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.