

A close-up photograph of a person's hands typing on a laptop keyboard. The laptop screen is visible on the left, showing a blurred interface. The background is softly blurred, showing what appears to be a desk with other items. The text 'INTEGRITY COUNTS' is overlaid on the bottom right of the image. 'INTEGRITY' is in a white, sans-serif font, and 'COUNTS' is in a bold, black, sans-serif font inside a white rectangular box.

INTEGRITY **COUNTS**

Training Guide

Case Manager: Reporter View

Find It Fast

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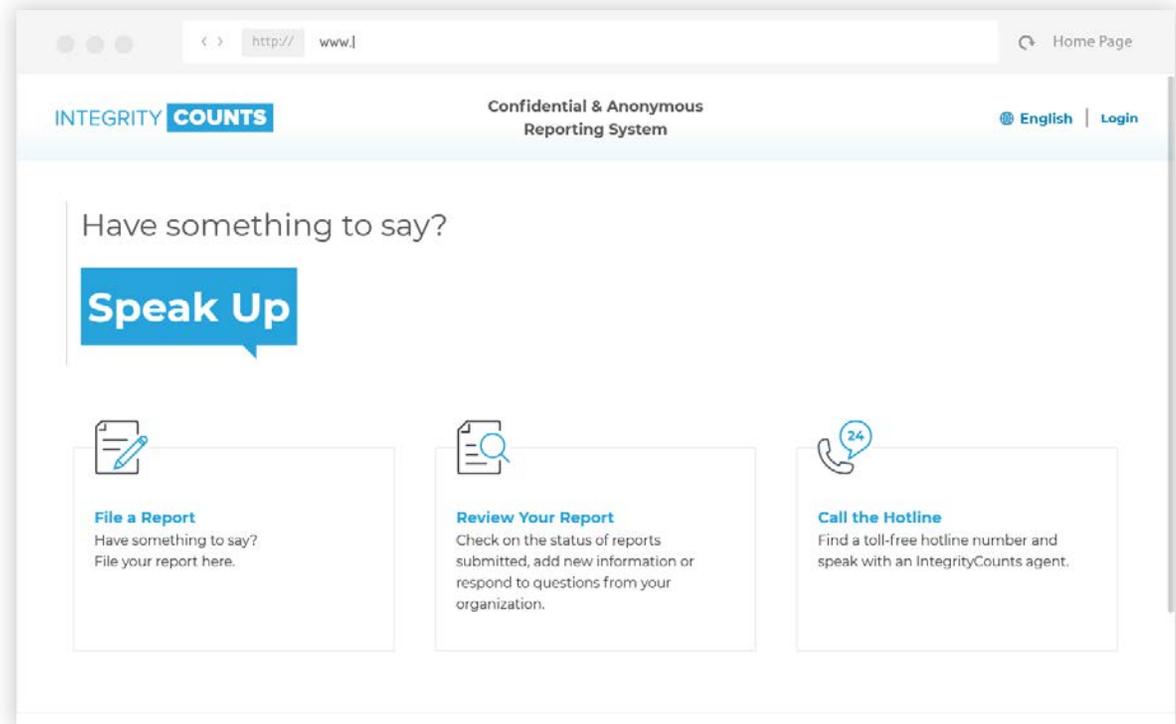


INTEGRITY **COUNTS**

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.

Please Sign In

Username

Password

Remember my login

Login

[Forgot your password?](#)

Use Single Sign-On

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 browser address bar shows 'http:// www.'. The page header includes the 'INTEGRITY COUNTS' logo and a user profile icon. A left-hand navigation menu is visible with options: 'Case Details', 'Information' (selected), 'Description', 'Restricted Managers', 'Messages', and 'Attachments'. The main content area is titled 'Case Details - 9410' and is divided into two columns of information:

Details	Contact Information
Client Name Generic Company	Reporter Name John Doe
Date of Occurrence: June 7, 2021 - June 7, 2021	Employee Number ABCD12345
Reported Date June 7, 2021	Contact Number: 1234567890
Case Source Web	E-mail Address myemail@hotmail.com
Location Head Office	Best way to contact EMAIL
Department Finance	Notify Yes
Case Anonymity Level Contact Information Provided	

The bottom right corner of the page features the 'NETGARD' logo.

