

# Complete the After Action Report

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The After Action Report is an evaluation of the actions taken during an incident or drill. Facility Administrators can access the After Action Report from the *Incident Dashboard*, through the link near the top, or through the *Recovery* menu, by clicking *Incident Reports* and then clicking the incident row (not the View link). The report can be completed and generated at any time during an incident, but proper analysis of the incident may not be possible until the incident has ended. Printing the report for an incident can be performed through the *Incident Dashboard* or *Incident Reports* using [Print Form](#).

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## To complete the After Action Report

1. Point to **Recovery** and click **Incident Reports**. The page opens with a list of incidents for the selected facility.
2. On the left, locate the incident and on that row, click the name of the incident (name, not **View** link). Incident details open on the right.
3. On the right, click the **After Action Report** drawer. The drawer opens.
4. Verify that the **Name**, **Start Date**, and **Type** of incident are correct.
5. Enter this information.

Feature	Description
<b>Mission areas</b>	Select the check boxes that apply for this incident.
<b>Threat</b>	Enter a general description of the situation.
<b>Scenario</b>	Enter details about the situation and what did or did not happen.
<b>Point of Contact</b>	Enter the name of the person or office in charge of the incident response.
<b>Sponsor Organization</b>	Enter the name of the office or agency in charge of the incident response.
<b>Funding Programs</b>	Enter details about funding that was acquired for this incident.

6. Click the **Participating Organizations** drawer. The drawer opens.
7. As necessary, click **Add Organization**. The organization fields appear.
8. Enter the **Organization Name**, **Type** and **Address**.
9. Click the **Objectives** drawer. The drawer opens.
10. Take one or both of these actions:

If you want to...	Then...
Create new objectives,	<ul style="list-style-type: none"><li>• Click <b>Add Objective</b>. The objective field appears.</li><li>• Enter the <b>Objective Description</b>.</li></ul>
Retrieve objectives from the incident,	<ul style="list-style-type: none"><li>• Click <b>Retrieve Incident Objectives</b>. The <i>Retrieve Incident Objectives</i> window opens.</li><li>• Select the check box for one or more objectives from the incident.</li><li>• Click <b>Save</b>. The objectives are added to the After Action Report.</li></ul>

11. For each objective, click **Add Capabilities**. The *Select Capabilities* window opens.
12. Take one of these actions.

If you want to...	Then...
Use a predefined capability,	Select the check box for one or more capabilities.

Create a custom capability,	<ul style="list-style-type: none"> <li>Click <b>Add Custom Capability</b>. The <i>Custom Capabilities</i> field appears.</li> <li>Enter the <b>Custom Capability</b>.</li> </ul>
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13. Click **OK**. The *Select Capabilities* window closes.
14. Click the **Capability Ratings** drawer. The drawer opens and every objective is listed with its capabilities.
15. For each capability, take these actions.
  - a. In the *Rating* column, click the **Select Rating** list and click a rating option (Performed without Challenges, Performed with Some Challenges, Performed with Major Challenges, Unable to be Performed).
  - b. In the *Strengths* column, click **Edit**. The *Strengths* window opens.
    - i. Enter a **Strength**.
    - ii. As necessary, click **Add Strength** and enter another strength.
    - iii. Click **Save**. The strength is added to the capability.
  - c. In the *Areas for Improvement* column, click **Edit**. The *Areas for Improvement* window opens.
    - i. Enter an **Area for Improvement**.
    - ii. As necessary, click **Add Area for Improvement** and enter another area for improvement.
    - iii. Click **Save**. The area for improvement is added to the capability.
16. Click **Save**. The entries you made are saved in the After Action Report. Going forward, use **Edit** links throughout the report to make changes. For help printing the report, go to the procedure [Print Forms](#).