

Submit an Incident Confidentially

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These instructions are for submitting an incident confidentially 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 Confidentially:

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

Submit an Observation			
	🖒 Confidential Submission		
:RESOLVER	Remain Confidential		
	NO	YES	
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.	Name Email Address		
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.	Observed Contact Info		
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.	Observation 9		

A completed confidential incident submission.

- 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.
- 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.