



# 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.

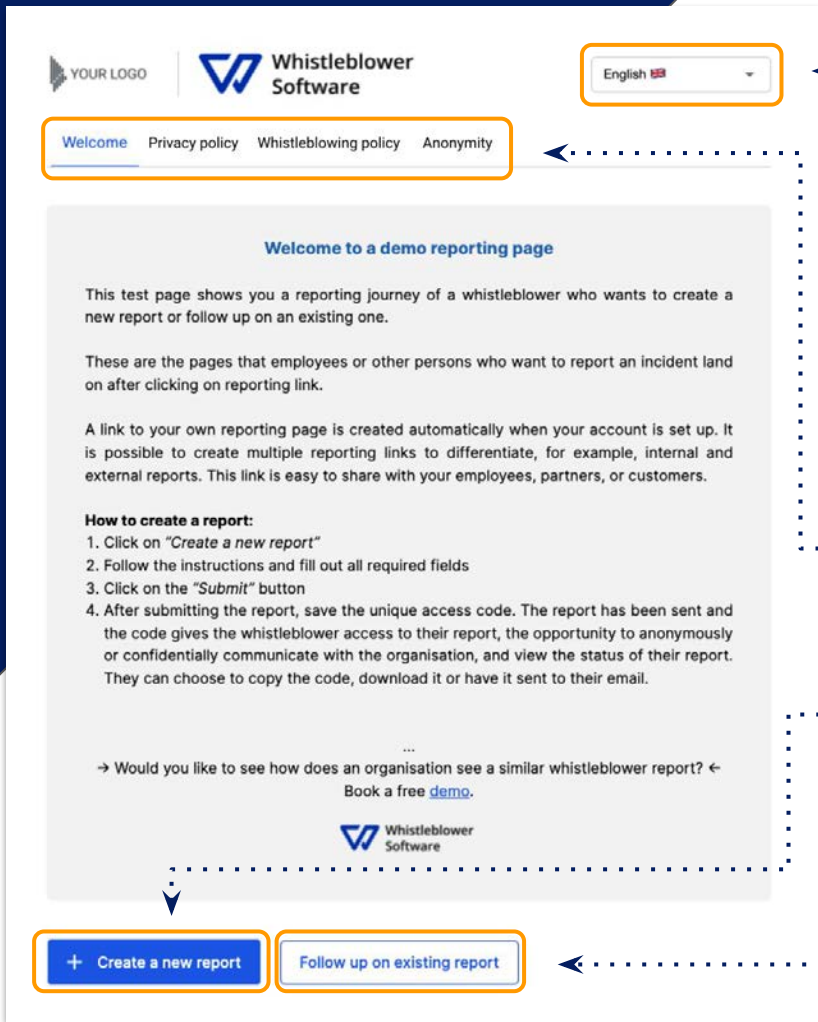
In this guide, you can read about how to:

- 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

<a href="#"><u>Reporting page</u></a> .....	3
<a href="#"><u>How to create a report</u></a> .....	5
A. <a href="#"><u>Written report</u></a> .....	7
B. <a href="#"><u>Oral report</u></a> .....	10
<a href="#"><u>Access code</u></a> .....	12
<a href="#"><u>Report follow-up</u></a> .....	14
<a href="#"><u>Overview of your report</u></a> .....	16
<a href="#"><u>Share more details</u></a> .....	17

# 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].

### Welcome to a demo reporting page

This test page shows you a reporting journey of a whistleblower who wants to create a new report or follow up on an existing one.

These are the pages that employees or other persons who want to report an incident land on after clicking on reporting link.

A link to your own reporting page is created automatically when your account is set up. It is possible to create multiple reporting links to differentiate, for example, internal and external reports. This link is easy to share with your employees, partners, or customers.

#### How to create a report:

1. Click on "Create a new report"
2. Follow the instructions and fill out all required fields
3. Click on the "Submit" button
4. After submitting the report, save the unique access code. The report has been sent and the code gives the whistleblower access to their report, the opportunity to anonymously or confidentially communicate with the organisation, and view the status of their report. They can choose to copy the code, download it or have it sent to their email.

→ Would you like to see how does an organisation see a similar whistleblower report? ←

Book a free [demo](#).

