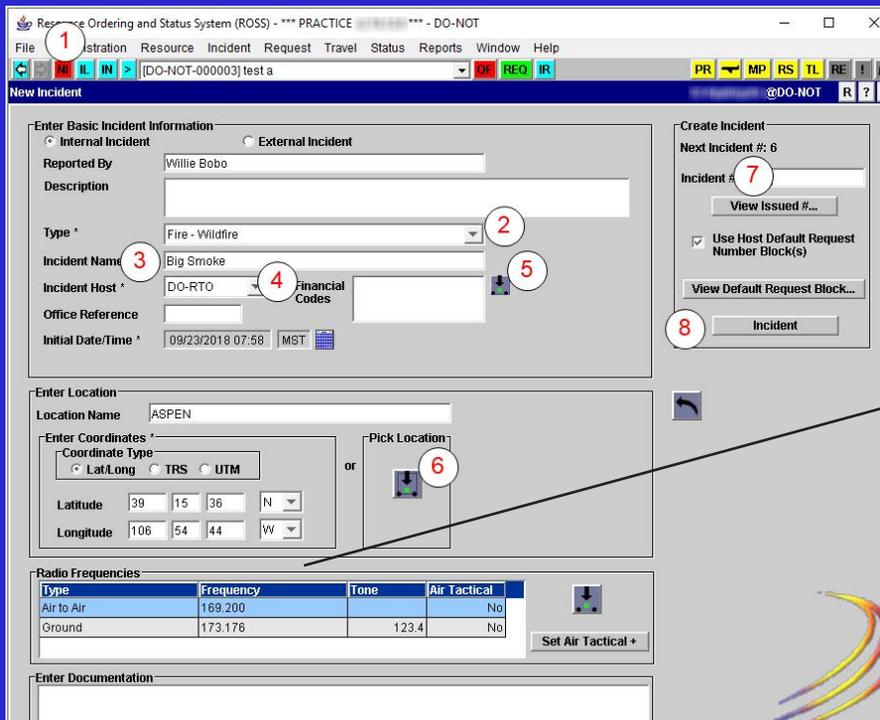


To create an incident

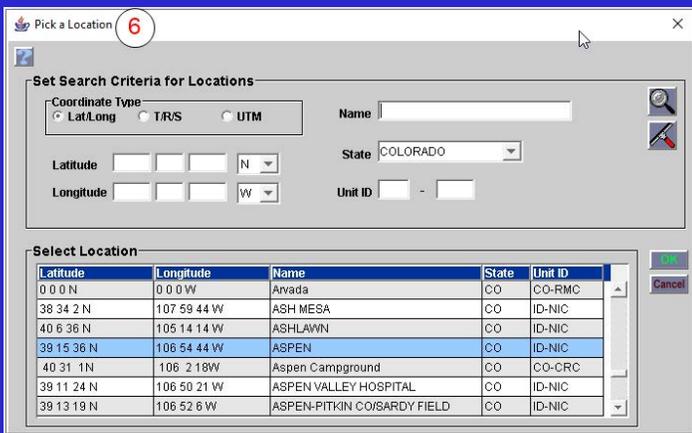
- 1 On the **Incident** menu, click **New Incident**, or click **NI**
- 2 Click the **Type** drop-down arrow, and then select the **Incident Type**.
- 3 In the **Incident Name** text box, type the **Name of the Incident**.
This step is optional. If you do not name the Incident, ROSS will use Incident Number as the default.
- 4 Click the **Incident Host** drop-down arrow, and then select the appropriate organization serving as the **Incident Host**.

- 5 Click  and enter **New Financial Code**, or click arrow to use existing code.
- 6 Under **Enter Location**, type the **New or Existing Location of the Incident**, or click  to search for an existing location of your choice.
- 7 Under **Create Incident**, type the **Incident Number** in the **Incident #** text box.
If you leave this text box blank, ROSS will assign the next available Incident Number.
- 8 When finished entering incident information, click 



The screenshot shows the 'New Incident' form in the Resource Ordering and Status System (ROSS). The form is divided into several sections: 'Enter Basic Incident Information', 'Enter Location', 'Radio Frequencies', and 'Enter Documentation'. Callouts 1 through 8 point to specific fields and buttons: 1 points to the 'Incident' menu icon; 2 points to the 'Type' dropdown; 3 points to the 'Incident Name' text box; 4 points to the 'Incident Host' dropdown; 5 points to the 'Financial Codes' dropdown; 6 points to the 'Pick Location' button; 7 points to the 'Incident #' text box; and 8 points to the 'Incident' button at the bottom right.

Predefined frequencies for the Incident Host display under Radio Frequencies. Click the Pick Incident Frequencies button to add and/or remove frequencies.



The screenshot shows the 'Pick a Location' dialog box. It has a 'Set Search Criteria for Locations' section with fields for 'Coordinate Type' (Lat/Long, T/R/S, UTM), 'Name', 'State' (set to COLORADO), 'Latitude', 'Longitude', and 'Unit ID'. Below this is a 'Select Location' table with columns for Latitude, Longitude, Name, State, and Unit ID. Callout 6 points to the 'Pick Location' button in the main form above.

Latitude	Longitude	Name	State	Unit ID
0 0 0 N	0 0 0 W	Arvada	CO	CO-RMC
38 34 2 N	107 59 44 W	ASH MESA	CO	ID-NIC
40 6 36 N	105 14 14 W	ASHLAWN	CO	ID-NIC
39 15 36 N	106 54 44 W	ASPEN	CO	ID-NIC
40 31 1 N	106 2 18 W	Aspen Campground	CO	CO-CRC
39 11 24 N	106 50 21 W	ASPEN VALLEY HOSPITAL	CO	ID-NIC
39 13 19 N	106 52 6 W	ASPEN-PITKIN CO/SARDY FIELD	CO	ID-NIC

Helpdesk: 866-224-7677 <https://ia-hd.peckham-enclave.us/>

ROSS Website: <https://amit.nwca.gov/applications/ROSS>

