

Web Submission of Investigation Reports (WSIR) Quick Reference

This *Quick Reference* summarizes how to complete the WSIR web form. The sections are shown in the order you will see them when you log in to the WSIR web form. Required and optional fields are listed for each section. In this reference, the **highlighted** fields in the images show examples of how to complete the required fields (the fields are not highlighted in the actual WSIR web form). The WSIR web form cannot be submitted until all required fields are completed. If any required information is missing, the web form will display a message to identify the fields that must be updated.

Notes on Using the WSIR Web Form

- You do not have to complete the web form at one time. Click the **Log Out and Submit Later** or **Log Out from the Case** buttons to save your data and log out of the WSIR. When you log in again, the web form will contain the information previously entered.
- Required fields are identified by an asterisk (*).
- When you enter information in a row, the column headings above the required fields will be highlighted in yellow in the web form.
- The WSIR web form provides help for each section. To access this information, click on the , the **(what's this?)** link, or the **Help?** button.
- To enhance your use experience, use Google Chrome™ or Microsoft® Internet Explorer® 9 as your internet browser.
- If you do not already have an NY.gov ID, go to <https://my.ny.gov>

Sign in to My NY.gov Online Services

Required *

- Username
- Password

WSIR Welcome Screen

Required *

- Your Full Name
- Phone Number
- Email Address
- State Oversight Agency
- IRMA Master Incident # / NIMRS ID #
- VPCR Incident Serial Number
- VPCR Case Serial Number

Section 1: Case Summary

Optional

- Law Enforcement Involvement Comments
- Recommended Corrective or Preventative Actions

Section 2: Contacts

- Required ***
- Victim - ALL must be entered
 - Suspect - ALL must be entered
 - Investigator
 - Director or CEO/President
 - Personal Representative
- Optional**
- Witness
 - Other

- Notes**
- When you add a Contact, the column headings above the fields that must be completed for that Role are highlighted in yellow
 - If you identify a Victim as being a **Self-Advocate**, you do not have to add a Personal Representative
 - If the Suspect or Victim is Unknown, please click +Unknown/Anonymous button in the bottom applet
 - If you utilize the Unknown Global Contact for a Victim or Suspect, no additional information is required

Role of Contact	First Name	Last Name	Mailing Address	Date of Birth	SSN	Home Phone Number	Work Phone Number	Email Address	Personal Representative	Self-Advocate
Director	Dan	Director	161 Delaware Ave							
Investigator	Irene	Investigator	161 Delaware Ave			(618) 555-5555	(618) 555-5555	irene@investigator.com		
Personal Representative	Richard	Representative	161 Delaware Ave							
Suspect	Steven	Suspect	161 Delaware Ave	7/3/1987	XXX-XX-6173					
Victim	Victoria	Victim	161 Delaware Ave							
Victim	Vinny	Victime	161 Delaware Ave						Representative	<input checked="" type="checkbox"/>

Role of Contact	First Name	Last Name	# of Unknown	Mailing Address	Date of Birth	Is Victim under age	Cell Phone Number	Email Address	Personal Represent
Victim	Unknown	Unknown	2	N/A					

Section 3: Offenses

- Required ***
- You must include an offense row
 - Every offense committed by a suspect against a victim requires an offense to be entered
 - Description
 - Victim Last Name
 - Suspect Last Name
 - Date Offense Occurred

Description	Date Offense Occurred	Victim Last Name	Victim First Name	Suspect Last Name	Suspect First Name	Unknown Suspects Count	Unknown Victims Count
Suspect hit victim in kitchen	5/1/2016 12:00:00 AM	Victim	Victoria	Suspect	Steven		
Suspect hit victim in kitchen	5/1/2016 12:00:00 AM	Victime	Vinny	Suspect	Steven		
Suspect hit victim in kitchen	5/1/2016 12:00:00 AM	Unknown	Unknown	Suspect	Steven		2

Section 4: Attachments

- Required ***
- File Name
 - Type (Final Report)
 - You must include a Final Report (Type)
- Optional**
- Comments
 - Type (Any other value)

You may also attach other types of files, if appropriate.

File Name	Type	File Type	Comments
Report	Final Report	docx	Final Report about the Investigation
Misc Notes	Other	docx	Misc Notes while speaking with contacts

Note: If you have deleted an attachment and wish to add it back, you must add it back with a **different file name**.

Section 5: Review & Submit

- Required ***
- Review the information you entered in the web form
 - Read the confirmation statement
 - Click on the check box
 - Click Submit
 - Review the *Successful WSIR submission of investigation report* email sent to the Email Address entered in the WSIR Welcome Screen

I recognize that once this form is submitted, I will no longer be able to submit additional updates to the investigation case via this online webform. I certify that the information provided on this form is accurate to the best of my knowledge.*

Note: You will receive a confirmation email upon successfully submitting this report. The email will be sent to the email address you entered on the authorization page. Upon clicking Submit, please check your email to ensure the web-form was successfully submitted.