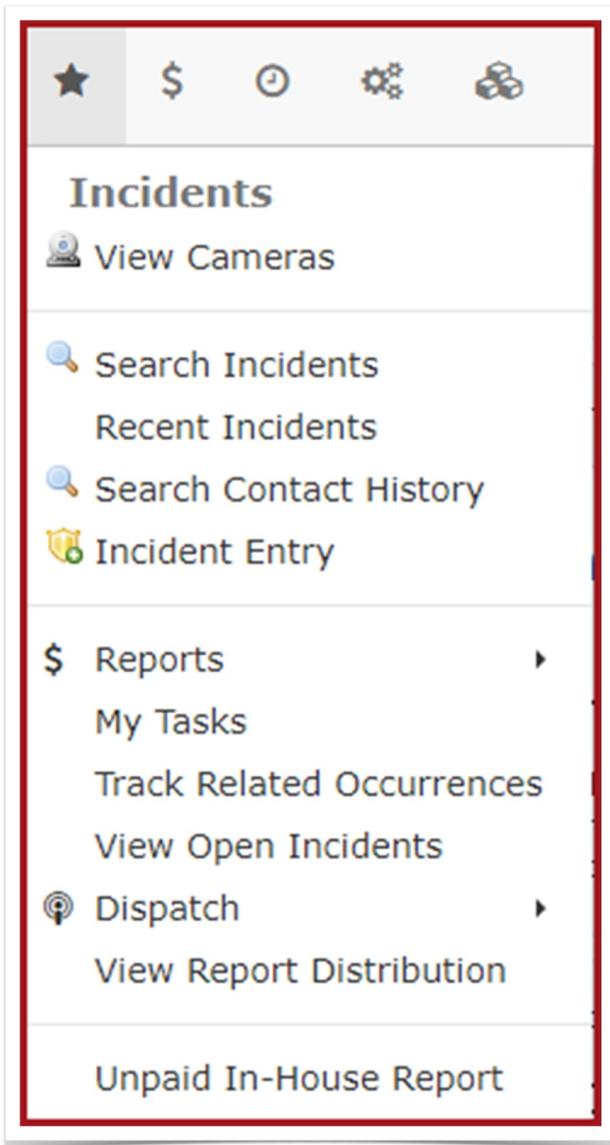
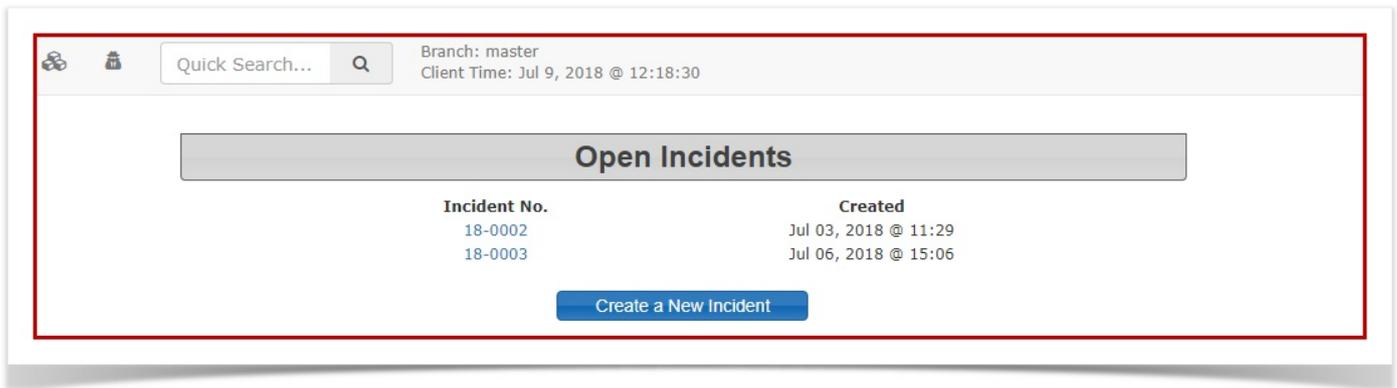