[+ Create a new report](#)[Follow up on existing report](#)

# How to create a report

1

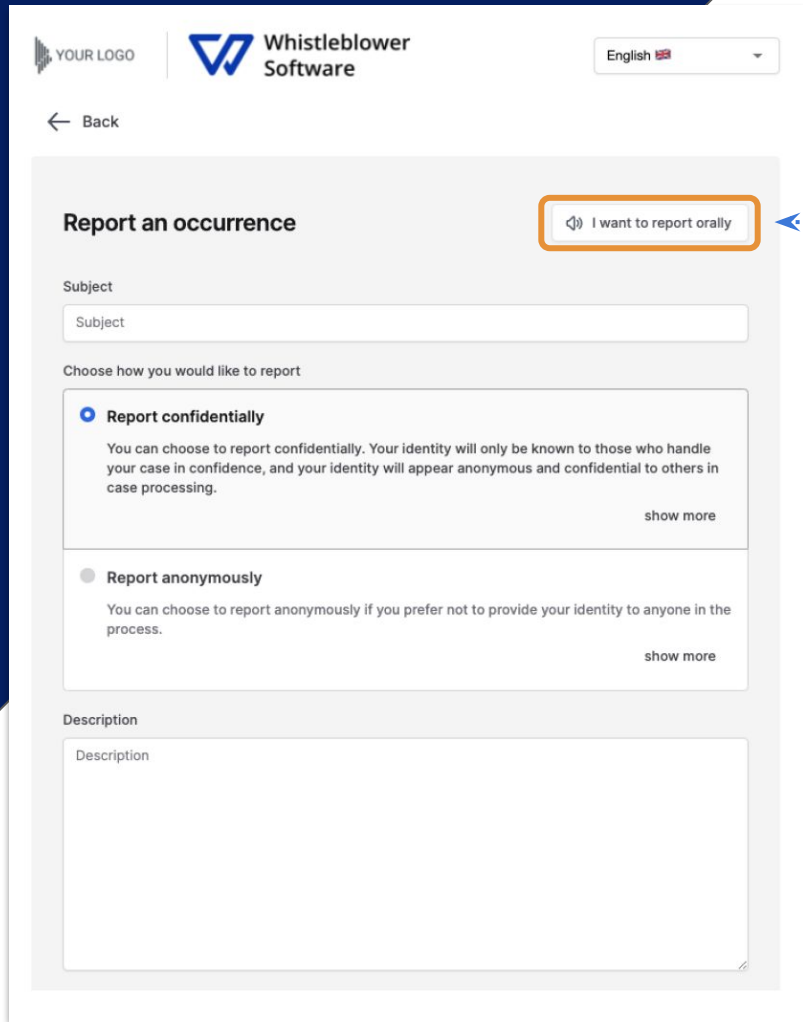
Access the online reporting page on any device via reporting link provided by [Company]


2

Choose your preferred language

3

Click on *+Create a new report*



YOUR LOGO | Whistleblower Software | English 

← Back

**Report an occurrence** 🗣️ I want to report orally

Subject

Choose how you would like to report

**Report confidentially**  
You can choose to report confidentially. Your identity will only be known to those who handle your case in confidence, and your identity will appear anonymous and confidential to others in case processing. [show more](#)

**Report anonymously**  
You can choose to report anonymously if you prefer not to provide your identity to anyone in the process. [show more](#)

