



**Confidential
Close Call
Reporting System**

IDENTIFYING SAFETY RISKS IN RAILROAD OPERATION

C³RS
eSubmit
User Manual

WWW.C3RS.BTS.GOV

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INTRODUCTION

Partnering with the Federal Railroad Administration (FRA), Union Pacific (UP) Railroad, Canadian Pacific (CP) Railroad, and New Jersey Transit (NJT), the Bureau of Transportation Statistics (BTS) implemented the eSubmit Web portal (<http://www.c3rs.bts.gov/submit>) to allow employees from CP, UP, and NJT to electronically report close call incidents to the Confidential Close Call Reporting System (C³RS). The eSubmit Web portal is a key C³RS component. It uses a secure connection to protect the confidential reports transmitted over the Web, and allows reporters to perform the following functions:

- Submit a report electronically.
- Save a report to submit later.
- Review a filled-out report before submission.
- Print a personal copy of a filled-out report.
- Print a saved or incomplete report that can be filled out manually and mailed to C³RS.
- Submit attachments such as diagrams, pictures, images, text documents, and PDF files.
- Submit additional attachments after a report has been submitted.
- Retrieve a saved report using a unique access code.
- Remain alert to the time remaining before the C³RS reporting deadline.

This document serves as a guide for reporters using the eSubmit Web portal to submit close call reports. User interfaces and their functions are presented in the following section.

USER INTERFACES AND FUNCTIONS

The user interfaces include the homepage, confirmation page, login page, reporting pages, report-saving pages, post-reporting pages, and report-canceling page. Each page and its corresponding function are presented in the following sections.

HOMEPAGE

The homepage for the eSubmit Web portal can be accessed by typing “<http://www.c3rs.bts.gov/esubmit>” in any Web browser, as shown in figure 1. The *eSubmit* button near the middle of the page provides access to the electronic submission system, and a link to the mail-in version of the report is provided near the bottom of the page. The right panel includes links to the C³RS burden statement and pledge of confidentiality.

