

Getting started with Whispli

Case Manager's Journey Guide

Tutorials on how to handle a Report through Whispli as a member

Whispli Case Manager Guide

Welcome to Whispli!

Whispli is a trusted and independent tool enabling your collaborators to submit reports and share misconduct within your Organization.

Using Whispli, you can receive, handle and investigate all reports in a simple and effective way.

We know you may still have questions, so please [reach out](#) to us if anything is not clear.

 Before you start, you might be wondering

How can I handle a report through the Whispli platform?

[Ready to start exploring Whispli?](#) This Case Manager Guide will help you learn all you need to know to handle a report and help keep your organization compliant.

[Need more help?](#) Check out our [? Helpcenter](#) with our FAQ.

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Close the report and archive it | Redact the report to anonymise

How to use your dashboards

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How to filter reports in your Reports tab

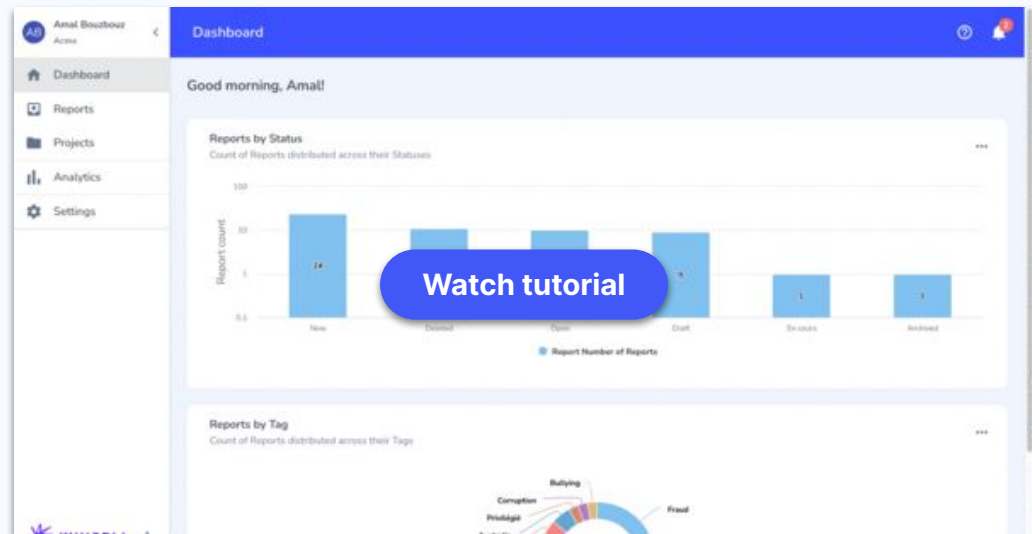
How to share a single report with a guest user

How to create a new version of a report

How to archive and redact a report

Welcome to your Dashboard

Learn how to use your default dashboard, share dashboards and receive dashboards.



? FAQs

[My Whispli Dashboard](#)

How to access your settings

How to see your dashboard

How to access your settings

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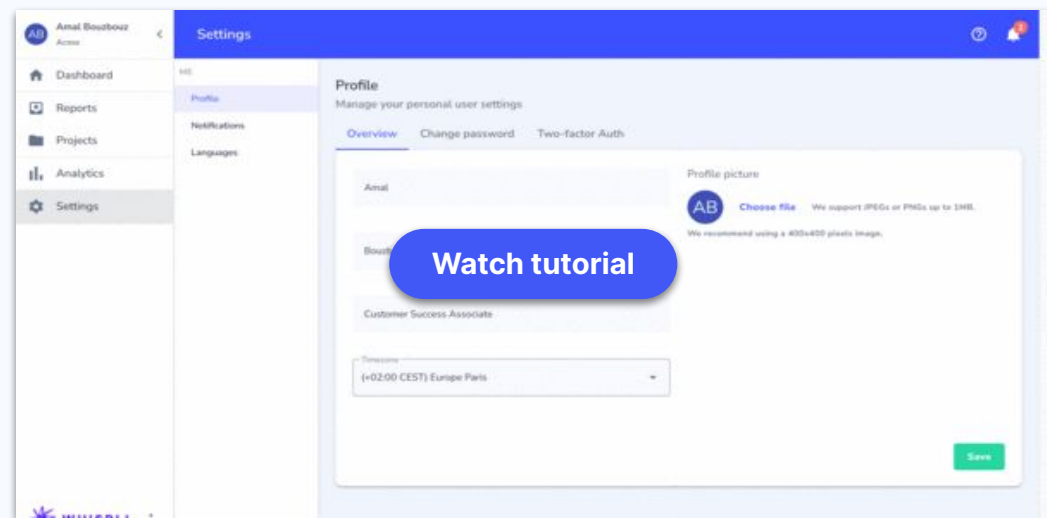
How to share a single report with a guest user

How to create a new version of a report

How to archive and redact a report

Change the settings of your platform

Learn how to change the language of your interface and edit other settings.



