To review an incident. Click "CLICK HERE" in the email to be taken to that specific incident.
This first page will show the status of the incident, who submitted it, and the date of submittal. Click "Assessment Questions" or next to move to the next page.

At any point in these sections you can click the icon below. This will bring up the option to ask the submitter a question. Or add a comment that will only be seen by reviewers.
4 Use "Ask Question" for clarification from the submitter.

5 "Add Comment" is only seen by Reviewers.
6. The next steps will be to go through the assessment questions and sections to see if clarification is needed on any of the submitted fields.

7. Click "Incident Details"
8 Click "Witness Details"

9 Click "Injury or Exposure Detail"
10  Click "Review Questions/Answers"

11  Click "Review"
The "Review" section will show any of the assigned reviewers for this particular submittal. If everything looks correct on the previous steps and this, Click your name.

13 Click "Edit"
14 Click the "Reviewed" checkbox.

15 Click "Save"
16 Click "Save Progress"

17 Click "Close"