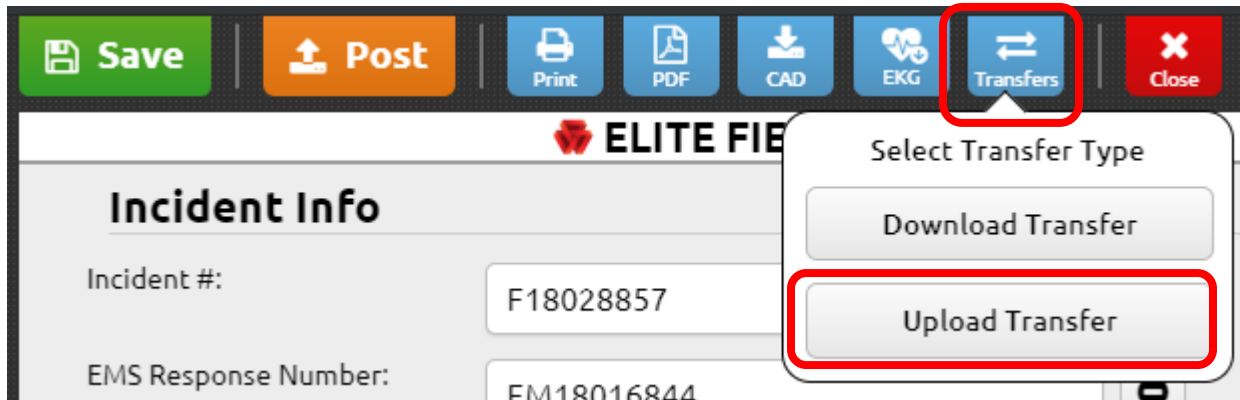


HOW TO UPLOAD A TRANSFER

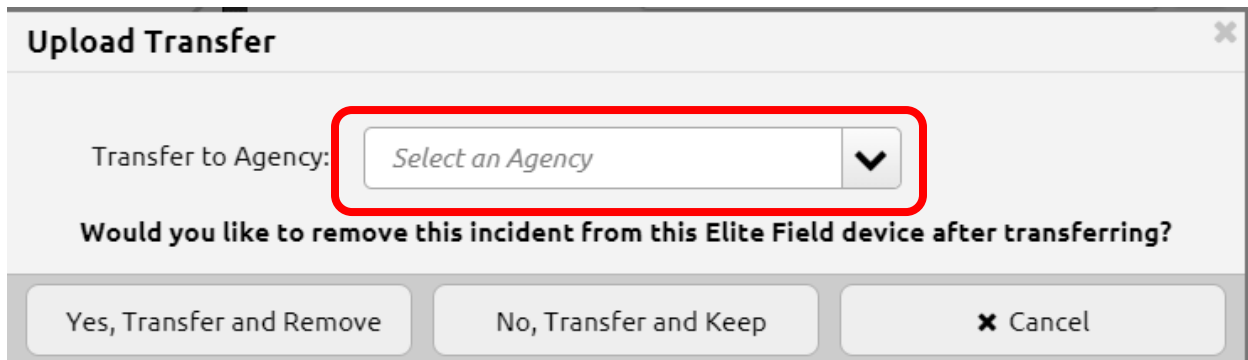
This function requires connection to internet.

From inside an EMS incident, click *Transfers > Upload Transfer*.

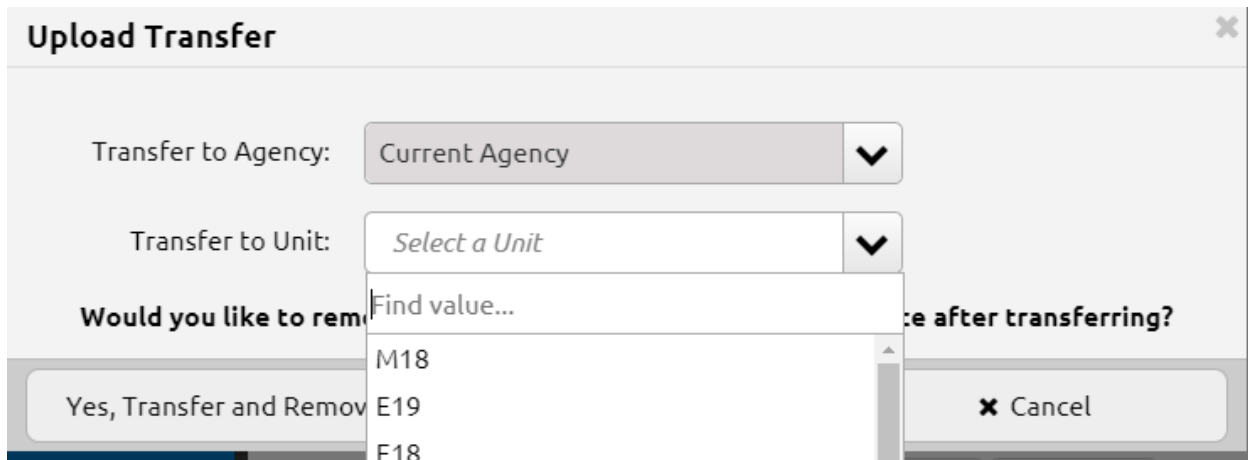


In **Transfer to Agency**, select the agency to which to transfer the incident.

IF TRANSFERRING TO A UNIT WITHIN YOUR AGENCY, SELECT “CURRENT AGENCY”



In **Transfer to Unit**, select the unit to which to transfer the incident.



Click the applicable response:

- *Yes, transfer and remove*
- *No, transfer and keep*

Click OK

HOW TO DOWNLOAD A TRANSFER (requires connection to internet)

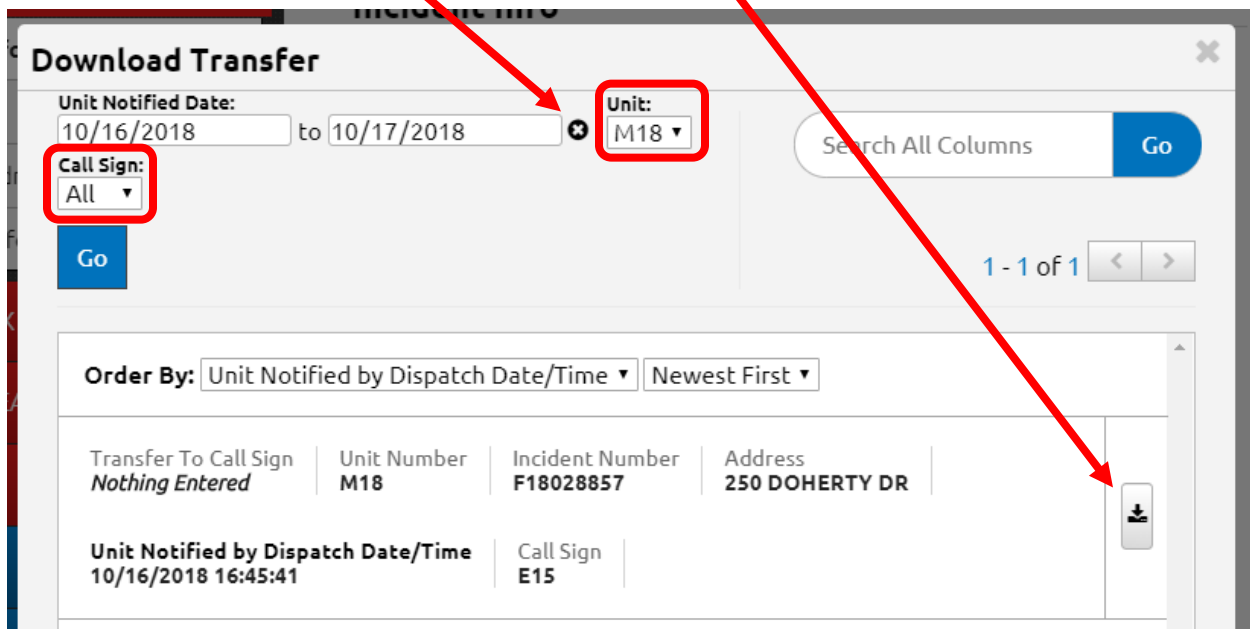
From inside an EMS incident, click *Transfers > Download Transfer*



Filter the list as needed

IF YOU DO NOT SEE THE CALL YOU ARE LOOKING FOR, CLEAR THE DATES BY CLICKING ON THE "X" AND MAKE SURE "CALL SIGN" IS SET TO "ALL" (YOU CAN USE THE UNIT FILTER).

Click the download button to import the selected incident.



To confirm your selection and begin downloading the incident, click *OK*. To cancel the download, click *Cancel*.

