Triangle, Inc.
Disability Services
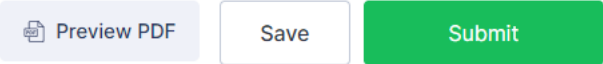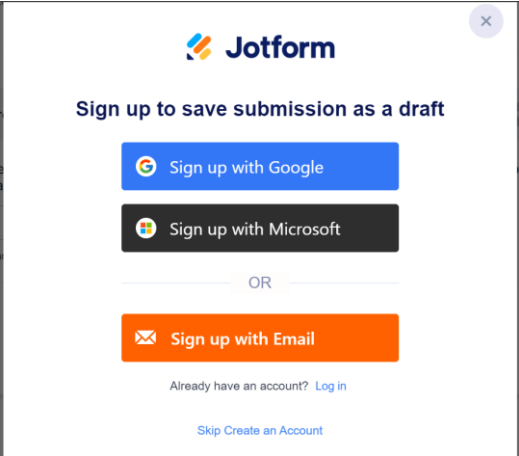
Incident Reporting

January 2025

Introduction:
We have created a new process that allows people to submit an incident report online.

Instructions:

1. **Go to triangle-inc.org/incident-report**

2. Click the button to open the incident report form.

3. Fill out the form, making sure to complete all required fields.

4. Once you're done, scroll down to the section that says "**Preview PDF, Save, and Submit**." Here, you'll be able to do all three of those:
   - **Preview PDF:** see what the completed PDF will look like
   - **Save:** you will be required to enter an email address to save (see step 5)
   - **Submit:** this will submit the completed form to Triangle (see step 11)

5. If you click **Save**, you'll get the option to sign up for a Jotform account with Google, Microsoft, or with any email. At the bottom, there's also an option to continue without creating an account, which will allow you to just enter an email address. A link will then be emailed to you with the partially completed form.

6. Once you click **Submit**, if everything that was required was filled out, you will receive a message that the form was submitted successfully.

Thank You!

Your submission has been received.