Maintaining Incidents – List View

On the IROC home page, click **Incidents** at the bottom of the Incidents tile to view a list of incidents for your selected dispatch center. In list view, you can quickly search for and select one or more incidents and take action on them.

**Note:** The information that appears in the work area will depend on the filter selected in the Incidents tile List Selector bar. For example, if you choose **IRWIN**, the work area will show Staging Incidents. If you select **Local**, you will only see local incidents. If you select **Non-Local**, you will only see a list of non-local incidents.

**Note:** This document only discusses what you can do with local and non-local incidents.

1. Search the list by typing search criteria in the field at the top right of the screen.
   - Type search criteria in the field and press **Enter**.
   - To remove this search, delete the contents of the search field and press **Enter**.

2. Quick filters are preset filters you can select to change what is shown in the list. Depending on the List Selector chosen, you will see one of two screens in the work area—Incidents or Staging Incidents.
   - **All** – Displays all incidents for your selected dispatch center
   - **Watch** – Displays only those incidents on your Watch List
   - **Can Close** – Displays only those incidents that can be closed.

3. To perform actions on multiple incidents at once, click the checkbox in the **Selected** column choose one or more incidents and then click one of the action buttons.
   - **Close** – Closes incidents.
   - **Reopen** – Reopens incidents.
   - **Watch** – Adds incidents to your watch list.
   - **Unwatch** – Removes incidents from your Watch List.
   - **Travel** – Click to set travel for a resource.

4. Click a column heading (e.g., Incident Name, Incident Number) to sort the list by that column, in either ascending or descending order.

5. Filter the list by entering search criteria in fields under the column heads.
   - Type search criteria in the box and press **Enter**.
   - To remove search criteria, delete the text and press **Enter**.
   - For some columns, such as **Incident Type**, choose from the drop-down list for available search terms.

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![Screenshot of IROC list view](image-url)