This help guide is intended to walk the user through the process of creating and submitting Student Accident/Incident Forms. It is assumed the user filling out this form has been provided the form link and has successfully clicked on this link to generate the form. This help guide does not cover any additional user setups. If additional information is needed, please email adawson@scview.com.

Accessing the Student Accident/Incident Form

A form link will be provided to you. Once you have obtained this link – Click to open the Student Accident/Incident Form.

https://www.myscview.com/forms.aspx?t=28&d=WCS

The Student Accident/Incident Form will open for entry.

Westerville City Schools
Student Accident/Incident Form

Student ID	Student ID	School	
Student Name	Last Name First Name	D.O.B. D.O.B. Sex	Grade Grade
Teacher	Teacher	Date of Accident Accident Date	Time Accident Time

Accident Location   Accident Location

Nature of Injury (type, body part)   Nature of Injury

Describe what happened   Description

Adult in Charge   Adult in Charge

Witnesses   Witnesses

Immediate Action Taken   Immediate Action Taken

Parents Notified?   By Whom?   Parent Notifier

Report Prepared By   Prepared By   Date   Date Prepared

Reviewed by School Nurse   Review Nurse Name   Date   Review Date

Parent(s) Name   Parent(s) Name

Address   Address

Home Phone (___) ___-____   Work Phone Father (___) ___-____   Work Phone Mother (___) ___-____

Remarks   Remarks

Attachment [_____] Browse...

[Submit] [Cancel]

Fill in all of the needed fields as requested on the form itself – attaching any needed documents [*PDF/TIFF*] by clicking on the below Attachment [Browse] button Once complete, click **Submit**
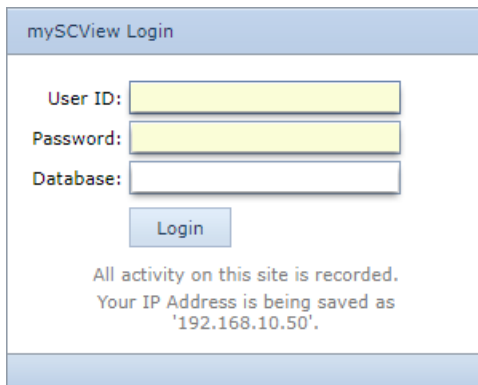
You have now submitted your Student Accident/Incident Form!

This help guide is intended to walk the user through the process of reviewing and approving Student Accident/Incident Forms. It is assumed the user has already obtained his/hers mySCView username and password and has successfully logged into his/her account. This help guide does not cover any additional user setups. If additional information is needed, please email adawson@scview.com.
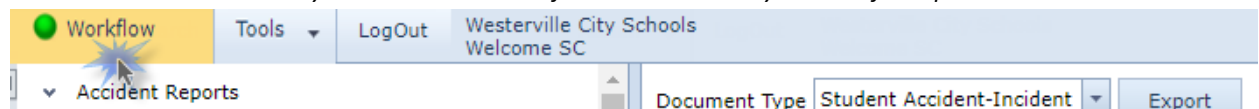
Accessing Workflows for Form Processing and Approvals

note – It is important to note that some users may see multiple workflow queues while others may only see one workflow queue. Workflows permissions are rights given to/for specific users.

1. Log into your mySCView database @ www.myscview.com

mySCView Login

User ID:
Password:
Database:

Login

All activity on this site is recorded.
Your IP Address is being saved as
'192.168.10.50'.

2. Once logged in, navigate and click onto your *Workflow* tab (up at the top) > Then click on your available workflow queue name. *If your workflow queue is highlighted [bold] with XX numbers next to it – these is an indication you have XX number of items to review in your workflow queue.*

● Workflow   Tools ▾   LogOut   Westerville City Schools
                                         Welcome SC

   ˅ Accident Reports   Document Type Student Accident-Incident ▾   Export

Once you have clicked on your workflow queue name - a listing of pending items will populate to the right of your screen.

