Incidents

Last Modified on 10/08/2020 12:42 pm EDT

You can create new incidents or link existing incidents to the activity through the **Incident** section of the form. To link an existing incident to the activity, begin typing keywords in the textbox below the incident table, then click an incident to select it.

To link this activity to an incident, either search for an existing incident record name below and continue with the activity record creation, or complete the activity record creation and then use the 'Create Incident' button above.

Escalated to Incident

Name	Workflow State	
	No data to display	

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INC-2020-09-10-112		Library
INC-783: 2019 - Escort off Premise		Library
INC-947: 2019 - Conflict of Interest		Library
INC-577: 2019 - Written \ Verbal Threat		Library
INC-962: 2019 - Pre-Employment Screening		Library
INC-672: 2019 - Phishing		Library
INC-707: 2019 - Suspicious Package		Library
INC-735: 2019 - Brute Force		Library
INC-817: 2019 - Fire		Library
INC-733: 2019 - Dismissal		Library

Searching for an existing record to link to an activity

Linking an activity to an incident is not the same as escalating the current activity to an incident. For more information on escalating, see the Escalate an Activity article.

To review the incident's details, click any data in the table (e.g., incident name).

Linked to Incident

Name	Workflow State
INC-2020-09-10-112	Triage

The Linked to Incident table.