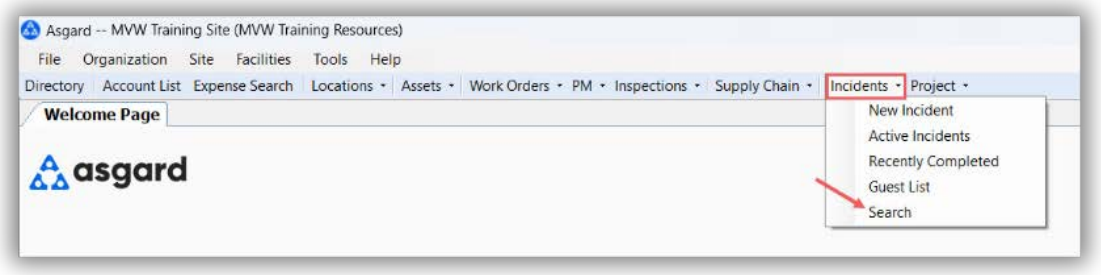
asgard
Learning Portal

Asgard Desktop
Incident Search Screen

The Incident Search screen offers a range of parameters for searching all Incidents. This powerful tool will *exclusively* return results for the site(s) that the user is currently logged into.

Step 1: Under the Incidents drop-down, select **Search**

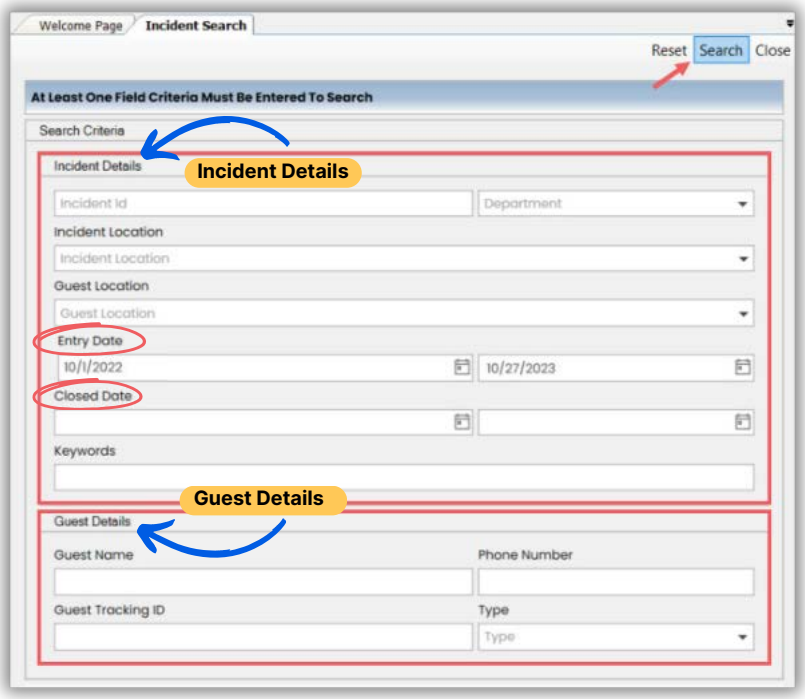


Step 2: The top half of the screen is broken down into two types of details:

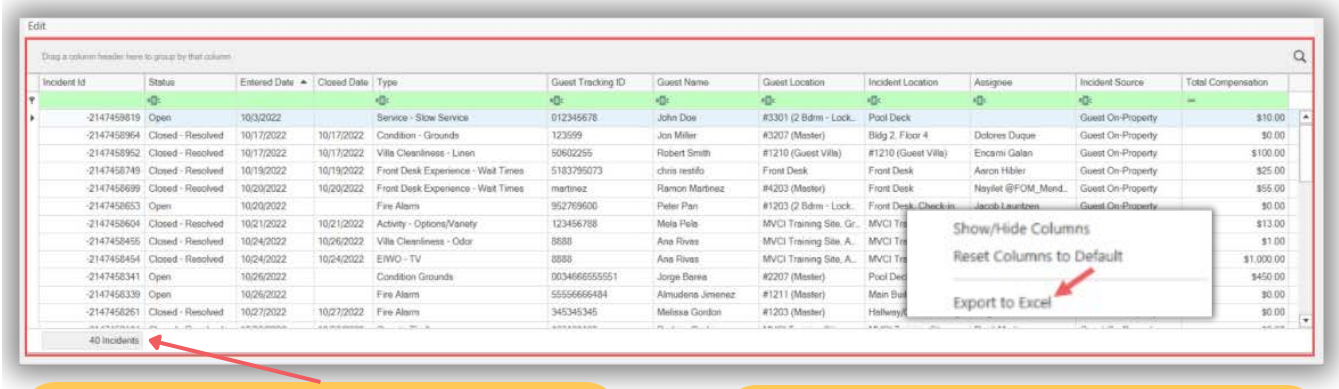
- Incident Details
- Guest Details

Use the **Entry Date** and **Closed Date** fields to search for Incidents within a specific date range

