ReportIt ABC's

Basic Overview

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What is ReportIt?

The requirement for ReportIt is actually over **12** years old!

It's origin came from the **severe** underreporting of accidents in the Army.

It's based on two fundamental concepts:

1. Accident reporting is too complex!

   (Provide the Army with a TurboTax® like way of reporting accidents.)

What is ReportIt?

2. Injury /Damage information already exists in **other** databases.

   (Collect this information to **proactively** help identify & report accidents.)

What will ReportIt offer me?

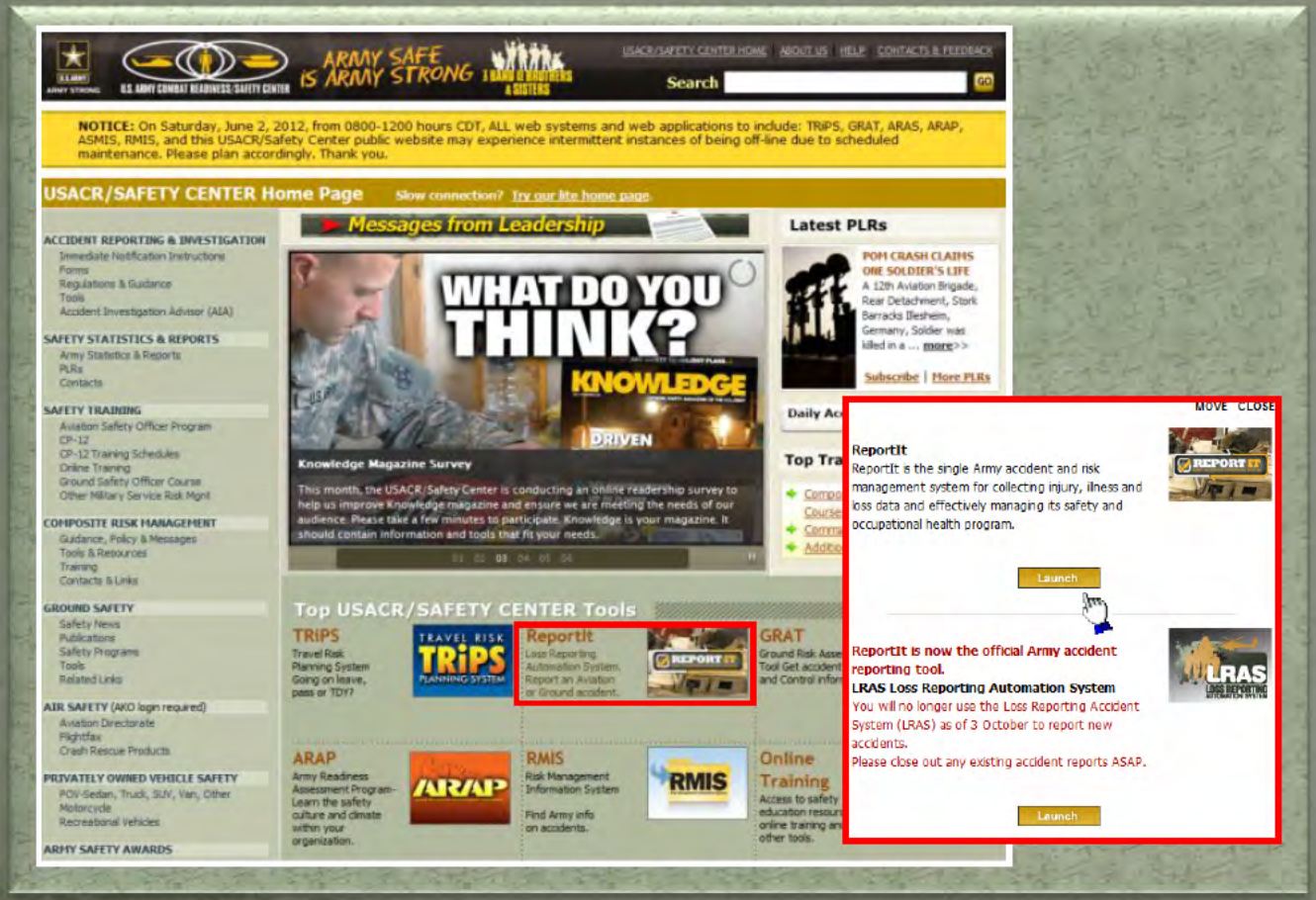
What will ReportIt offer me?

What will ReportIt offer me?

How do I access ReportIt?

Direct - https://reportit.safety.army.mil/

From the CRC homepage - https://safety.army.mil/



How do I access ReportIt?

Don't know if an incident should be reported or not? Left-clicking on this icon will launch a step-by-step interview to help you make that determination!

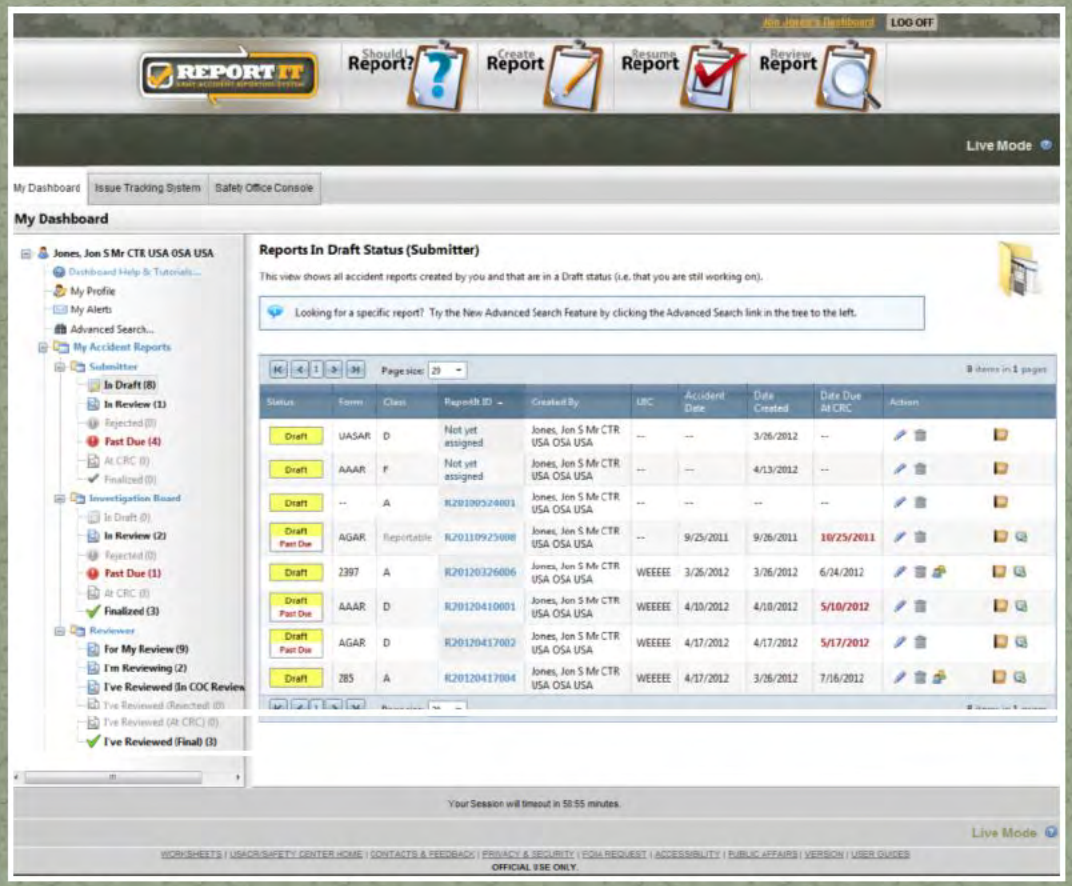
Ready to report an accident? Left-clicking on this icon will allow you to create a report in Guided or Expert mode!

Need to continue working on a report or access the Safety Office Console? Left-clicking on this icon will take you to your Dashboard so you can access both!

Need to review a report submitted to you? Left-clicking on this icon will take you to your Dashboard and reports in review!

How do I manage my reports?

The ReportIt Dashboard



Your reports are filtered & organized by **role**:

- **Submitter**
- **Board Member**
- **Reviewer**
- **Safety Officer**

How do I manage my reports?

New Action Icons make it easier to manage your reports:

Collaborate – Launches the Collaboration Summary for that report and allows you to start or join a discussion group with the Submitter and/or Reviewers. It is **only** available for board members and/or when safety officer rules apply.

Delete – Allows the Submitter to delete that report. It is **only** available when the report is in Draft or Rejected status.

Edit – Allows the Submitter or Board Member (with edit rights) to enter and make changes to that report. It is **only** available when the report is in Draft or Rejected status.

View Forms – Allows authorized users to open the associated DA Forms. The forms will open in a separate window as an Adobe PDF file and can be saved locally.

How do I manage my reports?

New Action Icons make it easier to manage your reports:

Report Status – Launches the Report Status tracker in a separate window. This provides a way to track the report, from creation through receipt at the CRC. It is available to authorized users once the report has been submitted for review.

Recall – This allows the Submitter to pull back a report. It is **only** available to the Submitter and when the report is in review.

Manage Reviewers – Allows authorized users to view, add, edit, and/or delete reviewers associated with that report. It is **only** available once the report has passed audit.

Request Extension – Allows the Submitter to request a date extension, from the CRC, for that report. It is **only** available for reports with a due date and in Draft or Rejected status.

How do I manage my reports?