Incident Entry

1. Hover over the **Incidents** icon and select **Incident Entry**.

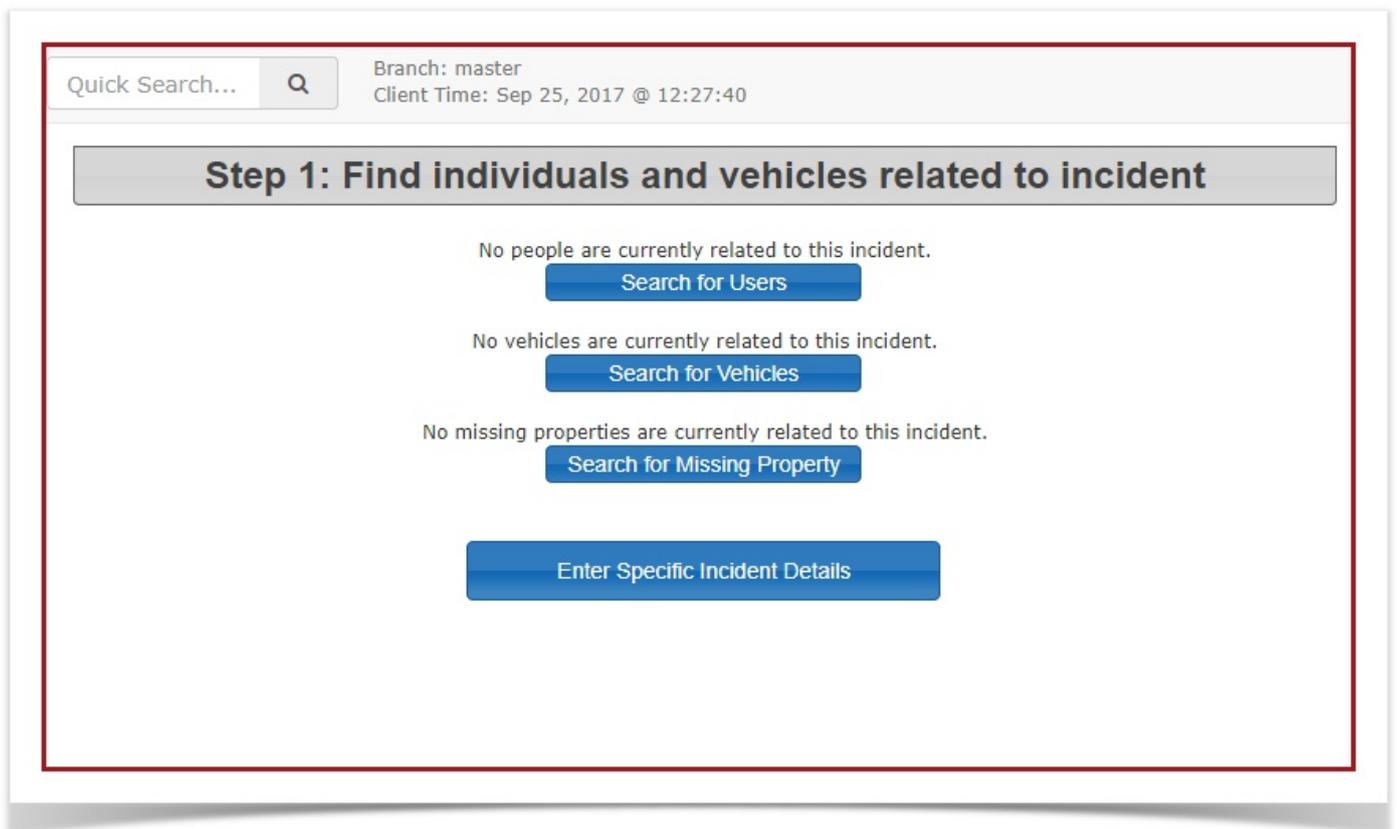


2. This will take you to the **Opened Incidents** page. Here you can select the link for a particular **Incident Number** to view the details of that particular incident or you can select the **Create a New Incident** button.



