

HOW TO REPORT

Guide to a reporting page



Welcome!

Welcome to your guide to an incident reporting page. We will walk you through the whole online reporting process.

In this guide, you can read about how to:

- Create a written or oral report,
- Access your existing report and see what actions have been taken,
- Send additional information or files.

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Reporting page

Through the link

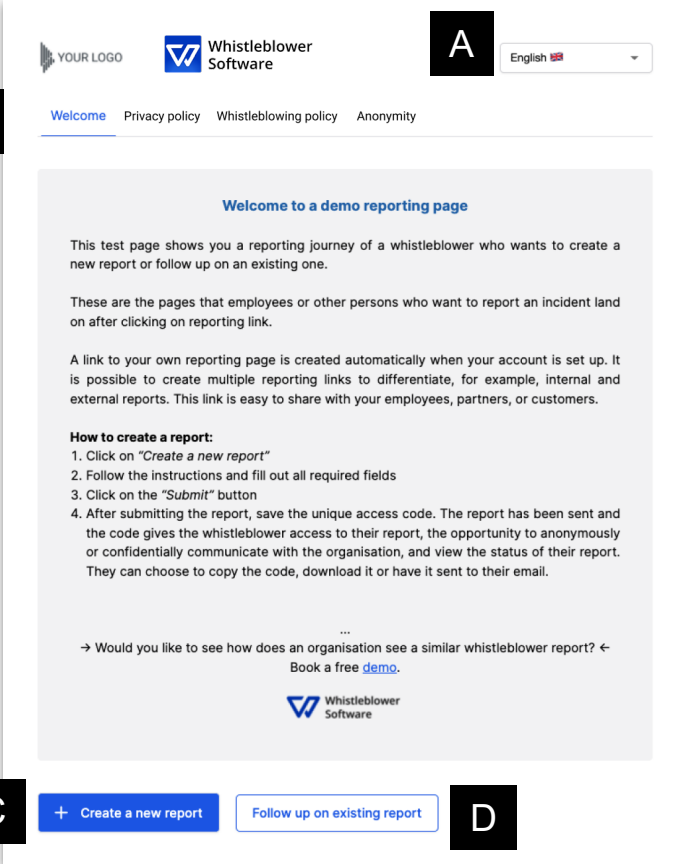
<https://whistleblowersoftware.com/secure/torello>

Or by scanning the QR code displayed in the company, you will have access to the reporting page. On this page, you can:

- A. Change language options,
- B. Read about your company's privacy policy, whistleblowing policy and other relevant information,
- C. Create a new report,
- D. Follow up on existing report.



B



The screenshot shows the Whistleblower Software reporting page. At the top, there is a header with 'YOUR LOGO', the Whistleblower Software logo, a language dropdown set to 'English', and a user profile icon labeled 'A'. Below the header is a navigation menu with links for 'Welcome', 'Privacy policy', 'Whistleblowing policy', and 'Anonymity'. The main content area is titled 'Welcome to a demo reporting page' and contains the following text: 'This test page shows you a reporting journey of a whistleblower who wants to create a new report or follow up on an existing one. These are the pages that employees or other persons who want to report an incident land on after clicking on reporting link. A link to your own reporting page is created automatically when your account is set up. It is possible to create multiple reporting links to differentiate, for example, internal and external reports. This link is easy to share with your employees, partners, or customers. How to create a report: 1. Click on "Create a new report" 2. Follow the instructions and fill out all required fields 3. Click on the "Submit" button 4. After submitting the report, save the unique access code. The report has been sent and the code gives the whistleblower access to their report, the opportunity to anonymously or confidentially communicate with the organisation, and view the status of their report. They can choose to copy the code, download it or have it sent to their email. ... → Would you like to see how does an organisation see a similar whistleblower report? ← Book a free demo.' At the bottom of the page, there are two buttons: '+ Create a new report' (labeled 'C') and 'Follow up on existing report' (labeled 'D').

