
Incident Training Guide

Using the FlinSafe
Portal v1.4

WHS

Version Control

Document Title: Incident Training Guide using the FlinSafe Portal

Document Issue: Version 1.4

Date Issued: 22 Aug 2014

Issue	Date	Reason for amendment
1.0	24 Sep 2013	Document Created
1.1	18 Oct 2013	Updates to terms and text
1.2	22 Oct 2013	Update to New Incident form
1.3	4 Nov 2013	Update the URL links, branding and system screens
1.35	22 Aug 2014	Updated text, label changes and forms with new fields including Topic, Status at Time of Injury and Treatment Provider.
1.4	8 Sep 2014	Updated forms, All details are complete and Injury Status details

Contents

Terms used in this guide.....	3
Incident Overview	4
Logging in Externally (i.e. from home)	5
Using Search in the FlinSafe Portal	5
1. Report an Incident	6
1a. Add an Injured Person	9
1b. Add an Involved Person (<i>not injured</i>).....	10
2. Initial Investigation	12
3. Complete the Corrective Action	14

Terms used in this guide

For the purpose of this guide and use of the forms, the below table outlines terms and abbreviations used throughout the FlinSafe Portal.

Term / Abbreviation	Description
Accident / Incident	Is an issue identified that either could have or actually causes injury or illness. An example might be boxes left in a corridor where someone may trip over them.
Operational Activity	What activity / task was being performed at the time of the accident / incident. Some examples may include office work, working with equipment in a workshop or performing maintenance.
Agency	Is the object, substance or circumstance that was directly involved in inflicting the injury or illness.
Attachments	Any document or file such as a photo, Word document or scanned document. Title is a meaningful description of what the attachment is.
Bodily Location	The location of the most serious injury / illness. If there are other injuries, please list them in the 'Other Injuries' box near the bottom of the form.
Company / School / Division	Is the School / Division area of the University or company the Reported By Person works for.
Corrective Actions (Any actions taken)	Are actions taken to correct the issues relating to the accident / incident. Actions may include cleaning up spills, moving boxes away from an area where people may trip over them or may be more complex involving a number of steps and / or actions.
Faculty / Portfolio	The main administrative unit that manages the area where the incident occurred (if known). There are 4 main Faculties and a number of Portfolios within the University.
FAN	Flinders Authentication Name is used to identify a person, if known.
Further Location Details	Extra details that provide a more specific description of the where the Incident occurred. Even if a Site and Location are chosen, details can be entered here to more describe the location such as 'the North Western corner of the courtyard.' This may also be used where Site and Location are not listed such as "10Kms south east of Alice Springs."
GPS Location	The GPS coordinates used to identify a location not listed such as remote locations that are not one of the listed sites / locations.
Incident	Refer to Accident / Incident above.
Incident Category	Category the incident mainly relates to. For example, glue smell in room could be 'Health' as the category, or having a box drop on a person's foot might be 'safety.'
Incident Type	Three types are Incident (unplanned event causing or possibly causing injury and / or damage to property and / or equipment), Accident (incident in which injury and / or damage does occur) and Near Miss (where an accident / incident could have occurred but didn't – for example almost walking into a glass automatic door with no markings).
Involved / Injured Person	An Injured person is as person(s) injured in the incident, this link and form are used to record injury and first aid / medical details. An Involved Person is someone who is not injured, but involved in the incident or could be a witness.
Location	Is a building or area outside that relates to the Site chosen. If a Location cannot be found then choose 'Not Listed.' If 'Not Listed' is chosen then Further Location Details will need to be entered to help identify where the incident occurred.
Mechanism	Is the action, exposure or event which is the direct cause of why the injury / illness occurred.
Red Asterisk (*)	Used to identify that a detail is mandatory (required) to be entered before submitting the incident.
Reported By person	The person who has reported the incident. There may be times where the person that reports the incident is unable to do so and another person reports on their behalf.
School / Division (Location)	This is the administrative area within the Faculty / Portfolio that manages the area / location where the incident occurred (if known).
Site	The campus or main area the University owns or works in. If the Site cannot be found, then choose 'Not Listed.' If 'Not Listed' is chosen then Further Location Details will need to be entered to help identify where the incident occurred.
Supervisor	The Report By person's Supervisor or immediate Manager. This detail is used to notify the Supervisor / Manager of the incident so they are aware and may be involved in the investigation and managing of the incident.
WHS Unit	Work Health and Safety Unit is the University's central unit for managing health and safety matters.

Incident Overview

An incident can be reported by anyone including staff, students, contractors, member of the public, etc. The FlinSafe Portal allows the reporting and investigating of incidents (including Involved / Injured persons and Witnesses) through a web form, which requires a login. This limits the number of people that can investigate an incident to continuing and fixed-term staff only.

The web site can be accessed via <https://flinsafeportal.flinders.edu.au/FlindersESSportal/>.

If you do not have access to this web site, please use the Public Portal, which can be found at <https://flinsafeportal.flinders.edu.au/FlindersECportal/>.

Supported Web Browsers include Internet Explorer and Safari.

FlinSafe Portal

The following information provides an overview of steps required to process an incident using the **FlinSafe Portal**:

Reporting an incident

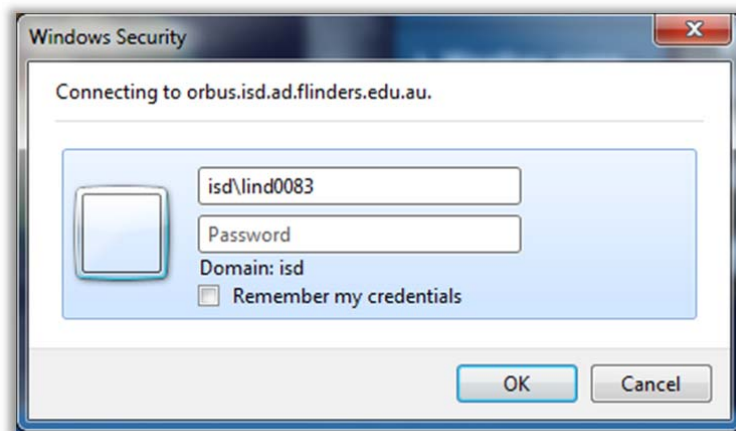
1. Reporting an Incident
 - a. Details of the incident itself.
 - b. Details of any immediate actions taken to correct the issue (if any). If no actions were taken, please enter "None taken."
 - c. Entering Location Details of where the incident occurred.
 - i. If the location relates to an area of the University (i.e. Education Building may be Faculty / Portfolio = Faculty of Education, Humanities and Law; School / Division = School of Education), then the Faculty / Portfolio and School / Division details may be entered.
 - d. Reported By details of the person reporting the incident (please include contact details).
 - e. Details of the supervisor of the Reported By person.
 - f. Details of any injured and involved person(s) and witnesses.
 - g. Assign the incident for initial investigation.
 - h. Attaching any documents, including photos or a document with more details to help in further investigation of the incident.
 - i. Marking 'All details are complete' for the incident, including any involved / injured persons and witnesses.
 - j. Submitting the incident.
2. Initial Investigating
 - a. Review Incident Details.
 - b. Suggest corrective actions.
3. Action Updates and Completing Corrective Actions that have been assigned to you
 - a. Review Corrective Action.
 - b. Update Corrective Action with action updates.
 - c. Completing the Corrective Action by marking it as complete.

Logging in Externally (i.e. from home)

The web site can be accessed via <https://flinsafeportal.flinders.edu.au/FlindersESSportal/>.

Note: To be able to access the web site externally from the Flinders University computer network, a VPN Client will likely be required. This can be obtained through Flinders University ITS Support.

When accessing the FlinSafe Portal from outside of the Flinders University network, the following window will be displayed:



In addition to the normal login details, the login should have the following:

Username (top box): isd*<FAN>*

Password: *<FAN password>*

For example:

Username: isd\lind0083

Note: It is suggested that you do not tick the remember my credentials, especially when using a publicly available computer, as this compromises the security of your login. It is also suggested that once you have finished your work in the FlinSafe Portal, that you log out via the menu and close any open browser windows.

Using Search in the FlinSafe Portal

There are a few areas where a 'Search' function is provided to allow finding a person easier and more accurate.

Select Reported By			
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Contact Phone	<input type="text"/>	FAN	<input type="text"/>
Search			
Reported By *	<input type="text"/>		

- **First Name, Last Name, Contact Phone** and **FAN** in the above figure are 'Search Criteria.'
- Type any of these details in and click **Search**.
- Click on **Reported By** to see the results (unless Reported By displays text indicating there are too many results, where you may need to refine your search criteria – i.e. use First Name and Last name instead of First Name only).

