

Getting started with Whispli

Case Manager's Journey Guide

Tutorials on how to handle a Report through Whispli as an admin

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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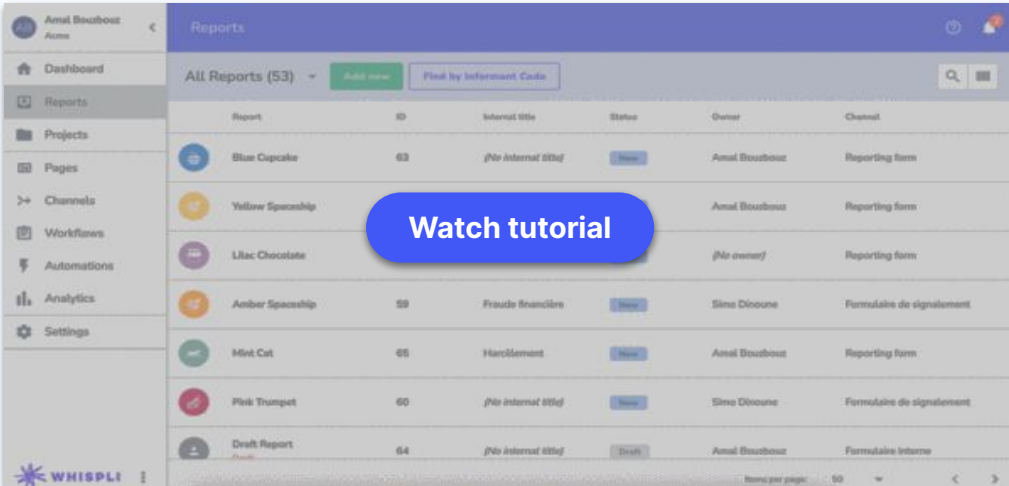
How to access and filter your audit trail

How to use the internal form

How to update your hyperlink

Work on a case in one single page

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



The screenshot shows the WHISPLI Reports interface. A sidebar on the left contains navigation options: Dashboard, Reports, Projects, Pages, Channels, Workflows, Automations, Analytics, and Settings. The main content area displays a table of reports with columns for Report, ID, Internal title, Status, Owner, and Channel. A blue button labeled 'Watch tutorial' is overlaid on the table.

Report	ID	Internal title	Status	Owner	Channel
Blue Cupcake	63	(No internal title)	View	Amal Boubout	Reporting form
Yellow Spaceship				Amal Boubout	Reporting form
Lilac Chocolate		(No owner)			Reporting form
Amber Spaceship	59	Fraude financière	View	Simo Diouane	Formulaire de signalement
Mint Cat	65	Harôlement	View	Amal Boubout	Reporting form
Pink Trumpet	60	(No internal title)	View	Simo Diouane	Formulaire de signalement
Draft Report	64	(No internal title)	Draft	Amal Boubout	Formulaire interne

? 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?](#)

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How to handle a case in one single page

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How to extract data

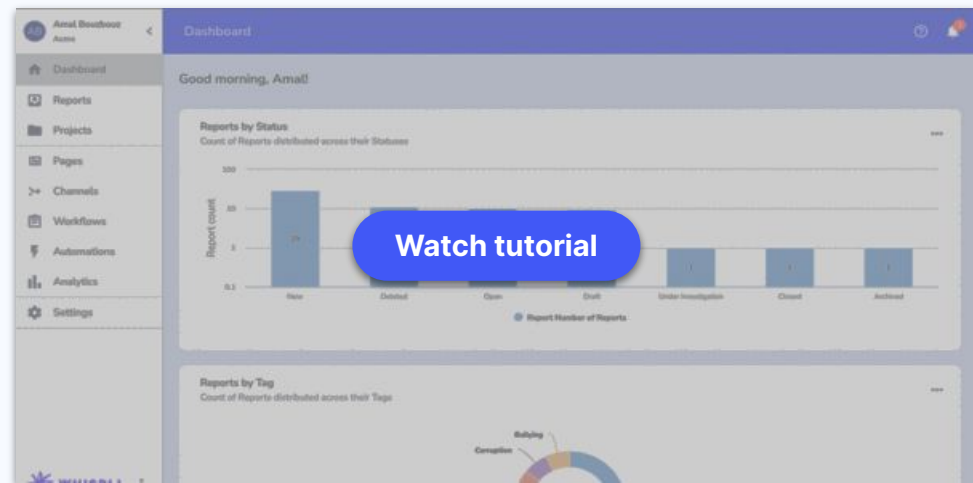
How to access and filter your audit trail

