



**INTEGRITY** **COUNTS**

# **V3 Training Guide**

Case Manager: Reporter View

# Find It Fast

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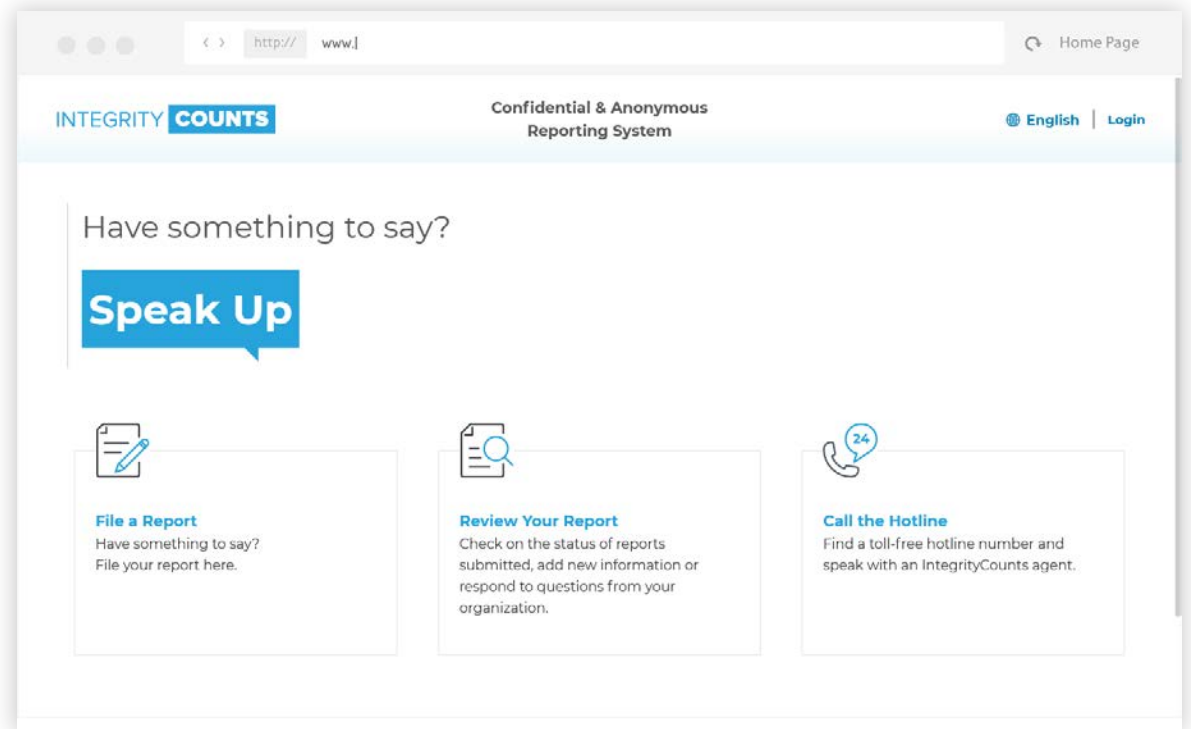
A man in a light-colored sweater is shown in profile, sitting at a desk and looking at a computer monitor. The background is a dimly lit office with other people and plants. The text 'INTEGRITY COUNTS' is overlaid on the image.

INTEGRITY **COUNTS**

**Case Manager: Reporter View**

# Case Manager: Reporter View

## Home Page



When a Reporter goes to your URL, they will land on your home page. This home page can be customized to remove the 'Call the Hotline' button.

To login and view their report, the Reporter should click ***Review Your Report***.

# Case Manager: Reporter View

## Log In

INTEGRITY COUNTS

### Welcome to IntegrityCounts

A robust case management and insights platform that helps your organization better manage its ethics and compliance reporting program.

  
  
 Remember my login  
[Login](#)  
[Forgot password](#)

Once the Reporter has clicked **Review Your Report**, it will take them to this login page.

The Reporter will need to sign in using the Username and Password that they wrote down at the end of filing their report.

Only if they chose to provide an email address to *IntegrityCounts* and/or their organization with their report, will they have received an email with that information.

