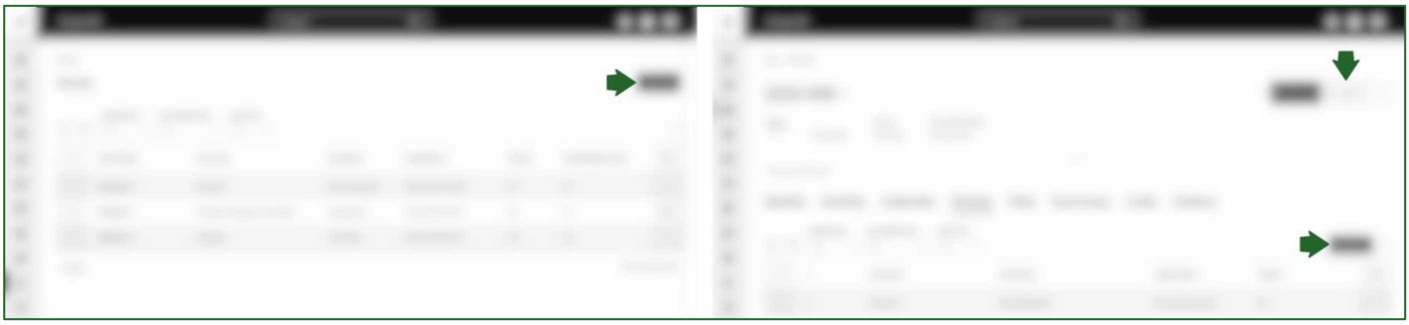
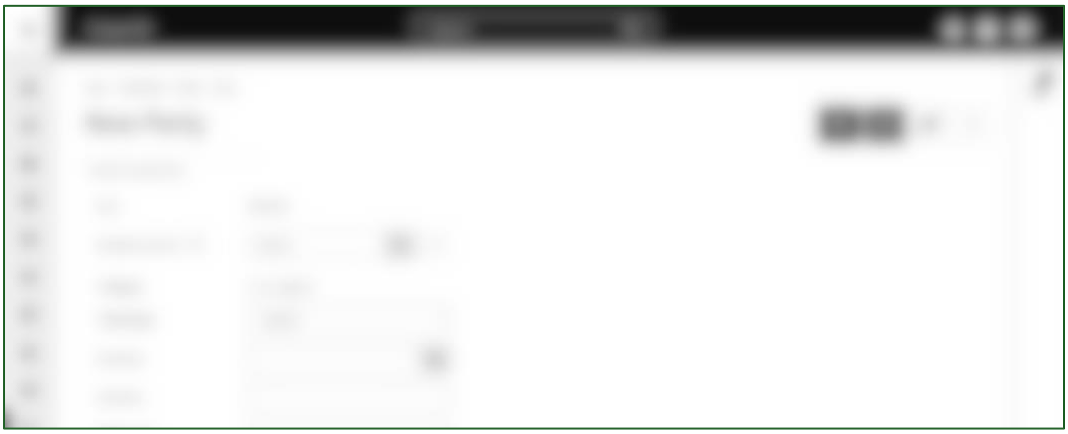
14.3 Add Participant to Incident

You can add a participant to an incident by filling in a New Participant form in [product]. Access the New Participant form by clicking the **Add Participant** button on the Participants page or the **Add** button on an incident's page.



On the New Participant form, complete the following fields:

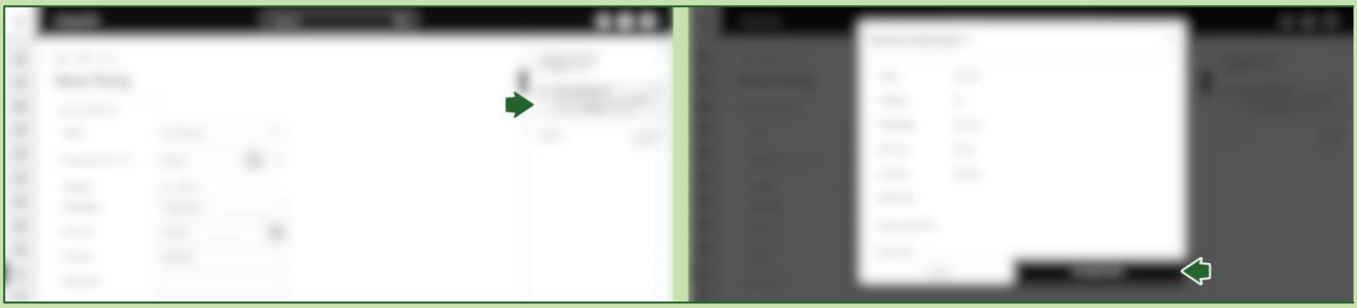
- Incident: enter the relevant incident for the participant. The incident will be automatically populated if you access the New Participant form from the incident's page.
- Main: indicate if this is the main participant for the incident. You can only select one main participant for an incident.
- Type: select a type for the participant to indicate how this person was involved in the incident.
- …



Autofill Form with Similar Participant Information

You can autofill the New Participant form with a similar record's information. [Product] will search for any existing records with the same details as you fill in the form. If it finds a match, you can autofill the form using the following steps:

1. Click the sidebar to see the matching records.
2. Click a participant to see more details in a pop-up window.
3. If you want to use one of the matching records, click the **Autofill Fields** button. This will overwrite anything you entered in the form so far.
4. The form will be filled in with the matching record's information. You can edit the fields if necessary.



When you have finished filling in the form, click the **Save** button to submit your participant. If you need to add another participant, click the **Options** button and select “Save and Copy”. Your current participant will be saved, and another New Participant form will be loaded with the same information you entered.