Whistleblower
Software

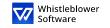# How to report?

Guide to a reporting page

Welcome!

Welcome to your guide to an incident reporting page. We will walk you through the whole online reporting process.
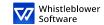
In this guide, you can read about how to:

● Create a written or oral report,

● Access your existing report and see what actions have been taken,
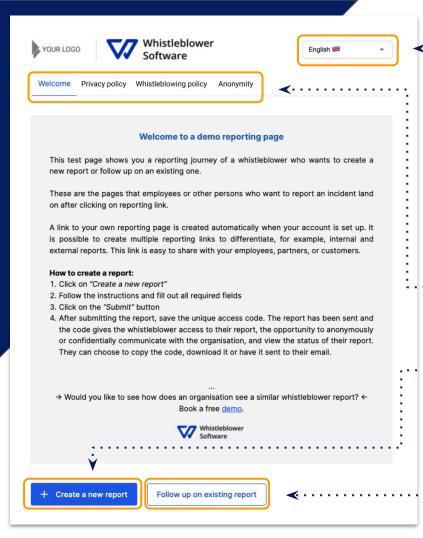
● Send additional information or files.

Table of content

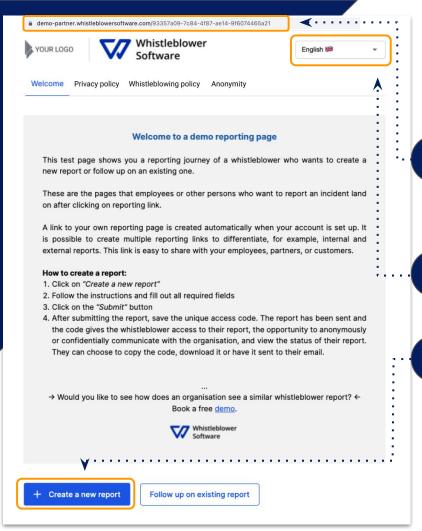Whistleblower Software

Reporting page

Reporting page

[Organisation] will provide a link, through which you can access a **reporting page.**

On this page, you can:

- Change language options,
- Read about your company's privacy policy, whistleblowing policy and other relevant information,
- Create a new report,
- Follow up on existing report.

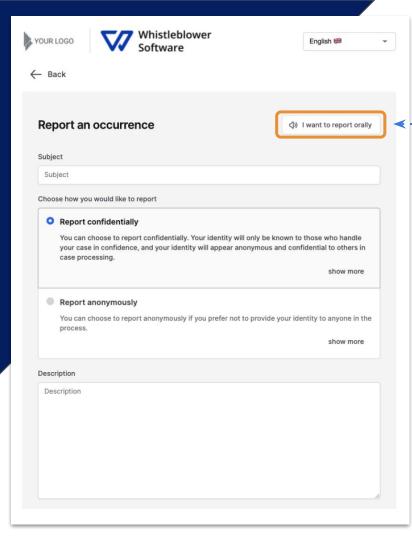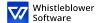Access the reporting page here [insert link to reporting page].

How to create a report

1 Access the online reporting page on any device via reporting link provided by [Company]

2 Choose your preferred language

3 Click on *+Create a new report*

How to create a report

4 You can choose to make either written or oral report. Choose whether you would like to create:

A. **Written report**

If you wish to create a written report, proceed filling out information.

Read how to create a written report on page 7.
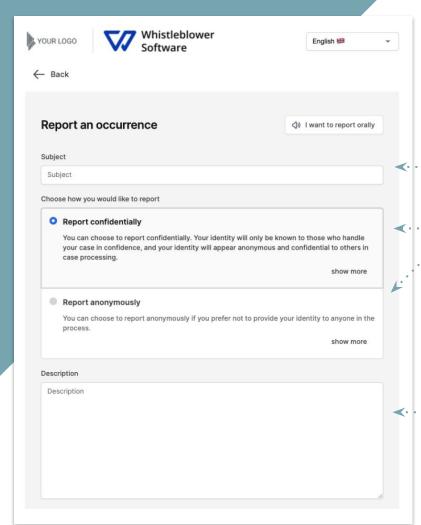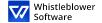
B. **Oral report**

If you wish to create an oral report, click on *I want to report orally.*

Read how to create an oral report on page 10.
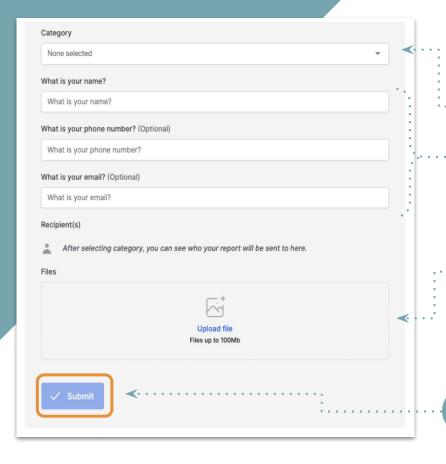
A. Written report

A. Written report

5 Fill out the required information:

- Subject: short description of your report,

- Choose confidential or anonymous reporting (read more about each option after clicking on *show more*),

- Description: describe the subject of your report in as much detail as possible.

