## **Archive or Unarchive an Incident**

Home > eICS > Guide - Incidents > Archive or Unarchive an Incident



Once an incident has been closed and no longer requires any action, you should change the incident status to archived for storage.

## To archive an incident

- 1. On the Home page, point to Response and click Incidents.
- 2. On the left, locate the incident and on that row, click View. The Incident Dashboard opens.



- 3. On the right of the Summary tab, click Archive. The Archive Incident window opens.
- Click Yes

## To unarchive an incident

1. On the Home page, point to Response and click Incidents.

2. Clear the Hide Archived Incidents check box.



- On the left, locate the archived incident and on that row, click View. The Incident Dashboard opens.
- 4. On the right, click **Unarchive**. The *Incident Dashboard* refreshes to show the closed incident.



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