

Submit an Incident Anonymously

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These instructions are for submitting an incident anonymously with a direct link provided by your organization. To submit an incident directly from your Resolver account, see the [Submit an Incident](#) article.

To submit an incident anonymously:

1. Click the link to the **Anonymous Portal** to display the anonymous incident form.
2. Ensure that **Yes** has been selected in the **Remain Anonymous** dropdown menu.

The screenshot shows the 'Submit an Observation' form. On the left is the Resolver logo and a welcome message: 'Welcome to the Confidential Incident Submission web-portal. This avenue offers you the ability to provide vital information to our teams regarding incidents or compliments. Please attempt to be as descriptive as possible when describing the incident, including information such as: location, involved parties, timelines and any other relevant details. If there is an immediate threat to self or others, weapons present, indications of suicide contemplation, injuries to self or others, or any scenario that requires immediate response seek immediate assistance by calling 911.' On the right, there is a dark box for 'Anonymous Submission Mode' explaining that the form is in anonymous mode by default. Below this is a 'Remain Anonymous' toggle with 'NO' and 'YES' options, where 'YES' is selected. The 'Observation' field contains the text 'a laptop computer was stolen from the IT dept'. Below that are dropdown menus for 'Observed Date/Time' (set to 'May 20, 2022 4:12 pm') and 'Observation Type' (set to 'Loss Prevention').

A completed anonymous incident submission.

3. Enter details of the incident in the **Observation** field and select a date and time from the **Observed Date/Time** field.
4. Click the **Observation Type** dropdown to select an observation type (e.g., Loss Prevention).



Depending on how Incident Management has been configured, users may be able to choose the incident type instead of an observation type.

5. Place a pin on the map under **Location** or begin typing the relevant address to select the location of the incident.
6. **Optional:** If you chose **Physical Security** as the Observation type, drag images and attachments to the **Photo** and **Observation Attachments** fields to add them to your

submission.

- You can also click in the box below **Photo** or **Observation Attachments** to browse for files on your machine.

7. Click **Submit**.



Navigating away from the incident form before clicking **Submit** will delete any change made to the form.