

Reassigning Resources from the Incident Resources screen

DATE: 08/19/10

VERSION 2.12

To reassign a resource to another Incident

- 1 On the **Incident** menu, click **Incident Resources**, or click 
- 2 Click the **Most Recent Incidents** drop-down arrow, and then click to select the **Incident** that has the resource to be reassigned.
- 3 Click  to **Show / Update Incident context of the current screen**.
- 4 Under **Set Catalog Filter**, search for the **Catalog of the resource** that you want to reassign.
- 5 Under **Incident Resources [At Incident]**, click to select the **Incident Resource** that you want to reassign.

- 6 Click **Action** and then click to select **Reassign**.
- 7 On the **Reassign Resource** dialog box, search for the **Incident** of your choice.
- 8 Under **Select Request for Reassignment**, click to select the **Requested Item for the reassignment**, and then click 
- 9 On the **Reassign Resource** dialog box, complete the **Travel** information as appropriate, complete the **Assigning Contact** text box, and then click 
- 10 On the **Request Action Message** dialog box, click 

1. Incident menu button (IR icon)

2. Incident dropdown menu

3. Show/Update Incident context button

4. Set Catalog Filter section

5. Incident Resources [At Incident] table

S	NL	G	Req #	Resource Requested	Resource Assigned	Ext	Propos	Home Unit	Resource Status
No			E-10000	Engine, Type 6	ENGINE - T6 - CRD - 1611 (BLM En...	No	No	CO-CRD	At Incident

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email: helpdesk@dms.nwgc.gov

6. Action button

7. Search for Incident field

8. Select Request for Reassignment table

Incident #	Requested Item	Need Date Time	Exclusions	Inclusions
CO-CRD-000388	Engine, Type 6	08/18/2010 08:20 MST		None
CO-CRD-000388	Engine, Type 6	08/18/2010 08:20 MST		None
CO-CRD-000388	Engine, Type 6	08/18/2010 08:20 MST		None

9. Travel information section

Set Travel to be Arranged

Set Travel ETD 08/18/2010 08:50 MST ETA 08/18/2010 16:50 MST

Mode of Travel

Set Travel (will have Itinerary)

No Travel Documented (Set At Incident)

Resource Needs Transportation

Enter Documentation

Assigning Contact * 970-626-5037

Print Resource Order Form

10. Request Action Message dialog box

E-10000 ENGINE - T6 - CRD - 1611 (BLM Engine 1611) (CO-CRC) on (CO-CRC-000004) Gopher Gulch has been reassigned to E-10000 on (CO-CRD-000388) COLORADO STATE OFFICE NATIONAL SEVERITY.

OK

