



Work Instruction

Amending Vandalism Details (DECD only)

For Account Code RVF (Corporate Risk – Vandalism), an additional tick box called Vandal is displayed in the Amend screen. For a job to be registered as *Vandalism*, it must be indicated at the time of registering the job with the hotline and a vandal type must be advised.

To **amend** vandalism details, complete the following steps:

1. Long left click on the required job in the Job Tracking tab display window.
2. Select Amend from the sub-menu. (**Note:** The Work Details for XXXXX screen will display).
3. Click the Vandal tick box.
4. Select from the following options:
 - **IN SITE HRS-PERPTRTOR IDENTFD**
 - **ALL OTHER FORMS OF VANDALISM**
 - **EX SITE HRS-PERPTRTOR IDENTFD**
5. Click the Vandalism Details button.
6. Click the Reported? tick box.
7. Click into the Date Reported field and select the date from the pop-up calendar. (**Note:** Users cannot select a date later than today's date).
8. Enter the police report number in the Police Report No field (e.g. 13-K12345)
9. Enter a witness name in the Witness field, if present.
10. Enter the cause of the incident in the Cause field (e.g. graffiti on classroom door).
11. Click the OK button.
12. Select the Submit button to save or the Cancel button to exit.
(**Note:** the message *Job Details have been updated* will display).

The image shows a screenshot of a web application interface. On the left is a form titled "Vandalism Details" with the following fields: "Reported?" (checked), "Date Reported" (09/09/2014), "Police Report No" (13-K12345), "Witness" (Joe Bloggs), and "Cause" (Graffiti on Classroom door). At the bottom of the form are "OK", "Cancel", and "Print" buttons. On the right is a dark grey pop-up message box with the text "Job Details have been updated" and an "Ok" button.