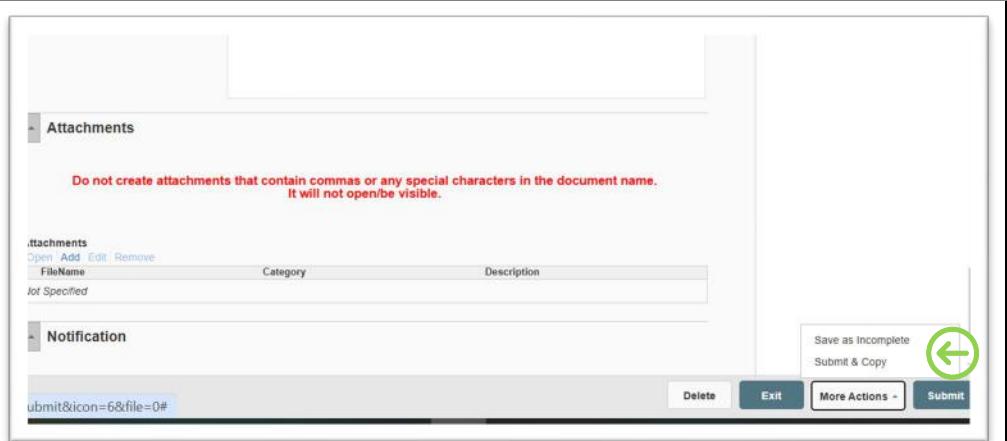


How to Submit and Copy an Event

There may be a case where you need to enter two events that share some of the same information. In that case, you can use the “Submit & Copy” option. This could happen if you have a resident-to-resident altercation or have a medication error that reached more than one resident. In the case below, we have a fall that is being reported. In the process of investigating the fall, we came upon a related environmental concern. So, we are entering the fall first, and then copying it to an Environment Event that we’ll complete second.

Complete all mandatory fields on the first form you would like to enter.

From “More Actions,” select “Submit & Copy”



Attachments

Do not create attachments that contain commas or any special characters in the document name.
It will not open/be visible.

Attachments	Category	Description
fileName Not Specified		

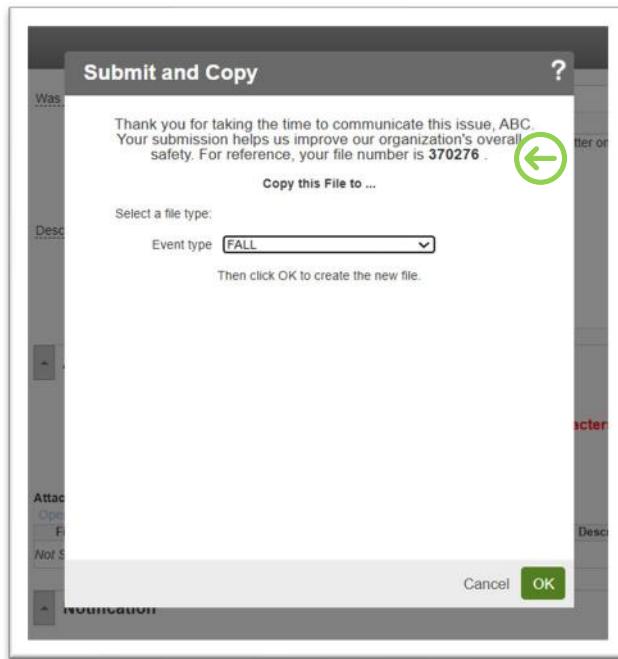
Notification

ubmit&icon=6&file=0#

Save as Incomplete
Submit & Copy
Delete
Exit
More Actions -
Submit

The dialog box to the right will appear.

The first paragraph says the first event has been submitted and gives the file id #



In the event type box, select the second form type you would like to submit.

Click “ok”

Submit and Copy



Thank you for taking the time to communicate this issue, ABC. Your submission helps us improve our organization's overall safety. For reference, your file number is **370276**.

[Copy this File to ...](#)

Select a file type:

Event type **ENVIRONMENT**



Then click OK to create the new file.

[Cancel](#)

OK

Complete the second form by editing information that has been copied over.

Click “Submit”

ENVIRONMENT Event Submission Form

Table of Contents

General Event Type

Event Details

Environment Specific Event

Incidents

None

File Status

6 of 25 total fields completed

5 of 17 mandatory fields completed



File Status: Incomplete

Entered Date: 12-30-2025

Fields labeled with an asterisk(*) are required.

General Event Type

Classification of Person Affected *** LOCATION/PERSON NOT APPLICABLE**

Equipment Involved/Affected *** no**

Event Details

Event Date (mm dd yyyy) *** 12-30-2025** Time of Event *** 13:00**

Organization *** ABC Life Plan Community**

General Location *** Off Campus**

[Delete](#)

[Exit](#)

[More Actions](#)

Submit