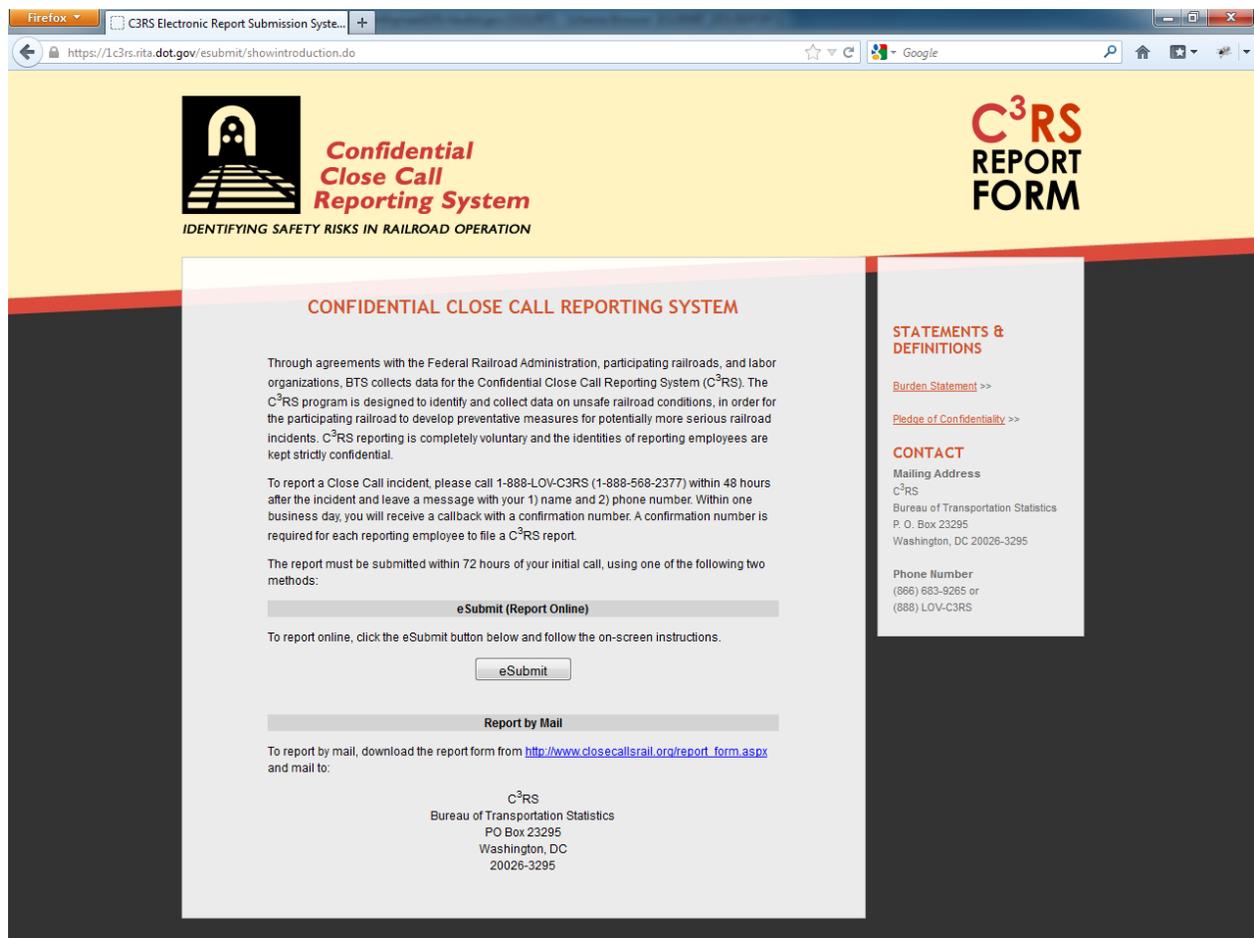


Figure 1: eSubmit Homepage

CONFIRMATION PAGE

After the *eSubmit* button is clicked, the burden statement and pledge of confidentiality are presented, as shown in figure 2. A reporter must indicate that he or she has read and understood the text by checking the box and then click the *Continue with eSubmit* button to access the login page. The *Continue with eSubmit* button will be inactive until the box is checked. A reporter may click the *Close* button to exit eSubmit.

[Close](#)

Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0010. Public reporting of a close call is estimated to take approximately 30 minutes, including the time for reviewing instructions, completing and reviewing the report. Reporting any information to the Confidential Close Calls Reporting System (C³RS) is voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: C³RS Data Collection Officer, Demetra Colliia, US DOT/ BTS, 1200 New Jersey Avenue SE, Room E36-E14, Washington, D.C. 20590 or e-mail: Demetra.colliia@dot.gov.

Pledge of Confidentiality

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 111 (k)) and the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents such as telephone interviewers. In accordance with these confidentiality statutes, only statistical and non-identifying data will be made publicly available through reports. By law, every BTS employee and BTS agent has taken an oath of confidentiality and is subject to a jail term of up to 5 years, a fine of up to \$250,000, or both if he or she discloses ANY identifiable information about the respondent. BTS will not release to FRA or any other public or private entity any information that might reveal the identity of individuals or organizations mentioned in close call reports.

I have read and understand the Burden Statement and Pledge of Confidentiality

Continue with eSubmit

Close

Figure 2: Confirmation Page

LOGIN PAGE

As shown in figure 3, a confirmation number is required to login to eSubmit. Each reporting employee must obtain a confirmation number by calling 1-888-LOV-C3RS (1-888-568-2377) within 48 hours of the incident and leaving a message with the reporter's name and phone number. Within one business day, the reporter will receive a call with a confirmation number. All confirmation numbers start with "C3RS-" and end with a 10-digit number. For ease of use, only the 10-digit number needs to be typed in.

The screenshot shows a web browser window with the URL <https://1c3rs.rita.dot.gov/esubmit/showlogin.do>. The page has a yellow header with the C³RS logo and the text "Confidential Close Call Reporting System" and "IDENTIFYING SAFETY RISKS IN RAILROAD OPERATION". The main content area is white and contains the text "ENTER YOUR C³RS CONFIRMATION NUMBER TO BEGIN" and "If you don't have a confirmation number, call C³RS at (866) 683-9265 or (888) LOV-C3RS to obtain one." Below this is a text input field with the placeholder "C³RS - |". To the right, there is a sidebar with links for "STATEMENTS & DEFINITIONS" (Burden Statement >>, Pledge of Confidentiality >>) and "CONTACT" (Mailing Address: C³RS, Bureau of Transportation Statistics, P. O. Box 23295, Washington, DC 20026-3295; Phone Number: (866) 683-9265 or (888) LOV-C3RS).

Figure 3: Login Page

After a confirmation number is entered, it will be verified. A confirmation number is valid if the confirmation number exists. If a confirmation number does not exist, a warning message will be provided to the reporter. If a confirmation number is expired, the reporter cannot be protected by the C³RS program, and the tool provides the reporter the choices either to continue to report or to exit the system. After a confirmation number is verified, as shown in figure 4, the reporter can access the system by clicking the green arrow button.

ENTER YOUR C³RS CONFIRMATION NUMBER TO BEGIN

If you don't have a confirmation number, call C³RS at (866) 683-9265 or (888) LOV-C3RS to obtain one.



