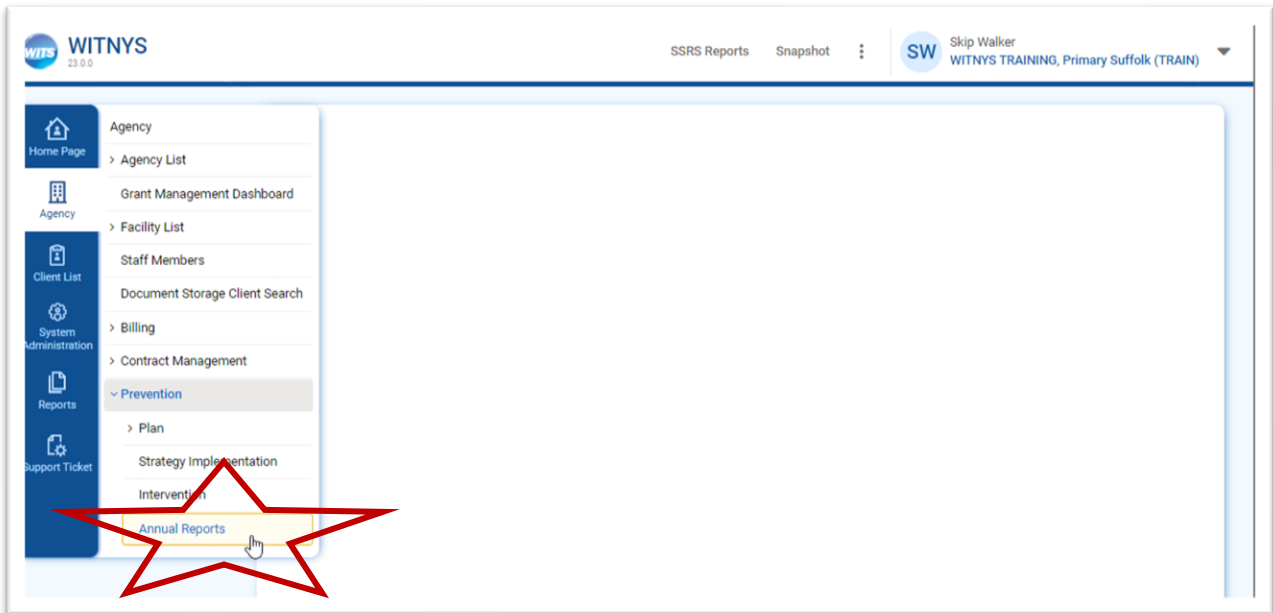
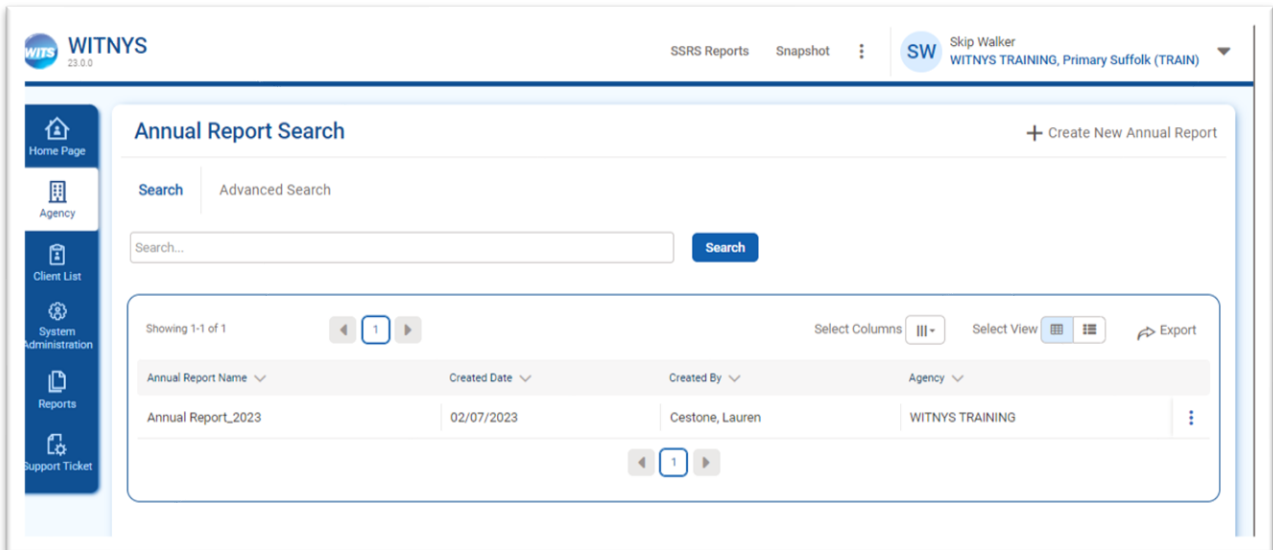


