Anywhere Incident Tracking

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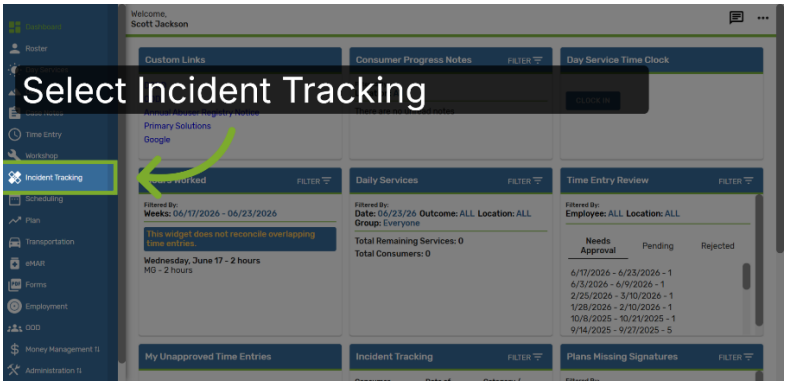
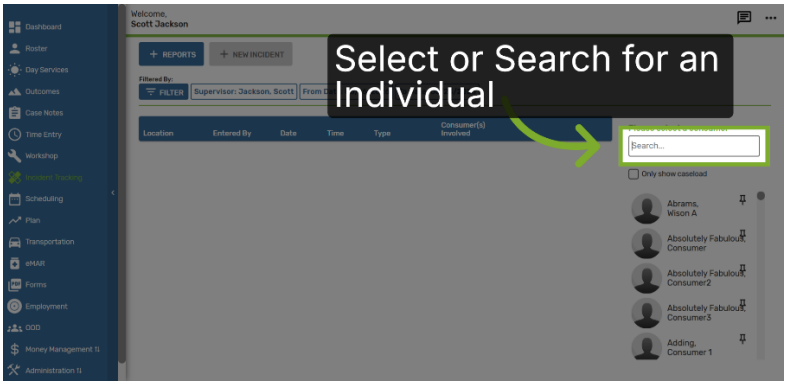
1. Select Incident Tracking

Select Incident Tracking to access the Incident Tracking window.



2. Select or Search for an Individual

Search or select an individual to enter in a New Incident.



3. New Incident

After selecting your individual click New Incident.

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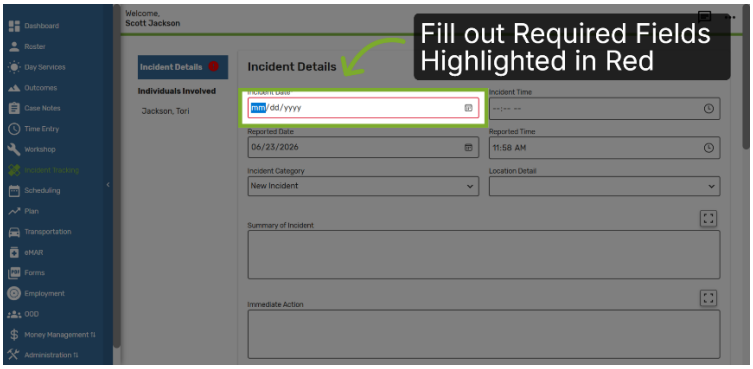
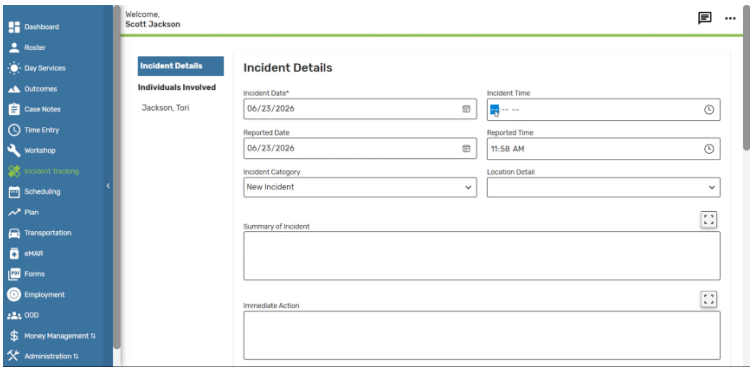
4. Fill out Required Fields Highlighted in Red

In the Incident Details, be sure to fill out any required fields that are highlighted in red.



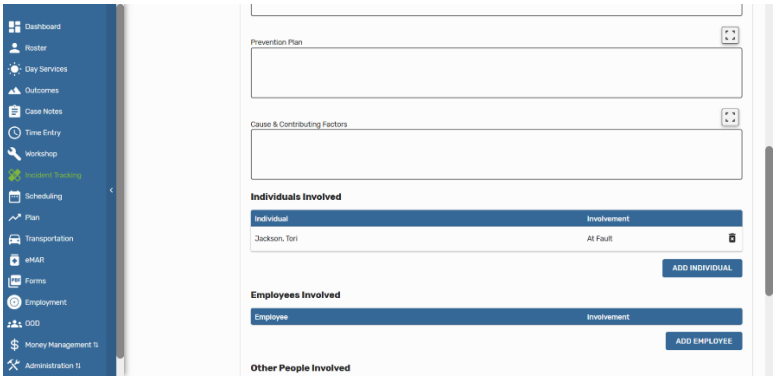
5. Enter Incident Details

Fill out other details of the Incidents such as the Incident time and Reported time. Also add additional details like Incident Category, Location Detail, Summary of Incident, Immediate Action, etc.



6. Enter Additional Incident Details

Enter additional Incident details like Prevention Plan, Cause and Contributing Factors, Employees involved and Other People involved.



