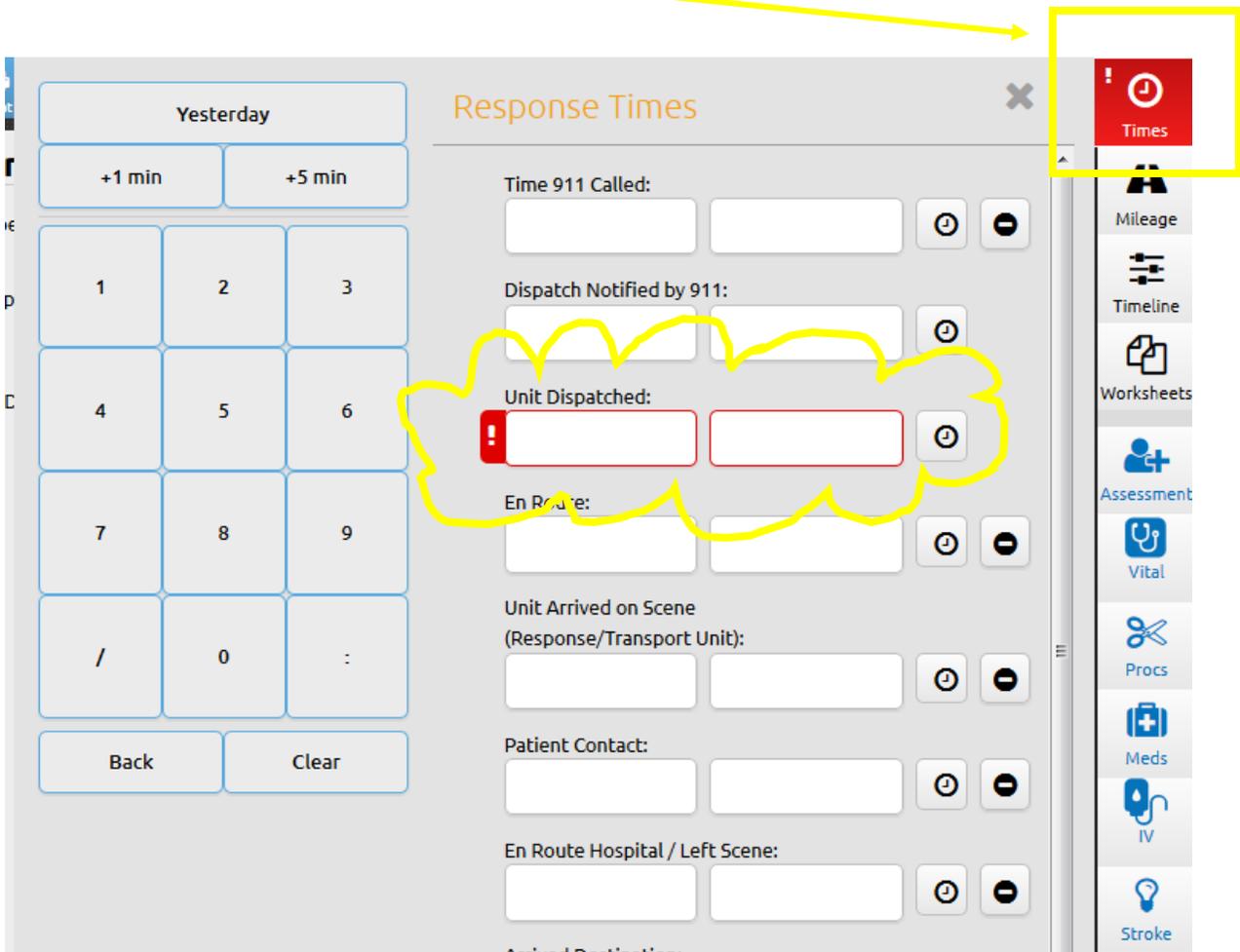# UNIT NOTIFIED BY DISPATCH DATE/TIME – ESSENTIAL!

IT IS ESSENTIAL THAT YOU TO ENTER THE "UNIT NOTIFIED BT DISPATCH DATE" BEFORE YOU SAVE OR CLOSE AN INCIDENT!

The "Unit Notified by Dispatch Date" field is how the system recognizes the date of the incident. If you leave it blank, your incident will have no date attached to it. As a result, you will not be able to find this incident in your incident list (which is sorted by date) to go back and add in your new information. The only way to find it in the incident list would be to search for it specifically using a criteria other than the date.

You can find this field in the **Times** section of the Run Form in the top right hand corner of the page:

For SIREN Administrators:

If your providers have entered an incident without that "Unit Notified by Dispatch Date/Time," they may not have been able to find it again in the incident list and created another incident. This means that there are **duplicate incidents in your incident list** that will throw off your auto-numbering and your reporting.

To fix this, simply delete those duplicate incidents. You can find the incidents with no Unit Notified by Dispatch Date/Time by going to the Incident List, and sorting your incidents by "Created on" or "Created By" since these fields will be filled out for every incident, including ones with no date. Look through your list to find any with a missing date.