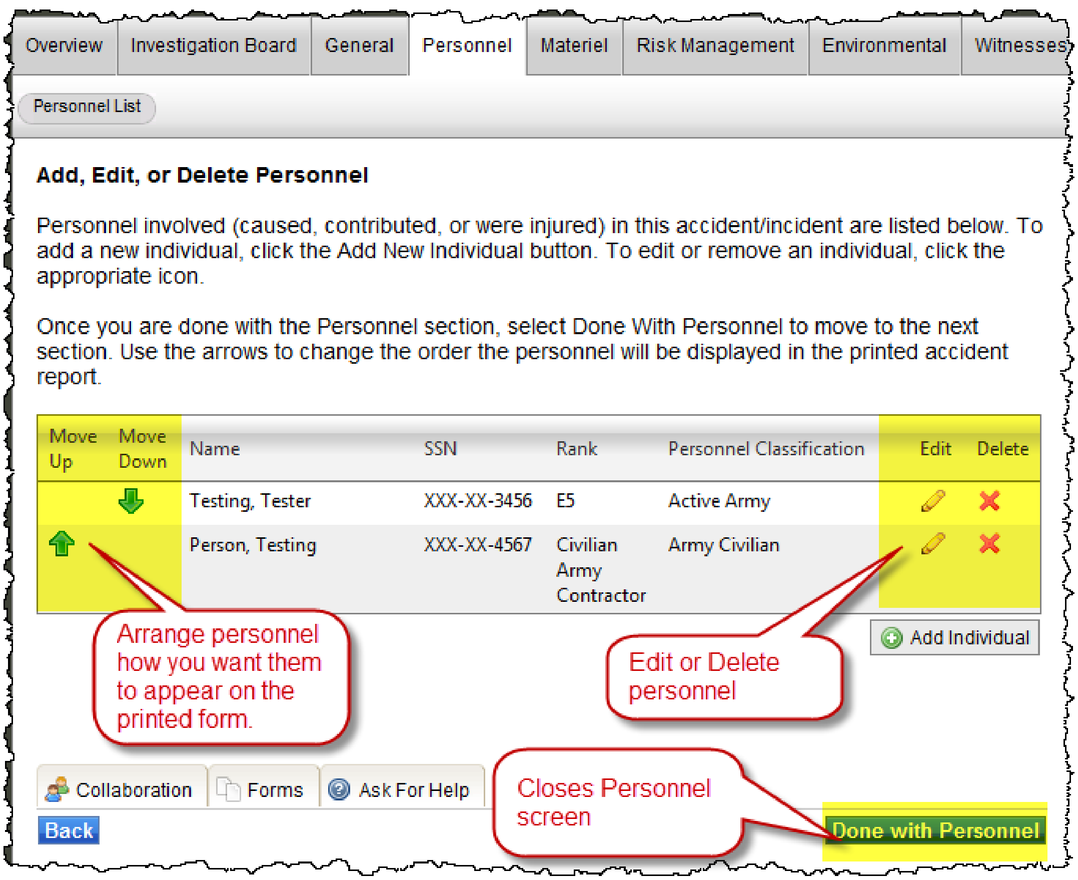
Screen	View	Fields
General: Basic information about the accident required to submit a report.	General	• Date and Time • Period of day • Occurred during combat • Due to Army Operations • Were explosives or ammunition present • Were explosives or ammunition involved • Brief description of the accident • Accountable Unit Information [fields] • Accident Location [fields] • Coordinates [fields] • Mission Details [fields] • Provide a brief synopsis of the accident explaining what and how the accident happened

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details that collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed or injured) in the accident.	Personnel List Personnel can be added, edited, or deleted	Create a detailed record for each person involved in the accident. For more than one personnel record, the order in which they appear in the Personnel List is the order displayed on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • First Name/Last Name/ MI • SSN • DOB • Gender • Personnel Service Code • Rank or pay grade • MOS • Unit Information (For Military Only) • Duty Status at the time of accident • Flight Status • Date individual hired/assigned (time began work) • Continuous work without sleep (hours sleep in last 24 hours) • Was this solder deployed within the 365 days prior to the accident?
	Injury/Activity	• Severity of Illness/injury • Body Parts and Injuries [fields] • Days away from work • Days hospitalized • Days of restricted activity

Screen	View	Fields
		• Treatment/Care [fields] • Activity at time of accident [fields]
	Training / Equipment	• On field exercise / named operation • Activity part of tactical training • Last time individual received training • Protective Equipment • Did alcohol use by this individual cause/contribute to this accident [BAC % if Yes] • Did drug use by this individual cause/contribute to this accident • Drugs • Were night vision devices being used? [Model]
	Mistake / Associations	• Did individual make a mistake? (Only if mistake made) [fields] – Root cause/Recommendation • Materiel Associations • Environmental Condition Associations

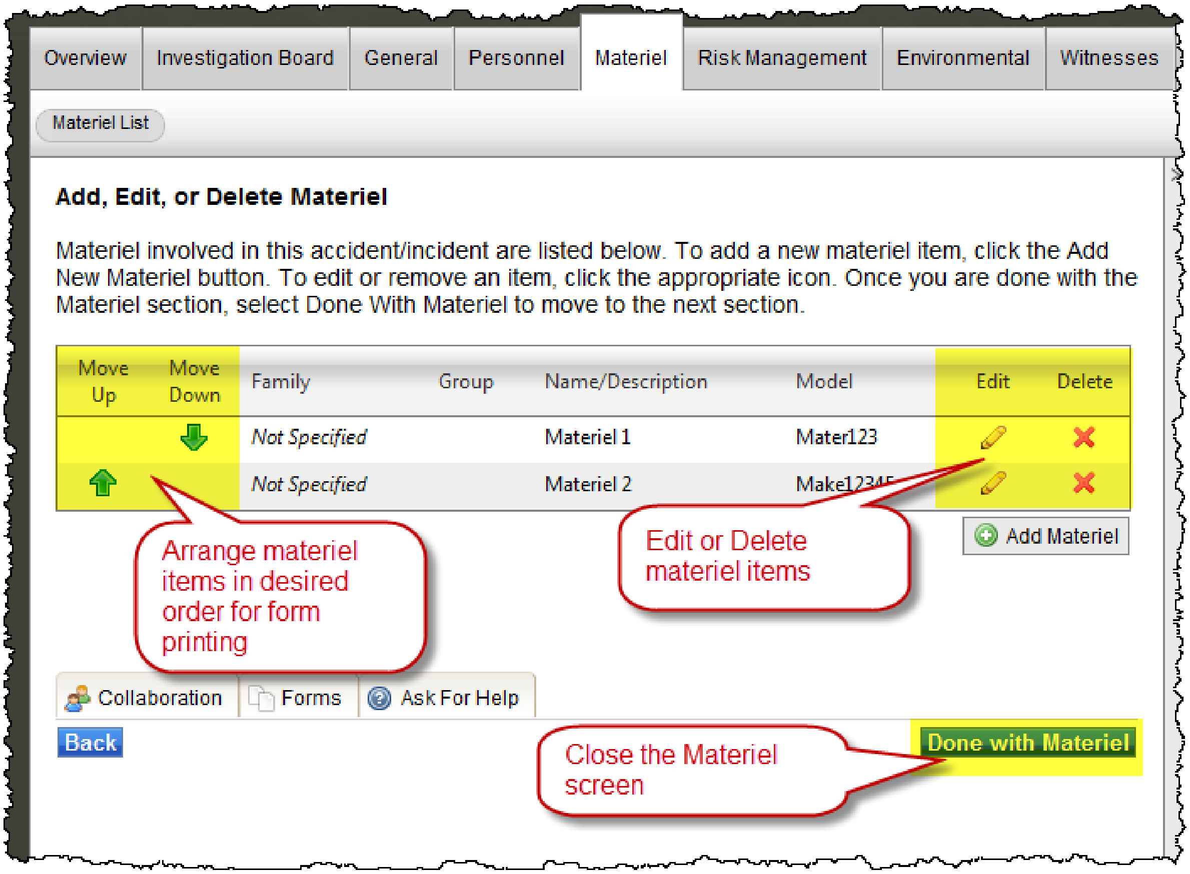


Personnel Screen [Expert Mode]

Materiel

The Materiel screen collects all the necessary information about all materiel involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on materiel/property.

Screen	View	Fields
`	Materiel List Materiel can be added, edited, or deleted	Create a record for materiel/property involved in the accident. Up and down arrows display to arrange the order of materiel items if needed.
	General Information	General information about materiel: • Type of Item • Serial Number • Estimated cost of damage • Make/Model # • Ownership • Vehicle Collision [fields]
	Explosive	• Is this materiel an explosive item? o Net explosive weight o Lot number o DoDIC/DoDAC o Quantity
	Component	• Add Component Details [fields] o Nomenclature o Part Number o National Stock Number o Manufacturer o EIR/QDR Submitted: EIRQDR Number o Add Failure [fields] o Add Root Cause [fields] o Add Recommendation [fields] • Personnel Associations • Environmental Condition Associations



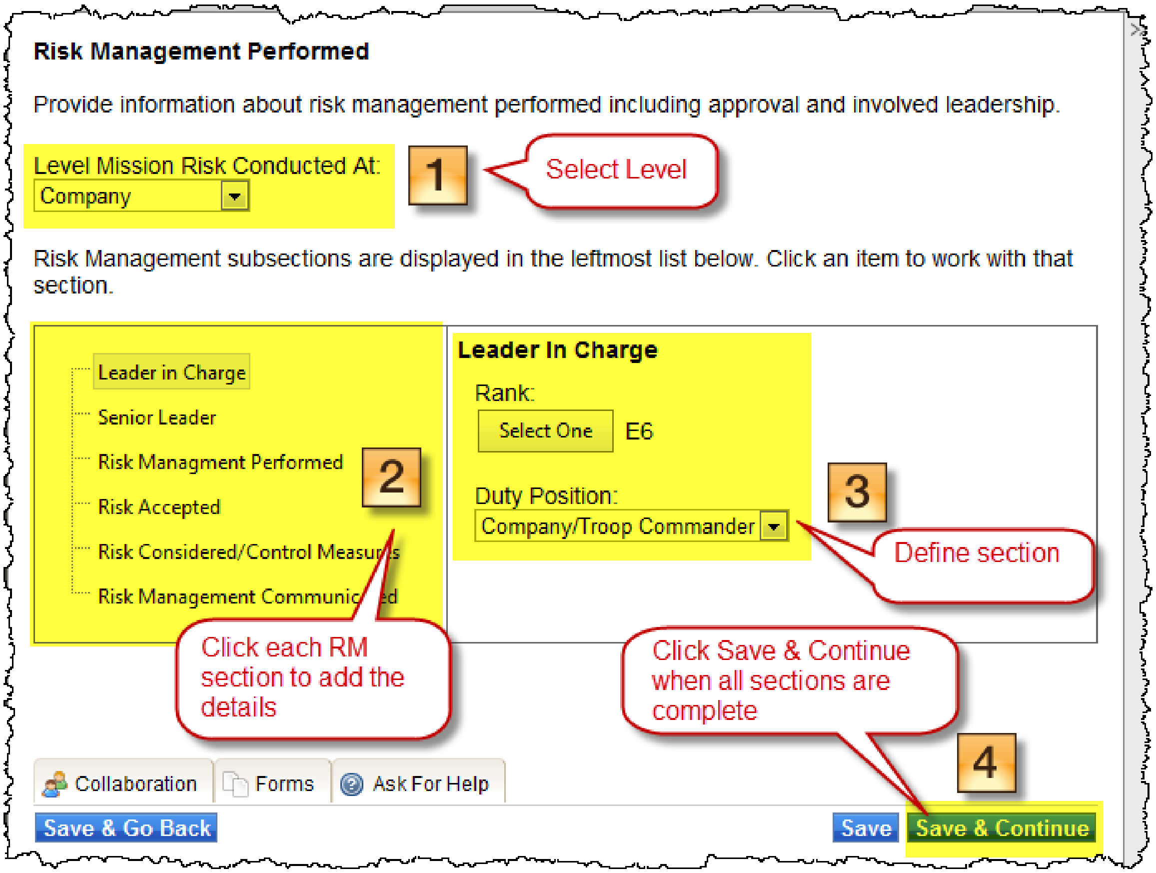
Materiel Screen [Expert Mode]

Risk Management

The Risk Management screen is for class C accidents and above.

Screen	View	Fields

Risk Management: Details about risk management performed by the responsible organization.	Risk Management	• Level Mission Risk Conducted At:
		• Risk Management subsections:
		  o Leader in charge
		  o Senior leader
		  o Risk management performed
		  o Risk accepted
		  o Risk considered/control measures
		  o Risk management communicated

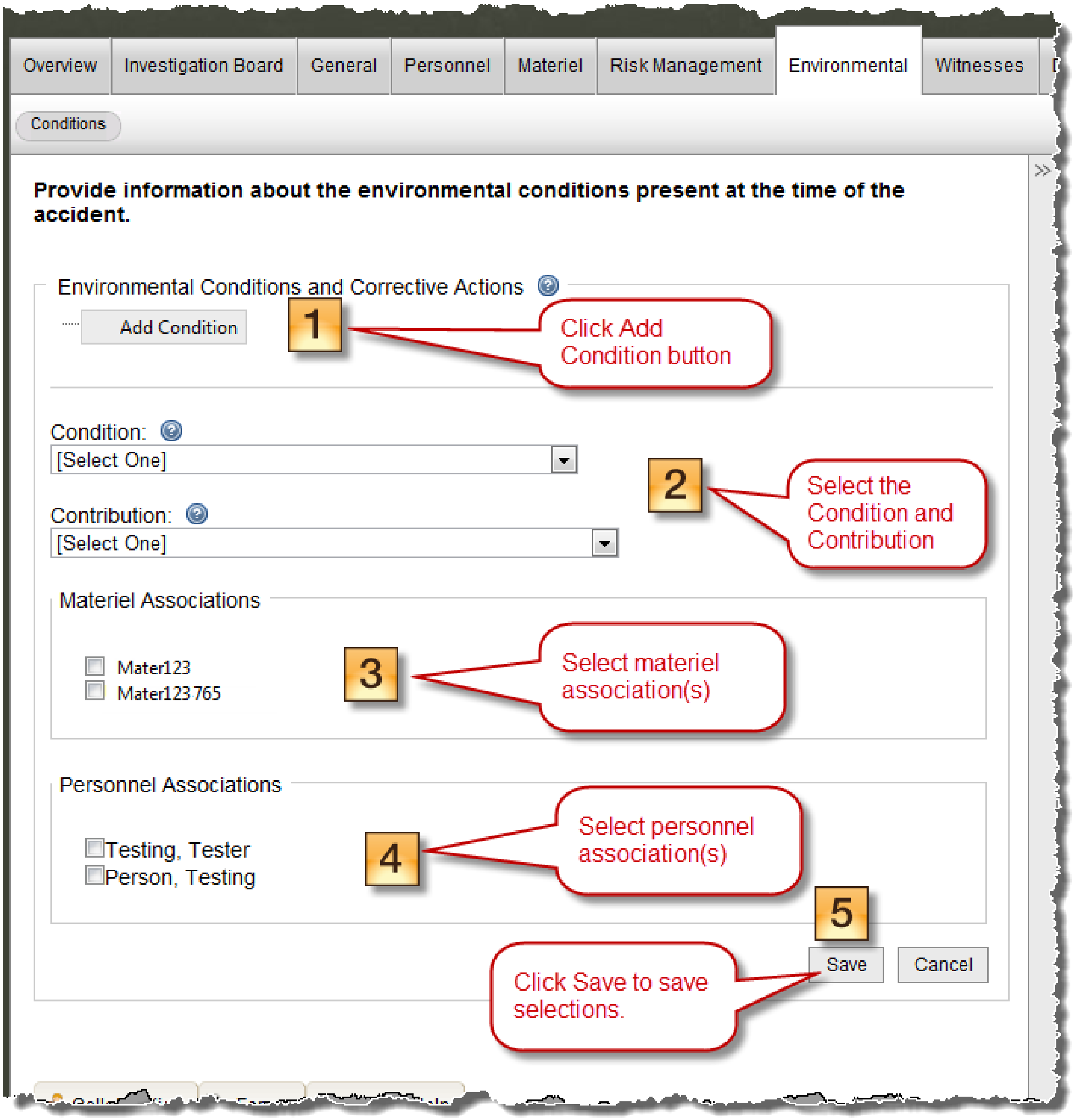


Risk Management Screen [Expert Mode]

Environmental

The Environmental screen collects information about the weather and environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	Conditions	• Add Condition [fields] • Add Recommendation [fields]

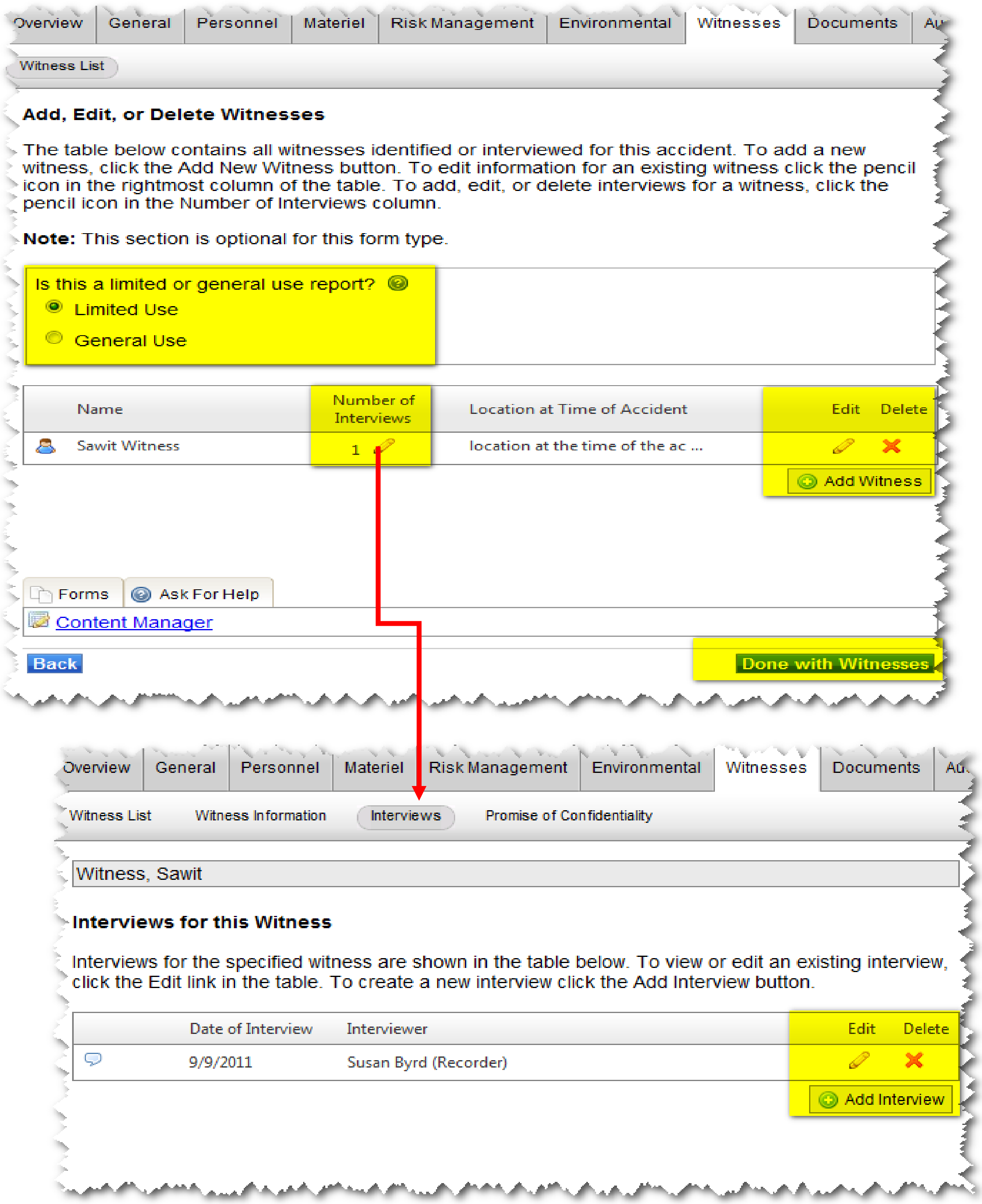


Environmental Screen [Expert Mode]

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents require witnesses. If this section is optional for your class type, click the **Done with Witnesses** button to continue.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • General or Limited Use Report • Witness Name • Address/Phone #/DOB • Occupation/Employer/Rank/Background • Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if "Yes" to was it offered)



Witness Screen [Expert Mode]

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Aircraft > [aircraft].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Graphic representation of the forms to be print for the accident. Add remarks as needed to a form type.

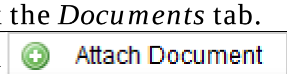
Examples of external documents are accident site diagrams, photos, video, audio (witness interviews), maps, etc. Supporting documentation can be associated to the accident, personnel, aircraft, environmental condition, or witness.

Supporting documentation can be associated to a report as:

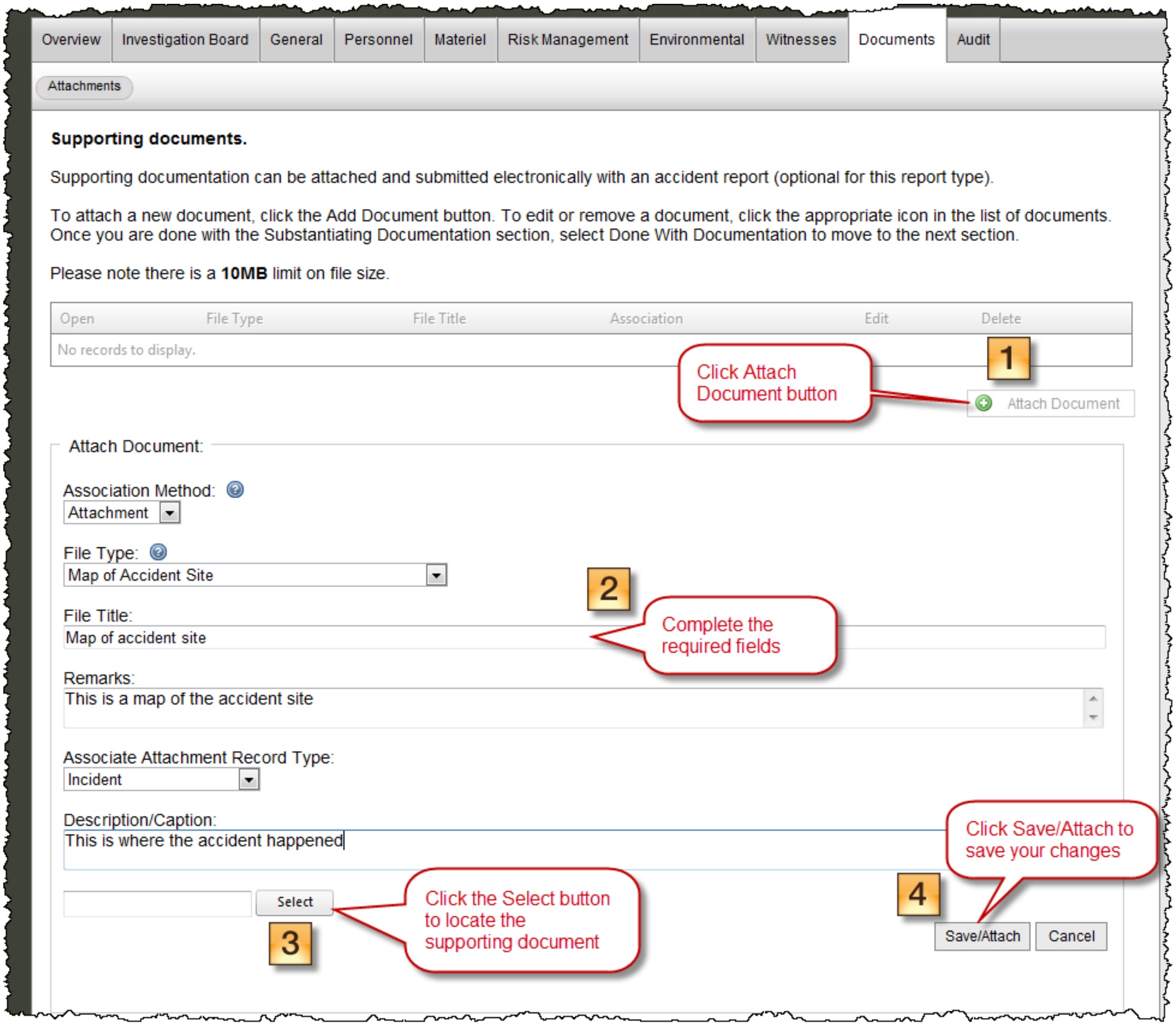
- Attachment: Electronic attachment, i.e. image, lab report.
- Hardcopy: Supporting documentation that cannot be electronically attached to a report, i.e. x-ray; however, is pertinent to the accident case.

Acceptable file types are:
<u>Text files</u>:
.doc, .docx, .pdf, .ppt, .pptx, .txt, .xls, .xlsx
<u>Image files</u>:
.bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff

Follow the steps below to attach supporting documentation.

Step	Action
1	Create a new report or resume a report from your dashboard Case List.
2	Click the *Documents* tab.
3	Click . **Results**: The **Attach Document** fields display.
4	Click the **Association Method** drop-down arrow and select **Attachment** or **Hardcopy**.
5	Click the **File Type** drop-down arrow and select the appropriate file type from the list.
6	Enter a **File Title** for the attachment.

Step	Action
7	Enter **Remarks** as appropriate. **Results**: Remarks display in the form as part of the Index A, block 4, **Remarks** section.
8	Click the **Associate Attachment Record Type** drop-down arrow and select the report category to associate the attachment to, i.e., Personnel, Aircraft, Environmental Condition, Incident. **Note**: Your selection here will define your choices in the next step. For example, if you select Personnel, you will need to have already created a personnel record to associate an attachment to.
9	Click the **Associate Attachment to** drop-down arrow and select the record to associate the attachment to.
10	Enter a **Description/Caption**. **Results**: For a hardcopy attachment, the **Description/Caption** displays in form placeholder. For electronic attachments, the **Description/Caption** displays at the top of the document.
11	Click Save/Attach. **Results**: The record displays in the supporting document attachment list with options to edited or delete.



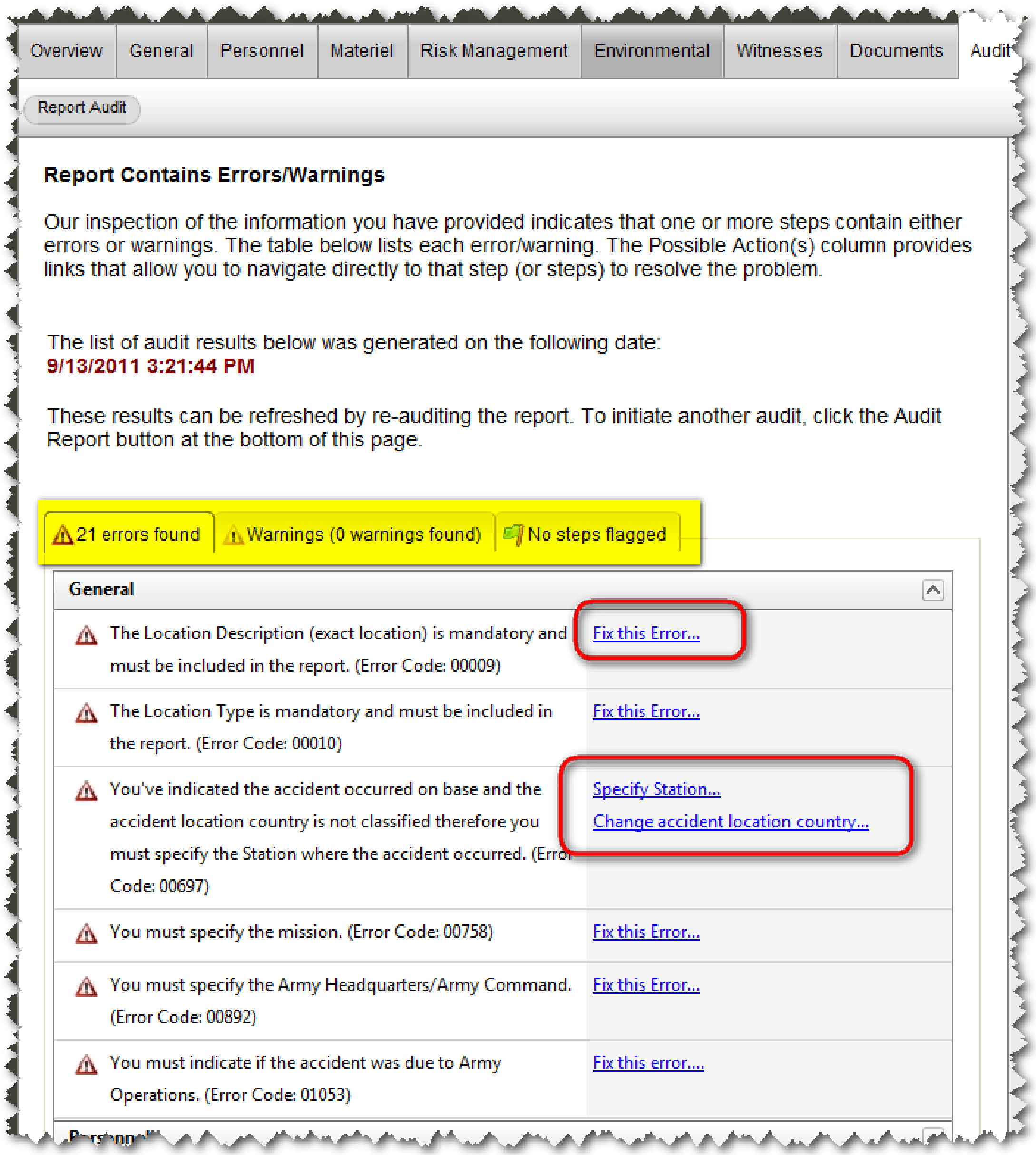
Documents Screen [Expert Mode]

3.3 Audit a Report

The ReportIt audit is an automated validation to ensure all required fields have been completed, accuracy of the report, and all supporting documents are attached as required by the business process.

