

## Lesson 5 – Transferring Incident Ownership

*Estimated time to complete: 15 minutes*

In this lesson, you will 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 Authors are automatically assigned ownership of incidents they create. Authors can transfer incidents to:

- Other authors, or
- Groups of users 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 with Author privileges can own incidents. Members of a group that do not have author privileges can assist with document editing, review, and approval.

#### To transferring 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 menu.
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

Edit Incident Information

**Incident Name**

**Geographic Area** Owner Multiple

**Point of Origin Latitude** Deg Min Sec  
 or     
Example: 39.527

**Point of Origin Longitude** Deg Min Sec  
 or     
Example: 105.3108

**Unique Fire Identifier**  -  -    
Calendar Year unit ID Local Number FireCode

**Responsible Unit Name**

**Incident Cause**  
 Unknown  Natural  Human

**Is this a fire of National Significance?**  
 Yes  No

**Jurisdictional Agency Unit at Point of Origin**  
Not set

**\*Jurisdictional Agency(s)**

- Bureau of Indian Affairs/Tribal
- Bureau of Land Management
- Fish and Wildlife Service
- National Park Service
- USDA Forest Service
- State
- County & Local
- ANCSA Corporations
- Other

**Incident Size (acres)**

**\*Discovery Date**    
Discovery Time

**Containment Date**    
Containment Time

**Controlled Date**    
Controlled Time

**Out Date**    
Out Time

**Landscape Data Source**

- Alaska LANDFIRE 1.0.0
- Alaska Refresh 2008 1.1.0
- CA Landscape 2010
- Hawaii Refresh 2008 1.1.0
- LANDFIRE National 1.0.0
- LANDFIRE Refresh 2008 1.1.0

#### 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](#)