New **Action Icons** make it easier to manage your reports:

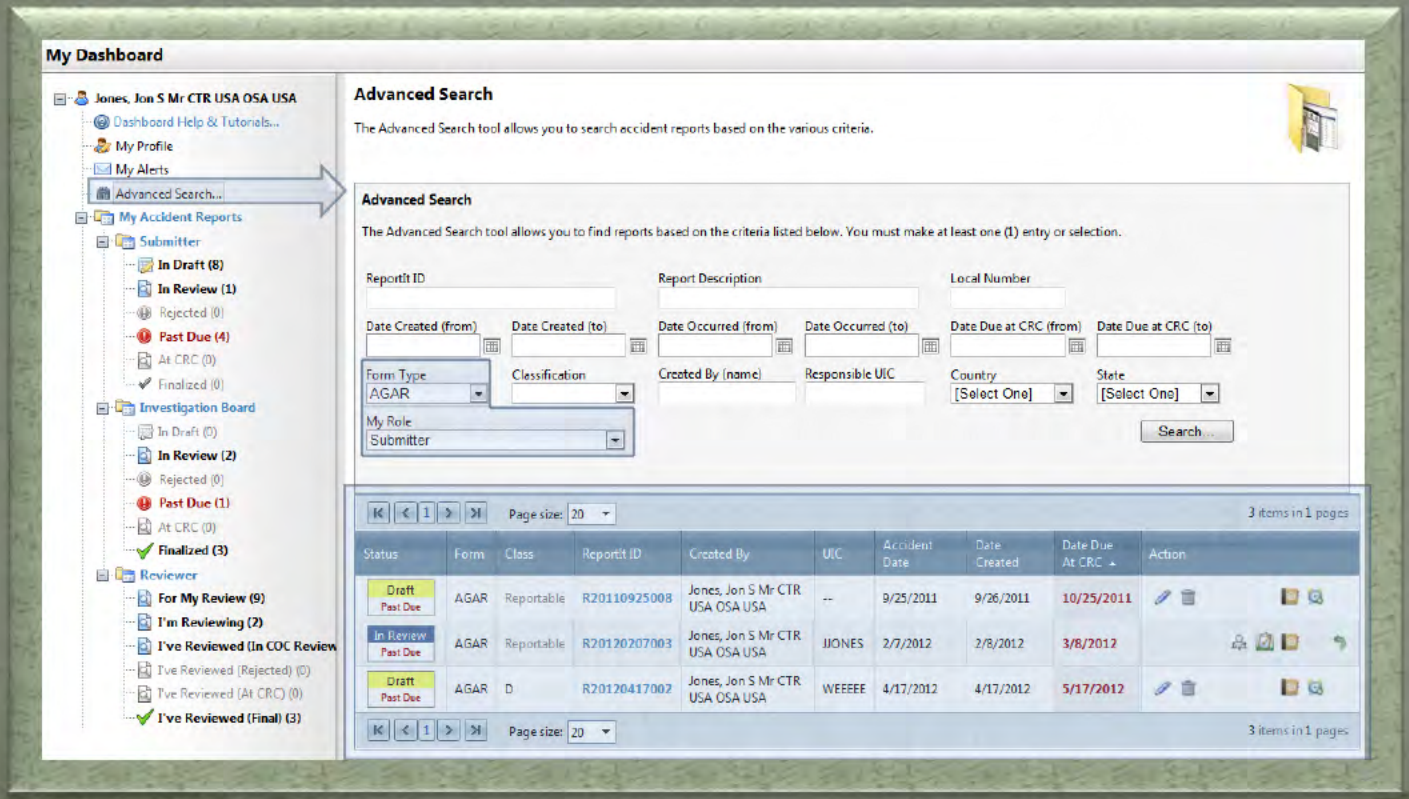
Review – Launches the Reviewer Tasks page. It is only available for Reviewers when the report is awaiting their review.

Locked – This allows the report to be locked from editing. It is **only** available to CRC personnel.

How do I manage my reports?

Advanced Search allows me to find any/all reports that I'm associated with!

- **12** searchable fields
- Results returned in same window



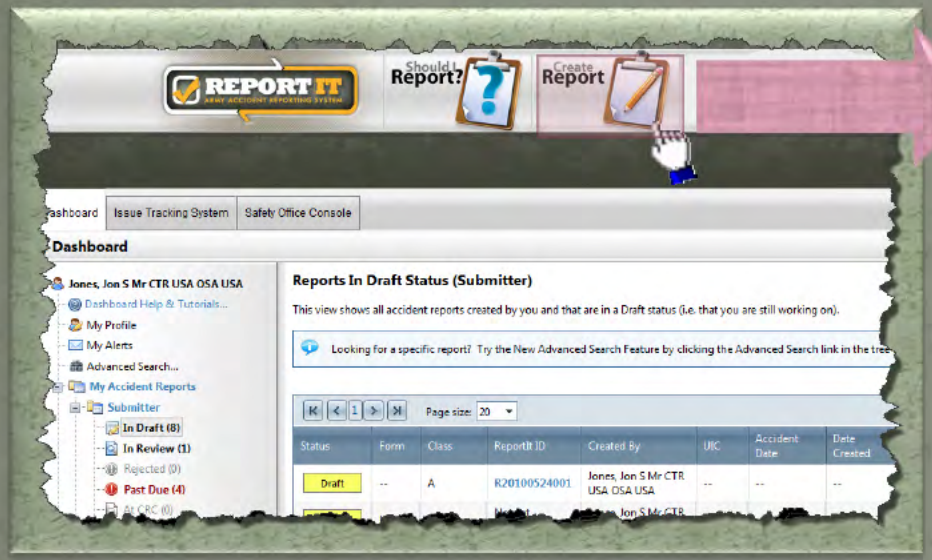
How do I create a report?

From the Landing Page…

Ready to report an accident? Left-clicking on this icon will allow you to create a report in Guided or Expert mode!

How do I create a report?

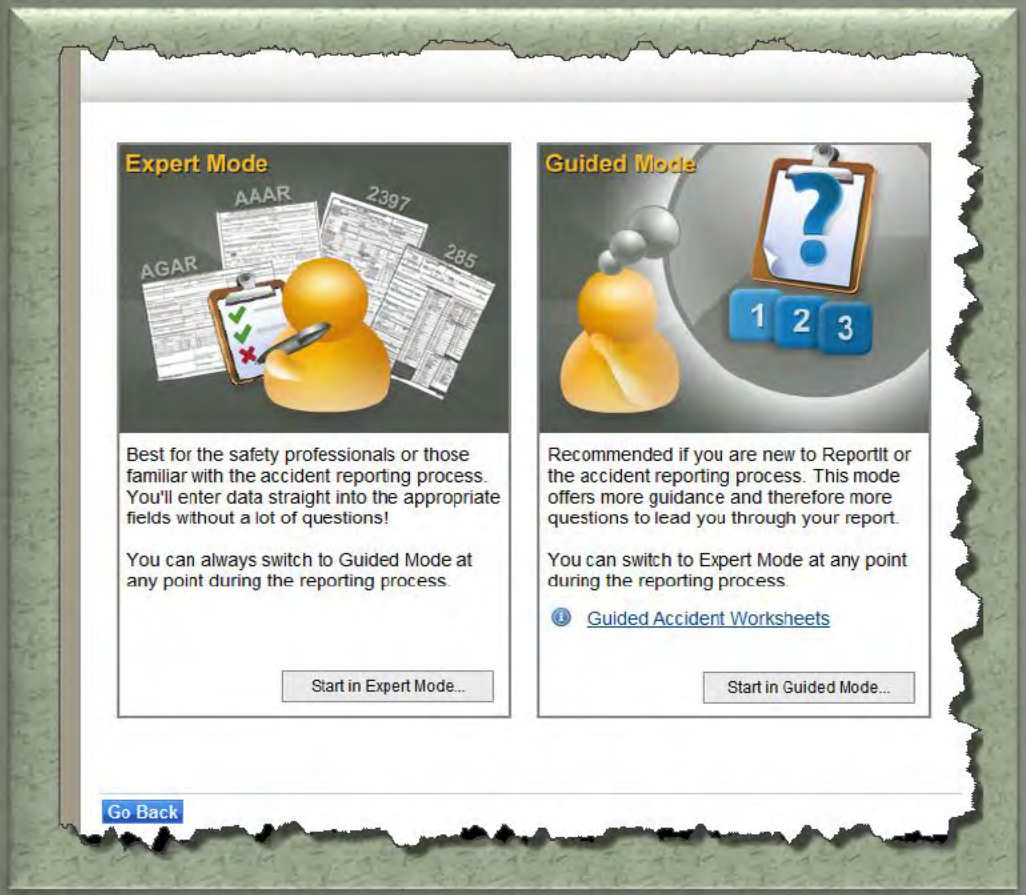
From the Dashboard…



Ready to report an accident? Left-clicking on this icon will allow you to create a report in Guided or Expert mode!

How do I create a report?

Choose a mode…



Expert Mode:

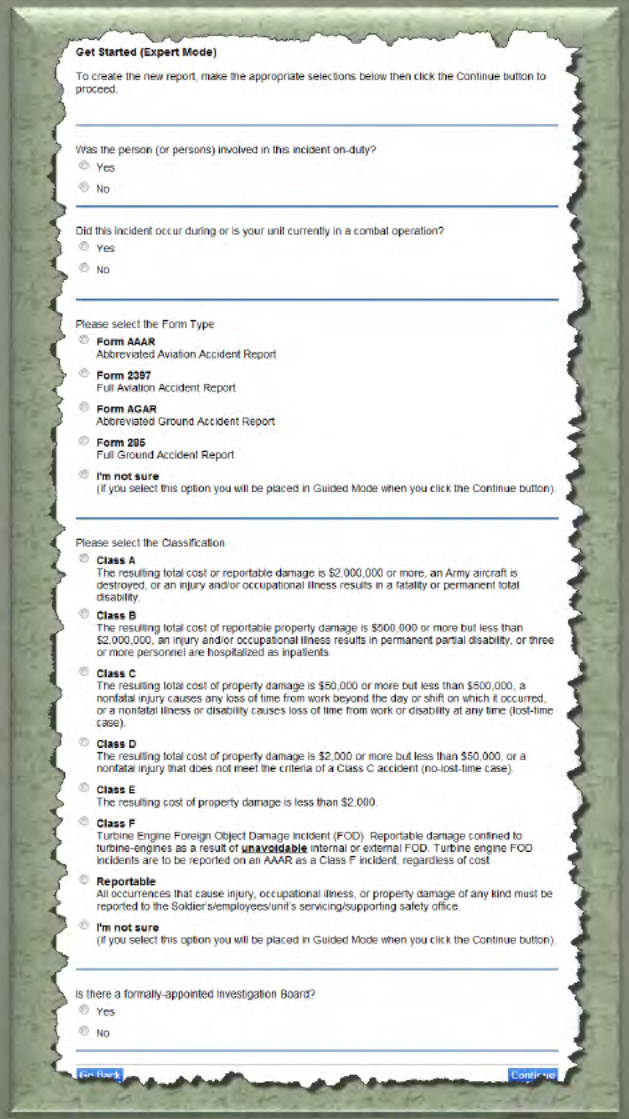
- For safety professionals
- User selects form type & accident classification
- Faster than Guided Mode
- Relies on user's safety knowledge

Guided Mode:

- For non-safety trained personnel
- More pages/questions than Expert
- Step → by → Step → Interview

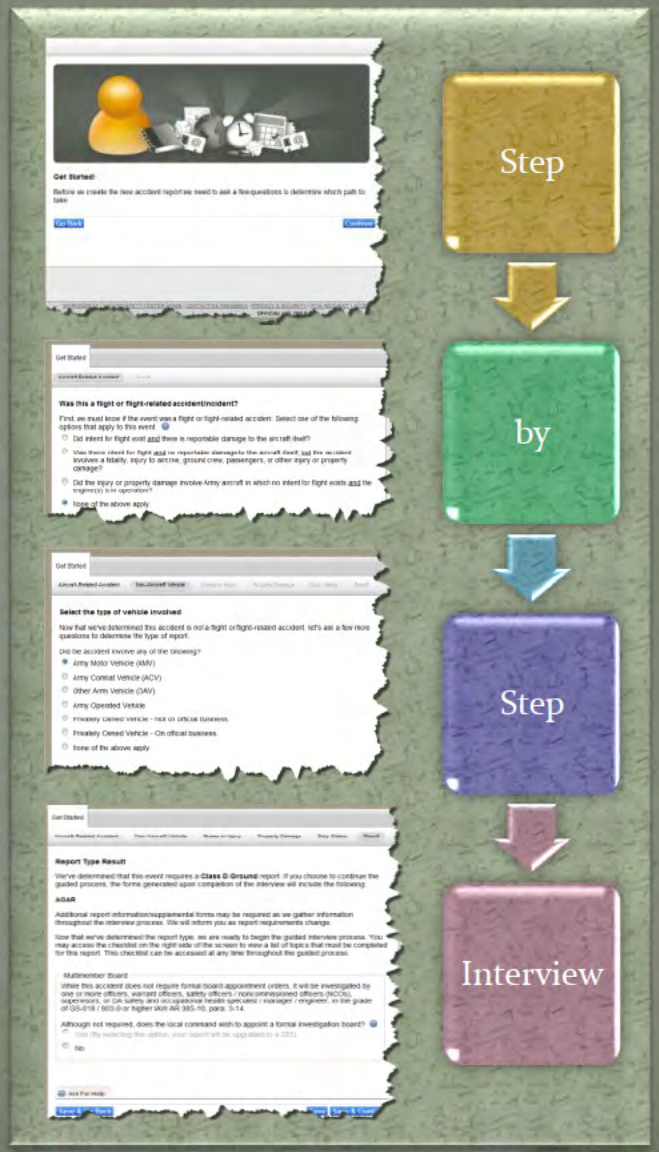
How do I create a report?

