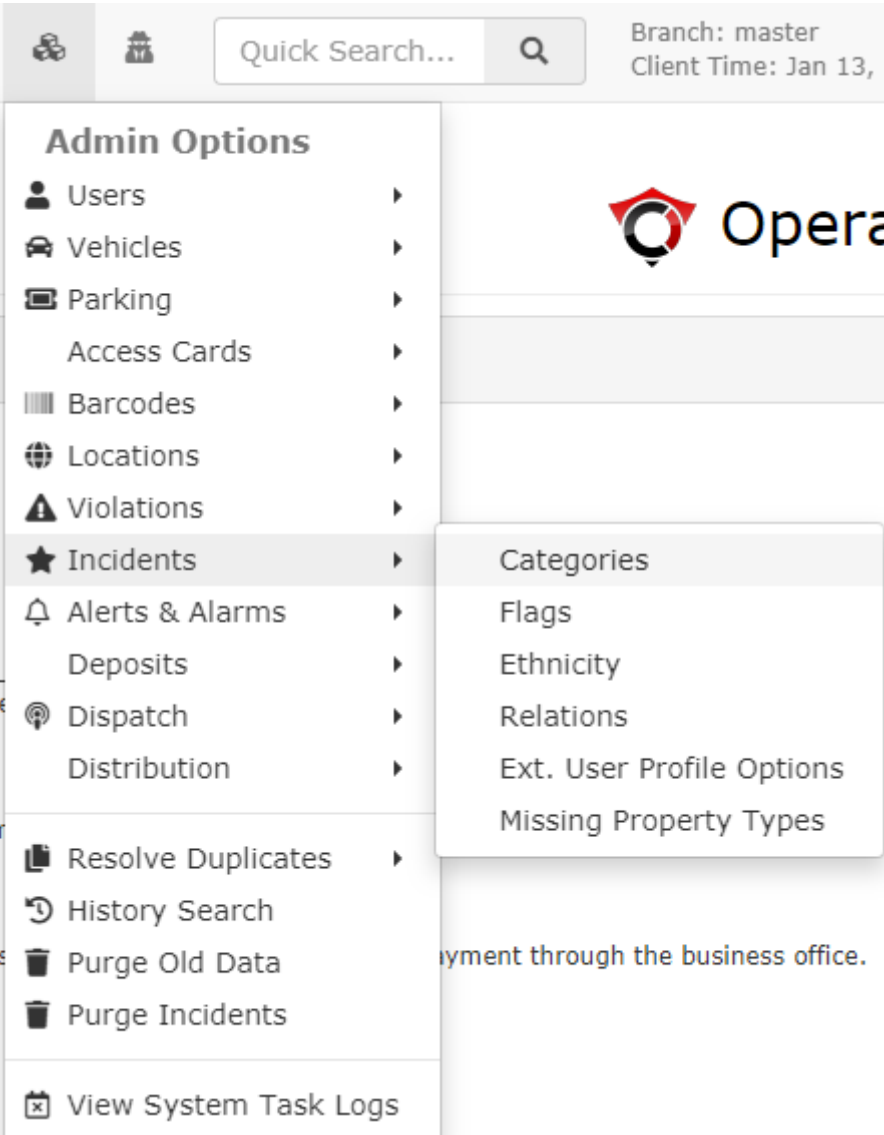


Categories















How to Get to Categorize to Create or Edit

Click **Admin Options**, **Incidents**, and **Categories**.



The **Edit Categories and Sub Categories** main page will display. To **edit** a Category, select the desired category from the listed items and click the pencil icon to edit.

Edit Categories and Sub Categories

Incident Categories		
Abduction	Sub	
Assault	Sub	
Assistance - Requested/Provided	Sub	
Break and Enter	Sub	
Complaints	Sub	
Crime Prevention	Sub	
Criminal Code - Other	Sub	
Federal Statutes	Sub	
Fire Reports	Sub	
Fraud	Sub	
Harassment	Sub	
Homicide/Murder	Sub	
Information / Intelligence	Sub	
Interdicted (Banned) Individual	Sub	

The page will refresh and you will be able to **edit** your **Incident Category**. Change the category name and/or details as desired and click "**Save Incident Category**".

Editing Incident Category: Break and Enter

Category

Break and Enter

GIS Number

5004




☐ In House

☐ Include In Reports

Save Incident Category

Archive Category

To **add** a new **Incident Category**, return to the **Edit Categories and Sub Categories** main page, and click "**Add New Category**" located at the bottom of the page.

Theft	Sub	
Traffic Reports	Sub	
Weapons Offences	Sub	
<div>Add New Category</div>		

The page will refresh. Fill out the details for your new **Category Name**, select whether it's "**In-House**", enter the GIS number, and select if you'd like this category included in Reports. Click "**Save Incident Category**".

Adding a new Category

Category

Incident Category

GIS Number

☐ In House

☐ Include In Reports

Save Incident Category

To check a category for **Sub-Categories**, return to the **Edit Categories and Sub Categories** main page. Select one of the categories by clicking on **Sub**.

Edit Categories and Sub Categories

Incident Categories

Abduction	Sub	
Assault	Sub	
Assistance - Requested/Provided	Sub	
Break and Enter	Sub	
Complaints	Sub	
Crime Prevention	Sub	
Criminal Code - Other	Sub	
Cyber Security - Electronic Offences	Sub	
Federal Statutes	Sub	

Editing Sub-Categories for: Break and Enter

Sub-Category Name	Checklist	Reporting
Attempted Break and Enter CCC 463	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Breaking and Entering (Private Premises) CCC	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Breaking and Entering (University Premises) C	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Add a new sub-category	<input type="checkbox"/> Required	<input type="checkbox"/> Include

Save Sub-Categories

The page will refresh, and you will have the option to **add a sub-category**.

Sub-Category Name	Checklist	Reporting	
Attempted Break and Enter CCC 463	✓ Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (Private Premises) CCC	✓ Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (University Premises) C	✓ Required	<input type="checkbox"/> Include	<input type="checkbox"/> Archive
Breaking and Entering (Vehicle) CCC 468	✓ Required	<input type="checkbox"/> Include	
<div>Save Sub-Categories</div>			

To **add** a new sub-category, enter the name you want for your sub-category. Enable the functions you wish to have in this subcategory.

- If a **Checklist** is required, click "**Required**".
- If it's to be **Included in Reports**, click "**Include**".
- Once you have finished, click "**Save SubCategory**".