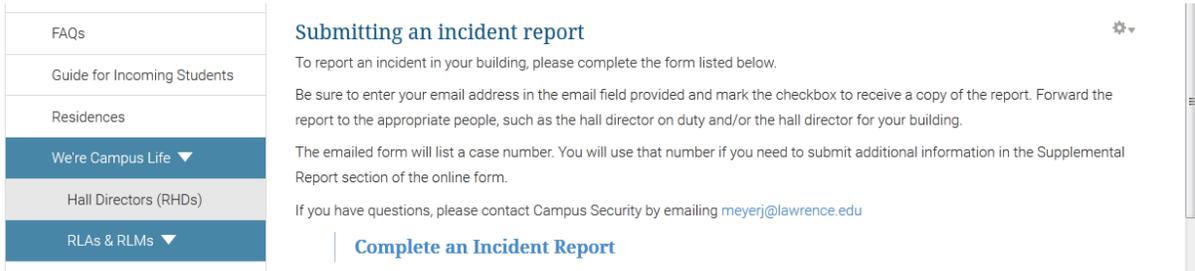


ONLINE INCIDENT REPORTS

Housing staff will log on to the Campus Life section of the website to find a link to the Incident Report section.

https://www.lawrence.edu/students/student_life/housing/staff/rlas_rlms/reports



Submitting an incident report

To report an incident in your building, please complete the form listed below.

Be sure to enter your email address in the email field provided and mark the checkbox to receive a copy of the report. Forward the report to the appropriate people, such as the hall director on duty and/or the hall director for your building.

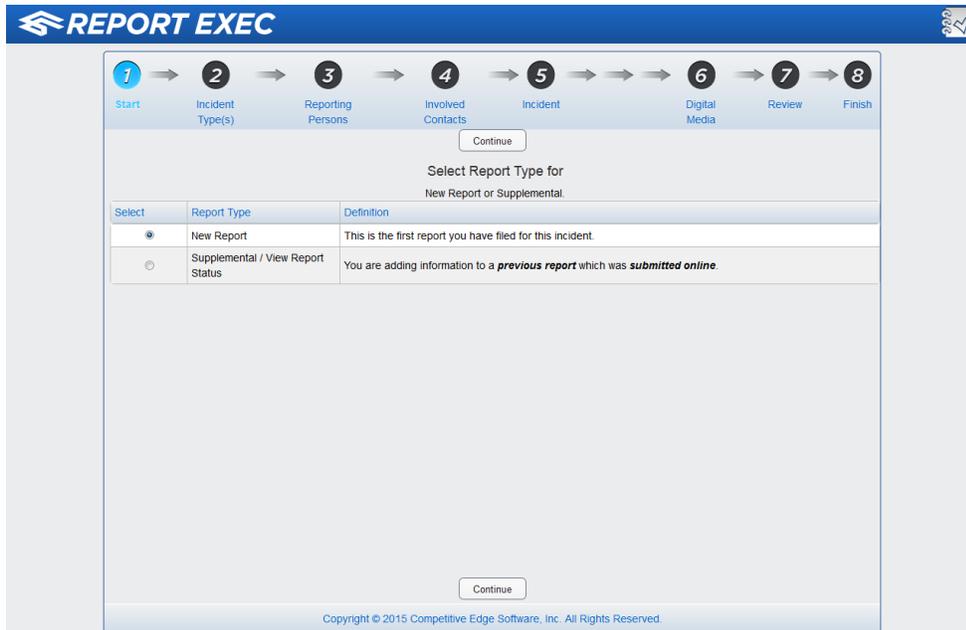
The emailed form will list a case number. You will use that number if you need to submit additional information in the Supplemental Report section of the online form.

If you have questions, please contact Campus Security by emailing meyerj@lawrence.edu

[Complete an Incident Report](#)

Click the “Complete an Incident Report” link to go to the online incident report form, at <https://app2.omnigo.com/lawrence/CESIReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=102>.

The online form looks like this:



REPORT EXEC

1 Start → 2 Incident Type(s) → 3 Reporting Persons → 4 Involved Contacts → 5 Incident → 6 Digital Media → 7 Review → 8 Finish

Continue

Select Report Type for
New Report or Supplemental.

Select	Report Type	Definition
<input checked="" type="radio"/>	New Report	This is the first report you have filed for this incident.
<input type="radio"/>	Supplemental / View Report Status	You are adding information to a previous report which was submitted online .

