


 [Click here to submit a report...](#)

## Latest Subjects



**Mike Ballan**  
Added 21 May 2021  
In: Retail Warned 



**Alan Killean**  
Added 18 May 2021  
In: Retail Excluded 

Philip Ashley

Submit a Report  
Tap to submit a Report

Browse Subject Galleries  
Tap to browse your Galleries, Banned lists etc

Find a Subject  
Tap to browse or search for a Subject

Alerts, News, Documents etc  
Tap to view Alerts, News, up-coming Events, Documents etc

My Reports  
Tap to view my submitted and pending reports

My Premises  
Tap to view and manage your Incident Reports

# DISC FEATURE INCIDENT REPORTING

Disc enables users to report low-level crime and ASB to their Disc Administrator quickly and simply. Here's how. We recommend you have your App or Desktop open as you go through this document...

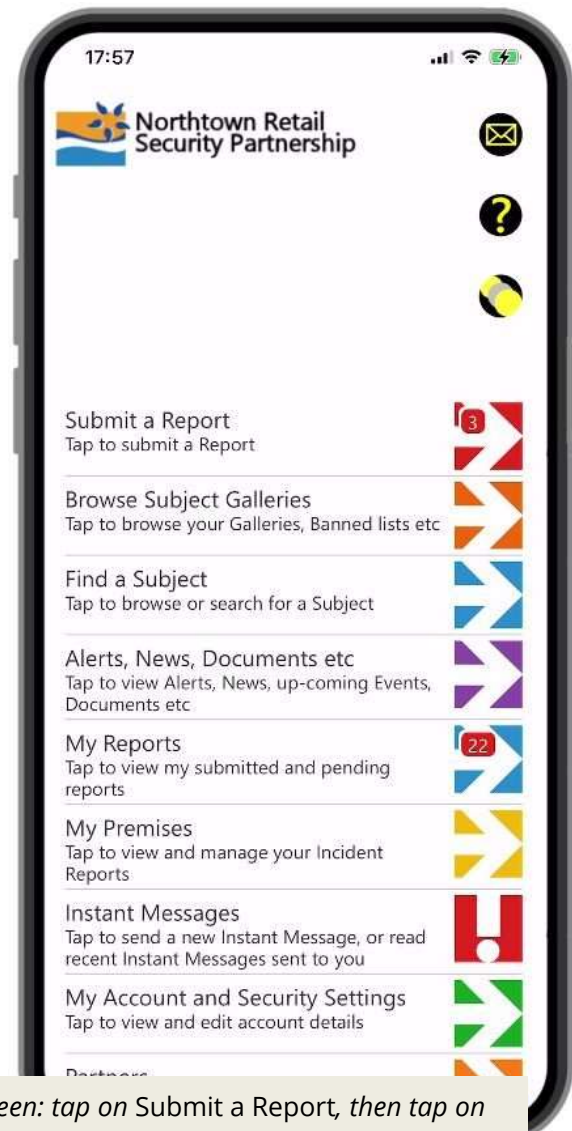
## REPORTING INCIDENTS IN THE DISC APP

Reporting an incident in the Disc App couldn't be easier - or quicker.

Open your App using your unique four-digit Express Login code: the Disc App homescreen (*right*) will appear.

Now tap on 'Submit a Report'; in the screen that opens, select 'Submit an Incident Report'.

The Incident Report form will appear: it is quick to complete, especially if you use your voice-to-text function for 'Brief description of Incident'; when you're done tap on 'Next...'



*From your Disc App homescreen: tap on Submit a Report, then tap on Submit an Incident Report in the screen that opens*

Now three blue buttons (*right*) are displayed: tap on the one that applies to you:

- tap on the top button if you know the name of one or more of the individuals responsible for the incident; in the screen that opens, begin typing the person's name in the top field. If the system recognises the name, the offender will be displayed - tap on the green 'Associate this Person' button and complete the short form that appears. If the person you're looking for isn't in your system, click on the blue 'Add new person' button and complete the form that appears. When done, tap on 'Next...'
- tap on the middle button if you don't know a name, but you have some useful descriptive information; complete the short form that appears. When done, tap on 'Next...'
- Tap on the bottom button if you're all done and have no further information to provide about the person(s) responsible.

