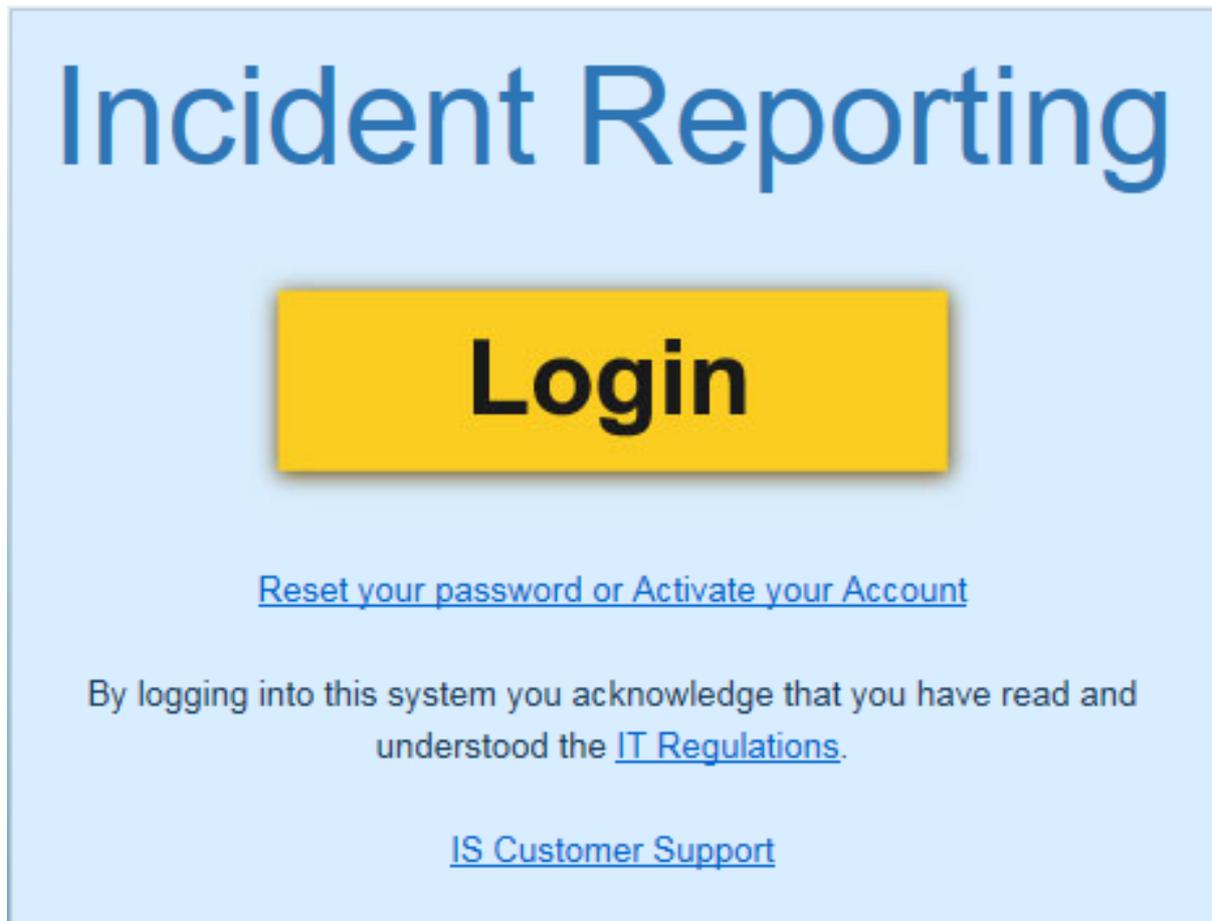


How to Use the Incident Reporting System

1. Login In Screen

Your normal username and password will give you access to the reporting system: <https://incidentreporting.glam.ac.uk/>



Central Authentication Service (CAS) for UNI

Enter your UNI Username and Password

Username:

Password:

To access this resource, you must log in with your UNI username and password.

[Log in problems / reset password](#)

If you do not have a UNI account, or if it has expired, you can register/renew it through our [Self-service Account Administration \(SSAA\)](#) website

If you need any other help logging in to this resource, please contact Customer Support Services by phone +44(0)1443 48 2882 or e-mail ITSupport@southwales.ac.uk.

By logging into this system you acknowledge that you have read, understood and accept the [USW IT Regulations](#). We do use cookies. To find out about cookies and how to opt out of them, please visit our [Privacy and Cookies Information](#).

Please exit your browser when you have finished accessing this resource.