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 browser address bar shows 'http:// www.'. The page title is 'Case Details - 9410'. The left sidebar menu includes 'Case Details', 'Information', 'Description' (highlighted), 'Restricted Managers', 'Messages', and 'Attachments'. The main content area is titled 'Case Details - 9410' and contains the following sections:

- Description:** A paragraph of placeholder text: "Case description goes here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc tortor magna, porttitor et vestibulum imperdiet, fringilla vel enim. Morbi malesuada malesuada nisi a elementum. Duis cursus posuere mi, sed hendrerit dolor sagittis et. Pellentesque scelerisque hendrerit mauris, et sodales tortor dignissim sed. Mauris pellentesque justo eu leo sollicitudin tincidunt. Integer varius turpis ligula. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Mauris in porttitor quam. Donec vestibulum nec mi non sollicitudin. In consectetur quam eget nunc pretium, at euismod lacus finibus. Vivamus vulputate ullamcorper velit, quis suscipit odio scelerisque rutrum. Donec varius commodo feugiat. In pretium ut diam vestibulum mattis. Vivamus sit amet tincidunt lectus. Quisque ornare risus et tortor auctor efficitur sit amet ac dui. Phasellus sit amet diam a mi semper suscipit. Ut libero erat, porta in mollis quis, posuere at massa. Morbi hendrerit posuere quam, eu feugiat ipsum vulputate a. Curabitur sit amet consequat ante. Vivamus maximus nunc sed est cursus, quis vehicula ligula mollis. Nullam accumsan nibh eu justo ultricies, vel commodo massa commodo. Maecenas eleifend urna at erat pretium, eu fermentum ligula pharetra. Aliquam nec risus vitae tellus ultrices posuere ac sed lectus. Aliquam sagittis, metus sit amet commodo fermentum, ligula turpis molestie dui, quis posuere urna lacus eget dui. Aenean ut augue vitae dui congue fringilla sed ac odio."
- Case Types:**
 - Breach of Legal Obligations:**
 - How did the breach of legal obligations occur?** Nunc tortor magna, porttitor et vestibulum imperdiet, fringilla vel enim.
 - Describe the breach of legal obligations?** Vivamus maximus nunc sed est cursus, quis vehicula ligula mollis.
- Supporting Documentation:**
 - Has the case been reported to a supervisor in the past?** No
 - Are you an employee of the organization?** Yes
 - Has this case been referred to anyone outside the organization, such as Police, Media, or a Government Agency?** No

At the bottom, there is a copyright notice: "© Copyright 2021 | WhistleBlower Security | Privacy Policy | Contact Us" and a logo for "NEW GARD" with the text "WhistleBlower Security" and "EST. 11/15/2011".

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 Managers

The screenshot shows a web browser window displaying the Integrity Counts Case Manager Reporter View. The browser address bar shows 'http:// www.'. The page title is 'INTEGRITY COUNTS'. The left sidebar menu is expanded to show 'Case Details' with sub-items: Information, Description, Restricted Managers (highlighted), Messages, and Attachments. The main content area is titled 'Case Details - 9410'. It features an 'Informational Notes' section with a blue background and an information icon, containing the text: 'The persons in the dropdown below will receive and investigate the report. If you do not wish for a person from the dropdown to receive your report, select that person and indicate whether they are directly or indirectly involved in the case. Repeat for any additional person(s)'. Below this is a 'Restricted Managers' section with a table. The table has two columns: 'Name' and 'Reason'. The table contains one row with 'John Doe' in the 'Name' column and 'Directly Involved' in the 'Reason' column. At the bottom of the page, there is a copyright notice: '© Copyright 2021 | WhistleBlower Security | Privacy Policy | Contact Us' and a 'NETSCAPE GARD' logo.

