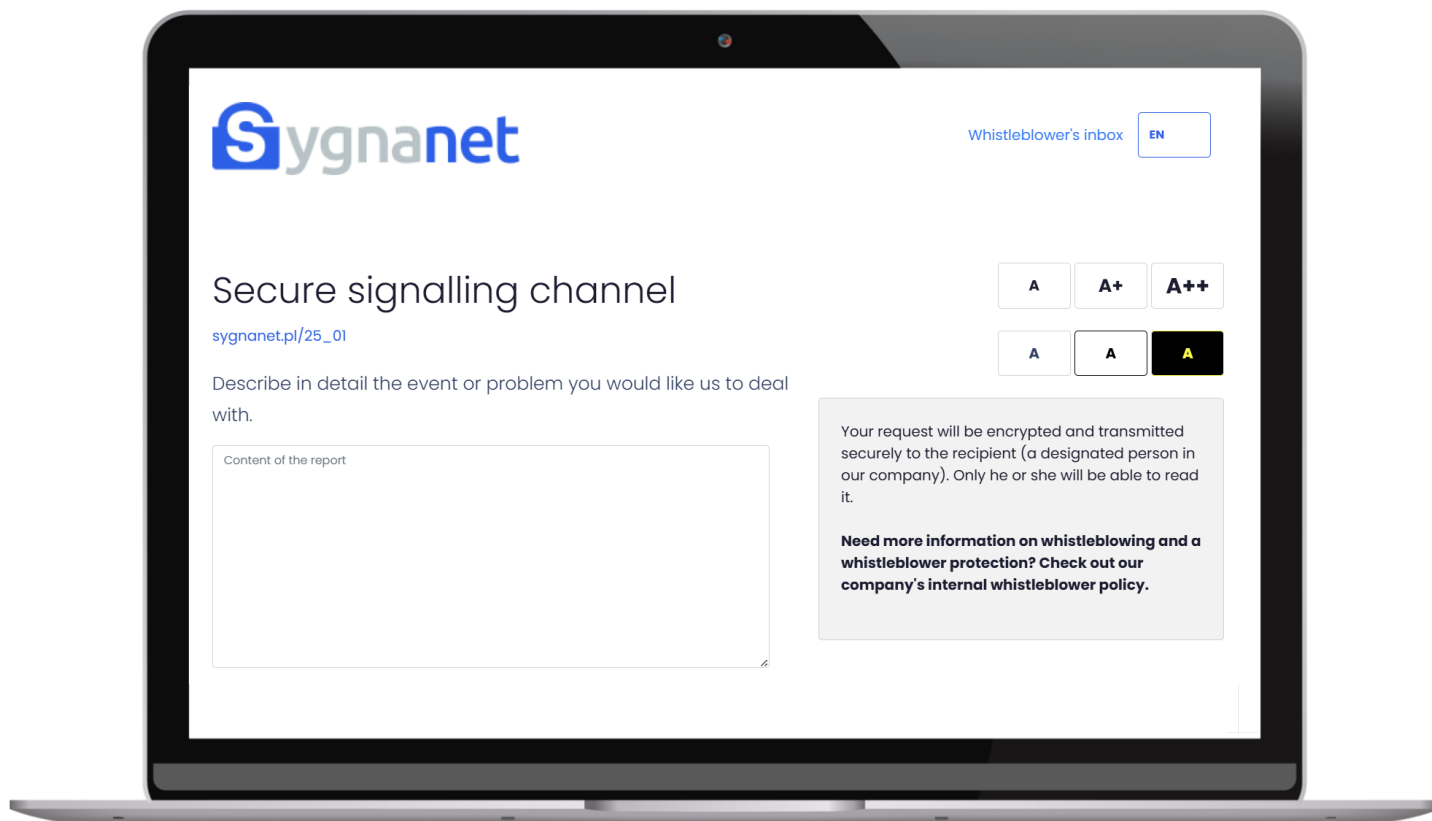


### Manually Adding a Report to the Recipient Panel

You can manually add a report to the recipient panel, for example, a verbal report or one received via your email inbox. To do this, please use the **secure reporting form**.

With this solution, you will store **all reports in one place**, in a secure, encrypted format. Additionally, all reports (regardless of the channel) will be kept in a single, **electronic report register**.



The screenshot shows a laptop displaying the Sygnanet secure reporting form. The form is titled "Secure signalling channel" and includes a URL "sygnanet.pl/25\_01". It features a text input field for "Content of the report" and a section for "Whistleblower's inbox" with a language selector set to "EN". There are two rows of buttons labeled "A", "A+", and "A++". A sidebar on the right contains a message about encryption and a link to the internal whistleblower policy.

**Sygnanet**

Whistleblower's inbox **EN**

Secure signalling channel

[sygnanet.pl/25\\_01](https://sygnanet.pl/25_01)

Describe in detail the event or problem you would like us to deal with.

Content of the report

**A** **A+** **A++**

**A** **A** **A**

Your request will be encrypted and transmitted securely to the recipient (a designated person in our company). Only he or she will be able to read it.

**Need more information on whistleblowing and a whistleblower protection? Check out our company's internal whistleblower policy.**

## HOW TO ADD A REPORT FROM ANOTHER SOURCE

**Step #1** Go to the secure reporting form.

**Step #2** Enter the report content.

**Step #3** Submit the report.

Then log in to the Sygnanet panel and decrypt the report you have submitted.

Click the final protocol icon .

Change the report type:

### Final report

Report: EA-775F Created at: 2025-03-11

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

#### 1 Subject of infringement


NEXT

## HOW TO ADD A REPORT FROM ANOTHER SOURCE

The system will ask you to specify the date the report was received (this date may differ from the date the report was submitted to the system). The system will also create a note about this event and record the change in the report history.

Perform the following actions if you entered the report into the service on behalf of the whistleblower (e.g., from their email, phone call, oral conversation, letter, etc.).

Enter the date the content was obtained (it may differ from the date it was entered into the service):

11.03.2025 

Remarks:

1. The service will create a public note marked as the author's note for this report and an entry in the report history.
2. Suggestion: complete this note, describe how the content was obtained, and attach the confirmation obtained when entering this report as proof of self-submission.
3. The self-submission action is only permissible for the **Main Report Recipient**.
4. Under the (changed) date of this report in the Final Protocol, the information will be placed:  

Self-submitted report created on 2025-03-11 by fokogo4595@bubblybank.com.
5. Changing this report's designation as self-submitted will no longer be possible.

CANCEL **SAVE**

In the message, you will receive instructions on further steps. In addition to completing the note, you can describe this report appropriately in the label (enter the source from which it originated). This allows you to create reports and logs of reports from other sources.

You can also provide the identifier and password generated during the manual submission process to the whistleblower, allowing them to communicate via the system in an encrypted, secure manner.