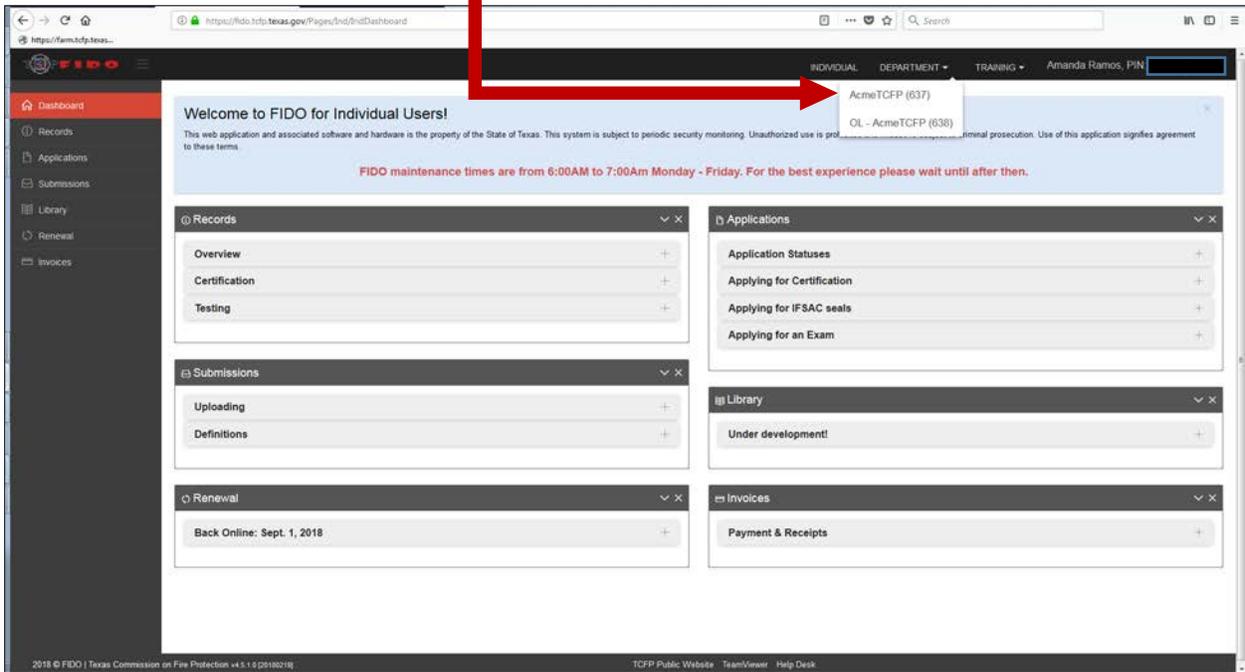
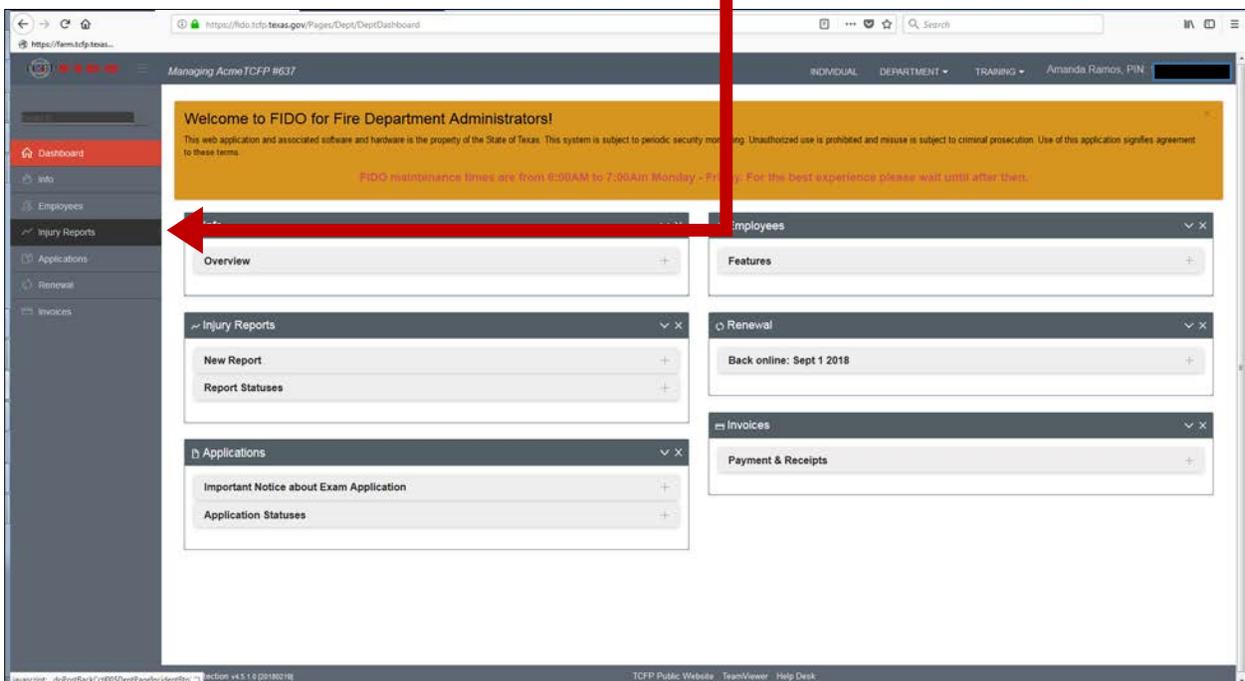


