Generate the Objective Status History Report

Home > eICS > Guide - Forms and Reports > Generate the Objective Status History Report



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

- Point to Recovery and click Incident Reports. The page opens with a list of incidents for the selected facility.
- On the left, locate the incident and on that row, click the name or icon of the incident (not the Vie w 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.
- 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.
- For Statuses, select the checkbox or checkboxes for objective statuses you want included in the report.
- Click OK. Depending on your browser settings, the report is automatically downloaded or opens in another browser window.

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