

Review a Draft Incident

Last Modified on 05/17/2021 5:18 pm EDT

If you click the **Save as Draft** button when submitting an incident, you can view and edit your draft in the **Submission Drafts** section before submitting. Any incidents that are sent back to you for review by the **Incident Screener** will also appear in **Submission Drafts**. You will receive an email notification if an incident is sent back to you for review.

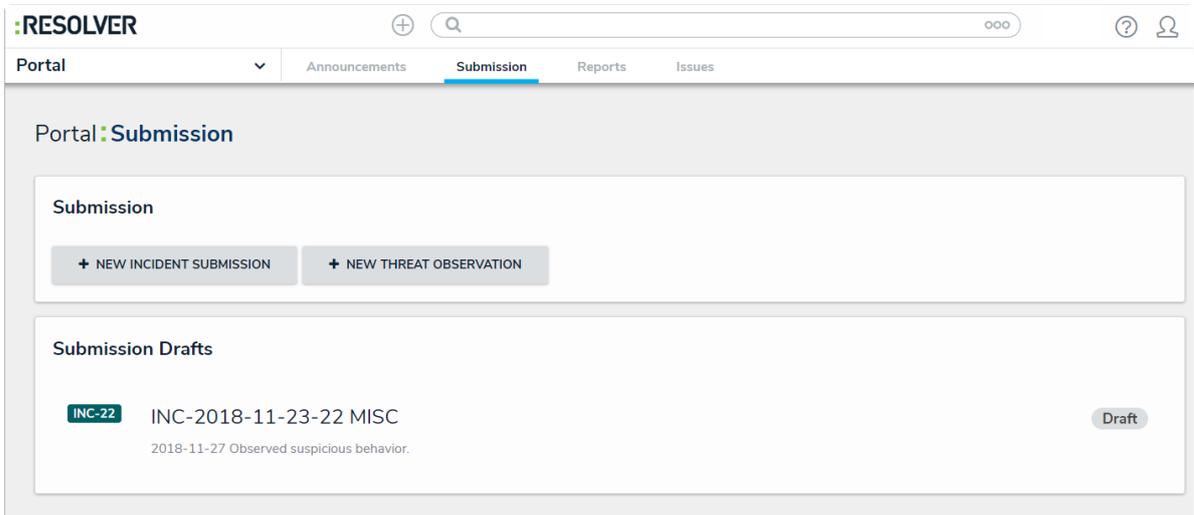
To review your draft incidents:

1. Log into a user account that's been added to the **Portal Access** or **Officer** user group.
2. Click the dropdown menu in the nav bar, then click **Portal**.



The Portal application in the nav bar.

3. Click the **Submission** tab.



The Submission Drafts section.

4. Click an incident in the **Submission Drafts** section to display the form.
5. Review the data in the form, including any comments made by the **Incident Screener**, and make your changes as needed.
6. Click **Submit** to send the form to triage or click **Save as Draft** to return the form to your drafts.