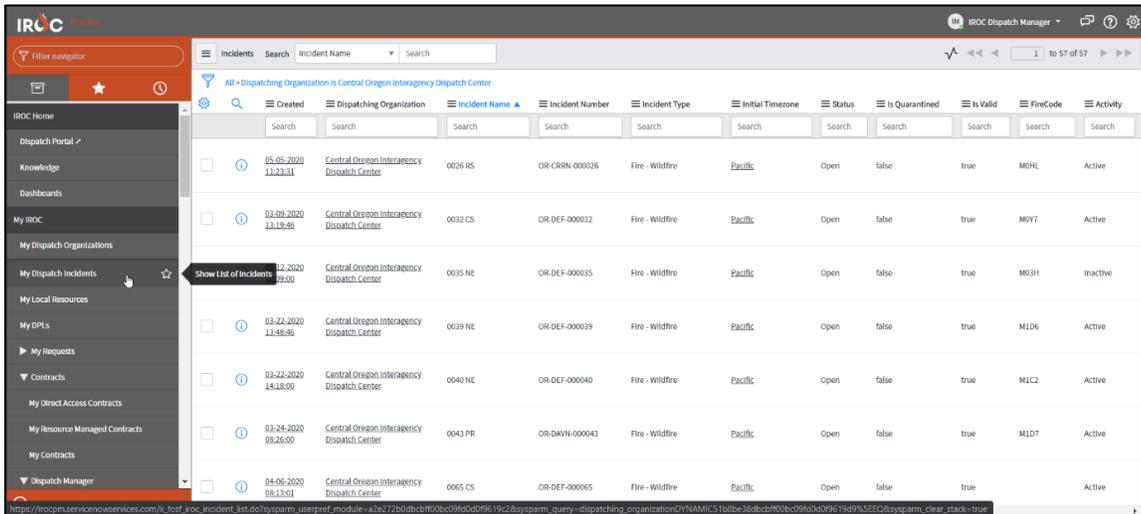


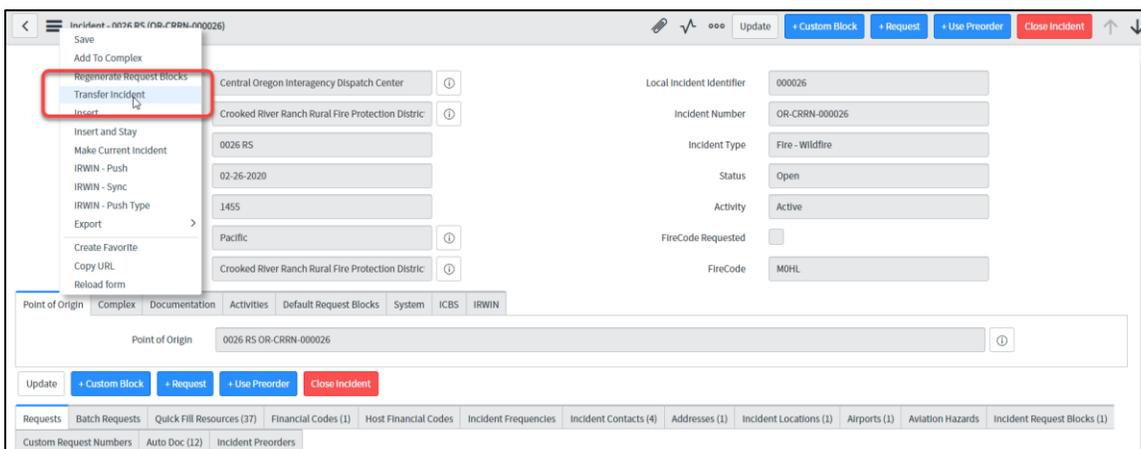
## Transferring an Incident

A Dispatch Manager in IROC DMT can transfer an incident to a different organization.

