Investigator Guide

Starting an Investigation

1. Select the incident report link from the email notification
2. Investigations related to the incident are listed at the top of the report under "Investigations"
3. Select **View** to open the investigation assigned to you
4. Select **Begin Investigation** to fill out the investigation report
    - Note: The status of the investigation report will change from "Assigned" to "In Progress"

Filling out the Investigation Report

- Fill out the form as accurately as possible
- Any changes to the form will automatically save. The top part of the form indicates when the form was last updated.
- All questions indicated by an asterisk (*) are required by the investigator in order to proceed

Adding an Attachment

1. Scroll to the bottom of the investigation form
2. Select **Add Attachment**
3. Make sure to upload using acceptable file formats: *png, jpeg, gif, xlsx, docx, pdf* when adding an attachment. Uploading a non-acceptable file format will result in an error
4. Select the file from your device

Removing an Attachment

1. Scroll to the bottom of the investigation form
2. Select the icon of the attachment you wish to remove
3. Select the three-dot menu in the top right corner
4. Select **Delete Attachment**

Completing the Investigation

1. Review all sections of the investigation report. When ready, select **Submit** in the top right corner
2. The status of the investigation report will change from "In Progress" to "Complete"

3. Select **Close** to return to the incident report. When all investigations are completed, the incident report status will change to “Investigation Complete”
4. You and your program admin will receive a confirmation email that the investigation for the incident is complete