

## **Review an Incident**

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The instructions below show how to access incidents in the Incident Management application's **Review** state. However, incidents in review will also appear on the Incident Supervisors' My Tasks page.

## To view an incident in the Review state:

- 1. Log into a user account from the **Incident Supervisor** user group.
- Click the dropdown in the nav bar, then click Incident Management to display the Incidents activity.

 Click an incident in the Active Incidents section to display it. Incidents ready for review will be in the Review state.

Incident Management	~	Triage Incidents Investigations Cases People	
Act	tive Inc	idents	Q Search
	INC-1	INC-995: 2021-001 Bruised Foot from forklift operation On Feb 26, 2021, Tristan Alves, the lead mechanic, and an assisting mechanic (Ainsley Martinet) were replacing a bearing on a fo removing a hydraulic line from the forklift being repaired while standing underneath the fork assembly. The fork assembly was su 10 feet above the ground by a nylon sling looped over the fork of a separate forklift. The assisting mechanic was jacking the forkli	Open rklift. Alves was ported approximately It up a few inches to all
<b>N</b>	INC-2	2   2021-03-03   Health & Safety Observed Created: 03032021 Created by: Jamie Burr Type: Health & Safety	Open
1	INC-3	INC-795: 2021 - Security Breach Elit aeque nobis nec in, duo ad wisi facer docendi, ea agam doming possim mei. Ex harum fabellas adipiscing nec. Est et graeco bi adipiscing.	Open onorum. Sit ex sint
a)	INC-6	INC-627: 2021 - Staff Injury Est augue libris graeco an, verterem oportere scripserit ne cum. Postea tincidunt quaerendum mei an. Et possit dolorum impedit h epicuri voluptatibus. Essent iuvaret ei ius. His ad iudicabit scripserit referrentur. At solet possit adipiscing qui, te hinc reprehendun	Triage is, eam ut regione t quo.
ß	INC-16	INC-928: 2021 - Employee Injury Elit aeque nobis nec in, duo ad wisi facer docendi, ea agam doming possim mei. Ex harum fabellas adipiscing nec. Est et graeco l adipiscing.	<b>Review</b>

- The Active Incidents section.
- 4. Review and edit the incident as needed.



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Investigator				Investigation Start Date	Investigation Close D	ate Outcome Overview	
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The Incident Review form for an incident in the Review state.

- 5. Click one of the following buttons:
  - **Return:** Returns the incident back to the **Open** or **Under Investigation** state.
  - **Complete Review:** Closes the incident because no further action is required.
  - Incidents can be moved into the Review state only if the objects selected in the Business Unit or Incident Type fields have the Supervisor Review option selected.



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