



## **ODT MOBILE:**

### **INCIDENT REPORT USER GUIDE**

ODTmobile version: 1.8 and above

Document Version: 1.3

Distribution: DQT ODTmobile users

## 1. Creating an Incident Report

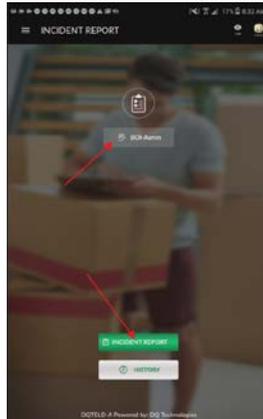
### Step 1

From the Home Screen, select Incident Report



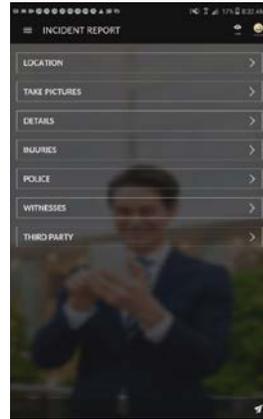
### Step 2

Confirm the correct vehicle is selected & click Incident Report



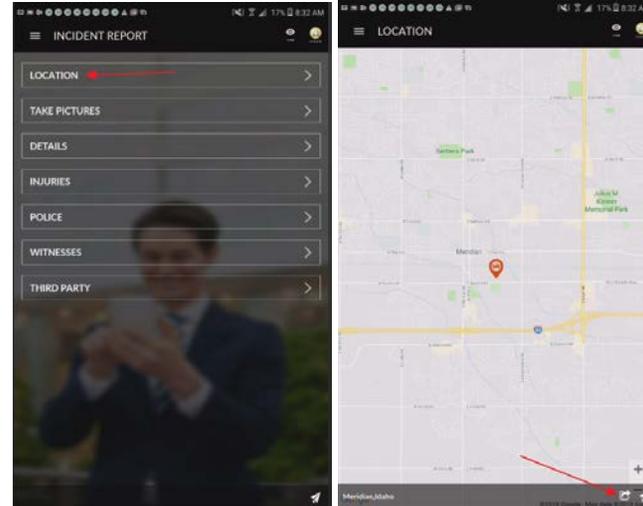
### Step 3

This brings up the Incident Report screen



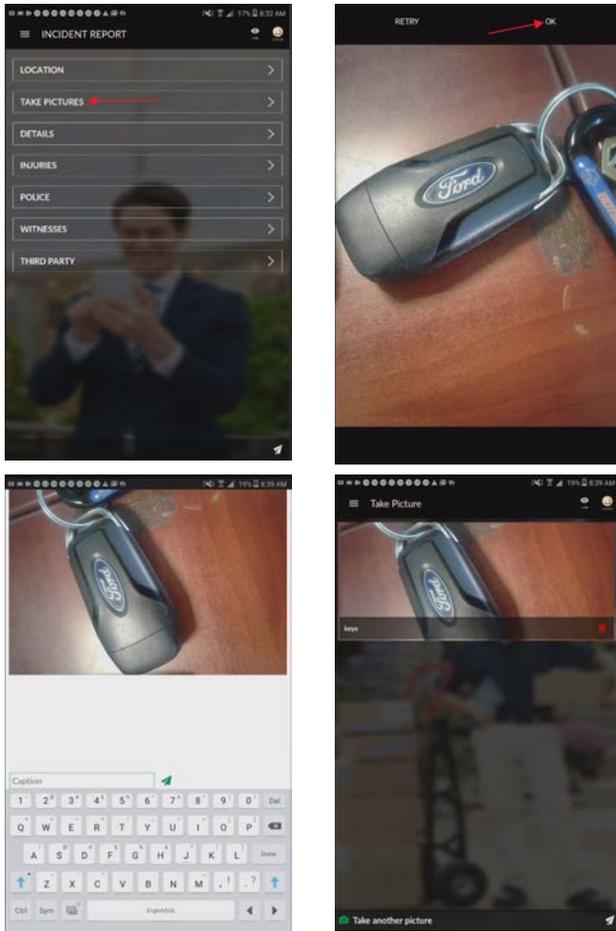
## 2. Setting the Location

Report the location of the incident by clicking on Location. This will bring up a map. Make sure the marker is at the location site and click on the icon that is a square with an arrow in it on the bottom left of the screen. After completed, press back to view main Incident Report screen.



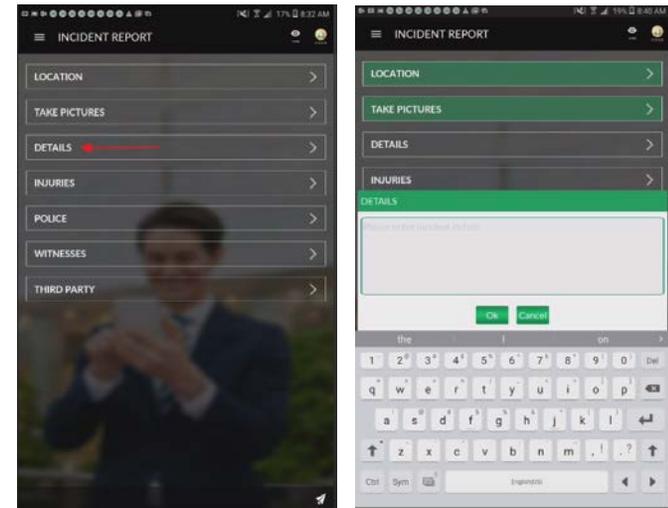
### 3. Take Pictures

Select Take Pictures. This allows the user to take pictures of the incident. After taking the picture, click the OK button at the top of this screen. This will navigate the user to add a caption to the picture. After making the caption, the user can take additional pictures or back out to the main Incident Report screen.