Expert Get Started…



How do I create a report?

Guided Get Started…

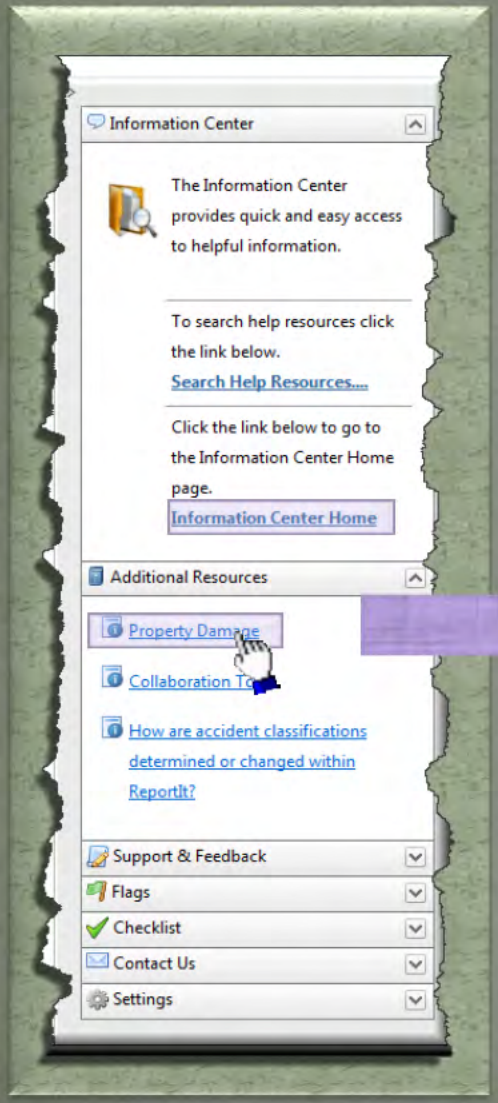


How do I get help while in a report?

Safety & Technical Help is provided on each and every screen!

Hover over the question mark icon ( ) to see field specific help...

How do I get help while in a report?

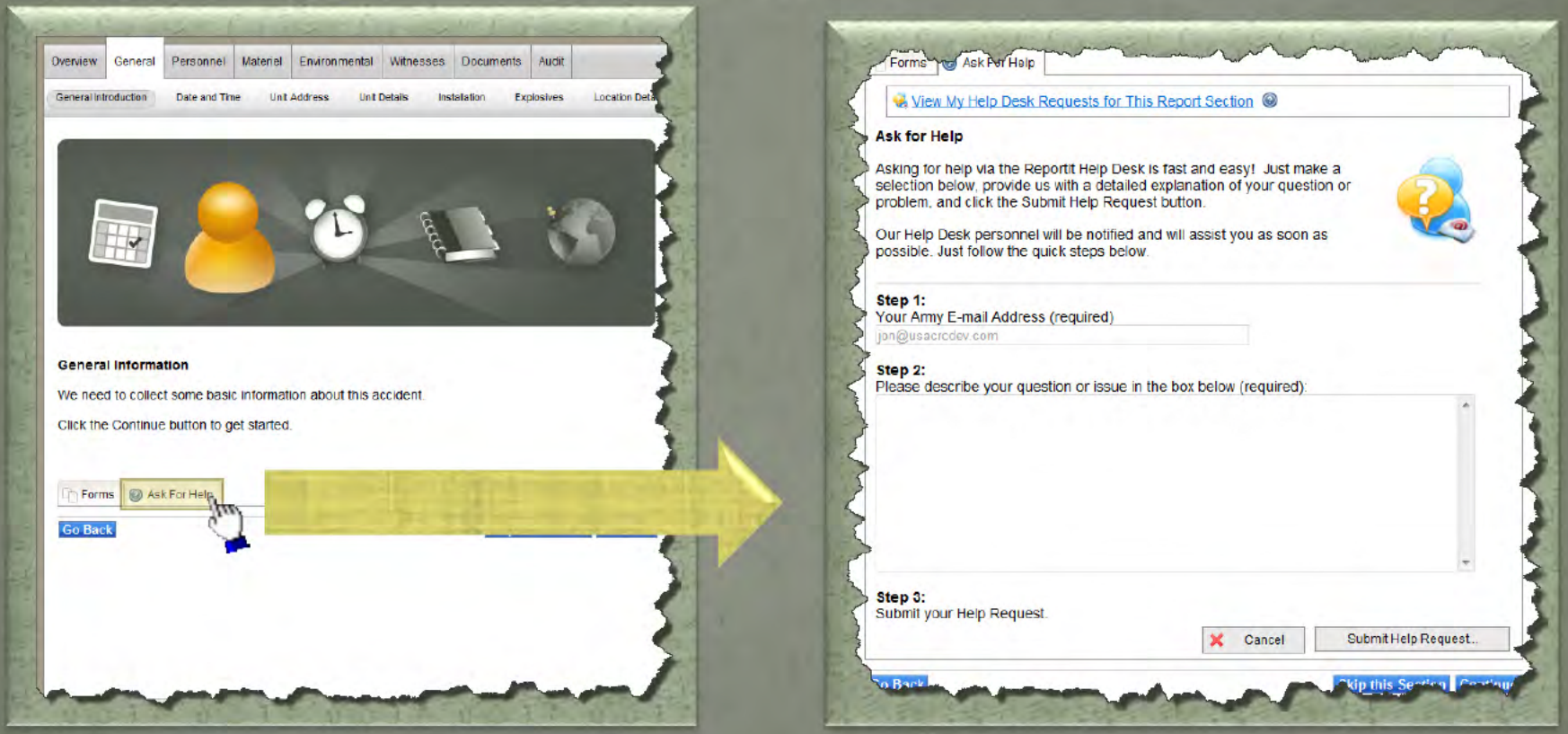


Help is provided via the ReportIt Information Center (on every screen) by clicking on:

- A link within the Information Center Section
- An item in the Additional Resources Section

How do I get help while in a report?

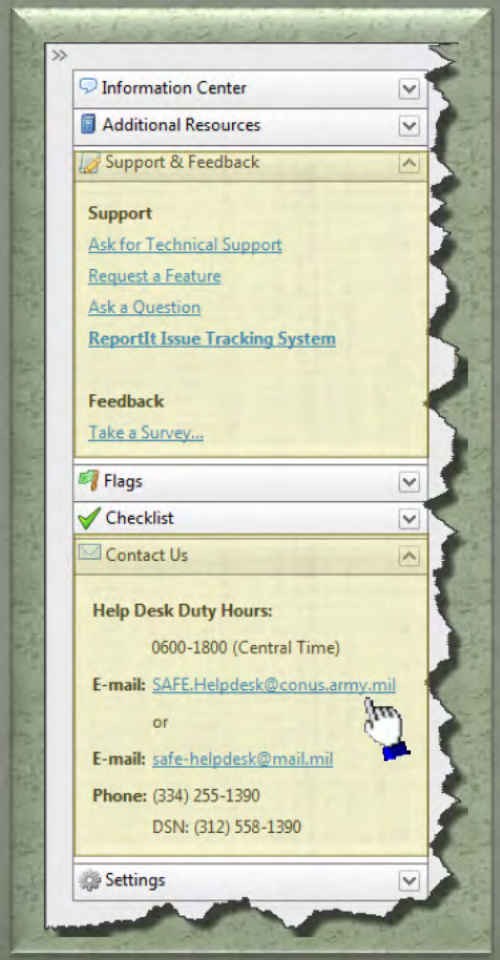
I can ask for help by clicking on the "Ask for Help" tab located at the bottom of every page!



How do I get help while in a report?

Through the Information Center, I can also:

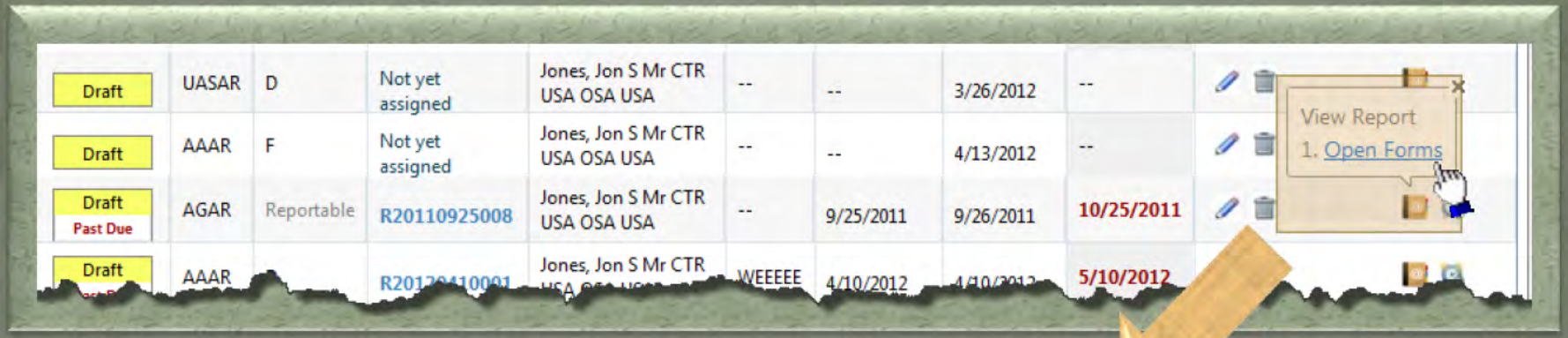
- Ask for technical support
- Request a new feature
- Ask a question
- Take a survey
- Email the CRC Helpdesk

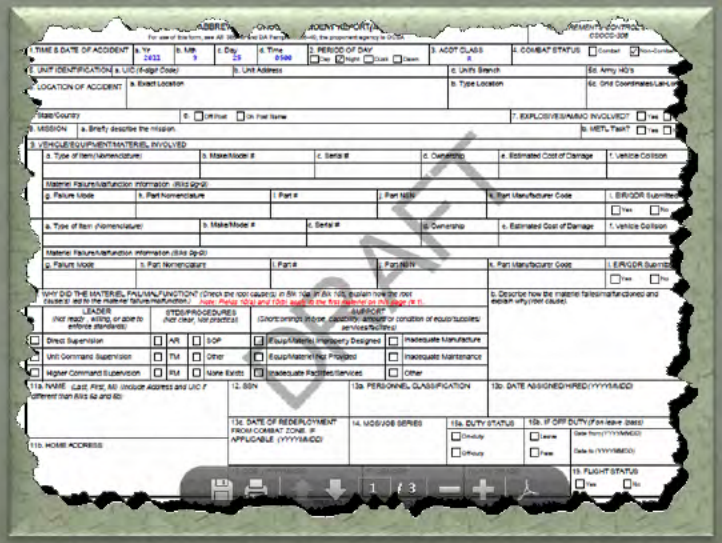


How do I review the DA forms?