Figure 4: Valid Confirmation Number

REPORTING PAGES

The reporting process has six steps, corresponding to six pages in the eSubmit system. Each of the first five pages is a section of the report, and the last page allows the reporter to review the information before submission. Each page includes a navigation bar and a tool panel. The five sections of a report are as follows:

1. Reporting Employee.
2. Immediate Co-Workers.
3. Incident Details.
4. Work/Sleep History.
5. Incident Description.

NAVIGATION BAR

The navigation bar is shown at the top of each page and indicates the steps of the reporting process. The current step is always highlighted dark yellow in the navigation bar. Light yellow steps are sections that have been visited, and gray steps are sections that haven't been visited yet. A reporter can navigate among visited steps by clicking the step number in the navigation bar. For example, in figure 5, the reporter is currently viewing step 2, step 1 has been visited, and steps 3–6 are not yet accessible. The reporter can jump back and forth between step 1 and step 2.

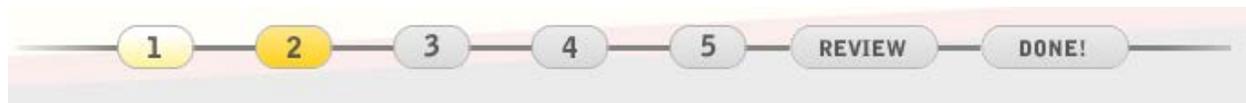


Figure 5: Navigation Bar

TOOL PANEL

The tool panel is on the right side of each page and shows how much time is left to submit before the report expires, as shown in figure 6. There are five buttons in the panel.

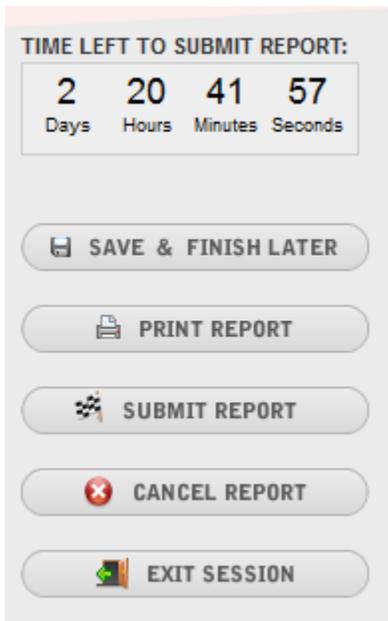


Figure 6: Tool Panel

The *Save & Finish Later* button will save an unfinished report and give the reporter an access code with which to retrieve the saved report. A report can be saved multiple times.

The *Print Report* button will produce a printer-friendly format of the report for printing. The print copy is identical to the downloadable mail-in report form except that it contains the electronically entered report information. Figure 7 shows an example of the print copy. On any saved or submitted report, the access code will be printed on the report next to the confirmation number.

C3RS Electronic Report Submission System - eSubmit - Mozilla Firefox
 https://1c3rs.rita.dot.gov/esubmit/getprintoutform.do?confir_id=C3RS-0816120002

 **Confidential Close Call Reporting System**

C³RS Report Form
(UP Or CP Employees)

OMB NO: 2139-0010
Expiration Date: 08-31-2013

C³RS Confirmation Number: C3RS-0816120002

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0010. Public reporting of a close call is estimated to take approximately 30 minutes, including the time for reviewing instructions, completing and reviewing the report. Reporting any information to the Confidential Close Calls Reporting System (C³RS) is voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: C³RS Data Collection Officer, Demetra Collia, US DOT/ BTS, 1200 New Jersey Avenue SE, Room E36-E14, Washington, D.C. 20590 or e-mail:Demetra.collia@dot.gov.

Incident Details

Please provide your name and at least one telephone number where a C³RS rail safety analyst can contact you to discuss your report, if needed. Indicate the best time to call and if you authorize C³RS to leave a voice mail message on your answering service. Please provide an address to receive notice which will serve as confirmation of your report.

INCIDENT DATE	INCIDENT TIME (24 HR.)	SUB DIVISION	LINE SEGMENT
08/28/2012	1111	North Platte Terminal 0213	

NAME	JOB TITLE	YARD	MP
Luke Jefferson	Conductor		432

ADDRESS/PO BOX _____

CITY _____ STATE _____ ZIP _____

PRIMARY PHONE NUMBER (111) 111 - 1111 BEST TIME TO CALL 7 am - 8 am TIME ZONE EST MST CST PST CAN STAFF LEAVE A VOICE MAIL MESSAGE? YES NO

ALTERNATE () - EST MST YES NO
CST PST

RAILROAD EXPERIENCE _____ Years EXPERIENCE IN CRAFT _____ Years

Immediate Co-Workers

Please provide the name and job title of any immediate co-workers involved in the incident eligible for protection from discipline. Please encourage your immediate co-worker(s) to file their own report(s) so they receive a receipt confirming their participation in this incident. You may send in your reports together or separately.

Figure 7: Printable Copy of a UP or CP Report

The *Review & Submit* button is not clickable until the reporter reaches the review step. Once a report is filled out, the button will become active and will read *Submit* to allow the reporter to submit the report. If a reporter jumps to a prior step after reaching the review page, the button will change back to *Review & Submit* and will allow the reporter to directly access the review page.

