

D3

Incident Report User Manual



What is D3 Incident Reporting?

- D3 Incident Reporting System is an all-in-one solution for cross-departmental incident tracking and management.
- D3 incident tracking streamlines and automates the entire activity, incident, investigation and analysis workflow.
- D3 provides organizations the visibility they need to manage risks, identify threats at individual sites and counteract the trends and activities with the potential to impact their people, property and assets.

Where do I find ?

VERMONT OFFICIAL STATE WEBSITE

AGENCY OF ADMINISTRATION
Buildings and General Services

VERMONT.GOV OUTLOOK ONLINE STATE PHONE BOOK

SEARCH
CONTACT

- Home
- Commissioner's Office
- Facilities Operations
- Property Management
- Vermont Information Centers Division
- Government Business Services
- Purchasing and Contracting
- Safety and Security Division**
 - Contact Information
 - Badging and Entrance Systems
 - Parking

SAFETY AND SECURITY DIVISION

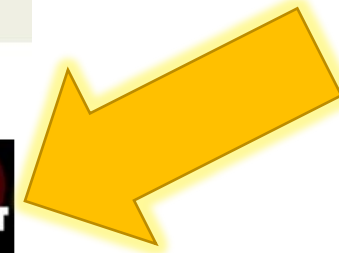
[Paul McManus](#)
Safety and Security Director
(802) 828-1423

Main Office
6 Baldwin Street
Montpelier, Vermont 05633
(802) 828-6974

Emergency Contact Information

- 24/7 Statewide Security Phone Number: (802) 828-0777
- 24/7 Statewide Security Pager (802) 240-0068

