



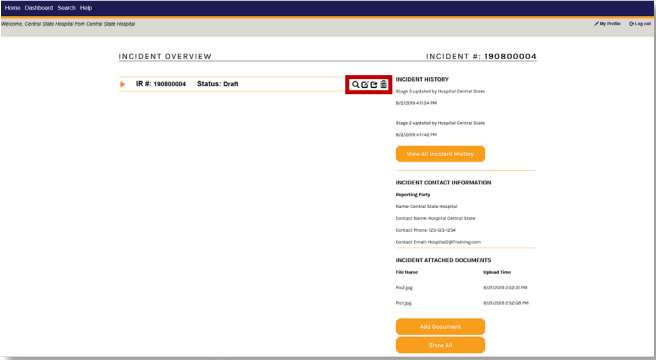


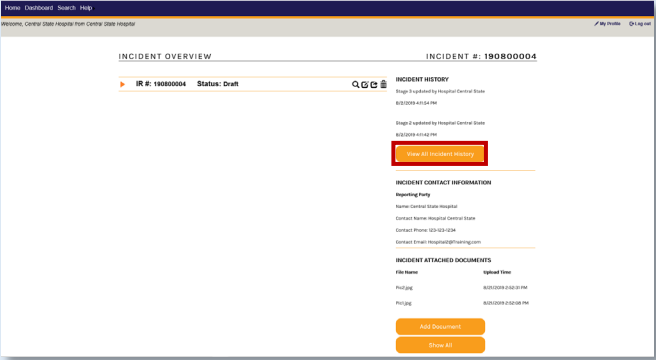
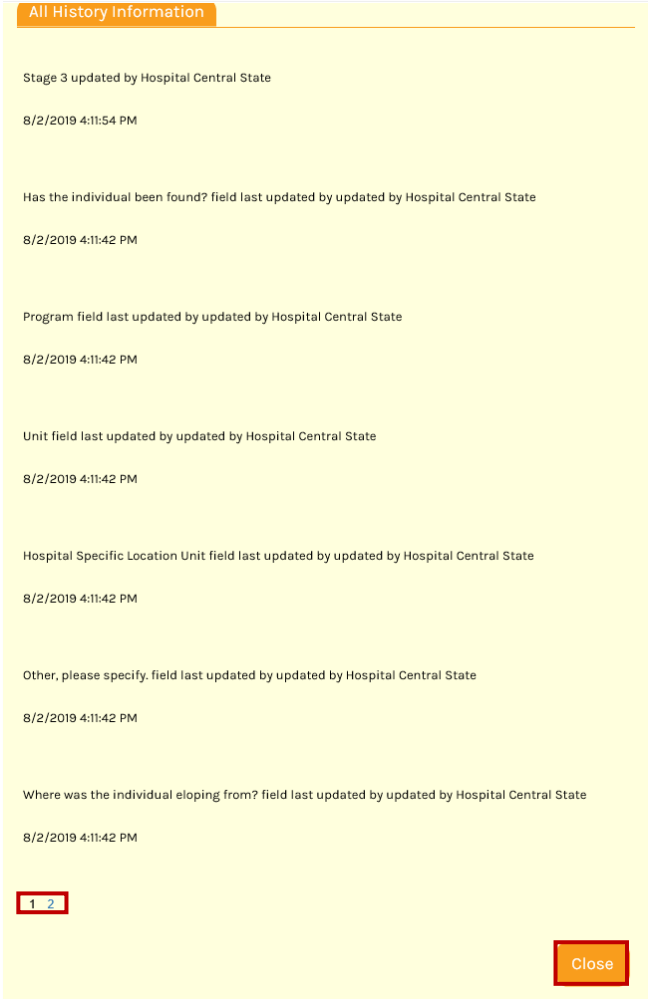
# The Incident Overview Page


