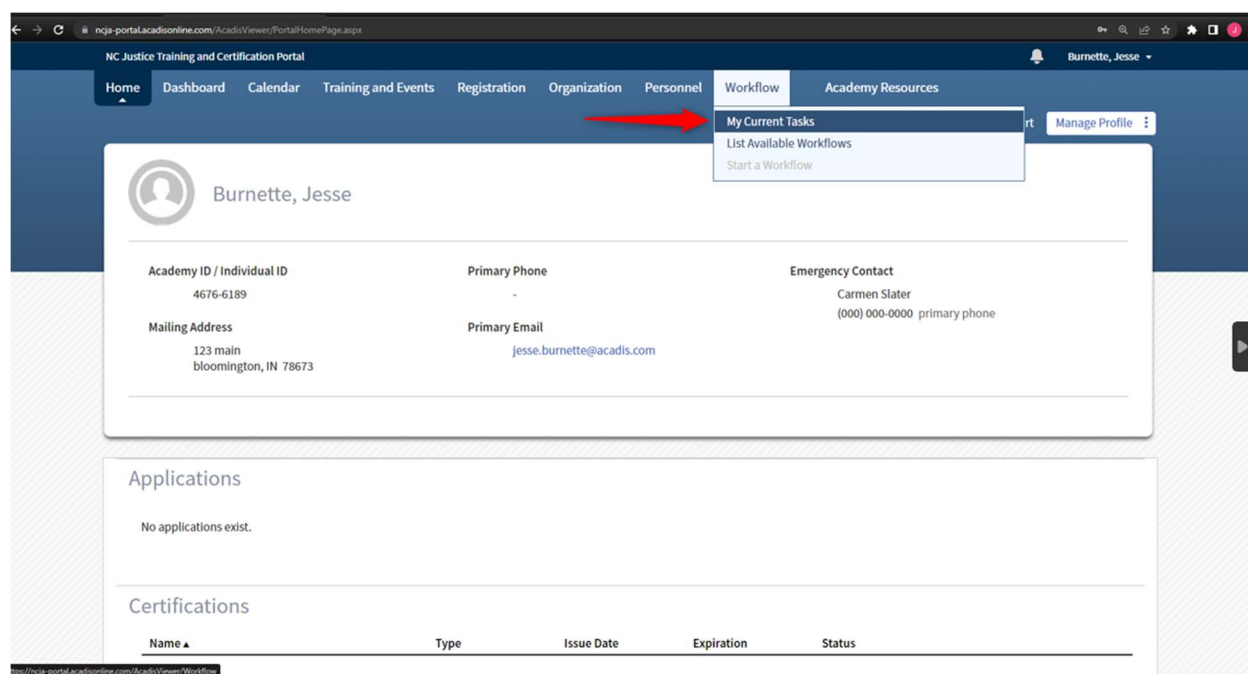


## User Guide for Submitting BAT Event Statistics

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:



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.

The screenshot shows the 'Workflow Monitor' section of the NC Justice Training and Certification Portal. The page has a navigation bar with links: Home, Dashboard, Calendar, Training and Events, Registration, Organization, Personnel, Workflow, and Academy Resources. The 'Workflow' tab is active. Below the navigation bar, the 'Workflow Monitor' section is titled 'Current Tasks' and includes a sub-header: 'Incomplete tasks assigned to you or your workflow roles are displayed for current workflows only.' A table lists the tasks:

Status	Tasks	Context	Assignment	Resources	Due Date
●	Submit BAT Event Statistics FTA - BAT Engagement Event Statistics	BAT - TEST Class	Burnette, Jesse FTA BAT Event Requestor (assigned in context)		12/25/2022

Below the table, it says 'Showing 1'. A red arrow points to a 'Start WebForm' button located to the right of the 'Due Date' column.

The screenshot shows the 'Academy Resources' section of the NC Justice Training and Certification Portal, specifically the 'Complete a WebForm' page. The page title is 'FTA BAT Mobile Unit Request - Law Enforcement Event - Report Statistics'. It is logged in as 'Burnette, Jesse'. The form contains the following sections:

- Submitter Contact Information:** Fields for \* First, \* Last, and \* Email Address.
- Event Details:** Fields for \* Date of Event, \* Location, and \* Requesting Agency (with a dropdown menu).
- Statistics:** A section with instructions: 'Record event statistics below. Please do not leave any fields blank. If no violations were recorded, enter 0 (zero) for that field.'

At the bottom of the page, there is a navigation bar with links: View Current Tasks, Finish Later, and Submit & Mark Task as Complete. A red arrow points to the 'Submit & Mark Task as Complete' button.

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.