I know the name(s) of one or more persons responsible

I don't know the name(s) but I have some descriptive information

I don't have any name(s) or any descriptive information

Three blue buttons: tap on the one that applies

Now you'll see the 'Confirm and Submit your Incident Report' screen (*right*). Here you can review, and if necessary, amend, your report:

- to review and if necessary revise your description of the incident, tap on the blue 'Review/Revise the Incident Report' button;
- if you've changed your mind about associating any one you've previously identified as involved in the incident, tap on 'Dis-associate this Person'.

When you're happy, click the blue 'Submit Incident Report' button at the bottom of the screen to send your completed report to your Disc Administrator.

18:06

Northtown Retail Security Partnership

### Confirm and Submit your Incident Report

Review your incident description and any associated Subjects. When you're happy, click on Confirm and Submit Incident Report to send your information for processing by your Disc Administrator.

Incident description

<b>Reporting Member</b> Drew Pickforton <admin@iltoraks.com>	<b>Type of Incident</b> Attempted theft and Robbery
--	--

**Date and Time of Incident**  
14 May 2021 at 05:06PM

**Brief description of Incident**  
Walked into the store and went to the back where he took two bottles of vodka off the shelf and left without paying

[Review/Revise Incident Details](#)

**Associated Person(s)**

	<b>Bob Williams</b> <b>Outcome</b> Was a warning/card/ban issued?
--	---

Review and revise your report before submitting it

## REPORTING INCIDENTS IN THE DISC DESKTOP

In your Disc Desktop login page, enter your email address and password to access the Desktop homepage.

Click on the red 'Click here to submit a report' button towards the top of the page and, from the page that opens, select 'Submit an Incident Report'.

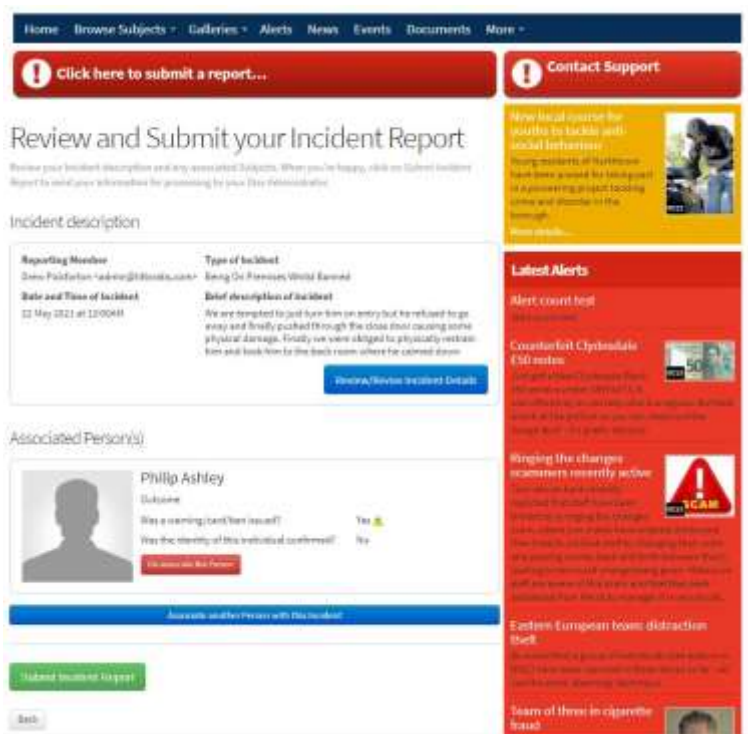
The Incident Report form opens. Complete it and, when finished, click on 'Next...!'

You'll now see three blue buttons: tap on the one that applies to you.

- If you know the name of one or more of the individuals responsible for the incident, click on the top blue button and, in the page that opens, start to type their name in the indicated field. If the person you're looking for is in your Disc system, he or she will appear below: click on the green 'Associate this Person' and complete the short form that appears; when done, click on 'Next...!'. If the person you're looking for isn't in your Disc system, click on the blue 'Add new person' button and complete the form that appears; when done, click on 'Next...!'
- If you don't know a name, but you have some useful descriptive information – tap on the middle blue button and complete the short form that appears. When done, click on 'Next...!'
- If you're all done and have no further information to provide about the person(s) responsible, tap on the bottom blue button....

