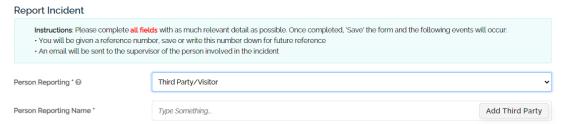# How to guide – recording an event in Vault
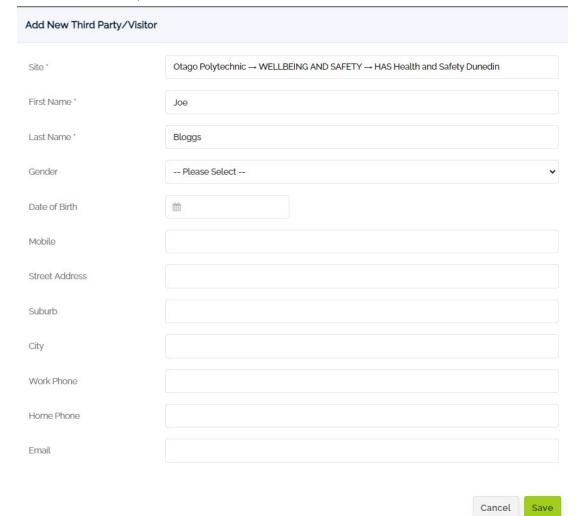
If you are unable to locate the person, reporting & / or involved please use "Third Party/Visitor."

Recording an event

1. Click on the type of event you are reporting (example is "Report Incident")
2. Click on "Person Reporting"
3. Searched and unable to find person
4. Click on "Third Party/Visitor"

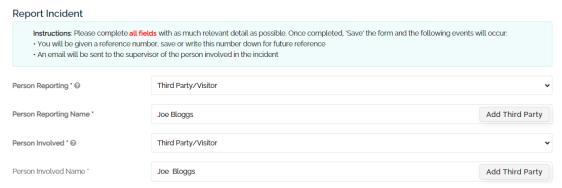**Report Incident**

Instructions: Please complete **all fields** with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur:
- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting * ?	Third Party/Visitor
Person Reporting Name *	Type Something...	Add Third Party

5. Click "Add Third Party"
6. Select the "Site"
7. Enter the "Site," "First Name" and "Last Name"

Add New Third Party/Visitor

Site *	Otago Polytechnic → WELLBEING AND SAFETY → HAS Health and Safety Dunedin
First Name *	Joe
Last Name *	Bloggs
Gender	-- Please Select --
Date of Birth	
Mobile	
Street Address	
Suburb	
City	
Work Phone	
Home Phone	
Email	

Cancel   Save

8. Click "Save"
9. Click "Person Involved"
10. Searched and unable to find person

11. Click on "Third Party/Visitor"
12. Select the "Site"
13. Enter the "Site," "First Name," "Last Name"
14. Click "Save"

Report Incident

Instructions: Please complete **all fields** with as much relevant detail as possible. Once completed, 'Save' the form and the following events will occur:
· You will be given a reference number, save or write this number down for future reference
· An email will be sent to the supervisor of the person involved in the incident

Person Reporting * ⓘ	Third Party/Visitor
Person Reporting Name *	Joe Bloggs [Add Third Party]
Person Involved * ⓘ	Third Party/Visitor
Person Involved Name *	Joe Bloggs [Add Third Party]

15. Enter details in the "Accountable Site"
16. Enter the "Location of Event"
17. Record the "Event Date"
18. Record the "Event Time"
19. Enter the "Subject"
20. Record "What Happened"
21. Enter the names of "Who Else Was Involved (Including names of witnesses, if any)"
22. Record the details of "What Initial Actions / Corrections Were Taken"
23. Click "Save"
24. Before saving – if you have any photos or event files add these before saving

Accountable Site * ⓘ	-- Please Select --
Accountable Room Number	-- Please Select --
Sensitive Event ⓘ	☐
Location of Event *	
Event Date *	📅
Event Time *	⏱ Please select time
Subject *	
What Happened * ⓘ	
Who Else Was Involved (including names of witnesses, if any) * ⓘ	
What Initial Actions / Corrections Were Taken * ⓘ	
Attach Photo	▸Drop files to upload (Or Click)
Event Files	▸Drop files to upload (Or Click)

[Save]   [Cancel]