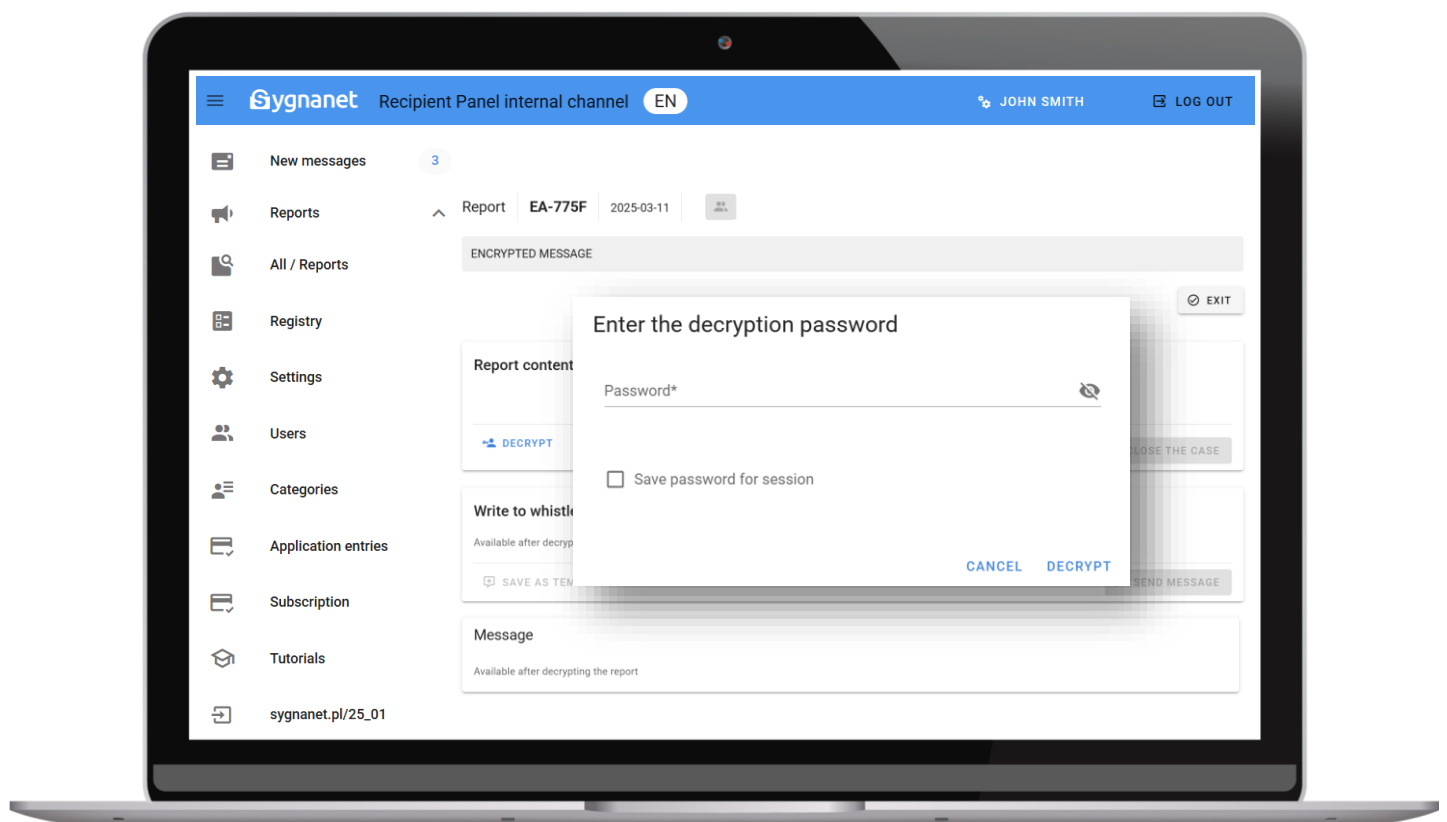


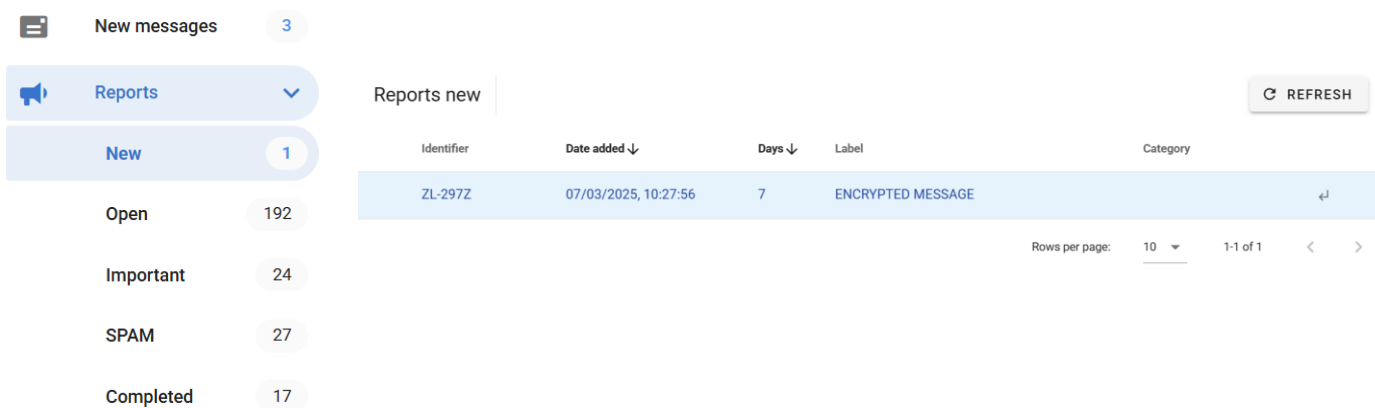
You will receive a notification about a new report at the email address associated with your account. If you receive such a notification, log in to your panel and start the handling process.

- **THE MAIN REPORT RECIPIENT HAS ACCESS TO ALL REPORTS IN THE SYSTEM.**
- **THE REPORT RECIPIENT HAS ACCESS ONLY TO THE REPORTS ASSIGNED TO THEM BY THE MAIN REPORT RECIPIENT (AT THE REPORT OR CATEGORY LEVEL).**
- **THE ADMINISTRATOR DOES NOT HAVE ACCESS TO REPORTS.**



REPORT DECRYPTION

You will find a new report in the "Reports" → "New" tab. To review its content, click on the report and then decrypt its content using the password you set during registration. Each user decrypts the report using their own password.