The *Cancel Report* button will allow a reporter to cancel the report any time during the reporting session. After cancellation, the reporter's confirmation number is no longer valid, and the reporter cannot use it to login to eSubmit. This option should only be taken if the reporter has decided not to proceed with the C³RS process.

The *Exit Session* button allows a reporter to leave the report session without saving the latest changes. The reporter will be given an access code and can come back later to continue the report.

REPORTING EMPLOYEE

As shown in figure 8, the reporting employee page allows entry of the reporter’s contact and job information. Data fields labeled with asterisks are required. The required fields on this page are “Full Name,” “Primary Phone Number,” “Railroad,” and “Job Title.” The reporter cannot navigate to the next step until all required fields are complete.

After a railroad is chosen, the corresponding logo will appear to help the reporter verify the railroad. Selecting the correct railroad is essential to ensuring that the correct fields are available later in the report.

The *Next* button, which appears at the bottom of each page in the report, will advance the report to the next step.

The screenshot displays a web form titled "REPORTING EMPLOYEE" with a progress bar at the top showing steps 1 through 5, with "REVIEW" and "DONE!" buttons. The form is divided into two main sections: "Contact Information" and "Employee Information".

Contact Information

Please provide your name and at least one telephone number where a C³RS rail safety analyst can contact you to discuss your report. Indicate the best time to call and if you authorize C³RS to leave a voice mail message on your answering service. Please provide an address to receive notice which will serve as confirmation of your report.

Full Name*

First Name: [Text Field] Last Name: [Text Field]

Address

Street Address / PO Box: [Text Field]

City: [Text Field] State: [Dropdown Menu]

Postal / Zip Code: [Text Field]

Primary Phone Number*

(999) 999-9999 [Text Field]

Best time to call?

From: [Dropdown Menu] To: [Dropdown Menu]

Time Zone

[Dropdown Menu]

Can Staff Leave a Voice Mail Message?

Yes No

Alternate Phone Number

(999) 999-9999 [Text Field]

Best time to call?

From: [Dropdown Menu] To: [Dropdown Menu]

Time Zone

[Dropdown Menu]

Can Staff Leave a Voice Mail Message?

Yes No

Employee Information

Railroad*

[Dropdown Menu]

Job Title*

[Dropdown Menu]

Railroad Experience

[Text Field] Years

Experience in Craft

[Text Field] Years

NEXT [Green Arrow Button]

Figure 8: Reporting Employee Page

IMMEDIATE CO-WORKERS

As shown in figure 9, the second step allows the reporter to provide information on immediate co-workers involved in the close call incident. The data requested for an immediate co-worker includes full name and job title, and there are no required fields.

The *Add Co-Worker* button will create additional entries if a reporter wants to provide information for more than one co-worker.

1 2 3 4 5 REVIEW DONE!

IMMEDIATE CO-WORKERS

Please provide the name and job title of any immediate co-workers involved in the event eligible for protection from discipline. Please encourage your immediate co-worker(s) to file their own report(s) so they receive a receipt confirming their participation in this event.

Full Name Job Title

First Name Last Name

+ Add Co-Worker

BACK NEXT

Figure 9: Immediate Co-workers Page

INCIDENT DETAILS

As shown in figure 10 on the next page, the incident details page allows the reporter to provide the following information about an incident:

- Date and time of incident.
- Incident type and category.
- Location.
- Train configuration.
- Travel conditions.
- Train and crew activity.

The required fields on this page are “Incident Date,” “Incident Time,” and “Time Zone.”

1
2
3
4
5
REVIEW
DONE!

INCIDENT DETAILS

Date and Time of Incident

Incident Date* 08/28/2012 <input type="text"/> <small>MM/DD/YYYY</small>	Incident Time* 1111 <input type="text"/> <small>use military time</small>	Time Zone* Eastern <input type="text"/>
---	--	---

Incident Type & Category

Incident Type ?
CC

Incident Category
Excess Speed - Form C

Location

Sub Division North Platte Terminal 0213 <input type="text"/>	Line Segment <input type="text"/>
Yard <input type="text"/>	Mile Post 432 <input type="text"/>

Train Configuration

Engine No.'s engine1111 <input type="text"/> engine1212 <input type="text"/> <input type="button" value="Add Engine No."/>	DPU No.'s <input type="text"/> <input type="button" value="Add DPU No."/>	Train Symbol <input type="text"/>
Loads <input type="text"/>	Empties <input type="text"/>	Tons <input type="text"/>
Length(in feet) <input type="text"/>	No. of HAZMAT <input type="text"/>	

Travel Conditions

Weather Conditions (check all that apply)

Clear
 Cloudy
 Fog
 Slight Rain
 Intense Rain
 Snow (on ground)
 Snowing
 High Winds
 Lightning
 Hail Storm
 Conditions in Transition
 Cold
 Hot

Light Condition dawn <input type="text"/>	Visibility Limited <input type="text"/>	Temperature 30(F) and below <input type="text"/>
---	---	--

Train & Crew Activity

Train Activity
En route

Crew Activity
Road Crew Life Power Move

Figure 10: Incident Details Page

The *Add Engine No.* and *Add DPU No.* buttons allow the reporter to report multiple engine or DPU numbers.

