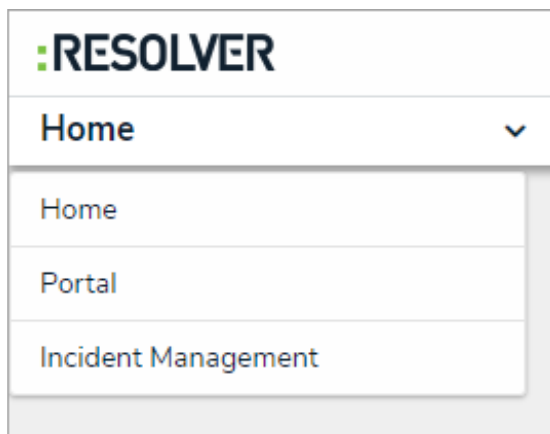


## Submit an Incident from the Triage Activity

Users in the **Incident Screeners** user group can create new incident records from the **Triage** activity. The fields on this form are identical to the form accessible by **portal users**, except that incident screeners can select an incident type at the time of submission.

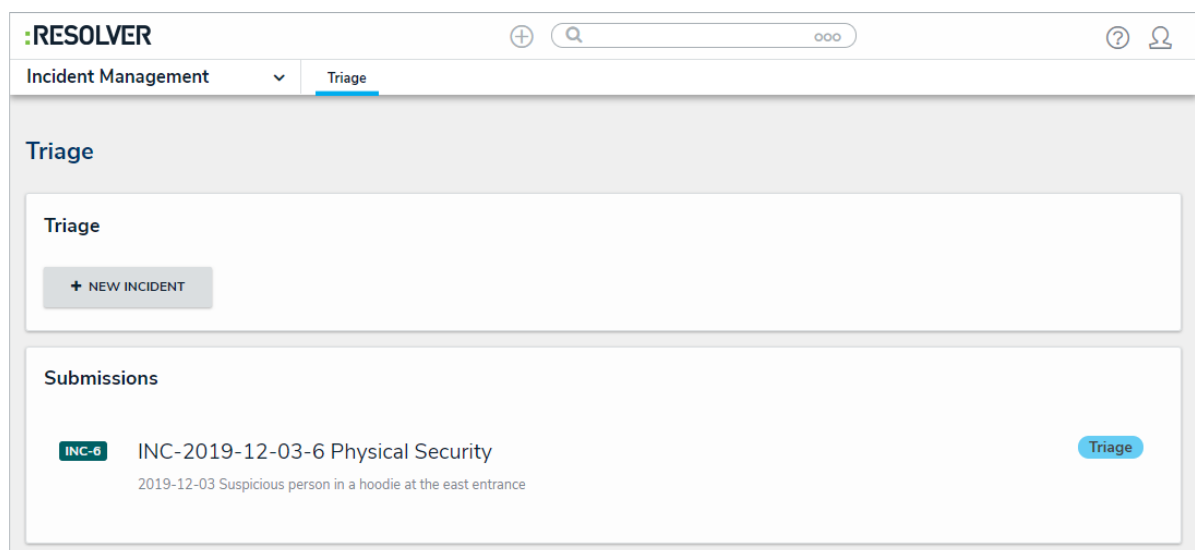
### To submit an incident from the Triage activity:

1. Log into a user account that's been added to the **Incident Screener** user group.
2. Click the dropdown in the nav bar > **Incident Management** to display the **Triage** activity.



*The nav bar.*

3. Click **New Incident** in the **Triage** section to display the **Create a New Incident** form.



*The Triage section of Incident Management.*

4. Enter the details of the incident in the **Observation** field.
5. Click the **Observation Type** select list to select an observation type.
6. Select the date and time the incident was observed at from the **Observed Date/Time** field.

7. Type the name of the person who observed the incident in the **Observed By** field.
8. **Optional:** Drag images and attachments to the **Photo** and **Observation Attachments** sections to add them to your submission. You can also click in the box below **Photo** or **Observation Attachments** to browse for files on your machine.
9. Enter the street address where the incident occurred at in the **Location** field. Alternatively, a pin can be placed on the map.
10. Click **Add Existing Primary Incident Type** to bring up a list of incident types to add to the incident. Note that an incident type is mandatory once the incident object is saved and moved to **Triage**.

The screenshot shows the RESOLVER web application interface. At the top, there is a navigation bar with the RESOLVER logo, a search bar, and user profile icons. Below the navigation bar, there is a breadcrumb trail: 'Incident Management' > 'Triage'. The main content area is titled 'Create a New Incident' and contains the following form fields:

- Observation:** A large text area for entering the incident details.
- Observation Type:** A dropdown menu with the text 'Select one...'.
- Observed Date/Time:** A date picker field.
- Observed By:** A text input field for the name of the person who observed the incident.
- Photo:** A dashed box with the text 'Drag images here or click to select...'.

*A new incident form from the Triage activity.*

11. Click **Save As Triage** to create the new incident object and display the [incident triage form](#).



Navigating away from the incident form before clicking **Save as Triage** will delete any change made to the form.