1. Report an Incident

The FlinSafe Portal is available to staff with a current Continuing or Fixed-Term appointment. If you do not have access to the FlinSafe Portal please use the Public Portal form to report an incident.

The FlinSafe Portal will mostly be used by Supervisors of University staff to report an incident and/or complete an initial investigation and corrective action for an incident.

To report an Incident via the FlinSafe Portal go to <https://flinsafeportal.flinders.edu.au/FlindersESSportal/> (see **Figure 01** below)

(Figure 01: Log in)

- Enter your FAN
- Enter your FAN password
- Click the Login link

From the top menu bar select Incident > New Incident (see **Figure 02** below)

(Figure 02: Menu)

A form called **New Incident Report** will open (see **Figure 03** on the next page). Please complete all sections on the form.


Helpful Hints:

Mandatory - All fields marked with a red asterisk (*) must be completed before you can 'Add an Injured/Involved Person' or 'Submit' the form.

- 1 **Incident Details** – Enter a brief and detailed description of the incident and any actions taken.
- 2 **Authorising HSR notification** – Choose **Yes** or **No** to give permission for the Health and Safety Representative (HSR) to view the incident.
- 3 **Location Details** – Enter the location of where the incident occurred. If the incident is not related to a Faculty or Portfolio leave the Faculty/Portfolio & School/Division fields blank. 'Further Location Details' should be used to help describe the site and location details in more detail.
- 4 **Select Topic** – Type a **Topic Name**, click the 'Search' link. If the Topic is available, choose it from the drop-down list on the right. If not available, choose **Not Listed** from the list.

- 5 **Incident Notification** – Enter the activity / task being performed at the time of the accident / incident, the type of incident and date / time the incident occurred.
- 6 **Select Reported By** - This is usually the person entering the incident, or you may search and select another contact name if you are reporting the incident on behalf of another person.
- 7 **Assign Initial Investigation** – This is usually the Supervisor of the 'Reported By' person. If you are the Supervisor you may assign the report to yourself to continue with the investigation process. Note the search will only display FlinSafe users. If the appropriate person cannot be found in the list, leave the 'Assigned To' field blank and the report will automatically be sent to the WHS Unit on submission.
- 8 **Add Injured/Involved Person** – Please be sure to complete all mandatory fields before selecting this link. A new screen called 'Injured and Involved Persons and Witnesses' will open in front of the 'New Incident Report'.

(Figure 03: New Incident)



New Incident Report

1 Incident Details

Incident Reference Number

Brief Description *

Incident Description

Immediate Corrective Actions Taken

I authorise notification of my incident to Health and Safety Representatives * Yes No

3 Location Details

Faculty / Portfolio <input type="text" value="Faculty of Medicine, Nursing and Health"/>	School / Division <input type="text" value="School of Nursing & Midwifery"/>
Site * <input type="text" value="Bedford Park"/>	Location * <input type="text" value="Sturt East"/>
Floor / Level <input type="text" value="2"/>	Room / Area <input type="text" value="207"/>
Further Location Details <input type="text" value="Lab 1"/>	GPS Location <input type="text"/>

4 Select Topic

Topic Name * [Search](#)

5 Incident Notification

Operational Activity * <input type="text" value="Lecture / Seminar / Tutorial"/>	Incident Type * <input type="text" value="Accident"/>
Incident Date * <input type="text" value="22/08/2014"/> <input type="text" value="10:30 AM"/>	Category * <input type="text" value="Health"/>
Reported Date * <input type="text" value="22/08/2014"/> <input type="text" value="11:50 AM"/>	

6 Select Reported By

First Name <input type="text" value="O"/>	Last Name <input type="text" value="Test"/>
Contact Phone <input type="text"/>	FAN <input type="text"/>

[Search](#)

Reported By *

7 Assign Initial Investigation

First Name <input type="text" value="OH"/>	Last Name <input type="text" value="T"/>
Contact Phone <input type="text"/>	FAN <input type="text"/>

[Search](#)

Assigned To Topic Coordinator / Supervisor

2 Notifying a Health and Safety Representative allows this person to view the record.

Type a Topic Name, then click the [Search](#) link, then choose the topic from the list. If not available, choose **Not Listed**.