From the Dashboard…

Hover over the folder icon ( ) and then click on “Open Forms”…

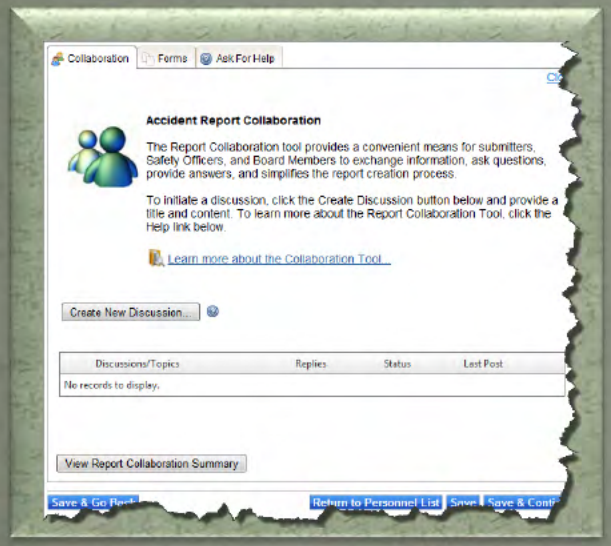




What is the Collaboration Tool?

Provides authorized users the ability to discuss the report online!

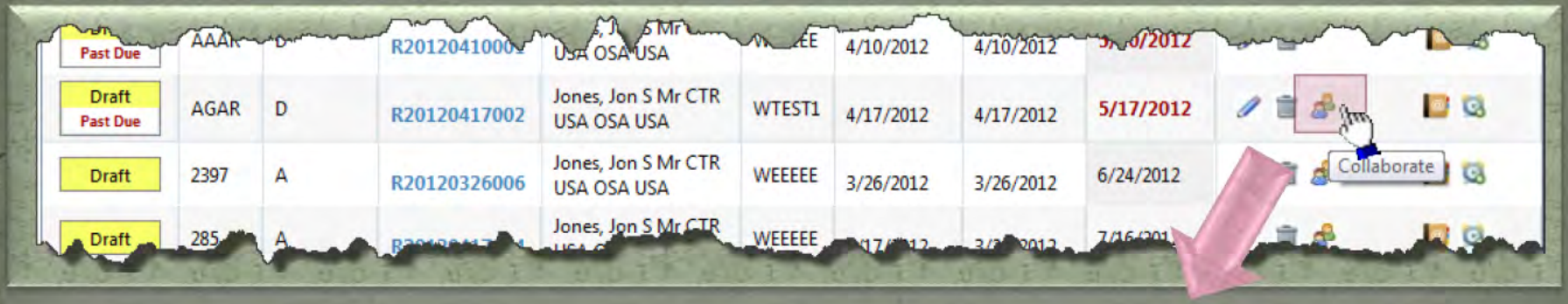
- Submitters can request support from their safety office.
- Safety Officers can provide feedback once the report is created.

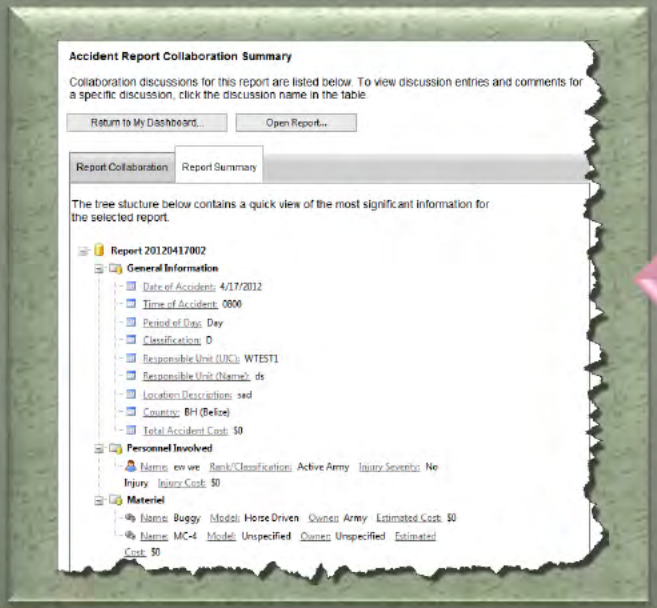


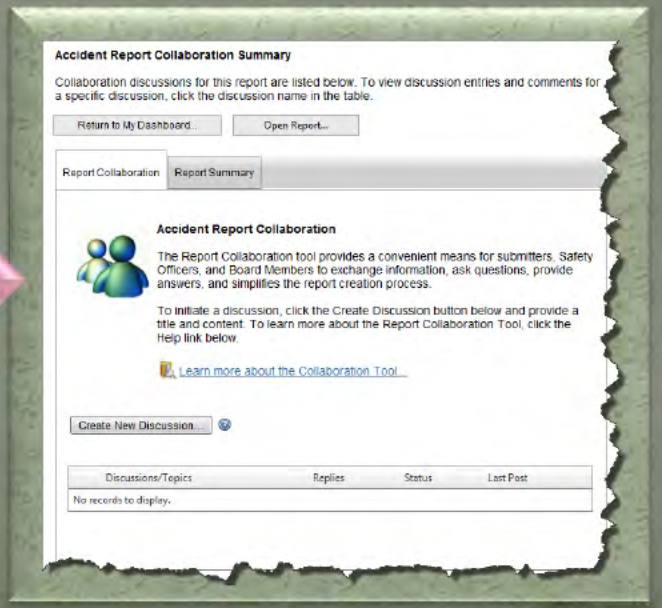
How do I access the Collaboration Tool?

From the Dashboard…

Left-click the "two-people" icon ( ) under the Action column…



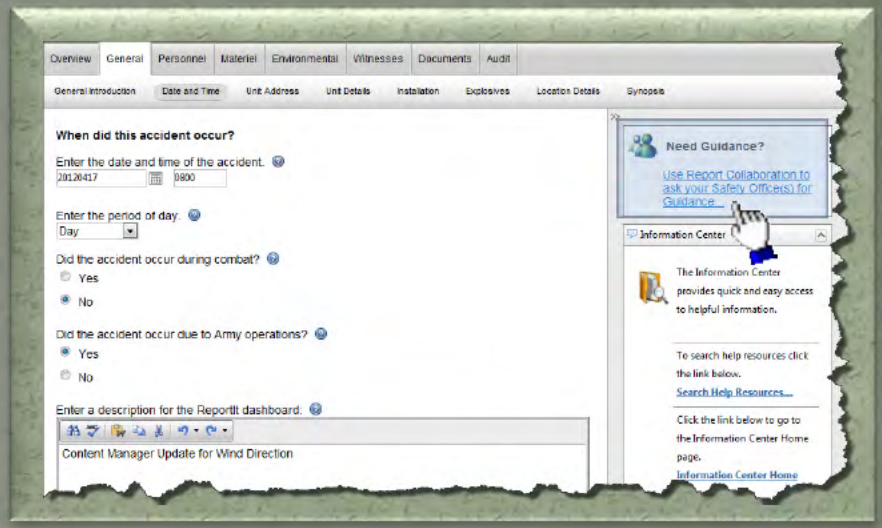




How do I access the Collaboration Tool?

From within a report…

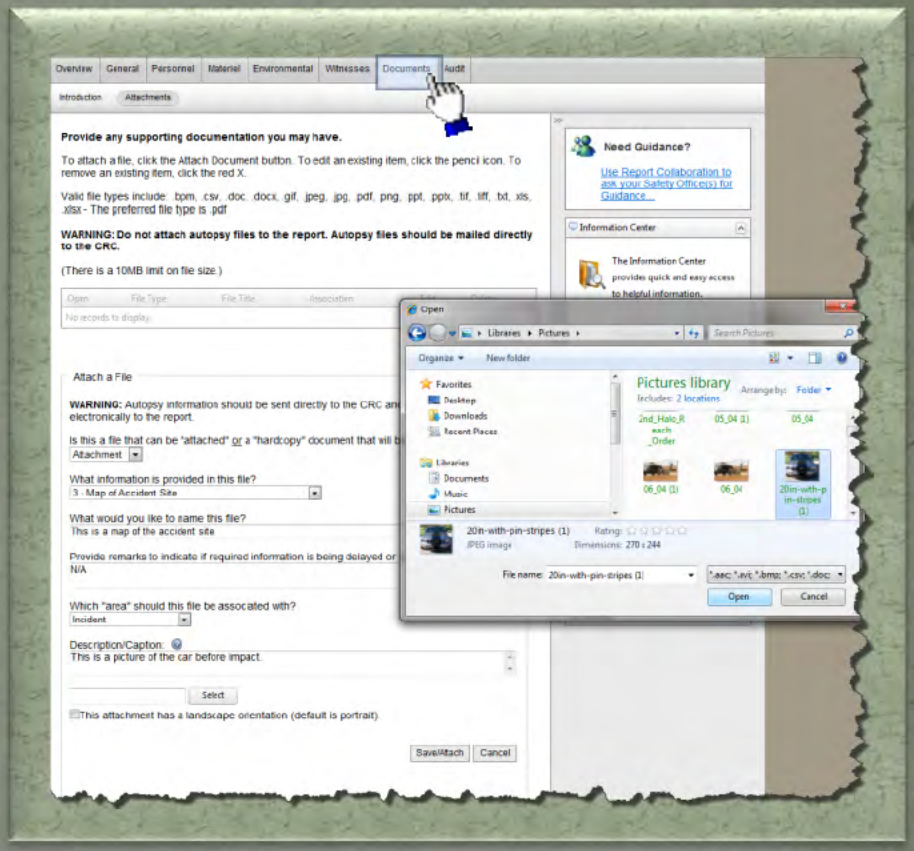
or



How do I attach support documentation?

