Manage the Incident Event Log

Some log entries are automatically generated for an incident. When you choose to share an incident with your health system, region, or Juvare Exchange, certain automatic log entries are visible for or sent to the sharing entities. However, you can choose whether to share manually created log entries.

During an incident, you can manually add entries such as *Major Event*, *Decision Made*, *Notification*, *Other/Misc*, *Process Improvement*, *Safety Briefing*, and *Situational Update* to the Event Log.

A link appears in the **Edits** column for entries you can edit. When an entry has been shared, it is no longer possible to edit the entry; however, you can share the entry more widely if needed. If changes have been made to the entry since it was created, a **History** link is displayed that allows you to review the changes.

Additionally, you can comment on any type of entry to add information about issues, questions, or suggestions that occur related to an entry. Comments on log entries are not shared with Juvare Exchange.

To create and share a log entry

1. On the *Home* page, point to **Response** and click **Incidents**.
2. Locate the incident in the list and, on that row, click **View**. The *Incident Dashboard*
3. Click the **Event Log**
4. Click **New Log Entry**. The *New Log Entry* window opens.
5. Enter this information.

Field	Description	Example
Type	Type of manual entry.	Major Event, Decision Made, Notification, Other/Misc, Process Improvement, Safety Briefing, or Situational Update
Current Time /Previous Time	Do you want the entry timestamp to reflect the current time or a previous date and time?	Not applicable
Priority	Significance or urgency of the entry.	Low, Normal, or High
Description	Notes or information about the entry.	Not applicable
Sharing	If enabled, identifies with whom you want to share the log entry.	• Share with health system incident • Share with coalition incident • Share with state and/or region • Share with JX

6. Click **Save and Close** or **Save and Add**. The window closes and the new event appears on the page.

To locate and edit an entry you created

1. On the *Home* page, point to **Response** and click **Incidents**.
2. Locate the incident in the list and, on that row, click **View**. The *Incident Dashboard* opens.
3. Click the **Event Log** tab.
4. Near the top of the page, click **Change Filter**. The *Select Entry Types* window opens.
5. Clear all options except **Manual Entry**.
6. Click **Save**. The window closes and only the selected type of entries appear in the log.
7. Locate the entry you want to edit and, on that row, click **Edit**. The *Edit Log Entry Text* window opens.

8. Edit the entry details.
9. Click **Save**.

To add a comment to an entry

1. On the *Home* page, point to **Response** and click **Incidents**.
2. Locate the incident in the list and, on that row, click **View**. The *Incident Dashboard* opens.
3. Click the **Event Log** tab.
4. Locate the entry to which you want to add the comment and, on that row, click **Add**. The *Add Event Log Comment* window opens.
5. In the **Comment** field, enter your questions, notes, or suggestions.
6. Click **Save**. The window closes and the **Comment** column for that entry shows the number of comments and includes a **View** link to read the comment.