

Lesson 13: Create Incident/Other Orders

Create Incident Steps:

1. On the top menu bar click on **Incident/Other Orders** to drop down the **Incident Menu**.
2. Select **Create Incident** to open the Create Incident screen.
3. Use your home state XX – your initials (minimum of three) RRG - minimum of six characters 000145. Format should look like - MN-RRG-000145
4. Populate the fields in the **Create Incident** screen with the remainder of the incident information. Record the incident order number _____
5. Click the **Create Incident** button in the upper right.
6. Go to Incident/Other Order>Incident Console
7. Enter search criteria to find your incident>click on search
8. From the Incident List, click on Hyperlink for the incident you want to view
9. Return to Incident Console and practice searching for incidents using the various search criteria

Create Other Order Steps:

1. On the top menu bar click on **Incident/Other Orders** to drop down the **Incident Menu**.
2. Select **Create Other Order** to open the Create Incident screen.
3. Use your name as the **Other Order Name**
4. Populate the fields in the **Create Other Order** screen with the remainder of the other order information.
5. Click the **Create Other Order** button in the upper right.
6. Once created, the system will auto-generate an order number. Record the other order number _____.
7. Go to Incident/Other Order> Other Order Console
8. Enter search criteria to find your Other Order>click on search
9. From the Other Order List, click on Hyperlink for the other order you want to view
10. Return to Other Orders Console and practice searching for other orders using the various search criteria