? FAQs

[How can i change my Profile Settings ?](#)

[How can i change my Password ?](#)

How to handle a case in one single page

How to see your dashboard

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How to filter reports in your Reports tab

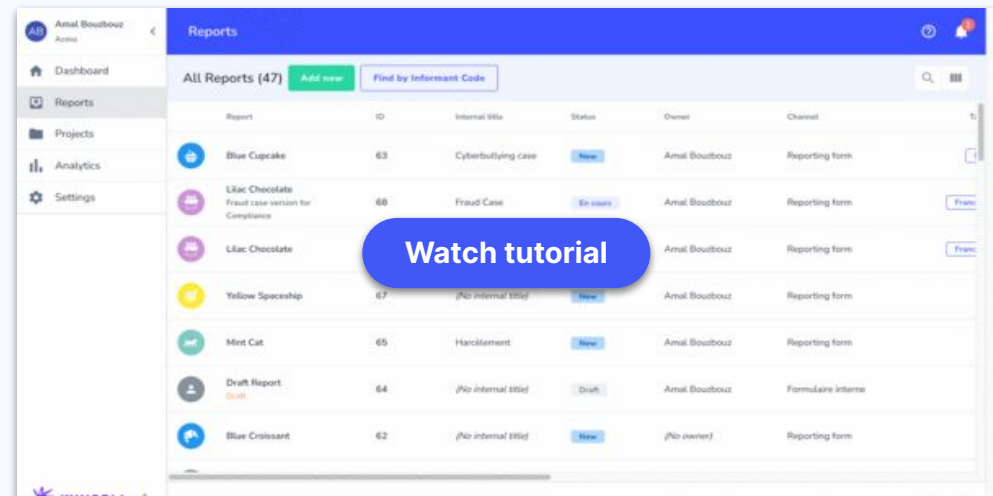
How to share a single report with a guest user

How to create a new version of a report

How to archive and redact a report

Work on a case in one single page

Learn how to access the details of a report and investigate through a workflow.



? FAQs

[How can i use Workflows to save internal notes, documents, case files, etc?](#)

[Can i submit multiple Workflows on a Report ?](#)

[What is each component of a report?](#)

How to filter reports

How to see your dashboard

How to access your settings

How to handle a case in one page

How to filter reports in your Reports tab

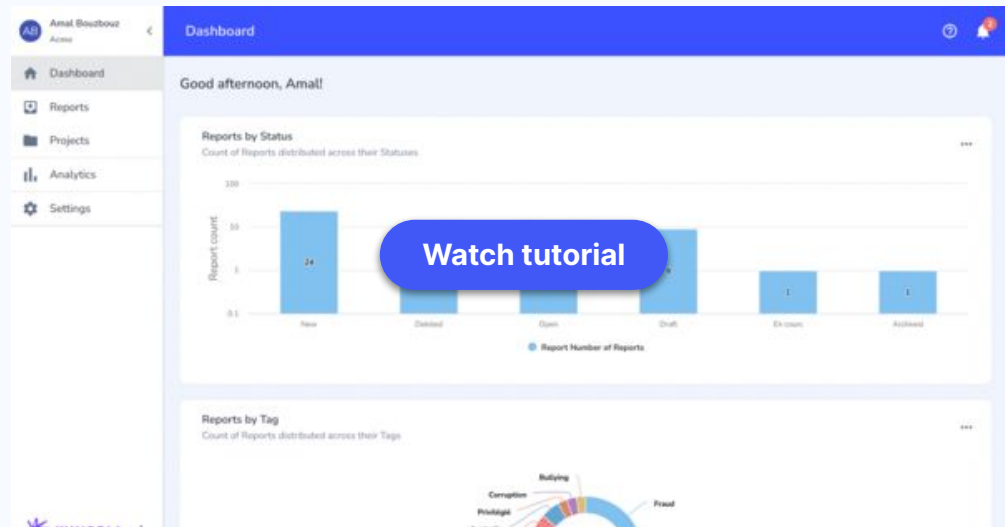
How to share a single report with a guest user

How to create a new version of a report

How to archive and redact a report

Make sure to get efficient visibility of reports

Learn how to filter the reports in the Reports tab in order to find them easily.



? FAQs

[How can i view all my assigned Reports?](#)