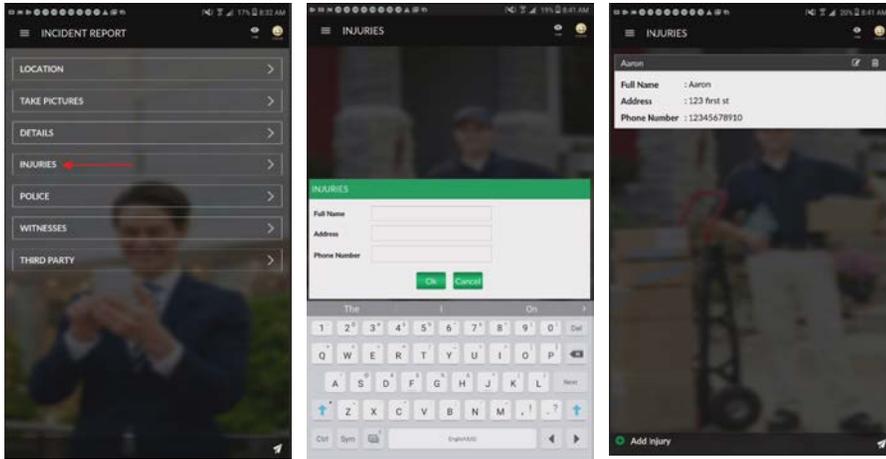
### 4. Details

Select Details to enter details about the incident, what happened, how it happened. After filled out, back out to the main Incident Report screen.



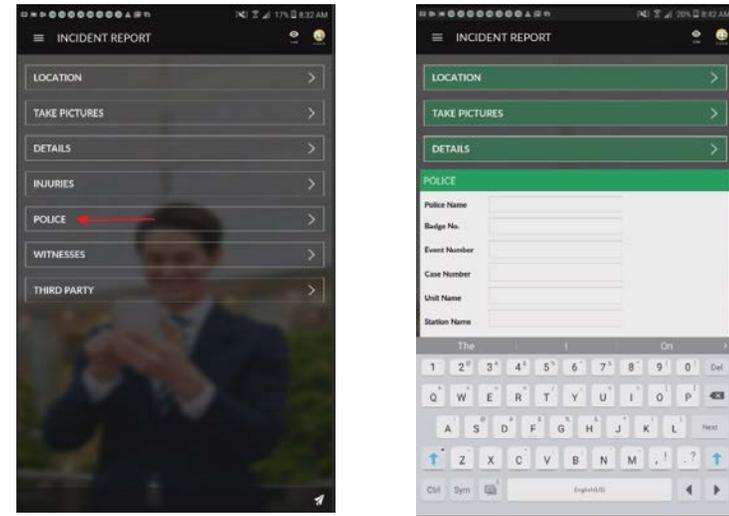
## 5. Injuries

The Injuries section allows the user to enter the contact information of an injured person. The user is prompted to enter additional injuries if applicable. When completed, return to the main Incident Report screen.



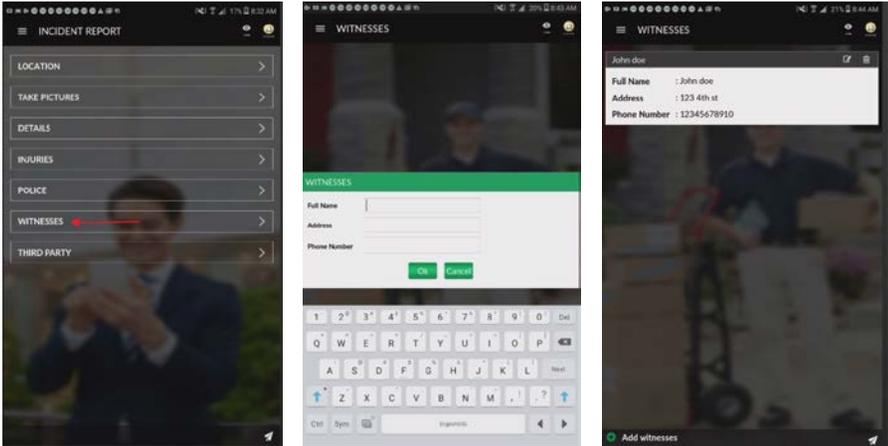
## 6. Police

The Police section is where the user can enter the Police Officer's name, badge number, event number, case number, unit name, and station name. When filled out, back out to the main Incident Report screen.



### 7. Witnesses

Select Witnesses to enter contact information of any witnesses that were at the scene. After adding a witness, it will take you to a screen where the user can add additional witnesses, or the user can go back to the main Incident Report Screen.



### 8. Third Party

Third Party allows you to add information about the third-party driver. After all the information is added, click the OK icon to go back to the main Incident Report screen.



### 9. Submitting the Report

When categories are completed, it will show green. When the user is ready to send the incident report to the location contact, click the paper airplane icon in the bottom right hand corner of the screen. The Incident Report is complete and sent, and the user can now back out to the main Home screen.