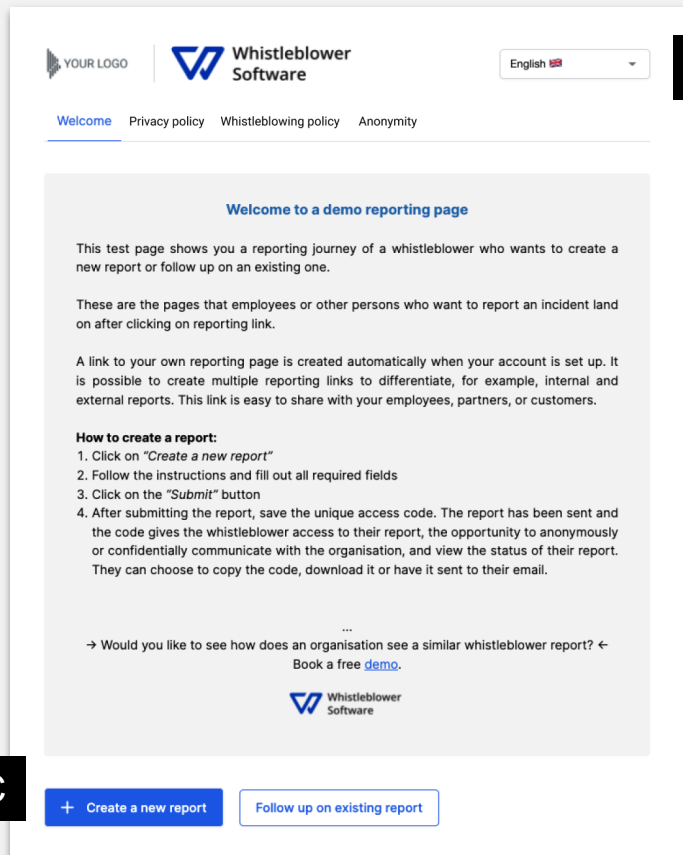
How to create a report

Guide to a reporting page



How to create a report

- A. Access the online reporting page on any device using the reporting link <https://whistleblowersoftware.com/secure/torello> or scan the QR code below
- B. Choose your preferred language
- C. Click on + Create a new report



How to create a report

You can choose to make either written or oral report. Choose whether you would like to create:

Written report

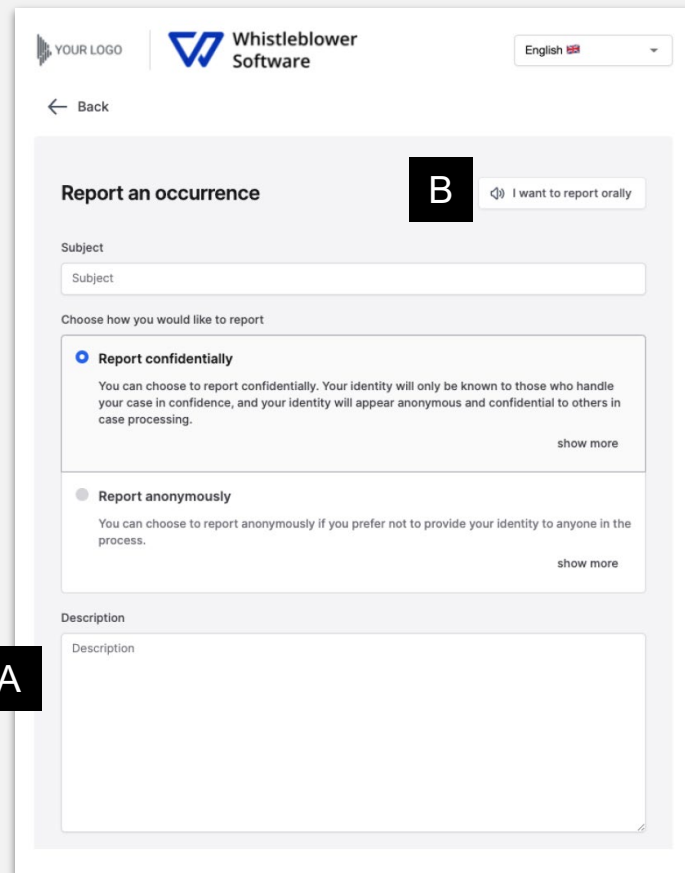
If you wish to create a written report, proceed filling out information.

