Maintaining Incidents – Accordion View

In the Incidents work area, accordion view presents a two-pane screen with a list of incidents on the left and related information organized into tab sections on the right. Clicking on an incident on the left will reveal the Incident Details accordion tabs on the right. Click on a tab header to open or close the tab.

The information in the tabs has similar functionality depending on whether that information is provided as a form, a list, or a table. The first page of this document covers each type, with a description of which tabs use which presentation. The second page explains what is shown on each tab. Note that the Request Block tab has different functionality, as described on page 2.

Working with Forms in Accordion View

Forms allow users to view and modify information related to that tab.

Forms are used on the **General Information** tab, the **Organization** tab, the left side of the **Locations** tab, and the left side of the **Reload Bases** tab.

1   On the **General Information** tab and the **Organization** tab, click **Edit Form** to open a screen when you can make changes as needed and then click **Submit** to save.

2   On the **Locations** and **Reload Bases** tabs, you can make changes directly to the form on the tab. The additions and modification made here will be reflected in the list on the right.

Working with Tables in Accordion View

Tables present all items related to that tab that are associated with the incident.

The information in most tables can only be viewed or exported to a file. Except as noted, you cannot add to or modify the information from this tab. Tables are used on the **Auto Documentation** tab, the **Usage** tab, the **Nearby NavAids** tab, and the **Hazards** tab.

1   Click the **Menu** icon to the left of the table head to export the log as a PDF, CSV, or Microsoft Excel document.

2   Click a column head to sort the information in the table according to that column in ascending or descending order.

3   Right-click on a table cell that you want to use as a filter and select **Show Matching**. This will show all items with the same information. To exclude an item from the list, right-click and select **Filter Out**.

> **Note:** The exception to the rule is the **Hazards** tab. Clicking on the **Add** icon (+) above the table allows you to add hazards to the list. To modify or delete a hazard in the list, simply single-click on it to open the Hazard screen, where you can make changes and **Save** or choose to **Delete** the hazard.

Working with Lists in Accordion View

Lists present all items related to that tab that are associated with the incident. In lists, users can add, delete, or modify items in the list.

Lists are used on the **Contacts Information** tab, the **Financial Code Information** tab, the **Frequencies Information** tab, the right side of the **Locations** tab, the right side of the **Reload Bases** tab, and the **Shipping Address Information** tab.

1   To add a record to the list, click the **Add** icon (**+**) on the upper-right side of the list. This will open a screen where you can add the relevant and required information and then click **Submit** to add that information to the incident.

2   To modify an existing item in the list, click the **Edit** icon in the far-right column. This will open a screen where you can make the needed changes and then click **Submit** to save.

3   To delete an item so that it is no longer associated with an incident, click the **Delete** icon in the far-right column. In the confirmation pop-up, click **OK**.

4   If the list is long, you can use the navigation buttons beneath the list to move forward or backward through the list.

> **Notes:**
> - To add information to the lists in the **Reload Bases** or **Locations** tab, simply fill out the form on the left side of the tab and click **Add** or **Save**.

- On the **Locations** tab, you cannot delete the point of origin from the list.
- You cannot use the column headers or the right-click function to sort items in a list.

The Requests Blocks Tab

This tab shows a graph of catalog request blocks. Hovering over a block shows the related information, such as block name, block range, next number, and numbers used.

Users can add or modify request blocks from this tab.

Overview of the Incidents Accordion View

Tab	Type	Description
General Information	Form	View and modify general information related to the incident: **Incident Name**, **Incident Type**, **Initial Date and Time**, **Time Zone**. To modify the information, you must click **Edit Form**.
Auto Documentation	Table	View or download the auto documentation log, which shows all actions that have been taken on this incident. The information cannot be modified here.
Contacts Information	List	View, add, or modify contacts associated with this incident. Removing a contact only removes them from this incident; their information remains in IROC.
Financial Code Information	List	View, add, or modify financial codes associated with this incident. Only one financial code can be the default.
Frequencies Information	List	View, add, or modify frequencies associated with this incident. Only one can be the primary frequency.
Organization	Form	View or modify incident organization information, such as jurisdictional unit, billing organization, and default cache. Note that changing the jurisdictional unit will update the incident number. The Dispatch field is read-only.
Usage	Table	Shows all requests that are still open on an incident, preventing the incident from being closed.
NavAids	Table	Shows all nearby navigation aids.
Hazards	Modifiable Table	View all fixed and non-fixed hazards within 5 miles of the incident. Hazards received from external systems are not assigned to an incident based on proximity to the incident. Unlike other tables, you can add a hazard to the incident or modify an existing hazard.
Locations	Form and List	View or modify locations associated with an incident. Use the form on the left to add locations or modify existing locations. You cannot delete the point of origin.
Reload Bases	Form and List	View or modify reload bases associated with an incident. Use the form on the left to add locations or modify existing locations.
Request Blocks	Graph	See The Request Blocks Tab for more information.
Shipping Address Information	List	View, add, or modify locations for supply shipments for this incident.