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Configure your analytics and create a dashboard

Learn how to filter data to get an efficient visibility on your dashboard



? FAQs

[My Whispli Dashboard](#)

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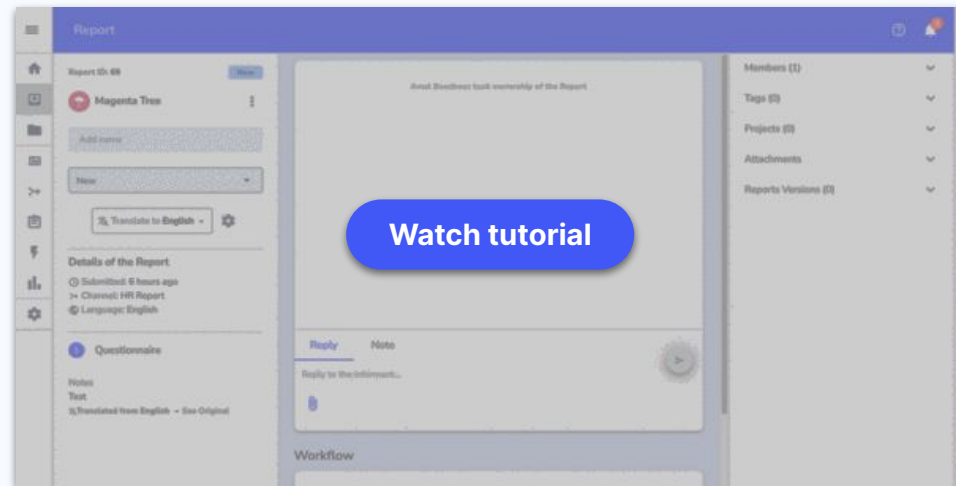
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Share a report with someone in or outside of Whispli

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



? FAQs

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

How to filter your reports

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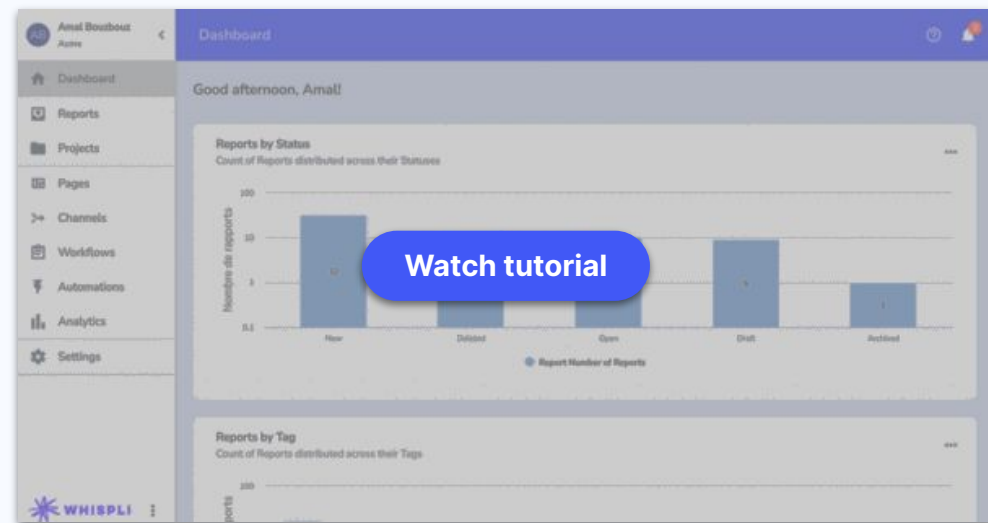
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Make sure to get efficient visibility of reports