Read how to create a written report on page 7.

Oral report

If you wish to create an oral report, click on I want to report orally.

Read how to create an oral report on page 10.



The screenshot shows the Whistleblower Software interface for reporting an occurrence. At the top, there is a header with 'YOUR LOGO', the Whistleblower Software logo, and a language dropdown set to 'English'. Below the header is a 'Back' button. The main content area is titled 'Report an occurrence' and features a large black square with a white letter 'B' and a button labeled 'I want to report orally'. Below this is a 'Subject' input field. The next section is 'Choose how you would like to report', which contains two radio button options: 'Report confidentially' (selected) and 'Report anonymously'. Each option includes a brief description and a 'show more' link. The final section is 'Description', which has a large text area for input, marked with a black square and a white letter 'A'.

A. WRITTEN REPORT

Guide to a reporting page



A. Written report

Fill out the required information:

- A. Subject: short description of your report,
- B. Choose confidential or anonymous reporting (read more about each option after clicking on *show more*),
- C. Description: describe the subject of your report in as much detail as possible.

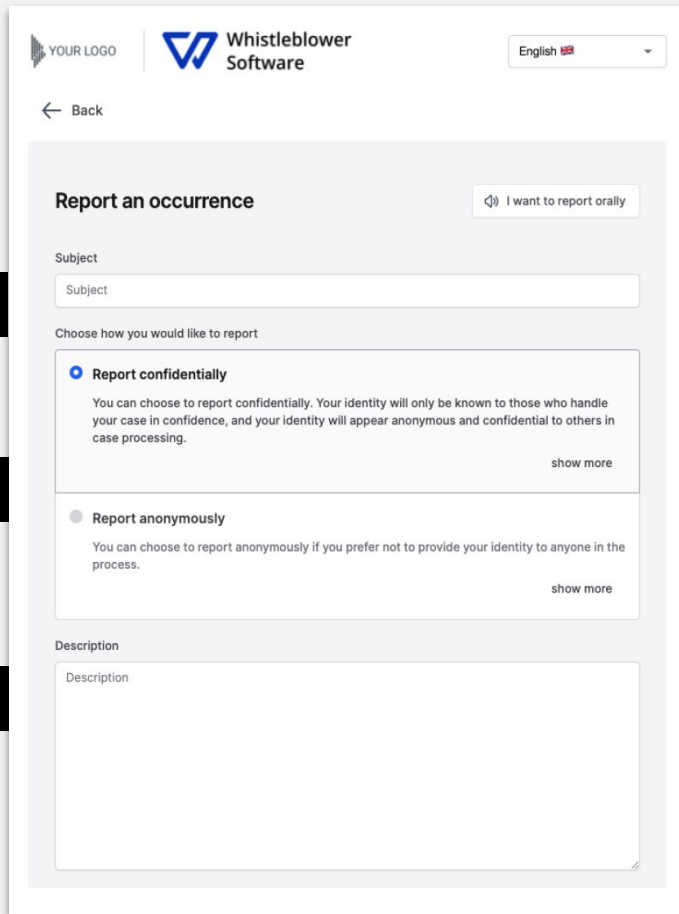
Note: If you choose to report anonymously, make sure that you don't disclose your personal information in any part of the report.



