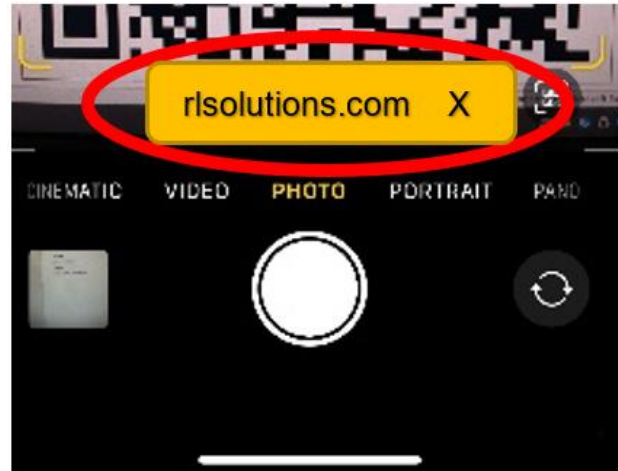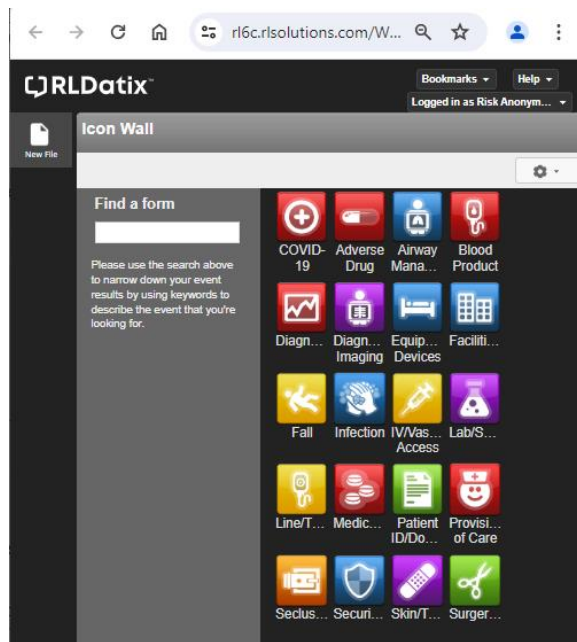## QUICK REFERENCE GUIDE

This quick reference guide will review using a cell phone or mobile device to submit a patient safety event in the RL provincial online reporting system.