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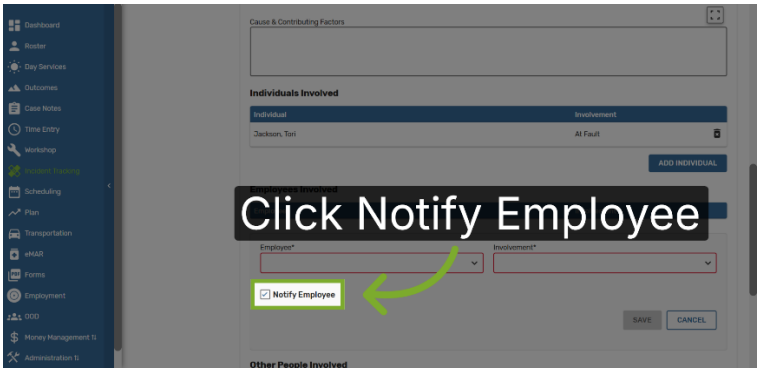
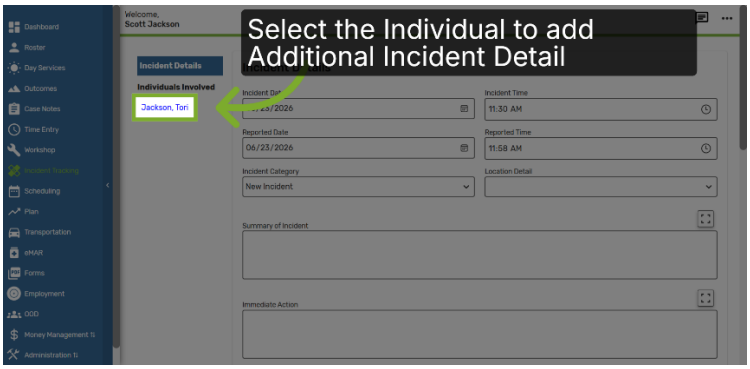
7. Notifying an Employee of the Incident

If you wish to notify an employee about the incident add that new employee and be sure to select the Notify Employee option, this will send them an email, notifying them that an incident has been entered.



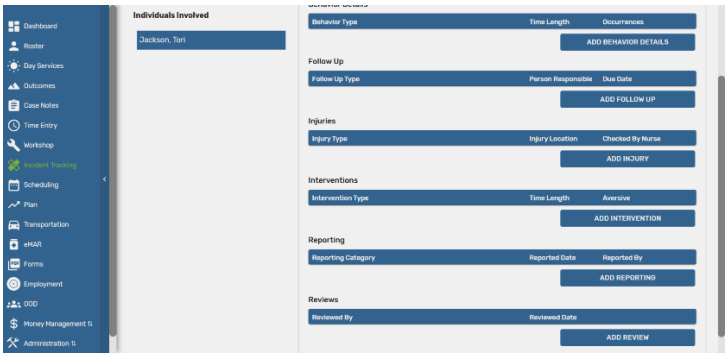
8. Adding Additional Incident Details to the Individual

Select the individual's name to add additional details to the incident.



9. Add Follow-Up Entry

Add additional details specific to the individual, like, Follow-ups, Injuries, Interventions, Reporting and Reviews.



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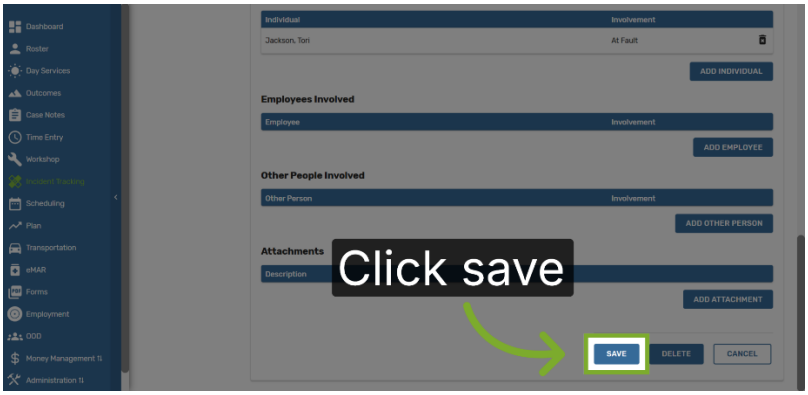
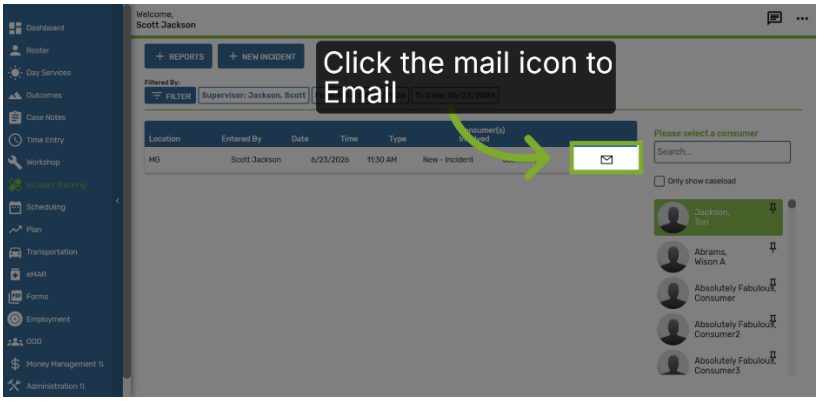
10. Save Incident Record in Incident Details

After filling out any additional details under the Individual go back to the incident details section at the top left of the window. Select the Save button at the bottom of the Incident Details.



11. Emailing the Incident

If the user is a supervisor, select the mail icon to email the incident to anyone they need.