Archive or Unarchive an Incident



Once an incident has been closed and no longer requires any action, you should change the incident status to archived for storage.

To archive an incident

- 1. On the Home page, point to Response and click Incidents.
- 2. On the left, locate the incident and on that row, click View. The Incident Dashboard opens.

Summary ICS Chart Event Log Files Objectives	Aossagos C	ontacts Map	
My Status - Carolyn Groesel Vodate Status	🕞 Name	- Severe Weather with Warning Zedit Inciden	
Availability: Not enlisted to ICS	Status:	Closed Closed	
Location: Unknown	Started:	20 Jul 2016 16:24	
Defend Defend I demotion	Started By:	y: Carolyn Groesal	
Pretened Contact Information	Ended:	12 Aug 2016 16:13	
THE REPORT OF THE PROPERTY OF	Period:	Immediate - started 20 Jul 2016 16:24	
My Assignments and Files	This inciden	t is visible to your State/Region	

- 3. On the right of the Summary tab, click Archive. The Archive Incident window opens.
- 4. Click Yes.

To unarchive an incident

- 1. On the Home page, point to Response and click Incidents.
- 2. Clear the Hide Archived Incidents check box.

- 🏠	Pla	inning	Response	Recovery	Settings	
Incid	lents for	Springfie	ald Health System	n Corp (Springfie 🔹	🔍 🖾 Hide Test Ir	ncidents Hide Archived Incidents
	Туре	Status	Incident		Start \$	
View	0	Active	Tornado		11 Aug 2015 14:27	Select an incident from the list
View	Θ	Archived	Severe Weathe	r with Warning	20 Jul 2016 16:24	

- 3. On the left, locate the archived incident and on that row, click **View**. The *Incident Dashboard* opens.
- 4. On the right, click Unarchive. The Incident Dashboard refreshes to show the closed incident.

Helpful Links

- Juvare.com
- Juvare Training Center

Announcements

Community Resources