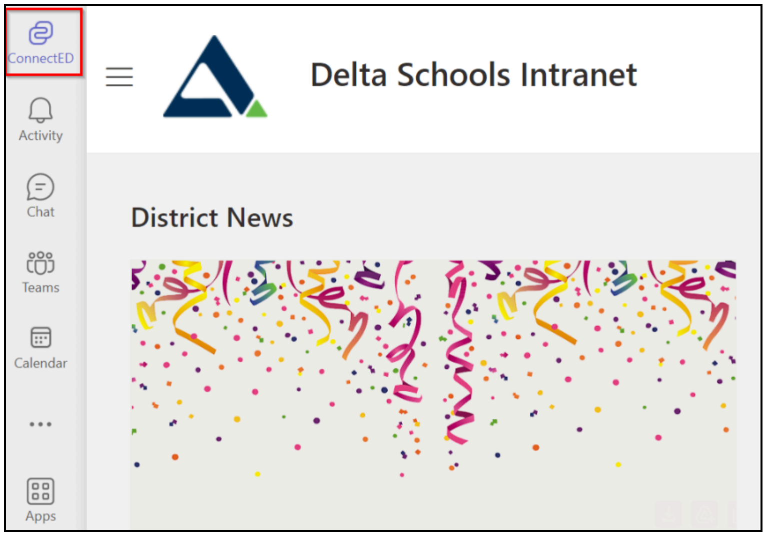
How to Access
Employee Incident Report Form

Accessing Clevr

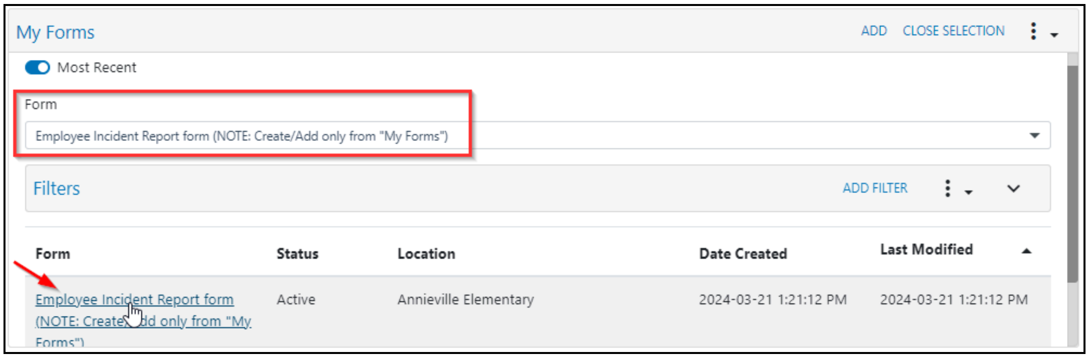
1. From Teams, click on ConnectED.



2. Once in ConnectED, scroll down and under Quick Links find the Clevr icon. Click on Clevr. This will take you to your Clevr Dashboard (https://www.deltasd.bc.ca/clevr).

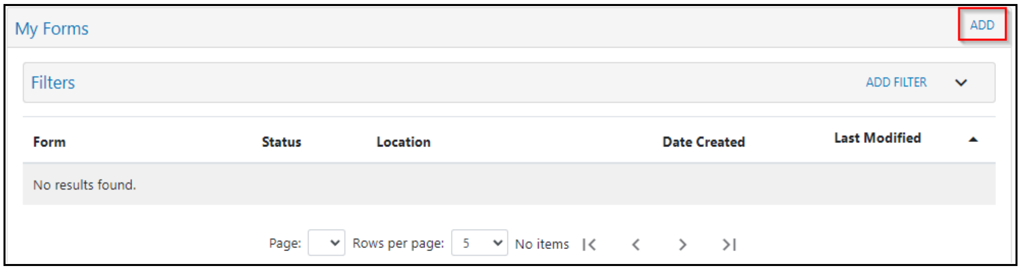
Accessing Employee Incident Report Form

1. To start an Employee Incident Report for yourself, you will do this from your My Forms card. Select Employee Incident Report form in the Form dropdown. Click on the blue link below.