For the “Weather Conditions” field, the reporter can check multiple conditions if applicable.

Under the section *Incident Type & Category*, there is a  icon to the right of data field *Incident Type*. Hove the mouse cursor over and a tooltip will be displayed, As shown in figure 11, the tooltip provides the definition for each incident type code.

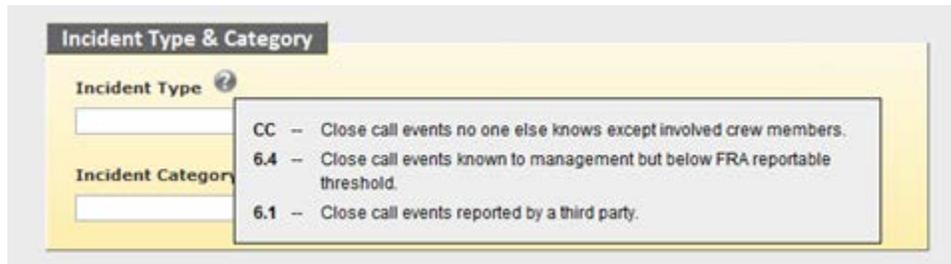


Figure 11: Incident Type Tooltip

WORK AND SLEEP HISTORY

As shown in figure 12, the work/sleep history page allows the reporter to provide information about the 72 hours before the incident. The “Incident Time” field is pre-filled from the previous step and can be updated. The reporter should enter times in the 24-hour, military time format.

1 2 3 4 5 REVIEW DONE!

WORK / SLEEP HISTORY

Please detail your sleep and work history for the day of the incident and the 2 days prior.

72 Hour Work History

DAY OF INCIDENT

Shift Start-time	Incident Time	Shift End-time
1000 <small>use military time</small>	1111 <small>use military time</small>	1800 <small>use military time</small>

1 DAY BEFORE INCIDENT

Shift Start-time	Shift End-time
1000 <small>use military time</small>	1800 <small>use military time</small>

2 DAYS BEFORE INCIDENT

Shift Start-time	Shift End-time
1000 <small>use military time</small>	1800 <small>use military time</small>

72 Hour Sleep History

LAST SLEEP BEFORE INCIDENT

Sleep Start-time	Sleep End-time	Took a Nap?	Nap Start-time	Nap End-time
2200 <small>use military time</small>	0600 <small>use military time</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No	1300 <small>use military time</small>	1400 <small>use military time</small>

Quality of Sleep	Quality of Rest
Good <small>dropdown</small>	Fair <small>dropdown</small>

SLEEP PERIOD 1 DAY BEFORE

Sleep Start-time	Sleep End-time	Took a Nap?
<small>dropdown</small> <small>use military time</small>	<small>dropdown</small> <small>use military time</small>	<input type="radio"/> Yes <input type="radio"/> No

Quality of Sleep	Quality of Rest
<small>dropdown</small>	<small>dropdown</small>

SLEEP PERIOD 2 DAYS BEFORE

Sleep Start-time	Sleep End-time	Took a Nap?
<small>dropdown</small> <small>use military time</small>	<small>dropdown</small> <small>use military time</small>	<input type="radio"/> Yes <input type="radio"/> No

Quality of Sleep	Quality of Rest
<small>dropdown</small>	<small>dropdown</small>

← BACK NEXT →

Figure 12: Work/Sleep History Page

INCIDENT DESCRIPTION

As shown in figure 13, the incident description page allows a reporter to describe the incident in detail with no defined data format. This page is the reporter's opportunity to list additional information or tell a full story about the incident. As in the written report, questions are provided to prompt the reporter in telling the incident story.

In addition, a reporter can upload Word, Excel, PDF, or picture files as attachments. The *Browse* button can be used to choose the file to upload. Once the file has been selected, the *Attach* button is used to associate the file with the report. Multiple attachments can be uploaded one by one.

An attachment can be removed with the red X button at its right side.

1 2 3 4 5 REVIEW DONE!

INCIDENT DESCRIPTION

Please use the space below to complete your description of the incident or condition you wish to report. Remember: the more detailed your report is, the better prepared the Rail Safety Analyst Team will be to conduct a thorough interview related to the incident/condition. In addition, please help us prevent similar incidents from occurring by providing your suggestions to prevent this incident from happening again.

