

Incident Detail Report

Last Modified on 11/15/2024 2:46 pm EST

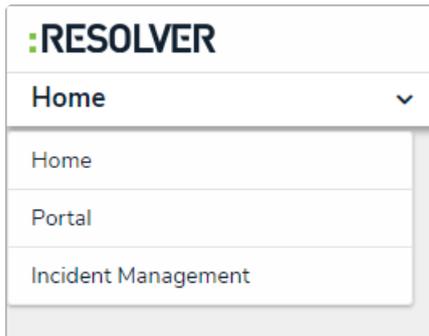
While Incident Management has several useful [reports](#) for viewing aggregate incident data, there are times when it is useful to view a single incident with all of its details and attachments laid out. The incident detail report is a read-only report that allows incident owners, investigators, supervisors, and administrators to view this information for incidents that are in the **Open**, **Investigation**, **Legal Hold**, or **Closed** states. [GS: Should this report be mentioned on the Reports Overview article, or is it too different?](#)

The incident report contains the following sections: [GS: Is this enough detail or should I dig a little deeper?](#)

- **Main Incident Form:** All the major details of the incident including the type, severity, net loss, etc.
- **Incident Locations:** The relevant information of any location linked to the incident, including any uploaded images.
- **Involvements:** A list of all persons and items involved in the incident with their relevant information and images. For items, the total value of each will be displayed.
- **Narratives:** All narratives linked to the incident, including opening statements, witness statements, etc.
- **Incident Attachments:** All images and documents that have been attached to the incident.
- **Losses and Recoveries:** A table of all losses and recoveries recorded for the incident. [GS: This did not show up for me, even with incidents that I set up losses and recoveries for. Is it no longer part of this report?](#)
- **Incident Summary:** The incident's outcomes, notes, and audit information.

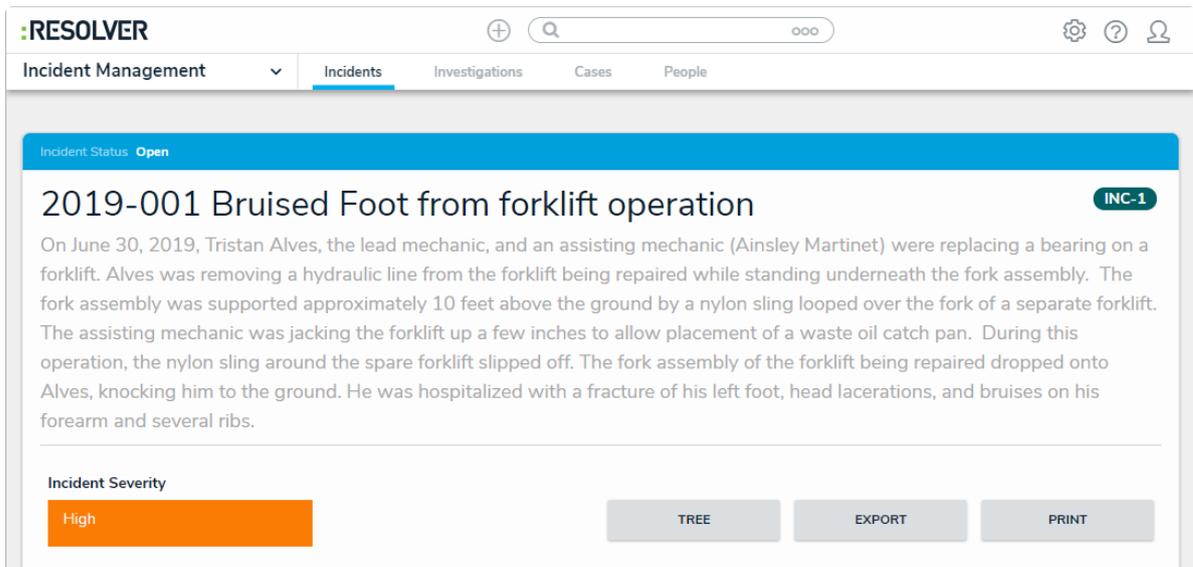
To view the incident detail report:

1. Log into a user account that's been added to the **Incident Owner**, **Incident Investigator**, **Incident Supervisor**, or **Administrator (Incident Management)** user group. [GS: Should we copy this article over to these other roles, or should it stay in one place?](#)
2. Click the dropdown in the **nav bar**, then click **Incident Management** to display the **Incidents** activity.



The nav bar.

3. Click an incident that is in the **Open**, **Investigation**, **Legal Hold**, or **Closed** state to open the **Incident Review** form.



The Incident Review form.

4. Click the **Print** button to display the incident detail report for that incident.

IM - Incident Detail Report

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Last Updated: Nov 29, 2019 10:55 AM

INC-1 2019-001 Bruised Foot from forklift operation

Primary Incident Type Security Breach	Incident Severity High	Net Loss 32746.00	
Description			
<p>On June 30, 2019, Tristan Alves, the lead mechanic, and an assisting mechanic (Ainsley Martinet) were replacing a bearing on a forklift. Alves was removing a hydraulic line from the forklift being repaired while standing underneath the fork assembly.</p> <p>The fork assembly was supported approximately 10 feet above the ground by a nylon sling looped over the fork of a separate forklift. The assisting mechanic was jacking the forklift up a few inches to allow placement of a waste oil catch pan.</p> <p>During this operation, the nylon sling around the spare forklift slipped off. The fork assembly of the forklift being repaired dropped onto Alves, knocking him to the ground. He was hospitalized with a fracture of his left foot, head lacerations, and bruises on his forearm and several ribs.</p>			
Observed Date/Time June 17, 2019 6:00 pm	Incident Reported DateTime June 17, 2019 6:00 pm	Incident Start DateTime June 17, 2019 6:00 pm	Incident End DateTime
Reported By	Responding Person(s) Anthony McComas	Incident Owner	Incident Supervisor
Incident Flags	Fiscal Year FY 2019	Additional Responses EMS	Police File Number
Flag Notes	Additional Incident Types		

An incident detail report.