

Edit an Incident Type

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You can edit an existing incident type "template" at any time from the Preferences area of EMTrack.

The type can specify incident sites, such as triage tents and transport centers. In addition, it can define sublocations, such as particular part of the triage tent. This helps you better track the exact location of a client. Refer to [Locations, Sites, and Sublocations](#) for more details.

Editing an incident type includes the following steps:

- Access the type
- Edit sites and sublocations
- Edit providers

To access the type

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Incident Types**. The *Incident Types* page opens.
3. Locate the type and on that row, click the edit icon. The *Edit Incident Type* window opens.
4. If appropriate, change the Name.
5. If appropriate, change the Description.
6. Continue to edit the sites and/or providers.

To edit sites and sublocations

1. Click the **Incident Sites** tab.
2. To add a site:
 - a. Click **Add Site**. A row is added to the list.
 - b. Click the **Name** area and enter the site name.
 - c. If appropriate, click the **Address** area and enter the address.
 - d. Repeat these steps for each site you want to add.
3. To edit a site:
 - a. Click its **Name** and make your changes.
 - b. Click its **Address** and make your changes.
4. To delete a site, click the delete icon in the right column.
Note: The site is permanently removed. There is no "undo" for this action.
5. To add a sublocation to a site:
 - a. Click the edit icon in the site's row. The *Edit Sub-Locations* window opens.
 - b. Click **Add Sub-Location**. A row opens in the window.
 - c. Enter the **Name**.
 - d. Repeat these steps to add another sublocation.
 - e. Click **OK**. The *Edit Sub-Locations* window closes.

Tip: Click the plus icon in front of the site to view its sublocations.

6. To edit a sublocation:
 - a. Click the edit icon in the site's row. The *Edit Sub-Location* window opens.
 - b. If appropriate, change the **Name**.
 - c. Click **OK**. The *Edit Sub-Location* window closes.
7. To delete a sublocation:
 - a. Click the edit icon in the site's row. The *Edit Sub-Location* window opens.
 - b. Click the sublocation's delete icon.
 - c. Click **OK**. The *Edit Sub-Location* window closes.

To edit providers

1. Click the **Providers** tab.
2. To locate and add or change providers:
 - a. Click **Add Provider**. The *Search Providers* window opens.
 - b. Specify search criteria in the left pane.
 - c. Click **Search Providers**. The right pane shows the results.
 - d. Select the check box for each provider you want to include.
 - e. Click **Add Provider**.
 - f. Repeat these steps to add more participants.
3. If you want to change a provider's access, click the access level column and select the appropriate level.
Tip: Point to the Access Help icon to view a description of access levels.
4. To delete a provider, on that row, on the right, click the delete icon.
5. Click **Save**.