Continue

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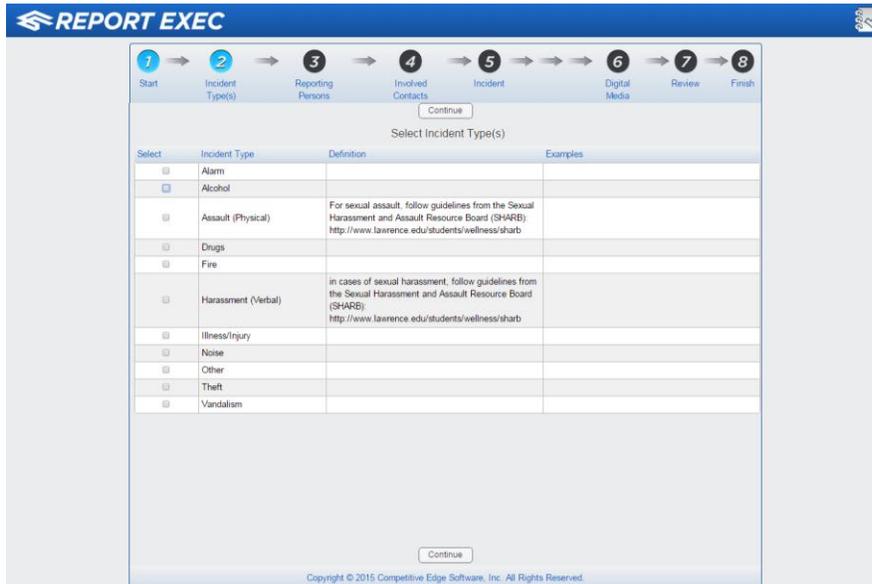
The “New Report” radio button will be checked by default.

Click the **Continue** button to go to the Incident Type(s) page.

INCIDENT TYPE(S)

Click in one or more checkboxes to indicate the type of incident you're reporting.

Click **Continue**.



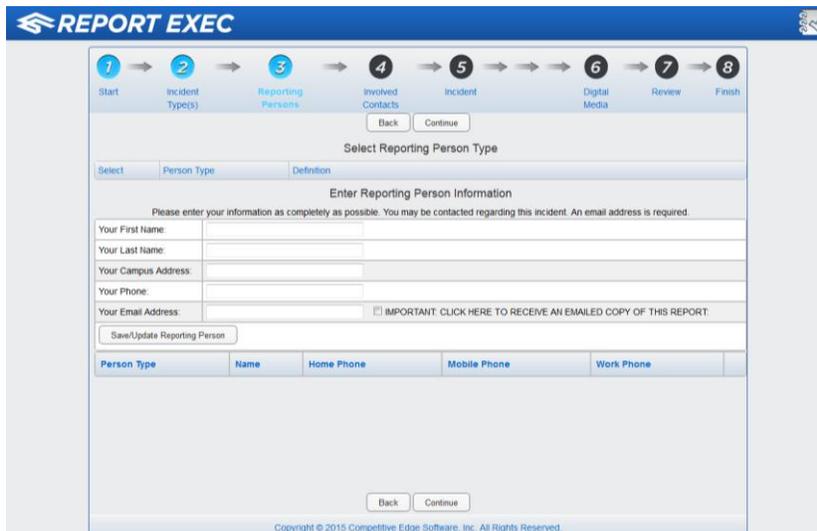
Select	Incident Type	Definition	Examples
<input type="checkbox"/>	Alarm		
<input type="checkbox"/>	Alcohol		
<input type="checkbox"/>	Assault (Physical)	For sexual assault, follow guidelines from the Sexual Harassment and Assault Resource Board (SHARB): http://www.lawrence.edu/students/wellness/sharb	
<input type="checkbox"/>	Drugs		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	Harassment (Verbal)	in cases of sexual harassment, follow guidelines from the Sexual Harassment and Assault Resource Board (SHARB): http://www.lawrence.edu/students/wellness/sharb	
<input type="checkbox"/>	Illness/Injury		
<input type="checkbox"/>	Noise		
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Theft		
<input type="checkbox"/>	Vandalism		

REPORTING PERSONS

On the Reporting Persons page, enter your first name, last name, campus address, and phone number.

In the email field, type your email address. Click the checkbox next to the email address to ensure you receive a copy of the report.

Click **Continue**.



Select	Person Type	Definition
--------	-------------	------------

Please enter your information as completely as possible. You may be contacted regarding this incident. An email address is required.

