

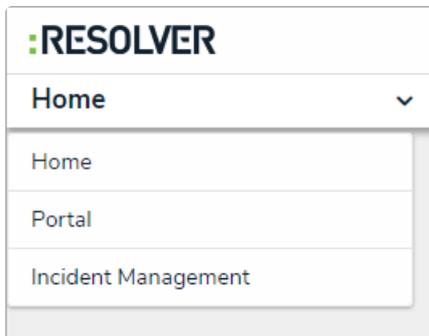
View & Manage Incident Tasks

Last Modified on 05/25/2022 1:54 pm EDT

Once a task has been [created](#), it can be reviewed and edited at any time by selecting it from within the incident it has been assigned to. Alternatively, assigned tasks can be found on the [My Tasks](#) page, or in the **Tasks** activity of the **Portal**

To view and manage your tasks:

1. Log into a user account from the **Incident Owner** user group which has been assigned a task.
2. Click the dropdown in the nav bar > **Incident Management** to display the **Incidents** activity.



The nav bar.

3. Click an incident to open the **Incident** form.
4. Click the **Tasks** tab to open the **Tasks** section, then click the task to be reviewed.
5. Edit the task as needed.

TASK [Close] [Refresh]

Follow up with OHS advisor

T-1 OPEN [More]

Details | History

Task Type
Collaboration

Description
[Empty text area]

Task Assigned To
[Search] Incident Owner [x] [NOTIFY]

Fields | Related Data | Properties

Assigned Date
May 25, 2022

Priority
Low Medium **High** Urgent

The Task Review palette.

6. If the task is finished, click **Complete** to move the task to the **Completed** state.