**CLICK HERE TO
REPORT AN INCIDENT**

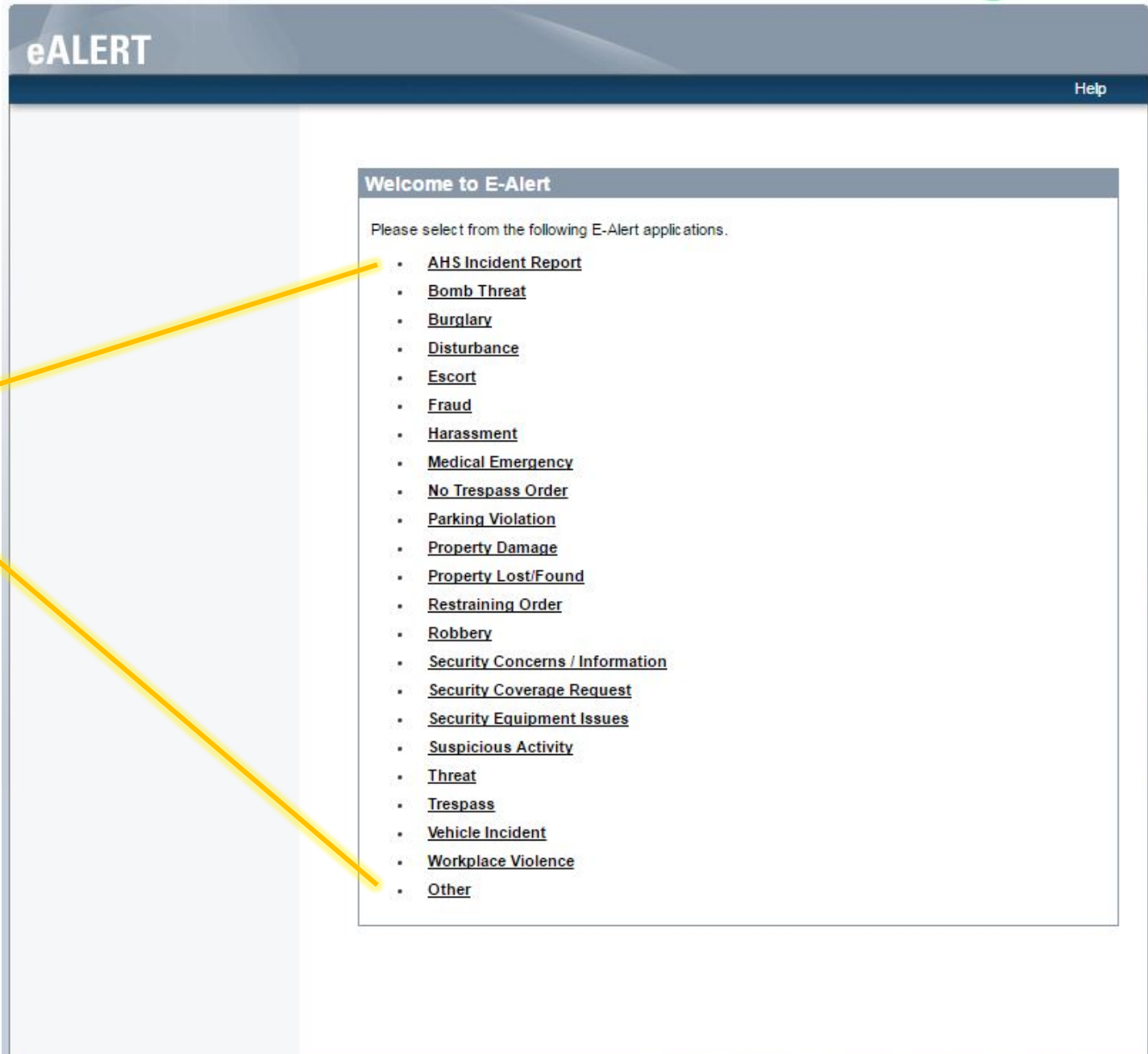


**Security Division Website:
bgs.vermont.gov/security**

D3 Welcome

When you first access E-Alerts you are prompted to select an E-Alert interface.

When you have finished reading the information provided after making your selection, click **Next** to move on to the main E-Alert page.



The screenshot shows the eALERT interface. At the top left, the text 'eALERT' is displayed. At the top right, there is a 'Help' link. The main content area features a dialog box titled 'Welcome to E-Alert'. Inside this dialog, the text reads 'Please select from the following E-Alert applications.' Below this text is a list of 20 application categories, each preceded by a bullet point and underlined. A yellow arrow points from the text 'When you first access E-Alerts you are prompted to select an E-Alert interface.' to the top of the dialog box. Another yellow arrow points from the text 'click Next to move on to the main E-Alert page.' to the bottom of the dialog box.

eALERT

Help

Welcome to E-Alert

Please select from the following E-Alert applications.

- [AHS Incident Report](#)
- [Bomb Threat](#)
- [Burglary](#)
- [Disturbance](#)
- [Escort](#)
- [Fraud](#)
- [Harassment](#)
- [Medical Emergency](#)
- [No Trespass Order](#)
- [Parking Violation](#)
- [Property Damage](#)
- [Property Lost/Found](#)
- [Restraining Order](#)
- [Robbery](#)
- [Security Concerns / Information](#)
- [Security Coverage Request](#)
- [Security Equipment Issues](#)
- [Suspicious Activity](#)
- [Threat](#)
- [Trespass](#)
- [Vehicle Incident](#)
- [Workplace Violence](#)
- [Other](#)

