

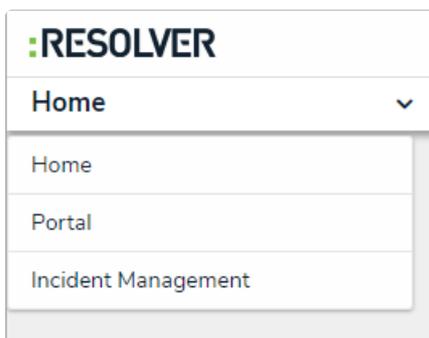
Submit an Incident from the Triage Activity

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Users in the **Incident Screeners** user group can create new incident records from the **Triage** activity. The fields on this form are identical to the form accessible by [portal users](#), except that incident screeners can select an incident type at the time of submission.

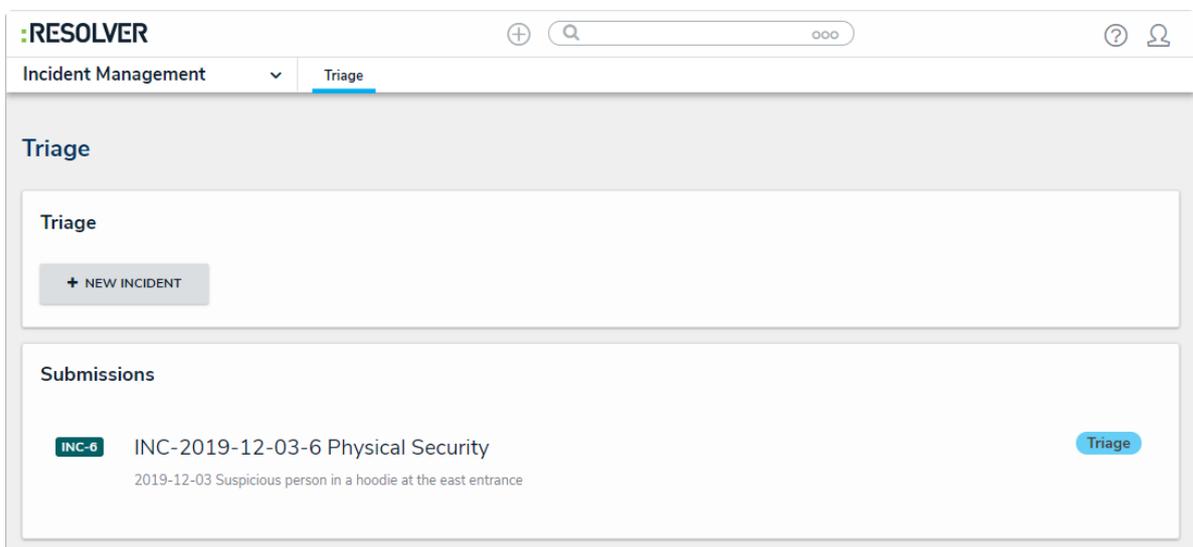
To submit an incident from the Triage activity:

1. Log into a user account that's been added to the **Incident Screener** user group.
2. Click the dropdown in the nav bar > **Incident Management** to display the **Triage** activity.



The nav bar.

