



Tip of the Day

Guided Entry Form

09/06/2024

To ensure accurate data entry, Deputies **SHALL** use the Guided Entry Form for all reports in LIVE and TRAINING. This form highlights required fields and prevents the submission of incomplete reports. Supervisors can also use it to verify that all mandatory information is included. To maintain data quality, use the Guided Entry Form as your preferred method for entering information.

***** Warning *****

Using the Full View Form bypasses these checks, increasing the error risk.

Once you have obtained your CN, log into NicheRMS.

Your screen will look like this:



- Scroll down to the 'Tasks' section.
- Click [View](#) to see your 'tasks.'

In NetRMS, this would be your 'bucket.'

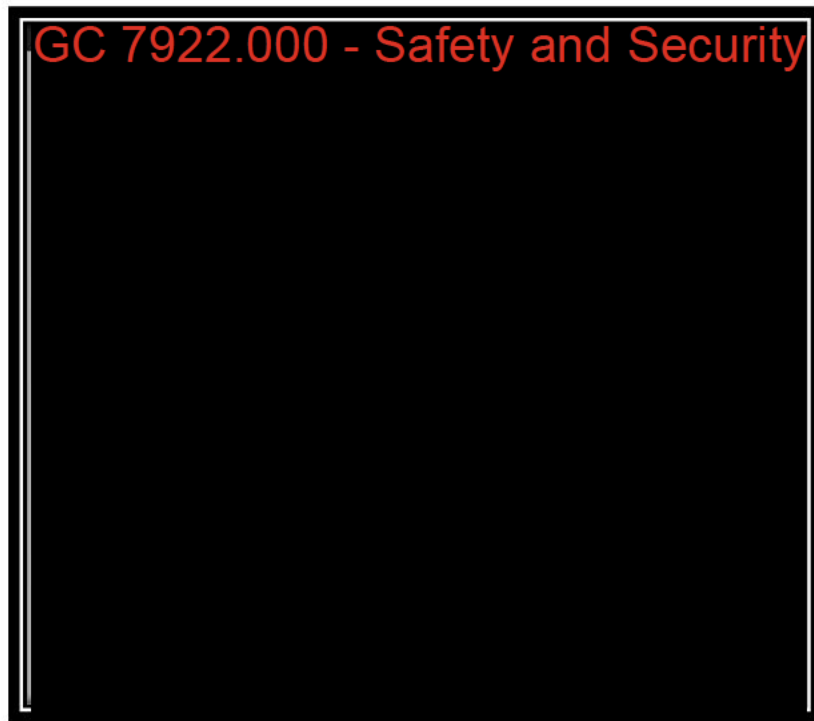


- Click anywhere in the 'task' section to open it.

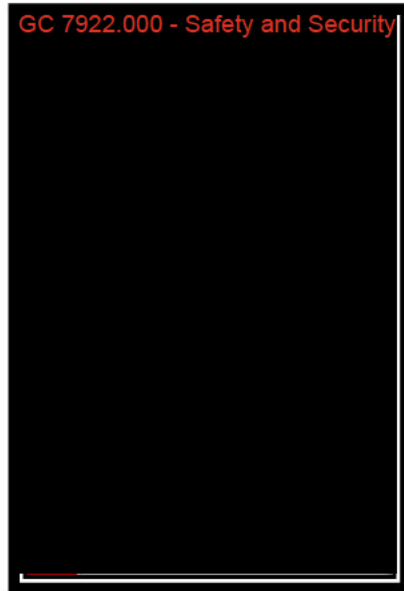


Your screen will look like this:

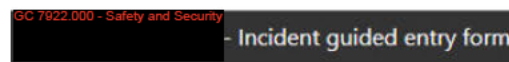
Within the 'Task' section, click on the 'Incident' button to open the incident guided entry form.