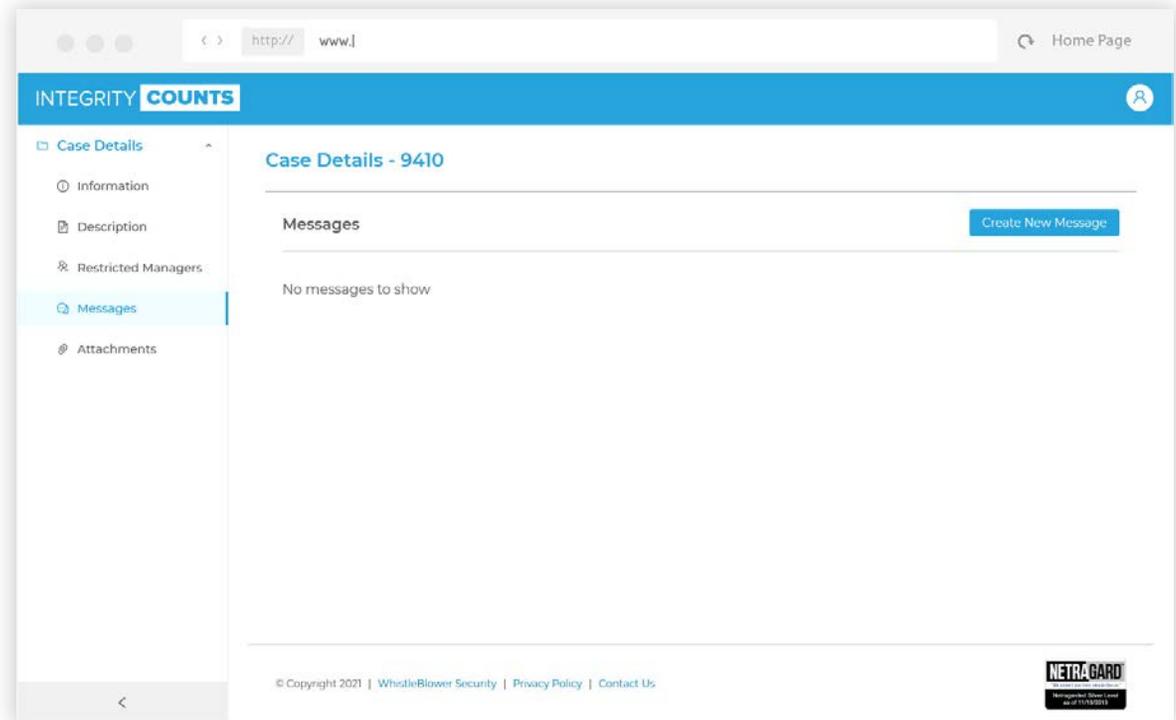
Clicking on **Restricted Managers** from the left menu, will display the names of any individuals the Reporter listed as Restricted Managers.

Restricted Managers are 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 Managers can be removed by another Manager or the Backup Manager(s).

Case Manager: Reporter View

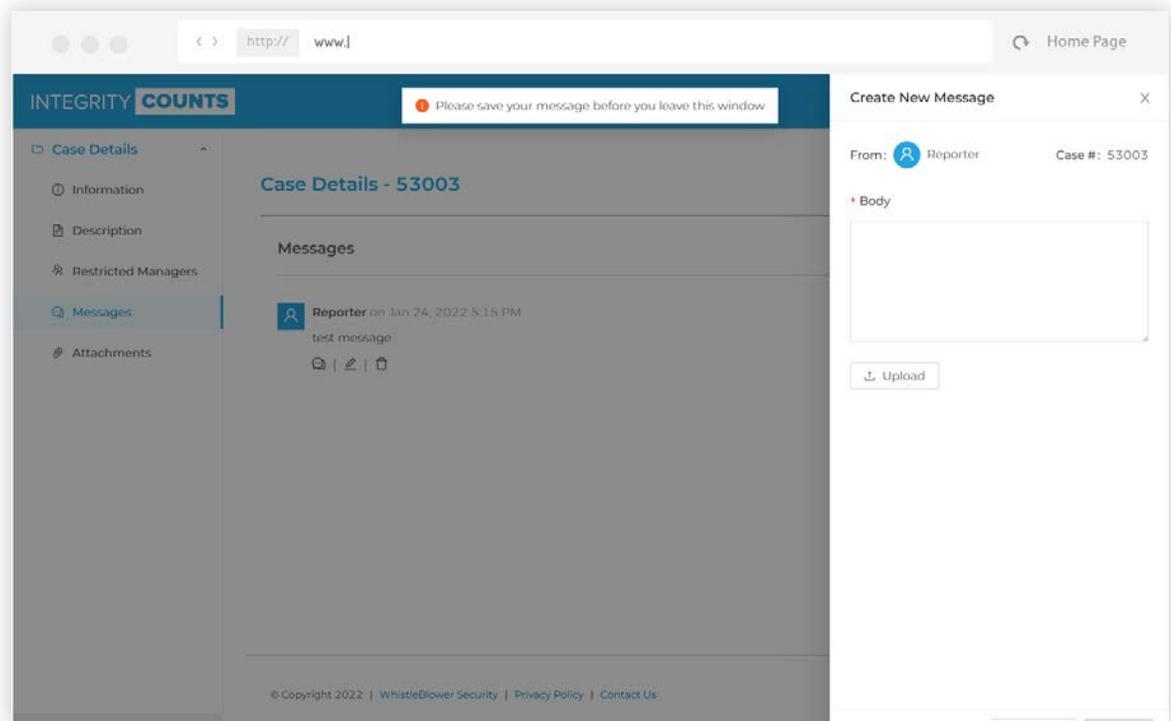
Case Details - View Messages



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 Investigators and Managers regarding their case

