

# Editing Incidents

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

Incident Information

Dispatch Logs 1

People 1

Vehicles 0

Missing Property 0

Tasks 1

Checklist

Related 0

External Follow Up 0

Violations 0

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

Unread

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

## 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 - 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:

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 Logs 0

People 1

Vehicles 1

Missing Property 1

Tasks 0

Checklist

Related 0

External Follow Up 0

Violations 0

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**'

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