Completing an Incomplete Event – Reporter Guide

Note: Please follow the steps below to complete an incomplete event you started as the reporter.

**STEP 1** – Go to UCLA Mednet homepage, click on “Access SOFI Reporting”

**STEP 2** – Log onto SOFI with your AD username and password

**STEP 3** – Click on “Go to My Applications”
<table>
<thead>
<tr>
<th><strong>STEP 4</strong> – Click on “SEM-Safety Event Manager”</th>
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<tbody>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Image of SEM-Safety Event Manager" /></td>
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<tr>
<th><strong>STEP 5</strong> – Click on “Incomplete”</th>
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<tr>
<td><img src="https://via.placeholder.com/150" alt="Image of incomplete event" /></td>
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<tr>
<th><strong>STEP 6</strong> – Select the incomplete event</th>
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<tbody>
<tr>
<td>Incomplete event(s) should be listed on the bottom. Click on the event (anywhere in the row) and it will expand</td>
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<tr>
<th><strong>STEP 7</strong> – Click on “Edit Event” to finish the event report</th>
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<td><img src="https://via.placeholder.com/150" alt="Image of edit event" /></td>
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<tr>
<th>Where can I get more information or training about SOFI?</th>
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<tbody>
<tr>
<td>You can find additional information and training at SOFI.ucla.edu</td>
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