Stage 5: Review and Submit

SUMMARY

This job aid covers the last of five stages about how to Create an Incident Report in Image. The following steps will cover Stage 5, Review and Submit.
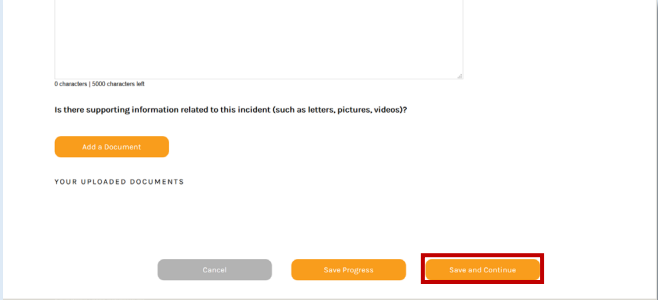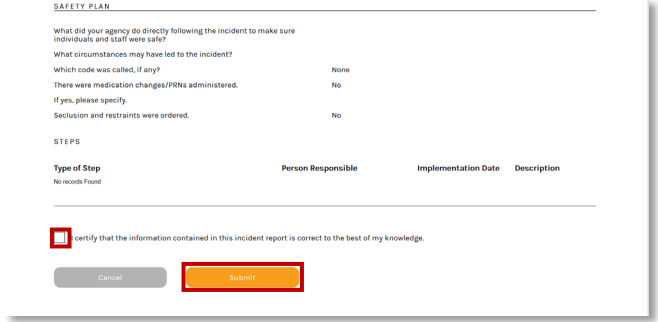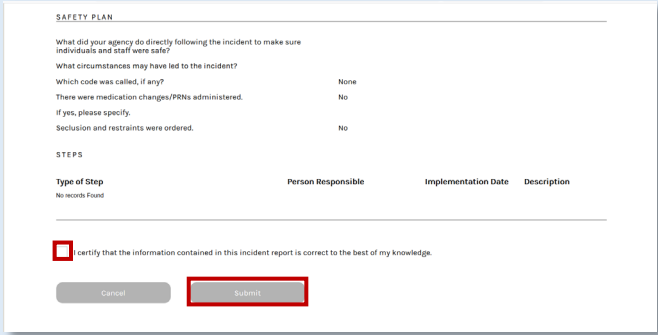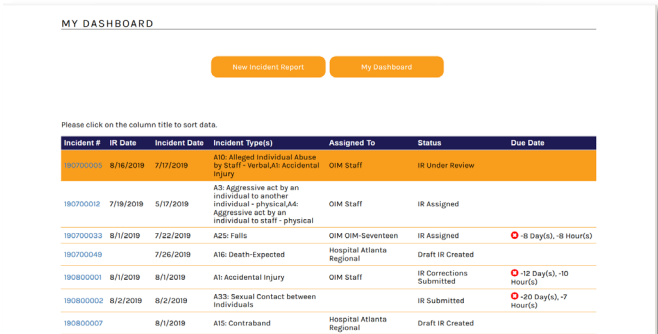
Step	Action	Visual
1	Stage 5 is the last stage in creating an Incident Report. This stage allows you to review all the information and details that you added to Image before submitting the Incident Report.	
1a	The name of the stage you are reviewing is shown as white text with an orange background. The sections within a stage are shown in all capital, gray letters. The information you entered in the various fields is then shown under the section name. This is the information you want to review and verify as correct before submitting the Incident Report. If all of the required information for a stage has been entered into the system, you will see a green checkmark next to the word **COMPLETE**. **NOTE:** This is the information you want to review and verify as correct before submitting the Incident Report.	
1b	However, if some of the required information for a stage is missing, you will see a red X next to the word **COMPLETE** in the upper right side of the screen. **NOTE:** Even if the green checkmark is displayed, it does not mean the information entered is <u>correct</u>. It is important to review all of the information before submitting the Incident Report.	

Step	Action	Visual
1c	If you discover an error in the information entered within a particular stage, section, or field – or if the stage is marked as <u>incomplete</u> – you will need to navigate back to that stage, section, or field to make the necessary updates. There are two ways to navigate back to a stage: either by selecting the stage title links or by using the stage buttons at the top of the page. Ideally, users should use the stage title links to navigate between stages. This saves time by not having to scroll to the top of the page to access the stage buttons. **NOTE:** Using the stage title links to navigate is quicker than scrolling to the top of the page to access the stage buttons.	
1d	Once you have updated the information for a stage, you will need to scroll to the bottom of the page and select the **Save and Continue** button to save your updates.	
2	After you have reviewed all of the information, select the **checkbox** at the bottom of the page to certify that the information in the Incident Report is correct to the best of your knowledge. Select the **Submit** button to submit the Incident Report.	

Step	Action	Visual
2a	If there is missing information, the **Submit** button and the certification **checkbox** will be disabled.	
2b	After you submit the Incident Report, the system will take you back to the **MY DASHBOARD** page.	