## User Guide for Submitting BAT Event Statistics

After the Event is complete the Requestor of the BAT Event will receive a WorkFlow task in the Portal. If you do not see this WorkFlow tab at the top of your portal homepage that is only because you do not have any active WorkFlow tasks assigned to you currently and there is no need to worry if you do not see this tab at the top of your Portal home page. If you have an active WorkFlow task you will see the options below:

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The WorkFlow task will have a WebForm attached to fill out. This WebForm will reflect the statistics that are typically gathered with BAT Engagement Events.

Click "Start WebForm" to open the BAT Event Stats WebForm and then enter the requested information on the WebForm that appears.

Not Justice Training and Certification Portal       Personnel       Workflow       Academy Resources         Home       Dashboard       Calendar       Training and Events       Registration       Organization       Personnel       Workflow       Academy Resources	ii ncja-portaLacadisonline	.com/AcadisViewer/Workflow								ର୍ଜ୍	*
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Incomplete tasks assigned to you or your workflow roles are displayed for current workflows only.       Status     Tasks     Context     Assignment     Resources     Due Date       •     Submit BAT Event Statistics     •     BAT - TEST     Burnette, Jesse     12/25/2022     Start WebForm       Fra-kert Reguement Event     Class     Flash Event Requestor     12/25/202     Start WebForm	Curren	nt Tasks									
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All of the fields that have red asterisks next to them are required fields. This WebForm must be filled out and submitted once the BAT Engagement Event is complete. Submit the WebForm by clicking the blue "Submit and Mark Task as Complete" icon.