



Whistleblower
Software

How to make a reporting?

Guide to the reporting page

<https://whistleblowersoftware.com/secure/Spica>



Benvenuto!

Welcome to your guide to the incident reporting page. We will guide you through the entire online reporting process.

In this guide, you can read about:

- How to create a written or oral report,
- Access the existing report and see what actions have been taken,
- Send additional information and files.

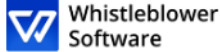
Contents table

Report page	3
How to create a report.....	5
A. Written report	7
B. Oral report.....	10
Access code	12
Follow-up of report	14
Overview of the report	16
Sharing of further details	17



Reporting page

<https://whistleblowersoftware.com/secure/Spica>



English

[Home](#) [Guide for reporting](#)

Spica Whistleblower Channel

As an employee, you can report serious matters anonymously or if you have reasonable suspicion of such matters.

Anonymous reporting of serious matters

Through this page, you can submit information about reprehensible matters or report actions that are unethical, illegal or in violation of internal policies. The scheme is to be used to bring matters to light that would not otherwise have come to light.

It can be reported confidentially with indication of name and contact information or, if desired, 100% anonymously.

All inquiries are treated confidentially and securely.

HR related matters

HR related matters cannot be reported in this system, but must instead be discussed with the immediate manager, director or HR.

From this page you are able to make a new secure report or follow up on an existing report.

Following up on your reports can be relevant for numerous reasons:

- 1) You wish to see the status of your report, to check if action is being taken.
- 2) You wish to provide additional information to your report.
- 3) The system administrators has requested additional information from you to help them resolve the issue or take the appropriate action.

You can read more about the whistleblowing legislation in EU [here](#).

[Here](#) you can read about what you should know before submitting a report.

+ Create a new report

Follow up on existing report

How to create a report

1

Access the online reporting page on any device through the reporting link provided by Spica or through the QR code

2

Choose your favourite language

3

Click +Create a new report

Spica Whistleblower Channel

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[+ Create a new report](#)[Follow up on existing report](#)

How to create a report

You can choose whether to make a written or oral report. Choose if create:

A written report

If you want to make a written report, compile the data.

A report in oral form

If you want to create an oral report, click on *i want to report orally*



A. Written report

← Back

Create new case

Subject

Quando si è svolto l'illecito

Choose how you would like to report

 Report confidentially

You can choose to report confidentially. Your identity will only be known to those who handle your case in confidence, and your identity will appear anonymous and confidential to others in case processing.

[show more](#)
 Report anonymously

You can choose to report anonymously if you prefer not to provide your identity to anyone in the process.

[show more](#)

Description

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A. Written report

Fill in the required information:

- **Subject:** short description of your report,

Choose from a report confidential or anonymous (for further information click on “show more”),

- **Description:** Describe the subject of your report in as much detail as possible

Note: If you choose to make an anonymous report, make sure you don't disclose your personal data from anywhere in the report.

Select categories associated with the case


None selected ▼

Name


Phone number (Optional)

+44 ▼ Enter phone number

Recipient(s)

 After selecting category, you can see who your report will be sent to here.

Files


Upload file
Files up to 100Mb
Metadata from files is removed automatically

✓ Submit

A. written report

- **Category:** choose the category that best describes the type of event reported
- **Further questions:** Other questions may be required or optional to complete the report, e.g. Your contact information
- **Documents:** you can upload different formats e.g. PDF, images, videos.

Note: Every trace of Metadata is automatically removed.

Click on Submit once your report is complete

B. Reporting in oral form

[← Back](#)

Create new case

 I want to report in text format


Sound recording

 Record audio

Select categories associated with the case

None selected

Recipient(s)

 After selecting category, you can see who your report will be sent to here.

Files



Upload file

Files up to 100Mb

Metadata from files is removed automatically

 Submit

B. Oral report

Click on *Record audio*,

Note: your voice will be distorted to ensure your safety and anonymity..

6

Category: choose a category that best describes the type of event reported,

7

Documents: you can upload different formats e.g. PDF, images, videos,

8

Click on Submit once your report is complete



Access code



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English

The report was submitted. Save the following password:

IMPORTANT: Save the password below and store it securely. Your report has been sent and the password gives you access to this report. Do not share the password with anyone.

Your unique password, that must be saved is:

44vu9lvx-sopw-7ach-m9q0-vkpxofixp9ra:xPpHXJdf4bmY

Copy

Download

Email (Optional)

Email

This email will not be shown to anybody. The only use of the email is to notify you when relevant changes to your case are made, such as:

You received a message from your case handler.
The status of your case was updated.
A new case handler was assigned to your case.

If you choose not to enter an email, please check your case regularly for updates and messages to help us resolve the issue.

The password will not be sent to your email. You must save the password from this page before you continue.

I have stored my password securely, so I can access the report and the replies in the future.

Continue

Save your code access

After submitting your report, do not forget to save your **password**

Why is the code important?