Scan the QR Code with your work cell phone using the camera

When the yellow description shows up, tap on it with your finger and it will launch the RL webpage for submitting safety events
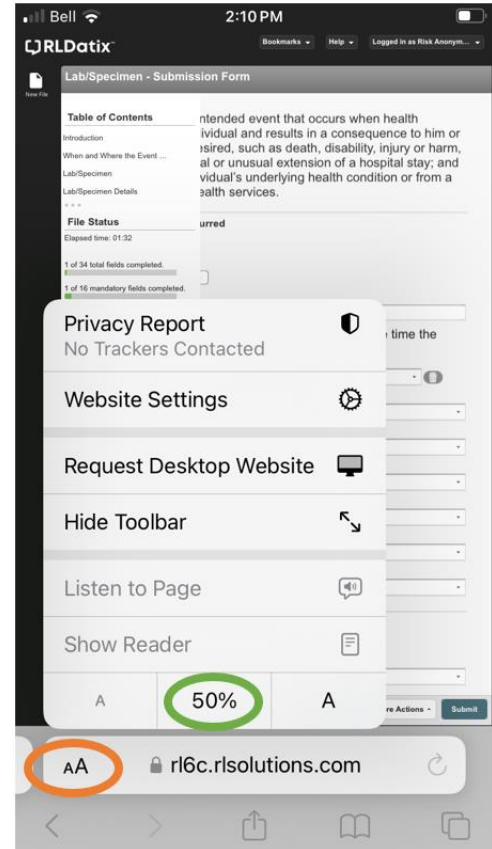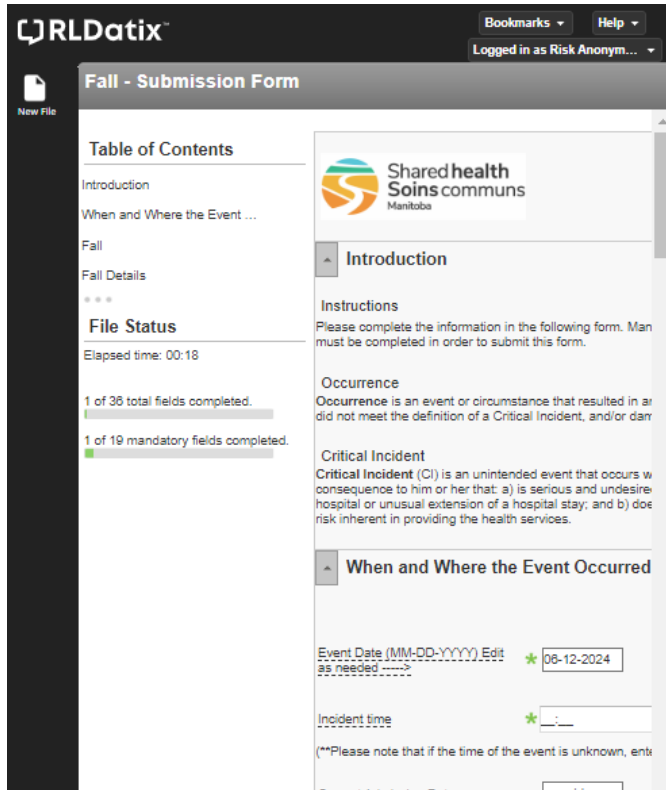

This screen should appear. Click on the applicable **Event Icon** to open a submission form and report a safety event.

You can use the touchscreen to tap and move the right side of the screen back and forth, to view and enter information in all fields.
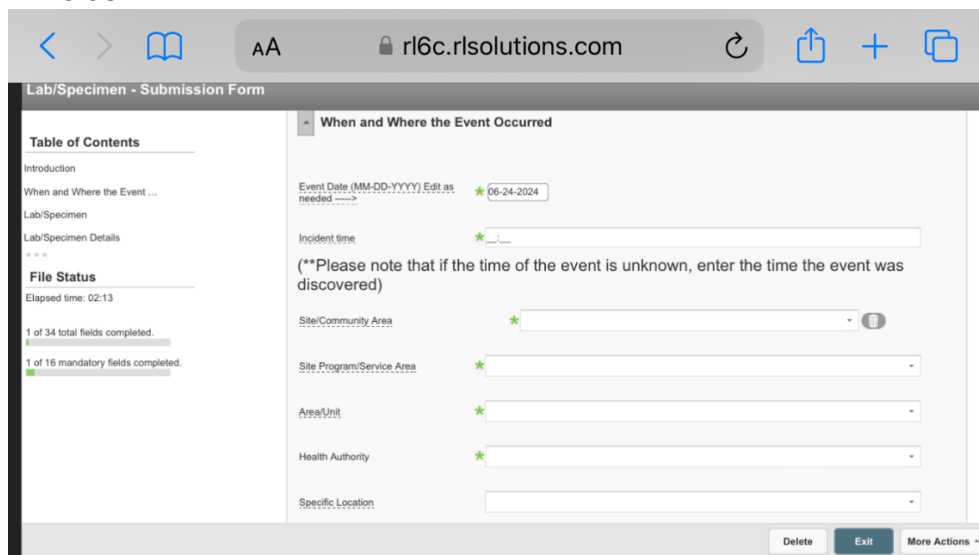
Submitting a Safety Event in RL
From a Work Cell Phone

Tips

1. Adjust your cell phone screen setting to zoom out to better view the form fields and enter event details.

2. Holding the cell phone in a horizontal direction helps to see the full length of the form fields