Note: To narrow the search for a person, please enter criteria in one or more of the following fields: **First Name, Last Name, Contact Phone or FAN**

Then click the [Search](#) link to view and select a person from the list.

Figure continues on the next page ...

(Figure 03: New Incident - continued)

8 Involved and Injured Persons and Witnesses		
Worker	Injured	Date of Injury

[Add Injured/Involved Person](#) Click this link to add an Injured, Involved (but not injured) person or a Witness.

Attachments

File Name

[Add Attachment](#)

All details are complete (including all people involved)? Yes No

[Submit Incident](#)

Please continue to **Section 1a – Add an Injured Person**, if reporting an injured person.
Please continue to **Section 1b – Add an involved Person (not injured)**, if reporting a witness/uninjured person.

1a. Add an Injured Person

On selecting the 'Add Injured/Involved Person' link the following screen will appear (see **Figure 04** below). Follow these steps if the involved person was injured. If the involved person was not injured see **Section 1b**.

- 1 **Select Worker** – Search for and select the injured person's name. The list of names provided in the search is regularly updated from the Active Directory (i.e. people with an active FAN). If the workers name cannot be found please contact WHS.
- 2 **Status at Time of Injury** – is the role you were in at the time of the incident. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.
- 3 **Faculty/Portfolio, School/Division** – Select where the injured person works or studies, not where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.
- 4 **Injured** – If the person was injured, select 'Yes'. The remaining questions will become active allowing you to fill in the injury details. Add **Involved Person Details** if required.
- 5 **Submit** – Select Submit. The form will close and return to the 'New Incident Report' where you have the option to add another Injured/Involved person or finalise the 'New Incident Report'.

(Figure 04: Injured Person)

Involved and Injured Person and Witness

Involved and Injured Person and Witness Details

Reference Number: [] Incident Reference: INC0007169

1 Select Worker

First Name: O Last Name: Test
 Contact Phone: [] FAN: []

Search
 Worker * Name: OHS Test 1 FAN: Phone: []

Status at Time of Injury * **2** Staff

3 Location Details

Faculty / Portfolio: Faculty of Medicine, Nursing and Health School / Division: School of Nursing & Midwifery
 Site: Bedford Park Location: Sturt East
 Floor / Level: 2 Room / Area: 207
 Further Location Details: Lab 1 GPS Location: []

4 Injury Details

Injured: Yes No

Involved Person Status: []

Involved Person Details: Injured left index finger.

Date of injury * 22/08/2014 10:30 AM

Injury * Needlestick

Side of Body: Left

Bodily Location * Upper Limb Body Location (more specific) * Hand / Finger / Thumb

Mechanism * Hit by Moving Objects Mechanism (more specific) * Hit by moving objects

Agency * Other Agency (more specific): []

Classification * First Aid Injury

Treatment of First Aid Details: First aid applied.

Other Injuries: Scratched hand.

Treatment Provided * First Aider

Highest Treatment Provided * Other

5 Submit [Cancel]

Callout 1: Enter part or all of the person's details, then click Search to view & select a

Callout 2: If the Involved person was Injured, choose 'Yes' and fill in the injury details.

Callout 3: Treatment Provided is the level of treatment provided for the incident. Highest Treatment Provided is the highest level of treatment provided if known.

Callout 4: If 'Other' is chosen in either Treatment drop-down list, the 'Other Treatment Provided' box will appear to the right to allow typing more details.

1b. Add an **Involved Person** (*not injured*) or a **Witness**

Please add contact details for other involved people who were not injured during the incident or witnesses or other contacts that may assist the WHS Unit with the investigation (see **Figure 05** below).

- 1 **Select Worker** – Search for and select the person’s name that was involved in the incident but not injured, for example a witness or someone who did not sustain an injury.
- 2 **Status at Time of Injury** - is the role you were in at the time of the incident. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.
- 3 **Faculty/Portfolio, School/Division** – Select where the witness works or studies, **not** where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.
- 4 **Injured** – If the person was not injured, select **‘No’**. Choose **Involved Person Status** as either *Involved but not injured* or *Witness* and type in any additional **Involved Person Details**. The injury details will be greyed out.
- 5 **Submit** – Select Submit. The form will close and return to the ‘New Incident Report’ where you may choose to add another Injured/Involved person or finalise the ‘New Incident Report’.

