



# How to report?

Guide to a reporting  
page

# Welcome!

Welcome to your guide to an incident reporting page. We will walk you through the whole online reporting process.

In this guide, you can read about how to:

- Create a written or oral report,
- Access your existing report and see what actions have been taken,
- Send additional information or files.

# Table of content

|   |    |
|---|----|
| <a href="#">Reporting page</a> .....          | 3  |
| <a href="#">How to create a report</a> .....  | 5  |
| A. <a href="#">Written report</a> .....       | 7  |
| B. <a href="#">Oral report</a> .....          | 10 |
| <a href="#">Access code</a> .....             | 12 |
| <a href="#">Report follow-up</a> .....        | 14 |
| <a href="#">Overview of your report</a> ..... | 16 |
| <a href="#">Share more details</a> .....      | 17 |

# Reporting page

### Welcome to a demo reporting page

This test page shows you a reporting journey of a whistleblower who wants to create a new report or follow up on an existing one.

These are the pages that employees or other persons who want to report an incident land on after clicking on a reporting link.

A link to your own reporting page is created automatically when your account is set up. It is possible to create multiple reporting links to differentiate, for example, internal and external reports. This link is easy to share with your employees, partners, or customers.

#### How to create a report:

1. Click on "Create a new report"
2. Follow the instructions and fill out all required fields
3. Click on the "Submit" button
4. After submitting the report, save the unique access code. The report has been sent and the code gives the whistleblower access to their report, the opportunity to anonymously or confidentially communicate with the organisation, and view the status of their report. They can choose to copy the code, download it or have it sent to their email.

→ Would you like to see how an organisation sees a similar whistleblower report? ←  
Book a free [demo](#).

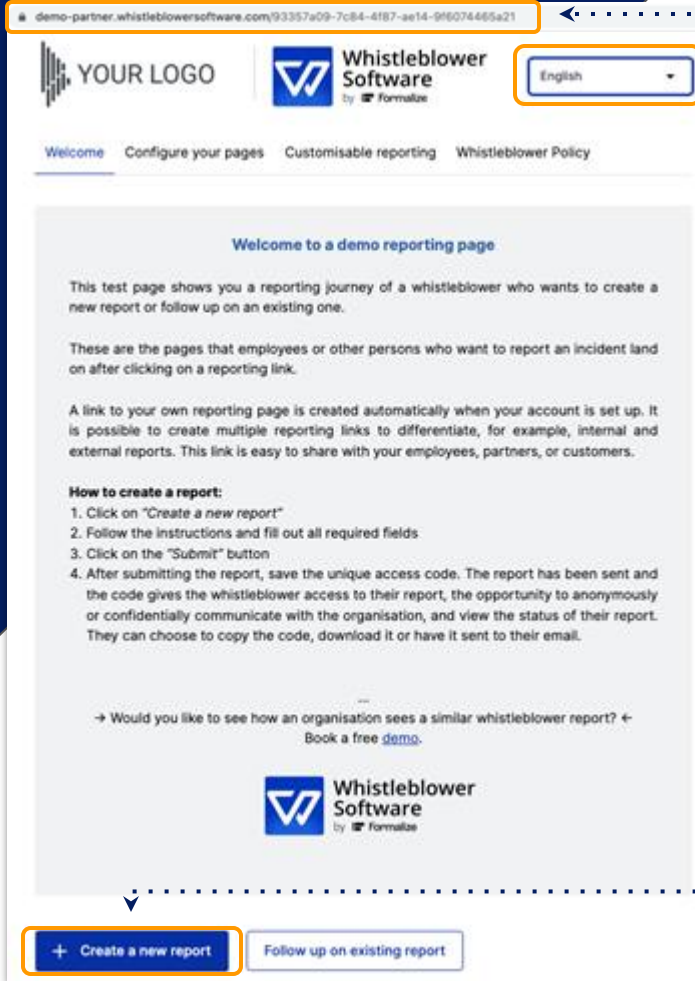
# Reporting page

JM elektronik Limited Liability Company, will provide a link on their websites [www.jm.pl](http://www.jm.pl) and [www.jm-ems.pl](http://www.jm-ems.pl), through which you can access a **reporting page**.

On this page, you can:

- Change language options,
- Read about your company's privacy policy, whistleblowing policy and other relevant information,
- Create a new report,
- Follow up on existing report.

