

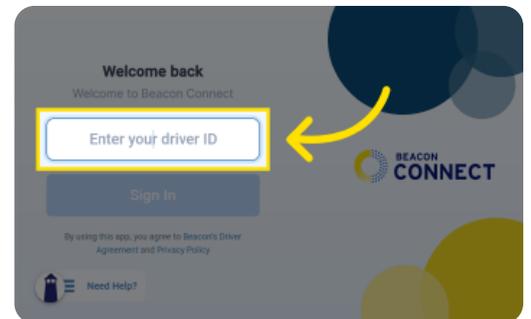
INCIDENT REPORT ENTERING

Master the process of submitting an incident report efficiently, with Beacon Connect. From entering driver ID to describing incidents, follow the comprehensive guide below to streamline your workflow and ensure accurate incident documentation. Go to pwal.stage.beaconconnect.app

1. Login.

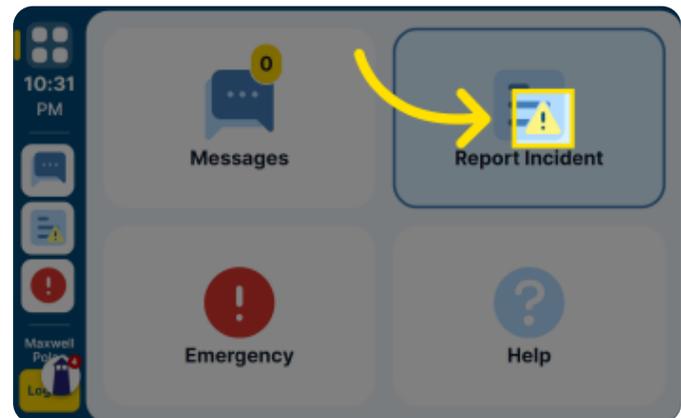
Open the driver app in a browser. It is formatted for a tablet so the size will appear larger than normal, but all of the functionality works normally on a computer or tablet.

Fill "Enter your driver ID." Enter the ID of the driver who created the incident report. A list of driver IDs can be found in the drivers section of Beacon Connect. After you enter the ID, you can click "sign in," no password is required for the driver app.



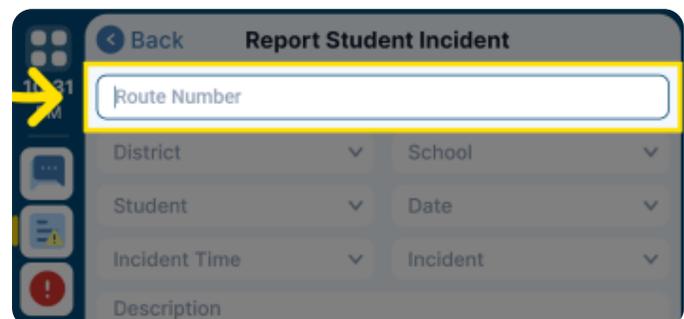
2. Select Report Incident.

Click on the incident report icon located at the top right corner to begin a new report.



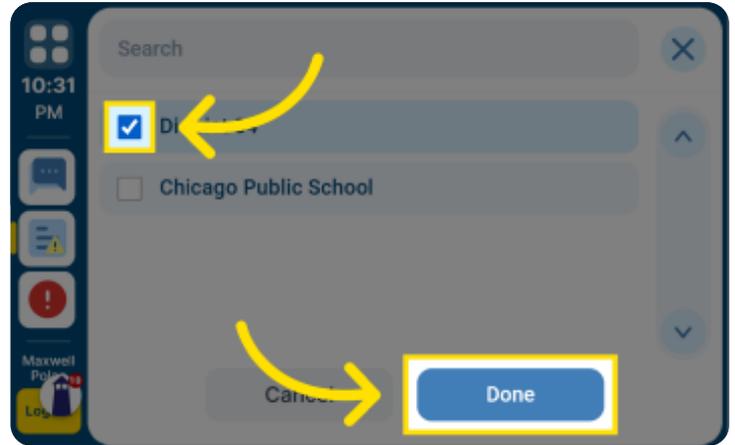
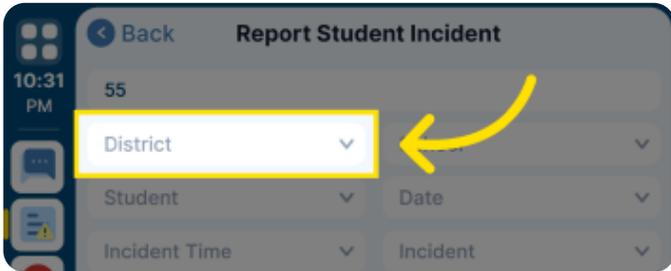
3. Enter Route Number.

