# Edit Incidents



For Active and Pending incidents, authorized users can edit incident details, including the Incident Type and whether participant staging is allowed, as well as the location, contact information, incident sites, and provider settings.

To edit an incident's details, you will need to open the incident and complete one or more of these procedures:

- Locate and open the incident
- Specify general information
- Specify incident sites and sublocations
- Work with providers
- Work with staged participants

## To open an incident

1. Click the **Incidents** tab.
2. In the **Showing** list, click the status of incidents you want to view (*Active* or *Pending*).
3. Locate the incident in the list and, on that row, click the edit icon. The *Edit* window opens.
4. Continue with the procedures below.

## To specify general information

1. If it is not already selected, within the Create Incident window, click the **General Information** tab.
2. In the *Contact Information* section, edit and/or enter the **Contact Name**, **Contact Phone**, **Email**, and **Contact Title**.
3. In the *Location Information* section:
    a. If appropriate, edit and/or enter the **Street Address**, **City**, **State**, and **ZIP Code** of the incident.
    b. To add a phone number, click **Add Phone Number**.
    c. Enter the **Phone Number** and **Description**.
    d. Repeat these steps to add another phone number.
4. In the *Settings* section:
5. If appropriate, select or deselect the **Allow participant staging** check box.
6. For **Application**, click **Actual**, **Exercise**/Drill, or **Test**.
7. If it is a Pending incident, you can add or change the **Start Time**:
    a. Change the default value to the appropriate date and time.
    b. Set the date and time the planned event will start.
    c. Remove the default date and time.
    **Tip**: You do not have to specify a start date and time for pending incidents.
8. Edit and/or enter the **End Time** by clicking and/or specifying one of these options:
    a. **Continue Until Ended Manually**
    b. **End Now**
    c. **End Automatically at**: (date) (time)

## To specify incident sites and sublocations

1. Within the *Create Incident* window, click the **Incident Sites** tab.
2. To edit an incident site, take any of these actions:
    a. Click the **Name** and make your changes.
    b. Click the **Address** and make your changes.
    c. To find the site **Latitude** and **Longitude**, click the map icon.  The map opens.
    **Note**: The map opens unless the address was incomplete or more than one location was returned for the address. In that case, the *Select Address* window opens. Locate and select the correct address. Click **OK**. The map opens.
        i. Verify that the address marker is correctly located on the map. If necessary, drag the marker to reposition it.
        ii. In the upper right, click the close icon to dismiss the map. The Latitude and Longitude have been entered for the mapped location.
    d. Click **Status** and in the list, click **Not Started**, **In Progress**, or **Complete**.
3. To delete an incident site, on that row, click the delete icon.
4. To add an incident site:
    a. Click **Add Site**. A row is added to the list.
    b. On that row, enter the **Name** and **Address**.

c. If appropriate, click the map icon to identify the site **Latitude** and **Longitude**.
   **Note**: The map opens unless the address was incomplete or more than one location was returned for the address. In that case, the *Select Address* window opens. Locate and select the correct address. Click **OK**. The map opens.
   i. Verify that the address marker is correctly located on the map. If necessary, drag the marker to reposition it.
   ii. In the upper right, click the close icon to dismiss the map. The Latitude and Longitude have been entered for the mapped location.
d. If appropriate, click Status and in the list, click Not Started, In Progress, or Complete.
e. Repeat these steps to add other sites.
   **Tip**: To view all incident sites on the map, click Map Sites.

5. To add a sublocation:
   a. Locate the site and on that row, on the right, click the edit icon. The *Edit Sub-Locations* window opens.
   b. Click **Add Sub-Location**. A row appears.
   c. For **Name**, enter the name of the sublocation.
   d. Repeat these steps to add additional sublocations.
   e. Click **OK**. The *Edit Sub-Locations* window closes.
      **Tip**: Click the plus icon to the left of a site name to view its sublocations.
6. To edit a sublocation:
   a. Locate the site and on that row, on the right, click the edit icon. The *Edit Sub-Locations* window opens.
   b. Click a sublocation name to edit it.
   c. Click **OK**. The *Edit Sub-Locations* window closes.
7. To delete a sublocation:
   a. Locate the site and on that row, on the right, click the edit icon. The *Edit Sub-Locations* window opens.
   b. On that row, click the delete icon.
   c. Click **OK**. The *Edit Sub-Locations* window closes.

## To work with providers

1. Within the *Create Incident* window, click the **Providers** tab.
2. To add or change providers:
   a. Click **Add Provider**. The *Search Providers* window opens.
   b. On the left, select the check box for all or each individual *Provider Facility* and *Mobile Provider Organization*. If you select **Unspecified**, enter the **Provider Name**, **City**, and/or **ZIP Code**.
   c. Click **Search Providers**. The right pane shows the results.
   d. On the right, select the check box for all or each individual provider you want to include on the incident.
   e. On the lower right, click **Add Providers**.
   f. If necessary, repeat these steps to add more providers.
3. If you want to change a provider's access, click their current access and select a different level.
   **Tip**: Hover over the Access Help icon to view a description of access levels.
   **Tip**: Use the search field at the top of the Participants tab to quickly locate a particular participant. Enter all or part of the participant name in the field. The system automatically returns all matching providers.
4. To delete a provider, click its delete icon on the right.

## To work with staged participants

1. Within the *Create Incident* window, click the **Participant Staging** tab.
2. If you want to download the staged participants, click **Download All**. The list of participants is downloaded according to your browser settings.
3. If you want to delete the staged participants, click **Delete All**. A message appears asking you to confirm this action (click Yes to proceed).
4. Click **Save**.