- 1) Log in to your FIDO account.
- 2) From the header, click on Department and select the department you need to manage.

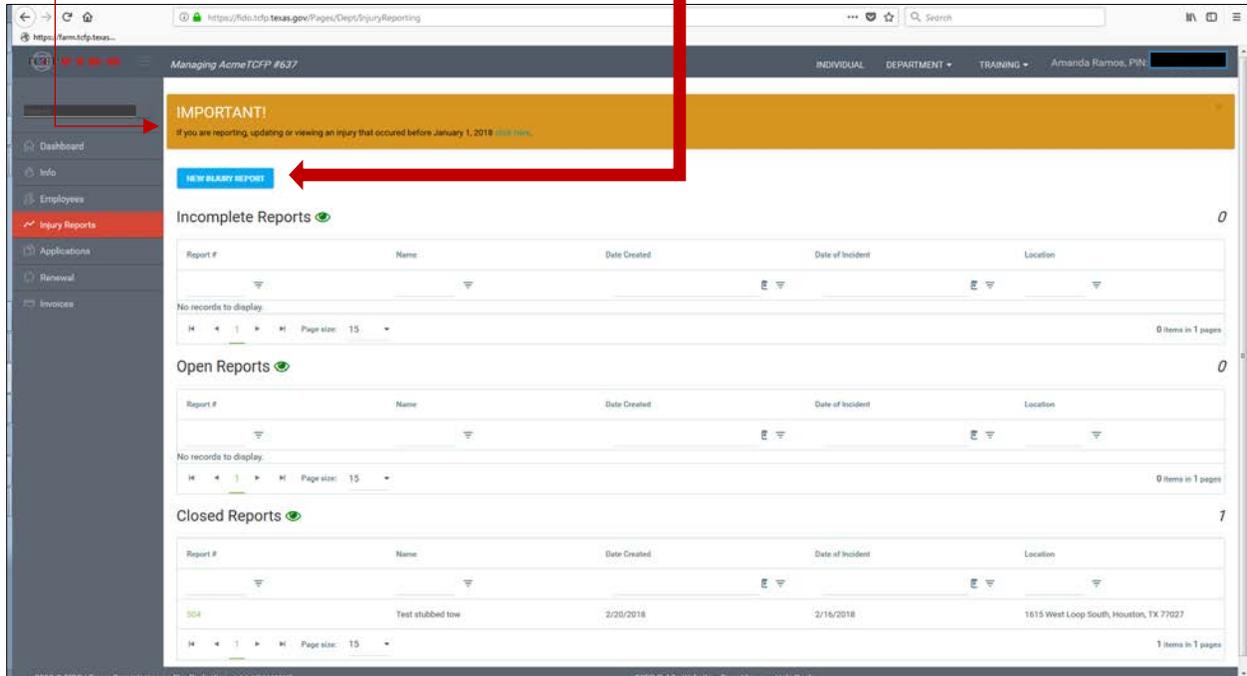


- 3) In your department management page, select Injury Reports from the sidebar.



4) Select type of report:

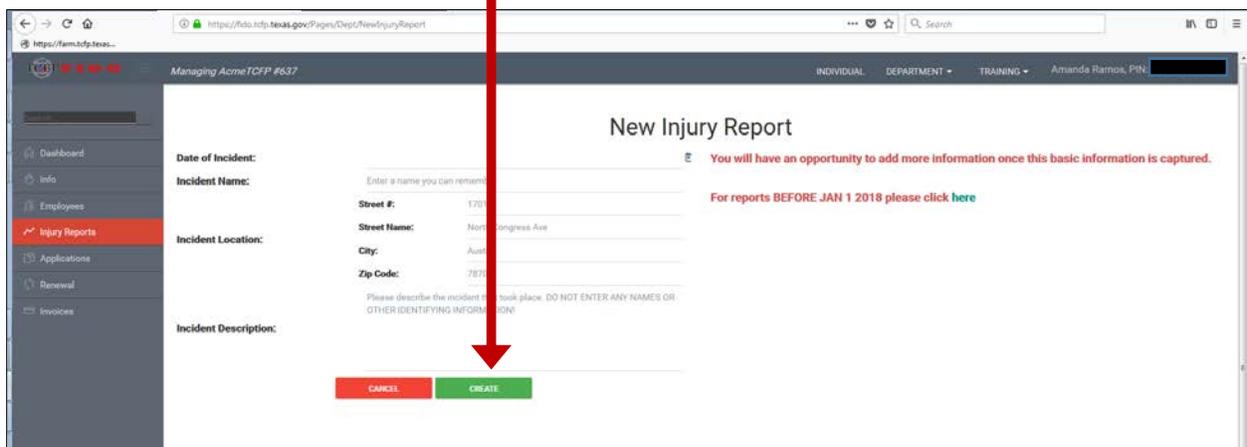
- a) For injuries occurring in 2017, click the link in the banner. This will take you to the previous version of FIDO and you will complete the injury report in that system.
- b) For injuries occurring in 2018, click the New Injury Report button.



