

How to Search for an Existing Incident Report

RCC TRAILS provides the ability for users to search existing incident reports. When searching for existing incident reports, users only have access and the ability to search for incident reports for a facility or facilities associated with their user credentials.

1. On the Facility Landing page hover over **Incident Reporting**. Click **Search Existing Incident** when it populates.

The screenshot shows the 'Facility Landing' page. At the top right is a 'Log Out' link. Below it are navigation tabs: 'New Application', 'My Facilities', 'Waivers', and 'Incident Reporting' (which is highlighted with a green arrow). The main content area is titled 'Facility Landing' and contains a table with columns for FACID, Facility, Address, City, County, Zip, and a 'Report an Incident' button. The table has one row of data: FACID: CC11036, Facility: TEST, Address: 1209 cypress point apartment, City: ALPHARETTA, County: FULTON, Zip: 30005. There are also 'Refresh' and 'Print' icons in the top right of the table area.

FACID	Facility	Address	City	County	Zip	
CC11036	TEST	1209 cypress point apartment	ALPHARETTA	FULTON	30005	Report an Incident

2. The **Search Existing Incidents** window will populate. The search can be completed in several ways. The simplest way is to type in the **Incident Number** and click **Search**. If you do not have the incident number choose your **Program Type** and **FACID** (facility ID), or input the city of your facility/agency.


The screenshot shows the 'Search Existing Incidents' form. It has a navigation bar at the top with 'New Application', 'My Facilities', 'Waivers', and 'Incident Reporting' (highlighted with a green arrow). The form contains several input fields: 'Incident Number:' (text box), 'Facility Name:' (text box), 'Incident Status:' (dropdown menu with '- All -'), 'Program Type:' (dropdown menu with '-Select-'), 'Address:' (text box), 'County:' (text box), 'FACID:' (dropdown menu with 'Select'), 'City:' (text box), 'Telephone:' (text box), and 'Zip:' (text box). There are 'Search' and 'Cancel' buttons at the bottom right.

- The example below illustrates searching for an existing incident by using the facility name **Test**. After clicking search, it lists all incident reports related to **Test** facility. You can download the details of the incident report by clicking on the folder under Download Incident Details.

New Application | My Facilities | Waivers | Incident Reporting

Search Existing Incidents













Incident Number: Program Type: FACID:
 Facility Name: Address: City:
 Incident Status: County: Telephone: Zip:

INTAKE ID	FACID	Name	Program Type	Received Date	End Date	Status	Download Incident Details
GA00169130	CC11036	TEST	CCI				
GA00169129	CC11036	TEST	CCI				
GA00169127	CC11036	TEST	CCI	08/22/2022		Pending Review / Assignment	
GA00153221	CC11036	TEST	CCI	06/24/2019	06/24/2019	Triage / Prioritization	
GA00153220	CC11036	TEST	CCI	06/24/2019	06/24/2019	Triage / Prioritization	

Page size: 10 5 items in 1 pages

System References

The Icons and Controls below will help you to navigate through RCC TRAILS:

	ADD NEW RECORD	Opens a page or form to add a new record
	CANCEL	Abandons any inputs or edit to page or form
	DELETE	Deletes the associated entry or record
	DOWNLOAD FILE	Download a file to the local machine
	EDIT	Opens the EDIT mode of a page or form
	REFRESH	Reloads the active page
	SAVE	Saves the input or new record
	FILTER	Allows a data field to be drilled down to specific criteria, such as a Name or Date
	DATE PICKER	Allows a specific date to be selected
	MICROSOFT EXCEL EXPORT	Exports view of report to MS Excel file
	ADOBE EXPORT	Exports view or report to a PDF
	HISTORY	When clicked displays the history for associated data field

Contact Information

If there are any questions or technical problems, please forward
to rcc@dhs.ga.gov .

For technical problems, be sure to include a screenshot of the
problem you are having on RCC TRAILS.