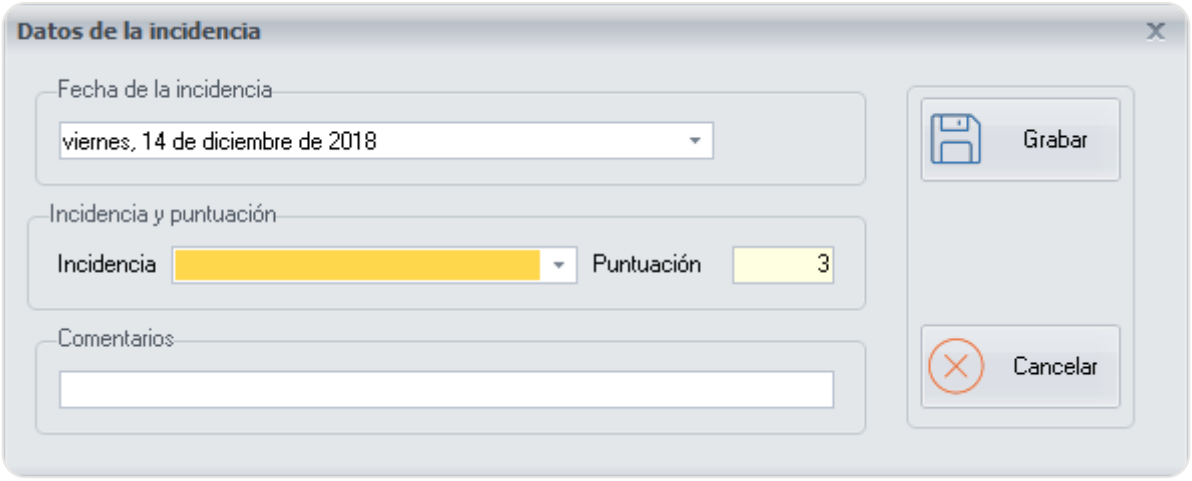
Add Incident to an Employee

On this screen you record an incident in an employee's record: the date, the incident type and a comment.

How to get here: Add button on the Employee Incident Record screen.



Incident details

- **Date**: the date of the incident. Choose it from a drop-down list, with the help of the calendar.

- **Incident Type**: choose it from a drop-down list. The list is configured on the Add/Modify Employee Incidents screen, where the **score** of each incident is also configured.
- **Comments**: you can write a short comment about the incident, for any later query.

Buttons

- **Save**: saves the incident details.
- **Cancel**: closes the screen without making any changes.

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