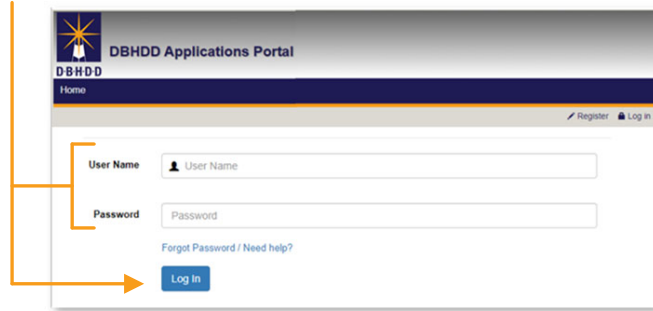
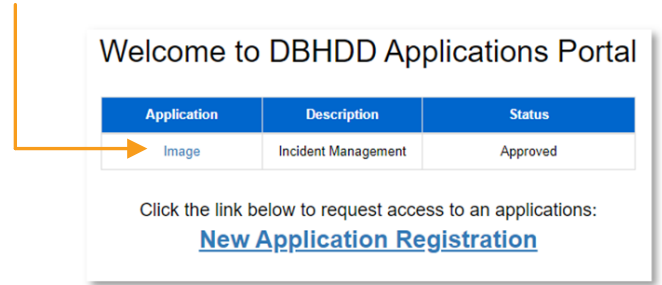


1 Visit the [DBHDD Applications Portal](#), enter your User Name and Password, and select “Login”



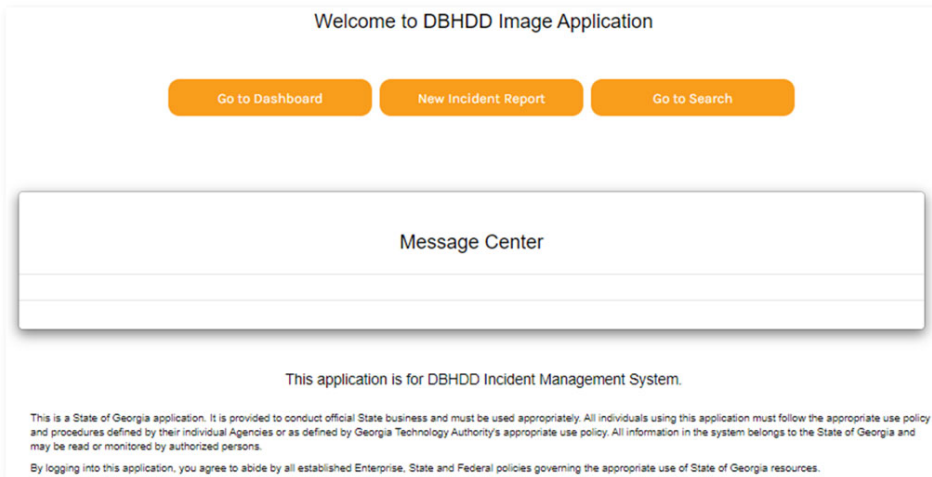
2 Select “Image” to access the system




Application	Description	Status
Image	Incident Management	Approved

Click the link below to request access to an applications:  
[New Application Registration](#)

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.

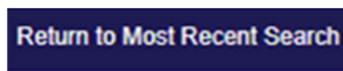
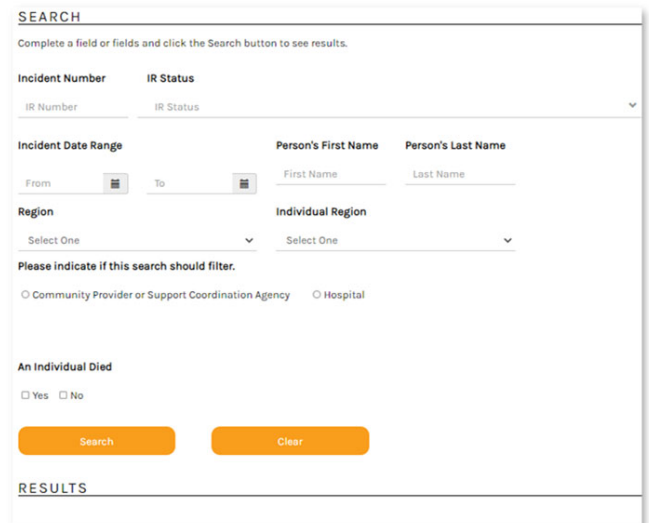
 The “Help” function in Image is only for critical system issues or failures. Please consult with your manager prior to using this function.

