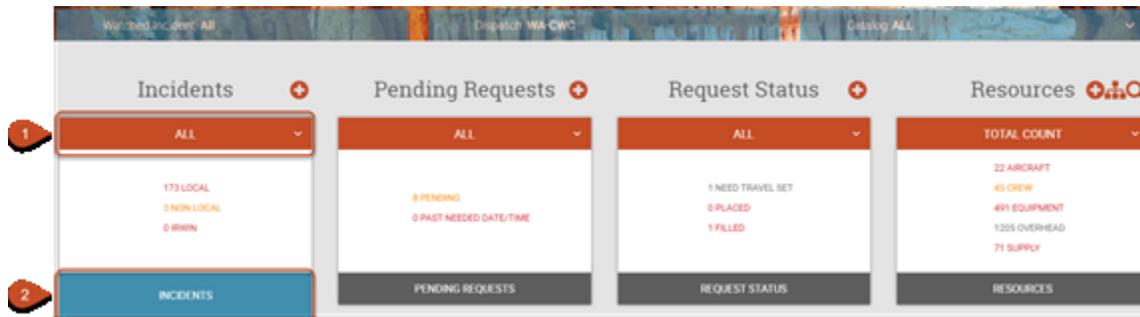
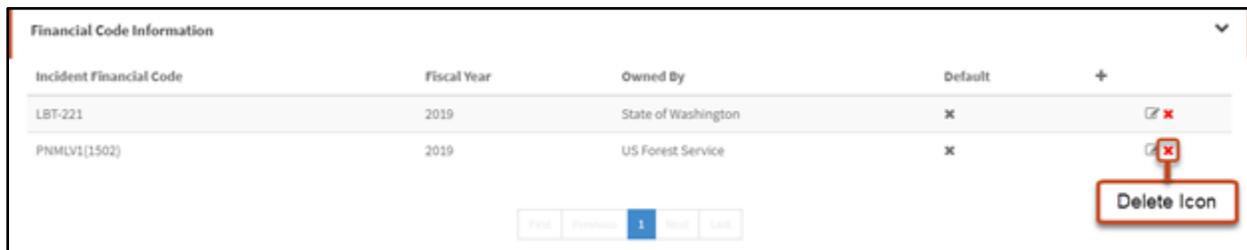


Deleting a Financial Code on an Incident



- 1 On the IROC Portal homepage, be sure that red selector in the Incidents action tile shows All, Local, or Non-Local. If it is set to IRWIN, the work area will show staging incidents.
 - 2 Click the Incidents list selector in the Incidents action tile to open the Incidents work area in list view.
 - 3 Use the filters or search options to find the desired incident in the list.
- Note:** Refer to “Navigating the Work Area” in the IROC User Guide for more information on filtering and searching information in list view.
- 4 Double-click on the incident to open the Incident Details accordion view.
 - 5 Click on the **Financial Code Information** tab to reveal the financial codes associated with this incident.
 - 6 In the Incident Financial Codes list, click the **Delete** icon in the row of the financial code you would like to delete.



- 7 In the confirmation window, click **OK** to proceed.