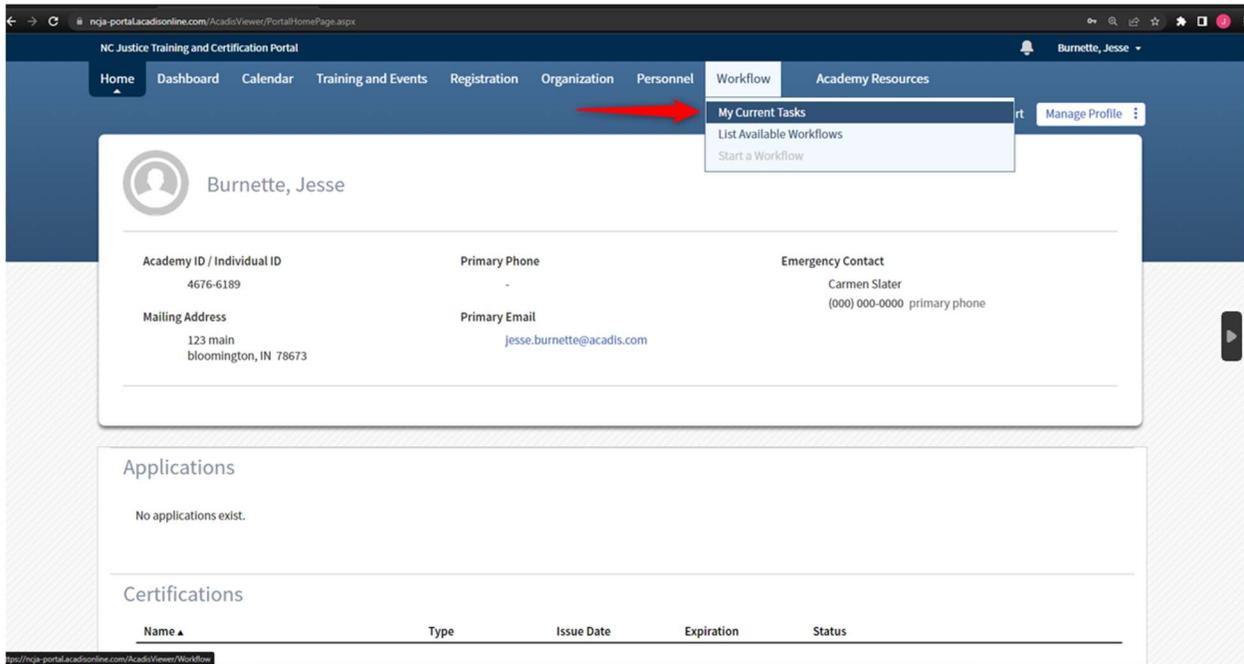


# User Guide for Submitting BAT Event Statistics

After the Event is complete the Requestor of the BAT Event will receive a WorkFlow task in the Portal. If you do not see this WorkFlow tab at the top of your portal homepage that is only because you do not have any active WorkFlow tasks assigned to you currently and there is no need to worry if you do not see this tab at the top of your Portal home page. If you have an active WorkFlow task you will see the options below:



The WorkFlow task will have a WebForm attached to fill out. This WebForm will reflect the statistics that are typically gathered with BAT Engagement Events.

Click "Start WebForm" to open the BAT Event Stats WebForm and then enter the requested information on the WebForm that appears.

The screenshot shows the 'Workflow Monitor' section of the portal. Under 'Current Tasks', there is a table with the following data:

Status	Tasks	Context	Assignment	Resources	Due Date
●	Submit BAT Event Statistics FTA - BAT Engagement Event Statistics	BAT - TEST Class	Burnette, Jesse FTA BAT Event Requestor (assigned in context)		12/25/2022

A red arrow points to the 'Start WebForm' button located to the right of the 'Due Date' column for the first task.

The screenshot shows the 'Academy Resources' section with the form 'FTA BAT Mobile Unit Request - Law Enforcement Event - Report Statistics'. The form includes the following fields:

- Submitter Contact Information: \* First, \* Last, \* Email Address
- Event Details: \* Date of Event, \* Location, \* Requesting Agency (dropdown menu)

At the bottom of the form, there is a 'Statistics' section with instructions: 'Record event statistics below. Please do not leave any fields blank. If no violations were recorded, enter 0 (zero) for that field.'

A red arrow points to the 'Submit & Mark Task as Complete' button in the bottom right corner of the form.

All of the fields that have red asterisks next to them are required fields. This WebForm must be filled out and submitted once the BAT Engagement Event is complete. Submit the WebForm by clicking the blue "Submit and Mark Task as Complete" icon.