Your PC username and Password

2. Home Screen

Incident Reporting

Environment: Live
Logged in as: cbeazer
[Logout](#)

Incident Reports
Administrators Area

Search Incident Reports

Click to add incident

+ Add Incident Report

Filters

Incident Id:

Department: Please select a department ▼

Keyword(s):

Incident Details (contains):

Filter Data
Clear Filter

Incident Id	Department	Incident Type	Incident Time	Reported By	Completed By	Completed?
5338	Glyntaff	Alarm Activation --> Intruder	19/10/2914 07:30:00	G POWELL	G POWELL	Yes
5366	Accommodation Treforest	Information Only --> Student Request/Query	20/10/2017 15:00:00	Mehedi Hassan	Farzana Rahman	Yes
5387	Q Park	Alarm Activation --> Panic	31/12/2014 17:50:00	R Richardson	R Richardson	Yes
5398	Q Park	Alarm Activation --> Fire	05/11/2014 02:20:00	fire alarm panel	G Hughes	Yes
5399	Accommodation Treforest	Alarm Activation --> Fire	05/11/2014 02:20:00	Chris Morgan	Chris Morgan	Yes
5397	Q Park	Information Only --> Tremorfa Call Out	04/11/2014 21:30:00	B.Thornton	B.Thornton	Yes
5396	Accommodation Treforest	Injury --> Trip or Fall	04/11/2014 18:20:00	Bethany Morgan	Rod Morgan	Yes
5394	Accommodation Treforest	Alarm Activation --> Fire	03/11/2014 20:40:00	D BENGOUGH	DBENGOUGH	Yes
5395	Q Park	Alarm Activation --> Fire	03/11/2014 20:40:00	A Ward, D Bengough	A Ward	Yes
5393	Q Park	Alarm Activation --> Intruder	03/11/2014 01:16:00	G.Price, K.Ford	G.Price	Yes

Pages: 1 2 3 4 5 6 7 8 9 10 ... >>

3. Add Incident Report

Incident Reporting

Environment: Live
Logged in as: cbeazer
[Logout](#)

Incident Reports

Administrators Area

Saving an incident record

Incident Date / Time:

 / / :

Format: dd/mm/yyyy hh:mm (24hr)

Incident Type:

Campus:

Building:

Room Number / Other:

Details of incident:

Sensitive Information:

Omit Sensitive Information from Print & eMail?:

Incident Triggers:

Alcohol	<input type="checkbox"/>
Crime	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Drugs	<input type="checkbox"/>
Homophobic	<input type="checkbox"/>
Racially Motivated	<input type="checkbox"/>
Religion	<input type="checkbox"/>
Vulnerable Group	<input type="checkbox"/>

Departments

[+ Add Department](#)

Department Name:

Parties Involved

[+ Add Person](#)

No Parties involved. Click on 'Add Person' to add a new person to the parties involved.

eMail Groups

[+ Add eMail Group](#)

No eMail Groups. Click on 'Add eMail Group' to add a new eMail Group to this incident report if the 'Send as Email?' flag is ticked.

Reporting Details

Emergency Services Informed?:

Actions

Actions Taken?:

Reported By:

Completed By:

Send as Email?:

Incident Report Completed?:

[Submit Report](#)

4. Complete the incident report

4.1 Time/Date/Location incident took place

Saving an incident record

Incident Date / Time: / / :

Format: dd/mm/yyyy hh:mm (24hr)

Incident Type:

Campus:

Building:

Room Number / Other:

Fill in Time/Date/Location incident occurred

4.2 Details of incident and any sensitive information

Details of incident:

Sensitive Information:

Omit Sensitive Information from Print & eMail?:

Who
What
When
Where
Why
How

Any information that is sensitive and you do not want emailing or printing to be placed here and tick the omit sensitive information box

4.3 Select any Incident Triggers

Incident Triggers:

Alcohol	<input type="checkbox"/>
Crime	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Drugs	<input type="checkbox"/>
Homophobic	<input type="checkbox"/>
Racism motivated	<input type="checkbox"/>
Religion	<input type="checkbox"/>
Vulnerable Group	<input type="checkbox"/>

More than one incident trigger can be ticked

4.4 Department, this is if more than one department was involved i.e. Security and Accommodation.

Departments + Add Department

Department Name:

Select department from the drop down box

To add more than one department click on the Add Department button as many times as needed

email Groups
No eMail Groups. Click on 'Add eMail Group' to add a new eMail G

Reporting Details
Emergency Services Informed?

Completed by:

Send as Email?:

- Please select a Department
- Academic Registry
- Accommodation Newport
- Accommodation Treforest
- Atrium Security
- Caerleon Campus
- Campus Services
- Campus Watch
- CCI - Atrium
- Community Help Desk
- Estates
- Glamorgan Sport Park
- Glyntaff
- Help Files
- LCSS/LRC
- Missing Person
- Newport City Centre Campus
- Q Park
- Security Manager
- Spare Dept - Do Not Use
- Sport Centre
- Student Services
- Students' Union
- Welfare Tutors

Departments ✖ Remove Department + Add Department

Department Name:

Department Name:

Department Name:

Department Name:

Click to remove any unwanted boxes

4.5 Parties Involved/Witnesses

Parties involved would be the victim/reporting person/Police etc and witness would be anyone that witnessed the incident. Like the department field you can add as many as you need.

The screenshot shows two identical form sections. The top section is titled 'Parties Involved' and has a 'Remove Person' button (with a red X icon) and an 'Add Person' button (with a green plus icon). Below the header are two input fields: 'Name:' and 'Contact Details:'. The bottom section is titled 'Witnesses' and has a 'Remove Witness' button and an 'Add Witness' button, with the same 'Name:' and 'Contact Details:' input fields.

