Click “Log In” on the WPV reporting webpage:
http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html

Log in with your user name and password.

Click “Submitted” at the top of the incident report page.
There are several ways to find a submitted report:

- Scroll through the list & click on the number of the report to view.
- Use the “Go to” function to search for a specific report by ID number, date and time created, or by status. Click on the dropdown menu and select your search category. Type the search value into the search field and hit “enter”.
- The results of your search will be listed. Click on the number to open the report.

Notes:
- You can only view reports that you have submitted.
- The search value format must mirror the listed value (e.g., to search for a report submitted on March 22, 2017, enter the search value as “03-22-2017”).
- For more information, watch the tutorial Reviewing and Revising Reports here: https://youtu.be/ABATINFE3K0