Report | **ZL-297Z** | 2025-03-07 |

ENCRYPTED MESSAGE

EXIT

Report content

DECRYPT

Enter the decryption password

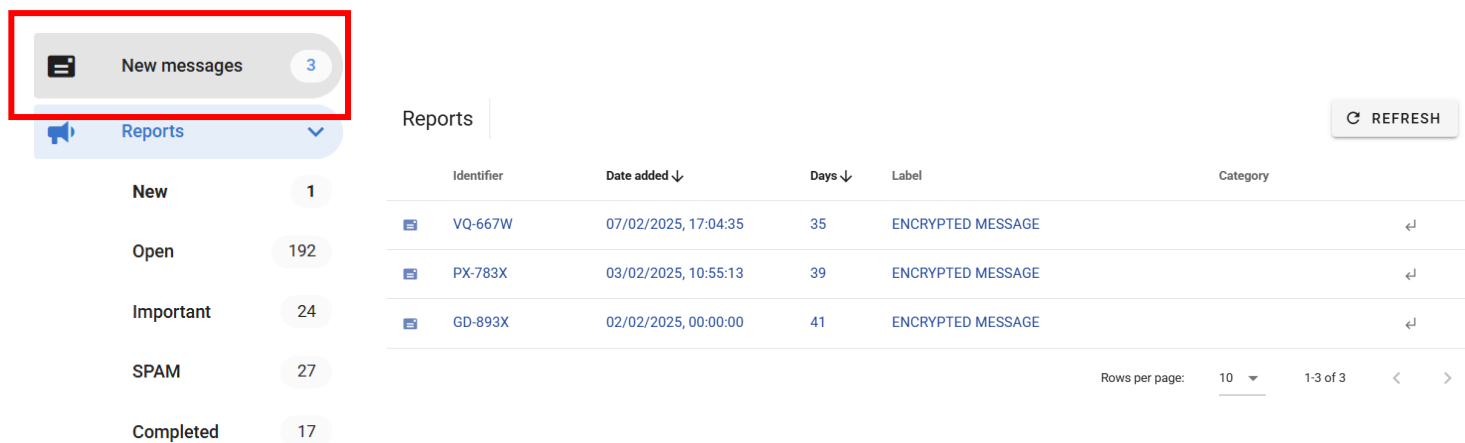
Password*

☐ Save password for session

CANCEL DECRYPT

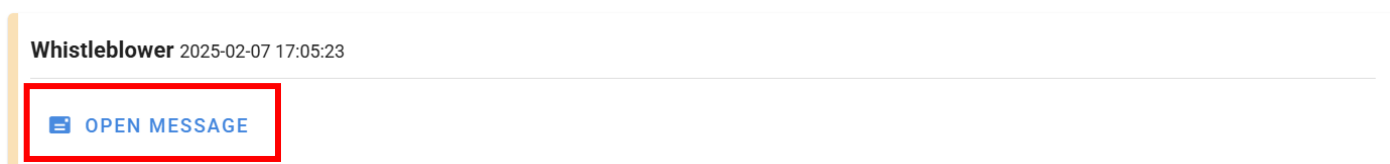
NEW MESSAGES FROM THE WHISTLEBLOWER

In the "New Messages" tab, you will find new messages from the whistleblower (sent via their inbox) regarding the case they reported.

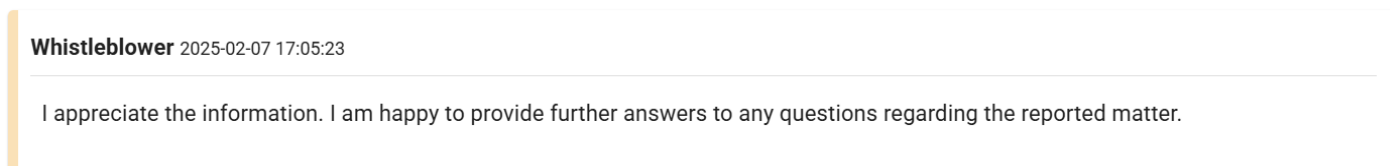


The screenshot shows the 'New Messages' tab selected in the left sidebar. The main area displays a table of reports. A blue arrow points down to the next screenshot.

Identifier	Date added ↓	Days ↓	Label	Category
VQ-667W	07/02/2025, 17:04:35	35	ENCRYPTED MESSAGE	
PX-783X	03/02/2025, 10:55:13	39	ENCRYPTED MESSAGE	
GD-893X	02/02/2025, 00:00:00	41	ENCRYPTED MESSAGE	





The screenshot shows the 'Whistleblower' message header. The 'OPEN MESSAGE' button is highlighted with a red box. A blue arrow points down to the next screenshot.




The screenshot shows the 'Whistleblower' message body. The text reads: "I appreciate the information. I am happy to provide further answers to any questions regarding the reported matter."

GRANTING ACCESS

The Main Reports Recipient can manage access to a given report. Click  to grant/revoke access. The Main Report Recipient can control this process at any time – they can grant or revoke access to a report for a Report Recipient or an Auditor whenever necessary.

Report	VQ-667W	2025-02-07	
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Access to the content of the notification is granted to

give access

John Smith Administrator Main Report Recipient Report Recipient			<input checked="" type="checkbox"/>
Emily Johnson Main Report Recipient			<input checked="" type="checkbox"/>

CANCEL SAVE

CHANGING THE LABEL

The user handling the report can change the label, which is by default described as 'encrypted message.' They can use the label, for example, to describe the report or indicate other information that helps them identify or easily search for it in the panel.

Labels also allow you to generate desired registers and reports.

WARNING! The label is public information, so no confidential data should be entered here (e.g., details of the whistleblower or the person mentioned in the report)."