Left-click on the **Documents** tab:

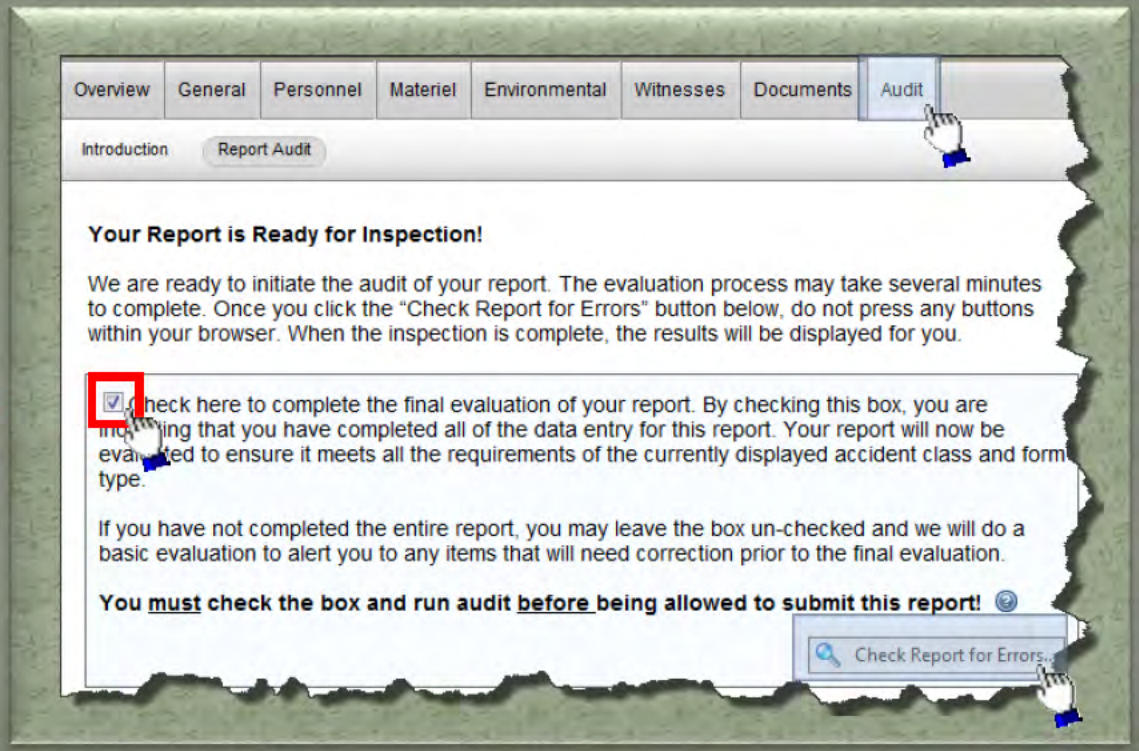
- Select **Attachment** from the dropdown
- Provide additional information
- Left-Click on the **"Select"** button
  - Locate and choose your document or picture
  - Left-click **"Save/Attach"** button



How do I submit a report?

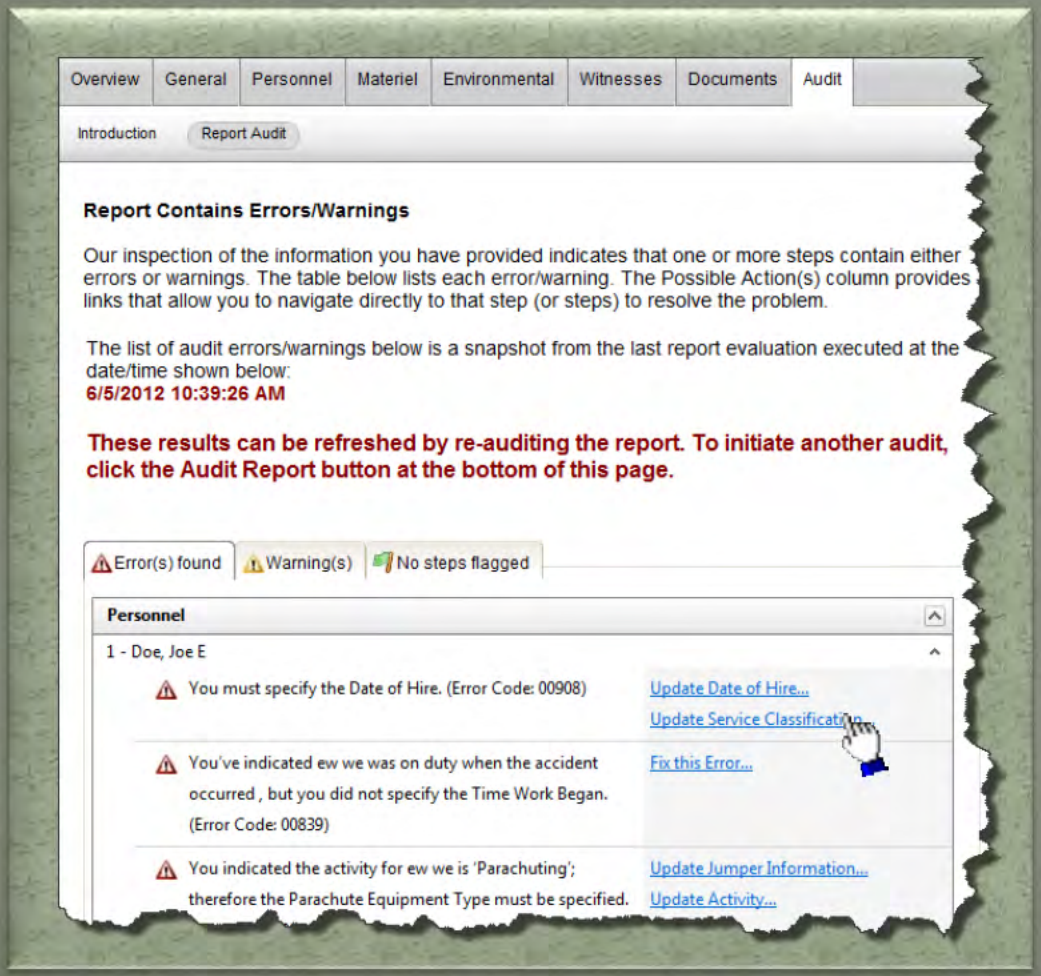
If all your data is complete, left-click on the **Audit** tab…

- **IMPORTANT – Check the box!**
- Left-click on the "Check Report for Errors" button



How do I submit a report?

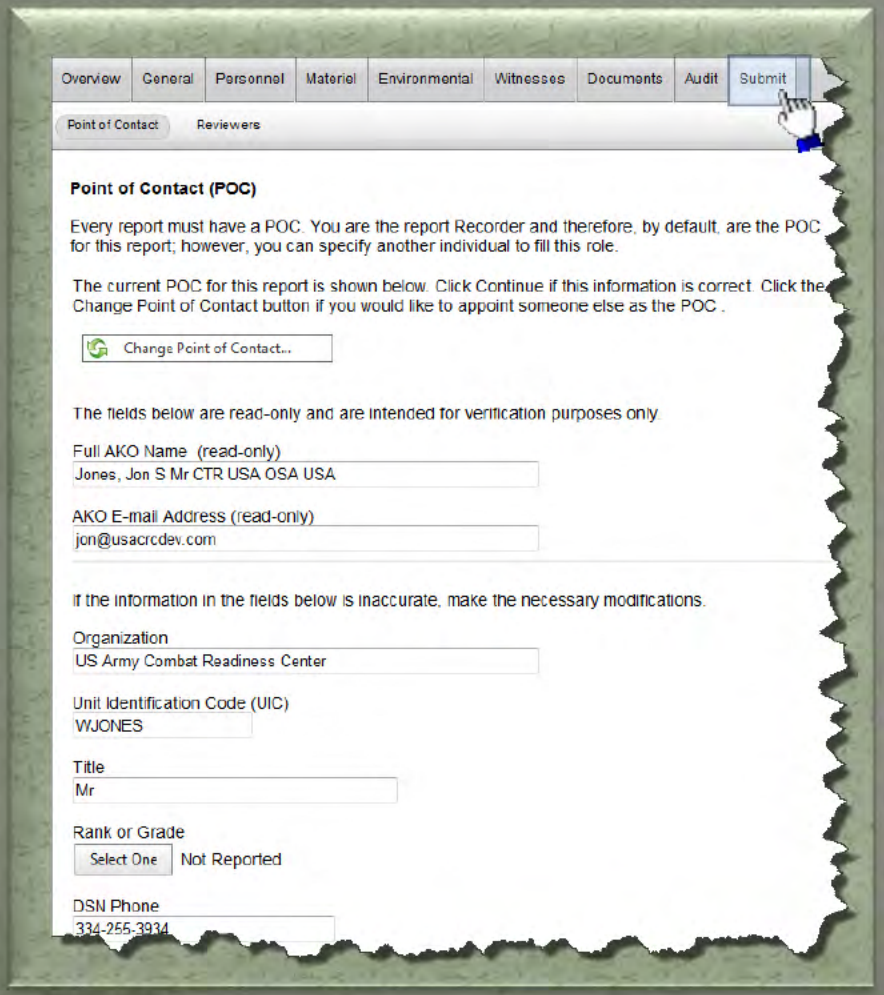
Fix any/all errors by left-clicking on hypertext…



All errors must be fixed **before** a report can be submitted for review!

How do I submit a report?

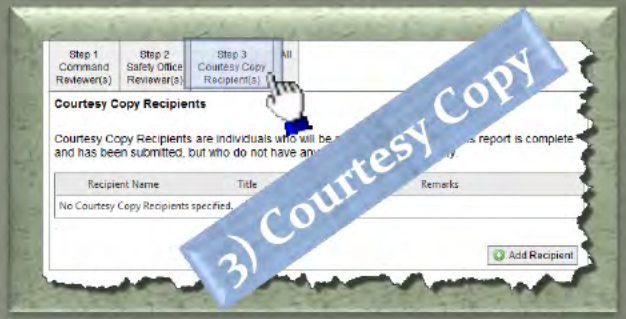
Once Audit is passed, left-click on the Submit tab…

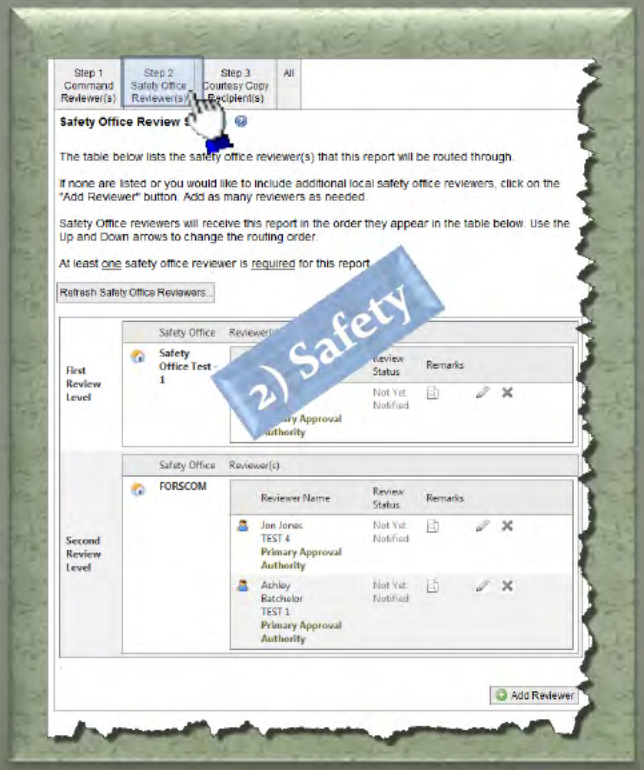


Verify the information for the report Point-of-Contact (POC) **before** continuing!