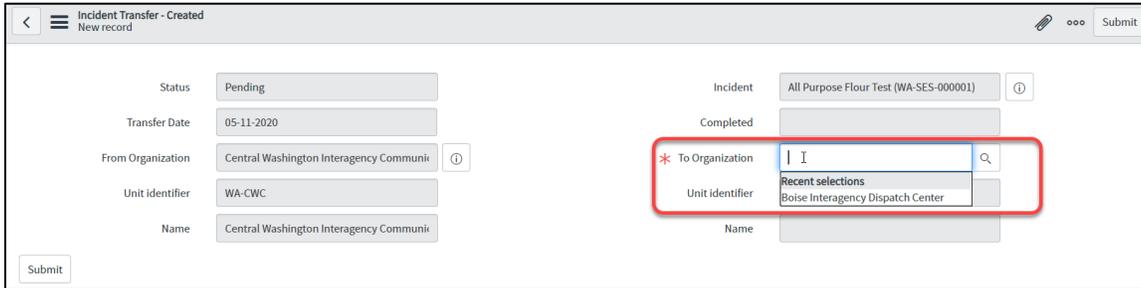
- 1 To view and transfer incidents from your dispatch center, open the **My Dispatch Incidents** module in the application navigator.



- 2 Open the incident you want to transfer by clicking the **Information** icon for that record and then clicking **Open Record**.
- 3 Click the **List Controls** icon and select **Transfer Incident** from the menu.

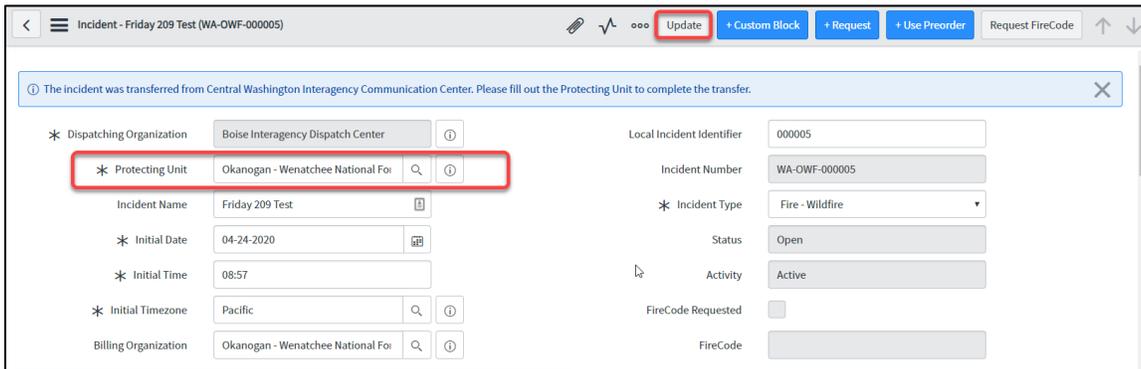


- 4 Select the receiving dispatch organization in the **To Organization** field. Type ahead or click the **Search** icon for a list of organizations.



The screenshot shows the 'Incident Transfer - Created' form. The 'To Organization' field is highlighted with a red box, and a dropdown menu is open showing 'Recent selections' with 'Boise Interagency Dispatch Center' as the selected option. Other fields include Status (Pending), Transfer Date (05-11-2020), From Organization (Central Washington Interagency Communi), Unit identifier (WA-CWC), Name (Central Washington Interagency Communi), Incident (All Purpose Flour Test (WA-SES-00001)), and a Submit button.

- 5 Click **Submit** to transfer the incident. It is no longer available to your organization.
- 6 The receiving organization will now have access to the incident. The receiving organization needs to set the **Protecting Unit** and then click update.



The screenshot shows the 'Incident - Friday 209 Test (WA-OWF-000005)' form. The 'Protecting Unit' field is highlighted with a red box, and the value 'Okanogan - Wenatchee National Fo' is entered. A blue notification banner at the top states: 'The incident was transferred from Central Washington Interagency Communication Center. Please fill out the Protecting Unit to complete the transfer.' Other fields include Dispatching Organization (Boise Interagency Dispatch Center), Local Incident Identifier (000005), Incident Number (WA-OWF-000005), Incident Type (Fire - Wildfire), Status (Open), Activity (Active), and Billing Organization (Okanogan - Wenatchee National Fo). Buttons for 'Update', '+ Custom Block', '+ Request', '+ Use Preorder', and 'Request FireCode' are visible at the top.