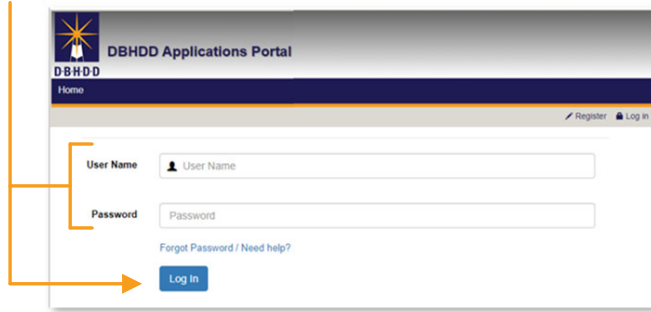
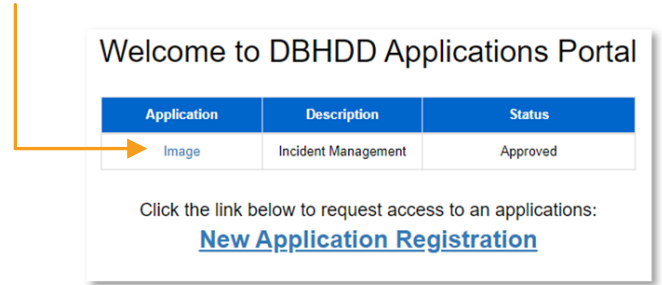


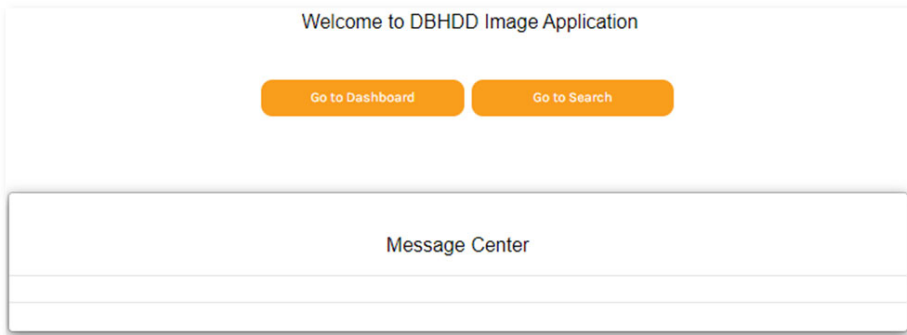
1 Visit the [DBHDD Applications Portal](#), enter your User Name and Password, and select “Login”




2 Select “Image” to access the system



3 You’ll be directed to the Home page, which contains the main menu, your action buttons, and the message center. The main menu bar is available in the upper left of your screen on each page in Image.



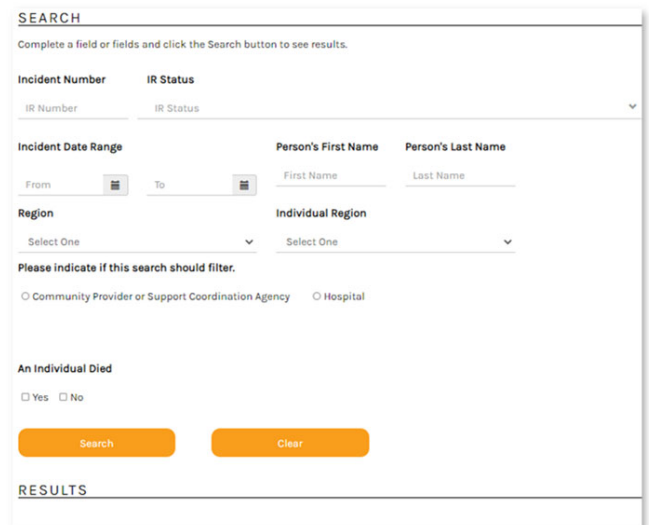
 The “Help” function in Image is only for critical system issues or failures. Please consult with your manager prior to using this function.

4 There are 3 ways to reach the Search page in Image.


Use the “Go to Search” button on the Home page



Use the “Search” or “Return to Most Recent Search” function in the top left menu



**5** The Search page allows you to quickly find a specific incident, or group of incidents, using specific criteria. Once you've entered the desired criteria, select "Search"

 Entering a specific Incident Report (IR) Number, will return only that IR.

You can search for IRs that meet certain criteria by using IR status, date range, persons involved, region information, provider type, or death result.

**SEARCH**



Complete a field or fields and click the Search button to see results.

**Incident Number**      **IR Status**



IR Number      IR Status

---

**Incident Date Range**      **Person's First Name**      **Person's Last Name**

From   To        First Name       Last Name

**Region**      **Individual Region**

Select One        Select One  

**Please indicate if this search should filter.**

Community Provider or Support Coordination Agency       Hospital

**An Individual Died**

Yes     No

**Search**      **Clear**

---

**RESULTS**

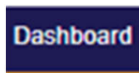
Search results will display at the bottom of the page.

