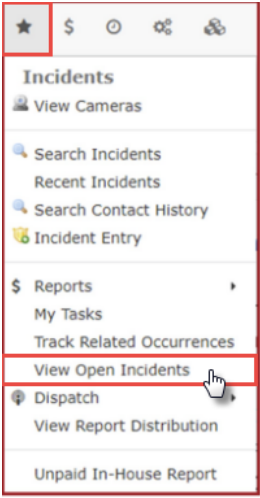


View Open Incidents

When do we use this?

The **View Open Incidents** option allows administrators to view a summary report of all incidents that are currently open, as well as view and/or edit the details of each incident.

1. Hover over the **Incidents** icon and select **View Open Incidents**.



2. This will take administrators to the **Open Incidents Report Page**. Administrators can select the specific **Incident Number link** to view/edit that particular incident.

Open Incidents Report		
Admin Name	Incident No	Reported
bigpark	16-0001	Jul-19-2016 10:00
	16-0002	Jul-19-2016 10:00
	16-0003	Jul-18-2016 10:00
	16-0004	Jul-18-2016 10:00
	16-0005	Jul-11-2016 10:00
	16-0006	Jul-14-2016 10:00