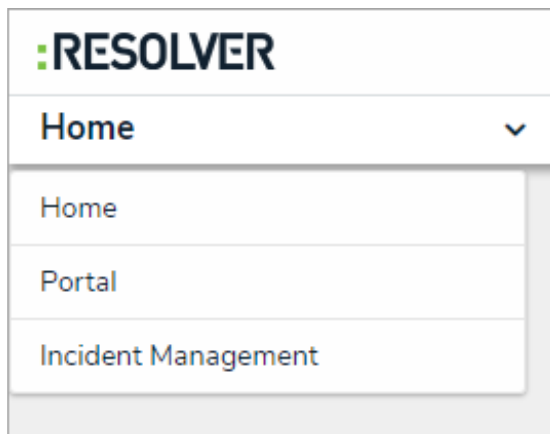


Reopen a Closed Incident

Incident supervisors can reopen closed incidents to edit or delete them.

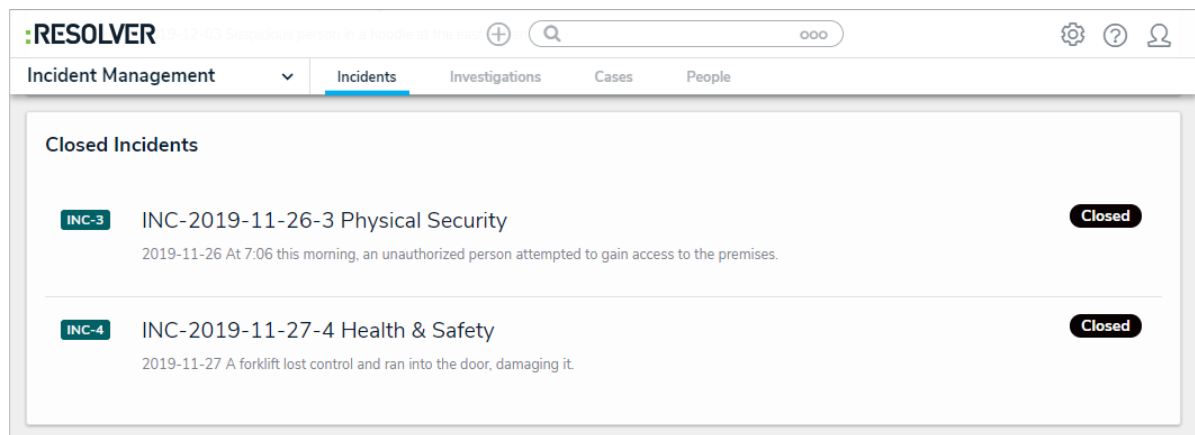
To reopen a closed incident:

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



The nav bar.

3. Click an incident in the **Closed Incidents** section to display it.



The Closed Incidents section.

4. Review and edit the incident as required. Enter comments, tagging other users if needed, in the [Comments](#) text box (at the bottom of the page).
5. Click one of the following buttons:
 - **Done:** Saves your work and keeps the incident in the **Closed** state.
 - **Reopen:** Moves the incident to the **Open** state.

