

Incident Summary Report

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The Incident Summary Report shows summary information for a particular incident, including data for associated provider facilities and mobile providers. The report also includes graphs of aggregated data for the incident.

Setup parameters include locating and selecting the incident.

The Start and End date fields default to a three-month period. The incidents occurring within that time frame appear in the table. If the incident occurred in a different time frame, you can select a different date range and search for the incident.

You also have the option of generating a text-only version of the report, which you can then send to a mobile telephone.

To generate this report

1. Click the **Reports** tab.



- 2.

Click **Incident Summary Report**. The *Incident Summary Report* window opens.

3. If the incident you want is not in the list, enter or select a different date and time range (**Start time** and **End time**) for the report and click **Search**. The list refreshes.
4. Select the incident.
5. In the **Display patient counts as of** fields, select or enter the appropriate date and time.
6. Indicate the type in **Select report type**:
 - Full report
 - Text only
7. Click **Run Report**. The *Generating report* window opens.
8. Do you want to generate another report, click **Yes** or **No**.
9. Open or save the report.