# Case Manager: Reporter View

## Case Details - Information

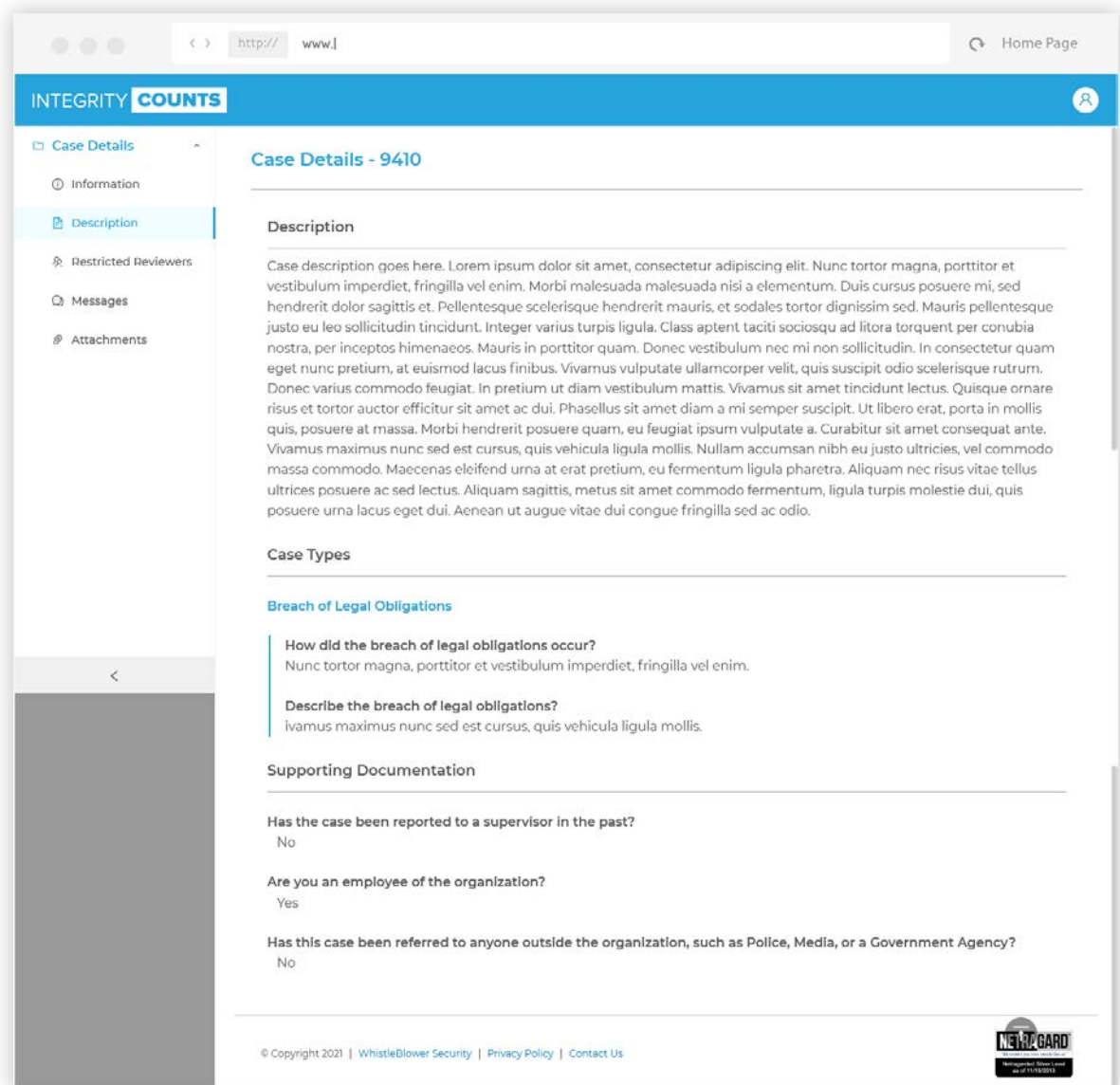
The screenshot shows a web browser window displaying the 'Case Details - Information' page for case 9410. The page has a blue header with the 'INTEGRITY COUNTS' logo and a user profile icon. A left sidebar contains a menu with 'Case Details' expanded, showing 'Information' as the active selection, along with 'Description', 'Restricted Reviewers', 'Messages', and 'Attachments'. The main content area is titled 'Case Details - 9410' and is divided into two columns. The left column, under the heading 'Details', lists: Client Name (Generic Company), Date of Occurrence (June 7, 2021 - June 7, 2021), Reported Date (June 7, 2021), Case Source (Web), Location (Head Office), Department (Finance), and Case Anonymity Level (Contact Information Provided). The right column, under the heading 'Contact Information', lists: Reporter Name (John Doe), Employee Number (ABCD12345), Contact Number (1234567890), E-mail Address (myemail@hotmail.com), Best way to contact (EMAIL), and Notify (Yes). The browser's address bar shows 'http:// www.' and a 'Home Page' button is visible in the top right. A 'NETGUARD' logo is present in the bottom right corner of the page.

After successfully logging in, the Reporter will land on the **Information** page of the **Case Details** section. This page displays detailed information about the case exactly as they were reported.

The information on this screen cannot be modified.

# Case Manager: Reporter View

## Case Details - Description



The screenshot displays a web application interface for Integrity Counts. The top navigation bar includes the logo and a user profile icon. A left-hand sidebar menu lists options: Case Details (expanded), Information, Description (selected), Restricted Reviewers, Messages, and Attachments. The main content area is titled 'Case Details - 9410' and contains the following sections:

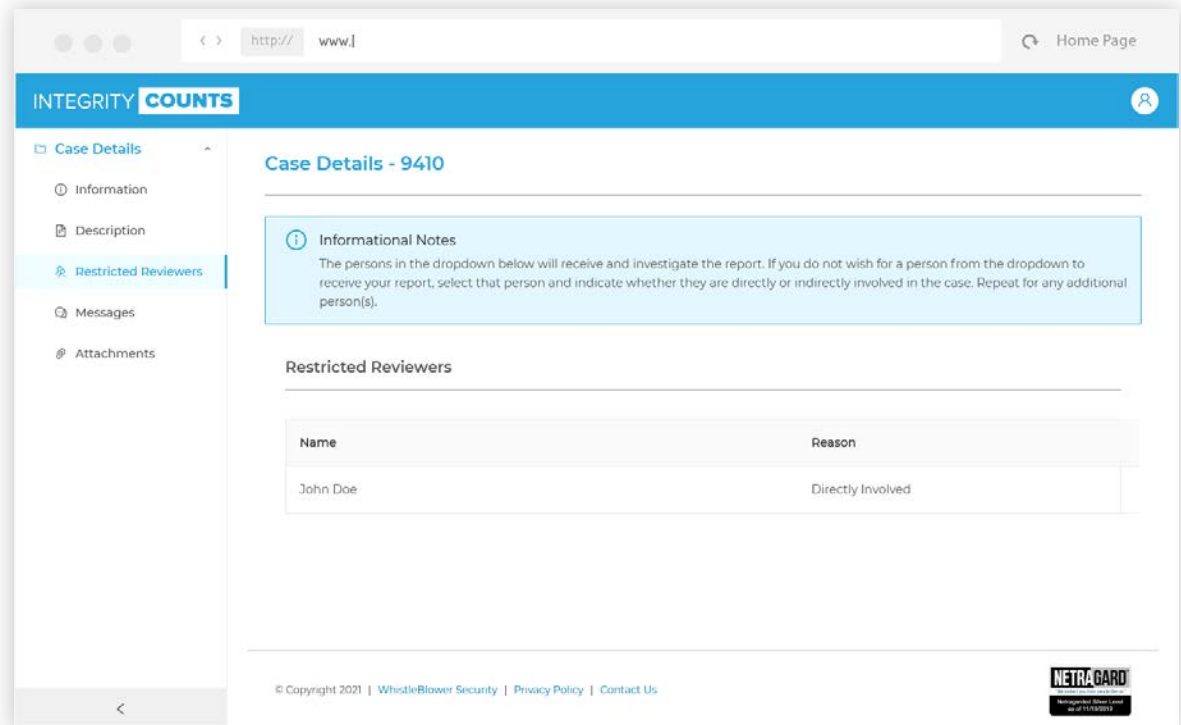
- Description:** A large text block containing placeholder Lorem Ipsum text.
- Case Types:** A section with a sub-heading 'Breach of Legal Obligations' and two questions:
  - 'How did the breach of legal obligations occur?' with the answer: 'Nunc tortor magna, porttitor et vestibulum imperdiet, fringilla vel enim.'
  - 'Describe the breach of legal obligations?' with the answer: 'ivamus maximus nunc sed est cursus, quis vehicula ligula mollis.'
- Supporting Documentation:** A section with three questions:
  - 'Has the case been reported to a supervisor in the past?' with the answer: 'No'
  - 'Are you an employee of the organization?' with the answer: 'Yes'
  - 'Has this case been referred to anyone outside the organization, such as Police, Media, or a Government Agency?' with the answer: 'No'

At the bottom of the page, there is a copyright notice: '© Copyright 2021 | WhistleBlower Security | Privacy Policy | Contact Us' and a 'NEW GARD' logo.

Clicking on **Description** from the left menu, will show the description and type of their case exactly as they reported it. The information on this page cannot be modified.

# Case Manager: Reporter View

## Case Details - Restricted Reviewers



The screenshot displays the Integrity Counts Case Manager Reporter View. The page title is "Case Details - 9410". The left sidebar menu includes "Case Details", "Information", "Description", "Restricted Reviewers" (highlighted), "Messages", and "Attachments". The main content area features an "Informational Notes" section with a blue background and an information icon, followed by a "Restricted Reviewers" section containing a table.

Name	Reason
John Doe	Directly Involved

At the bottom of the page, there is a copyright notice: "© Copyright 2021 | WhistleBlower Security | Privacy Policy | Contact Us" and a "NETSCAPE GARD" logo.

Clicking on **Restricted Reviewers** from the left menu, will display the names of any individuals the Reporter listed as Restricted Reviewers.

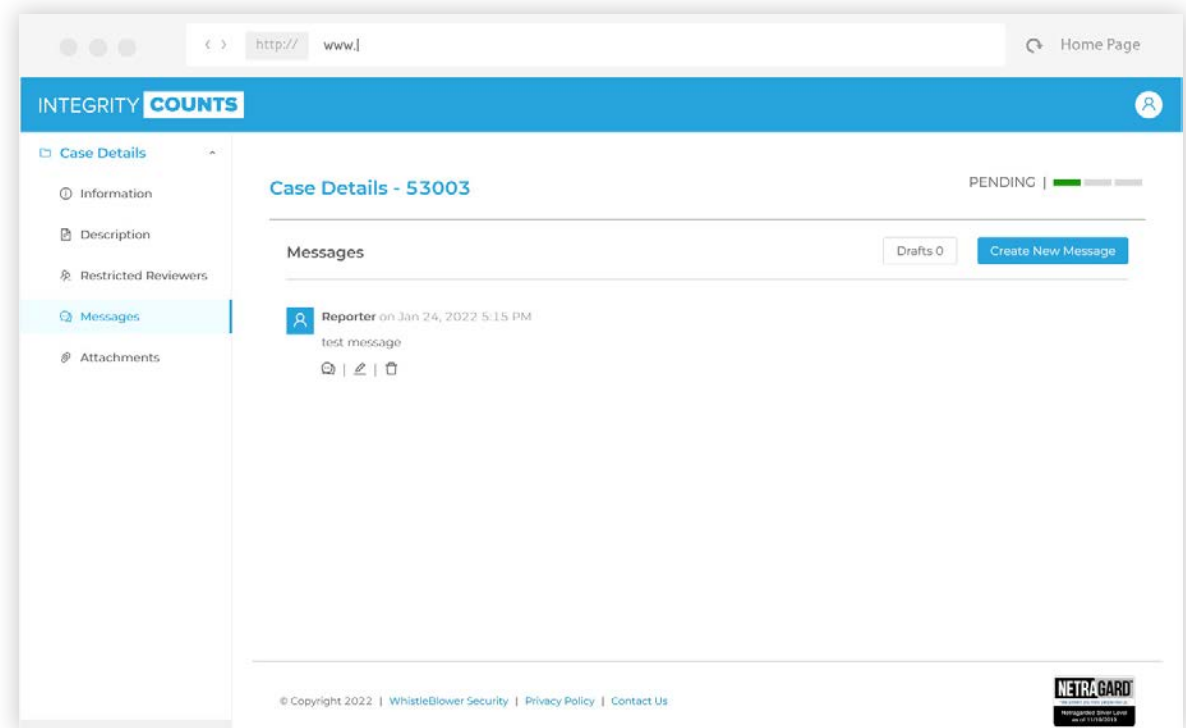
**Restricted Reviewers** are Review Managers who were identified by the Reporter as being involved, either directly or indirectly, in the case. These individuals **DO NOT** receive notification or access to these reports.