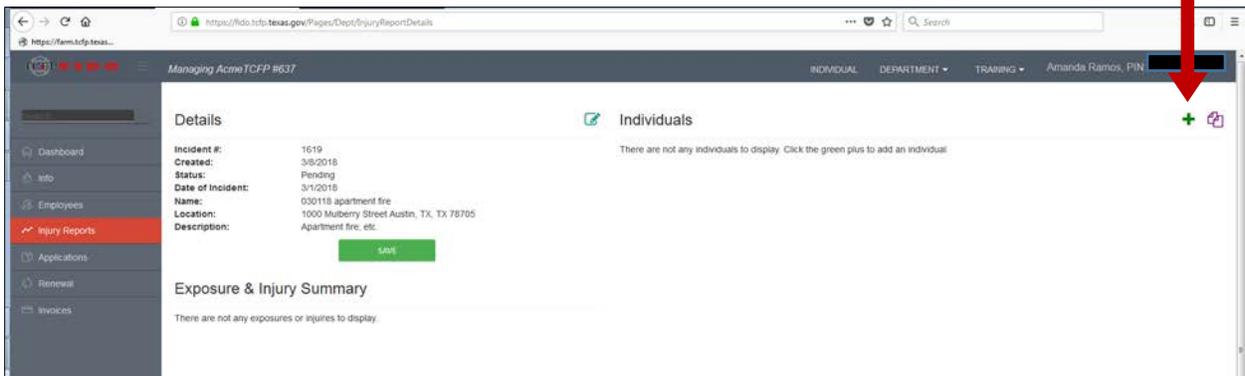
5) Enter data for the incident: date, name the incident (this can be a descriptive name, or department reference number, as long as it doesn't include personally identifying information), address of incident, general description of incident.

**NOTE:** You can include multiple injuries in one report if they occurred at the same incident, e.g. three employees were exposed to a patient with tuberculosis => one incident with 3 individuals/exposures listed.

6) Click Create

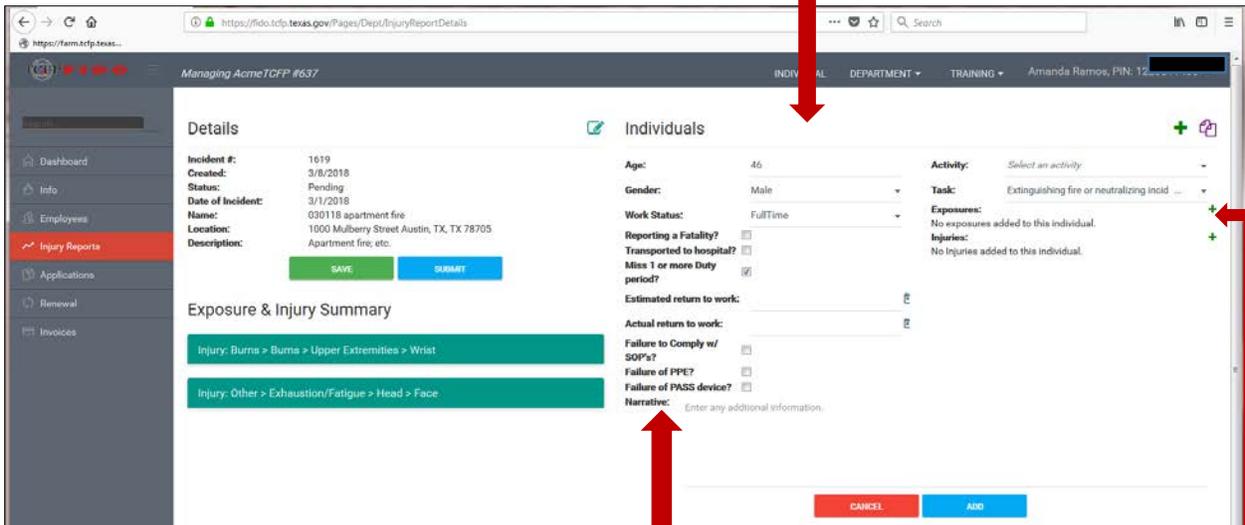


7) In the Individuals section, click the Add Individuals icon (plus sign)



