



How to make a report?

Guide to the reporting
page

Welcome!

Welcome to your guide to the incident reporting page. We will guide you through the entire process of reporting online.

In this guide, you can find information on:

- How to create a written or oral report,
- How to access the existing report and see which actions have been taken,
- How to send further information and files.

Table of contents

Reporting page	3
How to create a report.....	5
A. Reporting in written form.....	7
B. Reporting in oral form.....	10
Access code	12
Follow-up to the report	14
Overview of the report	16
Sharing more details.....	17

Reporting page

Welcome in the demo of the reporting page

This demo page illustrates the reporting process for a whistleblower who wishes to create a new report or follow up on a previous one.

These are the pages where employees or other persons will land after clicking on a reporting link.

When configuring the account, a link to your personal reporting page will be automatically generated. It is possible to create additional reporting links to differentiate between internal and external reports. The link is easily sharable with employees, partners, or customers.

How to create a report:

1. click on «Create a new report»
2. follow the instructions and fill in all the mandatory fields
3. click on the «send» bottom
4. after submitting the report, save your unique access code. The report has been sent and the code allows the whistleblower to access the report, to anonymously or privately communicate with the organization and track the report's status. They can copy the code, download it, or send it to their email.

→ Vuoi vedere come un'organizzazione vede una segnalazione simile a quella di un informatore? ←
 Prenota una [demo](#) gratuita.



+ Create a new report

Request updates on an existing report

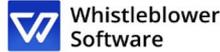
Reporting page

The [Organisation] will provide a link, through which you will have access to the reporting page

On this page, you can:

- Change the language options,
- Read the information notice on privacy of your company, your whistleblowing policy and other pertinent information.
- Create a new report,
- Follow previous reports.

Access the reporting page here [insert link to reporting page].



english

[Welcome](#) [Configure your pages](#) [Customisable reporting](#) [Whistleblower Policy](#)

Welcome in the demo of the reporting page

This demo page illustrates the reporting process for a whistleblower who wishes to create a new report or follow up on a previous one.

These are the pages where employees or other persons will land after clicking on a reporting link.

When configuring the account, a link to your personal reporting page will be automatically generated. It is possible to create additional reporting links to differentiate between internal and external reports. The link is easily sharable with employees, partners, or customers.

How to create a report:

1. click on «Create a new report»
2. follow the instructions and fill in all the mandatory fields
3. click on the «send» bottom
4. after submitting the report, save your unique access code. The report has been sent and the code allows the whistleblower to access the report, to anonymously or privately communicate with the organization and track the report's status. They can copy the code, download it, or send it to their email.

→ Vuoi vedere come un'organizzazione vede una segnalazione simile a quella di un informatore? ←

Prenota una [demo](#) gratuita.

[+ Create a new report](#)[Request updates on an existing report](#)

How to create a report

1

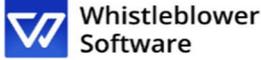
Access the online reporting page on any device via the reporting link provided by (Company)

2

Choose your preferred language

3

Click here +Create a new report



english

[← Indietro](#)

Report an event

 I would like to verbally report

Subject

Choose how you wish to report

Report confidentially

You can choose to report confidentially. Your identity will be known only to personnel in charge of handling your case, and it will appear anonymous and reserved to others during the case handling process.

[show more](#)

Report anonymously

You can choose to report anonymously if you prefer to remain unknown to all individuals involved in the procedure.

[show more](#)

Description

How to create a report

4

You can choose whether to make a written or oral report. Choose whether to create:

A.

A report in written form

If you want to create a written report, fill in the data.

Read about how to create a written report on page 7.

B.

A report in oral form

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

Read about how to create an oral report on page 10.

A. Reporting in written form

YOUR LOGO | Whistleblower Software | english

← Indietro

Report an event I would like to report in written form

Subject
Subject

Choose how you wish to report

Report confidentially
You can choose to report confidentially. Your identity will be known only to personnel in charge of handling your case, and it will appear anonymous and reserved to others during the case handling process.
[show more](#)

Report anonymously
You can choose to report anonymously if you prefer to remain unknown to all individuals involved in the procedure.
[show more](#)

Description
Description

A. Written report

5

Fill in the information required:

- **Subject:** a short description of your report,
- Choose between a confidential or anonymous report (to learn more on each option, click on show more),
- **Description:** describe the subject of your report in the most detailed way possible

Note: if you choose to make a report anonymously, make sure not to disclose your personal data anywhere in the report.

Categories

No selection

What is your name?

What is your phone number? (Optional)

What is your email? (Optional)

Receivers

 After selecting the category, you can see here who will receive your report.

