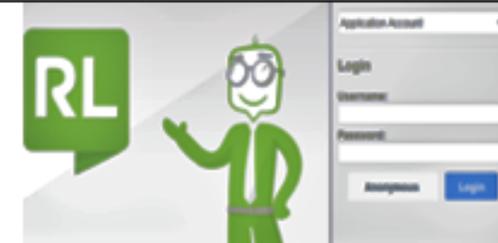


RL6

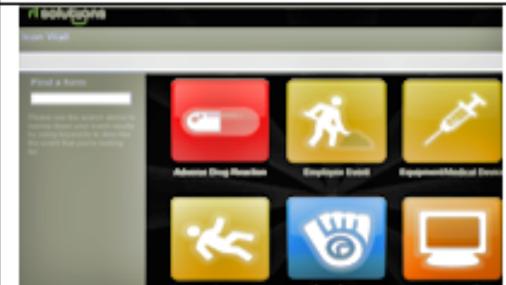
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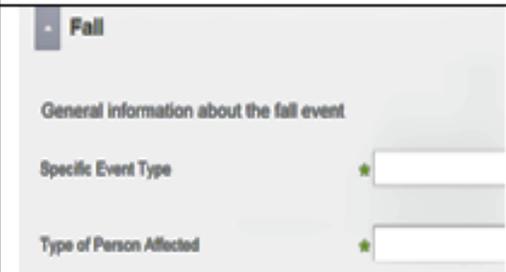
1. Go to Education Website (www.hhvna.com). The password is education.
2. Click on the Incident Report Tab on the left, then on the RL6 Incident Report Link
3. **Login Screen** – click “Anonymous” to create a file or (no Username or Password required) OR Username and Password to manage files.



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.



7. **Fill in the Form**
 - 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.



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**

