

Review Incidents as an Administrator

Last Modified on 07/15/2020 5:28 pm EDT

Incident management administrators have access to view all incidents and intake records and their involvements. These users can review individual incidents or view incident reports.



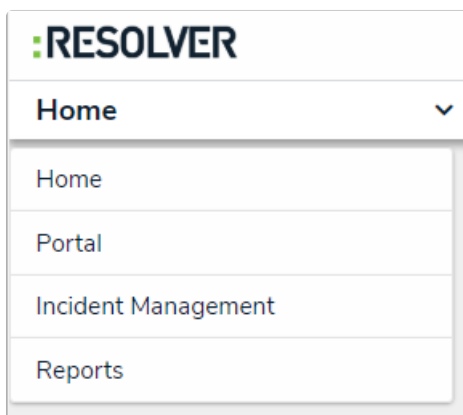
The **Administrator (Incident Management)** user group can view incident objects and create library objects only. It is not to be confused with the [Core Administrator](#), who can add users.

To view individual incidents:

1. Log into a user account that's been added to the **Administrator (Incident Management)** user group.
2. Use the search function to [search by incident name](#) or by [object type](#).

To view a report:

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



The Reports application in the nav bar.

3. Click a [report](#) to open.

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Reports

Incident

Reports

Incident

Incident List

C-1

Riverdale Industries

Active

Since its founding in Bavaria in 1872, Riverdale Industries, Inc. has become the leading supplier of fiberboard products in Europe and North America, with offices in 12 cities worldwide, including the ...

Incident Summary

C-1

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The Incident tab in Reports.