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 *Summary* 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 **Incident Mission**.
5. Click **OK**.