(Figure 05: Involved Person or Witness)

The screenshot shows the 'Involved and Injured Person and Witness' form. At the top, there is a navigation bar with 'User : OHS Test 1' and icons for Incident, Hazards, Corrective Actions, Checklists, Risk Assessment, and Log Out. The form title is 'Involved and Injured Person and Witness'. Below the title, there are sections for 'Involved and Injured Person and Witness Details', 'Select Worker', 'Status at Time of Injury', 'Location Details', 'Injury Details', and 'Submit'. A yellow callout box points to the 'Injured' status options, stating: 'If the Involved person was not Injured, choose 'No' then choose Status. Involved but not injured - involved in the incident but was not hurt. Witness - witnessed the incident. Involved Person Details may include some notes on a witness statement. The Injury Details fields will be greyed out.'

1c. Complete the Incident Report

When all involved persons have been added, you may proceed with completing the incident report (see **Figure 06** below).

- 1 **Add Attachment** – Attach photos or additional documentation relating to the incident to assist with the investigation.
- 2 **All details are complete (including all people involved)?** – Choose **Yes** when sure that all details for the incident have been entered. This includes involved persons (injured or not injured) and witnesses to the incident. Incidents can only be submitted when this question is answered **Yes**, or a message will appear asking to review the incident and the question.
- 3 **Submit** – Select Submit Incident. At this point the nominated 'Assigned To' person is notified to investigate the incident. At the same time the WHS Unit is also notified of the incident, and will monitor the report to be sure it's followed through in a timely manner.

(Figure 06: Incident)

New Incident Report

Incident Details

Incident Reference Number: INC0007169

Brief Description: Needle stuck in finger.

Incident Description: Needle was accidentally stuck into finger while undergoing a practical demonstration.

Immediate Corrective Actions Taken: Removed needle and applied first aid. Needle was sterile and had not been used.

I authorise notification of my incident to Health and Safety Representatives: Yes No

Location Details

Faculty / Portfolio: Faculty of Medicine, Nursing and Health | School / Division: School of Nursing & Midwifery

Site: Bedford Park | Location: Sturt East

Floor / Level: 2 | Room / Area: 207

Further Location Details: Lab 1 | GPS Location:

Reported By: OH

Assign Initial Investigation

First Name: OH | Last Name: T

Contact Phone: | FAN:

Assigned To Topic Coordinator / Supervisor: OHS Test 2

Involved and Injured Persons and Witnesses

Worker	Injured	Date of Injury	
OHS Test 3	No		Delete
Matt Lindner	No		Delete
OHS Test 1	Yes	22/08/2014	Delete

[Add Injured/Involved Person](#)

Attachments

File Name: Incident Photo.jpg

1 [Add Attachment](#)

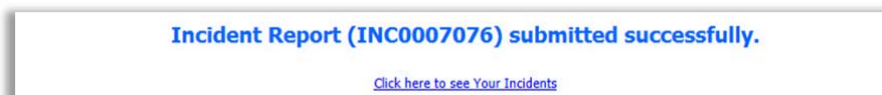
All details are complete (including all people involved)? Yes No

2 [Submit Incident](#)

3 [Submit Incident](#)

A message will appear confirming the report was submitted successfully (see **Figure 07** below). Please take note of the ID for future reference.

(Figure 07: Success message)



To view the saved incident report, go to menu Incident > My Incidents (refer back to **Figure 02** on page 6).

2. Initial Investigation

If an incident report has been assigned to you, an email notification will be sent to your Flinders email account requesting your action, similar to the example in **Figure 08** below.

Click the link within the email to open the report.

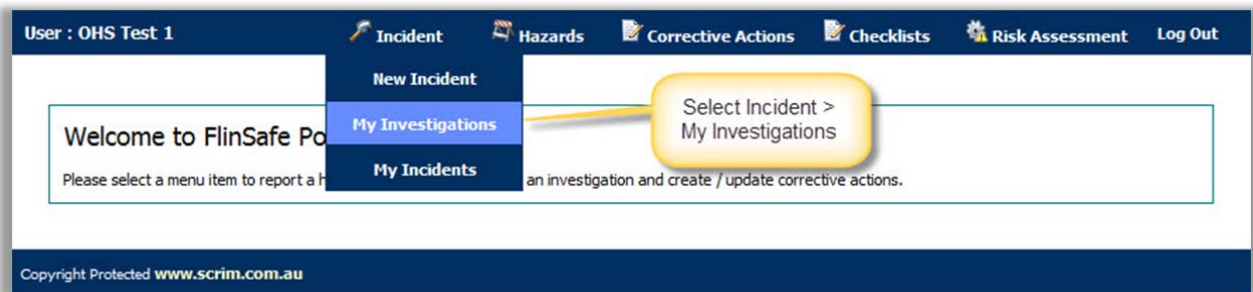
(Figure 08: Email)