Report | **VQ-667W** | 2025-02-07 | 

ENCRYPTED MESSAGE



Report | **VQ-667W** | 2025-02-07 | 

Theft in the Warehouse

CORRESPONDENCE WITH THE WHISTLEBLOWER

Users handling the report can correspond with the whistleblower even if they have not provided contact details.

Write to whistleblower

Dziękujemy za zgłoszenie

SPAM

Zakończenie zgłoszenia

thx

Message content

Number of files: 0

If you know the whistleblower's email address, you can provide it to notify them of a new message waiting in the dedicated whistleblower's inbox.

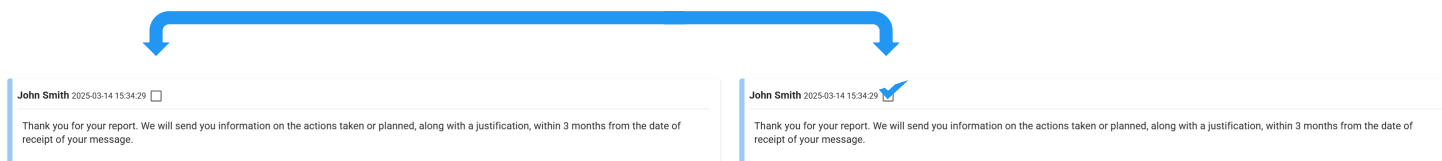
Enter the whistleblower's email if known

☐ Send all future messages to the provided email address

SAVE AS TEMPLATE

SEND MESSAGE

When the whistleblower reads the message from the report recipient, its status will change (see checkbox).



All correspondence will be recorded in the system.

John Smith 2025-03-14 15:34:29

Thank you for your report. We will send you information on the actions taken or planned, along with a justification, within 3 months from the date of receipt of your message.

Whistleblower 2025-02-07 17:05:23

I appreciate the information. I am happy to provide further answers to any questions regarding the reported matter.

CORRESPONDENCE WITH THE WHISTLEBLOWER

If you have the whistleblower's email address, you can send them a notification about a new message waiting in their inbox.

Write to whistleblower

Dziękujemy za zgłoszenie

SPAM

Zakończenie zgłoszenia

thx

Message content

Thank you for your report. We will send you information on the actions taken or planned, along with a justification, within 3 months from the date of receipt of your message.

📎

Number of files: 0

If you know the whistleblower's email address, you can provide it to notify them of a new message waiting in the dedicated whistleblower's inbox.

✉

milkawojtkowiakspecfile@gmail.com

✕

☒ Send all future messages to the provided email address

📄 SAVE AS TEMPLATE

➤ SEND MESSAGE

A message will be sent to the provided email address: 'A new message from the recipient of your report is available in your inbox.'



We inform you that a new message regarding your report is available in your inbox.