The report will open and now you can fill out all of the details. Start by clicking *Route Number*.



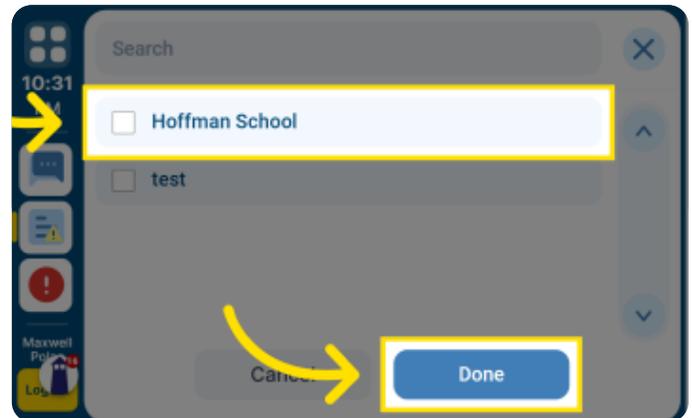
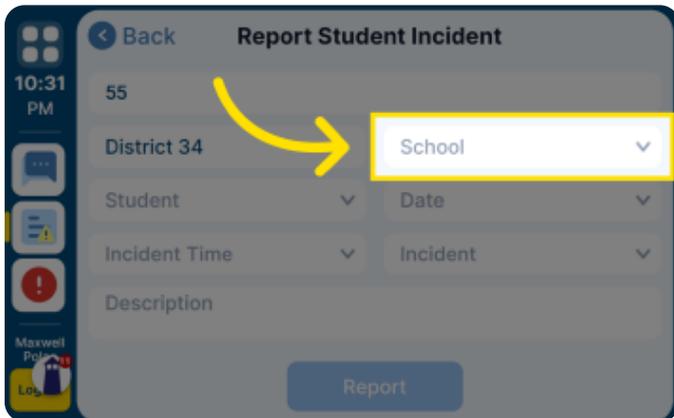
4. Select "District."

Next select the *District* drop down menu.
Mark the applicable district.
Click *done*.



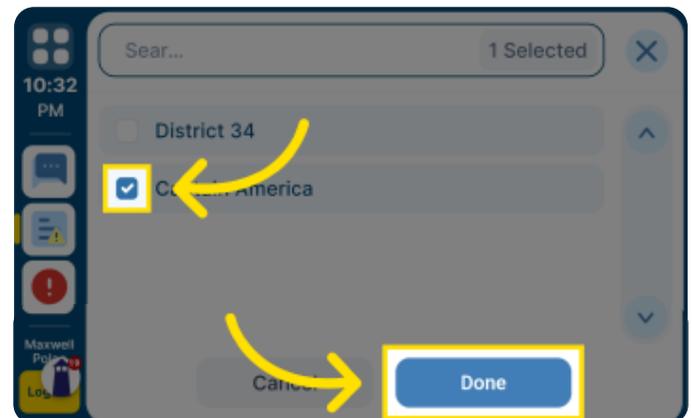
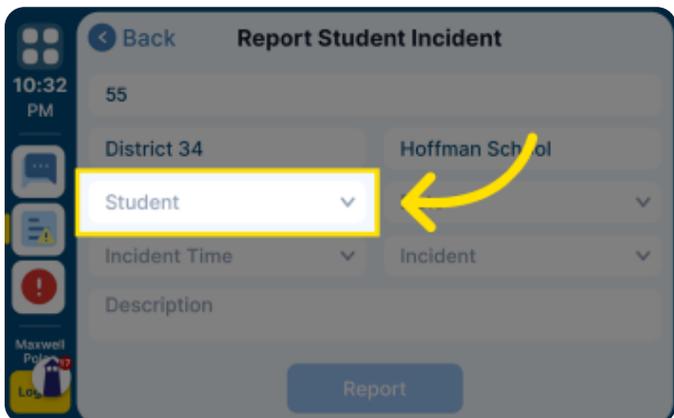
5. Select "School."

Next, select the *School* drop down menu.
Mark the applicable school.
Click *Done*.



