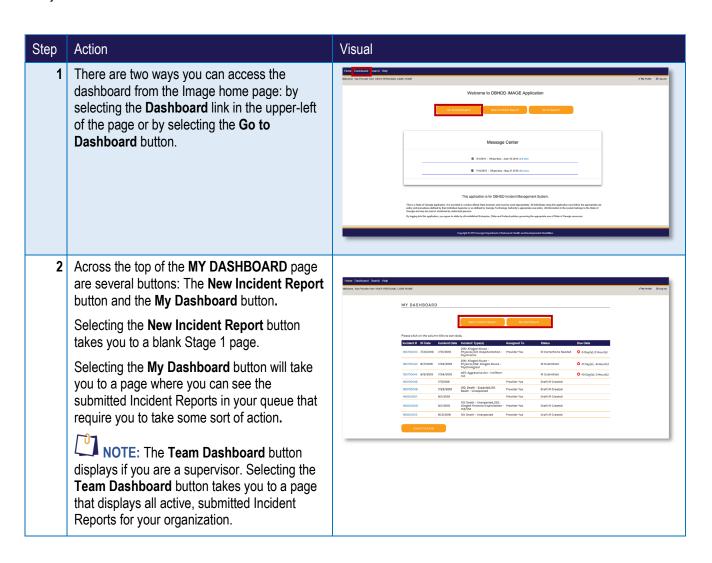


Accessing the Dashboard

SUMMARY

This job aid shows how to access the Dashboard.





Step Action Visual In middle of the page, you will see a table that lists all the draft Incident Reports that you have created but not yet submitted. There are a few things you can do in this section. You can select the column titles if you want to sort the order in which the incident reports display. NOTE: By default, the Incident Reports drafts are sorted by incident number. If you wanted to sort the Incident Reports in chronological order, you would select the Incident Date column title. If you want to create and download a spreadsheet that contains the information in the table, select the **Export to Excel** button. Use the **Save As** to navigate to where you would like to save the spreadsheet, then select the Save button. Selecting the Incident # link will open the INCIDENT OVERVIEW page.