Or, log into FlinSafe <https://flinsafeportal.flinders.edu.au/FlindersESSportal/>

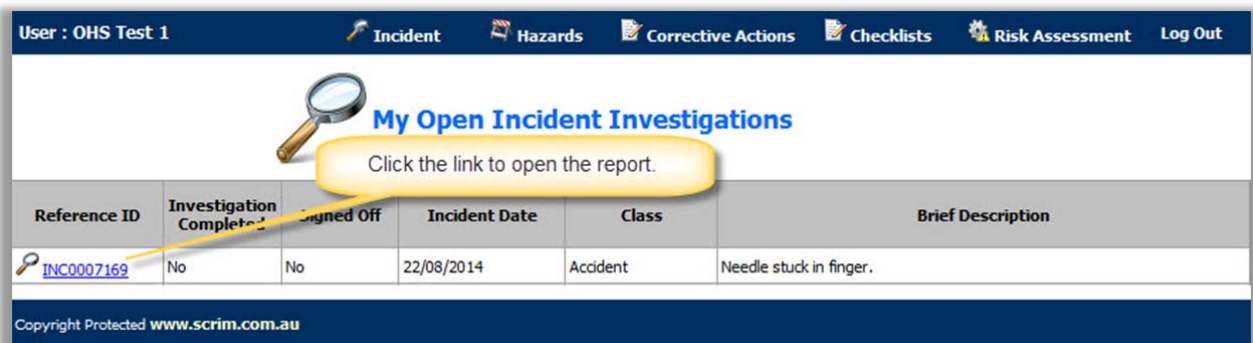
Select Incident > My Investigations (see **Figure 09** below).


(Figure 09: Menu)



Click on the appropriate 'Reference ID' to open the report (see **Figure 10** below).

(Figure 10: Select report)



The form will initially open in collapse mode displaying only the fields that require action. To view the full incident details click this icon  to expand the form (see **Figure 11** below).

Review the incident details and suggest corrective actions.

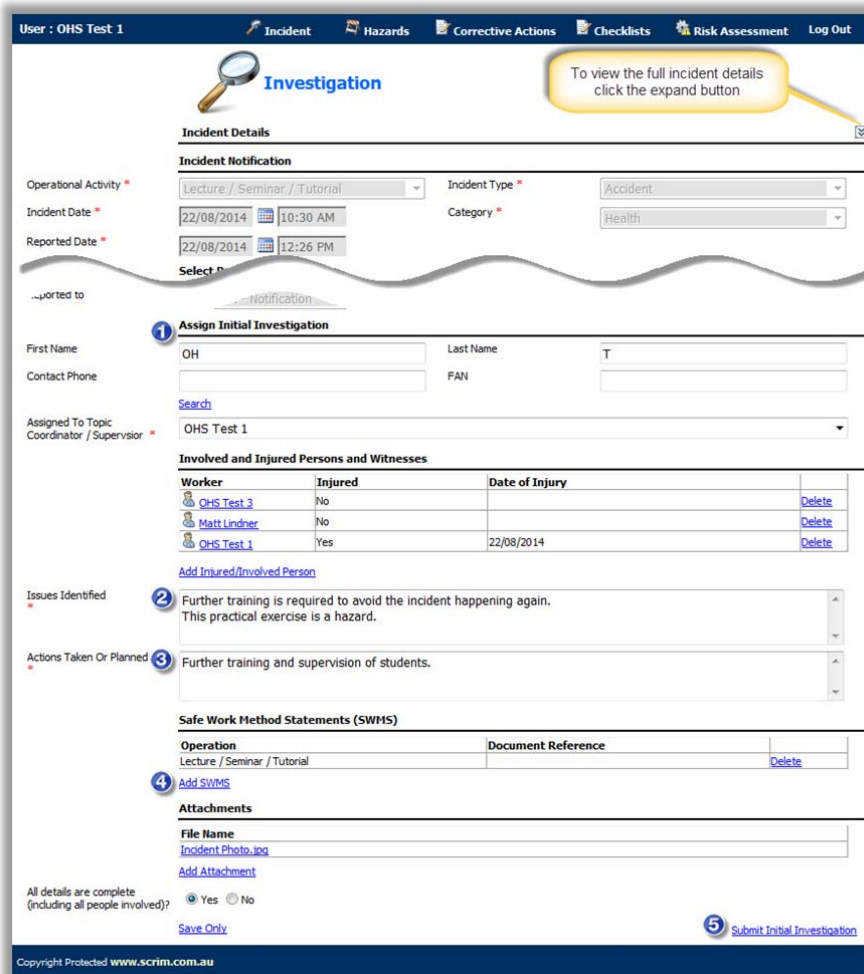
Helpful Hints:

Mandatory - All fields marked with a red asterisk (*) must be completed before submitting the initial investigation.

- 1 **Assigned To** – The person assigned to complete the investigation.
- 2 **Issues Identified** – Describe the issues identified from this incident (field is mandatory).
- 3 **Actions Taken or Planned** – Describe any actions taken or planned (field is mandatory).
- 4 **Add SWMS** – Select a Safe Work Method Statement if applicable. Click on the link, select a SWMS value and save.
- 5 **Submit Initial Investigation** – Select, if the investigation is complete. The incident investigation will automatically be sent to the WHS Unit to review and action.
Save Only – If still investigating the incident and plan to complete the report at a later time, select Save Only.

Note: If the investigation is assigned to you incorrectly you may reassign the report to another user. When a new 'Assigned To' person is selected, the remaining fields will not be mandatory. Please leave these fields blank and select 'Save Only'. An email notification will be sent to the new 'Assigned To' person.

(Figure 11: Investigation)



The screenshot shows the 'Investigation' form with the following sections:

- Incident Details:** Includes an expand icon and a callout box: "To view the full incident details click the expand button".
- Incident Notification:** Fields for Operational Activity (Lecture / Seminar / Tutorial), Incident Type (Accident), Incident Date (22/08/2014 10:30 AM), Reported Date (22/08/2014 12:26 PM), and Category (Health).
- Assign Initial Investigation:** Fields for First Name (OH), Last Name (T), Contact Phone, and Assigned To Topic Coordinator / Supervisor (OHS Test 1).
- Involved and Injured Persons and Witnesses:** A table with columns: Worker, Injured, Date of Injury.

Worker	Injured	Date of Injury	
OHS Test 3	No		Delete
Matt Lindner	No		Delete
OHS Test 1	Yes	22/08/2014	Delete
- Issues Identified:** Text area containing "Further training is required to avoid the incident happening again. This practical exercise is a hazard."
- Actions Taken Or Planned:** Text area containing "Further training and supervision of students."
- Safe Work Method Statements (SWMS):** Section with a table for Operation (Lecture / Seminar / Tutorial) and Document Reference, and a "Delete" link.
- Attachments:** Section with a "File Name" field containing "Incident Photo.jpg" and an "Add Attachment" link.
- Footer:** "All details are complete (including all people involved?) Yes No" and a "Submit Initial Investigation" button.

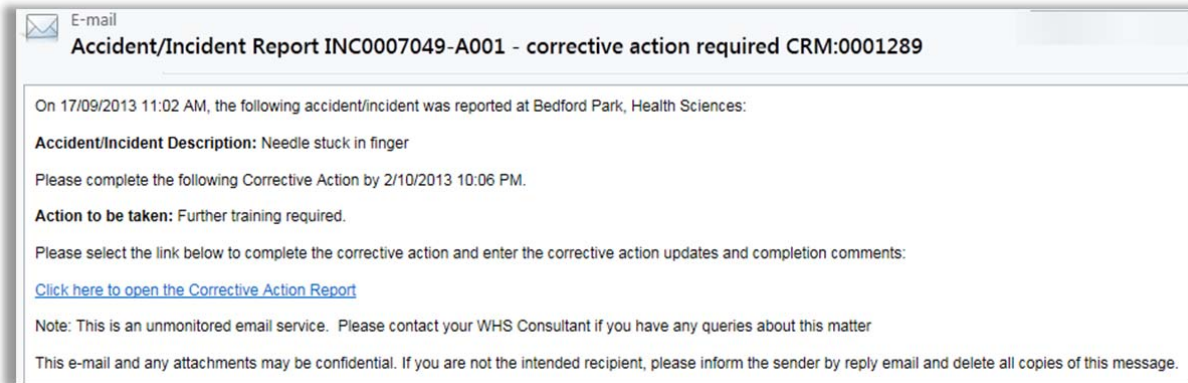
A message will appear confirming the report was saved successfully. To view the saved incident report, go to menu Incident > My Incidents (refer to **Figure 09** on page 12).