Your First Name:

Your Last Name:

Your Campus Address:

Your Phone:

Your Email Address: IMPORTANT: CLICK HERE TO RECEIVE AN EMAILED COPY OF THIS REPORT:

Save/Update Reporting Person

Person Type	Name	Home Phone	Mobile Phone	Work Phone
-------------	------	------------	--------------	------------

CONTACTS

On the Involved Contacts page, enter the name of the student(s) involved in the incident. If you don't know the name or only know a first name, enter that. If you don't know the campus address, enter a building and/or floor number, or type "don't know."

Select the **Save/Update Involved Contact** button. Repeat steps to list other students involved.

Click **Continue**.

The screenshot shows a web browser window displaying the REPORT EXEC application. The navigation bar at the top includes the REPORT EXEC logo and a menu with items like LiveTime Login, OCP Login, Library, LU Home, Voyage, Login, OCP BT, Room Res, Center for Investigati..., and Podmass. Below the navigation bar is a progress indicator with eight steps: 1 Start, 2 Incident Type(s), 3 Reporting Persons, 4 Involved Contacts (current step), 5 Incident, 6 Digital Media, 7 Review, and 8 Finish. The main content area is titled 'Enter Involved Contact Information' and includes a sub-instruction: 'If you don't know names or addresses for the individual(s), enter "Unknown" in the name and address fields.' The form contains several input fields: 'First Name', 'Last Name', 'Campus Address, if known', and 'Phone, if known'. Below these fields is a 'Save/Update Involved Contact' button. At the bottom of the form is a table with the following headers: 'Person Type', 'Name', 'Home Phone', 'Mobile Phone', and 'Work Phone'. The table body is currently empty. At the bottom of the page, there are 'Back' and 'Continue' buttons and a copyright notice: 'Copyright © 2015 Competitive Edge Software, Inc. All Rights Reserved.'

INCIDENT

On the Incident page, provide the incident location. Be as specific as you can.

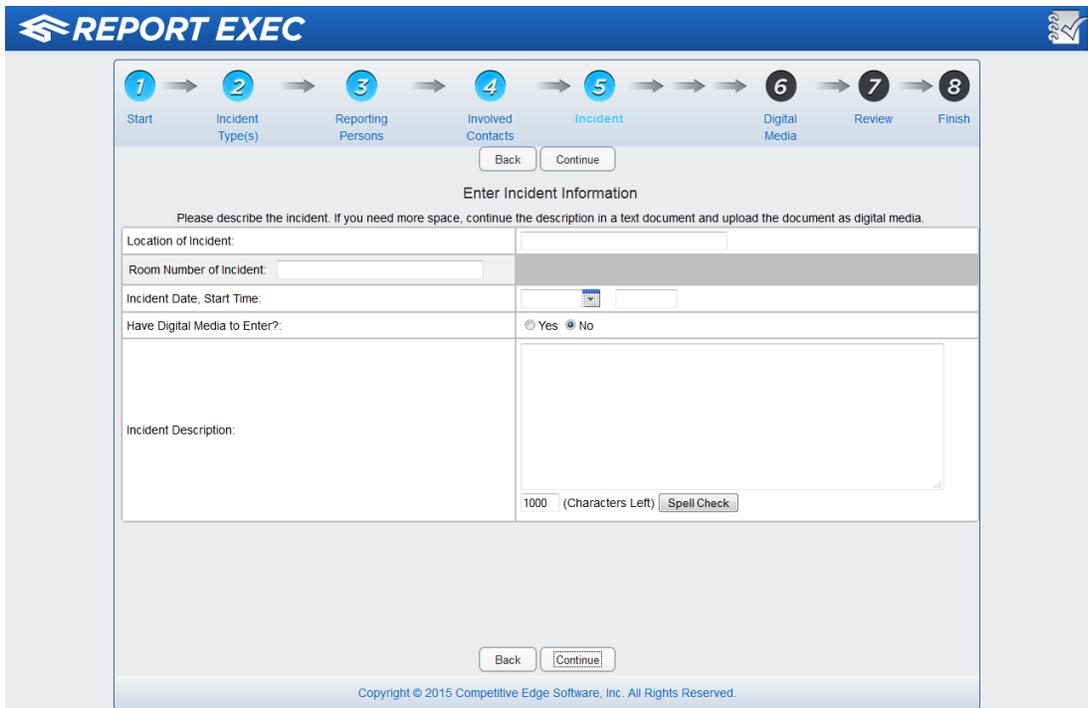
Enter the room number if that relates to the incident you're reporting.

Enter the date and time of the incident. *Hint:* Type the letter T in the date field for today's date; type N in the Time field for today's date and the current time.