4.6 Email Groups

These are set up so that the incident reports can be set to managers, resident tutors, and medical teams etc. for instant updates of events. You can add as many email groups as necessary.

The screenshot shows the 'eMail Groups' section of a form. It has a 'Remove eMail Group' button (with a red X icon) and an 'Add eMail Group' button (with a green plus icon). Below the header are two dropdown menus for 'eMail Group Name', both showing 'Please select an eMail Group'. A red arrow points from a text box 'Select email group from drop down menu' to the second dropdown. Below the dropdowns is the 'Reporting Details' section, which includes a checkbox for 'Actions Taken?'. Further down are input fields for 'Reported By:' and 'Completed By:', and checkboxes for 'Send as Email?' and 'Incident Report Completed?'. A red arrow points from a text box 'This box needs to be ticked for the emails to be sent' to the 'Send as Email?' checkbox. At the bottom is a 'Submit Report' button.

4.7 Reporting Details

Date/Time emergency services were called

Reporting Details

Emergency Services Informed?:

Date / Time: / / :

Format: dd/mm/yyyy hh:mm (24hr)

Emergency Service Type:

Ambulance & Fire

Ambulance & Police

Ambulance

Ambulance, Fire & Police

Fire

Fire & Police

Police

Police Crime / Reference Number:

The Crime/reference number box appears when any option with police is ticked

4.8 Actions Taken

This can include actions taken on the day of the report or any subsequent updates to the report.

Actions

Actions Taken?:

Further Actions:

Start any update with the Date and Time of the update followed by a description of the update

4.9 Finishing the report

Reported By:

Completed By:

Send as Email?:

Incident Report Completed?:

1. Person(s) reporting the incident to

2. The person filling the online

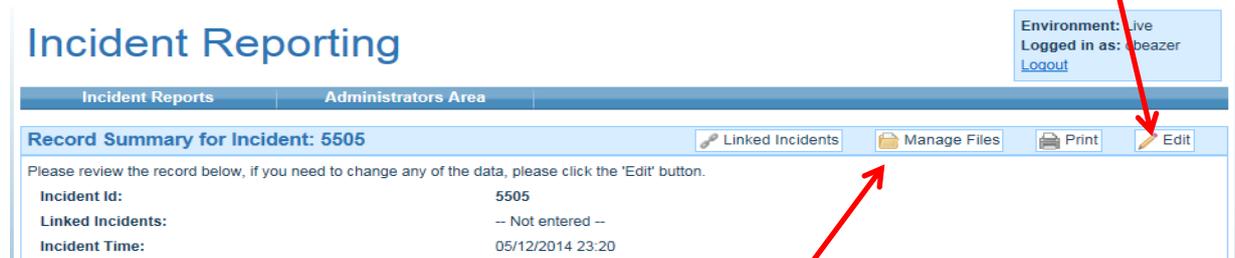
5. Complete report, a report can be submitted at any stage throughout completion and can be revisited at a later date.

4. Is the report complete? Is it ready to be submitted?

3. Only tick if you intend to send as email and ensure the email groups have been selected

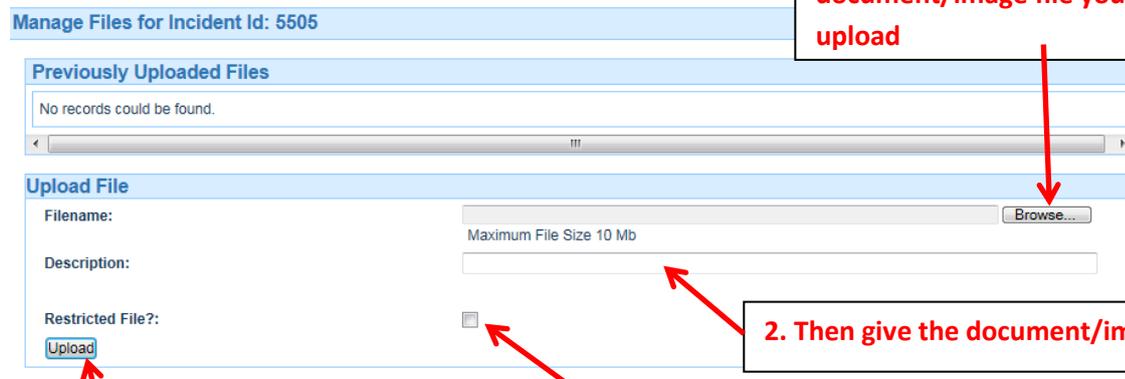
5. How to edit and upload documents/images

Once a report has been submitted you can go back and edit the report at any time by find the report in the list and click the Edit button in the top right.



To add a document or image click Manage Files, this will take you to the following screen:

1. Click Browse to find the document/image file you want to upload



2. Then give the document/image file a

3. Images and documents can be restricted to only certain individuals can view them by ticking this box

4. Once all these steps have been completed the file/image can be uploaded to the report

This can be repeated for as many documents as necessary.