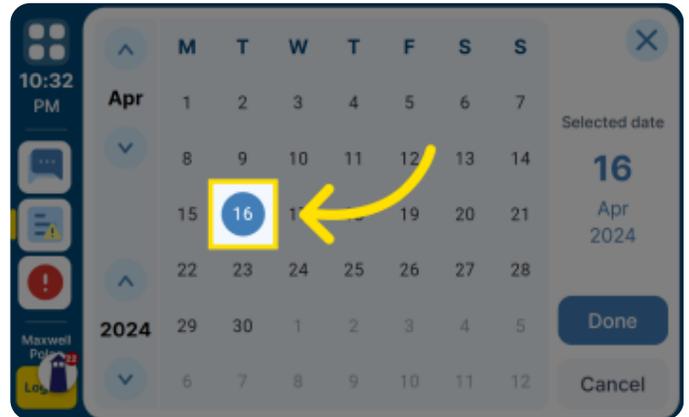
6. Select "Student"

Next, select the *Student* drop down menu.
Mark the applicable student.
Click *Done*.



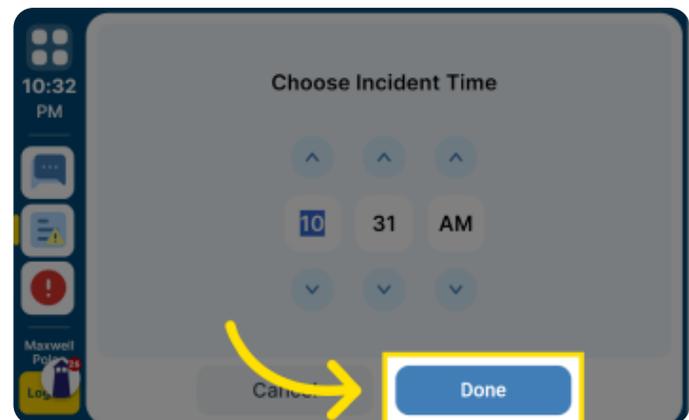
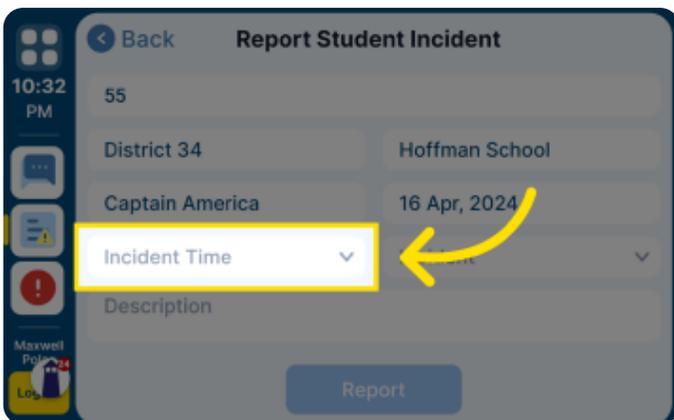
7. Enter the Date.

Next select the *Date* drop down menu. Select the date on the calendar. Click *Done*.



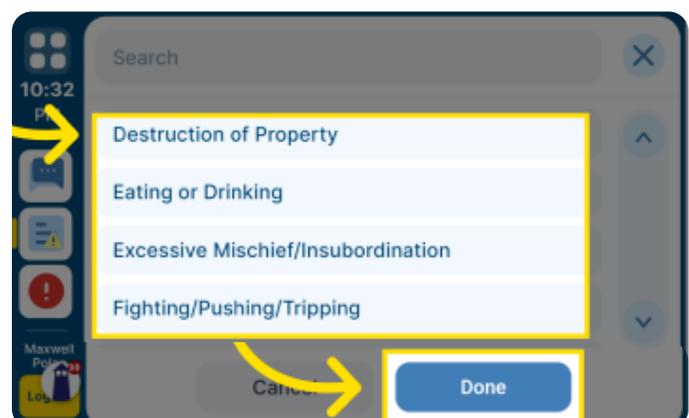
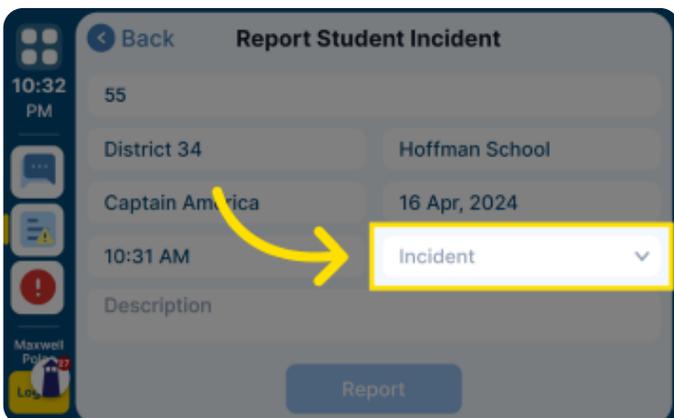
8. Enter the Time.

