

# Make an E-Report on MDT

Here you can learn how to make an E-Report on the MDT.

## Step 1.

First set your call to "code 4".

## Step 2.

Go to your home page and in the top right press your name.

## Step 3.

On the left press Officers.

## Step 4.

Press New E-Report or go to <https://dcrcad.com/report-wizard.php>.

## Step 5.

Copy your call ID from the MDT into the call ID sections.

## Step 6.

Write what happened in the call, anyone injured who was involved, etc.

## Step 7.

When you are done type your name into Electronic Signature and press, Submit.

## Step 8.

After that, you can go onto your next call.