

Activating an Incident in ICLIP

Following a recent update Incidents must be Active and Open in ICLIP to appear in the Incident List in ICLIP and in the ICLIP Portal. Orders will not be able to be placed against an Incident by Cache Users or ORDM personnel if the Incident has not been activated.

Active = Incident has transactions and expense lines against it

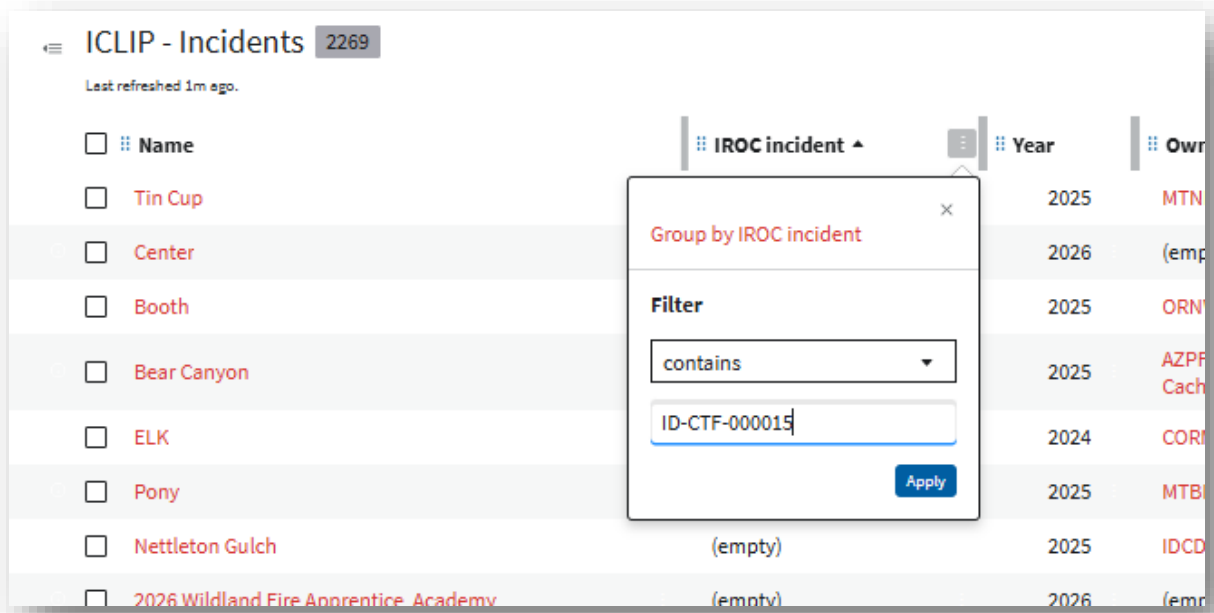
Open = Incident is actively being issued or returned to, and nothing has been billed

If an initial order for the Incident is processed by a **Dispatch Center**, the Incident is automatically set to Active in ICLIP.

If an initial order for the Incident is processed by a **Cache User or ORDM** the Incident must be activated first by a Cache User.

Follow these steps to activate an Incident:

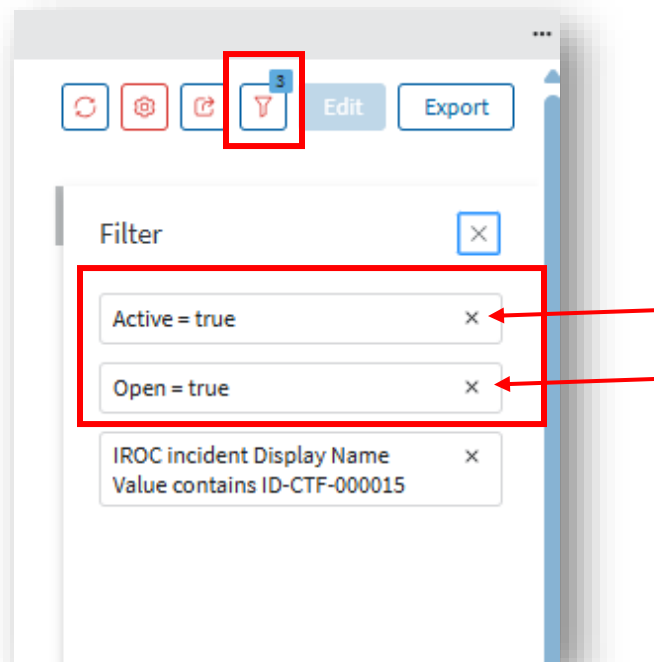
1. Navigate to the Incident List in the EAW in ICLIP
2. Using the IROC Incident field, search for the Incident.



The screenshot shows the 'ICLIP - Incidents' interface with 2269 incidents. A search filter is applied to the 'IROC incident' field. The filter is set to 'contains' with the value 'ID-CTF-000015'. The 'Apply' button is visible. The table below shows the results of the search.

Name	IROC incident	Year	Owner
Tin Cup		2025	MTN
Center		2026	(emp)
Booth		2025	ORN
Bear Canyon		2025	AZPF Cach
ELK		2024	COR
Pony		2025	MTB
Nettleton Gulch	(empty)	2025	IDCD
2026 Wildland Fire Apprentice Academy	(empty)	2026	(emp)

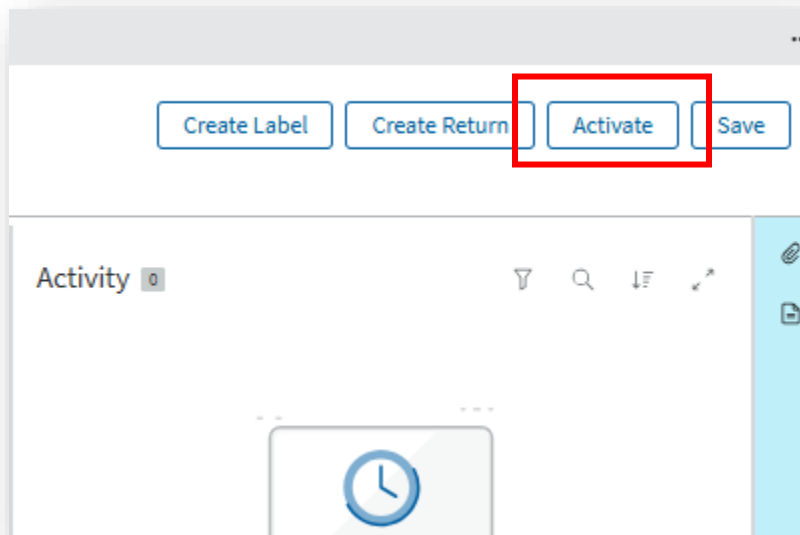
3. Clear out the default filters for Active=true and Open=true



4. This should give you a result for the Incident you searched for. Ensure the Incident information (Name, Number, and Year) are correct and open the Incident record.

<input type="checkbox"/> Name	<input type="checkbox"/> IROC incident ▾	<input type="checkbox"/> Year	<input type="checkbox"/> Owning cache	<input type="checkbox"/> Incident number
<input type="checkbox"/> Add Swap Crew	Add Swap Crew (ID-CTF-000015)	2026	(empty)	ID-CTF-000015
<input type="checkbox"/> Little Burns Canyon RX	Little Burns Canyon RX (ID-CTF-000015)	2025	(empty)	ID-CTF-000015

5. Click the “Activate” button in the top right corner of the Incident Record. This will activate the Incident so that Orders and Returns can be done.



6. Finally, while on the Incident Record, be sure to set the Owning Cache and verify Cost Center and Financial information.

A screenshot of a form section with three input fields. The first field is labeled "Owning cache" and contains the text "IDCDK - Coeur d Alene Incident Support Cache". The second field is labeled "Cost center" and contains the text "PN 5EEK (1525)". The third field is labeled "Fire Code" and contains a single hyphen character. Each field has a search icon (magnifying glass) on the right side.