When a report is complete, the submitter/recorder runs the audit the report to check for errors, potential errors (warnings) and flagged steps. The results of the audit display in three sections: The Error section; the Warnings section, and Flagged steps (steps flagged for review by the submitter/recorder).

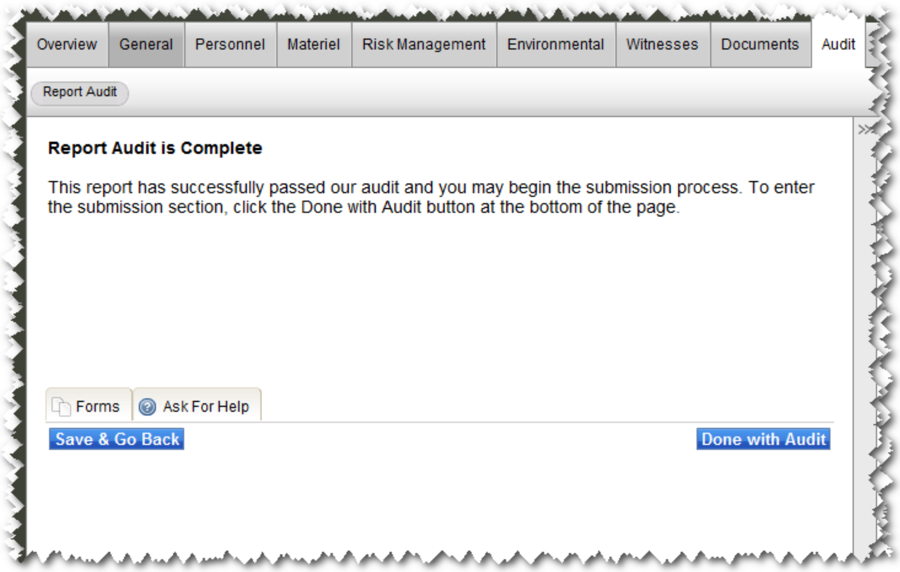
At any point in the creation process, you can run the audit; however, before a report is submitted, an audit is required.

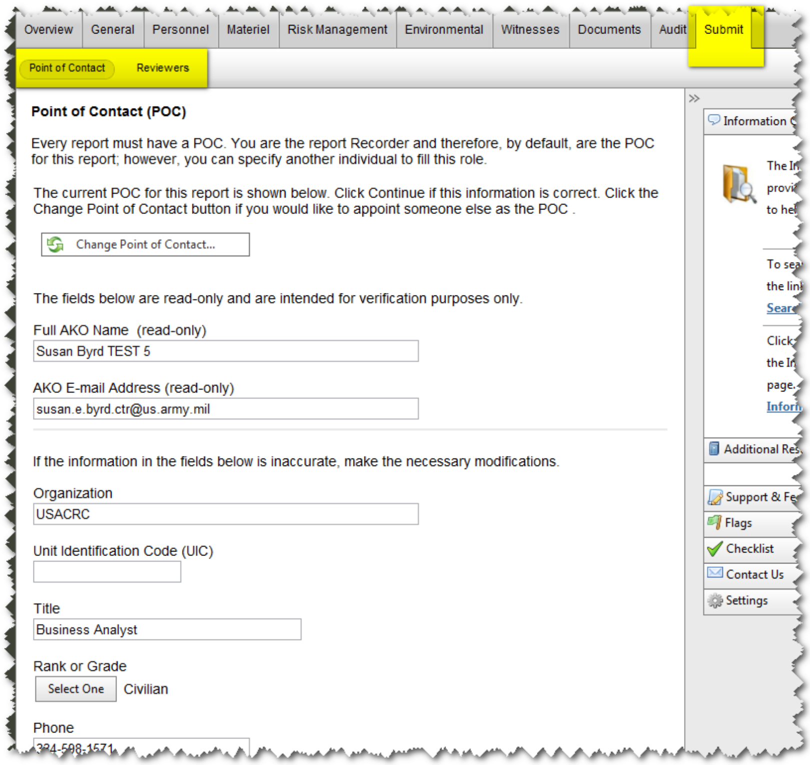


Audit Screen

Follow the steps below to audit a report.

Step	Action
1	Click Audit for the active report.
2	Click ☐ To the best of my knowledge, all information for this report has been provided. as indicated. See Note below. **Note**: Check this box when you have finished all data entry. This box does not have to be checked to perform an audit of the report. If it is checked, the **Form Type** and **Accident Classification** verifies based on the information that you have provided. The report downgrades when information provided does not meet the criteria of the form type and classification, accordingly.
3	Click Check Report for Errors... . **Results**: The following message displays: Please wait while we check the report for errors . . . This may take several minutes to complete. Please do not click any buttons in your browser until the evaluation is finished.
4	The audit report displays in the errors found, warnings found, and steps flagged. Click Fix this Error..., and complete the required fields. **Note**: The hyperlink may contain other text than *Fix this Error*.
5	Click Save & Return to Audit.

Step	Action
6	Repeat steps 2-5 until all the audit report is error-free.  **Result**: The *Report Audit is Complete* page displays.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Click Done with Audit.


Result: The Submit > Point of Contact screen displays. Refer to 3.4 Submit a Report.</td></tr>
</table>

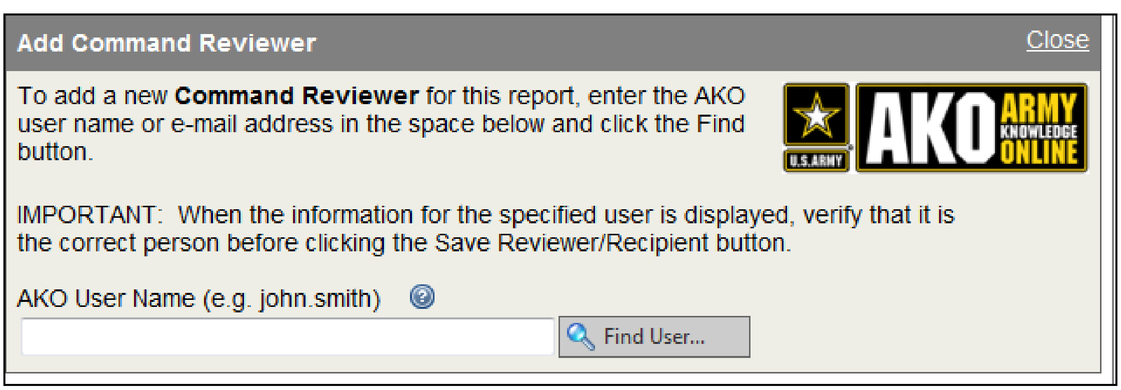
3.4 Submit a Report

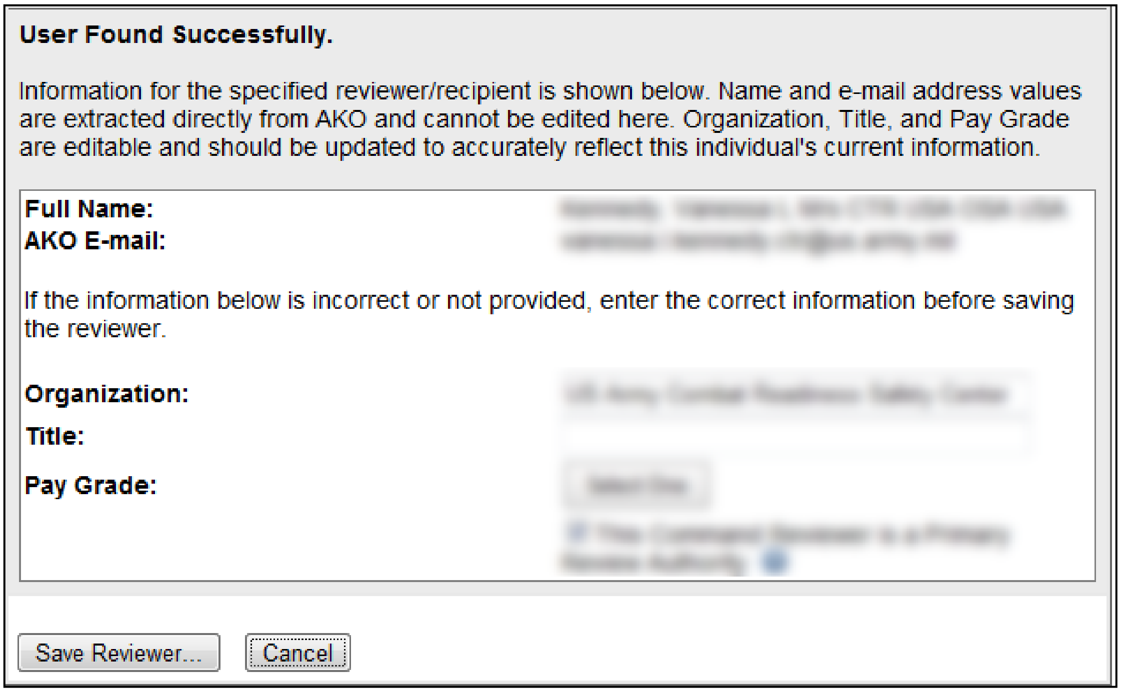
When all report information has been entered and errors fixed, the report is ready to be submitted for review and approval. For a report to be submitted, the following criteria must be met:

- ✓ A report point of contact (POC)
- ✓ Command and Safety Office reviewers

Once the report reviewers have been defined and the report has been submitted, the approval workflow process begins. The report becomes read-only and an email is sent to the reviewers with basic information about the report.

Follow the steps below to submit a report.

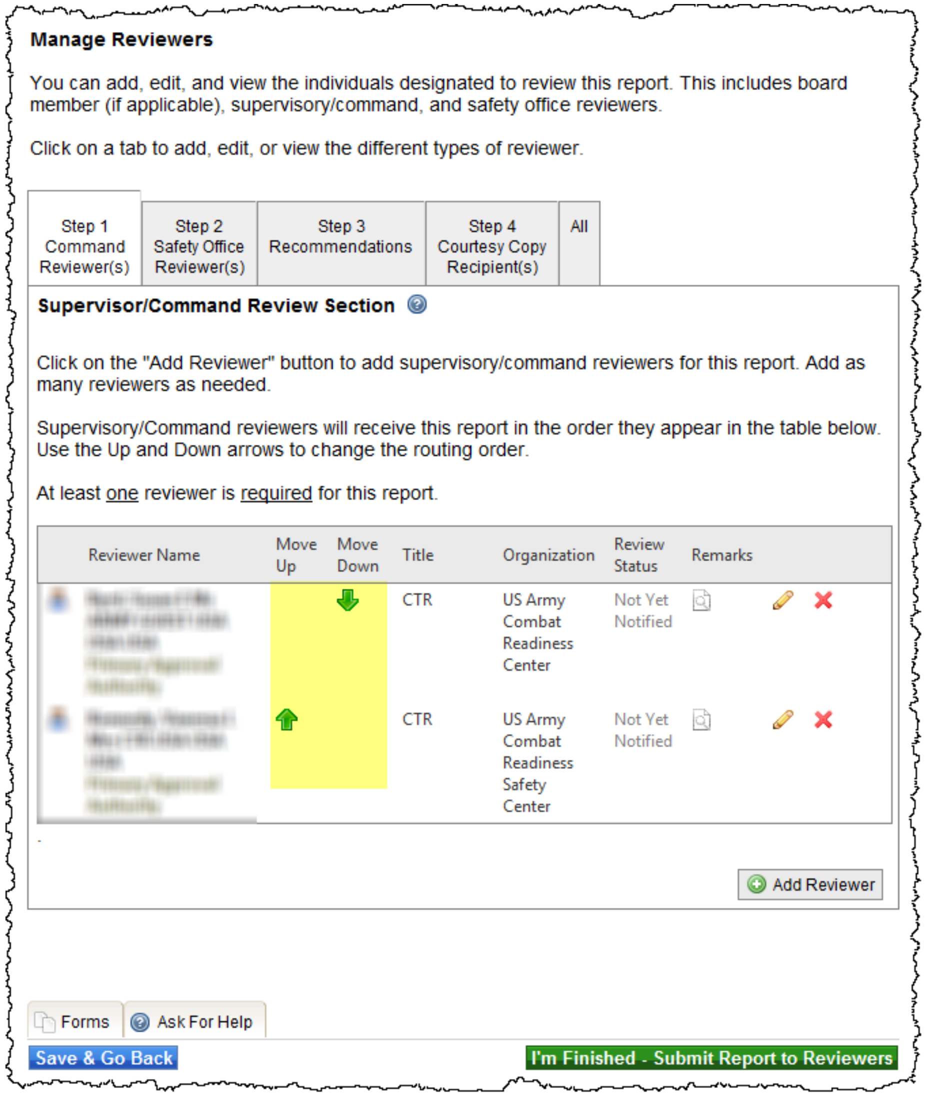
Step	Action
1	The steps below are dependent on completion of 3.3 Audit a Report. To complete these steps, your report needs to have passed the audit and you are in the *Submit* screen.
2	The point of contact for a report defaults to the recorder. If this information is correct, click Save & Continue. ***Or*** To appoint someone else as the point of contact, click Change Point of Contact...; complete the displayed fields and then click Save & Continue. **Result**: The *Manage Reviewers* screen displays. This screen defines the four steps to add a reviewer.
Notes	There are five steps if there is an investigation board. The Investigation Board Reviewers are notified first. No other reviewers can be added until the Investigation Board completes their review.
3	Click Add Reviewer in the Step 1- Command Reviewer(s) and enter the name of the reviewer in the **Find User** text box. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click Save Reviewer... <u>(see caution)</u> when the user is successfully located.


Results: The reviewer's name is displayed in the Command Review Section.</td></tr>
</table>

Ensure you have selected the correct person before saving. There can be multiple users with the same name.

Step	Action
5	Complete steps 1-3 until all points of contact and command reviewers have been added.



Use the Move Up and Move Down arrows to arrange the reviewers in the order you want them to review the report. The order they appear in is the order the report is routed.

Step	Action
6	Click I'm Finished - Submit Report to Reviewers hen you are finished adding reviewers.

An email notification is sent to the first reviewers with the basic report information. The report now displays in the *In COC Review* view of your ReportIt *Case List*.

3.5 Resume a Report

You can resume a saved report by starting from the beginning or from your last location in the report. There are two options for locating a saved report:

1. Sort the report list
   The following columns can be sorted by clicking the column name:
   - Accident Date
   - Date Created
   - Due Date
2. Advanced Filter (refer to 2.4.2 Using the Advanced Filter)

Step	Action
1	Click  from the ReportIt task bar.
2	Locate the report to resume in *My Accident Reports* view.
3	Click My Last Location **Or** Click Start at Beginning **Results**: If you chose **My Last Location**, the report opens to the last location of the report on save/close, or if you choose **Start at Beginning**, the report opens to the "start" page.

3.6 Open the Form View

The form view can be opened from the My Accident Reports Case List or within the report screens. The form is a read-only view of how the printed form will look.

Follow the steps below to open a report in the form view from the Case List.

Step	Action
1	Click  from the ReportIt task bar.
2	Locate the report to view as a form.
3	Click Open Forms . **Results**: The report opens as a form in a .pdf format.

3.6.1 Open the Form View from a Report Screen

You can view the report as a form at any time during the accident report creation. Follow the steps below to open the accident report form from within the report.

Step	Action
1	Click Resume Report from the ReportIt task bar.
2	Locate the report to resume in *My Accident Reports* view.
3	Click My Last Location **Or** Click Start at Beginning **Results**: If you chose **My Last Location**, the report opens to the last location of the report on save/close, or if you choose **Start at Beginning**, the report opens to the "start" page.
4	Click Forms at the bottom of the active view.
5	Click the 1. Open Forms link.

3.6.2 Open the Digital Folder (285 and 2397 reports only)

The form view displays in the digital folder in a .pdf format. The digital folder parts consist of:

- **Open Forms**: Displays the report type form and all forms created dependent on the accident report data.
- **Right side of digital folder**: Displays the Index B of the report, which are the technical reports that end with –(#) and are applicable to the report type and classification.
- **Left side of digital folder**: Displays the Index A of the report, which includes any supporting documents attached to the report.
- **Digital folder**: Displays the right and left side of the digital folder in a .pdf tabbed format as a complete form.

3.7 Managing Rejected Reports

When you have reports that have been rejected by reviewers, the Rejected tab in the Case List screen will be active. The submitter is notified by email that a report has been reviewed and rejected. Remarks of why the report was rejected can be viewed by clicking the Reviewer List hyperlink.

Reports that display in the Rejected list are reports are either reports that you created and have been rejected by a reviewer, or reports that you have reviewed and rejected. Only reports that have been created by you can be opened for edits. If you are a reviewer, you can review the report in a read-only mode only.

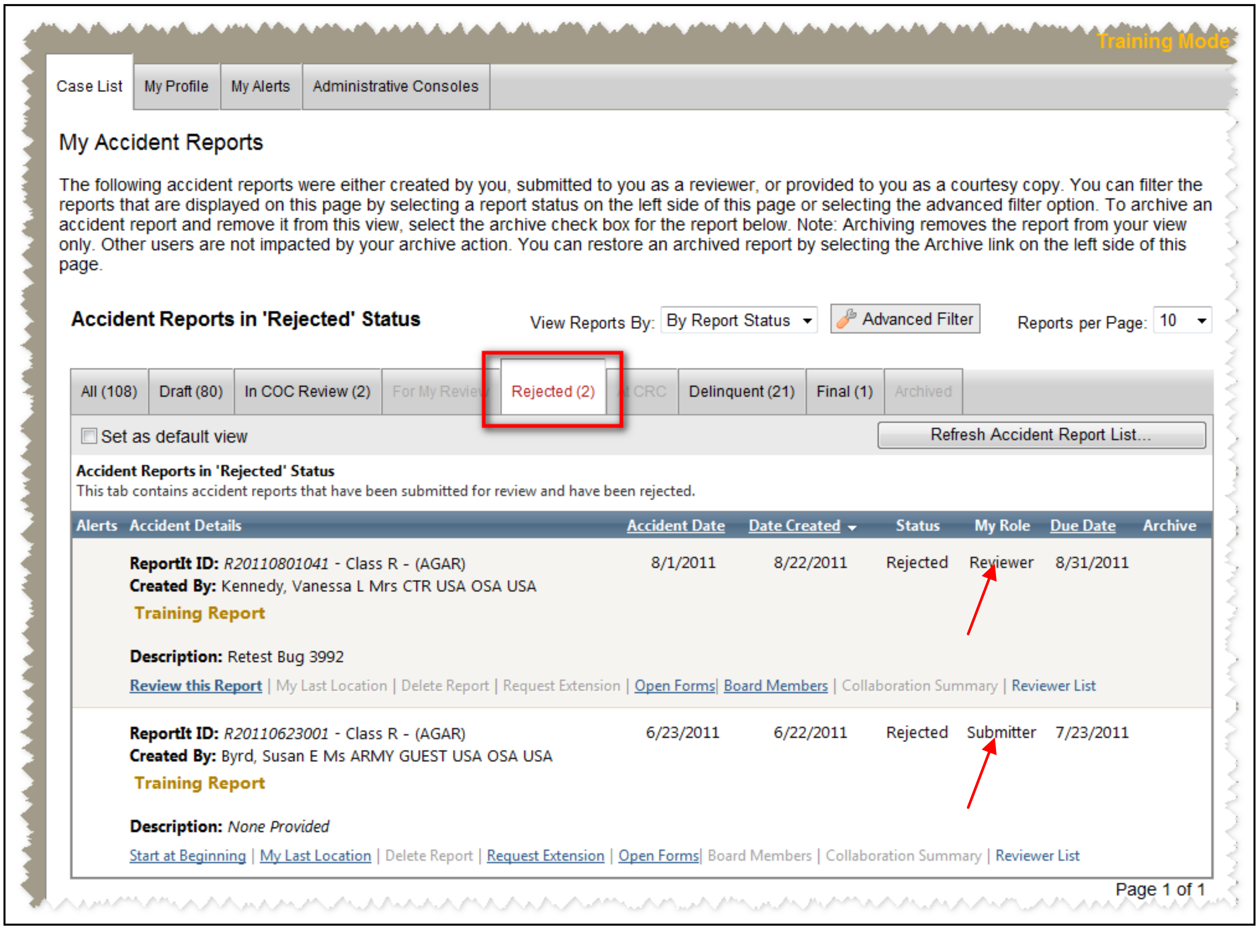
If you are the report creator, you can:

1. Start at the beginning of the report
2. Resume the report at your last location

3. Request an extension
4. Open the forms
5. View Board Members (report class dependent)
6. Open the Collaboration Summary (report class dependent)
7. Open the reviewer list

If you are the report reviewer, you can:

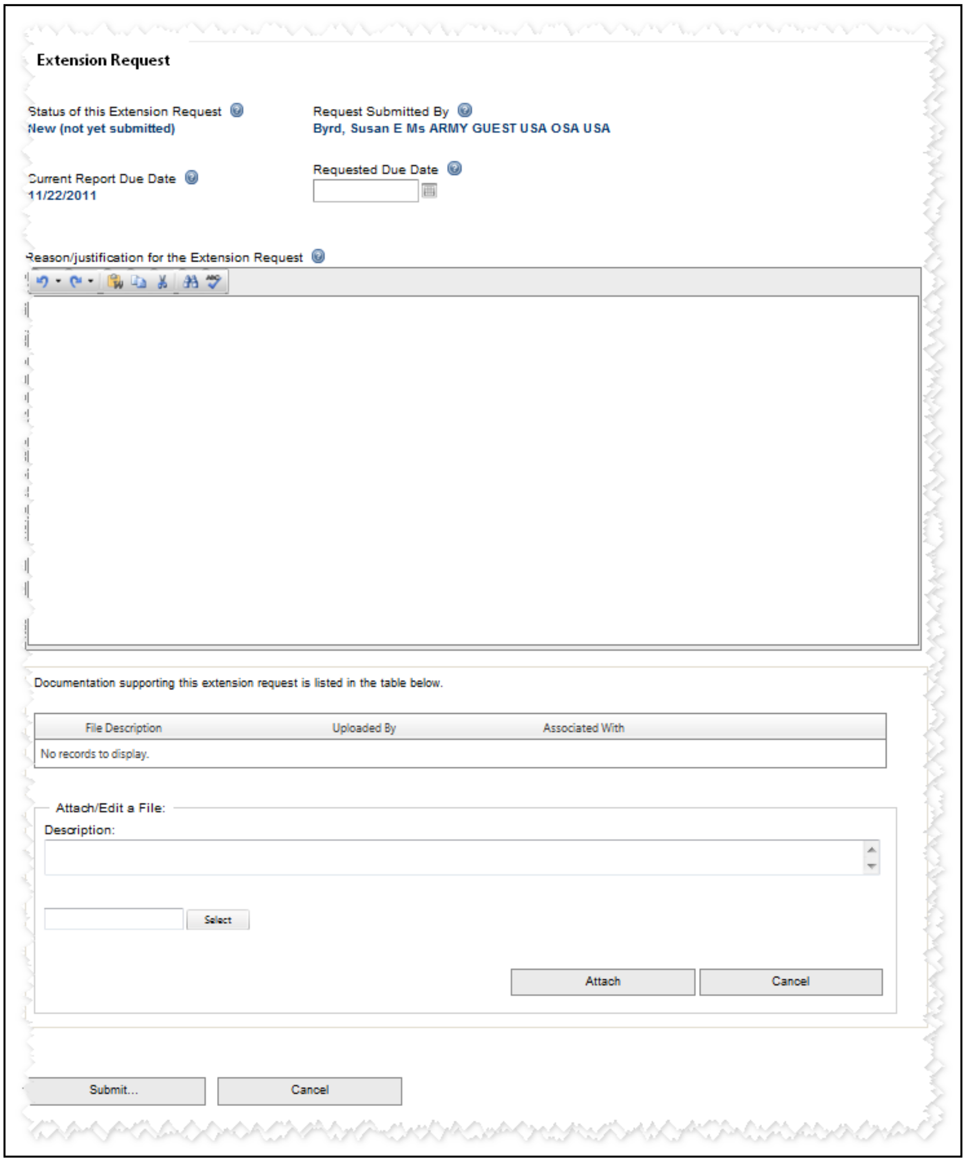
1. Review the report
2. Open the forms
3. View the Board Member List
4. Open the Reviewer list



Rejected Accident Reports

3.8 Request an Extension

You can request an extension to a report due date if you are not able to complete the report in the allotted time. Supporting documentation can be attached to an extension request as needed. The request is automatically sent to the U.S. Army Combat Readiness/Safety Center for authorization.



Request an Extension

Follow the steps below to request an extension:

Step	Action
1	Locate the report to request an extension.
2	Click the calendar icon and select a new due date or enter the new due date into the date box.
3	Enter the reason/justification for the extension request.
4	Optional step: Attach a file by: 1. Enter a description of the attachment. 2. Click Select to locate the file to attach. 3. Click Attach.
5	Click Submit... to submit the report to the U.S. Army Combat Readiness/Safety Center. **Result**: An email is sent to the US Army Combat Readiness/Safety Center as notification of the extension request.
6	When the request is granted, the due date will update on the report.

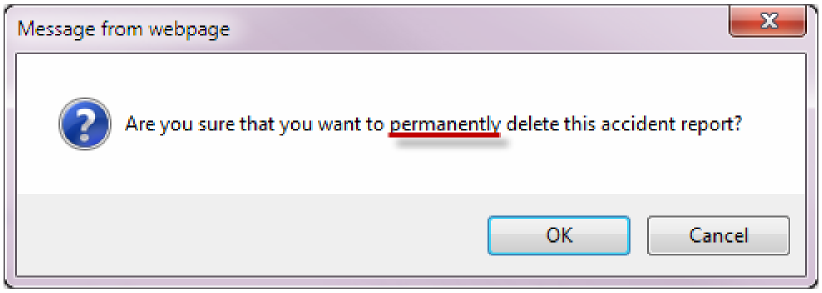
3.9 Delete a Report

Reports can be deleted if they are no longer valid and the Delete Report icon is active. It is important to stress, however; this is a permanent delete and cannot be undone.

Delete Report Icon

Follow the steps below to delete a report:

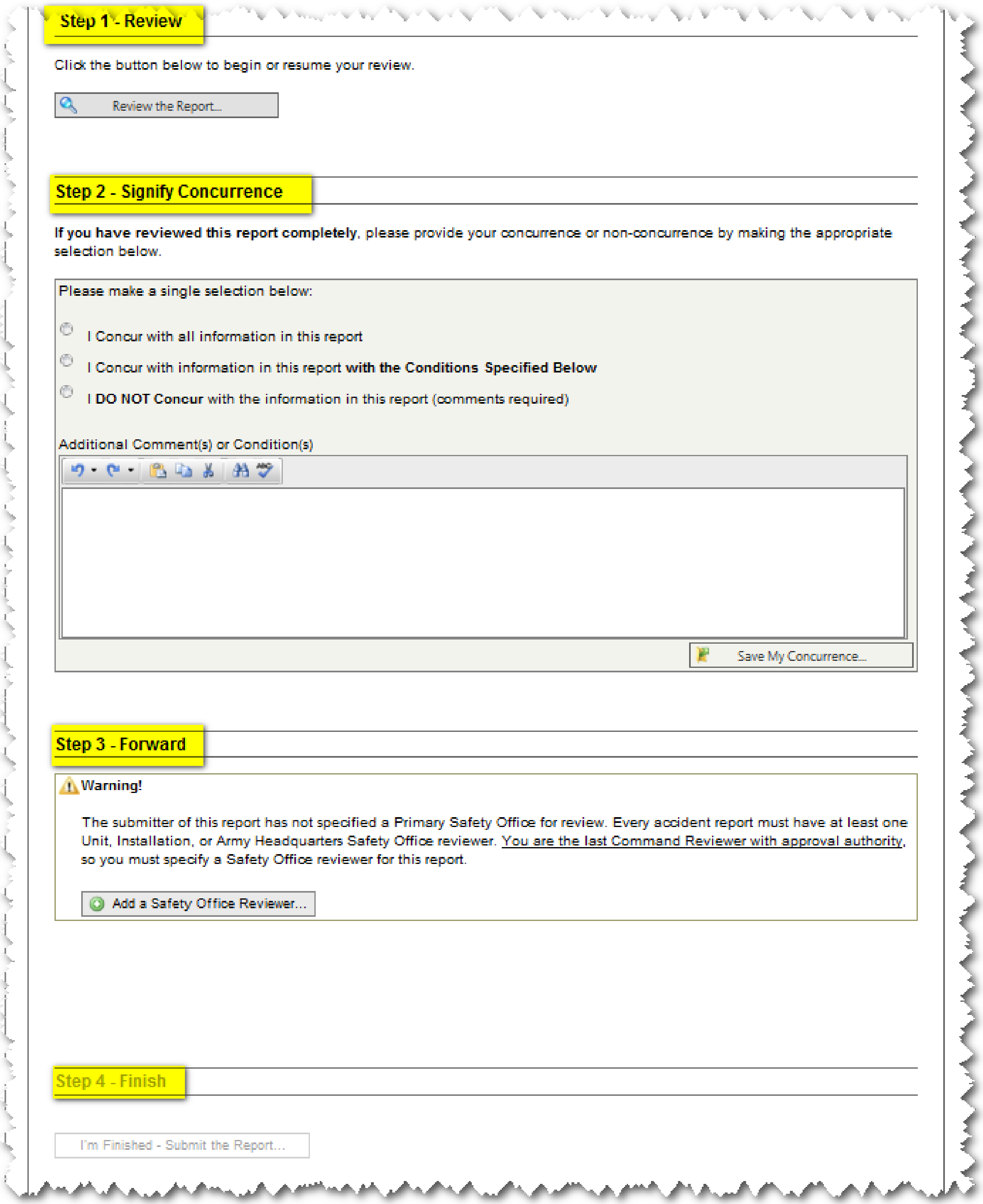
Step	Action
1	Locate the report to delete.

