



# VinciWorks Incidents Reporting Portal

One place for all staff to report incidents. One place for administrators to manage submissions.

- Enable anyone at the firm to submit incidents, breaches or complaints
- Option for fully anonymous submissions
- Centralised administration panel to manage submissions
- Trackable history with full audit trail
- Backed by enterprise-grade, 256-bit SSL encryption
- Integrated with the VinciWorks Incidents & Breaches register

Users visit a secure reporting portal to quickly submit the incident



The inbox icon notifies administrators of new submissions

The administrator can create a new incident from a submission or add it to an existing incident

ID	Name	Email	Phone	Description	Date Submitted	Admin Notes	Reviewed
7	William Braggs	william@acmelaw.com	123-45-6789	Email with some confidential information was accidentally sent to the wrong recipient.	09/03/2014	Added to Incident Register as Incident 13.	<input type="checkbox"/>
3	Joe Bloggs	joseph.bloggs@bloggsi	555-555-5555	Funds transferred to incorrect account.	09/01/2014	Added to Incident Register as Incident 12.	<input type="checkbox"/>
2	Gus Griffin	gus@griffin.com	333-333-3333	Client is unhappy about hours billed and would like more transparency with regard to cost structure.	09/01/2014	Added to Incident Register as Complaint 33.	<input type="checkbox"/>
1	Sally Johnson	sally.johnson@johnson	444-444-4444	Client is not happy with the service received in relation to a traffic accident.	08/27/2014	Added to Incident Register as Complaint 32.	<input checked="" type="checkbox"/>

## Contact us



www.infocreditgroup.com



enquiries@infocreditgroup.com



+357 22 398000