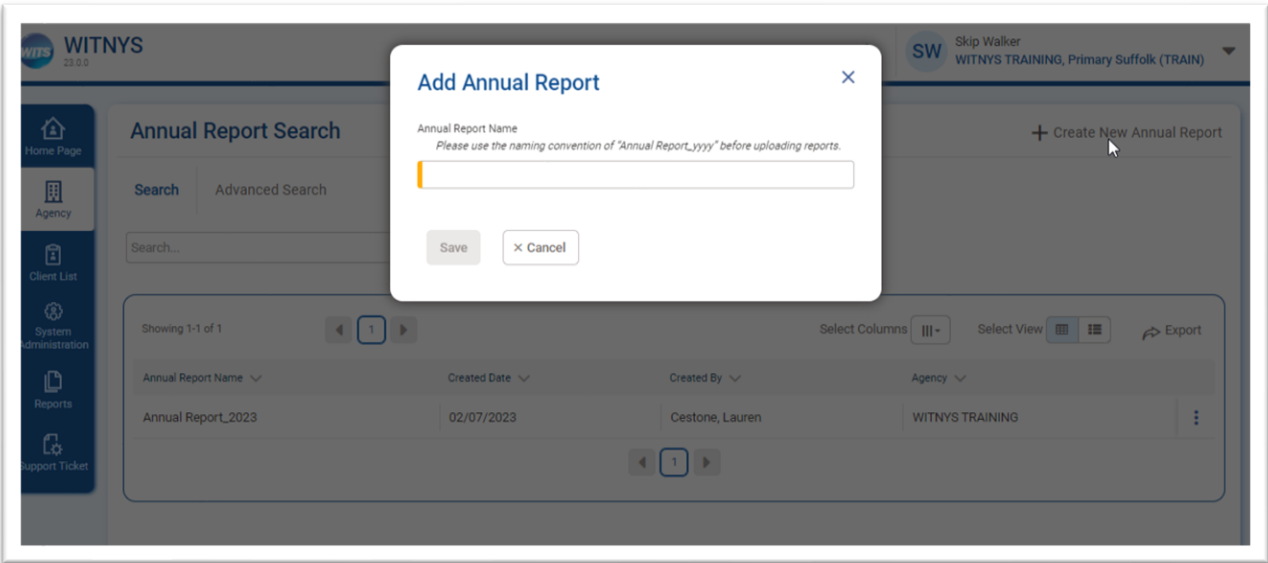
SUBMISSION OF PREVENTION ANNUAL REPORTS IN WITNYS



- Login to **WITNYS** as usual and navigate to the **Prevention** menu.
- Click on **Annual Reports**.



- On the **Search/List** page, you will see all Annual Reports previously submitted thru WITNYS for your Agency. Use the **Advanced Search** to limit your selection or use the Sort feature (v or ^) to sort by any column (like “Created Date”).
- Click on “+ Create New Annual Report” at the top right of the page to begin the process of submitting a new report each year. You’ll do this only once per PPY.



- You will see this pop-up window when you click on “+ Create New Annual Report”. You must use the naming convention of “Annual Report_YYYY”. Click **Save**.
- **Note:** you are creating a folder here. Within this folder you will be able to store multiple files, such as your original report submission, any associated supporting documentation, and any revised Annual Report documents (if requested). You cannot delete any files.

Annual Report Search + Create New Annual Report

Search Advanced Search

Search... Search

Showing 1-1 of 1 Select Columns Select View Export

Annual Report Name	Created Date	Created By	Agency
Annual Report_2023	02/07/2023	Cestone, Lauren	WITNYS TRAINING

Documents ×

Search... Q

File Name	Ext	Description	Size(K)	Activity Type	Activity Date	Upload Date	Tags
Annual Report Guidelines 2022	.pdf	guidelines	199kb			2/7/2023	
Annual Report Guidelines 2022	.docx	guideline	158kb			2/7/2023	
AnnualReportRubricwCommer	.doc	Annual Report Guidelines 2022	188kb			2/7/2023	

Drop files here or click to select files for upload (max 5 files at a time)

× Close

- To download any submitted file, **click on the ellipsis** on the **Search/List** screen and select the **Review** option. You will then see the list of **Documents** that have been submitted for that year (example above). **Select the filename** you want to download.