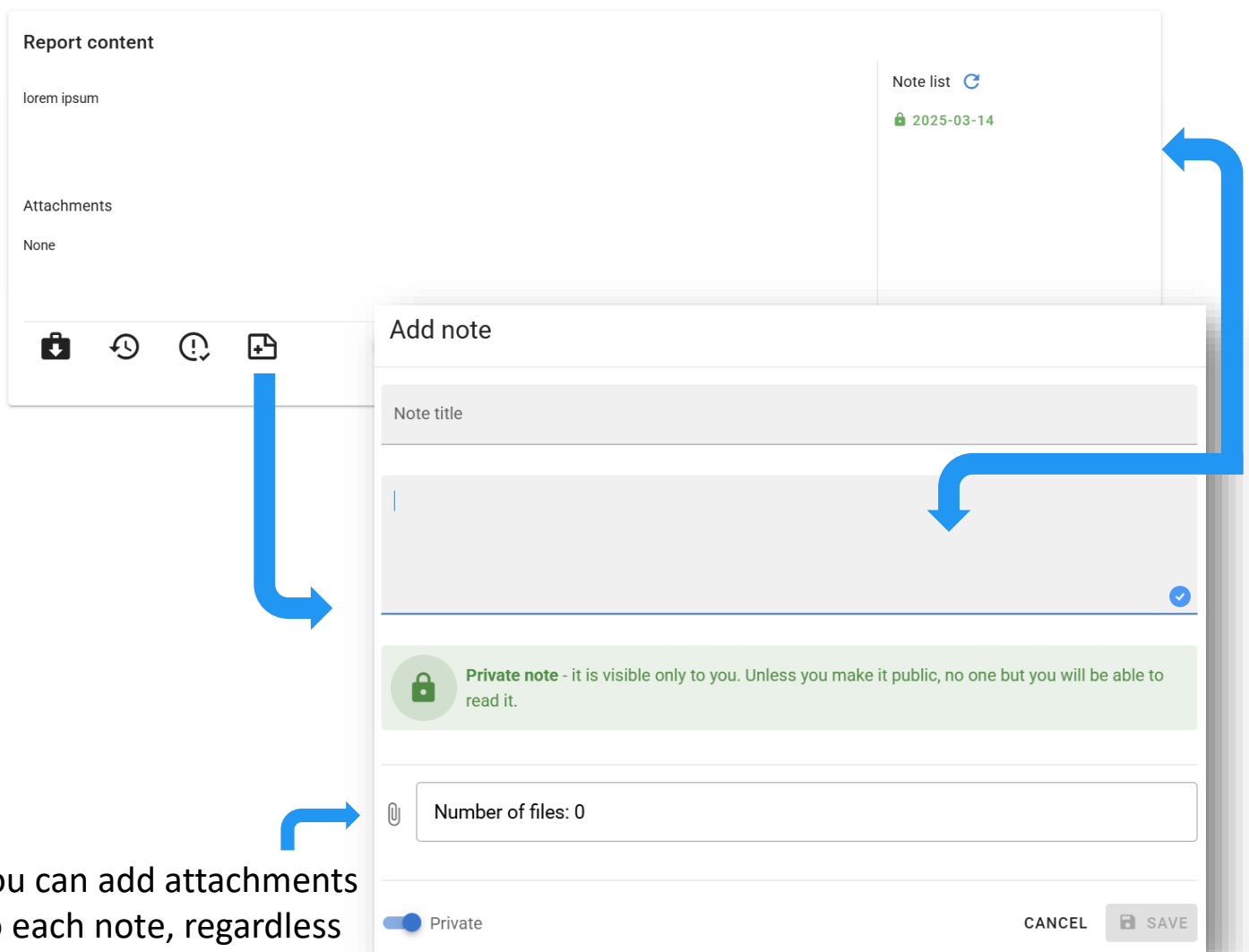
To read it, log in to your inbox using the access credentials provided to you in the Report Submission Confirmation.

You can add notes to each report in two modes.

Private mode – The note is visible only to the user who added it, and only they can delete it. This note can be made public by the user who created it.

Public mode – The note is visible to every user who has access to the report, and any user with access (except the auditor) can delete it.


To add a note, click  .



The screenshot illustrates the process of adding a note to a report. The background shows a report interface with a 'Report content' section containing 'lorem ipsum' text, an 'Attachments' section showing 'None', and a toolbar with icons for download, refresh, warning, and adding a note. The 'Add note' dialog box is open, showing a 'Note title' field, a large text area for the note content, a 'Private note' warning, a 'Number of files: 0' field, and a 'Private' mode toggle. Blue arrows indicate the flow of interaction: from the report content to the dialog, from the toolbar icon to the dialog, and from the 'Private note' warning to the text area.

You can add attachments to each note, regardless of the mode.

DOWNLOADING REPORT FILES

To download all report files you are reviewing (report history, correspondence with the whistleblower, final report, acknowledgment of receipt containing the report content, notes, and any data provided in the report – if applicable), click  .


You can adjust the footer for downloaded files in the "Settings" >>> "PDF Footer" tab.


Report content





lorem ipsum

Attachments


None

Note list 


 2025-03-14



☐ Important ☐ SPAM ☐ Archive

 CLOSE THE CASE

Download encrypted files

The submission file package will be saved as an encrypted ZIP file. The password to decrypt the contents can be found in the Report History records. 