3. Complete the Corrective Action

If a WHS Consultant assigns a corrective action to you for completion, an email notification will be sent to your Flinders email account requesting your action, similar to **Figure 12** below.

Click the link within the email to open the report.

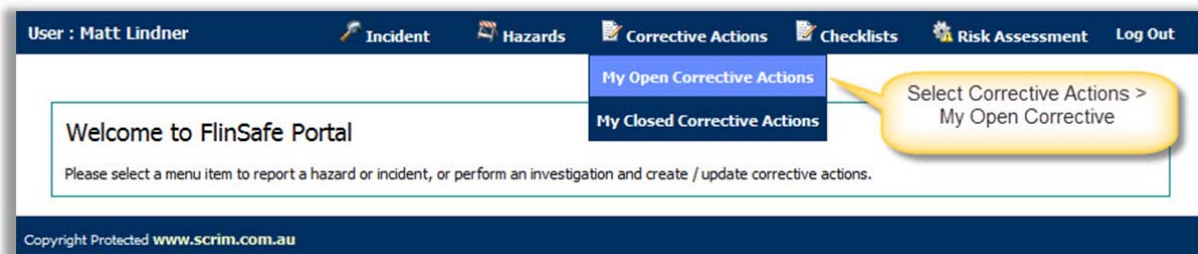
(Figure 12: Email)



Or, log into FlinSafe <https://flinsafeportal.flinders.edu.au/FlindersESSportal/>

Select Corrective Actions > My Corrective Actions (see **Figure 13** below).

(Figure 13: Menu)



Click on the appropriate 'Reference ID' to open the report (see Figure 15 below).

(Figure 14: Select report)



The report will open with values pre populated from the incident report (see **Figure 15** on the next page).

- 1 **Action Update** – Enter details of any actions (including dates) that were made towards completing the corrective action.
- 2 **Completion Comment** – Enter comments about the corrective action not included in 'Action Update'.
- 3 **Action Completion date = Completion date** – If the corrective action is completed on the day of submission tick 'Yes'. Or, if the corrective action was completed on a date prior to submission, tick 'No' and enter the '**Actual End**' date it was complete.
- 4 **Submit & Mark Complete** – Select 'Submit and Mark Complete' when the corrective action is complete.

Or, select **Save** if you made changes but wish to submit the report at a later time.

(Figure 15: Corrective Action)

Corrective Action Details

Reference Number: INC0007169-A001 Regarding: INC0007169

Assigned To: Matt Lindner

Location Details

Faculty / Portfolio: Faculty of Medicine, Nursing and Health School / Division: School of Nursing & Midwifery

Site: Bedford Park Location: Sturt East

Floor / Level: 2 Room / Area: 207

Further Location Details: Lab 1 GPS Location:

ICAM Reference

ICAM: INC0007169-ICAM0000001 Contributing Factor: HF3 - Familiarity with task

Root Cause: Yes No

Corrective Action Description: Needle stuck in finger.

Action to be taken: Further training required.

Control Type: 5. Administration Category: Incident Management

Action Update: 1 8/9/2014 - Training requirements identified.
10/9/2014 - Training session was delivered to students.

Completion Comment: 2 Updated training for future classes to emphasise care with needles during practicals and work placements.

Priority: 3. Medium (14 days) Due Date: 22/09/2014 08:34 AM

Corrective Action Completion Details

Was the Corrective Action Completed Today? Yes No

Actual End: 10/09/2014 11:00 AM

Completion Date: Action Status: Open

Attachments

File Name: [Training Sign Off Sheet.docx](#)

[Add Attachment](#)

[Save](#) [Cancel](#) [Submit and Mark Complete](#)

If the Corrective Action is complete click 'Submit and Mark Complete'

Copyright Protected www.scrim.com.au

A message will appear confirming the report was saved successfully (see **Figure 16** below).

(Figure 16: Success)



To view the completed report, go to menu Corrective Action > My Closed Corrective Actions (refer to **Figure 13** on page 14).