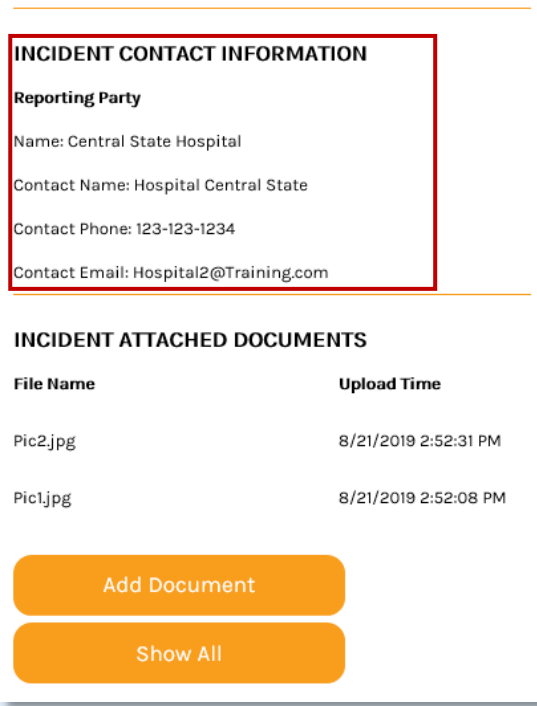

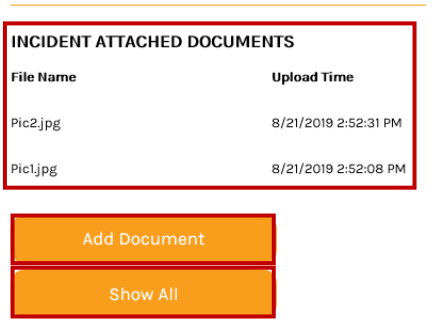
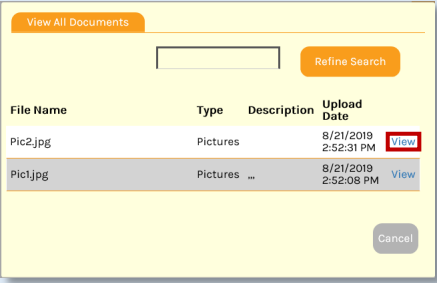
## SUMMARY

This job aid explains the sections of the Incident Overview Page in Image.

Step	Action	Visual
1	<p>The <b>INCIDENT OVERVIEW</b> section is organized into four main parts: the <b>INCIDENT OVERVIEW</b> information on the left of the page, the <b>INCIDENT HISTORY</b> on the top right of the page, the <b>INCIDENT CONTACT INFORMATION</b> on the middle right of the page, and the <b>INCIDENT ATTACHED DOCUMENTS</b> on the lower right of the page.</p>	
2	<p>Under the <b>INCIDENT OVERVIEW</b> section heading, you will see a row with the <b>IR #</b> you selected, its status, and then a series of icons.</p>	
3	<p>You can select the <b>orange arrow</b> that displays to the left of the <b>Incident Report</b> number to reveal more high-level information about the incident such as the <b>Incident Date</b>, the <b>Report Date</b>, the <b>Individuals' Names</b>, the <b>Incident Types</b>, and the <b>Incident Description</b>.</p> <p> <b>NOTE:</b> If this information has not been entered into the system, the affected fields will not be filled in.</p> <p>You can select the <b>orange arrow</b> again to collapse this view.</p>	

Step	Action	Visual
4	<p>The four icons that display to the right of the Status field are a magnifying glass to search, a pencil to edit, the arrow to assign to another user and a trash can to delete.</p> <p>Selecting the <b>View Only</b> icon will open a page that looks very similar to the Stage 5 page. However, on this page, you cannot edit any of the information, and the certification checkbox and the Submit button do not appear at the bottom of the page. This icon is available regardless of the Incident Report status and user role.</p> <p>The <b>Edit</b> icon is available when the Incident Report is in Draft status. Selecting this icon will take you to the Stage 1 page of the draft Incident Report. This icon is available to all user roles.</p> <p>The <b>Assignment</b> icon is only available to those who are assigned a supervisory role. When you select this icon, the Assignment popup window will display. From here, you can assign the Incident Report to another user.</p> <p>The <b>Delete</b> icon only displays when the Incident Report is in Draft status. It is available to all users. Use this icon to delete the Incident Report. Once selected, a popup window will display asking you to confirm that you want to delete the Incident Report.</p> <p> <b>NOTE:</b> The status of the Incident Report and your user role in Image will determine which icons display.</p>	