2	Click .  **Result**: The delete confirmation message displays.
3	Click OK to delete the report.

3.10 Review a Report

If you have been identified as a report reviewer, you will be notified by email that the report is ready for review. The email will include a hyperlink to the report. Your read/write review privileges are set by the report submitter.

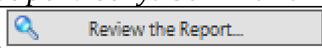
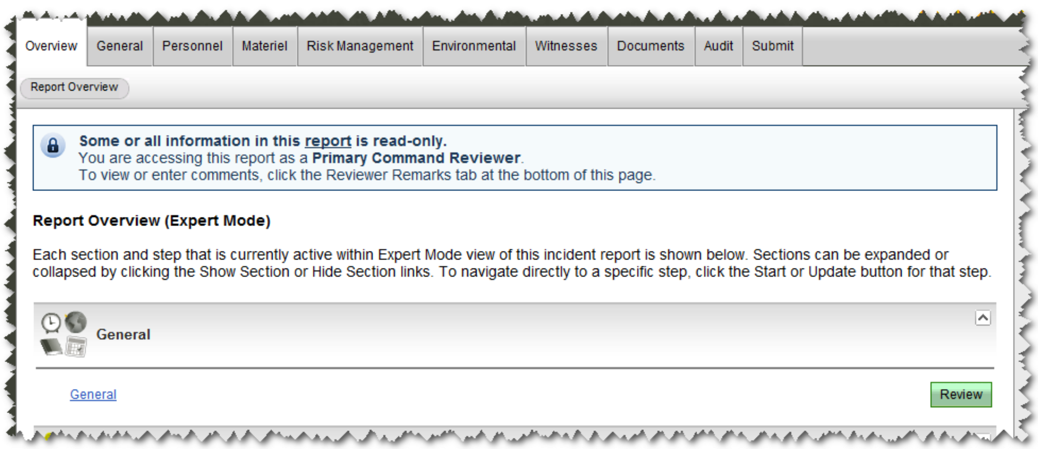
The review process is a four-step process. As you complete each step the Reviewer Task screen will display a green checkmark to indicate you have completed this step.



Reviewer Task Screen

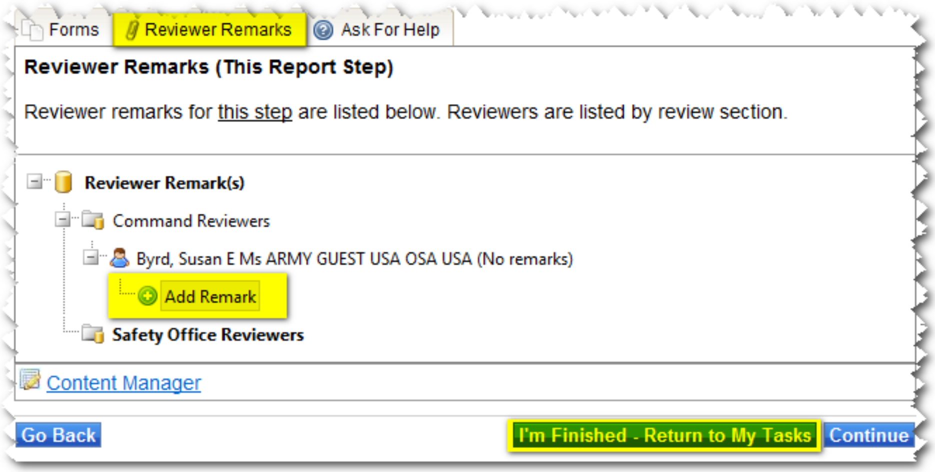
Follow the steps below to review a report.

Step 1: Review the Report…

Step	Action
1	Open the email notification and click the hyperlink to the report. **Sample email text**: To review this report, click the link below. You will be required to login to ReportIt. https://web.usacrcdev.com/reportitdev/Pages/ReviewerSummary.aspx?i=5271676651753275306a444d4366594e71707a5a61673d3d NOTE: If clicking the link does not work, copy the entire address and paste it into your browser's address bar. The *Supervisory/Command Reviewer Tasks* screen displays.
2	Click  . **Result**: The *Overview > Report Overview* screen displays. 
3	Click  or click the view hyperlink to review the report contents. **Tip**: Use the blue navigation buttons (Continue, Go Back) and screen tabs to remain in the report. Use the green navigation button (I'm Finished – Return to My Tasks) to return to the Reviewer Task screen.

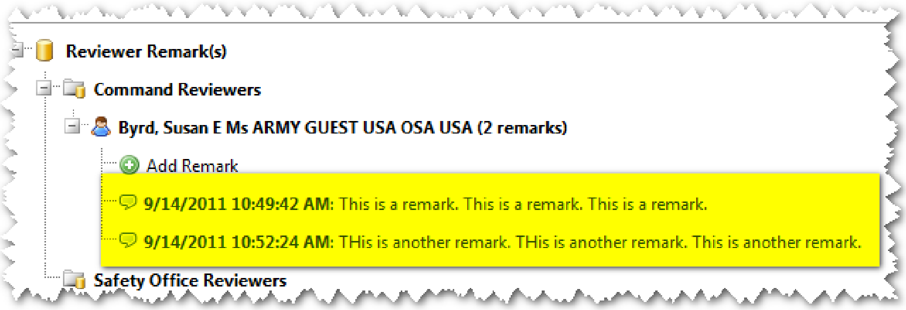
Tips

Use the blue navigation buttons (*Continue*, *Go Back*) and screen tabs to remain in the report. Use the green navigation button – *I'm Finished – Return to My Tasks* – to return to the reviewer task screen.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click the Add Remark button at the bottom of the report page as needed. Remarks remain with the page and section they are created in.

</td></tr>
<tr><td>5</td><td>Enter remarks and then click Save Remarks... .

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Results: The remarks display in the Reviewer Remark(s) at the bottom of the page in chronological order. The number of remarks by each review displays in parenthesis by their name.



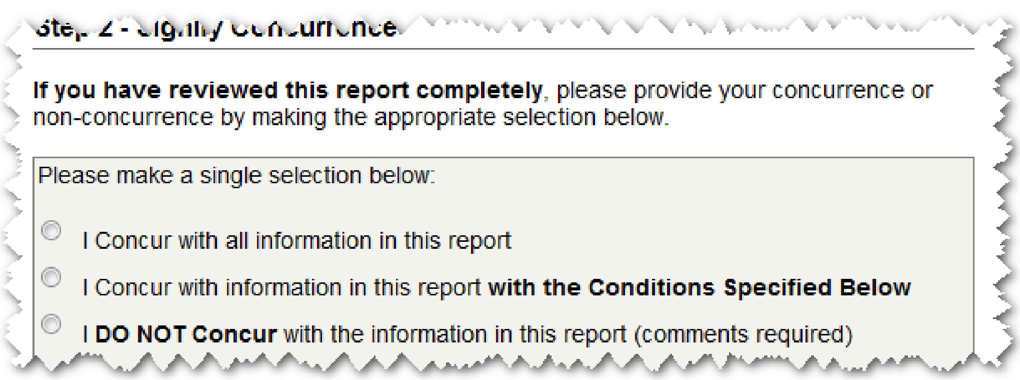
</td></tr>
<tr><td>6</td><td>Click I'm Finished - Return to My Tasks to return to the Reviewer Task screen.</td></tr>
</table>

Step 2: Signify Concurrence

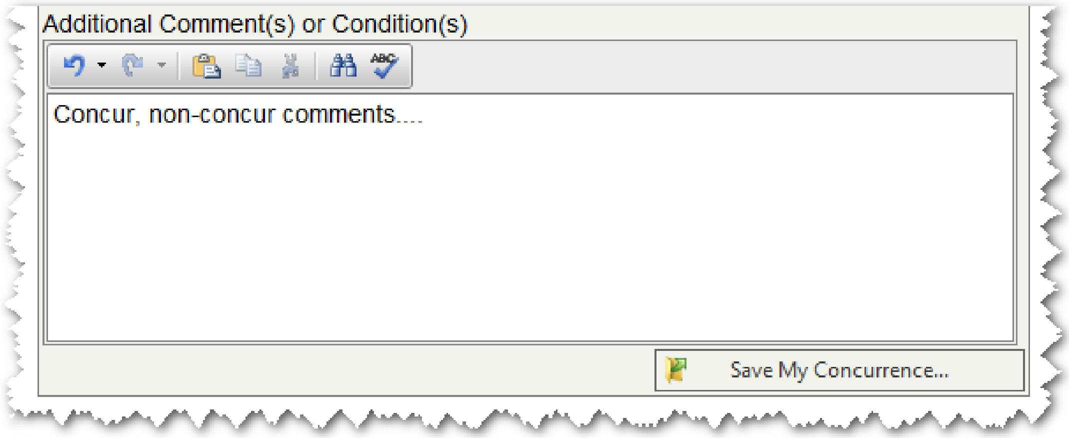
After you have reviewed the report, the next step is to signify concurrence.

Follow the steps below to signify your concurrence or non-concurrence of the report.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Supervisory/Command Reviewer Task screen, make your concurrence selection.

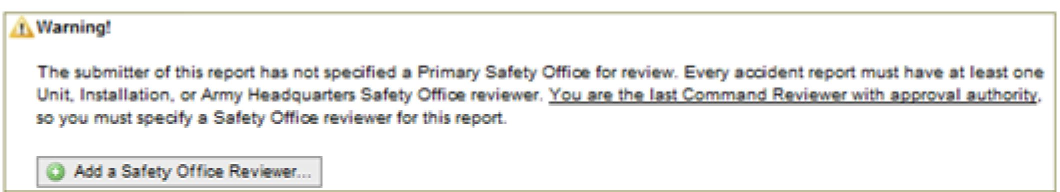


</td></tr>
</table>

Step	Action
2	Enter additional comments or conditions as needed or required, and then click .  **Result**: A green checkmark displays signifying that this area has been visited, as well as the date and time of concurrence.

Step 3: Forward

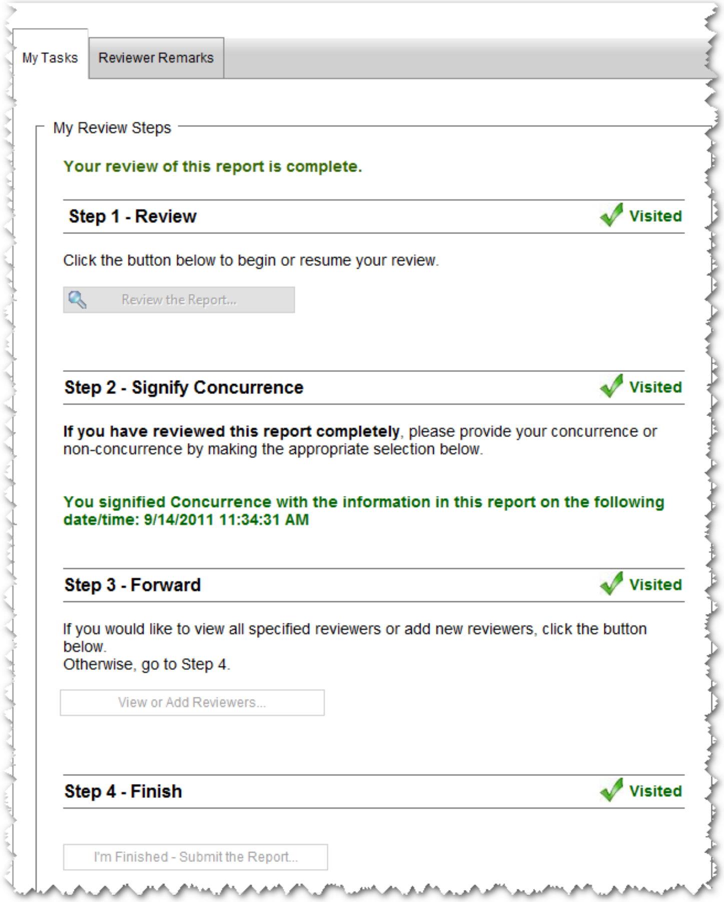
All reports must have a primary safety officer review the report. If one has not been added by the submitter, you will have to add a safety office reviewer before you can submit the report. A warning message (below) will appear with an Add a Safety Office Review... button. For steps in adding a safety office review, refer to 3.4 Submit a Report.



As needed, you can click the "View and Add Reviewers..." button**.**

Step 4: Finish

Once steps 1 – 3 have been completed and carry the green "Visited" checkmark, the "I'm Finished – Submit the Report..." button becomes active.



When you click the green finish button, the report is forwarded to the next reviewer.

Chapter 4: ReportIt Tools

ReportIt is equipped with tools to assist you in working effectively in the application. This chapter will assist you in using some of these tools efficiently.

At the end of this chapter, you should be able to:

- ✓ Create a discussion/topic using C0llaboration
- ✓ Flag a report
- ✓ Display code values or change your field list settings
- ✓ Use the textbox toolbar

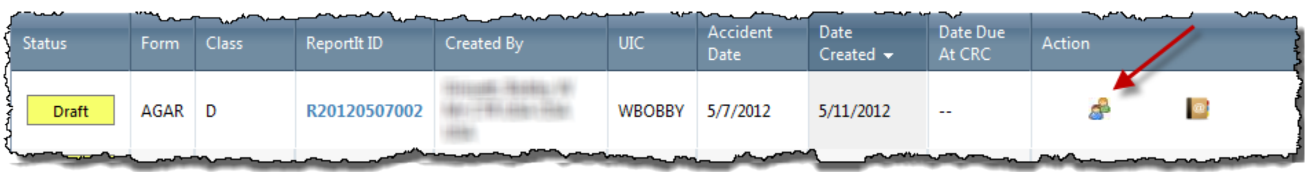
4.1 Collaboration Tool

For Investigation Board

The Collaboration tool is a way for board members to privately exchange information during and after the report creation process. Discussions are retained with the report and visible only to members of the investigation board for that report.

Components of Collaboration:

1. **Collaboration Summary -** A summary of the discussion topics in the report.
2. **Collaboration** – User clicks this tab in the active report page to create/edit a discussion topic.



Status	Form	Class	ReportIt ID	Created By	UIC	Accident Date	Date Created	Date Due At CRC	Action
Draft	AGAR	D	R20120507002		WBOBBY	5/7/2012	5/11/2012	--	

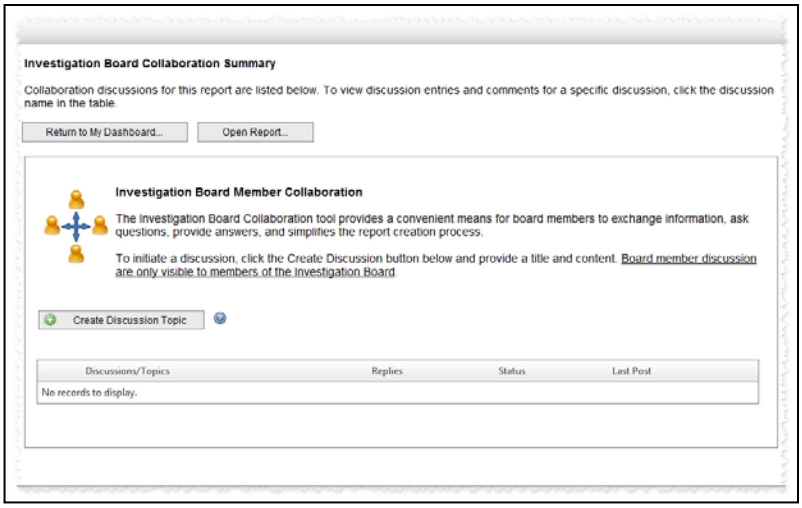
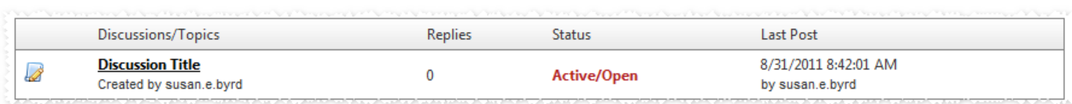
Access Collaboration Summary from your Case List

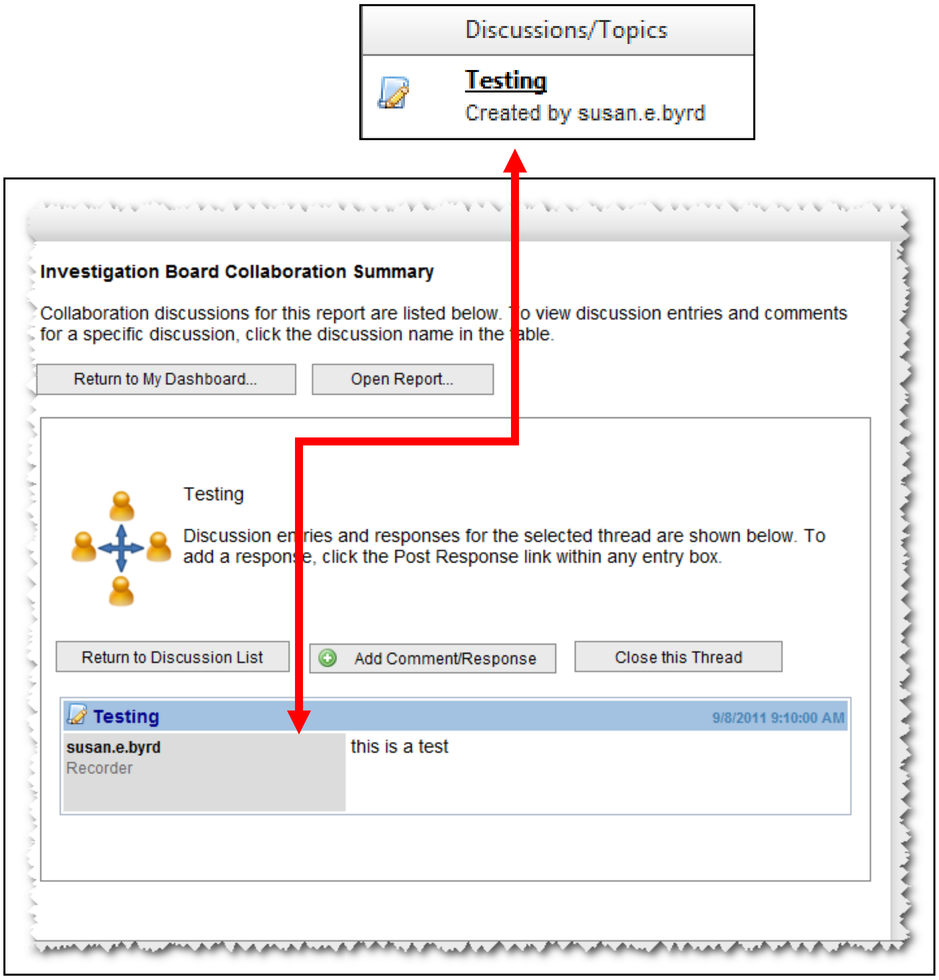
4.1.1 Create a Discussion/Topic from the Case List

When you create a discussion/topic from the Case List for a report, you are not making an association to a specific report page. All discussion topics are viewable in the Investigation Board Member Collaboration summary list, no matter where created.

Follow the steps below to view the Investigation Board Member Collaboration summary and create a new discussion topic from your Case List.

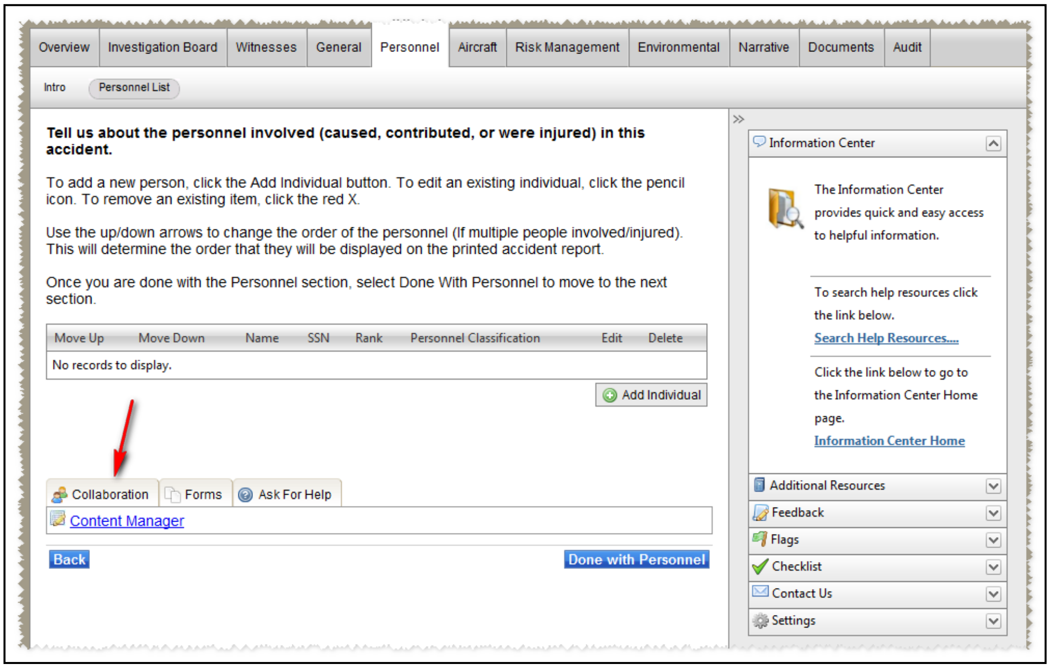
Step	Action
1	Locate the report for collaboration in your *Case List*.

2	Click Collaboration Summary. **Result**: The *Investigation Board Collaboration Summary* screen displays.  From here you can: • Return to My Dashboard • Open Report... • Create Discussion Topic
3	Click Create Discussion Topic.
4	Complete the required fields: • Discussion Title • Content (question, comment or reply)
5	Click Save Discussion/Question. **Result**: The new discussion displays in the Collaboration list. A discussion created here can only be viewed from the Collaboration Summary view by investigation board members.  Components of the Collaboration List: **Discussion Topic Title**: Hyperlink that opens the discussion. **Replies**: Displays the number of replies to the discussion **Status**: **Last Post**: The date, time and by whom the last post on the discussion topic.
Step	**Action**

6	Click the Discussions/Topics name link to display the discussion topic.  From here you can: • Return to My Dashboard... • Open Report... • Return to Discussion List • Add Comment/Response • Close this Thread

4.1.2 Create a Discussion/Topic from a Report Page

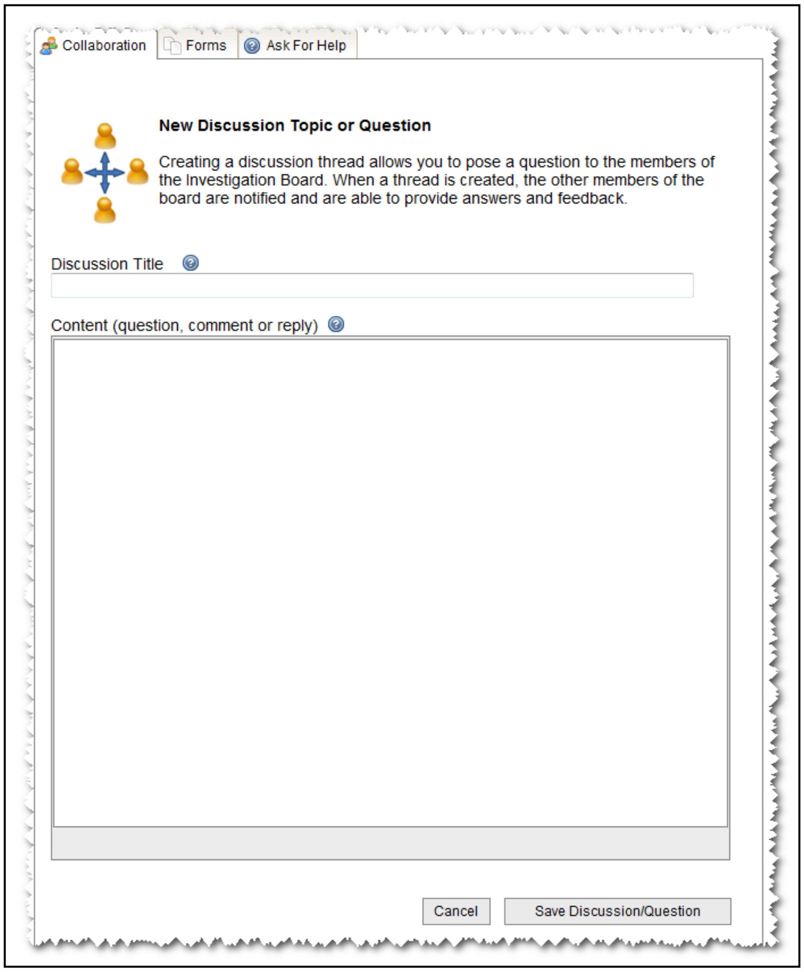
You can associate a discussion/topic to a specific page in ReportIt. Creating a discussion topic within a report page, such as Personnel or Environmental, will display in the Collaboration Summary as well.



Collaboration from a ReportIt Page

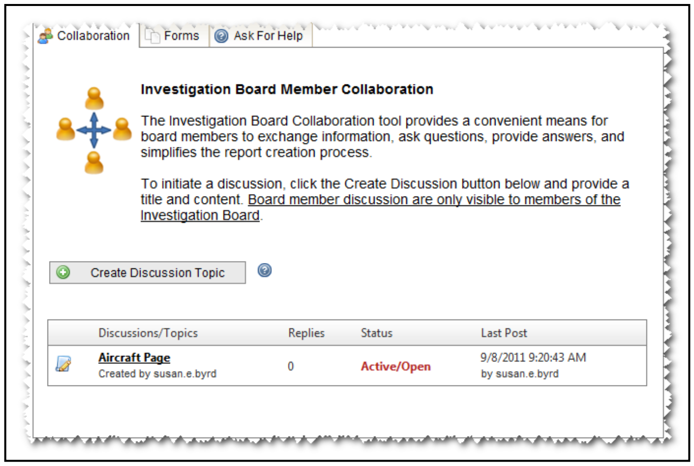
Follow the steps below to create a collaboration discussion topic within a report page.

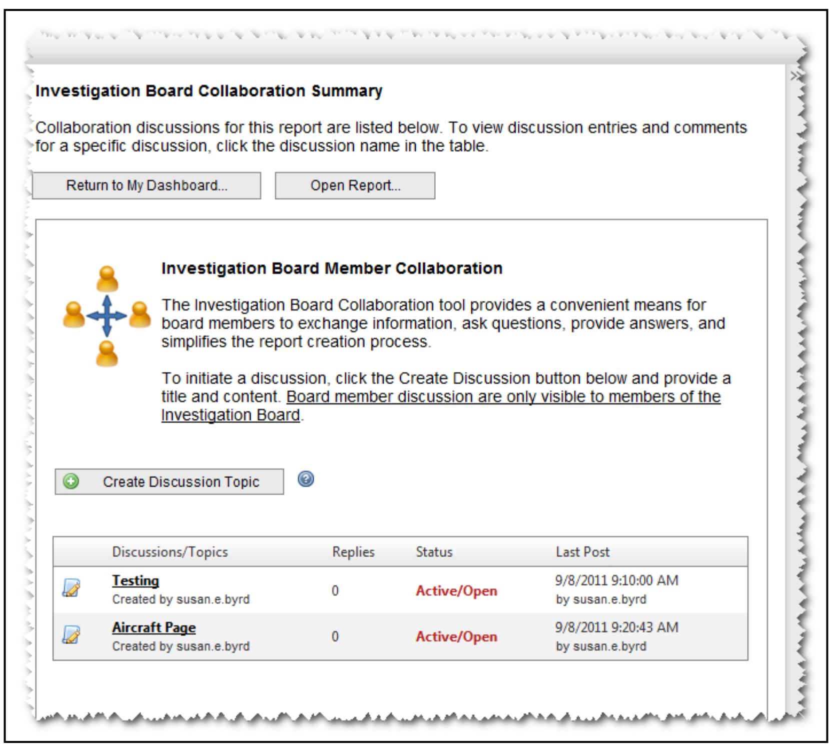
Step	Action
1	Locate the report for collaboration in your *Case List* and open to the desired page to create a discussion topic.
2	Click the Collaboration tab at the bottom of the screen page. **Result**: The *Investigation Board Collaboration Summary* view displays.
3	Click Create Discussion Topic.