A

B

C



The screenshot shows the 'Report an occurrence' form in the Whistleblower Software. At the top, there is a header with 'YOUR LOGO', the 'Whistleblower Software' logo, and a language dropdown set to 'English'. Below the header is a 'Back' button. The main form area is titled 'Report an occurrence' and includes a 'I want to report orally' button. The form is divided into three sections: 'Subject', 'Choose how you would like to report', and 'Description'. The 'Subject' section has a text input field. The 'Choose how you would like to report' section has two radio button options: 'Report confidentially' (selected) and 'Report anonymously'. Each option has a 'show more' link. The 'Description' section has a large text area for entering details.

A. Written report

- A. Category: select a category describing the type of reported occurrence,
- B. Additional questions: other questions might be obligatory or optional to finish the report, e.g. your contact information,
- C. Files: it is possible to upload different file formats, e.g. PDF, images, videos.

Note: Metadata are automatically removed.

- D. Click *Submit* once you finished your report



A

Category

None selected

B

What is your name?

What is your name?

What is your phone number? (Optional)

What is your phone number?

What is your email? (Optional)

What is your email?

C

Recipient(s)

After selecting category, you can see who your report will be sent to here.

Files

Upload file
Files up to 100Mb

C

Submit

B. ORAL REPORT

Guide to a reporting page



B. Oral report

Compila le informazioni richieste:

A. Click on Start recording,

Note: Your voice will be distorted to ensure your security and anonymity.

B. Category: select a category describing the type of reported occurrence,

C. Files: it is possible to upload different file formats, e.g. PDF, images, videos,

D. Click Submit once you finished your report.

The screenshot displays the 'Report an occurrence' form in the Whistleblower Software. At the top, there is a header with 'YOUR LOGO', the 'Whistleblower Software' logo, and a language dropdown menu set to 'English'. Below the header is a 'Back' button. The main form area is titled 'Report an occurrence' and includes a toggle for 'I want to report in text format'. Under 'Sound recording', there is a 'Start recording' button. The 'Category' section has a dropdown menu currently showing 'None selected'. The 'Recipient(s)' section includes a note: 'After selecting category, you can see who your report will be sent to here.' The 'Files' section features a dashed box with an 'Upload file' button and the text 'Files up to 100Mb'. At the bottom of the form is a blue 'Submit' button with a checkmark icon.

ACCESS CODE

Guide to a reporting page



Save your access code

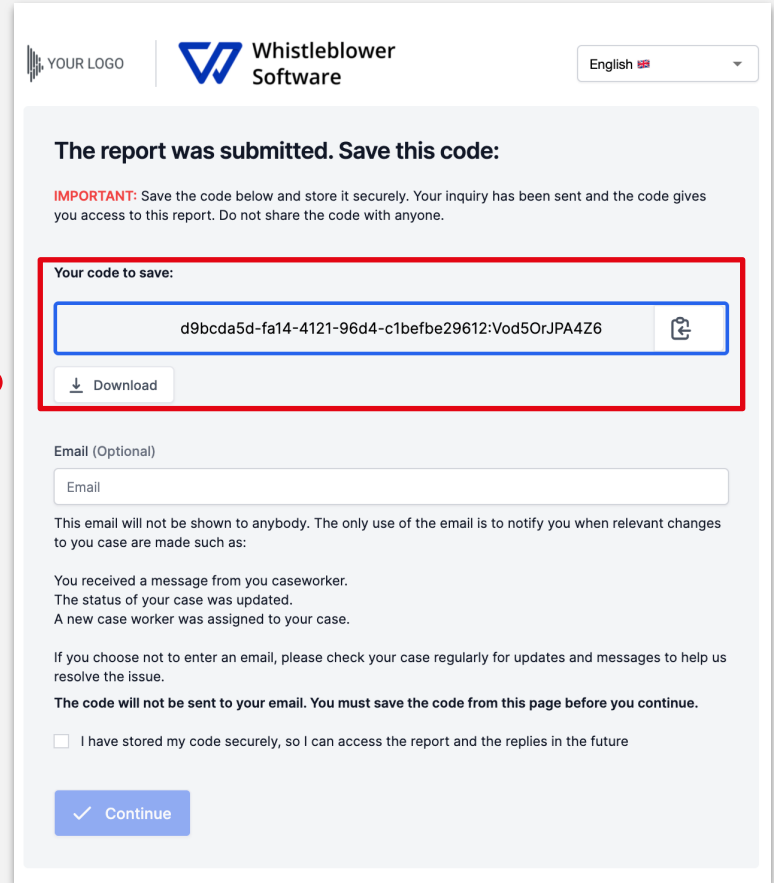
After submitting your report, don't forget to securely store your access code.



