## **Edit an Incident**

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During the response phase, you can edit incident details from the Summary tab on the Incident Dashboard.

If you want individuals outside your facility and health system to receive and be able to view information about the incident, then it is important to select the **Allow State/Region to view this incident** check box.

## To edit an incident

1. On the Home page, in the Active Incidents section, locate the incident and on that row click View. The Incident Dashboard opens with the Su mmary tab active.

Tip: You can also access the dashboard for an active incident by pointing to **Response**, clicking **Incidents**, locating the incident on the left, and on that row, clicking **View**.

- 2. On the right, click Edit Incident. The Edit Incident window opens.
- 3. For Share with JX Networks, select the check box for one or more networks with which you want to share the incident.
- 4. Enter the updated details, such as the Name, Operational Period, Visibility, Command Center Details, Incident Description, and Inciden t Mission.
- 5. Click OK.