Step	Action
4	Complete the required fields. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Click Save Discussion/Question.

Result: The new discussion displays in the collaboration list. A discussion created here is viewable from the Collaboration Summary view.

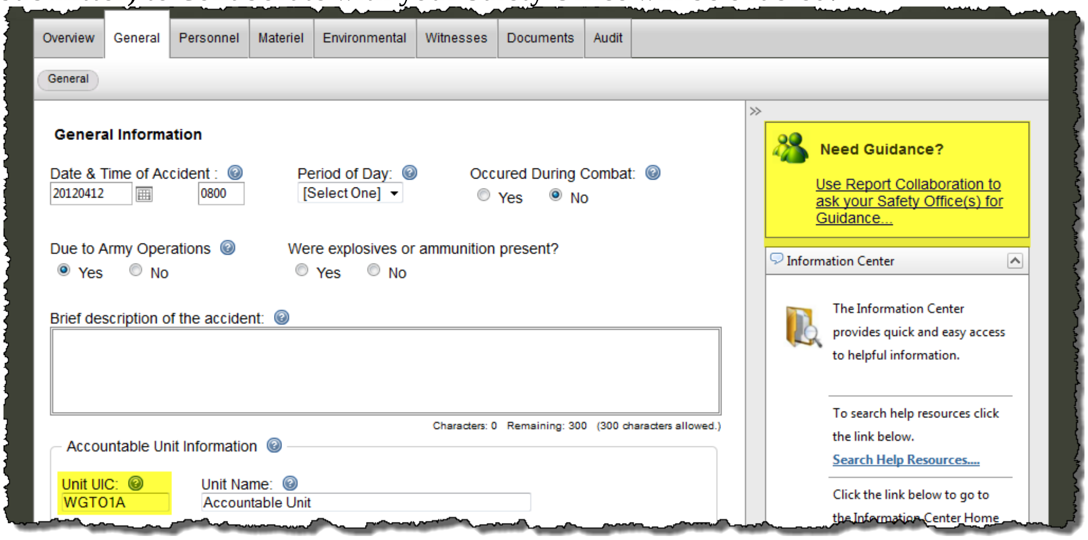

</td></tr>
<tr><td>6</td><td>Click View Report Collaboration Summary to navigate to the collaboration summary of all discussion topics for this report.


</td></tr>
</table>

4.2 Collaboration Tool for Submitter / Safety Office New!

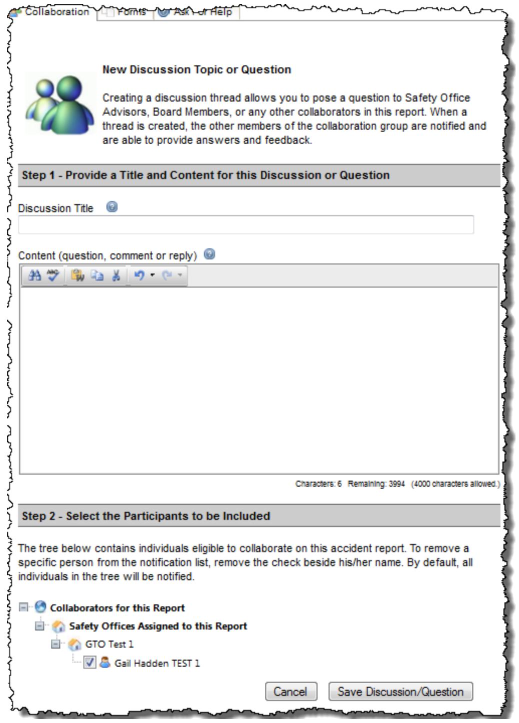
Initiated by the Report Submitter

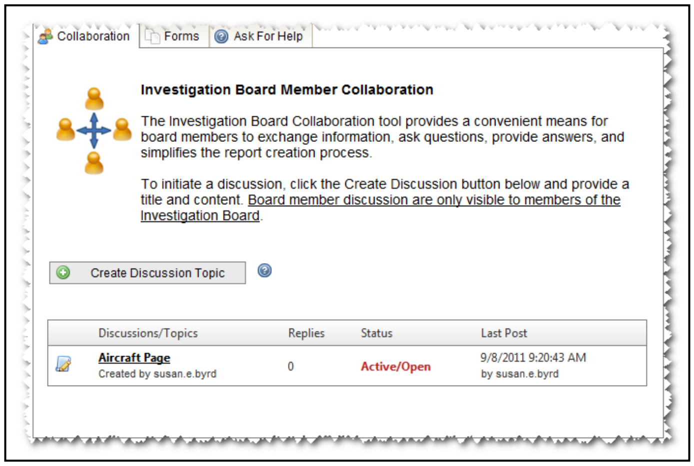
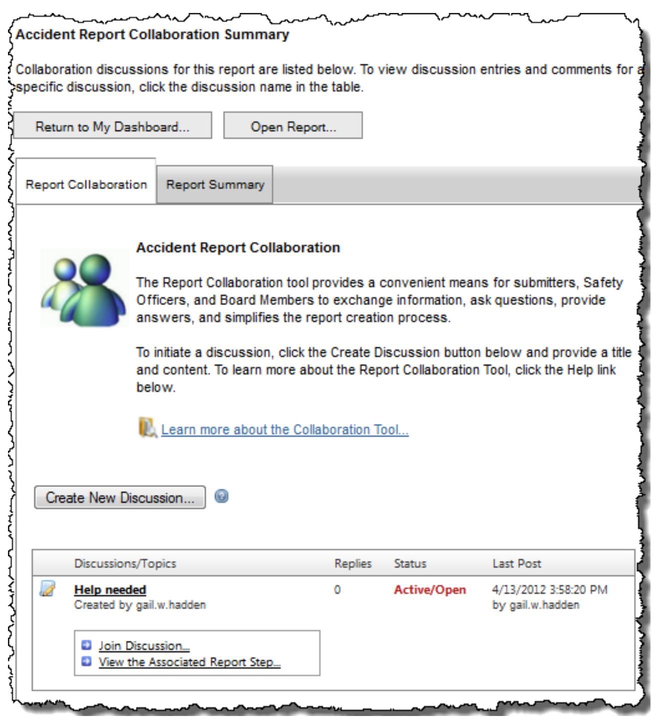
Once you have entered the accountable UIC into the report AND that UIC is tied to a Safety Office within the Safety Office Console (see [Appendix C – The Safety Office Console](#)) the ability for you (the submitter) to Collaborate with your Safety Office will be enabled.



To initiate the Collaboration, click the link "Use Report Collaboration to ask your Safety Office(s) for Guidance" then follow the steps below:

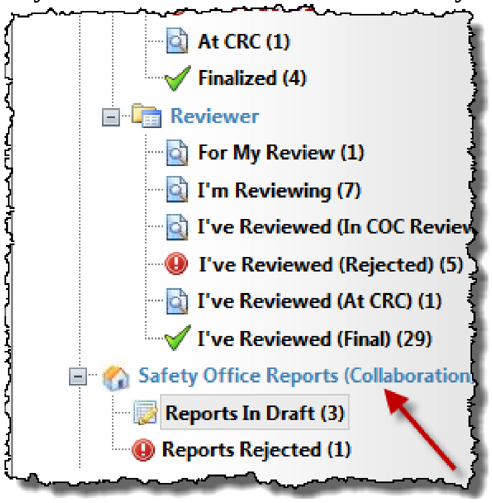
Step	Action
1	Under the Collaboration tab located at the bottom of the page, Click Create Discussion Topic

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Enter the Discussion Title, Content / Question and select the participants to include in the discussion.

</td></tr>
</table>

Step	Action
5	Click Save Discussion/Question. **Result**: The new discussion displays in the collaboration list. A discussion created here is viewable from the Collaboration Summary view and the Safety Officer will be notified via email of this new discussion. 
6	Click View Report Collaboration Summary to navigate to the collaboration summary of all discussion topics for this report. 

Initiated by a Safety Officer

Once the report submitter has entered the accountable UIC into the report AND that UIC is directly under your Safety Office purview (see Appendix C – The Safety Office Console) the report will display in your dashboard under the “Safety Office Draft Reports” section.

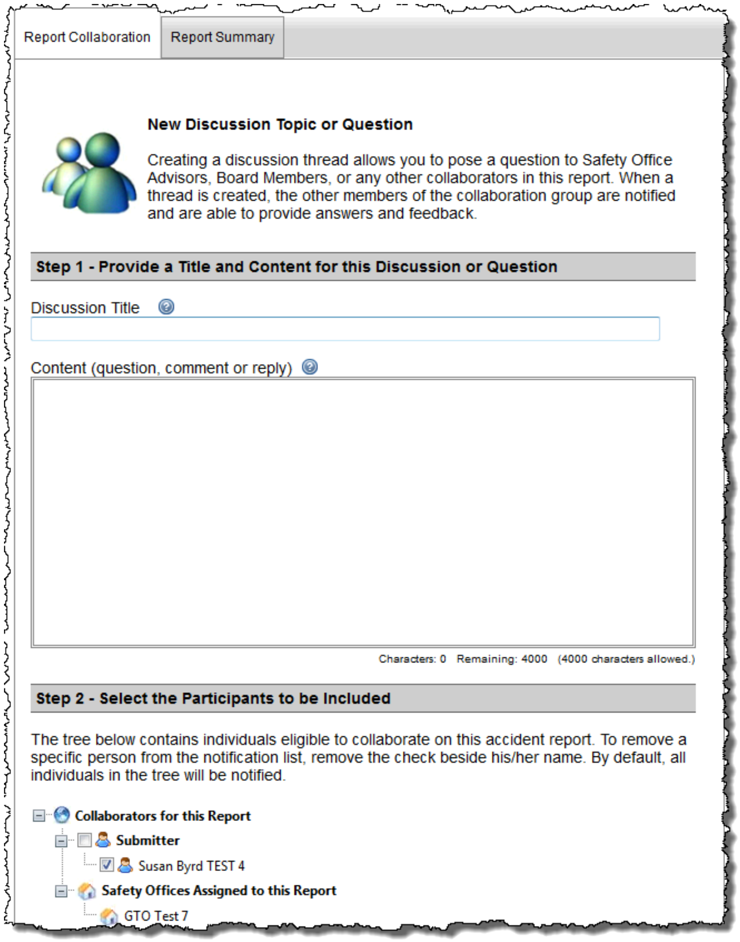


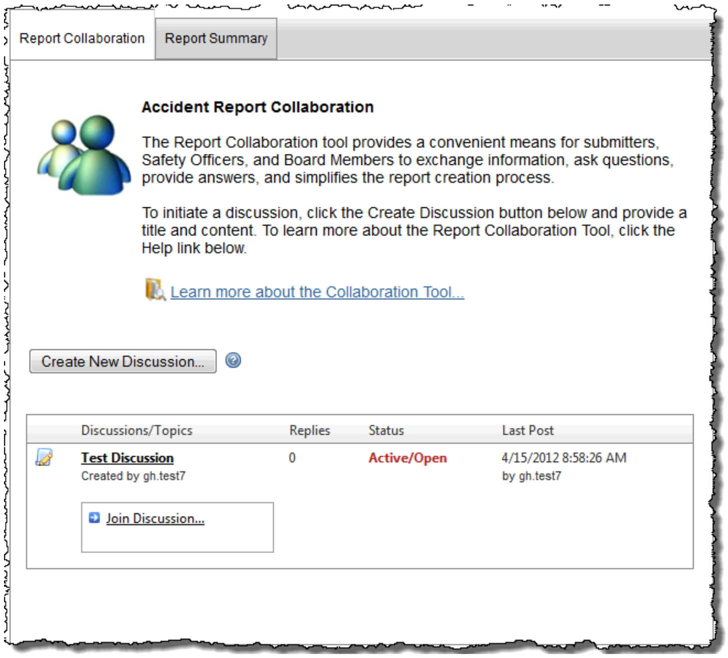
Notes

Reports will display for the Safety Officer based on their permissions in the Safety Office Console (i.e. in order for a Class D AGAR to display, they must be set up as a Primary Reviewer or Primary Ground reviewer and they must be set up to receive Class D reports.)

To initiate the Collaboration, click the link “Use the Collaboration Tool to Review and Advise the Submitter” then follow the steps below:

Step	Action
1	Under the Report Collaboration tab Click Create New Discussion... .

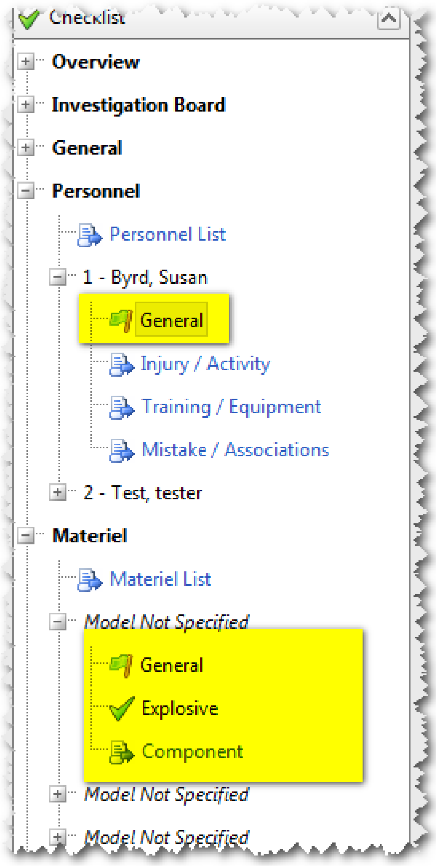
Step	Action
2	Enter the Discussion Title, Content / Question and select the participants to include in the discussion. 

Step	Action
5	Click Save Discussion/Question. **Result**: The new discussion displays in the collaboration list and the submitter will be notified via email of this new discussion. 

4.3 Using the Checklist

The Checklist is a ReportIt navigation tool. You can use the Checklist in the Expert or Guided mode.

The Checklist is dynamic, and updates by the information provided in the report. As information is complete for the report, the checklist displays a checkmark next to that view. You can easily navigate to specific screens and views at any time using the checklist.

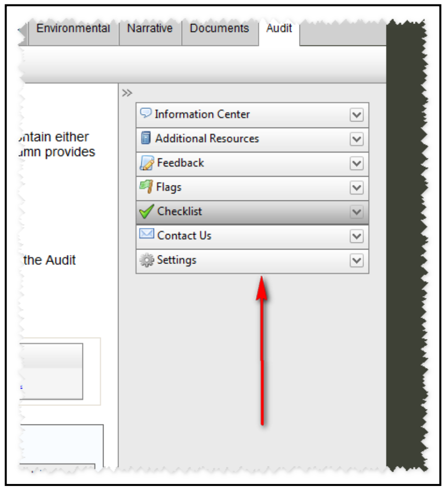
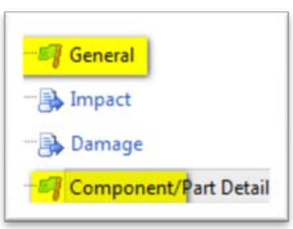


The Checklist also displays areas in the report creation process that you have flagged (see 4.3 Flag a Report Page)

4.4 Flag a Report Page

ReportIt allows you to flag an important step/page in the report creation process for any reason. You are reminded of these flagged pages in the Checklist next to the page name and in the Report Audit in the Steps Flagged view.

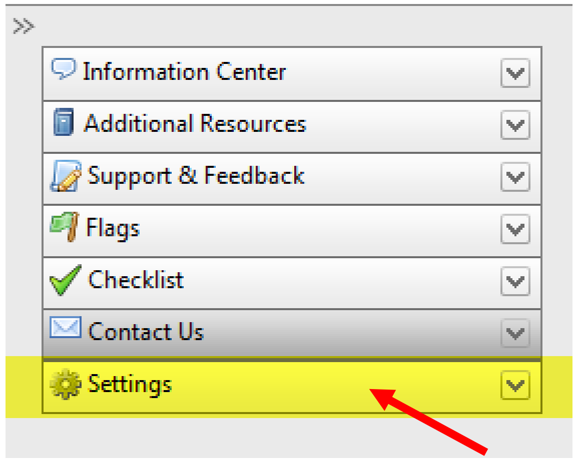
Follow the steps below to flag a page in a report.

Step	Action
1	From an active report, open the ReportIt Sidebar by clicking >> if needed. 
2	Navigate to the page you want to flag for revisit.
3	Click to open Flags in the Sidebar. **Result**: The **Flag This Page** checkbox displays.
4	Click Flag This Page checkbox.
5	Click Save. **Result**: The flag appears in the **Report Checklist** and in the **Report Audit**.  **Report Checklist**  **Report Audit**

4.5 Display Code Values

By default, the code values for many of the field values do not display. This is an option the user can turn off and on as desired. Once the option to display code values is activated, it will remain on until turned off.

Follow the steps below to display code values.

Step	Action
1	In an active report, open the ReportIt sidebar and click the **Settings** option. 
2	Check ☑ Show Code in Lookups checkbox.
3	Click **the Sort Lookups By:** drop-down list and select **Code**.
4	Click Apply Settings . **Result**: Fields codes will display in list of values that have codes from the PAM 385-40 tables.

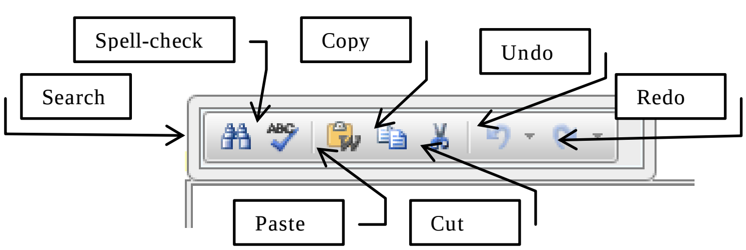
4.6 Textbox Toolbar

Textbox fields allow the user to enter data freely as needed for the report. With free data entry, there is a chance of typing errors, or maybe you would like to copy and paste the data from another application. ReportIt provides you with a toolbar that displays with an active textbox field to assist you in data entry.

A toolbar will displays with the following options when a textbox is activated:

- Search
- Spell-check
- Cut, Copy and Paste
- Undo and Redo

The image below explains the tools available on the Textbox Toolbar.



Chapter 5: Getting Help with ReportIt

At the end of this chapter, you should be able to:

- ✓ Understand options in ReportIt for help
- ✓ Request a Feature
- ✓ Take a Survey

5.1 When You Need Help with ReportIt

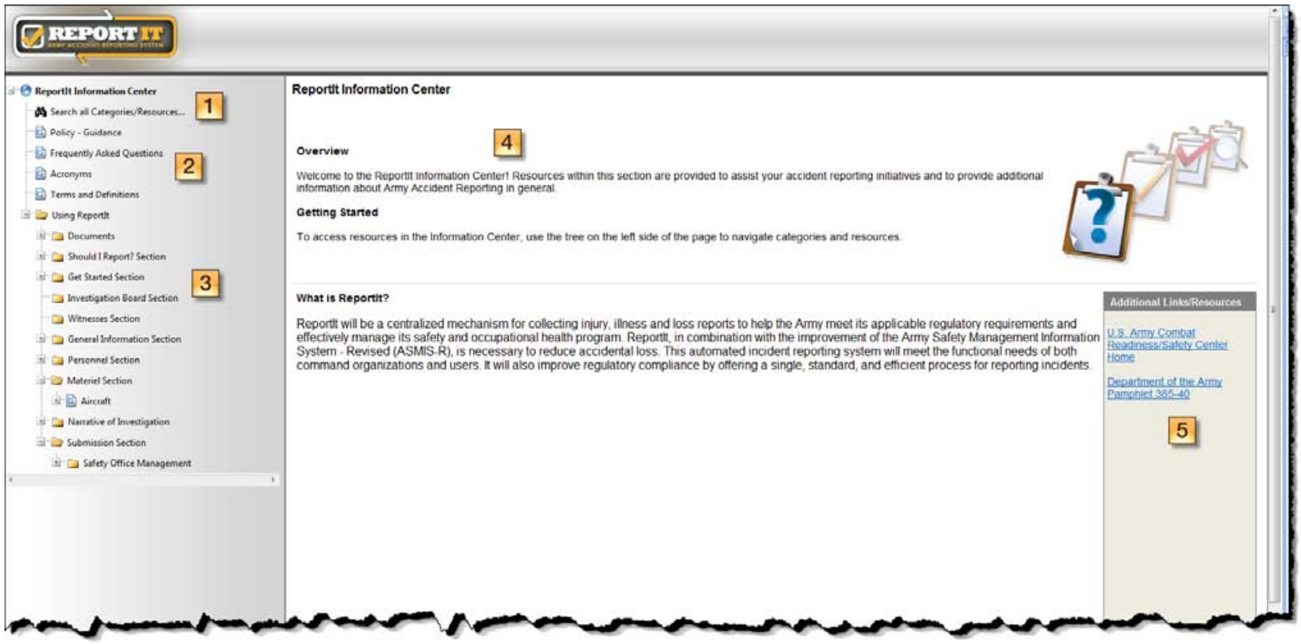
There are a number of ways to get help when working in ReportIt.

1. **Information Center**: A "full-service" center that allows you to search for help on any topic from any screen.
2. **Field control help**: These fields help icons display next to fields to assist you in completing the field accurately.
3. **Additional Resources**: Provides a link to available help topics for the page that is currently active. This feature is screen/topic specific.
4. **Ask for Help tab**: This tab displays at the bottom of your report screen and allows you to create a "help ticket" to get an answer to a question from the ReportIt Support team.

5.2 The Information Center

The Information Center is the first tab in the ReportIt sidebar. Features of the Information Center include:

- Search for help resources
- Open the ReportIt Information Center and peruse all help topics

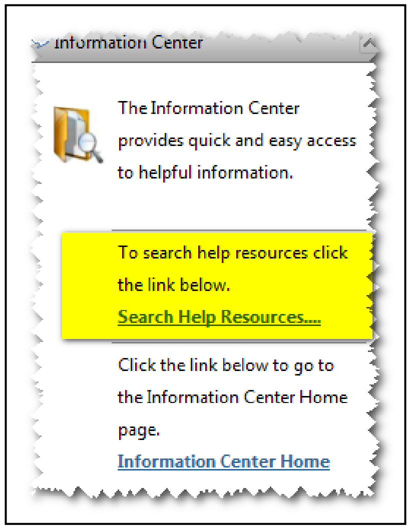


5.2.1 Components of the Information Center

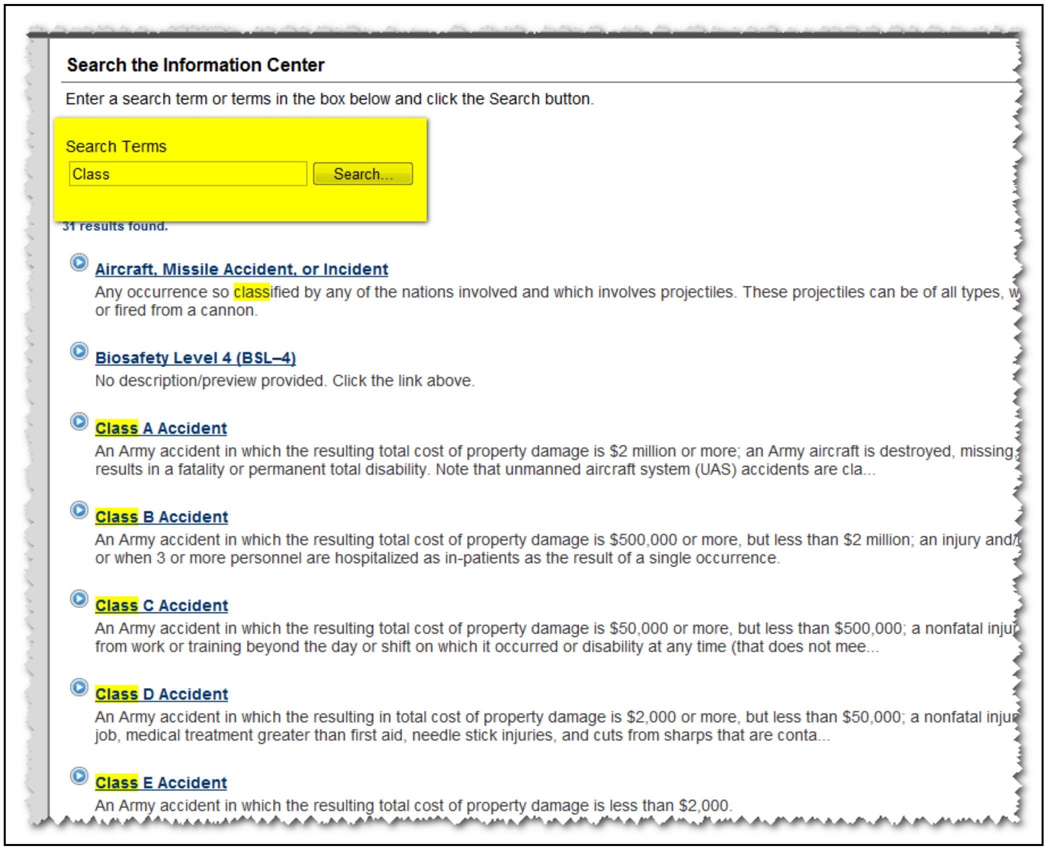
Component	Description
1	**Search All Categories/Resources...** Search for a specific topic, or for all topics that meet the criteria.
2	Supportive documents when creating a report: • Policy – Guidance • Frequently Asked Questions • Acronyms • Terms and Definitions
3	Topics categorized by ReportIt screen. Search for screen-specific help.
4	Overview of the ReportIt Information Center, how to get started, and what is the ReportIt application.
5	Links to additional resources such as US Army Combat Readiness/Safety Center Home and Department of the Army Pamphlet 385-40.

5.2.2 Searching for help in the Information Center

When you click the Search Help Resources… button, the Search the Information Center window opens in a new IE tab. Follow the steps below to search help.

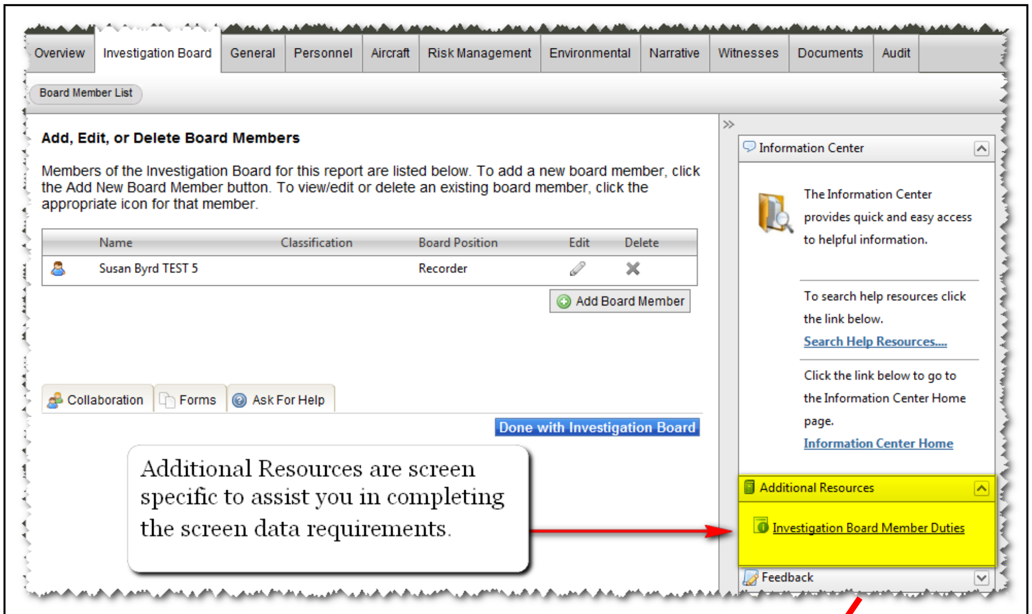
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click Search Help Resources… link in the Information Center tab.


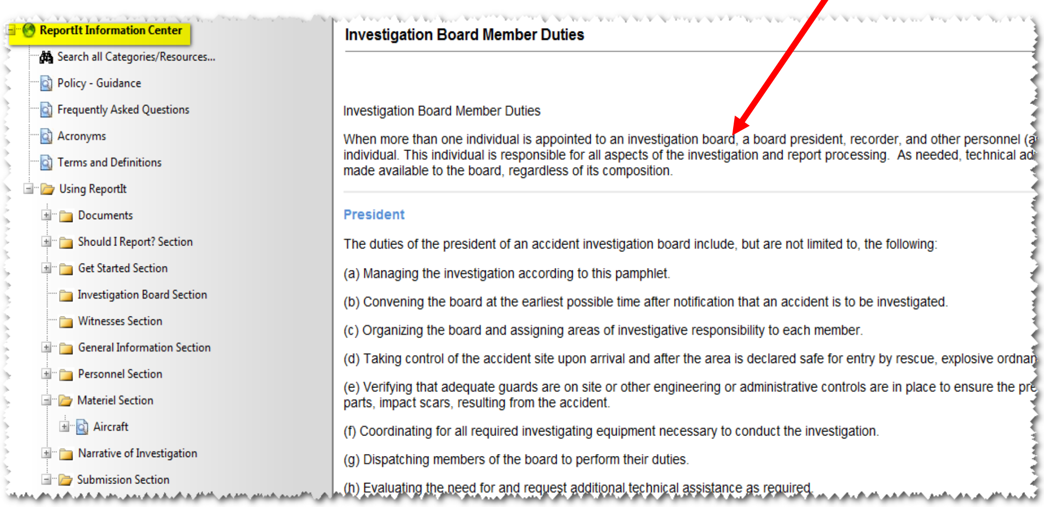
Result: The Search the Information Center window displays in a new IE tab.</td></tr>
</table>

Step	Action
2	Enter the search text in the **Search Terms** text box and then click Search... . **Result**: Help topics that meet the search criteria display. 
3	Click the topic name hyperlink to open the help text to review. **Result**: The information displays in a new window (tab).
4	To search for another topic, click the **Search All Categories/Resources...** button.