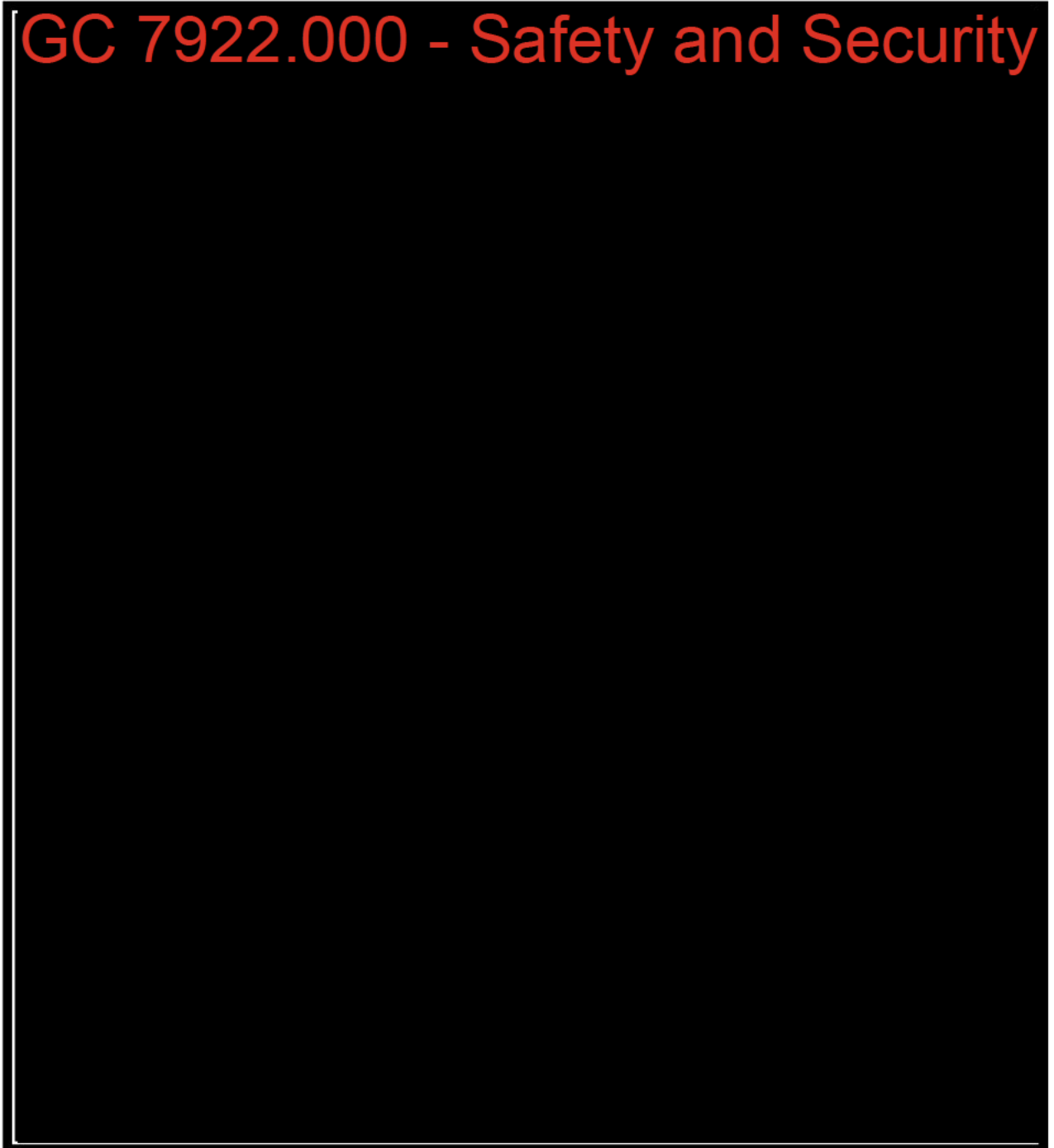
- Make sure this is reflected on the top left corner of your page.



You will see the words 'Incident guided entry form' next to your case number, as pictured below:



Your screen will look like this:



If your screen does not look like this (i.e. yellow check marks), then you are not in the 'Incident Guided Entry'.

- Once everything is completed, click .