

Lesson 5 – Transferring Incident Ownership

Estimated time to complete: 15 minutes

In this lesson, you transfer ownership of an incident (like the one you created in exercise 2) to a user group (like the one you created in exercise 3). You will be working from the **Incidents** tab. The purpose of this lesson is to help you become familiar with user groups and how they are used. Other users in the group can assist with decision editing, review, and approval later in the lessons.

This lesson contains one exercise.

Transferring Ownership of an Incident

Ownership of an incident may be transferred for a variety of reasons:

- The current owner is going out of town and will not be available,
- Incident complexity is increasing and additional authors are needed to assist with decision-making and documentation,
- Incident is transitioning to an incident command team or a different team, or
- The size of the fire requires a higher level of authority to manage it.

Ownership is an incident-level privilege and users assigned the Author role are automatically assigned ownership of incidents they create. Authors can transfer incidents to:

- Other authors, or
- Groups of users (of any role) that they've created in their address books (a group must have at least one author.)


Transferring Incident Ownership to a Group

Before transferring incident ownership to a WFDSS user group, verify that the group meets the following criteria:

- All members of the group are available; no member is on leave or already assigned to other duties.
- Member(s) of the group have the authority to make fire management decisions for an incident of this size and complexity.
- At least one group member has been assigned the role of Author within WFDSS.

Only group members assigned the Author user role can own incidents. However, members of a group that are not Authors can assist with document editing, review, and approval.

To transfer ownership of your training incident to a group:

1. If not already selected, select the radio button beside the incident name, and then select **View Information**.
2. Click  and WFDSS navigates to the address book.

3. Select **My Address Book** from the Address Book drop-down list.
4. Select the radio button beside the name of the group you'd like to transfer incident ownership to, and then select **Transfer Ownership**. When asked if you are sure you want to transfer ownership, click OK. You should get a message in green letters that the *Incident Transferred Successfully*.
5. You are now on the **Incident Information** tab. Note that multiple owners are now assigned. Click Multiple (highlighted below) to view the members of the ownership group.

Incident transferred successfully

Incident Information

*Incident Name <input style="width: 90%;" type="text" value="Deep River"/>				FireCode <input style="width: 50%;" type="text"/>	P-Code <input style="width: 50%;" type="text"/>		
*Point of Origin Latitude	Deg	Min	Sec	*Point of Origin Longitude	Deg	Min	Sec
<input style="width: 50%;" type="text" value="26.1769"/>	or	<input style="width: 30%;" type="text" value="26"/>	<input style="width: 30%;" type="text" value="10"/>	<input style="width: 50%;" type="text" value="81.3139"/>	or	<input style="width: 30%;" type="text" value="81"/>	<input style="width: 30%;" type="text" value="18"/>
Example: 39.527				Example: 105.3108			
*Unique Fire Identifier				*Incident Cause			
<input style="width: 20%;" type="text" value="2014"/>	-	<input style="width: 20%;" type="text" value="FLBCP"/>	-	<input checked="" type="radio"/> Undetermined <input type="radio"/> Natural <input type="radio"/> Human			
Calendar Year		Unit ID		Local Number			
*Incident Size (acres)		Latest Perimeter Size (acres)		Responsible Unit Name			
<input style="width: 50%;" type="text" value="4,006"/>		<input style="width: 50%;" type="text" value="1,016"/>		<input style="width: 100%;" type="text" value="Big Cypress National Park"/>			
*Incident Type				Geographic Area (prep level) Owner			
<input checked="" type="radio"/> Wildfire <input type="radio"/> Prescribed <input type="radio"/> Other				Southern (1) <u>Multiple</u>			

Search for these related topics in the Help

- [Transferring Ownership of an Incident](#)
- [Transferring Incident Ownership to a Group](#)
- [Transferring Incident Ownership to Another Author](#)