5.3 Additional Resources

Additional Resources links are screen specific help topics to assist you in completing the fields defined in that screen. When clicked, the link displays the information in the ReportIt Information Center.

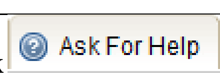


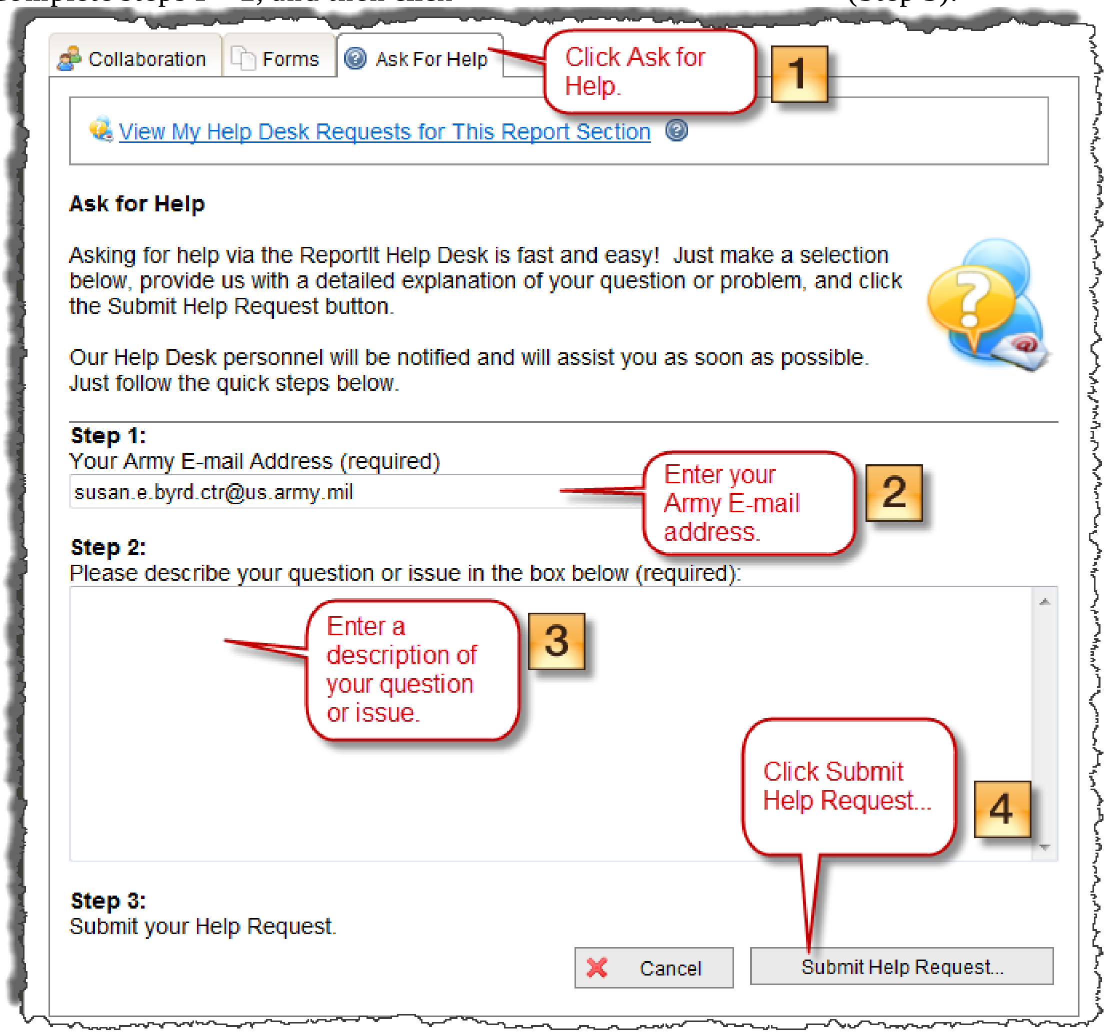


5.4 Ask for Help

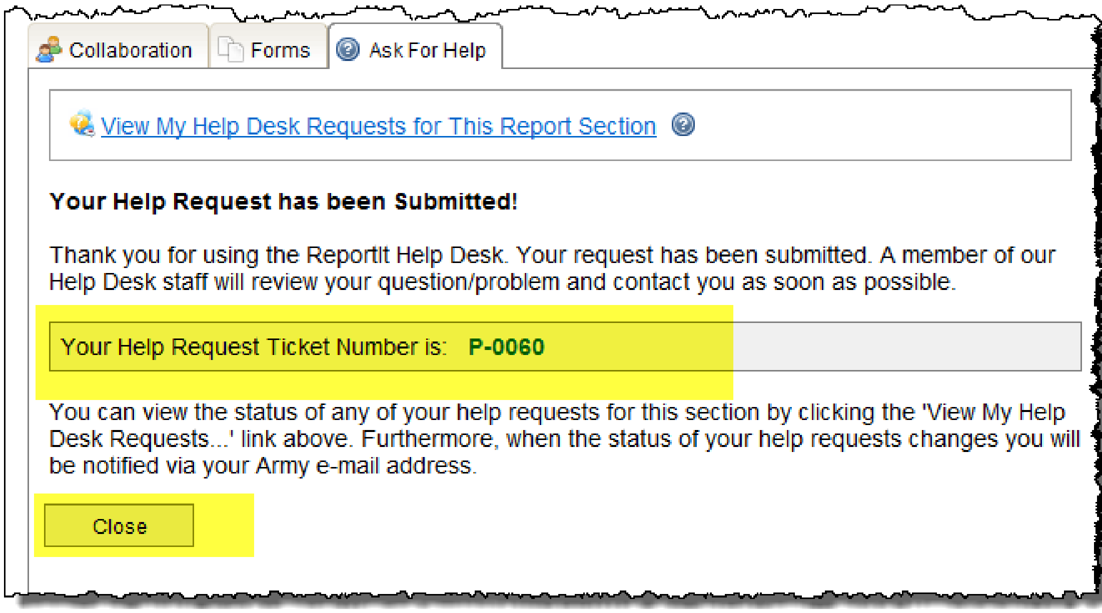
The Ask for Help tab displays in the report screens. You find the Ask for Help tab at the bottom of the screen.

Follow the steps below to use the Ask for Help tab.

Step	Action
1	Create an accident report, or resume a report.
2	Click  . **Result**: The **Ask for Help** steps display.

Step	Action
3	Complete steps 1 – 2, and then click Submit Help Request... (Step 3). 

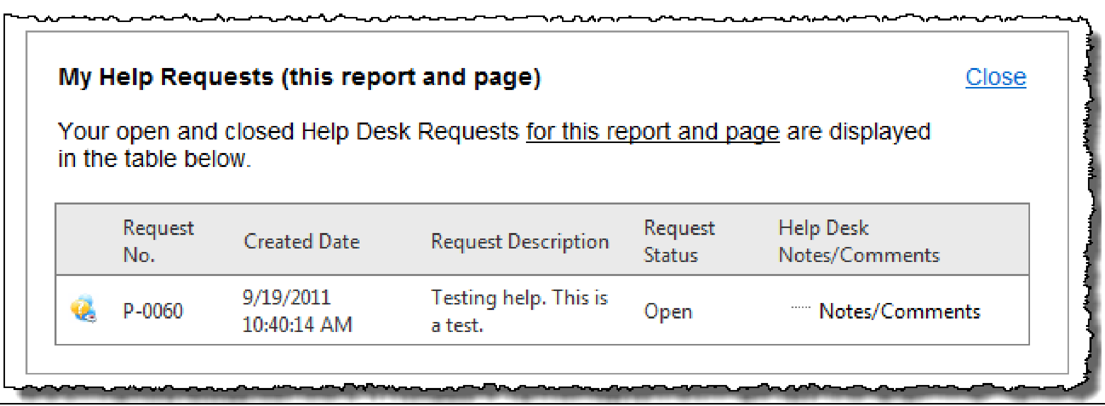
Step	Action
4	Click Close in the help request submitted message box.



Result: The help request submitted, and a Help Request Ticket Number generated.

Tips

Clicking the **View My Helpdesk Requests for this Report Section** link displays the open and closed help desk requests submitted by you from this screen.

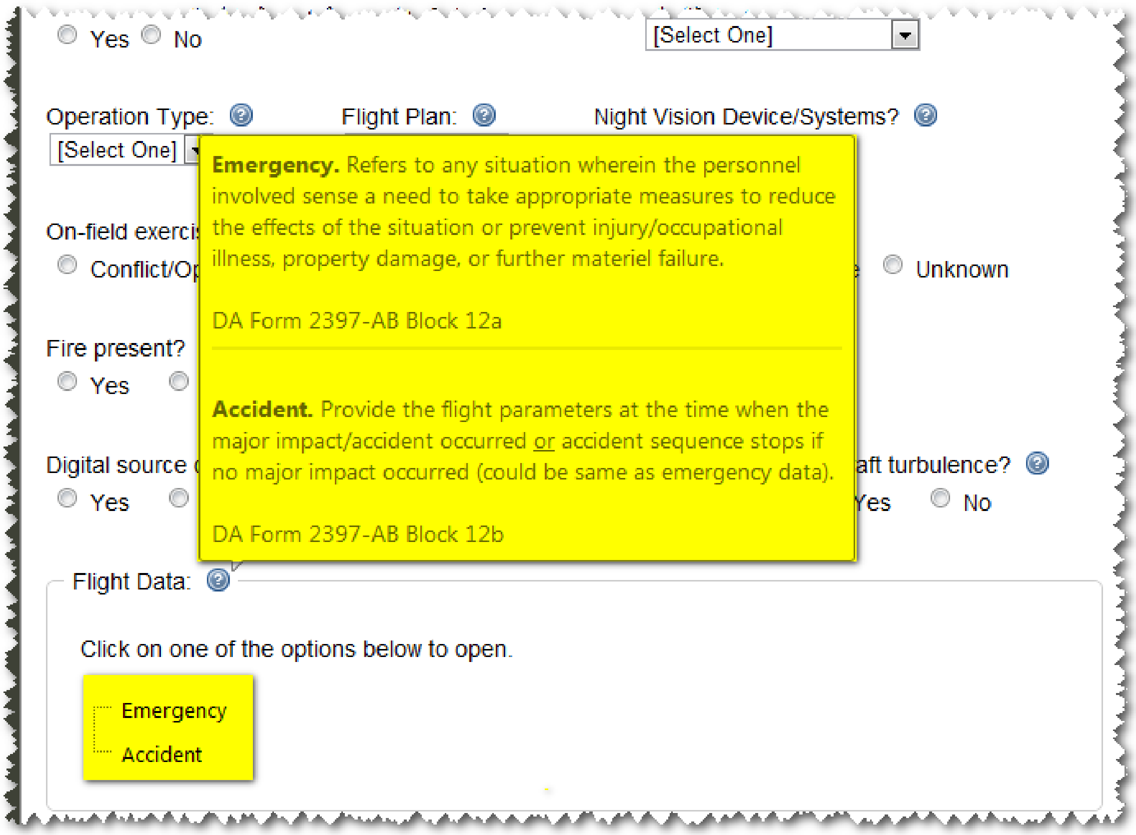


5.5 Field Help Icon -

As you enter your accident report information into the ReportIt application, you will see field help icons. The icons provide information in the form of:

- Reference to the DOA Pamphlet 385-40 details or form block numbers
- Field definitions
- Examples of data to populate the field

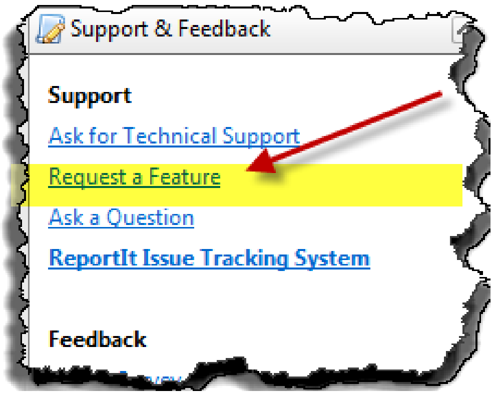
Allow the mouse pointed to hover over the icon to open the field help icon details. The text will display as long as the mouse is hovering over the icon. The help text will disappear when you click away.



Appendix A – Additional Features

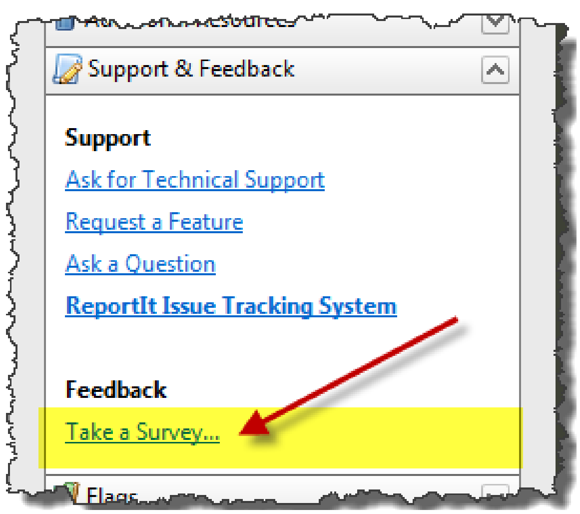
Request a Feature...

If you have a suggestion to improve the ReportIt application, you can send these suggestions to the ReportIt team using *Request a Feature...* link in the **Support & Feedback** section of ReportIt.



Take a Survey...

It is important for us to learn about your experience working with the ReportIt application. Information you provide can assist us in making needed updates. The survey consists of five (5) questions and an additional remarks field. The survey feature is in the Feedback section of the ReportIt sidebar.

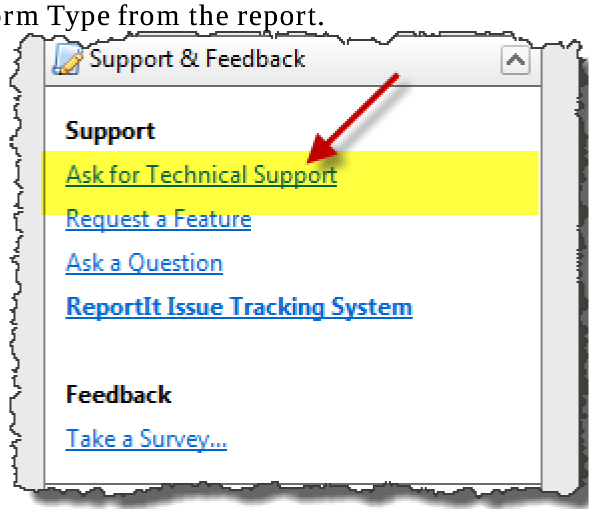


Contact the ReportIt Team

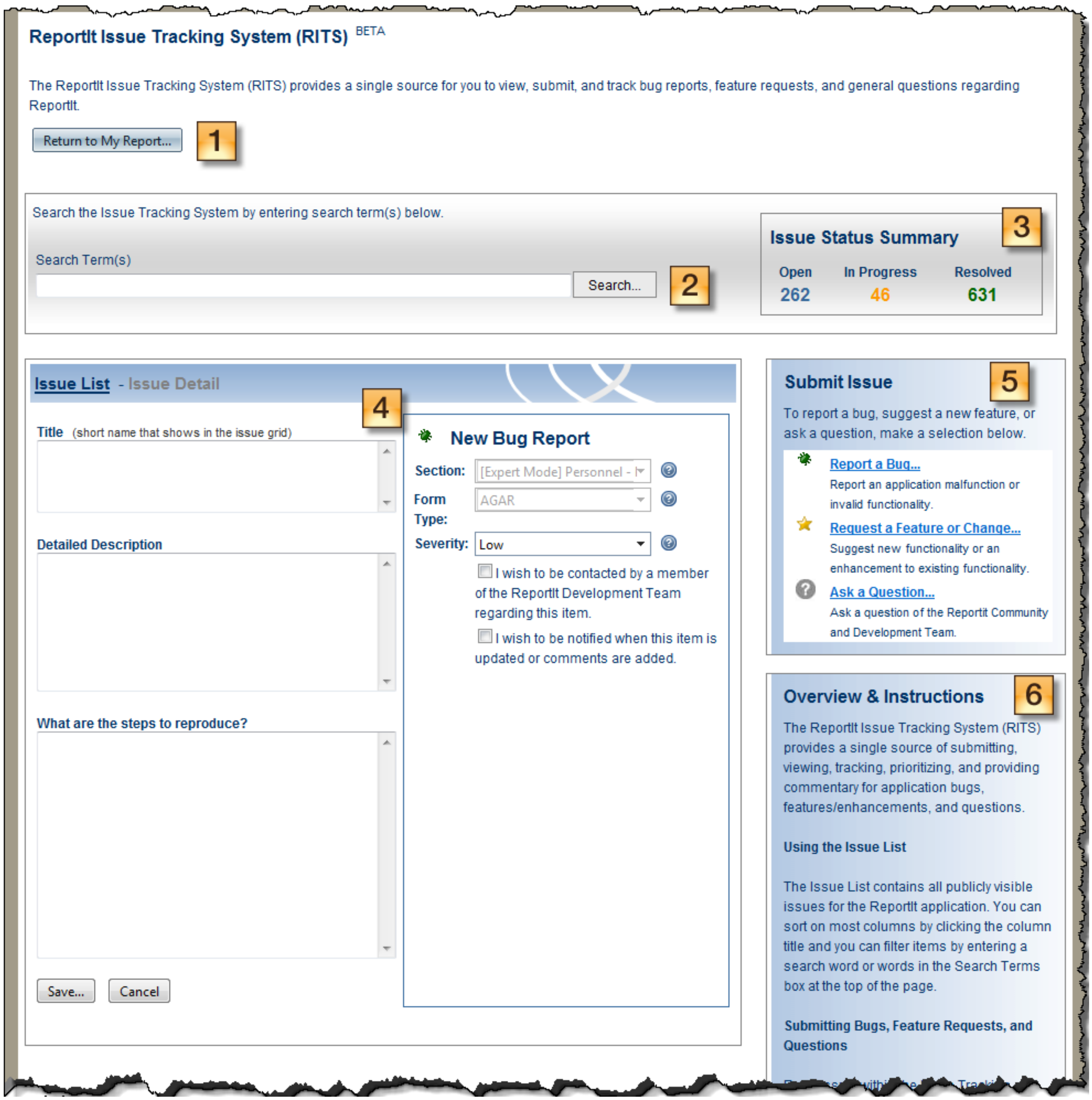
The feature**, Contact us** in the ReportIt sidebar provides the email address and phone numbers to reach the technical ReportIt team. When you click the email link, it creates an email using your default email program to the ReportIt team with technical questions, issues, or concerns about the ReportIt application.

Ask for Technical Support

If you run into errors in the ReportIt application, you can report these directly to the ReportIt technical team for review and assistance. Using the Ask for Technical Support option, ReportIt captures the Section and Form Type from the report.



Clicking the Ask for Technical Support hyperlink opens the ReportIt Issue Tracking System (RITS).



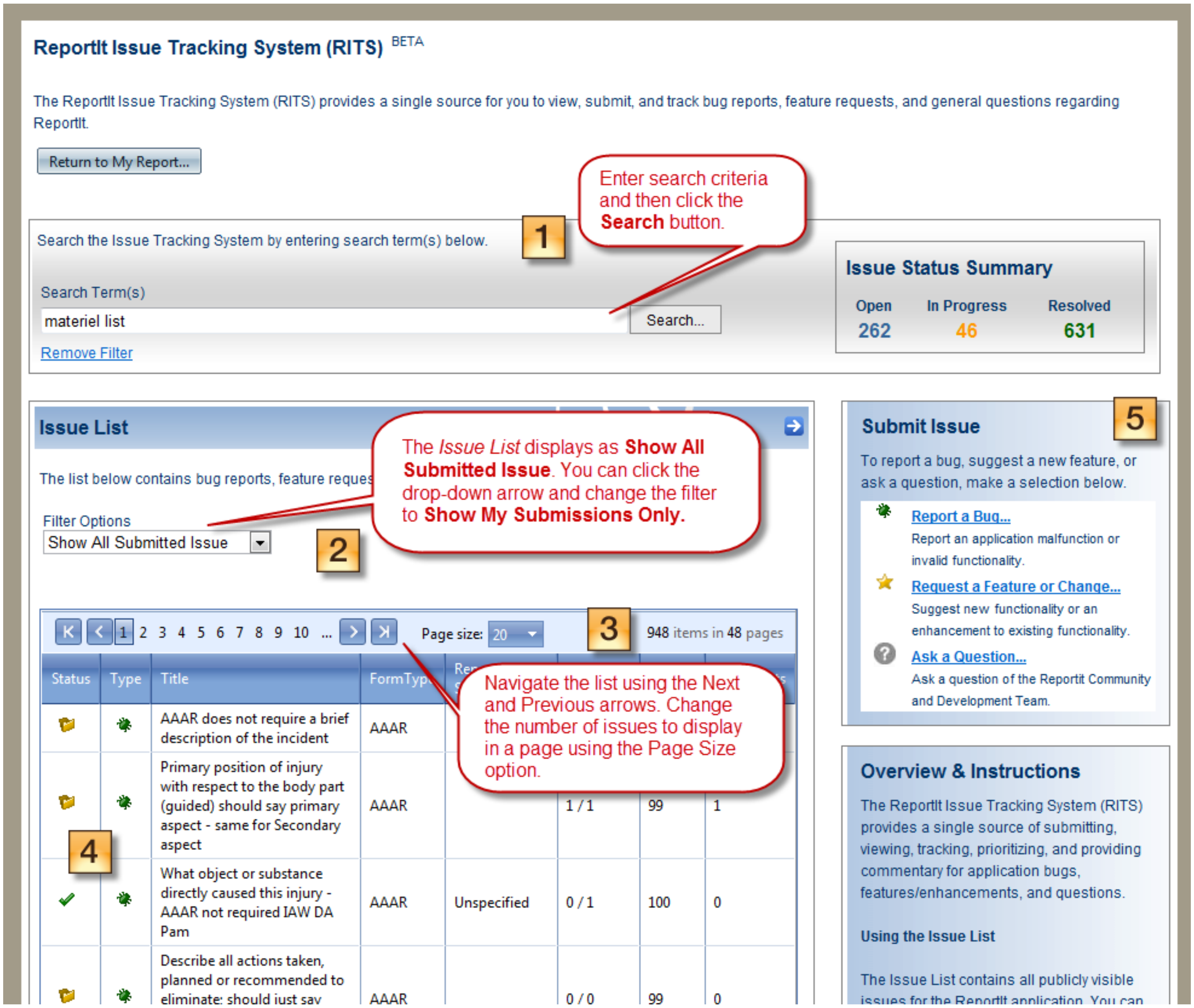
Component	Description
1	**Return to My Report...** button You can return to your active report and close the ReportIt Issue Tracking System screen.

Component	Description
2	Search for issues with search terms that you enter. Best practice is to search for existing bugs and issues before you create a new one to prevent duplication.
3	The issue status summary.
4	Enter as a new bug/issue by completing the fields as below: 1. Enter the title. 2. Give a detailed description of the problem you encountered. 3. Outline the steps to reproduce the issue/bug. 4. Set the severity using the definitions in the help icon to assist you. 5. Click the **Save** button.
5	Links to report another bug or issue, request an enhancement, new feature or change to the application, or ask a question.
6	Overview and instructions to assist you in working in the Report Issue Tracking System (RITS)

Searching Issues in ReportIt Issue Tracking System (RITS)

Use the Search feature in RITS to find a specific issue or a list of issues that meet the search criteria.

The image and table below explains the components of the Issue List Results page displayed when use the Search feature.



Component	Description
1	Search for bugs or issues with search terms that you enter. Best practice is to search for existing bugs and issues before you enter one to prevent duplication.

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td>2</td><td>Default filter is Show All Submitted Issue. To view just the issues that you have submitted, click the drop-down arrow and change the filter to Show My Submissions Only.

Notes

If you modify your filter to Show My Submissions Only, the issue status summary will reflect only your issue status summary.</td></tr>
<tr><td>3</td><td>Navigation options for the Issue List.</td></tr>
<tr><td>4</td><td>The Issue List displays the issue that has been submitted by all ReportIt users, or you can filter to display just your own.

The legend below will assist you in understanding the status and type icons that display.

<table>
<tr><th>Icon</th><th>Description</th></tr>
<tr><td></td><td>Bug report</td></tr>
<tr><td></td><td>Resolved issue</td></tr>
<tr><td></td><td>Deleted issue</td></tr>
<tr><td></td><td>Change Request</td></tr>
<tr><td></td><td>Question</td></tr>
<tr><td></td><td>Open issue</td></tr>
</table></td></tr>
<tr><td>5</td><td>Links to report another bug or issue, request an enhancement, new feature or change to the application, or ask a question.</td></tr>
</table>

Appendix B – ReportIt Release Updates

Release 1.4.1.0 – 12 Dec 2011

Purpose

The purpose of this document is to inform the ReportIt users of updates/enhancements to the ReportIt application.

Introduction

The 12 December 2011 ReportIt release provides the following enhancements:

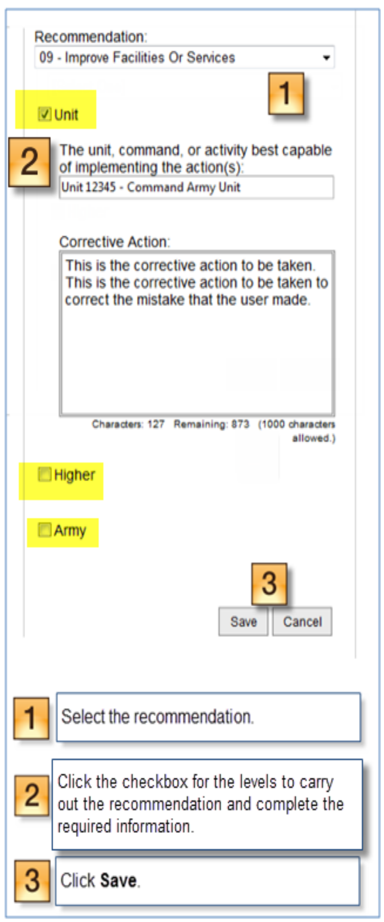
- Apply one recommendation to multiple levels

Audience

The release note information is for all ReportIt users.

Apply one recommendation to multiple levels:

With the new recommendations enhancements, the user will have the ability to select one or more recommendations for a root cause. Refer to image below.



Recommendation Dialog Box

Appendix C – The Safety Office Console

Submitted accident reports are routed to safety offices before they are sent to the U.S. Army Combat Readiness/Safety Center. With the ReportIt Safety Office Console, Safety Office Administrators can ensure the reports are routed to the correct safety office and reviewers.

Safety Office Administrators and Safety Officers are collectively responsible for setting up the safety office, safety office hierarchy, associating UICs, and establishing reviewers at each level of the safety office.

Benefits of using the Safety Office Console

Benefits of using the Safety Office Console are:

1. Ability to easily create and edit safety offices
2. Define review parameters for a safety office
3. Seamless review process
4. Manage review personnel for a safety office
5. Manage UICs associated to a safety office
6. Enable Report Editing for a safety office New!

Safety Office Console Overview

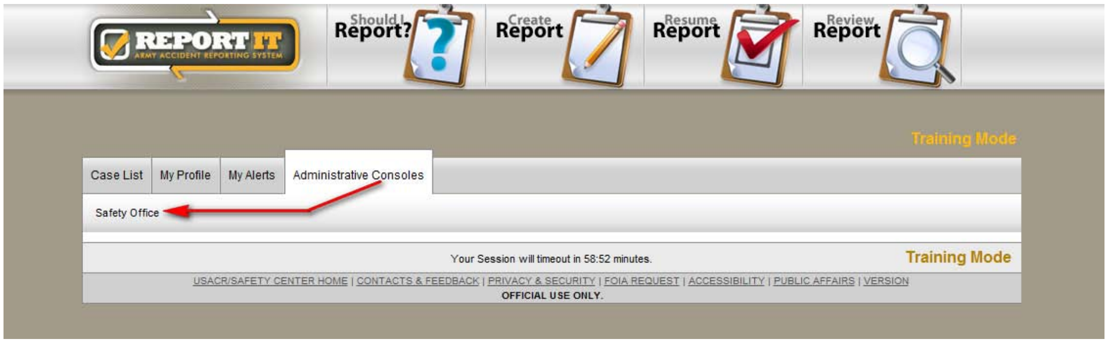
If you are a Safety Office Administrator or a Safety Officer, you will have the Administrative Consoles tab in your dashboard. The Safety Office is available in the Administrative Console screen.

