

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.
 - a Type search criteria in the field and press **Enter**.
 - b 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.
 - a **All** – Displays all incidents for your selected dispatch center
 - b **Watch**– Displays only those incidents on your **Watch List**.
 - c **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.
 - a **Close** – Closes incidents.
 - b **Reopen** – Reopens incidents.
 - c **Watch** – Adds incidents to your watch list.
 - d **Unwatch** – Removes incidents from your Watch List.
 - e **Travel** – Click to set travel for a resource.
- Tip:** Click stars in the **Watch List** column to add them to or remove them from your watch list. Yellow stars indicate items on your Watch List.
- Note:** See “Travel” in the IROC User Guide for more information on that action button.
- 4 Click a column heading (e.g., Incident Name, Incident Number) to sort the list by that column, in either ascending or descending order.

Tip: All columns can be sorted except for **Selected** and **Watch List**.
 - 5 Filter the list by entering search criteria in fields under the column heads.
 - a Type search criteria in the box and press **Enter**.
 - b To remove search criteria, delete the text and press **Enter**.

Tip: You can enter or remove text in more than one field before pressing **Enter**.

 - c For some columns, such as **Incident Type**, choose from the drop-down list for available search terms.

Selected	Watch List	Incident Name	Incident Number	* Initial Date/Time	Initial Timezone	Incident Type	Created By System	Status	Is Closeable
<input type="checkbox"/>	☆	New Year's Eve	ID-ADX-000001	12-31-2019 07:46	Mountain	Fire - Wildfire	IROC	Open	true
<input type="checkbox"/>	★	Spirit Horse Lane	ID-BOD-000011	12-27-2019 08:34	Mountain	Fire - Wildfire	IROC	Open	true
<input type="checkbox"/>	☆	ID-BOD-787878	ID-BOD-000010	12-18-2019 23:55	Mountain	Fire - Wildfire	IROC	Open	true