Description

# 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](#).*

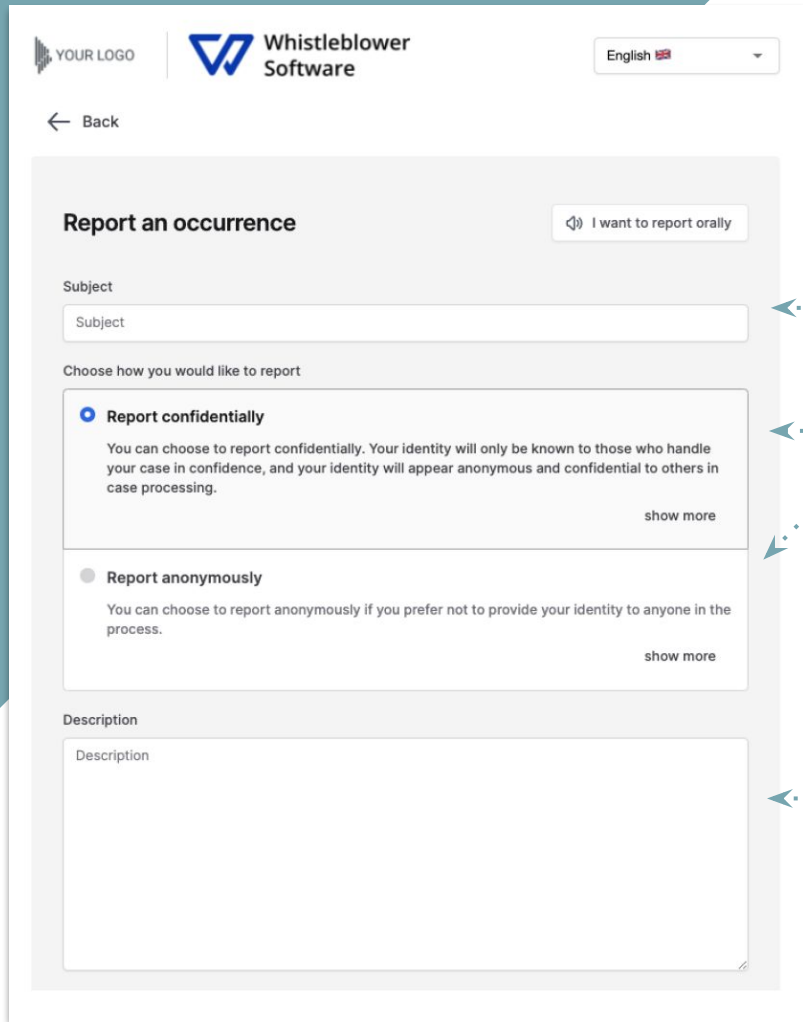
B.

