

# Review an Incident

Last Modified on 05/26/2022 10:33 am EDT

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.

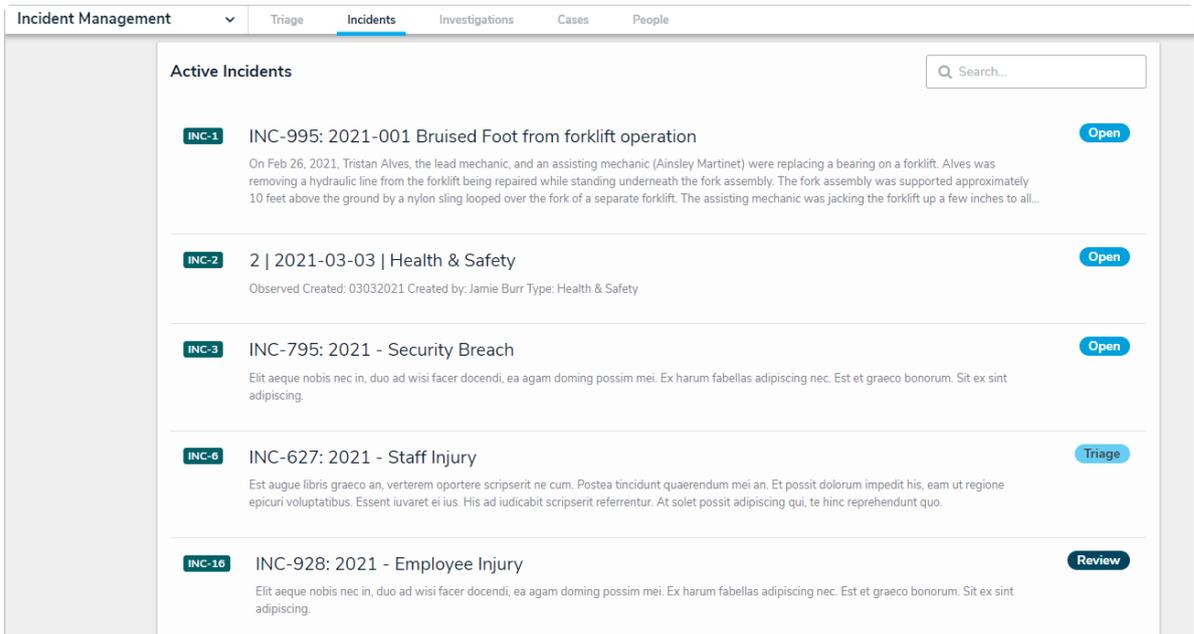
## To view an incident in the Review state:

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



*The nav bar.*

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



*The Active Incidents section.*

4. [Review and edit](#) the incident as needed.

**INC-928: 2021 - Employee Injury**
REVIEW

Details

Relationship Graph

History

Communications

**Investigation**

**Investigator**

**Investigation Start Date**

**Investigation Close Date**

**Description**

Elit aequae nobis nec in, duo ad wisi facer docendi, ea agam doming possim mei. Ex harum fabellas adipiscing nec. Est et graeco bonorum. Sit ex sint adipiscing.

**Investigations Summary**

**Outcome Overview**

Est aegue libris graeco an, verterem oportere scripserit ne cum. Postea tincidunt quaerendum mei an. Et possit dolorum impedit his, eam ut regione epicuri voluptatibus. Essent iuaret ei ius. His ad iudicabit scripserit referrentur. At solet possit adipiscing qui, te hinc reprehendunt quo.

**Investigation Cost**

\$0.00

**Investigation Duration**

195

**Investigation POIs**

0

**Investigation Time Spent (Hours)**

0

**Investigation Start Date**

May 20, 2021

**Action Plan & Logs**

Action Plan & Logs

Subjects

Evidence

Interviews

Links & Attachments

Root Cause/Outcomes

**Incident Tasks**

+

**Incident Logs**

Log Date/Time	Name	TimeSpent (Minutes)	Cost (\$)
No data to display			

[+ CREATE NEW](#)

*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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