

# Step by Step: Adding an Incident to Hive

Check Incident Doesn't Already Exist	1
Create Hive Case	1
Add Incident Details	2
Do the first incident tasks	3

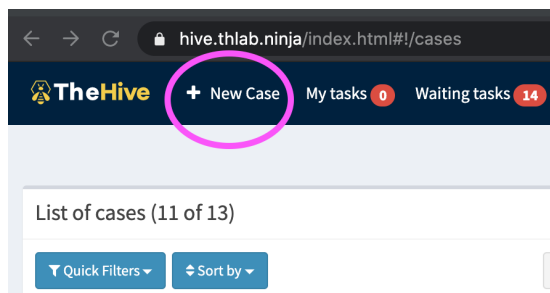
## Check Incident Doesn't Already Exist

First, check that this incident isn't already in Hive. Check <https://hive.thlab.ninja/index.html#!/cases> and search for the incident name. All incidents will have the tag "disinformation" and word "Incident" in the title, which should help with searching.

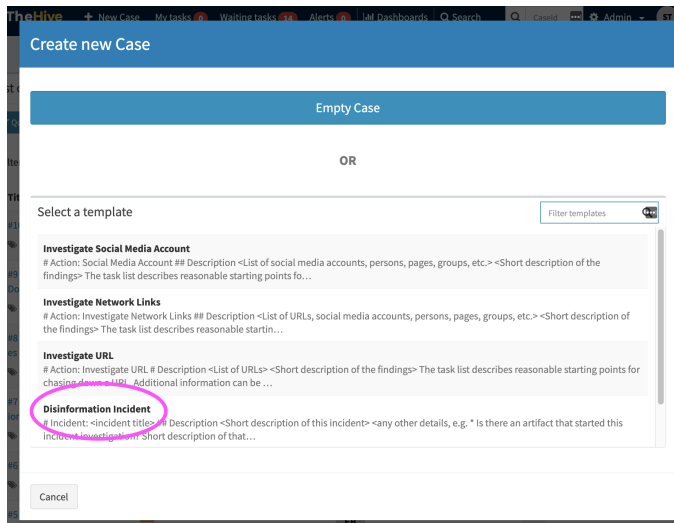
If you can't find this incident, continue with these instructions.

## Create Hive Case

1. Click on "New Case" (the top bar, to the left)



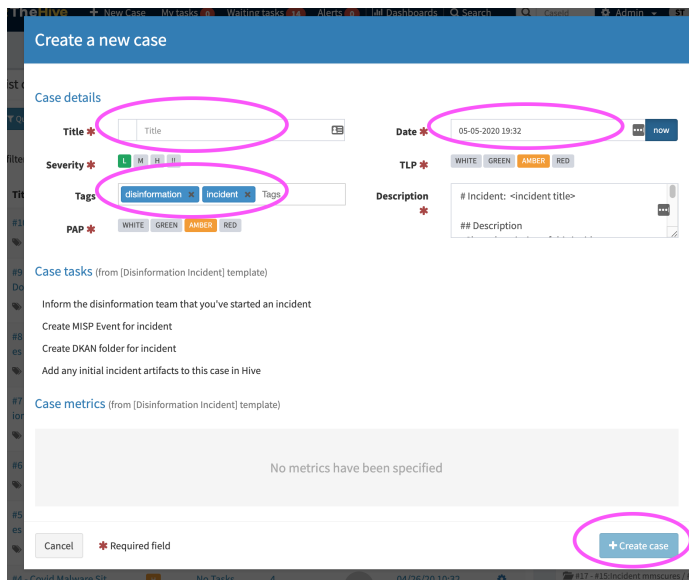
2. Select template "Disinformation Incident"



### 3. Fill out:

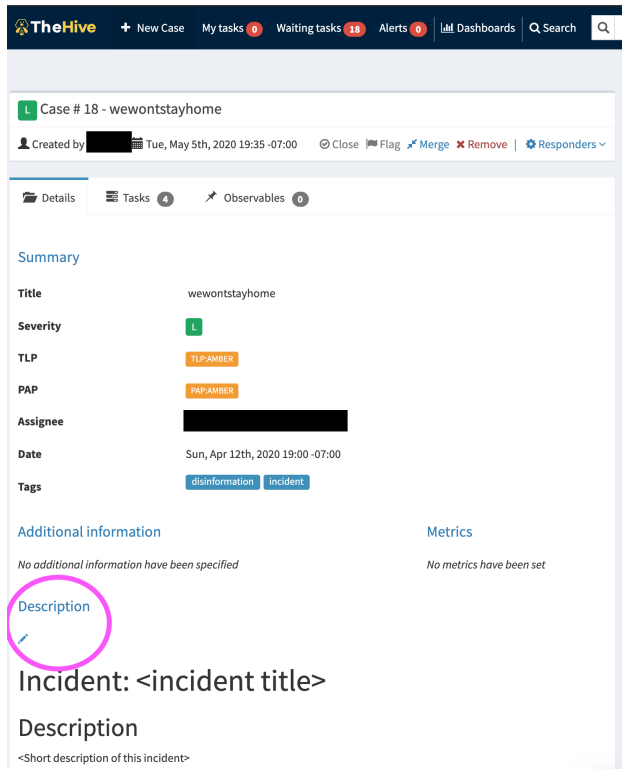
- **Title:** the name of the incident. Short, descriptive (i.e. the name you put in the incidents spreadsheet)
- **Tags:** any new tags you think this incident needs, e.g. Covid19, 5g, mms etc
- **Date:** the date we first found this incident.

### 4. Click “create case”



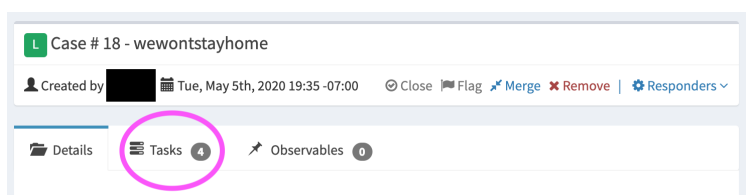
## Add Incident Details

5. Now you have an incident. You still have some cleaning to do.
  - Click the pencil symbol below “Description”
  - Replace everything in <> with the relevant item, e.g. the incident title, description, any details you have about it
6. Also please please put the Hive number into the incidents spreadsheet, in the “Hive ID” column for this incident.



## Do the first incident tasks

7. Not quite done - one of the things that Hive does is give you a list of tasks to do. At the top of the incident case, you'll see a “Tasks” tab. Click on it. Do the tasks (or leave them for the next person to pick up).



Congratulations - you just started an incident