

Glossary of Terms

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<i>TERM</i>	<i>DEFINITION</i>
Activity	Part of an application where users can create, edit, and view data.
Application	Holds activities where users complete tasks (actions) and view information (views).
End users	The non-administrative users who work with Incident Management and its applications.
Field	A component on a form where a user can input data. Fields can include plain text, numeric, date and time formats, as well as select lists (dropdown menus), and attachments.
Incident	An event that is deemed worthy of being recorded, tracked, assessed and analyzed.
Incident Type	A category that describes an incident and can be used to group it with similar incidents.
Investigation	The action of examining an incident's cause and effect.
Library	Contains all object types and their data that can be added to incidents.
Object	A record saved to an object type (the record category). For example, Incident is the object type, while Accident, which outlines the details of an on-site incident, is the object.
Object type	The category of the data collected (e.g. Incident, Employee Record, Witnesses, Vehicles, etc.). Once a record is saved to an object type, it becomes an object.
States	The various stages of the data collection process (e.g. Create, Triage, Review, Investigate, Close) for an object type workflow.
Task	Actions attached to an incident that must be completed before the incident can be closed.
Triage	Incidents submitted to the Portal go to the Triage, where the Incident Screener vets potential incidents for their validity.

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User Groups	A collection of users saved to a group (e.g. Employees or Managers). The user group they are assigned to will determine their rights within the app.
Value	Data entered or selected in a field. For example, Name is the field, but the data entered in that field, John Doe, is the value.
Workflow	Controls the flow of data as well as defines what data is displayed, where it's displayed, and to whom it's displayed through applications, activities, search results, reports, and assignments. Each object type has a workflow.