Why is this code important?

- It gives you access to your report,
- You can further communicate with case workers,
- You can see the status of your case and new messages.

How to save your access code?

- Copy and paste it in a safe document,
- Download it to your device.





YOUR LOGO |  Whistleblower Software | English 

The report was submitted. Save this code:

IMPORTANT: Save the code below and store it securely. Your inquiry has been sent and the code gives you access to this report. Do not share the code with anyone.

Your code to save:



 Download

Email (Optional)


This email will not be shown to anybody. The only use of the email is to notify you when relevant changes to you case are made such as:

You received a message from you caseworker.
The status of your case was updated.
A new case worker was assigned to your case.

If you choose not to enter an email, please check your case regularly for updates and messages to help us resolve the issue.

The code will not be sent to your email. You must save the code from this page before you continue.

I have stored my code securely, so I can access the report and the replies in the future

 Continue

REPORT FOLLOW-UP

How to keep up to date



Follow up on your report

- A. Go to a reporting page.
- B. Click on Follow up on existing report.
- C. **Enter your unique access code in the field for password.** This code was generated when you submitted your report.
- D. Click on Go to report.

The screenshot shows a web interface for a reporting system. At the top, it says "Welcome to a demo reporting page". Below this, there are three paragraphs of text explaining the reporting process. A modal window titled "Password required to access" is open in the center, containing a text input field with a unique access code and two buttons: "Cancel" and "Go to report". A red box highlights the modal, and a red exclamation mark is placed to its left. At the bottom of the page, there are two buttons: "+ Create a new report" and "Follow up on existing report".

Welcome to a demo reporting page

This test page shows you a reporting journey of a whistleblower who wants to create a new report or follow up on an existing one.

These are the pages that employees or other persons who want to report an incident land on after clicking on a reporting link.

A link to your own reporting page is created automatically when your account is set up. It is possible to create multiple reporting links to differentiate, for example, internal and external reports. This link is easy to share with your employees, partners, or customers.

How to use the reporting page

1. Click on the reporting link.
2. Fill in the required information.
3. Click on the "Go to report" button.
4. A unique access code is generated and sent to your email.

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port.

Book a free [demo](#).

Whistleblower Software


+ Create a new report Follow up on existing report


Overview of your report

Now you accessed a page with details of your report.

On this page you can:

- See your full report,
- Review status of your report,
- See who are the case workers looking into your reported occurrence,
- Read messages from case workers,
- Provide more information by sending a follow-up message or files.


YOUR LOGO |  Whistleblower Software

English  ▼

Report details

Occurrence details	
Date and time	24 Jan 2022, 15:01:18
Subject	test
Description	test
State	New
Departments	Happy Test Company
Category	Other
Case worker(s)	Kristoffer Abell Monika Tibenska

Messages



No responses

No one has yet responded to this occurrence


Share more details


You can provide additional information after submitting your report by sending a new message.


- A. When you access your report and scroll below *Report details*, you have an option to send a new written or audio message.
- B. Simply type your message, record audio or upload a file and click on *Send* button. Any additional messages and files will be linked to your existing report.

Send message

Description

 Start recording


Upload file
Files up to 100Mb

 Send

THANK YOU FOR ATTENTION
Help us improve our Company