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**

---

**Incident Date Range**

From  To

**Person's First Name**

**Person's Last Name**

---

**Region**

**Individual Region**

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

Community Provider or Support Coordination Agency  Hospital

**An Individual Died**

Yes  No

Search

Clear

---

**RESULTS**

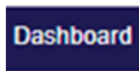
Search results will display at the bottom of the page.

**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**

[New Incident Report](#)
[My Dashboard](#)

Please click on the column title to sort data.

Task	Status	Owner	Due	Incident #	IR Date	Responsible Party	Incident Type(s)
IR	New Draft	IMA BDM	24 hour(s)	21000018	10/07/2021		
IR	New Draft	IMA BDM	24 hour(s)	21000018	10/03/2021		
IR	New Draft	IMA BDM	24 hour(s)	21000017	10/02/2021		
IR	New Draft	IMA BDM	24 hour(s)	21000016	10/01/2021		
IR	New Draft	IMA BDM	24 hour(s)	21000015	10/04/2021		
IR	New Draft	IMA BDM	24 hour(s)	21000014	10/05/2021		
IR	IR Under Review	IMA BDM		21080071	09/30/2021	Y&S, INC	000
IR	IR Under Review	IMA BDM		210800154	09/27/2021	Y&S, INC	202, 203
Investigation	Level 2 Review	IMA BDM		210800154	09/27/2021	Y&S, INC	202, 203
IR	IR Under Review	IMA BDM		210200014	01/30/2021	Georgia Regional Hospital at Savannah	AB

[Export to Excel](#)

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

**MY DASHBOARD**

[New Incident Report](#)
[My Dashboard](#)

Please click on the column title to sort data.

Task	Status	Owner	Due	Incident #	IR Date	Responsible Party	Incident Type(s)
IR	New Draft IR	IMA BOIM	🟢 24 hour(s)	211000019	10/07/2021		
IR	New Draft IR	IMA BOIM	🟢 24 hour(s)	211000018	10/03/2021		
IR	New Draft IR	IMA BOIM	🟢 24 hour(s)	211000017	10/02/2021		
IR	New Draft IR	IMA BOIM	🟢 24 hour(s)	211000016	10/01/2021		
IR	New Draft IR	IMA BOIM	🟢 24 hour(s)	211000015	10/04/2021		
IR	New Draft IR	IMA BOIM	🟢 24 hour(s)	211000014	10/05/2021		
IR	IR Under Review	IMA BOIM		210900171	09/30/2021	YAX'S, INC	000
IR	IR Under Review	IMA BOIM		210900154	09/27/2021	YAX'S, INC	202, 203
Investigation	Level 2 Review	IMA BOIM	10/27/2021	210900154	09/27/2021	YAX'S, INC	202, 203
IR	IR Under Review	IMA BOIM		210200014	01/30/2021	Georgia Regional Hospital at Savannah	AB

[Export to Excel](#)

[< Previous](#)  / 2 [Go](#) [Next >](#)

**Create a new IR** → [New Incident Report](#)

**Sort by any column header** → **Task**

**Select an individual row to work on that IR** → [Row 1]

**Use the "Next" and "Previous" functions to navigate pages, or enter a specific page number** → [< Previous](#)  / 2 [Go](#) [Next >](#)

**Export your Dashboard to an Excel spreadsheet** → [Export to Excel](#)