3. When you select the link to **Enter New Incidents**, this will take you to STEP 1: Finding individuals and vehicles related to an incident. Select the appropriate link to search by Users, Vehicles or Missing Property.

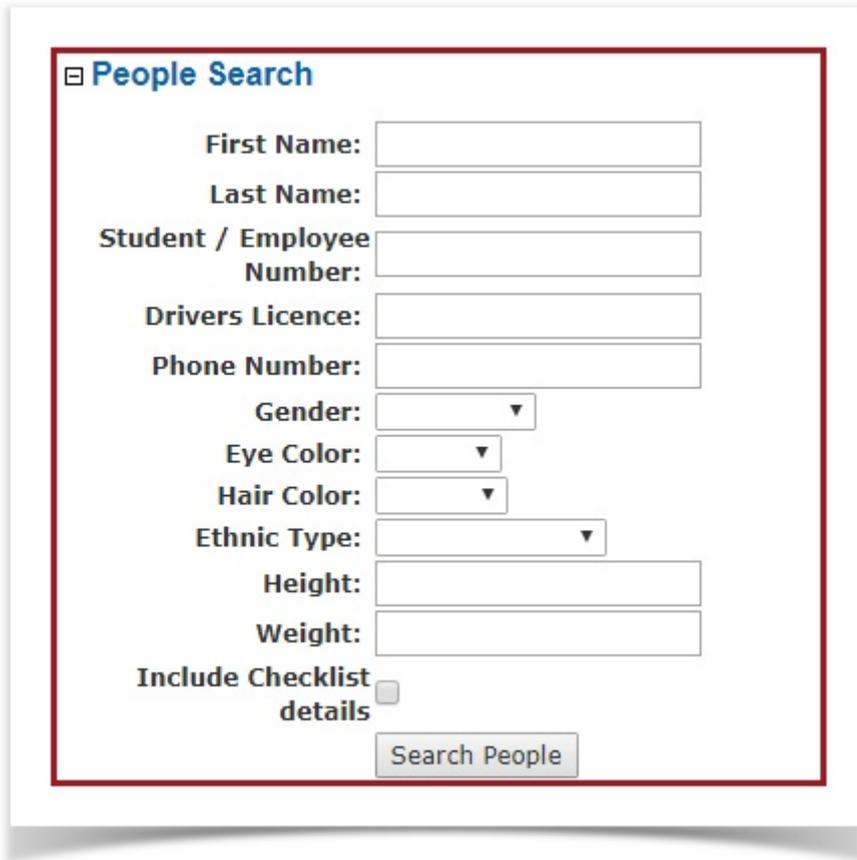
If the incident is not associated with a particular user, vehicle or missing property, select the "**Enter Specific Incident Details**" button.



4. Once you find the user that you are looking for, select the "**Add User to Incident**" button at the bottom right.

If there is no user found with the information you are searching, you can select the "**Add a New Individual to the Database**" button at the very bottom, in the center.

This will take you to the STEP 1: Quick Registration Form where you can enter all the details that you have on the individual.



People Search

First Name:

Last Name:

Student / Employee Number:

Drivers Licence:

Phone Number:

Gender:

Eye Color:

Hair Color:

Ethnic Type:

Height:

Weight:

Include Checklist details

5. Once the user is selected or added you will be taken to a page where you can identify specifics about the individuals involved in the incident. Fill in all the details that you have. You must fill in the **Relation** field which identifies person's relationship to the incident (e.g. victim, witness, prime suspect, etc.)

Select the "**Save User Details**" button to save the details. Select the "**Search for Additional Individuals**" button to add other individuals involved in the incident. You can also add vehicle details and property details by selecting the appropriate link.

