

## **How to Report 'No Incidents' in Elite**

For most agencies, there is no need to report that your agency did not have any EMS incidents for a given month. However, there are some agencies that may not have an EMS run to report for a month or more. In these cases, if an agency does nothing, it appears that the agency is not reporting as required. However, there is a method within Elite to notify the State that your agency did not have any runs to report. You should report this as early as possible following a calendar month without any incidents.

### **Here are the steps to report No Incidents:**

1. Click on the Agency menu (first menu, next to Elite logo)
2. Select Agency Information
3. Click the No Incidents to Report tab
4. Click the + New button
5. The Year and Month will default to the current month and year
6. Change the Year and Month to the period for which your agency did not have any incidents
7. Click the OK button on the right side of the row you just added
8. There is no need to click the green Save button at the top of the page.