

Incident Screener Overview

Last Modified on 02/24/2025 10:49 am EST

When an employee submits an incident through the Portal, that incident object is sent to users in the **Incident Screener** user group. Users in this group are responsible for managing incidents in the **Triage** state, including:

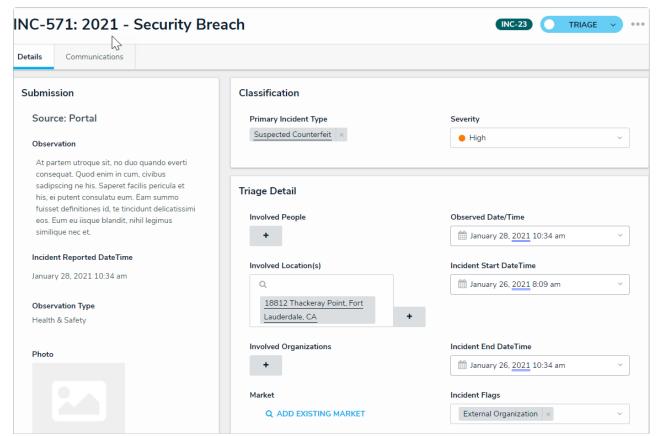
- Providing additional details about the incident, such as business unit, date and time, and involvements, depending on the incident type chosen;
- Assigning incident owners, supervisors, or investigators;
- Adding comments about the incident; and
- Returning the incident object back to the employee as a draft to collect additional information.

The primary objective of the incident screener is to ensure an accurate primary incident type is selected. Incident screeners can also read incidents in an **Open** state, read and edit incidents in the **Draft** state, or create new incident objects, depending on the primary incident type chosen.

Watch the video below for a brief overview of this user group.

Your browser does not support HTML5 video.





An incident object as it's displayed to a user in the Incident Screener user group.