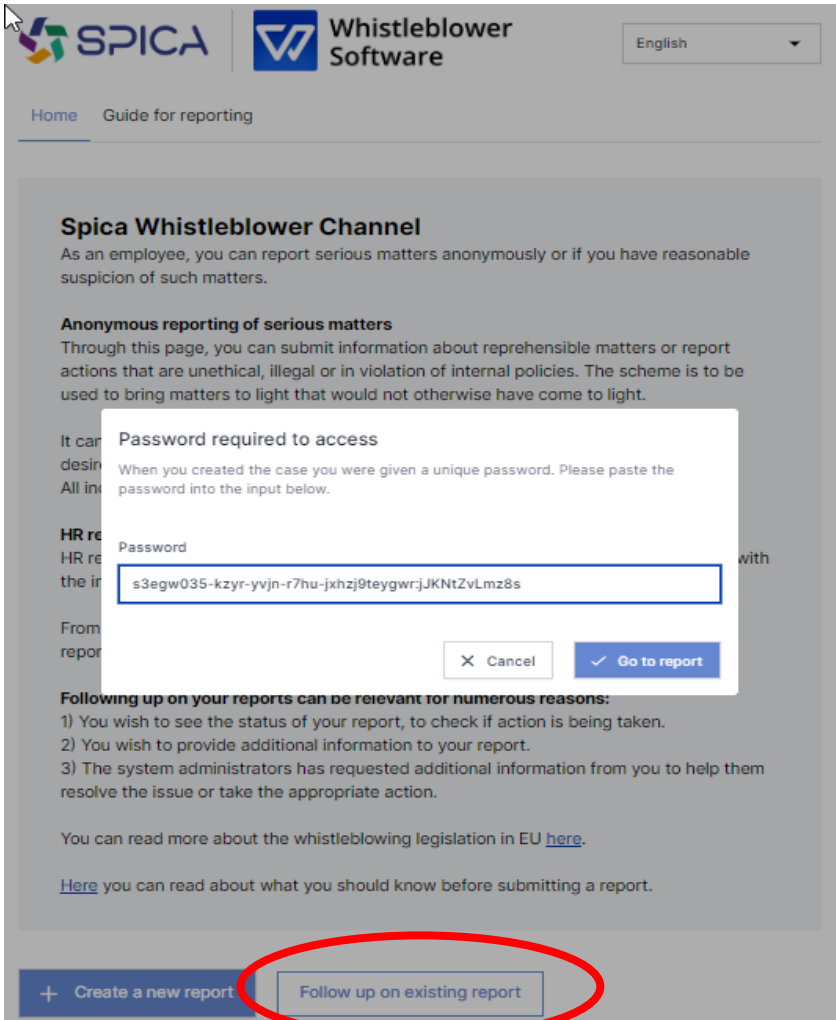
- Gives you access to your report,
- Further communication with operators is possible,
- You can check the status of your report and new messages..

How to save the access code?

- Copy and paste the code in a safe document,
- Download it in your device



Follow-up of the report



Follow up of the report

Go to reporting page.

0

Click on *Follow up on existing report*.

0

Enter the unique access code in the password field. This code will be generated automatically when you submit your report.

4

Click on *Go to the report*.

Case details

Case details	
Date and time	18 Dec 2023, 10:45:22
Subject	PROVA 4
Description	QUESTA SEGNALAZIONE è UNJA PROVA
Quando si è svolto l'illecito	18 Dec 2023
State	New
Category	Other
Case worker(s)	santino Pollastrone mariette colangelo

Overview of your report

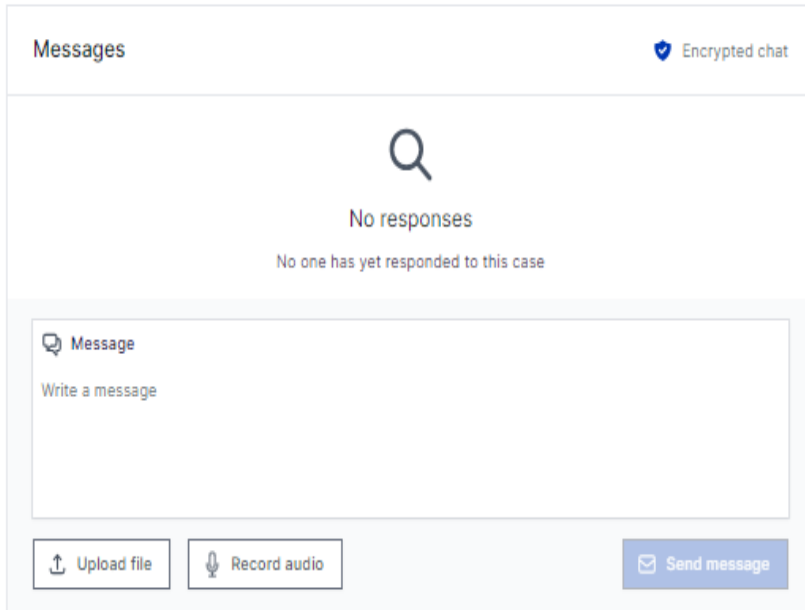
You have now access on a page with the details of your report

In this page you can:

- **Check the entire report,**
- **Verify the status of your report,**
- **Check who's dealing with the reported event,**
- **Read the messages written by the operators of this case,**
- **Give further information by sending follow-up messages or document.**

Sharing of further details

You can share more details after sending your report by sending a new message.



When you access your report and scroll under *Case Details*, you have the possibility to send a new written or oral message.

Just write a message, record an audio or send a document and click on the *Send message*.

Any new message and document will be automatically tied to the existing report



Whistleblower

Software Aps

www.whistleblowersoftware.com

Link to Spica electronic reporting platform

<https://whistleblowersoftware.com/secure/Spica>