How to share a single report with a guest user

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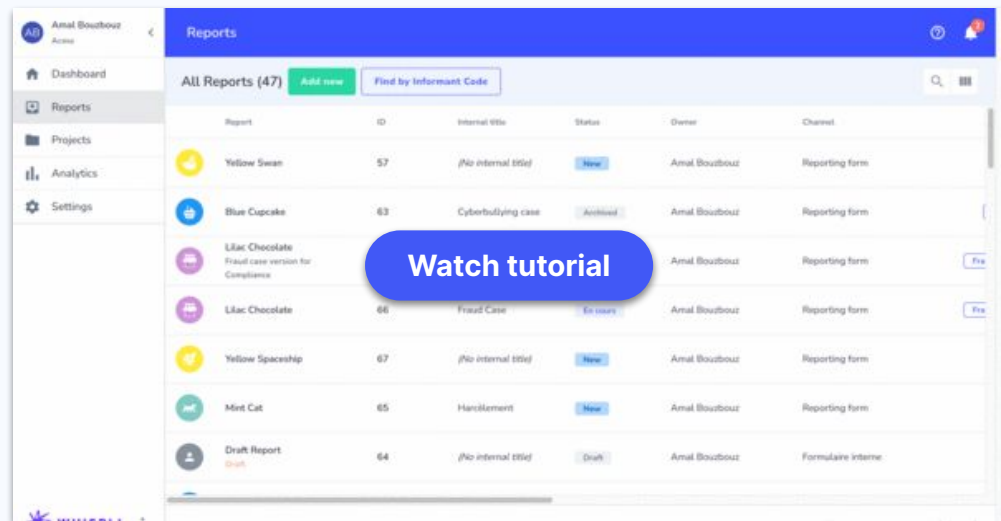
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Share a report to with someone outside Whispli

Learn how to share a report with someone outside of Whispli.



? FAQs

[How to share a single Report?](#)

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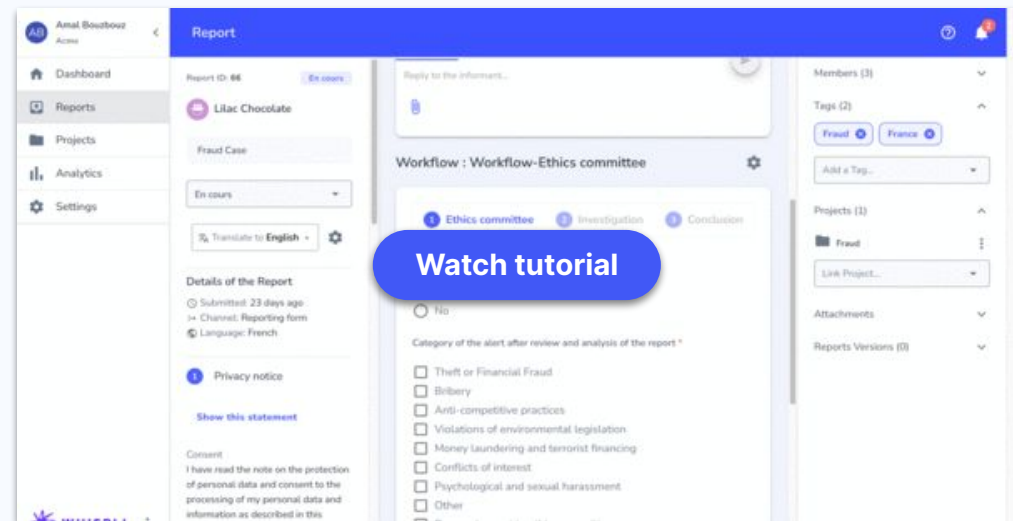
How to share a single report with a guest user

How to create a new version of a report

How to archive and redact a report

Create a new version of a report in order to share selected information

Learn how to duplicate a report and select information in the new version of a report.



? FAQs

[What is a Version of a report?](#)

How to archive and redact a report

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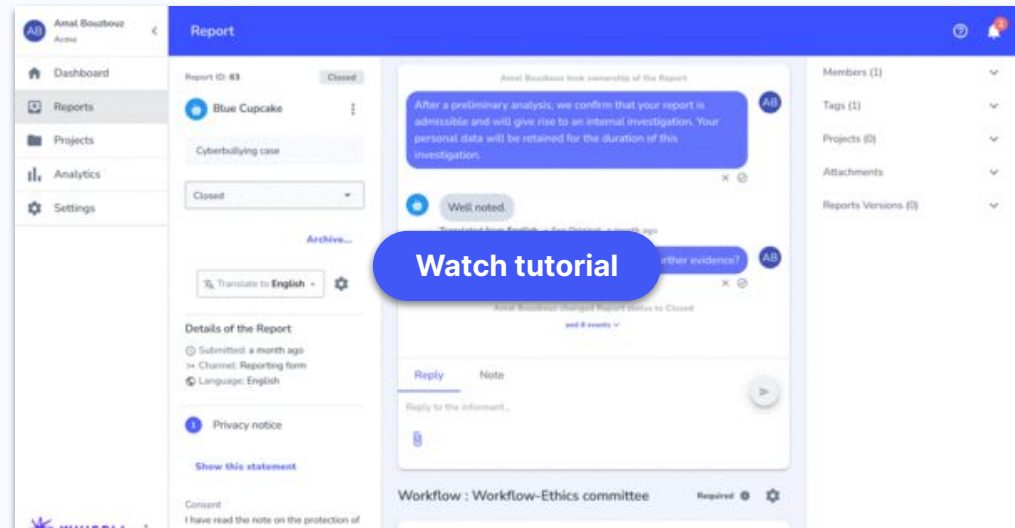
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How to archive and redact a report

Close and archive a report

Learn how to archive a closed report by setting a retention policy, then redact it if needed in order to anonymise report details.



? FAQs

[Report Redaction](#)

[What is the "Data Retention Policy" feature?](#)