You'll see the 'Review and Submit your Incident Report' page (*right*). This is where you can review your report: you can click on the blue 'Review/Revise the Incident Report' button to check the report; click on the red 'Dis-associate this Person' to un-link individuals from your report if you wish.

When you're happy, click the blue 'Submit Incident Report' button to send the completed report to your Disc Administrator.

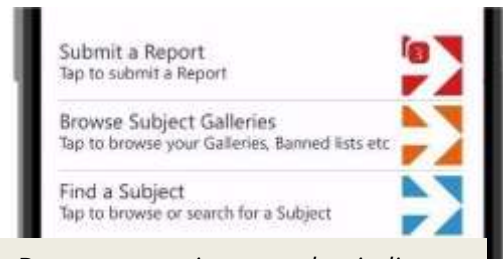


*In your Disc Desktop: review and revise your report before submitting it*

## AUTO-SAVING TO DRAFT

In both the Disc App and the Disc Desktop, every time you click on any button, your Incident Report will be automatically saved to draft so you can go back to it any time to complete it and submit it to your Disc Administrator.

In the Disc App, if you have saved any reports to draft, you'll see a number inset into the Submit a Report navigation arrow on your App's home screen (*right*); click on the arrow.



The Submit a Report screen opens and if you have any saved drafts you'll see 'My Draft Incident Reports'; just tap on any that are displayed there to review, finalise and submit them to your Administrator.

*In Submit a Report arrow, inset number indicates draft Incident Reports waiting to be finalised*

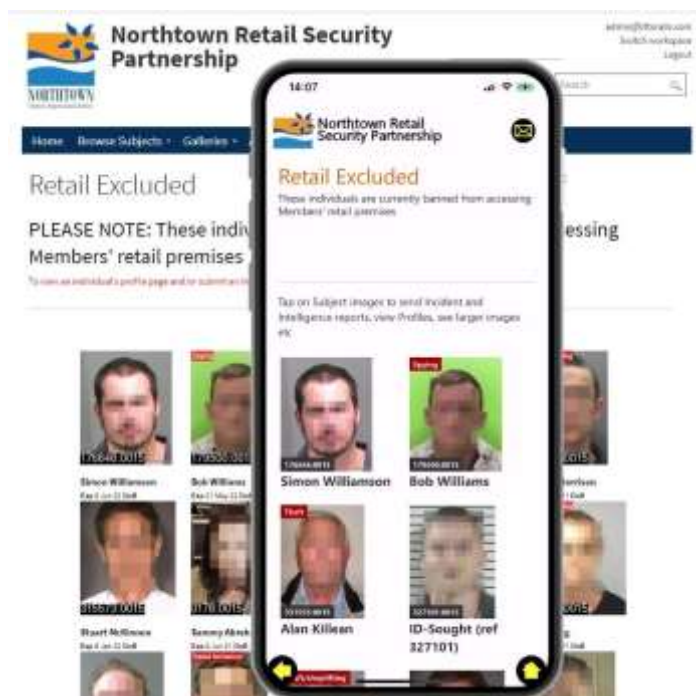
In the Disc Desktop you'll find your saved drafts in your Navigation Ribbon → More → My Draft Incident Reports. In the 'Actions' column, click on 'View / Edit' to re-open a draft so you can review, finalise and submit it to your Administrator.

## REPORTING INCIDENTS FROM YOUR IMAGE GALLERIES

You may be more used to submitting Incident Reports from images in your Disc Image Galleries, or you may find it more convenient - for example where your Disc system maintains a mugshot gallery of 'Most Active' or 'prolific' offenders.

In the Disc App and Desktop, find the gallery you need (*right*) and the individual you want. In the App tap on the image; in the Desktop, click on it.

In either case you'll be taken through the same reporting process as described above - but your Incident will already be associated with the person responsible.



*In Disc App and Desktop - just tap or click on an image to Submit a Report about a known person*

Contact us for more information

Email: [support@littoralis.com](mailto:support@littoralis.com)

Call: 01273 900 468