At the end of this chapter, you will be able to:

- Open the safety office console
- Understand the components of the safety office console

Safety Office Console

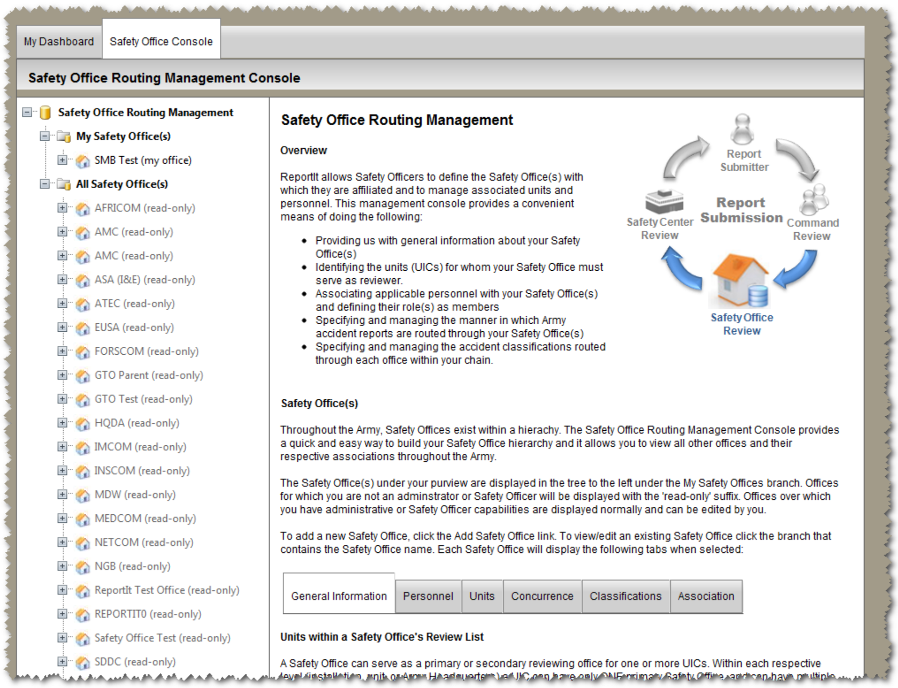
The Safety Office Console button is visible to any person that has been associated with a safety office and is visible in the Administrative Consoles tab in your dashboard. If you do not see the Administrative Consoles and feel you should have the privilege, contact your Safety Office Administrator, or the ReportIt Administrator (safe.reportit@conus.army.mil).



Administrative Consoles: Safety Office

Steps to open the Safety office Console:

1. Open *ReportIt* to your dashboard.
2. Click the **Administrative Consoles** tab
3. Click the **Safety Office** view button.
    a. The *Safety Office Console* page displays.



Safety Office Console

Safety Office Components

The Safety Office Console has the following components in the Safety Office Routing Management tree:

- ✓ Safety Offices: The left panel of the Safety Office Console displays a complete list of safety offices (parent:child). The hierarchy of the Safety Office Console is:
    - o Safety Office Routing Management
        - ▪ My Safety office (parent)
            - • Safety Office (child1)
            - • Safety Office (child2)
        - ▪ All Safety Offices
        - ▪ Add Safety Office...: Used to create a safety office (parent).

Safety Office Routing Management

Now that you understand what the function of the Safety Office Console is, it is time to understand how to manage your safety offices using the ReportIt Safety Office Console.

If you are a **ReportIt Administrator**, at the end of this chapter you will be able to:

- Create a safety office (top-level parent)
- Complete all tasks of the Safety Office Administrator and Safety officer (below)

If you are a **Safety Office Administrator,** at the end of this chapter you will be able to:

- Create a safety office (lower-level child)
- Assign personnel to a safety office
- Associate UICs within a safety office
- Identify accident report concur requirements for a safety office
- Identify accident classifications for a safety office
- Enable report editability for a safety office New!
- Enable report editability for office personnel New!

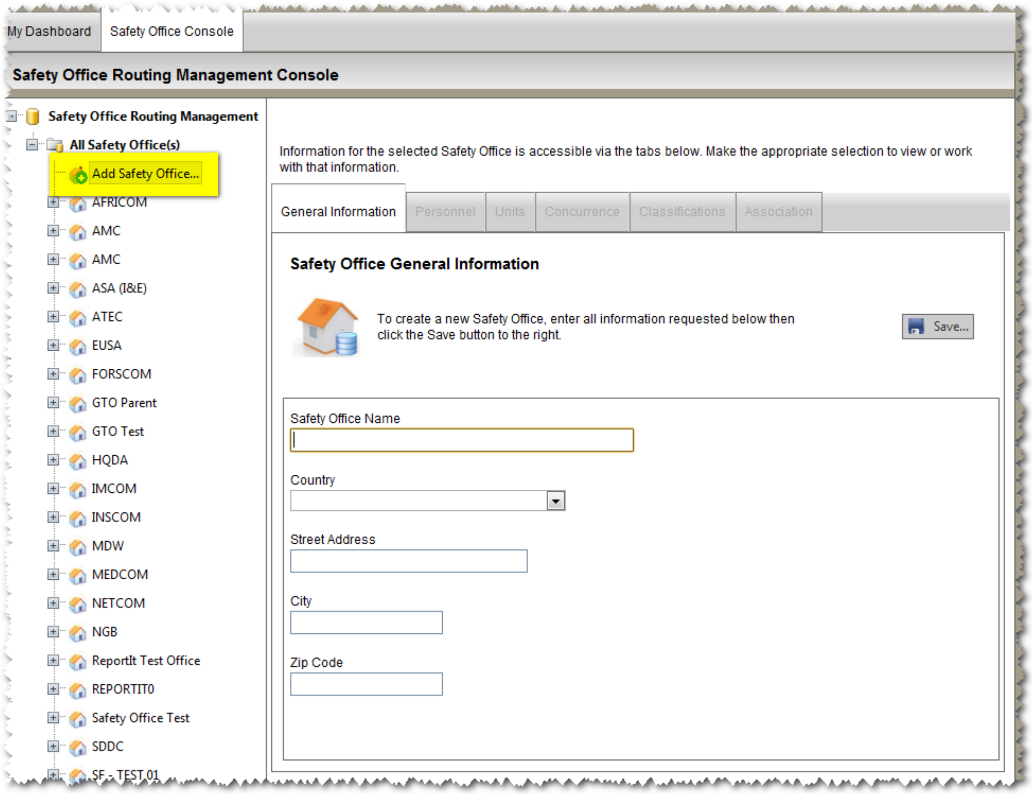
If you are a **Safety Officer**, at the end of this chapter you will be able to:

- Assign personnel to a safety office
- Associate UICs within a safety office
- Identify accident report concur requirements for a safety office
- Identify accident classifications for a safety office
- Enable report editability for office personnel New!

Create a new Safety Office (ReportIt Administrator)

The ReportIt Administrator is responsible for the initial creation of the safety offices and assigning the Safety Office Administrators.

Only the *General Information* tab is active when a safety office is initially created.



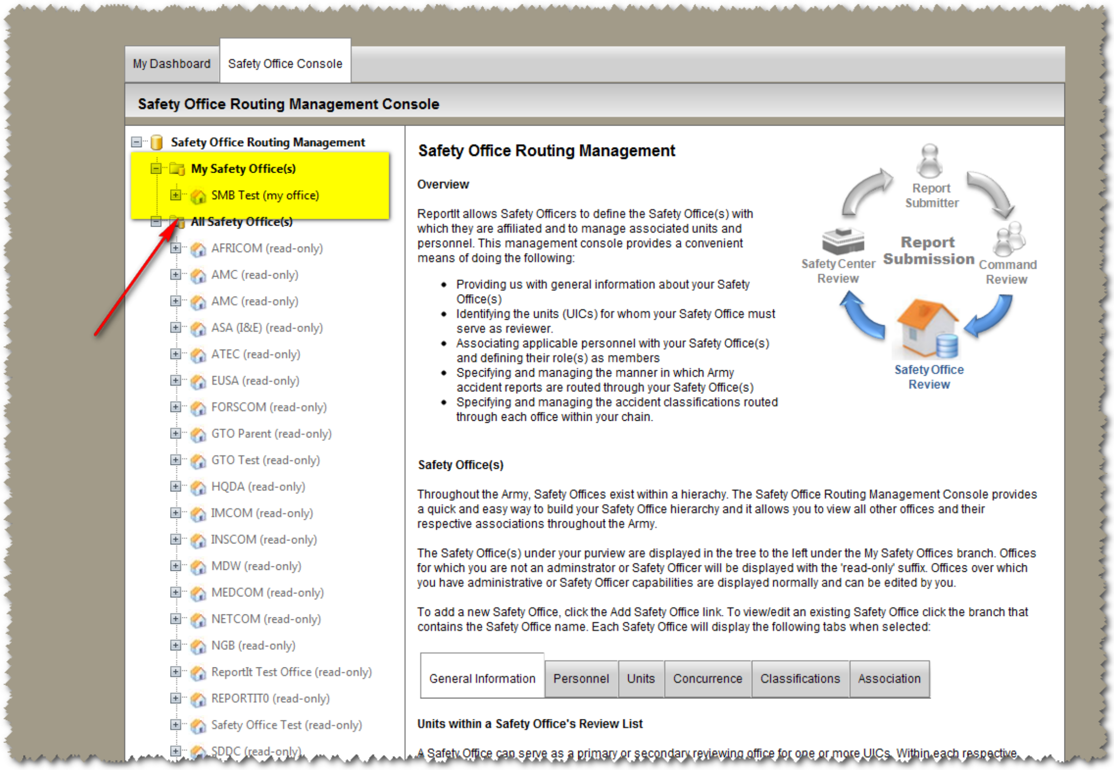
Add Safety Office: General Information

Steps to create a safety office [parent] by the ReportIt Administrator:

1. Open the *Safety Office Console.*
2. Expand All Safety Offices in the *Safety Office Routing Management* tree view.
3. Click the **Add Safety Office** button.
    a. The *Safety Office General Information* dialog box displays.
4. Complete the required fields.
5. Click the **Save** button.
    a. The *Concurrence, Classification, Association, Personnel, Units, Installation and Report Editing* tabs become active.
    b. The new safety office displays under the parent safety office in the Safety Office tree.

Create the Safety Office Hierarchy (Safety Office Administrator)

As a Safety Office Administrator you create a safety office hierarchy for your area. The parent safety office (created by the ReportIt Administrator) must already exist in the Safety Office Console tree.



My Safety Office

Steps to create a safety office hierarchy:

1. Open the *Safety Office Console*.
2. Expand All Safety Offices in the *Safety Office Routing Management* tree view.
3. Locate your [parent] safety office.

> Notes
>
> If you do not see the [parent] safety office, contact your ReportIt Administrator at safe.reportit@conus.army.mil.

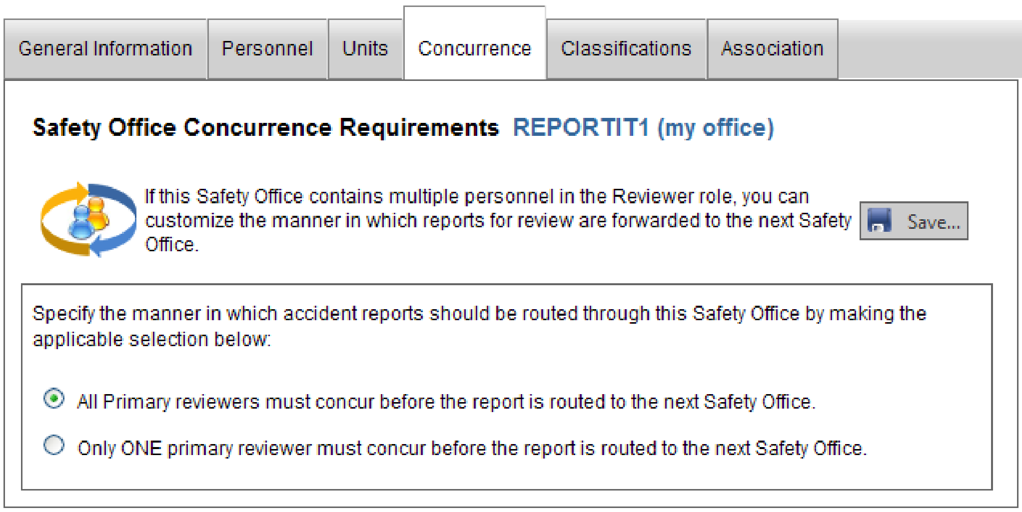
4. Click the **Add Safety Office** button.
   a. The Safety *Office General Information* dialog box displays.
5. Complete the required fields.
6. Click the **Save** button.
   a. The *Concurrence, Classification, Association, Personnel, Units, Installation and Report Editing* tabs become active.
   b. The new safety office displays under the parent safety office in the Safety Office tree.
7. Complete steps 1-6 as needed to create the safety office hierarchy required for report reviews.

Setting Safety Office Concurrence Requirements (Safety Office Administrator or Safety Officer)

When multiple reviewers are associated to a safety office, the Safety Office Administrator or Safety Officer can customize at what point in the review process the report is forwarded to the next safety office. This is done in the Concurrence page of the safety office details.

Options for concurrence are:

1. All primary reviewers must concur before the report is routed to the next safety office
2. Only one primary reviewer must concur before the report is routed to the next safety office



In the *Concurrence* view, make the appropriate selection and click the **Save** button. At the confirmation prompt, click the **OK** button.

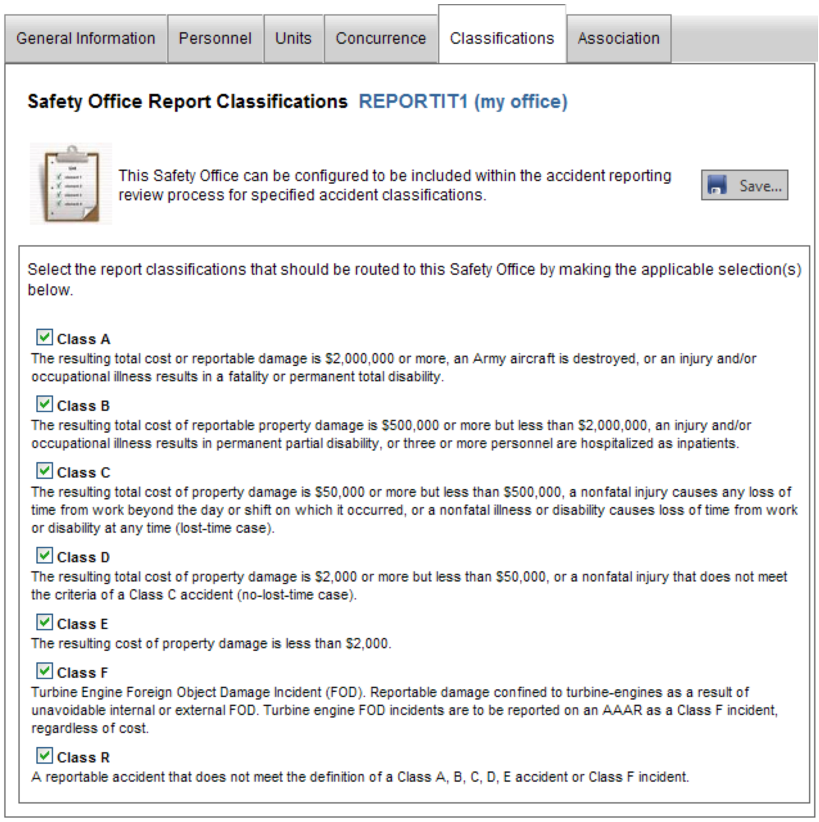
Concurrence options can be edited at any time.

Configuring the Reporting Classifications for a Safety Office (Safety Office Administrator or Safety Officer)

Report classifications routing can be set for each safety office. By default, all report classes are routed until modified by a Safety Office Administrator or Safety Officer.

Notes

The safety office classification routing takes precedence over personal report classification routing.



Steps to associate configure report classification routing:

1. Select the Safety Office.
2. Click the **Classifications** tab.
3. Click the checkbox next to the report classes that should be routed to the safety office.
4. Click the **Save** button.
5. Click the **OK** button on the confirmation page.

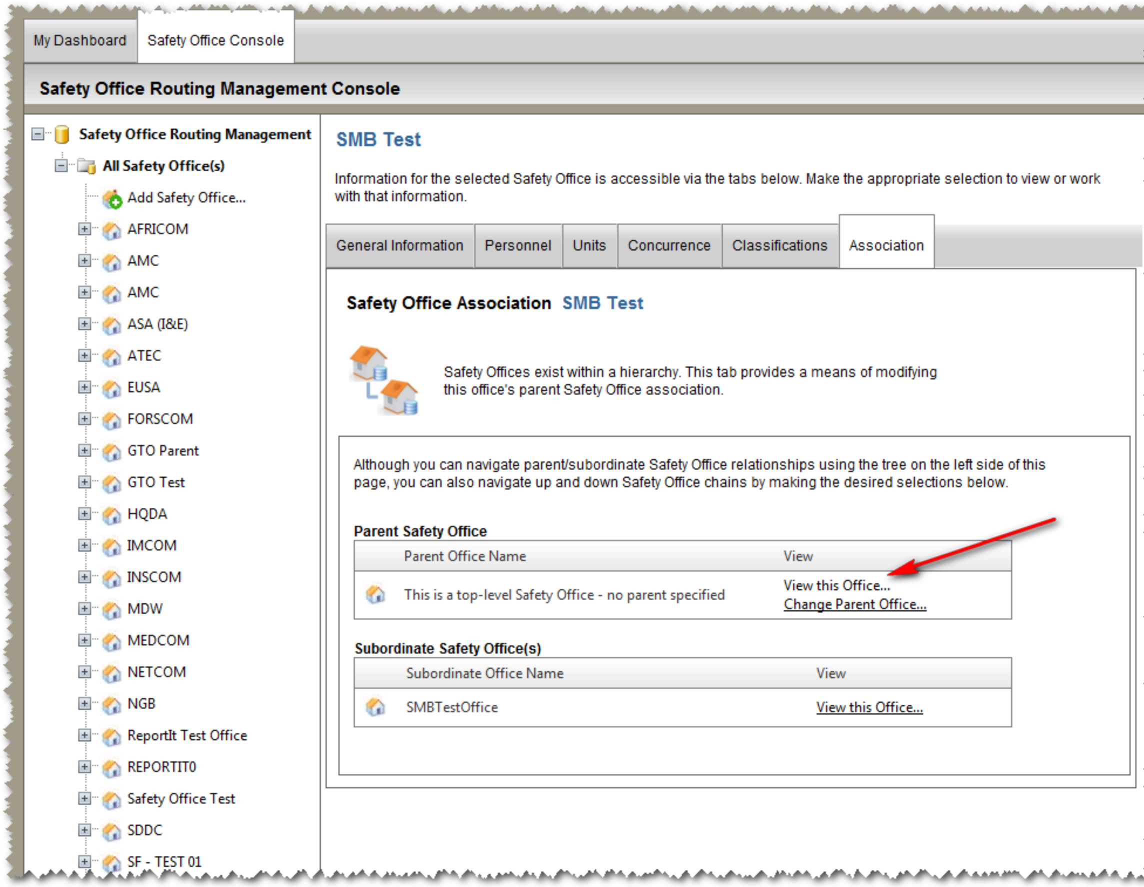
Safety Office Association Page (Safety office Administrator or Safety Officer)

The *Association* page displays the hierarchy of your safety office.

There are two options in the Association page:

1. View this office...
2. Change Parent Office...

View this office link allows you to view all subordinate (child) offices of the parent office.



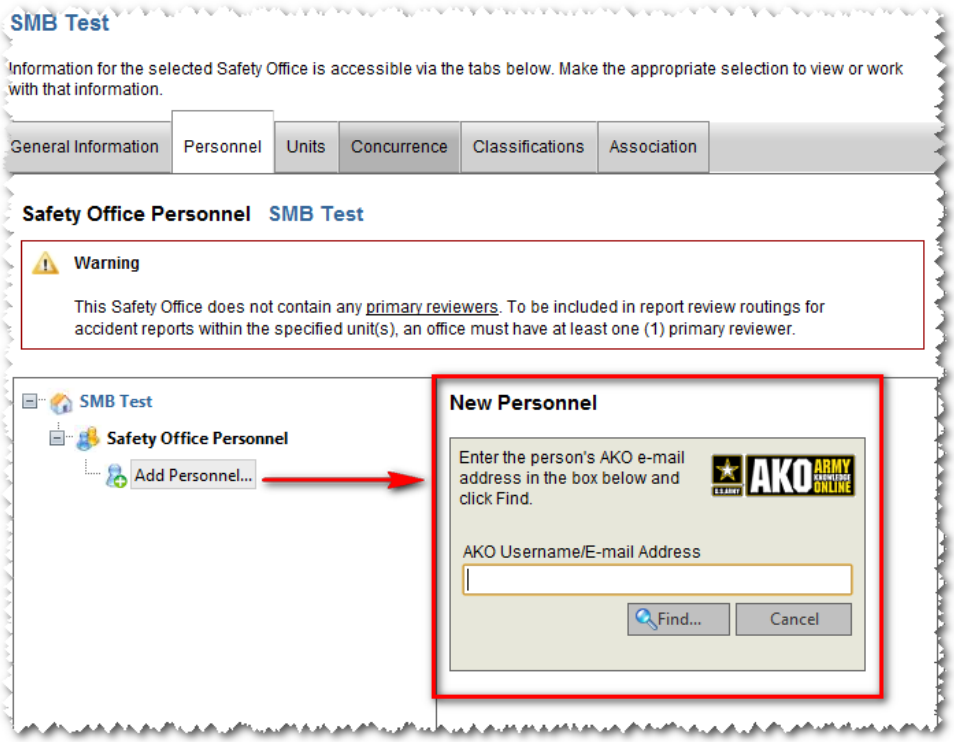
The Associations view tab allows the user to view all safety office associates to a safety office.

The **Change Parent Office** link allows you to initiate a change request for the parent office. (Refer to Create a Move Change Request for a Safety Office on page 124)

Add Personnel to a Safety Office (Safety Office Administrator or Safety Officer)

The Personnel tab is where a Safety Office Administrator(s), Safety Officer(s) or a report reviewer can be added to a Safety Office.

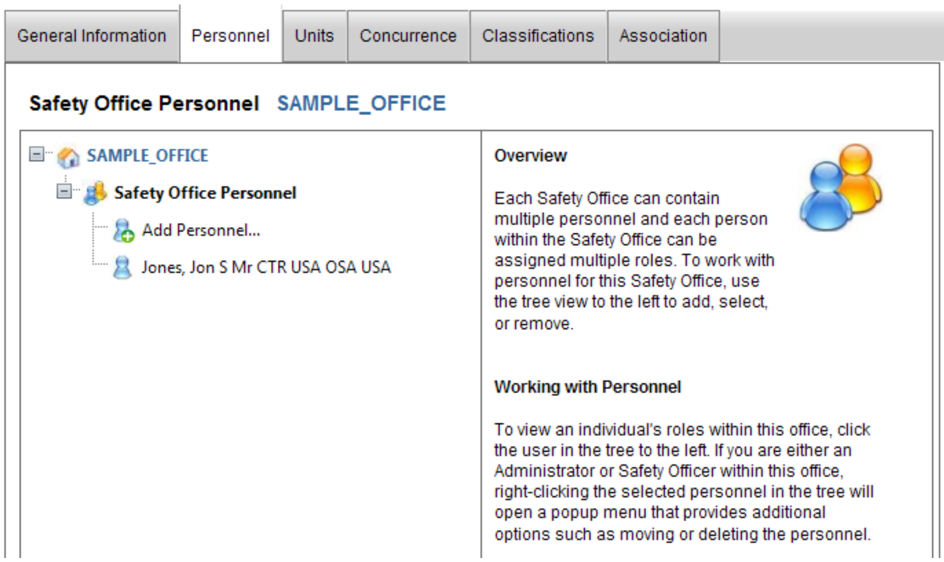
If a person is defined as a Safety Office Administrator, they can create other safety office administrators or safety officers.



Add Personnel

Steps to add personnel to a safety office:

1. In the *Personnel* tab of your safety office, click the **Add Personnel** button.
   a. The *New Personnel* (search) view displays in the right side of the page.
2. Enter the AKO username and click the **Find** button.
   a. An *AKO Successful Result* displays for a successful search displaying the Full Name, Organization, MACOM, and Army Phone No.
3. [Optional Step] Click the **Notify this person of his/her membership in this Safety Office** and **Notify office administrators of this new personnel**.
4. Click the **Add** button.
   a. The personnel name appears under the safety office in the Safety Office Console tree view.
   b. The *Role Membership*, *Role Classifications* and *Additional* tabs display.
5. Repeat the steps above as needed to add personnel to the safety office.

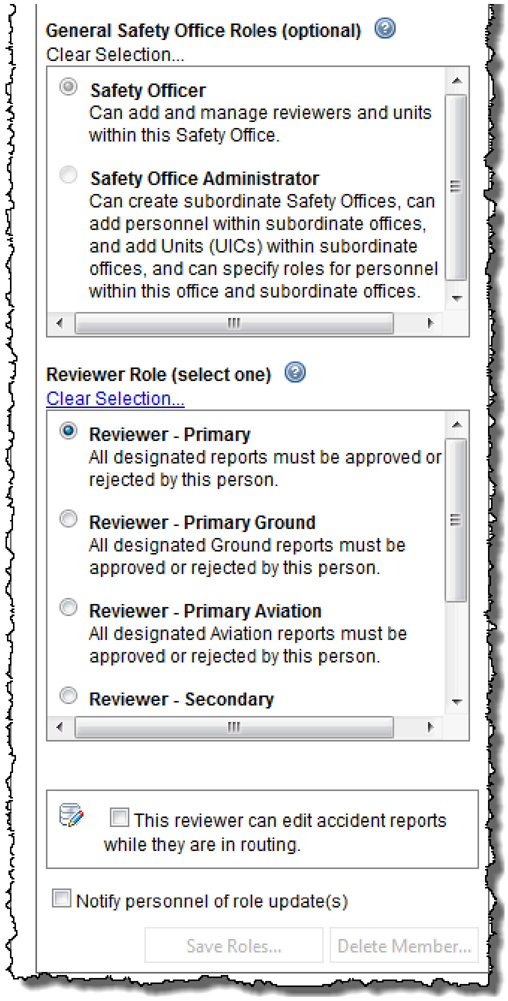


Safety Office Personnel

Define the Role Membership for Safety Office Personnel (Safety Office Administrator or Safety Officer)

The Role Membership view has two categories:

1. General Safety Office Roles (select one):
   a. Safety Officer
   b. Safety Office Administrator
2. Review Role (select one)
   a. Reviewer – Primary: Approve or reject all designated reports
   b. Reviewer – Primary Ground: Approves or rejects all designated ground reports
   c. Reviewer – Primary Aviation: Approves or rejects all designated aviation reports
   d. Reviewer – Secondary: Receives a courtesy copy of reports but has no approval responsibility.
   e. Reviewer – Read Only: Will be able to view reports routed to this Safety Office, but will not be able to review.



Personnel - Roles

The Safety Office Administrator defines one (1) general safety office role and/or one (1) review role for each person. If the person being added is not designated to be a Safety Officer or Safety Office Administrator, the General Safety Office Role is not required.

If a role is not selected, the new personnel will have a read-only view of the safety office.

If the office has been given the option to designate reviewers the ability to edit accident reports, the Safety Officer or Safety Office Administrator will have the option to check the box "This reviewer can edit accident reports while they are in routing." Therefore when a reviewer receives notification that a report is ready for their review upon logging into ReportIt and accessing the report, they will have the ability to edit the report information. New!

An Administrator of a higher level office must enable their subordinate office to allow them to give reviewers report editability permission.

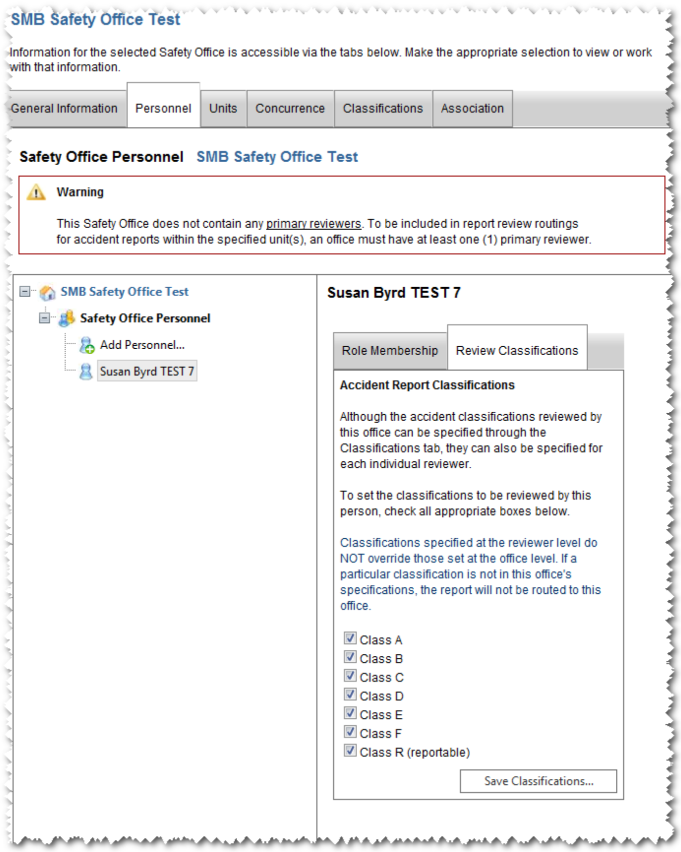
Define the Review Classifications for Safety Office Personnel (Safety Office Administrator or Safety Officer)

The type of reports that are routed to a reviewer can be set for an individual reviewer or for the safety office as a whole.