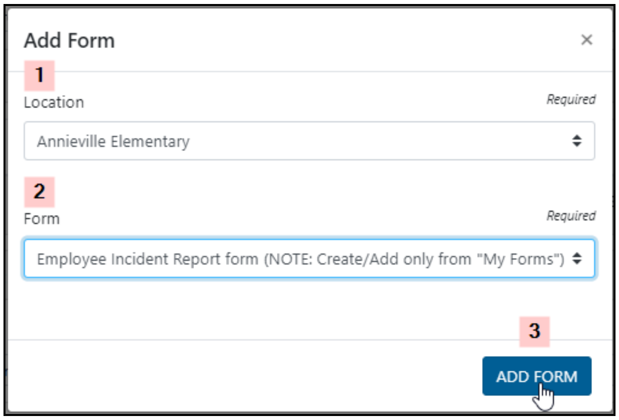


OR

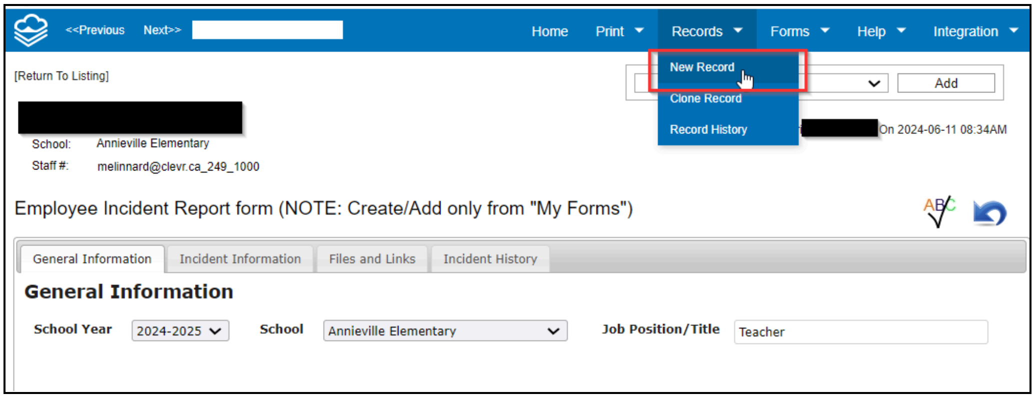
2. If there is not a blue link to click on, to start a report for yourself, click on ADD.



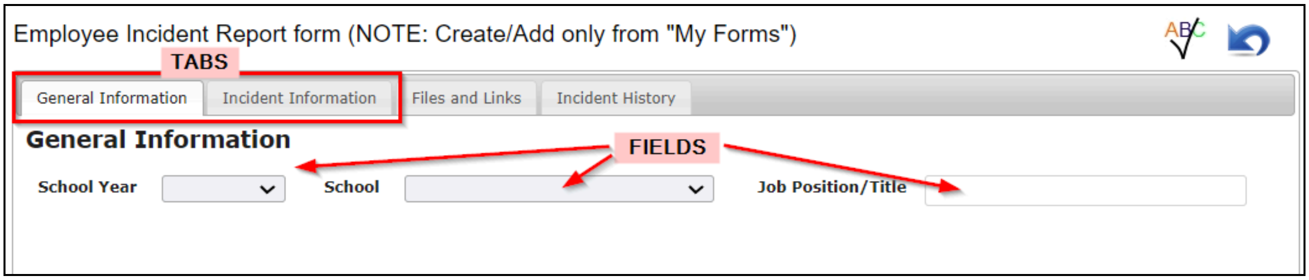
In the Add Form window, you will be prompted to (1) select a location (where you work) and (2) the form you would like to start a record for. Once selected, click on ADD FORM (3).



3. **If you have previously filled out an Employee Incident Report**, the link will open up your most recent record. To start a NEW blank record, go to Records > click on New Record.

