**To create an incident**

1. On the Incident menu, click New Incident, or click 📐.
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 📐.