

Incident Submission Forms

The Incident Submission Form (ISF) allows select plans to be executed from virtually anyone in your organization without having to log in to Global AlertLink. This feature can be secured to your needs.

To navigate to the Incident Submission Form, you must enter the URL: <http://GALURL/IncidentForm/ISF.aspx>

There are five standard forms included in your system.

Basic Forms

This allows the user to see all of the active events in the system that they have permission to view. In addition, the user can click **New Report** and submit a new event.

New

This allows the user to select the organizational unit and plans that they have permission to activate, complete any message parameters for messages in the plan, and click the **Submit** button to activate.

New By Folder

This form functions identically to the **New** form, except that the user chooses a plan by selecting a folder from a hierarchy tree. To use this form, enter <http://GALURL/IncidentForm/ISF.aspx?form=newByFolder>.

Update

This allows the user to select an active event that they have permission to, and update that active event with another Plan.

Depending upon how your ISF is designed, the screen is dynamic-based upon the incident type selected. Choosing an incident type will display additional fields/questions that should be completed. As you complete certain questions, additional questions may appear.

Once you complete the form, click the **Submit** button at the bottom of the screen to activate the incident.

Update By Folder

This form functions identically to the **Update** form, except that the user chooses a plan by selecting a folder from a hierarchy tree. To use this form, enter <http://GALURL/IncidentForm/ISF.aspx?form=updateByFolder>.