

## 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 to update the **Incident Context**.
- 2 On the **Incident** menu, click **Incident**, or click .
- 3 On the **Incident** screen, click the **Organizations** tab, and then click 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 .

- 6 Click the **Incident Organization** where you want to **transfer the Incident**, and then click .
- 7 On the **Change Incident Host** dialog box, click to confirm.
- 8 To return to the **ROSS Home** screen, click .

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

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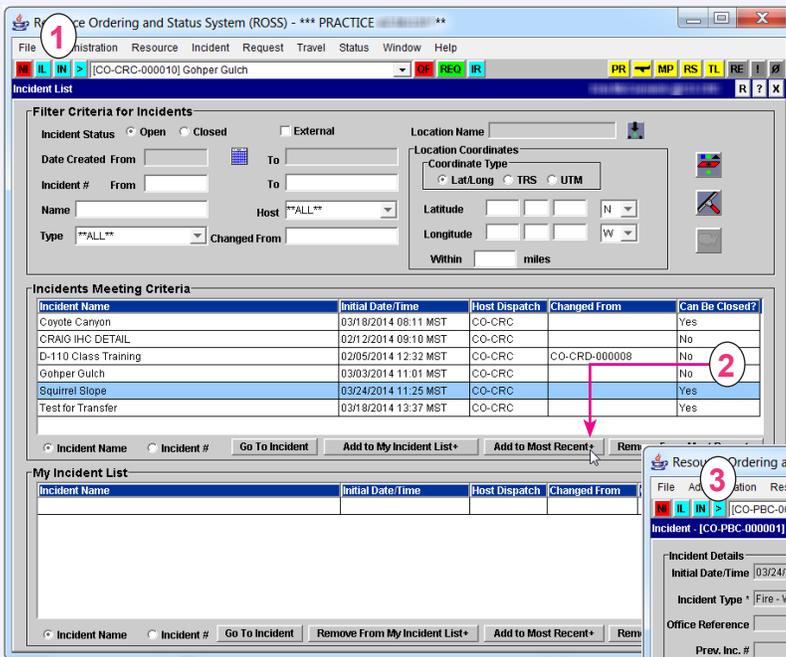


## To transfer an incident - for the destination dispatch

- 1 On the **Incident** menu, click **Incident List**, or click **IL**
- 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 **IN**
- 4 On the **Incident** screen, click the **Organizations** tab.
- 5 On the **Organizations** tab, opposite **Host**, click 
- 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 **OK**
- 9 On the **Change Incident Host** dialog box, click **Yes**
- 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.*



*Change the Host, Benefiting, and Billing Organizations as appropriate for the transferred incident.*

