



# RMIS Platform Reference Sheet

Below are some reminders for submitting a **NEW INCIDENT** through the online portal. ([Link](#))

**NEW**

To submit an incident:

- Click the blue **Incident** button for the type of report you need to submit.
  - If you're not sure which **Incident** button to select, you can hover each of them for more information.
- You will be able to immediately proceed to the form after clicking the button.

**Note:** There are incident forms specifically for WCSD Employees and Non-Employees. If you're not sure which button to select, hover over the button to see whom the form is meant for. There is also a field on each form to assist your navigation by reflecting WCSD Employee, Non-Employee, or both.

Person Completing Form: \*  Non-Employee  WCSD Employee

**FORM COMPLETION**

Completing the Form(s):

- All fields with a red asterisk (\*) are required and cannot be left blank.
- Please complete as many fields as possible that relate to your incident to assist the WCSD Risk Management Team in addressing your incident submission as efficiently as possible.
- There may be some additional fields that appear based on your field responses.
  - For Example, if you respond **Yes** to the question "Were you injured?" additional fields will appear to gather information about your injury.
  - For Example, if you're submitting an Auto or Auto Physical Damage incident and respond **Yes** to the question "Was there a passenger?" additional fields will appear to capture information regarding the passenger(s) involved.
- Once you've finished completing the incident form, click the **Complete Incident** button in the upper right corner. You may have a popup window that appears asking "Are you ready to complete this incident?" select **OK** to continue.
  - If you missed any required (\*) fields, they will be listed at the top of the page and throughout the form for easy updates. Once you've addressed all the outstanding required (\*) fields, click the **Complete Incident** button again to continue.

**!** Please correct the following errors.

- Date of Collision:** A value is required for Incident.
- Description of Incident:** A value is required for Incident.

**Reported By: \***  A value is required for Incident.

**Reported By Phone: \***  A value is required for Incident.

**NOTE:** The Tool Tip icon will help guide you through the form. These Tool Tips provide additional information about what a specific field is looking for, all you need to do is hover over the Tool Tip icon to view those details.

**WCSD FACILITY/DEPT**

Identifying the WCSD Facility or Department:

- Option 1:** Type the Name of the WCSD Facility or Department into the box and select the appropriate Facility/Department from the list that appears.
- Option 2:** Click the Magnifying Glass , select the WCSD Facility or Department from the list or use the Filter By options on the right. You can type the Facility or Department name into the Name box OR use the Filter By Hierarchy arrows to show only specific types of Facilities or Departments.

WCSD Facility: \*

Person Completing Form: \*

Reported By: \*

Be

BEASLEY ELEMENTARY SCHOOL (103)

BECK ELEMENTARY SCHOOL (104)

BENNETT ELEMENTARY SCHOOL (105)

CORBETT ELEMENTARY SCHOOL (112)

HUNSBERGER ELEMENTARY SCHOOL (135)



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**NOTE:** Please note that the form will time out and require you to start over if it's inactive/untouched for 60+ minutes. So, make sure you have all known details readily available when entering the incident(s).

## WITNESS

Adding a Witness:

1. After checking **Yes**, you have witness(es), new fields will appear.
2. Complete the contact fields for up to 3 Witnesses.

Please submit as much information as possible for each witness.

### WITNESSES

Was there a Witness? \*

Yes  No

First Witness

Name:

First then Last Name

Address:

Phone:

Preferred Phone Number

Email:

Once you're satisfied with your responses, click **Complete Incident** at the top of the page. After completing all applicable fields, you will click **Save & Complete** at the top of the page. **DO NOT HIT THE BACK BUTTON it may cause duplicate records!!**

## ADD FILES

Adding Files:

1. Click the blue **Upload File** link to the far right
2. Select your document(s)
3. Add a Description and Document Type
4. Then click **Save**
5. If you select **Upload Multiple Files**
  - a. Drag and Drop all documents into the box
  - b. Click **Start Upload**
  - c. Then **Done Uploading Files**

Upload any relevant files

Save Successful.

You can upload any relevant documents and files for the claims you submitted in this page. Please do so below before clicking on the I'm done button.

#1 test (2019-000028)

Upload File

**MORE FILES?** → If you have additional attachments after you've submitted your incident, please send them directly to **WCSD Risk Management** at [riskmanagement@washoeschools.net](mailto:riskmanagement@washoeschools.net).

## DONES

Are you done or have another incident to report?

[Return to Welcome Screen](#) or [click here to log out](#)

1. If you're done, you can simply close your browser or leave the page.
2. If you have another incident to submit, click the **Return to Welcome Screen** button at the bottom of the page. Clicking this button will take you back to the Washoe County School District Incident Reporting Form homepage.

**NOTE:** To print a copy of the incident details you submitted, click the blue **LINK** at the bottom of the page confirmation page. You will then have the option to print or save as PDF.

### Print Claim Records

Click the links below to print a copy of the records submitted.

[test \(2019-000028\)](#)

### Personal Notes/Reminders Section: