

## Image Login, Menu, Search & Dashboard

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## Visit the DBHDD Applications Portal,

enter your User Name and Password, and select "Login"

H D D mo		
		Regist
User Name	LUser Name	
Password	Password	

Application	Description	Status
Image	Incident Management	Approved

Select "Image" to access the system

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.

Weld	come to DBHDD Image Application				
Go to Dashboard	New Incident Report Go to Searc	h		only for c failures. F	o" function in Image i ritical system issues Please consult with lager prior to using th
	Message Center				
		ation must follow the appropriate use			
may be read or monitored by authorized persons.	Georgia Technology Authority's appropriate use policy. All information in the syst Enterprise. State and Federal policies governing the appropriate use of State o	tem belongs to the State of Georgia			
may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State o	tem belongs to the State of Georgia / Georgia resources. <u>SEARCH</u>	and	button to see results.	
may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State o	tem belongs to the State of Georgia f Georgia resources. SEARCH Complete a field or fields	and click the Search	button to see results.	
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may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State on the Search page in Image.	tem belongs to the State of Georgia f Georgia resources. SEARCH Complete a field or fields Incident Number	and click the Search IR Status IR Status	Person's First Name	Person's Last Name
may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established there are 3 ways to reach the Use the "Go to Search" button on the Home	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State o	Isem belongs to the State of Georgia ( Georgia resources. SEARCH Complete a field or fields Incident Number IR Number Incident Date Range From	and click the Search IR Status IR Status	Person's First Name	Person's Last Name
may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established here are 3 ways to reach the Use the "Go to Search"	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State on the Search page in Image.	tem belongs to the State of Georgia I Georgia resources. SEARCH Complete a field or fields Incident Number IR Number Incident Date Range	and click the Search IR Status IR Status	Person's First Name	
may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established here are 3 ways to reach the Use the "Go to Search" button on the Home page	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State on the Search page in Image.	Incident Date Range	and click the Search IR Status IR Status To I	Person's First Name First Name Individual Region	
may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established here are 3 ways to reach the Use the "Go to Search" button on the Home	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State on the Search page in Image.	Isem belongs to the State of Georgia ( Georgia resources. SEARCH Complete a field or fields Incident Number IR Number Incident Date Range From Region Select One	and click the Search IR Status IR Status To I earch should filter.	Person's First Name     First Name     Individual Region     Select One	
nay be read or monitored by authorized persons. By logging into this application, you agree to abide by all established here are 3 ways to reach th Use the "Go to Search" button on the Home page Use the "Search" or	Georgia Technology Authority's appropriate use policy. All information in the syn Enterprise. State and Federal policies governing the appropriate use of State of the Search page in Image.	Isem belongs to the State of Georgia I Georgia resources. SEARCH Complete a field or fields Incident Number IR Number Incident Date Range From Region Select One Please indicate if this s	and click the Search IR Status IR Status To I earch should filter.	Person's First Name     First Name     Individual Region     Select One	



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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"

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ľ	Entering a specific Incident Report (IR) Number, will return only that IR.	SEARCH Complete a field or field	Is and click the Searc	h butt	on to see results.		
	You can search for IRs that meet certain criteria by using IR status, date range, persons	IR Number	IR Status		Descento Elect Marcol	D	~
	involved, region information, provider type, or death result.	From	То	Ħ	Person's First Name	Person's Last Name	
		Region			Individual Region		
		Select One		~	Select One	~	, 
		Please indicate if this			gency O Hospital		
		An Individual Died					
		🗆 Yes 🗆 No					
		Search			Clear		
	rch results will display at the om of the page.	RESULTS					

There are 3 ways to reach your Dashboard in Image.

Use the "Go to Dashboard" button on the Home page	Go to Dashboard	MY DA	SHBOARD	New Inciden	t Report My I	Deshboard			
		Please cli	ck on the column title to so	t 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		
Use the "Dashboard" or		IR	New Draft IR	IMA BOIM	@24 hour(s)	211000017	10/02/2021		
Use the Dashboard of	Deebbeerd	IR	New Draft IR	IMA BOIM	@24 hour(s)	211000016	10/01/2021		
"Return to Most Recent	Dashboard	IR	New Draft IR	IMA BOIM	@24 hour(s)	211000015	10/04/2021		
Return to most Recent		IR	New Draft IR	IMA BOIM	@24 hour(s)	211000014	10/05/2021		
Dashboard" function in		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
the top left menu		Investiga	tion Level 2 Review	IMA DOIM	10/27/2021	210900154	09/27/2021	YAX'S, INC	202, 203
	Return to Most Recent Dashboard	IR	IR Under Review	IMA BOIM		210200014	01/30/2021	Georgia Regional Hospital at Savannah	A8
								< Previous 1	)/2 0e Net>



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Your Dashboard allows you to manage your daily work items.

	MY DAS	HBOARD						
Create a new IR —			New Incider	nt Report My	Dashboard			
Sort by any	Please click	on the column title to sort	data. Owner	Due	Incident#	IR Date	Responsible Party	Incident Type(s)
column header	IR	New Draft IR	IMA BOIM	24 hour(s)	211000019	10/07/2021	Party	(Mode)
	IR	New Draft IR	IMA BOIM	@24 hour(s)	211000018	10/03/2021		
Select an	IR	New Draft IR	IMA BOIM	@24 hour(s)	211000017	10/02/2021		
individual row to	IR	New Draft IR	IMA BOIM	@24 hour(s)	211000016	10/01/2021		
work on that IR	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
	Investigatio	n Level 2 Review	IMA BOIM	10/27/2021	210900154	09/27/2021	YAX'S, INC	202, 203
Use the "Next" and	IR	IR Under Review	IMA BOIM		210200014	01/30/2021	Georgia Regional Hospital at Savannah	A8
"Previous" functions to navigate pages, or enter a specific page number	Exp	ort to Excel					< Previous 1	]/2 Go Next
		t your board to an spreadsheet						