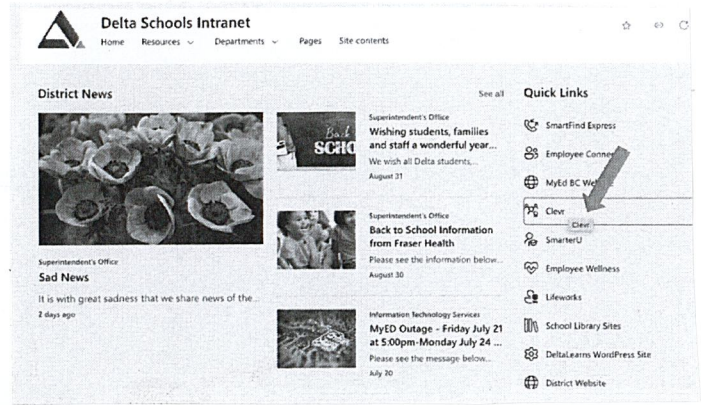


CLEVR EMPLOYEE INCIDENT REPORT GUIDE

STEP 1: LOGGING IN

- A. Go to **TEAMS>ConnectED>Intranet Home**
In **Quick Links** go down to **Clevr** account)



STEP 2: SELECT A FORM

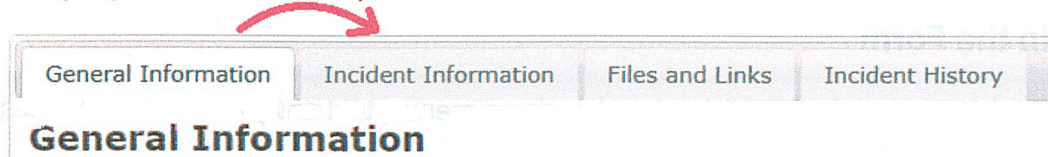
- Scroll down past Listings to **My Forms**
- Under Forms - Select the form you want to complete (Employee Incident Report Form, Student Incident Report Form, MCFD Report Form for Suspected Child Abuse). If the form you want is not there, then go back up to Listings and add the form you need.
- Click on the form and then press **ADD**
- It will ask for a Location and Form. Click on **Add Form**

STEP 3: FILL IN THE FORM

Follow the instructions within the form by using dropdown menus, text entry boxes, checkboxes, date pickers, etc.

- Once you have completed one tab, please navigate to the next one to continue the form.

Employee Incident Report form



- The **Student Incident Form** has “form to form integration” functionality. If you are completing a Student Incident Form, you can transfer some related fields to the **Employee Incident Report** form by clicking the following button on the “Incident Details” tab: **this is not required, but it could save some time*


Add	Name of Injured Staff Member	<input type="checkbox"/> Start an Employee Incident Form for this Staff Member
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[Transfer Information to Employee Incident Form](#)

- When your form is fully completed and you have reviewed it, send a notification to the required party by checking the checkbox, then click “send notification”. Once you click the “Send Notification” button your form will be locked and you will no longer be able to make changes to the form.

**the date field will timestamp the current date automatically.*

Report is complete and ready to send to Health & Safety.

 [Send Notification](#) Date