



Nationwide Arena Incident Form and Reports

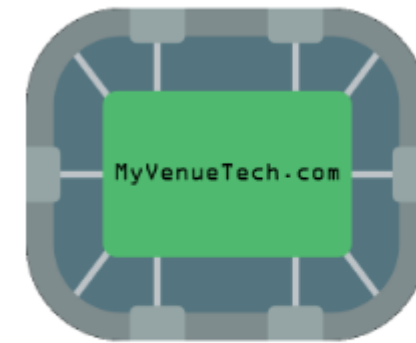
www.MyVenueTech.com

BUILT AND MAINTAINED BY BILL LARSON, 8124WEB.NET, LLC

BILL@8124WEB.NET

Incident Reports - Overview

- Used during events to document incidents.
- Used during non-events to document incidents.
- www.MyVenueTech.com
- Select your venue.
- Training documentation is available.



Please log in

LOGIN

 INCIDENT REPORT

 TRAINING

 LOGIN HELP

Copyright © 2022-2024
www.MyVenueTech.com All Rights Reserved
Site designed & maintained by:
8124web.net
This website uses cookies to enhance your experience.
By using this website you agree to these [terms](#).

Incident Reports - Overview

- Reports use a random generated six-character Incident ID.
 - Difficult to predict or guess.
- Capabilities determined by job function and login credentials.
 - Anyone can create a new Incident Report.
 - Can edit or view reports if Incident ID is known.
 - Lead Supervisors with login credentials can create, search or edit.
 - Cannot view reports designated as Private.
 - Can view reports from any date.
 - Management with login credentials can create, search, edit, or delete.
 - Can designate reports as Private.
 - Can view reports designated as Private.
 - Can view reports from any date.

Incident Reports

- Enter the Incident ID if you are already working on an existing report.

Reports open in a new tab or window.

Enter the Incident ID for an existing report.	Or click here for a new report.
Existing Report	New Report

- Only Incident Reports started within the last 2 days are available without a login.
- Click New Report to start a new report.
- Be sure to write down the new report Incident ID for future reference.

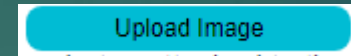
Incident Report – Main Section

- An Incident ID is automatically generated for new report.
- Incident date and time are set to now. Change if needed.
- Enter the Event Name (if any) and select the Incident Type.
- If this report is connected to an existing Command event, enter the Command Link ID from the Command supervisor.
- Enter your name in the Completed By section. Select how you were notified of this incident.
- Enter as much information as possible for the Location, Details and Resolution sections. You can return to the report if needed. Be sure to click **Submit** to enter all information.

INCIDENT ID:	D8Z35M	COMMAND LINK ID:	1779
INCIDENT DATE:	10/02/2022	INCIDENT TIME:	05:56 PM
EVENT:	20221002Test	COMPLETED BY:	
INCIDENT TYPE:	Select Incident Type	HOW WERE YOU NOTIFIED?	Radio
* FIRST WITNESS:			

Incident Report – Photo upload

- You have the ability to add pictures and very short videos relating to the incident.
- Click the Upload Image button.
- Click the Choose File button.
 - Select a picture that you have already taken.
 - Use your camera to take a new picture.
- Click Submit. The file will be uploaded and attached to this report.
- An error will show if the upload wasn't successful.



Upload image, CSV, Excel or PDF files only.
Images over 2mb may cause an error.

Select image to upload:

No file chosen

Incident Reports – Subject Information

- Information for up to five people can be attached to each report.
- Click on any Subject tabs at the top. A report for each subject will appear below.
- Complete as much information as available for each subject. Enter “Refused” or “Not obtained” if you don’t have a name. You may upload photos for each person.
- Limit specific details if subject is a minor. Do not include HIPAA or medical details anywhere in the report.**
- For incidents that have more than 5 people, create an additional incident report.
- Be sure to click the Submit button to save information before leaving the page.

Limit specific details if subject is a minor. Do not include HIPAA or medical details.

Subject 1	Subject 2	Subject 3	Subject 4	Subject 5
Subject 1 Upload Image				

Incident Reports

- Once the report is submitted, a Details updated page is displayed.
- You may return to the report to make additional entries or changes.
- You may close the report and be returned to the main window.
- You are able to make additional entries or changes to a closed report within 2 days by using the 6 character Report ID.

Details updated.

Return to report

Close report



Questions, concerns,
comments or suggestions?

www.MyVenueTech.com

BUILT AND MAINTAINED BY BILL LARSON, 8124WEB.NET, LLC

BILL@8124WEB.NET