Once you have entered your details, click **Search**



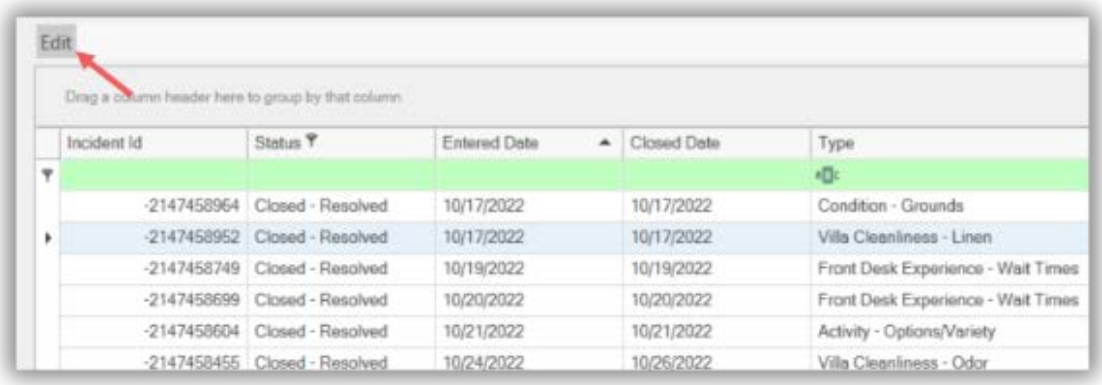
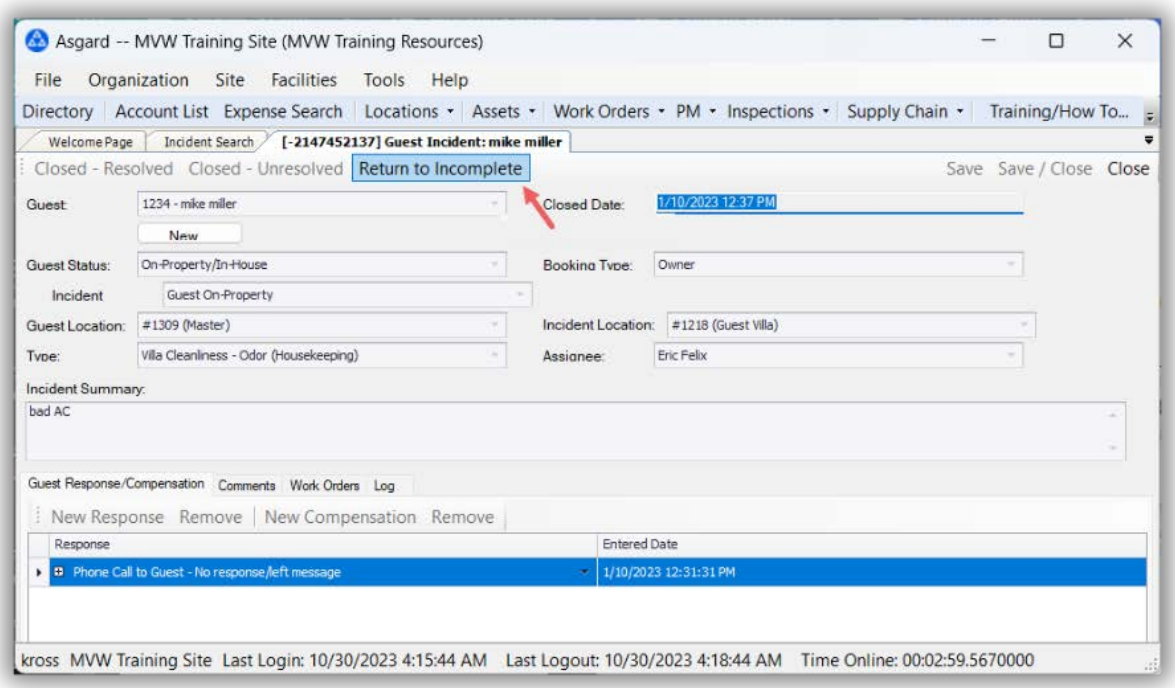
Step 3: Your search results will populated in the bottom of the screen



The total number of results will populate in the bottom right corner

Right-click anywhere within the Search Results grid to export to Excel

Step 5: Highlight an Incident and click **Edit** to open and view the Incident Details.



From here, you can return a '**Closed**' Incident back to '**Incomplete**' status. This allows you to make additional changes or updates, ensuring accuracy in your Incident management.