

# Archive or Unarchive an Incident

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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.

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.

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](#)