How do I submit a report?

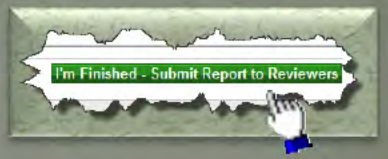
Add/Manage Reviewers...





At least 1 Reviewer **with** Primary Approval Authority is **required**!

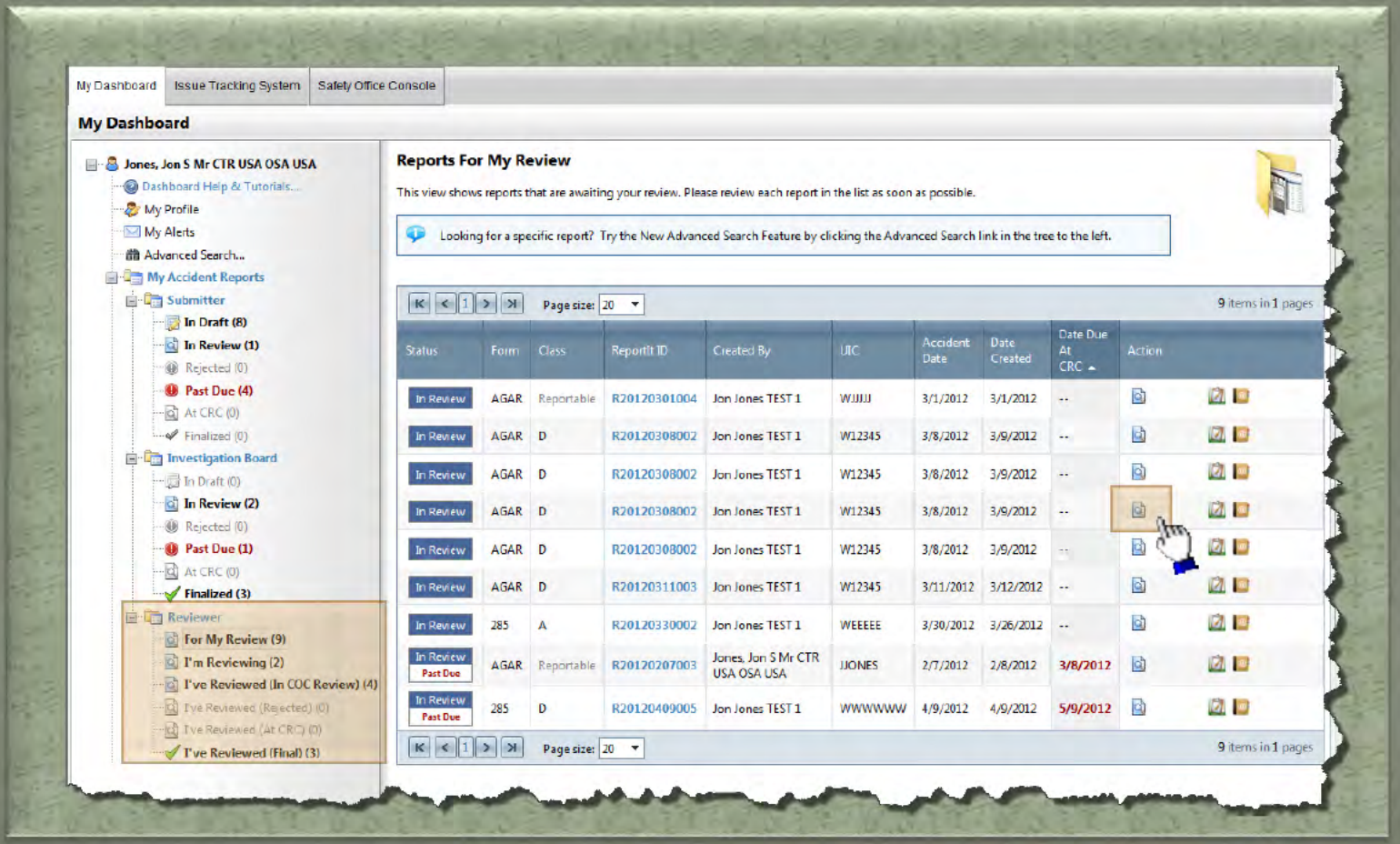
Left-click on **"I'm finished"** when ready to submit!



How do I review a report?

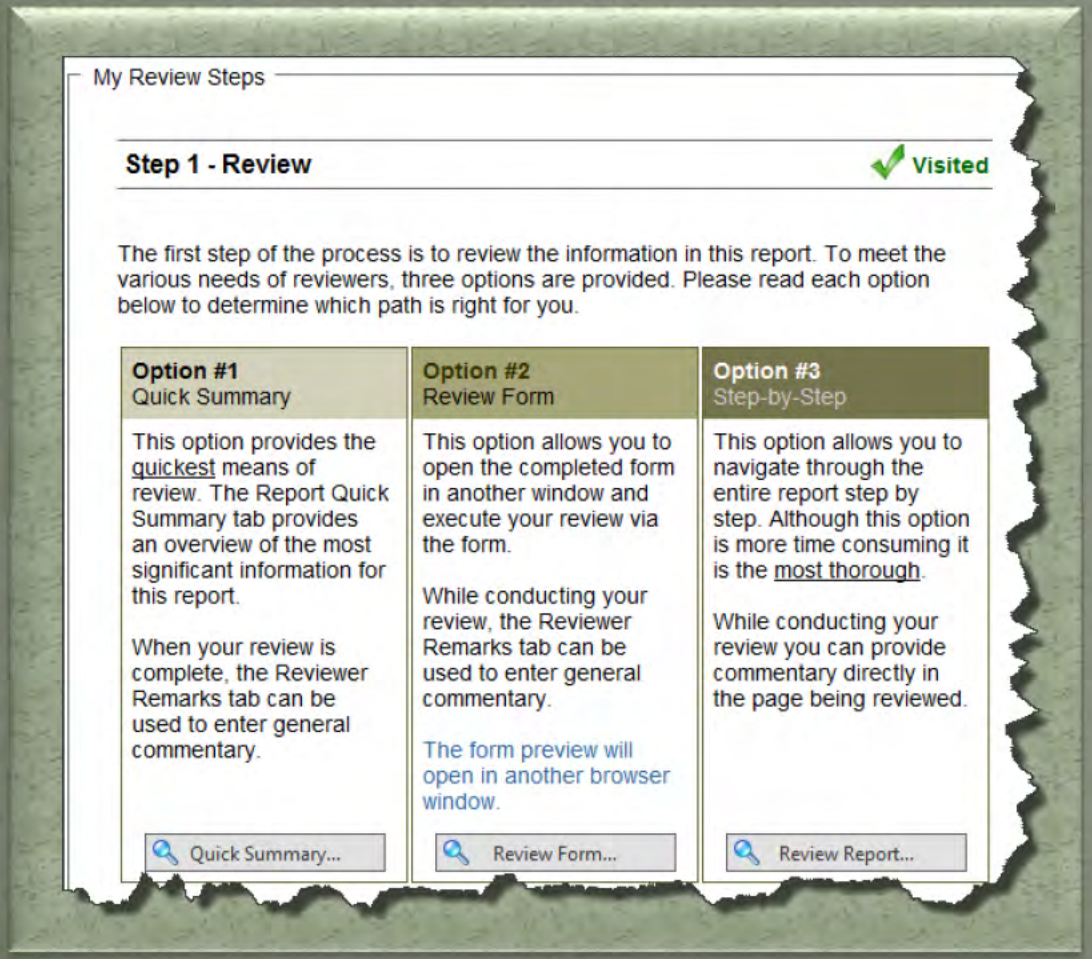
From the Dashboard, under "Reviewer" role…

Left-click the "magnifying glass" icon ( ) under the Action column…



How do I review a report?

Task 1 – Review the Report



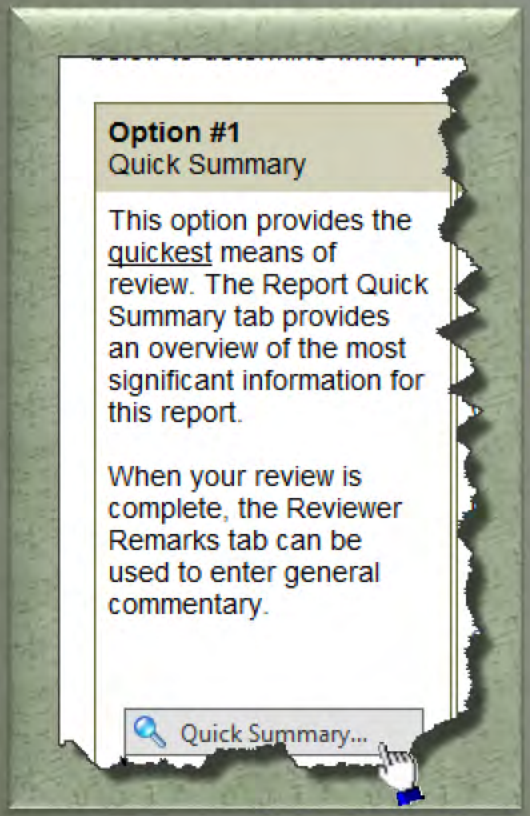
There are 3 ways to review report data:

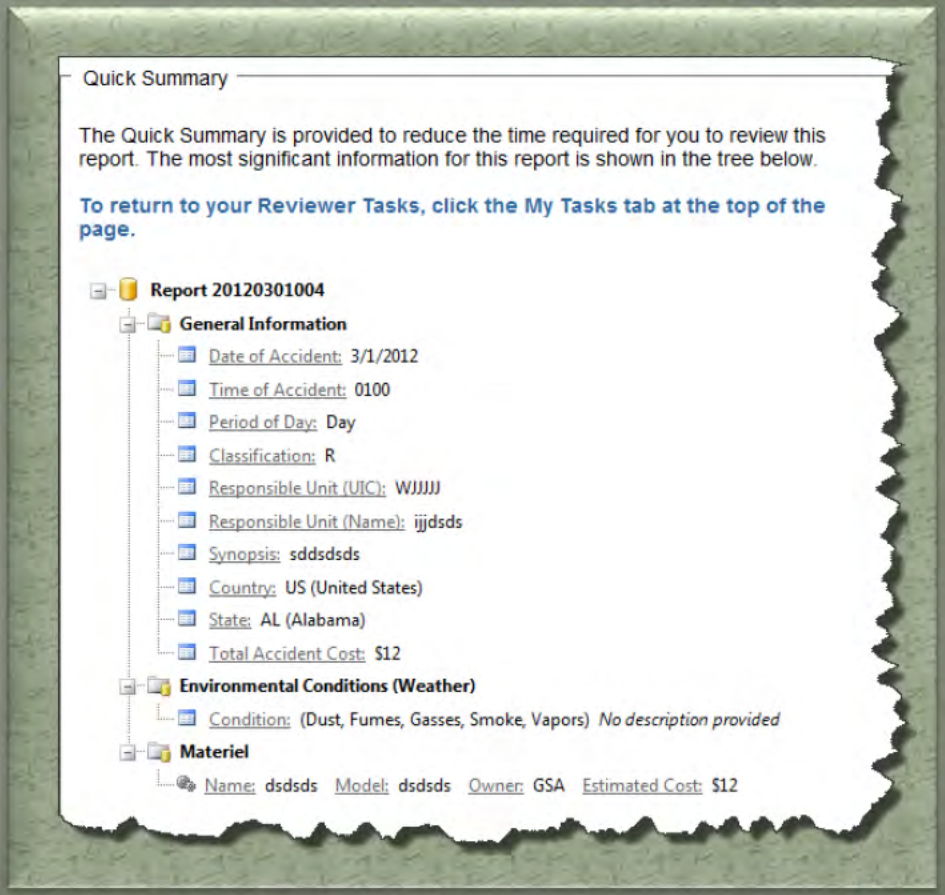
- Quick Summary
- DA Form
- The report in Expert Mode

How do I review a report?