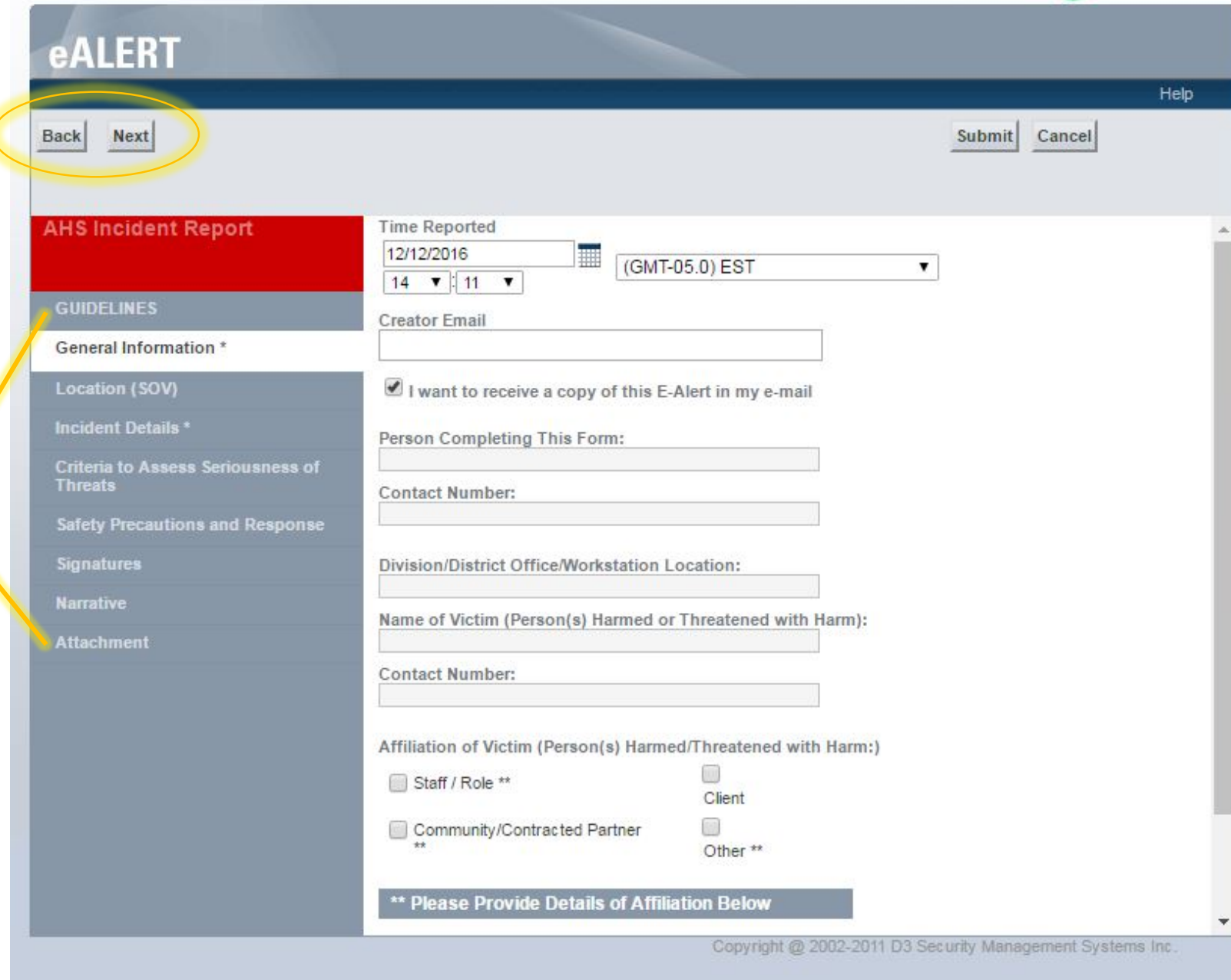
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E-Alert Main Page

This is the main E-Alert page, where information is captured.

The first section labeled "Guidelines" will provide any pertinent instructions.

Navigate from section to section using the navigation bar found on the left hand side of the page, or alternatively, using the **Next** and **Back** buttons found at the top.



eALERT Help

Back Next Submit Cancel

AHS Incident Report

Time Reported: 12/12/2016 (GMT-05.0) EST

Creator Email:

I want to receive a copy of this E-Alert in my e-mail

Person Completing This Form:

Contact Number:

Division/District Office/Workstation Location:

Name of Victim (Person(s) Harmed or Threatened with Harm):

Contact Number:

Affiliation of Victim (Person(s) Harmed/Threatened with Harm:)