3. Click **New Incident** in the **Triage** section to display the **Create a New Incident** form.

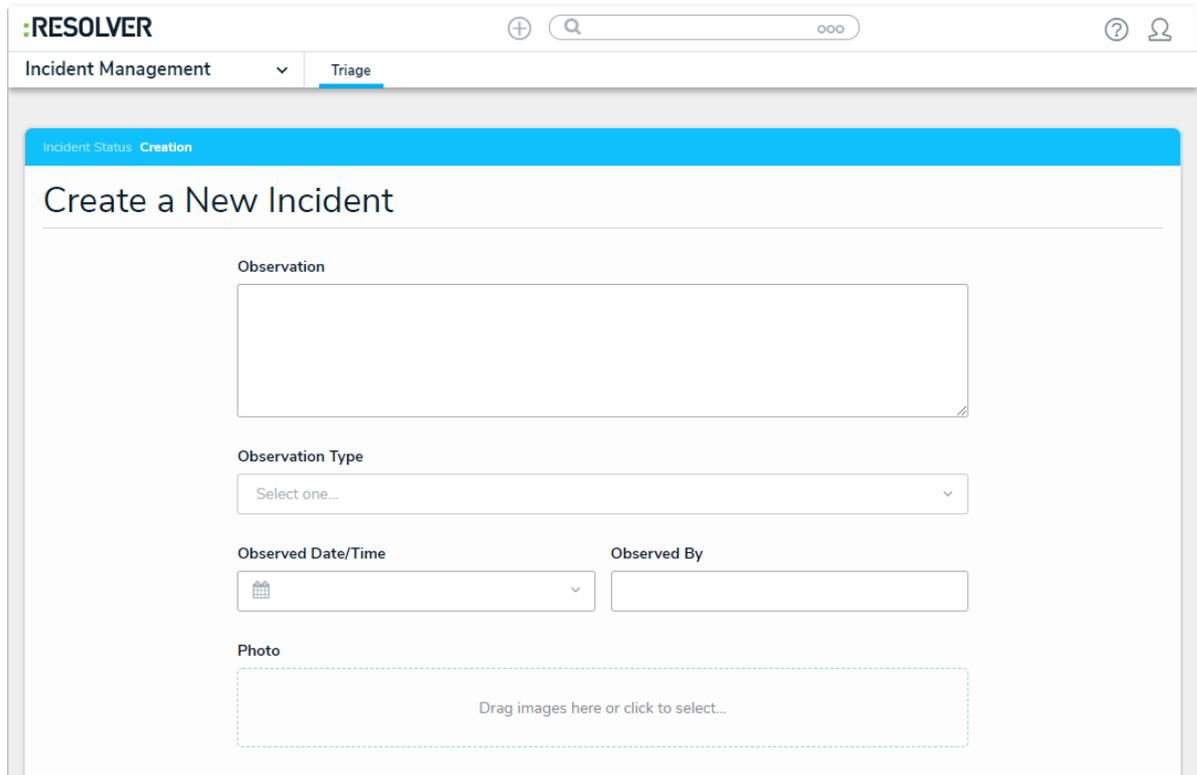


The Triage section of Incident Management.

4. Enter the details of the incident in the **Observation** field.
5. Click the **Observation Type** select list to select an observation type.
6. Select the date and time the incident was observed at from the **Observed Date/Time** field.
7. Type the name of the person who observed the incident in the **Observed By** field.
8. **Optional:** Drag images and attachments to the **Photo** and **Observation**

Attachments sections to add them to your submission. You can also click in the box below **Photo** or **Observation Attachments** to browse for files on your machine.

9. Enter the street address where the incident occurred at in the **Location** field. Alternatively, a pin can be placed on the map.
10. Click **Add Existing Primary Incident Type** to bring up a list of incident types to add to the incident. Note that an incident type is mandatory once the incident object is saved and moved to **Triage**.



The screenshot shows the Resolver web interface. At the top, there is a navigation bar with the Resolver logo, a search bar, and user profile icons. Below this is a breadcrumb trail: 'Incident Management' > 'Triage'. The main content area has a blue header that says 'Incident Status: Creation' and a title 'Create a New Incident'. The form contains several fields: a large text area for 'Observation', a dropdown menu for 'Observation Type' with 'Select one...' as the placeholder, a date/time picker for 'Observed Date/Time', and a text input for 'Observed By'. At the bottom, there is a dashed box for 'Photo' with the text 'Drag images here or click to select...'.

A new incident form from the Triage activity.

11. Click **Save As Triage** to create the new incident object and display the [incident triage form](#).



Navigating away from the incident form before clicking **Save as Triage** will delete any change made to the form.