**6** There are 3 ways to reach your Dashboard in Image.

Use the "Go to Dashboard" button on the Home page



Use the "Dashboard" or "Return to Most Recent Dashboard" function in the top left menu



MY DASHBOARD

**My Dashboard**

Task	Status	Owner	Due	Incident #	IR Date	Responsible Party	Incident Type(s)
Investigation	Under Investigation	StaffTwo Anv	03/20/2021	210300026	03/02/2021	Georgia Regional Hospital at Atlanta	ATI, AB
Investigation	Under Investigation	StaffTwo Anv	04/24/2021	210300040 210300041	03/10/2021	Georgia Regional Hospital at Atlanta	A22, A22, AB3
Investigation	Under Investigation	StaffTwo Anv	06/08/2021	210400012	04/07/2021	Georgia Regional Hospital at Atlanta	ATI, AB
Investigation	Under Investigation	StaffTwo Anv	04/23/2021	210300076 210300031	01/25/2021 03/16/2021	Georgia Regional Hospital at Atlanta YAK'S, INC	200, 270, 320, A22, A25, A30, AB
Investigation	Under Investigation	StaffTwo Anv	06/15/2021	210400015	04/01/2021	MURKEL'S ASSISTERS LYVING, LLC	200, 210
Investigation	Under Investigation	StaffTwo Anv	05/30/2021	210400024 210400029	04/13/2021 04/16/2021	Georgia Regional Hospital at Atlanta	ATI, A22, A22, A30
Investigation	Under Investigation	StaffTwo Anv	06/15/2021	210400045	04/16/2021	Georgia Regional Hospital at Savannah	ATI, A22, AB
Investigation	Under Investigation	StaffTwo Anv	05/10/2021	210400047 210400048	04/07/2021 04/07/2021	MURKEL'S ASSISTERS LYVING, LLC	20K, 200, 400
Investigation	Under Investigation	StaffTwo Anv	06/17/2021	210500009	05/04/2021	Georgia Regional Hospital at Savannah	ATI, A22
Investigation	Under Investigation	StaffTwo Anv	06/17/2021	210500011	05/04/2021	Georgia Regional Hospital at Savannah	ATI, A22

+ Previous     2 of 2 Next +

**Export to Excel**



# Image Login, Menu, Search & Dashboard (cont)

7 Your Dashboard allows you to manage your daily work items.

**MY DASHBOARD**

My Dashboard

Task	Status	Owner	Due	Incident #	IR Date	Responsible Party	Incident Type(s)
Investigation	Under Investigation	StaffTwo Alnv	03/20/2021	210300026	03/02/2021	Georgia Regional Hospital at Atlanta	A11, A8
Investigation	Under Investigation	StaffTwo Alnv	04/24/2021	210300040 210300041	03/10/2021	Georgia Regional Hospital at Atlanta	A12, A22, A43
Investigation	Under Investigation	StaffTwo Alnv	06/08/2021	210400012	04/07/2021	Georgia Regional Hospital at Atlanta	A11, A8
Investigation	Under Investigation	StaffTwo Alnv	04/23/2021	210100076 210300031	01/25/2021 03/10/2021	Georgia Regional Hospital at Atlanta YAX'S, INC	200, 210, 320, A12, A28, A30, A8
Investigation	Under Investigation	StaffTwo Alnv	06/15/2021	210400015	04/01/2021	MURIEL'S ASSISTED LIVING, LLC	200, 210
Investigation	Under Investigation	StaffTwo Alnv	05/30/2021	210400024 210400029	04/13/2021 04/18/2021	Georgia Regional Hospital at Atlanta	A11, A12, A22, A32
Investigation	Under Investigation	StaffTwo Alnv	06/15/2021	210400045	04/10/2021	Georgia Regional Hospital at Savannah	A11, A22, A8
Investigation	Under Investigation	StaffTwo Alnv	05/10/2021	210400047 210400048	04/01/2021 04/02/2021	MURIEL'S ASSISTED LIVING, LLC	201, 220, 400
Investigation	Under Investigation	StaffTwo Alnv	06/11/2021	210500009	05/04/2021	Georgia Regional Hospital at Savannah	A11, A22
Investigation	Under Investigation	StaffTwo Alnv	06/11/2021	210500011	05/04/2021	Georgia Regional Hospital at Savannah	A11, A22

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Export to Excel

Sort by any column header

Select an individual row to work on that investigation

Use the "Next" and "Previous" functions to navigate pages, or enter a specific page number

Export your Dashboard to an Excel spreadsheet