How to Submit a
Workplace Incident Report using
BMC FootPrints

You will need to login to BMC Footprints and by using the Service Catalog submit a Workplace Incident Report.

How to log in to BMC Footprints
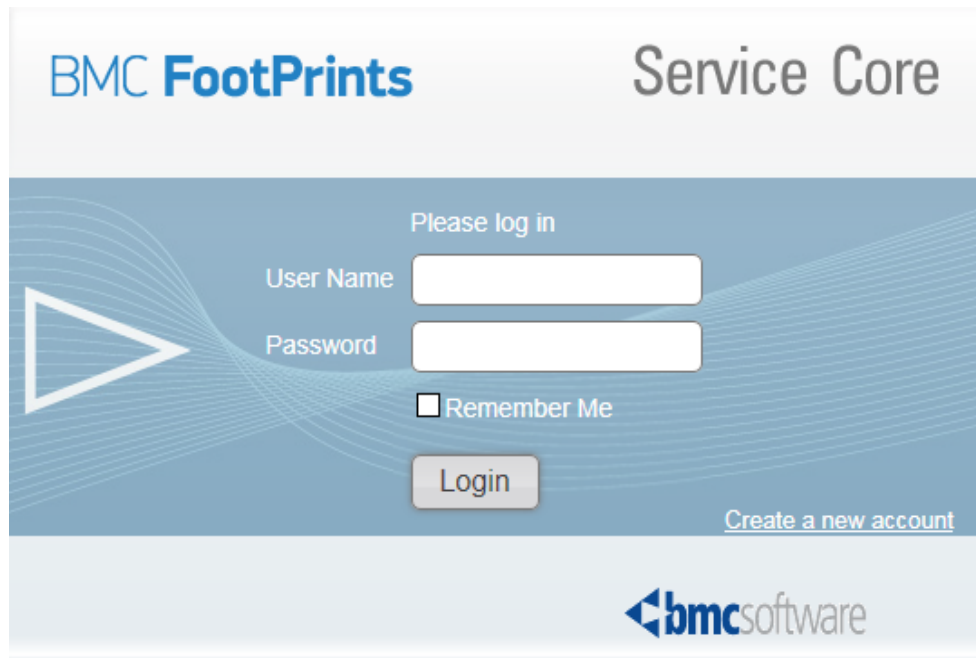On DOL's intranet Home Page you will find a hyperlink to BMC Footprints

As a DOL employee, you can enter your *Windows Username* and *Password* and click Login.

(If you are not sure what to use or experience any problems accessing BMC Footprints, contact the Help Desk at (860) 263-6165 for assistance.)

You will enter the Service Catalog to submit your Workplace Incident Report.

How to Submit a Workplace Incident Report

Chose the 03 Human Resources Category and click on Find Services

Submitting a Workplace Incident Report

Fill out all the necessary fields. Any field in red such as "Nature of the Incident" is mandatory. Once you have completed the report click "Save". Footprints will prompt a list of what is missing if you click "Save" without the correct data.

Workplace Incident Report Status

You will receive an E-Mail from BMC Footprints from which you can follow the Status of your Incident Report.
If you would like to add something to the description follow the steps below:

From: DOL Service Desk <DOL.ServiceDesk@ct.gov>
To: Colite, Sheila
Cc:
Subject: IDM Find - EDMS Data Adjustment ISSUE=6369 PROJ=11

When replying, type your text above this line.

Notification of Issue Change
The following changes have been made to this Issue: *canRead:agentRoles, De*
Workspace: DOL Service Desk
Issue: IDM Find – EDMS Data Adjustment
Issue Number:6369

Priority: Standard **Status:** Open
Date: 09/23/2015 **Time:** 09:06:40
Creation Date:09/23/2015 **Creation Time:**07:49:57
Created By: lucentem

Click here to view Issue in Browser

a) Log in to Outlook
b) Type above where its says "when replying type your text above this line"
c) Send the e-mail