Step	Action	Visual
5	<p>The Image application tracks all entries and updates associated with a specific Incident Report, including who made the inputs or updates, and the date and time at which they were made.</p> <p>The five most recent inputs or updates are listed under the <b>INCIDENT HISTORY</b> heading.</p> <p>Select the <b>View All Incident History</b> button to open the All History Information popup window and review the entire history of the Incident Report.</p>	 <p>The screenshot shows the 'INCIDENT OVERVIEW' page for incident # 190800004. Under the 'INCIDENT HISTORY' section, there is a button labeled 'View All Incident History'.</p>
6	<p>If there is more than one page of history, you will see numbered links in the lower-left of the popup window. Select those links to page through the incident history.</p> <p>When you are finished, select the <b>Close</b> button to return to the <b>INCIDENT OVERVIEW</b> page.</p>	 <p>The screenshot shows the 'All History Information' popup window. It contains a list of updates with timestamps, such as 'Stage 3 updated by Hospital Central State' and 'Has the individual been found? field last updated by updated by Hospital Central State'. At the bottom left, there are numbered links '1' and '2'. At the bottom right, there is a 'Close' button.</p>

Step	Action	Visual															
7	<p>In the <b>INCIDENT CONTACT INFORMATION</b> section, you will see the contact information for the <b>Reporting Party</b>.</p> <p> <b>NOTE:</b> This information is useful if you are responsible for reviewing an Incident Report and have questions or need further information from one of the contact persons.</p>	 <p>The screenshot shows the 'INCIDENT CONTACT INFORMATION' section with the following details:</p> <ul style="list-style-type: none"> <li><b>Reporting Party</b></li> <li>Name: Central State Hospital</li> <li>Contact Name: Hospital Central State</li> <li>Contact Phone: 123-123-1234</li> <li>Contact Email: Hospital2@Training.com</li> </ul> <p>Below this is the 'INCIDENT ATTACHED DOCUMENTS' section with a table:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Upload Time</th> </tr> </thead> <tbody> <tr> <td>Pic2.jpg</td> <td>8/21/2019 2:52:31 PM</td> </tr> <tr> <td>Pic1.jpg</td> <td>8/21/2019 2:52:08 PM</td> </tr> </tbody> </table> <p>Buttons for 'Add Document' and 'Show All' are visible at the bottom.</p>	File Name	Upload Time	Pic2.jpg	8/21/2019 2:52:31 PM	Pic1.jpg	8/21/2019 2:52:08 PM									
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8	<p>In the <b>INCIDENT ATTACHED DOCUMENTS</b> section, you will see a list of all the incident-related documents that have been uploaded.</p> <p>If you want to add a document to the Incident Report, select the <b>Add Document</b> button.</p> <p> <b>NOTE:</b> The process for uploading a document is the same as it was in Stage 3.</p> <p>Selecting the <b>Show All</b> button will open a popup window from which you can view all of the incident-related documents that have been uploaded.</p>	 <p>The screenshot shows the 'INCIDENT ATTACHED DOCUMENTS' section with a table:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Upload Time</th> </tr> </thead> <tbody> <tr> <td>Pic2.jpg</td> <td>8/21/2019 2:52:31 PM</td> </tr> <tr> <td>Pic1.jpg</td> <td>8/21/2019 2:52:08 PM</td> </tr> </tbody> </table> <p>Buttons for 'Add Document' and 'Show All' are visible at the bottom.</p>	File Name	Upload Time	Pic2.jpg	8/21/2019 2:52:31 PM	Pic1.jpg	8/21/2019 2:52:08 PM									
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9	<p>From the <b>View All Documents</b> popup, you will see a list of the documents that have been uploaded. To view a specific document, select the <b>View</b> link.</p>	 <p>The screenshot shows the 'View All Documents' popup window with a search bar and a table:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Type</th> <th>Description</th> <th>Upload Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Pic2.jpg</td> <td>Pictures</td> <td></td> <td>8/21/2019 2:52:31 PM</td> <td><a href="#">View</a></td> </tr> <tr> <td>Pic1.jpg</td> <td>Pictures ...</td> <td></td> <td>8/21/2019 2:52:08 PM</td> <td><a href="#">View</a></td> </tr> </tbody> </table> <p>A 'Cancel' button is located at the bottom right.</p>	File Name	Type	Description	Upload Date		Pic2.jpg	Pictures		8/21/2019 2:52:31 PM	<a href="#">View</a>	Pic1.jpg	Pictures ...		8/21/2019 2:52:08 PM	<a href="#">View</a>
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