

## Lesson 16: Incident Transfers

In this lesson you will learn how to do an Incident Transfer

1. Sign into the console using your assigned User name and Password
2. On the menu bar choose “**Issues/Transfers**”>**Create Incident Transfer**
3. On the Header Details Screen enter the From Incident Information and the To Incident Information. You may use the look up function.
4. Click on the **Create Order** button
5. The ensuing screen is where the transfer line items are entered
6. Click on save and click on confirm on the ensuing screen
7. You have created an Incident Transfer
8. After you have created the Incident Transfer you will want to print the Incident Transfer report