Task 1 – Review the Report

Quick Summary provides basic accident information.





How do I review a report?

Task 1 – Review the Report

Form review launches the DA Forms as an Adobe PDF.

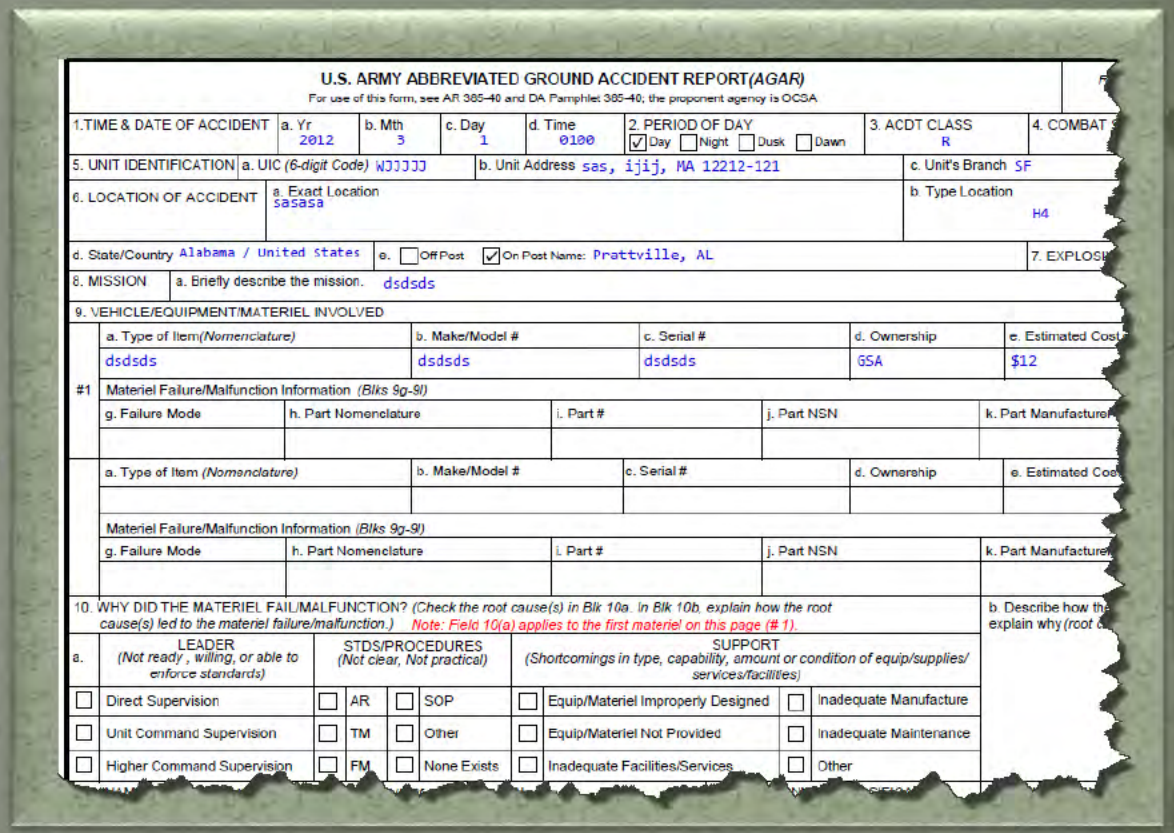
Option #2
Review Form

This option allows you to open the completed form in another window and execute your review via the form.

While conducting your review, the Reviewer Remarks tab can be used to enter general commentary.

The form preview will open in another browser window.

Review Form...



U.S. ARMY ABBREVIATED GROUND ACCIDENT REPORT (AGAR)
For use of this form, see AR 385-40 and DA Pamphlet 385-40; the proponent agency is OCSA

1. TIME & DATE OF ACCIDENT	a. Yr 2012	b. Mth 3	c. Day 1	d. Time 0100	2. PERIOD OF DAY ☑ Day ☐ Night ☐ Dusk ☐ Dawn	3. ACDT CLASS R	4. COMBAT
5. UNIT IDENTIFICATION	a. UIC (6-digit Code) WJJJJJ	b. Unit Address sas, ijij, MA 12212-121				c. Unit's Branch SF	
6. LOCATION OF ACCIDENT	a. Exact Location sasasa					b. Type Location H4	
d. State/Country Alabama / United States	e. ☐ Off Post ☑ On Post Name: Prattville, AL						7. EXPLOSI
8. MISSION	a. Briefly describe the mission. dsdsds						

9. VEHICLE/EQUIPMENT/MATERIEL INVOLVED

	a. Type of Item (Nomenclature)	b. Make/Model #	c. Serial #	d. Ownership	e. Estimated Cost
	dsdsds	dsdsds	dsdsds	GSA	$12

#1 Materiel Failure/Malfunction Information (Blks 9g-9l)

g. Failure Mode	h. Part Nomenclature	i. Part #	j. Part NSN	k. Part Manufacture

	a. Type of Item (Nomenclature)	b. Make/Model #	c. Serial #	d. Ownership	e. Estimated Cos

Materiel Failure/Malfunction Information (Blks 9g-9l)

g. Failure Mode	h. Part Nomenclature	i. Part #	j. Part NSN	k. Part Manufacture

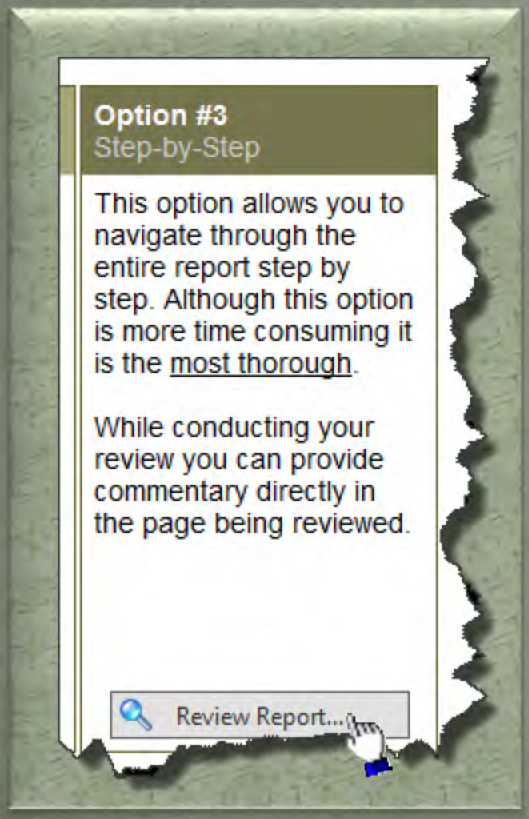
10. WHY DID THE MATERIEL FAIL/MALFUNCTION? (Check the root cause(s) in Blk 10a. In Blk 10b, explain how the root cause(s) led to the materiel failure/malfunction.) Note: Field 10(a) applies to the first materiel on this page (# 1). b. Describe how th explain why (root c

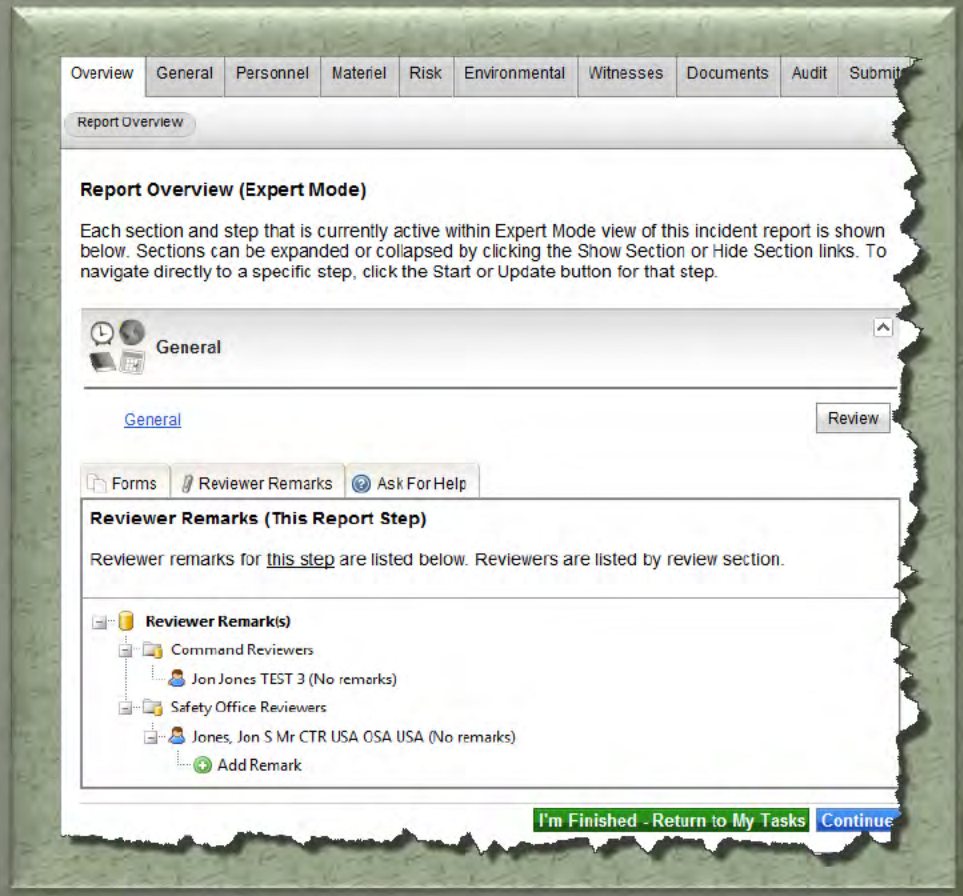
a.	LEADER (Not ready, willing, or able to enforce standards)		STDS/PROCEDURES (Not clear, Not practical)		SUPPORT (Shortcomings in type, capability, amount or condition of equip/supplies/ services/facilities)	
☐	Direct Supervision	☐ AR	☐ SOP	☐ Equip/Materiel Improperly Designed	☐	Inadequate Manufacture
☐	Unit Command Supervision	☐ TM	☐ Other	☐ Equip/Materiel Not Provided	☐	Inadequate Maintenance
☐	Higher Command Supervision	☐ FM	☐ None Exists	☐ Inadequate Facilities/Services	☐	Other

How do I review a report?

