## RISK MANAGEMENT SERVICES

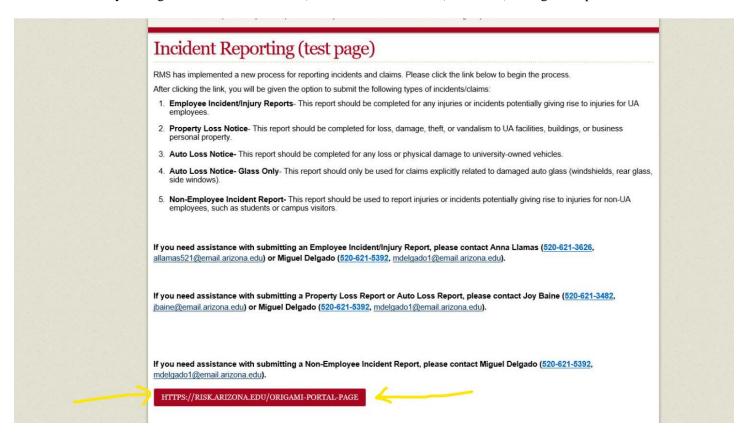
University Services Annex 300B 220 W Sixth St., East Building 2nd Floor PO Box 210300

Tucson, Arizona 85721-0300

Ofc: (520) 621-1790 Fax: (520) 621-3706 http://risk.arizona.edu/

## QUICK REFERENCE GUIDE- PROPERTY LOSS NOTICE<sup>1</sup>

1- From the Incident Reporting Page (can be accessed through UAccess Manager Self Service Page for supervisors or directly through the UA-RMS Website), select the red button (see below) to begin the process.



2- Once arriving at the incident report landing page, select the "Submit a New Property Loss Report" tile.



<sup>&</sup>lt;sup>1</sup> Version 1: January 2019



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- **3-** Complete the form using all information currently available. Mandatory fields are marked with an \*. Please complete non-mandatory fields when information is known and applicable.
  - Data fields that contain a magnifying glass to the right of the box allow the user to look-up and select UA employees and UA Locations.
  - If the exact *Date of Loss* is unknown, please enter the date of discovery and indicate this in the *Description of Incident* field or in the *Summary-Additional Details field*.
- **4-** After completing the incident report, users will be given the option to attach relevant documents such as pictures, estimates, written statements, etc.
- **5-** An email notification will be sent to Risk Management and the person who reported/submitted the report.