## 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.*



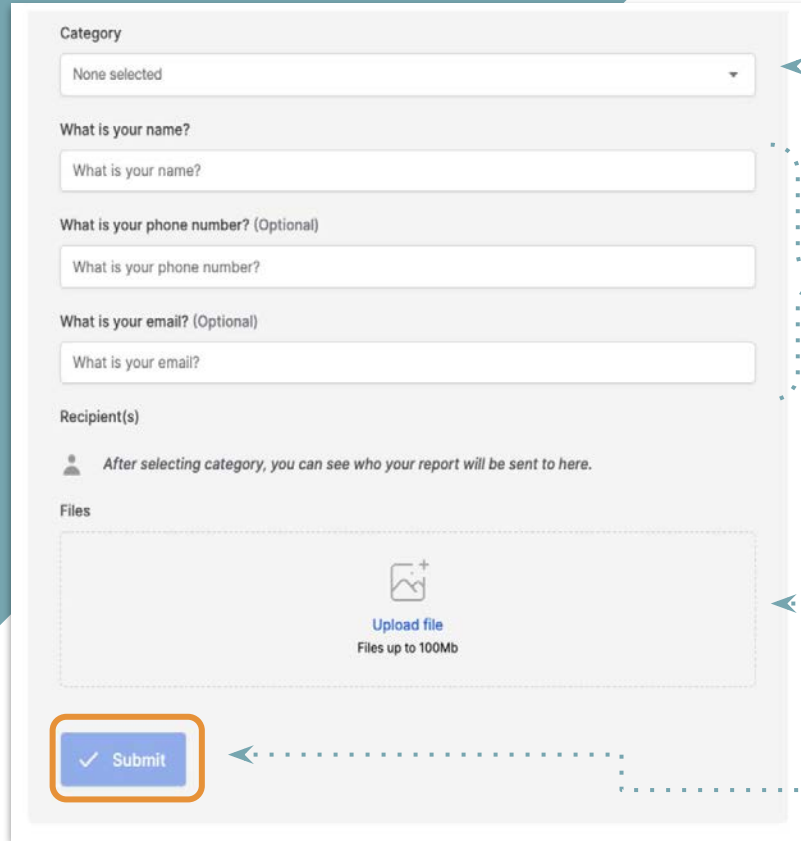
## A. Written report

- 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.*

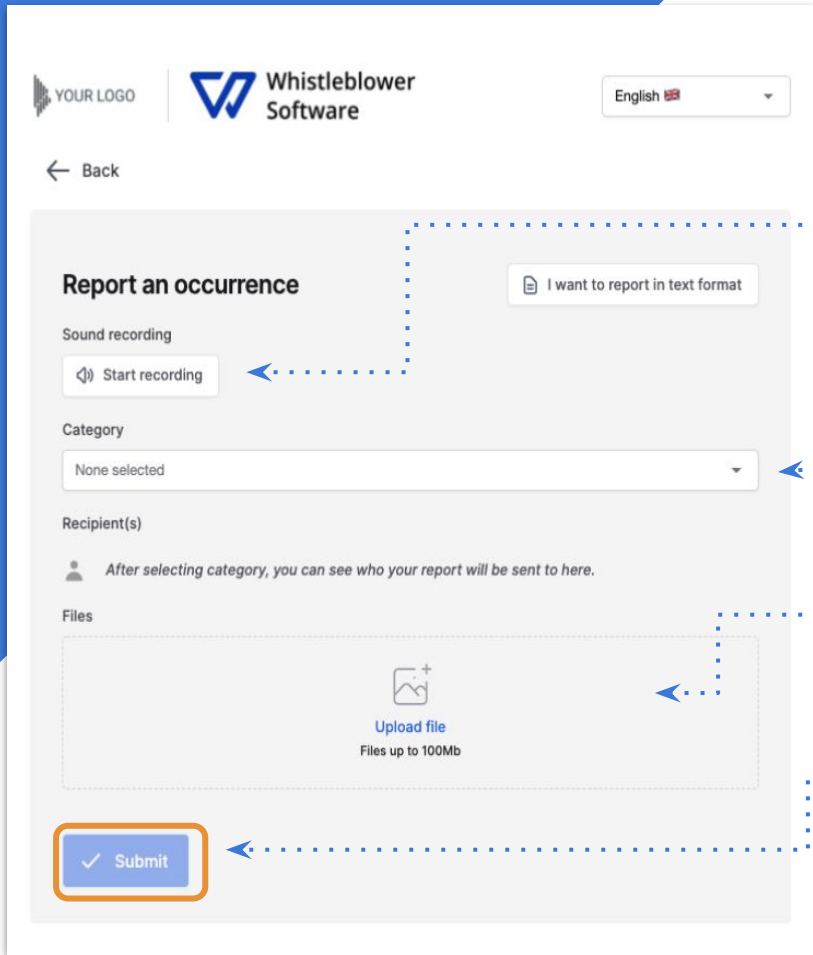
6


Click *Submit* once you finished your report



The screenshot shows a web form for submitting a written report. The form is divided into several sections: 'Category' with a dropdown menu showing 'None selected'; 'What is your name?' with a text input field; 'What is your phone number? (Optional)' with a text input field; 'What is your email? (Optional)' with a text input field; 'Recipient(s)' with a person icon and a note: 'After selecting category, you can see who your report will be sent to here.'; 'Files' with a dashed box containing an 'Upload file' button and the text 'Files up to 100Mb'; and a 'Submit' button at the bottom left, which is highlighted with an orange border and a checkmark icon. Dotted lines with arrows point from the text on the right to the corresponding form elements: the 'Category' dropdown, the 'Upload file' button, and the 'Submit' button.


# B. Oral report




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← Back

### Report an occurrence

 I want to report in text format


Sound recording

 Start recording


Category


None selected ▼

Recipient(s)

 After selecting category, you can see who your report will be sent to here.

Files

 Upload file  
Files up to 100Mb

 Submit

## 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



## 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

## Welcome to a demo reporting page

This test page shows you a reporting journey of a whistleblower who wants to create a new report or follow up on an existing one.

These are the pages that employees or other persons who want to report an incident land on after clicking on a reporting link.

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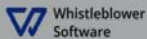
How

1. C
2. F
3. C
4. A

When you created the occurrence you were given a unique password. Please paste the password into the input below.

Password

Book a free [demo](#).



+ Create a new report

Follow up on existing report

# 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*.



## 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

# 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.



Send message

Description

Start recording

Upload file  
Files up to 100Mb

Send

## 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

[www.whistleblowersoftware.com](http://www.whistleblowersoftware.com)