Restricted Reviewers can be removed by another Review Manager or the Backup Review Manager(s).



# Case Manager: Reporter View

## Case Details - View Messages

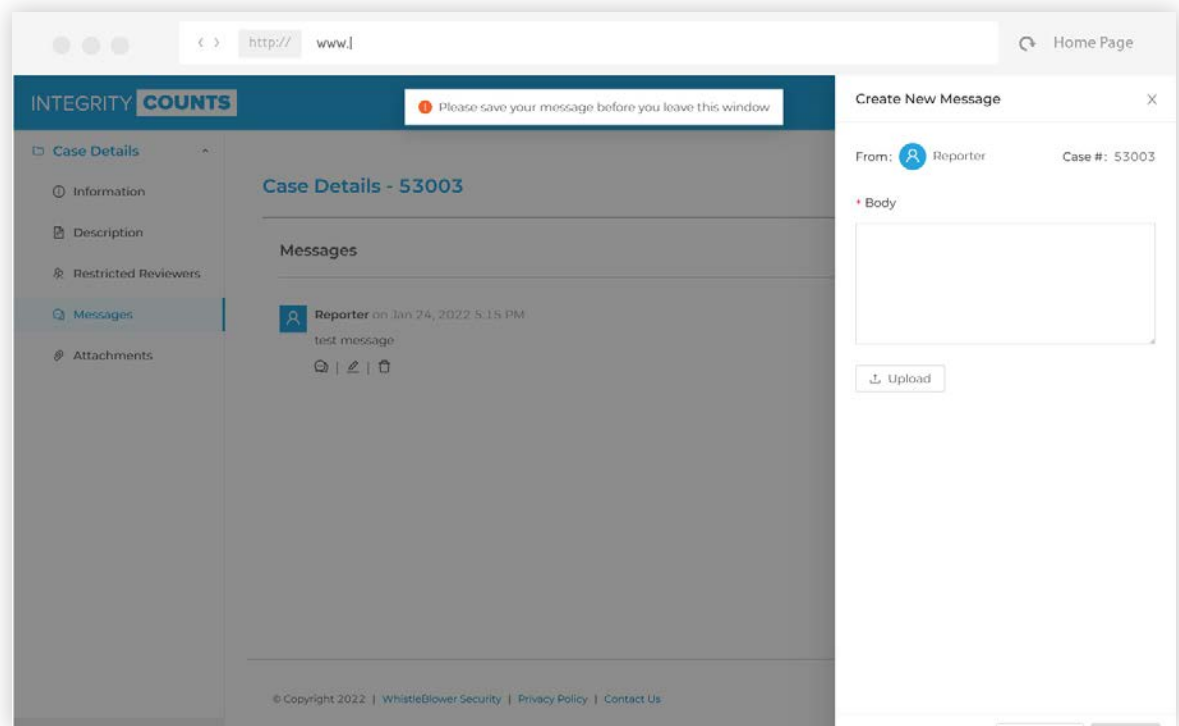


The screenshot displays the Integrity Counts Case Manager Reporter View. The browser address bar shows "http:// www.". The page title is "INTEGRITY COUNTS". The left sidebar menu includes "Case Details", "Information", "Description", "Restricted Reviewers", "Messages", and "Attachments". The "Messages" menu item is highlighted. The main content area shows "Case Details - 53003" with a "PENDING" status indicator. Below this, the "Messages" section displays a message from the "Reporter" on Jan 24, 2022 5:15 PM, with the text "test message". There are icons for reply, edit, and delete. A "Drafts 0" button and a "Create New Message" button are also visible. The footer includes "© Copyright 2022 | WhistleBlower Security | Privacy Policy | Contact Us" and the "NETRAGARD" logo.