# How to create a report



demo-partner.whistleblowersoftware.com/93357a09-7c84-4f87-ae14-9f6074465a21

YOUR LOGO Whistleblower Software by Formalize English

Welcome Configure your pages Customisable reporting Whistleblower Policy

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Whistleblower Software by Formalize

+ Create a new report Follow up on existing report

1

Access the online reporting page on any device via reporting link provided by [Company]

2

Choose your preferred language

3

Click on *+Create a new report*

[← Back](#)

## Create new case

[🗣️ I want to report orally](#)

Subject

Choose how you would like to report

 Report confidentially

You can choose to report confidentially. Your identity will only be known to those who handle your case in confidence, and your identity will appear anonymous and confidential to others in case processing.

[show more](#) Report anonymously

You can choose to report anonymously if you prefer not to provide your identity to anyone in the process.

[show more](#)

Description

# How to create a report

4

You can choose to make either written or oral report. Choose whether you would like to create:

A.

## Written report

If you wish to create a written report, proceed filling out information.

Read how to create a written report on [page 7](#).

B.

## Oral report

If you wish to create an oral report, click on *I want to report orally*.

Read how to create an oral report on [page 10](#).

# A. Written report

[← Back](#)

### Create new case

 I want to report orally

Subject

Choose how you would like to report

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[show more](#) Report anonymously

You can choose to report anonymously if you prefer not to provide your identity to anyone in the process.

[show more](#)

Description

5

## A. Written report

Fill out the required information:

- Subject: short description of your report,
- Choose confidential or anonymous reporting (read more about each option after clicking on *show more*),
- Description: describe the subject of your report in as much detail as possible.

*Note: If you choose to report anonymously, make sure that you don't disclose your personal information in any part of the report.*



## A. Written report

- Category: select a category describing the type of reported occurrence,
- Additional questions: other questions might be obligatory or optional to finish the report, e.g. your contact information,
- Files: it is possible to upload different file formats, e.g. PDF, images, videos.

*Note: Metadata are automatically removed.*

6

Click *Submit* once you finished your report

Category

None selected

What is your name?

What is your name?

What is your phone number? (Optional)

What is your phone number?

What is your email? (Optional)

What is your email?

Recipient(s)

After selecting category, you can see who your report will be sent to here.

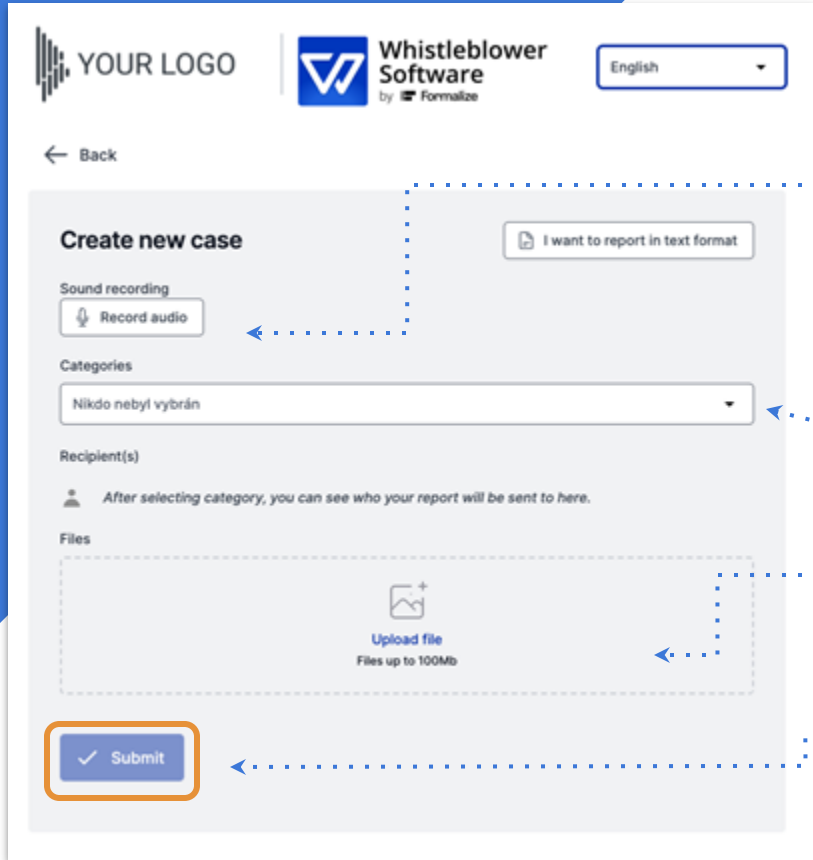
Files

Upload file

Files up to 100Mb

Submit

# B.Oral report



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← Back

**Create new case**

I want to report in text format

Sound recording

Record audio

Categories

Nikdo nebyl vybrán

Recipient(s)

