

UMassAmherst

Student Affairs Technology Services

Creating Residence Education On-Call Reports

1. Log into Symplicity Advocate and click the purple Create On-Call Report button.



2. By default, the logged in staff member will be listed in the report. Fill in the residential area, report date, location, room, student(s) involved, and other involved individuals.

When searching for students involved, you can search by name or student ID. **If the student involved is not already in the system**, you will need to search by student ID. The student will appear in the drop-down list and must be selected to include them in the report.

Students Involved

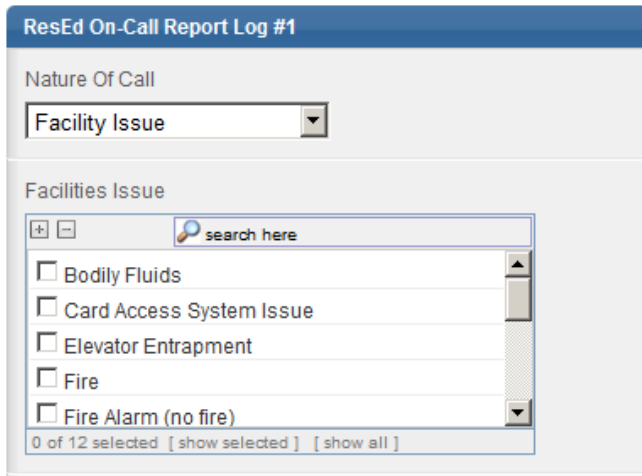
Ztestive,	(-) (88888888)
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Note: When documenting possible sexual assault or Title IX issues, please do not enter names, room number, building or other identifying information of students involved. This information will be reported in CARE and details provided under private notes.

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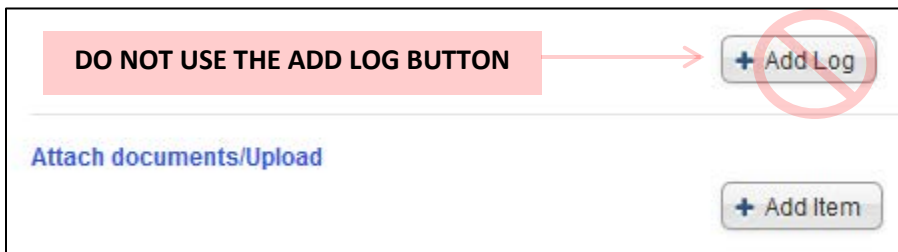
Student Affairs Technology Services

3. In the **Report Log** area, select the nature of the call. Each selection in the Nature of Call dropdown menu will produce a picklist with issues from that category. Check all that apply.



4. Enter the date and time of the incident, a description of the incident, staff who responded, details about staff who responded, and areas the incident was reported to.
5. At the bottom of the form click the **Add Item** button to attach any pertinent documents. Click **Submit** to create the report.

Note: Please do not click the Add Log button to create a second On-Call Report. To create a second report, submit the first report and start again from the Advocate home page.



Note: After report creation, promote to a CARE report if appropriate. Depending upon the nature of the incident, it may be also be appropriate to enter records into Voice.

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Student Affairs Technology Services

Filtering and Searching On-Call Reports

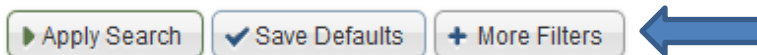
1. To access a list of reports, click the **Res Ed On-Call Reports** icon on the left menu bar:



2. You will see a list of recent On-Call reports. Using the keyword box, you can search reports by the student's name, email address, student ID, or report number. If there are multiple students involved in an On Call Report, you will only see one of the students in the list view.
3. If you hover over a report number, you can quickly view a description of the incident.

Actions	Report No	Report Date	Security Officer	Students Involved
<input type="checkbox"/>	S00026-2016	July 22, 2016	Andy Berg	Dummylve Ztestlive () (88888888)
<input type="checkbox"/>	S00026-2016	July 20, 2016	Lisa Grudens	Dummylve Ztestlive () (88888888)

4. You can refine and filter results by clicking the more filters button. This will allow you to show all results in a specified area over a date range.



5. In the more filters area, you can select a range of dates, a residential area, a staff member, a location, and/or students involved. Click Apply Search to see your results.

Report Date: 2016-07-20 to 2016-07-27

Res Area: Apartment Communities

On Call Staff Member: [dropdown]

Location: Family Housing/North Village

Student: [input field]

Buttons: Apply Search, Clear, Save Defaults, Fewer Filters

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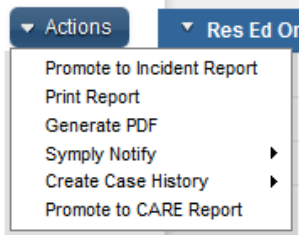
Student Affairs Technology Services

Promoting to CARE

1. Search for the report in the **Res Ed On-Call Reports** area.
2. In the **Actions** column, click the view / magnifying glass button to open up a summary of the report.

	Actions	Report No	Report Date	Security Officer	Students Involved
<input type="checkbox"/>		S00028-2016	August 1, 2016	Scott Campbell	Test Student () (123456)

3. Click the **Actions** dropdown menu and select the appropriate option to promote the on-call report to a CARE report.



4. After you have selected an option to promote a report, you will be prompted for additional information that is required for the desired report type. Submit the CARE report using the normal procedure.

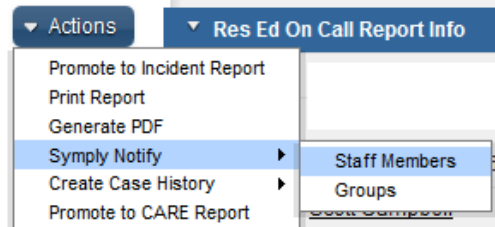
NOTE: When promoting an On-Call Report with multiple students involved, be sure to edit the promoted report to include only involved students.

Notifying Other Staff of a Residence Education On-Call Report

1. Search for the report in the Res Ed On-Call Reports area.
2. In the Actions box, click the view / magnifying glass button to open up a summary of the report.

	Actions	Report No	Report Date	Security Officer	Students Involved
<input type="checkbox"/>		S00028-2016	August 1, 2016	Scott Campbell	Test Student () (123456)

3. Click the **Actions** dropdown menu and select the **Symply Notify** action for a staff member.



4. In the box that appears, search for and select a staff member. Click the Submit button to send them a notification. You will only be able to notify one staff member at a time.