File



Upload file

File up to 100Mb

✓ submit

A. Written report

- **Category:** choose the category that best describes the type of event reported
- **Further questions:** other questions may be necessary or optional to complete the report, e.g. Your contact information
- **Documents:** you can upload various formats e.g. PDF, images, videos.
- *Note: every trace of Metadata is automatically removed.*

6

Click on Send one once you have completed your report

B. Reporting in oral form

B. Report in oral form

← Indietro

Report an event

 I would like to verbally report

Audio recording

 Record audio

Select the categories related to your report

No selection

File


Upload file
File up to 100Mb

✓ submit

5

Click on Record audio,

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

6

Category: choose a category that best describes the type of event reported,

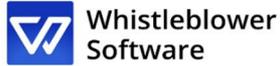
7

Documents: you can upload various different formats e.g. PDF, images, videos,

8

Click on Send once you have completed your report

Access code



italiano ▾

The report has been submitted. Save the following password:

IMPORTANT: Save the password below and keep it safe. The report has been submitted, and the password will give you access to this report. Do not share it with anyone.

Your password, should be saved:

ggwtzqot-0mrv-5dmn-cdxg-jk2fz16o3rro:jbsWEpEJ8I22



Download

Email (Optional)

Email

This email address won't be shared with anyone. The sole purpose of the email is to notify you in case of relevant changes, such as:

- You received a message from the person in charge
- The case status has been updated
- A new responsible has been assigned to your case

If you choose not to enter an email address, regularly check your report for updates and messages, to help us solve your case.

The password won't be sent to your email. You must save the password from this page before proceeding.

- I have memorized my password securely, so I can access the report and future responses.

Continue

Save your access code

After having sent your report, don't forget to keep your access code safe.

Why is the code important?

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

How to save the access code?

- Copy and paste the code into a secure document,
- Download it on your device.

Following up on the report

Benvenuto nella pagina di segnalazione dimostrativa

Questa pagina di prova mostra il percorso di segnalazione di un informatore che desidera creare una nuova segnalazione o dare seguito a una segnalazione esistente.

Queste saranno le pagine a cui arrivano i dipendenti o altre persone che desiderano segnalare un incidente dopo aver premuto su un link di segnalazione.

Al momento della configurazione dell'account, un link alla tua pagina di segnalazione verrà creato automaticamente. È possibile creare più link di segnalazione per distinguere, ad esempio, tra report interni ed esterni. Questo link è facile da condividere con dipendenti, partner o clienti.

Come creare una segnalazione:

1. Fai clic su **Segnala un incidente**.
2. Se necessario, inserisci la password richiesta per accedere.
3. Fai clic su **Segnala un incidente**.
4. Dopo aver inviato il tuo report, ti verrà fornito un codice di accesso unico. Copialo e incollalo nel campo password.

When you created the report, a unique password was provided to you.
Please, paste the password in the following field.

Password



+ Crea una nuova segnalazione

Richiedi aggiornamenti su una segnalazione esistente

Following up on the report

1

Go to the reporting page.

2

Click on Follow up on existing report.

3

Enter the unique access code in the password field. This code will be generated automatically when you send your report.

4

Click on Go to report.

Report details

Event details

Date and time 8 mag 2023, 15:29:08

Subject test

Description test

Status Nuovo

Category Conflitto di interessi

Responsible/s Kristoffer Abell
Monika Tibenska

Messages

 Chat crittografata



No response

No one has replied to this report yet

 Message

Write a message

Overview of your report

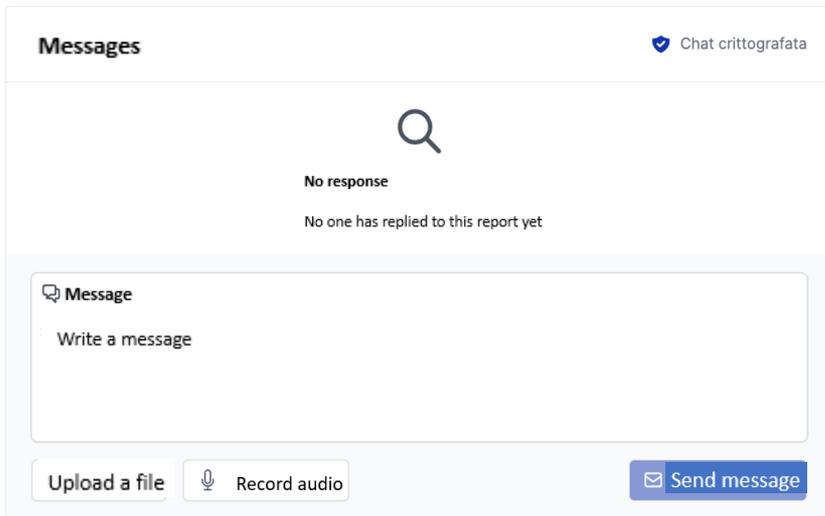
Now you have access to a page with the details of your report

On this page you can:

- See the full report,
- Check the status of the report,
- See who are the operators who are dealing with the event reported,
- Read messages written by the operators of the case,
- Send further information by sending follow-up messages or documents.

Sharing further details

You can share further details after having sent your report by sending a new message.



1

When you access your report and scroll under Report details, you have the option to send a new written or oral message.

2

Just write a message, record an audio or send a document and click on the Send button. Any new message and document will be automatically linked to the existing report.



Whistleblower Software Aps

www.whistleblowersoftware.com