Please also attach any document you think might be helpful to your report.

Incident Description

You may find the following questions useful as you think through what information to provide.

- What were you and your crew doing immediately prior to the close call incident?
- What did you notice that made you think a problem was developing?
- What factors (weather, light, terrain, equipment, human error, etc.) may have contributed to the incident?
- What, if anything, was unusual or unfamiliar to you or your crew with respect to this job assignment?
- If anything or anybody interfered with your ability to perform the assigned task safely, describe how.
- What prevented this incident from becoming a more serious accident?

This incident happened at the No. 7 switch, [...]

Attachments

Upload Pictures / Diagrams / Other Supporting Documents

- o [Report.jpg](#)

Figure 13: Incident Description Page

The final step is the review page, which allows the reporter to see all the data in the completed report. In addition, a reporter can edit any section either by clicking the *Edit* button to the right of the section's title or by going back to the corresponding step using the navigation bar. Figure 14 shows a portion of the review page.

1 **2** **3** **4** **5** **REVIEW** **DONE!**

REVIEW YOUR REPORT

Before submitting your report, please review what you have filled in. Click on the "edit" button in each section to make changes.

Reporting Employee

Full Name*
 Luke Jefferson

Address

Primary Phone Number **Best time to call?** **Time Zone** **Can Staff Leave a Voice Mail Message?**
 (111) 111-1111 7 am - 8 am EST Yes

Alternate Phone Number **Best time to call?** **Time Zone** **Can Staff Leave a Voice Mail Message?**
 _____ _____ _____ _____

Railroad* **Job No.**
 Union Pacific _____

Job Title
 Conductor

Railroad Experience **Experience in Craft**
 _____ _____

.....

72 Hour Work/Sleep History

	Shift Start Time	Incident Time	Shift End Time
DAY OF INCIDENT	1000	1111	1800
1 DAY BEFORE INCIDENT	1000	---	1800
2 DAYS BEFORE INCIDENT	1000	---	1800

	Start Time	End Time	Sleep Quality	Rest Quality	Nap?	Nap Time
LAST SLEEP BEFORE INCIDENT	2200	0600	Good	Fair	Yes	1300- 1400
SLEEP PERIOD 1 DAY BEFORE						-
SLEEP PERIOD 2 DAYS BEFORE						-

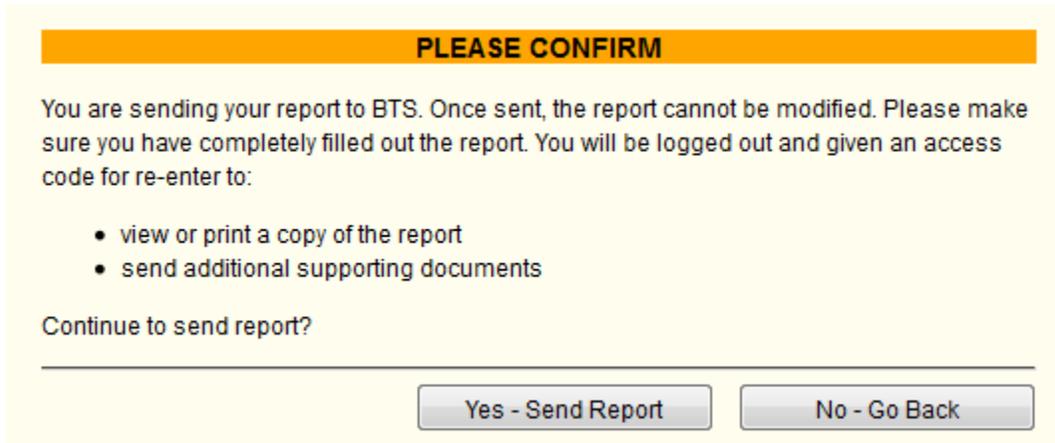
Incident Description

Incident Description
 This incident happened at the No. 7 switch, ...

Attachments
 • [Report.jpg](#)

Figure 14: Review Page

Upon clicking the *Submit Report* button, either in the tool panel or at the bottom of the page, the reporter will be asked to confirm the submission of the report, as shown in figure 15. After the reporter clicks the *Yes – Send Report* button, the report will be submitted through a secure connection to the eSubmit server.



The image shows a confirmation dialog box with a yellow background. At the top, there is an orange header bar with the text "PLEASE CONFIRM" in bold black letters. Below the header, the text reads: "You are sending your report to BTS. Once sent, the report cannot be modified. Please make sure you have completely filled out the report. You will be logged out and given an access code for re-enter to:". This is followed by a bulleted list with two items: "view or print a copy of the report" and "send additional supporting documents". Below the list, the text "Continue to send report?" is displayed. At the bottom of the dialog, there are two buttons: "Yes - Send Report" on the left and "No - Go Back" on the right, both with a light gray gradient and rounded corners.