Task 1 – Review the Report

Report review allows for a field-by-field review within ReportIt **Expert Mode**.





How do I review a report?

Task 2 – Signify Concurrence

This is the reviewer's opportunity to agree or disagree with the data in the report. There are 3 options:

Concur

- Report continues up review chain
- Optional comments

Non-Concur Continue Routing

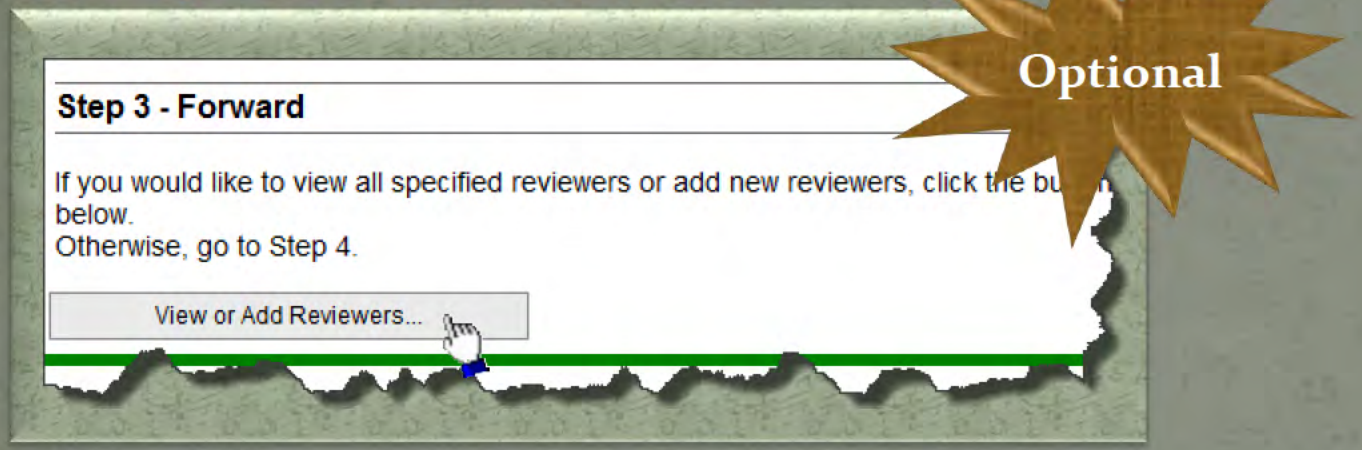
- Report continues up review chain
- Required comments

Non-Concur Rejection

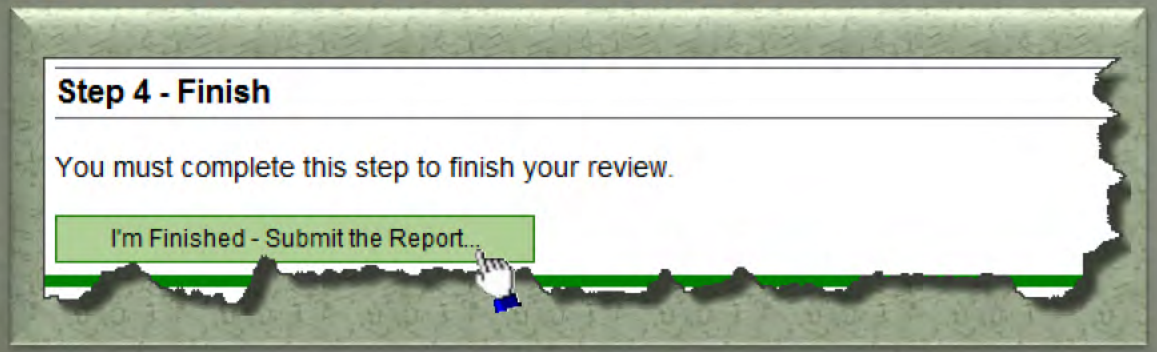
- Report is sent back to the POC for changes
- Required comments

How do I review a report?

Task 3 – Add Reviewers

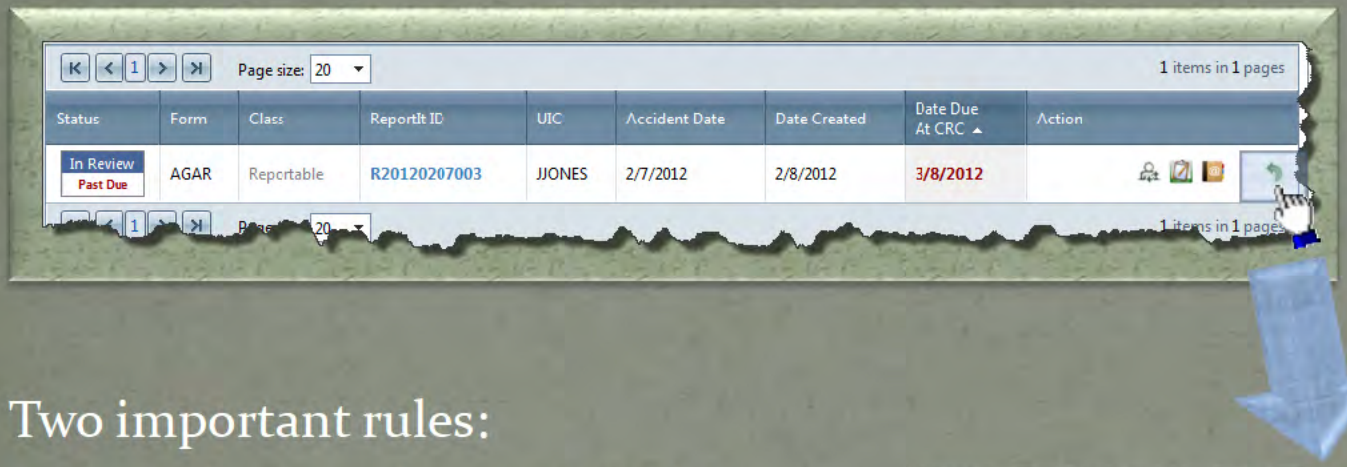


Task 4 – Finish & Submit



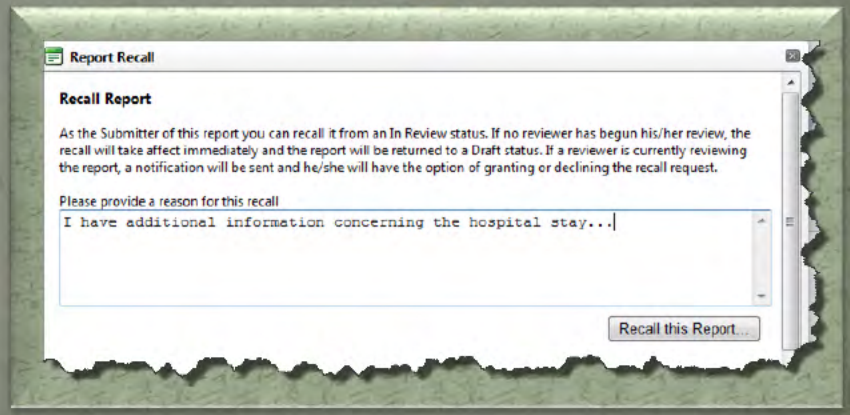
How do I recall a report?

From the Dashboard, under "Submitter" role, "In Review" filter...
Left-click the "green back arrow" icon ( ) under the Action column...



Two important rules:

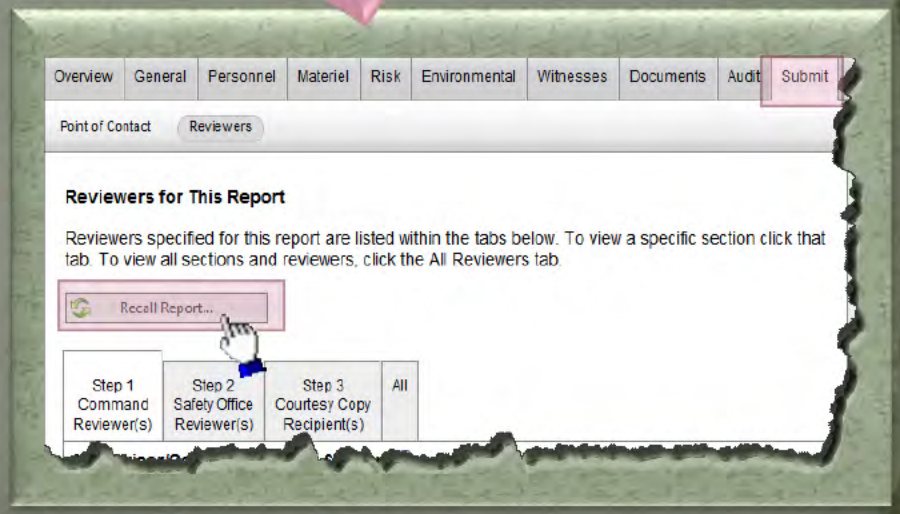
- The Submitter (report POC) is the **only** individual that can recall a report!
- The report **must be** "In Review"!

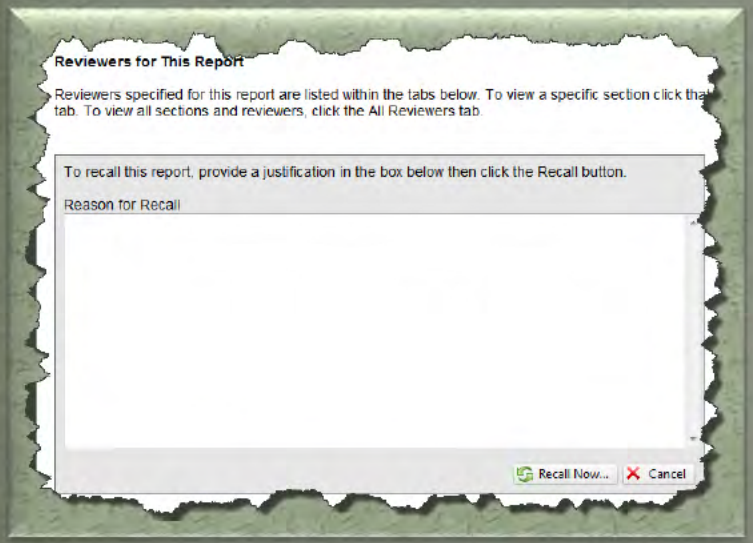


How do I recall a report?

Another way from the Dashboard, left-click on the "torso" icon ( )

or the "Submit" tab within a report…





ReportIt ABC's

Additional training materials can be found within the ReportIt Information Center.