

Triage Loss Events

Last Modified on 04/05/2023 5:14 pm EDT

After a loss event owner submits a loss event, it is assigned to the risk team to fill in additional information and add categorization tags. As a member of the risk team, loss events that have been submitted for triage will appear either on the My Tasks page or the **Loss Events in Draft and Triage** section of the **Loss Events** tab.

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Home	✓ My Tasks		
My Tasks LE-112	♦ SORT ~ Q SEARCH LE-112 - Damaged Asset TRIAGE Assigned to me on Oct 19th, 2020	Loss Event Workflow State 0 1 Triage	9 2

Assigned loss events on the My Tasks page.

To triage loss events:

- Log into a user account that's been added to the **Risk Team** user group to display the **My** Tasks page.
- 2. Click a loss event to display the **Loss Event Triage** form.



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Applications ~						
Loss Event Triage						
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Loss Event Triage						
Based on the details provided from the observation, determine whether or not a Loss Event has occurred and						
needs to be tracked. If required, you can re-name the Loss Event, assign an owner, and determine which						
Business Unit(s) that it is applicable to.						
Submission Details Triage Details						
Date/Time Submitted		Loss Event Name				
October 19, 2020 11:50 am		LE-112 - Damaged Asset				
C. Instanting Description						
Submission Description		Description				
broken and will no longer turn on.						
Observed Date/Time						
October 19, 2020 11:48 am						
Type of Event			10			
Damaged Asset						
		Event Severity				
Estimated Loss (\$)		Select one	~			
1500						
Attachments		Date of Occurence				
		**	~			
Loss Event Submitter						
		Date of Discovery				
		m	~			

The Loss Event triage form.

- 3. Fill out the fields as required. See the Create Loss Events article for further information on filling out this form.
- 4. Click one of the following buttons:
 - Archive Submission: Send the loss event to the archive. It can no longer be seen or used except by Administrators.
 - **Open Event**: Opens the loss event and sends it to the assigned loss event owner.