

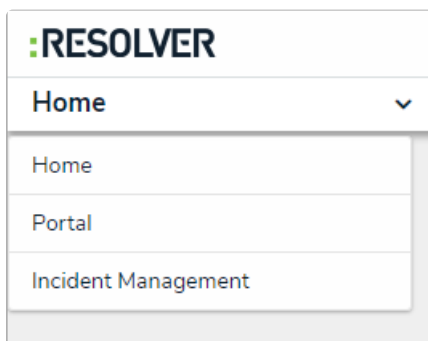
Review an Incident

Last Modified on 05/26/2022 10:33 am EDT

The instructions below show how to access incidents in the Incident Management application's **Review** state. However, incidents in review will also appear on the Incident Supervisors' [My Tasks](#) page.

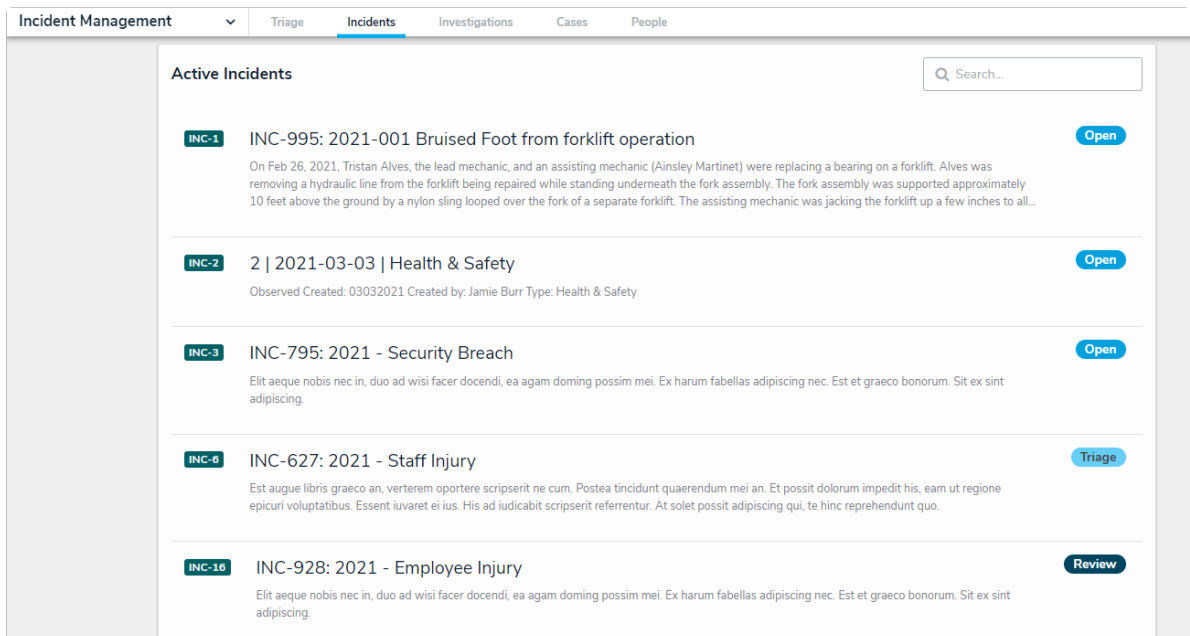
To view an incident in the Review state:

1. Log into a user account from the **Incident Supervisor** user group.
2. Click the dropdown in the **nav bar**, then click **Incident Management** to display the **Incidents** activity.



The nav bar.

3. Click an incident in the **Active Incidents** section to display it. Incidents ready for review will be in the **Review** state.



The Active Incidents section.

4. [Review and edit](#) the incident as needed.

INC-928: 2021 - Employee Injury

REVIEW

Details

Relationship Graph

History

Communications

Investigation

Investigator

Investigation Start Date

Investigation Close Date

Description

Investigations Summary

Outcome Overview

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Investigation Cost

\$0.00

Investigation Duration

195

Investigation POIs

0

Investigation Time Spent (Hours)

0

Investigation Start Date

May 20, 2021

Action Plan & Logs

Subjects

Evidence

Interviews

Links & Attachments

Root Cause/Outcomes

Incident Tasks

Incident Logs

Log Date/Time	Name	TimeSpent (Minutes)	Cost (\$)
No data to display			

The Incident Review form for an incident in the Review state.

5. Click one of the following buttons:

- **Return:** Returns the incident back to the **Open** or **Under Investigation** state.
- **Complete Review:** Closes the incident because no further action is required.
- Incidents can be moved into the Review state only if the objects selected in the Business Unit or Incident Type fields have the Supervisor Review option selected.



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