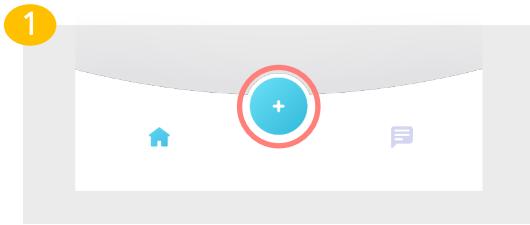
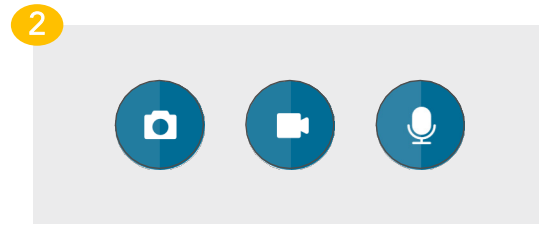


# How to Use: Report Incident

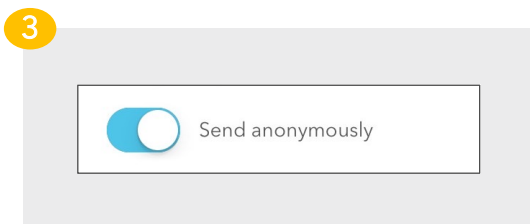
From safety hazards to mental health concerns, “Report Incident” allows you to proactively report safety and security incidents, so they are routed to the right people.



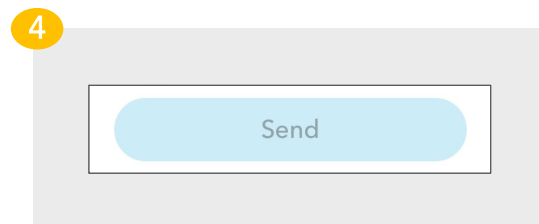
1 Choose “Report Incident” (the button with the plus icon) on the LiveSafe home screen and select the tip type you want to submit to your organization.



2 Enter the information you want to share. Add photos, video clips, or audio files by tapping on the corresponding icon.



3 To send the tip without your name or contact information, tap the “Send anonymously” slider.



4 Submit your incident by pushing “Send.” Your tip is automatically sent to the right people within your organization. You can start a chat to share more info or return home.