

Incident Report Unit Assignments

supportcenter.nc4.com/hc/en-us/articles/218341398-Incident-Report-Unit-Assignments

E Team users have the ability to make unit assignments from within the Incident Report. This feature provides a mechanism to make assignments, set status for each assignment made, and to release all units, thus making them available for new/other assignments.

- The Unit Assignment field can be found on the Basic Info tab of the Incident Report form.
- Only E Team users, with an active Personal Profile document that includes data in the *ID No.* field on that Profile document can be considered for assignment.
- You may make multiple assignments within an Incident, however, each unit/personnel can only be assigned to one Incident at a time.

Making a Unit Assignment

1. Locate and place the Incident in *Update* mode.
2. In the *Assigned Units* field, click on the *Select* option.
3. In the assignment window place a check in box to the left of each listing to be assigned AND set the status for each. *If you do not both check and set status the assignment will not be valid.*
4. When done click *OK*.

Clearing Assignments/Releasing Units

There are multiple ways to clear/release assignments:

1. To clear/release a single assignment follow the steps to make a unit assignment and simply set the line item status to Green-Clear. This will remove the check to left of the listing and on click of *OK* release the unit.
2. To clear all assignments within an Incident at one time, click the *Release Units* option to the right of the *Assigned Units* field. This will set the status for all to Green-Clear, making them available for other assignments.
3. Closing the Incident by setting the *Status* to Blue-Report Closed releases all units.
4. Deleting the Incident releases all units.

SELECT FROM OPTIONS BELOW	
<input checked="" type="checkbox"/>	TEST 001 Red-Enroute
<input type="checkbox"/>	TEST 002 Green-Clear
<input type="checkbox"/>	TEST 003 Green-Clear
<input type="checkbox"/>	TEST 004 Green-Clear
<input checked="" type="checkbox"/>	TEST 005 Red-Enroute
<input checked="" type="checkbox"/>	TEST 006 Red-Enroute
<input type="checkbox"/>	TEST 007 Green-Clear

OK Cancel

Viewing All Unit Status

The current status of all units (all active *Profiles* containing an *ID No.* field value) can be seen by navigating to Event/Incident/Activity > Incident > Unit Assignments.

Unit ID	Status	Incident Assignment	Last Updated	Street Address	County
<input type="checkbox"/> 75681-C	Red-Enroute	100 N Main St, Los Angeles, CA Fire - 4 Alarm Fire	04/19/2016 11:28 PDT	100 N Main St	Los Angeles
<input type="checkbox"/> 96576-C	Green-Clear	NR		NR	NR

It is recommended that you do NOT use the Delete option in this view. Since this is an Incident view, making a selection here and hitting delete will delete the Incident itself.