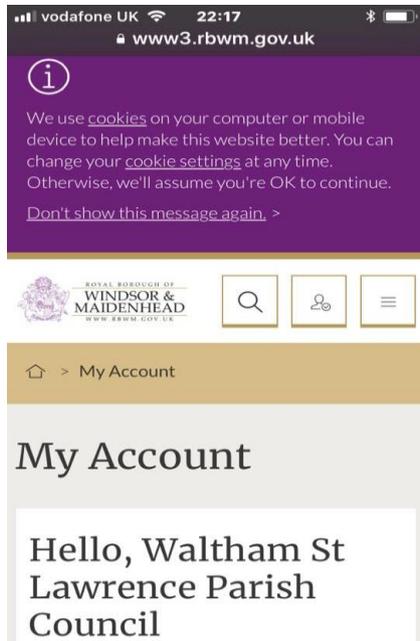


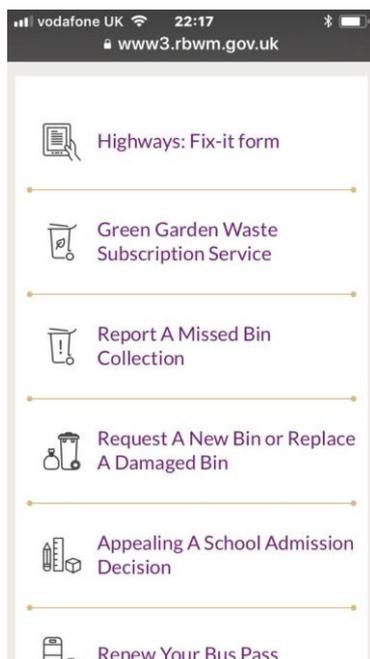
# How to use the RBWM online reporting system in 9 (easy) steps.

1. Firstly go to the RBWM website and register.

<https://www3.rbwm.gov.uk>



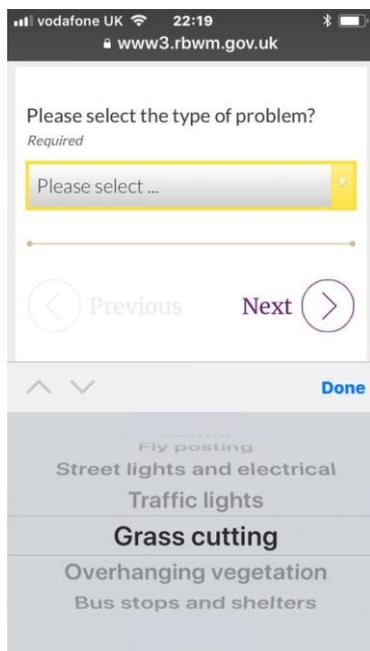
2. Select the area that you wish to report, eg If we are reporting overgrown verges we will select “Highways”



3. Put in the name of the street/road/lane that is the problem area and move the little marker balloon to the correct location.



4. Select the type of problem - let's say grass cutting



5. Describe where it is- e.g verge and a brief description of why it is a problem.

The screenshot shows a mobile application interface. At the top, the status bar displays 'vodafone UK', signal strength, Wi-Fi, the time '22:21', and battery level. Below the status bar, the address bar shows 'www3.rbwm.gov.uk'. The main content area has a title 'Where is the problem?' followed by the word 'Required'. A dropdown menu is open, showing 'Verge' as the selected option. Below the dropdown is a horizontal line. Underneath is the text 'Please provide any other relevant details about the problem:'. A text input field contains the message: 'Site lines for traffic using this junction are very very DANGEROUS. Immediate strumming is required.' Below the text field is another horizontal line. At the bottom, there are two circular navigation buttons: 'Previous' with a left arrow and 'Next' with a right arrow.

6. If you have a photo upload here.

The screenshot shows a mobile application interface. At the top, the status bar displays 'vodafone UK', signal strength, Wi-Fi, the time '22:21', and battery level. Below the status bar, the address bar shows 'www3.rbwm.gov.uk'. A breadcrumb trail shows 'Home > Online forms > Report It Form'. The main content area has a title 'Upload a photo of the problem'. Below the title is a text block: 'You can send us a photo of the problem. If you can show it in relation to a building, junction or other landmark, that would help us in locating it.' Below this text is a purple button with a white file icon and the text 'CHOOSE A FILE...'. Below the button is a help message: 'Help: Please note we only accept files that are smaller than 8MB and files that are in JPG, JPEG, GIF or PNG formats.' Below the help message is a horizontal line.

7. Even though you've had to sign in to access the system you now need to input your details.

The screenshot shows a mobile application interface with a dark header bar containing the text 'vodafone UK', '22:23', and 'www3.rbwm.gov.uk'. Below the header, the title 'Your Details' is displayed. The form consists of three sections, each separated by a horizontal line. The first section is labeled 'Title' with a 'Required' note below it; a dropdown menu is open showing 'Mrs'. The second section is labeled 'First name' with a 'Required' note; the text 'Waltham St Lawrence' is entered in the input field. The third section is labeled 'Last name' with a 'Required' note; the text 'Parish Council' is entered in the input field.

8. You get to check a summary of your report.

The screenshot shows a mobile application interface with a dark header bar containing the text 'vodafone UK', '22:23', and 'www3.rbwm.gov.uk'. Below the header, the title 'Confirmation of supplied details' is displayed. The content is a table with two columns: 'Question' and 'Answer'.

Question	Answer
Please select the type of problem?	Grass cutting
Where is the problem?	Verge
Please provide any other relevant details about the problem:	Site lines for traffic using this junction are very very DANGEROUS. Immediate strumming is required.
You can send us a photo of the problem. If you can	

9. If all is OK press submit. Job done.