Using the Online Reporting Module

Online Reporting allows people that are outside of the organization to submit reports that can then be reviewed by users within the Report Exec Enterprise program. In order to create an Online Report, users must travel to the proper link. The link consists of the organization's normal link that is used to reach Report Exec Enterprise, with /olr at the end; for example, www.reportexec.com/cesireportexec/olr.

Once the user has reached the proper page, they must then select which group to write the report for and then click the Write New Online Report button. Note: Users can have their group automatically selected for them if the link they are given is from the page after the group has already been selected. For example, www.reportexec.com/CESIReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=196

Start
Upon selecting a group and starting a new Online Report, users will be brought to the Start page. From this page, users will choose to either create a new report or view an existing one. The Start page is shown below.

<table>
<thead>
<tr>
<th>Select</th>
<th>Report Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>Original</td>
<td>This is the first report you have filed for this incident.</td>
</tr>
<tr>
<td>Supplemental/Add View Report Status</td>
<td>Supplemental/View Report Status</td>
<td>You are adding information to a previous report which was submitted online.</td>
</tr>
</tbody>
</table>

Original – If a user chooses to continue and make an original Online Report, then they will get taken through the process of adding all of the various pieces of information to a new report before finally submitting it.

Supplemental/Add View Report Status – If a user selects this option, they will be prompted to provide the report number of an already existing Online Report and to complete a captcha in order to view a previously submitted report.
Incident Type
If the user decided to create an original report, they will then get brought to the Incident Type page. From this page, users must choose one of the Incident Types that are specific to the group they are creating the report for. These Incident Types are pulled from the list that is created in OLR – Incident Type Setup in the Administrative side of Report Exec Enterprise. Once the desired Incident Type has been selected, the use must then hit the Continue button.

![Select Incident Type]

Reporting Persons
After selecting the desired Incident Type and continuing, users will be brought to the Reporting Persons page. On this page users must first select the reporting person type, individual or business. If the user is reporting it alone, then they would select individual; if the user is reporting for their employer or for their own business, then they would select the business option.

![Select Reporting Person Type]

Depending on the person type that the user selected, they will be prompted to fill out different pieces of information on the Reporting Persons page. After filling out all of the desired, or required, depending on the validation settings, information, the user must then click the Save/Update Reporting Person button in order to add that person or business to the report.

Note: Users can add as many people as they would like and can add both individuals and businesses.
**Involved Contacts**
From this tab, users can enter in any contacts that were involved in the incident. In order to add a contact to the report, users must first enter information for any field that is required to be filled out, and then they must click the Save/Update Involved Contact button. Users may add as many contacts as they would like to the report.

**Incident**
The Incident tab in an Online Report allows users to enter specific information regarding the incident that they are reporting. It is from this tab that users can turn on the tabs for vehicles, property, and digital media. In order to turn on those tabs, users must select the Yes button for each tab individually. The buttons are highlighted below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip Code</td>
<td></td>
</tr>
<tr>
<td>Incident Time (start)</td>
<td></td>
</tr>
<tr>
<td>Incident Time (end)</td>
<td></td>
</tr>
<tr>
<td>Have Vehicle Info to Enter?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Have Property Info to Enter?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Have Digital Media to Enter?</td>
<td>Yes, No</td>
</tr>
</tbody>
</table>

**Vehicle**
From this tab, users can enter information regarding a vehicle that was involved in the incident. Only one vehicle can be added to an Online Report; in order to add a vehicle, the user must simply enter the information into the fields and then click the continue button.
**Property**
The Property tab works similarly to the Vehicle tab in the aspect that only one can be added for each Online Report. Adding a piece of property to an Online Report follows the same process as the vehicle tab, enter the information and click the continue button.

**Digital Media**
The Digital Media tab allows users to choose up to ten pieces of media, such as pictures or documents, and attach them to the Online Report. To do this, the user must click on the Browse button and then select their pieces of media. After the media has been selected, it will be uploaded to the report.

**Review**
From the Review tab, users can take one final look at the information they entered before submitted it to be reviewed by an Officer. This tab also gives users the ability to modify information that they already entered by clicking on the Modify button next to the corresponding section that they wish to modify.

Once the user is satisfied with their report, they can then click the Submit button in order to send the report to an OLR reviewer within the organization.

**Finish**
The final tab that users will see is the Finish tab. This tab gives users their OLR number and allows users to view the report, but not change it.
**Reviewing an OLR**

Once an Online Report has been submitted for review, Officers that have been assigned as OLR Reviewers will be able to view these reports from the Report Exec Enterprise dashboard. OLR Reviewers will have an additional tab on their dashboard labeled Online Reports. Clicking on this tab will show the list of all submitted Online Reports that need to be reviewed.

In order to open a reviewable report, the Officer just needs to click on that report within the list. Once the report is open, Officers will be able to review all of the information that was added to the report by the user that submitted it. At the top of the report viewer are several options that OLR Reviewers may use to either turn the OLR into an actual report, or discard the report completely.

If the Reviewer would like to turn the OLR into an actual report, they are required at the very least to choose who to assign the report to, from the Assign Report To dropdown, and what type of report to create, from the Create What Type of Report dropdown.

*Note: Reviewers may create one of four types of reports: Case Report, Field Interview, BOLO, or Lost Item Report.*

Reviewers also have the option to select a report disposition and to add the contacts, vehicle, property, narrative, and digital media from the OLR to the actual report.

*Note: When a contact, vehicle, or property is added from an OLR to an actual report, the system will search for existing entries that the Reviewer can then choose from.*

Once the report has been assigned to an Officer, the report will immediately show up on that Officer’s dashboard, the same way any other assigned report would.
The report can then be completed just like a normal report; however, since the report was created from an OLR, a copy of the original Online Report will be attached to the report within the digital media section of the report, as shown below.

**Summary**

Online Reporting is a module that allows streamlined communication between outside users and the organization they are sending the reports to. It allows users to submit simplified reports that can then be reviewed by Officers and either discarded or created into an actual report. If created into an actual report, the module will automatically search for any existing contacts, vehicles, or property items that the user added to report, as well as attach an original copy of the Online Report as digital media. This module helps outside users to have a voice, and Officers to hear them.