Changing the Incident Number

As a dispatcher, you may want to change the default incident number. You can change the incident number while creating the incident or while modifying incident details after the incident has been created. This document describes both options.

**Note:** Incident numbers use NWCG standards: State Code + Protecting Unit ID + Sequential Incident Number.

### Changing the Incident Number on the Create New Incident Screen

For more information on creating a new incident in IROC Portal, see *Creating an Incident* quick reference. These steps apply to viewing or modifying incident numbers during the process of creating a new incident.

1. After you select a **Protecting Unit**, the expected incident number displays in the header of the Create New Incident screen.

2. To see a list of incident numbers already in use for this protecting unit, click **View Issued #**.

3. To change the expected incident number, click **Change Number** to open the Change Number screen.

   a. Type a new number into the **New Incident Number** field.

   **Notes:**
   - Do **not** enter the state code or the protecting unit ID. IROC will automatically add these to the start of your incident number.
   - Use only numerals for the incident number.

   b. When done, click **Save**.
Changing the Incident Number from the Incident Work Area

For an incident that has already been created or imported into IROC, you may need to change the incident number. This can be done from the Incident work area accordion view.

1. On the IROC Portal homepage, click the **Incident** list selector to open the Incidents work area.
2. Use the search and filter options to find the incident you want to modify. 
   *For example, type the incident name in the Incident column header search field and press Enter.*
3. Double-click on the row for the appropriate incident to move to accordion view.
4. Click on the **Organization** tab in the Incident Details pane to view all organization details.

5. Click **Edit Form** to open the Organization Information screen.
6. Enter a new incident number in the Local Incident Identifier field.

**Notes:**
- Do **not** enter the state code or the protecting unit ID. IROC will automatically add these to the start of your incident number.
- Use only numerals for the incident number.

7. When done, click **Submit**.