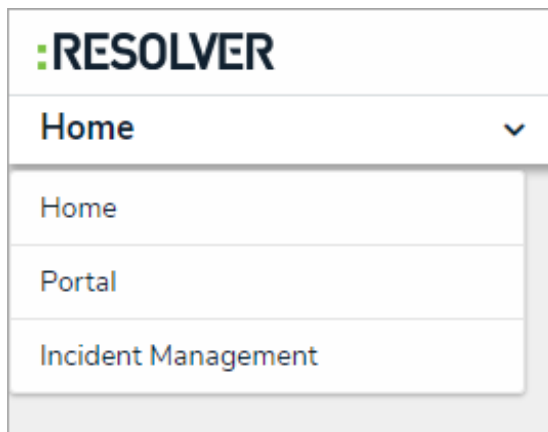


View & Manage Incident Tasks

Once a task has been [created](#), it can be reviewed and edited at any time by selecting it from within the incident it has been assigned to. Alternatively, assigned tasks can be found on the [My Tasks](#) page, or in the **Tasks** activity of the **Portal**

To view and manage your tasks:

1. Log into a user account that's been added to the **Incident Owner** user group and has been assigned a task.
2. Click the dropdown in the nav bar > **Incident Management** to display the **Incidents** activity.



The nav bar.

3. Click an incident to open the **Incident Review** form.
4. Expand the **Tasks & Action Plan** section, then click the task to be reviewed.
5. Edit the task as needed.

Task Status **Open** ✕

Task Sample 11 T-26

Task Type
Logistics ▼

Description

Task Assigned To
Start typing to find Us... ▼ **NOTIFY**

Fields Related Data Properties

Assigned Date
📅 January 9, 2020 ▼

Priority
● Low ● Medium ● High ● Urgent

Due Date **Requires Attachment**
📅 January 9, 2020 ▼ Yes No

The Task Review palette.

6. If the task is finished, click **Complete** to move the task to the **Completed** state.