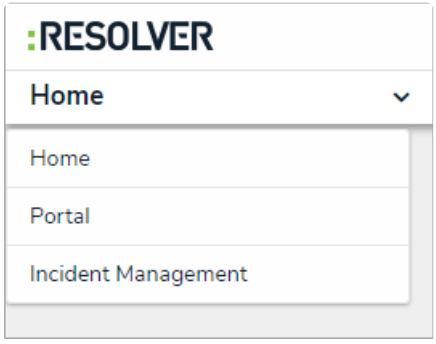
Submit an Incident from the Triage Activity

Last Modified on 04/28/2020 3:13 pm EDT

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.

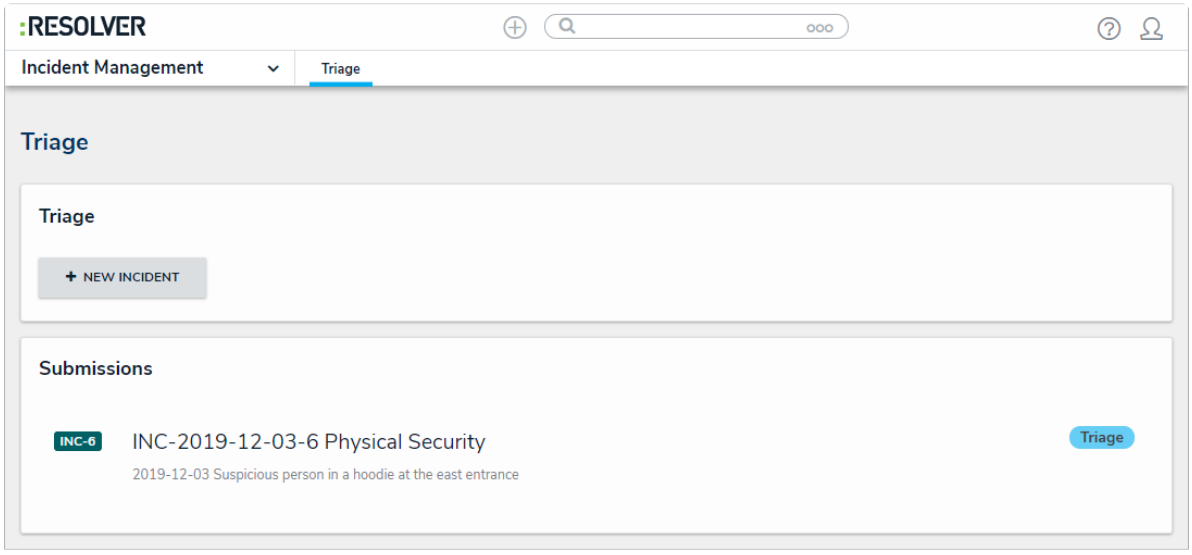
To submit an incident from the Triage activity:

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.

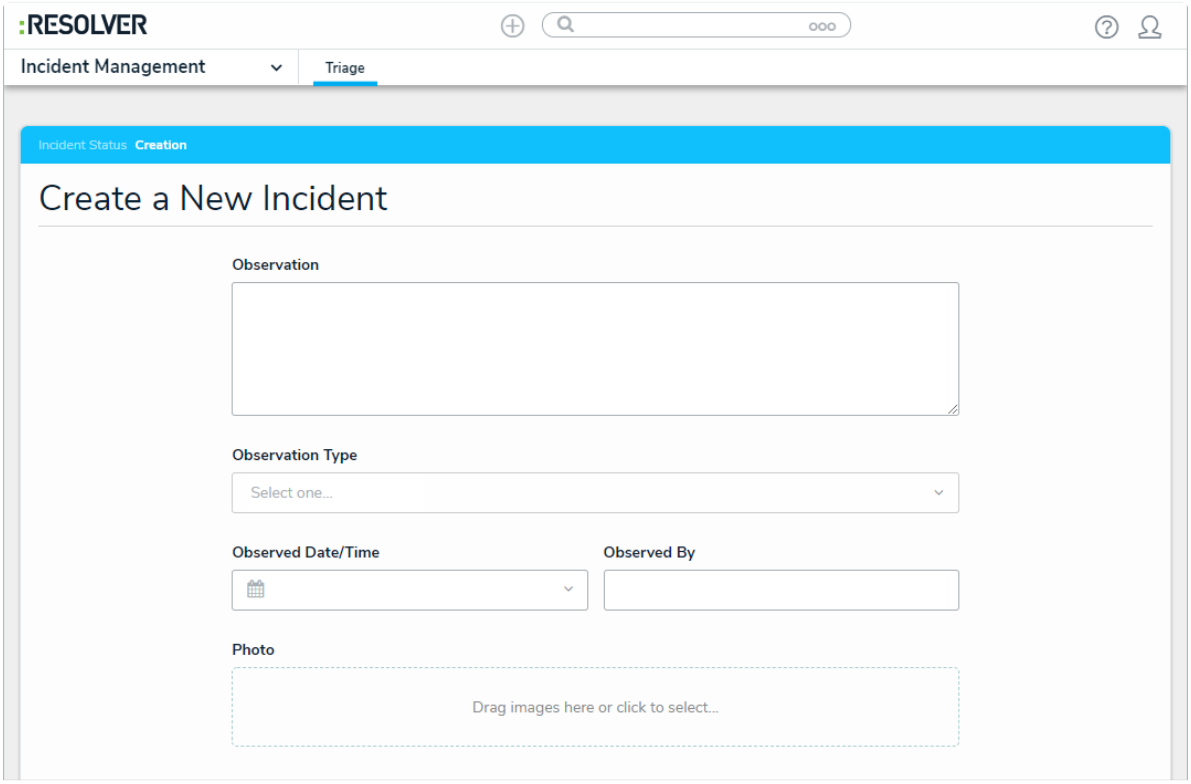


The Triage section of Incident Management.

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**.



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.