



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](#)

CTDOL Internet | Site Map

Department of Labor Intranet

Search for:



Last Updated: March 21, 2017
[Contact Us!](#)



- Call Center Information
- Contact Information
- CSEC Events
- Employee Assistance Program (EAP)
- Human Resources
- Notices
- Technical Resources
- Units
- Unit FAQs
- Report Internal Fraud, Waste and Abuse

Important Messages

ALERT Request for Schedule Change Under the Voluntary Schedule Reduction Program - VSRP

ALERT Effective October 2, 2016, the weekly benefit rate (WBR) will be \$616.

This Department of Labor Intranet site is best viewed with **Internet Explorer**, available for downloading from [Business Downloads](#).



Career Exploration



Saba LMS



Agency Security Programs



Jobs and Exams



Labor Line



Agency Suggestion Box



Credit Union



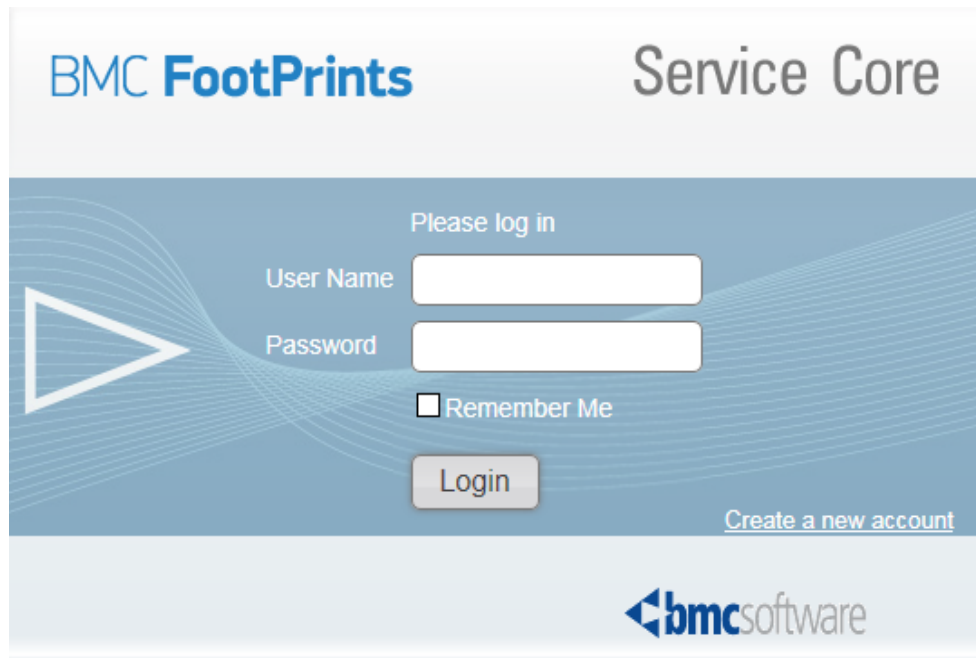
Cafe Menu



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.



The image shows a login page for BMC Footprints Service Core. The page has a light blue header with the BMC Footprints logo on the left and 'Service Core' on the right. Below the header is a dark blue section with a white play button icon on the left. The main content area is white and contains the following elements: 'Please log in' text, 'User Name' label with a text input field, 'Password' label with a text input field, a 'Remember Me' checkbox, a 'Login' button, and a 'Create a new account' link. The BMC software logo is at the bottom right.

BMC Footprints Service Core

Please log in

User Name

Password

Remember Me

Login

[Create a new account](#)

bmcsoftware

How to Submit a Workplace Incident Report

Chose the **03 Human Resources Category** and click on **Find Services**

The screenshot shows the 'Service Catalog' page of the 'DOL Incident Reporting System'. At the top, there is a navigation bar with links for Home, New Request, Globals, and Service Catalog. A search bar is located in the top right, with a 'SEARCH' button and a dropdown menu set to 'Advanced'. The user is identified as 'Sheila C' with 'Sign-out' and 'Help' options. A welcome message reads: 'Welcome to Service Catalog! To view all of your service requests click on the Home link then select View "My Requests in all Workspaces". If you experience any problems please contact the DOL Helpdesk x16165.' Below this, the 'Service Catalog' section features three category cards: '01 - Information Technology', '02 - Facilities Services', and '03 Human Resources'. The '03 Human Resources' card is highlighted with a red oval around its 'Find Services' button. A 'Featured Services' box is also present on the right side of the page.

Welcome, Sheila C [Sign-out](#) [Help](#)

You are in the **DOL Incident Reporting System** workspace

[Home](#) [New Request](#) [Globals](#) [Service Catalog](#)

Welcome to Service Catalog!
To view all of your service requests click on the Home link then select View "My Requests in all Workspaces".
If you experience any problems please contact the DOL Helpdesk x16165.

Service Catalog

Search Services [GO](#)

Categories

01 - Information Technology
IT Services for customers. This includes services for networking, data services, mainframe, infrastructure support, IT and Project Consulting and more.
[Find Services](#)

02 - Facilities Services
Building Related Services that includes services for Building Maintenance, Trade Services, Ergonomic Assessment, Voice/Mobile Services and more.
[Find Services](#)

03 Human Resources
Incident Reporting, Employee Transactions
[Find Services](#)

Featured 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.

SAVE Help

New Incident Report for DOL Incident Reporting System

WHEN AN EMERGENCY SITUATION HAS OCCURRED, THE DIRECTOR OF HUMAN RESOURCES OR DESIGNEE IS TO BE CALLED TO VERBALLY REPORT THE INCIDENT AS SOON AS POSSIBLE AT (800)263-6686. AN EMERGENCY IS DETERMINED THAT AN INJURY HAS OCCURRED OR THERE IS AN IMMEDIATE THREAT OF PHYSICAL HARM OR INJURY.

WORKPLACE INCIDENT REPORT*

Workplace Incident Report x ASC

Impact to:
Single User

Your Personal Information*

Last Name*	First Name*	Email Address*	Windows User ID*
<input type="text" value="ColiteBMCT"/>	<input type="text" value="Sheila"/>	<input type="text"/>	<input type="text" value="ColiteShBMCT"/>
Office	Department	Phone	Supervisor
<input type="text" value="Central Office"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Unit Director*
			<input type="text" value="Make a Selection"/>

Incident Information*

Date and Time of the Incident*	Person Involved in the Incident	Cost Center*
<input type="text" value=""/> <input type="checkbox"/> current date and time	<input type="text"/>	<input type="text" value="Make a Selection"/>

(See Attachment for a description of listed Incident Natures)

Nature of Incident*

Is your supervisor being reported?*

Location of Incident(address and area occurred)*

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