

Generate the Objective Status History Report

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The **Objective Status History** report provides a summary of objectives by *Status* and *Priority*, and lists objectives that were created or had a status change to the statuses you select during the specified time frame. The report can be completed and generated at any time during an incident, but proper analysis of incident objectives may not be possible until the incident has ended.

Facility Administrators can access the report through the **Incident Dashboard** or **Recovery > Incident Reports**, by selecting an incident row, using the [Print Form](#) option.

To generate the Objective Status History 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 or icon of the incident (not the **View** link). The incident details open on the right.
3. On the right, on the **General** drawer, click **Print Form**. The *Print Form* window opens.

4. On the left, verify that the correct plan is selected (for example, *HICS IV* or *ICS IV*) and in the list, locate and click the **Objective Status History** report.
5. To determine the format of the report, click **.pdf** or **.doc**.
6. For **Start** and **End**, enter the date range you want included in the report.
7. If you want to include a summary of all incident objectives, by *Status* and *Priority*, select the **Include objective snapshot summary for this time frame** checkbox.
8. For **Statuses**, select the checkbox or checkboxes for objective statuses you want included in the report.
9. Click **OK**. Depending on your browser settings, the report is automatically downloaded or opens in another browser window.

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