Figure 15: Report Submission Confirmation

As shown in figure 16, the report sent page will be displayed after a successful submission. Although the data entered in the report can no longer be modified, an access code is provided to allow the reporter to submit additional attachments or print out the submitted report.



1 — **2** — **3** — **4** — **5** — REVIEW — DONE!

REPORT SENT [PRINT THIS PAGE](#)

Your report (Confirmation #: C3RS-0816120002) has been successfully sent to BTS. You will be contacted by BTS staff for a follow-up phone interview.

Please write down this access code or print this page in order to re-enter the system. With your access code, you may view or print a copy of your report or add additional supporting documents.

lbqyAX11

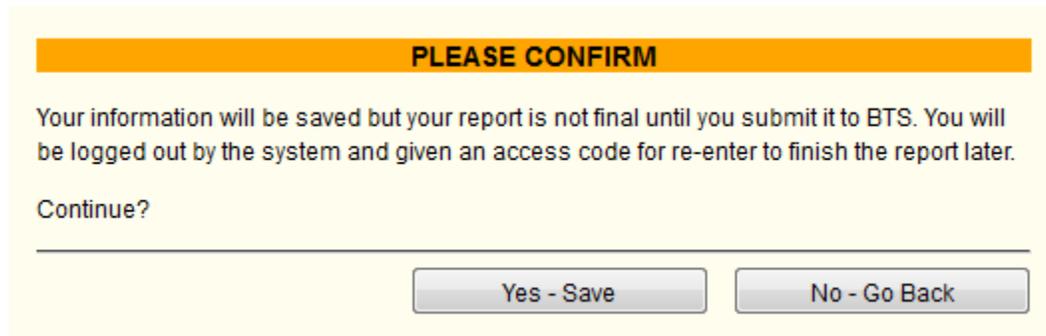
You have been automatically logged out by the system. Please close this window for additional security. Thank you for participating in C³RS.

[eSubmit Home Page](#)

Figure 16: Report Sent Page

SAVING THE REPORT

A reporter can save an unfinished report to submit at a later time within the deadline using the *Save & Report Later* button in the tool panel. After clicking *Save & Report Later*, the reporter is asked for confirmation, as shown in figure 17. The confirmation window allows the reporter either to save the report and terminate the current session or to go back and continue working on the report.



PLEASE CONFIRM

Your information will be saved but your report is not final until you submit it to BTS. You will be logged out by the system and given an access code for re-enter to finish the report later.

Continue?

Yes - Save No - Go Back

Figure 17: Save Confirmation

When a report is saved the first time, an access code is generated for the report. The reporter must use both the confirmation number and corresponding access code to retrieve the saved report. The reporter has sole responsibility for the safety of the access code. If lost, the access code will not be provided or re-issued by BTS because there is no way for the C³RS team to validate a caller's identity. This security measure is one of many implemented to ensure reporter confidentiality. After a report is saved, a page containing the access code will be displayed, as shown in figure 18. The access code remains the same even when a report is saved multiple times.

SAVED

[PRINT THIS PAGE](#)

Your information (Confirmation # : C3RS-0816120002) is saved but is not final until you submit the report to C³RS.

Please write down this access code or print this page in order to complete and submit your report at a later session.

lbqyAX11

Time left to submit report: **2 Days 20 Hours 34 Minutes 36 Seconds**

You have been automatically logged out by the system. Please close this window for additional security. Thank you for participating in C³RS.

[eSubmit Home Page](#)

Figure 18: Saved Page

AFTER REPORT SUBMISSION

After a report is submitted, the reporter can use the confirmation number and access code to view and print a copy of the report or to submit additional materials as attachments. Figure 19 shows the login interface for a submitted report. This interface is also used for accessing reports that have been saved but not yet submitted.