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



? FAQs

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

What type of notifications the informant receives

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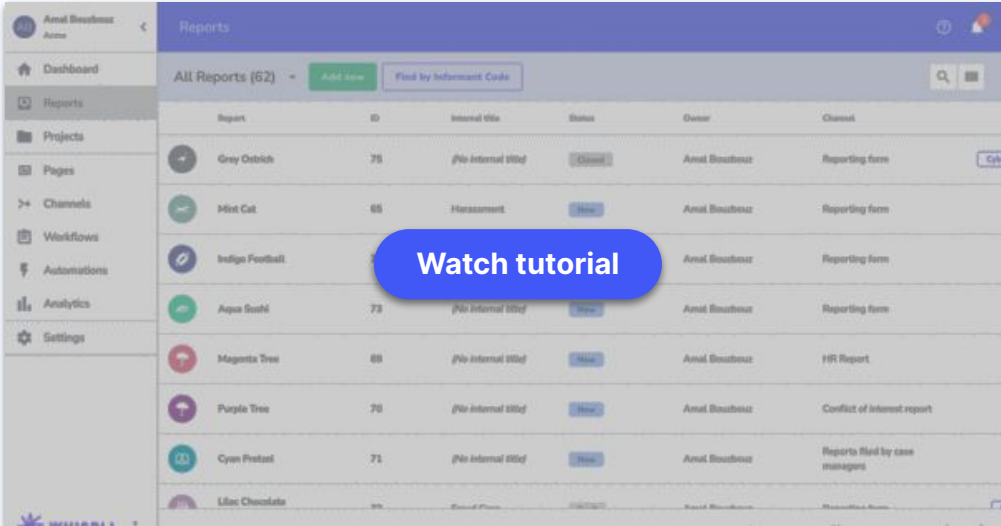
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Learn what types of notifications the informant receives in their Whispli safe inbox



The screenshot displays the 'Reports' section of the Whispli interface. It features a sidebar on the left with navigation options: Dashboard, Reports, Projects, Pages, Channels, Workflows, Automations, Analytics, and Settings. The main content area shows a table of reports with columns for Report, ID, Internal title, Status, Owner, and Client. A blue button labeled 'Watch tutorial' is overlaid on the table.

Report	ID	Internal title	Status	Owner	Client
Grey Ostrich	75	(No internal title)	Closed	Anmol Boushuz	Reporting form
Mist Cat	65	Harassment	New	Anmol Boushuz	Reporting form
Indigo Football	72	(No internal title)	New	Anmol Boushuz	Reporting form
Aqua Sash	73	(No internal title)	New	Anmol Boushuz	Reporting form
Magenta Tree	69	(No internal title)	New	Anmol Boushuz	HR Report
Purple Tree	70	(No internal title)	New	Anmol Boushuz	Conflict of interest report
Cyan Pretzel	71	(No internal title)	New	Anmol Boushuz	Reports filed by case managers
Lilac Chocolate	74	(No internal title)	New	Anmol Boushuz	Reporting form

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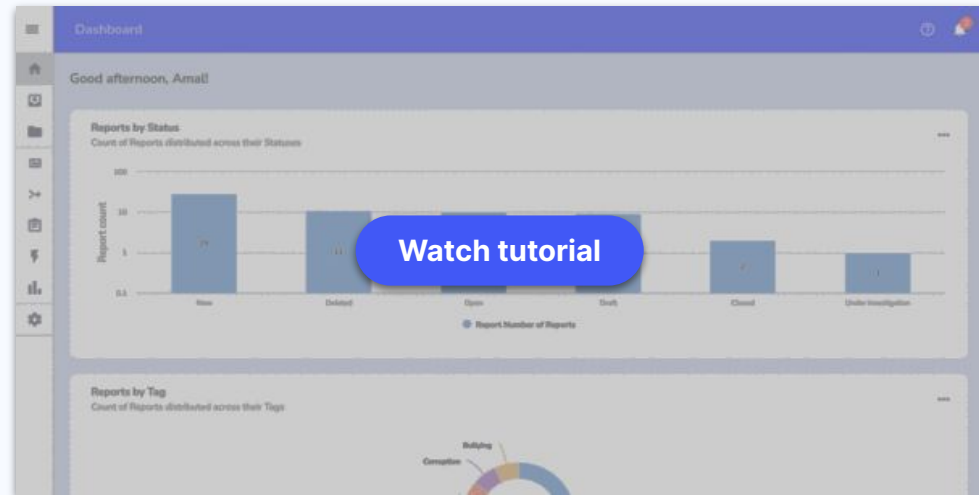
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Export data from your account to external uses

