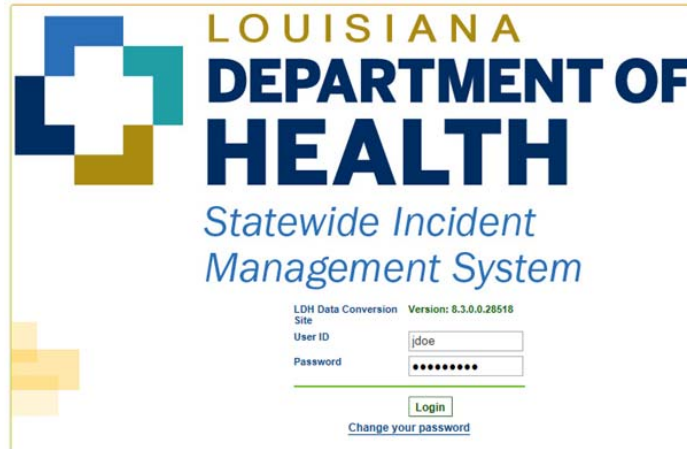
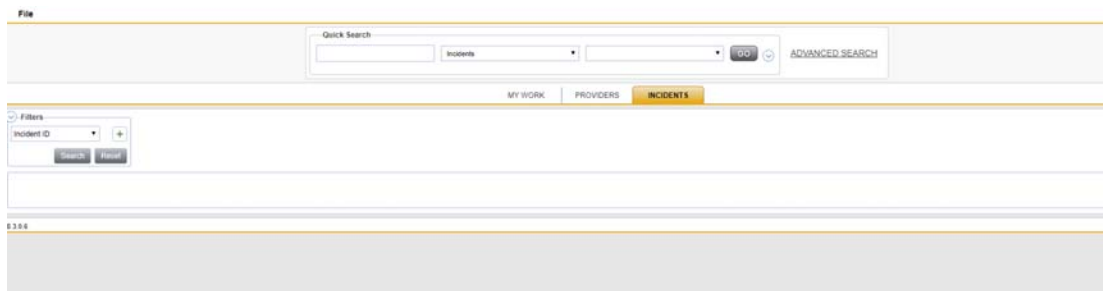


SIMS update: 12/30/2019

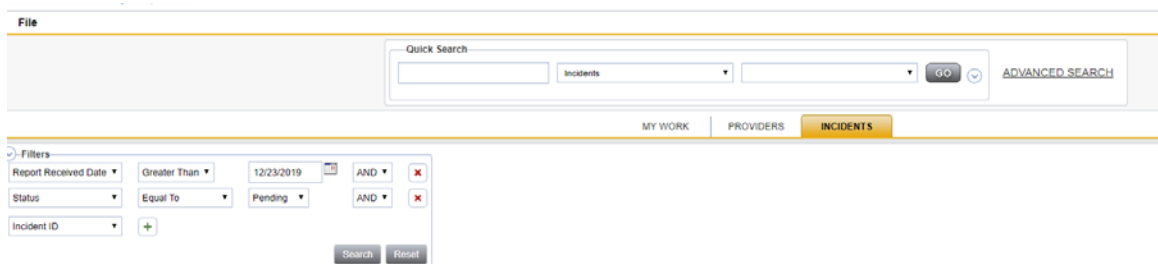


When you chose the Incidents Tab, your page will look very similar to the screen below. It will not automatically display a list of incidents.



You will need to select filters to retrieve your incidents. (For example, below, the user wants to retrieve incidents reported after December 23, 2019 and the status equals Pending.)

Enter your search criteria in the Filters section and choose the **Search** button. You will retrieve only the incidents matching your search criteria. You will only be able to see items that are permitted by security settings for your User ID.



WARNING: (I strongly suggest you do not filter Status = Completed only.)

