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

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

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4) Select type of report:

- 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.

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• of of operation Interdeduct at the first operation • operation Interdeduct at the first operation	Dashboard	IMPORTANT! If you are reporting, updating or viewing a	ningury that occured before January 1, 2018 (inclusion)				
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		804	Test stubbed tow	2/20/2018	2/16/2018	1615 West I	oop South, Houston, TX 77027

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 accurred at the same incident, a general description.

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

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	Managing AcmeTCFP #637				INDIVIDUAL	DEPARTMENT -	TRAINING -	Amanda Ramos, PIN.	
				New Inj	ury Report				
	Date of Incident:				You will have an opportunity to	add more inform	nation once th	is basic information is	captured.
	Incident Name:	Enter a name you	u dan remand						
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🛩 Injury Reports	Insident Location'	Street Name:	Nort	ingressi Ave					
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C Penewal		Zip Code:	7870						
		Please describe OTHER (DENTIFY	the moldent fire in the court of the court o	took place, DO NOT ENTER ANY NAMES OR					
	Incident Description:								
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		CARCEL	CREATE						

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

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	Details		ß	Individuals	+ 40
	Incident #: Created: Status: Date of Incident: Name: Location: Description:	1619 342018 Pending 31/2018 00018 apartment fire 1000 Multiper Steed Austin, TX, TX 78705 Apartment fire, etc.		There are not any individuals to display. Click the green plus to add an individual	
	Exposure & Inj	jury Summary			
	There are not any expos	sures or injuires to display.			

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.*

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(@) ****	Managing AcmeTCFP #637			INDIV	al department v	TRAINING	3 + Amanda Ramos, PIN: 12
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	Incident #: 1619 Created: 3/0/2018 Status: Pending Date of Incident: 3/0/2018 Name: 030118 Bapatment fire Location: 1000 Mulberry Street Austin, TX, TX 78705 Description: Apartment fire, etc. SAVE: successful and the second street Austin, TX, TX 78705 Description: Apartment fire, etc. EXposure & Injury Summary Injury: Burns > Burns > Upper Extremities > Wrist Injury: Other > Exhaustion/Fatigue > Head > Face		Age: Gender: Work Status: Reporting a Fatality? Transported to hospital? Miss 1 or more Dirdy pariod? Estimated erteinn to work: Actual return to work: Failure of Comply w/ Solors? Failure of PASS device? Narrative: Enter any edd	46 Male FullTime	e e cancel	Activity: Taak: Exposures: No exposures: No exposures injuries: No injuries add	Select an activity:

- 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.

Activity:	Fire Suppression	÷
Task:	EMS	
Exposures: No exposures ad-	Fire Prevention	
Injuries:	Fire Related Rescue	
Injury Catego	Fire Suppression	
Injury:	HAZMAT	
Body Part Ca	Nonfire Related Rescue	
Body Part:	Responding to Incident	
	Returning from Incident	
	Skills Training	
	Station Duties	
	Wellness/Fitness	

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. Body Part Category: | Burns Body Part: Cold Weather Heat Injury Internal Neurological Other

13) Click the add button for the injury.

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Dashboard Info Employees Injury Reports Applications	Inecident F: 1019 Constact: 3/3(2019 Status: Pending Date of Incident: 3/7/2018 Name: 002118 apartment fire Location: 1000 Makerry Struet Austin, TX, TX 78705 Description: Apartment fire; etc. SAVE	Age: 34 Activity: Fire Suppression Gender: Male - Task: Overhaut Work Status: FulfTime No septoures added to this individual. No septoures added to this individual. Reporting a Fatality: - No septoures added to this individual. Transported to hospital? - Injurés: Miss for more Duty period?? Injurés: Select a carlog	- - + -
C Renewal	Exposure & Injury Summary There are not any exposures or injuires to display.	Actual return to work: g Body Part Category: Select a category Failure of CPPE? Body Part: Select a body part Failure of PPAS device? CAUCEL ACE Narrative: Enter any additional information.	
		CANCEL	

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

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	Incident #: Created:	1619 3/6/2018		07 Age: 34		Gen	der: Male	Nerretivi
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	Exposure & Inj	jury Summary						
	Interv Burns > Burn	is > Upper Extremities > Whist						

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 ((2)) 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.

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	Exposure & Inju	ury Summary						
	Injury: Burns > Burns	 Upper Extremities > Wrist 						

17) When the report is completed, click Submit.