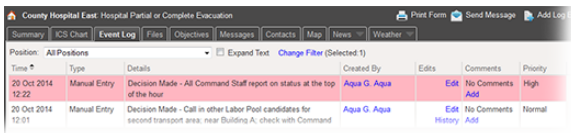


# Incident Dashboard Event Log

Home > eICS > Guide - Exploring eICS > Incident Dashboard Event Log



The Event Log is the equivalent of a paper-based Operational Log. It lists system-generated and manually-added entries that document certain types of actions that have occurred since the incident was created. By default, entries appear in reverse chronological order and provide information such as the *Type*, *Details*, *Created By*, and *Priority* of entries. High priority entries are highlighted in red and emit an audible alert when they are added to the log.



## Helpful Links

- [Juvare.com](#)
- [Juvare Training Center](#)
- [Announcements](#)
- [Community Resources](#)

An abbreviated list of the most recent entries also appears along the bottom of the Incident Dashboard, in the **Recent Events** ticker that scrolls across the page as items are entered.

## Types

The **Event Log** documents a variety of automatic and manually-added entries.

Event	Type	Description	Examples (changes to):	Change Location
Candidate Response	System-generated	Response to incident notification by an ICS Chart position candidate.	<ul style="list-style-type: none"><li>• Availability</li><li>• Location</li><li>• Contact methods</li></ul>	<ul style="list-style-type: none"><li>• Mobile</li><li>• Contacts</li><li>• ICS Chart</li></ul>
Candidate Update	System-generated	Update to candidate assignment or availability.	Position assignments	<ul style="list-style-type: none"><li>• Contacts</li><li>• ICS Chart</li></ul>
Decision Made	User entered	Indicates a significant decision was made related to the incident.	Tactical approach	<ul style="list-style-type: none"><li>• Summary</li><li>• Objectives</li><li>• Map</li></ul>
Incident Update	System-generated	Changes to the primary incident details.	<ul style="list-style-type: none"><li>• Escalation</li><li>• Incident Description</li><li>• Incident Mission</li></ul>	Summary
Major Event	User entered	Indicates the occurrence of a significant change related to the incident.	<ul style="list-style-type: none"><li>• Tactical approach</li><li>• Case development or progress</li></ul>	<ul style="list-style-type: none"><li>• Summary</li><li>• Objectives</li><li>• Map</li></ul>

Notification	User entered	Notification sent through various channels to users, contacts, or other relevant people.	--	<ul style="list-style-type: none"> <li>• Messages</li> <li>• Objectives</li> </ul>
Objective Update	System-generated	Changes to an objective.	<ul style="list-style-type: none"> <li>• Status change</li> <li>• Added objective</li> <li>• Comment</li> </ul>	Objectives
Operational Period Update	System-generated	Change of the current operational period.	Active period	Summary
Other/Misc	User entered	Indicates some type of event or change occurred that should be documented.	Physical or verbal events that are important	--
Position Update	System-generated	Changes to a position on the ICS Chart.	<ul style="list-style-type: none"> <li>• Position activation</li> <li>• Position assignment</li> <li>• Assignment changes</li> </ul>	ICS Chart
Process Improvement	User entered	Ideas or suggestions to improve future response efforts.	--	--
Safety Briefing	User entered	Current statuses, risks, and issues that participants should be aware of.	Daily or shift change briefing	Event Log
Situational Update	User entered	Overview of the incident and recent developments.	Significant event or change	Event Log

## Notification and Response Status

To obtain the latest information on a notification, point to the appropriate **Notification** log entry. A pop-up window opens showing the candidate's availability and location. If a voice notification was sent to the candidate, this window shows its status. After the candidate responds, the pop-up window shows the candidate's availability and location.

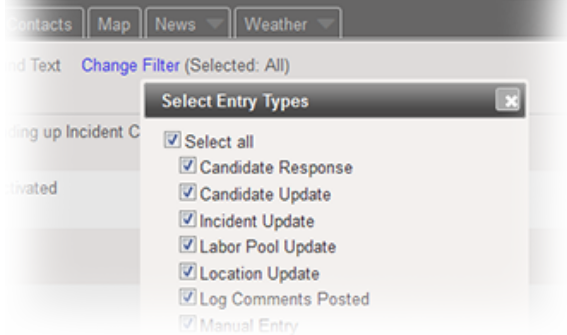
19 Mar 2017 10:56	Notification	Marie Coral o Voice Notification: Requesting Availability	System
09 Jan 2017 13:44	Notification	Marie Coral o Voice Notifi	System
09 Jan 2017 13:44	Notification	Marie Coral o Voice Notifi	System

## View Options

By default, the log only shows two lines of *Details* for each log entry. To see the entire description for an entry, point to its **Details** and a dialog box appears with the complete text. Additionally, you can choose to view the entire details for all entries by selecting the **Expand text** check box near the top of the tab. There are three other options on this tab that allow you to quickly change your view of the Event Log or move to another tab. These options include the **Position** menu, **Change Filter**, and **Type** links.

- **Position** – If you have an assigned ICS position for the incident, when you first open the Event Log, the view is automatically filtered to show only the events that are relevant to your ICS position. If you do not have an assigned ICS position, the view defaults to show events for **All Positions**. To change the view by position, click **Positions** and in the list, select a different option.

- **Change Filter** – Normally set to display all entry types, the Change Filter option allows you to limit the view by entry type. For example, you can choose to view only candidate responses, manually entered events, messages posted, updates to objectives, process improvement items, or any combination of types. To change the view by entry type, click **Change Filter** and, in the window, select the check boxes for the types of entries you want to see.



- **Type Links** – Certain types of entries contain a link in the Type column that opens the Incident Dashboard tab and item related to that entry. For example, a *Location Update* entry for an added location opens the map and the details for that location. To access related Incident Dashboard information, click the link in the **Type** column for that entry.

## Actions

You can take the following actions from this tab to [manage the incident event log](#):

- **Add a Log Entry** – Add an entry by clicking **Add Log Entry** and entering the details. In addition, from any tab within the incident dashboard you can use the link in the upper right corner of the upper pane to create a log entry.
- **Edit a Log Entry** – Edit entries you entered manually while the incident is active. The system tracks and records the history of all changes. Editing an entry does not generate a notification to participants or other users. You cannot edit another user's entries, any entry after the incident is ended, or any system-generated entries.
- **Save and Add Multiple Entries** – Quickly add multiple entries in a row without having to click the **Add Log Entry** button again to re-open the window.
- **Add Improvement Items** – Quickly add a **Process Improvement** to the log that can then be reviewed and addressed after the incident.