Learn how to export reports and/or workflows from your Whispli account



? FAQs

[Can I export all Reports data and/or all Workflow Submissions?](#)

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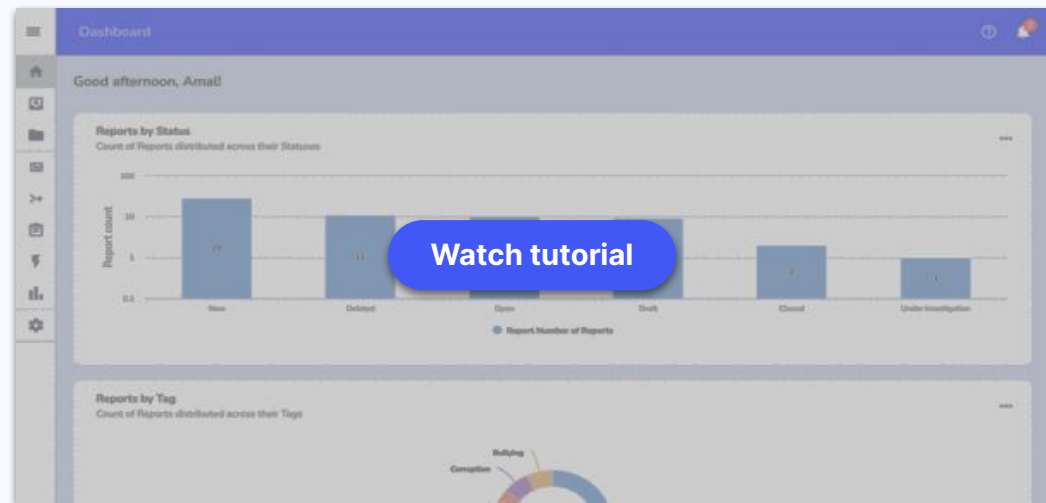
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How to use the internal form

How to update your hyperlink

Filter your audit trail and get efficient visibility of what is going on in your account

Learn how to filter your audit trail to track every activity realized in your account



? FAQs

[What is the "Audit Trail" feature?](#)

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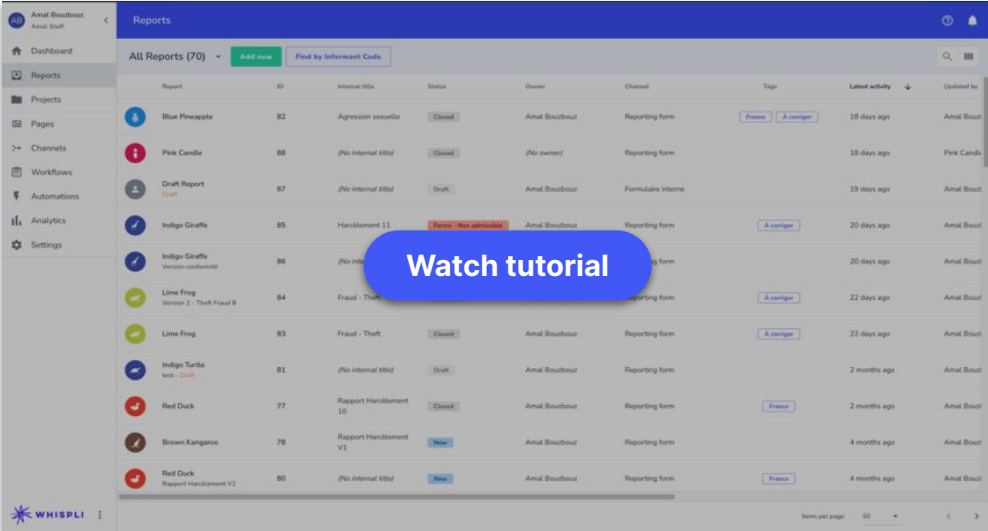
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Use the internal form feature and centralize all your reports in the Whispli platform



