



# eObservation

## Code Amber & Code Black Search Reporting

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

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

**Step 2:** Login

**Step 3:** Select either Code Amber or Black - Search

The screenshot shows the 'Report on a Drill or Alarm' interface. It has two main sections: 'Report on a Fire' (red) and 'Report on a Code Search' (yellow). The 'Code Search' section is expanded, showing 'Code Amber Search' (yellow) and 'Code Black Search' (dark grey). Red arrows point from the 'Code Amber Search' and 'Code Black Search' buttons to the 'Active Codes' report. The 'Active Codes' report includes instructions, a list of active codes, and a 'Report Area Search Results' button.

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

Report on a Drill or Alarm 📌

**Fire**

Code Red  
Select this form to report on a Fire drill or actual code

Select

Report on a Code Search 🔍

**Code Amber Search**

Code Amber  
View a list of active codes (if any) and report on them by Department

Select

0 Active

**Code Black Search**

Code Black  
View a list of active codes (if any) and report on them by Department

Select

**Active Codes**

Instructions:

- All departments/areas must report their Code Amber search results within **10 minutes**
- Click on the **Report Area Search Results** button.

Code Amber  
Activated - 2023-11-27 10:58

8 year old female. 4ft 8in tall. Dark shoulder length hair. Wearing a micky mouse sweater and jeans with blue shoes.

Initiated By: Status: Initiated

Report Area Search Results

## Step 5: Select your reporting area from the dropdown menu.

Home Report On Code Search Management Manage Forms System Administration Logout

Home / Report On / Code Amber Search

### Code Amber Search Reporting

Report on a Code Amber activated on: 2023-11-27 10:58

Code Description  
8 year old female. 4ft 8in tall. Dark shoulder length hair. Wearing a micky mouse sweater and jeans, with blue shoes.

**Instructions**

- Select your department/area from the Reporting Area drop down list.
- If your department/area did NOT find the missing child/infant click the NOT Found button (yellow).
- If your department/area DID find the missing child/infant click the Found button (green).

Reporting Area  
- Select Reporting Area -

Responsible Person

Search Complete - NOT Found

Search Complete - Found

*Area Responsible Person will auto-populate*

**Step 6:** Depending on the type of emergency search, select whether a the missing infant/child or threat/suspicious item has NOT been found (yellow button) or HAS BEEN FOUND (green button). If anyone from your area has already submitted a report you will see a notice like the one shown below.

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

**Step 7:** 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 Amber Search. To finalize your submission click the **Close** button to return to the Home Page.

\* If you have made an error and selected the wrong Search Status value [click here to update](#) your 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  
Mēsha Richard, ext 6552  
Emergency Preparedness Lead  
[mesha.richard@tbh.net](mailto:mesha.richard@tbh.net)