Note: If you choose to report anonymously, make sure that you don't disclose your personal information in any part of the report.
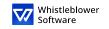
A. Written report

- Category: select a category describing the type of reported occurrence,

- Additional questions: other questions might be obligatory or optional to finish the report, e.g. your contact information,

- Files: it is possible to upload different file formats, e.g. PDF, images, videos.
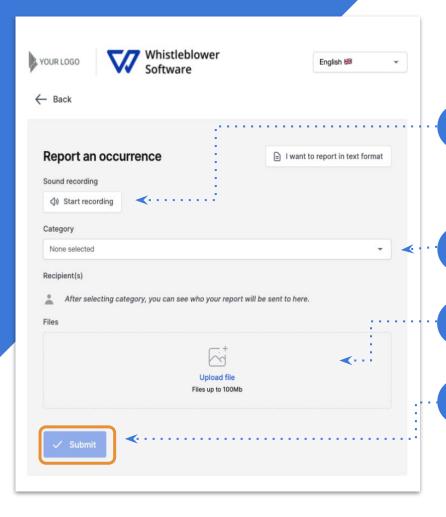
  Note: Metadata are automatically removed.

6 Click *Submit* once you finished your report
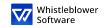
B. Oral report

B. Oral report

5 Click on *Start recording*,

Note: Your voice will be distorted to ensure your security and anonymity.

6 Category: select a category describing the type of reported occurrence,

7 Files: it is possible to upload different file formats, e.g. PDF, images, videos,

8 Click *Submit* once you finished your report.

Access code

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The report was submitted. Save this code:

IMPORTANT: Save the code below and store it securely. Your inquiry has been sent and the code gives you access to this report. Do not share the code with anyone.

Your code to save:

d9bcda5d-fa14-4121-96d4-c1befbe29612:Vod5OrJPA4Z6
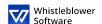
⬇ Download

Email (Optional)

Email

This email will not be shown to anybody. The only use of the email is to notify you when relevant changes to you case are made such as:

You received a message from you caseworker.
The status of your case was updated.
A new case worker was assigned to your case.

If you choose not to enter an email, please check your case regularly for updates and messages to help us resolve the issue.

The code will not be sent to your email. You must save the code from this page before you continue.

☐ I have stored my code securely, so I can access the report and the replies in the future

✓ Continue

Save your access code

After submitting your report, don't forget to **securely store your access code.**
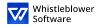
Why is this code important?

- It gives you access to your report,
- You can further communicate with case workers,
- You can see the status of your case and new messages.

How to save your access code?

- Copy and paste it in a safe document,
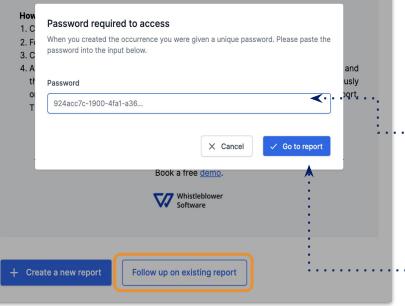- Download it to your device.

Report follow-up

Follow up on your report

1 Go to a reporting page.

2 Click on *Follow up on existing report*.

3 Enter your unique access code in the field for password. This code was generated when you submitted your report.
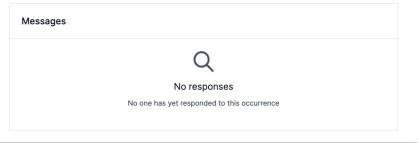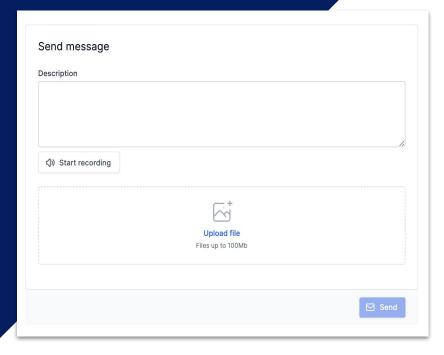
4 Click on *Go to report*.

Overview of your report

Now you accessed a page with details of your report.

On this page you can:

- See your full report,
- Review status of your report,
- See who are the case workers looking into your reported occurrence,
- Read messages from case workers,
- Provide more information by sending a follow-up message or files.

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Report details

Occurrence details

Date and time	24 Jan 2022, 15:01:18
Subject	test
Description	test
State	New
Departments	Happy Test Company
Category	Other
Case worker(s)	

Messages

No responses

No one has yet responded to this occurrence

Share more details

You can provide additional information after submitting your report by sending a new message.

1 When you access your report and scroll below *Report details,* you have an option to send a new written or audio message.

2 Simply type your message, record audio or upload a file and click on *Send* button. Any additional messages and files will be linked to your existing report.

Whistleblower Software Aps

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