Clicking ON an actual document within your workflow will populate the following for review:
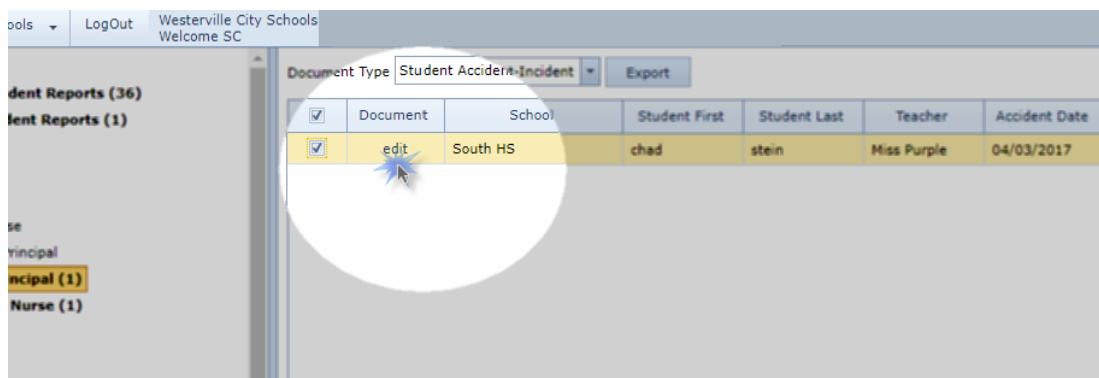
Audit Trail – This will list the path the form took from entry to current placement (including date/time)
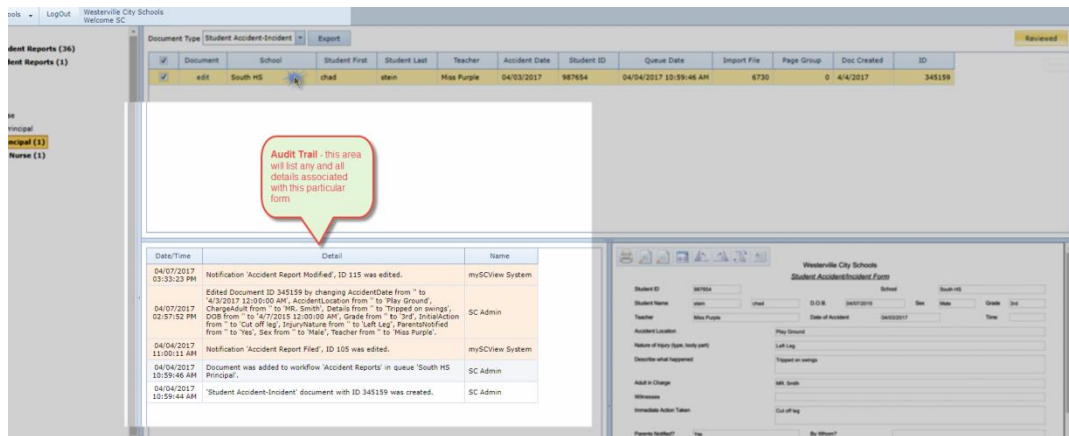
*Document Image* – Your form and any attached documentation will be shown for review (To review additional pages – simply scroll down)
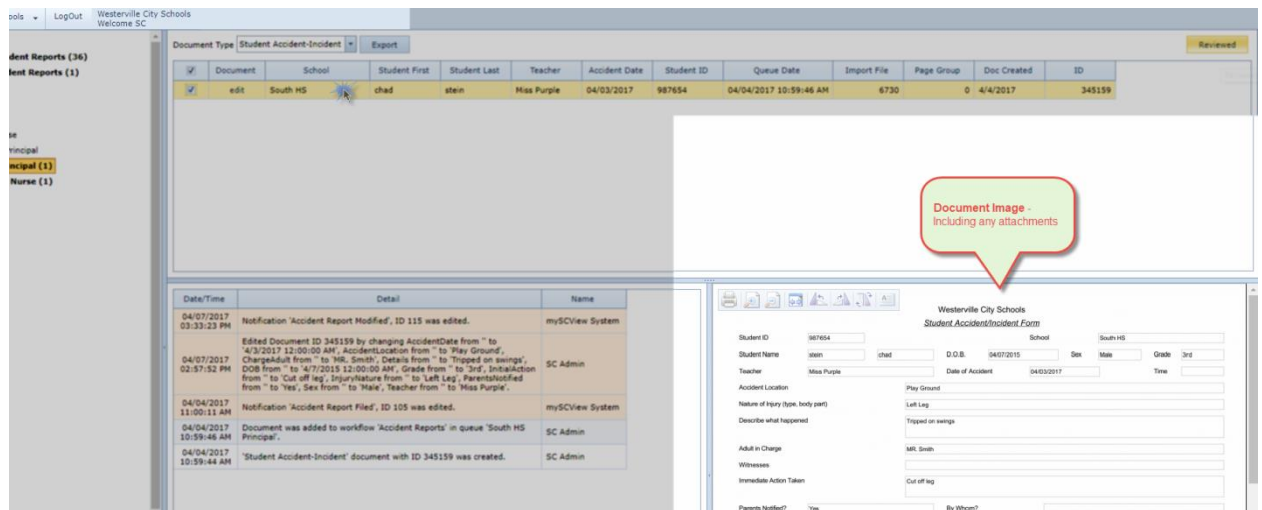
To edit your item – click on the **edit** link. This will open the form back up for any needed corrections.

Once you have reviewed and are ready to move the form onto the next person's workflow queue – click on the box next to the form then click on the button – *Reviewed* (listed towards the top right)
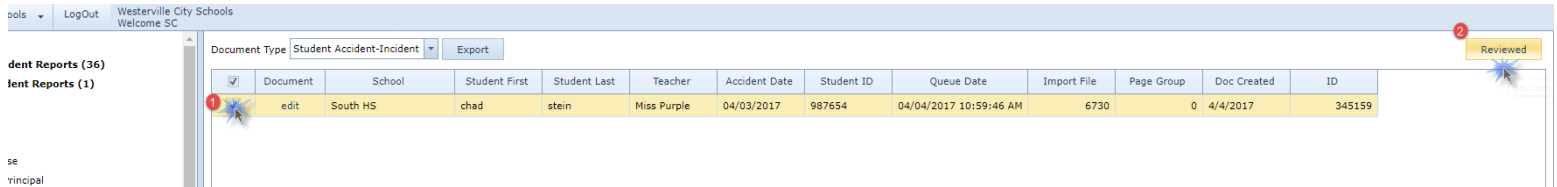
Note – some "approver" might see additional "action" buttons available to them – I have listed these action buttons below for reference.

- The "action" *Submit*– Marks the form as ready to be reviewed and moves the form onto the next workflow queue.
- The "action" *Reviewed* – Marks the form as reviewed and moves the form onto the next workflow queue –letting that "approver" know YOU have reviewed this form and are good with the submission.
- The "action" *Reject* – Rejects the form, thus stopping the form from moving forward. The form is then automatically moved into a Closed workflow queue.
- The "action" *Complete* – Marks the form as completed and moves the form into a Completed workflow queue
- The "action" *Need more information* – Returns the form back to the Process Accident Reports workflow queue

Once the forms have gone through the complete workflow process they will be archived for possible review (if and when needed).