If you'd like to upload a digital photo or document with your report, select the digital media 'Yes' radio button. When you click the **Continue** button, a pop-up window will prompt you to upload the files.

Provide an incident description in the designated field. Note: With a 1,000-character limit in the text field, you should be as precise as possible. If you need to add more information, follow steps described below for submitting a supplemental report, or upload the description as a digital media file.

Click **Continue**.

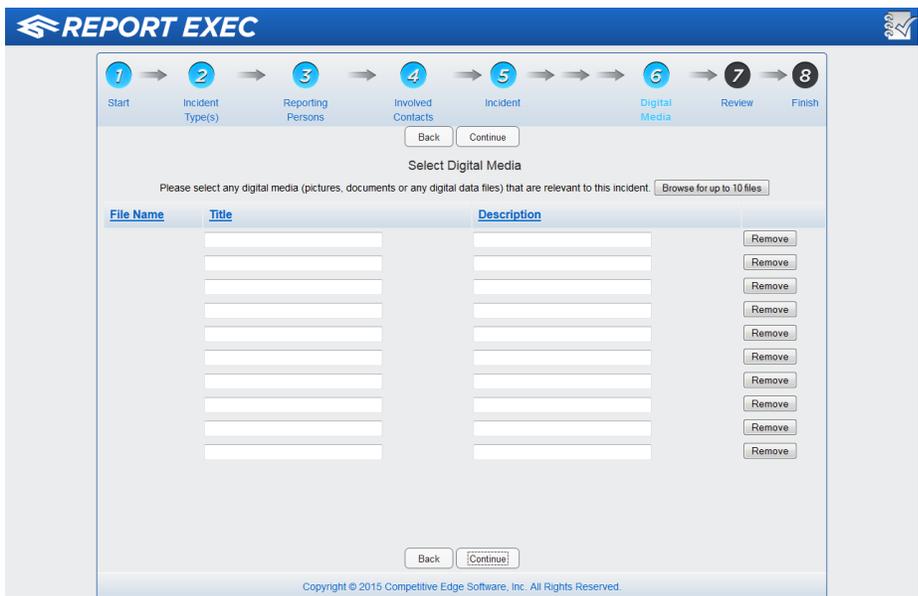


DIGITAL MEDIA

If you clicked the “Yes” radio button for digital media on the Incident page, you will advance to the Digital Media page. Here you can upload up to 10 digital files (file types jpg, pdf, docx, and others).

Click the button labeled **Browse for Up to 10 Files** and navigate to the file location. Select the files. *Hint:* Hold the Ctrl key down to select several files at once.

Add a title and description for each digital file, and then click **Continue**.



REVIEW

On the Review Report page, use the vertical scroll bar at right to look at the full report. Use the **Modify** button above each section to edit information. Click **Submit**, which will prompt a PDF version of the report will be emailed to you.

Forward the emailed report to your hall director and/or to the hall director on duty, depending on the type of incident you're reporting.

REPORT EXEC

1 → 2 → 3 → 4 → 5 → 6 → 7 → 8
Start Incident Type(s) Reporting Person Involved Contact Incident Digital Media Review Finish

Back Submit

Review Report

Please review the report. If all the information is correct, click the Continue button to submit the report. If you need to modify some information, click the desired modify link. This will be your last chance to change information for this report.

General Information:

Incident Type: Alone

Reporting Person Information: [Modify](#)

1. Reporting Person: Individual

Your Student ID: _____

Name: J J # _____

Your Campus Address: RA, _____

Home Phone: _____

Your Phone: 6999 _____

Your Email Address: PRALE@QUAKERS.EDU _____

(Blank) _____

(Blank) _____

(Blank) _____

(Blank) _____

2. Involved Contact: Individual

Student ID: _____

Name: SHELBY STUR _____

Campus Address, if known: NA, _____

Home Phone: _____

Phone, if known: 6999 _____

Email of hall director on duty (REQUIRED): JODYPRALE@QUAKERS.EDU _____

(Blank) _____

(Blank) _____

(Blank) _____

(Blank) _____

Incident Information: [Modify](#)

Incident Location: WEST CAMPUS, NA _____

Incident Date, Start Time: 7/22/2016 1:01 PM _____

Incident Time (end): _____

Origin of Threat: _____

Incident Description: TEST _____

Digital Media: [Modify](#)