After selecting category, you can see who your report will be sent to here.

Files

Upload file  
Files up to 100Mb

Submit

## B. Oral report

5

Click on *Start recording*,

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

6

Category: select a category describing the type of reported occurrence,

7

Files: it is possible to upload different file formats, e.g. PDF, images, videos,

8

Click *Submit* once you finished your report.

# Access code

# Save your access code

After submitting your report, don't forget to **securely store your access code**.

*Why is this code important?*

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

*How to save your access code?*

- Copy and paste it in a safe document,
- Download it to your device.

Case ID: QZ3A ⓘ

**The report was submitted. Save the following password:**

**IMPORTANT:** Save the password below and store it securely. Your report has been sent and the password gives you access to this report. Do not share the password with anyone.

Your unique password, that must be saved is:

dkyoszw7-dgpe-kt4h-nxsr-cre8d1ghtfgu:7dDiBUHsSiTD

Copy

Download

Email (Optional)

Email

This email will not be shown to anybody. The only use of the email is to notify you when relevant changes to your case are made, such as:

You received a message from your case handler.  
The status of your case was updated.  
A new case handler was assigned to your case.

If you choose not to enter an email, please check your case regularly for updates and messages to help us resolve the issue.

**The password will not be sent to your email. You must save the password from this page before you continue.**

I have stored my password securely, so I can access the report and the replies in the future.

Continue

# Report follow-up

# Follow up on your report

## Welcome to a demo reporting page

This test page shows you a reporting journey of a whistleblower who wants to create a new report or follow up on an existing one.

These are the pages that employees or other persons who want to report an incident land on after clicking on a reporting link.

A link is posted externally. When you click on it, you are taken to this page. It is a reporting page and you can either create a new report or follow up on an existing one.

### How to use this page

1. Click on the reporting link.
2. Follow up on an existing report or create a new report.
3. Click on the reporting link.
4. After clicking on the reporting link, you will be taken to this page. You can either create a new report or follow up on an existing report.

### Password required to access

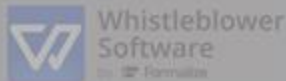
When you created the case you were given a unique password. Please paste the password into the input below.

Password

Cancel

Go to report

→ Would you like to see how an organisation sees a similar whistleblower report? ←  
[Book a free demo.](#)



+ Create a new report

Follow up on existing report

1

Go to a reporting page.

2

Click on *Follow up on existing report*.

3

Enter your unique access code in the field for password. This code was generated when you submitted your report.

4

Click on *Go to report*.

## Case details

| Case details               |                       |
|----------------------------|-----------------------|
| Case ID                    | LBCC                  |
| Date and time              | 26 Feb 2024, 13:44:15 |
| Subject                    | test test             |
| Description                |                       |
| What is your name?         | test test             |
| What is your phone number? | test test             |
| What is your email?        | test test             |
| State                      | New                   |
| Category                   | Bribery               |
| Case worker(s)             |                       |

## Messages

 Encrypted chat

No responses

No one has yet responded to this case

# Overview of your report

Now you accessed a page with details of your report.

## On this page you can:

- See your full report,
- Review status of your report,
- See who are the case workers looking into your reported occurrence,
- Read messages from case workers,
- Provide more information by sending a follow-up message or files.



Send message

Description

Start recording

Upload file  
Files up to 100Mb

Send

## Share more details

You can provide additional information after submitting your report by sending a new message.

1

When you access your report and scroll below *Report details*, you have an option to send a new written or audio message.

2

Simply type your message, record audio or upload a file and click on *Send* button. Any additional messages and files will be linked to your existing report.



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[www.whistleblowersoftware.com](http://www.whistleblowersoftware.com)