Resolver.
A KROLL BUSINESS

View & Manage Incident Tasks

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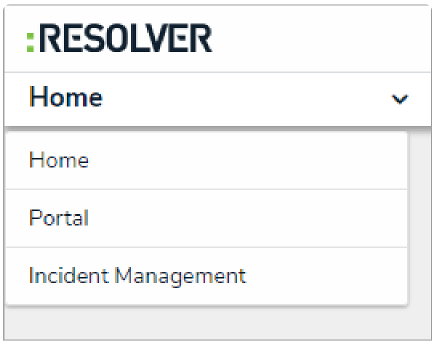
Once a task has been created, it can be reviewed and edited at any time by selecting it from within the incident it has been assigned to. Alternatively, assigned tasks can be found on the My Tasks page, or in the **Tasks** activity of the **Portal**

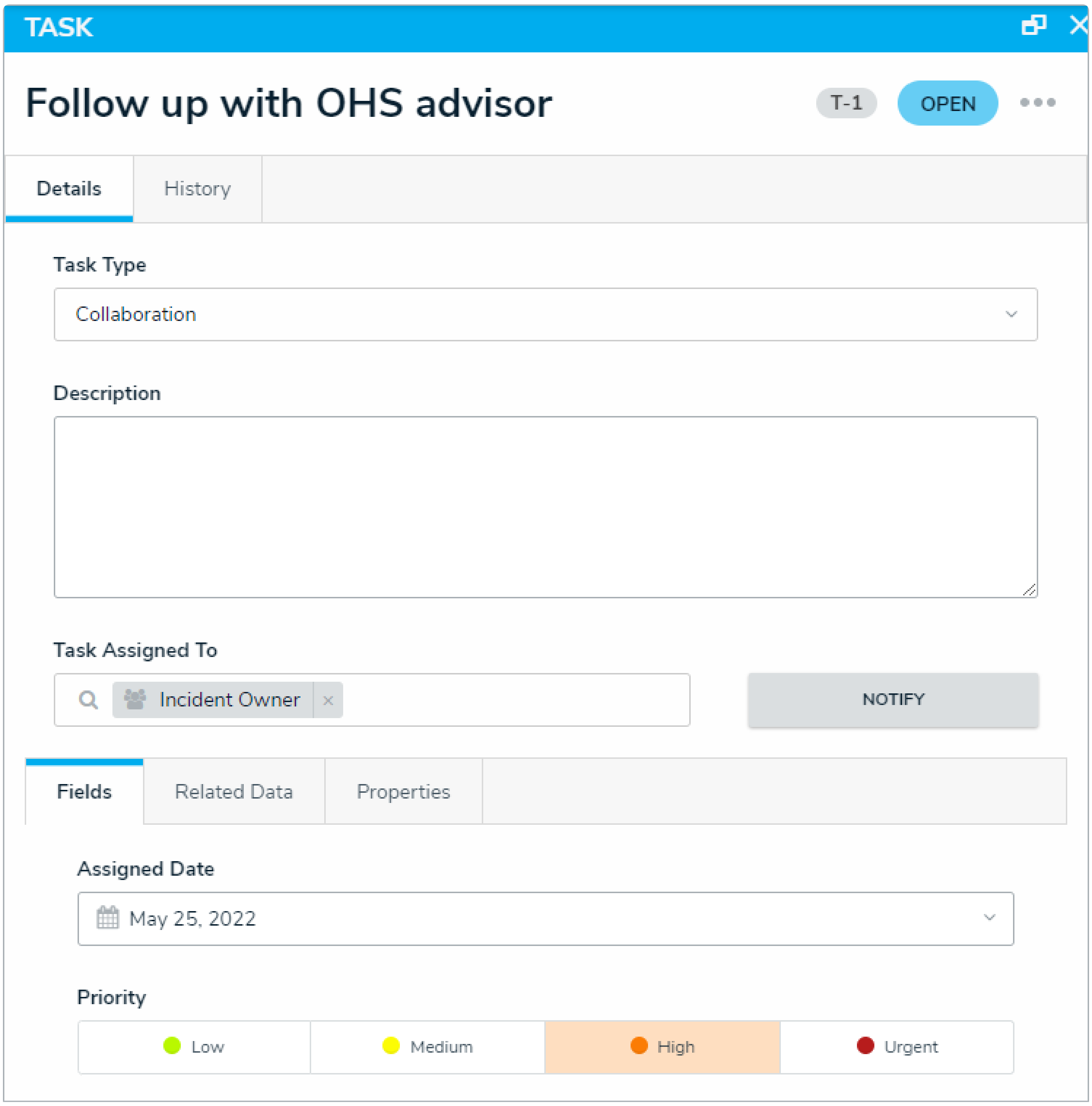
To view and manage your tasks:

1. Log into a user account from the **Incident Owner** user group which 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** form.
4. Click the **Tasks** tab to open the **Tasks** section, then click the task to be reviewed.
5. Edit the task as needed.



The Task Review palette.

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