Report	ID	Internal title	Status	Owner	Channel	Tags	Latest activity	Updated by
Blue Pineapple	82	Agresion sexual	Closed	Amal Boutouz	Reporting form	France, A longer	18 days ago	Amal Bout
Pink Candle	88	(No internal title)	Closed	(No owner)	Reporting form		18 days ago	Pink Cand
Draft Report	87	(No internal title)	Draft	Amal Boutouz	Formulaire interne		19 days ago	Amal Bout
Indigo Graffe	85	Harassment 11	Open	Amal Boutouz	Reporting form	A longer	20 days ago	Amal Bout
Indigo Graffe	86	(No internal title)	Draft	Amal Boutouz	Reporting form		20 days ago	Amal Bout
Lime Frog	84	Fraud - Theft Fraud B	Open	Amal Boutouz	Reporting form	A longer	22 days ago	Amal Bout
Lime Frog	83	Fraud - Theft	Closed	Amal Boutouz	Reporting form	A longer	22 days ago	Amal Bout
Indigo Turtle	81	(No internal title)	Draft	Amal Boutouz	Reporting form		2 months ago	Amal Bout
Red Duck	77	Rapport Harassment 10	Closed	Amal Boutouz	Reporting form	France	2 months ago	Amal Bout
Brown Kangaroo	76	Rapport Harassment V1	New	Amal Boutouz	Reporting form		4 months ago	Amal Bout
Red Duck	80	Rapport Harassment V2	New	Amal Boutouz	Reporting form	France	4 months ago	Amal Bout

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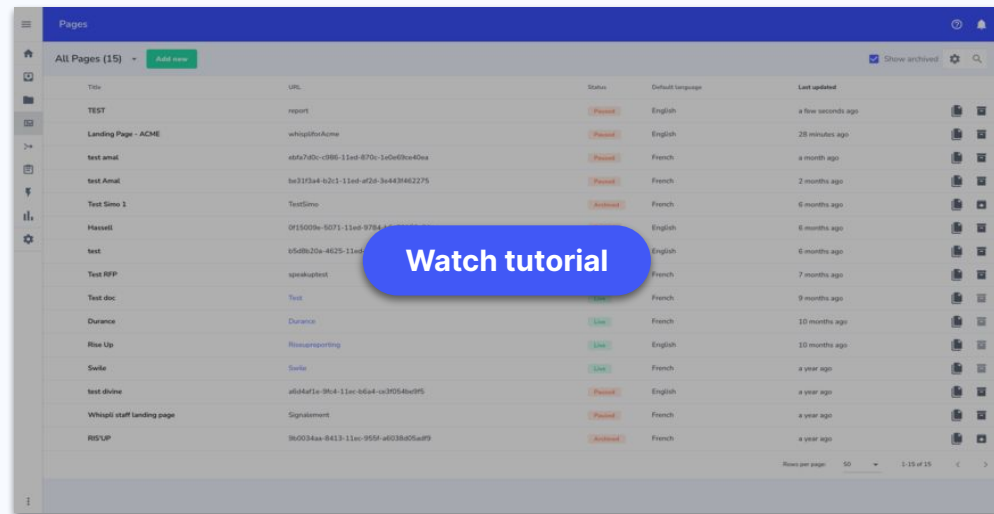
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Learn how to update your hyperlink in the description field.



? FAQs
[Creating/Editing a landing page](#)