Staff / Role ** Client

Community/Contracted Partner ** Other **

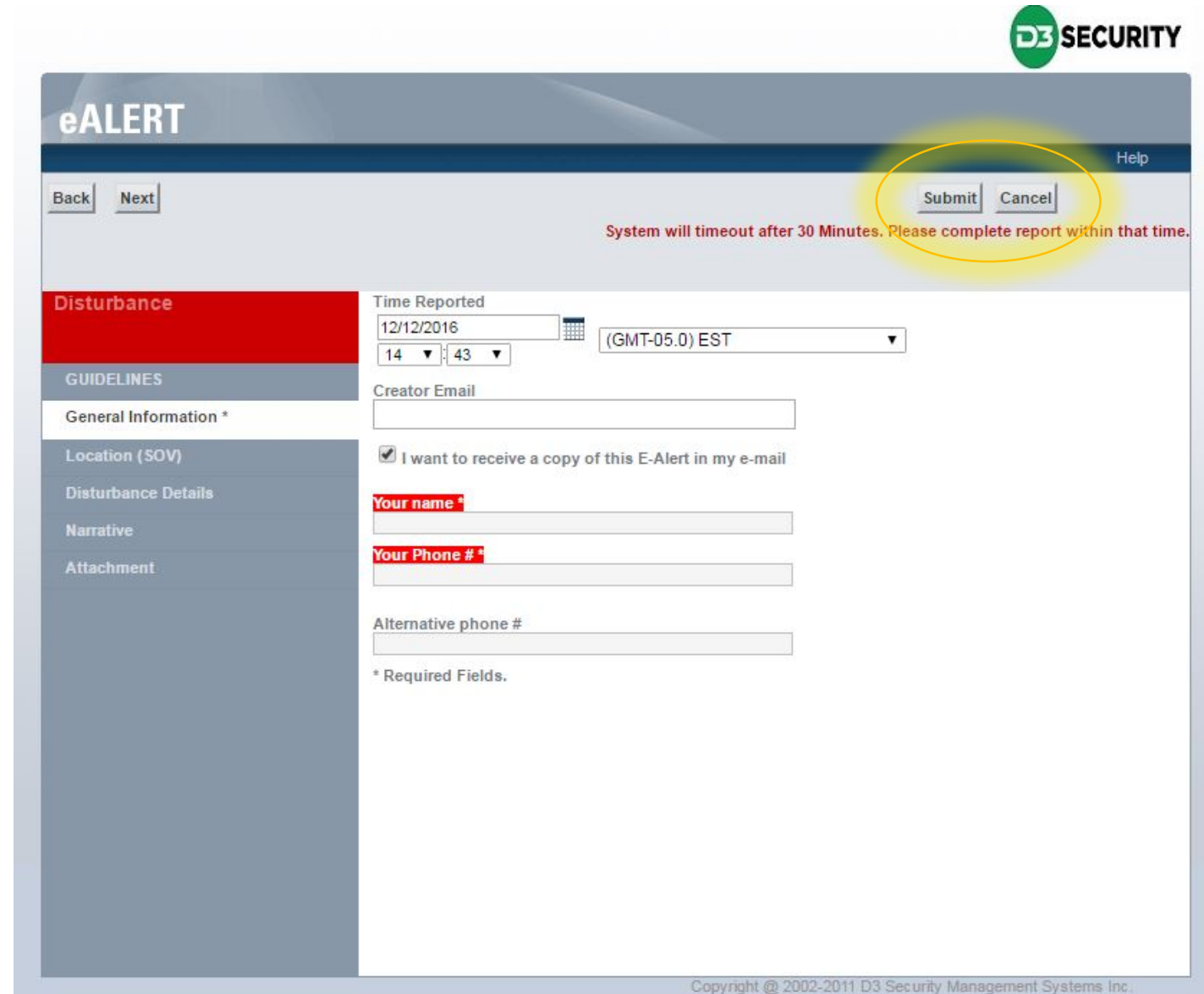
**** Please Provide Details of Affiliation Below**

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SUBMIT

Upon pressing SUBMIT, you will be redirected to a page confirming the success (or failure) of your submission. If you included your email address, a ticket number will be forwarded to you for reference purposes.

If, for some reason, you receive a failure notice, please contact your security administrator and notify them of the problem.



The screenshot shows the 'eALERT' submission interface. At the top right, the 'D3 SECURITY' logo is visible. Below the header, there are 'Back' and 'Next' buttons on the left, and 'Submit' and 'Cancel' buttons on the right, which are circled in yellow. A red warning message states: 'System will timeout after 30 Minutes. Please complete report within that time.' The main form area is divided into a left sidebar and a right content area. The sidebar includes a 'Disturbance' section (highlighted in red) and a 'GUIDELINES' section with sub-items: 'General Information *', 'Location (SOV)', 'Disturbance Details', 'Narrative', and 'Attachment'. The right content area contains the following fields: 'Time Reported' (date: 12/12/2016, time: 14:43, and time zone: (GMT-05.0) EST), 'Creator Email' (text input), a checked checkbox for 'I want to receive a copy of this E-Alert in my e-mail', 'Your name *' (text input), 'Your Phone # *' (text input), and 'Alternative phone #' (text input). A note at the bottom of the form area reads '* Required Fields.' The footer of the page contains the copyright notice: 'Copyright @ 2002-2011 D3 Security Management Systems Inc.'