

# Editing Incidents

1. From the **Incident Information** page, select the '**Edit Incident**' button

Incident Information

Dispatch Logs1

People1

Vehicles0

Missing Property0

Tasks1

Checklist

Related0

External Follow Up0

Violations0

Status:OPEN

Officer:john.tomahawk

Safety Address:92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Incident Number:18-0006

Police Occurrence #:

Entered Date:Jul-25-2018 @ 11:11

Last Updated:Jul-25-2018 @ 11:11

Report Date:Jul-25-2018 @ 11:07

Incident Start Date:Jul-25-2018 @ 11:07

Incident End Date:Jul-25-2018 @ 11:07

Location:Administration Building

Sub Location:Not Defined

Location Description:Main Lobby

Room Number:

Incident Category:Mischief

Incident Sub Category:Public Mischief CCC 140

Flags:

Incident Description:Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions.

Confidential Info:

Incident Files:

Toggle Notes (0)

Add Note

Save note

Close Incident

Close via Checklist

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

2. Enter or change any new information, then select '**Update Incident Details**'

## Edit Incident Information

Dispatch  
Logs 1

People 1

Vehicles 0

Missing  
Property 0

Tasks 1

Checklist

Related 0

External  
Follow Up 0

Violations 0

Summary - Not Set

Status: **OPEN**

Officer: john.tomahawk - Current ▼

Occurrence #: 18-0006

Police Occurrence #:  I wish to make Police Occurrence # blank ☒

Report Date: Jul 25, 2018 @ 11:07

Incident Start Date: Jul 25, 2018 @ 11:07

Incident End Date: Jul 25, 2018 @ 11:07

Location: Arena ▼

Sub Location: Select Sub Location ▼

Location Description: Main Lobby

Room Number:

Category: Mischief ▼

Sub Category: Public Mischief CCC 140 ▼

Flags:

☐ PON/Summons Issued

☐ Arrest/Apprehension Made

☐ Violence Involved

☐ Weapon Involved

Narrative:

Confidential Info:

Related Files:

Close Incident

Close via Checklist

View Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Update Incident Details

Unread

3. Select '**View Incident**' to return to the **Incident Information** page

Dispatch Logs

1

People

1

Vehicles

0

Missing Property

0

Tasks

1

Checklist

Related

0

External Follow Up

0

Violations

0

Summary - Not Set

Status:

OPEN

Officer:

john.tomahawk - Current

Occurrence #:

18-0006

Police Occurrence #:

I wish to make Police Occurrence # blank

Report Date:

Jul 25, 2018 @ 11:07

Incident Start Date:

Jul 25, 2018 @ 11:07

Incident End Date:

Jul 25, 2018 @ 11:07

Location:

Arena - Current

Sub Location:

Select Sub Location

Location Description:

Main Lobby

Room Number:

Category:

Mischief

Sub Category:

Public Mischief CCC 140

Flags:

☐ PON/Summons Issued
 ☐ Arrest/Apprehension Made
 ☐ Violence Involved
 ☐ Weapon Involved

Narrative:

Subject was found busking (playing guitar for money) in the main lobby of the administration building which specifically contravenes the 5th rule of acquisitions.

Confidential Info:

Related Files:

Choose files To Upload

Choose Files

Update Incident Details

Close Incident

Close via Checklist

View Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

4. There are other options listed down the side bar. An explanation for each button is below:

Incident Information

Dispatch Logs0

People1

Vehicles1

Missing Property1

Tasks0

Checklist

Related0

External Follow Up0

Violations0

Summary: 07/06/18  
2

Status:OPEN

Officer:jmulloy

Safety Address:92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Incident Number:18-0003

Police Occurrence #:

Entered Date:Jul-06-2018 @ 15:08

Last Updated:Jul-06-2018 @ 15:08

Report Date:Jul-06-2018 @ 15:06

Incident Start Date:Jul-06-2018 @ 15:06

Incident End Date:Jul-06-2018 @ 15:06

Location:Administration Building

Sub Location:Not Defined

Location Description:asd

Room Number:q123

Incident Category:Maintenance Report

Incident Sub Category:Lighting

Flags:

Incident Description:1

Confidential Info:3

Incident Files:

Toggle Notes (0)

Add Note

Save note

Close Incident

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

Close Incident - Select this button to toggle the incident between Closed and Open.

Edit Incident - Select this button to toggle between viewing and editing the incident.

Distribute Incident - Select this button to create a distribution report. This locks the incident from being edited.

Email Incident - Select this button to generate an email about the incident.

Download Incident - Select this button to download a PDF copy of the incident. This locks the incident from being further edited.

Toggle Read Status - Select this button to toggle the read status from '**unread**' to '**read**' or '**read**' to '**unread**'

Revision #2

Created 13 May 2024 12:36:05

Updated 5 May 2025 09:49:15