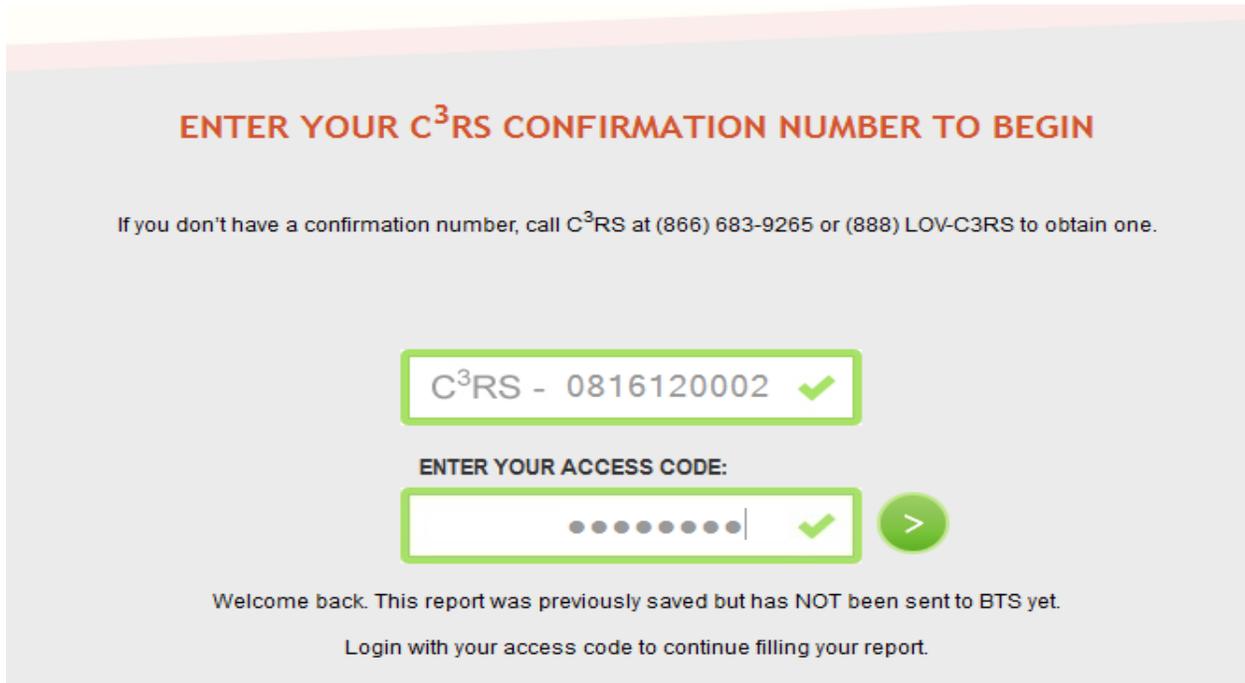


Figure 19: Login Interface for Saved or Submitted Report

As shown in figure 20, the welcome back page is displayed after a reporter logs back in. Because the report has been submitted, only the *Add More Documents*, *Print Report*, and *Exit Session* buttons are available in the tool panel.

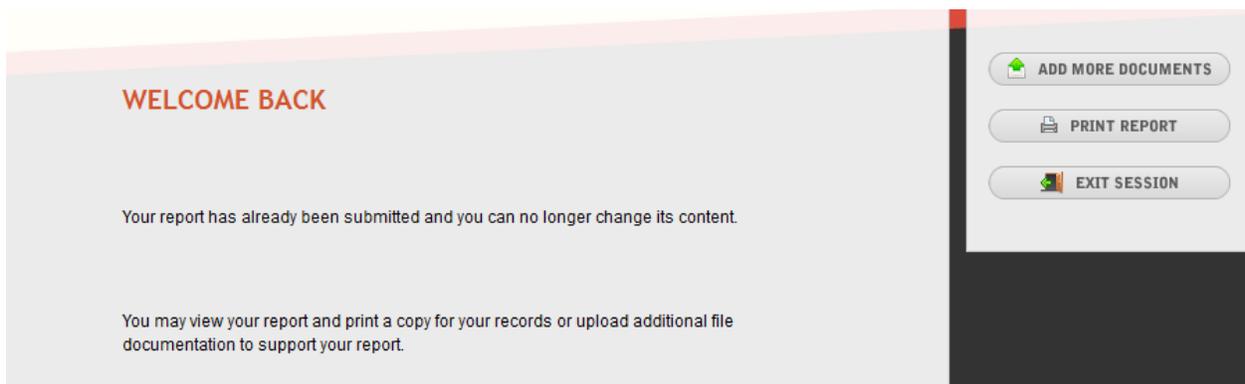


Figure 20: Post-reporting Welcome Page

As shown in figure 21 on the next page, the additional documents page can be accessed by clicking the *Add More Documents* button. This page allows reporters to submit additional materials as attachments.

ADDITIONAL DOCUMENTS

Please upload additional documents to support your report.

File attachments already sent to C³RS can no longer be deleted. If you leave the report session without clicking the 'Submit' button, files you added on this page will not be saved and sent to C³RS.

Pick a file you want to attach:

o [Report.jpg](#) Sent to C³RS on 08/28/2012

Figure 21: Additional Documents Page

CANCELING THE REPORT

A report can be canceled by a reporter any time before the report is submitted. When the *Cancel Report* button is clicked, the reporter is asked for confirmation, as shown in figure 22. The reporter is asked to provide the reason for cancellation and then may proceed to cancel the report or go back to the reporting process.

PLEASE CONFIRM

Canceling this report will erase all information regarding this incident from the C³RS system. You will no longer be eligible to report this incident.

To help us improve the C³RS program, please share your reason for cancelling:

Continue to cancel report?

Figure 22: Report Cancellation

After cancellation, the confirmation number is no longer valid and can no longer be used to login to eSubmit.