CANCEL

OK



VQ-667W

Attention! Downloaded report files in .zip format are encrypted! The password to decrypt them can be found in the report history. On the next page of this guide, we explain how to decrypt a .zip file.

HOW TO DECRYPT A .ZIP FILE

To decrypt the downloaded report files in .zip format, navigate to the folder on your device where the files were downloaded (usually the “**Downloads**” folder). To decrypt a password-protected .zip file, you can use several popular programs.

Below you will find instructions for different operating systems:

WinRAR (Windows)

- Download and install WinRAR if you haven't already.
- Right-click on the .zip file and select "Open with WinRAR.,,
- Click on the file you want to open.
- Enter the password in the pop-up dialog box.
- Click OK.

8-Zip (Windows, Linux)

- Download and install 8-Zip if you haven't already.
- Right-click on the .zip file and select "Open with 8-Zip.,,
- Click on the selected file and enter the password in the dialog box.
- Click OK, and the file will be decrypted.

The Unarchiver (macOS)

- Download and install The Unarchiver from the Mac App Store if you haven't already.
- Open the program and select the .zip file.
- Enter the password when prompted.
- Extracted files will appear in the same location as the original .zip file.

PeaZip (Windows, Linux)

- Download and install PeaZip if you haven't already.
- Open the .zip file in PeaZip.
- Click "Extract", choose the destination folder, and enter the password in the dialog box.
- Confirm, and the files will be extracted.

HISTORY

Each report has a complete history of performed actions. To view the history, click .


Report content






lorem ipsum

Attachments

None

Note list

 2025-03-14

☐ Important ☐ SPAM ☐ Archive  CLOSE THE CASE




History report

 REFRESH  CLOSE

Date ↓	User	Event
2025-03-14 15:53:32	John Smith	Report files downloaded VQ-667W , password for ZIP: 442-KGP-SSL
2025-03-14 15:53:31	John Smith	Report opened VQ-667W
2025-03-14 15:44:06	System	Notification sent to the whistleblower at the address milkawojtkowiakspecfile@gmail.com
2025-03-14 15:44:03	John Smith	Sent a message to the whistleblower
2025-03-14 15:34:29	John Smith	Sent a message to the whistleblower
2025-03-14 15:32:45	John Smith	The report etiquette has been changed ENCRYPTED MESSAGE → Theft in the Warehouse
2025-03-14 15:24:17	John Smith	A message from the whistleblower was opened
2025-03-14 15:23:39	John Smith	Report opened VQ-667W
2025-02-13 20:24:29	John Smith	Sent a message to the whistleblower
2025-02-13 20:24:21	John Smith	Report opened VQ-667W

Rows per page: 10 1-10 of 19 < >

FINAL PROTOCOL


To generate the final protocol for the processed report, click  .


Report content






lorem ipsum

Attachments

None

Note list 

 2025-03-14

    ☐ Important ☐ SPAM ☐ Archive  **CLOSE THE CASE**




Final report

Report: VQ-667W Created at: 2025-02-07

Application submitted directly by the whistleblower [change](#)