It is important to note that if classifications set for an individual reviewer differ from what has been set as a safety office, the safety office settings will take precedence. For example, if the safety office classifications are set to not receive class E or F reports and the reviewer has these options checked in his Review Classification view, the reviewer will not receive these report classes for review.

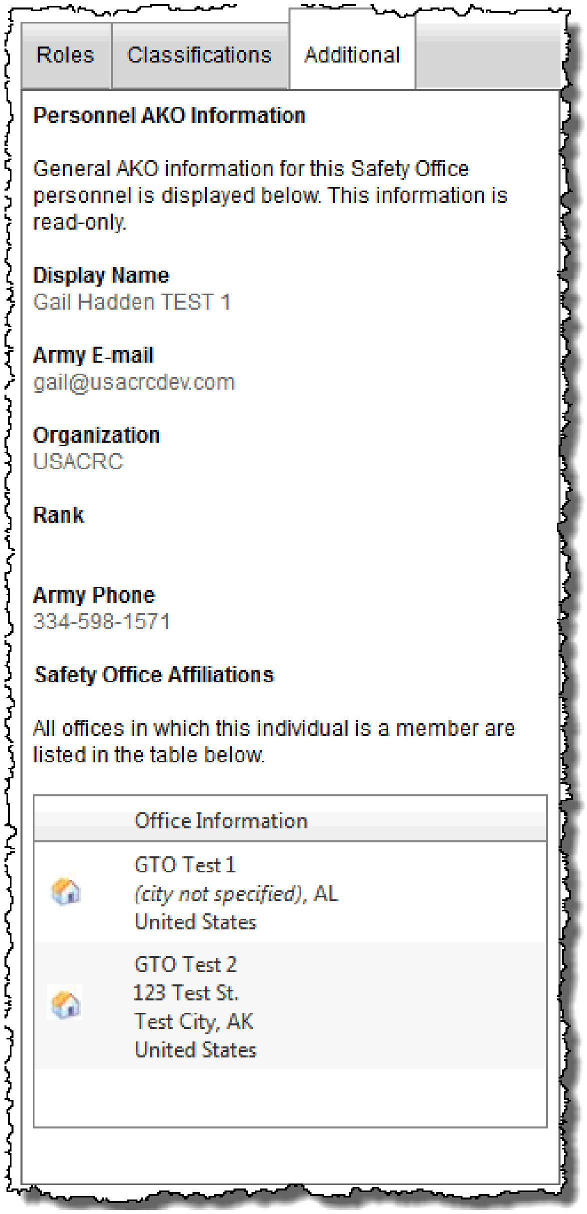
The Safety Office Administrator clicks the checkbox next to the appropriate classifications for this reviewer and then clicks the **Save Classification** button.

When the Review Classification view is opened the first time, all report types are checked.



Personnel – Review Classifications

Personnel Additional Information New!



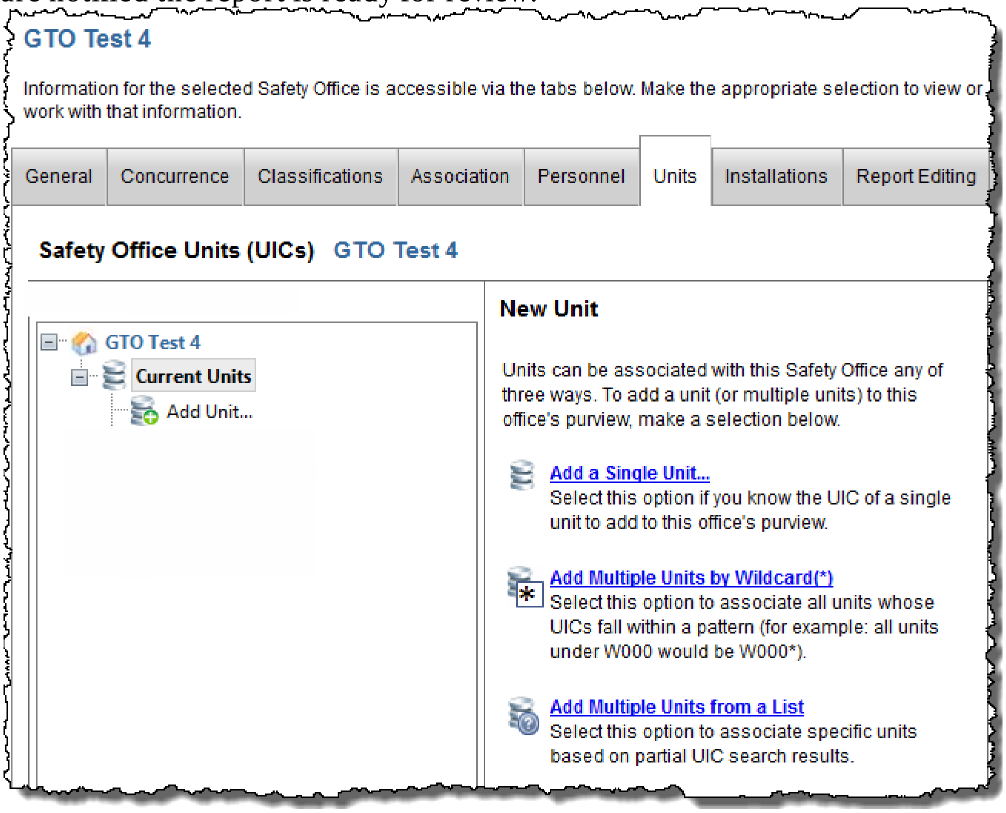
This tab displays AKO information about this person as well as offices in which this individual is a member.

Associate a Safety Office Unit (Safety Office Administrator or Safety Officer)

Units can be associated to a safety office in three ways:

- Add a single unit
- Add multiple units using a wildcard (*)
- Add multiple units from a list

When the accountable unit (UIC) information is added to a report, the report becomes linked to the safety office that has that UIC setup in the Units tab. When the report is submitted for review, the safety office is automatically added in the Safety Office Review tab, and the chain of personnel (reviewers) are notified the report is ready for review.

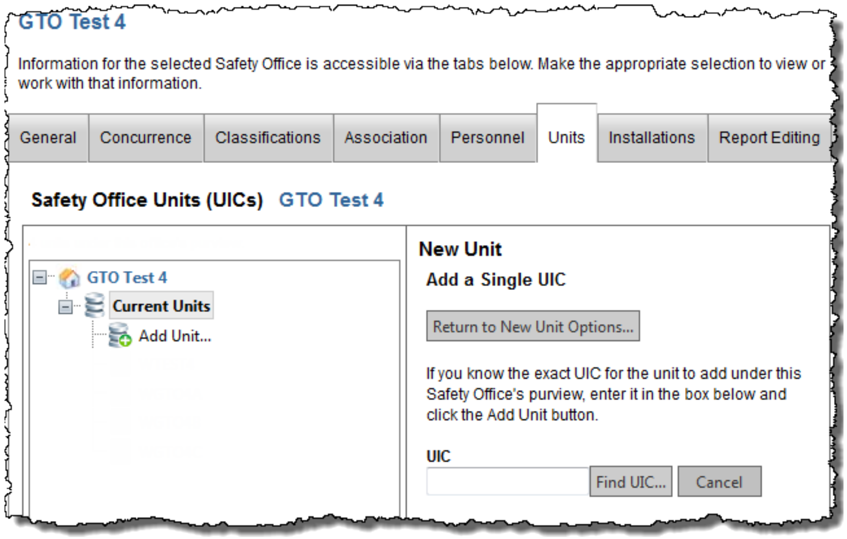


Units – Add Unit

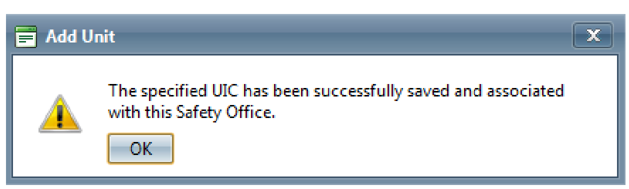
The Safety Office Administrator or Safety Officer associates units in the *Units* page.

Steps to associate a single unit to a safety office:

1. Select the safety office to associate a single unit.
2. Click the **Units** tab.
3. Click **Add Unit...**
4. Click the **Add a Single Unit...** link.
    a. The *New Unit, Add a Single UIC* view displays.



5. Enter the complete, 6-character UIC.
6. Click the **Find UIC...**button.
7. The Review Authority / UIC Addition Confirmation will be displayed
8. Select the Review Authority for this UICNEW Options include Primary, Secondary or Courtesy Copy.
    a. Primary Reviewing Office – Reviewers from this office will be added to the review chain using their Reviewer Role permissions designated in the Personnel tab.
    b. Secondary Reviewing Office – Reviewers from this office will be added to the review chain as Secondary Reviewers (Will receive courtesy copies of each report but will have no approval responsibility.)
    c. Courtesy Copy Office – Reviewers from this office will be added to the review chain as Courtesy Copy Reviewers (Will be able to view reports routed to this Safety Office but will not be able to review.)
9. Click Add UIC...
10. Click the **OK** button in the *Add Unit* confirmation message box.



The unit displays under the *Current Units* tree link for the safety office.

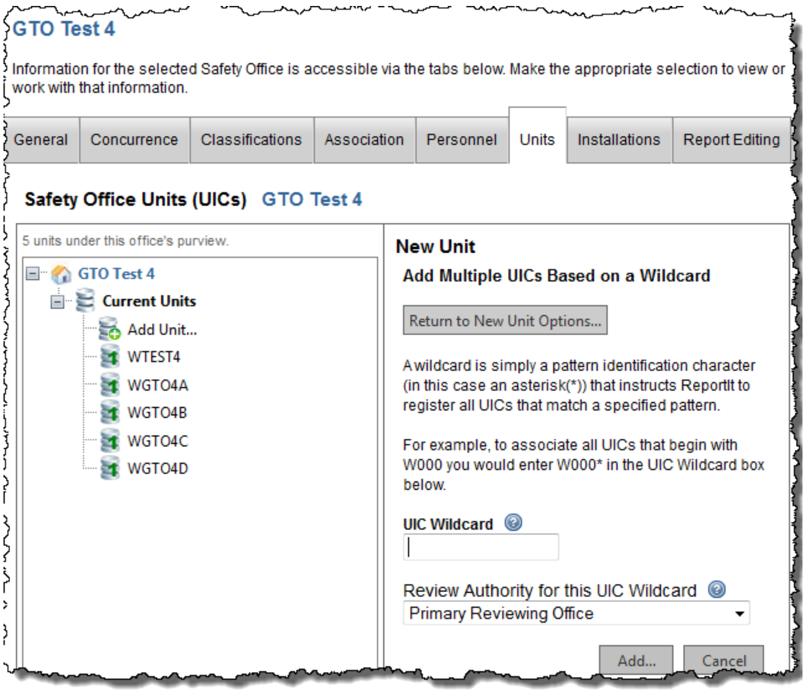
Steps to associate multiple units to a safety office using a wildcard (*):

The asterisk (*) wildcard is used as a stand-in for any word or letters in a search phrase. Using the wildcard you are able to locate and select and associate multiple UICs.

For example, if you want to find all UICs that begin with WASS, then you would enter WASS* in the textbox. If you want to locate all UICs that begin with WA and end with 23, you would enter WA*23.

Steps to associate multiple units to a safety office using a wildcard:

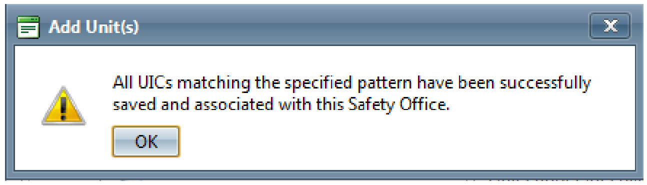
1. Select the safety office to associate multiple units.
2. Click the **Units** tab.
3. Click **Add Unit...**
4. Click the **Add Multiple Units by Wildcard (*)** link.
   a. The *New Unit, Add Multiple UICs Based on a Wildcard* view displays.



5. Enter at least the first four (4) alphanumeric characters and the asterisk symbol, i.e., W001*.
6. Select the Review Authority for the UICs[NEW!] Options include Primary, Secondary or Courtesy Copy.
   a. Primary Reviewing Office – Reviewers from this office will be added to the review chain using their Reviewer Role permissions designated in the Personnel tab.
   b. Secondary Reviewing Office – Reviewers from this office will be added to the review chain as Secondary Reviewers (Will receive courtesy copies of each report but will have no approval responsibility.)

c. Courtesy Copy Office – Reviewers from this office will be added to the review chain as Courtesy Copy Reviewers (Will be able to view reports routed to this Safety Office but will not be able to review.)

7. Click the **Add…**button.
8. Click **OK** in the Add Unit(s) confirmation message box.

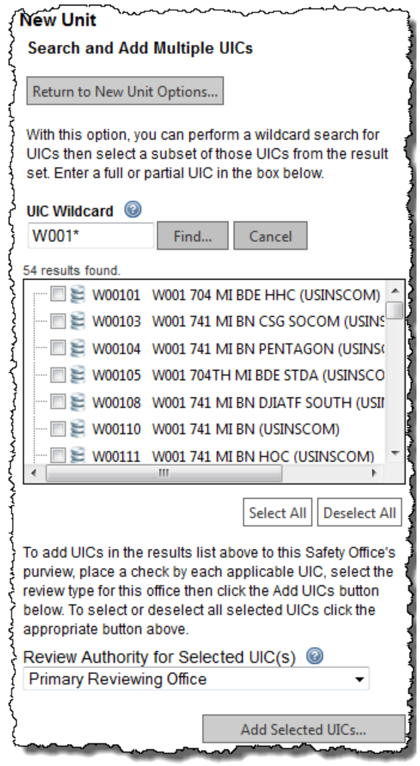


This associates all units that meet the criteria to the safety office.

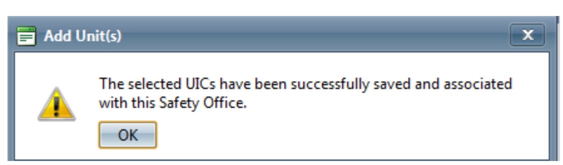
Steps to associate multiple units from a list to a safety office:

To add multiple units at one time, you can do this using the search feature in the Units tab. Create a search value using the asterisk (*) wildcard and from the search results, select the units you want to add.

1. Select the safety office to associate multiple units.
2. Click the **Units** tab.
3. Click **Add Unit…**
4. Click the **Add Multiple Units from a List**.
    a. The New *Unit, Search and Add Multiple UICs on a Wildcard* view displays.
5. Enter at least the first three (3) characters followed by the asterisk (*) and click the **Find** button.
    a. The results are displays in a list with a checkbox for selection.



6. Click the checkbox next to the units to associate.
    a. You can also click the **Select All** button to add all units in the list.
7. Select the Review Authority for the UICs NEW! Options include Primary, Secondary or Courtesy Copy.
    a. Primary Reviewing Office – Reviewers from this office will be added to the review chain using their Reviewer Role permissions designated in the Personnel tab.
    b. Secondary Reviewing Office – Reviewers from this office will be added to the review chain as Secondary Reviewers (Will receive courtesy copies of each report but will have no approval responsibility.)
    c. Courtesy Copy Office – Reviewers from this office will be added to the review chain as Courtesy Copy Reviewers (Will be able to view reports routed to this Safety Office but will not be able to review.)
8. Click **Add Selected UICs...** button
9. Click the OK button on the Add Unit(s) confirmation message box.



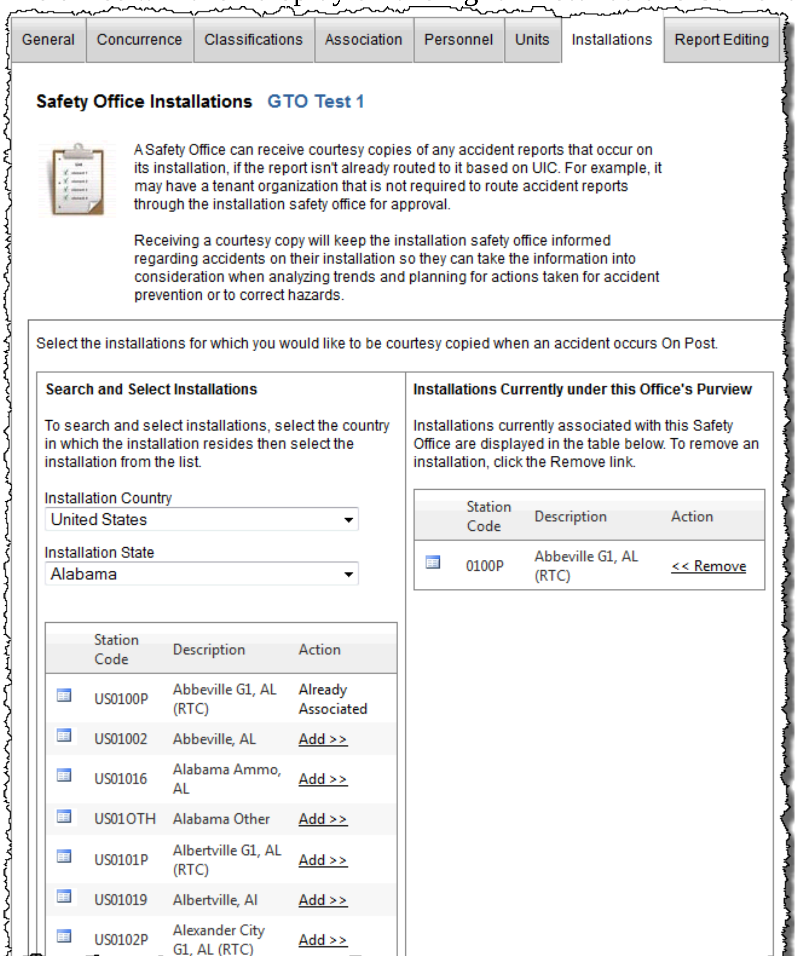
10. The selected units are associated to the safety office.

Setting up Safety Office Installations New!

An Installation Safety Office can receive courtesy copies of any accident reports that occur on its installation, if the report isn't already routed to it based on UIC. For example, it may have a tenant organization that is not required to route accident reports through the installation safety office for approval.

Receiving a courtesy copy will keep the installation safety office informed regarding accidents on their installation so they can take the information into consideration when analyzing trends and planning for actions taken for accident prevention or to correct hazards.

1. Select the Installations tab
2. To search and select installations, select the country in which the installation resides
3. If applicable, select the state in which the installation resides
4. Beside the installation you would like to select, click Add
5. The office will then display on the right "Installations Currently under this Office's purview

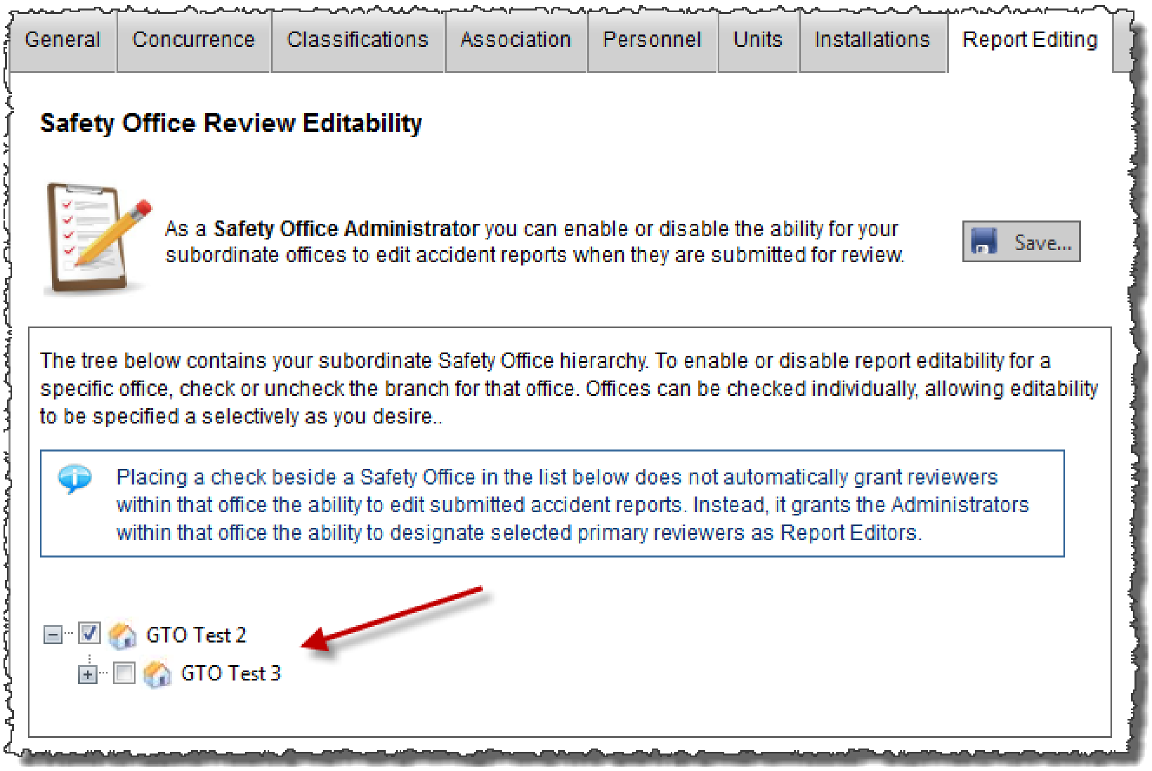


To remove the installation from the Office's purview, click "remove" next to the installation.

Enabling report editability for a safety office (Safety Office Administrator) New!

When setting up or editing a subordinate office, the administrator has the ability to indicate if the office can grant report editing rights to the review personnel within the office. Setting up the Safety Office with this ability does not grant individual reviewers with editability rights, this must be done within the personnel tab.

1. Select the subordinate safety office.
2. Click the **Report Editing** tab.
3. From the tree displayed, click the box next to the office(s) which should be able to grant report editing rights to their review personnel.



4. Click the **Save** button.

Managing Reviews in the Report Submission

Now that the Safety Office hierarchy is built, when a report begins the review routing, ReportIt determines the flow of the Safety Office review process based on the Accountable Unit's office associations and the hierarchy levels of the safety office.

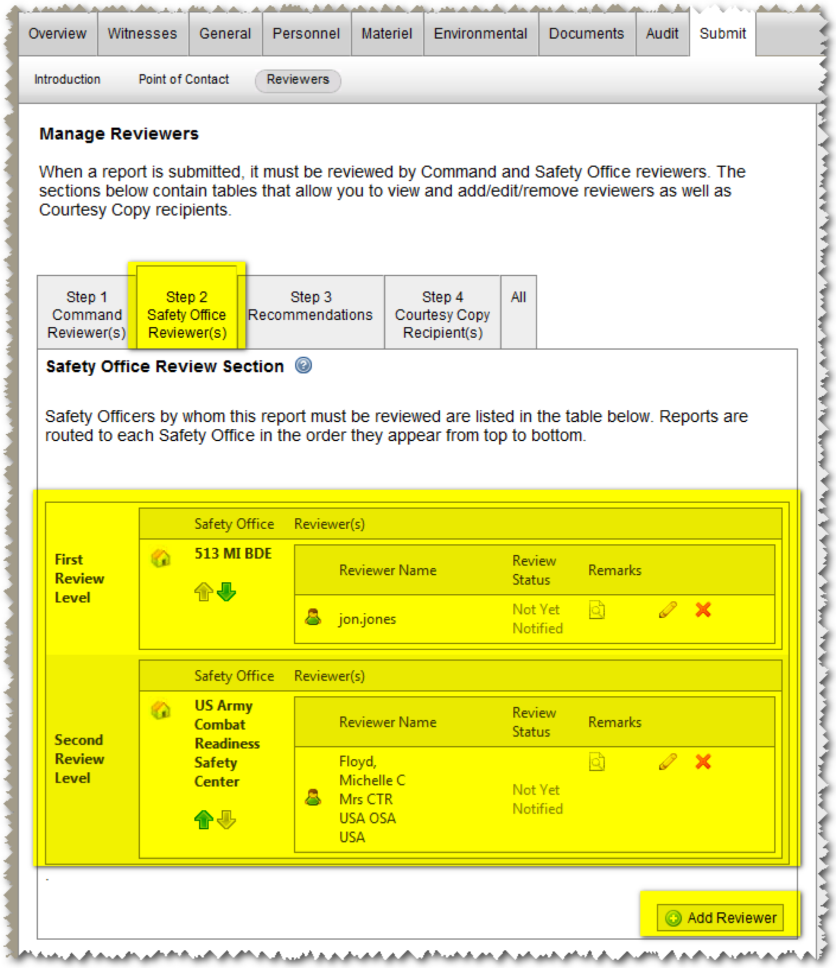
Report review inclusion in a safety office begins at the office with the direct association and cascades up through all levels. Rules that govern the inclusion of a safety office within the routing chain are:

1. It must be either directly associated to the UIC
2. Be a parent of an office with a direct association
3. The parent office has at least one primary reviewer for the form classification

As each reviewer completes a review, the next level reviewer(s) receives notification via email that the report is in his queue. If there are multiple offices in a review level, all become active reviewers at that point. When all reviews are complete, the report is moved into the CRC queue.

Add a Safety Office Reviewer Ad-Hoc

Should there be no pre-defined safety offices to review a report based on the user-entered Accountable UIC in the accident report, or if there is a need to add reviewers, you can manually include an additional safety office reviewer ad-hoc in the Manage Reviewer's page.



Steps to add a safety office reviewer ad-hoc:

1. Navigate to your *ReportIt* dashboard.
2. Locate the report to add a reviewer.
3. Hover over the **Reviewer List** link for the report.
4. In the *Reviewer* box, click the **View/Manage Reviewers** link.
5. Click the tab for **Safety Office Reviewer**(s) in the *Manage Reviewers* page.
6. Click the **Add Reviewer** button.
7. Enter the AKO user name and then click the **Find User** button.
8. In the *User Found Successfully* view, click the **Save Safety Officer…** button.
9. Using the green up and down arrows, set the desired review level for the reviewers.
10. Repeat the steps above as required.

Reports will be routed to each Safety Office in the order they appear from top to bottom.

Safety Office Maintenance

A safety office can experience changes in review classifications, personnel, and/or parent offices. As a Safety Office Administrator, responsibilities include maintaining the flow of the report review process by making modifications as required to the safety office elements.

At the end of this chapter, as a Safety Office Administrator, you will be able to:

1. Modify the details of a safety office
2. Create a personnel move request to another safety office
    a. Accept a personnel move
    b. Decline a personnel move
    c. Retract a personnel move
    d. Delete personnel from a safety office
3. Create a move change request for a safety office
    a. Using drag and drop
    b. Using search and select in the Association tab
    c. Retract a pending safety office move
    d. Delete a safety office
4. Update concurrence settings of a safety office
5. Update classifications for a safety office

Modify the Details of a Safety Office

Modifications can be made to the general information of a safety office as needed by the Safety Office Administrator.

Steps to modify the details of a safety office:

1. Select an existing safety office that you have update permissions for.
2. Click the safety office name.
3. Click the **General Information** tab if not displayed.
4. Update the displayed fields as necessary.
5. Click the **Save** button.
6. Click the **OK** button in the confirmation message box.

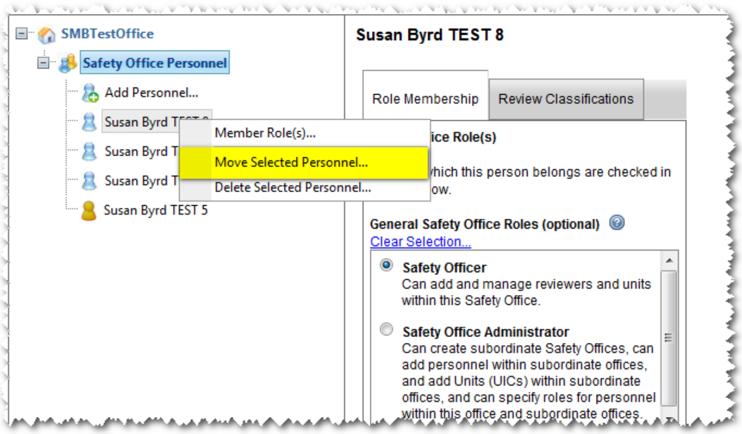
Create a Personnel Move Request

When personnel move from one safety office to another, the Safety Office Administrator creates a request to the new safety office. Once the request has been approved, the reviewer's name appears in the Personnel tab of the new safety office.

