To transfer an incident - for the source dispatch

1. On the Most Recent Incidents drop-down toolbar, click the Incident of your choice, and then click \( \text{UPDATE} \) to update the Incident Context.

2. On the Incident menu, click Incident, or click \( \text{INCIDENT} \).

3. On the Incident screen, click the Organizations tab, and then click \( \text{Disposition Organization} \) to pick the Dispatch Organization.

4. On the Select Incident Organizations dialog box, click the All Organizations option.

5. Narrow your filter criteria, and then click \( \text{OK} \).

6. Click the Incident Organization where you want to transfer the Incident, and then click \( \text{OK} \).

7. On the Change Incident Host dialog box, click \( \text{OK} \) to confirm.

8. To return to the ROSS Home screen, click \( \text{ROSS} \).

The incident is transferred to the incident organization you selected. It is removed from the source dispatch and is now at the destination dispatch.

To transfer an incident - for the destination dispatch center:

1. On the Incident menu, click Incident List, or click Incident List.
2. On the Incident List screen, search for and click the Transferred Incident, and then click Add to Most Recent.
3. On the Incident menu, click Incident, or click Incident.
4. On the Incident screen, click the Organizations tab.
5. On the Organizations tab, opposite Host, click Change Incident Host.
6. On the Select Incident Organizations dialog box, search for and click the Host Organization of your choice.
7. In the Incident # text box, type the New Incident Number, or leave blank to designate the Host-Assigned Incident Number.
8. Click the remaining tabs on the Incident screen and modify the information as appropriate.
9. On the Change Incident Host dialog box, click Change Incident Host.
10. Repeat step #5 to change the Benefiting and Billing Organizations, as appropriate.
11. Click the remaining tabs on the Incident screen and modify the information as appropriate.

Reload bases, primary office, and primary 24 hour contacts associated with the destination dispatch center are attached to the transferred incident.