Clicking on **Messages** from the left menu, will place the Reporter on a page where they can read and reply to messages sent from the Reviewers and Review Managers regarding their case

# Case Manager: Reporter View

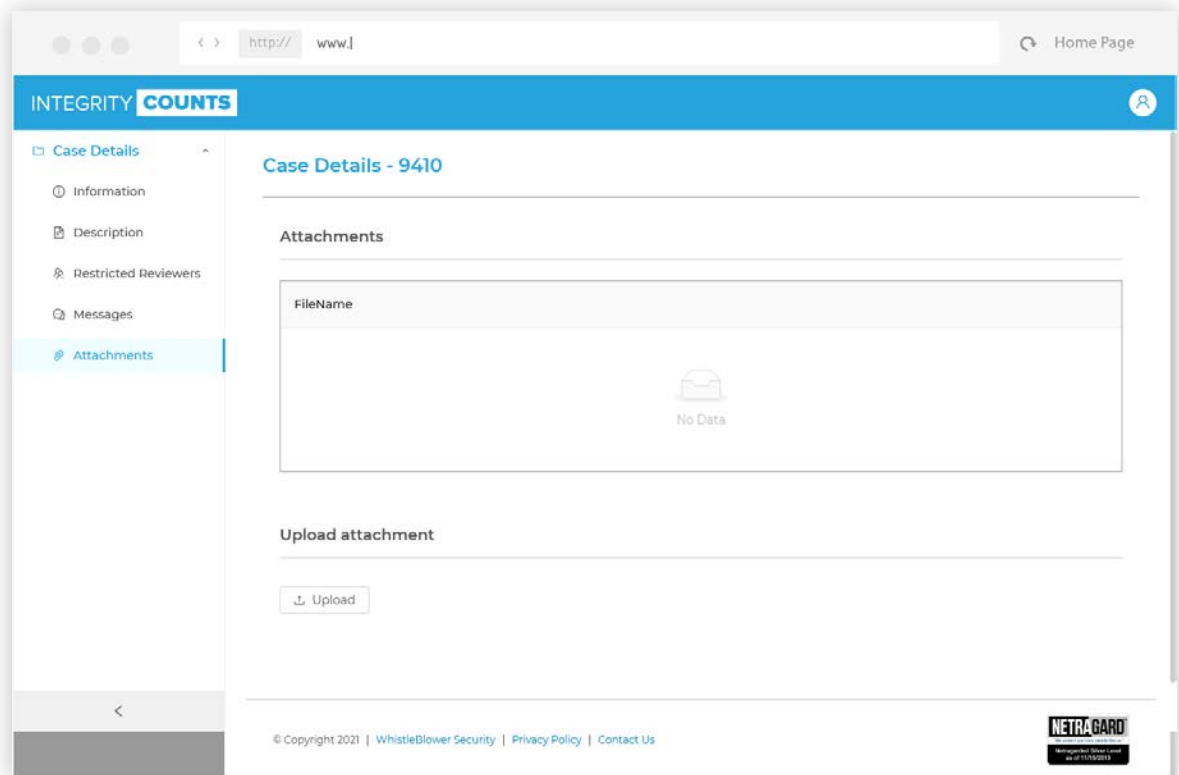
## Case Details - Creating Messages



The Reporter can also send messages to the Reviewers and Review Managers regarding their case. Clicking on the **Create New Message** button in the upper right corner will open the panel where the message can be composed. The Reporter can also upload files with their message if they choose to do so.

# Case Manager: Reporter View

## Case Details - Attachments



The screenshot displays the Integrity Counts Case Manager Reporter View. The browser address bar shows 'http:// www.'. The page title is 'INTEGRITY COUNTS'. The left sidebar menu includes 'Case Details', 'Information', 'Description', 'Restricted Reviewers', 'Messages', and 'Attachments' (which is highlighted). The main content area is titled 'Case Details - 9410' and features an 'Attachments' section. This section contains a table with a header 'FileName' and a 'No Data' message with a folder icon. Below the table is an 'Upload attachment' section with an 'Upload' button. The footer includes copyright information for 2021, links for WhistleBlower Security, Privacy Policy, and Contact Us, and a 'NETSCAPE GARD' logo.

Clicking on **Attachments** from the left menu will display all attachments submitted with the Reporter's initial report.

The Reporter can also upload additional attachments here for the Review Manager and Reviewers.