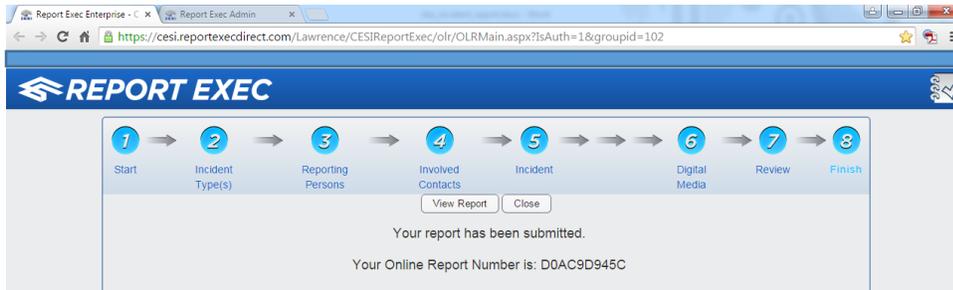
Back Submit

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FINISH

The online report number is listed on the Finish page. The number is important for adding a supplemental report, as described below. The report number will also appear on your emailed report.

To exit the online form, click the 'X' in the upper right corner of the window.



SUPPLEMENTAL REPORTS

You will need the case number to add a report supplement, in which you can update incident details or upload digital media, for example. You also would use the case number to view your original report.

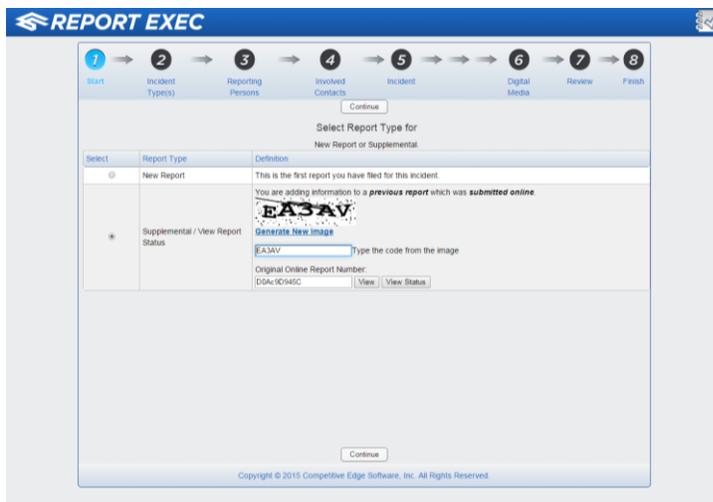
Here are the steps to enter a supplemental report.

Go to the online form and select the radio button for Supplemental/View Report Status.

At the prompt, enter the case number in the "Original Online Report Number" field.

Type the characters shown in the security image.

Click **Continue**.



In the Incident Type(s) field, update the original selection if needed.

Click **Continue**.

The screenshot shows the 'REPORT EXEC' web application interface. At the top, there is a progress bar with steps 1 through 8. Step 4, 'Involved Contacts', is currently active. Below the progress bar, there is a 'Continue' button. The main content area is titled 'Select Incident Type(s)' and contains a table with the following columns: 'Select', 'Incident Type', 'Definition', and 'Examples'. The table lists various incident types with checkboxes in the 'Select' column.

Select	Incident Type	Definition	Examples
<input type="checkbox"/>	Alarm		
<input type="checkbox"/>	Alcohol		
<input type="checkbox"/>	Assault (Physical)	For sexual assault, follow guidelines from the Sexual Harassment and Assault Resource Board (SHARB): http://www.lawrence.edu/students/wellness/sharb	
<input type="checkbox"/>	Drugs		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	Harassment (Verbal)	In cases of sexual harassment, follow guidelines from the Sexual Harassment and Assault Resource Board (SHARB): http://www.lawrence.edu/students/wellness/sharb	
<input type="checkbox"/>	Illness/Injury		
<input type="checkbox"/>	Noise		
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Theft		
<input type="checkbox"/>	Vandalism		

At the bottom of the table, there is a 'Continue' button and a copyright notice: 'Copyright © 2015 Competitive Edge Software, Inc. All Rights Reserved.'

On the Reporting Persons page, click **Continue**. You probably won't have to change this information but you could.

The Involved Contacts page will be blank; the contact(s) will be listed on the previous Reporting Persons page. If there are additional contacts to add, follow steps to add them. If no updates are needed, click **Continue**.

On the Incident page, update information and/or write more about the incident in the text field provided.

If you want to add digital media, click the "Yes" radio button on the Incident page. When you click **Continue**, you will be prompted to upload media. When done, click **Continue**.

On the Review page, make updates as needed. Click **Submit**. The case number generated will have a suffix of -01, indicating this is the first supplement to the original report.