

The RA Guide to ADVOCATE and Incident Report

- You will receive your login information from Residential Life.
- Log in using that information (you can later change your password by going into “My Account” on the left hand side of the screen).

UNIVERSITY of ROCHESTER | ADVOCATE
software by sympathy™

Please enter your email and password.

Email
Best.RA@u.rochester.edu

Password
.....

Log In | [Forgot Password](#) | [Change User Type](#)

Need Assistance? [Send Email](#) | Call Help Desk: 1-703-373-7035 Hours: Mon-Fri 9am-7pm ET (except holidays)

ADVOCATE | [Symplivity Privacy Policy](#)

- Click the box which says “Create Incident Report” to document any situation or possible policy violation.

Home | Search | A A | Return To Previous Screen

Home

ACTIONS

[Create Incident Report](#)

[Edit Draft Reports](#)

ANNOUNCEMENTS

There are no announcements at this time.

Home

Calendar

Incident Reports

- Current Reports
- Draft Reports

My Account

Support

- ▶ Submit Issue
- ▶ Send Email

Call Help Desk: 1-703-373-7035

Hours: Mon-Fri 9am-7pm ET (except holidays)

- You will be prompted to complete some information before you write the narrative of what actually happened (such as Public Safety Officer’s name) - this information gives administration a quick summary of your report, and is helpful for data collection purposes each year.
- Anyone involved would be under “Students Involved.” Witnesses would not include involved students, rather, they would be RAs or students who saw the event.
- Your narrative would be in the “Incident Description” section at the end.
- You can always put “no” for sensitive report at the end, so it will always be treated as sensitive information
- *If you are having issues with the system, please contact Karen Clark- please do not call the ADVOCATE company.*

The screenshot shows a web application interface for creating a new incident report. The interface is titled "[new record]" and includes a search bar and navigation links for "Return To Previous Screen" and "Return To List (Current Reports)".

The main content area is titled "Core Information" and contains the following fields:

- Submit, Save, Save As Draft, Cancel** buttons.
- Incident Type***: A dropdown menu.
- Date/Time of Incident***: A date and time picker with a "Clear" button.
- Location of Incident***: A dropdown menu.
- Additional Location**: A dropdown menu.
- Additional Info**: A large text area for entering details.

A note at the top right of the form states: "* Indicates a required field".

The left sidebar contains navigation options: Home, Calendar, Incident Reports (with sub-options for Current Reports, Draft Reports, and My Account), and Support (with sub-options for Send Email, Call Help Desk: 1-703-373-7035, and Hours: Mon-Fri 9am-7pm ET (except holidays)).

- After you have typed your report, click “Save” or “Submit,” and the report is directly routed electronically to your supervisor.