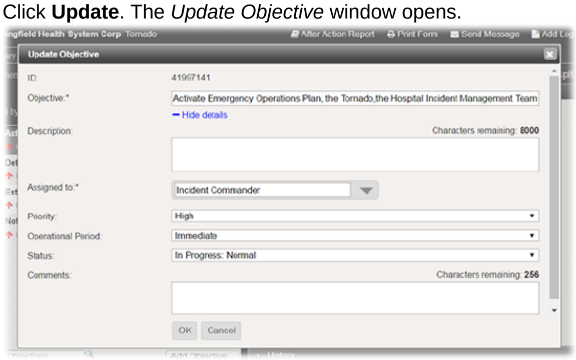
Edit an Incident Objective

During an incident, you can update objectives to adjust details, clarify the workload, change the status, or otherwise make changes to keep everyone informed about the task.

To update an objective

1. On the *Home* page, point to **Response** and click **Incidents**. The list of incidents opens.
2. Locate the incident in the list and, on that row, click **View**. The *Incident Dashboard* opens.
3. Click the **Objectives** tab.
4. On the left, in the list of objectives, click the objective you want to edit. The objective opens.
5. Click **Update**. The *Update Objective* window opens.



6. If necessary, click **Show more details**.
7. Take any of these actions.

If you want to…	Then…
Change the name and/or description,	In the **Objective** and/or **Description** field, enter or edit the information for this objective.
Assign the objective to someone else,	In the **Assigned to** list, click the ICS Chart position or **Incident Level**.
Change the priority,	In the **Priority** list, click **High**, **Medium**, or **Low** to indicate the urgency with which you want the objective completed.
Change the operational period,	In the **Operational Period** list, click **Immediate**, **Intermediate**, **Extended**, or **Recovery** to indicate the period in which you want the objective completed.
Update the status,	In the **Status** list, click **Not Started**, **In Progress - Normal**, **In Progress - Exception**, **Completed**, or **Not Applicable** to indicate the current status of the objective.
Add notes or other information,	In the **Comment** field, enter relevant information about the objective.

8. Click **OK**.

Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources