

### Initial Contact Report Creation Steps

To start : (this may need to be done a few times depending on the day depending on connection)

Start Cisco Any Connect VPN  
Sign on with credentials  
click okay  
Wait to establish VPN (1-3 min)  
Launch Spillman  
Sign on with credentials

#### **Proceed with the following steps for each request:**

1. Search Law Incident Table
2. Enter Incident number
3. Print button
4. Select format lwmain.x2-officer report click ok
5. Print to pdf
6. Select Print main narrative click yes
7. Clear all supplemental narratives click okay
8. Click Accept
9. Clear all involvement details to print
10. Click Accept
11. Save and Name report
12. Wait for pdf to open
13. Click Edit
14. Click Tools
15. Choose Redact
16. Click Mark for redaction text and images
17. Hit ok
18. Mark out all items needing redaction and do a double check
19. Hit apply
20. Redactions successful click yes
21. Remove hidden format click yes
22. Wait for hidden information/metadata to be removed
23. Click remove
24. Click ok
25. Click save
26. Print or locate file to send.