Next select the *Incident Time* drop down menu. Select the time. Click *Done*.



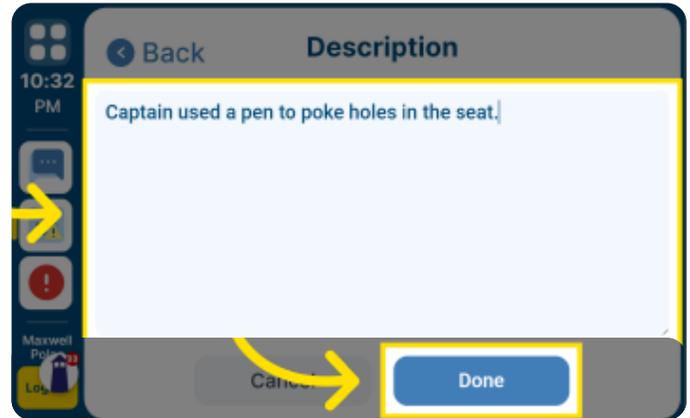
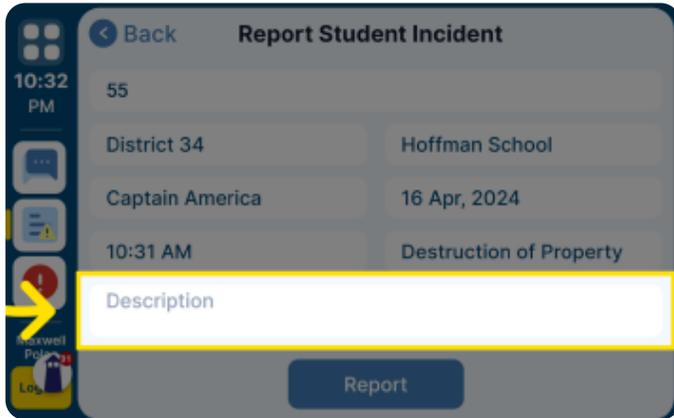
9. Select the incident type.

Next select the *Incident* drop down menu. Select the time. Click *Done*.



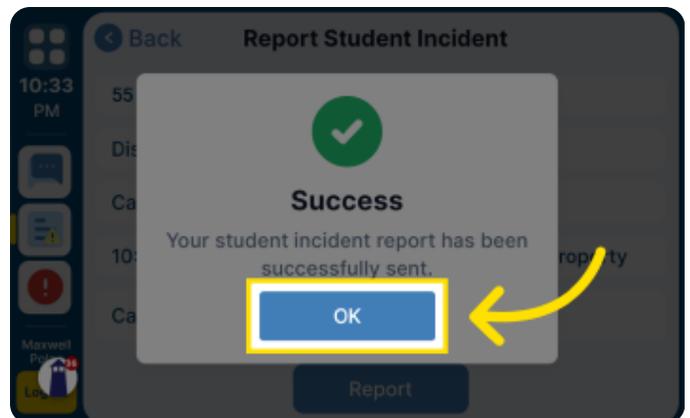
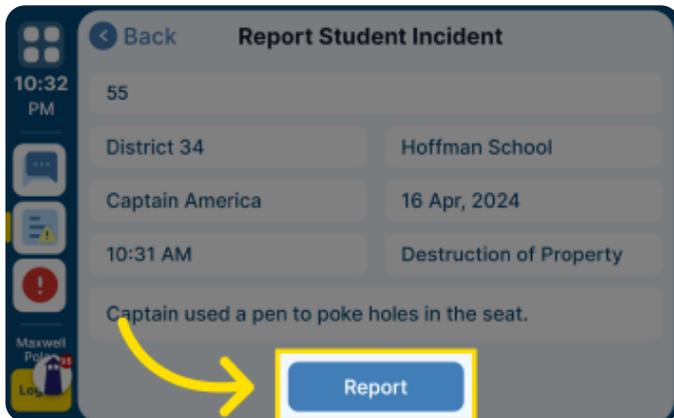
10. Describe the incident.

Select the *Description* box. Type in a description of the incident. Click *Done*.



11. Submit the report.

After all sections are complete, select *Report* and *OK*.



The incident is now entered and can be found on Beacon Connect. Here it will need to be reviewed and approved. Please view our guide video to complete that process.