You can also select the "**Enter Specific Incident Details**" button at the bottom right if there are no other details to add related to people, vehicles, and property.

Branch: master
Client Time: Jul 9, 2018 @ 12:21:23

Quick Search...

Step 1: Find individuals and vehicles related to incident

[Cancel Incident](#)

INDIVIDUALS INVOLVED

Name	Gender	Eye	Hair	Ethnicity	Height (ft)	Weight (lbs)	Relation
James Rockwood	Male	Green	White	Asian	6.0	180	<input type="text"/> Remove User

[Save User Details](#) [Search for additional individuals](#)

No vehicles are currently related to this incident.
[Search for Vehicles](#)

No missing properties are currently related to this incident.
[Search for Missing Property](#)

[Enter Specific Incident Details](#)

Sample Vehicle Search

Vehicle Search

Provide full or partial details in order to retrieve vehicles.

Licence plate:

Make:

Type:

Colour:

[Search Vehicles](#) [Cancel](#)

Sample Missing Property Search

Missing Property Search

Use up to 5 search terms to retrieve missing property.

6. Once you select the "**Enter Specific Incident Details**" button you will be taken to STEP 2: Entering Incident Information.

A summary of the people involved, vehicles involved and/or the missing property involved will appear at the top of the page. Next, you will find the **Incident Information** section where you will fill in all information that you have on the incident. (**OPS Number** is an abbreviation for **Other Police Services Number** used for tracking the incident. **PON Summons** is an abbreviation for **Provincial Offences Notice Summons.**)

To attach images, select the "**Choose File**" button beside the line for Attach Image, find and select the file that you want to attach and select the "**Open**" button. This will upload the file and attach it to the incident.

When all information is submitted in the Incident Information section, select "**Save Incident**" at the bottom of the page.

Branch: master
Client Time: Jul 9, 2018 @ 12:24:23

Step 2: Entering Incident information

[Cancel Incident](#)

▢ People Involved (1)

Name	Gender	Eye Colour	Hair Colour	Ethnicity	Height (cm)	Weight (lbs)	Incident Relation
James Rockwood	Male	Green	White	Asian	6.0	180	

No Vehicles Involved

No Missing Property Involved

▢ Incident Information

Report Date: Jul 9, 2018 @ 12:23

Incident Start Date: Jul 9, 2018 @ 12:23

Incident End Date: Jul 9, 2018 @ 12:23 [clear](#)

Occurrence #: 18-0004

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

Narrative:

Summary:

Confidential Info:

Location:

Sub Location:

Location Description:

Room Number:

Category:

Sub Category:

PON/Summons Issued:

Arrest/Apprehension Made:

Violence Involved:

Weapon Involved:

Related Files: Choose Files

[Save Incident](#)

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7. Once the incident has been saved you will be taken to the **"Incidents - Last 30 Days"** summary screen. If you need to edit any details, select the **"View Incident"** link to the right of the incident that you want to reopen.

Branch: master
Client Time: Jul 9, 2018 @ 12:29:33

Incidents - Last 30 Days

Listing page 1 of 3 records

Number	Started	Ended	Recorded	Status	Category	Location	Officer	
18-0004	Jul 9, 2018 @ 12:23	Jul 9, 2018 @ 12:23	Jul 9, 2018 @ 12:29	OPEN	Maintenance Report	Administration Building	jmulloy	View Incident
18-0003	Jul 6, 2018 @ 15:06	Jul 6, 2018 @ 15:06	Jul 6, 2018 @ 15:08	OPEN	Maintenance Report	Administration Building	jmulloy	View Incident
18-0002	Jul 3, 2018 @ 11:29	Jul 3, 2018 @ 11:29	Jul 3, 2018 @ 11:34	OPEN	Harassment	Arena	jmulloy	View Incident

Revision #2

Created 13 May 2024 12:34:35

Updated 5 May 2025 09:49:15