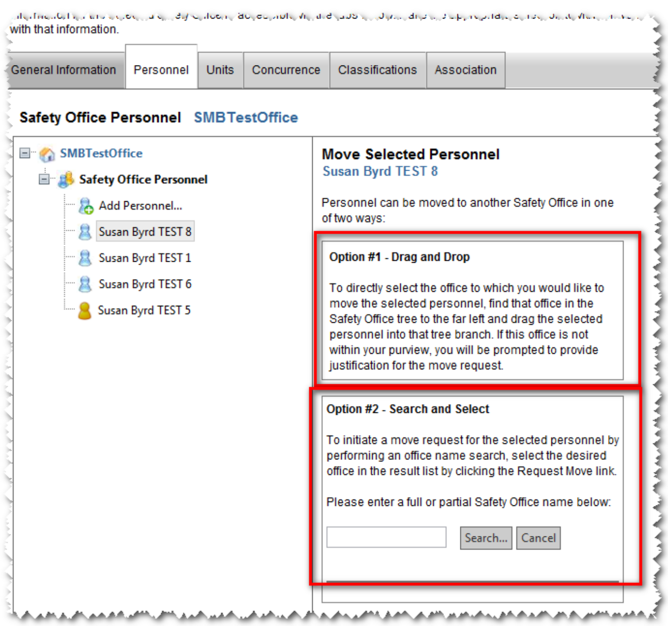
Create a Personnel Move Request

To request a personnel move follow the steps below.

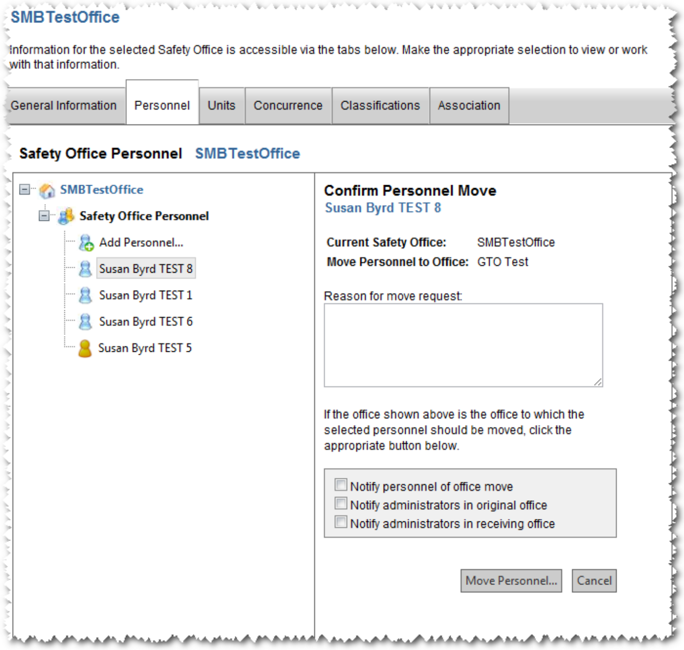
1. From the Safety Office tree view, open your safety office.
2. Click the **Personnel** tab to display the associated personnel for the office.
3. Right-click on the person's name.



4. Select **Move Selected Personnel...** from menu.
5. From the *Move Selected Personnel* view, select one of the following move options:
   a. Drag and Drop: Select the name and holding down the left mouse key, drag and drop the person's name into the new office.
   b. Search and Select: Search using full or partial Safety Office name.



6. Enter a reason for the request in the *Confirm Personnel Move* view if the move is outside of the Safety Office Administrator's area of responsibility



7. Click **Move Personnel...** button.

The Safety Office Administrator of the destination safety office is notified via email of the move request. The review's name appears under *Personnel Pending Move to another Office* of the target office awaiting acceptance by the Safety Office Administrator.

Accept a Personnel Move

A personnel move remains pending until accepted by the destination office. To accept a personnel move request, follow the steps below.

1. The destination office Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Select the personnel name under the **Personnel Pending Move to another Office** link.
4. Right-click on the personnel name and click **Accept Move Request**...
    a. The *Accept Personnel Move Request* view displays.
5. Click the **Accept personnel with existing roles** to accept with the existing roles from the move safety office.
    a. If this option is not checked, the Safety Office Administrator will need to assign role(s) for the destination safety office.
6. Click the **Accept...** button.

Decline a Personnel Move

Follow the steps below to decline a personnel move to a safety office.

1. The destination office Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Select the personnel name under the **Personnel Pending Move to another Office** link.
4. Right-click on the personnel name and click **Decline Move Request**...
    a. The *Decline Personnel Move Request* view displays.
5. Enter the **Reason for Declining**. This is an optional step.
6. Click the **Decline...** button.

The pending move request is removed, and personnel are returned to the originating safety office.

Retract a Personnel Move

A personnel move request can be retracted by the originating safety office before it is accepted. Follow the steps below to retract a personnel move.

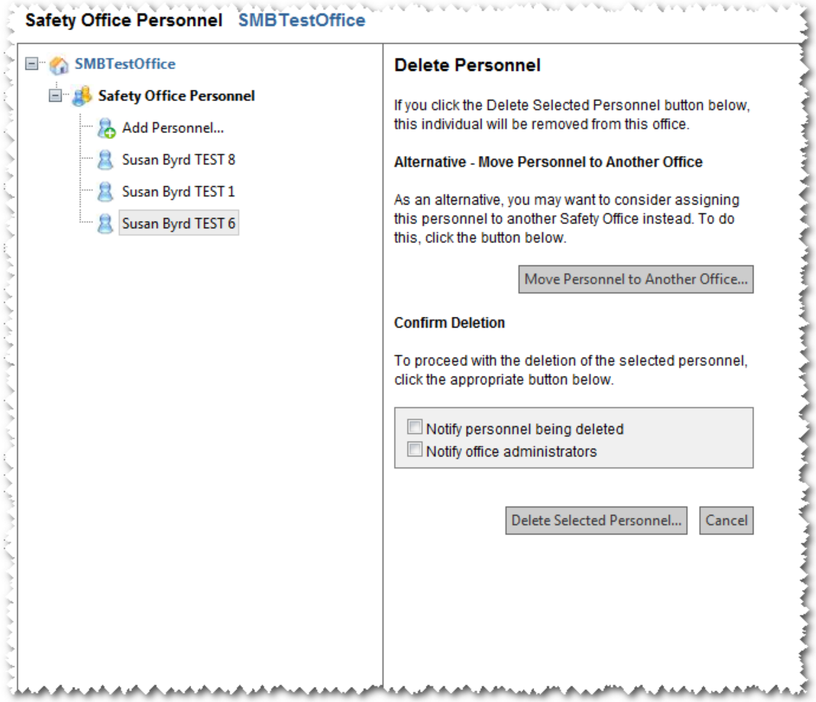
1. The originating office Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Select the personnel name under the **Personnel Pending Move to another Office** link.
4. Right-click on the personnel name and click **Retract Move Request**...

The pending move request is discarded and personnel are returned to the originating office.

Delete Personnel from a Safety Office

Personnel can be deleted from a safety office as required. Follow the steps below to delete personnel from a safety office.

1. The Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Right-click on the personnel name to delete and click **Delete Selected Personnel...** from the menu.



4. Click the **Notify personnel being deleted** and **Notify office administrators** as necessary.
5. Click the **Delete Selected Personnel**... button.
6. Click the **OK** button in the *Personnel Deletion* message box.

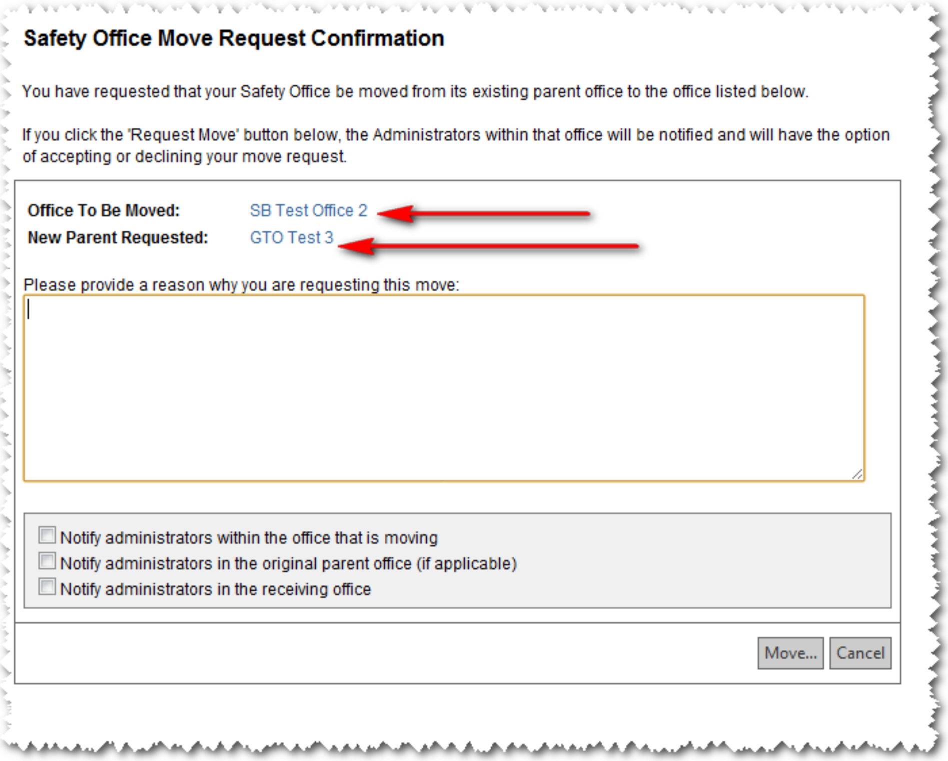
Create a Move Change Request for a Safety Office

Safety Offices can be moved as necessary. When a safety office is moved, all associations to that safety office are also moved.

Using Drag and Drop

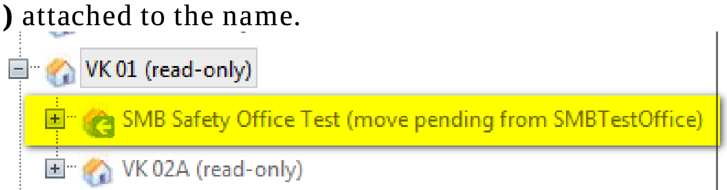
Safety Office Administrators can move a safety office using the mouse by dragging and dropping the office into another safety office hierarchy. Follow the steps below to move a safety office using drag and drop.

1. The Safety Office Administrator selects their safety office.
2. Press and hold the left mouse key on the safety office name and drag it to the destination safety office in the Safety Office Routing Management Console tree view.

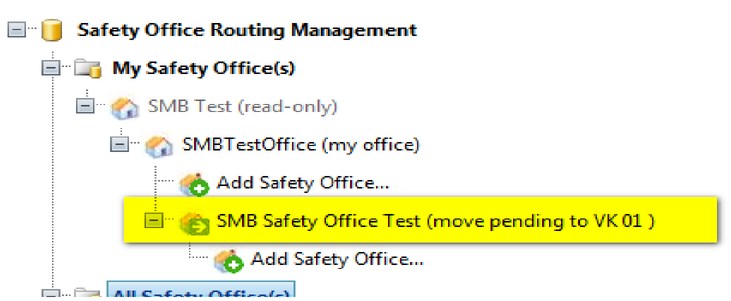


3. Enter a reason for the move request and click the **Move** button.
   a. Optional step: Check to notify administrators within the office that is moving; notify the administrators in the original parent office (if applicable) or notify administrators in the receiving office.

The safety office is placed under the designation safety office in the hierarchy tree with **(move pending to this office)** attached to the name.



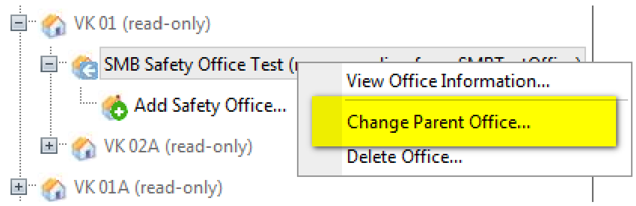
The originating safety office displays (**move pending to [safety office name])** attached to the name.



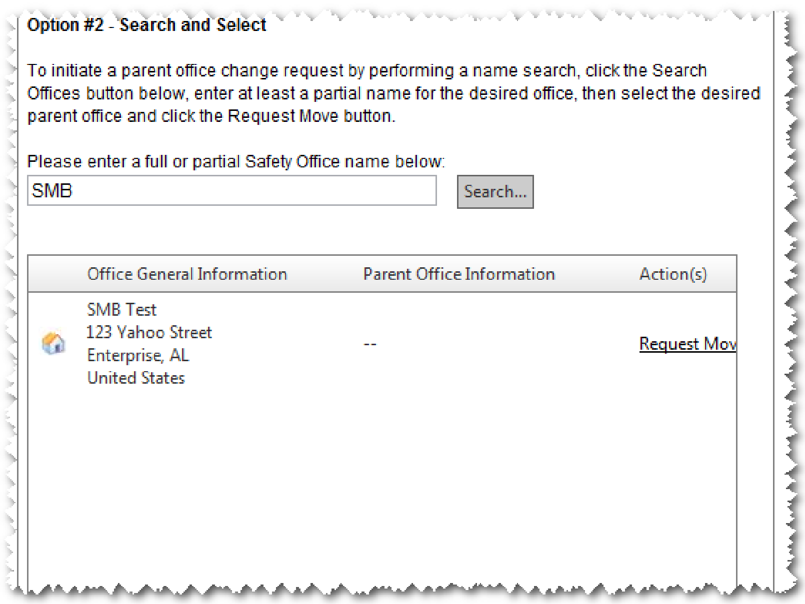
Using Search and Select in the Association Tab

Follow the steps below to change the parent office of a safety office using search and select.

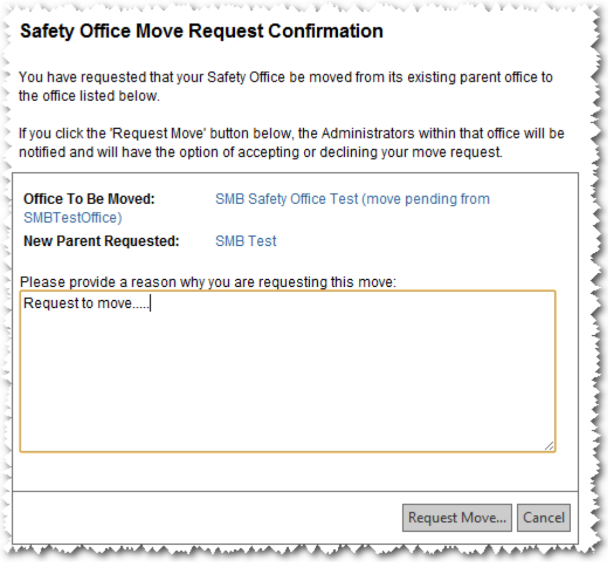
1. The Safety Office Administrator selects their safety office.
2. Right-click the mouse on the safety office to move.
3. Select **Change Parent Office** from the menu.



4. In Option #2, enter the name of target safety office and click **Search...**



5. Click **Request Move** link for the target office.
6. Enter the reason for the move request and then click **Request Move...**

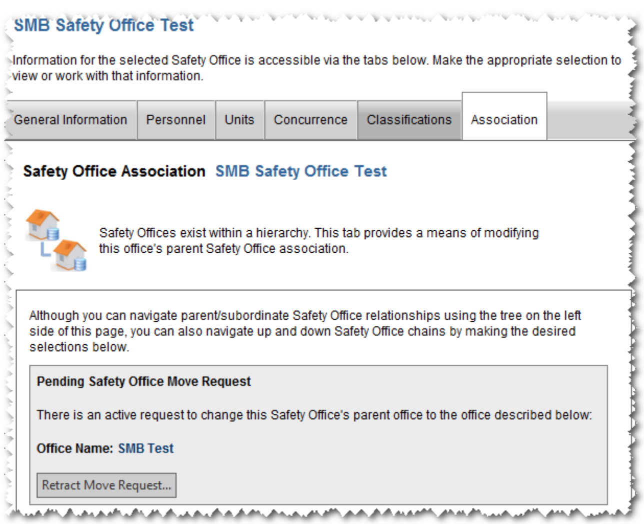


The safety office to be moved displays the pending move message next to the name in the originating office and pending move message in the designation office until move is accepted.

Retract a Pending Safety Office Move

A safety office move request can be retracted as necessary. Follow the steps below to retract a safety office move.

1. The Safety Office Administrator selects their safety office.
2. Click the **Association** tab.
3. Click **View this Office** link for the office with the pending move request.



4. Click the **Retract Move Request** button.
5. Click the **OK** button in the retract move request message box.

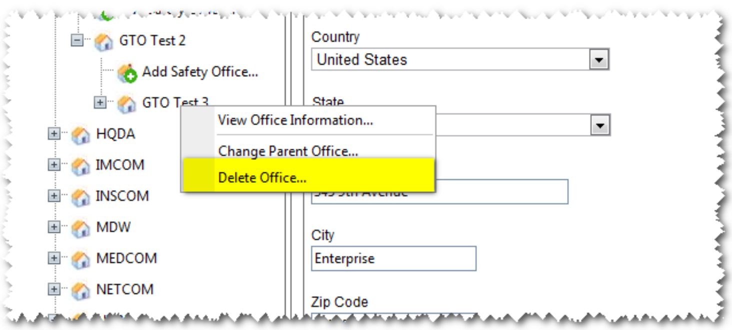
The move request is removed and notification is sent to the administrators of the destination office, and the Pending Safety Office Move Request panel disappears.

Delete a Safety Office

Safety offices can be deleted by the Safety Office Administrator if they are no longer valid. When a safety office is deleted, all details with the safety office are also deleted. This action cannot be undone.

Follow the steps below to delete a safety office.

1. The safety office Administrator selects the safety office to delete under their area of responsibility.
2. Right-click on the safety office and select **Delete office...**



3. The safety office is removed from the safety office hierarchy.

Update Concurrence Setting of a Safety Office

Updates to how reports for review are forwarded to a safety office can be done at any time. When changes are made, they take place immediately and affect reports from that point forward.

Follow the steps below to update the flow of reports on concurrence.

1. Select the safety office to update
2. Click the **Concurrence** tab.
3. Update the concurrence method.
4. Click the **Save** button.

Update Classifications for a Safety Office

Updates to the report classifications that can be reviewed by a safety office can be done at any time. When updates are made to the report classifications, the change is immediate from that point forward.

Follow the steps below to update the reports classifications reviewed by a safety office.

1. Select the safety office to update

2. Click the **Classifications** tab.
3. Update the report classifications.
4. Click the **Save** button.

Move a UIC New!

Units within a Safety Office can be moved as necessary using one of two methods:

1. Drag and Drop
2. Search and Select

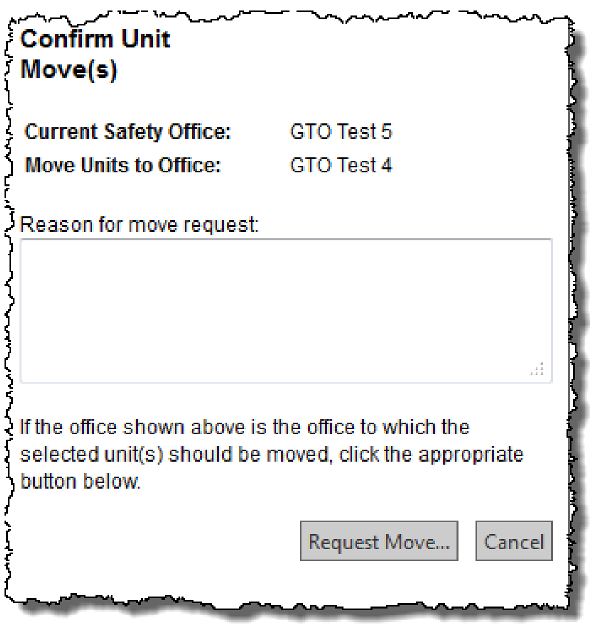
Using Drag and Drop to move a UIC New!

Safety Office Administrators can move a UIC by using the mouse to drag and drop the UIC into another safety office. Follow the steps below to move a UIC using drag and drop.

1. The Safety Office Administrator selects the UIC to be moved.
2. Press and hold the left mouse key on the UIC and drag it to the destination safety office in the Safety Office Routing Management Console tree view.

Tips

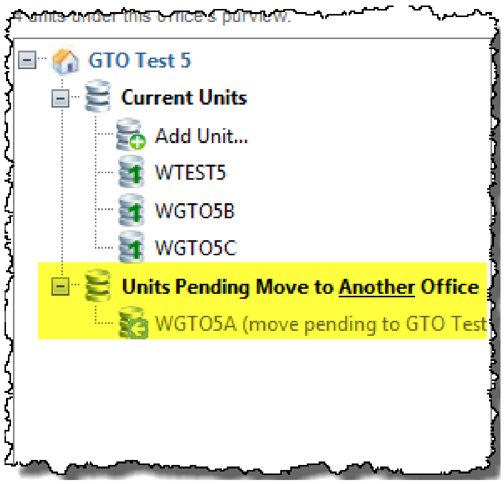
To select multiple UICs, hold the Ctrl key and left click on multiple UICs. To select a range of UICs, left click on the first UIC, hold down Shift, left click on the last UIC in the range. Drag the group to the destination safety office.



a. Enter a reason for the move request and click the **Request Move** button.

The UIC move is now pending and will require an administrator of the receiving office to accept the move.

If the UIC is being moved to a lower level office within the Administrator's purview, the move will not require acceptance by an Administrator.



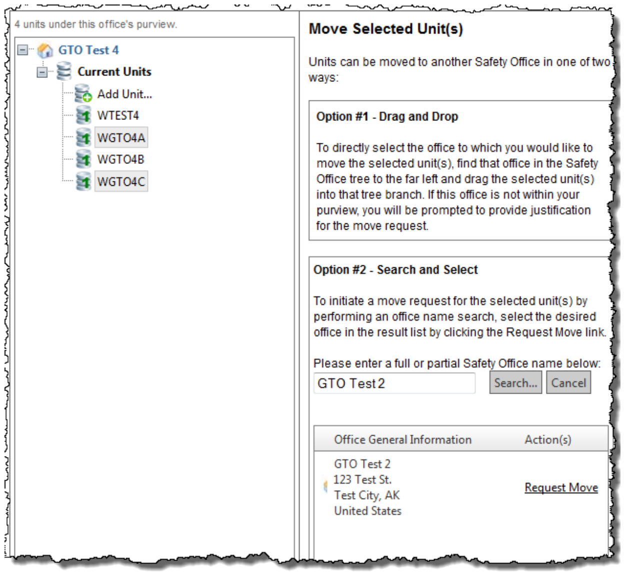
Using Search and Select to move a UIC New!

Follow the steps below to change the parent office of a UIC using search and select.

1. The Safety Office Administrator selects their safety office.
2. Click the Units tab.
3. Right-click the mouse on the UIC to move.

To select multiple UICs, hold the Ctrl key and left click on multiple UICs. To select a range of UICs, left click on the first UIC, hold down Shift, left click on the last UIC in the range. Right click the group of UICs.

4. Select Move Selected Units... from the menu.
5. Under Option #2 – Search and Select, enter the name of the Safety Office to which the UICs should be moved and click Search.



6. Click **Request Move** link for the target office.
7. Enter the reason for the move request and then click **Request Move...**

The UIC to be moved displays the pending move message next to the name in the originating office and pending move message in the designation office until move is accepted.

Notes

If the UIC is being moved to a lower level office within the Administrator's purview, the move will not require acceptance by an Administrator.

Retract a Pending UIC Move New!

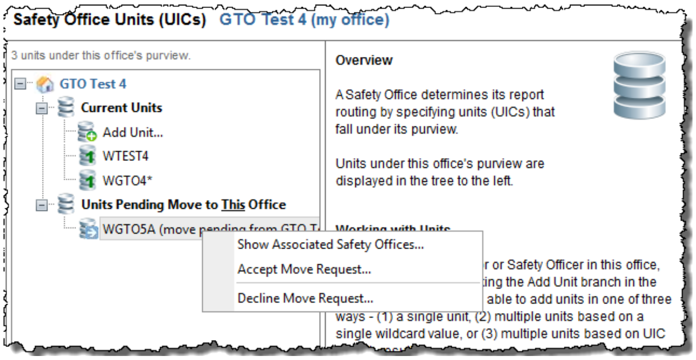
A UIC move request can be retracted as necessary. Follow the steps below to retract a UIC move.

1. The Safety Office Administrator selects their safety office.
2. Click the **Units** tab.
3. Right click the UIC Pending Move that you would like to retract.
4. Click the **Retract Move Request** button.
5. Click the **OK** button in the retract move request message box.

The move request is removed and notification is sent to the administrators of the destination office.

Accepting a UIC move New!

1. The administrator of the receiving Safety Office must accept the move using the following steps:
    a. Click on the Units tab
    b. Using the mouse, right click on the UIC pending a move



c. Click on Accept Move Request
d. Click Accept
e. The move is now complete

Safety Office Support

Support Contact Information

Congratulations! You now have the information needed to setup and maintain a safety office. If, however, you experience problems or have questions, about the Safety Office Routing Management console, email safe.reportit@conus.army.mil.

Appendix D – Required Fields (AGAR)

The following are the minimum data elements required for completing an Abbreviated Ground Accident Report (AGAR) in the ReportIt application. Be aware that your local Safety Office may require additional data and those guidelines should be followed.

Investigation board (if applicable)

Board Member Name
Board Member AKO Email Address
Board Member Position

General Accident Information

Date of Accident
Time of Accident
Did accident occur during combat?
Due to Army Operations?
Accountable unit UIC
Accountable Unit Name
Unit address
Accountable Unit Army Headquarters
Accident location
Occurred on Post?
    If Yes, Installation
Description of the exact location of the accident
Type of location
Mission Description
METL Task?
Brief synopsis of the accident

Personnel

Personnel classification
Rank / Pay Grade (if applicable)
Last Name
First Name
Gender
MOS or Civilian Job Series
Involved Unit Information
On Flight Controls?
On Duty?
Flight Status (if on-duty)
Date hired or assigned to unit (if on-duty)
Time began work (if on-duty)
Date returned from deployment (if off-duty and deployed in past year = Yes)
On Leave or Pass? (If off-duty)
Deployed in past year? (If off-duty)
Was the person injured?
    If yes,
    To what extent?
    If fatality,
        Date of Death
    Body Part
    Injury to this body part
    Cause of injury
    Days away from work (if extent of injury – Days away from work)
    Days of restricted activity (if extent of injury – Restricted work activity)
    Was this individual treated in the emergency room?
Activity being performed
Activity description
If Parachuting
    Height of jumper
    Weight of jumper
    Type of jump
    Wind direction and speed at jump height
    Wind direction and speed at drop zone
    Position in stick
    Door exited
    Jump altitude
    Time pre-jump conducted
    Number of previous jumps
    Type of last jump prior to accident
    Date of last jump
    Total weight of equipment
    Parachute model
    Aircraft model
    Parachute equipment
Field Exercise / Named Operation
Tactical training?
    If Yes, training facility used
    If FTX, name of operation/exercise
If activity is Operating Vehicle
    Licensed to operate vehicle/equipment?
        If Yes, did individual receive 4-hour traffic safety training?
Alcohol caused or contributed?

If Yes, BAC
Drugs caused or contributed?
Night vision device used?
If individual made a mistake
- Mistake code
- Root Cause
- Corrective Action
- Level to be implemented

Materiel

If Materiel is involved,
- Nomenclature
- Model Number
- If explosive,
  - Quantity

If Materiel failed,
- Nomenclature
- Part Number
- National Stock Number
- Manufacturer
- EIR/QDR Submitted?
- Failure Code
- Root Cause
- Corrective Action

If Environmental condition present
- Contribution to accident

Witness

Limited or General Use
Name
Address
Occupation
Rank or pay grade
Background
Date of interview
Board member conducting interview
Interview summary

Glossary

Term	Definition
Army Headquarters (HQ) Safety Office	Trained safety professionals at the local, unit, and/or installation safety office with the requirement to be notified, review and/or approve a reported event. This role can have an attribute of “Primary” assigned at the report level. Primary Safety Office users must approve the report before the review and approval workflow process will continue.
Board Member	Anyone appointed to a Safety Investigation Board. Board Members may consist of Maintenance Officer, Instructor Pilot, Equipment/Task Subject Matter Expert (SME), Maintenance Test Pilot (MTP), Vehicle/Equipment Maintenance Personnel, Technical Inspector (TI), Medical Officer, Other.
CRC Submitter	User that is assigned as the recorder for a specific report resulting from a CAI investigation. This person is usually the POC (Point of Contact) for the report and has full rights to view, update and delete all areas of the report.
Data QC	Assigned to individuals working in the Data Quality Control division. This role permits the user to conduct a review of the report and accept or reject the report back to the Submitter (Recorder)/POC. This role also assigns the Tracking Number and Case Number to the report.
Production Control	Assigned to individuals working in the Production Control division. This role permits the user to update the CRC updated version of CAI reports and route the report through CRC for coordination.
Reviewer	Anyone in the Army who has a requirement to review and approve a reported event. This user may or may not be a trained safety professional. This person can be assigned to an individual for the purpose of forwarding a “courtesy copy” of the report, have an attribute of “Approval Authority” assigned at the report level.
Safety Office (SO)	Trained safety professionals at the local, unit, and/or installation safety office with the requirement to be notified, review and/or approve a reported event. This role can have an attribute of “Primary” assigned at the report level. Primary Safety Office users must approve the report before the review and approval workflow process will continue.
Submitter	Anyone within the Army with the requirement to report an event. This may or may not be a trained safety professional or comfortable using an IT application to report an event.
Tech QC	Assigned to individuals working in the CRC Tech Quality Control division. This role permits the user to update the CRC updated version of IAI reports and route the report through CRC for coordination.