1 Subject of infringement



NEXT

2 Follow-up actions taken

3 Effect of proceedings

4 Recommendations

5 Recommendation implementation status

6 Whether recommendations were made

7 Personal data of the whistleblower and the person concerned by the report, necessary to identify these individuals

8 Contact address for the whistleblower

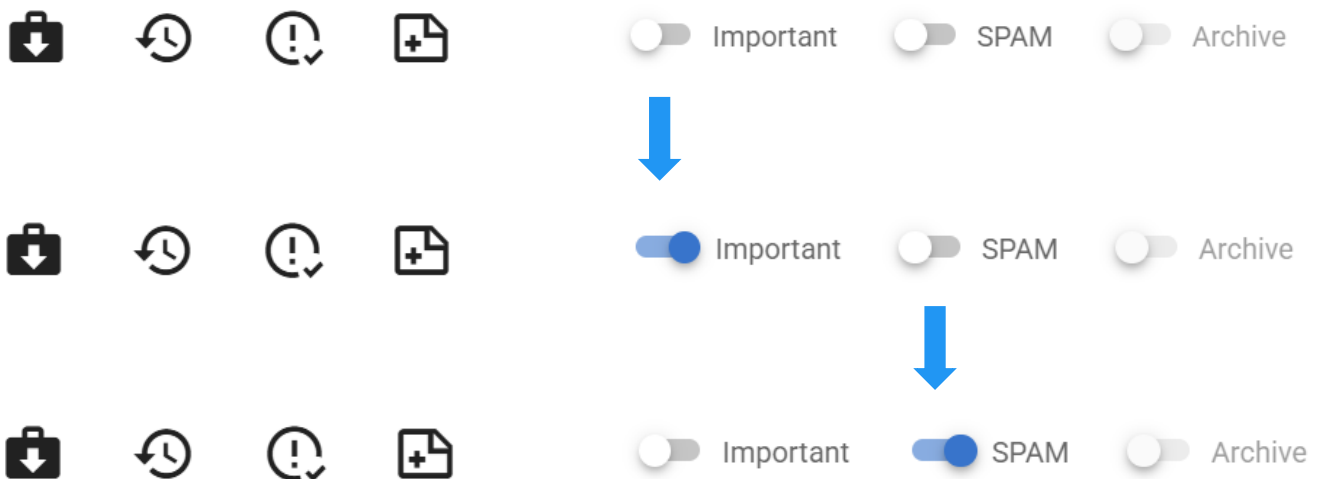
9 Additional remarks

CANCEL

 **SAVE**

REPORT STATUS

You can change the report status by marking it as **important** or **spam**.




Adding a report to the **archive** will remove it from the case workflow (the 'Reports' tab) and disable certain functions, such as the final report, changing the status to important or spam, and corresponding with the whistleblower. Other functions remain active. **A report cannot be archived if it has not been closed.**




Closed: 2025-03-14 16:02:55

 OPEN THE CASE

COMPLETION OF REPORT PROCESSING

To complete the processing of the report, click . If you have not filled in the required elements of the final report, the system will ask whether you want to complete the report despite the missing information. We recommend filling in the four fields of the final report— subject of infringement, follow-up actions taken, personal data of the whistleblower and the person concerned, and contact address for the whistleblower—as these are required by law in Poland as elements of the report register (fields in the register tab will be automatically filled in).



Confirm closing the report

You are attempting to finalize a application that does not have all the required fields of the final protocol completed (fields: 1, 2, 7, and 8), necessary for maintaining the application register for Public Authorities. The application register is mandatory for cases processed under Polish law.

☐ Save my choice for this session

[CANCEL](#) [CLOSE THE CASE](#)

Final report
Report: VQ-667W Created at: 2025-02-07

Application submitted directly by the whistleblower [change](#)

1 Subject of infringement

[NEXT](#)

2 Follow-up actions taken

3 Effect of proceedings

4 Recommendations



Closing the report prevents status changes (important and spam). Other functions remain active, and the report remains in progress. This means that after completing the processing of the report, you can still add certain information, such as the implementation status of recommendations in the final report.


DELETING REPORTS



You can delete a report after the legally mandated retention period. Three years after the end of the calendar year in which the report was submitted, the system will notify you about the possibility of deleting the report via email.







The report can be deleted by the Main Report Recipient who has access to it. The report can be deleted by clicking the trash bin icon in the 'Registry' tab or directly after decrypting the specified report.

Register of reports

 ☐ Cls [224] 

☐ Arch Status 

	Identifier	created on ↓	closed on	Subject of violation	Actions taken	Label	Personal data	Whistleblower address	Archived	Status
	EA-775F	2025-03-11 10:34:59				ENCRYPTED MESSAGE				Open
	RZ-275E	2025-03-07 10:29:39				ENCRYPTED MESSAGE				Open

    ☐ Important ☐ SPAM ☐ Archive ** DELETE THE CASE**  CLOSE THE CASE

The fact of report deletion will be recorded in the User Action Report, and a notification of the report deletion will be sent to the email addresses of the Main Report Recipients who had access to this report.