

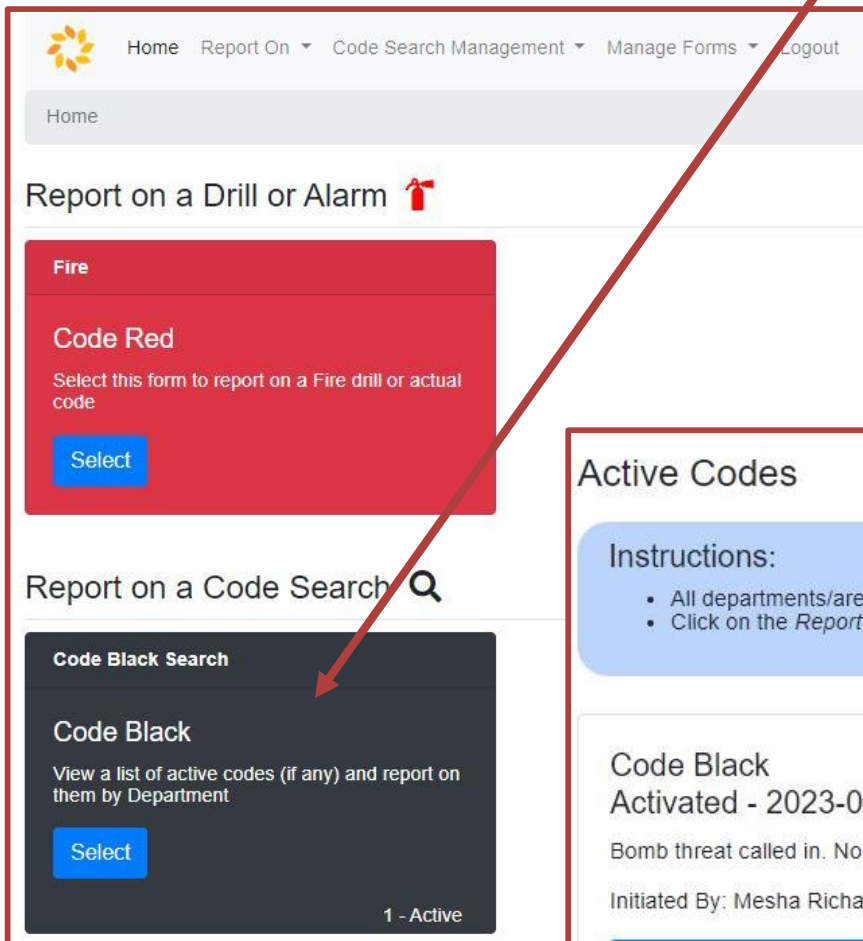
eObservation Code Black - Search Reporting

New process for reporting Code Black Search results: The eObservation reporting tool has been updated to support response areas in reporting for Code Black - Search.

Step 1: Click on the eObservation Zenworks icon or quick link on the iNtranet home page to make a report. <https://obscodes.tbrhsc.net/>

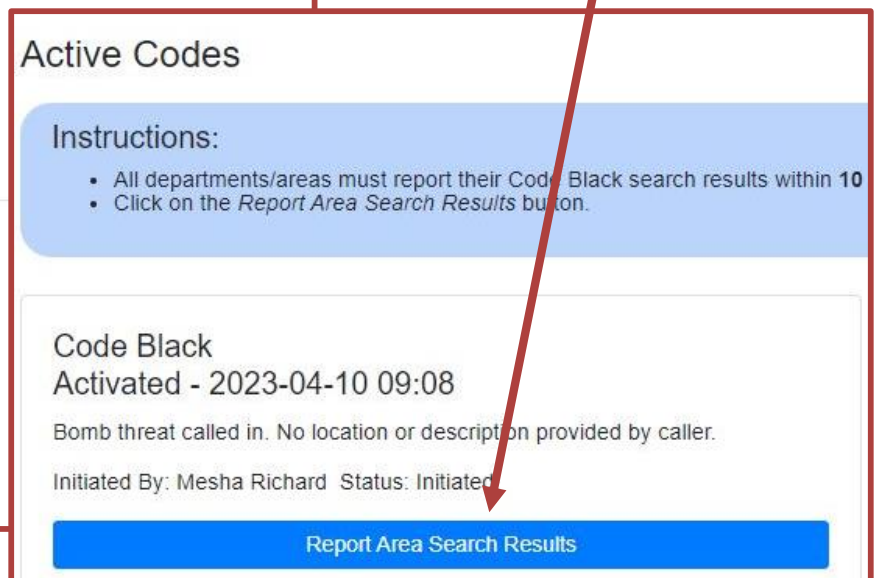
Step 2: Login

Step 3: Select Code Black - Search



The screenshot shows the top navigation bar with 'Home', 'Report On', 'Code Search Management', 'Manage Forms', and 'Logout'. Below the navigation is a 'Home' breadcrumb. The main content area has two sections: 'Report on a Drill or Alarm' with a fire alarm icon and a red box for 'Code Red' (with a 'Select' button), and 'Report on a Code Search' with a magnifying glass icon and a dark grey box for 'Code Black Search' (with a 'Select' button and '1 - Active' indicator). A red arrow points from the 'Code Black Search' box to the 'Active Codes' section on the right.

Step 4: Select the current active search code you wish to report on.



The 'Active Codes' section has a blue header with 'Instructions:' and two bullet points: 'All departments/areas must report their Code Black search results within 10' and 'Click on the Report Area Search Results button.' Below is a search result for 'Code Black' activated on '2023-04-10 09:08'. The description reads: 'Bomb threat called in. No location or description provided by caller.' The initiator is 'Mesha Richard' with a status of 'Initiated'. A blue button at the bottom says 'Report Area Search Results'. A red arrow points from the 'Code Black Search' box in the previous screenshot to this section.



Step 6: Select your reporting area from the dropdown menu.

Home Report On Code Search Management Manage Forms Logout

Home / Report On / Code Black Search

Code Black Search Reporting
Report on a Code Black activated on: 2023-04-10 09:08
Code Description
Bomb threat called in. No location or description provided by caller.

Area Responsible Person will auto-populate

Instructions

- Select your department/area from the Reporting Area drop down list.
- If your department/area did not find any suspicious items during the search click the Not found button (yellow).
- If your department/area DID find a suspicious item during the search click the Found button (green).

Reporting Area

Responsible Person

Search Complete - NOT Found Search Complete - Found

Step 7: Select whether a threat/suspicious item has NOT been found (yellow button) or HAS BEEN FOUND (green button). If anyone from your area already reported you will see the Alert notice shown below.

Alert! - The search status had been submitted already as **Not Found**. You can change it to **Found** by clicking the button

Step 8: You will be taken to a close out screen (similar to below) informing you that you have reported NOT found or FOUND.

Submission Received

You have indicated *Not Found* for Code Black Search. Click the **Close** button to finalize our submission.

Close

If your response area does not submit search results in under 10 minutes, expect a call from Admitting to follow up on your results!

Any questions contact
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