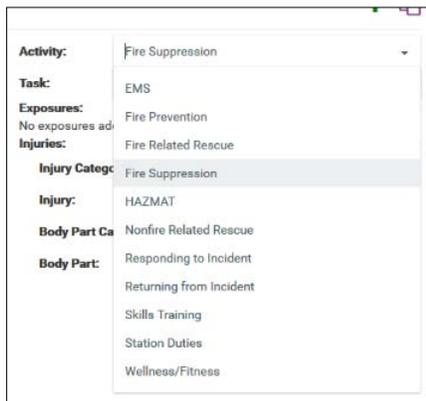
8) Enter age, gender, work status at the time of the incident (full time, part time, or volunteer). Check the boxes where appropriate.

**NOTE:** If you check the "Miss 1 or more duty period?" you must enter an Estimated Return to Work date.



9) Enter the description of how the injury occurred in the Narrative.

10) Select the activity category the employee was engaged in at the time of the injury. Then select the Task the employee was performing.



11) Click the plus sign icon next to Injuries or Exposures depending on what type of Injury occurred. For the next example, we will enter an injury.

12) For injuries, select the Injury Category, then the injury sustained, the general part of the body that was injured, and the specific body part injured.

A dropdown menu for selecting injuries. It has a title "Injuries:" with a plus icon. Below the title are four sections: "Injury Category:" with a dropdown arrow, "Injury:" with a list of options (Burns, Cardiac, Cold Weather, Heat Injury, Internal, Neurological, Other, Penetrating, Physiological, Respiratory, Skeletal), "Body Part Category:" with a dropdown arrow, and "Body Part:" with a list of options (Burns, Cardiac, Cold Weather, Heat Injury, Internal, Neurological, Other, Penetrating, Physiological, Respiratory, Skeletal). A red "CANCEL" button is visible to the left of the "Injury" list, and a blue "ADD" button is at the bottom left.

13) Click the add button for the injury.

A screenshot of the "Managing Acme TCFP #637" page. The "Injury Reports" section is active. The "Individuals" section shows a form for adding an injury. The "Injury Category" is set to "Burns", "Injury" is "Burns", "Body Part Category" is "Upper Extremities", and "Body Part" is "Wrist". A red arrow points from the "ADD" button in the "Injury" dropdown menu to the "ADD" button in the "Individuals" form. Another red arrow points from the "ADD" button in the "Individuals" form to the "ADD" button at the bottom of the page.

14) When you have added all the injuries for an individual, click the Add Button (only ONCE).

A screenshot of the "Managing Acme TCFP #637" page showing the final state after adding an injury. The "Individuals" section now displays a table with one entry: "Age: 34", "Gender: Male", "Narrative", "Est. Return to Work: 3/5/2018", "Act. Return to Work: 3/5/2018", "Work Status: FullTime", "Activity: Fire Suppression", "Task: Overhaul", "Exposures: None", "Was a Fatality: No", "Failure of SOP: No", "Failure of PPE: No", "Failure of PASS: No", "Injuries: Burns > Burns > Upper Extremities > Wrist". The "ADD" button at the bottom of the page is highlighted in green.

15) You may continue adding individuals and their injuries/exposures to the incident as needed. NOTE: If you have different individuals with the same injury/exposure, you can click the Copy Individual icon (📄) after entering the first one. Then simply change the age, gender, and work status where needed.

16) Once all individual(s)/injuries are entered (or if you must log out of FIDO before completing the injury report) click Save.

The screenshot shows the 'Injury Report Details' page in the FIDO system. The page is divided into several sections: 'Details', 'Individuals', and 'Exposure & Injury Summary'. The 'Details' section contains the following information:

|                   |                                       |
|-------------------|---------------------------------------|
| Incident #:       | 1619                                  |
| Created:          | 3/6/2019                              |
| Status:           | Pending                               |
| Date of Incident: | 3/1/2019                              |
| Name:             | 030118 Apartment fire                 |
| Location:         | 1000 M... Street Austin, TX, TX 78705 |
| Description:      | Apartment fire, etc.                  |

Below the details are two buttons: 'save' (green) and 'submit' (blue). A red arrow points from the top of the page down to the 'save' button. Another red arrow points from the 'submit' button down to the 'Exposure & Injury Summary' section, which displays: 'Injury: Burns > Burns > Upper Extremities > Wrist'. The 'Individuals' section shows a table with columns for Age, Gender, and Narrative, and a list of activities and exposures.

17) When the report is completed, click Submit.