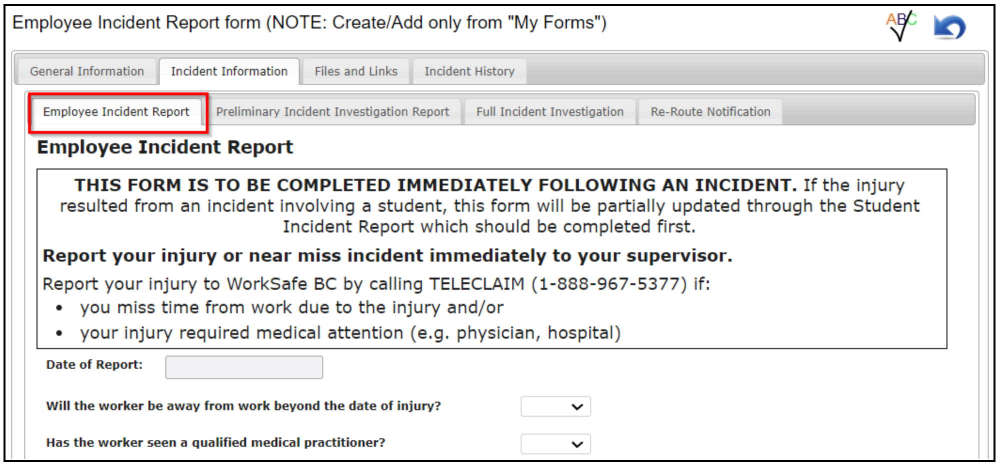


4. **If this is your first Employee Incident Report form**, a new record of the form selected will open up and you will be ready to fill out the fields on the General Information and Incident Information tabs.

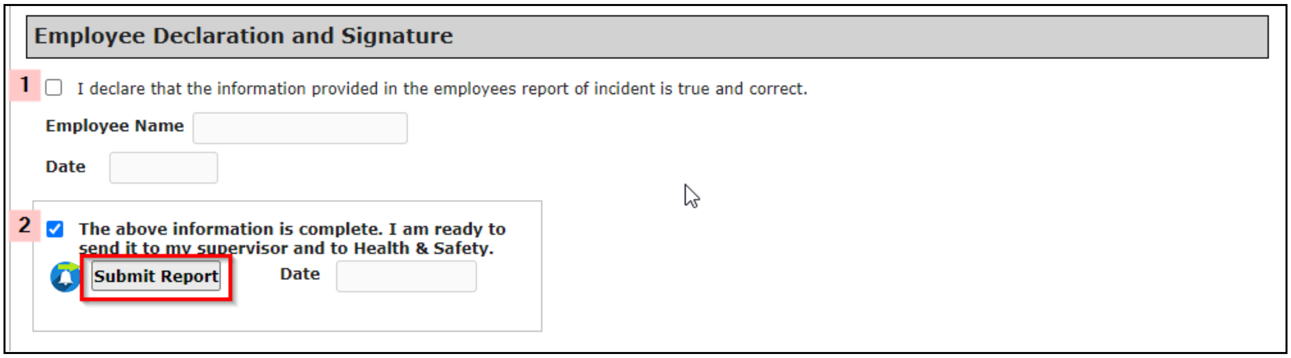


Note: As you fill out the fields, the boxes will turn green. This indicates that Clevr has saved your work.

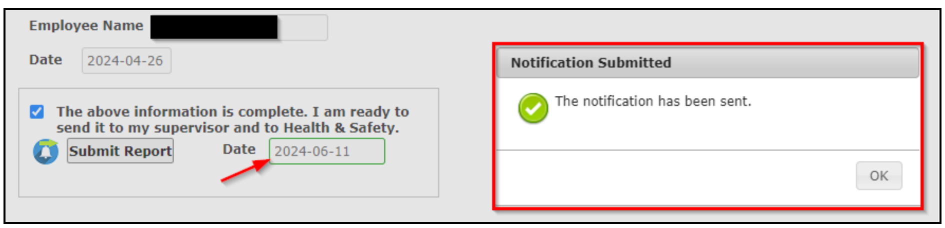
5. On the Incident Information tab, only fill out the Employee Incident Report subtab:



6. When you have completed all the fields for these tabs, you are ready to submit your report to your supervisor **at the bottom of the Employee Incident Report subtab**. Sign your plan by checking the checkbox (1) and send your supervisor a notification by checking the checkbox (2) and pressing the button to “Submit Report”.



Note: When you click on “Submit Report”, the date will be stamped and a pop-up will indicate that the notification has successfully been sent.



7. When you return to your Dashboard at a later time, your record will now appear on your My Forms card. Click on the name of the form to open your record.
8. You can view a list of all your Employee Incident Reports by going to the Incident History tab. If multiple reports have been filled out, you can click on the one you would like to view.