
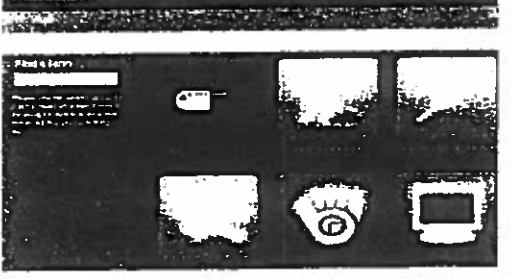
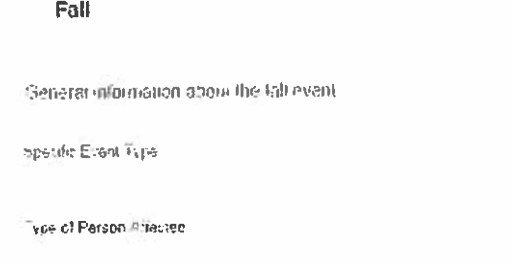


Submitting an Online Incident Report in RL6

<ol style="list-style-type: none"> 1. Go to Education Website 2. Click on the <u>Incident Report</u> Tab, then on the <u>RL6 Incident Report</u> Link 3. Login Screen – click “Anonymous” to create a file or (no Username or Password required) OR Username and Password to manage files. 	
<ol style="list-style-type: none"> 4. Icon Wall – Each Icon represents a submission form. Click on an icon to begin a new submission form. 5. Form Search Field – Enter keywords (e.g. wound, sharps, etc.) to find the form that best corresponds with the event you wish to report. 6. Scroll bar – Scroll down to access additional icons lower on the screen. 	
<ol style="list-style-type: none"> 7. Fill in the Form <ol style="list-style-type: none"> a. Complete all the required fields, which are marked with green asterisks b. Click section headings from the Table of Contents widget to navigate to different parts or use the scroll bar to view additional fields of the form c. Refer to the Status Bars on the left of the screen for how many fields have been completed and how many are remaining. 	
<ol style="list-style-type: none"> 8. Click Submit. If required fields have not been completed, pop-up messages appear next to those fields OR 9. Click More Actions for additional options: Save as Incomplete, Submit & Copy, Submit & Manage (File Managers only) 10. Click OK 	