Case Manager: Reporter View

Case Details - Creating Messages

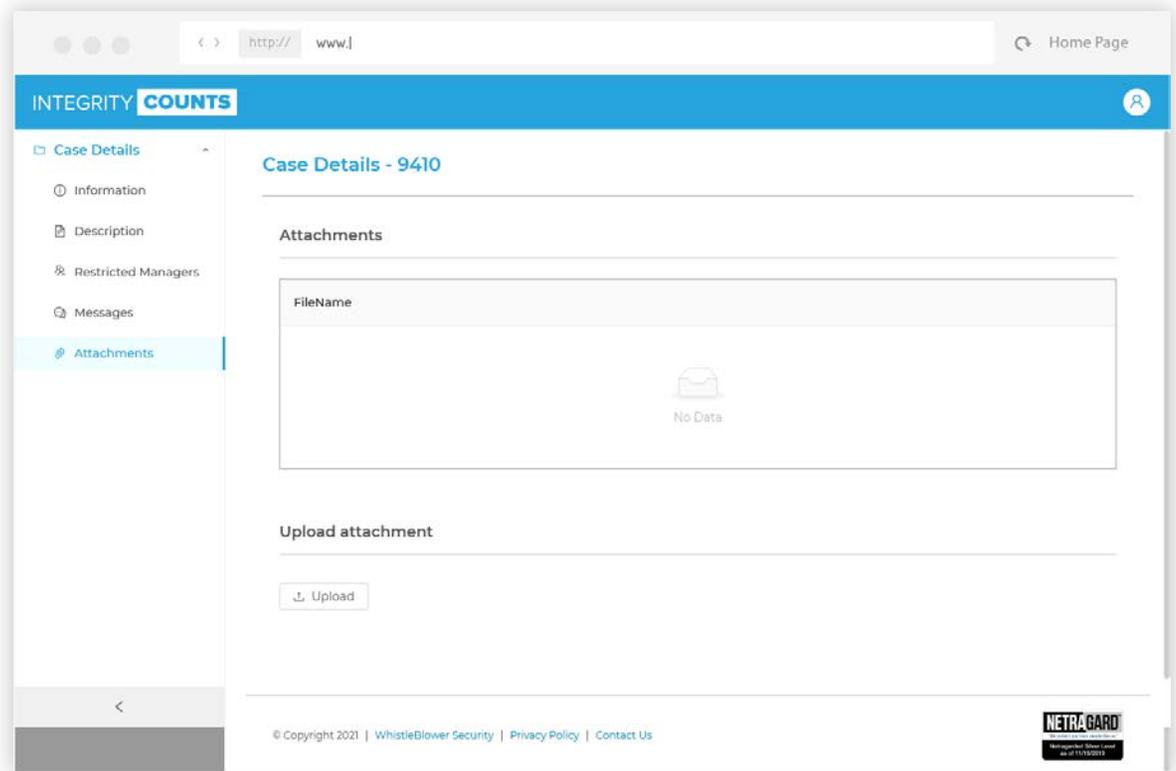


The screenshot displays the Integrity Counts Case Manager interface. The main content area shows 'Case Details - 53003' with a 'Messages' section containing a message from 'Reporter' on Jan 24, 2022, 5:15 PM with the text 'test message'. A 'Create New Message' panel is open on the right, showing 'From: Reporter' and 'Case #: 53003'. The panel includes a text input field for the message body and an 'Upload' button. A notification at the top of the panel reads 'Please save your message before you leave this window'. The footer of the page includes '© Copyright 2022 | WhistleBlower Security | Privacy Policy | Contact Us'.

The Reporter can also send messages to the Investigators and 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 a web application interface for 'INTEGRITY COUNTS'. The browser address bar shows 'http:// www.'. The page title is 'Case Details - 9410'. A left-hand navigation menu is visible with the following items: 'Case Details', 'Information', 'Description', 'Restricted Managers', 'Messages', and 'Attachments' (which is highlighted). The main content area is titled 'Attachments' and contains a table with a header 'FileName'. The table is currently empty, displaying a 'No Data' message with a folder icon. Below the table is an 'Upload attachment' section with an 'Upload' button. At the bottom of the page, there is a footer with copyright information: '© Copyright 2021 | WhistleBlower Security | Privacy Policy | Contact Us' and a 'NETRA 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 Managers and Investigators.